**WELCOME**

## Pcard Training: New Reconcilers & PaymentNet Users

- **Everyone:  please turn electronic devices to vibrate, silent or off.**

- **Classroom participants:  please be mindful of the microphones and keep ambient noise to a minimum.**

- **Video participants:  please actively participate, but mute your microphone when not speaking.**

- **Everyone:  ensure your attendance is captured by the facilitator in order to receive credit for completing this course. Last slide of this deck contains instructions.**

WASHINGTON STATE UNIVERSITY

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# PURCHASING CARDS

## TRAINING FOR NEW RECONCILERS AND PAYMENTNET USERS

**May 2015**
**Purchasing Services**

# Introduction

- **Facilitator Intro**
- **Contact Info**

   **Email: purchasing.card@wsu.edu**

   **Admin Phone: (509) 335-9527**

   **Website: http://purchasing.wsu.edu/Purcard.html**

- **Purch. Admin Team**

   **Available M-F 8a-5p PST**

# Purchasing Roles Recap

| CH<br>Purchase | REC<br>Record | AO<br>Approve |
|---|---|---|
| • Make allowable purchases<br><br>• Receive goods<br><br>• Document transactions<br><br>• Timely submission of receipts<br><br>• Report lost or stolen card | • Receive, examine, and maintain all documentation<br><br>• Upload data into PNet<br><br>• Review transactions in PNet for validity<br><br>• Assemble EOM 3-part documentation | • Examine all documentation and transactions for validity<br><br>• Approve requests<br><br>• Sign EOM report as Signature Authority<br><br>• Supervise use of Pcard |

# Transaction Documentation
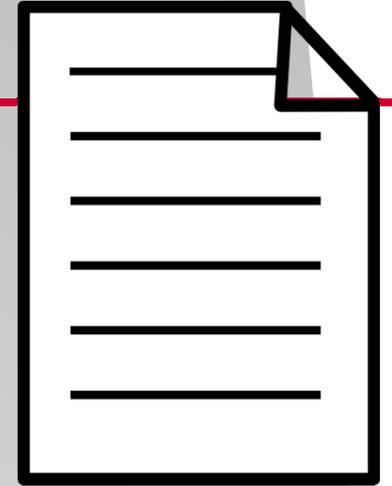
## One for every transaction

- Missing Doc? Use - Affidavit of Lost Receipt Form

## Obtained from the merchant

- Itemized docs are best, ok if that takes multiple docs

## Original form, integrity preserved

- Careful with physical doc; DO NOT: cut it in half, leave in a hot car, fold in half and stick in pocket, redact info, or tape over info.

## PaymentNet

- Not uploading receipts at this time

| RECEIPT, INVOICE, PACKING LIST, ORDER CONFIRMATION OR OTHER DOCUMENT CONTAINING |
|---|
| • name of merchant<br>• date of purchase<br>• description<br>• quantities<br>• unit prices |

# Reconciler Responsibilities

## COLLECT DOCUMENTATION

- Get the docs from the cardholder/merchant

## EXAMINE DOCUMENTATION

- Look for: legibility, errors, omissions, things that could be misconstrued, <u>fraud</u>, etc…

- Make explanatory notes where applicable

## PROTECT CONFIDENTIAL INFO

- Keep all WSU financial docs secure, including the card itself

- Ensure the 16 digit card # is never emailed or left out in open

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# Reconciler Responsibilities

## RETAIN DOCUMENTATION

- **Keep all PCARD related info (physical and electronic) for the full retention period**

  - **Retention period = 6 years + current year**

## ALL TRANSACTIONS CAN BE MONITORED AND AUDITED

- **Not all are, so ensure to quality control all transactions**

- **Lack of reprimand =\= compliance**

## INFO IS STORED IN DATA WAREHOUSE

- **Always be mindful of what goes into public record**

# Reconciler Responsibilities

## ENTER DOCUMENTATION INFO INTO PAYMENTNET

- Verify goods have been received first
- Repeat the receipt

## RECONCILE TRANSACTIONS

- Enter all data, once finalized - mark it "approved" to expense it through Accounts Payable
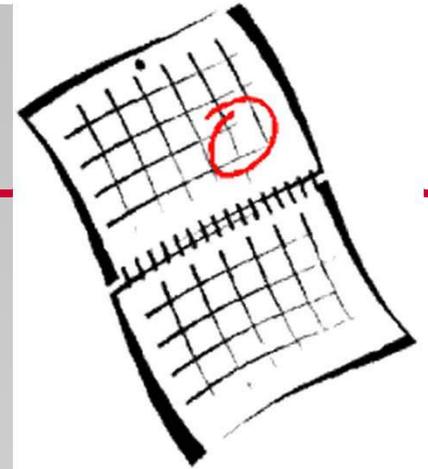  - This is the final step and cannot be undone

## FRAUD WATCH

- Keep on the lookout for any unauthorized transactions, report any found asap
  - Contact Cardholder and Pcard ADMIN if any is found

## END OF MONTH

- 3 part packet includes…

# End Of Month Documentation

- Packet will consist of 3 parts:
  1. Transaction Documentation (Cardholder)
     - Merchant's promise of what should have occurred
  2. PNet Reconciliation Report (Reconciler)
     - Transaction Log of what occurred, printed from PaymentNet
  3. Bank Statement (Issuing Bank/Reconciler)
     - JPMC info, sent in mail or can be printed from PaymentNet
     - NOTE: in months with no transactions, no statement is created/sent

- Must compare all three and fix all issues and errors before passing it along.

- All budget coding use must be signed off by someone with expenditure authority.
  - Send a copy, not your originals.

- Completed packet is retained by the dept. of the Cardholder.

# Statement Example:

**JPMorganChase**

**Statement**

Download Export File →

| Create Export > | Print With Detail > | Print Without Detail > | | Retrieve Central Bill Account |

☐ Secure/Compress Print Statements (requires password to open)

| Account Number | | Billing Date | Due Date | Total Amount Due | Amount to Pay |
|---|---|---|---|---|---|
| ***********8624 → | | 2/29/2012 ▼ | 3/26/2012 | 0.00 | 0.00 |

| Account Name | Spend Limit | Available to Spend |
|---|---|---|
| SHERLEY ALVAREZ | 3,500.00 | 3,500.00 |

| Post ⬍ | Tran | Reference | Description | City | State/Prov | MCC | Amount |
|---|---|---|---|---|---|---|---|
| 02/27 | 02/23 | 24707802055980149423875 | NAPCP | 952-546-1880 | MN | $ | 99.00 |
| 02/27 | 02/24 | 24707802057980149423899 | NAPCP | 952-546-1880 | MN | $ | 1,490.00 |

| Average Daily Balance | | Monthly Periodic Rate | Annual Percentage Rate | Annual Percentage Rate | | Account Summary | | |
|---|---|---|---|---|---|---|---|---|
| Purchases | 0.00 | 0.0000% | 0.00% | | 0.00% | Previous Balance | | 0.00 |
| Cash Advances | 0.00 | 0.0000% | 0.00% | **Number of Days in This Billing Cycle** | | Purchases | + | 1,589.00 |
| | | | | | | Cash Advances | + | 0.00 |
| | | | | | 29 | Credits | − | 0.00 |
| | | | | | | Payments | − | 0.00 |
| | | | | **New Cash Advances** | | Other Charges | + | 0.00 |
| | | | | | 0.00 | Finance Charge | + | 0.00 |
| | | | | **Cash Advance Fee** | | | | |
| | | | | | 0.00 | New Balance | = | 0.00 |

***** THE ABOVE LISTED TRANSACTIONS HAVE TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 1,589.00

***** PLEASE NOTE THAT ANY FOREIGN PURCHASES AND/OR FOREIGN CASH DISBURSEMENT TRANSACTIONS MAY INCLUDE A 1% INTERNATIONAL

TRANSACTION FEE.

