Procurement Card Payment Procedures
2025 Year-End Close

PRCC transactions contain three fields which allow you to indicate a fiscal period. They are the Budget Fiscal Year (BFY), Fiscal Year (FY), and Period (PER). These fields are located in the Header and Accounting sections of the PRCC. To record a PRCC in Period 13 (old-year FY2025), you **MUST** code the entire fiscal period (BFY, FY, PER) on the **Header** of the PRCC. Do not code any part of the fiscal period (BFY, FY, PER) on the accounting tab. The fiscal period (BFY, FY, PER) coded on the Header will apply to all accounting lines on the PRCC. You will NOT be able to specify that certain transactions on the transaction post to one fiscal period and others post to a different one. In addition, if you do NOT code a fiscal period (BFY, FY, PER), all accounting lines will post to the fiscal period in which the PRCC was approved to a *Final* phase. Please refer to the following guidelines.

Transactions with Posting Dates of June 17 – June 30

♦ These transactions should be posted to the *old-year* (BFY=2025, FY=2025, PER=12)

> **NOTE**: If you wish for these transactions to post to PER 12 then, they will need to be submitted with a *Final* phase by Close of Business (COB) July 8.

♦ If funds are not available, these transactions may be posted to the *new-year* FY2026

> **NOTE**: Transactions posting to the new year (FY2026) cannot be submitted into workflow until July 1 orafter. Be sure and leave the fiscal period (BFY, FY, PER) blank.

Transactions with Posting Dates of July 1 – July 16 will ALL post to *new-year (FY2026).*

All transactions that you wish to post to the *old-year (FY2025)* MUST be submitted to a *FINAL* phase by COB, July 8, 2025.

Any FY25 PRCC that does not create a payment during the nightly cycle of 7/8/2025 will result in the cancellation of the PRCC by SAS on 7/9/2025.