**Pcard Reconciling How To…**

**(If you have multiple cards you reconcile)**

* Go to web site <https://www.paymentnet.jpmorgan.com/>
* Log in
	+ Organization number US00922
	+ Your WSU Number
	+ Your password
* Click on Transactions -> Query ->
	+ Date Range
		- Field -> Post Date
		- Operation -> Is Relative
		- Value -> Last Days 60 ( but once a month or so do a 800 day range to double check for missed transactions)
	+ Criteria
		- Field -> Approval Status
		- Operation -> Is equal to
		- Value -> new
		- Add
		- Field -> Account number
		- Operation -> Contains
		- Value -> 1234 (last four digits)
		- Add
		- Field -> Card Holder last name
		- Operation -> Contains
		- Value -> DOE (card holders last name
	+ Enter
* Click on transaction
	+ Account Codes
		- Chart of accounts (choose the range that you budget will fall between)
		- Budget-Project (xxxx-xxxx)
		- Object (03)
		- Sub object (list of sub objects can be found at this link. <https://purchasing.wsu.edu/object-subobjectcoding.html> )
			* AA Office Supplies
			* AP Uniform
			* BM supplies for resale
		- Department-fund-Program (Select from Drop down)
		- Cost Code - Leave Blank
		- Delivery location (3812 Pullman-Whitman County or your location)
		- Exception (this is usually left blank unless you have an exception that you are using)
		- **Add to Favorites (If you click this one, it will add it to your “Chart of Accounts”; this is really nice for budget coding you use over and over.)**
	+ Transaction Custom Fields
		- Reviews (leave unchecked)
		- Description (Put in a brief description of what was bought)
		- Shipping (not activated)
		- Tax Amount (You have to put something in this field, if no tax was paid put in 0.00, if it is a return enter negative)
		- Tax Exempt (not activated, you are not allowed to buy tax exempt with a pcard unless it falls under one of the Sub-objects that are tax exempt)
		- Policy Violation (not activated)
		- PAR (not activated)
		- Problems with Transaction (not activated)
		- Non-Taxable Amount ( we do not use this field)
	+ Transaction Notes
		- Add Notes (we would put that a Request to Serve Food is attached or any other information we think should follow this transaction)
	+ Click Save at the top of the page
* If you want to Split a coding click **Add Lines**
	+ enter the total number of lines that you would like to have and click the ADD button
		- scroll to the bottom of the page and open each item
		- you can either split by percent or dollar amount
		- Fill out the field like you would for a single budget transaction
* Approval Status
	+ **Review** Check this box



* Click Save
* Print this page and attach to original receipt (If you have a RTSF form attach that to your receipt)

**\*NOTE: If you are buying a laptop on your pcard, you will need to code it 16EB and in the note field put end user and Admin contact for the WSU Inventory number.**

**This should complete your transaction**