# REC Report Example:

## Washington State University
### Purchasing Card Reconciliation Report

Date Printed: 05/12/2015 01:57:30PM                                                                     Orientation: Landscape

**CARDHOLDER NAME:** CARDHOLDER, CARRIE
**ACCOUNT NUMBER:** *************9876
**ACCOUNTING CYCLE:** May - 2015

| TRAN ID | POST DATE | MERCHANT NAME | PROG | BU/PROJ | OBJ | TRAN AMT | TAX | TAX AMT ON RECEIPT | TAX EXEMPT | EXP |
|---------|-----------|---------------|------|---------|-----|----------|-----|--------------------|------------|-----|
| 236257 | 05/04/2015 | OFFICE DEPOT #1078 | | | | $135.85 | $9.83 | | No | ☐ |
| | DESCRIPTION: | | | | | | | | | |
| | NOTES: | | | | | | | | | |
| 236258 | 05/04/2015 | OFFICE DEPOT #1078 | | | | $21.44 | $1.55 | | No | ☐ |
| | DESCRIPTION: | | | | | | | | | |
| | NOTES: | | | | | | | | | |

|  |  |
|---|---|
| Total Transaction Amount: | $157.29 |
| Total Transaction Count: | 2 |

**RECONCILER**
I certify that all transactions have accurate descriptions and that each transaction has itemized documentation attached to this report.

Where transactions are marked "reviewed", I certify the good or service has been received.

**RECONCILER NAME:** Nathan Numbers _____ Signature: _____ Date: _____

**APPROVING OFFICIAL**
I have reviewed this report, transaction documentation and JPMorgan Chase statement for the purpose of verifying the appropriateness of each charge and the proper documentation of each charge. I have expenditure authority for all budget coding applied to the transactions.

**APPROVING OFFICIAL NAME:** Olivia Oversight _____ Signature: _____ Date: _____

Additional signatures for expenditure authority, as needed:

Budget/Project: _____ Name: _____ Signature: _____ Date: _____

Budget/Project: _____ Name: _____ Signature: _____ Date: _____

# Fiscal Training

You should have a general understanding of how finances and accounting works at WSU if you are going to be a REC.

- Cycle generally is: Purchasers (Buy things) ➔ with Pcard (Method of Payment) ➔ Reconcile Transactions (in PNet) ➔ Accounts Payable (expenses)➔ Budget (AIS).

AIS (Admin. Info. System)/BALANCES

- Access is recommended for all RECs (report 15)

Direct Buy Limit (DBL) – this is the amount a transaction can be and still be bought outright. Transactions at and over this value must go through additional steps (i.e. bids, price checks, etc) and approvals - both your AFO and a Buyer in Purchasing

- Current WSU DBL = $10,000

Understand how the WSU financial numbering system and terminology work…

# Fiscal Training - Numbers

Fund/SubFund – a three and a two digit number [111-22]
  • Denotes origin of the fund (i.e. state, federal, etc)
Program/SubProgram - a 1-2 digit number and a single letter [1A]
  • Denotes intended use of funds (i.e. SPS, Discretionary, etc)
Budget – 4 digit number [1111], allocated dept. amount (example: whole pizza)
Project – 4 digit number [2222], subset of a Budget (example: slice of pizza)
  • Usually always done in tandem with Budget [1111-2222]
Object/SubObject - 2 digit number and two letters [01-AA], Subjective info
  • Classifies what was bought, done after the purchase, matters how its used.
Expenditure Authority – Names of who can sign/spend

*Order of Codes:*
Fund-Sub
Program-Sub
**Budget-Proj**
**Object-Sub**

Example:
14805-01D-
11457777-03AA

```
ACAB5915          ACCOUNT BALANCES Report 15 - (Master Account Table)    05/11/15
--------------------------------------------------------------------------------
   Funds: 14805                                           Authorized
  Budget:  1145 PURCHASING                                Signatures:
 Project:  7777 PURCHASING SERVICES ASC                   ELY,TERRY L
   Area:     27 AVP FINANCIAL SERVICES                    GROPP,PATTY JEAN
   Dept:   2920 PURCHASING SERVICES                       JOHNSTON,BARRY E
   Unit:   2920 Purchasing Services                       MORTON,WILMA JOY
 Program:   01D           Project period: 07/01/89 to 99/99/99 MURRAY,VICTORIA JO
 Objects: 00 01 02 03 04 05 06 07 11 16 19 18     Src:    ROGERS,ERIC MICHAE
-------------------------------------------------------------- VANAUSDLE,GLORIA
 Prin. investigator:
 Granting agency:
 External document no:
 Cost sharing reqd:                CFDA index:                  Ag research:
 Overhead rate:
 Exception codes:        SCE   Account NOT Subject to ASC



 Related accounts:
  0018 PF> _____                          PF10=Forward PF11=Back PF12=Menu
```

# Fiscal Training - Tax

Tax is based on the <u>ultimate destination</u> of the goods or services.

- Where the item was purchased is of no consequence, only where it is going to in WA state.
- We also do not account for any destinations outside the state of WA
- If the tax paid to the original merchant is too little based on the ultimate location, then WSU pays "<u>Comp</u>ensatory or Use Tax" directly to the State of Washington. This is calculated automatically for you.
  - This does NOT affect the card's limits, as Comp Tax is done by WSU after transactions are reconciled out of PaymentNet.

The University is <u>NOT</u> tax exempt.

Transaction limits include all merchant charges (i.e. tax, shipping, special handling, surcharging, etc…).

- *NOTE: The Direct Buy limit only factors in the subtotal.*

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# PaymentNet Introduction

## What is it?

- **PaymentNet is the software system created by JPMC for Pcard users to go into and upload their card activity information. The current version of this software is known as PaymentNet4 (PNet4)**

## Who should use it?

- **PNet4 is accessed mainly by Reconcilers.**
- **Cardholders will have no need for it.**
- **Approving Officials can be granted "look but don't touch" (Auditor) access if requested.**

## How do I get started?

- **Must be the REC on any Pcard**
  - **Submitted on Applications or Change Request Forms**
- **Read the PNet4 Guides here: http://purchasing.wsu.edu/pnet4_guides.html**

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# PNet4 Tech Setup

## PNet4 Online Help

- On your top toolbar, just click on Help
- Can lookup that page or go to the "Help Index"
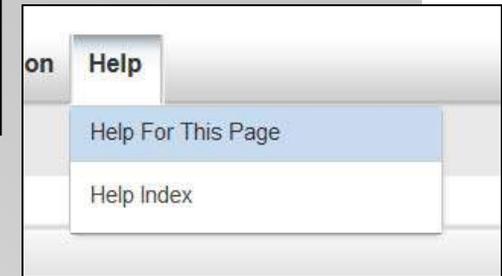
## System Specifications

- From the Help Index list, click on "Getting Started", and then "PaymentNet Specifications"
- Give this info to your IT support crew
- A PDF copy of the specs is available on our PNet4 Guides webpage: "Day 1 Guide – System Specifications"

