# PROCARD RECONCILIATION TIPS

## MONTHLY Reconciliation

* On the **second business day on each month**, login to [PaymentNet4](https://www.paymentnet.jpmorgan.com/auth/public/app?TYPE=33554433&REALMOID=06-27bde77d-d582-104d-bb10-84f9a7f80cb3&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=tss-pnet&TARGET=$SM$https%3a%2f%2fwww%2epaymentnet%2ejpmorgan%2ecom%2fapp%2fj_spring_security_check) and complete the following:
  1. In the “**Reports**” tab at the top of the screen, click “**Report List**” in the drop down menu. Select “**UW Transaction Detail with Notes & Account Codes Report**.”
  2. Under “**Filter Rows**” click on “**Account Number is equal to**” to access the search criteria.
  3. Change criteria to “**Post Date**” –“**Cycle Is.**” At far right, select date range, click “**Continue**,” then “**Run.**”
  4. Go to the “**Reports**” tab, then “**Download**”.  Click “**OK**” on the pop-up that changes will not be saved.
  5. When report status is “**Successful**,” click on the report in the “**Output**” column. Print the report.  **Do not** click on your report under the “**Name**” column.  This will re-route you back to create another report.
* **Assemble the ProCard packet**:
  1. After printing the report, compile **all itemized receipts and supporting documentation** in order of expenses listed on the report. Review and update object codes and budget numbers:
     + **Receipts**
       - **All receipts must be itemized** and include:
         * Itemized description of each item purchased
         * Price of each item
         * Business purpose
         * Proof of delivery
         * PayPal transaction receipts must have a description and business purpose.
         * **Note:** The following are not sufficient receipts for ProCard purchases:

A credit card summary with one total amount.

An order confirmation or invoice without proof of delivery.

* + - * All receipts **must match the ProCard transaction amount**. If the amount does not match, add a note explaining the reason. Example: Vendor offered 10% off for UW Employees or $10 tip added on the top of the charges, etc.
      * If any transactions are related to catering, restaurant or food, **an approved** [**Food Approval Form**](http://www.uwb.edu/getattachment/administration-planning/services/forms/food-approval-form-and-cover.pdf) is required and must be attached in the packet, unless the purchase is on a discretionary budget. The business purpose, attendee list and itemized receipt must be maintained with supporting documentation for all food purchases, even if the food is purchased on a discretionary budget. If the cardholder does not have an approved Food Approval Form and the purchase is not on a discretionary budget, the transaction must be moved to a discretionary budget.
      * Attach a completed [**Perjury Statement**](http://www.uwb.edu/getattachment/finance/forms-and-guides/perjury-statement.docx) for any missing itemized receipts. Perjury Statements are rare and must be signed by the Cardholder, Supervisor and Administrator/Budget Authority.
      * A [**Refund Statement**](http://www.uwb.edu/getattachment/finance/forms-and-guides/ProCard-Refund-Statement.docx) must be completed for any refunds listed during the month.
    - **Budget and Object Codes**
      * **Budget:** Each cardholder has a default budget. **Review all transactions and make budget changes in PaymentNet4**. If a budget change is needed involving a budget in a different org code, please contact Cynthia Yee ([uwbpurch@uw.edu](mailto:uwbpurch@uw.edu)) for assistance.
      * **Object Codes:** The default [**object code**](https://finance.uw.edu/fr/references/object-codes) for all transactions is 05-99. **Review transactions and complete** [**object code**](https://finance.uw.edu/fr/references/object-codes) updates in PaymentNet4.
  1. The Cardholder, Reviewer and Supervisor/Approver must review the packet, then sign/date the report.
  2. Maintain the completed packet in the unit according to the records retention schedule.