Northern Illinois University

Commercial Card Programs

INTRODUCTORY TRAINING
Agenda

• Commercial Card Programs Summary
• How It Works - Application through Reconciliation
• Policy Review
• Forms
• Travel
• Amazon Business Account
• Card Services Contact Info
Program Summary

- Card Services manages commercial card program
- JP Morgan Chase is IPHEC vendor
- Commercial Card Programs
  1. One Card
     i. P-Card
     ii. T-Card
  2. Declining Balance Card (DB-Cards)
Criteria for using a P-Card or T-Card:

- Single transaction of $5,000 or less
- Total aggregate of commodity does not exceed $20,000/fiscal year
- Two-party, signed agreement is not needed
- Requirements for restricted items must be met in advance of the purchase
- Item is not prohibited
How It Works

1. Apply
2. Train
3. Commercial Card Agreement
4. Pickup
5. Activate
6. Shop
7. Review/Allocate
8. Scan in Receipts
9. Approving Manager Review
10. Monthly Reconciliation
Commercial Card Agreement

• Log into OnBase
• Fill out the online Commercial Card Agreement

Check this box to see the rest of the form

Electronic Commercial Card Agreement Form Use Consent

By checking this box, I give my consent to fill out, sign and submit this Commercial Card Agreement electronically. I understand that I will not be able to use this electronic form if I do not consent.
Commercial Card Agreement

7. I am responsible for reviewing my transactions and allocating the expense to the appropriate cost center and account prior to the designated deadline provided under section V of the Commercial Card policy.

8. I am responsible for reconciling the vendor or the bank as described under section VI.J of the Commercial Card policy.

9. I am responsible for ensuring any loss or improper use of my commercial card.

10. I will surrender the card to NII immediately upon transfer to another department, if I separate from the university, or if my employment with NII is terminated.

Cardholder Acknowledgement

Please select your approving manager by entering their last name:

- Approving Manager Last Name
- Approving Manager First Name
- Approving Manager User ID

ACKNOWLEDGEMENT

I certify I have read the Northern Illinois University Commercial Card Program Policies and Procedures. I understand the terms and conditions stated in this agreement. I attended the required training and had the opportunity to ask questions to clarify my understanding of the program.

I understand violation of these terms and conditions are subject to disciplinary actions as described in the Commercial Card Policy and Procedures Manual. I will reimburse Northern Illinois University for all unused charges and any costs related to the collection of such charges.

Please check that you’ve read and acknowledge the Commercial Card Agreement.

You must check that you’ve read and acknowledge the Commercial Card Agreement in order to submit the form.

Check this box to acknowledge and hit submit to submit the form for approval.

Type the last name of the approving manager and click anywhere outside of this box to prefill other information or select from a list.
Card Pickup

• Card Services will email Cardholder when card is ready for pick up and to set up an appointment
• Bring your photo ID
• Wear a mask if you are not fully vaccinated
• Follow instructions inside envelope to activate
  – Enter 16 digit acct #
  – Enter 3 digit security code
  – Enter Access Code 1 – MMDD of birth
  – Select a PIN
  – Remove sticker
  – Sign card
Shopping

• Spend Limits – $5k/transaction and $25k/month
• Allowable, Allowable with Restrictions (AWR), and Prohibited Purchases
• Sales Tax
• Billing and Shipping Address

<table>
<thead>
<tr>
<th>Shipping Address</th>
<th>Billing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name – P-Card</td>
<td>Cardholder Name</td>
</tr>
<tr>
<td>Department Name</td>
<td>Department Name</td>
</tr>
<tr>
<td>Northern Illinois University</td>
<td>Northern Illinois University</td>
</tr>
<tr>
<td>180 West Stadium Drive</td>
<td>1425 W Lincoln Hwy</td>
</tr>
<tr>
<td>DeKalb, IL 60115-2828</td>
<td>DeKalb, IL 60115 - 2828</td>
</tr>
</tbody>
</table>
Next Steps:

5. Review/Allocate
6. Attach Receipts
7. Approving Manager Review

8. Monthly Reconciliation – Statement of Account signed
PaymentNet System

- Visit [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com)
- Enter NIUONE1 in Organizational ID
- User ID is your Employee ID
- Enter your Password and click **Log In**
PaymentNet System

Account Information - Welcome Page
PaymentNet System

- Allocate transactions by filling in the Accounting Codes section

Accounting Codes

- Chart of Accounts: NIU-Chart of Account
- Division: None
- Cost Center Fund: None
- Account: None

Transaction Custom Fields

- Business Purpose*
- Employee Travel*
- Name of Traveler
- Destination
- Date(s) of Travel

Transaction Notes

3000 characters maximum (applies to all transaction notes)
PaymentNet System

• Transaction Details – Receipts

To upload receipt image files from your computer, select "Attach Receipt". The acceptable file formats are PDF, JPG, GIF, TIFF or PNG, and each file cannot exceed 5MB.

