A quick guide to

Navigating within PaymentNet®
Log in for the first time

‘us00059’ for Procard; ‘us01745’ for CTA/Travel Card

Enter your temporary password. You will be prompted to create a new password after you click on Log In.

You will need to setup your login information the first time you use PaymentNet.
Log in set up

First Time Log In Setup

Please confirm your business email address. This address is used by J.P. Morgan for all communications regarding your commercial card account.

Email Address:
arisg@uw.edu

Confirm Email Address:
arisg@uw.edu

Confirm your email address

Next
Next step is to setup your security questions. You will need this information if you need to reset your password or login ID.
Log in set up

First Time Log In Setup

Computer Registration
For security purposes, you are guided through a quick registration process when you log in from any unregistered computer. Access to the email address associated with your profile is required to complete this process.

Certain common events may require you to register your computer, including:

- Using a new computer or one you have not used before.
- Switching to a new browser or browser settings.
- Clearing the browser cookies.
- Modifying your computer operating system or software settings.
- Changes to system settings made by your internet provider or I.T. administrator.

If you are using a public or shared computer, close all browsers and clear the cookies after you log out.

The final step is to register your computer
In order to register your computer, you need to request an **Access Code** by clicking on **Get Access Code**. The **Access Code** will be sent to the email that is on file in PaymentNet.
Log in set up

First Time Log In Setup

- 1. Create Password
- 2. Confirm Email
- 3. Set Security Questions
- 4. Register Computer

Setup Complete

Thank you for completing the first time log in setup.
Click the Get Started button to access your J.P. Morgan Commercial Card account.

You are done. Now let’s go to PaymentNet
PaymentNet

- The Welcome Screen

Welcome

Messages

ON A REGULAR BASIS, REVIEW YOUR PROCEDURES TO DETERMINE:

- the right people reconciling your ProCards
- the right people reconciling your budgets
- appropriate separation of duty

Coming 2014: PaymentNet 4!

Next ProCurement Card Payment is DECEMBER 9TH.

Transactions for NOVEMBER 2013 (Post Date 11/02/13-12/02/13) will be paid on MONDAY, DEC. 9TH, 2013. Departments have until 10:00AM Monday, 12/09/13 to complete the reconciliation process and perform necessary reallocation of charges.

FUTURE PAYMENT DATES: 01/09/2014 & 02/10/2014 ug

GOODS & SERVICES TAXABILITY LIST web site.
When you select the **Transactions Module** you will find several submenu options:

- **Manage**: The Manage submenu takes you to the **Transaction List** Screen which is the starting point for most of the work to be done in the Transaction area.

- **Mass Update Requests (Optional)**: The Mass Update Request submenu lists Mass Updates that have been requested and their status.

- **Authorizations/Declines**: The Authorization/Declines submenu lists any declined transactions and pending authorizations for a given account. This screen displays real-time information. Account data is live and displays activity for the last 7 days. You would be able to see why a transaction was declined.

- **Query**: The Query Submenu takes you to the Advanced Query screen to conduct specific queries for transactions.

- **Statements**: The Statement submenu takes you to the Statement Details screen where current and past statements can be viewed by you.
Transaction Review

Transaction Detail

General Information

Settlement Method: Commercial Card
Transaction Type: Purchase
Account Number: **************4107
Transaction Date: 10/31/13
Post Date: 11/01/13
MCC: 5943
Merchant: PAPERLESS POST
212-242-1234, NY, US
Original Merchant: PAPERLESS POST
Parent Merchant: PAPERLESS POST
Exported: 
Customer Code: 
Micro Reference: 24023003830004623351954342
Authorization Number: 042113
Transaction ID: 2674518

Original Currency: USD
Original Amount: $45.00
Tax: $0.00
Settlement Currency: USD
Total: $45.00

Approval Status
Reviewed: 
Approvals: Any

Accounting Codes
Chart of Accounts
* COA - US00059
  510 - BOTHELL CENTRAL ADMIN
  5100001 - BR-5 DEAN'S OFFICE
  510000100 - BR-5 DEAN'S OFFICE
  5100001000 - BR-5 DEAN'S OFFICE
  060304 - COMMIT/EXTRM RLRTION-B
  05 - SUPPLIES AND MATERIALS
  99 - MISCELL ANV TRA NSACTIONS
  00 - SUB-SUB-SUB-OBJECT
  000000000

Transaction Custom Fields
Food Approved: 
Add Use Tax: 

Transaction Notes

3000 characters maximum
Transaction Review

- Cardholder checks the ‘Reviewed’ box
- Approval routing: Cardholder can select the approver. Approver is notified via email
- Approver/Reconciler checks the ‘Approval’ box
- Transaction allocation is the same as Legacy Pnet
- Check ‘Food Approved’ if budget is allowed for food or Food Form 1798 is on file.
- Check ‘Add Use Tax’ if UW needs to add use tax
Transaction Review - Splits

