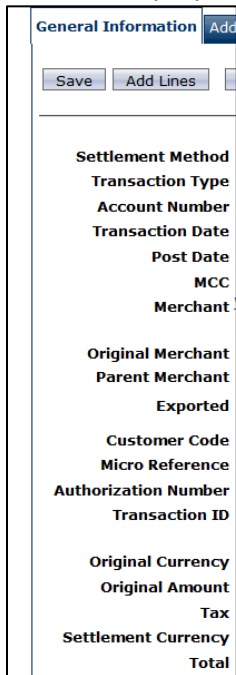# How to Process a Pcard Transaction

Reconciling is the act of adding detailed information about a Purchasing Card (Pcard) transaction in PaymentNet (PNet), ending with it being marked as ready to be processed by Accounts Payable (AP) in order to be expended to one's budget. Below is a field-by-field guide of every notable field found in the reconciliation process. Begin by logging into PNet4, going to the "Transactions" tab, and clicking on any transaction to see the "transaction details".

IMPORTANT NOTE: Always save after each and every action in PaymentNet 4! Any information typed into any field in PaymentNet 4 needs to be followed up by clicking on 'SAVE' immediately afterwards. If you click on any link or navigate away from the page you are on before you use the 'SAVE' button, all information inputted before the last time the file was saved will be lost.

Info on Left-Side Fields (most are same as in Legacy):
These values come from the merchant and cannot be changed in PaymentNet by the Reconciler. They are for information purposes only, and the noteworthy fields have additional information below.

- Account Number = Pcard Card Number.
  - o Only the last 4 digits should be visible. The rest should be masked by "*".
    - ▪ If this is not the case, please contact the Pcard ADMIN team immediately.
- Transaction Date = Date the transaction occurred with the merchant, and is still pending approval.
- Post Date = Date the pending transaction cleared the bank's approval process and was then available in PaymentNet to reconcile.
- MCC = Merchant Category Code, used to identify the type of business the merchant is.
- Merchant = Name of the business may be hyperlinked and be clicked on for more details.
- Exported = System field that, if checked, shows whether the transaction has been pulled by AP to process or not.
- Transaction ID = unique identifier used to locate this exact transaction.
  - o The middle 6 digits of the PNet4 Trans ID# is the Trans ID# from our AIS-BALANCES system, with the left 4 digits and the right 3 digits both removed (i.e. AIS Trans ID# U123456 = PNet4 Trans ID# 0000**123456**001).
    - ▪ You no longer need to add a "one" in front of the AIS number to convert it to a PaymentNet ID# as we had to do in Legacy.
      - • i.e. In AIS = U123456, in Legacy = **1**123456, but now in PNet4 = 0000123456001
    - ▪ Currently (FEB 2014) the AIS number will not work as the middle 6 numbers of the PNet4 ID#. This is because the numbers currently in AIS are from Legacy still. PNet4 needs to run for a

period of time and as transactions from PNet4 are reconciled and then expensed into AIS, those transaction IDs will slowly trickle through the system. Once transactions have begun populating the AIS system with the IDs from PNet4, you will be able to use them to look up transactions back up in PNet4.

- You can spot Legacy AIS numbers as they will be in the 200,000 number range currently, and be somewhat sequential.
- The new PNet4-AIS ID numbers WILL NOT be sequential in AIS any longer. It will look like a randomly generated number.
- All transactions in PNet4 will be assigned new ID numbers. This means if you run a Reconciliation report in PNet4 for JAN 2014, and compare it to the one you got from Legacy before the migration – the transactions will all have completely different Transaction ID numbers.

- Original Currency = the currency the transaction was conducted in.
    o If anything other than USD (U.S. Dollars), you may see a difference in the amount shown on this transaction and the final amount in AIS, due to exchange rates and the time it takes a transaction to post. This is normal and only needs accounted for in the Transaction Notes in PNet.
- Tax = Tax charged as reported from the merchant

Info on Right-Side Fields:

These are the fields that Reconcilers must enter to complete the information needed to identify and expense the transaction.

- **Approval Status**
    o "Reviewed" = 'new' checkbox, used by the Reconciler to indicate that the transaction needs no more changes and is ready for AP to expense to the identified budget.
        ▪ Once the "Reviewed" box is checked and saved, the status will change from 'New' to 'Approved'. Once it says 'Approved', it is completed.

