

**EASTERN ILLINOIS UNIVERSITY
PURCHASING CARD
PAYMENTNET MANUAL**

Revised 9/23/09

Table of Contents

	Page
1. Introduction.....	1
2. Purpose.....	1
3. System Requirements.....	1
4. Logging into the PaymentNet System.....	1
5. Navigating in PaymentNet.....	4
6. Cardholder Procedures.....	7
6.1. Review Transactions, Assign Organization and Account Information, and Document the Nature of Each Expense.....	7
6.2. Split Transactions.....	11
6.3. Dispute Transactions.....	13
6.4. Print Monthly Statements.....	16
6.5. Reconcile Itemized Receipts to the Commercial Card Statement.....	18
7. Approving Official Procedures.....	19
7.1. Review Cardholder Transactions.....	19
7.2. Review and Approve Transactions on PaymentNet.....	19
7.3. Reconcile Commercial Card Statement.....	21
8. Creating Custom Queries in PaymentNet.....	22
8.1. Create a Query.....	22
8.2. Reset Query.....	24
8.3. Save Query.....	24
8.4. Delete Query.....	24
9. Creating Reports.....	24
9.1. Access the Reports Screen.....	24
9.2. Select Report Type.....	25
9.3. Define Report Criteria.....	25
9.4. Generate the Report.....	26
9.5. View Report On-Line.....	27
9.6. Print Report.....	29
10. The Learning Website.....	30

1. Introduction

PaymentNet is the database of record for all P-Card transactions. Access to PaymentNet is password-restricted to ensure safekeeping of information. Cardholder and Manager hierarchies are maintained in PaymentNet to ensure proper segregation of the review and approval process. The ability to post account information to transactions is maintained and monitored in PaymentNet.

PaymentNet is a web-based program developed by JPMorgan Chase that provides Cardholders and Approving Officials a convenient method of reviewing transaction detail, allocating transactions to one or more Banner organization numbers, querying information on the purchasing activity of each P-Card, and accessing monthly statements. Transactions generally appear in PaymentNet approximately 24 hours after being processed by the vendor's bank.

2. Purpose

This guide, used in conjunction with the Purchasing Card Policy and Procedures Manual, explains the detailed procedures for Cardholders and Approving Officials to use in reviewing transactions, assigning organization and account information, documenting transaction notes and justification, approving transactions, and creating queries and reports.

3. System Requirements

In order to access PaymentNet, your computer requires:

- An Internet Browser. Recommended browsers: Internet Explorer 4.01 SP2 or greater, or Netscape 4.7 or greater.
- 800 x 600 (or greater) screen resolution recommended.
- Adobe Acrobat Reader software in order to view and print reports. Free copies of Adobe Acrobat Reader can be downloaded from <http://www.adobe.com/>.
- Word 95 or greater and Excel 95 or greater are recommended to view reports.
- A "gateway" to the Internet (users must have access out of any University placed firewalls). PaymentNet may be accessed outside of the work environment simply by having access to an ISP (Internet Service Provider).

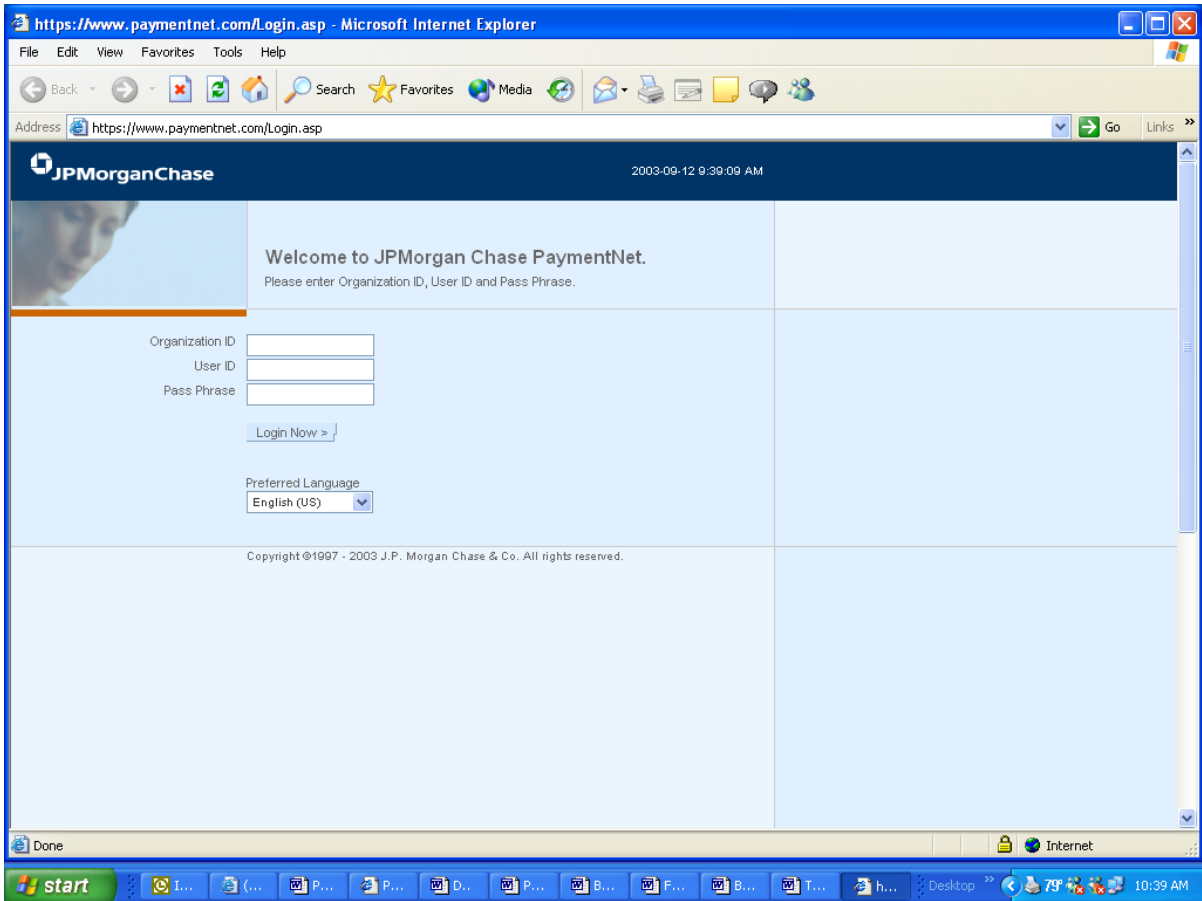
4. Logging into the PaymentNet System

4.1 The Login Screen

Using your browser, go to: <http://www.paymentnet.com>.

Note that you may also access PaymentNet from the EIU Department of Procurement, Disbursements and Contract Services homepage by selecting the PaymentNet or P-Card link.

This will bring you to the Login Screen.



Enter the login information required:



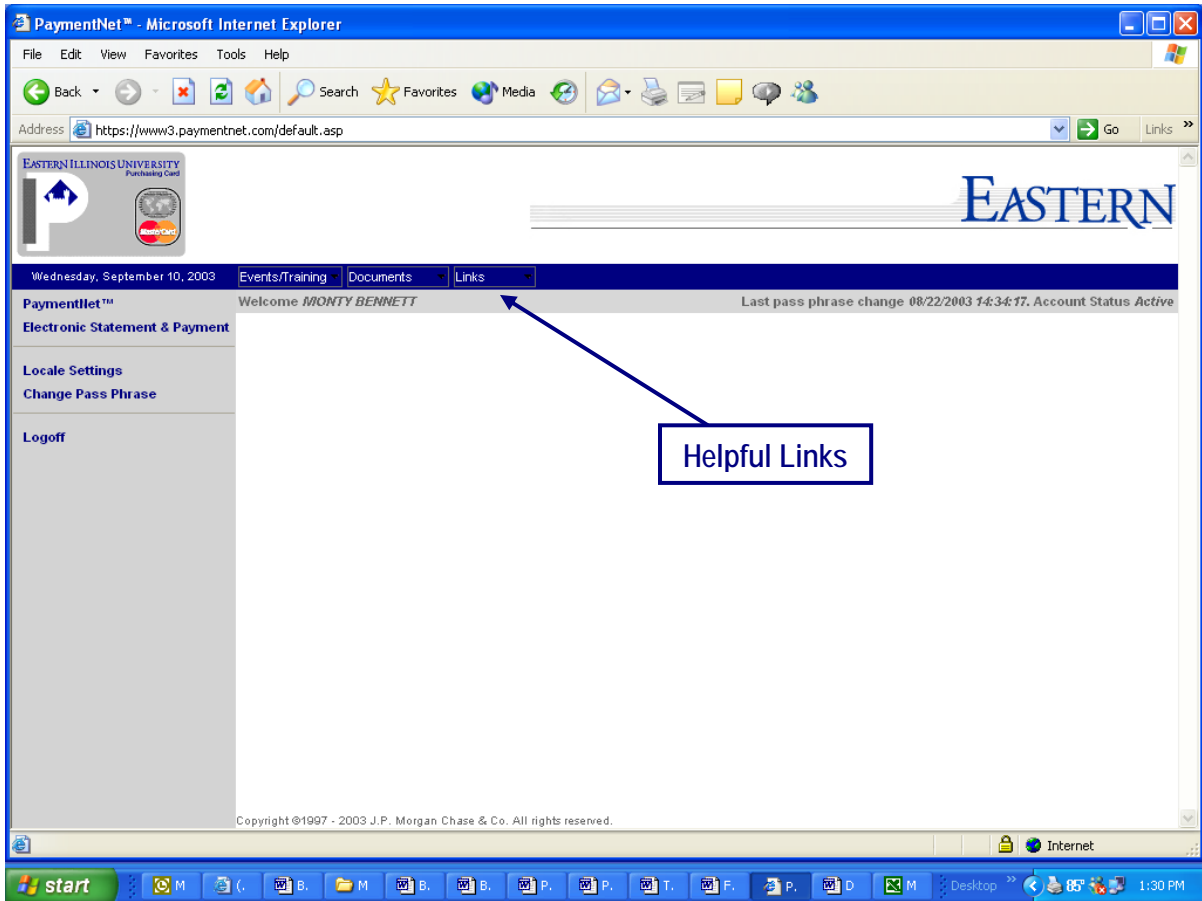
Login information is case sensitive. The Organization ID and User ID are lower case, and the default temporary Pass Phrase is upper case.