## Recommended Settings

- Web browser = Firefox
- PC, not a MAC
- Ensure you have up to date versions of your Web Browser and Java.
  - May need IT support to install or update these.
- Don't use Browser Tabs, only have 1 instance open
- Do not alter the PC/Browser security settings!
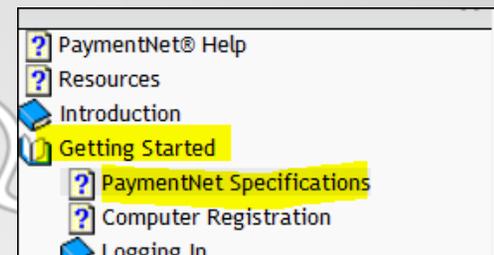
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# PNet4 Login Page

## https://www.paymentnet.jpmorgan.com

# PNet4 Login Details

## Org ID = US00922 (contains zeroes)

- **This is the Pcard program ID#, it is not case sensitive**

## Reconciler User ID = Your WSU ID#

## Passwords

- **Only case sensitive field on the page**
- **After 3 failed attempts, it will lock out**
- **Must log all the way in the first time (includes security Q's).**
  - **If it times out, you will get locked out.**
  - **Remember your answers to the security questions!**

## Access Codes

- **This is normal and how JPMC verifies what machine you are using**
- **One-time use code**
- **If Cookies are not enabled (recommended setup), you will have to do this each time you close your browser**

## Issues?

- **Contact me directly:   purchasing.card@wsu.edu**

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# PNet4 Home Page

Contact | My Profile | Log Out

## WASHINGTON STATE UNIVERSITY

For online help visit **go.wsu.edu/pcard**

| Home | Transactions | Reports | Accounts | Employees | Administration | Help |

Welcome

### Messages

**March 30, 2015 10:00 AM CT - Scheduled Site Downtime**

As part of our ongoing commitment to improve PaymentNet, J.P. Morgan Commercial Card Online, J.P. Morgan Commercial Card Mobile, and Single-Use Account processing, we will be performing system maintenance beginning Friday, April 10th at 7:00 PM Central Time (CT).

- PaymentNet, Commercial Card Online, Commercial Card Mobile and SUA Processing, Real-Time and Batch, will be unavailable from Friday, April 10th at 7:00 PM Central Time (CT) through Sunday, April 12th at 7:00 PM CT.
- Please note that SUA requests submitted during this time will not be filled. SUA processing will resume at the close of this maintenance window.

We value your business and apologize for any inconvenience. Please contact your J.P. Morgan representative or call the number on the back of your card if you need assistance.

**WSU NEWS (03/20/2015)**
Shipping Amount no longer needs to be entered. The field has therefore been turned off.
The Tax Amount field is now mandatory. If you paid no tax, a ZERO should be entered.

**ARE YOU A NEW PCARD RECONCILER?**
*Welcome to PaymentNet4!*
Before starting to work on reconciliation, view the on-line tutorial and complete the Day 1 Checklist. Then, choose some transactions with just a single line of budget coding to get started. When you feel familiar with the routine, move on to reconcile transactions with multiple budget codings. Use the Day 1 Guide as your PaymentNet4 users' manual.

### Items Awaiting Your Action

15 New Files for Download

### Alerts

▶ Transaction Flags on 03/28/2015 : 1

# PNet4 Home Page

| Contact | My Profile | Log Out |
|---------|-----------|---------|

These links are your top menu links.

- Use "My Profile" to customize PNet4 and view your account settings
  - Also used to see what cards you oversee as a REC ('Accounts' tab)
- Always use "Log Out" when done, do not just close your browser

**Action Links – Admin View** (View for users will be different based on your role)

| Home | Transactions | Reports | Accounts | Employees | Administration | Help |
|------|--------------|---------|----------|-----------|----------------|------|

Provides additional assistance on any page
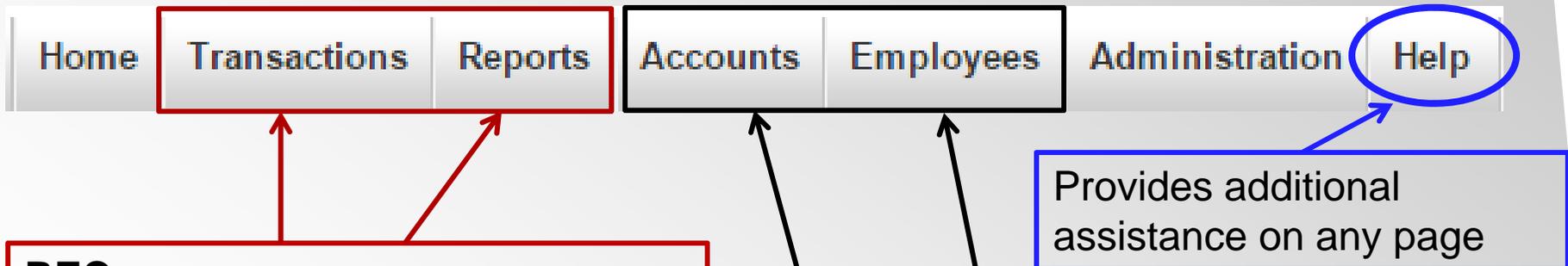
**RECs:**
- Use "Transactions" to see transactional data.
- Use "Reports" to run your end of the month report.

**AOs:**
- Use "Accounts" to see Cardholder data.
- Use "Employees" to see Reconciler data.

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# PNet4 Home Page

This is where messages from JPMC or WSU are put. <u>Please read</u>.
- A message from WSU to new users will always be present with basic startup info.
- Occasionally JPMC will shut PNet4 down for maintenance, and notify you of that here.
  - It is rarely done and usually on weekends, so it is of no concern.

## Messages

**March 30, 2015 10:00 AM CT - Scheduled Site Downtime**

As part of our ongoing commitment to improve PaymentNet, J.P. Morgan Commercial Card Online, J.P. Morgan Commercial Card Mobile, and Single-Use Account processing, we will be performing system maintenance beginning Friday, April 10th at 7:00 PM Central Time (CT).

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### WSU NEWS (03/20/2015)
Shipping Amount no longer needs to be entered. The field has therefore been turned off.
The Tax Amount field is now mandatory. If you paid no tax, a ZERO should be entered.

## Items Awaiting Your Action

None

## Alerts

> Transaction Flags on 04/01/2015 : 1

A message from JPMC on items it thinks you should look at. This can be ignored mostly.

Let's you know if any transactions have been flagged
(possibly prohibited).

