



P-Card Connection

The Purchasing Card Quarterly Newsletter

Statement of Account Printing Tip:

To print the entire Statement of Account, in the Print Menu, select "Shrink to Printable Area" under the "Page Scaling". This will ensure the entire statement is printed.

Tips for Contacting JPMorgan:

If you need to contact JPMorgan to report a lost or stolen card, report fraud or need assistance activating your card, you may be asked the following security questions:

- What is the last four digits of your SSN? This is the last four digits of your EmplID number
- Your Mother's Maiden name? UND
- Phone number tied to card? All cards are set up with the Program Administrators number, 701-777-3881

Purchasing Card Staff:

Program Administrator:
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PaymentNet Upgrade

The August upgrade to PaymentNet was postponed by JPMorgan due to the complexity of the upgrade. JPMorgan has not notified us when the upgrade will take place. We will notify you of any future updates.

PeopleSoft Query

The PeopleSoft query NDU_AP67_VCHR_BY_VNDR_CF provides the following information related to the P-Card:

- Voucher #
- Vendor name
- Amount charged

The query can be found under Reporting Tools,

Query, Query Viewer. The search begins with NDU_AP. Just search for AP67. This report lets the cardholder view all the transactions by a particular vendor. For the P-Card, use the vendor 0000111577, which is JPMorgan. Then enter the fund, department, and the dates you are looking for. If you want to look at all the funds for a department, in the From Fund, enter 00000 and the Through Fund, 89999.

Membership/Dues

All payments for memberships and dues must include a statement explaining the business purpose, why it is required, and the benefit to the

University. The original invoice must be included with the Statement of Account. They should not extend beyond 12 months, unless a significant cost savings can be documented. Memberships should be in the name of the University of North Dakota and not the individual. This promotes transferability of the membership.

Internet Explorer 9

PaymentNet is not compatible with Internet Explorer 9 (IE9). If you have IE9 on your computer, you will need to uninstall it. Contact your IT support personnel if you need help.

Fraud

Advancements in technology have made fraud on credit cards more common. Fraud occurs a few times a month at the University. Once detected, it is easily fixed. Fraud is defined as unauthorized transaction(s) made with a lost, stolen, compromised or counterfeit card number. JPMorgan, the Purchasing Office or the cardholder may detect the fraud. If JPMorgan suspects fraud on an account, they will contact the Purchasing Card Administrator, or the cardholder. If the Purchasing Office detects it, they will contact the cardholder as well as JPMorgan. If the transaction is valid, it will stay active on the account, but if it's fraud, the account will be closed and a new P-Card will be issued. Your card will be suspended until the transaction in question is validated. If you suspect fraud on your card, please contact the Purchasing Card Administrator or JPMorgan. Tips for avoiding fraud:

- Do not write your card number for someone to see.
- Do not send your credit card information in an email.
- Make sure the internet site is secure before making the purchase.