- Enter Organization ID (provided at time of card issuance)
- Enter User ID (assigned at time of card issuance)
- Enter Pass Phrase (temporary pass phrase assigned at time of card issuance)
- Click **Login Now**



The Assistant P-Card Administrator assigns a temporary pass phrase to each new Cardholder and Approving Official. This temporary pass phrase must be changed **the first time** the user logs into PaymentNet. Select the **Change Pass Phrase** option on the navigation bar in the Welcome Screen to update your pass phrase.

The next screen you will see is the Welcome Screen for the PaymentNet System.



The Welcome Screen is the gateway to all PaymentNet modules and services. The links and services that you will use as Cardholders and Approving Officials are described below:

MODULE

DESCRIPTION/USE

PaymentNet

- Cardholders validate transactions to original receipts, assign the organization and account number(s) to which the expense will be charged against, and document the nature of each expense. This is also used to process disputed transactions.

Approving Officials review and approve Cardholder transactions for allowability, propriety, and proper organization and account allocation, and approve for payment against Cardholder designated funds.

Electronic Statement & Payment (ESP)

- Used by Cardholders to print the monthly electronic statement.

Locale Settings

- Allows Cardholders and Approving Officials to define personal preferences for language (English or French) and date formats.

- Change Pass Phrase** - Allows Cardholders and Approving Officials to change/update pass phrases. This must be used by all users to immediately update temporary pass phrases assigned by the Assistant P-Card Administrator; anytime the user believes the confidentiality of the pass phrase may have been compromised; and on a regular basis to maintain the integrity and confidentiality of the pass phrase.
- Links** - Provides a drop-down list of useful and related links to frequently used websites and documents (i.e., P-Card website, Department or Procurement, Disbursements and Contract Services homepage, etc.).
- Logoff** - Logs user out of the PaymentNet system. For security purposes, users should log off each time they have finished their session.



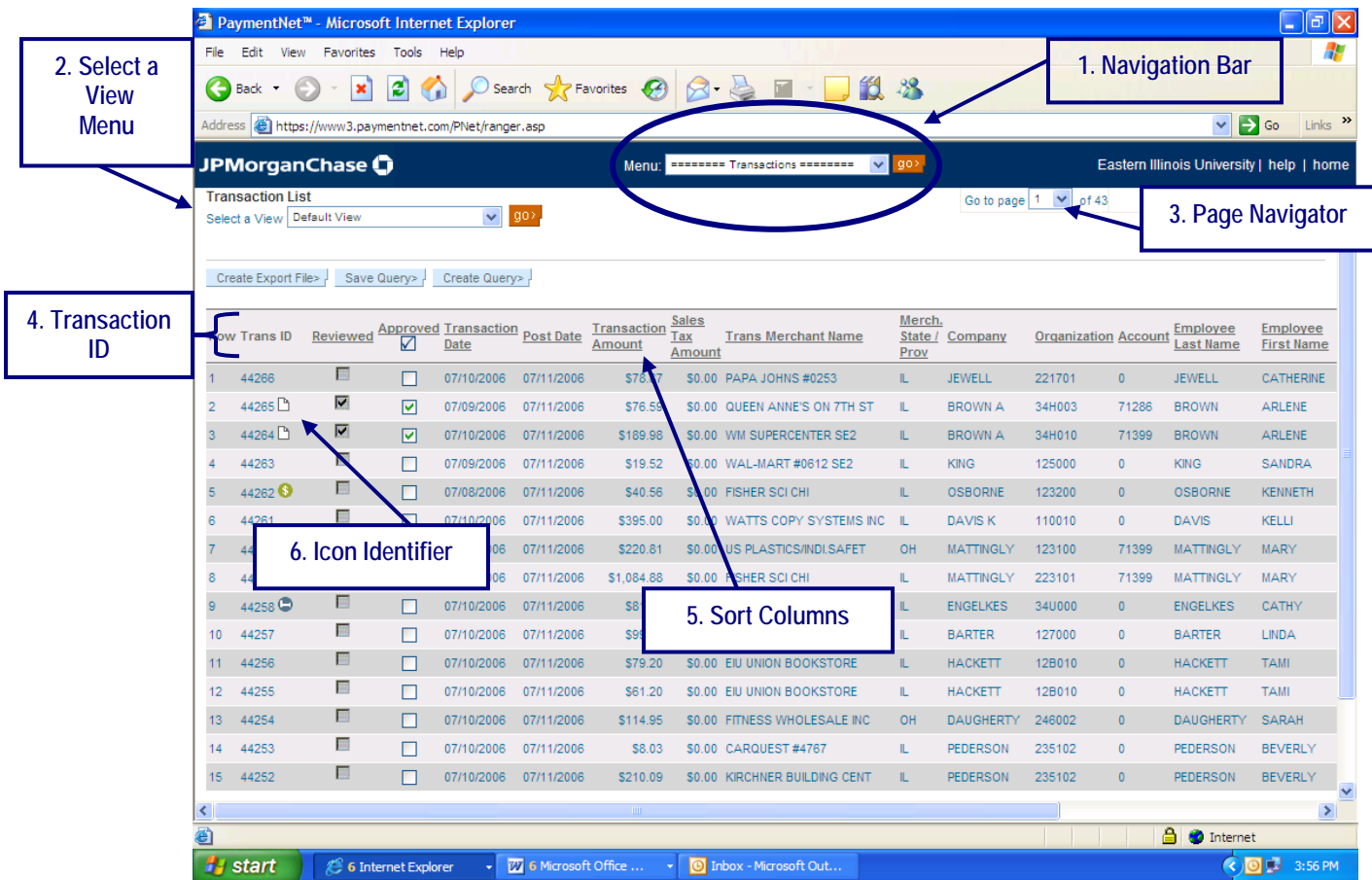
See Section 5 – Navigating in PaymentNet and Section 8 – Creating Custom Queries in PaymentNet for detailed instructions on advanced navigation and query techniques within the PaymentNet module.

5. Navigating in PaymentNet

The PaymentNet system provides several tools to help you navigate through the system. These tools will be demonstrated as used on the Transaction List Screen, the most commonly used screen by Cardholders and Approving Officials.

The Transaction List Screen

The Transaction List Screen displays Cardholder transactions.



1. Navigation Bar

At the top of the Transaction List Screen, you will see a **blue** bar (circled above), which represents PaymentNet's main navigation bar. This drop-down menu navigates through all of PaymentNet's screens. When you initially open PaymentNet, the **Menu** defaults to **Transactions**.

2. "Select a View" Drop-Down Menu



This menu displays queries that have been created and saved. If no queries have been created, this will show only the **Default View** option. See Section 8 - Creating Custom Queries in PaymentNet for detailed instructions on creating new queries.

3. **Page Navigator**

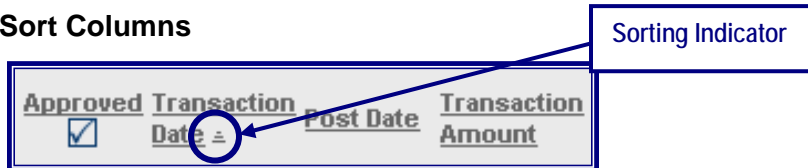


Go to page ___ of ___ displays the number of pages of transactions that are available for viewing. By clicking on the arrows on the upper right part of the screen, you can display the first page, previous page, next page, or last page. The options available are dependent on the current page. The drop-down feature allows you to go to a specific page number. If more than 100 pages exist, a text box will allow you to type in the desired page number.

4. **Transaction Identifier (Trans ID)**









This number is a unique reference number assigned to each transaction in PaymentNet. As new transactions are posted, the transaction ID numbers will become sequentially higher.

5. **Sort Columns**



To sort data by category, click on one of the underlined column headings. This will sort the information in ascending order. To sort in descending order, click on the underlined category again. An upward or downward triangle indicator (≡) will appear next to the column that is being sorted, depending on if it is sorted in ascending or descending order.

