

PaymentNet TM
Corporate/Purchasing Card
Training Documentation

4/14/2005

Accessing PaymentNet™

Enter the URL <https://www.paymentnet.com/>.

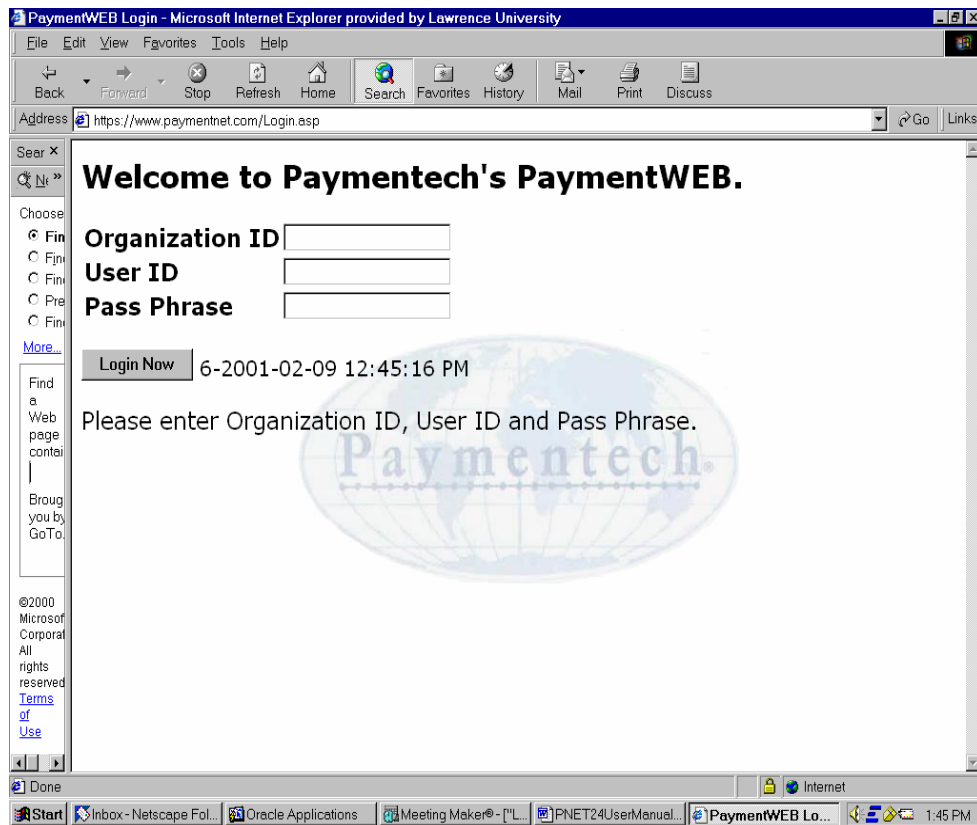
Enter your login information as follows:

Organization ID us00984
User ID your Lawrence Username
Pass Phrase lawrence (pass phrase is case sensitive)

Click **Login Now**.

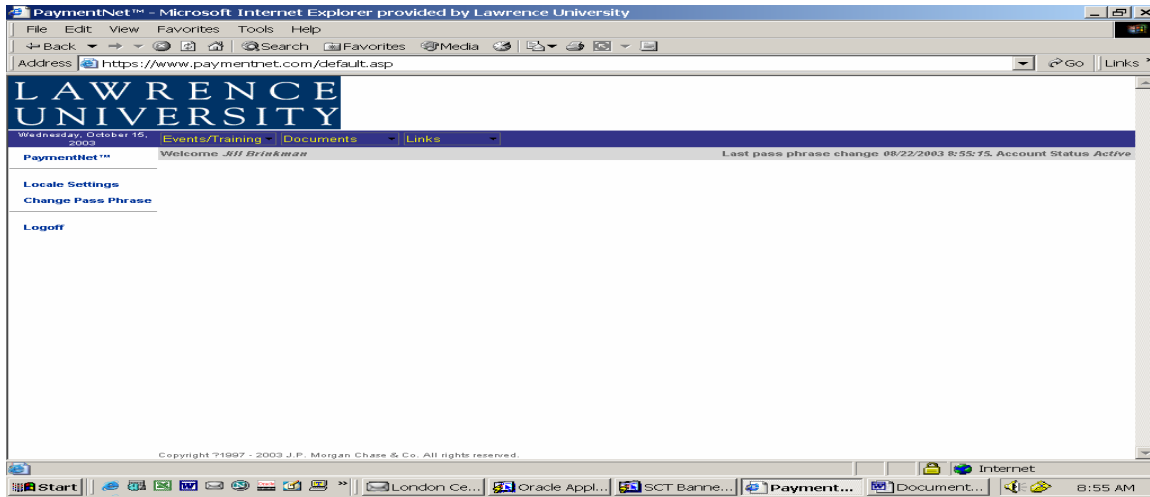
Press **Yes** to Security Window.

