Quick Guide to Reconciling ProCard in PaymentNet

Reconciling your transactions directly in PaymentNet supports the department in timely assignment of charges to budgets. This guide will assist you in the online assignment of accounting codes (budget numbers and object codes), as well as adding use tax and entering a business purpose. The CEE Fiscal Office will continue to conduct a review of all transactions. **Supporting documents (detailed invoices/packing slips) are REQUIRED when submitting to the Fiscal Office.**

**RECONCILING TRANSACTIONS**

1. Go to Procurement Services website at: [https://finance.uw.edu/ps/](https://finance.uw.edu/ps/)
2. Click on “ProCard Connect” login on the right bar

![Login Page]

3. Log in with your credentials (this is not the same as your UW NetID credentials)
4. Hover over “Transactions” – Click ‘Query’

5. Change Date Range “Operation” to “Cycle Is” and select the billing cycle you are reconciling.

6. Under criteria, click the Delete button on the right
7. Click Process

A list of your transactions will pull up (example below).

8. Click on the Transaction ID to expand the transaction detail.
9. Notice the Accounting Codes section is prefilled with default department information (typically your PI’s RCR budget or a CEE department budget).

![Accounting Codes section](image)

10. Assign appropriate accounting codes:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coll*</td>
<td>260 College of Engineering</td>
</tr>
<tr>
<td>Dpt*</td>
<td>2600006 Civil &amp; Envir Engineer</td>
</tr>
<tr>
<td>Division*</td>
<td>260000600 – Civil &amp; Envir Engineer</td>
</tr>
<tr>
<td>Bgt*</td>
<td>Budget will only display if org code field is complete and budget falls within that org code.</td>
</tr>
<tr>
<td>Obj Cd*</td>
<td>Review object codes and select appropriate code. Click <a href="#">here</a> for a comprehensive list of object codes. Control-F on the website is helpful search tool. If unsure about what object code to use, ask the Fiscal Office.</td>
</tr>
<tr>
<td>S-Obj Cd*</td>
<td></td>
</tr>
<tr>
<td>S-S-Obj Cd*</td>
<td></td>
</tr>
<tr>
<td>Task/Opt/Proj*</td>
<td>Optional</td>
</tr>
</tbody>
</table>

11. Under Transaction Notes add the business purpose of the purchase and your last name (e.g. Registration for TRB Conference – Hanson”).

![Transaction Notes](image)
12. Click “Cardholder.” Clicking cardholder signifies you have reviewed and agree the charge is appropriate, with the appropriate accounting codes applied.

NOTE: Do not click Cardholder checkbox if dispute has been filed, or if the transaction is being reviewed by JP Morgan's Fraud Department.

13. When to select the Add Use Tax box:

Review your detailed receipt/invoice. Did the vendor include sales tax?

- If sales tax was included ➔ DO NOT check Add Use Tax box

- If sales tax was not included ➔ CHECK the Add Use Tax Box
  This happens most often when vendors are not from Washington, and have no responsibility to submit sales tax to Washington State. Clicking the Add Use Tax checkbox will add sales tax to the purchase, and the posting amount in MyFinancialDesktop will tack on 10.1% to the charge amount.

NOTE: DO NOT CHECK the Add Use Tax box when items are exempt from sales tax, or when sales tax has already been charged.

You can find a taxability list here. Search by object code or item name, it will tell whether tax is applicable or exempt.

For more information on Sales and Use Tax for reconciling, click here.

Lastly, email fiscal office at ceefisc@uw.edu with subject “PROCARD TAX QUESTION” with any questions.

14. Click “Food Approved” if the charge is food related and appropriate food approvals are in place.

Food Considerations

If you purchase food on a budget, you should use object code 03-75 and be sure to attach an agenda and attendee list with your detailed receipt.

Click here for more information.
15. Click “Save” (IMPORTANT!)

Clicking save will ensure your accounting codes, transaction note, and checkboxes update in the system. If you do not save and move from this screen, your information will be lost and data will revert back to the default.

16. Print this page and attach all supporting documents. **NOTE: Print page 1 only (unless it is a split budget)**

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**NOTE: THIS STEP IS REQUIRED FOR EACH TRANSACTION**

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**General Information**

**Accounting Codes**

**Transaction Custom Fields**

**Transaction Notes**

Books for Training – S. Dela Cruz

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**Item** | **Item Description** | **# of Units** | **Unit Price** | **Taxable** | **%** | **Total**
---|---|---|---|---|---|---

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17. Repeat steps 1-16 until all transactions for the month have been reconciled.

18. Once you have reviewed and assigned all transactions, run another query and sort by those without the checkmark under “Cardholder.” If you find transactions without the checkmark, those accounting code assignments did not take (get saved) into the system, or they are new transactions that have just posted.

19. Once all transaction have been reconciled in PaymentNet, you will need to run a monthly report that is to be submitted with all supporting documentation to the Fiscal Office (see section UW Transaction Detail with Notes & Accounting Codes Report).
UW Transaction Detail with Notes & Accounting Codes Report

This report lists the purchases for each budget in order of object codes. It also shows the cardholder name, transaction date, merchant name, location, amount and any transaction notes included.

NOTE: This report should **ONLY BE PRINTED WHEN RECONCILIATION IS COMPLETED.** If you find transactions without notes, this means you did not click “save” when you were reconciling the transaction. You will need to go back and complete account code assignments and generate another report again for signature.

1. Under the Reports tab go to “Report List”.

2. Find “UW Transaction Detail with Notes & Account Codes Report” and click on the name of the report (not the “+” symbol) to access the report.
3. Under “Filter Rows” click on “Account Number is equal to” to access the search criteria.

4. Change Field to Filter On* to “Post Date”.
5. Change Operation to “Cycle Is” and select the date range needed for your report at the far right.
6. Click “Continue.”

7. Then select “Run” report.
8. To open your report, go to “Download” under the Report tab. If you receive a message indicating your changes will not be saved, please select “O.k.” and you will be forwarded to the “Reports Download” page.

![Image showing the Download button](image)

9. When the status of your report has been updated to “Successful” click on your report under the new “Output” column to open and print your report. Do not click on your report under the “Name” column. This will re-route you back to create another report.

10. Print Transaction Detail report, print name, sign and date. Get manager signature and approval and turn all ProCard packet in to Fiscal Office.

![University of Washington Transaction Detail Report](image)
Example of completed reconciliation (with single budget number)
Assigning multiple accounting codes (e.g. object codes, budgets) in PaymentNet

1. Go into Transaction Detail
2. Click “Add Lines”
3. Fill in number of lines (number of different accounting codes) (image below)

This will produce detail for transaction that looks like this:

4. Click on the left item column number or “expand all” to see the accounting codes detail. Fill in accounting codes detail including clicking “Cardholder,” assigning org code, budget number, object codes, and clicking “add use tax,” if applicable. Change the “Item Description” to budget number and object code. (see examples below). Click save.
5. Once completed and saved, collapsed lines should look like this:

![Image of collapsed lines]

Helpful Links

- Reconciling ProCard
- UW Receipt Policy
- PaymentNet Quick Guide
- ProCard Cardholder Training Class slideshow
- Procurement Training Site (including eLearning)
- Allowable and Unallowable Expenditures
- More ProCard Resources