To fax receipts, select "Print Fax Cover Sheet" to open a document that you must print, be sure to turn off any pop-up blocker on your browser. Once printed, fax the bar-coded cover sheet with your receipts to the number on the cover sheet. Within a few hours, your faxed documents will be attached to the transaction.
• Managing Transactions
  – **Transactions > Manage**
  – Transaction Details - General Information
  – Approval Status

  Approval Status – Approved

  | Reviewed |  
  | Approval1 |

  – Next to the Save button there is an option to Dispute the transaction
PaymentNet System

Statement

To view your current statement:

1. Click the Statements option on the PaymentNet menu bar.

2. If you have more than one account, use the For Account list to view the statement for another account.

3. To view the statement for a billing cycle other than the current cycle, select a date from the Billing Date list.

4. To download a copy of your statement, click Download Statement. You can then use your Adobe PDF viewer to save or print the statement.

Note: You can also view and download your statements directly from the Cardholder Dashboard. In the Statements panel, click View to view a statement or click Download (PDF) to download a statement.
Reports

To run a report:

1. Select **Reports > Report List**.

2. Find the report you want to run. You can use the filters and keyword search on the Report List screen to locate a report. You can also click the Plus icon to display detailed information about a specific report.

3. Click the name of the report you want to run.

4. Use the tabs on the Report Detail screen to view and change the report settings as desired.

5. If you want to be able to run the report again with the same criteria, enter a new name for the report and click **Save**. Saved reports are available to run from the Report List screen.

6. To run the report, click **Run**.

Report results are displayed on the Available Downloads screen. To view this screen, select **Reports > Downloads**. When the report has finished running, the **Status** column on this screen changes to Successful and a link to the report output appears in the **Output** column. Click the link to download the output to your local machine.
PaymentNet System

Where to get Help
PaymentNet System

Help Index
PaymentNet System
PaymentNet System

Splitting a Transaction

When editing a transaction, you can divide the information into multiple lines of accounting so that costs are allocated to the correct cost centers. This practice is also known as adding lines or splitting a transaction. If your organization has defined custom accounting codes or transaction custom fields, you can apply them to each line item as needed.

For information about editing other details of a transaction, see Editing a Transaction.

To split a transaction:
1. Select Transactions > Manage
   Alternatively, while viewing other information about an account, you can select Take me to > Transaction List - Last 30 Days to see a list of recent transactions for the account. For more information, see Viewing Related Information for an Account.
2. Click the transaction you want to split.
3. Click Add Lines.
4. Enter the number of lines you want to add and click Add.
5. Complete the Line Item fields. For a list of these fields, see Line Item Level Accounting Fields.
   **Note:** To reveal the accounting codes and custom fields for a single line item, click the corresponding arrow, then use these fields for all line items at once, click Expand All. To hide these fields for a single line item, click the corresponding arrow again, or click Collapse All to hide these fields for all line items at once.
6. To assign custom accounting codes to a line item, select a chart of accounts from the Chart of Accounts list, then select or enter segment values using the drop-down lists or text boxes that display.
   **Note:** When you work with a chart of accounts that has more than 150 segments, scroll to the bottom of the list to view the additional segments.
   Alternatively, if you have previously saved a chart of accounts favorite, you can select it from the Chart of Accounts list. The segment values associated with the favorite automatically display in the corresponding fields.

©2013 JPMorgan Chase & Co. All rights reserved.
PaymentNet System

Resources
Policy Review

• Defined Roles and Responsibilities
  1. Cardholder
  2. Approving Manager
  3. Proxy/Reviewer
  4. Business Manager
  5. Deans/Division Heads

• Training Requirements
• Expiring/Reissued Cards
• Returns & Credits
Policy Review

• Disputed Items – (800) 270-7760
• Lost/Stolen – (800) 270-7760
• Misuse
• Change in Employment Status
• Record Retention
• Audits
Forms

- Account Change Form
- Card Return Form
- Equipment Form
- Exception Request Form
- P-Card Journal Entry Form
- Request to Add Grant
- Travel Voucher
Travel

