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# P-CARD USER MANUAL

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## ADJUSTMENTS TO EXPENDITURES AND PAYMENTS

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### INTRODUCTION

Adjustments can be made to the expenditure and can be made either before or after you have paid the bank. Adjustments can also be made to the payment to the bank.

### ADJUST A P-CARD EXPENDITURE

When P-Card transactions are approved, uploaded, and posted to STARS, an expenditure is posted to the P-Card Liability GL2105.

- If you have paid the bank (P-Card transactions have been approved and the P-Card Liability has been realized), and need to make an adjustment, enter an expenditure adjustment in STARS using 27A/27B transaction codes. These will make the fiscal coding changes, such as the Subobject, Fund or Grant, to the expenditure.
- If you have not paid the bank, but P-Card transactions have been approved and the P-Card Liability has been realized, enter a TC 228R in STARS to reverse the expenditure, and then enter a TC 228 with correct fiscal coding. Then you enter the payment to the bank in STARS or Payment Services, use the same fiscal coding as the TC 228 transaction.

### ADJUST A P-CARD PAYMENT

If the payment to the bank was made using different fiscal coding than what was used to post the expenditure, use a TC 28YR to reverse the payment transaction. Then use a TC 28Y to enter the correct fiscal coding. The TC 28Y will debit GL2105 (P-Card Liability), credit GL1003 (Cash) and will not create a warrant or EFT.

### BATCH ERRORS

Final approved transactions in P-Card are batched (all P-card batches are indicated by an asterisk, aka “splat” batch) and uploaded to STARS. STARS validates the fiscal coding and if any errors occur, an Edit Mode 3 batch is generated. The agency’s fiscal person must then make the corrections directly in STARS. Often this means [changing the Batch Effective Date](#) in the STARS S054 screen. However, the easiest way **to avoid errors related to the Effective Date** is to make sure your agency uses [the Posted Pending process](#) at the end of each month. The Posted Pending process will post all transactions in the correct month even if they are not approved. When these transactions are finally approved in P-Card, P-Card will automatically make the correct adjustments in STARS so that the transactions post with the proper fiscal coding.