6. **Icons**

 Note Icon	 Purchase Detail Icon
 Dispute Initiated Icon (Yellow)	 Dispute in Process Icon (Red)
 Lodging Detail	 Airline Detail
 Car Rental Detail	 Out of Compliance Flag

A variety of icons are visible in the **Trans ID** column. Clicking on each of these icons will allow the user to view additional detail pertaining to that transaction.



Vendors have the option of providing various levels of detail with the transaction information. The level of transaction detail in PaymentNet will match the level provided by the vendor. If the vendor has reported transaction detail, a green dollar icon (\$) appears next to the **Trans ID** on the Transaction List Screen. By clicking on the icon (or the **View Transaction Detail** link), the Purchase Detail will be displayed.

6. Cardholder Procedures

6.1 Review Transactions, Assign Organization and Account Information, and Document the Nature of Each Expense

Use the **PaymentNet** module to review each transaction, designate the organization and account number(s) to which the transaction should be charged, and document the nature of the expense. This can be done anytime throughout the month, but no later than the designated deadlines described in the Billing Cycle Schedule.

6.1.1 Access the PaymentNet Module

From the Welcome Screen, select **PaymentNet** from the navigation bar on the left side of the screen. This brings you to the Transaction List Screen.

Row	Trans ID	Reviewed	Approved	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch. State / Prov	Company	Organization	Account	Employee Last Name	Employee First Name
1	44266	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$78.87	\$0.00	PAPA JOHN'S #0253	IL	JEWELL	221701	0	JEWELL	CATHERINE
2	44265	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/09/2006	07/11/2006	\$76.59	\$0.00	QUEEN ANNE'S ON 7TH ST	IL	BROWN A	34H003	71286	BROWN	ARLENE
3	44264	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/10/2006	07/11/2006	\$189.98	\$0.00	WM SUPERCENTER SE2	IL	BROWN A	34H010	71399	BROWN	ARLENE
4	44263	<input type="checkbox"/>	<input type="checkbox"/>	07/09/2006	07/11/2006	\$19.52	\$0.00	WAL-MART #0612 SE2	IL	KING	125000	0	KING	SANDRA
5	44262	<input type="checkbox"/>	<input type="checkbox"/>	07/08/2006	07/11/2006	\$40.56	\$0.00	FISHER SCI CHI	IL	OSBORNE	123200	0	OSBORNE	KENNETH
6	44261	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$395.00	\$0.00	WATTS COPY SYSTEMS INC	IL	DAVIS K	110010	0	DAVIS	KELLI
7	44260	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/10/2006	07/11/2006	\$220.81	\$0.00	US PLASTICS/INDISAFET	OH	MATTINGLY	123100	71399	MATTINGLY	MARY
8	44258	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/08/2006	07/11/2006	\$1,084.88	\$0.00	FISHER SCI CHI	IL	MATTINGLY	223101	71399	MATTINGLY	MARY
9	44256	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$81.03	\$0.00	DRURY INNS SUITES	IL	ENGELKES	34U000	0	ENGELKES	CATHY
10	44257	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$99.00	\$0.00	U OF IL ONLINE PAYMENT	IL	BARTER	127000	0	BARTER	LINDA
11	44256	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$79.20	\$0.00	EIU UNION BOOKSTORE	IL	HACKETT	12B010	0	HACKETT	TAMI
12	44255	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$61.20	\$0.00	EIU UNION BOOKSTORE	IL	HACKETT	12B010	0	HACKETT	TAMI
13	44254	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$114.95	\$0.00	FITNESS WHOLESAL INC	OH	DAUGHERTY	246002	0	DAUGHERTY	SARAH
14	44253	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$8.03	\$0.00	CARQUEST #4767	IL	PEDERSON	235102	0	PEDERSON	BEVERLY
15	44252	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$210.09	\$0.00	KIRCHNER BUILDING CENT	IL	PEDERSON	235102	0	PEDERSON	BEVERLY



See Section 5 – Navigating in PaymentNet for additional details and instructions regarding other tools to assist you while navigating around PaymentNet.

6.1.2 View Transactions and Compare to Itemized Receipts

From the Transaction List Screen, you can view all transactions that have posted to PaymentNet. Compare each PaymentNet transaction to your itemized receipts. Research and resolve any differences.

Reviewed & Approved

Transaction Detail

Return to Transaction List link

Company, Organization, Account

Transaction Notes Box

Reviewed	<input type="checkbox"/>
Approved	<input type="checkbox"/>
Account Number	*****5678
Cardholder	COBB, M. LYNN
Transaction Date	04/03/2008
Post Date	04/03/2008
Customer Code	NONE
Merchant ID	6910
Trans Merchant Name	CINTAS #370
Trans Merchant City	TERRE HAUTE
Merch. State / Prov	IN
Merchant MCC	7296
Originating Currency	US Dollar
Orig Currency Amt	\$29.90
Subtotal	\$29.90
Sales Tax Amount	\$0.00
Total	\$29.90

6.1.3 Assign the organization number and account the expense should be charged against.

For each transaction, click on the **blue** text. This will bring you to the Transaction Detail Record Screen where you can assign organization number and account information.

- Company**
 The Cardholder's last name should be entered here in order for the customized **Organization** and **Account** drop-down menus to appear.

- **Organization**
Using the drop-down menu, select the appropriate organization number for the purchase. Be sure to verify that there is sufficient budget available in the specified organization.
- **Account**
Using the drop-down menu, select the appropriate account for the item(s) purchased.



Organization and **Account** drop-down lists are customized for each user at the time of account set-up. The **Organization** options list is defined at the time Cardholder applications are processed. Once an organization is selected, the system will populate the **Account** drop-down list with all the accounts eligible for use with that organization number.



In some cases, it will be appropriate to allocate the transaction to more than one organization number and/or account. Refer to Section 6.2 – Split Transactions for detailed procedures.



For purchases combining equipment and commodities, it is important to allocate the correct portion of the freight/shipping charge to the cost of the equipment. For example, you buy a printer for \$150, software for \$30, freight/shipping is \$20, a total of \$200. The printer at \$150 is 75% of the total cost; therefore you need to add 75% of the freight/shipping cost of \$20 to the amount of the printer. 75% of \$20 is \$15, so you would take \$165 out of the equipment account for the printer, and \$35 out of the software account for the software.

6.1.4 Document the Nature of the Expense

An explanation regarding the nature of the expense is required in the **Transaction Notes** box on the Transaction Detail Record Screen. Document the specific nature of the expense, including information for Fixed Assets for equipment purchases.

When purchasing supplies, the types of supplies, purpose, and intended use must be documented. For example, on a Staples transaction, the **Transaction Notes** field might be populated as follows: “Staples – office supplies (pens, paper, post-it notes) to be used on XYZ training grant for interviews with subjects.”

When purchasing equipment, the following information should be included in the Transaction Notes:

- Asset Description (include noun(s)) – indicate if replacement
- Manufacturer Name
- Model Number
- Serial Number
- Quantity
- Unit/Each Price
- Invoice Number (if an invoice was received)
- Building Name and Room Number equipment will be located in
- Organization number equipment should be inventoried to, if different from organization number paid from
- “Approved by _____ on _____ (date)” (the designated approving person/department as indicated on the Prohibited P-Card Use list in the Purchasing Card Policy and Procedures Manual)

The Fixed Assets Tag Request Form for P-Card Purchases along with a copy of an itemized receipt for any equipment purchase must be sent to Fixed Asset Records in the Business Office as soon as possible. This receipt should include a description of item(s) purchased, quantity purchased of each item, and unit price of each item.

When using your P-Card for travel expenses, the following information must be included in the Transaction Notes:

- Travel Application Number(s) of the traveler(s) whose expenses you are paying
- Name(s) of the traveler(s) whose expenses you are paying
- Date(s) of travel and reason for travel

Attach copies of any travel receipts paid with the P-Card to the Travel Voucher(s). Indicate on these receipts that they were paid with the P-Card. Please enter travel expenses paid for by P-Card on the Travel Voucher form and subtract total paid by P-Card in the designated area on the form. These charges are included in the amount authorized to an employee for travel; however, they are not included in the amount to be reimbursed.

6.1.5 Check the “Reviewed” Indicator

Reviewed	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>

Mark the **Reviewed** checkbox on the Transaction Detail Record Screen to indicate the review is complete. This action certifies that you have completed the following:

- Reconciled itemized receipt to PaymentNet transaction detail

- Reviewed each transaction for allowability and appropriateness
- Allocated each transaction to the appropriate organization number(s) and account(s)
- Properly documented the nature of each transaction in accordance with published policies and procedures

Note that the **Approved** checkbox must not be checked by Cardholders. Only the Approving Official is allowed to check the **Approved** checkbox.

6.1.6 Save Transaction

After all organization and account information has been assigned, transaction notes documented, and the review indicator checked, click the **Save** button to retain information entered. Failure to save the transaction will result in lost information.



Each Friday, transactions will be posted to the designated organization numbers on Banner and no further changes can be made in PaymentNet. However, the information will remain in PaymentNet and be available for query. Refer to Section 8 – Creating Custom Queries in PaymentNet.

