

# Procurement Card Program

A P-Card Refresher

August 2017

## **Western Illinois University P-Card Administrators**

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Purchasing Website:

[www.wiu.edu/vpas/purchasing](http://www.wiu.edu/vpas/purchasing)

JP Morgan 1-800-316-6056

## **Background Info**

- WIU's Procurement Card (P-Card) program was implemented in 2004
- JP Morgan Chase has been the card provider since implementation
- WIU P-Cards are MasterCard

# What's New?

- Chip Cards



## Chip Cards

- Embedded chip adds layer of security when used at a chip card reader
- Set up a PIN when activating card
  - Select option 2
  - Call # on back of card to reset PIN if needed
- Insert card with chip facing up then follow screen prompts
  - Remove card when prompted!
- If merchant hasn't switched to chip card reader, card still has magnetic stripe for traditional readers

## Receipt Imaging

- Allows cardholders to manage receipts electronically and provide quick reference point for approvers and auditors
- Ways to attach receipts:
  - Upload scanned receipt (jpg, gif, pdf)
  - Fax receipt with PaymentNet generated cover sheet
- Images available in PaymentNet within a few hours
  - Paperclip icon will appear on transaction list in PaymentNet once available

## Receipt Imaging (cont.)

- Only P-Card Administrators can delete receipts
- NEW REQUIREMENT:
  - Receipts must be attached in PaymentNet for charges with a transaction date of 10/1/17 and newer, or they will not be audited

# Receipt Imaging (cont.)

- Sample fax sheet:

## J.P.Morgan



- Fax this cover sheet and your receipts for the transactions listed below to 312-275-2142 or 844-253-4853
- The Fax cover sheet must be the first page of your Fax transmission, followed by your receipts. The barcode identifies the selected transactions to which the receipts will be attached.
- Never re-use the same Fax cover sheet for more than one Fax transmission. If you Faxed the wrong receipts, if the receipts appear unclear, or if you want to send additional receipts for the same transactions, you must return to PaymentNet and print another fax cover sheet. Use the new fax cover sheet to send additional receipts.
- If there are receipt images already attached to a transaction when you Fax additional receipts, PaymentNet will add a new PDF file with images of the additional receipts; they will not be combined into one PDF File.
- CAUTION: Please mask any confidential/private information on your receipts.

**Organization ID:**  
US64306

**Employee Name:**

**Generated Date:**

**Coversheet ID:** 66552002

**Employee ID:**

Transaction Date	Transaction ID	Merchant	Amount

## **Receipt Imaging (cont.)**

- What should be attached?
  - Itemized receipt
  - VP Approval (if required)
  - Other Approvals as applicable
  - Any additional backup paperwork
  - Signed Affidavit for Lost Receipts form (if applicable)

## Receipt Imaging (cont.)

- Helpful Hints/Tips:
  - Small receipts can be taped to a sheet of paper.
  - Avoid taping over any print as it makes the print disappear over time.
  - Avoid highlighting as it doesn't scan well.
  - A lettering system works well to match up receipts to the statement.
  - See section 21 of the user manual for components of a "good" receipt.

## Statement Download

- Beginning November 2017, paper statements will no longer be mailed to cardholders
- All statements must be downloaded by the cardholder in PaymentNet and printed
  - On the PaymentNet menu bar, click Statements.
  - To view the statement for a billing cycle other than the current cycle, select a date from the Billing Date drop-down list.
  - To download a copy of the statement, click View Statement. Then click Download Statement to open the statement in your Adobe PDF viewer, from which you can save or print it.

# Statement Download (cont.)

Statement Detail

[Download Statement](#)

