

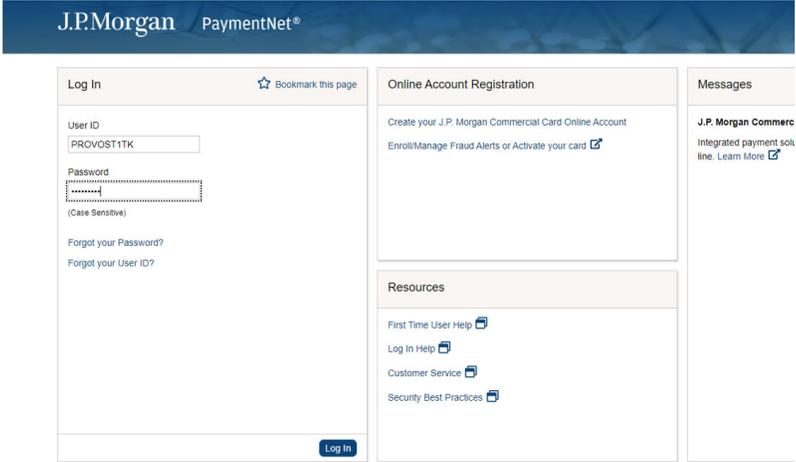
Purdue Research Foundation (PRF) Commercial Card Bank Reconciliation Process

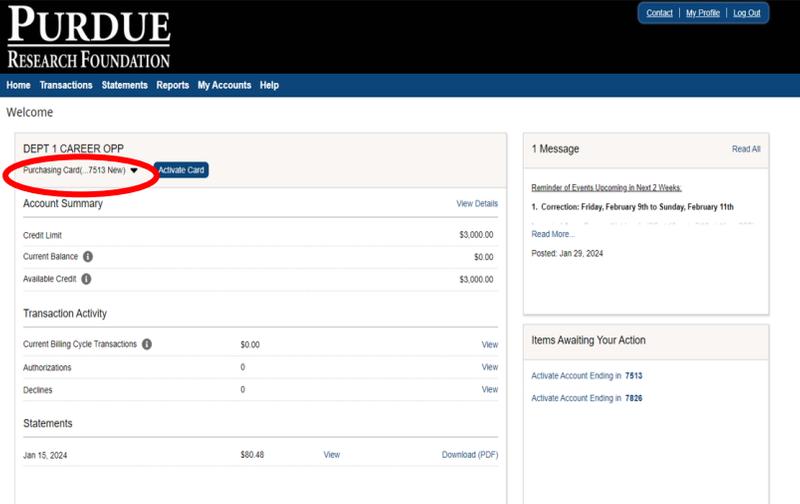
Supported by JP Morgan Chase

PRF Credit Cards are intended to facilitate the efficient use of School Discretionary and Institutional Program funds (PRF funds) by streamlining the procurement and payment process.

The card is simply used as a tool to eliminate the need to request reimbursement from PRF.

Last updated 2/26/24

<u>What to do</u>	<u>Who</u>	<u>How to do it</u>
Reconcile PRF Card(s)	Responsible Card Holder/ Support Staff/Reconciler	<p>The designated Reconciler will receive an email from noreplies@paymentnet.jpmorgan.com.</p> <ol style="list-style-type: none"> 1. Received the middle of each month 2. The Reconciler will receive a separate email for each PRF card they are listed under 3. States "Your new statement is ready" 4. The email provides a link to the JPMorgan PaymentNet website 5. The JPMorgan statement is now available for review on the website
Reconcile PRF Card(s)	Responsible Card Holder/ Support Staff/Reconciler	<p>Reconcile PRF cards previous cycle's transactions by the 20th of each month.</p> <ol style="list-style-type: none"> 1. Reconciler will compare the JPMorgan's transaction report against itemized receipt(s)/packing slip backup. 2. Within the JPMorgan site, accounts listed should only be the ones assigned to that Reconciler. 3. If a transaction discrepancy is found, a dispute form must be completed and forwarded to the bank w/in 60 days of the transaction's posting date
Reconcile PRF Card(s)	Responsible Card Holder/ Support Staff/Reconciler	<p>The Reconciler will log into www.paymentnet.jpmorgan.com using the UserID provided to the Reconciler by the PRF Card Manager and the password that the Reconciler created.</p> <ul style="list-style-type: none"> • <i>Fields are case sensitive</i>  <p>➤ Click Log In</p>
Reconcile PRF Card(s)	Responsible Card Holder/ Support	<p>After logging in, the Home page will provide the following information for each PRF card:</p> <ol style="list-style-type: none"> 1. Credit Limit

	Staff/Reconciler	<ol style="list-style-type: none"> 2. Available Credit 3. Other Transaction Information 4. Option to activate PRF cards that have not been activated <ul style="list-style-type: none"> • Will need to provide the expiration date listed on the PRF card(s) • Departments should activate their own PRF cards 5. There is the option to use the dropdown at the top of the Home page <ul style="list-style-type: none"> • Provides each card the Reconciler is responsible for 
Reconcile PRF Card(s)	Responsible Card Holder/ Support Staff/Reconciler	<p>In order to see statements for each PRF card and for each cycle, click 'Statements' in the blue area at the top of the page.</p>  <p>This directs the Reconciler to the Statement Detail page.</p> <ul style="list-style-type: none"> • On this page, the option to select any of the PRF cards is available • The option to select the cycle needing reviewed is available
Reconcile PRF Card(s)	Responsible Card Holder/ Support Staff/Reconciler	<p>On the 'Statement Detail' page:</p> <ol style="list-style-type: none"> 1. The Reconciler can choose the PRF card that needs reconciled by selecting it in the dropdown menu in the 'Account Number' field. 2. Cycles can be chosen from the dropdown menu in the 'Billing Date' field <ul style="list-style-type: none"> • <i>Example: To see that statement for 11/30/23 transaction, the Reconciler will choose 'Billing Date' 12/15/23- this provides all the transactions for 11/16/23-12/15/23.</i>

