P-Card Refresher
Procurement & Payment Services

[Image of a P-Card]

11/07/2018
What is a P-Card?

It is a MasterCard issued in the name of a designated UND employee to allow the employee to make business purchases of goods and services.

The University of North Dakota purchasing card is the most efficient procurement and payment process provided by UND for the purchase of goods and services under $10,000.
Advantages of P-Card

• Accepted at all MasterCard Locations
• Not a personal liability card
• Combines ordering and payment into one process
• Vendor/supplier receives payment sooner
• Reduces administrative costs associated with processing invoices/payments
• Enhances University cash flow & green initiative
• Convenient!
Terminology

• MCC – Merchant Category Code
  – Assigned to the merchant
  – Maps to expense ledger account code
• Funding source
  – Fund
    • Currently cannot charge directly to a grant project
  – Department
• Waiver
  – Granted to override the restriction of a purchase
Roles & Responsibilities

• Cardholder

  – Secure your P-Card (do not allow others to use)
    • Sign upon receipt
    • Destroy expired card
    • Return card to supervisor & complete P-Card Change Request Form upon termination

  – Purchase goods/services allowable per UND policies and procedures

  – Ensure business purpose of purchase is evident

  – Retain copies of invoices/receipts for all purchases
Roles & Responsibilities

• Cardholder (continued)
  – Sign & Submit monthly statement of account attaching invoices/receipts and other supporting documentation
  – Notify JP Morgan in the event card is lost or stolen
  – Resolve all disputes in a timely manner. (Notify P-Card administrator of unresolved disputes.)
  – Complete Annual Training
Roles & Responsibilities

• Reviewer
  – Review monthly statement of account and supporting documentation
  – Confirms that all purchases are valid business purchases
  – Confirms that receipts/invoices are attached
  – Sales tax was not charged
  – Signs statement of account that review is complete
  – Complete Annual Training

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Roles & Responsibilities

• Administrator
  – Oversee day-to-day management and operation of the P-Card program
  – Communicates with JP Morgan regarding cardholder records (additions, changes, deletions)
  – Issues waivers for exceptions to normal purchasing card transactions
P-Card application process

• Complete & submit the “Purchasing Card Application Online Form”
  – P-Card Application Form
  – Signed Travel Agreement is also required if card is to be used for travel transactions (lodging, parking, taxi, etc.)

• Complete required training (Blackboard)

• Card is mailed directly to cardholder

• Activate the card

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General Use Instructions

• Product/service < $10,000
  – Includes shipping & handling
• Inform supplier that UND is sales tax exempt
• Retain receipt
• Verify charge and attach receipt to monthly statement of account along with any other supporting documentation
Some suggested uses

• Advertising
• Books
• Fees
• Memberships/Dues
  – Remember to add justification statement
• Repairs/labor
• Registration
• Supplies
• Travel (airfare/lodging/taxi/rental car)
Unallowable P-Card purchases

- Alcoholic Beverages
- Ammunition/Weapons
- Entertainment
- Food (limited)
- Hazardous Materials
- Legal Services
- Personal Items
- Radioactive Materials
Consequences for misuse of card

• Failure to use the P-Card in accordance with applicable policies and procedures may result in:
  – Revocation/suspension of card privileges
  – Disciplinary action
  – Possible termination
  – Possible criminal prosecution
Consequences for misuse of card

• Four offenses within a rolling calendar year
  – 1st offense – written warning to cardholder
  – 2nd offense – written warning to cardholder and supervisor notification
  – 3rd offense – 30 day suspension of card
    Cardholder must request reinstatement of card
  – 4th offense – revocation of purchasing card
Consequences for misuse of card

• Violations resulting in a recorded offense
  – Late submission of paperwork
  – Splitting transactions
  – Missing documentation (receipt, supporting documentation, waiver, etc.)
  – Unallowable charges
  – Undocumented business purpose
Changes to P-Card account