Please change the Pass Phrase the first time you log in. If you forget your Pass Phrase, contact the program administrator.



The screenshot shows a Microsoft Internet Explorer browser window titled "PaymentWEB Login - Microsoft Internet Explorer provided by Lawrence University". The address bar displays "https://www.paymentnet.com/Login.asp". The main content area features the heading "Welcome to Paymenttech's PaymentWEB." followed by three input fields labeled "Organization ID", "User ID", and "Pass Phrase". A "Login Now" button is positioned below the fields. A timestamp "6-2001-02-09 12:45:16 PM" is visible next to the button. Below the input fields, a message reads "Please enter Organization ID, User ID and Pass Phrase." A large, faint "Paymenttech" logo is centered in the background. The browser's taskbar at the bottom shows several open applications, including "Inbox - Netscape Fol...", "Oracle Applications", "Meeting Maker® - [L...", "PNET24UserManual...", and "PaymentWEB Lo...". The system clock indicates "1:45 PM".

After a successful login you should see this screen.



The first time you log in you will need to change your password.

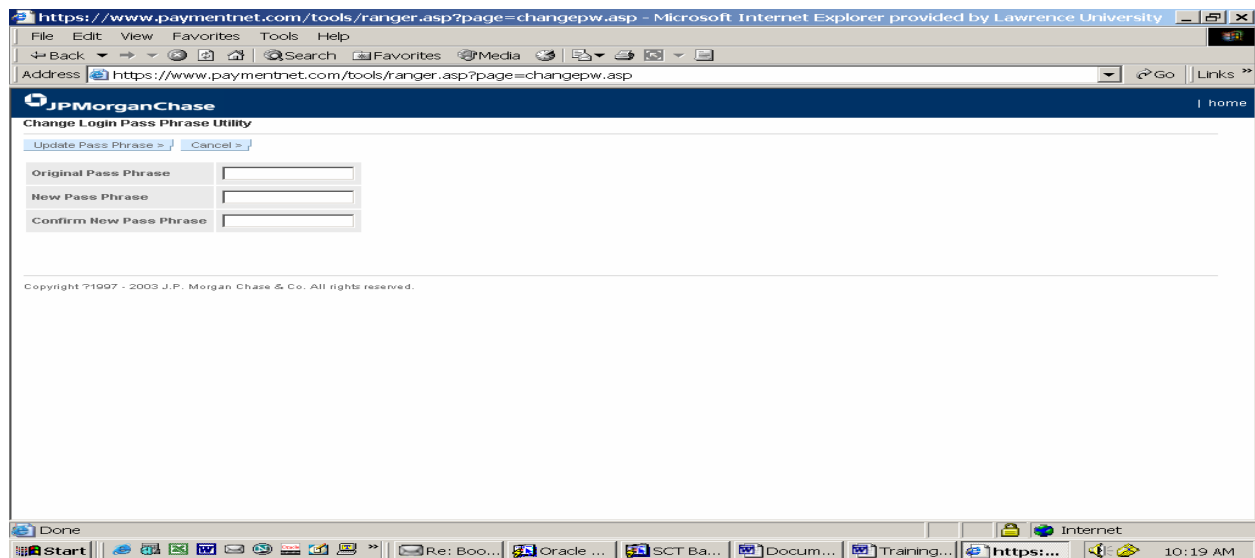
Click on **Change Pass Phrase** on the left hand side of the screen.

