

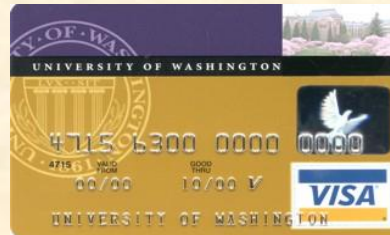


PROCUREMENT SERVICES

UNIVERSITY of WASHINGTON

Finance & Facilities

UW ProCard *Cardholder* Training Class



Agenda:

Procard Overview

- ❖ ProCard Basics
- ❖ Maintenance
- ❖ Purchasing Rules
- ❖ Management



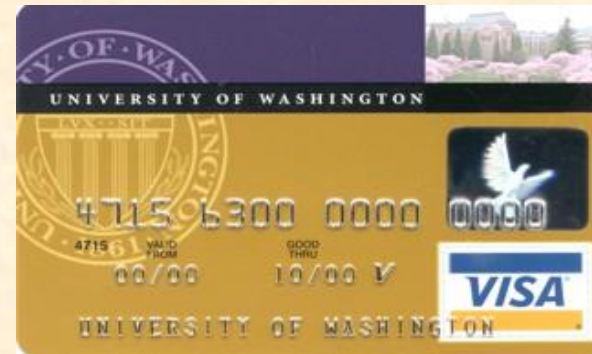
JPMC PaymentNet website

- ❖ Transaction reviews
- ❖ Running reports

ProCard Basics

Getting Started

What is a UW ProCurement Card?



The University of Washington ProCurement Card is a Visa charge card for faculty and staff. Its function is confined to UW business purchases only, and should never be used for travel or personal expenditures.

ProCard Basics

Getting Started

The UW ProCurement Card is designed to:

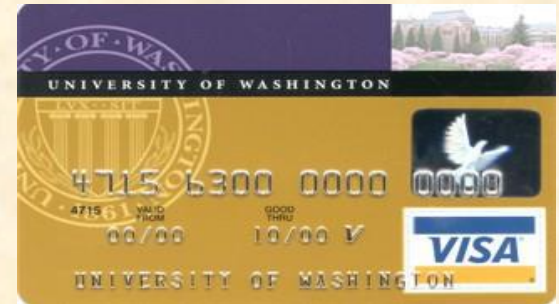


- Expand purchasing options
- Streamline the small dollar purchasing process
- Reduce the use of petty cash funds
- Reduce the number of requests for special checks
- Eliminate the need to use personal funds

If the supplier is available in Ariba, use Ariba.

ProCard Basics

Applying for a UW ProCurement Card



UW Staff & Faculty

- Discuss the need for a UW ProCard with your department administrator

Harborview and UW Medical Centers

- All cardholders using Medical Center budgets (08- or 31-) must have prior approval from UW Medicine Internal Control. Please contact Lillen Namba @ lnamba@uw.edu for further information

UW ProCurement Card Application

- Login to Ariba and select **Create -> Card Application**.
- For a guide on how to complete the application, reference:

<http://f2.washington.edu/fm/ps/sites/default/files/procard/pdf/HowtoFillOutAribaProCardApplication.pdf>

ProCard Activation

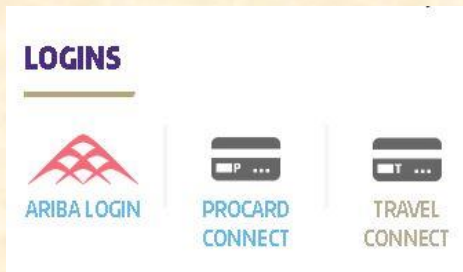
- An email is sent to cardholders providing card activation information:
 - Mother's Maiden Name
 - SSN Last Four Digits
- These are generic values provided by Card Services, not your personal information
- Save this information because you will need it whenever you contact JP Morgan Chase regarding your account

JPMC PaymentNet

- PaymentNet is a JPMC allocation tool used to:
 - Assign appropriate budgets and object codes
 - Ensure appropriate taxes are issued to the purchase
 - Record a description and the business reason for the purchase
 - Provide a method for an independent review of each transaction by someone other than the cardholder