• Purchasing Card Change Request form
  – Change default funding
  – Cancel card
  – Add re-allocator role
  – Modify credit limits

P-Card Change Request
PaymentNet reallocation

• Used to change from default funding
  – Account code originates from MCC
  – Fund & Department default determined at account set up

• Log in to JP Morgan PaymentNet
  – www.paymentnet.jpmorgan.com
    • Organization ID: ndakota
    • User ID: First and Last Name (ex: johndoe)
    • Password: xxxxxxxxx
PaymentNet reallocation

- Select Transactions
- Manage
  - This will produce a list of the current transactions on your account
- From the list, select the transaction to reallocate
PaymentNet reallocation

• Three tabs
  – General information – reallocating
  – Addendum – may include line item detail of invoice, additional details – passenger name, etc.
  – History – documents reallocation history
PaymentNet reallocation

- Special Icon – specific addendum information - may include the following
  - Travel icons
    - Rental Car – Renter name
    - Lodging – phone number for property
    - Airline – passenger name, travel agency, details of flight
PaymentNet reallocation

Settlement Method: Commercial Card
Transaction Type: Purchase
Account Number: **********7057
Transaction Date: 01/12/18
  Post Date: 01/15/18
  MGC: 5200
Merchant: MENARDS GRAND FORKS ND
  GRAND FORKS, ND, US
Original Merchant: MENARDS GRAND FORKS ND
Parent Merchant: MENARDS GRAND FORKS ND
Exported: 
Customer Code: 
Micro Reference: 05436848013100050359437
Authorization Number: 020624
  Transaction ID: 2526181386001
Original Currency: USD
  Original Amount: $12.28
  Tax: $0.00
Settlement Currency: USD
  Total: $12.28

Accounting Codes

Chart of Accounts: UND01 Chart
  Business Unit: UND01 - UNIVERSITY OF ND
  SpeedChart: None
  PSFT Account: 534020 - Building Supplies
  Fund: 20523 - F&A-Inst for Energy Studi
  Dept ID: 2735
  Operating Unit: None
  Class: None
  PC BU: None
  Project: None
  Activity: None
  Program: None
  Source Type: None
  Category: None

11/07/2018
PaymentNet reallocation

Drop downs with available information

Add additional lines if needed by selecting add lines at the top

Chart of Accounts: UND01 Chart

Business Unit: UND01 - UNIVERSITY OF ND

SpeedChart: None

PSFT Account: 534020 - Building Supplies

Fund: 20523 - F&A-Inst for Energy Stu
di

Dept ID: 2735

Operating Unit: None

Class: None

PC BU: None

Project: None

Activity: None

Program: None
PaymentNet reallocation

- Save your changes
PaymentNet reallocation

• Two uploads per month
  – 1st three weeks – first working day of the month
  – Last week – around the 10th
  – Last month of the fiscal year – uploaded weekly

• Deadlines listed on calendar
  – P-Card Calendar
PaymentNet Statement of Account

• Initial set up of report
• Log into PaymentNet
  – Select Reports
  – Select Report List
PaymentNet Statement of Account

• Scroll and find report: *Statement of Account Portrait*

• Name the report *1 Statement of Account Portrait* or another name of your choosing

• Can be set up for one Cardholder or for all cardholders for a department
PaymentNet Statement of Account

To set up for one cardholder

- Click “Post Date….Month” within Filter Rows to bring up the filter criteria
PaymentNet Statement of Account

• Enter criteria as shown
  – Is Relative  prior period  ND Cycle

• Click Continue
PaymentNet Statement of Account

Filter Rows

- Click Add Filter then [click to specify a filter]
- Select Cardholder Last Name from the dropdown list in the Field to Filter On
PaymentNet Statement of Account

Specify Filter

Select a report field to filter on. Not all fields are available to use for filtering. Then select an operator and specify the appropriate values.