- This is to be checked <u>only</u> when the transaction is 100% completed. Do not make adjustments to the transaction once you mark it completed.
- This takes the place of the 'Reviewed' box that was used in Legacy to finalize transactions. The old box is still visible on the "Transaction Detail" screen but is no longer usable by Reconcilers.

- On the left side of the "Transaction View" screen, there is also a check box. This is used to select transactions used for tasks like Exporting, which are not needed to reconcile a transaction and has no bearing on the Approval Status being marked as "approved" or not. This is especially important to note because this selection box is exactly where the old "reviewed" box in Legacy was previously located on the screen.

- **Accounting Codes** (Only allowable codes will be shown in each field)
  - Chart of Accounts = WSU Financial Info, listed in Budget blocks. Choose the block that contains the Budget Number Range you will be using (i.e. Budget 1111 is in block 0000-3057).
  - Budget-Project = Will only show Budget Project combinations allowable based on the Chart of Accounts Block selected in the above field.
    - Shows as a single numerical string (i.e. Budget 0000 and Project 1111 show as 00001111) as well as a description of the account following the number.
  - Object = a two digit code that identifies the type of purchase category being used.
  - Subobject = a two letter code that further identifies the type of purchase sub-category being used.
    - The drop-down list will only show the first page of results. To get the value you want – start typing it by the Object number first (list is denoted in this style: Object 03 with Subobject AA = 03AA in this list) and the rest should auto-populate with the options that are available.
      - You need to know the code before you attempt to enter it here. If the code is not on the first page of results, there is no way to look at anything else by view alone. You need to type in the code you want in order for it to auto-populate from there. You will not be able to search for a code in this system.

- You should look up a Subobject code before you use it. You can find a searchable Subobject tool at: http://purchasing.wsu.edu/Object-SubobjectCoding.html
  - Do not contact the Pcard ADMIN team about what code to use for your purchase. This is a matter best resolved between the Approving Official for your Pcard and the WSU Controller's Office.
  - o Department-Fund-Program = Each Budget-Project combination exists in conjunction with a number/letter identifier (Fund/Sub-Fund). This serves to classify the type of funds being used (i.e. 17A = discretionary funds).
    - Will show up as the identifying Number/Letter code, along with a description next to it.
  - o Cost Code = Not a mandatory field, used only for informational purposes to identify transactions later in AIS.
    - This field should not be used unless you are familiar with it and know what coding is accepted.
  - o Delivery Location = Tax location; this should be the name of the city that the item/service being purchased is ultimately being sent to or will be used at, NOT solely where it was purchased.
    - This field is entered by the Tax Location code first and then the name of the city (i.e. Pullman = 3812 Pullman). If you enter the city name first, it will not work.
    - You will need to look up the Location Code once before using this field. This number will not change over time, so once it is located, keep the information obtained nearby for ease of use in future transactions.
      - To lookup the Location Code for your city, use this **Location Guide** found on our PNet4 Guides webpage.
    - We are only tracking Delivery Locations inside the state of Washington for sales tax purposes. If the Delivery Location is one that is outside of the State of WA, choose "NOWA" (Not WA State) from the drop down selection.
      - No notes need to accompany this selection. You do not need to denote the Delivery Location city, state or country if using "NOWA".

- **Transaction Custom Fields**
  - o Reviewed = used only by AP to show they have reviewed this transaction and are now expensing it to the budget. This field is not usable by the Reconciler.
    - This was the field in Legacy used to mark a transaction complete, but in PNet4 that is now done by the Reconciler in the "Approval Status" section instead.
  - o Description = A detailed description of the item/service being purchased
    - This should show what the item is, not how it's being used. Notes on how it's being used belong in the "Transaction Notes" section.
    - This is a character delimited field (50 char)
    - Field can be queried, so you can use text that supports this (i.e. put a part number in this line so you can search for it later)
  - o Shipping Amount = Repeat the Receipt; enter whatever the receipt reports as paid in Shipping.
  - o Tax Amount = Repeat the Receipt; enter whatever the receipt reports as paid in Tax.
  - o Tax Exempt = Only mark this "Yes" if you are sure the item/service being purchased is excluded from tax
    - Unlike most universities Washington State University is not a tax exempt institution. All purchases that are normally taxed, should still be taxed.
  - o Policy Violation = Optional open text field. This is used by the Reconciler to send an explanation to AP/ADMIN of a known policy violation with the transaction in question.
  - o PAR = stands for Program Administrator Review. This is a checkbox used by AP to indicate to a Reconciler that the transaction has been reviewed by AP/ADMIN and they have found an issue with the transaction.
    - This is used in conjunction with the "Problem with Trans" box.

