Dates for Posting Fiscal Year 2018

PCard billing-cycle transactions will post to SmartStream on the date scheduled below:

<table>
<thead>
<tr>
<th>Billing Period</th>
<th>Billing Cycle End Date</th>
<th>PCard file Closed and send to SmartStream* (month-end closing date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>07/27/17</td>
<td>08/01/17</td>
</tr>
<tr>
<td>August</td>
<td>08/25/17</td>
<td>08/31/17</td>
</tr>
<tr>
<td>September</td>
<td>09/27/17</td>
<td>10/02/17</td>
</tr>
<tr>
<td>October</td>
<td>10/27/17</td>
<td>11/01/17</td>
</tr>
<tr>
<td>November</td>
<td>11/27/17</td>
<td>12/01/17</td>
</tr>
<tr>
<td>December</td>
<td>12/27/17</td>
<td>01/02/18</td>
</tr>
<tr>
<td>January</td>
<td>01/26/18</td>
<td>02/01/18</td>
</tr>
<tr>
<td>February</td>
<td>02/27/18</td>
<td>03/01/18</td>
</tr>
<tr>
<td>March</td>
<td>03/27/18</td>
<td>03/30/18</td>
</tr>
<tr>
<td>April</td>
<td>04/27/18</td>
<td>05/01/18</td>
</tr>
<tr>
<td>May</td>
<td>05/25/18</td>
<td>06/01/18</td>
</tr>
<tr>
<td>June</td>
<td>06/27/18</td>
<td>07/02/18</td>
</tr>
<tr>
<td>June Year End</td>
<td>06/30/18</td>
<td>07/03/18</td>
</tr>
</tbody>
</table>

*Transactions will not be available to reallocate after this date.

**WEEKLY CLOSING:** All PCard transactions that have been allocated and signed off may be closed and sent to SmartStream each week. The transactions that are still in “Pending Sign Off” will not be affected.

**MONTHLY CLOSING:** At the end of the billing cycle, all transactions will be closed in WORKS and sent to SmartStream for the end of the month reports. **It is important to allocate BEFORE 9:00 am on the month end closing date.** Transactions that have not been allocated by and are still in “Pending Sign Off” will be uploaded to the default account and will require journal entries to correct. Transactions must be signed off in order to be in compliance with the PCard Policy and Procedures.

**Remember:** you can only sign off transactions with a validated UDAK. Please make sure there is not a red “x” the comp/val/auth column of WORKS. You can arrange the Works columns so that the comp/val/auth column is beside the allocation column.

To have a UDAK added to or removed from WORKS, contact the Sarah Wall, walsar@musc.edu.