# PNet4 Transactions Page

Transactions  Reports  Acco

Manage

Approve

Mass Update Requests

Authorizations/Declines

Query
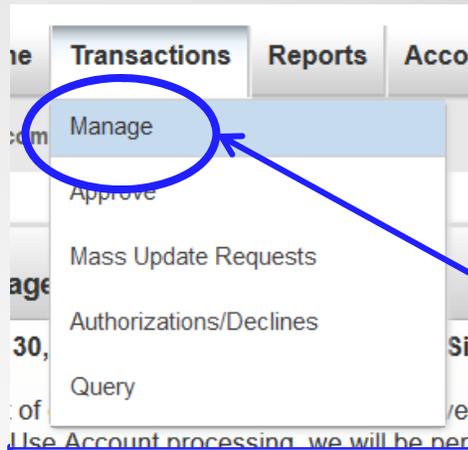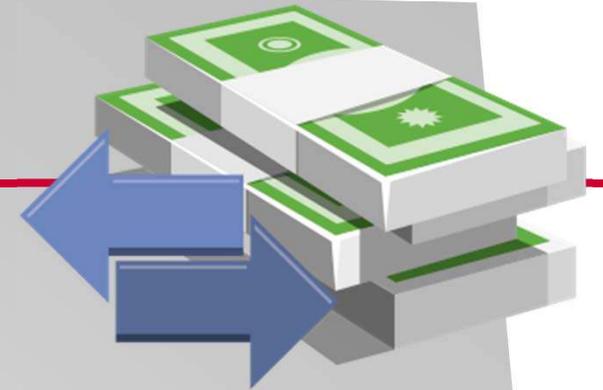
Place your cursor over the "Transactions" action tab, click on "Manage"

Contact | My Profile | Log Out

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For online help visit go.wsu.edu/pcard

Home | Transactions | Reports | Accounts | Employees | Administration | Help

Transaction List

New Query | Look For... | ▼ | | Go | Advanced Que

⚠ Query results were limited to 10,000 rows. Press Select All Pages and then press Export to view all the results.

Select All Pages | Clear All Pages

Save | View Stateme

Last 30 days (system) ▼ | Set as Default Query

Page 1 of 100 | Go |◄ ◄ ►|

| | | Cardholder Last Name | Cardholder First Name | Account Number | PAR | Approval Status | Exported | Transaction ID | Post Date | Transaction Date | Merchant Name | Transaction |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | WA ST UNIVERSITY | | *************4419 | ☐ | New | Click to so | 1694013651001 | 03/27/2015 | 03/27/2015 | PAYMENT RECEIVED - THANK YOU | ($130,250.5 |

# PNet4 Transactions Page

| Home | Transactions | Reports | Accounts | Employees | Administration | Help |

Transaction List

New Query | Look For... ▼ | | Go | Advanced Query

Select All Pages | Clear All Pages | Save | View Statement

| Last 30 days (system) ▼ | Set as Default Query | | | Page 3 of 100 | Go |◄ ◄ ► ►|

| ☐ | | | Cardholder Last Name | Cardholder First Name | Account Number | PAR | Approval Status | Exported | Transaction ID | Post Date | Transaction Date ▲ | Merchant Name | Transaction Am |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | 🟢 | | | ***********2839 | ☐ | Approved | ✔ | 1710775457001 | 04/13/2015 | 04/09/2015 | OFFICE DEPOT #1080 | $2.69 |
| ☐ | | 🟢 | | | ***********9078 | ☐ | Approved | ✔ | 1712509163001 | 04/14/2015 | 04/09/2015 | CROWNE PLAZA CABANA PALO | ($137.00) |
| ☐ | | 🟢 | | | ***********1327 | ☐ | Approved | ✔ | 1712509126001 | 04/14/2015 | 04/09/2015 | NORC INC MOSCOW | ($687.79) |
| ☐ | | 🟢 | | | ***********6257 | ☐ | Approved | ✔ | 1712504986001 | 04/14/2015 | 04/09/2015 | CAMPBELL SCIENTIFIC INC | $247.31 |
| ☐ | | 🟢 | | | ***********5225 | ☐ | Approved | ✔ | 1712504865001 | 04/14/2015 | 04/09/2015 | OFFICE DEPOT #1078 | $35.08 |
| ☐ | | 🟢 | | | ***********2271 | ☐ | Approved | ✔ | 1710775698001 | 04/13/2015 | 04/09/2015 | PERFECTION TIRE | $194.04 |
| ☐ | | 🟢 | | | ***********7934 | ☐ | Approved | ✔ | 1710775697001 | 04/13/2015 | 04/09/2015 | OFFICE DEPOT #1078 | $1,546.39 |
| ☐ | | 🟢 | | | ***********4965 | ☐ | New | | 1710775693001 | 04/13/2015 | 04/09/2015 | OFFICE DEPOT #1080 | $66.65 |
| ☐ | | 🟢 | | | ***********4965 | ☐ | New | | 1710775692001 | 04/13/2015 | 04/09/2015 | OFFICE DEPOT #1078 | $340.47 |
| ☐ | 🚩 | ⊖ | | | ***********1047 | ☐ | Approved | ✔ | 1710775689001 | 04/13/2015 | 04/09/2015 | WESTIN KANSAS CITY | $609.96 |
| ☐ | 🚩 | ⊖ | | | ***********1047 | ☐ | Approved | ✔ | 1710775688001 | 04/13/2015 | 04/09/2015 | WESTIN KANSAS CITY | $609.96 |
| ☐ | 🚩 | ⊖ | | | ***********1047 | ☐ | Approved | ✔ | 1710775687001 | 04/13/2015 | 04/09/2015 | WESTIN KANSAS CITY | $609.96 |
| ☐ | 🚩 | ⊖ | | | ***********1047 | ☐ | Approved | ✔ | 1710775686001 | 04/13/2015 | 04/09/2015 | WESTIN KANSAS CITY | $609.96 |
| ☐ | 🚩 | ⊖ | | | ***********1047 | ☐ | Approved | ✔ | 1710775685001 | 04/13/2015 | 04/09/2015 | WESTIN KANSAS CITY | $609.96 |
| ☐ | 🚩 | ⊖ | | | ***********1047 | ☐ | Approved | ✔ | 1710775684001 | 04/13/2015 | 04/09/2015 | WESTIN KANSAS CITY | $609.96 |
| ☐ | 🚩 | ⊖ | | | ***********1047 | ☐ | Approved | ✔ | 1710775683001 | 04/13/2015 | 04/09/2015 | WESTIN KANSAS CITY | $609.96 |

| Mass Update | Reviewed | Approved | Attach Receipts... | Export... | 0 of 10000 Selected | Page 3 of 100 | Go |◄ ◄ ► ►|

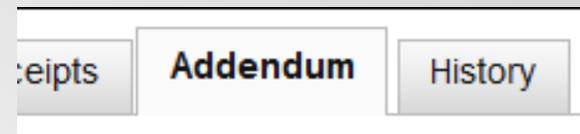# PNet4 Transactions Page - Legend



**Symbol Legend**

Level 3 Data

- Green Dollar sign symbol, indicates more info about transaction is available on the transaction details page
    - Look at the "Addendum" tab for that info

Travel

- Airline, Car Rental, hotel, and Fuel icons show up to help show possible Travel related (and possibly prohibited) transactions
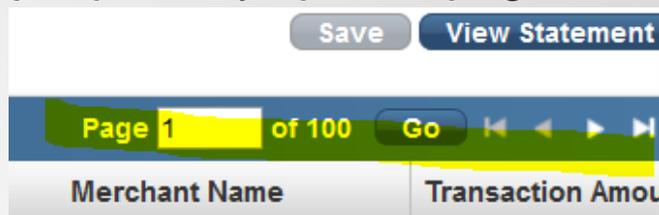
Flags

- Indicate possible prohibited transactions – automated
    - Stepping/Stringing
    - Direct Buy Limit

# PNet4 Transactions Page - Detail

Page Management

- Can go to the previous/next page of transactions, the first/last page, or you can jump to any specific page # from icons on the right-hand side



- The first empty checkbox on the left-hand side is used to select all transactions on just the current page



