UW ProCard Administrator 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
- 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**
- Determine the need for a UW ProCard in the department
- Users must understand the card use policy and their responsibilities

**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:
  
  https://finance.uw.edu/ps/resources/training/tutorials#CardServices
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
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 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
  - Review Form (RV) in Ariba to submit the contract to Purchasing for review. It can be found in Ariba by going to the Create drop down menu and selecting Contract Review.
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
- Weapons
- Machinery that qualifies for M&E Tax Exemption - Use Ariba

...and also some **blocked** vendors:

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

See ProCard website for more buying guidelines
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.
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”.
  - If there is a Contract Review Form associated with the limit increase, the RV# should be referenced on the Limit Increase Form.

https://finance.uw.edu/ps/resources/training/tutorials#CardServices
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://finance.uw.edu/ps/how-to-buy/procurement-card
Department Policies

Best Practice

• Departments must establish their own ProCard policies
  • Need to address timeliness of duties
  • Establish separation of duty functions
  • Incorporate key elements of internal control
  • Document department policies

• One individual can fulfill several administrative roles, but not all roles
Internal Controls

- Internal control is all of the policies and procedures management uses to achieve the following goals:
  - Safeguard University assets
  - Ensure compliance
  - Promote efficient and effective operations
  - Management responsibility

- Internal Control Framework:
  - Control environment
  - Risk assessment
  - Monitoring & reviewing
  - Information & communication

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
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
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
Reconciliation Best Practice

- ProCurement Card Services offers transaction reconciliation guidelines and recommendations
- ProCard website:
  
  http://finance.uw.edu/ps/how-to-buy/procard/reconciling-procard
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: [redacted]
  Password: [redacted]

Contact procard@uw.edu for help
https://finance.uw.edu/ps/how-to-buy/procurement-card
ProCard Contact Information

ProCurement Card Helpline: 206-543-5252
ProCurement Card Email: procard@uw.edu

https://finance.uw.edu/ps/how-to-buy/procurement-card
Questions?
JPMC PaymentNet
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*

![LOGINS](image1.png)

![QUICK LINKS](image2.png)
PaymentNet – Login

Log In

Organization ID
US00059

Remember my Organization ID

User ID
morriy

Password
******
(Case Sensitive)

Forgot your Password?
Forgot your Organization ID or User ID?

Log In

Online Account Registration

Create your J.P. Morgan Commercial Card Online Account

Resources

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

Messages

Welcome to J.P. Morgan Commercial Card Online.
Cardholder Dashboard
Viewing Transactions

![Transaction Management Interface](image)

### Transactions Management
- **Transactions**
  - Manage
  - Approve
  - Mass Update Requests
  - Authorizations/Declines

### Last 30 Days Transactions

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<th>Cardholder</th>
<th>Reviewer</th>
<th>Food Approved</th>
<th>Add Use Tax</th>
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### Customizable Columns
- Set as Default Query
- Save Query
- Delete Query

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ProCard Cardholder Training
PaymentNet 4 – Create Advanced Query

<2 Click Advanced Query

<1 Default

3 Change Criteria to

Delete
PaymentNet 4 – Save Advanced Query

1. Save Query

2. Enter Name
   Click Save

3. Set as Default
Viewing the Transaction Details

Click on the line to view the Transaction Detail

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ProCard Cardholder Training 34
Scroll down for address information.
Viewing Transaction Details – Card Holder Address

Addresses
• Cardholder Address

- Country: UNITED STATES
- Street Address: 123 Dummy Avenue
- Street Address Line 2: LW MAILBOX XXXXXX
- City: SEATTLE
- State/Province: WA
- ZIP/Postal Code: 981054718
Disputing a Transaction

1. Click on the **Dispute** button in the Transaction Detail.

2. Select a Dispute Category. If no category matches select “Other...” and include Additional Information comment.

   1. Click **Submit**.