



J.P. Morgan

Corporate Credit Card PaymentNet Instructions

Logging In

1. Using your internet browser, go to the following address. PaymentNet works best with Internet Explorer, Mozilla Firefox or Safari.
<https://www.paymentnet.jpmorgan.com>
2. Enter the following on the PaymentNet Log in screen:
 - Organization ID: VASSAR1
 - User ID: Enter your User ID
 - Password: Enter your Password

If you are unsure of your Organization ID, User ID or Password,
contact the Purchasing Department at 845-437-5845

3. Select the Remember my Organization ID checkbox. PaymentNet saves your Organization ID so you do not have to enter it each time you log in.
J.P. Morgan discourages selecting this option if you are accessing PaymentNet from a public computer
4. Click Log In

Welcome Screen

Once you log in to PaymentNet, you will be on the Welcome screen. The Welcome screen displays each time you log in to PaymentNet.

- A. **Menu Bar.** Located across the top of the screen, lists the PaymentNet features you are authorized to access. The menu items that display depend on your role.
- B. **Toolbar.** Provides shortcuts to basic navigation options. The toolbar can be accessed from all PaymentNet screens.
 - **Role Selector:** Allows you to select your role from the drop-down and complete tasks related to that role. *Most users roles are Cardholder. If you manage others, your role is Cardholder Manager.*
 - **Contact:** Lists important contact information for your program
 - **My Profile:** Directs you to your PaymentNet profile information.
 - **Log Out:** Allows you to securely end your PaymentNet session.
- C. **Messages:** Important messages from your program administrator or J.P. Morgan.
- D. **Items Awaiting Your Action:** Provides you with quick links to key actions, such as transactions to be reviewed as well as files available for download.
- E. **Alerts:** Displays compliance monitoring alerts for your review.

The screenshot shows the Vassar College PaymentNet Welcome Screen. At the top right, there is a toolbar with a dropdown menu labeled 'Vassar PA Cardholder', and buttons for 'Contact', 'My Profile', and 'Log Out'. Below this is a navigation menu with 'Home', 'Transactions', 'Statements', 'Reports', 'My Accounts', 'Payments', and 'Help'. The main content area is divided into three sections: 'Messages' (containing a message about changes coming to PaymentNet on August 22, 2016), 'Items Awaiting Your Action' (listing 1 new file for download, 2 transactions for review, and 18 days until password expires), and 'Alerts' (stating 'You have no alerts at this time'). Blue circles with letters A through E are overlaid on the image to identify these specific features.

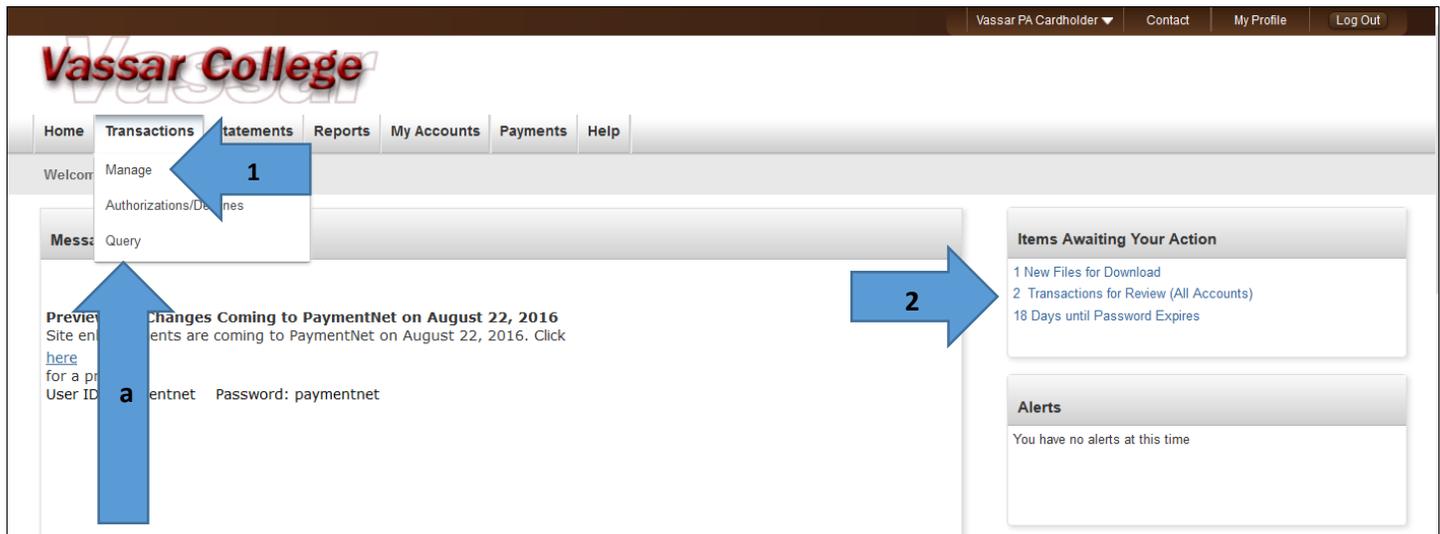
If you manage other cards, choose Vassar Card Manager in the drop down.