Original Pass Phrase is lawrence

New Pass Phrase (your choice)

Confirm New Pass Phrase (your new password)

Click on **Update Pass Phrase**.



To get back to previous screen, click on **home** in the upper right hand corner.

Click on **PaymentNET™**.

Navigating Through PaymentNet™

On the top of each screen in PaymentNet™ is the PaymentNet™ navigator. This feature enables you to quickly access each screen within PaymentNet™.

The following navigational tools will help you in the Transaction, Employee Profile, and Merchant screens:

In the upper right part of the screen, there are arrows which when clicked take the user to the next page, previous page, last page, or first page. The options available are dependent on the current page.

The Go to Page ___ of ___ feature displays the number of pages that are available for viewing. When the user selects a page number from the drop-down list, the selected page will be displayed on the screen.

In the Employee Profile and Merchant Profile screens, users can select profiles alphabetically. When the user selects a letter from the Last Names Start With ___ drop-down list, PaymentNet™ will search for all profiles where the last name begins with that letter.

When sorting data by category, the user can click on one of the double arrows located to the right of the header in each column. The arrow pointing up sorts data in an ascending order (A-Z), the arrow pointing down sorts data in a descending order (Z-A).

PaymentNet™ - Microsoft Internet Explorer provided by Lawrence University

File Edit View Favorites Tools Help

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

JPMorganChase Menu: ===== Transactions ===== go>

Transaction List (Custom View)

Select a View Default View go>

Create Export File > Save Query > Create Query >

Row ID	Trans ID	Approval Level 1	Approval Level 2	Transaction Date	Post Date	Transaction Amount	Organization	Account	Activity	Employee Last Name	Employee First Name	MCC		
1	18184			10/08/2003	10/10/2003	\$74.32				BRINKMAN	JILL	5812		
2	18061			10/05/2003	10/06/2003	\$55.06	\$0.00 VM SUPERCENTER	100001	6657	70061	000	BRINKMAN	JILL	5411

Go to page 1 of 1

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Start London Ce... Oracle Appl... SCT Banne... Payment... Document... 8:59 AM

Transaction Screen

The Transaction Screen enables users to review transactions that have posted. Users may assign accounting codes to each transaction, split transactions to multiple accounting codes, perform queries, dispute transactions, and complete checkbox fields (Access to transactions depends on user role and corporate hierarchy level).

A list of all transactions that have not been uploaded to the general ledger appears when you click on **View All MyTransactions**.

Row	Trans ID	Approval Level 1	Approval Level 2	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Merchant Name	Fund	Organization	Account	Activity	Employee Last Name	Employee First Name	MCC
1	18184	<input type="checkbox"/>	<input type="checkbox"/>	10/08/2003	10/10/2003	\$74.32	\$0.00	METRO SALES OF APPE	100001	6657	70251	000	BRINKMAN	JILL	5812
2	18061	<input type="checkbox"/>	<input type="checkbox"/>	10/05/2003	10/06/2003	\$55.06	\$0.00	WM SUPERCENTER	100001	6657	70061	000	BRINKMAN	JILL	5411

To see transactions that have already been uploaded to the General Ledger you will need to use the query function. See page eight.

Splitting a Transaction

If a transaction must be split into multiple accounting codes, click on the transaction in the Transaction List. The following screen will open. Then click on the **Split** button.

PaymentNet™ - Microsoft Internet Explorer provided by Lawrence University

File Edit View Favorites Tools Help

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

JPMorganChase Menu: View all my transactions 90> LAWRENCE UNIVERSITY OF WISCONSIN | help | home

Transaction Detail Record 18184 [Return to Transaction List](#)

Save > Split > Dispute >

Reviewed	<input type="checkbox"/>
Approved	
Customer Code	
Trans Merchant Name	METRO SALES OF APPE
Trans Merchant City	APPLETON
Merch. State / Prov	WI
Originating Currency	US Dollar
Orig Currency Amt	\$74.32
Subtotal	\$74.32
Sales Tax Amount	\$0.00
Total	\$74.32

