P-Card Refresher
Procurement & Payment Services
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 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!

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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 without prior authorization. Contact GCA for more info
  – 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
    • Use your notes section in PaymentNet
  – 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

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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
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

• 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

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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
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

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# PaymentNet reallocation

## Transaction Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settlement Method</td>
<td>Commercial Card</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Purchase</td>
</tr>
<tr>
<td>Account Number</td>
<td>**********4228</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>02/27/19</td>
</tr>
<tr>
<td>Post Date</td>
<td>03/01/19</td>
</tr>
<tr>
<td>MCC</td>
<td>5200</td>
</tr>
<tr>
<td>Merchant</td>
<td>MENARDS GRAND FORKS ND</td>
</tr>
<tr>
<td>Merchant Location</td>
<td>GRAND FORKS, ND, US</td>
</tr>
<tr>
<td>Original Merchant</td>
<td>MENARDS GRAND FORKS ND</td>
</tr>
<tr>
<td>Parent Merchant</td>
<td>MENARDS GRAND FORKS ND</td>
</tr>
<tr>
<td>Customer Code</td>
<td>None</td>
</tr>
<tr>
<td>Micro Reference</td>
<td>05438649059100051805819</td>
</tr>
<tr>
<td>Authorization Number</td>
<td>018343</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>2771153779001</td>
</tr>
</tbody>
</table>

## Accounting Codes

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts</td>
<td>UND01 Chart</td>
</tr>
<tr>
<td>Business Unit</td>
<td>UND01 - UNIVERSITY OF ND</td>
</tr>
<tr>
<td>PSFT Account</td>
<td>534020 - Building Supplies</td>
</tr>
<tr>
<td>Fund</td>
<td>30205 - General Academic Ins</td>
</tr>
<tr>
<td>Dept ID</td>
<td>2390</td>
</tr>
<tr>
<td>Operating Unit</td>
<td>None</td>
</tr>
<tr>
<td>Class</td>
<td>None</td>
</tr>
<tr>
<td>Project</td>
<td>None</td>
</tr>
<tr>
<td>Activity</td>
<td>None</td>
</tr>
<tr>
<td>Program</td>
<td>None</td>
</tr>
<tr>
<td>Source Type</td>
<td>None</td>
</tr>
<tr>
<td>Category</td>
<td>None</td>
</tr>
<tr>
<td>Subsystem PC BU</td>
<td>None</td>
</tr>
<tr>
<td>Subsystem Activity</td>
<td>None</td>
</tr>
</tbody>
</table>
PaymentNet reallocation

- Drop downs with available information
- Add additional lines if needed by selecting add lines at the bottom of the screen
PaymentNet reallocation

• Add a note – document the business purpose of the purchase.  
  **Essential for travel related charges.**

• 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

Filter Rows
Sort
Output Options
Scheduling

Add and order the filter expressions to include in your report. Click filter links to edit a filter. To use a field in a filter it must have been added. Some fields may not be available to include in a filter.

Note: When reporting transaction data, you must filter on Post Date.

Filters Added

<table>
<thead>
<tr>
<th>Rules</th>
<th>Criteria</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Date is in Last Month</td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

- 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

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**

<table>
<thead>
<tr>
<th>Field to Filter On *</th>
<th>Operation</th>
<th>Duration</th>
<th>Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Date</td>
<td>Is Relative</td>
<td>prior period</td>
<td>ND Cycle</td>
</tr>
</tbody>
</table>

**Preview Filter Expression**

Post Date is in prior ND Cycle period

- Click Continue
• Click *Transaction ....Payment* to change the filter

• Select *Cardholder Last Name* from the dropdown list in the *Field to Filter On*
PaymentNet Statement of Account

- Key your last name in the **Value** field

This report has unsaved changes.

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

- Select the *Output Options*
- Check the *Enable for Quick Run and Save*

<table>
<thead>
<tr>
<th>Filter Rows</th>
<th>Sort</th>
<th>Output Options</th>
<th>Scheduling</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Quick Run for option to run report from Report List. **Compress Output** is available to restricted roles. **Generate Accessible Report** will ensure the report is ADA compliant.

**Output Format**

- **File Type**
  - Adobe PDF

- **Enable for Quick Run**
  - [ ]

- **Compress Output**
  - [ ]

- **Accessible**
  - [ ]

- **Report Description**
  - 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, and 275 characters remaining.

**Save**
PaymentNet Statement of Account

• On the *Scheduling* tab, match the criteria shown here 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

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 Duration Cycle
Post Date Is Relative prior period ND Cycle

Preview Filter Expression

Post Date is in prior ND Cycle period

• Click Continue
PaymentNet Statement of Account

<table>
<thead>
<tr>
<th>Hierarchy ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>and</td>
</tr>
<tr>
<td>[click to add hierarchy]</td>
</tr>
</tbody>
</table>

- Within *Hierarchy ID*, click [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

✓ Report was saved successfully

• Confirmation of successful save at top of page
PaymentNet Statement of Account

- Select the **Output Options**
- Check the **Enable for Quick Run** and **Save**

Select Quick Run for option to run report from Report List. **Compress Output** is available to restricted roles. **Generate Accessible Report** will ensure the report is ADA compliant.

Output Format:

<table>
<thead>
<tr>
<th>Filter Rows</th>
<th>Sort</th>
<th>Output Options</th>
<th>Scheduling</th>
</tr>
</thead>
</table>

Select Quick Run for option to run report from Report List. **Compress Output** is available to restricted roles. **Generate Accessible Report** will ensure the report is ADA compliant.

Output Format:

- **File Type**
  - Adobe PDF
- **Enable for Quick Run**
- **Compress Output**
- **Accessible**

**Report Description**

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, ...
PaymentNet Statement of Account

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

• Click *Save*

• Click *Run*
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*

• 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 By
  – Report Type – Quick Run
  – Schedule - Scheduled
PaymentNet Statement of Account

• Report Details

[Image: 1 Statement of Account Portrait]

Click

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

• Statement due to PPS by the 20\textsuperscript{th} of the month.

• Use the P-Card Checklist
  – \textcolor{blue}{P-Card Checklist}

• Signed by Cardholder and Reviewer

• All necessary documentation attached
  – Receipts/invoices
  – Waivers
  – Supporting documentation

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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

**Please do not email P-Card administrators or other PPS employees, use the addresses above.**
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!