Logging into PaymentNet

- An email is sent to cardholders/reviewers with PaymentNet login instructions
- Cardholders must change the initial password
- Access JPMC PaymentNet through the **PROCARD CONNECT** button on the *Procurement Services Home Page* or the *ProCard Website Quick Links*
 - **Organization ID** = US00059
 - **User ID** = **UW NetID** (6 characters or more)
 - **Password** = initial temp password

The image is a screenshot of the J.P. Morgan PaymentNet login page. It features a dark blue header with 'J.P. Morgan' and 'PaymentNet'. Below the header, there's a 'Log In' link and a 'Bookmark this page' link. The main form area contains fields for 'Organization ID' (with 'us00059' entered), a checked 'Remember my Organization ID' checkbox, 'User ID' (with 'morriv' entered), and 'Password' (with masked characters). Below the password field, it says '(Case Sensitive)'. There are links for 'Forgot your Password?' and 'Forgot your Organization ID or User ID?'. At the bottom right, there is a 'Log In' button.

ProCard Renewal



- Cards expire every 3 years
- ProCard office will contact cardholders 6 weeks before the expiration date
 - Cardholders will need to successfully complete the renewal quiz
 - Cardholders will need to fill out a card application in Ariba to process the renewal
- Cards will be sent to the cardholder's campus mailbox

*** Cards will not be renewed if no activity within 18 months ***

ProCard Security



- Keep account numbers secure & confidential
- Do not include the entire 16 digits of your card in any written communication: email, webforms, Ariba comments, etc.
- Do not share your card information
 - You could lose your fraud protection!
 - Keep documents with account number information in a secure location
- Don't reply to unsolicited email or phone requests for Credit Card information
- Only use reputable vendors
- Report lost/stolen cards immediately to JPMorgan Chase and UW ProCard Services
- Cancel ProCards that are not in use

Purchasing with the ProCard

What can the ProCard purchase?

The UW ProCurement Card is for official UW business only and in most circumstances can be used to purchase any item as long as:

- It doesn't exceed the single transaction limit for the card
- It is an approved department expense allowable on a budget you have authority to use

\$3,500.00

MAXIMUM



PER TRANSACTION

NEVER SPLIT A PURCHASE THAT EXCEEDS YOUR SINGLE TRANSACTION LIMIT

Allowed ProCard Expenditures



Sample of items that can be purchased:

- Conference registrations
- Materials & Supplies
- Advertising placements (no monetary limit when pre-approved)
- Subscriptions
- Books
- Express Mail
- Food (when allowed by budget)
- Event Planning expenses up to \$10,000 (when pre-approved)
- Printing or copying
- Memberships
- Utilities
- Research tools & supplies
- Software

Prohibited ProCard Expenditures

- Travel
- Hazardous materials
(Praxair/Airgas is allowed)
- Weapons
- Machinery that qualifies for M&E Tax Exemption - Use Ariba
- Personal Services (requiring 1099 reporting)
- Facility maintenance and repair
- Goods/Services from other UW Departments

....and also some blocked vendors:

- Jewelry stores
- Furriers
- Gambling establishments
- Financial Institutions (ATM's)



See ProCard website for more buying guidelines

<http://f2.washington.edu/fm/ps/sites/default/files/procard/pdf/allowable-unallowable%20expenditures.pdf>

ProCard Expenditures – Travel

How about travel expenses?

The UW ProCurement Card must never be used for travel expenses. Never use it for airfare, lodging, rental cars or per diem meals.



NO, NO, NO!!!

Except.....

Conference Registrations

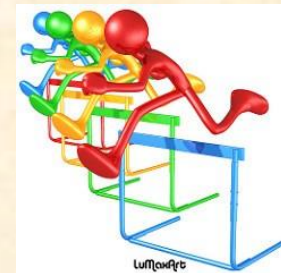
- Conference registrations may be charged to the ProCurement Card.
- It is permissible to use the ProCurement Card if the packaged registration includes lodging and or meals.

Any options that are offered beyond the packaged registration must not be included in the charge to the card.