Fund: 100001 - Edu & Gen

Organization: 6657 Union Station

Account: 70251 Meals - Entertainment

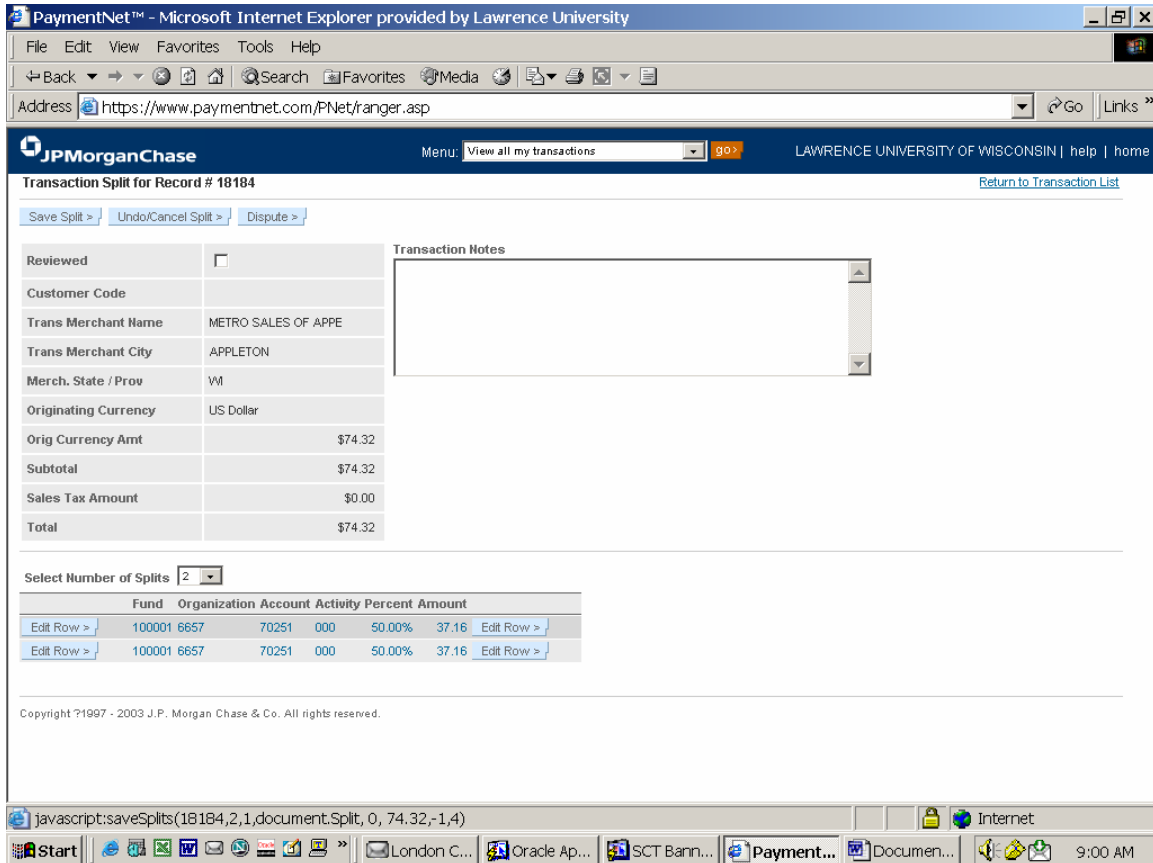
Activity: 000 - Default

Transaction Notes

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Start | Re: Boo... | Oracle ... | SCT Ba... | Docum... | training... | Payme... | 9:40 AM

The upper table on the screen displays detailed transaction information. Click on the arrow to the right of the Select Number of Splits field to choose the number of lines the transaction should be divided into. Transactions can be split up to a maximum of 99 lines of accounting codes. If no other number is chosen, the system will default to two splits per transaction.



To edit a particular row, click the **Edit Row** button. This enables the user to edit accounting codes and allocate the transaction-billing amount by percentage or dollar amount.

To allocate by percentage, click on the **Percent** field and type the percentage that will be allocated to the line's accounting codes. The Allocated Amount field will update accordingly. When allocating transaction expenses to various accounting codes, PaymentNet™ will automatically balance the last split proportionally based on the percentages allocated to other accounting codes.