Home Transactions Statements Reports My Accounts Help

Statement Detail

Account Number *****7513
 Billing Date 01/15/2024
 Due Date 01/29/2024
 Statement Amount \$80.48

Account Name DEPT 1 CAREER OPP
 Credit Limit \$3,000.00
 Available Credit \$3,000.00
 Cash Limit \$0.00
 Cash Available \$0.00

To request accessible statements, please call 1-800-316-6056

[View Statement \(PDF\)](#)

Post Date	Tran Date	Reference	Description	City	State/Prov	MCC	Amount
\$ 01-12-2024	01-11-2024	15449854012010500478013	THE TAP WEST LAFAYETTE	W LAFAYETTE	IN	5812	\$80.48

Account Summary

Previous Balance \$0.00
 Purchases \$80.48
 Cash Advance \$0.00
 Credits \$0.00
 Payments \$0.00
 Other Charges \$0.00
 Finance Charges \$0.00

Reconcile PRF Card(s)

Responsible Card Holder/
Support Staff/Reconciler

Review each transaction and verify there is backup documentation for each expense and that each expected expense made has been posted to the PRF account.

Billing Date 12/15/2023
 Due Date 12/29/2023
 Statement Amount \$4,368.65

Credit Limit \$7,500.00
 Available Credit \$7,500.00
 Cash Limit \$0.00
 Cash Available \$0.00

To request accessible statements, please call 1-800-316-6056

[View Statement \(PDF\)](#)

Post Date	Tran Date	Reference	Description	City	State/Prov	MCC	Amount
\$ 12-01-2023	11-30-2023	8271116333500000100123	CAKES BY L* (1 OF 2 PA	WEST LAFAYETT	IN	5462	\$139.63
\$ 12-05-2023	12-04-2023	82711163338000017512556	CAKES BY L* (2 OF 2 PA	WEST LAFAYETT	IN	5462	\$15.52
\$ 12-07-2023	12-06-2023	55432863340205451842659	MICHAELS #9490	IRVING	TX	5970	\$16.04
\$ 12-07-2023	12-05-2023	85347013340980002528956	THE CELLAR WINE BISTRO	LAFAYETTE	IN	5812	\$500.00
\$ 12-08-2023	12-06-2023	72301963341900017300024	WREDE ROCK & MULCH	LAFAYETTE	IN	1740	\$250.00
\$ 12-11-2023	12-07-2023	85347013342980002528921	THE CELLAR WINE BISTRO	LAFAYETTE	IN	5812	\$2,694.00
\$ 12-12-2023	12-11-2023	05436843345300223285762	PAY LESS #824	LAFAYETTE	IN	5411	\$27.80
\$ 12-13-2023	12-12-2023	55432863347207639429121	TST* TOWN & GOWN BISTR	WEST LAFAYETT	IN	5812	\$725.66

Account Summary

Previous Balance \$0.00
 Purchases \$4,368.65
 Cash Advance \$0.00
 Credits \$0.00
 Payments \$0.00
 Other Charges \$0.00
 Finance Charges \$0.00

✓ There is an option to view the statement as a pdf file by clicking the View Statement (PDF) button at the top of the transaction listings page.

- This provides a full PRF card statement with transactions, cycle limits, and total expenses.

To request accessible statements, please call 1-800-316-6056

[View Statement \(PDF\)](#)

Post Date	Tran Date	Reference	Description
\$ 12-01-2023	11-30-2023	8271116333500000100123	CAKES BY L* (1 O

NOTE: The pdf statement lists the entire PRF card number at the top of the statement. If this statement is distributed to others w/o authority to view, the account number must be redacted.

Reconcile PRF Card(s)	Responsible Card Holder/ Support Staff/Reconciler	<p>Once review is complete, provide the business office with PDF documents of:</p> <ul style="list-style-type: none"> • JPMorgan's Transaction report • Purdue documentation <ul style="list-style-type: none"> ○ Itemized receipts ○ Sign out logs ○ Expense justification explanation ○ Reconciled document <p>✓ These documents will be saved in the appropriate TEAMS Reconciler named folder.</p>
Maintain Reconciling Documentation	Business Office	<p>Business Office will compare the saved documentation in TEAMS and reconcile against the Cognos PRF report</p> <p>Business Office will review logs for transaction allowability</p> <p>Business Office will electronically sign the log once their review is complete and maintain reconciliation documentation</p> <p><i>Credit Card Reconciliation, Log Sheets- Current FY+10 years</i> <i>Credit Card Transactions; Sales Invoices, Sales Receipts, PSCD Billings-</i> <i>NonSPS: Current FY + 6 years / SPS: Current FY + 10 years</i></p>