Julie O’Brien,
Manager - Accounts Payable & Travel

OR

Debbie Bonnell,
Accounts Payable & Travel Accountant
## Travel

### Allowable versus Unallowable Travel Purchases

<table>
<thead>
<tr>
<th>Common Travel Expenses</th>
<th>Commercial Card</th>
<th>Travel Reimbursement</th>
<th>Unallowable Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Business/First Class Airfare</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Coat Check</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Conference Registration</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Entertainment Expenses</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Extra Baggage Fees (exceptions may apply)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Fines, Late Fees, or Penalties Including Parking and Other Traffic Tickets</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gasoline for Personal Vehicle</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gasoline for Rental Car</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Items for Personal Use or Non-University Purposes</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Late Check-Out, Early Check-In, and Room Guarantee Charges</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lodging (up to limits)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Meal Allowance/Per Diem (exception for Graduate Assistants)</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Optional Expenses for Airline Seats, Travel Insurance, and Early Check-In</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Parking (outside of DeKalb)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Transportation (most economical)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Transportation to Procure Meals</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Travel

• Lodging
  – Cannot exceed lodging allowance maximums set by Illinois Higher Education Travel Control Board (IHETCB), unless:
    • Staying at approved/recommended Conference Hotel
      – Documentation required showing stay was at approved conference hotel
    • If unable to stay at the approved/recommended conference hotel
      – Rate can be less than or equal to rate of the established conference room rate (documentation showing established conference hotel rate required)
  – Any lodging overages are sent as an exception to IHETCB for review and approval quarterly
    • If disapproved by board, traveler is required to refund the University the overage plus applicable taxes and deposit the funds with the Bursar’s Office
      – Notification to APS required with copy of deposit slip
Travel

• Review lodging allowance maximums
  – [https://www.stateuniv.state.il.us/travel/allowances/](https://www.stateuniv.state.il.us/travel/allowances/)

• State the business purpose of each trip.
  – Include the business reason for all auto rental, fax, phone, and internet expenses listed in the other expenses column.

• Support breaking out airfare and lodging is required if booking a package.
  – If breakout is not available, package is not allowed
Travel

• Allocating travel related expenses on Commercial Card
  – Transaction custom fields added in PaymentNet to capture traveler’s name, destination, business purpose, and dates of travel
    • Approvers must ensure completeness of these fields before approving transactions
    • Need for annual Illinois State Legislature (ISL) reporting required for agencies receiving appropriated funds
  – Make sure to record travel to proper accounts for students, employees, and non-employees
    • ISL reporting accounts for employee travel only
• Travel Voucher form
  – https://www.niu.edu/controllers/aps/travel.shtml
• Travel Voucher Changes
  – Section added to complete Commercial Card expenses related to travel
    • Copies of receipts required for support
    • Must submit travel voucher for any purchases on a card even if have no other reimbursement
  – Vouchers must be approved and submitted within 30 days from date of travel completion
  – Note informing travelers of possible taxable income consideration if submitted over 60 days from travel completion
• See other items listed on Travel Voucher Submission Check List
• Travel forms can be found on APS website
  – [https://www.niu.edu/controllers/aps/travel.shtml](https://www.niu.edu/controllers/aps/travel.shtml)

**Travel Forms**

- Authorization to Travel (XLS) Rev. 1/13/03
- Group Travel Advance (XLS) Rev. 2/24/09
- Travel Voucher (XLSM) Rev. 1/22/20
- Student Non-employee Travel Event Request Form (XLSX) Rev. 6/1/12
  (to be submitted with a check request form)
- Travel Voucher Submission Check List (PDF) Rev. 7/29/19

**Travel Information**

- Travel Day Trip Meal Reimbursement Eligibility (PDF)
- Higher Education Travel Control Board
- Overnight Travel Instructions (PDF)
- Day Trip Travel Instructions (PDF)
- Travel Expense Payment Grid (XLSX) Rev. 8/13/19
- Filling out PaymentNet Custom Fields Example (XLSX) Rev. 10/3/19
- Sample Travel Voucher (XLSM)
Travel

• Contact Information
  – Accounts Payable Services, 753-1514 or AccountsPayableSrvs@niu.edu
  – Debbie Bonnell, APS Travel Manager, 753-6130 or dbonnell@niu.edu
  – Julie O’Brien, APS Manager, 753-6122 or jobrien@niu.edu
Amazon Business Account

Northern Illinois University’s Amazon Business Prime account offers many business-specific benefits, including:

• Free 2-Day shipping on Prime-eligible items
• Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
• Access to millions of additional products, available only to Business customers
• Business-specific pricing, including quantity discounts on eligible items
• Access to a specialized Amazon Business Customer Service team
Q & A
Card Services Contacts

Jay Monteiro, Program Administrator

Cheryl Alliston, Program Administrator

Brian Murphy, Program Administrator

Antoinette Bridges, Commercial Card Services Manager

cardservices@niu.edu