Popular Account Codes

Usage of appropriate account codes is important. To assist you, below is a list of the most frequently purchased items.

3222 – Software License/Maintenance Fee
3331 – Duplicating Charges
3332 - Printing – Non Resale
3351 – Freight & Parcel Post
3444 – Postage
3445 – Audio Conference Charge
3446 – Cellular Phone Charges
3501 – Other Advertising/Publicity
3510 – Recruitment Advertising
3661 – Tuition/Registration Fees
3774 – Equipment Maintenance Service Contracts
3775 – Equipment Maintenance
4010 – Office Supplies
4011 – Teaching Supplies (may include office and computer supplies). See account definition
4012 – Professional, Technical & Scientific Supplies
4014 – Computer Supplies
4015 – Program/Project Supplies (may include office and computer supplies). See account definition
4075 – Field Camp Supplies
4111 – Vehicle, Aviation & Boat Fuel (only in University vehicles)
4112 – Vehicle, Aviation, Boat Parts, Supplies & Accessories (only for University vehicles)
4221 – Periodical Subscriptions & Books

Complete account code list, with definitions, is located at:
http://www.alaska.edu/controller/accounting-manual/

Receipt Maintenance

Many reconcilers are responsible for collecting, maintaining and filing the ProCard records for multiple cardholders. Files are maintained within the department. Records can be filed by statement, by vendor, electronically, etc. The key is that the records are kept for the required period, and a receipt can be retrieved when requested.

Receipts are required for all purchases. Receipts must contain the following information:

> Order Date/Delivery Date
> Vendor Name
> Items Purchased
> Cost(s)
> Freight/Shipping Charges
> Total Transaction Amount

Types of documents that can be used as receipts include: itemized register receipt; subscription/registration form; print screen of order summary; priced and itemized packing slip.

If you do not have a receipt you must:
- Contact the vendor to request a receipt. Document who you spoke to, when, and the conversation outcome.
- If purchased on-line, sign in and see if you are able to view order status and retrieve a receipt.
- As a last resort, the Lost Receipt Form is on-line at http://www.uaf.edu/files/purch/procard_cert_unavailable.pdf.

Thermal Receipt Handling Tips

- DO NOT tape over any printing. Tape makes the printing disappear.
- Be careful with highlighters. Some can cause the print to disappear.
- Receipts fade with time. A "best" practice would be to make a copy or scan the receipt.

Allowable & Non Allowable Purchases

Follow department purchasing procedures. For grant purchases, the cardholder is responsible to ensure the purchase is allowed by the grant.

To clarify if purchase is allowable on the ProCard at all, contact the ProCard office.

Allowable Purchases

Office, Lab, Teaching, Computer, Professional, Technical, Scientific, Program, Project and Field Camp Supplies; Registration Fees; Membership Fees; Freight/Shipping; Software; Books; Postage; Advertising; and services not listed as unallowable.

Unallowable Purchases

Representational items (may be allowed with prior permission from the ProCard Administrator), Capital equipment, Firearms or ammunition, Restaurant meals, Hazardous materials (allowed if approved by department Safety Officer), DEA licensed substances, Contracts, Live animals (can use ProCard if follow procedures in manual), Charters, Leases, Travel expenses, Moving expenses, Removal of hazardous or radioactive materials, Consulting services, Legal services, Gift cards, Payments to individuals, employees, or students, Honorariums, Student aid, Revenue refunds, Tuition, Personal purchases, Gifts, Gift Cards, Alcohol and Splitting purchases.

For a complete list see the ProCard Manual on-line.

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Reconciler Guide

UAF ProCard Contact Info

Staff Members

Denise Moe
ProCard Administrator
Phone: 907-474-7374
Email: denise.moe@alaska.edu

Web Address
http://www.uaf.edu/procurement/procard-travel-card-infor/

Location
3295 College Rd, Suite 103, Fairbanks

Address
UAF Procurement & Contract Services
PO Box 757940
Fairbanks, AK 99775-7940

ProCard General Reconciliation Information

ProCard transactions are reconciled weekly in PaymentNet, a web based program. Reconciliation is for charges that post at the bank from Friday through Thursday. **CARDS MUST BE RECONCILED BY NOON TUESDAY**. There are exceptions for holidays. The Banner Mapping Calendar is on the ProCard website.

PaymentNet is the primary method for ensuring that correct accounts are charged. Once a charge is posted to Banner, it can only be moved by Journal Voucher (JV). Excessive JV's can lead to cancellation of your ProCard.

