SIUE PaymentNet™ User Guide
Reviewer Training

Firefox or Internet Explorer are preferred.

Your sessions will automatically **time out** after 15 minutes of inactivity.

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Logging In

- Open your Internet Browser.
- Enter the following URL in your address bar: www.paymentnet.jpmorgan.com
- Enter the following on the PaymentNet Login Screen:
- Organization ID: siu0001
- Place a check in the Remember my Organization ID
- User ID: Your eID or User ID is ___________ if eID is less than 6 characters
- Your Password: first password will be sent to via email from JP Morgan.
- Click Log In
- When logging in for the first time, PaymentNet will have you reset your password. Passwords are 8 characters in length – mixed case, alpha-numeric, no special characters. You will also be asked to answer security questions, verify your email address, and register your computer.
- After 5 unsuccessful attempts to login, your password must be reset by Program Administrator.
- If you forget your password please utilize link:

Organization ID
siu0001
☑ Remember my Organization ID

Forgot your Password?
Forgot your Organization ID or User ID?

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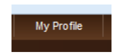
Changing Password

- On the right-hand side of the top menu, select “My Profile” 

- Click on “Change Password”
- Enter in the new Pass Phrase/Password once and then again to confirm it.
- The new Pass Phrase/Password will be effective upon the next login.
- Passwords expire 90 days after they have been set.

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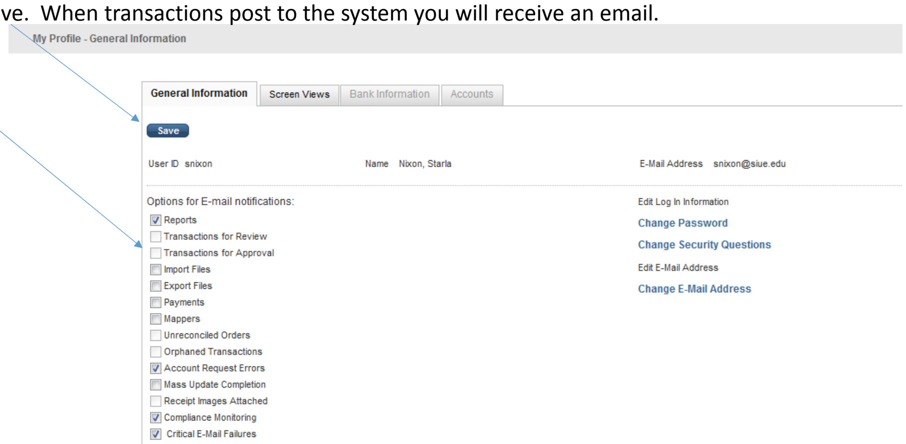
3

Setting up Email Notifications

My Profile – General Information Tab
JP Morgan will send email notifications when you have transactions to review/approve. Check the appropriate box and click save. When transactions post to the system you will receive an email.



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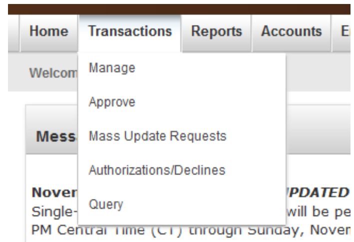
4

Searching for specific transactions

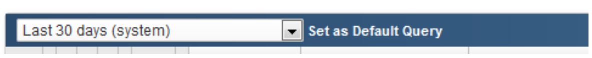
Access the Transaction window by selecting Manage from the Transactions dropdown menu.



Next select the appropriate search term in this case Transaction ID.

Viewing Transactions

- From the top menu on the home page, select Transaction then Manage.
- The Transactions List displays all transactions for the last 30 days by default.



- Level III detail for transactions may be available; if icons are displayed to the left of Trans ID column. Click the icon to view line-item detail. Examples:

Level III Detail information

- After you click on the icon to access the Level III detail for a particular transaction you will access the addendum tab of the transaction window.