To allocate by dollar amount, click on the Allocated Amount field and type the amount that will be allocated to the line's accounting codes. With PaymentNet's™ auto balance feature, the Percent field will update automatically.

When you finish allocating a row, click the **Save Row** button. This will refresh the screen and enable you to edit any additional rows. When you have finished the entire split, click the **Save Split** button up above the transaction. If you would like to cancel the changes you have made, click the **Undo/Cancel Split** button. **Note: It is not necessary to click Save after clicking Undo.** When you are ready to return to the transaction listing, click the **Return to Transaction Listing** button located at the top right of the screen.

Disputes

If you have an issue with any of your transactions, PaymentNet™ allows you to dispute transactions on-line.

To access the dispute menu, click on any transaction in the Transaction Listing screen. Click **Dispute** on the Transaction Detail screen.

The Dispute screen will be displayed. From the drop down list, select a reason for the dispute. Make any remarks concerning the dispute under Additional Information. Type your e-mail address in the E-mail Address field (mandatory information) and fill in the Merchant (Merch) State information (mandatory information). Click **Save** when done.

Click **Mark as resolved/Undo**. Your dispute will be filed on-line to Paymentech and you will receive e-mail confirmation. Click **Return to the Transaction Listing**.

PaymentNet™ - Microsoft Internet Explorer provided by Lawrence University

File Edit View Favorites Tools Help

Address <https://www.paymentnet.com/PNet/ranger.asp> Go Links »

JPMorganChase Menu: View all my transactions go LAWRENCE UNIVERSITY OF WISCONSIN | help | home

Dispute for Record # 18184 [Return to Transaction Split](#)
[Return to Transaction List](#)

Save > * Denotes required information

Name	JILL BRINKMAN
Transaction Date	10/08/2003
Trans Merchant Name	METRO SALES OF APPE
E-mail Address*	JILL.M.BRINKMAN@LAWREN
Trans Merchant City	APPLETON
Merch. State / Prov*	WI
Dispute Entry Date	10/15/2003
Transaction Amount	\$74.32
Micro Reference	24270743281303803370010
Dispute Information	
Dispute Reason *	Select a reason for Dispute

Additional Information

Done Internet

Start London C... Oracle Ap... SCT Bann... Payment... Documen... 9:01 AM

Query Functions

The Create Query function enables you to view items that meet specified criteria you select. Queries are available on the Transaction Screen, Employee Profiles Screen, Merchant, Merchant Category Codes (MCC), and Accounting Codes screens. This feature is available to all User Roles. Click on the **Create Query** button at the top of the Transaction Listing screen. The Query Wizard screen will appear.

You can enter six lines of criteria for your query. If the query results must meet all of the criteria you specified, select **All** in the Find Records Where ____ of the Following Apply field. If query results must only meet at least one item of your criteria, select **Any** from the drop-down list.

In the fields below this, enter the actual criteria that will define the query. Complete the fields according to the information you would like to see displayed.

Note the three fields beneath Find records where...; Default settings say Accounting Cycle and is equal to. You will choose, using the arrows just to the right of the fields, which criteria will be used to define the query. If your query needs to be defined by multiple parameters, click the button with three dots (right side of the screen) to add additional field lines.

The screenshot shows a web browser window titled "PaymentNet™ - Microsoft Internet Explorer provided by Lawrence University". The address bar shows "https://www.paymentnet.com/PNet/ranger.asp". The page content includes the JPMorganChase logo and navigation links. The main heading is "Query Wizard for Transaction List". Below this, there are buttons for "Process Query >", "Cancel >", "Reset Wizard >", and "Reset Query >". A section titled "Find records where" has a dropdown menu set to "All" and the text "of the following apply". There are two rows of criteria: "Transaction Date" with a dropdown set to "is between" and values "01-Oct-2003" and "14-Oct-2003"; and "Merchant Name" with a dropdown set to "begins with" and the value "wm". A button with three dots is to the right of the second row. At the bottom, there are buttons for "Order by the following fields" and "Reset". The footer contains the copyright notice "Copyright ?1997 - 2003 J.P. Morgan Chase & Co. All rights reserved." The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "9:49 AM".

