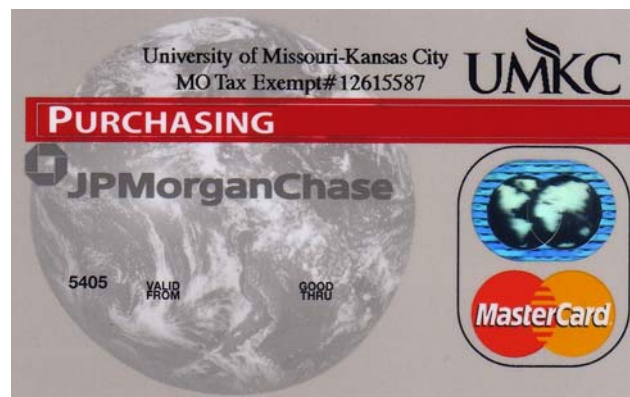


JPMORGAN CHASE



PaymentNet™

Quick Reference Manual

PAYMENTNET ACCESS & NAVIGATION

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Billing Cycles & Important Dates

The billing cycle begins on the 25th day of the month and ends on the 24th day of the following month. If the 24th day of a month is on a Saturday, the billing cycle will end on Friday the 23rd. If the 24th day of a month is on a Sunday, the billing cycle will end on Monday the 25th.

All transactions must be reconciled by the 10th of the month following the end of the billing cycle. Transactions not reconciled by the end of the day on the 10th will be charged to the default account listed for the cardholder. Statements of Account are also due in Imaging on this date – see page 18 for submission details.

Billing Cycle and Reconciliation Dates for the Current Fiscal Year

<http://www.umssystem.edu/ums/departments/fa/management/procurement/card/billing.shtml>

Cardholder Information Changes

For any required changes to Cardholder information (such as name, address, limits, restrictions, MCC assignments etc.) please contact the Purchasing Card Administrator on your campus.

A change form can be obtained at <http://umkc-procurement.missouri.edu/forms/forms.php>. The form will require two signatures for completion.

PaymentNet – Requirements and Log-In

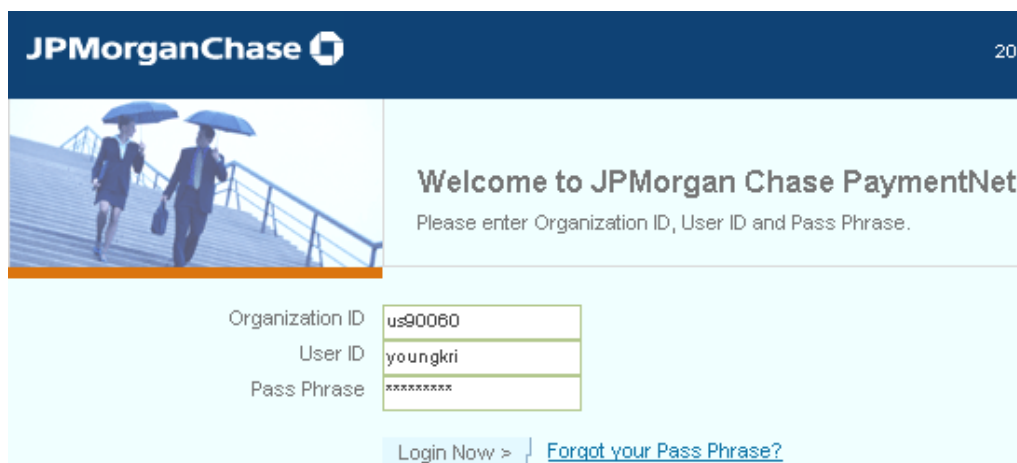
A. System Requirements (or “What do I need to be able to run this application?”)

- Internet Explorer 5.x or greater with high encryption pack
(Other browsers may work with limited functionality.)
- Adobe Acrobat Reader – to view and print reports
- Microsoft Word or Excel 95 or later to view reports
- Zip Utility (All files downloaded from PaymentNet™ are enclosed in a Zip file.)
- You must be able to access OUT OF ANY FIREWALL to the internet
- 800 x 600 or greater screen resolution.

You can access the Internet Application from outside of your work environment via your own ISP (Internet service provider).

B. Logging In to PaymentNet™

Type www.paymentnet.com in the address line in your browser.



