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 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.)
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
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
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
• 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
  – 1\textsuperscript{st} offense – written warning to cardholder
  – 2\textsuperscript{nd} offense – written warning to cardholder and supervisor notification
  – 3\textsuperscript{rd} offense – 30 day suspension of card
    Cardholder must request reinstatement of card
  – 4\textsuperscript{th} 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](http://www.paymentnet.jpmorgan.com)
    • Organization ID: ndakota
    • User ID: First and Last Name (ex: johndoe)
    • Password: xxxxxxxxx
PaymentNet reallocation

J.P. Morgan PaymentNet®

## Log In

- Organization ID
- Remember my Organization ID
- User ID
- Password
  - (Case Sensitive)
- Forgot your Password?
- Forgot your Organization ID or User ID?

## Online Account Registration

- Create your J.P. Morgan Commercial Card Online Account

## Messages

Welcome to J.P. Morgan Commercial Card Online.

## Resources

- First Time User Help
- Log In Help
- Customer Service
- Security Best Practices

01/18/2018
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
PaymentNet reallocation

- Drop downs with available information
- Add additional lines if needed by selecting add lines at the top

01/18/2018
## PaymentNet reallocation

- Add a note — document the business purpose of the purchase. **Essential for travel related charges.**
- Save your changes

### Transaction Custom Fields

### Transaction Notes

**Add a Note**

3000 characters maximum

Maximum of 3000 characters applies to all transaction notes, including the username, date, and time stamp.

### Notes History
PaymentNet reallocation

• Two uploads per month
  – 1st three weeks – first working day of the month
  – Last week – around the 10th
  – Last month of the 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 Create
PaymentNet Statement of Account

• Scroll and find report: Statement of Account Portrait
• Change name to Statement of Account Monthly Report
PaymentNet Statement of Account

Date Range

<table>
<thead>
<tr>
<th>Field</th>
<th>Operation</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Date</td>
<td>Is Relative</td>
<td>Prior Period</td>
</tr>
</tbody>
</table>

• Update date range criteria as shown

Criteria

<table>
<thead>
<tr>
<th>Field</th>
<th>Operation</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Last Name</td>
<td>Is Equal To</td>
<td></td>
</tr>
</tbody>
</table>

• Enter criteria as shown and key your last name in the value field

01/18/2018
PaymentNet Statement of Account

• Click the “add” under Hierarchy

<table>
<thead>
<tr>
<th>Hierarchy ID</th>
<th>Accounting Services</th>
<th>Include Children</th>
<th>Delete</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>3130 P</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Key in your department number, space, P

01/18/2018
PaymentNet Statement of Account

• At the bottom check the Schedule to Run Automatically box
• Select Monthly
• Day 6
• Scroll to the top and save
PaymentNet Statement of Account

- Click Process Report
- Refresh till Successful

- Select Statement of Account Month Report.zip
PaymentNet Statement of Account

• Statement runs automatically each month

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

• Finding your saved report
  – Select My Saved Reports for report type
  – Select the Statement of Account Monthly Report
Submitting Statement of Account

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