



P-CUTs



May 2009

NEW PCARD RESTRICTION DUE TO CHANGE IN THE TIMES

The “excess” baggage charges for a traveler’s first checked bag needs to be claimed separately as a miscellaneous expense and will be reimbursed with an original receipt.

The airlines consider this to be an additional fee, and separate receipts are issued for this particular expense exclusive of the fees for the airfare. Therefore, they cannot be claimed with the airfare as a transportation expense.

Fees for overweight baggage and charges for additional bags require written justification and approval by the Authorizing Travel Official. The Travel office must audit and approve all charges to ensure compliance with state and ASU travel policy. If you have any questions concerning this new restriction please call the Travel Office at 5-8375.

YEAR END P-CARD UPDATES

Another year is coming to a close and the following dates will help you with Fiscal Year End P-Card processing: if you use the P-Card for yearend purchases, these dates will be important to you. Purchases made on the P-Card on Tuesday June 16th, are almost certain to be processed as a FY09 transaction. If you use the P-Card on June 17th, it has a 70% chance of being processed as a FY09 transaction, June 19th transactions have a 17% chance, etc. until June 22nd, which is the last date the card can be used for FY09 transactions. These percentages are based on past years experiences which depend on when suppliers actually post transactions to their processing bank. You will continue to have the standard 5 day window to modify Object/Sub-Object and Sub-Org in PaymentNet before P-Card transactions are pushed to the Advantage system on June 30th.

DOES THE MANAGER AGREEMENT FORM NEED TO BE COMPLETED FOR EACH P-CARD APPLICATION?

The P-Card Office only needs one current P-Card Manager Agreement Form per manager on file. If your department is already using P-Cards you can assume we have already received this form – there is no need to send another one. The VISA P-Card system only allows one manager per University department. If you don’t know who your P-Card Manager is for your department, please email pcard@asu.edu or call Gail Horney at 5-0658.

INSIDE THIS ISSUE

- 2 DO YOU HAVE PAYMENTNET ACCESS YET?
- 2 WHAT IS THE JPMORGAN LEARNING WEBSITE?
- 2 DO YOU KNOW HOW LONG IT TAKES A HACKER TO CRACK A PASSWORD?

DO YOU HAVE PAYMENTNET ACCESS YET?

Many of you have access to the JPMorgan PaymentNet System. We have had very high praise and positive feedback for what you can do. The system allows you to change Sub-Orgs, Objects and Sub-Object codes – eliminating the need for an IX in the Advantage system. Many PaymentNet users have stated that the reports and queries in the system have been a great help in helping them do their job better.

We would like to encourage anyone, who is not using PaymentNet to email pcard@asu.edu to request access. PaymentNet can be used either for yourself as a cardholder or for a group of cards you reconcile for your department. When requesting PaymentNet access please include your Advantage ID (abc9) and the cardholder name(s) for whom you need access. We also recommend you cc your Purchasing Card Manager as an FYI.

Let us help you do your job better!

WHAT IS THE JPMORGAN LEARNING WEBSITE?

For those of you who have access to PaymentNet but would like to know more about what it can do for you; you can use the PaymentNet Learning Website. This website offers you desktop training on PaymentNet modules to help make PaymentNet even more efficient for you. This interactive website allows you to use your current ID and PW for easy access. Simply go to www.larning.paymentnet.com

DO YOU KNOW HOW LONG IT TAKES A HACKER TO CRACK A PASSWORD?

Six Characters	Example	Number of Combinations	Days to Crack Code
All numbers	123456	1,000,000	58
All letters	abcdef	309,000,000	17,882
Numbers & letters	1a2b3c	2,180,000,000	126,157
Numbers, letters & special characters	1a#2b\$	3,520,000,000	203,704
Lower and upper case letters	ABcDef	19,600,000,000	1,134,259
Lower & upper case letters & numbers	AB1dE2	56,800,000,000	3,287,037
Lower & upper case letters, numbers & special characters	AB1#cD	690,000,000,000	39,930,556

Note: if you started with a password of five lowercase letters, which has 11,881,376 variations (26 to the fifth power, for math wonks). After step three, our password has more than 10 trillion combinations of characters (72 to the seventh power). Even a desktop computer that can guess a million passwords per second will need more than three months to run through all those possibilities.

We want to thank Patricia Green from JPMorgan for this valuable information.