- Organization ID = us90060
- User ID = your NT ID (i.e. the first part of your umkc.edu email address)
 - Approving Officials and Reviewers should add the letters “ao” before your NTID to log in to PaymentNet
- Pass Phrase = kangaroo (this default must be changed after login)
- Press Enter or Click on the [Login Now >](#) button to enter PaymentNet

Notes: If you have forgotten your password, click on the [Forgot your Pass Phrase?](#) link. Enter the organization ID us90060, your userID and your email address. PaymentNet will email you a randomly generated password. We recommend you copy the password from the email and paste it into the web page above (as the special characters can be a challenge to reproduce accurately). If you have had five (5) failed login attempts, your login may be disabled. Please contact Procurement to enable your login.

Changing Your Password

The first time you use PaymentNet you will need to change your password.

This is very important, as everyone receives the same default password. You may also want to change your password at other times as well. PaymentNet is in no way connected to our university servers, so when you change your NT password, your PaymentNet password is not affected (but it can manually be changed to the same password, if you wish.) PaymentNet Passwords must be a minimum of 6 characters long, but have no other criteria.

Friday, March 26, 2004 Events/Training ▾ Documents ▾ Links ▾

PaymentNet™
Electronic Statement & Payment

Locale Settings
Change Pass Phrase ← **Click on Change Pass Phrase**

Logoff

Welcome KRISTA YOUNG

JPMorganChase
Change Login Pass Phrase Utility

Update Pass Phrase > Cancel >

Original Pass Phrase ← **Enter original pass phrase (the default phrase if this is the first login, otherwise use current pass phrase). Enter the new pass phrase twice, and click on the Update Pass Phrase > button.**

New Pass Phrase

Confirm New Pass Phrase

Friday, March 26, 2004 Events/Training ▾ Documents ▾ Links ▾

PaymentNet ← **To enter PaymentNet itself, click on the PaymentNet link.**

Electronic Statement & Payment

Locale Settings
Change Pass Phrase

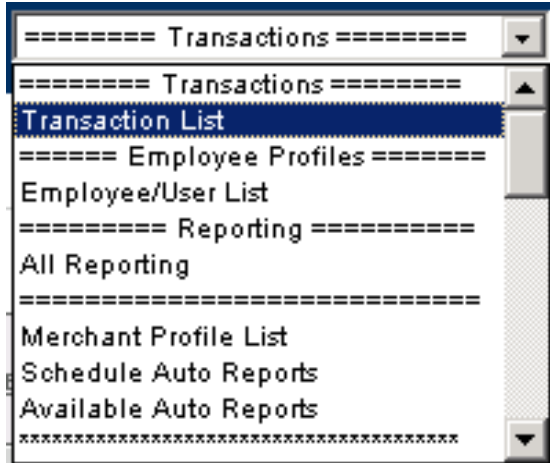
Logoff

Welcome KRISTA YOUNG

PaymentNet Overview



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



For the Cardholder, the navigator shows the Transaction List and Employee selections as well as the Merchants and Reports hyperlinks.

For the Approving Official and Reviewer, the navigator shows the Transactions and Employee Sections for all Cardholders assigned to that hierarchy.

User Access Levels

User Access Level	Access Privileges
Level 0/Cardholder	Cardholder has access only to his/her own transaction and Employee Profile. Cardholder has access to selected reports relating to his/her own transactions.
Level 1/Manager (Department only)	The User with Level 1 access can see transactions and Employee Profiles for all cardholders assigned to him/her. Level 1 also has access to the Merchants and Reports hyperlinks in the Navigator on the left side of the screen. Level 1 has additional reporting capabilities as determined by the Program Administrator.

Reporting-Statements of Account (PeopleSoft)

From the PaymentNet Navigator, select 'Reporting'.
Select Transaction by clicking on the appropriate circle.

Reports

Select a Category


Cardholder/Employee
 Transaction
 Merchant
 Administration
 All


Report	Description
Statement of Account (PeopleSoft)	The Cardholder transaction statement which shows transaction information including PeopleSoft MoCode ar must be signed and forwarded to the proper campus Procurement office no later than the 10th of the month


Click on the report titled 'Statement of Account (PeopleSoft)'.