- This will primarily be used when AP/ADMIN team finds an issue with a transaction. They will check the "PAR" box and fill out the "Problem with Trans" box with details on the issue. The transaction is then sent back to the Reconciler to correct the error.
- The Reconciler should be on the lookout for any transaction with a checked PAR box, as this requires their immediate review and some kind corrective action to be taken.
- Once the issue has been fixed, the 'PAR' box should be unchecked by the Reconciler. By doing this, the transaction will again get sent to AP for processing into the budget when the next set of transactions is processed each day.
  - As long as the PAR box is checked, the transaction will not be processed by AP.
- If you Split a transaction, the 'PAR' box is only viewable on the line item detail of that transaction. You will not be able to see it from the "Transaction View" page. If you split a transaction and approve it, and then still see it on your list after a couple days - go into the "Transaction Detail" screen and see if AP marked the 'PAR' box for your review.
  - Problem with Trans = This is locked and cannot be used by the Reconciler. This is an open notes field used by AP/ADMIN to communicate specific text information to a Reconciler that the identified transaction has an issue that needs correcting.
    - See the 'PAR' section above for more details.
  - Non-Taxable Amount = Optional field, allows you to designate any amount from the total transaction amount listed that is tax exempt. This would only apply if only a portion of the total charge falls under this designation and both are being charged to the same Chart of Accounts.

- **Transaction Notes**
  - Use this for passing along any information about the transaction.
  - This is a character delimited field (3000 char)
  - Transaction Notes are recommended for:
    - Denoting any discrepancies in the data showing
    - Denoting any Purchasing Approved Exception Requests involved in this purchase
      - This should be done for each transaction connected to an Approved Exception Request, even if it is an Ongoing Exception Request.
    - Describing how an item was used
    - Passing along any info you want ADMIN/AP/AUDIT to know about
    - Fraud Case details
    - PayPal transactions
      - These often have too little information in PaymentNet due to the way PayPal passes along merchant information. It is a good idea to use the Transaction Notes to fill in the gaps of missing information (i.e. Merchant name, product description, etc…).
    - Dispute Case details
   - Notes from AP/ADMIN may also appear here.

IMPORTANT NOTE: Reconciler's Email/Out of Office
- The Reconciler's email address is the primary point of contact for Accounts Payable (AP) to reach out to in case any issues are discovered with a transaction sent in for processing (i.e. it was marked as "reviewed").
- If the Reconciler will be away from their computer or job for any extended period of time (i.e. a few days or more), please be sure to use the Outlook "Automatic Replies" feature under: Outlook ➔ File ➔ Info ➔ Automatic Replies.
  - Please ensure the Out of Office message contains alternate contact information.
    - This ensures that when you are away, that AP has someone they can communicate with about any issues found with transactions.
      - Some issues require Urgent/ASAP responses (i.e. Fraud)
    - Failure to do this will mean issues with your transactions go unresolved, while also making it look like communication requests are being ignored.

Splits

Splits are a way to divide one transaction into many sub-transactions. This is typically done when a purchase needs portions of the total price to be expensed to different Budget-Project numbers.

To Split a transaction, begin by viewing the transaction from the "Transaction List" page (you can 'Manage' or 'Query' to bring the transaction up). From there click on the transaction you would like to split in order to be taken to the "Transaction Details" Page of that transaction.
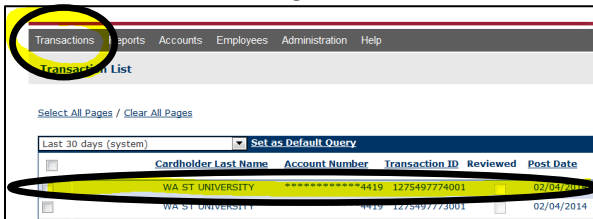

From the "Transaction Details" page, you have a choice to make before initiating the split. The choice revolves around the question: do all of the sub-transactions need the same information in any of the fields?

- If the answer is YES, then you will want to fill out all of the fields on the "Transaction Details" page that this applies to next (i.e. all sub-transactions that would have the same "Description" or "Delivery Location"), before you start the split. This will populate all of the added lines with the data you are now inputting.
  - Once done you must click on 'SAVE' for the info to stick, otherwise when you do the split the info will be erased.
- If the Answer is NO, you can skip ahead and start the split now.