6.2 Split Transactions

In some instances, it may be necessary to allocate a purchase among multiple organization numbers and /or accounts. To begin dividing the total amount of the transaction between two or more organizations, select the desired transaction from the Transaction Detail Record Screen and click on **Split >**. This will bring you to the Transaction Split Screen.



Transactions can only be split among the organization numbers and accounts defined for each user at the time of account set-up.

6.2.1 Select the Number of Splits

You may select up to 10 splits from the drop-down list.

Transaction Split for Record # 44059

Save Split > Undo/Cancel Split > Dispute >

Reviewed Approved

Customer Code: 5904

Trans Merchant Name: NEIL ENTERPRISES INC

Trans Merchant City: VERNON HILLS

Merch. State / Prov: IL

Originating Currency: US Dollar

Orig Currency Amt: \$327.32

Subtotal: \$327.32

Sales Tax Amount: \$0.00

Total: \$327.32

Transaction Notes: migs ref 7029 inv 26070189

Select Number of Splits: 2

	Company	Organization	Account	ENC NUM (Purchasing Use Only)	ENC ITEM (Purchasing Use Only)	ENC SEQN (Purchasing Use Only)	Percent	Amount	
Edit Row >	COE	34U002	77135	0	0	0	83.59%	27.60	Edit Row >
Edit Row >	COE	34U002	71261	0	0	0	16.41%	5.72	Edit Row >

Copyright © 1997 - 2006 J.P. Morgan Chase & Co. All rights reserved.

6.2.2 Edit a Row

Click **Edit Row >**. This enables you to edit organization and account information and allocate the transaction amount by either percentage or by dollar amount.

6.2.3 Allocate by Percentage

Click in the **Percent** field and type the percentage that will be allocated to the line's organization and account information. The **Amount** field will update accordingly. When allocating transaction expenses to various organization numbers, PaymentNet will automatically balance the last split proportionally based on the percentages allocated to other organization numbers.

6.2.4 Allocate by Dollar Amount

Click in the **Amount** field and type the amount that will be allocated to the line's organization number. With PaymentNet's auto balance feature, the **Percent** field will update automatically.




The amount in the last split row is not editable. It will adjust to the other edited rows.

6.2.5 Complete the Split

When you are finished allocating the organization information for the row click **Save Row >**. This will refresh the screen and enable you to edit any additional rows.

When you have finished the entire split, click **Save Split >** button located at the top of the screen.

If you would like to cancel the changes you have made, click the **Undo/Cancel Split >** button located at the top of the screen.

When you are ready to return to the transaction listing, click the  **(Return to Transaction List)** link located at the top right of the screen.

6.3 Dispute Transactions

If you are unable to resolve a disputed item directly with the vendor, dispute the transaction in PaymentNet.



If questionable items appear in PaymentNet, refer to the Purchasing Card Policy and Procedures Manual – Section 10 – Disputed Transactions for additional information.

6.3.1 Submit a Disputed Item Claim in PaymentNet

- **Select the transaction from the Transaction Detail Record Screen and populate dispute information.**

Click the **Dispute >** button. Most fields will populate automatically. You will need to populate the following:

- **E-mail Address**
Enter your E-mail address
- **Merchant State**
Enter the state where the purchase was made
- **Dispute Reason**
Select the reason for dispute from the drop-down menu

Additional Information

Enter any information which may clarify the reason of the dispute

PaymentNet™ - Microsoft Internet Explorer

Address: <https://www.3.paymentnet.com/PNet/ranger.asp>

Menu: Transactions go

Eastern Illinois University | help | home

Return to Transaction List

Submit > Cancel > * Denotes required information

Name	JENNIFER SPRACKLEN
Transaction Date	06/19/2006
Trans Merchant Name	CENTRAL IL NEWSPAPER G
E-mail Address*	JDSPRACKLEN@EIU.EDU
Trans Merchant City	MATTOON
Merch State / Prov*	
Dispute Entry Date	07/13/2006
Transaction Amount	
Micro Reference	
Dispute Information	
Dispute Reason*	Billed more than once by same merchant.
Card in my possession	

* Items with the gray asterisk are required fields.

- **Submit the Dispute**

Click **Submit** after all of the required information has been entered. The following message may appear (in **blue**):

The dispute reason chosen will not be processed on-line due to the additional information needed. Please click here to view and print the pre-populated form to which you may attach the needed information and fax or mail to the J. P. Morgan Chase dispute team.

After the record has been submitted, a yellow square immediately appears next to the transaction on the Transaction List Screen, indicating that the dispute has been initiated.

1	260375	\$	11/07/2002	11/08/2002	\$13.49	\$0.00	FEDEX SHP 11/01/02 AB#
2	260370	\$	11/07/2002	11/08/2002	\$129.89	\$0.00	ENTERPRISE RENT A CAR
3	260366	\$					MOISE OFFICE*IN#728465

Yellow Square Indicator

- **Print the Disputed Item Form**

The message (in blue) above provides a hyperlink to the on-line form required. A new window will pop up with the form, generated in Adobe Acrobat reader. The form is pre-populated with the transaction information and dispute reason. A sample form is shown below:

JPMorganChase

Dear Cardholder,

The Dispute Reason that you chose through PaymentNet requires that additional documentation be supplied to enable us to work your dispute, therefore this dispute could not be completed through PaymentNet and we are providing this dispute form for your convenience. Once we receive this form and the needed documentation back via fax, we will place the charge in dispute and begin our investigation on your behalf. Regulations require that you notify us in writing within 60 days of your receipt of the statement reflecting the disputed charge. You are not required to use this form to notify us of your dispute; you may write us a separate letter instead. Please be advised that **Visa & MasterCard require that attempts be made to resolve your dispute with the merchant before notifying us.**

Any response received after the above-mentioned time frame may result in our inability to assist you with your dispute.

~Please fax this notification and needed documentation to : 1-801-590-1316~

NAME: _____ E-MAIL ADDRESS: _____
 ACCOUNT# _____ MERCHANT NAME: BOISE OFFICE*IN#728465
 AMOUNT: 72.54 TRANSACTION DATE: 11-06-2002 POST DATE: 11-08-2002

I have contacted the merchant in an attempt to resolve my dispute, but continue to dispute the above charge for the following reason;

I do not recognize this charge

Additional Information:

* ABOVE "INFORMATION/DOCUMENTATION" IN BOLD & BETWEEN ASTERISKS IS REQUIRED*
 -- DISPUTE NOTIFICATION NEEDS TO BE SIGNED BY THE "CARDHOLDER" --

 SIGNATURE DATE

This form must be **printed, signed, and faxed** or mailed with any additional criteria (i.e., receipts, invoices, etc.) to the JPMorgan Chase Dispute Department. A copy must be kept for your records within your department.

Once the JPMorgan Chase Dispute Department has processed all required information, the yellow square next to the transaction (on the Transaction List Screen) will be replaced with a red square (■), indicating that the transaction is currently in the dispute process.

- **Undo and Resolve a Dispute**

The Cardholder can cancel the dispute at any time prior to the yellow dot indicator turning red by clicking the **Undo >** button on the Dispute Screen. The yellow square will be removed and the dispute will be dropped.

Cardholders may resolve disputed transactions on-line with the **Mark as Resolved >** button. This option will appear for transactions already displaying the red dot indicator. Mark the transaction as resolved if the transaction was disputed in error, or at any time once you become aware that the transaction has been resolved.

After the **Mark as Resolved >** button is clicked, PaymentNet displays the following message:

This record has been sent to the dispute department for resolution

Once the resolution has been processed, the red square will automatically be removed by JPMorgan Chase.

6.3.2 Allocate the Organization Information to the Disputed Transaction

Using **PaymentNet**, allocate the organization and account information to the disputed transaction as you would if the item was not in dispute. This is where the item will be charged, if applicable, upon resolution of the dispute. While the dispute is pending, the organization will NOT be charged.

Document that the transaction is in dispute, and the summary of actions taken in the **Transaction Notes** box.

6.3.3 Process Credit Transactions

In some cases, disputed transactions will result in a credit transaction in PaymentNet and on the Commercial Card Statement. Allocate the credit transaction to the same organization and account that the disputed transaction was allocated to. Use the **Transaction Notes** box to reference that this is a credit to a previously disputed item.

6.4 Print Monthly Statements

Each Cardholder receives a paper statement from JPMorgan Chase for all P-Card transactions processed during a month after the end of each billing cycle. A Cardholder can also print an electronic statement via the **Electronic Statement & Payment (ESP)** module in PaymentNet. To view and print your monthly statement, select the **Electronic Statement & Payment** option in the navigation bar on the Welcome Screen.