General Information | **Addendum** | History

- By clicking on for a transaction for airfare you will see information such as the example below

Leg	Carrier	Flight	Coupon / Conjunction Ticket	Fare Basis	Stop Over	Origination	Destination
2	Delta Air Lines, Inc.	2496	0	VAVNA0	O	Dayton - 04/11/2016 06:00 AM	Atlanta - 04/11/2016 12:00 AM
3	Delta Air Lines, Inc.	1828	0	VAVNA0		Atlanta - 04/11/2016 08:38 AM	Savannah Ga - 04/11/2016 12:00 AM
4	Delta Air Lines, Inc.	985	0	VAVNA0	X	Savannah Ga - 04/14/2016 06:20 AM	Atlanta - 04/14/2016 12:00 AM
5	Delta Air Lines, Inc.	1521	0	VAVNA0	O	Atlanta - 04/14/2016 08:20 AM	Dayton - 04/14/2016 12:00 AM

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Level III Detail Information for $

- Some detail information that is provided by the vendor will help with matching transactions to receipt of product. For example:

Example of Level III detail provided by OfficeMax

Product Code	Item Description	Quantity	Unit	Each	Tax Amount	Discount	Extension
P363410	DOCKET LGL PAD 8.5X1	1	DZ	$10.70	$0.00	$0.00	$10.70
A7DUP5342DX	TOUCH CUP 12OZ 500CT	1	CT	$53.25	$0.00	$0.00	$53.25
P363016	LEGAL PAD JUNIOR 5X8	1	PK	$7.12	$0.00	$0.00	$7.12
K365986	WALL FILE UNBREAKABL	1	EA	$11.32	$0.00	$0.00	$11.32
K322222	SORTER INCLINE BLACK	1	EA	$9.52	$0.00	$0.00	$9.52
H40M99954	CLEAR PUSH PINS 250C	2	BX	$2.39	$0.00	$0.00	$4.78
P363116	LGL PAD LGL RULE ASS	1	PK	$13.36	$0.00	$0.00	$13.36
P1112000	HP MULTI-PURPOSE 8.5	30	RM	$4.26	$0.00	$0.00	$127.80
P1001420	HP MULTIPURPOSE PAPE	1	RM	$8.57	$0.00	$0.00	$8.57
P363400	DOCKET LGL PAD 8.5X1	1	DZ	$11.55	$0.00	$0.00	$11.55
P363393	DOCKET3HP LP WHT 8.5	2	PK	$5.35	$0.00	$0.00	$10.70

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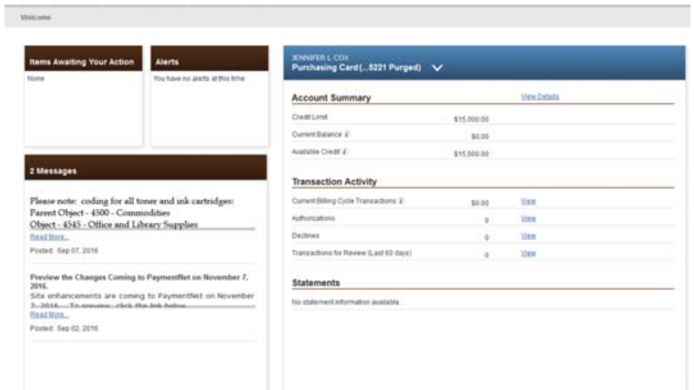
Reviewing Transactions - Home Screen

- Click on 

- You will see messages displayed from JP Morgan such as ongoing maintenance.
- Messages from Purchasing such as coding, vendor, etc. information.



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9

Reviewing Transactions

- From the Home screen the quick link box

provides a link to quickly access the transactions that need to be reconciled.

Click on the link to begin.

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10

Reviewing Transactions

- Click anywhere in the line on a transaction.
- Compare the transaction details (e.g., vendor, amounts) with your receipts.
- **Write Transaction ID on the original receipt.**
- Assign the accounting code (e.g., budget purpose)
- Skip DA1 and DA2 (SIUE – defaults to 00000)
- Select Parent Object Code from the Dropdown Menu
- Then select the Object Code from Dropdown Menu (e.g., subcodes)

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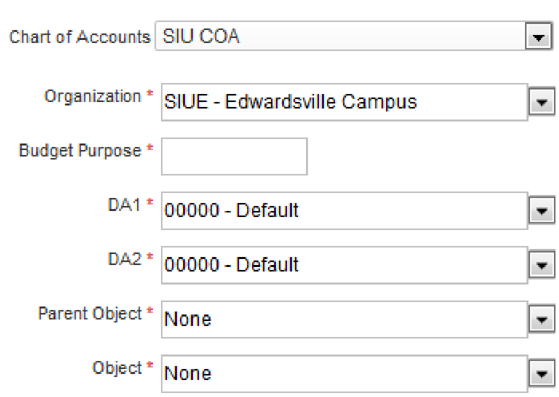
11

