Reconciling One Card transactions in PeopleSoft Travel & Expenses versus PaymentNet

As the final step in the Commercial Card Redesign Project, the reconciliation process will be moved from the JPMorgan (JPM) PaymentNet product to the Travel & Expenses (T&E) module in PeopleSoft Finance. Moving the process to T&E will meet objectives to utilize existing electronic workflow approvals and allow attachments to be scanned and linked to the transaction.

The table below outlines the differences between reconciling in PaymentNet vs. T&E:

Quick Reference Guide – Difference between Reconciling in PaymentNet vs. T&E		
	Current Process in PaymentNet	**Reconciling in PeopleSoft T&E**
Reconciliation of One Card Transactions	Paper based process involving manual signatures and scanning of documents to folders for review by Supply Chain. Some departments have developed their own versions of electronic workflow within ImageNow.	Automated workflow recording electronic signatures and time/date stamps. Consistent processing method for approvals of other purchasing transaction types.
Timing of Reconciliations	Monthly Statement - must show all transactions for the billing period in one statement with approving official signature manually added, scanned, and sent to an ImageNow queue for Supply Chain review.	Transaction based, may reconcile many transactions on a single ER or may do separate ERs for one or several transactions. Transactions can be reconciled daily, weekly, or monthly but must be reconciled in a timely manner.
Receipts	Receipts retained in a physical file along with Statement of Account, scanned to a file folder or stored in an ImageNow drawer.	Receipts scanned and attached to Expense Report in T&E. The T&E image is the official copy of the receipt.
Approvals	Approvers are set up manually within PaymentNet from information provided on the application. It is a direct relationship with the cardholder, not related to funding.	Transaction approvers based on the funding – approvers are those listed in FIN Authorization as well as project managers, if applicable. Consistent with other financial transactions (AP, T&E, Requisitions)
Editors	Editors are set up at the hierarchy level to reconcile transactions in PaymentNet on behalf of the cardholder.	Cardholders may assign delegates in T&E to enter Expense Reports on their behalf. Delegates are associated with an individual cardholder.
Disputes	If a transaction is being disputed, the cardholder completes a set of questions within PaymentNet and works with JPM regarding details of the dispute.	Cardholder completes a dispute form within PeopleSoft Finance which then routes to Supply Chain. Supply Chain will review and, if the situation warrants, a dispute will be logged with the bank. JPM will continue to work individually with the cardholder regarding dispute details.
Card Account information – including card account limits, balances, declines and authorizations	Cardholders may access PaymentNet or contact JPM regarding card account details. In addition to Cardholders, those given editing rights within PaymentNet have access to this information for cardholders for which they have been assigned.	Cardholders may access PaymentNet or contact JPM regarding card account details. Additional inquiry access roles for card information will be assigned to Financially Responsible Individual at CSD level or below.