This image is a close-up of the role selector dropdown menu. The dropdown is open, showing a list of roles under two categories: 'System Roles' and 'Custom Roles'. Under 'System Roles', there is 'Program Administrator'. Under 'Custom Roles', there is 'Vassar Card manager' (highlighted with a blue arrow) and 'Vassar PA Cardholder'. Below the dropdown, there is a text prompt: 'To view your account(s), go to My Profile > Accounts.'

Viewing Transactions

There are multiple ways to view your transactions.

1. To find transactions from the Transaction List screen, select Transaction < Manage. The Transaction List screen displays transactions for the last 30 days.
2. Access your transactions by clicking on Transactions for Review in the Items Awaiting Your Action field.
3. To find transactions using an existing (saved) query, select Transaction < Manage, and select an existing query from the drop-down next to the Set as Default Query link.



4. A more specific way to find transactions is by query. This way, you can quickly identify your transactions. Follow the steps below to create a new query to view transactions.
 - a. Perform a new query to locate specific transactions. Select Transactions < Query
 - b. Enter your date range: Sample below.
 - **Field:** Select Post Date or Transaction Date from the drop-down list.
 - **Operation:** Select the criteria to measure the field value.
 - **Value:** Enter or select the value in the appropriate boxes. Dates should be in the MM/DD/YYYY format.
 - To add additional rows of criteria, click **Add**.
 - c. Click Process to run the query on all transactions and you are now ready to reconcile your charges.

The screenshot shows the query creation interface. At the top, there are 'Process' and 'Reset' buttons. Below that is a 'Required Fields' section with a 'Query' dropdown menu set to 'Current'. The 'Date Range' section has a table with columns for Field, Operation, and Value. A blue arrow labeled 'b' points to the 'Field' column. The table contains one row with 'Post Date' in the Field column, 'Cycle Is' in the Operation column, and 'Monthly' in the Value column. The Value column also contains a date range '08/01/16 08/31/16 Aug - 2016' and an 'Add' button. Below this is a 'Criteria' section with a similar table structure, but it is currently empty.

Reviewing Transactions

1. Transaction List will pop up. Click on each transaction

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Home Transactions Statements Reports My Accounts Payments Help

Transaction List New Query Look For...

Waiting For My Review - Last 60 days Set as Default Query

<input type="checkbox"/>	Transaction ID	Approval Status	Exported	Transaction Date	Post Date	Cardholder Last Name	Cardholder First Name	Transaction Amount	Sales Tax	Merchant Name	Merchant City	Merchant State
<input type="checkbox"/>	2237375240001	New		08/18/2016	08/22/2016	GALLAGHER	KAREN	\$395.00	\$0.00	ORKIN LLC 002	866-953-6427	GA
<input type="checkbox"/>	2236405806001	New		08/18/2016	08/19/2016	GALLAGHER	KAREN	\$15,000.00	\$0.00	IN *LUCID DESIGN GROUP, I	510-9070400	CA

Mass Update Reviewed Approved Export... 0 of 2 Selected

2. Once you click on your transaction, the Transaction Detail screen pops up.

Click on the drop down to pick the correct budget for your transaction or you can start typing the budget in the Budget Account Field and the Budget will populate.

