

Quick Guide to Reconciling ProCard in PaymentNet

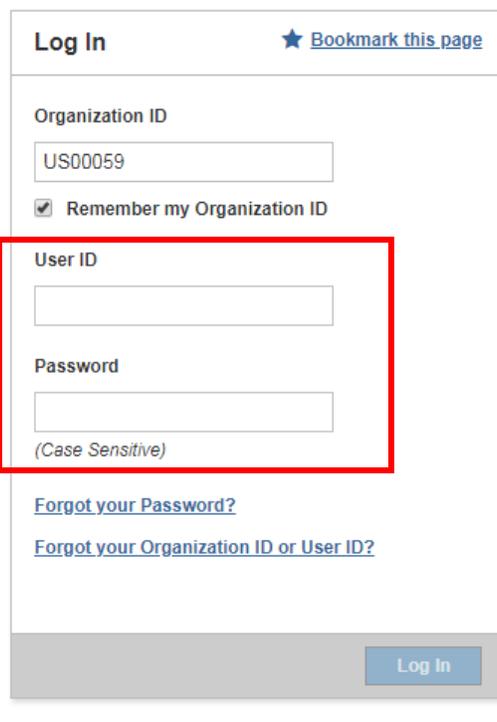
Reconciling your transactions directly in PaymentNet supports the department in timely assignment of charges to budgets. This guide will assist you in the online assignment of accounting codes (budget numbers and object codes), as well as adding use tax and entering a business purpose. The CEE Fiscal 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

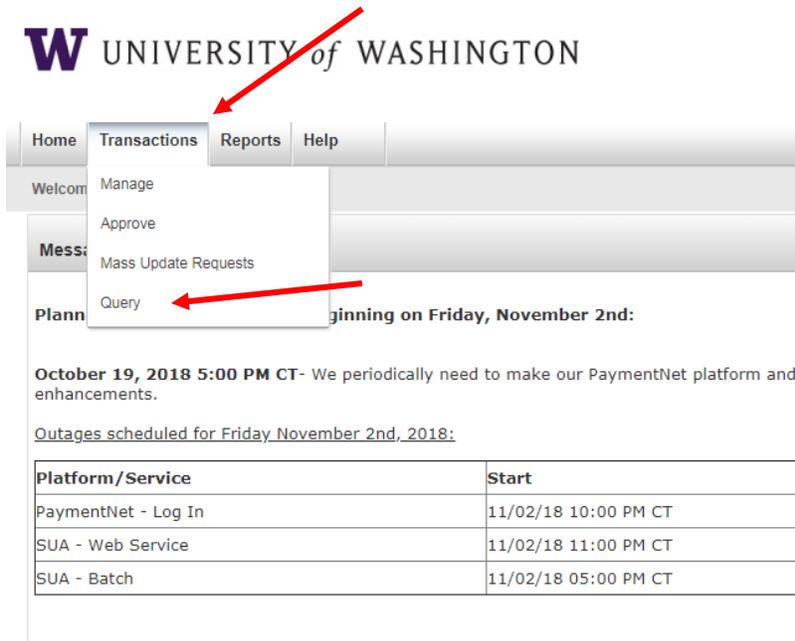
1. Go to Procurement Services website at: <https://finance.uw.edu/ps/>
2. Click on “ProCard Connect” login on the right bar



3. Log in with your credentials (this is not the same as your UW NetID credentials)

A screenshot of a 'Log In' form. At the top left is the text 'Log In' and at the top right is a 'Bookmark this page' link with a star icon. The form contains the following elements: an 'Organization ID' label above a text box containing 'US00059'; a checked checkbox labeled 'Remember my Organization ID'; a 'User ID' label above an empty text box; a 'Password' label above an empty text box with '(Case Sensitive)' written below it; two links: 'Forgot your Password?' and 'Forgot your Organization ID or User ID?'; and a 'Log In' button at the bottom right. A red rectangular box highlights the 'User ID' and 'Password' fields.