Troubleshooting ProCard Issues

Providing Correct Address to Merchants

- When asked for an address by a merchant, always provide them with the cardholder address that is in your account profile located in PaymentNet.



How to Look Up Your Declined Transactions

- In PaymentNet – go to “Transactions” – “Authorizations/Declines”
- Call JPMC customer service at: 1-800-270-7760
- or UW ProCurement Card Services at: 206-543-5252

ProCard Maintenance

Modifying Limits or Defaults

- Use the Ariba Card Limit Increase module to request transaction limit increases
 - Monthly or
 - Single transaction or
 - Both
- Send an email to procard@uw.edu for all other modifications such as
 - Default Budget
 - Default Object code
 - My Profile



Purchasing with the ProCard

Single Transaction Limit Increases

- Transactions above single transaction limit requires approval from:
 - ProCard Services
 - Equipment Inventory Office (equipment)
 - Department Administrator
- Increase form is in Ariba:
 - Go to Ariba – “Create” – “Card Limit Increase”
 - Complete the information, attaching invoice or agreement
 - When Increase has been approved, notification will go to cardholder and “Procard Approver”.



<http://f2.washington.edu/fm/ps/sites/default/files/procard/pdf/Ariba%20limit%20increase%20form.pdf>

Policies, Procedures & Internal Control

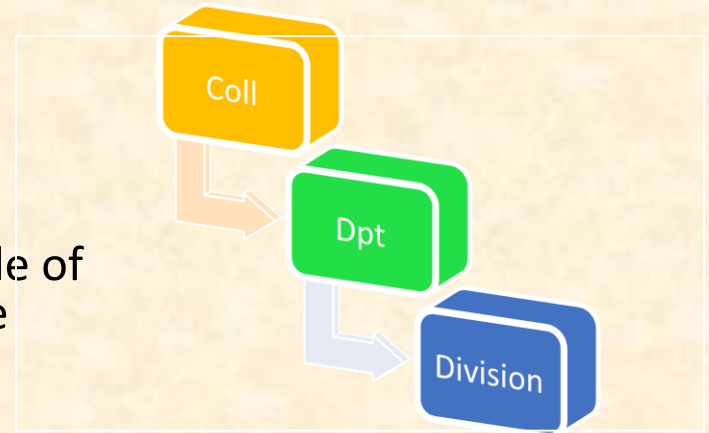
Department Roles, Responsibilities & Configuration

- One individual can fulfill several administrative roles, but not all roles
- Departments need a role configuration that constitutes separation of duties
- Demonstrate separation of duty functions with signatures
- Guide for developing internal control procedure
<http://www.washington.edu/admin/finacct/office/internalcontrol/frame.html>
- See ProCard website for more information in managing ProCard accounts
- <http://f2.washington.edu/fm/ps/how-to-buy/procard/rolesandresp>



PaymentNet Budget Access

- Cardholders:
 - Have access to budgets within their department only
 - Can request access to budgets outside of their department's organization code
- Reviewers have access to all UW budgets



Purchasing Regulations

Federal, State and University Policies

- Delegation of Purchasing Authority
 - Cardholder must be authorized to acquire goods & services
 - Follow authorization requirements for grant budgets
 - Establish pre-purchase approval procedures
- Adhere to ethical guidelines
- Use fair purchasing practices
 - Bid or sole source above \$10,000
- Do not sign any supplier's agreement



Purchasing Regulations

Department Policies

- Establish strong & understandable purchasing controls
- Every transaction should be subject to a documented, independent review by someone other than the cardholder
- Maintain accurate & complete records
 - UW Transaction Detail with Notes & Accounting Codes report with Cardholder and Reviewer signatures
 - Transaction approvals
 - Invoices or Receipts
 - Packing Slips
 - Ensure documentation of the review is completed and in your department files within 30 days after the billing cycle has closed
- Original source documentation must be retained for a minimum of 6 years by the department, NOT the cardholder



Purchasing Regulations - Continued

Department Policies

- Examples of Receipt Documentation include:
 - Signed packing slip by receiver of goods
 - Email verification by receiver of goods
 - Signed transaction log by receiver of goods
 - “Received by” signature and date on invoice by receiver of goods
 - Receipt for items purchased in-store
 - Itemized bill from restaurant with list of attendees and purpose of event