Result of query:

PaymentNet™ - Microsoft Internet Explorer provided by Lawrence University

File Edit View Favorites Tools Help

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

JPMorganChase Menu: View all my transactions 90> LAWRENCE UNIVERSITY OF WISCONSIN | help | home

Transaction List (Custom View)

Select a View Default View 90> Go to page 1 of 1

Create Export File > Save Query > Create Query >

Row	Trans ID	Approval Level 1	Approval Level 2	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Merchant Name	Fund	Organization	Account	Activity	Employee Last Name	Employee First Name	MCC
1	18061	<input type="checkbox"/>	<input type="checkbox"/>	10/05/2003	10/06/2003	\$55.06	\$0.00	WM SUPERCENTER	100001	6657	70061	000	BRINKMAN	JILL	5411

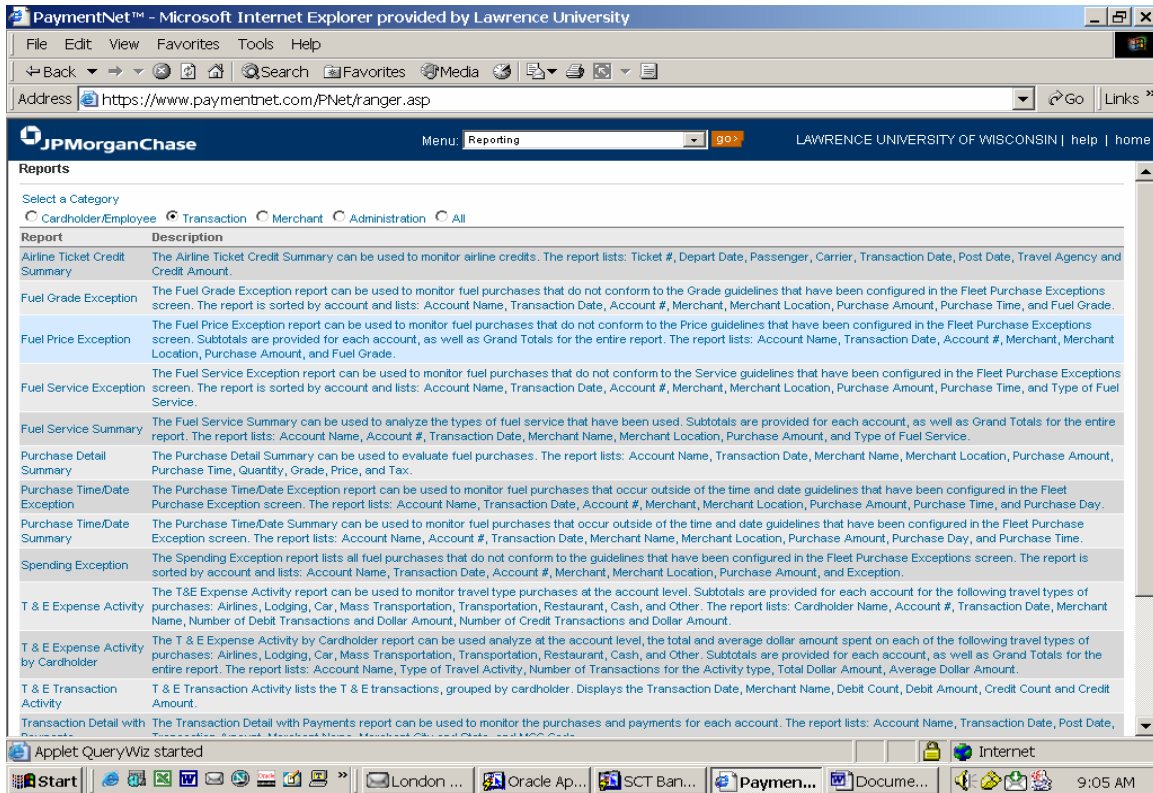
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Applet QueryWiz started