- You can select all entries on all pages (or deselect) with icons on the top left-hand side. Only usable if more than one page is available. The resultant selection amount will be shown on the bottom of the page
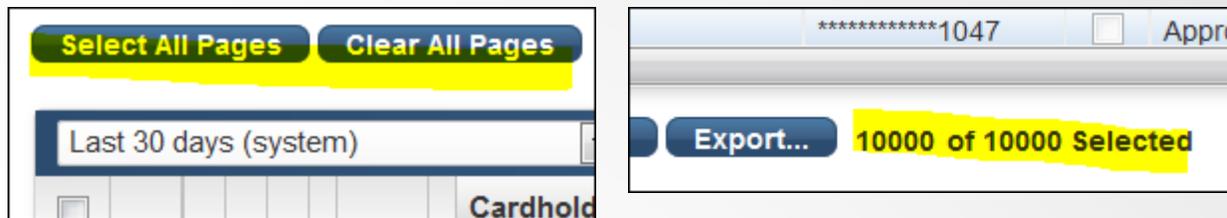
# PNet4 Transactions Page - Detail

Sorting tools

- Click on a column title to sort by it, click a second time to change it from descending to ascending. Symbol will show which is currently being applied.
- What info is in each column, and the order the columns are in, can be changed in the settings under "My Profile".

| Cardholder Last Name | Cardholder First Name ▲ | Account Number | PAR |
| --- | --- | --- | --- |

Queries

- All queries from this page are set to default to only 30 days
- All queries are "begins with" from here
- Drop down box of default queries is not generally used, but can be customized.
- Use Advanced Queries for all in-depth searches
  - Do end of month queries there, not the "Manage/List" page.

New Query   Look For... ▼   [                    ]   Go   Advanced Query

Last 30 days (system) ▼   Set as Default Query

# PNet4 Advanced Query

PaymentNet is basically a database, and holds 2 years worth of transaction data at all times.

To get the info you want, you have to be sure to ask the system the right questions. This is done through Queries (i.e. searches).

The Transaction List page only does searches 30 days back as a default, so to go further back you need to perform an Advanced Query.

Be mindful of results that say "No results" as its possible you asked a bad question and not that there is no data.

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# PNet4 Advanced Query

**How to find the Advanced Query feature:**

Place your cursor over the "Transactions" action tab, click on "Query"
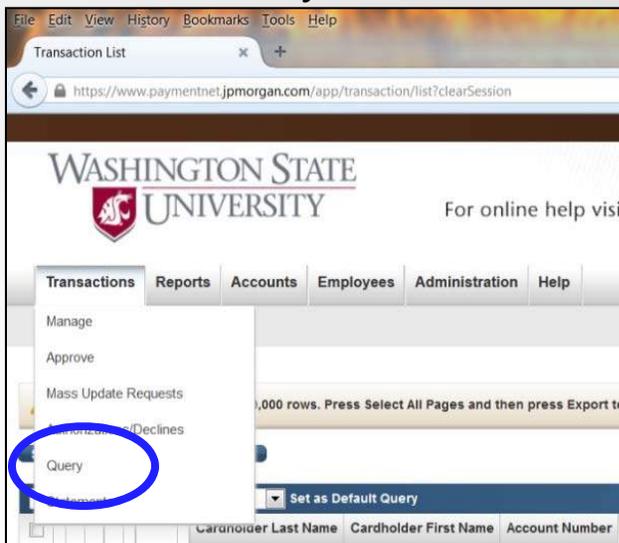


Can also go to the Transaction "Manage" page, then click on "Advanced Query"

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# PNet4 Advanced Query

Here is the Query I recommend that you use at the end of every month:



## Advanced Queries - editing

- Results can be edited if you have not navigated away from the page or conducted another search.
  - Just re-click on the "Advanced Query" button.

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# PNet4 Transaction Detail Page

# PNet4 Transaction Detail Page - Details

How to use Financial Info in PNet4

Know what values you want before you start reconciling!
- Searching through drop-down lists for a value to use is slow, clumsy, and not recommended

Drop down box use
- Using the field as a search box. As you enter a value the drop down list will slowly reconfigure based on a "begins with" query.
- When you find a value to use, click on it with the mouse.
    - NEVER use "enter" on the keyboard, as it causes an error.

B-P list is automated in real time with the WSU accounting system
- If a desired value is not there, there is usually a reason.
    - Code may be obsolete or past expiration
    - Object codes may be missing because desired code is not allowed on B-P
        - i.e. no Pcard usable objects allowed on the B-P#
        - Can verify this in BALANCES
    - Some codes not there because they shouldn't be used
        - AP/Controller's Office direction
    - If a value was added/changed, allow 48 hours for it to appear in PNet4

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# PNet4 Transaction Detail Page - Details

## Navigation

## Returning to a previous PNet page

Return to Transaction List

- Use the PNet links, never the browser buttons.
- Always found in top right-hand corner of screen in blue hyperlink, different text is displayed based on what page you are on.

## Leaving a page will cause the info to be erased.

Description *

- Always hit save before leaving a page or doing another task.
    - Cannot save unless all required (*) fields have allowable info entered into them.
    - Be mindful of this on Splits, each sub-line (child) will need entered before you can save.
        - Have time to do a Split before starting it!
    - "Save" only worked if you see a green confirmation bar across the top of the screen.

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# PNet4 Transaction Detail Page - Details

## Page Tour
- Left Side info
  - Info from Merchant
  - Will not enter anything on this side
- Approval Box
  - Final Step in the process
  - Not "Reconciled" until this is marked as "Approved"
- COA Fields
  - Financial Info
- Custom Fields
  - Transaction details
- Notes
  - Free space to say anything

# PNet4 Transaction Detail Page - Details

## Processing Transactions

Approval Status

This is the very last thing you will do. Cannot be undone; locks the transaction once checked. Any changes after this point can only be done via an ETR to Accounts Payable.

Accounting Codes (You must do these in order, from the top down)

Chart of Accounts – This is a range of Budget Numbers only (no project numbers); you must choose the range that contains the Budget # you want to use (i.e. 1111 is between 0000-3057).

Budget-Project – Enter the 8 digit Budget-Project number as one string (i.e. 11110001)

Object – Enter the 2 digit object code (i.e. 03)

SubObject – Enter the Object and SubObject as 1 string (i.e. 03AA), pay mind to Tax status

# PNet4 Transaction Detail Page - Details

**Processing Transactions**

Dept-Fund-Prog. – Use the drop-down box to find the value, should only be 1-2 values listed.

| Department-Fund-Program * | 22-00101-01A - PRESIDENTIAL UNITS | ▼ |
|---|---|---|

Cost Code – not used but by a few select depts. Leave blank unless directed to use it.

Delivery Location – Final WA location where item is to be sent or used. List is by code, so you must use the number first. Use the Tax Location guide on our PNet4 Guides page for a PDF sorted alphabetically that you can search (CTRL + F).

| Delivery Location * | 3812 - Pullman-Whitman County | ▼ |
|---|---|---|

Exception – used to denote if you have an approved exception for the commodity contained in this transaction; choose from list

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# PNet4 Transaction Detail Page - Details



**EXAMPLE**

# PNet4 Transaction Detail Page - Details
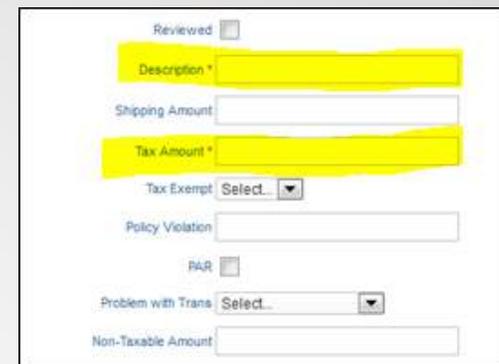
**Processing Transactions**

<u>Custom Fields</u>

Description – This is where you describe what it is you are buying. Notes on how it will be used are better suited for the Transaction Notes field. This field can be queried, so there is power in what you enter. Generalities are not recommended (i.e. Stuff, supplies, parts, etc…).