Account number

Select Billing Cycle

Account Number	Billing Date	Due Date	Total Amount Due	Amount to Pay
<input type="text"/>	8/25/2003	9/19/2003	0.00	0.00

Account Name	Spend Limit	Available to Spend
JENNIFER APPLE	999,999.00	999,999.00

Post	Tran	Reference	Description	City	State/Prov	MCC	Amount
07/30	07/29	67463153210142223702178	RED HAT, INC	RALEIGH	NC	\$	309.95
08/15	08/13	69427913226511260563174	HOLIDAY INN SLC DOWNTOWN	SALT LAKE CITY	UT	☎	151.24

Average Daily Balance	Monthly Periodic Rate	Annual Percentage Rate	Annual Percentage Rate	Account Summary
Purchases	0.00	0.0000%	0.00%	Previous Balance
Cash Advances	0.00	0.0000%	0.00%	Purchases
				Cash Advances
				Credits
				Payments
				Other Charges
				Finance Charge
				New Balance

***** THE ABOVE LISTED TRANSACTIONS HAVE TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 461.19

6.4.1 View the Statement

The screen will display the most current statement information for the specified card. The statement includes Cardholder name, account number, billing and due dates, amount due, and transaction detail.



To view a prior month's statement select the billing date desired from the drop-down menu.

6.4.2 Print the Statement

To print the statement select one of the following buttons:

- [Print With Detail >](#)
- [Print Without Detail >](#)

The following message appears at the top of the screen in blue:

You're report has been added to the queue. This message will update when it's available.

- Click the Refresh button in your web browser toolbar

When the statement is ready to view, the following message will appear at the top of the screen:

Click to view report 

- Click the **green** arrow to download the statement in PDF Format

Adobe Acrobat will open and the statement will be displayed.
To print the statement:

- Select **File**
- Click **Print**
- Click **OK**

Once the statement has been printed, exit ESP by clicking the **Home** button on the top right side of the screen.

This will return you to the Welcome Screen and you will be able to access and review your transactions in the **PaymentNet** module.

6.5 Reconcile Itemized Receipts to the Commercial Card Statement

Once the statement has been received or printed, compare each itemized receipt to the transactions listed on the statement to ensure they are in agreement. **This must be done once each month.** If the amount on the statement does not agree to the itemized receipt, follow the instructions under Section 6.3 – Dispute Transactions to resolve the disagreement. If receipts are missing, the Cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, the Cardholder can request a copy from JPMorgan Chase. The bank will provide a copy for a fee of \$10.00, which will be charged to the Cardholder's P-Card account.



Staple individual receipts to 8½ x 11 sheets of paper to ensure they are not lost.

7. Approving Official Procedures

7.1 Review Cardholder Transactions

As Approving Official, you must review the Cardholder's Commercial Card Statement and receipts to ensure charges are appropriate, allowable and that no prohibited items have been purchased,

7.1.1 Review each Itemized Receipt

Review each receipt and ensure the amount on the receipt agrees to the amount of the transaction on PaymentNet. Review each receipt to ensure charges are appropriate, allowable, and that no prohibited items have been purchased.

7.2 Review and Approve Transactions on PaymentNet

Access PaymentNet to review the Cardholder's organization and account allocations and the Transaction Notes, documenting the nature of the expense for each transaction.

- **Log into PaymentNet**

Refer to Section 4 – Logging into the PaymentNet System.

- **Access the PaymentNet Module**

From the Welcome Screen, select **PaymentNet** from the navigation bar on the left side of the screen. This brings you to the Transaction List Screen.



See Section 5 – Navigating in PaymentNet for additional details and instructions regarding other tools to assist you while navigating around PaymentNet.

On the Transaction List Screen, review each transaction and mark the **Approved** checkbox on the Transaction Detail Record Screen to indicate that the review is complete and you approve the transaction. This action certifies that you have completed the following:

- Verified that the Cardholder has acquired the goods or services within published policies and procedures and that the expenses are allowable.
- Verified that the Cardholder has allocated the transactions to the appropriate organization number(s) and account(s) and that sufficient budget is available for each transaction to post. If necessary, make appropriate adjustments. Refer to Section 6.1 - Review Transactions, Assign Organization and Account Information, and Document the Nature of Each Expense.

- Verified that the Cardholder has properly documented the nature of each expense in the **Transaction Notes** box in accordance with published policies and procedures.
- Verified that the Cardholder has checked the **Reviewed** box certifying that they have completed their transaction review responsibilities.
- Acknowledged that as an authorized signer, you approve the expense and authorize payment against the designated funds.

7.3 Reconcile Commercial Card Statement

7.3.1 Review the monthly Commercial Card Statement provided by the Cardholder

- Verify that there are itemized receipts and supporting documentation for each purchase listed on the statement.
- Verify that if any item(s) is in dispute, a properly completed Disputed Item form is attached.

7.3.2 Sign the Commercial Card Statement

The Approving Official, as well as the Cardholder, must sign the statement certifying that they have reviewed the Cardholder purchases for appropriateness and allowability in accordance with the Purchasing Card Policy and Procedures Manual and all other Eastern Illinois University purchasing policies.

7.3.3 Retain P-Card Records within the Department

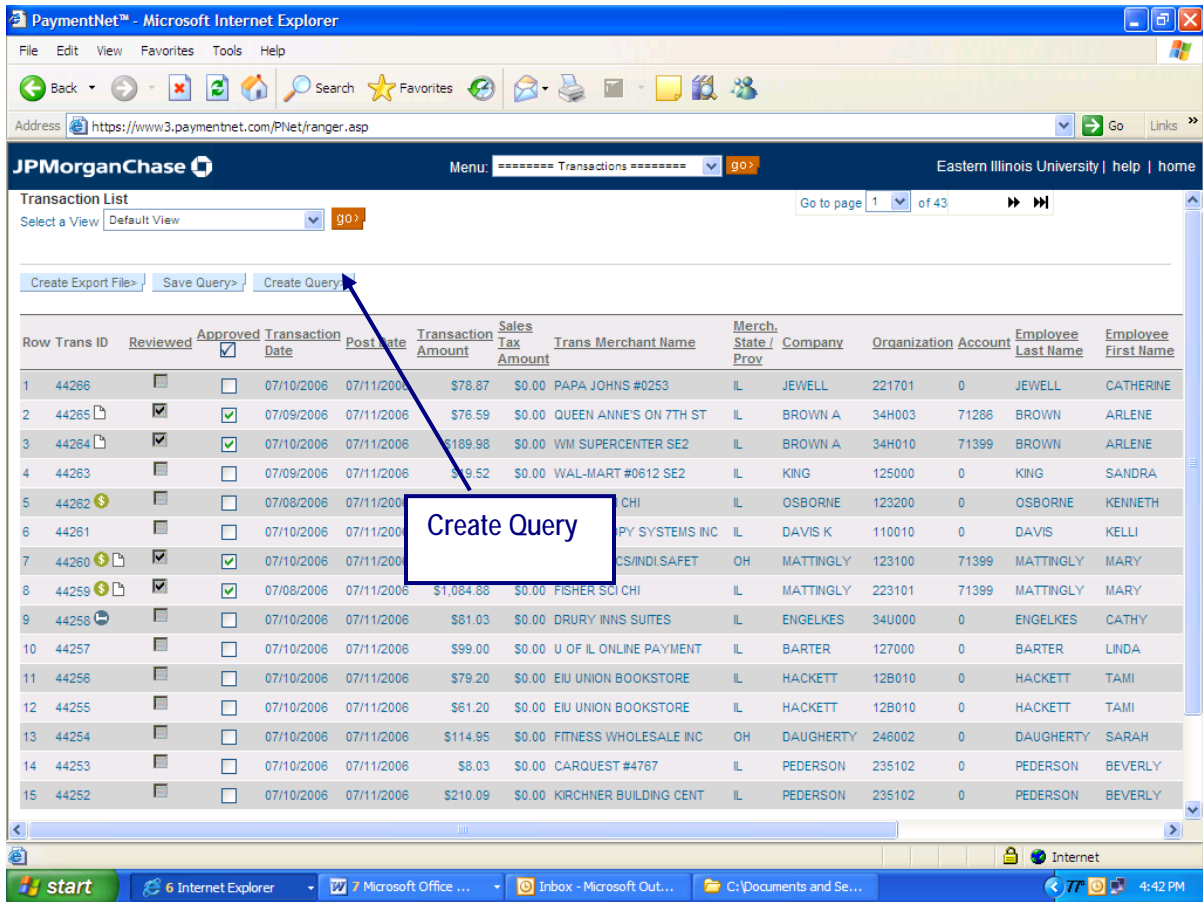
The signed Commercial Card Statement and all receipts and supporting documentation shall be retained by the department. Departments are responsible for retaining documentation for grants according to the grant's guidelines. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.

8. Creating Custom Queries in PaymentNet

The Query function enables you to view the transactions that meet user-specified criteria. Queries are available on the Transaction List Screen as well as many other screens.