Statement of Account (PeopleSoft)	The Cardholder transaction statement which shows transaction information including PeopleSoft MoCode ar must be signed and forwarded to the proper campus Procurement office no later than the 10th of the month
-----------------------------------	--

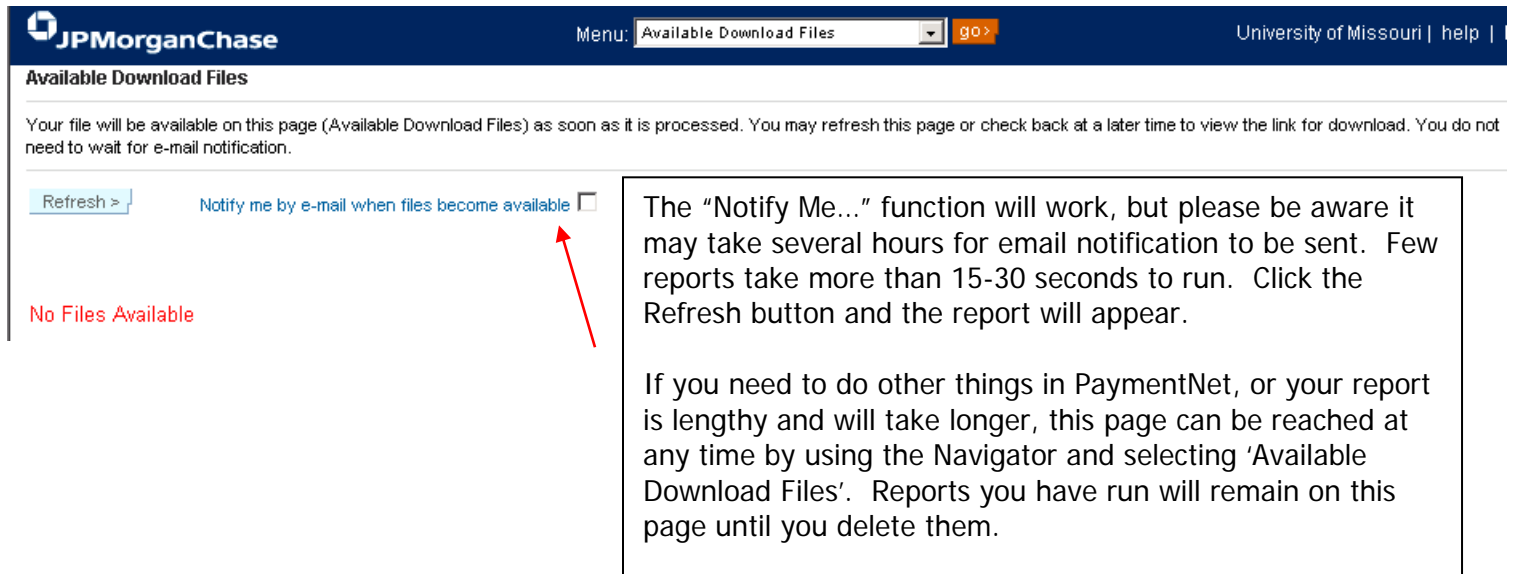
The next screen will default to a query screen choosing the Accounting Cycle for the current billing cycle. Confirm that the billing cycle is correct and hit [Process Criteria >](#). The next screen will give you the option of how you want your Statement of Accounts generated. *NOTE: Only Adobe formatted statements are accepted by Imaging.*

Click to create your report in Adobe .pdf format. 

Click to create your report in MS Excel format.  Version 5 or higher required.

Click to create your report in MS Word format.  Version 5 or higher required.

Click on the appropriate green arrow, which will take you to the following screen:



Available Download Files

Your file will be available on this page (Available Download Files) as soon as it is processed. You may refresh this page or check back at a later time to view the link for download. You do not need to wait for e-mail notification.

[Refresh >](#) Notify me by e-mail when files become available

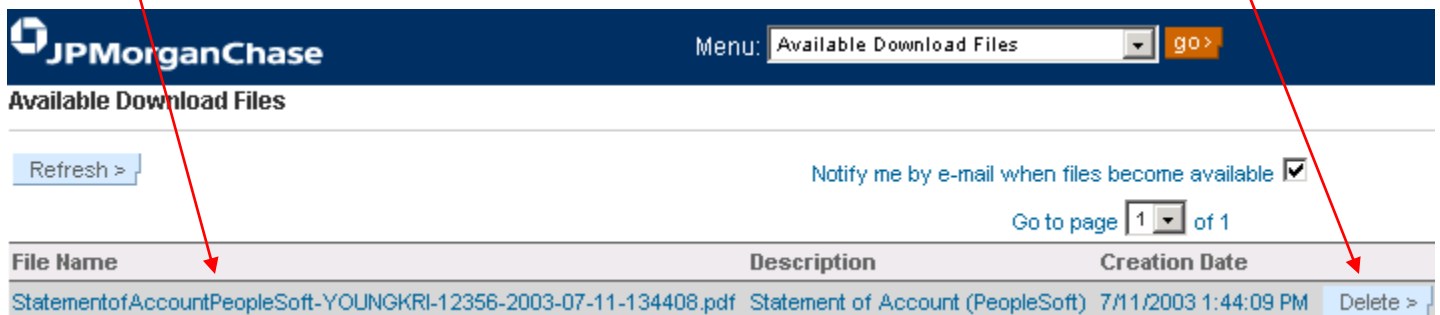
No Files Available

The "Notify Me..." function will work, but please be aware it may take several hours for email notification to be sent. Few reports take more than 15-30 seconds to run. Click the Refresh button and the report will appear.