4. Hover over "Transactions" – Click 'Query'



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

Process Reset

* Required Fields

Query (New Query) ▾

Date Range

ID	Operator	Field	Operation	Value	Action
1		Post Date ▾	Cycle Is ▾	Billing ▾ 01/03/18 02/01/18 Jan -2018 ▾	Add
2	And ▾	Post Date ▾	Is Equal To ▾	<input type="text"/> (MM/DD/YYYY)	Delete Add

6. Under criteria, click the Delete button on the right

Criteria

ID	Operator	Field	Operation	Value	Action
1		Account Number ▾	Begins With ▾	<input type="text"/>	Delete Add

7. Click Process

Order By

ID Field Order Sequence Action

Nothing Selected. Add

Process Reset

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

Transaction ID	Cardholder	Reviewer	Rev II	Food Approved	Add Use Tax	Transaction Date	Post Date	Transaction Amount	Merchant Name	Cardholder Last Name	Cardholder First Name	Merchant State
2520660100001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/03/2018	01/04/2018	\$108.79	BLUE FIN SUSHI & SEAFOOD	WANG	YNHAI	WA
2528912198001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/19/2018	01/19/2018	\$439.29	AMAZON MKTPLACE PMTS	WANG	YNHAI	WA
2527380466001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/16/2018	01/17/2018	\$65.00	WA PROFESSIONAL LICENSE	WANG	YNHAI	WA
2527380465001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/15/2018	01/17/2018	\$147.00	FOODSHION	WANG	YNHAI	WA
2526819020001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/15/2018	01/16/2018	\$5.00	STIA PUBLIC PARKING	WANG	YNHAI	WA
2525894675001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2018	01/15/2018	\$1,928.73	DELL SALES & SERVICE	WANG	YNHAI	TX
2521898554001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/05/2018	01/08/2018	\$56.14	AMAZON MKTPLACE PMTS	WANG	YNHAI	WA
2521260060001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/04/2018	01/05/2018	\$125.48	AMAZON MKTPLACE PMTS	WANG	YNHAI	WA
2521260061001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/04/2018	01/05/2018	\$44.02	AMAZON MKTPLACE PMTS	WANG	YNHAI	WA

8. Click on the Transaction ID to expand the transaction detail.

Transaction ID	Cardholder	Reviewer	Rev II	Food Approved	Add Use Tax	Transaction Date	Post Date
2520660100001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/03/2018	01/04/2018
2528912198001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/19/2018	01/19/2018
2527380466001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/16/2018	01/17/2018
2527380465001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/15/2018	01/17/2018
2526819020001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/15/2018	01/16/2018
2525894675001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/14/2018	01/15/2018
2521898554001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/05/2018	01/08/2018
2521260060001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/04/2018	01/05/2018
2521260061001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/04/2018	01/05/2018

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

Chart of Accounts

Coll *

Dpt *

Division *

Bgt *

Obj Cd *

S-Obj Cd *

S-S-Obj Cd *

Task/Opt/Proj
(TTTOOOPPPPP)*

10. Assign appropriate accounting codes:

Field	Description
Coll*	260 College of Engineering
Dpt*	2600006 Civil & Envir Engineer
Division*	260000600 – Civil & Envir Engineer
Bgt*	Budget will only display if org code field is complete and budget falls within that org code.
Obj Cd* S-Obj Cd* S-S-Obj Cd*	Review object codes and select appropriate code. Click here 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.
Task/Opt/Proj*	<i>Optional</i>

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

Transaction Notes

2960 characters remaining.

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.

Transaction Custom Fields

- Cardholder
 - Reviewer
 - Food Approved
 - Add Use Tax
 - Rev II
- 

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.