8.1 Create a Query

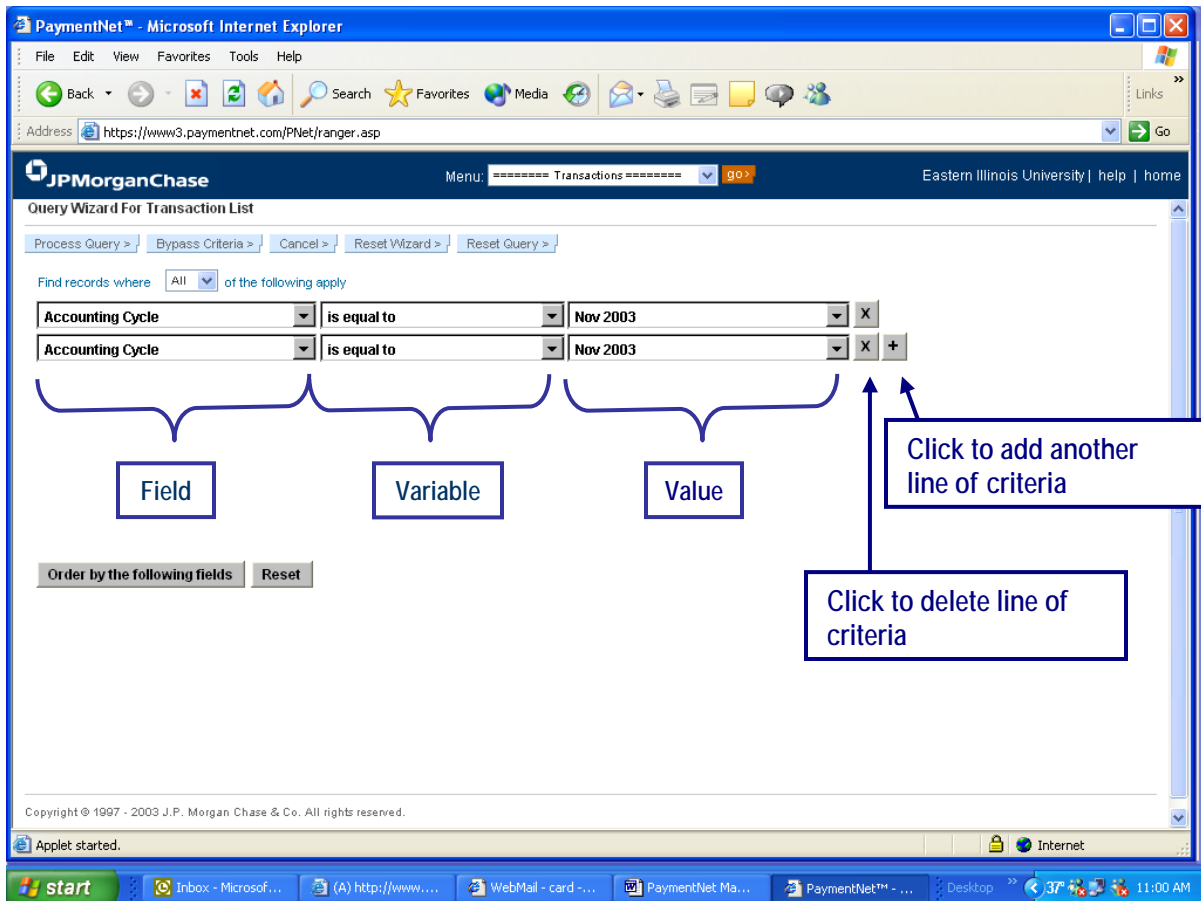
From the Transaction List Screen, click on the **Create Query** button.



The screenshot shows the PaymentNet Transaction List screen in a Microsoft Internet Explorer browser window. The browser address bar shows the URL: https://www3.paymentnet.com/PNet/franger.asp. The page header includes the JPMorganChase logo, a menu dropdown, and the text "Eastern Illinois University | help | home". The main content area is titled "Transaction List" and includes a "Select a View" dropdown set to "Default View" and a "Go to page 1 of 43" indicator. Below this, there are three buttons: "Create Export File>>", "Save Query>>", and "Create Query>>". The "Create Query>>" button is highlighted with a blue box and a blue arrow points to it from the text "Create Query" in a separate box. Below the buttons is a table of transactions with columns: Row, Trans ID, Reviewed, Approved, Transaction Date, Post Date, Transaction Amount, Sales Tax Amount, Trans Merchant Name, Merch. State / Prov, Company, Organization, Account, Employee Last Name, and Employee First Name. The table contains 15 rows of transaction data.

Row	Trans ID	Reviewed	Approved	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch. State / Prov	Company	Organization	Account	Employee Last Name	Employee First Name
1	44266	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$78.87	\$0.00	PAPA JOHN'S #0253	IL	JEWELL	221701	0	JEWELL	CATHERINE
2	44265	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/09/2006	07/11/2006	\$78.59	\$0.00	QUEEN ANNE'S ON 7TH ST	IL	BROWN A	34H003	71286	BROWN	ARLENE
3	44264	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/10/2006	07/11/2006	\$189.98	\$0.00	WM SUPERCENTER SE2	IL	BROWN A	34H010	71399	BROWN	ARLENE
4	44263	<input type="checkbox"/>	<input type="checkbox"/>	07/09/2006	07/11/2006	\$9.52	\$0.00	WAL-MART #0612 SE2	IL	KING	125000	0	KING	SANDRA
5	44262	<input type="checkbox"/>	<input type="checkbox"/>	07/08/2006	07/11/2006			CHI	IL	OSBORNE	123200	0	OSBORNE	KENNETH
6	44261	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006			PY SYSTEMS INC	IL	DAVIS K	110010	0	DAVIS	KELLI
7	44260	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/10/2006	07/11/2006			CS/INDISAFET	OH	MATTINGLY	123100	71399	MATTINGLY	MARY
8	44259	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07/08/2006	07/11/2006	\$1,084.88	\$0.00	FISHER SCI CHI	IL	MATTINGLY	223101	71399	MATTINGLY	MARY
9	44258	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$81.03	\$0.00	DRURY INNS SUITES	IL	ENGELKES	34U000	0	ENGELKES	CATHY
10	44257	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$99.00	\$0.00	U OF IL ONLINE PAYMENT	IL	BARTER	127000	0	BARTER	LINDA
11	44256	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$79.20	\$0.00	EIU UNION BOOKSTORE	IL	HACKETT	12B010	0	HACKETT	TAMI
12	44255	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$61.20	\$0.00	EIU UNION BOOKSTORE	IL	HACKETT	12B010	0	HACKETT	TAMI
13	44254	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$114.95	\$0.00	FITNESS WHOLESale INC	OH	DAUGHERTY	246002	0	DAUGHERTY	SARAH
14	44253	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$8.03	\$0.00	CARQUEST #4767	IL	PEDERSON	235102	0	PEDERSON	BEVERLY
15	44252	<input type="checkbox"/>	<input type="checkbox"/>	07/10/2006	07/11/2006	\$210.09	\$0.00	KIRCHNER BUILDING CENT	IL	PEDERSON	235102	0	PEDERSON	BEVERLY

This will bring you to the Query Wizard for Transaction List Screen.



8.1.1 Select your choice of All or Any from the drop-down box

- **All** - Meets all criteria specified within the query.
- **Any** - Meets any of the criteria specified within the query (meaning that a transaction only has to meet one of the criteria to appear in the query).

8.1.2 Select the field to query in the first drop-down box

8.1.3 Select the variable of the query in the second drop-down box

8.1.4 Fill in the last box with the appropriate value

8.1.5 To add additional rows of criteria, click the plus sign (+), then click **Process Query >**.

8.1.6 To delete rows of criteria, click the X button.

Query results will display on the Transaction List Screen.

8.2 Reset Query

Click **Reset Query >** to revert to your previous query, and then continue the steps described above to create another query.

8.3 Save Query

If you need to run this query often, you can save the query by clicking on the **Save Query >** button. You will be prompted to type in a name for the query. This saved query will then appear in the **Select a View** drop-down box.

8.4 Delete Query

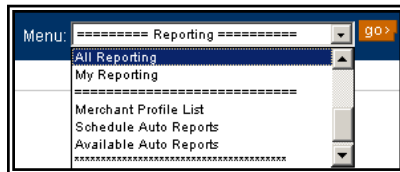
To delete a query, first select it from the **Select a View** drop-down box and click **go >**. Once the information has populated on the Transaction List Screen, click the **Delete Query >** button.

