



**GENERAL INFORMATION**

This procedure explains how to setup the P-Card payment cutoff schedule.

**IMPORTANT:** Purchasing Card payment cutoff schedule information is managed on this form (FTMPCSH) using the (FTVPCSH) table. The key to this form is the credit card defined on the System Data Maintenance Form (FTMSDAT), and the calendar year. Payment cutoff schedule information for credit card companies is entered using date per month. The system uses this information with the P-Card Interface Process (FAPCARD) to calculate the payment due date on the invoice (that is, the cutoff date plus the lag days defined on SDAT)

**RELATED FORMS**

FTMPCSH    Payment Cutoff Schedule Maintenance Form

**Procedure begins on the following page.**

## FIPU- 010 Set Up Payment Cutoff Schedule for P-Card

### PROCEDURE

1. In the Direct Access Field of the Main Menu, type FTMPCSH and press ENTER
2. **Card Type:** Enter VISA. (currently only issuing VISA cards)
3. **Year:** Enter the year to review or maintain the schedule
4. Select "Next Block"
5. **Period:** No entry required; system defaults
6. **Start Date:** Enter the start date of the billing cycle
7. Tab to next field
8. **End Date:** Enter the end date of the billing cycle
9. Tab to next field
10. **Payment Cutoff Date:** Enter the end date of the billing cycle
11. Tab to next field.
12. **Due Date:** No entry required; system defaults
13. Arrow down to access the "Start Date" field for the next period
14. Repeat steps 6-13 until twelve periods have been added
15. Select "Save" then select "Exit".

**\*\*\* END \*\*\***