J.P. Morgan PaymentNet

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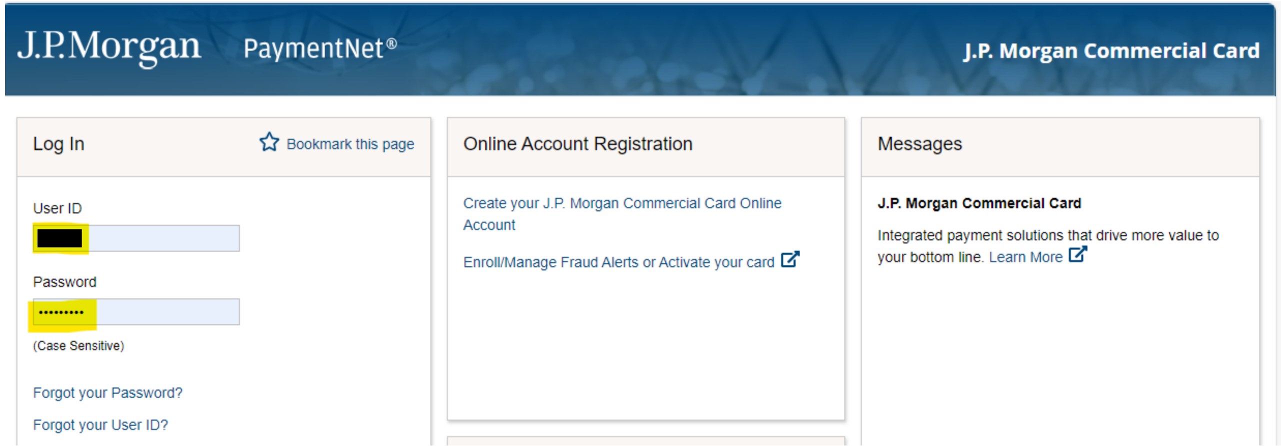
New Transactions

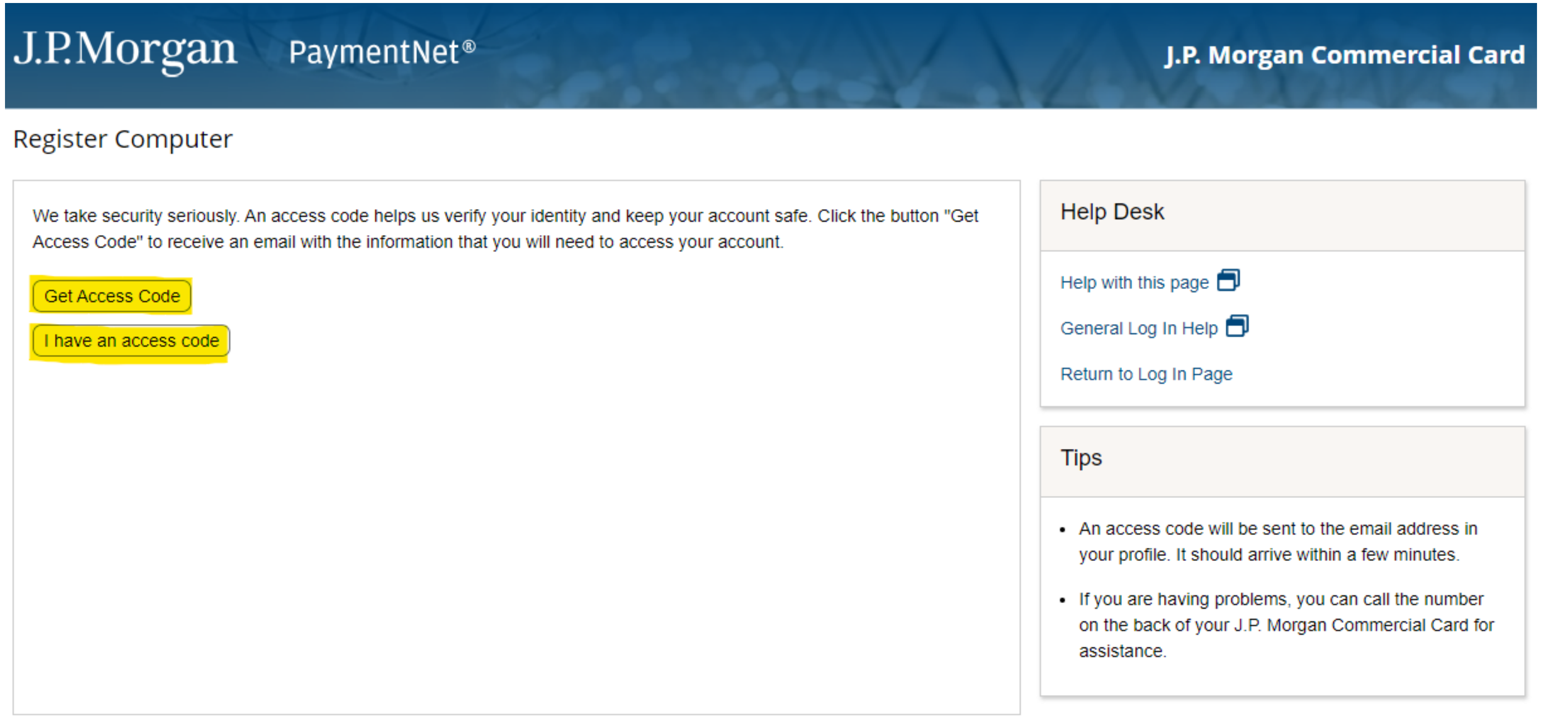
When a transaction hits your account an Email is sent from PaymentNet: New transactions for Review

