

# SIUE PaymentNet™ User Guide


Chrome is not a supported browser. 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](http://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 
- 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:

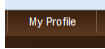
Organization ID

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.

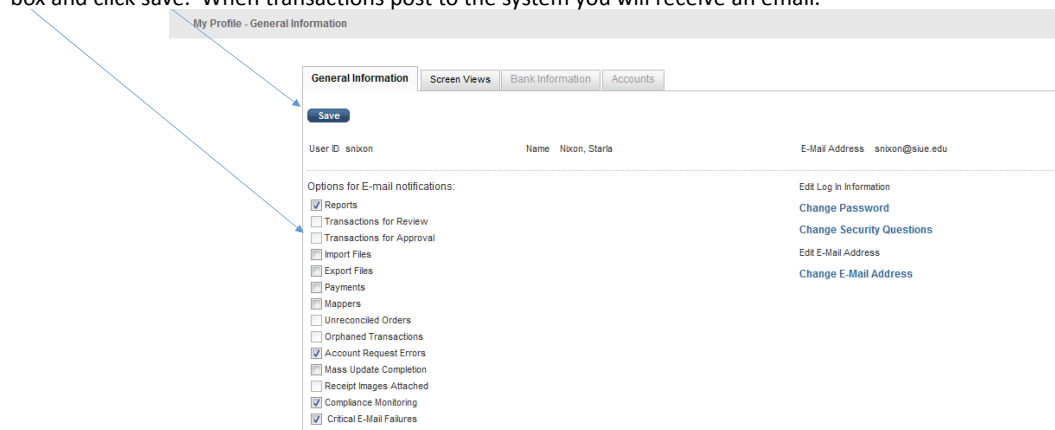


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## Setting up Email Notifications

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.



My Profile - General Information

General Information | Screen Views | Bank Information | Accounts

[Save](#)

User ID snixon      Name Nixon, Starla      E-Mail Address snixon@siue.edu

Options for E-mail notifications:

- Reports
- Transactions for Review
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Mappers
- Unreconciled Orders
- Orphaned Transactions
- Account Request Errors
- Mass Update Completion
- Receipt Images Attached
- Compliance Monitoring
- Critical E-Mail Failures

[Edit Log In Information](#)  
[Change Password](#)  
[Change Security Questions](#)  
[Edit E-Mail Address](#)  
[Change E-Mail Address](#)



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## 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.


Last 30 days (system) Set as Default Query

Examples:



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## Approving Transactions - Home Screen

- Click on 
- You will see messages displayed from JP Morgan such as ongoing maintenance.
- Messages from Purchasing such as vendor information.

### Messages

**March 4, 2016 12:00 PM CT** - As part of our ongoing commitment to improve PaymentNet, J.P. Morgan Commercial Card Online, J.P. Morgan Commercial Card Mobile, and Single-Use Account processing, we will be performing system maintenance beginning Friday, March 18 at 8:00 PM Central Time (CT).

- PaymentNet, SUA Batch, Commercial Card Online, and Commercial Card Mobile will be unavailable from Friday, March 18 at 8:00 PM CT through Sunday, March 20 at 8:00 PM CT.
- SUA Processing, Real-Time, will be unavailable from Friday, March 18 at 10:00 PM CT through Saturday, March 19 at 6:00 AM CT. SUA requests submitted during this time will not be filled. SUA processing will resume at the close of this maintenance window.

We value your business and apologize for any inconvenience. Please contact your J.P. Morgan representative or call the number on the back of your card if you need assistance.

### ULINE PURCHASES

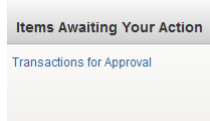
We have been advised by the Chief Procurement Officer for Higher Education that while the investigating into political contributions made by Uline Inc. affiliates is ongoing, any orders to Uline should be held pending the outcome. Please do not place any orders with this company until this ban is lifted.



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## Approving Transactions

- From the Home screen the quick link box



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

Click on the link to begin.



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## Approving Transactions

- Click anywhere in the line on a transaction.
- Compare the transaction details (e.g., vendor, amounts) with your receipts, if applicable.
- Ensure all accounting code (e.g., budget purpose) information is correct.
- DA1 and DA2 (SIUE – defaults to 00000)
- Ensure Parent Object Code is correct.
- Ensure Object Code is correct.



