**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**