Click on the link provided https://www.paymentnet.jpmorgan.com to sign in with your User ID and Password



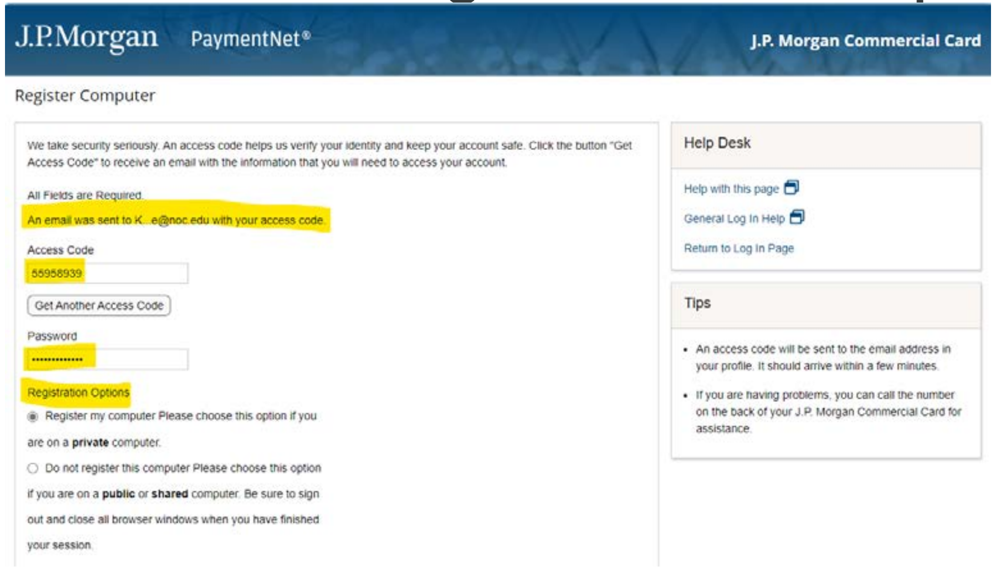
New Transactions Continued

Choose “Get Access Code” or “I have an access code”.