If you need to do other things in PaymentNet, or your report is lengthy and will take longer, this page can be reached at any time by using the Navigator and selecting 'Available Download Files'. Reports you have run will remain on this page until you delete them.

When the report is ready, it will be listed as below. To view, click on the report.

Click on the Delete button at the right when you are ready to delete the report.



Available Download Files

[Refresh >](#) Notify me by e-mail when files become available

Go to page [1](#) of 1

File Name	Description	Creation Date	
StatementofAccountPeopleSoft-YOUNGKRI-12356-2003-07-11-134408.pdf	Statement of Account (PeopleSoft)	7/11/2003 1:44:09 PM	Delete >

In this example, the report will open in Adobe. Print the report to any of your printers. For Approving Officials, statements will have transactions grouped for each cardholder followed by a set of signature lines. *NOTE: The Department Head signature **is not required** on the Kansas City campus.*

Cardholders should review their statements, attach receipts, sign the statement, and return to their reviewer or Approving Official (depending on department practice).

Transactions - Allocating

All **Transactions** will be displayed after completing the log on procedure, or you may select it by using the Navigator.

Row	Trans ID	Employee Last Name	Employee First Name	Transaction Date	Post Date	Merchant Name	Merchant City	Merch. State / Prov	Merchant ZIP/Postal	Transaction Amount
1	1118143	1487M	17 -	06/22/2003	06/23/2003	AMOCO OIL 09027590	ROLLA	MO	65401	\$47.11
2	1118142	1487M	17 -	06/21/2003	06/23/2003	TA # 92 BLOOMINGTO	BLOOMINGTON	IL	00000	\$49.36
3	1110876	1487M	17 -	06/15/2003	06/17/2003	FREEDOM OIL 72400591	SPRINGFIELD	IL	62707	\$49.24
4	1087511	1487M	17 -	05/22/2003	05/27/2003	PETRO #3 TRUCKER STORE	LARAMIE	WY	00000	\$21.50

Transactions may be marked with one or more of the following, which appear between TransID and Last Name:

- Note Icon
- Airline Addendum Icon
- Car Rental Addendum Icon
- Fuel Addendum Icon
- Lodging Addendum Icon
- Purchase Addendum Icon
- Shipping Services Addendum Icon
- Temporary Services Addendum Icon
- Dispute Initiated Icon (Yellow Square)
- Dispute in Process Icon (Red Square)

More detailed information can be obtained by clicking on some of these icons:

Purchase - view an electronic list of purchases,
Airline - view the name of the traveler as well as origin and destination cities, etc.

Note – view the transaction documentation entered for the transaction

*NOTE: **Car, Fuel, and Lodging** are prohibited on the purchasing card, but may be seen if the cardholder also has a travel card.*

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

Row	Trans ID	Employee Last Name	Employee First Name	Transaction Date	Post Date	Merchant Name	Merchant City	Merch. State / Prov	Merchant ZIP/Postal	Transaction Amount
1	1118143	1487M	17 -	06/22/2003	06/23/2003	AMOCO OIL 09027590	ROLLA	MO	65401	\$47.11

Place your cursor over any column header (click when you have the hand) to sort the transactions by that header. Any underlined header can be sorted. Click again to toggle between ascending/descending. A small pyramid like notation will appear to let you know which way you're sorting: or

In the upper right part of the screen, there are arrows and the "Go to page" feature. The options available are dependent on the current page. The "Go to page" feature displays the number of pages that are available for viewing and can send you directly to a specific page by typing in the page number and hitting the **go >** button. The arrows, from left to right, will navigate to: the first page, previous page, next page, or last page.

The Transactions Screen includes the following fields. Use the scroll bar to view fields to the right.