Tax Amount – Repeat the Receipt; if tax was paid, enter the amount that was paid from the item documentation. This is a mandatory field, so if no tax was paid, you must put a ZERO in the field. Tax on refunds should be entered as negative.

Inactive fields – Anything greyed out does not need to be entered. Includes: the Reviewed Box in this section, Shipping Amount, Tax Exempt, Policy Violation, PAR, Problem w/ Trans, and Non-Taxable Amount

*Only active fields will be – Description & Tax Amount

# PNet4 Transaction Detail Page - Details

**How Tax Works**

Enter COA info
- Choose an applicable SubObject based on if the trans will be taxed or not
  - Each SubObject will say at the end of its description if its set for "Taxed" or "No Tax"  | 03AA - OFFICE SUPPLIES (TAXED) | 03BR - FOOD (NO TAX) |

Choose the Delivery Location the item will be going to or used at
- This will be the used to determine the Tax you should have paid
- If outside of WA state, use "NOWA" at bottom of the list

"Tax Amount" = repeat the receipt

Delivery Location * | NOWA - Out of State-Out of State Coun

- This is the tax you already paid
- If no tax was paid, put a Zero in the field (Mandatory Field)  Tax Amount *
- Refunds/credits should be entered as a negative number (with a minus sign in front of it)  Tax Amount * -36.12

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# PNet4 Transaction Detail Page - Details

"Transaction Notes"

- Pass along any info that can help or any issues you have
- AP will have access to these notes

Comp/Use tax by AP

- This is done automatically after you approve in PNet4, but before it is expensed to AIS. May account for differences in values between AIS and PNet4.
- It is calculated by an algorithm based on the values you put in for 1) SubObject, 2) Delivery Location, and 3) Tax Amount.
  - If a taxable SubObject is used, only then is the algorithm activated.
  - The algorithm then figures out the tax you should have paid based on the location entered.
  - If the tax you should have paid is more than what you did pay, the difference is added to the transaction.

# PNet4 Transaction Detail Page - Details

Transaction Notes

This field is used for any notes about the transaction you feel should be shared. This is where you can address many possible issues about the transaction so that the transaction is not called out later for explanation. A lack of information is a very easy and common way to get called out in an audit or by Accounts Payable.

This field cannot be queried, so do not put info here you want to look up easily (i.e. serial number), use the Description line for that. It has a 3000 character limit, where as the Description field only has 50.

You should seldom have a month where no transactions have any notes.
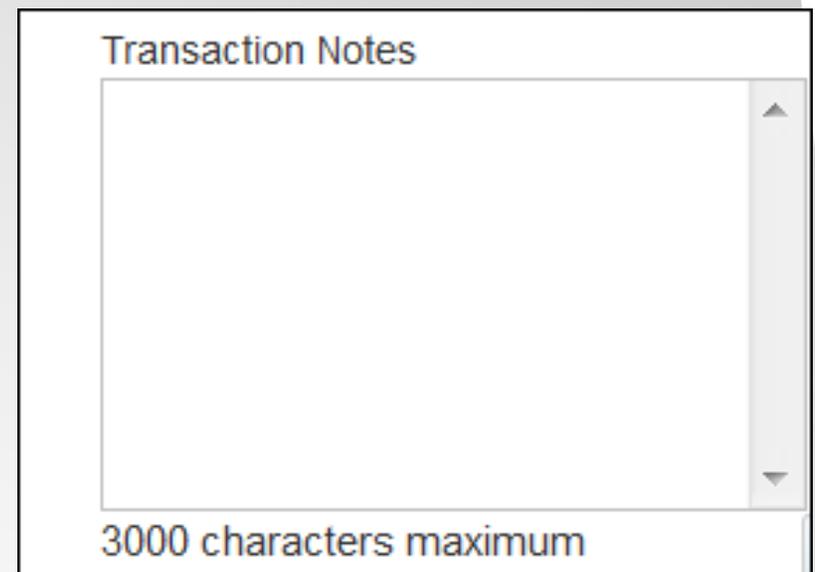
Transaction Notes

3000 characters maximum

# PNet4 Tips

Transaction notes

- Highly recommended to use this feature often!
- Use to explain anything you need to pass info along about, or any issues you want others to be made aware of.
- Best used for Ongoing Situations (i.e. Fraud case, Aging Open Transactions, etc)
  - Ensure no half-notes are left (i.e. "I <u>am going to</u> take care of this")
- Should be used whenever a Exception Request is applicable to a transaction, both single and ongoing versions.
  - Let AP know you have permission for prohibited items, and you will answer less emails asking about transactions that look suspicious.
- Has a high character limit allowed, so fell free to explain things.

Warnings:
- Cannot be used once marked "Approved"
  - Previous PNet version was able to do this, but now it cannot.
- Cannot be queried
  - Put info that you want to query in the "Description" field.

# PNet4 Transaction Detail Page - Details

## Splits

This can be the most challenging task in PNet4
- Best Done in conjunction with the Day 1 Guide (Chapter entitled "Transactions", section entitled "Splits")
- Some fields are not used, need to know which ones are which

Best to only begin working on a Split when you have enough time to complete it.
- All required info for each sub-transaction must be filled-in before you can save your work. This can add up fast, and if PNet4 times out (15 min) or if you click elsewhere, all of your data will be lost

Should be used primarily to break up a transaction into sub-transactions to denote multiple different Budget-Projects numbers you want to expense a single transaction to.
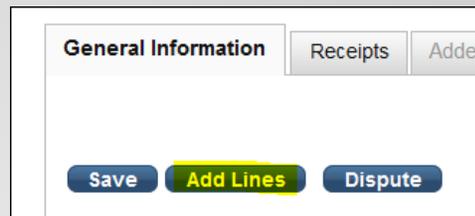- Ask Accounts Payable if you have a special situation you think a Split could help with (i.e. non-taxed item amongst taxed ones).

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# PNet4 Transaction Detail Page - Details

## Splits

- Begin by using the "Add Lines" button inside of any transaction on the Transaction Detail page.



  - Add the number of lines you want the transaction split into (i.e. if you want 4 total, add 4 lines).