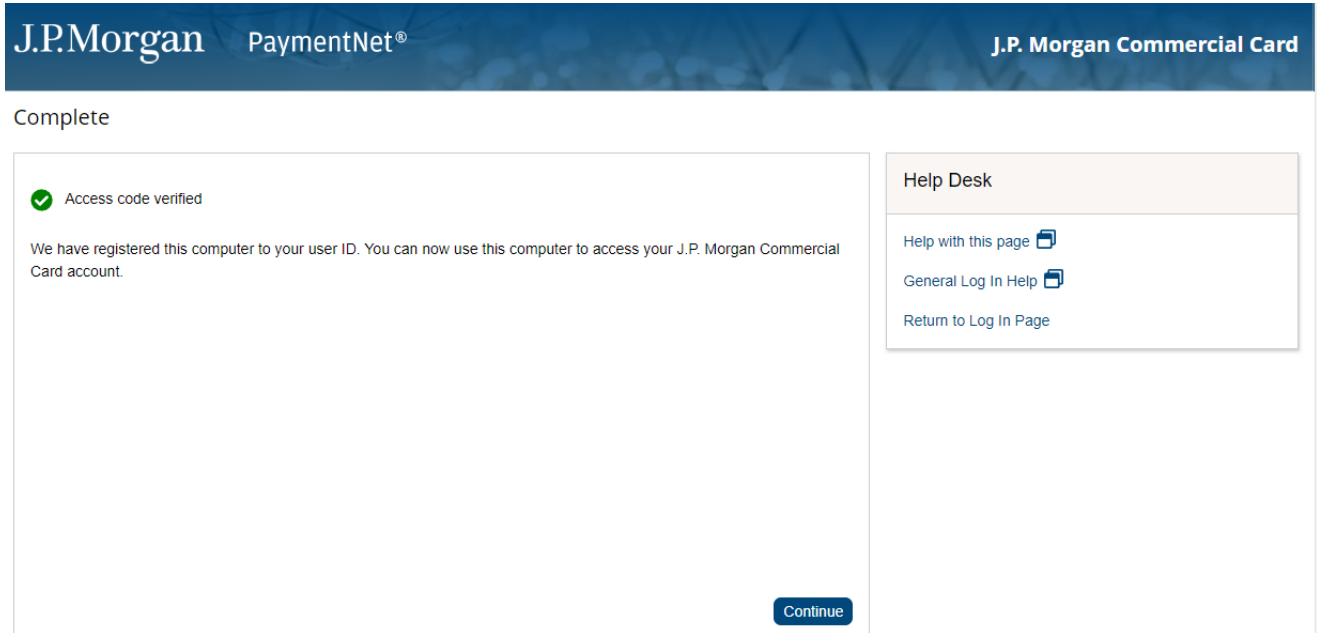
New Transactions Continued

Go to your email and copy your access code and paste it in the Access Code box, enter password, and choose the appropriate radio button to register or not register the computer being used.



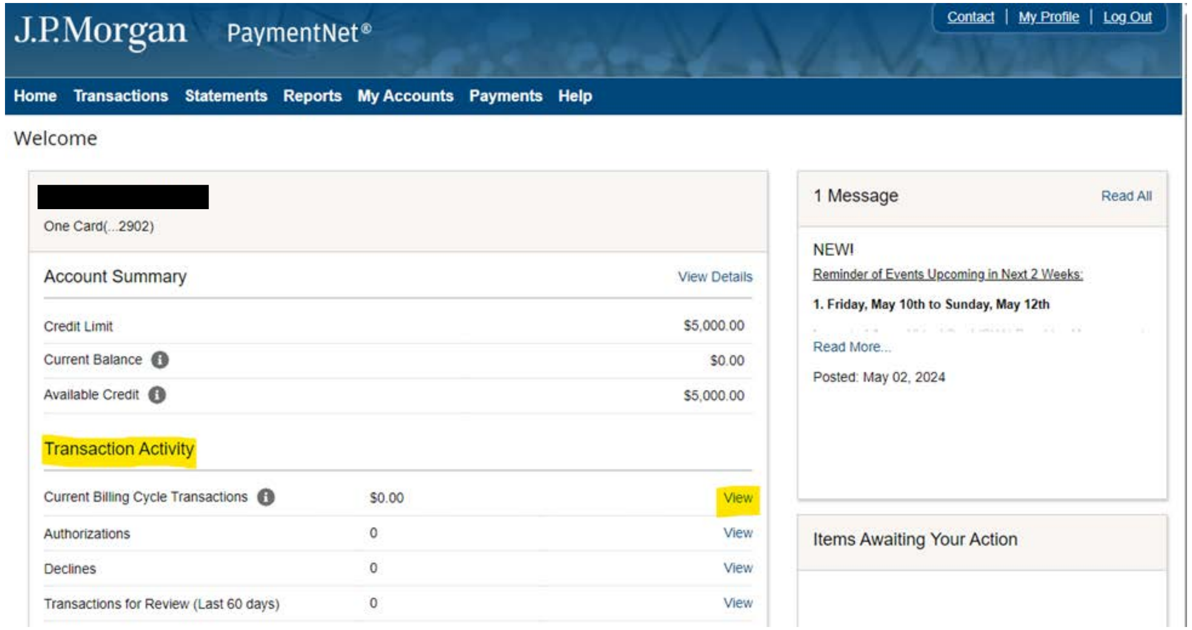
New Transactions Continued

You will see this screen when you successfully registered your computer.



