

**11/5/2013**

**PVSNET Upgrade Notice No. 1**

This is to notify all cardholders that JP Morgan Chase (our purchasing card supplier) will be upgrading their reconciling software. We will be moving from PVS Net to Payment Net4.

There are many enhanced features that will be included in this upgrade. A few of these include:

- The ability for cardholders to change their passwords immediately without contacting our PCard Coordinator for assistance.
- The ability for the PCard staff to see why cards are declining in real-time, without having to contact the bank. (We will be able to assist you immediately when you are at a merchant check-out counter and are being told your card is being declined by the bank.)
- A more user-friendly interface. (You will also retain your current Log in ID)
- Advanced reporting capabilities, downloading directly into Excel. (Will provide additional reporting options for cardholders, liaisons, supervisors, and the PCard staff)

We will continue to use PVS Net for next month's reconciliation as usual. However, beginning with the reconciliation we do to reconcile our transactions at the end of December we will be using the new software. The use of this software is user friendly and will not require intense training to be able to use. Within the next couple of weeks we will be providing a basic web based demo on our Purchasing website for cardholders to view, sending out detailed screen shots giving instructions on how to use the software, and will be offering in-person training sessions in the Purchasing conference room on the software. In addition to these training materials and classes, the Purchasing conference room will be set up with stations for cardholders to come in and have PCard staff walk you through your Dec. reconciliation on line.

We realize that this is not much notice of the change. However, we do not anticipate that there will be major issues with learning the software and the benefits of the upgrade are beneficial to all of us.

If you have any questions, please contact us at 774-2273.

UNLV Purchasing And Contracts

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**JP Morgan Chase Customer Service Department**

**Phone: 800-316-6056**