ProCard Reconciliation Guidelines

Cardholder:

- Performs the first online review of their transactions
- Performs assigned editing functions as designated by department administrator
- Enters item description and business purpose information into the **Transaction Notes** box
- Provides purchasing documentation & JPMC “Transaction Detail with Notes Report and Accounting Codes” to your Reviewer



ProCard Reconciliation Guidelines

Reviewer:

- Fulfills second level reviews on transactions
- Performs final edit of all budget and object codes
- Maintains original purchasing documentation in a central location for all department cardholders
 - Six (6) year minimum retention cycle is required for original source documents



Reconciliation Best Practice

- ProCurement Card Services offers transaction reconciliation guidelines and recommendations
- ProCard website:

<http://f2.washington.edu/fm/ps/sites/default/files/reconcilingprocard.pdf>

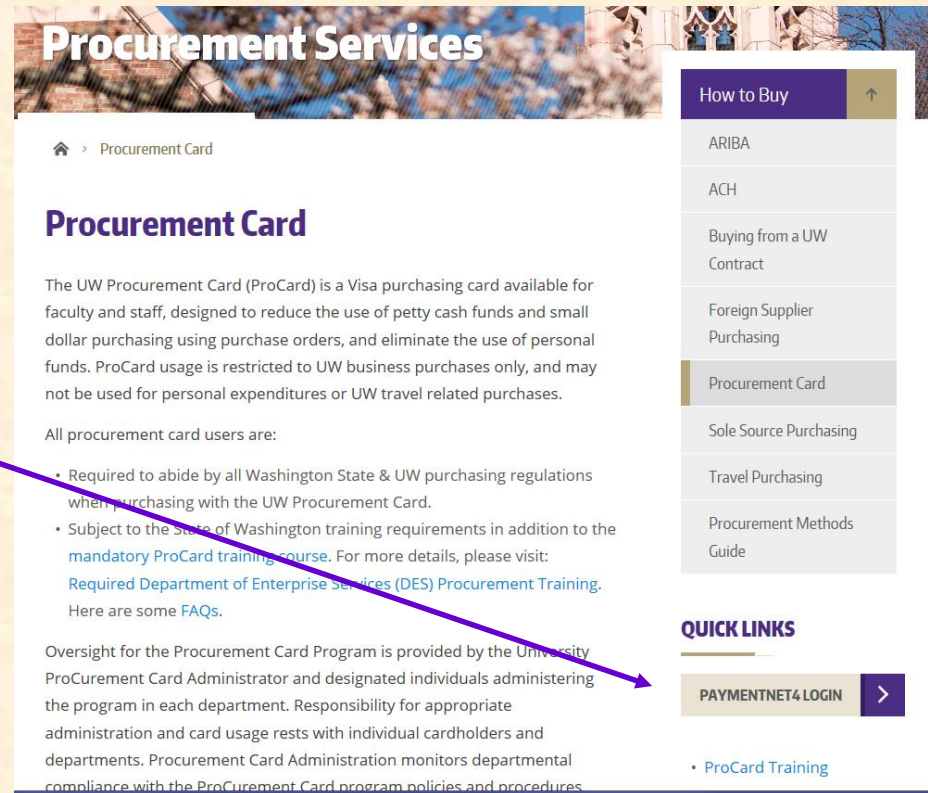


JP Morgan Chase PaymentNet

Access to your UW ProCurement Card Account

- Go to UW ProCurement Card website
- Click the ProCard PaymentNet link
- PaymentNet Log On Screen:
Enter Org ID: us00059
User ID:
Password:

Contact procard@uw.edu for help
[http:// f2.washington.edu/fm/ps/how-tobuy/procard](http://f2.washington.edu/fm/ps/how-tobuy/procard)



ProCard Contact Information

ProCurement Card Helpline: 206-543-5252

ProCurement Card Email: procard@uw.edu

<http://f2.washington.edu/fm/ps/how-to-buy/procard>

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Procurement Customer Service

206-543-4500

pcshelp@uw.edu

Questions?