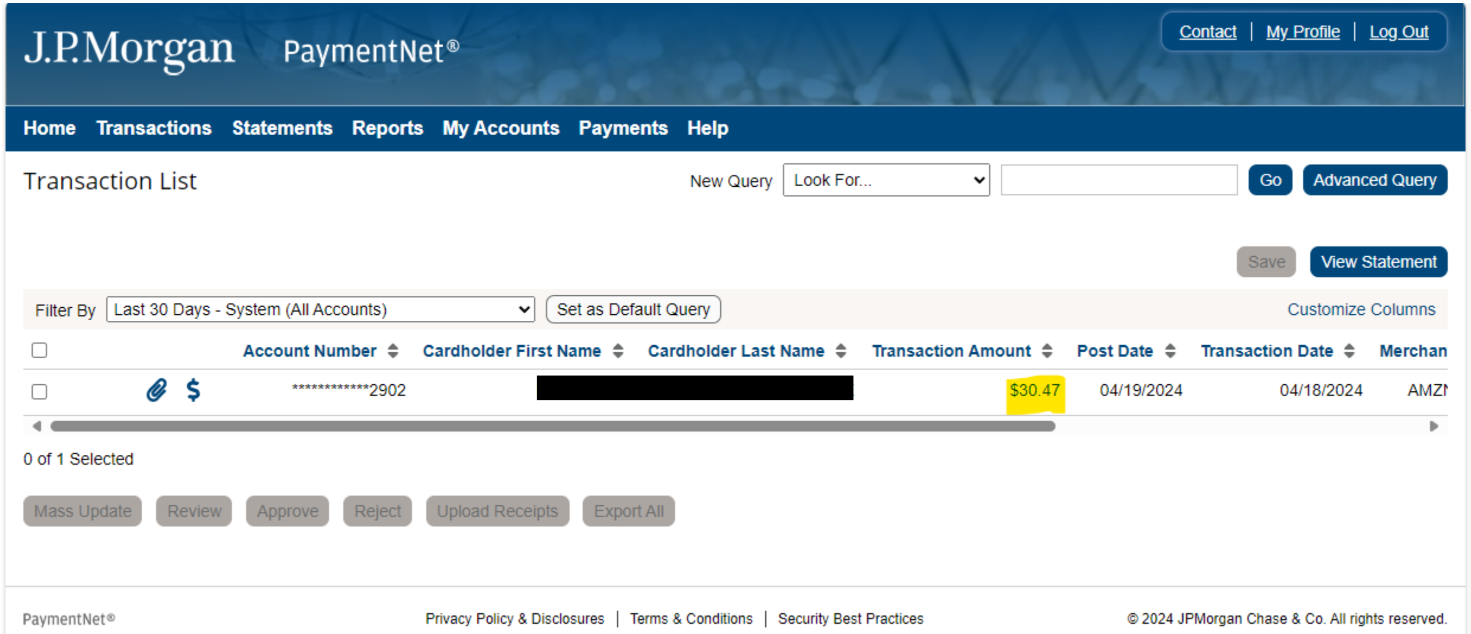
New Transactions Continued

When a charge hits your account, it will appear under “Transaction Activity”. Click on the blue hyperlink “View”.



New Transactions Continued

Or click the tab “Transactions” then “Manage”. Click on the blue hyperlink under transaction amount.

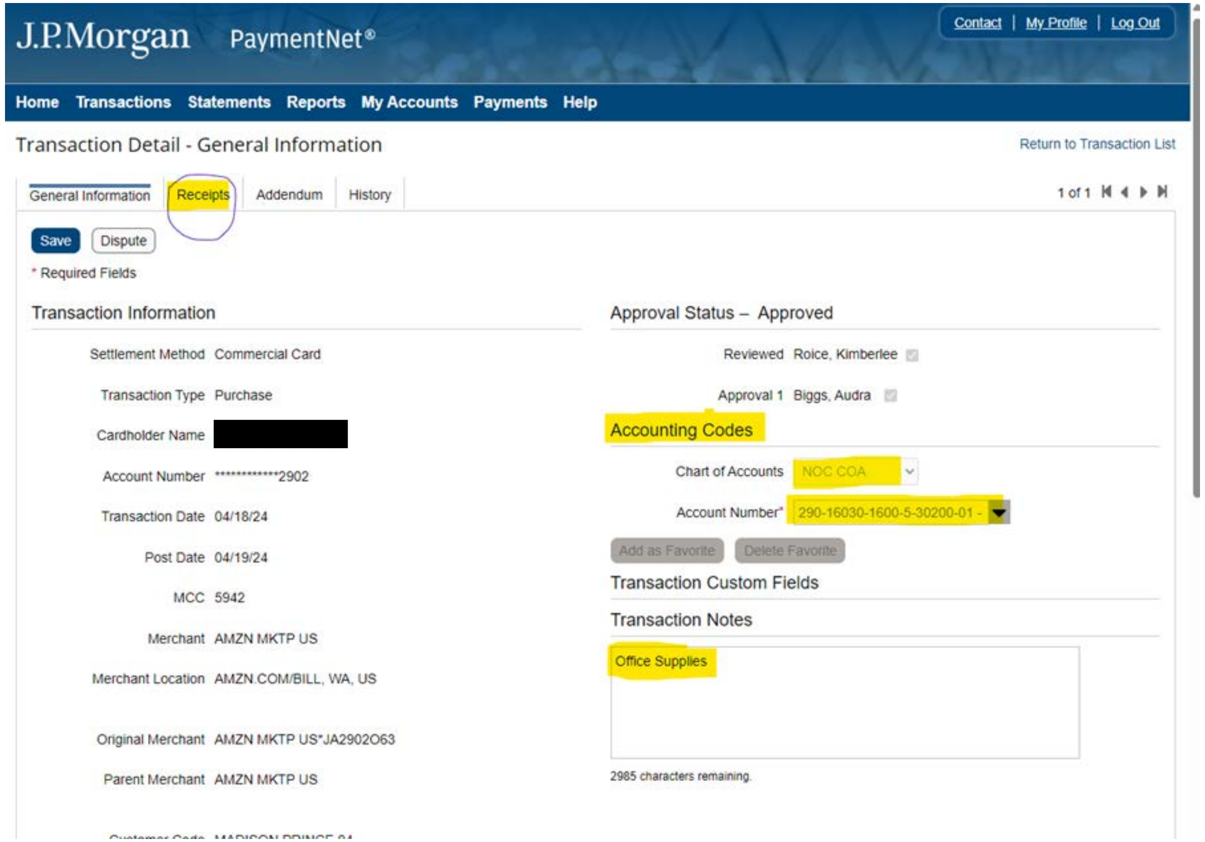


New Transactions Continued

Under Accounting Codes:

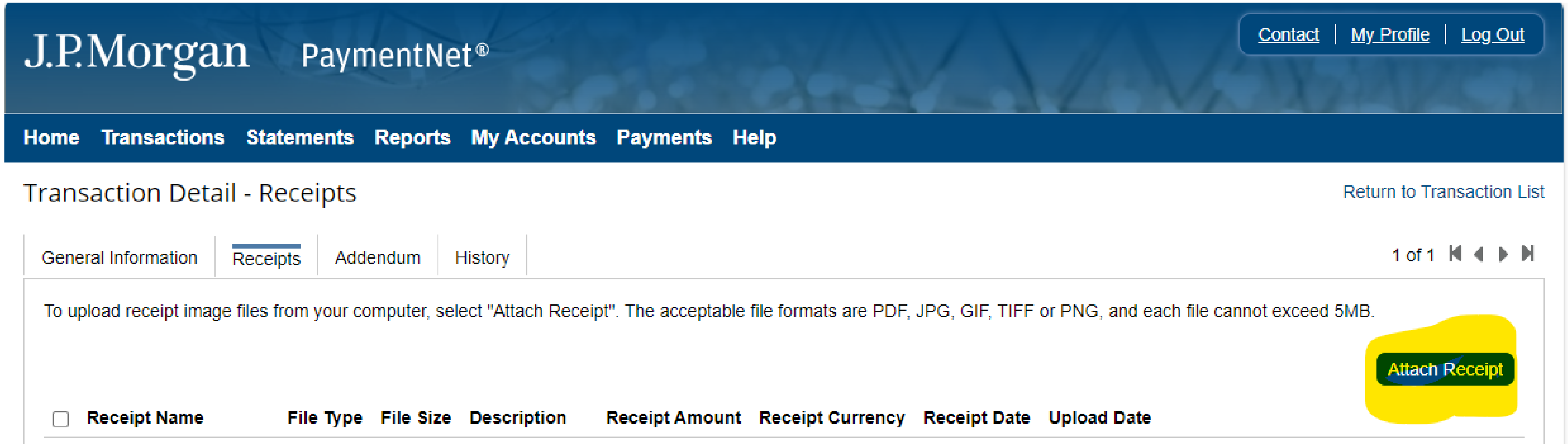
- Choose from drop down menu “NOC COA”
- Search or type in your Account Number.
- Identify the charge in Transaction Notes.
- Click Receipts