Screen Shot of Accounting Code Fields



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12

Transaction Notes

- **Commodities** - if the purchase total is greater than $100, but no equipment was purchased please begin the notes with **"No one item over $100" or "NOI>100".**
- **Events** - include detailed information - **Date of event, What the event is, Who it is for, and Where it is?**
- **PCE#** must be included in notes when appropriate.
- **Student Travel 4872** - (non-employee travel) and include the number of students that were traveling
- **Travel 4300** - custom fields for travel must be completed for Employee Travel (see slide 15).
- **Equipment 4400 –** custom fields must be completed for all Equipment purchases (see slide 16).
- **Registration - 4820** (not 4725).
- **Memberships** - include the date range for the membership - **Example: March 1, 2018 – February 28, 2019.**
- **International Transaction** - fees that are assessed by JP Morgan for all foreign transactions. Code same as the original transaction.
- Transaction Notes field should provide the reader with information regarding items that were purchased. **For example: Office supplies – Pens, Paper, File Folders, etc.**
- After all information has been entered, and reviewed for accuracy, **check the Review Box and Click Save.**

Note: Changes can be made to a transaction until the transaction has been approved. After approval, please contact Accounts Payable to correct.

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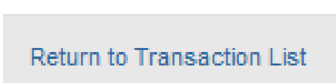
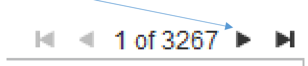
13

Reviewing Transactions

- Once the transaction has been reviewed and saved, your name will be displayed beside the reviewed box.

- If your name is not displayed, the transaction has not yet been reviewed.
- To move to the next transaction, use the Return to Transactions List link or click on an arrow.





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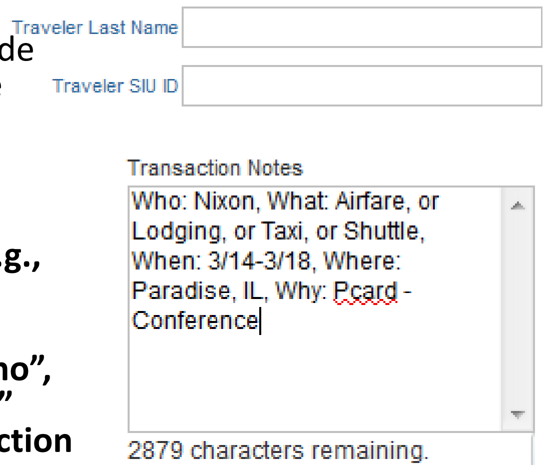
14

Transaction review for Travel

- After entering BP and selecting the Object Code for travel, complete the following Transaction Custom Fields:

1. **Traveler's Last Name**
2. **Traveler's SIU ID # (e.g., Banner 800 #)**

NOTE: Must answer "who", "what", "when", "where" and "why" in the Transaction Notes field.



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15

Transaction review for Equipment

- After entering BP and selecting the Object Code for equipment, complete the following Transaction Custom Fields:

1. **Price per unit**
2. **Number of units**
3. **Building & Room**
4. **AIS Unit # (5 digits)**
5. **Purchasing Number (<u>NOT APPLICABLE</u> for Edwardsville Campus)**
6. **Equipment Serial Number**
7. **Equipment Make-Model**

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16

Splitting Transactions

- You may need to split a transaction because you have purchased more than one type of item, for example: equipment and commodities in the same transaction or you have two different Budget Purpose numbers to apply.
- To split the accounting for a particular transaction, click Add Lines at the top of the Transaction Detail screen.
- Indicate in the box how many lines you need (must be done first) and click Add.
- The screen will refresh and separate description lines will be displayed at the bottom. In this case 3 lines have been added.

Item	Item Description	# of Units	Unit Price	Taxable	%	Total		
1	Commercial Card Purchase	1.00	119.73		33.33	119.73	Delete	
2	Commercial Card Purchase	1.00	119.73		33.33	119.73	Delete	
3	Commercial Card Purchase	1.00	119.74		33.34	119.74	Delete	Add

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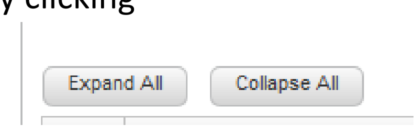
Splitting Continued

- Click the arrow on any line to make additional accounting changes. Repeat this step until finished.