9. Creating Reports

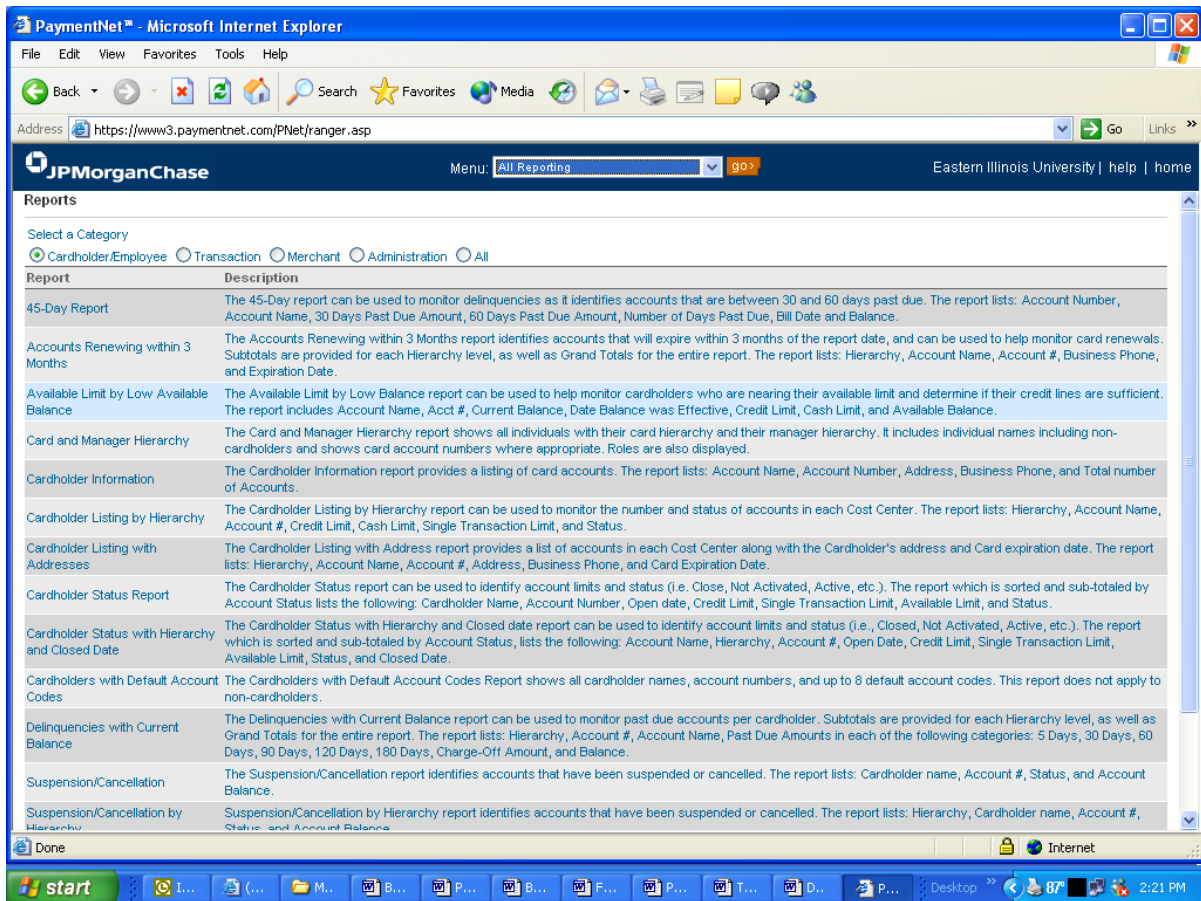
Reports can be created from transaction data in PaymentNet.

9.1 Access the Reports Screen

From PaymentNet's main navigation bar, scroll down to the **All Reporting** option and press **Go**.



This will bring you to the Reports Screen.



9.2 Select Report Type

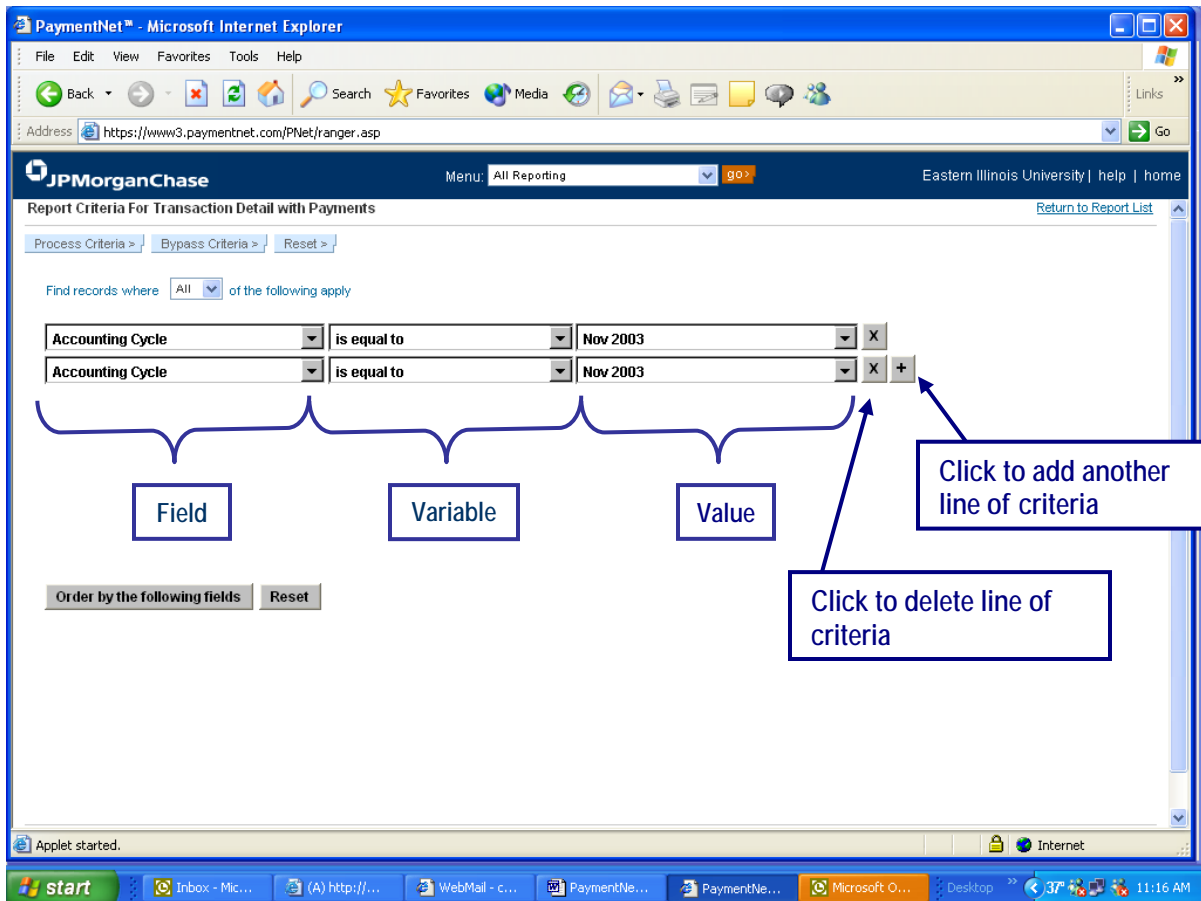
There are five different categories of reports. The most commonly used report type by Cardholders and Approving Officials are **Transaction** reports.



Click inside the circle next to the desired category to display available reports and their detailed descriptions.

9.3 Define Report Criteria

After you select a report type, the system will take you to the next screen where you can input criteria that will help limit the results of the report. However, you can click on [Bypass Criteria >](#) and run a report without any restrictions.




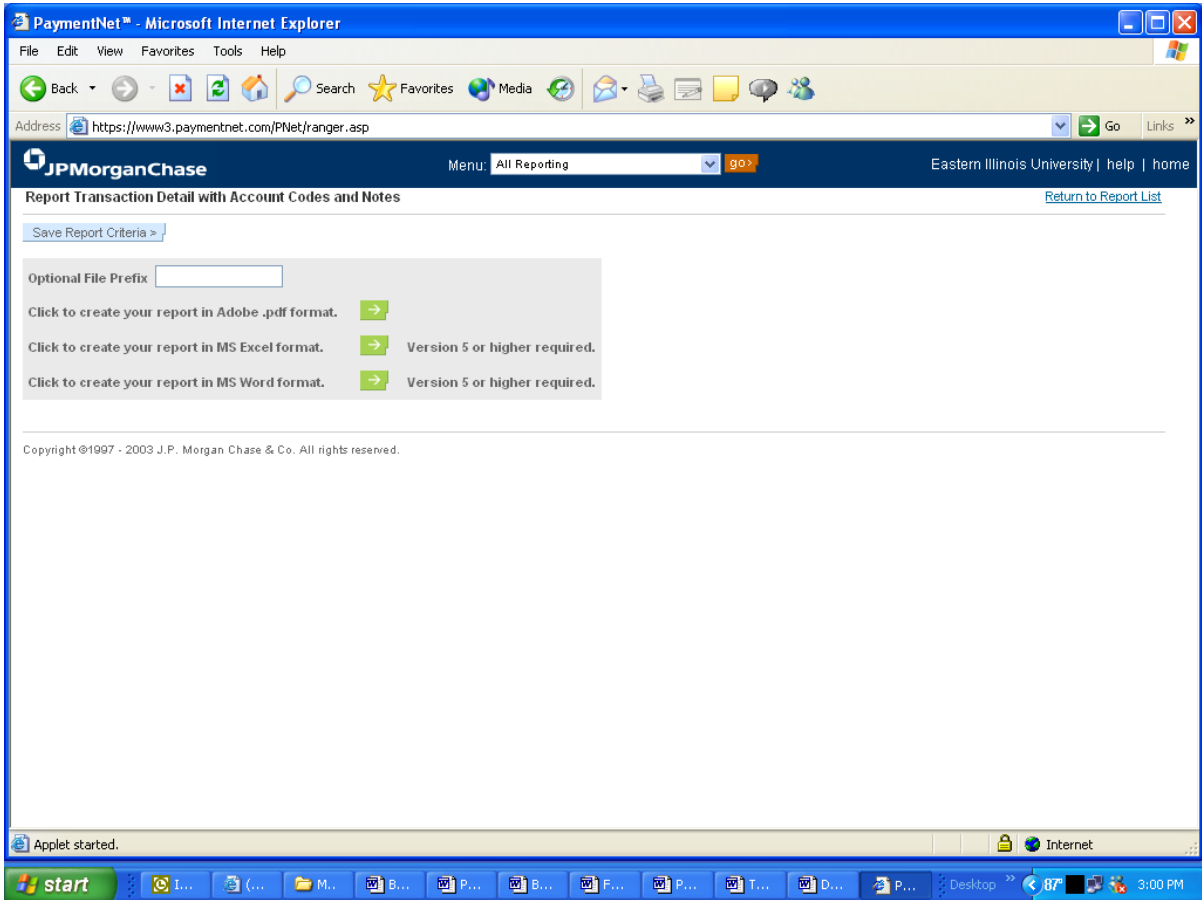
Criteria are restricted by three values: Field, Variable, and Value. You may select different criteria in the Field and Variable fields via the drop-down menus. Fill in the last box with the appropriate Value. For example, to view all transactions for a particular organization number:

- Change the **Field** to "Organization."
- Change the **Variable** to "is equal to."
- Type organization number in the **Value**.