  - The main transaction now is called the "Parent" transaction, and each sub-transaction is now called a "child"

| Item | Item Description | # of Units | Unit Price | Taxable | % |
|------|------------------|-----------|------------|---------|------|
| 1 | Commercial Card Purchase | 1.00 | | ☐ | 25.00 |
| 2 | Commercial Card Purchase | 1.00 | | ☐ | 25.00 |
| 3 | Commercial Card Purchase | 1.00 | | ☐ | 25.00 |
| 4 | Commercial Card Purchase | 1.00 | | ☐ | 25.00 |

# PNet4 Transaction Detail Page - Details

## Splits

- Then add the Financial info to each child sub-transaction
  - Begin by clicking on the triangle to expand each child



- Now add info as you would for any transaction in the Accounting Codes and Custom Fields

# PNet4 Transaction Detail Page - Details

## Splits

Total <u>must</u> add up to 100% or full $ amount

- Done on Grand Total amount (includes tax) of the Parent transaction
- Split evenly by system at first
- Can be done by % or by $
- Last line is calculated automatically, no need to fill it in. Cannot force anther value

**Line Totals**

100% $ 943.45

| % | Total | |
|---|---|---|
| 25.00 | 235.86 | Delete |
| 25.00 | 235.86 | Delete |
| 25.00 | 235.86 | Delete |
| 25.00 | 235.87 | Delete  Add |

**Enter By %**

**Line Totals**

100% $ 943.45

| Unit Price | Taxable | % | Total | |
|---|---|---|---|---|
| 100.00 | ☐ | 10.60 | 100.00 | Delete |
| 100.00 | ☐ | 10.60 | 100.00 | Delete |
| 100.00 | ☐ | 10.60 | 100.00 | Delete |
| 643.45 | ☐ | 68.20 | 643.45 | Delete  Add |

**Enter By $$$**

Whichever method you chose ($ vs. %), the other will be filled in automatically.

# PNet4 Transaction Detail Page - Details

**Splits**

Tax

- You must manually calculate and enter the tax you paid for each sub-transaction
  - This amount is not being checked against the total, and it is not factored into the calculation of the children adding up to 100% - so accuracy is key since any amount can be entered!

- Enter the amount of tax for each child in the Tax Amount field.
  - This amount put in the Unit Price field (grand total for that child) is inclusive of the tax amount put for each child already, so only the amount of that total that is purely tax needs to be entered.
  - If no tax was paid for any child, put a ZERO in the field

# PNet4 Transaction Detail Page - Details

## Splits

### Tips

- Prepopulate Tax
  - If you put an amount in the Tax Amount field <u>before</u> you add lines to the transaction, then once the transaction is split - each child will have that same amount prepopulated in the Tax Amount field.
  - Best done when splitting the tax evenly across the children.
    - i.e. $100 split evenly over 5 lines is $20 each, so put 20 in the tax field and then add 5 lines.

- Easy Tax Math
  - The system will already figure out the percentage of each child if you figure out the line item pricing first. Once done, simply multiply the resultant child percentage against the parent Tax total.
    - i.e. Total tax is $300, and line % is 25, then tax would be $75 (300*0.25=75).

- EOM Reconciliation Report
  - Note that each child in the split will show as a separate line item on the REC report.

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# PNet4 Reports

| Transactions | Reports | Accounts | Employee |
|---|---|---|---|
| Account List | Create | | |
| | Download | | |

How to run a Reconciler report (end of month)

- Directions:
    - First go to the "Reports" tab from the action menu, then click on "Create"
    - Click on the "Purchasing Card Reconciliation Report"
    - Under the "Criteria" section

| Report Type | Custom | |
|---|---|---|
| **Name** ▲ | | **Type** |
| Purchasing Card Reconciliation Report | | Transaction |

   - Change the "Operation" to "Cycle is"
   - Change the right-most field to the date series that contains the month that you want
       - NOTE: date range may go over first or last day of month, this is ok
   - If you oversee more than one card, use the "Add" button to identify the specific account you want.
       - Could add "Cardholder last name" + "begins with" and the first few letters of their last name to ID a person,
       - or "Account" (this is the card #) + "Contains" and the last 4 digits of the card# to ID a card.

**Criteria**

| | Field | Operation | Value | | |
|---|---|---|---|---|---|
| 1 | Post Date ▼ | Cycle Is ▼ | Accounting Cycle ▼ 02/28/15 03/31/15 Mar - 2015 ▼ | Delete | Add |
| 2 And ▼ | Cardholder Last Name ▼ | Begins With ▼ | Senk | Delete | Add |

# PNet4 Reports

- The "Hierarchy" and "order by" fields are not used normally, but can help you to identify cards if you look over many or organize the list order.

- Next hit "Process Report" to run the report

| Save | Delete | Process Report | Reset |

- Report goes into the Queue, must wait for it to be completed.
- When link turns blue, click on it and download it.
  - "refresh" can be used to see if the report is ready, it will not change on its own

| Refresh | Delete Selected |

**Not Ready:**

My Downloads Only ▼

| | Name | Category | Run By | Hierarchy ID | Created | Status | M |
|---|---|---|---|---|---|---|---|
| ☐ | Purchasing Card Reconciliation Report | Report | -- | -- | 03/19/2015 11:40:08 AM | Submitted | |

**Ready:**

Purchasing Card Reconciliation Report.zip

# PNet4 Reports

- The names on report show who the Reconciler and Approving Official on file are. If not either of these names are not current, you must submit a form to update it.
  - Our records need to always reflect your current roles
  - Name of form – Change Request Form

## JPMC Server

- Requests (reports and queries) are entered into the queue, and are not done immediately. You must wait for it to be finished.
  - Could be a few seconds to several minutes
  - Can set PNet4 to send you an email when it finishes, from the options under "My Profile".
- If the server is busy, you may get an error report.
  - All you have to do is wait a small while then try again.
  - No need to report the issue to JPMC or WSU ADMIN.

⚠ An error has occurred in the application. Please use the ticket number below to report the error to your program administrator.

Date/Time    Tuesday, March 10, 2015 2:48:50 PM

Ticket Number    0873-prcykmya

# PNet4 Tips

## Aging Open Transactions

PNet4

- Leave the transaction open until the item has been received, consumed or the service performed.
  - NOTE - Conference registrations may be received immediately after purchasing it.
- You can still enter all the financial data into the transaction in PNet4, but do not mark it "Approved" until it is actually received.
- Use "Transaction Notes" to explain anything you need to.

End of Month (EOM) Paperwork

- You do not need to have all transactions reconciled in order to run the EOM reports. Just run it at the beginning of the next month, regardless of the state of the transactions contained therein.
- Once reconciled, the transaction will still only show up in the month in which the transaction posted, NOT the month in which it was reconciled.
- Go back to the physical copy of the EOM paperwork for the month in which it posted and make a few notes there showing that it did get reconciled.

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# PNet4 Tips

## Fraud Vs. Dispute – Know the difference!

### Fraud

- This is an **unauthorized** transaction (one you did not make or approve)
- Cardholder needs to contact the bank ASAP to report it
- Have 60 days from transaction <u>post</u> date to report it to the bank

### Dispute

- This an **authorized** transaction (one you did make or approved) but the merchant has failed to complete the transaction in full
  - Example: merchant will not give you a refund
- Before being initiated, the Cardholder must first exhaust every possible opportunity to complete the transaction/refund on their own
- Document everything you do! You will need to prove your efforts when we initiate, so keep logs of all calls, contacts, and any merchandise exchanges.
- Must be initiated by WSU ADMIN, cannot be done with PNet4 or calling the bank
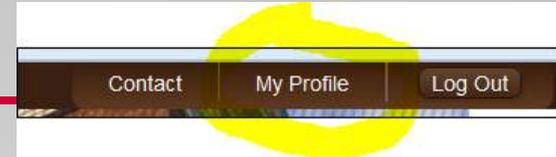- Have 120 days from <u>transaction</u> date to report it to the bank