Transaction Detail - General Information Return to Transaction List

General Information Addendum History

Save Add Lines Dispute

Settlement Method Commercial Card
 Transaction Type Purchase
 Account Number *****1115
 Transaction Date 08/18/16
 Post Date 08/22/16
 MCC 7342
 Merchant ORKIN LLC 002
 866-953-6427, GA, US
 Original Merchant ORKIN LLC 002
 Parent Merchant ORKIN LLC 002
 Exported
 Customer Code
 Micro Reference 24632696232100224541846
 Authorization Number 070119
 Transaction ID 2237375240001

Approval Status
 Reviewed
 Approval1 Vassar, Approver

Accounting Codes
 Chart of Accounts COA - US01762
 Department * 007 - Purchasing
 Budget Account * 001100-020000-64630-10 - Printing

Transaction Custom Fields

Transaction Notes
 3000 characters maximum

Hit Save

Click the Reviewed Box

Enter Notes specific to your transactions

Allocating Transactions

Cardholders need to assign the appropriate budget number to each transaction for proper tracking of expenses. All cardholders are assigned a default budget number based on their most commonly charged expenses. The Purchasing Department can provide assistance with setting up a default or to add additional budget numbers.

Assignment of the appropriate budget number should be done before the 5th work day of the month. (These charges will be for the previous month).

How to Run the Transaction Allocation Report (Reconciliation Report)

1. Select Reports < Create
2. Select the Transaction Allocation report
3. Enter the date range.

Field	Operation	Value
Post date	Cycle Is	Monthly

4. Keep Criteria Fields Listed
5. Once you have all fields list, Hit Process Report

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Home Transactions **Reports** 1 Comments Help

Welcome

Create

Download

Report List

Report Type All

Name	Type	Description	Schedule
Transaction Allocation 2	Transaction	The report displays transactions with their account codes, notes and custom fields. Transactions as well as line items are included and payments are excluded from this report. The report lists: Transaction ID, Cardholder Name, Account Number, Merchant Name, Merchant City, Merchant State/Province, MCC, Transaction and Post Dates, Transaction Amount, Transaction Type, Sales Tax, Transaction Notes, an unlimited number of Account Codes, and Transaction Custom Fields. Contents of this report are best viewed in PDF format.	

Save Delete **Process Report** 5

* Required Fields

Name * Transaction Allocation Report Format Adobe PDF

Compress Output?

Date Range

Field	Operation	Value
1 Post Date * 2	Cycle Is 3	Monthly 10/01/15 10/31/15 Oct - 2015

Criteria

Field	Operation	Value
1 Transaction Type 4	Is Not Equal To	Payment

Delete Add

Hierarchy

Reports

Report results are displayed on the Available Downloads screen. Double click on Transaction Allocation and you should be able to view/print the report.

Available Downloads

Refresh **Delete Selected**

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed at

My Downloads Only

	Name	Category	Run By	Hierarchy ID	Created	Status	Mark as Suc
<input type="checkbox"/>	Transaction Allocation.zip	Report	--	--	11/16/2015 08:49:52 PM	Successful	

Statements

To view, download, and print a statement:

Do one of the following:

On the PaymentNet menu bar, click Statements. PaymentNet displays the Statement Detail Screen. Then print.

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Home Transactions **Statements** Reports My Accounts Payments Help

Welcome

On the PaymentNet menu bar, click My Accounts. The My Account List screen displays. In the Statement column, click the Statement icon. The most recent statement will pop up and then you can print. To modify the statement, select a different billing date in the drop-down list.

To change Statement Delivery:

Status	Open Date	Statement Delivery	Statement
Closed	11/05/2010	Electronic	
Closed	08/05/2011	ElectronicWithReminder	
Active	08/04/2015	ElectronicWithReminder	

CONTACT PURCHASING IF YOU HAVE QUESTIONS OR NEED ADDITIONAL TRAINING.