Transaction Custom Fields

- Cardholder
 - Reviewer
 - Food Approved
 - Add Use Tax
 - Rev II
- 

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)**

NOTE: THIS STEP IS REQUIRED FOR EACH TRANSACTION

General Information
Addendum
History

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Save
Add Lines
Dispute

Settlement Method Commercial Card

Transaction Type Purchase

Account Number *****0808

Transaction Date 10/30/18

Post Date 10/31/18

MCC 5942

Merchant BRIDGE STREET BOOKS
WASHINGTON, DC, US

Original Merchant BRIDGE STREET BOOKS

Parent Merchant BRIDGE STREET BOOKS

Exported

Customer Code

Micro Reference 24435658303207917300217

Authorization Number 082665

Transaction ID 2700179844001

Original Currency USD

Original Amount \$13.25

Tax \$0.75

Settlement Currency USD

Total \$13.25

Accounting Codes

Chart of Accounts COA - US00059

Coll * 260 - COLLEGE OF ENGINEERING

Dpt * 2600006 - CIVIL & ENVIR ENGINEER

Division * 260000600 - CIVIL & ENVIR ENGINEER

Bgt * 061026 - CIVIL & ENVIR ENGR

Obj Cd * 05 - SUPPLIES AND MATERIALS

S-Obj Cd * 99--- - MISCELLANEOUS

S-S-Obj Cd * 00 - SUB-SUB-OBJECT

Task/Opt/Proj (TTT00OPPPPP) * 000000000000

Add as Favorite
Delete Favorite

Transaction Custom Fields

Cardholder

Reviewer

Food Approved

Add Use Tax

Rev II

Transaction Notes

Books for Training – S. Dela Cruz

2982 characters remaining.

Item	Item Description	# of Units	Unit Price	Taxable	%	Total

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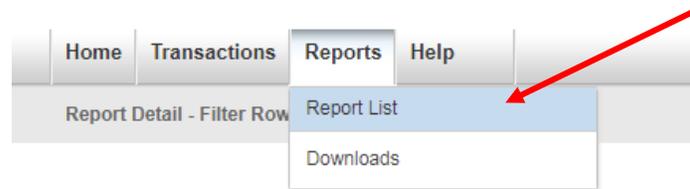
17. Repeat steps 1-16 until all transactions for the month have been reconciled.
18. Once you have reviewed and assigned all transactions, run another query and sort by those without the checkmark under "Cardholder." If you find transactions without the checkmark, those accounting code assignments did 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

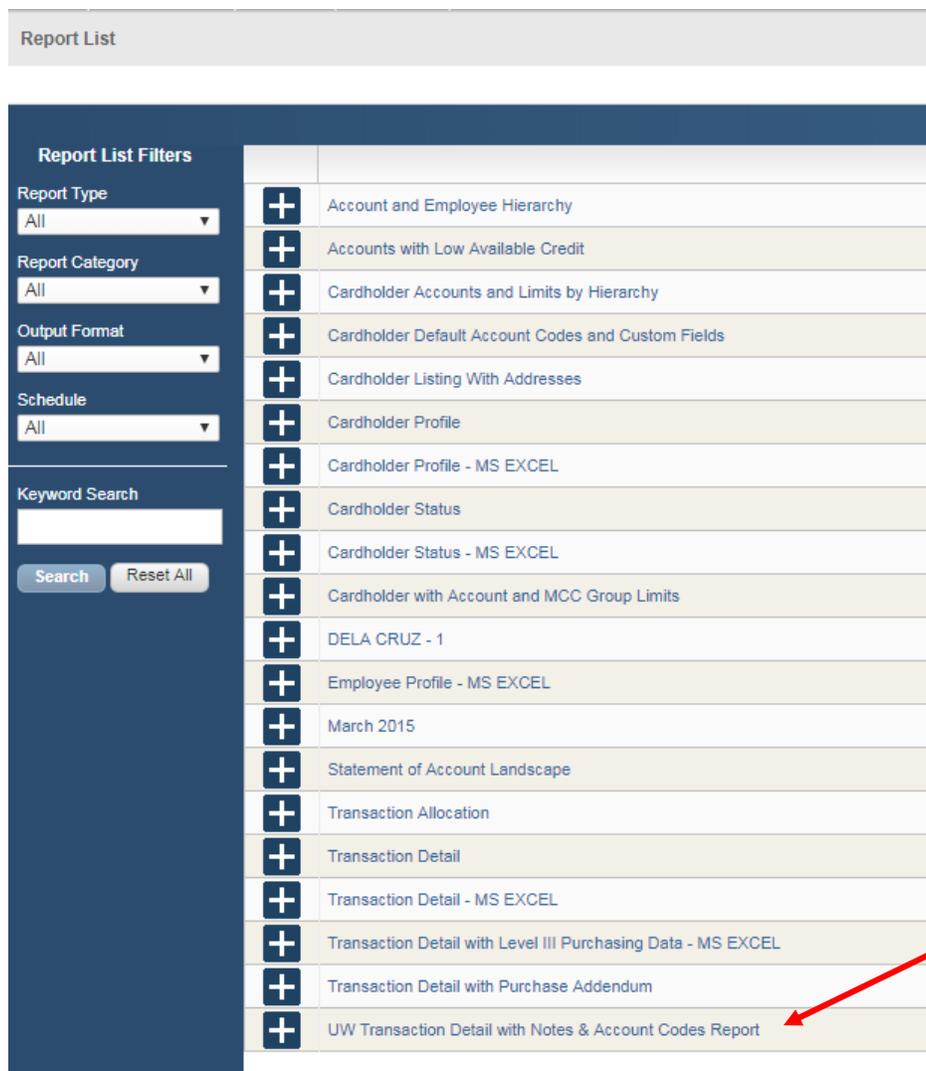
This report lists the purchases for each budget in order of object codes. It also shows the cardholder name, transaction date, merchant name, location, amount and any transaction notes included.