New Transactions Continued



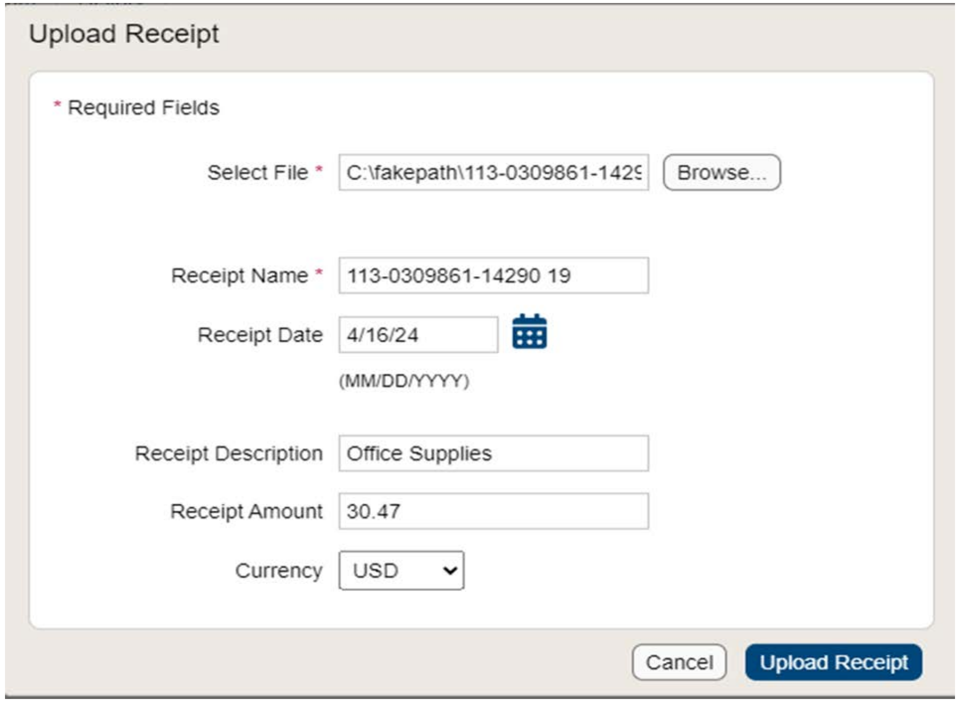
New Transactions Continued

Click Attach Receipt



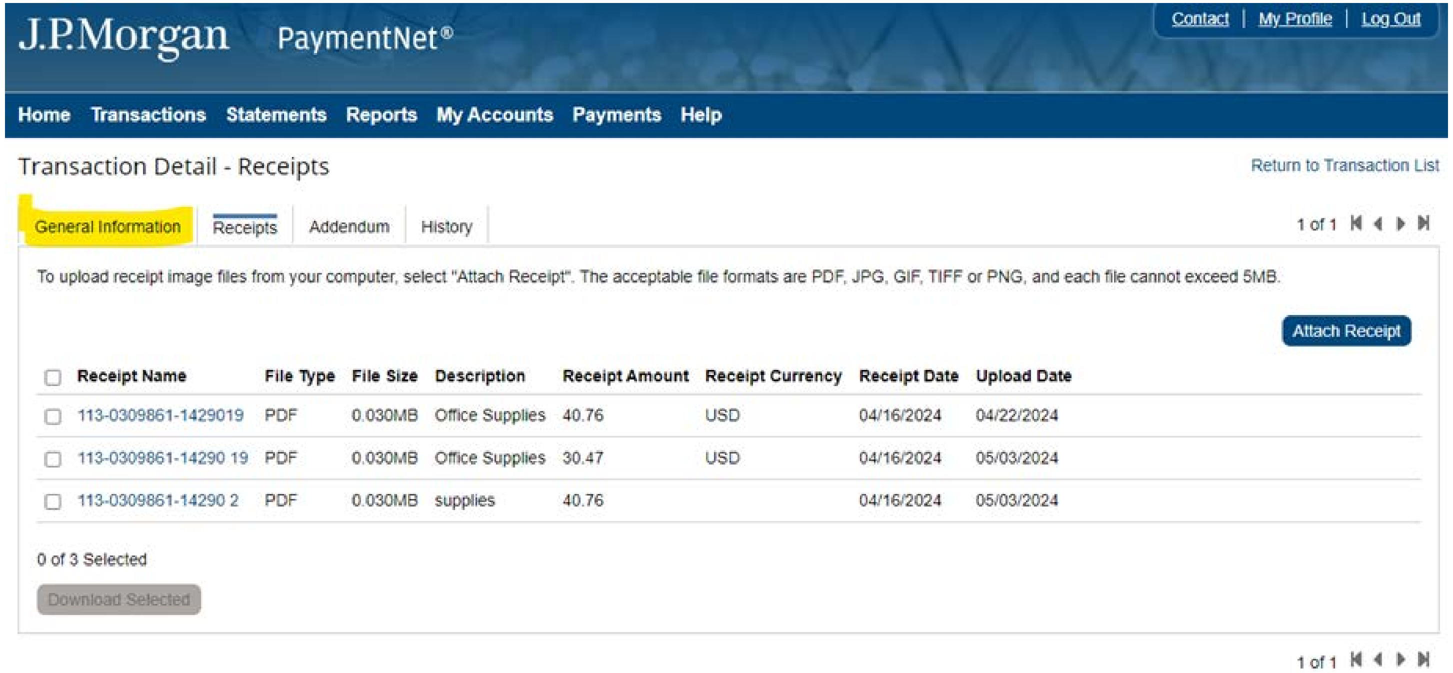
New Transactions Continued

Fill in “All boxes” and click upload receipts



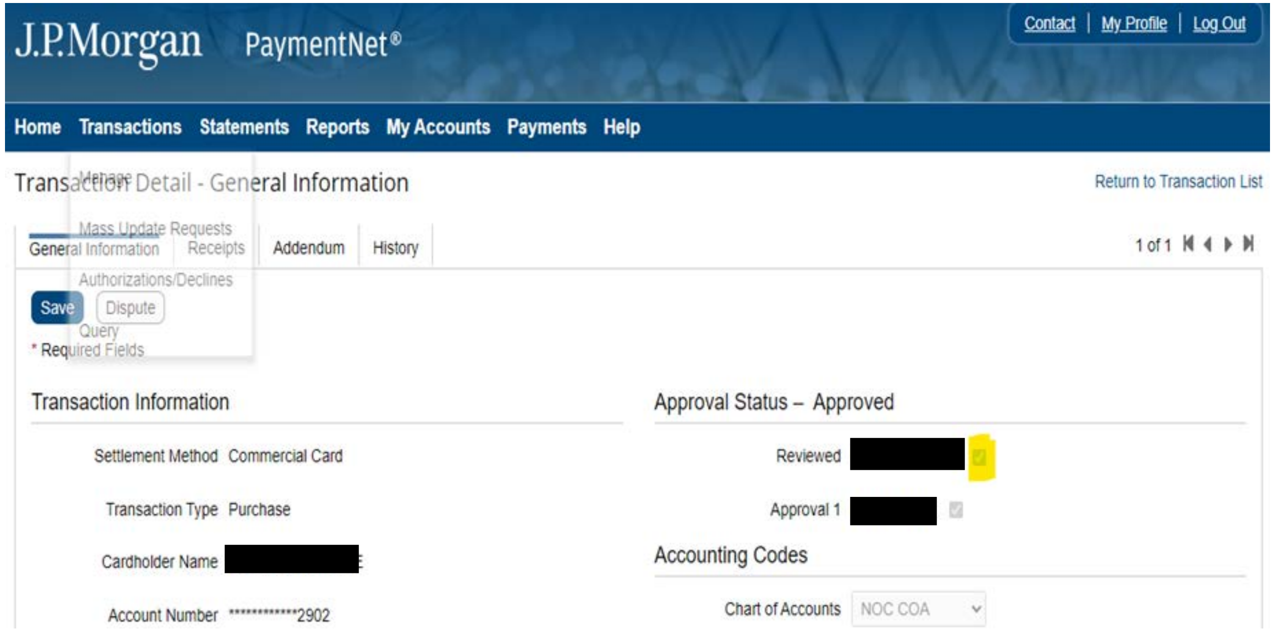
New Transactions Continued

Click on General Information



