P-Card Terminology

**Account Summary** - The Cardholder Account Summary is shown on the Welcome page and displays a snapshot of real-time account information, including the credit limit, currently available credit, current statement balance, recent transactions, declines and reason code for declines.

**Approver** - The person responsible for reviewing, approving, signing and dating the Cardholder's Baylor Transaction Detail report.

**Baylor Transaction Detail (BTD) report** - The listing of current transactions made on the P-Card within one billing cycle which includes notes and department information. This report total must match the Memo Statement and must be reviewed, signed and dated by both the Cardholder and Approver. Accounts with a zero balance must show the cardholder first and last name, are created by the correct date range and are also reviewed, signed and dated by the Cardholder and Approver.

**Cardholder** - The person who has been issued a P-Card and is authorized to make purchases in accordance with the P-Card policies and procedures.

**Cardholder Dashboard** - The Cardholder Dashboard is shown on the Welcome screen and displays a snapshot of real-time account information, including the credit limit, currently available credit, current statement balance, recent transactions, declines and reason code for declines.

**Card Program Manager** - The person in the University’s Purchasing Office who is responsible for program details, including Cardholder inquiries.

**International Transaction Fee** - Transaction fee charged by JPMorgan for payments that are made to a foreign vendor.

**JPMorgan** - The issuing bank of the P-Card.

**Memo Statement** - The listing of all cardholder activity for the current billing cycle, separated by the classification of each vendor. This statement is printed by the Cardholder through PaymentNet and reviewed by the Approver. Receipts, invoices, etc., will need to be attached in sequence to this statement.

**Password** - Password that is required to log on in PaymentNet.

**PaymentNet** - The JPMorgan online bank platform.
**Purchasing Limits** - The limitation of purchasing authority delegated to a Cardholder.

**Security Identifiers** - Information you will provide when contacting JPMorgan.

- Access Code 1 - Last 4 digits of your Baylor ID#
- Access Code 2 - Last 4 digits of Baylor's Fed ID# 9753

**Supplier** - A company from which a Cardholder is purchasing goods under the provisions of these procedures.

**Transaction Notes** - Detailed information relating to a purchasing transaction that includes:

- or what was bought (for example: office supplies should include some of the higher priced items purchased, but does not need to include the entire purchase)
- for whom and/or what purpose
- location/dates of conference, (if registration fees)
- time period (for membership fees)
- year, make, model and VIN of the Baylor-owned vehicle (for all vehicle expenses)
- campus location for all catered events (for example: Clifton Robinson Tower)

This is a requirement for every transaction posted to the P-Card.

**Welcome Page Message** - Program updates and important information (located on the Welcome page in PaymentNet).