



P-Card Connection

The Purchasing Card Quarterly Newsletter

P-Card Inactivity:

Purchasing cards that are not used within an 18 month period are automatically canceled by JP Morgan.

Reminders:

- Cardholders are not permitted to reallocate charges in PaymentNet to another department number. You need to complete a Journal Voucher, or if it's on a grant, a Journal Entry form.
- There are two pass phrases to remember, the one for signing into PaymentNet and the other is to open your Statement of Account. The Statement pass phrase remains the same as when you set up the report.

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PaymentNet Upgrade

The long awaited upgrade to PaymentNet is scheduled for May 18, 2012. Details on how the upgrade will affect cardholders is not known at this time. Notifications will be sent out when more information is made available to us.

P-Card Summit

Reserve the date, the 3rd Annual P-Card Summit will be held May 22nd, 9:30-11:00

a.m. in the Education Building Room 7. We want to know what topics you want to discuss at the Summit. Please email your topics to Janelle McGarry. Additional details about the Summit will be sent out in a few weeks.

Internet Explorer 9

Do you have problems running your Statement of Account using Internet Explorer (IE) 9? Choose "Save As" from the drop down menu and decide where you

want your files saved, rather than choosing "Save" when prompted.

Late Paperwork

Notify Accounting Services prior to the 20th of the month if you know that your Statement of Account will be late. This will save you from receiving a violation for late paperwork. Send an email stating the need for extra time to Jan Bakken and Janelle McGarry with your request.

Statement of Account Shortcuts

There are a few shortcuts you can utilize when printing your Statement of Account:

1. Set it up to run automatically.
2. Default 7-Zip to open Statements directly from PaymentNet.

Setting Statement of Account to Run Automatically:

To set up your Statements to run automatically, go into your saved reports in PaymentNet (Reports > Create > My Saved Reports), on the bottom left there will be a box that you should check next to "Schedule to Run Automatically." After you check the box, select the "Frequency" to run "Monthly", then select the 4th day and click save. Now every month on the 4th, your report will run. When you sign into PaymentNet to retrieve your report, the home screen will display that a file is awaiting your action in the box on the right. Just remember that the pass phrase you enter is the initial pass phrase the report was set up with.

Defaulting 7-Zip to Open Statements from PaymentNet:

There is a way to open your Statement of Account without saving it to your computer, this way you can open it up directly from PaymentNet. Contact Sara Narveson if you would like the instructions to set this up or if you would like a walk-through of the process.