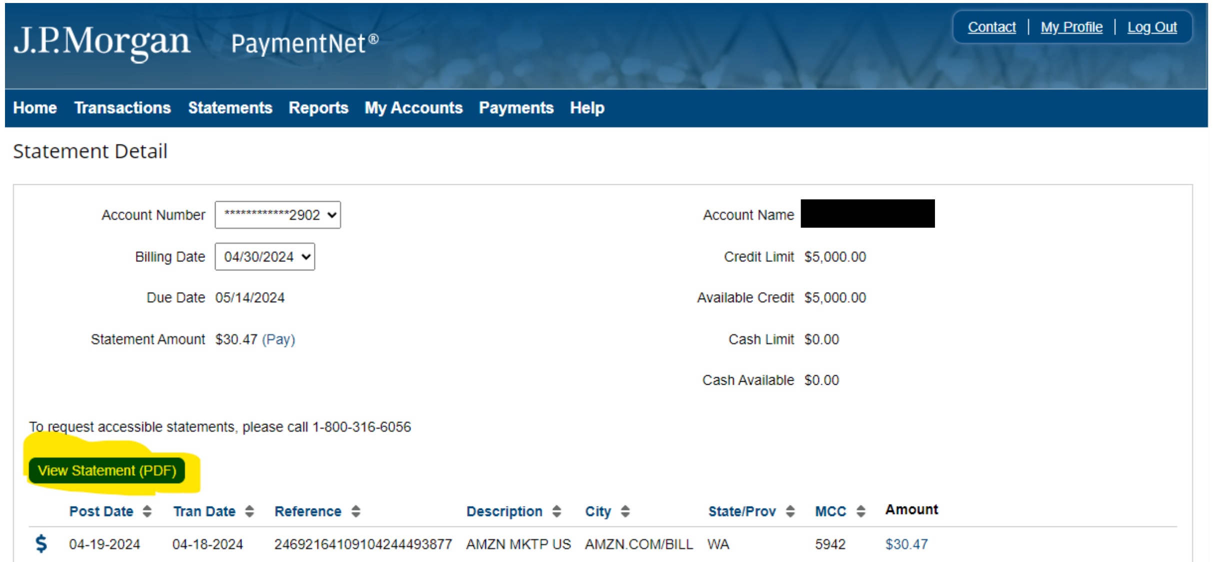
New Transactions Continued

Click Reviewed (need to swap out this approved status that shows only my name) This will notify the approver for them to approve.



New Transactions Continued

The first working day of the month, print statement and attach original invoices with your signature and take to Audra Biggs.