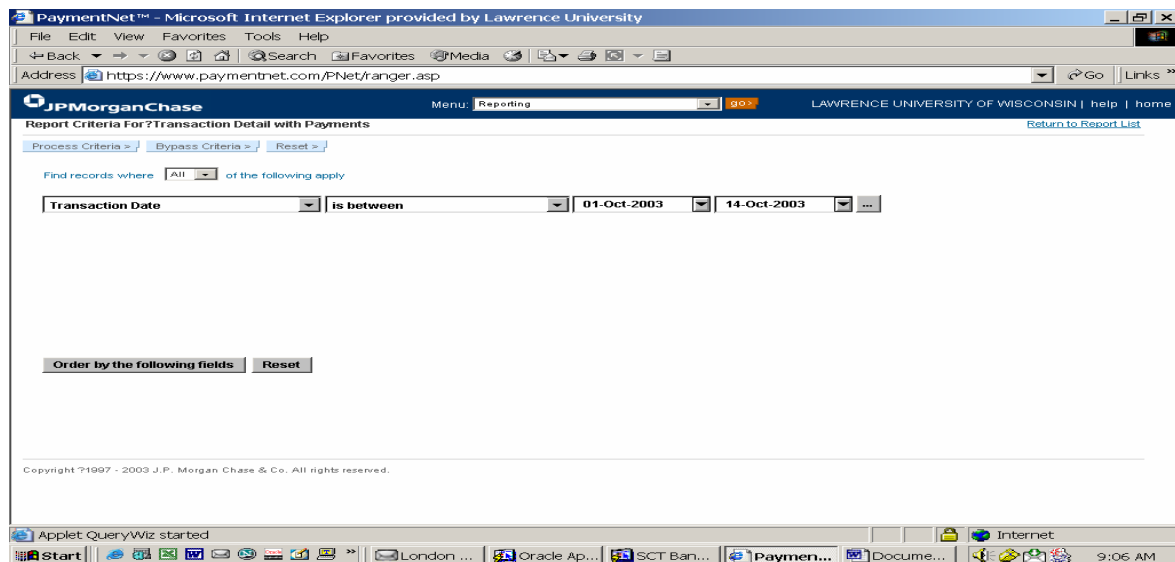
Start Re: Bo... Oracle ... SCT Ba... Docum... training... Paym... 9:51 AM

Reports

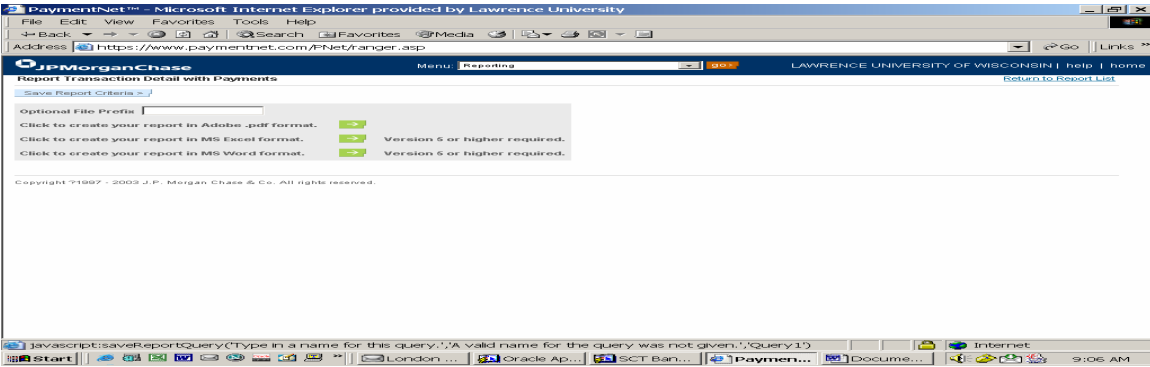
There are a number of reports available to cardholders. In the View drop down box click on Reporting. In the upper left you will see Select a category. Click on Transaction. You will see a list of reports.



