

PaymentNet 4 Information Verification

Now that you are logged into PaymentNet 4, it is a good idea to ensure that all information captured by Washington State University and JPMC is correct for your profile and every Pcard that you are responsible for. Below you will find a walkthrough of the various fields and values you should verify upon your first time in PaymentNet 4.

Any discrepancies or errors should be reported to our website portal [HERE](#).

- The link can also be found at the bottom our homepage at: http://purchasing.wsu.edu/PNet4_FAQ.html

Areas to Verify:

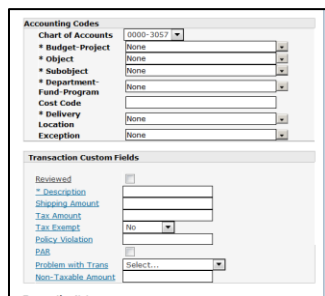
- Fraud Check

- Look over the transactions listed under the “Transaction” tab and ensure there are no fraud concerns of any kind.
 - If there are, please contact the Pcard ADMIN team or JPMC immediately!
- This is especially important for all Cardholders and Reconcilers involved in the Migration to PaymentNet 4 in FEB of 2014 because there was a gap in notification emails and access to the new system. Ensure nothing new came in that is not authorized.
 - If there are, please contact the Pcard ADMIN team or JPMC immediately!

- WSU ID (i.e. PNet4 User ID login): Is the WSU ID# that you are logging into the correct and current one?

- Transaction Defaults

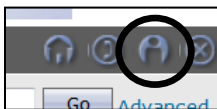
- You cannot directly see the default setup for a Pcard Account, but there is a way to see what the default values are set as.
- Look at the Transaction Detail screen for any transaction that is unreconciled that has not been adjusted yet for the Pcard Account in question.
 - Any values that show up in the below boxes other than what you see in the below pic is a default value set for that Pcard.



The screenshot shows the 'Accounting Codes' section with a dropdown menu set to '0000-3007'. Below it are several dropdown menus for 'Budget-Project', 'Object', 'Subobject', 'Department', and 'Fund-Program', all set to 'None'. There are also input fields for 'Cost Code', 'Delivery Location', and 'Exception', all set to 'None'. The 'Transaction Custom Fields' section includes a 'Business' checkbox, a 'Description' field, 'Shipping Amount' and 'Tax Amount' input fields, a 'Tax Exempt' dropdown set to 'No', an 'Ethics Violation' checkbox, an 'EAB' checkbox, a 'Problem with Trans' dropdown set to 'Select...', and a 'Non-Taxable Amount' input field.

- Profile

- Your “Profile” is found in the top right hand corner of any PaymentNet 4 screen. Click on it to be taken to the Profile page.



- From here you can access options for your profile, adjust your screen view, or look at the accounts you can oversee. Click on the “Accounts” tab for this task, but feel free to look around here and adjust your profile as you see fit.



- To verify if that Pcard is setup correctly, click on each Pcard listed. You should be verifying (at a minimum):
 - The number of Pcards listed under your profile

- Correct Pcard number for each Cardholder
 - Only the last 4 digits will be showing
- Cardholder Name
- Hierarchy ID (i.e. Dept. # and Name) the Pcard is listed under
- Limits (3 total): verify each amount is set to the correct purchasing approved permanent limit amount. Limits not specifically pointed out below are not in place on the card and can be ignored.
 - Single Amount Limit (SAL)
 - In Legacy this was previously listed as the Single Transaction Limit (STL)
 - Credit Limit (CL)
 - In Legacy this was previously listed as the Monthly Credit Limit (MCL)
 - Daily Transaction Limit (DTL)
 - In Legacy this was previously listed as the Transactions Per Day Limit (Trans/day)
- Statement Address
 - This should be set to the location of the Reconciler for this Pcard is at – not the Cardholder.
 - This cannot be a home address as this mailing has sensitive University information.
 - Ensure that your address reads so that your Street address/PO Box is on “Address Line 1” and your department name should be on “Address Line 2”.
 - If these are reversed, you will not get your statement as the address will not be USPS compliant.
- Cardholder Current Phone Number
 - Listed under “Business Phone”

IMPORTANT NOTES:

- The “Cardholder Address” field should always show the Purchasing Department’s address, as shown below.

Cardholder Address	
Address 1	PO BOX 641020
Address 2	PURCHASING SRVCS
City	PULLMAN
State/Province	WA
Zip/Postal Code	991641020
Country	UNITED STATES

- This is also known as the **Billing Address** in the Pcard system.
- In the top left corner of this view, you can see the current balance on any of your Pcards.

* Required Fields	
Account Number	*****
Current Balance	\$0.00
Available Credit	\$5,000.00

- In the right left corner of this view, you can see the current status (i.e. open or closed) of any of your Pcards.

Status	Active
Open Date	11/26/2013