

## JPMC Pcard Electronic Reallocation

Launch Internet Explorer



Type in the following address: <https://www.paymentnet.com/Login.asp>

The following screen appears:

A screenshot of the JPMorgan Chase PaymentNet login page. The page has a dark blue header with the JPMorganChase logo on the left and the date '2005-08-18 1:07:12 PM' on the right. Below the header, there is a light blue area with a woman's face on the left. The main content area is white and contains the text 'Welcome to JPMorgan Chase PaymentNet. Please enter Organization ID, User ID and Pass Phrase.' There are three input fields for 'Organization ID', 'User ID', and 'Pass Phrase'. Below these fields is a 'Login Now >' button. To the right of the input fields, there are three boxes containing the following information: 'Organization ID: us63104', 'User id: first part of email (ex: bkb204)', and 'Pass Phrase: lehigh (unless it's been changed)'. Below the input fields is a 'Preferred Language' dropdown menu set to 'English (US)'. At the bottom of the page, there is a copyright notice: 'Copyright ©1997 - 2005 J.P. Morgan Chase & Co. All rights reserved.'

Click Login Now

The following screen will be displayed:

A screenshot of the Lehigh University PaymentNet dashboard. The top of the page features the Lehigh University logo and the text 'LEHIGH UNIVERSITY'. Below this is a purple navigation bar with the date 'Wednesday, May 12, 2010' and several menu items: 'Events/Training', 'Documents', and 'Links'. A grey banner below the navigation bar displays 'Welcome Brenda Bachman' and 'Last pass phrase change 02/10/2009 9:45:55. Account Status Active'. The main content area is a dark brown color with a white sidebar on the left containing the following links: 'PaymentNet™', 'Electronic Statement &amp; Payment', 'Locale Settings', 'Change Pass Phrase', and 'Logoff'. At the bottom of the page, there is a copyright notice: 'Copyright © 1997 - 2010 J.P. Morgan Chase &amp; Co. All rights reserved.'

Click on PaymentNet

A screen similar to the following will be displayed:

The screenshot shows the JPMorgan Chase Transaction List (Custom View) interface. At the top, there is a menu bar with "Menu: ===== Transactions =====" and a "go" button. Below the menu, there are options to "Select a View" (Default View) and a "Go to page" dropdown (1 of 1). There are also buttons for "Create Export File", "Create Secured Export File", "Save Query", and "Create Query".

| Row | Trans ID | Reviewed                            | Transaction Date | Post Date  | Transaction Amount | Cost Center | Sub Code | Name           | Merch. State / Prov | Last Name | First Name | State/Province | MCC  | Account Number |
|-----|----------|-------------------------------------|------------------|------------|--------------------|-------------|----------|----------------|---------------------|-----------|------------|----------------|------|----------------|
| 1   | 155049   | <input checked="" type="checkbox"/> | 04/30/2010       | 05/03/2010 | \$2.34             | 215420      | 0        | DS WATERS      | GA                  | BACHMAN   | BRENDA     | PA             | 5999 | *****1037      |
| 2   | 154875   | <input type="checkbox"/>            | 04/29/2010       | 04/30/2010 | \$255.00           | 215420      | 0        | TRAVEL LEADERS | MI                  | BACHMAN   | BRENDA     | PA             | 4722 | *****1037      |
| 3   | 154406   | <input type="checkbox"/>            | 04/20/2010       | 04/22/2010 | \$99.00            | 218295      | 0        | NAPCP          | MN                  | BACHMAN   | BRENDA     | PA             | 8699 | *****1037      |

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Click on the transaction you wish to reallocate. Transactions need to be re-allocated and have their business purpose included electronically before the 20<sup>th</sup> of the month. If the transaction is not reallocated electronically before the 20<sup>th</sup> of the month, paper reallocation will need to be completed and submitted to the Controller's Office.

The following screen will be displayed:

The screenshot shows the JPMorgan Chase Transaction Detail Record for transaction 155049. At the top, there is a menu bar with "Menu: ===== Transactions =====" and a "go" button. Below the menu, there are buttons for "Save", "Split", and "Dispute".


|                      |                          |
|----------------------|--------------------------|
| Reviewed             | <input type="checkbox"/> |
| Account Number       | *****1037                |
| Cardholder           | BACHMAN, BRENDA K        |
| Transaction Date     | 04/30/2010               |
| Post Date            | 05/03/2010               |
| Customer Code        | 11796356702159000        |
| Merchant ID          | 15254                    |
| Visa Merchant ID     | 000013381503             |
| Trans Merchant Name  | DS WATERS                |
| Trans Merchant City  | 800-4928377              |
| Merch. State / Prov  | GA                       |
| Merchant MCC         | 5999                     |
| Originating Currency | US Dollar                |
| Orig Currency Amt    | \$2.34                   |
| Subtotal             | \$2.34                   |
| Sales Tax Amount     | \$0.00                   |
| Total                | \$2.34                   |

Transaction Notes  
water for employees and customers

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If the transaction is going to a single index number, enter the new number here and enter the business purpose for the transaction. Click Save

If needing to split the transaction between multiple index numbers either by dollar amount or percentage, click on "Split"