Account Number: [REDACTED] 4547 Account Name: TEST ACCOUNT

Billing Date: 04/02/2018 Credit Limit: \$750,000.00

Due Date: 04/27/2018 Available Credit: \$286,029.02

Statement Amount: \$451,179.98 (Pay) Cash Limit: \$0.00

Cash Available: \$1,020.00

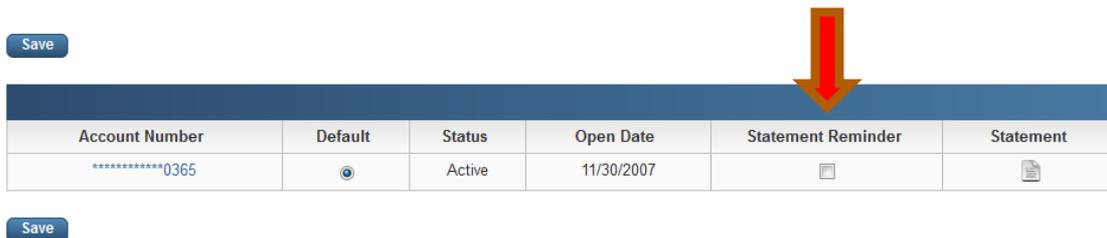
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Post Date	Tran Date	Reference	Description	City	State/Prov	MCC	Amount
03-02-2018	03-02-2018	000000000000000000000000	CASH ADVANCE FEE		UN	6011	\$2.50
03-02-2018	03-02-2018	000000000000000000000000	CASH ADVANCE FEE	UN	UN	6011	\$2.50
03-02-2018	03-02-2018	000000000000000000000000	PAYMENT RECEIVED - THANK YOU			0000	\$-527,029.98
03-02-2018	03-02-2018	000000000000000000000000	AIRLINE 000000000000	000-000-0000	TX	3000	\$342.00

## Statement Download (cont.)

- You can also view and download your statements directly from the Cardholder Dashboard. In the Statements panel, click View to view a statement or Download (PDF) to download a statement.
- Set a statement reminder – You can receive an email notification when your account statement is ready to view.
  - Click the My Accounts option on the menu bar.
  - On the My Account List screen, select the Statement Reminder check box for the account.
  - Click Save.



Save

Account Number	Default	Status	Open Date	Statement Reminder	Statement
*****0365	<input checked="" type="radio"/>	Active	11/30/2007	<input type="checkbox"/>	

Save

## **P-Card Statements & Receipts**

- Cardholders are responsible for maintaining itemized receipts and any supporting documentation (VP approvals, etc.) for every transaction, attaching to PaymentNet via receipt imaging, attaching to the monthly downloaded statement, and sending to Business Services for scanning into laserfiche
  - Use bright blue inter-department envelope
  - Do NOT submit statement/receipts until ALL receipts and back-up documentation are attached
  - Statements received after the next billing cycle are considered late and will be audited 100%

## Transaction Review - General

- Transaction notes need to include enough detailed information to answer the 5 W's (who, what, when, why, and where).
- Equipment purchases to include unit cost
- If VP approval is required (currently transactions \$200 and above or for policy-related approvals), add to the transaction notes when approval was received
  - Back-up documentation of VP approval is required in receipt imaging and with the monthly statement and receipts

## Transaction Review - Travel

- The following information is necessary in the Transaction Custom Fields for any transaction that has a travel subcode (3940, 3945, 3950, 3955 and 4825), which will also include registrations:
  - Traveler's Last Name
  - Traveler's First Name
  - Destination (City, State)
  - Travel Begin Date and Travel End Date (MMDDYYYY)
  - Transaction Notes must state the purpose of travel
- If the transaction is for multiple travelers the transaction will need to be split
- Fields (except Transaction Notes) should be left blank if not for travel

## **Transaction Approvals**

- Approver is typically a supervisor
  - Cardholder can not approve their own
  - Approver can't be a direct report
- Approver verifies all of the selected transaction details and checks the Approval box before saving
- Approver has access to change any information as necessary (Ex: account number)

## Transaction Approvals (cont.)

- Approver can reject a transaction
  - Select reason for rejecting
  - Additional information can be added

Approval Status – Reviewed

Reviewed HELMS, BONN

Approval1 LIDAYWA, LOF

Approve  Reject

Clear Selection

Reason for Rejecting Transaction \*

Select...

Additional Information

Select...

Incorrect accounting code allocation

Incomplete or insufficient line item information

Insufficient transaction notes and comments

Incorrect approver sequence or additional approver needed

Missing receipts

Invalid receipts

Other

# Transaction Audit

- Transactions that have been reviewed AND approved are ready for audit by one of the following areas depending on what account number or object code has been selected:
  - Accounts Payable
  - Travel
  - Grants
  - Foundation
- If sufficient info is not provided in the transaction notes or attached via receipt imaging, cardholder will be contacted
- Additional 30 days is allowed for transactions to be audited

## **User Manual References**

- Splitting Transactions – see section 28
- Queries – see section 29
- Disputes – see section 30
  - Attempt to resolve with merchant BEFORE disputing a charge
  - Do not dispute a fraudulent charge

**Questions?**