





## 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?

- **Report problems at <http://secure.wsu.edu/purchasing/Signup/index.castle?formid=9>**
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
    - **Report problems at <http://secure.wsu.edu/purchasing/Signup/index.castle?formid=9>**
  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	
Chart of Accounts	0000-3057
* Budget-Project	25200001 - INSTR AND RES ANIMAL R
* Object	03 - Consumable Goods and Services
* Subsubject	03AC - INSTRUCTION/LAB/M (TAXED)
* Department-Fund-Program	None
Cost Code	
* Delivery Location	3812 - Pullman-Whitman County
Exception	None

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](http://purchasing.wsu.edu/Tech_Solutions.html)
3. FAQ [http://purchasing.wsu.edu/PaymentNet4\\_FAQ.html](http://purchasing.wsu.edu/PaymentNet4_FAQ.html)