PaymentNet – Login and Review Transactions

- [How to Apply](#)
- [Training](#)
- [ProCard Management](#)
- [ProCard Resources](#)
- [FAQ's](#)
- [Procurement Card PaymentNet Connect](#)

^1

J.P.Morgan **J.P. Morgan Commercial Card**

Log In ★ [Bookmark this page](#)

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](#)

Transactions **Reports** **Accounts** **Employees** **Administration** **Help**

Manage

Approve

Mass Update Requests

Authorizations/Declines

Query

Statements

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<2

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<3

1 CT - Scheduled Site Downtime - Revised 1
ment to improve PaymentNet, J.P. Morgan Com
t processing, we will be performing system mai
5 at 11:00 PM Central Time (CT) through Sund
:00 AM CT .

PaymentNet 4 – Advanced Query

UNIVERSITY of WASHINGTON UW ProCurement Card SERVICES

Transactions Reports Accounts Employees Administration Help

Transaction List New Query Look For... Go Advanced Query

Query results were limited to 10,000 rows. Press Select All Pages and then press Export to view all the results.

Select All Pages Clear All Pages Save View Statement

Last 30 days (system) Set a

<1 Default

			Add Use Tax	Trans	Amount	
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/20/2014	1542175488001	10/22/2014 \$525.00 EXTRA
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/21/2014	1542175487001	10/22/2014 \$433.53 FREE
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/20/2014	1542175488001	10/22/2014 \$540.00 AMER
<input type="checkbox"/>			<input type="checkbox"/>	10/20/2014	1542175485001	10/22/2014 \$308.00 TALAR
<input type="checkbox"/>			<input type="checkbox"/>	10/20/2014	1542175484001	10/22/2014 \$4.33 UWSL
<input type="checkbox"/>			<input type="checkbox"/>	10/20/2014	1542175483001	10/22/2014 \$4.99 UW FO
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/21/2014	1542175482001	10/22/2014 \$369.00 PERS
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/21/2014	1542175481001	10/22/2014 \$1,575.00 THE C
<input type="checkbox"/>			<input type="checkbox"/>	10/21/2014	1542175480001	10/22/2014 \$43.71 AMAZ
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/20/2014	1542175479001	10/22/2014 \$53.96 MEMO
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/21/2014	1542175478001	10/22/2014 \$589.35 IN *SP

<2 Advanced Query

3 Change Criteria to >

UNIVERSITY of WASHINGTON UW ProCurement Card SERVICES

Transactions Reports Accounts Employees Administration Help

Transactions - Advanced Query Return to Transaction List

Process Reset

* Required Fields

Query (New Query)