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# PNet4 Tips

## Oversight

- You can look up the details of each card you oversee (Limits/Balance)
- Go to "My Profile" in the top menu
- Click on the "Accounts" tab
- All cards you are the REC for will be listed here.
  - Each card number is a hyperlink, click on it to see:
    - **Limits (Single, Monthly, Trans/day)**
    - **Current Real-time balance left on the card**
  - Each card's delivery method for its statement can also be found here and toggled to what you would like.
  - Can also print the statement from here, click on the icon on the left
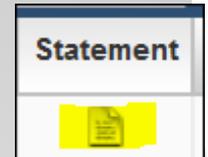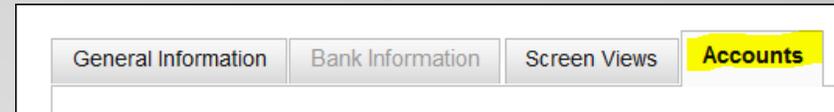
## Email Notifications

- Go to "My Profile" in the top menu
  - Verify the correct email address is set on the right hand side by clicking "Change Email Address" (only 1 address allowed)
  - Click on any boxes on the left hand side that you want to be notified for (remember to click "SAVE").
    - "Transaction for Review" is the box for all incoming transactions. Used to check for fraud.
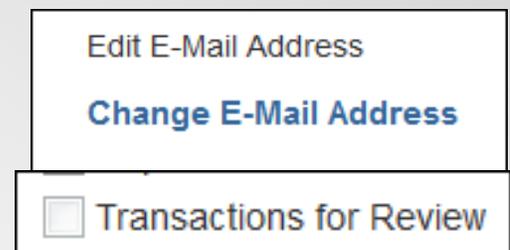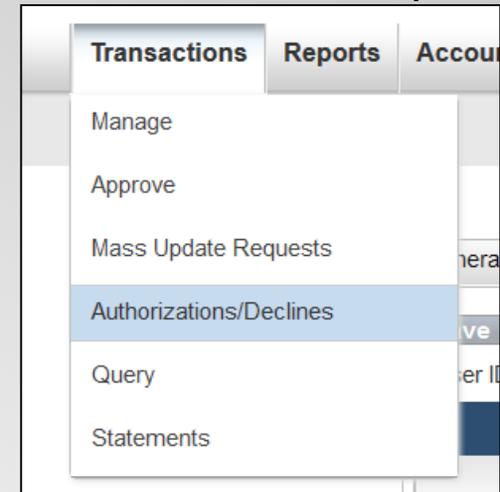
# PNet4 Tips

## Declines

In PNet4 you can now access the codes as to the transactions status, which includes decline codes.

- Go to "transactions" in the action menu, click on "Authorizations/Declines"
- The resultant page shows transactions in the pipeline and declines
    - Not all transactions listed here will post, so do not take this as a list of posted transactions. Merchants can still pull the trans.
    - Do use this to spot fraud
    - For help on what decline messages mean, please contact the ADMIN team for assistance

| Transactions | Reports | Accou |
| --- | --- | --- |
| Manage | | |
| Approve | | |
| Mass Update Requests | | nera |
| Authorizations/Declines | | ve |
| Query | | er I |
| Statements | | |

**EXAMPLE**

| Type | Amount | Date/Time | Merchant | MCC | Number | Reason |
| --- | --- | --- | --- | --- | --- | --- |
| Decline | $244.30 | 05/05/2015 20:08:12 PM | ▬▬▬▬▬▬▬ | 4722 | | 10-DECLINE - MCC IN GROUP WHEN MCC IND = E |

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# PNet4 Restricted Items

**Documenting Restricted Transactions**

- Exception Request Templates
    - This is approval that should be obtained <u>before</u> the purchase is made
    - Your AO on file with us must always sign the template.
        - If not them, then a note explaining why must accompany it
    - Final approval comes from Purchasing
        - Without our sign-off you are not approved to purchase the item.
    - Can be 100% Digital, email to:   **purchasing.card@wsu.edu**
    - Templates are broken down by commodity (i.e. Travel, Gift Card, etc…)

- Restricted Purchase Template
    - This is a purchase that was made without approval at the time is was done
    - Approval can never be given retroactively
    - AO must sign the template, then scan/email it to Purchasing

- Image uploading (on Trans detail page ➜ "receipts" tab)
    - This is not to be used for receipts.
    - This is for the ERs and RPs above
    - Can be done after being marked "Approved"
        - If uploaded after approved, cannot be deleted

# What Auditors Examine

- **PRACTICES**
  **ROLES AND RESPONSIBILITIES**

- **DOCUMENTATION**
  **ITEMIZED RECEIPTS**
  **STATEMENT AND MONTHLY REPORTS**

  **THE REVIEW IS A**
  **TEST OF COMPLIANCE WITH**
  **POLICY AND PROCEDURE**

# Resources for Program Participants

**Purchasing Website (purchasing.wsu.edu)**
- **"Contact Us" link**
    - **Buyer List found here by the commodity they specialize in**
    - **My contact info is here as well**
- **"Purchasing Cards" link**
    - **General Help, policy, and documents can be found here**
    - **All Forms/Templates we use or require are here**
        - **ER/RP found under "Restricted Purchases"**
    - **PNet4**
        - **Guides: Day 1 Guide, Location Guide by city name, Tax Guide**
        - **FAQ**
- **Office Depot**
    - **Link is under "Office Supplies"**
- **Object/SubObject Lookup tool**
    - **Link is under "General Information about Purchasing" → "Object-SubObject coding"**
- **Contract Delegation List**
    - **On the Contract Dept. home page**
    - **"Delegation of Authority" → "Delegate List"**

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# Resources for Program Participants



**http://purchasing.wsu.edu/Purcard**

# Resources for Program Participants

## Additional Help

- PNet4 Help Index
  - Found while in PNet4, on the "Help" tab
  - Will give info on the specific page you are on, or can use the index to look anything up.
  - Not everything here is 100% accurate as PNet platforms are customized for each organization. It is still a great resource though.
- WSU ADMIN
  - The Pcard team here in Purchasing
- WSU AP
  - Can help with coding and expenditure issues, anything after you reconcile a transaction.
  - Head of AP and Pcard person in charge of expenditures
  - AP homepage:  acctspay.wsu.edu
    - Has links to guidance on RTSFs and Meals
- WSU Controller's Office
  - Can help with questions about B-P #'s and coding
- JPMC
  - We have a dedicated Rep. we can use for bigger issues.
  - You can call JPMC direct as well if need be, Know the codes!

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# Program Administration

The Purchasing Card Program is administered from Purchasing Services, and supported by Accounts Payable.

## Key contacts:

| Jeff Senkevich purchasing.card@wsu.edu 509-335-9527 | Program Management | Account maintenance, training and customer assistance |
|---|---|---|
| Patty Gropp gropp@wsu.edu | Program Administration | Policy, compliance, customer service |
| Carley Lemonds acctspay.pcard@wsu.edu 509-335-2010 | Accounts Payable | Assistance with posted transactions and tax issues |

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# End of Training

We appreciate your attendance, attention, and effort in being here with us today.

# Late Attendance

If you did not get marked off for Roll Call at the beginning of class, please ensure to get credit for today by notifying me via email at: **purchasing.card@wsu.edu**

**Email should contain**:

- Your Full Name
- Your WSU ID#
- Your Location (City and Dept. name)
- Ensure to identify the class you attended as: **"Reconciler Pcard Training on XX/XX Date"**

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