Item	Item Description	# of Units	Unit Price	Taxable	%	Total		
1	Commercial Card Purchase	1.00	119.73		33.33	119.73	Delete	
2	Commercial Card Purchase	1.00	119.73		33.33	119.73	Delete	
3	Commercial Card Purchase	1.00	119.74		33.34	119.74	Delete	Add

You can also expand or collapse all lines by clicking



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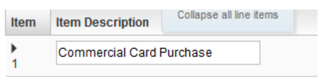
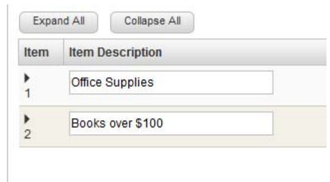
Splitting Continued

- When reconciling split transactions for Grant (76XXXX) Accounts
- Please change Commercial Card Purchase information appropriately
- Simply highlight the information that is already in the Item Description field and replace with detail information.





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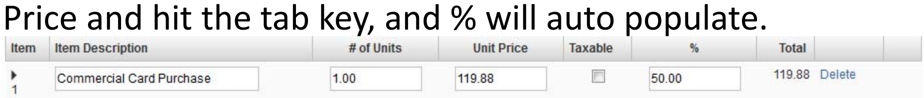
Splitting Continued

- Enter the Transaction Note information.
- Enter descriptions for the separate lines and complete the remaining fields as needed.
- Select any changes to the accounting codes (e.g., budget purpose). Make the appropriate changes to Item Description, # of Units, Unit Price and hit the tab key, and % will auto populate.



- Click Save to save all changes.
- NOTE: Canceling Splits: To delete the entire split, click Remove Lines in the upper left corner of the screen. Remove Lines

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Disputes

Before disputing a transaction, cardholder MUST first attempt to resolve the issue directly with the merchant!

Cardholders must dispute transactions within 60 calendar days of the transaction date.

- From the Transaction List, click on the transaction to dispute.
- Click Dispute
- Confirm your E-mail Address and enter the Merchant State, if necessary.
- Choose the Dispute Reason from the drop-down box.
- Enter any additional information required.
- Click Submit
- Status of disputes can be tracked in PaymentNet from the Transaction List.
- Click the colored squares and follow steps to Undo or Resolve your dispute.

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21

Coding Credit/Refund Transactions

- Apply the same budget purpose, parent object, and object code.
- Transaction notes need to include the debit transaction.
- Example: Credit for returned merchandise see Transaction ID #

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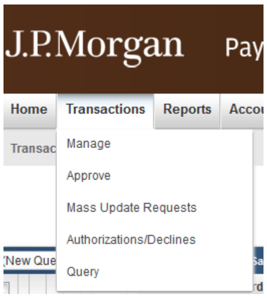
22

Query transactions older than 60 days

- Click on the transactions drop down menu and select query.



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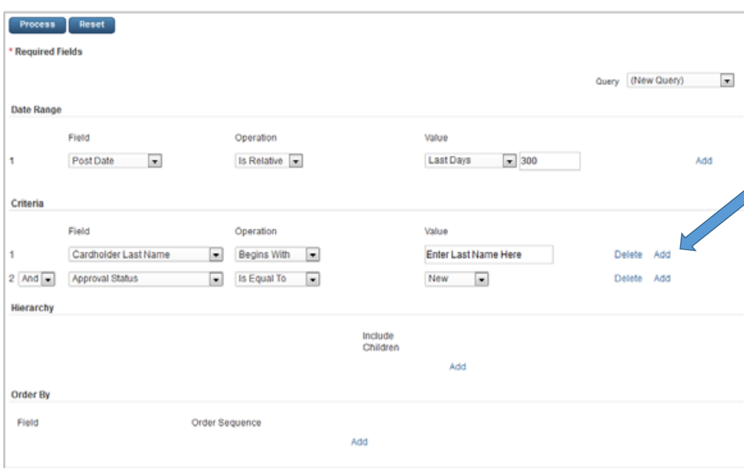
Set the criteria for the search and click process



The 1st field drop down in the Criteria section select “Cardholder Last Name”, enter the Last Name in the value field, click add. A new line will be added. Leave the 2nd line 1st box as “And”, drop down 2nd box Field and select “Approval Status”, 3rd box Operation leave as “Is Equal To”, 4th box Value drop down change to “New”. The results will display past 300 new transactions for a specific cardholder.