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.

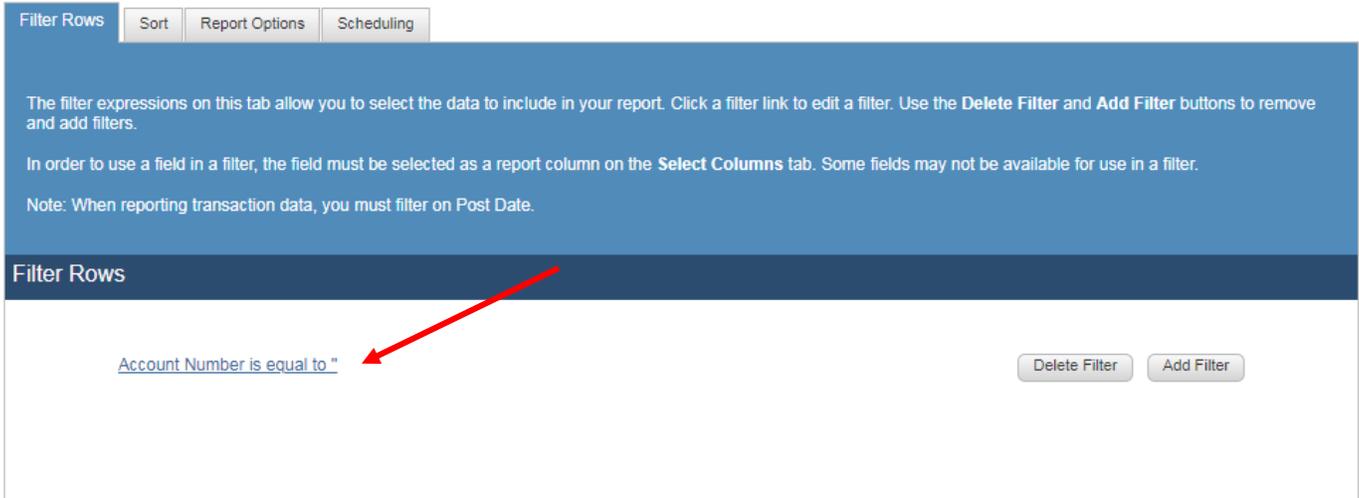
1. Under the Reports tab go to “Report List”.