- Splitting Transactions to multiple budgets/object codes
  - Click on ‘Add Lines’
  - Enter the number of splits – click ‘Add’
# Transaction Review - Splits

## Settlement Method
- Commercial Card

## Transaction Type
- Purchase

## Account Number
- 4107

## Transaction Date
- 10/31/13

## Post Date
- 11/01/13

## MCC
- 5943

## Merchant
- PAPERLESS POST
- 212-242-1234, NY, US

## Original Merchant
- PAPERLESS POST

## Exported
- No

## Customer Code
- 24323003304602351954342

## Micro Reference
- 042113

## Authorization Number
- 2674318

## Original Currency
- USD

## Original Amount
- $45.00

## Tax
- $0.00

## Settlement Currency
- USD

## Total
- $45.00

### Line Item Level Accounting

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th># of Units</th>
<th>Unit Price</th>
<th>Taxable</th>
<th>Taxable %</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Commercial Card Purchase</td>
<td>1.00</td>
<td>15.00</td>
<td>True</td>
<td>33.33</td>
<td>15.00</td>
</tr>
<tr>
<td>2</td>
<td>Commercial Card Purchase</td>
<td>1.00</td>
<td>15.00</td>
<td>True</td>
<td>33.33</td>
<td>15.00</td>
</tr>
<tr>
<td>3</td>
<td>Commercial Card Purchase</td>
<td>1.00</td>
<td>15.00</td>
<td>True</td>
<td>33.34</td>
<td>15.00</td>
</tr>
</tbody>
</table>
Transaction Review - Dispute

- Click on ‘Dispute’
- Select dispute reason - submit
The **Addendum** tab will show any Level 2 or Level 3 data sent by the Merchant.
Reports

From the menu, click on ‘Reports’ then ‘Create’
Reports

- Select ‘Transaction’ from Report Type
- Select the 'UW' report

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Summary by Hierarchy - MS EXCEL</td>
<td>This report summarizes the number of transactions. The report lists: Account Hierarchy, Account Name, Account Number, Number of Debit Transactions, and Total Debit Amount. Number of Credit Transactions and Total Credit Amount, Total Number and Amount of all Transactions sorted by default in an ascending order by Account Hierarchy, Account Number, and Cardholder First Name. Contents of the report are best viewed in Excel and PDF formats.</td>
</tr>
<tr>
<td>Transaction Summary by Parent Merchant</td>
<td>This report summarizes the number of transactions and total dollar amount for each merchant, the report lists: Parent Merchant Name, Number of Debit Transactions and Total Debit Amount, Number of Credit Transactions and Total Credit Amount, Total Number and Amount. Contents of the report are best viewed in Excel and PDF formats.</td>
</tr>
<tr>
<td>Transactions with Tax Management</td>
<td>The Transaction with Tax Management report can be used to analyze sales tax data for each merchant, and the user via the tax management function. It groups the transactions into categories: Transaction - merchant name, merchant city, merchant state/province, MCC, transaction date, transaction time, transaction type, and the Tax Management fields - tax included, receipt amount, origin state/province, origin zip/postal code, destination state/province, destination zip/postal code.</td>
</tr>
<tr>
<td>Transactions Pending Review/Approval</td>
<td>This report displays transactions that need to be reviewed or approved. The report information as well as those who are responsible for marking the transactions reviewed. The report lists: Card Account Number, Approval Status, Merchant Name, Original Merchant Name, Post Amount, Transaction Assigned To, and Date Assigned. Contents of the report are best viewed as a PDF file. Note: This criteria will be used for new transactions, reviewed transactions, or in-process transactions. A value of &quot;Y&quot; in the reviewed field displays transactions needing to be reviewed only; a value of &quot;A&quot; in the report indicates transactions that have been reviewed, but not approved.</td>
</tr>
<tr>
<td>UW Transaction Detail With Notes &amp; Account Codes Report</td>
<td>UW Transaction Detail With Notes &amp; Account Codes Report includes: BGT, CBJ CD, CDE, PRAD-TASK-CBJ Trans ID, Posting Date, Merchant Name, Merchant City, and Notes.</td>
</tr>
</tbody>
</table>
Reports

- Enter the criteria and click ‘Process report’
Click on the report name to download the report

<table>
<thead>
<tr>
<th>Name</th>
<th>Category</th>
<th>Run By</th>
<th>Hierarchy ID</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Transaction Detail with Notes &amp; Account Codes Report</td>
<td>Report</td>
<td>--</td>
<td>--</td>
<td>01/27/2014 01:41:29 PM</td>
<td>Submitted</td>
</tr>
</tbody>
</table>