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### Example of Transaction coded for Commodities – Office Supplies with Accounting Code Fields

Accounting Codes

Chart of Accounts

Organization \*

Budget Purpose \*

DA1 \*

DA2 \*

Parent Object \*

Object \*



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## Approving Transactions

- Review all REQUIRED information to ensure it is correct. -- Description information in the Transaction Notes field. For example: Office supplies – Pens, Paper, File Folders, etc. Please include PCE# when appropriate.
- Ensure - If total >\$100, but no equipment was purchased please begin the notes with “No one item over \$100”.
- After all information has been reviewed for accuracy, **check the Approval1 Box to the right of your name and Click Save.**

Approval Status	Approved
Reviewed Cox, Jennifer	<input checked="" type="checkbox"/>
Approval1 Ufert Fairless, Nancy	<input checked="" type="checkbox"/>

**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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## Approving Transactions

- To move to the next transaction, use the Return to Transactions List link or click on an arrow.



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## 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.

Traveler Last Name

Traveler SIU ID

### Transaction Notes

Who: Nixon, What: Airfare, or Lodging, or Taxi, or Shuttle, When: 3/14-3/18, Where: Paradise, IL, Why: Pcard - Conference

2879 characters remaining.



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## Transaction review for Equipment

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

- |   |   |
|---|---|
| <b>1. Price per unit</b>  | Equip Price Per Unit <input type="text"/> |
| <b>2. Number of units</b>   | Equip Num of Units <input type="text"/>   |
| <b>3. Building &amp; Room</b>   | Equip Bldg& Room Num <input type="text"/> |
| <b>4. AIS Unit # (5 digits)</b>   | Assign to Unit Num <input type="text"/>   |
| <b>5. Purchasing Number (<u>NOT APPLICABLE</u> for Edwardsville Campus)</b> | Equip Purchasing Num <input type="text"/> |
| <b>6. Equipment Serial Number</b>   | Equipment Serial Num <input type="text"/> |
| <b>7. Equipment Make-Model</b>  | Equipment Make-Model <input type="text"/> |



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## 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.siu.edu/emergencymanagement/video/Chimera.shtml>  
 or call Emergency Management & Safety x 3592.



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## Split Transactions

- Transactions may be split transaction because the purchase was for 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.
- Click the arrow on any line to review the accounting information. Repeat this step until finished.

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	
▶ 1	Commercial Card Purchase	1.00	119.73	<input type="checkbox"/>	33.33	119.73	Delete
▶ 2	Commercial Card Purchase	1.00	119.73	<input type="checkbox"/>	33.33	119.73	Delete
▶ 3	Commercial Card Purchase	1.00	119.74	<input type="checkbox"/>	33.34	119.74	Delete Add



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## 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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## 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.



## 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.



- 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	VAVNAO	O	Dayton - 04/11/2016 06:00 AM	Atlanta - 04/11/2016 12:00 AM
3	Delta Air Lines, Inc.	1828	0	VAVNAO		Atlanta - 04/11/2016 08:38 AM	Savannah Ga - 04/11/2016 12:00 AM
4	Delta Air Lines, Inc.	985	0	VAVNAO	X	Savannah Ga - 04/14/2016 06:20 AM	Atlanta - 04/14/2016 12:00 AM
5	Delta Air Lines, Inc.	1521	0	VAVNAO	O	Atlanta - 04/14/2016 08:20 AM	Dayton - 04/14/2016 12:00 AM



## 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
K365906	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 PAPER	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 WHIT 8.5	2	PK	\$5.35	\$0.00	\$0.00	\$10.70

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## Coding Travel Transactions in PaymentNet

TRAVEL – EMPLOYEES ONLY			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	NOTES
4300	4346	IN-STATE TRAVEL, PAYMENTS TO VENDORS	<b>TRAVEL DOES NOT INCLUDE REGISTRATION SEE 4700/4820</b>
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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## 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.			



## Coding Commodity Purchases in PaymentNet

COMMODITIES			
PARENT OBJECT	OBJECT	MINOR TRANSLATION	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.



## 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	SUBSCRIPTION 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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## 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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## 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	