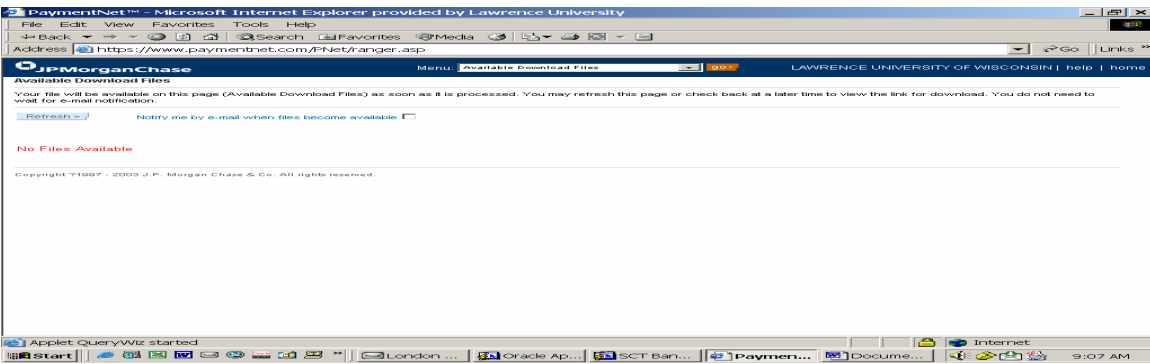
Click on a report and a criteria screen will come up. Enter the criteria and **Process Criteria**



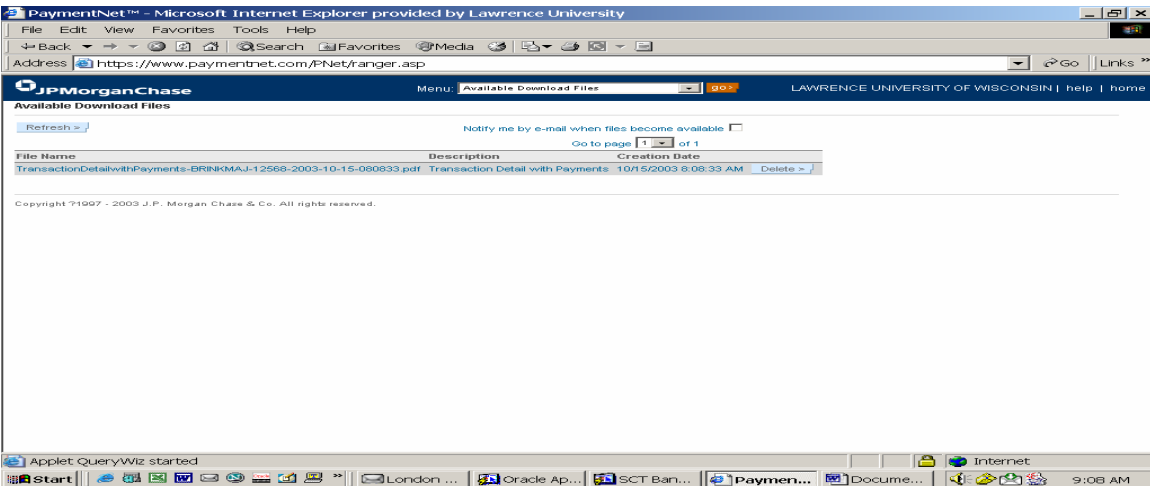
Click on view your report in Adobe PDF format if you would like to see the report. You have the option of saving as and EXCEL or WORD file.



The following screen will appear.



When the report is ready you will click on the report and follow the instructions on the screen to view the report.



Example of the report in Adobe PDF format:

The screenshot shows a Microsoft Internet Explorer browser window displaying a report from PaymentNet. The browser's address bar shows the URL <https://www.paymentnet.com/PNet/ranger.asp>. The report content is as follows:

LAWRENCE UNIVERSITY OF WISCONSIN
TRANSACTION DETAIL WITH PAYMENTS

Date Printed: 10/15/2003 Orientation: Portrait

TRAN DATE	POST DATE	AMOUNT	MERCHANT NAME	CITY	STATE	MCC CODE
BRINKMAN, JILL .						
10/05/2003	10/06/2003	\$55.06	WM SUPERCENTER	APPLETON E	WI	5411
10/08/2003	10/10/2003	\$74.32	METRO SALES OF APPE	APPLETON	WI	5812
TOTALS FOR BRINKMAN, JILL .			2 TRANSACTIONS	AMOUNT:	\$129.38	
GRAND TOTALS:			2 TRANSACTIONS	AMOUNT:	\$129.38	

End of Report

The browser's taskbar at the bottom shows several open applications, including Oracle, SCT Ba..., Docum..., training..., and Paym..., along with the system clock showing 10:05 AM.