JPMorganChase  Menu: ===== Transactions =====  LEHIGH UNIVERSITY | help | home

Transaction Detail Record 155049

|                      |                          |             |                                     |
|----------------------|--------------------------|-------------|-------------------------------------|
| Reviewed             | <input type="checkbox"/> | Cost Center | <input type="text" value="215420"/> |
| Account Number       | *****1037                | Sub Code    | <input type="text" value="0"/>      |
| Cardholder           | BACHMAN, BRENDA K        |             |                                     |
| Transaction Date     | 04/30/2010               |             |                                     |
| Post Date            | 05/03/2010               |             |                                     |
| Customer Code        | 11796356702159000        |             |                                     |
| Merchant ID          | 15254                    |             |                                     |
| Visa Merchant ID     | 000013381503             |             |                                     |
| Trans Merchant Name  | DS WATERS                |             |                                     |
| Trans Merchant City  | 800-4928377              |             |                                     |
| Merch. State / Prov  | GA                       |             |                                     |
| Merchant MCC         | 5999                     |             |                                     |
| Originating Currency | US Dollar                |             |                                     |
| Orig Currency Amt    |                          |             | \$2.34                              |
| Subtotal             |                          |             | \$2.34                              |
| Sales Tax Amount     |                          |             | \$0.00                              |
| Total                |                          |             | \$2.34                              |

Transaction Notes

water for employees and customers

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The following screen will be displayed:

Transaction Split for Record # 155049

Save Split > Undo/Cancel Split > Dispute >

|                      |                          |                                   |
|----------------------|--------------------------|-----------------------------------|
| Reviewed             | <input type="checkbox"/> | Transaction Notes                 |
| Account Number       | XXXXXX2876951037         | water for employees and customers |
| Cardholder           | BACHMAN, BRENDA K        |                                   |
| Transaction Date     | 04/30/2010               |                                   |
| Post Date            | 05/03/2010               |                                   |
| Customer Code        | 11796356702159000        |                                   |
| Trans Merchant Name  | DS WATERS                |                                   |
| Trans Merchant City  | 800-4928377              |                                   |
| Merch. State / Prov  | GA                       |                                   |
| Merchant MCC         | 5999                     |                                   |
| Originating Currency | US Dollar                |                                   |
| Orig Currency Amt    |                          | \$2.34                            |
| Subtotal             |                          | \$2.34                            |
| Sales Tax Amount     |                          | \$0.00                            |
| Total                |                          | \$2.34                            |

Select Number of Splits 2

|            | Cost Center | Sub Code | Percent | Amount |            |
|------------|-------------|----------|---------|--------|------------|
| Edit Row > | 215420      | 0        | 50.00%  | 1.17   | Edit Row > |
| Edit Row > | 215420      | 0        | 50.00%  | 1.17   | Edit Row > |

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Select the number of splits

Click Edit Row. The following will be displayed:

JPMorganChase Menu: ===== Transactions ===== go> LEHIGH UNIVERSITY | help | home

Transaction Split for Record # 155049

Save Split > Undo/Cancel Split > Dispute >

Review

Account Number XXXXXX2876951037

Cardholder BACHMAN, BRENDA K

Transaction Date 04/30/2010

Post Date 05/03/2010

Customer Code 11796356702159000

Trans Merchant Name DS WATERS

Trans Merchant City 800-4928377

Merch. State / Prov GA

Merchant MCC 5399

Originating Currency US Dollar

Orig Currency Amt \$2.34

Subtotal \$2.34

Sales Tax Amount \$0.00

Total \$2.34

Transaction Notes  
water for employees and customers

Select Number of Splits 2

| Cost Center | Sub Code | Percent | Amount |
|-------------|----------|---------|--------|
| 215420      | 0        | 50.00   | 1.17   |
| 215420      | 0        | 50.00%  | 1.17   |

Enter the cost center/index number  
The subcode  
The percentage if splitting by percentage OR the amount if splitting by dollar amount  
Click Save Row

Complete the above steps for each split

Click Save Split when complete

Enter the business purpose for each transaction. The business purposes print out on the report A/P receives. There is no need to handwrite the business purpose on the receipt as long as the business purpose is entered electronically.

To return to the transaction listing, click here

The following screen will be displayed:

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

LEHIGH UNIVERSITY | help | home

Transaction List (Custom View) Go to page 1 of 1

Select a View Default View go>

Create Export File> Create Secured Export File> Save Query> Create Query>

| Row | Trans ID | Reviewed                            | Transaction Date | Post Date  | Transaction Amount | Cost Center | Sub Code | Name           | Merch. State / Prov | Last Name | First Name | State/Province | MCC  | Account Number |
|-----|----------|-------------------------------------|------------------|------------|--------------------|-------------|----------|----------------|---------------------|-----------|------------|----------------|------|----------------|
| 1   | 155049   | <input checked="" type="checkbox"/> | 04/30/2010       | 05/03/2010 | \$2.34             | 215420      | 0        | DS WATERS      | GA                  | BACHMAN   | BRENDA     | PA             | 5999 | *****1037      |
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| 3   | 154406   | <input type="checkbox"/>            | 04/20/2010       | 04/22/2010 | \$99.00            | 218295      | 0        | NAPCP          | IN                  | BACHMAN   | BRENDA     | PA             | 8699 | *****1037      |

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Once all transactions have been reallocated and/or have their business purpose entered, click home

The following screen will be displayed:

LEHIGH UNIVERSITY

Wednesday, May 12, 2010 Events/Training Documents Links

PaymentNet™ Welcome Brenda Bachman Last pass phrase change 02/10/2009 9:45:55. Account Status Active

Electronic Statement & Payment

Locale Settings

Change Pass Phrase

Logoff

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Click Logoff to exit the program.