New Transactions Continued

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER	4485-9201-2153-2902
STATEMENT DATE	04-30-24
NET CHARGES	$30.47

KIMBERLEE ROICE ** 0000000
NORTHERN OK COLLEGE
1220 E GRAND AVE
ATTN CARMEN TETIK
TONKAWA OK 74653-4022

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: KIMBERLEE ROICE CYCLE LIMIT: $5,000

ACCOUNTING CODE:

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-19	04-18	24692164109104244493877	AMZN MKTP US*JA2902063 AMZN.COM/BILL WA P.O.S.: MADISON PRINCE 04 SALES TAX: 0.00	30.47
			Total Purchasing Activity	30.47

FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR LOST/STOLEN CARDS CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060	ACCOUNT NUMBER XXXX-XX01-2153-2902 STATEMENT DATE: 04/30/24

SEND BILLING INQUIRIES TO:

JPMORGAN CHASE BANK NA
COMMERCIAL CARD SOLUTIONS
P.O. BOX 2015
MAIL SUITE IL1-6225
ELGIN, IL 60121

ACCOUNT SUMMARY	
PURCHASES & OTHER CHARGES	30.47
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	**$30.47**
DISPUTE AMOUNT	.00

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Receipts

- If the Receipt Imaging feature is enabled for your organization, you can upload scanned receipts and attach them to your transactions. You can attach receipts at any time, regardless of the transaction's approval or export status. There is no limit to the number of receipts a transaction can have.
- Receipt images are available to view in PaymentNet immediately after they are uploaded and are retained for 3 years from the upload date. To receive an email notification when your receipts are available to view, enable the Receipt Images Attached email notification in your profile.

Receipts - Upload

Upload scanned receipts

1. Go to Transactions > Manage to view the Transaction List.
2. Upload your receipts:
   - For a single transaction, click the transaction amount. Go to the Receipts tab and click Attach Receipt.
   - For multiple transactions, select them in the Transaction List and click Upload Receipt.

Receipts - Upload Continued

Upload scanned receipts Continued

3. Click Browse, select a file to upload, and click Open. Only PDF, JPG, GIF, TIFF, and PNG file types are allowed, and the file must be no larger than 5 MB.
4. Provide the requested reference data, then click Upload Receipt. By default, the image file name is used as the receipt name; you can modify the receipt name but you cannot leave this field blank.

Receipts - Upload Continued

5. Repeat these steps to upload additional receipts and attach them to the same transactions.

When the same receipts are attached to multiple transactions, each transaction will have its own copy of the receipts and the associated reference data.

You can remove receipts from one of the transactions or update the reference data without affecting the other transactions in the original group.

Receipts – View

Transactions that have receipts attached are marked with a paper clip icon in the Transaction List.

- Click the icon to view a list of the receipts and the reference data on the Receipts tab.
- Click a receipt name to display the receipt image. Uploaded receipts are always displayed in PDF format, regardless of the format of the uploaded file.

Review Transactions

Review transactions in the approval workflowOnce transactions post to PaymentNet, users can begin the review and approval process. Cardholders review their transactions, and transaction approvers submit their approvals.

As a cardholder, you can review transactions within your Hierarchy ID and scope of view. For example, you might reconcile each transaction amount with a receipt or statement and then mark the transactions as Reviewed.

Review Transactions Continued

To review multiple transactions at the same time, all the transactions must be in a hierarchy to which you have a scope of view.

To view a list of transactions that need to be reviewed, click the View link in the Transaction Activity panel of the Cardholder Dashboard.

Review Transactions – Review One

1. Go to Transactions > Manage to view the Transaction List.
2. Find the transaction you want to review and click the transaction amount.
3. Review the transaction details and make any necessary changes.
4. Select the Review check box.
5. Click Save. The transaction is marked as Reviewed and, if applicable, forwarded to the appropriate approver.

Review Transactions – Review Multiple

1. Go to Transactions > Manage to view the Transaction List.
2. Select the transactions you want to review.
3. Click Review. Transactions are marked as Reviewed and, if applicable, forwarded to the appropriate approver.

Split Transactions

When editing a transaction, you can divide the information into multiple lines of accounting so that costs are allocated to the correct cost centers. This practice is known as adding lines or splitting a transaction. If your organization has defined custom accounting codes or Transaction custom fields, you can apply them to the individual line items as needed.

By default, Transaction custom fields are available for each line item; however, they can be configured so that they are not included in line items. If any of your Transaction custom fields have been set up this way, they can only be specified at the transaction level and will not be shown for line items.

Split Transactions Continued

1. Go to Transactions > Manage to view the Transaction List.
2. Find the transaction you want to split and click the transaction amount.
3. In the Split Transactions settings, click Add Lines.
4. Enter the number of lines you want to add and click Add. The maximum number of lines is 300.
5. Enter the line item details in the fields that display.

Split Transactions Continued

6. To reveal the accounting codes and custom fields for a single line item, click the plus sign. To display these fields for all line items at once, click Expand All.
7. To assign custom accounting codes to a line item, select a chart of accounts or a saved favorite from the Chart of Accounts list and specify the segment values.
8. Supply the values for any Transaction custom fields.

Split Transactions Continued

9. Add or remove line items as needed:
   - To add another line item, click Add and complete the line item fields in the new row.
   - To remove a line item, click Delete and adjust the line item fields for the remaining rows.
   - To remove all the line items from the transaction, click Remove Lines.
10. Click Save.

NOC Life changing.