Reconcilers and Cardholders need to work together to ensure that all accounting information is updated properly. They should develop a process that provides them with the necessary time to receive documents from the cardholder and do the required account updates in PaymentNet. Receipts are turned into the reconciler and matched to the logs and monthly statements. Reconcilers print the monthly statement(s) from PaymentNet and may be the central point for record storage.

PaymentNet Requirements
- Browser Requirements:
  - Microsoft Internet Explorer® 9 on Windows 7
  - Mozilla® Firefox® 21 on Windows 7
  - Internet Explorer 8 on Windows XP
- Pop-ups must to be allowed for this site.
The URL for PaymentNet is located on our website
http://www.uaf.edu/procurement/procard-travel-card-infor/procard-information/.

The Organization ID, user ID, default password and a link to the website are emailed to you in two (2) emails from JPMorgan Chase when we finish setting up your account. Instructions for setting up your profile; paying your bill on-line; and looking up why your card was declined instructions can be found on our website. Please call for assistance.

Reconciler Tools
The ProCard web pages include helpful tools such as:
- Banner Mapping Calendar
- Statement Print Calendar by fiscal year
- JV Instructions
- Forms
- How to Instructions
- Manuals & Handouts

Record Retention

Records are kept in the department for 7 years for fund 1 purchases. For grant purchases, records are kept for 3 years after the **end** of the grant.

Common Issues/Errors

I forgot my password. Use the Forgot Your Password link on the sign on page to reset it.

I forgot the answers to my security questions. Contact Procurement. We will reset your password so you can get in and change your answers.

My account is locked and I know my password. Contact Procurement. We will unlock your account.

Charges are posting to Banner and I never saw them in PaymentNet. Did you click on Transactions for Review on the Home Page? Don't use this tool. It seems to cause a problem. Always navigate using the menu to get to Transactions Manage.

I got a Posting Error email message from Procurement. This means that the specific transaction noted (you are provided the QP#) caused the posting job into Banner to 'bomb'. Statewide posted the charge to the default account listed and provided the reason that it bombed in order to restart posting. If the charge needs to be moved to another account, you will have to do a JV.

'Can I buy' questions? As reconcilers and/or cardholders, we are asked a lot of "can I", "I need" or "buy this" type of questions by the people you support. You must be familiar with the ProCard rules, able to say "no" or "I'll see if that is allowed". Contact the ProCard staff for answers to these questions. It is our job to help you support your department and find a way to make the necessary purchases, whether on the ProCard, LPO, purchase order, etc. We are here to help you.

I need help! I don't know what to do or who to ask. Contact the ProCard staff.

My (or someone I reconcile for) card was declined. Why? In PaymentNet you can lookup why the card was declined. Go to *Transactions Authorizations/Declines*. Under *New Query* change "Look For" to "Last Name" and enter the cardholder's last name in the blank field. Press Go. Click on the card that was declined. All active authorizations/declines will appear. If additional help is needed contact the Procurement Office.

I am not seeing the charges for one of my cardholders in Transaction Manage. Go to the authorization/decline screen (see instructions above). Query on their last name. Do any cards for them show up? YES -- It could be that the charge hasn't made it through the system. NO – Contact ProCard staff. Something in the setup needs to be fixed.

Can I have a backup reconciler? Yes. Send the ProCard staff an email requesting this.

I am getting everyone in my departments statements. How do I make it stop? You have access to view multiple cardholders as a reconciler/backup reconciler. Follow the instructions for Printing Statements (http://www.uaf.edu/procurement/procard-travel-card-infor/procard-information/) to run only those statements for your cardholders and save your query. In the future run the saved query.

I am seeing everyone's purchases in Transactions Manage. How do I see just the ones I'm responsible for? Click on Advanced Query (upper right); under Criteria change the Field to Cardholder Last Name and enter a value. If you need to add more names click on *Add* button. Change the And to *OR*, change the field so you can enter the last name and repeat as necessary. Click the *Process* button. Your answer will come up. Note in the blue header bar you have an option to *Save Query*. Click it, enter a name in the field that pops up and hit *Save*. If you want you can make this your default query by clicking on the *Set As Default Query*.

Lost/Stolen ProCard:
1. Call JP Morgan Chase immediately at **1-800-316-6056** to cancel the card and have a replacement sent. TIP: Program this number into your cell phone.
2. Notify UAF ProCard staff to report the incident.

NOTE: If bank asks if the address to send the new card to is "910 Yukon Drive, Ste 209" – say YES. The bank sends cards to this address.