

**TASK**

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19.185

Cancels:

See Also: POL-U5348.04 Using a Purchasing Card

**TSK-U5348.04B APPROVING PCARD TRANSACTIONS****After receiving the PaymentNet email notification, the approver will:**

1. Obtain receipts and back-up documentation from PCard users.
2. On-Line Approval Process
  - a. Open **web browser**
    - i. Go to: <http://www.paymentnet.com>
  - b. Enter the following:
    - i. Organization ID: us63799
    - ii. User ID: Novell sign-on or User ID received with PCard
    - iii. Pass Phrase: Phrase received with PCard
    - iv. Click "**Login Now**"  
*WWU PaymentNet* screen appears.
  - c. Click on "**PaymentNet**<sup>™</sup>" (left side of screen).
    - i. The *Transaction List* screen will appear listing your PCard transactions.
    - ii. Match the PCard receipts to PaymentNet transactions
    - iii. Click on a "**Transaction Number**" check box that has a mark in the *Review* box. The *Transaction Detail Record* screen will appear.
    - iv. Review the following elements of the transaction:
      1. Confirm that the Cardholder is authorized to make this type of purchase.
      2. Confirm that the item is **NOT** on the Restricted list
        - a. If this is a Restricted Item, confirm that there is a written exception allowance from the Purchasing Department on file.
      3. Confirm the dollar amounts agree with the receipts.

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4. Confirm the tax box is checked if tax is listed separately on the receipt.
  5. Confirm the budget string and account code are correct.
    - a. Verify that the default Account Code, E999 has been replaced with an account code identifying the item purchased.
  6. Confirm the note provides an adequate description of what was purchased.
- v. **Splits:** Used to split costs for a transaction across different budget strings.
1. Click the "**Split**" button. (Top Left side of screen)
    - a. Confirm the dollar amounts or percentages are indicated properly or adjust as needed.
- vi. **Disputes:** Indicates charges have not been accounted for and will not be processed by the credit card vendor (JP Morgan) until the dispute has been resolved.
1. No action is required at this time.
- d. The reviewed transactions can be approved individually or collectively.
- i. To approve individual transactions:
    1. Click the "**Approve**" check box by the transaction number.
    2. Click "**Save**".  
*Note: Your entries will NOT be saved if you do not click SAVE.*
    3. Repeat for each transaction.
  - ii. To approve the transactions collectively:
    1. Click the **blue check box** below the Approve Transactions.
    2. Click **Save**.

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*Note: Your entries will NOT be saved if you do not click SAVE. The screen will refresh and display a check mark in the Approved field.*

- e. Submit all PCard paperwork, receipts, packing slips or printed Internet orders to the appropriate staff member in the department for filing.
  - f. Exit:
    - i. Click "**Home**" (top right).
    - ii. Then "**Logoff**" to leave PaymentNet™ (top left).
- NOTE: Once the transaction has posted to Banner, any change to the budget information will require a Journal Voucher entry.*
3. Paper Approval Process (This process is only used if the On-line approval process is not available.)
- a. Obtain a *Transaction Detail With Notes and Accounting Codes Report* for the PCard(s) purchases the Approver is responsible to approve.
    - i. **Option 1**
      - 1. Request the report via the Purchasing Department at ext. 3186.
    - ii. **Option 2**
      - 1. Request the report via the **PaymentNet™** web site.
        - a. Open **web browser**
          - i. Go to: <http://www.paymentnet.com>
        - b. Enter the following:
          - i. Organization ID: us63799
          - ii. User ID: Novell sign-on or User ID received with PCard
          - iii. Pass Phrase: Phrase received with your PCard
          - iv. Click "**Login Now**". *WWU PaymentNet* screen appears.
        - c. Click on "**PaymentNet™**" (left side of screen).
          - i. The *Transaction List* screen will appear.

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- ii. In the *Menu* field (top middle), select **"Reporting"**.
  - iii. In the Select a *Category* field, click **"Transaction"**.
  - iv. Under the *Report* field, select **"Transaction Detail with Notes and Accounting Codes"** report.
  - v. Default fields are:
    1. Accounting Cycle
    2. is equal to
    3. Current month and year
      - a. **Change** the **"month and year"** to the billing cycle desired.
  - vi. **Click** on **"Process Criteria"** (upper left side).
  - vii. Click the **"green arrow button"** for the file format in which you want the report to download.
  - viii. Click the **"report name"** to view the report.
  - ix. Print the report using the **"Print"** button.
- b. Review individual transactions for accuracy. (See section 2c – f.)
- i. Any changes required for a transaction must be performed through the on-line system.
- c. Approving the transactions
- i. After all necessary corrections have been made on-line, signify approval of transactions by signing and dating the report.  
*Note: The report should reflect any changes processed to correct the transactions.*
- d. Maintain Data
- i. Deliver the report to the appropriate staff member for filing and future audit review.