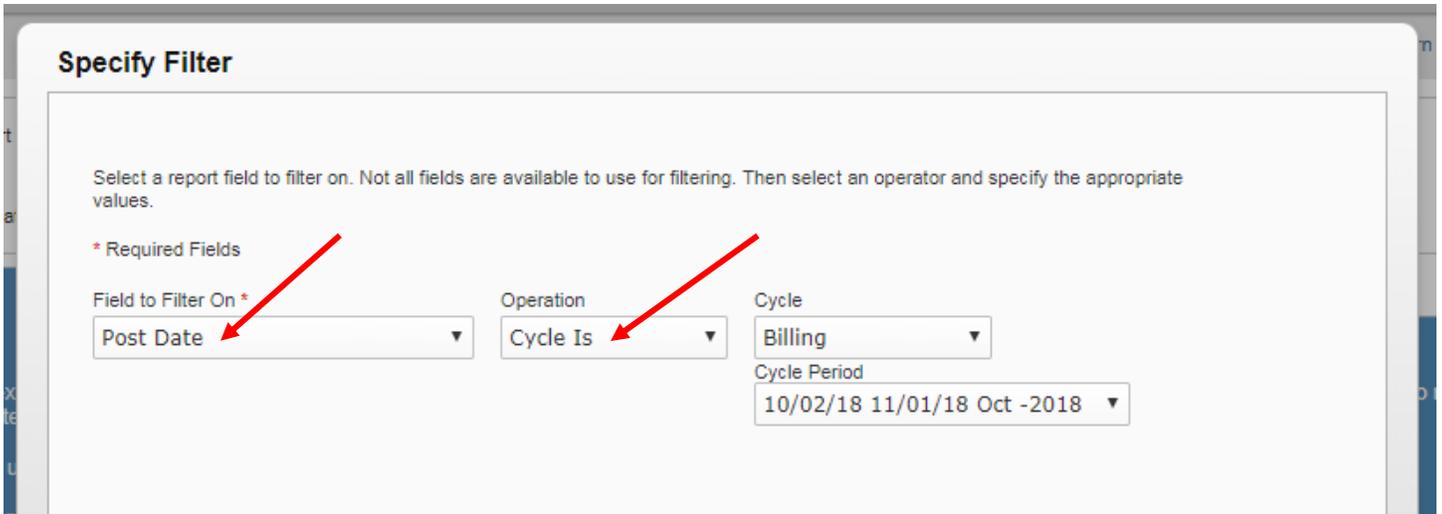
2. Find “UW Transaction Detail with Notes & Account Codes Report” and click on the name of the report (not the “+” symbol) to access the report.

A screenshot of the 'Report List' page. On the left side, there is a 'Report List Filters' panel with dropdown menus for 'Report Type', 'Report Category', 'Output Format', and 'Schedule', all set to 'All'. Below the filters is a 'Keyword Search' field with 'Search' and 'Reset All' buttons. The main area is a table of reports. Each row has a '+' icon in a blue square on the left and the report name on the right. The report 'UW Transaction Detail with Notes & Account Codes Report' is highlighted in a light blue row at the bottom of the list, with a red arrow pointing to it from the right.

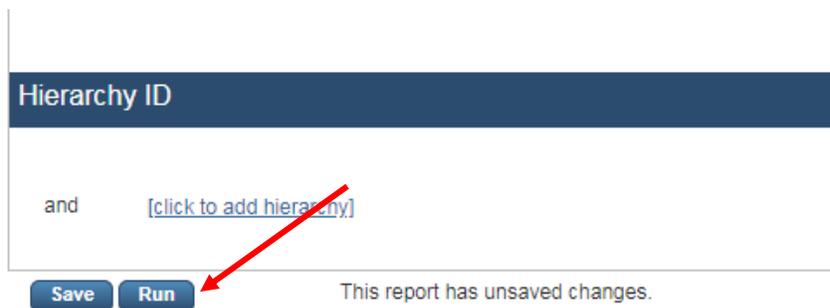
3. Under “Filter Rows” click on “Account Number is equal to” to access the search criteria.



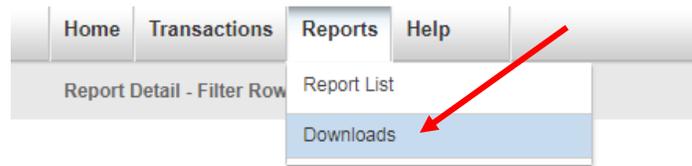
- 4. Change *Field to Filter On** to “Post Date”.
- 5. Change *Operation* to “Cycle Is” and select the date range needed for your report at the far right.
- 6. Click “Continue.”