Date Range

	Field	Operation	Value
1	Post Date	Is Relative	Last Days 45

Criteria

	Field	Operation	Value
1	Account Number	Begins With	

Hierarchy

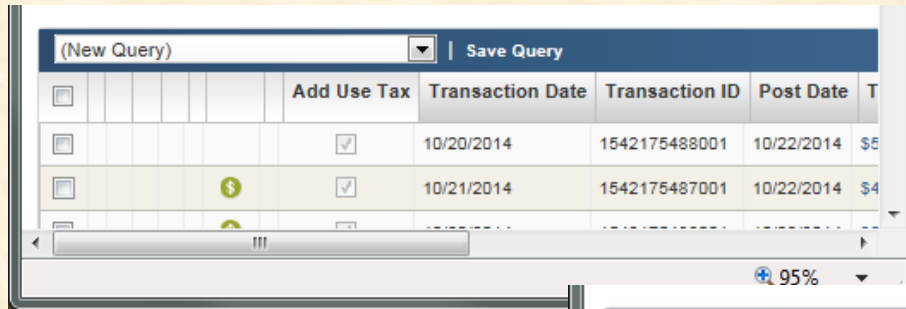
Include Children

Add

95%

Delete

PaymentNet 4



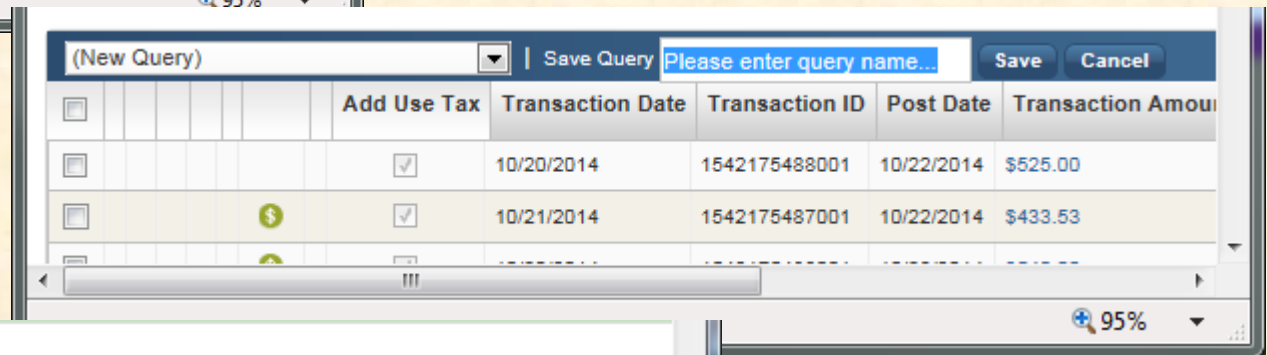
(New Query) | Save Query

			Add Use Tax	Transaction Date	Transaction ID	Post Date	T
<input type="checkbox"/>				10/20/2014	1542175488001	10/22/2014	\$5
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/21/2014	1542175487001	10/22/2014	\$4

95%

< 1. Save Query

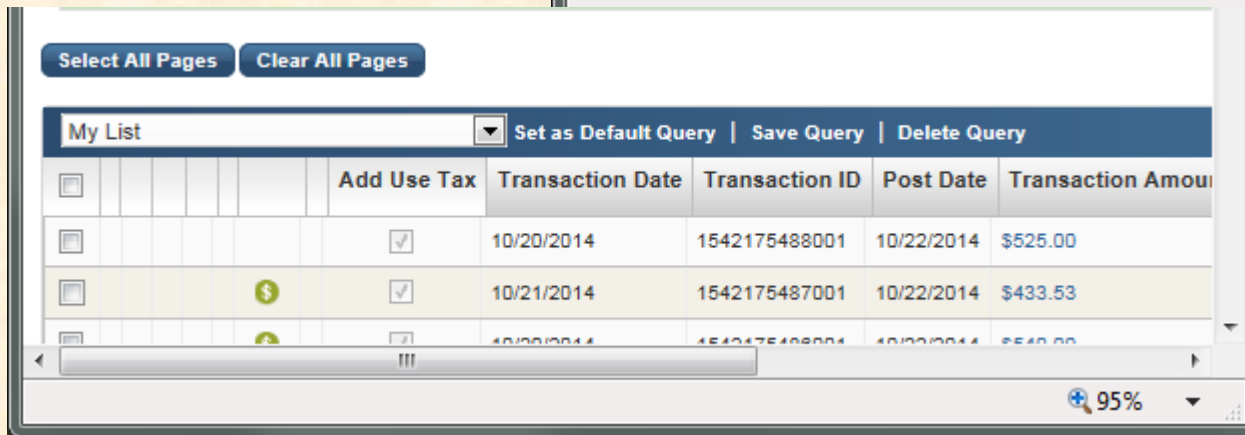
2. Enter Name
Click Save >



(New Query) | Save Query Please enter query name... Save Cancel

			Add Use Tax	Transaction Date	Transaction ID	Post Date	Transaction Amount
<input type="checkbox"/>				10/20/2014	1542175488001	10/22/2014	\$525.00
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/21/2014	1542175487001	10/22/2014	\$433.53

95%



Select All Pages Clear All Pages

My List Set as Default Query | Save Query | Delete Query

			Add Use Tax	Transaction Date	Transaction ID	Post Date	Transaction Amount
<input type="checkbox"/>				10/20/2014	1542175488001	10/22/2014	\$525.00
<input type="checkbox"/>			<input checked="" type="checkbox"/>	10/21/2014	1542175487001	10/22/2014	\$433.53

95%

< 3. Set as
Default