



Good morning.

In February PCard reconcilers will begin using a new PaymentNet website to review transactions. This is the first of several emails I will send you containing information about the end of our “Legacy PaymentNet” website (est. 1999) and the launch of the new “PaymentNet4” website in February. This email will inform you of the project timeline as it stands today.

The transition to the PaymentNet4 website requires migration of cardholder, reconciler and transaction data from the Legacy system. The two systems have vastly different data architecture. There will be new ways to view information and to perform reconciliation. Training will be provided for reconcilers in a number of different forms.

Week of January 27th

This week is the last opportunity for reconcilers to complete review of transactions and run reports in Legacy PaymentNet.

- It is recommended that reconcilers run a query to check for unreconciled transactions that need review. Instructions are attached to this message.
- It is required that reconcilers complete review of transactions with post dates before December 1, 2013 in Legacy PaymentNet.
- It is recommended that reconcilers complete review of as many December and January transactions as possible in Legacy PaymentNet.
- It is highly recommended that reconcilers run PCard Reconciliation Reports on January 31st for December and January even if not all transactions have been reviewed.

Customer services will be impacted by the transition activities. It will not be possible to give new card orders, change requests, temporary limit changes and exception requests priority over transition activities.

January 31, 2014 at 5pm

Reconcilers’ access to Legacy PaymentNet closes.

Cardholders may continue to make purchases, as the cards are not effected by the website migration.

Week of February 3rd

This will be a week of moratorium for reconcilers while the new website is initialized. Charges will continue to post, but reconcilers will not have access to the site for review.

Beta testers will test the reconciler experience of PaymentNet4.

Orientation and training materials for reconcilers will be posted on the Purchasing Services website.

Customer services will continue to be impacted by the transition activities.

February 4, 2014

Unreconciled transactions with post date before December 1, 2013 will be expensed to the default budget coding.

The backlog of applications for new PCard accounts will be processed. New cards will be ordered.

Week of February 10th

PaymentNet4 will be rolled out to reconcilers, about 250 at a time.

Each PCard reconciler will receive instructions and login information via email during this week.

A recorded "tour" of PaymentNet4 will be posted on the Purchasing Services website for reconcilers' orientation.

A FAQ page will be posted on the Purchasing Services website for reconcilers.

New cards will be distributed to new cardholders who have completed cardholder training course.

Customer services will continue to be impacted by the transition activities.

February 17 – 28, 2014

The priority of Program staff will be to support the reconcilers experience in PaymentNet4.

PCard change requests will be executed; other customer services will continue to be impacted by transition activities.

March

PCard Level 4 sessions will be announced and reconcilers will be able to register for the live training. PCard Level 4 will provide in depth training on PaymentNet4 for reconcilers.

Our PCard Program team looks forward to helping reconcilers master new methods of transaction reconciliation and take advantage of features new in PaymentNet4. If you have questions email them to purchasing.card@wsu.edu. Beginning next week, the team will post questions and answers on the [PaymentNet4 PCard FAQ](#) page.

Thank you for your support as we navigate the transition together.

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