Logging In

1. Using your internet browser, go the the following address. PaymentNet works best with Internet Explorer, Mozilla Firefox or Safari.  
   https://www.paymentnet.jpmorgan.com
2. Enter the following on the PaymentNet Log in screen:
   - Organization ID: VASSAR1
   - User ID. Enter your User ID
   - Password. Enter your Password.
3. Select the Remember my Organization ID checkbox. PaymentNet saves your Organization ID so you do not have to enter it each time you log in.
   **J.P. Morgan discourages selecing this option if you are accessing PaymentNet from a public computer**
4. Click Log In

If you having problems logging in, please contact
Karen Gallagher ● Purchasing Department ● kagallagher@vassar.edu ● 845-437-5845
Welcome Screen/Cardholder Dashboard

Once you log in to PaymentNet, you will be on the Welcome/Cardholder Dashboard screen. This screen displays each time you log in to PaymentNet.

The Welcome/Cardholder Dashboard screen displays each time you log in to PaymentNet; it serves as your starting point or home page. This screen lists tasks that have been assigned to you, such as reviewing your transactions, in the Items Awaiting Your Action panel, and displays important messages from J.P. Morgan and your program administrator in the Messages panel.

You can access the Welcome screen from anywhere in PaymentNet by clicking the Home link in the toolbar.

Viewing Transactions

There are multiple ways to view your transactions.

1. To find transactions from the Transaction List screen, select Transaction < Manage. The Transaction List screen displays transactions for the last 30 days.
2. Or Click on Items Awaiting Your Action (New Transactions)
4. To find transactions you can create a query, select Transaction and then hit Query
Once you select on your transactions they will pop up. Click on each transaction.

Once you click on your transaction, the Transaction Detail screen pops up.
Once you click on your transaction, the Transaction Detail screen pops up.

Your Budget Account will be defaulted to your specific organization. You will then have to pick the Spend Category that reflects the transaction.

Click on the drop down to pick the correct Spend Category for your transaction.

Once you select the correct Spend Category, you can add notes to the transaction.

Remember to check off the Reviewed Box.
How to Run the Transaction Allocation Report (Reconciliation Report)

1. Select Reports – Create

2. Select the Transaction Allocation Report

3. Enter the date range
4. Keep Criteria Fields Listed
5. Once you have all fields listed, Hit Process Report
Report results are displayed on the Available Downloads screen. Double click on Transaction Allocation and you should be able to view/print report.

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically the Delete button.

Keep hitting the Refresh button and then it will say successful.

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically the Delete button.

**Transaction Allocation**

**Vassar1**

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Account Number</th>
<th>Transaction Date</th>
<th>Post Date</th>
<th>Merchant Name</th>
<th>Merchant City</th>
<th>Merchant State/Province</th>
<th>MCC</th>
<th>Sales Tax</th>
<th>Transaction Amount</th>
<th>Transaction Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2452418913001</td>
<td>GALLAGHER</td>
<td>KARIN</td>
<td>**************</td>
<td>06/01/2017</td>
<td>09/04/2017</td>
<td>HUDSON VALLEY OFFICE FURN</td>
<td>POUGHKEEPSIE</td>
<td></td>
<td>5021</td>
<td>$0.00</td>
<td>$678.00</td>
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</tr>
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<td>GALLAGHER</td>
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<td>**************</td>
<td>08/06/2017</td>
<td>09/07/2017</td>
<td>WEST POINT TOURS</td>
<td>845-561-2617 NY</td>
<td></td>
<td>4722</td>
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<td>$765.00</td>
<td>Purchase</td>
</tr>
<tr>
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<td>KARIN</td>
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<td>09/13/2017</td>
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<td>**************</td>
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<td>09/20/2017</td>
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<tr>
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<td>GALLAGHER</td>
<td>KARIN</td>
<td>**************</td>
<td>06/21/2017</td>
<td>09/22/2017</td>
<td>PARTY RENTAL LTD</td>
<td>201-787-4731 NJ</td>
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<td>KARIN</td>
<td>**************</td>
<td>09/21/2017</td>
<td>09/25/2017</td>
<td>LET'S GET PERSONAL, INC</td>
<td>POUGHKEEPSIE X B</td>
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<td>**************</td>
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<td>4722</td>
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<td>$765.00</td>
<td>Purchase</td>
</tr>
</tbody>
</table>

Grand Total: 8 Transaction(s) $0.00 $54,364.07
Statement

Cardholders can view and download statements for their card accounts in several ways. For example, you can click the Statements or My Accounts option on the PaymentNet menu bar, or you can run the Statement query on the Transaction List screen. In addition, you can click the View link in the Statements panel on the Cardholder Dashboard.

To access a statement from the menu bar:
1. On the PaymentNet menu bar, click Statements
2. Cardholders can click on My Accounts on the menu bar. Then, in the Statement column, click the View Statement Detail button for the statement you want to view/print.

Reminders

- The cardholder is required to reconcile each charge on the statement to the corresponding original receipt.
- Review your monthly statements to ensure that all transactions listed are valid.
- Login to PaymentNet to review and reconcile your transactions.
- Change Spend Category to the appropriate account if needed. This must be done by the 5th business day of the month. (for prior month’s charges)
- Check the reviewed box on your transaction page.
- The monthly statement and all original itemized receipts are to be attached to the P-Card reconciliation form.
- The business purpose of each expense should be noted on the reconciliation form.
- The cardholder and Robyn Lin – Chair of Finance must sign and date the report/reconciliation form, reviewing the month’s activity.

After reconciliation is complete, all P-card monthly statements, receipts and monthly reconciliation forms must be kept by departments in their files for a period of 7 years from the date of the statement.

Feel free to reach out to me if you have questions or need training.
Thank you,
Karen Gallagher
Purchasing
845-437-5845
kagallagher@vassar.edu