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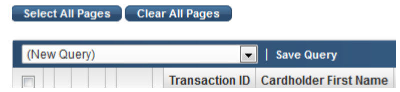
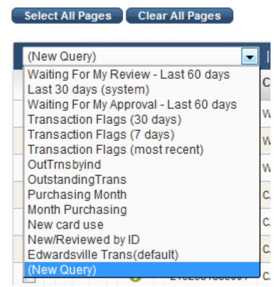
Save query

- Click save query and name it appropriately.



- Once it has been saved, you will be able to access the query from the dropdown menu, or set to default.
- Access by selecting Transactions/Manage.



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Purchase assignment to Fiscal Year

FOR STATE ACCOUNTS ONLY 72XXXX

- If the transaction date is prior to June 30, it will automatically be assigned to that FY. If the transaction date is after June 30, but needs to be posted in the previous FY (proof of purchase date required) please check the **Post to Previous FY box** in the Transaction Custom Field section. Type the date of purchase in the Transaction Notes field.

- If transaction date is during the lapse period and the Post to Previous FY is NOT checked, then the account will be posted to the current FY.
- After lapse period is over, all transactions reconciled will be posted to the current FY.

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26

Pcard purchases of Hazardous Chemicals/Materials

- In order to be in compliance with state and federal regulations, all departments that use or store hazardous chemicals must develop and maintain a chemical inventory.
- All hazardous chemicals/materials that have been purchased using the Pcard, must be identified in the CHIMERA Database.
- Please provide the Product/Item Number, Product/Chemical Name, Manufacturer, Size, Container Type, Unit of Measure, Quantity, and Location of item(s) to your departments CHIMERA User.
- If you have any questions please visit: http://www.siue.edu/emergencymanagement/video/Chimera.shtml or call Emergency Management & Safety x 3592.

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27

Coding Travel Transactions in PaymentNet

TRAVEL – EMPLOYEES ONLY			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	NOTES
4300	4346	IN-STATE TRAVEL, PAYMENTS TO VENDORS	**TRAVEL DOES NOT INCLUDE REGISTRATION SEE 4700/4820**
4300	4386	OUT-OF- STATE TRAVEL, PAYMENTS TO VENDORS	
EXAMPLES OF TRAVEL TRANSACTIONS ARE: PAYMENTS FOR HOTELS AND MOTELS, CAR RENTAL, BAGGAGE FEES, AIRFARE, TRAIN FARE, BUS FARE, TAXI, SHUTTLE, PARKING, TOLLS, ETC.			
TRANSACTION NOTE FIELD MUST INCLUDE: "WHO" (NAME OF PERSON/PEOPLE TRAVELING), "WHAT" (LODGING, AIRFARE), "WHEN" (MUST INCLUDE DATES OF TRAVEL), "WHERE", "WHY" (ATTENDING A CONFERENCE, SPEAKING ENGAGEMENT, STUDENT RECRUITING)			
EXAMPLE: NIXON, AIRFARE, MARCH 25-28, 2016, SAVANNAH, GA, PCARDS ON CAMPUS CONFERENCE			

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28

Coding Equipment Transactions in PaymentNet

EQUIPMENT - $100 AND OVER			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	NOTES
4400	4420	EDP EQUIPMENT - ELECTRONIC DATA PROCESSING	INCLUDES COMPUTERS, PRINTERS, ETC. $100 AND OVER INCLUDING FREIGHT AND SET-UP
4400	4414	DEPARTMENT BOOKS (NOT LIBRARY)	BOOKS $100.00 AND OVER
4400	4444	LIBRARY - BOOKS (INCL DENTAL SCHOOL)	FOR LIBRARY DEPARTMENT ONLY
4400	4471	OFFICE FURNITURE & EQUIPMENT	OFFICE CHAIRS, DESKS, PRINTER STANDS, FILE CABINETS, ETC. OVER $100.
4400	4423	EQUIPMENT, NEC (NOT ELSEWHERE CLASSIFIED)	COVERS EQUIPMENT NOT LISTED ABOVE
NOTE: DOES NOT INCLUDE FAX MACHINE, SEE TELECOM. DOES NOT INCLUDE TONER REGARDLESS OF COST.			

