PaymentNet 4 PCard Reconciler Checklist

1. Receive an email from the PCard Program administrator with a link to a recorded on-line tutorial for Reconcilers.
2. View the recorded on-line tutorial before logging in to PaymentNet 4 for the first time.
3. Receive two emails from JPMC concerning PaymentNet 4 that contain: log-in address, User ID, and temporary password. All are different from the PaymentNet Legacy system. The organization ID is the same: us00922
   - Log-in to PaymentNet 4 with the provided temporary password.
4. Verify your profile and account(s). Click the profile icon under the clock tower image, go to the Accounts tab, and review your account list. Are any cards missing? Are all Cardholder names correct?
5. Click on each account number under the Accounts tab to check:
   - Hierarchy ID matches cardholder’s department and department name
   - Permanent Card Limits (temporary limits are not shown)
     - Single Amount Limit (SAL)  [Single Transaction Limit (STL) in PaymentNet Legacy]
     - Credit Limit (CL)  [Monthly Credit Limit (MCL) in PaymentNet Legacy]
     - Daily Transaction Limit (DTL)  [Transactions Per Day Limit (Trans/day) in PaymentNet Legacy]
   - Business Phone is the current number of the Cardholder
   - Statement Address is set to the Reconciler’s address
6. Navigate to the Transactions tab. The default view is now 30 days. Look for transactions that may be fraud. Call JPMC (800-270-7760) to report any fraud immediately.
7. Look at a transaction with a post date of {2/7/14 ➔ Present}. Check the default budget-project and Delivery Location (Tax Location Code in PaymentNet Legacy) values.

   ![Accounting Codes](image)

8. Begin reconciling simple transactions with post dates {2/7/14 ➔ Present} that will need only one line of coding.
9. Review the tutorial and/or the Day 1 Guide before attempting older or complex transactions. Focus on:
   - How and why to use the query function
   - How to fill-in the drop down boxes in the Accounting Codes section
   - How to run reconciliation reports

Having Troubles?
1. Check the System Specifications section of the Day 1 Handbook
2. Tech Solutions http://purchasing.wsu.edu/Tech_Solutions.html
3. FAQ http://purchasing.wsu.edu/PaymentNet4_FAQ.html