7. Then select “Run” report.



- 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.



- 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.
- 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
UW Transaction Detail with Notes & Account Codes Report

Date Printed: 11/01/2018 02:23:25PM Orientation: Landscape

BGT	OBJ CD	S-OBJ CD	S-S-OBJ CD	TASK/OPT/PROJ	TRANSACTION ID	POST DATE	MERCHANT NAME	MERCHANT CITY	AMOUNT	TRANSACTION NOTES
03	60--	00		000000000000	2693625588001	10/22/2018	RAININ	510-5641600	\$111.51	Purchase was for calibration and repair of a multichannel pipette.
TOTALS FOR: XXXXXXXXXXXX8734					Transactions:	1	Amount:	\$111.51		

Two reviewers (reconciler can be one of the two) should sign this report. Signature signifies completion of transaction reviews for this account cycle.

Reviewer Signature:

Print Name	Signature	Date
Reviewer Signature:		
Print Name	Signature	Date

Selection Criteria: (Post Date Is Between '10/02/2018' AND '11/01/2018' AND Cardholder Last Name Begins With 'GOMEZ')

Report - US00059
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Example of completed reconciliation (with single budget number)

General Information
Addendum
History
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Save Add Lines Dispute

Settlement Method Commercial Card
 Transaction Type Purchase
 Account Number *****7066
 Transaction Date 05/01/18
 Post Date 05/02/18
 MCC 4215
 Merchant FEDEX
 800-4633339, TN, US
 Original Merchant FEDEX 772077143834
 Parent Merchant FEDEX 98231487
 Exported
 Customer Code 061026 / VVS
 Micro Reference 24164078121741206936701
 Authorization Number 056483
 Transaction ID 2591174231001

Original Currency USD
 Original Amount \$30.37
 Tax \$0.00
 Settlement Currency USD
 Total \$30.37

Accounting Codes

Chart of Accounts COA - US00059

Coll * 260 - COLLEGE OF ENGINEERING

Dpt * 2600006 - CIVIL & ENVIR ENGINEER

Division * 260000600 - CIVIL & ENVIR ENGINEER

Bgt * 061026 - CIVIL & ENVIR ENGR

Obj Cd * 03 - OTHER CONTRACTUAL SERV

S-Obj Cd * 24 - FREIGHT & EXPRESS

S-S-Obj Cd * 00 - SUB-SUB-OBJECT

Task/Opt/Proj (TTTOOOPPPPP) * 000000000000

Add as Favorite Delete Favorite

Transaction Custom Fields

Cardholder
 Reviewer
 Food Approved
 Add Use Tax
 Rev II

Transaction Notes

Mailed DS-2019 and appointment documents to Visiting Scholar
 Janice Mehringer 04-May-18 03:22 PM EDT

2699 characters remaining.

Item	Item Description	# of Units	Unit Price	Taxable	%	Total

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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:

Original Currency USD							
Original Amount \$7.70							
Tax \$0.71							
Settlement Currency USD							
Total \$7.70							
Line Totals							
100% \$ 7.70							
Expand All		Collapse All					
Item	Item Description	# of Units	Unit Price	Taxable	%	Total	
1	Commercial Card Purchase	1.00	3.85	<input type="checkbox"/>	50.00	3.85	Delete
2	Commercial Card Purchase	1.00	3.85	<input type="checkbox"/>	50.00	3.85	Delete Add

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:

Settlement Currency USD
Total \$7.70

Line Totals
100% \$ 7.70

Expand All Collapse All

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	
▶ 1	75-1026 05-599	1.00	3.85	<input type="checkbox"/>	50.00	3.85	Delete
▶ 2	06-1026 05-599	1.00	3.85	<input type="checkbox"/>	50.00	3.85	Delete Add

◀ ◀ 10 of 175 ▶ ▶

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](#)