P-Card Statistics

- First P-Cards issued in May 2004
- FY05 spend: $5,148,283.90
- FY09 spend: $9,065,361.21
- Almost 102,000 transactions made to date
  - 11,704 transactions for FY09
- 350 active cards currently on campus
PaymentNet Changes

- Itemized Receipt drop-down
  - Select Yes or No

- VP Approval box
  - VP area will check the box after transaction has been reviewed & approved

- Pass Phrase Requirements
  - At least 8 characters (1 alpha & 1 numeric)
  - Prompt to change every 90 days
PaymentNet Reconciliation

- Review/approve weekly
- Reminder e-mail is not junk mail!
  - From postmaster@mail2.paymentnet.com
  - Should be in your inbox by Monday morning
- Do NOT wait for the statement to review/approve
PaymentNet Reconciliation (cont.)

- Include all necessary info in transaction notes
  - Who, what, when, why & where for travel transactions
  - Add “no alcohol served” for meals
  - Quantity & unit cost of equipment purchased (for inventory purposes)
- Credits/Returns
  - Cross-reference original charge/credit in transaction notes
  - Select same account number & object code as original charge
PaymentNet Reconciliation (cont.)

• Any additional approvals required
  – Obtain via e-mail (PRIOR to purchase), add to transaction notes, attach approval with statement & receipts
    • VP approval
    • Fiscal agent approval if another account is being used from a different area
    • Telecom approval
    • Physical Plant approval
PaymentNet Reconciliation (cont.)

- Refer to P-Card Procedures Manual or the Official University Policy Manual at wiu.edu/policies/
  - Business/Departmental Expenses Policy
  - Gifts, Contributions, Promotional Items & Prizes

- Check the notes for what information is missing if a previously approved transaction has been unreviewed & unapproved
P-Card Statements/Receipts

- Cardholders are responsible for obtaining an ITEMIZED receipt for each transaction & turning them in each month with the corresponding statement.
- All statements & receipts are scanned into laserfiche by Business Services.
  - Receipts must be legible.
- For missing/lost receipts, an Affidavit for Lost Receipts form must be completed & turned in with the statement.
  - Contact Lora Lidaywa to complete the lost receipts form.
  - Repeated failure to obtain an itemized receipt can result in loss of your card.
P-Card Statements/Receipts (cont.)

- Cardholders can download statements for up to 18 months in PaymentNet
  - A printed statement from PaymentNet is acceptable for scanning
- Missing statements/receipts are subject to an audit finding
  - Statements not submitted within 30 days of billing date will be subject to 100% audit
- Originals must be submitted with the travel voucher
  - Copies can go with the statement
  - Note on travel voucher what was paid on the P-Card
Ways To Reduce Fraud

- Black out all but last four digits of card number, expiration date and/or security code on statement & receipts
- Cardholder can not lend out their card
- Extra scrutiny of high-risk vendors
  - Ex: Paypal, Amazon, Walmart
- Timely reconciliation of transactions
  - Able to report questionable charges sooner
  - Reminder e-mail sent if open transactions older than 30 days
Queries & Reports

- Transactions can be searched for in PaymentNet by setting up a query
  - PaymentNet keeps a 2-year history of transactions
  - Search by cardholder name, account number, vendor, etc.
- Java must be installed in order for the query & report functions to work
  - For free download, go to www.java.com
  - click the Free Java Download button or contact UCSS for assistance
Queries & Reports (cont.)

- Instructions for running queries & reports are available in the PaymentNet manual in your binder, in PaymentNet under the Documents tab or through the learning website under the Links tab
  - [http://learning.paymentnet.com](http://learning.paymentnet.com)
  - Use your PaymentNet login to enter
  - Contains 6 interactive modules & tests (not required)
- Reports can be saved to automatically generate daily, weekly, monthly, etc.
P-Card Acceptance

- WIU is TAX EXEMPT
  - Cardholder must get credit back to card or reimburse WIU out of pocket
- Avoid vendors who add an additional fee
- Limits
  - Splitting/stringing is still prohibited
  - Submit Higher Transaction & Monthly Limit Request form for special cases, otherwise submit a Request for Purchase (RFP)
P-Card Acceptance (cont.)

- Declines – most common reasons:
  - Over spending limit
  - Vendor entering expiration or 3-digit code incorrectly
- Save yourself a DPA
  - Check with the vendor to see if they’ll accept a P-Card payment even after you’ve received a bill
  - Check order form for Mastercard acceptance