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Coding Commodity Purchases in PaymentNet

COMMODITIES			
PARENT OBJECT	OBJECT	MINOR TRANSALATION	NOTES
4500	4635	PRINTING	INCLUDES SIGNS, POSTERS, ETC.
4500	4545	OFFICE AND LIBRARY SUPPLIES	BOOKS UNDER $100, CALENDARS, BINDERS, ALL INK CARTRIDGES, ALL TONER REGARDLESS IF REFURBISHED
4500	4553	FOOD SUPPLIES	FOOD PURCHASES FOR CONSUMPTION, COOKIES, DOUGHNUTS, BANANAS, APPLES, ETC. FOOD ONLY. NO PAPER/PLASTIC PRODUCTS
4500	4680	WEARING APPAREL	UNIFORMS, SHOES, AND OTHER WEARING APPAREL
4500	4603	HOUSEHOLD, LAUNDRY, CLEANING SUPPLIES	PLATES, NAPKINS, SOAPS, CLEANING PRODUCTS, ETC
4500	4627	CHEMICAL SUPPLIES	BLEACH, FORMALDEHYDE, ACETONE, OIL, ETC.
4500	4542	EQUIPMENT NOT EXCEED $100	CALCULATORS, SMALL TOOLS, PRINTERS, ETC. ALL UNDER $100 INCLUDING FREIGHT AND SET UP
4500	4536	COMMODITIES, NEC	PLAQUES UNDER $100 , SHEET MUSIC, FABRIC, BATTERIES,BASEBALLS, TENNIS BALLS, GOLF BALLS, BLANK KEYS, SMALL BATTERIES (EXAMPLE: SIZE AAA THRU D), MISC. SUPPLIES, ETC.

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Coding Contractual Services Purchases Continued

CONTRACTUAL SERVICES			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	NOTES
4700	4820	REGISTRATION AND CONFERENCE FEES, VENDOR PAY	ALL REGISTRATION FEES – EMPLOYEES AND NON-EMPLOYEES
4700	4864	SUBSCRIPTIONS & INFO SERVICE	SUBCRIPTION START DATE AND END DATE MUST BE INCLUDED IN THE TRANSACTION NOTE FIELD
4700	4733	COPYING, PHOTO & PRINT SERVICES	PRINTING OF PHOTOS
4700	4725	CONTRACTUAL SERVICES, NEC	PREPARED MEALS - INCLUDES PURCHASES FROM RESTAURANTS, CATERING, ETC.
4700	4872	TRAVEL & EXP REIMB, PAY TO VENDORS, NON-EMPLOYEE	INCLUDES ALL TRAVEL FOR STUDENTS AND NON-EMPLOYEES. TRANSPORTATION FEES AND LODGING, ETC.
4700	4769	INTERVIEWEE EXPENSES PAYMENTS TO VENDORS	ALL TRAVEL RELATED EXPENSES FOR INTERVIEWEES

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31

Coding Contractual Services Purchases in PaymentNet

CONTRACTUAL SERVICES			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	NOTES
4700	4723	COMPUTER SOFTWARE	
4700	4703	ADVERTISING	CHARGES FOR ADVERTISING
4700	4707	ASSOCIATION DUES	MEMBERSHIPS
4700	4842	REPAIR/MAIN, NEC	TYPEWRITER, ETC. INCLUDES LABOR AND ALL REPLACEMENT PARTS WHETHER LABOR IS BEING DONE BY VENDOR OR IN-HOUSE. INCLUDES BATTERIES FOR COMPUTERS, EQUIPMENT, ETC.

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32

Other Coding Information

TELECOMMUNICATIONS			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	NOTES
5300	5375	TELECOMMUNICATION SERVICES, NEC	INCLUDES REPAIR OF FAX MACHINES
5300	5377	TELECOMMUNICATION EQUIPMENT	HAND HELD RADIOS, FAX MACHINE
5300	5379	TELECOMMUNICATION SUPPLIES	TONER FOR FAX, ANTENNAS, BATTERIES, ETC.

MERCHANDISE FOR RESALE			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	NOTE
6700	6757	RESALE	

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