To start a Split, simply click on the box near the top entitled "Add Lines".
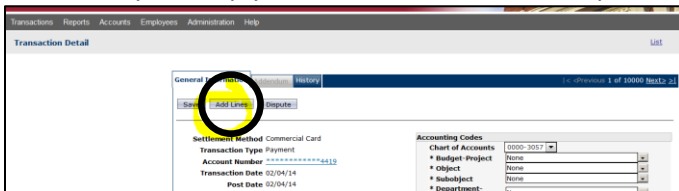
You will then be asked how many sub-transactions will this transaction be split into (i.e. "# of lines"). Enter a value from 2-20 (if more than 20 is needed, contact the Purchasing Dept. for assistance), and then click on 'Add'.
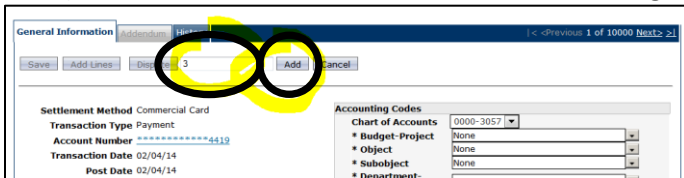
This will spawn the sub-transactions on the bottom of the same page. Below is an example of a $50 transaction with 3 splits.

If you put any info in and saved it before the split was initiated, each sub-transactions will now have that info. You can now adjust each sub-transaction. The lines are collapsed in this view, so to see the whole sub-transaction, click on the horizontal triangle next to the "Item" on the far left side. This will give you access to the sub-transaction's full Chart of Accounts for processing it.

IMPORTANT NOTES:

- "Line Item Accounting" should always be checked because Splits should only be used when breaking up Fund information. It should be automatically checked when a split is initiated.

- There are several fields you will have access to on this sub-transaction screen that should not be used.
  - These fields are:
    - "Description"
      - Each sub-transaction should have the same "Description" of the original transaction.
      - This is because AP's system will only see the Description entered in the Transaction itself; no sub-transaction "descriptions" are passed along so anything put here will not be seen by AP
    - "# of Units"
      - Leave it set to "1.00"
    - "Taxable?"
      - Leave as an unchecked box

Continuing on with information about splits - at this point you will want to fill out each sub-transaction as if it were its own separate transaction line. Remember to 'SAVE' after each sub-transaction is filled out or before you navigate away from the page or data loss will occur.

To calculate the "Unit Price" and/or the "%" each line will be worth, there are two ways to approach it (see below). The system will automatically split the "Total" from the Transaction into even amounts over the "# of lines" you entered. In our ongoing example you will see $16.67 in each "Unit Price" field and 33.34% in each "%" field because we split $50 three ways to start the split.

Method 1
1. By "Unit Price"
    a. Simply type an amount in any sub-transaction "Unit Price" field. Click anywhere outside of that field and PaymentNet 4 will auto calculate both the new "%" for that sub-transaction, and it will also readjust the other lines based on how much you put in in order for the transaction as a whole to still come out as the amounts listed.
        i. In our ongoing example, I put $25 on sub-transaction line 1. The rest of the changes were done automatically by PNet4 to allow the $50 total to still stand.

Method 2
2. By "%"
    a. Same as method 1, but instead of entering the "Unit Price", just put the percentage in the "%" field instead. The system will then recalculate all other lines.

    i.   In our ongoing example, I put 50% on sub-transaction line 1. The rest of the changes were done automatically by PNet4 to allow the $50 total to still stand.

The system is more robust than it was in Legacy and will allow percentages over 100 or into negative values so that you can work with the sub-transactions with more ease than before. Ensure that all of the sub-transactions' "Unit Price" and/or "%" fields all add up to the correct total (i.e. Total Price and 100%) before finishing.

Tax – This is done differently from the "Unit Price" and the "%". The percentage entered will not apply to the tax. Tax must be calculated by hand for each sub-transaction and manually entered.

Shipping – This is not a field that needs to be split amongst the sub-transactions at all. If there were any shipping charges on the transaction being split, simply repeat the full amount from the receipt on the first (or any line, does not need to be the first one) sub-transaction line for shipping.

All other fields are handled as they are in a regular transaction. See the beginning of this handout for a detailed walkthrough of each field if needed. When finished entering information into each sub-transaction, click on 'SAVE' to finish.

JPMC Links on Topic:
- [Editing a Transaction](#)