* Required Fields
Field to Filter On *
Operation
Value * (Maximum 5)

- Key your last name in the value field

Hierarchy ID

[click to add hierarchy]

and

Delete Filler  Add Filler

Save  Run

This report has unsaved changes.

- Click the “Save” at the bottom of the page
PaymentNet Statement of Account

• Check the *Enable for Quick Run* and Save
PaymentNet Statement of Account

• On the *Scheduling* tab, match the criteria shown below and save

• Click *Save*    

• Click *Run*
PaymentNet Statement of Account

To set up for all cardholders in one department

- Click “Post Date....Month” within Filter Rows to bring up the filter criteria
PaymentNet Statement of Account

• Enter criteria as shown
  – Is Relative  prior period  ND Cycle

• Click Continue
PaymentNet Statement of Account

- Within Hierarch ID, click Add Filter then [click to add hierarchy]

- Enter your Department Number, one space and a P. Also check Include Children.
PaymentNet Statement of Account

- Click the “Save” at the bottom of the page

- Confirmation of successful save
PaymentNet Statement of Account

- Check the *Enable for Quick Run* and Save
PaymentNet Statement of Account

- On the *Scheduling* tab, match the criteria shown below and save

- Click *Save*  
- Click *Run*  

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PaymentNet Statement of Account

• Return to Report List

• Select Reports from the main menu and click Downloads
PaymentNet Statement of Account

• Status of report must read *Successful*

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Creation Date</th>
<th>Output</th>
<th>Type</th>
</tr>
</thead>
</table>

• In the Output column, select your report
PaymentNet Statement of Account

• Statement runs automatically each month

• Notification will show in Items Awaiting Your Action
PaymentNet Statement of Account

- Finding your saved reports
- At the top – started with a 1
- Filter
  - Report Type – Quick Run
  - Schedule - Scheduled

11/07/2018
PaymentNet Statement of Account

• Report Details

<table>
<thead>
<tr>
<th>Report Information</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Statement of Account Portrait</td>
<td>10/31/2018 11:13:23 AM EDT</td>
</tr>
</tbody>
</table>

This report provides a listing of the previous cycle transaction information and when available: Accounting Code Allocations, Transaction Notes, Custom Fields and Transaction Addendum Detail. The report lists: Account Name, Account Number, Account Address, Custom Field Name/Values, Transaction ID, Transaction Date, Post Date, Original Merchant Name, Merchant Name, Merchant City, Merchant State/Province, MCC, Original Amount, Sales Tax, and Transaction Amount.

<table>
<thead>
<tr>
<th>Output Format: PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners: Johnson, Eileen</td>
</tr>
<tr>
<td>Schedule: Monthly 2nd</td>
</tr>
</tbody>
</table>

• Provides
  – Description
  – Schedule
  – Last Modified
Submitting Statement of Account

• Statement due to PPS by the 20th of the month.
• Use the P-Card Checklist
  – P-Card Checklist
• Signed by Cardholder and Reviewer
• All necessary documentation attached
  – Receipts/invoices
  – Waivers
  – Supporting documentation
Submitting Statement of Account

• Submit via email to:
  – UND.pcstatement@UND.edu

• Following info (including exact labels of info) must be in the body of the email:

  EMPLID: 1234567
  Name: Doe, John
  Last 4 digits of account number: 4321
  Two Digit Month: 12
  Calendar Year (YYYY): 2017
Submitting Statement of Account

• Format the email as “Plain Text”
  – In Outlook – Format Text tab
  • Select Plain Text
Additional information

• Reference the manual
• Check the Frequently Asked Questions available on our webpage
  • Webpage link
• All correspondence EXCEPT statement of account to:
  • UND.pcard@UND.edu
Contact Information

• **UND.pcard@UND.edu**
  – Use for general correspondence
  – To submit P-Card change request forms

• **UND.pcstatement@UND.edu**
  – ONLY for the submission of P-Card statement of account and supporting documentation
Questions???

CONFUSION
You're not making any sense at all.
Thank you for coming and have a great week!