# Bates

# J. P. Morgan Department Cardholder Reference Sheet

PaymentNet® is the online system for cardholders and their supervisors to monitor, code, and approve for processing, their J.P. Morgan credit card transactions.  All transactions must be reviewed by the cardholder (or their appointee) online using PaymentNet®.  Supervisors may then either approve these transactions online using PaymentNet® or by signing the Monthly Statement.

## Logging on to PaymentNet®

- Sign on using the following URL:  https://www.paymentnet.jpmorgan.com
- Enter Organization ID:  **Bates55**
- Enter User ID:  *Bates email prefix (generally).  You may confirm with Program Administrator.*
- Temporary Password:  **Garnet55**
- Select the **Remember my Organization ID** checkbox.

The first time you log on to PaymentNet® you will be asked to change your password.  You must update for a new password or your account will be disabled.   Complete **the Select Authentication Questions** screen to establish atleast three and recommended five security questions and answers.

⭐ *The first time you log on to PaymentNet® you will be doing so from an unregistered computer.  The site will guide you through the registration process.  Please note – three (3) failed log in attempts will deactivate your account.  Please contact Program Administrator to reactivate.*

## Navigating PaymentNet®



*Menu Bar listing modules you have access to (Transactions, Reports, Help, etc…)*

*Icons: Home, returns you to the Welcome screen; Contact Information, lists contact information; My Profile, directs you to your profile information; and Logout allows you to securely end your PaymentNet® session.*

*Items Awaiting Your Action: Provides you quick links to key actions as; transactions to be reviewed.*

## Changing your Password

- From the main menu, select **My Profile** icon.
- Click **Change Password** link.
- Enter the **Old Password**.
- Enter and confirm the **New Password** (case sensitive).
- Click **Save**.

## Reviewing and Coding Transactions
**(Complete consistently during the month, no later than the 20<sup>th</sup> of the following month)**

- You may enter the **Transaction List** by either using the quick link on the **Home Page**, prompting **Transactions to Review**, or by selecting **Transactions, Manage** from the **Menu Bar**.
- From the **Transaction List**, you will first see the **Billed To Account** (*ends in 6672),* then the **Approval Status** (New, Reviewed, Approved).
- Select a transaction where the **Approval Status** is **New**.
- You will be brought to a screen where the left side gives detailed transaction information; and the right side allows you to enter the **Accounting Code** for the transaction, the **Business Purpose** (required) and **Transaction Notes** if applicable.  Complete each section on the right hand side.
- Electronic receipts are required for each transaction. To attach a receipt, click on the **Receipts** tab in the upper left hand side. Click on **Attach Receipt**. Click **Browse** and select receipt from where it is saved on your computer. You may name the receipt whatever you want. The rest of the information is not required, but complete as necessary for your own use. Click **Upload Receipt** when done.
-  Once everything is coded properly, and receipt has been uploaded, click the box next to **Reviewed** on the **General Information** tab, then click the **Save** button at the top left side of the screen.

## Split Coding of Transactions

- From the **Transaction List (Transactions > Manage),** click the transaction you want to split.
- On the **General Information** tab, click **Add Lines**.
- Enter the number of lines to add in the field that displays and click **Add.** The total transaction amount will be divided evenly among each line.
- Make any necessary changes, including description, percentage/amount, and code allocation for each line.
- Click **Save.**

**Viewing and Printing Monthly Summary Report**

**(Optional – if you want to maintain for your records, Accounting does not need a copy of this report)**

- From the **Menu**, choose **Reports, Report List.**
- Choose <u>**Statement of Account "*Cardholder Name"* Central Bill**</u>
- Update the date value to the current statement cycle you are printing
- Click **Process Report**
- From the **Reports Download** screen you will find your report request. You may continue to click **Refresh** to view where in the process the report is (*Submitted, Processing, Successful*)
- Once report displays *Successful*, you can click on the output link to download your report for printing or saving.

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**Forwarding Transaction Documentation for Supervisor Approval**

**(Complete consistently during the month, no later than the 20th of the following month)**

- Once all transactions have been reviewed and coded, please notify your Supervisor that your transactions are ready to be **Approved**. They will also receive an automatic notification from JPM.
- Your Supervisor will approve online.

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**Supervisor Online Approval**

**(Complete consistently during the month, no later than the 20th of the following month)**

- Once the cardholder has reviewed and coded a transaction, the transaction will then be available for approval by the supervisor
- You may enter the **Transaction List** by either using the quick link on the **Home Page**, prompting **Transactions to Approve**, or by selecting **Transactions, Approve** from the **Menu Bar**.
- To **Mass Update** your approval, click the square box to the left of the transactions, then click **Mass Update** and **Approved.**
- To view and approve individual transactions, click on the transaction.
- You will be brought to a screen where the left side gives detailed transaction information; and the right side allows you to view/modify the **Accounting Code** for the transaction, the **Business Purpose** (required) and **Transaction Notes** if applicable. Review these attributes and ensure they are appropriate.
- To view the electronic receipt, click on the **Receipt** tab in the upper left hand corner. Click on the hyperlink for the receipt.
- Once you have reviewed the receipt, return to the **General** tab, click the box next to **Approved** then click the **Save** button at the top left side of the screen.