To add additional rows of criteria, click the plus sign (+), then click [Process Query >](#). To delete rows of criteria, click the X button. When finished, click the [Process Criteria >](#) button.

9.4 Generate the Report

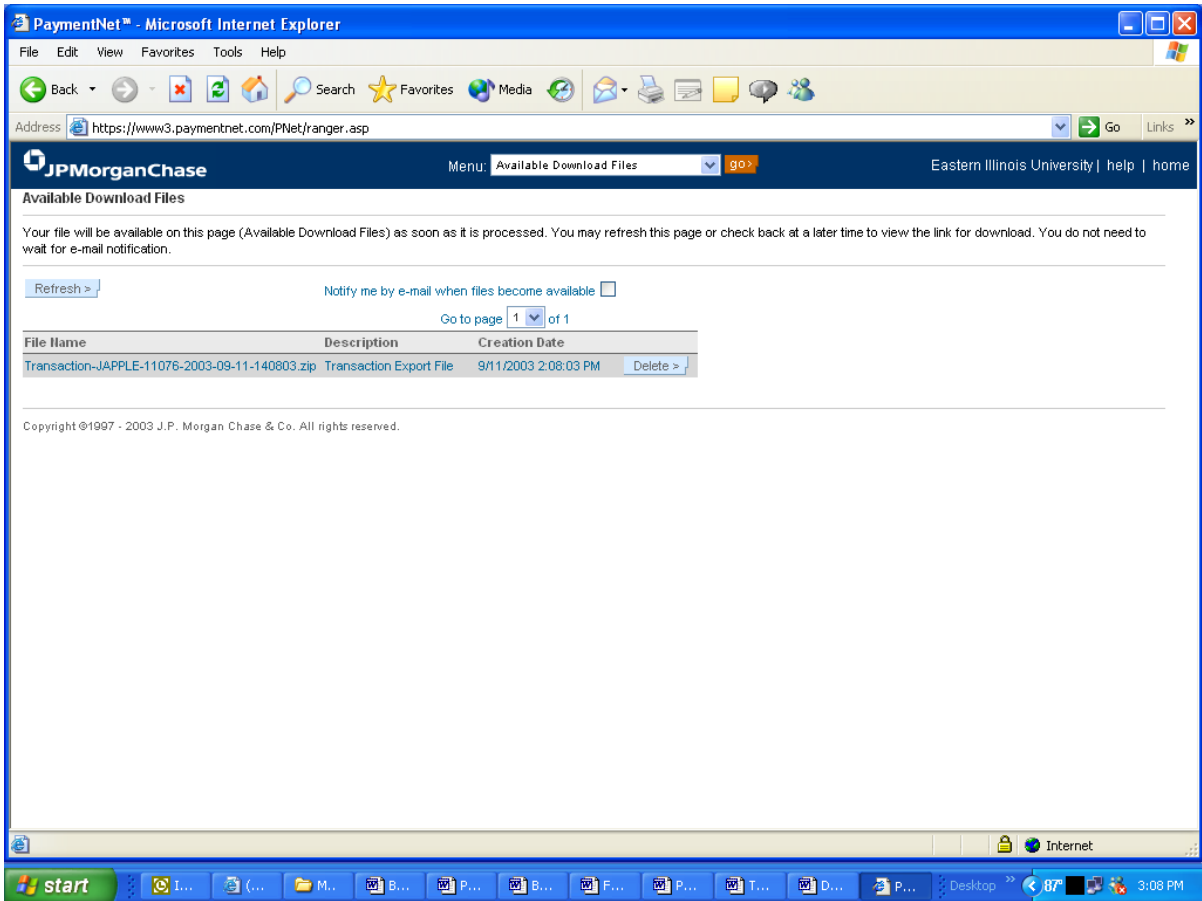
Select the format you want the report generated in: Adobe PDF, Microsoft Excel, or Microsoft Word by clicking on the green arrow  next to the format type.



If you want to regularly run this report, you can click [Save Report Criteria >](#) at this point. You will be prompted to enter a file name for this query.

9.5 View Report On-Line

PaymentNet will automatically load the Available Download Files Screen. As soon as your report is ready, it will appear on this page. Most reports are available immediately, so you may click [Refresh >](#) until your report appears. You may also continue using PaymentNet and check back later.



Users may select the **Notify me by e-mail when files become available** box. Choosing this option will send a message to your e-mail account when the file is ready to view.

When the file appears, click on the name of the desired report. It will then generate the report in the format you selected.

The report will look similar to the following:

Print Icon

TRANS ID	NAME	ACCOUNT NUMBER	TRAN DATE	POST DATE	MERCHANT NAME	MERCHANT CITY	STATE	MCC	SALES TAX
1	BOWLIN, LISA	XXXXXXXXXXXXXXXXXX	05/30/2003	06/02/2003	RESTAURANT EQUIPMENT W	ORLANDO	FL	5046	\$0.00
		NOTES			V				
		Company			raMixBlender (342.25) and extra beverage container (92.50).				
		Account N			ALL				
		Subcode			318722				
5	BOWLIN, LISA	XXXXXXXXXXXXXXXXXX	06/17/2003	06/18/2003	INTERNAT'L COLD STORAGE	ANDOVER	KS	7399	\$0.00
		NOTES			Invoice #00573250-03149, Date 5/29/03, Serial# 0057325, Model IP814.				
		Company			ALL				
		Account N			217103				
		Subcode			5100				
19	MCCELWEE, KAY	XXXXXXXXXXXXXXXXXX	08/12/2003	08/13/2003	MENARDS BRADLEY	BRADLEY	IL	5200	\$22.44
		NOTES			Error to POM021627 charged sales tax was corrected.				
		Company			ALL				
		Account N			523379				
		Subcode			5500				
20	MCCELWEE, KAY	XXXXXXXXXXXXXXXXXX	08/12/2003	08/14/2003	KVM SWITCHES ONLINE LL	LOUISVILLE	CO	5999	\$0.00
		NOTES			paid on invoice 9909a dated 8/12/03 POMF021768				
		Company			ALL				
		Account N			100374				
		Subcode			5600				
24	MCCELWEE, KAY	XXXXXXXXXXXXXXXXXX	08/15/2003	08/18/2003	MENARDS BRADLEY	BRADLEY	IL	5200	\$0.00
		NOTES			PO #021627 - corrected charge				
		Company			ALL				
		Account N			523379				
		Subcode			5500				
25	MCCELWEE, KAY	XXXXXXXXXXXXXXXXXX	08/15/2003	08/18/2003	MENARDS 3093	BRADLEY	IL	5200	\$-22.44
		NOTES			credit to correct error to POM021627				
		Company			ALL				
		Account N			523379				
		Subcode			5500				
GRAND TOTALS									TOTAL AMOUNT: 6
									\$0.00

When you are ready to download the report, return to the Available Download Files Screen and right mouse-click over the **blue** text of the report title. Select **Save Target As** and save the file on your system.



If you know you will be using a particular report often, you may add it directly on the Schedule Auto Reports Screen. This functionality is especially helpful for larger reports that may take longer to generate. Auto Reports are scheduled for generation during off hours and can be accessed at a later time.

9.6 Print Report

To print the report from the screen view, click on the **print** icon. To print a file saved to your computer, follow the print instructions applicable to the format you selected.

10. The Learning Website

The Learning Website is an online interactive tool created by JPMorgan Chase to provide general PaymentNet training for Cardholders. Guarded by PaymentNet's powerful security, Cardholders can log into the Learning Website and train from their own Learning Center. The Learning Website shows Cardholders exactly what they will see in live PaymentNet and allows them to interact with the training as if they were working in the program. A discreet text box walks Cardholders through the modules allowing them to learn at their own speed, while an Action Button directs the Cardholder's to master the exercise on each page. Through content dramatization, JPMorgan Chase demonstrates each functionality thoroughly. Through a Show Me button, the Cardholders have the ability to replay that functionality as often as they would like. The Learning Website can also track each Cardholder's progress and display it through My Learning Center.

The Learning Website can be accessed by going to <http://learning.paymentnet.com>.

- Enter your personal PaymentNet Organization ID, User ID, and Pass Phrase.
- Click **Go**.
- Click on **Navigating the Training Modules** to begin training.