

JP Morgan Process - Caribbean Area

JP Morgan Process	Número: 1

Purpose

To provide instructions on the use of the JP Morgan Purchasing Card and on-line reconciliation (approval) of transactions.

Card usage

The JP Morgan cards or cardholder is given a transaction limit and a monthly limit. The missionary couple cards are currently set at \$1,500 USD/ transaction and \$3,000 USD /month.

If at any time cardholders need additional funds (limits are not sufficient for a particular purchase), please send an email to the area office requesting the increase, how long the increase is needed or when the specific purchase will be made, and specify the reason(s) for the increase. The Area office then sends an electronic request via email to SLC where the increases are granted.

On-line Card Process (Transaction Approvals)

When you receive your card shortly thereafter you should also receive an online password via email. In order to logon to the system do the following:

1. Log-on JP Morgan Web Site
Go to site: <https://www.paymentnet.com/Login.asp>
Organization ID: **US62019**
USER ID: **This will be provided to you in the email**
PASS PHRASE: **This will be provided to you in the email**

Once logged in you will need to go click on the **"Paymentnet"** on left side of the screen to enter the system and see card transactions. Once in the system you will see purchase activity listed out by transaction by date.

2. Review Transactions (Be sure to keep all receipts on file)
 - a. Ensure each transaction total is correct and matches the receipt total.
 - b. If transaction correct the cardholder should check the first box **"Reviewed"**; if not correct or a duplicate transaction has been posted there is a box you can click for "Disputing" the transaction.
 - c. If the account code needs to be changed to the appropriate category (refer to the Mission Chart of Accounts) double click on the transaction and it will open up the transaction to where you can change the account codes. Once the correct account has been input save the transaction by clicking on the **"Save"** box on the top of the screen.

3. Send receipts (either original, fax or scanned) into Mission Office for approval. The system and the Church for control purposes require that all transactions are approved by an independent person. Please file copies of receipts as a back up.
 - a. The Mission President/Designee will approve the transaction(s) as **“Manager Review”**.
 - b. Receipts and payment documentation will then be filed in the Mission Office by card holder. This will serve as documentation for audit purposes.

Transactions need to be coded to the correct accounts before the 25th or so of each month. When you log-into the system there is a message to all card users notifying when the cut-off dates will be for the current month. What this means is that by the stated date the transactions will automatically be posted to the account which is in the system. If the account code is not correct then it will automatically post into the wrong account. If a charge does go to the wrong account it may be moved through a manual journal entry but this is additional steps we would wish to avoid. The first three digits of the correct account code are the last three digits of the figures in the line Dept ID. The last four digits of the correct account code are the digits in the line Account.

The system only shows you the current un-posted transactions. In order to see all of your transactions go into the “Query” feature and change the query to look at your “Last Name”; type in your last name and run the query. If you save this query you will then be able to go into it and view all of your transactions at any time.

Split Transactions

If you purchase an item that needs to be split or divided between various accounts this can be done by double clicking on the transaction and clicking on the “Split” tab. You can split a transaction into as many different accounts as needed.

Lost/Stolen, replacement cards; password renewal, etc.

For all other card related issues please contact by sending an email to the Area Office.

Area Office Contacts

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