Row	As new transactions are posted to PaymentNet™, the Row number will change relative to the transaction.
Trans ID	The Trans ID number remains fixed to a transaction
Last Name	The last name of the Cardholder
First Name	The first name of the Cardholder
Tran Date	The date of the transaction
Post Date	The date the transaction was posted to the account
Merchant Name	Merchant Name
Merchant City	Merchant City
Merchant State	Merchant State
Tran Amount	Transaction Amount
Reviewed	Optional – can mark that the transaction has been reviewed
Approved	Approving Official will use this field to mark that a transaction has been approved and reconciled
No Receipt	Approving Official will use this field any time a receipt is not available. NOTE: All purchases MUST have a receipt, but this field may be used as a reminder by the Approving Official to speak with cardholder about receipts.
Inappropriate	Approving Official will use this field if a personal or inappropriate purchase was made. NOTE: May be used to monitor use of the Purchasing Card. More than one offense may result in suspension or cancellation of the card. Check with your department for details on policy.
MoCode	The 5 digit string for the MoCode to be charged
PS Account	The 6 digit string for the account number to be charged
Job Number	A 15 digit field to be used as needed by the user department. This information will be uploaded to PeopleSoft.
Comments	A 50 digit field to be used as needed by the user department. This information will be uploaded to PeopleSoft. This field will print on the Statement of Account. Comments placed in the transaction notes field (referenced on page 9) will NOT print on the statement.
Sales Tax Amount	Amount of sales tax paid, if vendor has capability to upload this information.
Merchant MCC	Merchant MCC - Vendor Classification, Merchant Category Code
Card Type	C = Corporate Card for Travel and Fleet accounts; P= Purchasing Card

Review each transaction (**SCROLL** right to view additional fields):

- Is it a legitimate charge?
- Does the Merchant Name match your receipt?
- Does the Transaction Amount match your receipt?
- Do you have a receipt? (If no, put a √ in the No Receipts Column.)
- Does your receipt contain the required information:
 - Vendor Name
 - Date of Purchase
 - Itemized List and Cost of Items Purchased
 (If information is missing – Cardholder must provide missing information.)
- Did you pay sales tax?
 - If so, the dept's Approving Official(s) determine whether or not to pursue a credit of the sales tax with the vendor.
- Is the MoCode correct?
- Is the PS Account correct?
- Does it require online documentation via Job Number, Comments, or Transaction Notes?

Note: Default MoCode & PS Account may be updated in each Cardholder's profile, which is accessed by selecting Employee/User List from the Navigator (see page 16).

Transaction Amount	Reviewed <input checked="" type="checkbox"/>	Approved <input checked="" type="checkbox"/>	No Receipts <input checked="" type="checkbox"/>	Inappropriate <input checked="" type="checkbox"/>	MoCode
\$6.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S5686
\$3.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S5686 *

- Check the Reviewed box if the transaction has been reviewed but is not ready for final approval.
- Check the Approved box to indicate that the transaction is valid and that the proper accounting codes are being used. (**ONLY** Approving Officials should check this box.) An entire page of transactions (15) may be approved by clicking on the check box* under Approved.
- Check the No Receipts box if the Cardholder cannot provide a receipt for the purchase.
- Check the Inappropriate box if the purchase should not have been made on the card. Provide a detailed explanation for the reason the transaction is inappropriate in the Transaction Notes section.


Notes: The screen will refresh and save automatically. The day after the billing cycle ends e-mail notifications will be sent out to Cardholders notifying them transactions that have not been reconciled.

POSTED TRANSACTIONS

- Once a month transactions are posted to University accounts (General Ledger) through an upload to PeopleSoft, this is usually done between the 14th and 18th of the month. Transactions are available through queries after they have been posted.
- Once a transaction has been posted, the white text boxes will disappear; leaving only the information that was entered into the text boxes for review. No changes can be made to this information in PaymentNet after the transaction has been posted. Any changes in accounting information needed after posting must be made using a Journal Entry. **Exception:** The Transaction Notes box at the bottom of each transaction's detail view may be edited at any time, even AFTER a transaction has been posted.
- Status boxes for No Receipts and Inappropriate can be updated after the file has been closed to account code edits, but only on the transaction edit screen. MoCode and PS Accounts cannot be changed.
- A posted transaction CAN be disputed within 60 days from the date the transaction was posted to PaymentNet. See 'Disputing a Transaction' on page 12.

Transaction List (Custom View)

Select a View

Row	Trans ID	Employee Last Name	Employee First Name	Transaction Date	Post Date	Merchant Name	Merchant City	Merch. State / Prov	M / Z
1	1118143 	Posted	1487M	17 -	06/22/2003	06/23/2003	AMOCO OIL 09027590	ROLLA MO	6

Note: Transaction lines that have been posted to the GL will have the above notation.

To allocate a transaction to a MoCode or account other than the default being used, or to add documentation, click on any field of that transaction line to bring up the Transaction Detail Record.

Documentation Options
Job Number – 15 characters, 10 characters print on statement, unavailable after posts to GL
Comments – 50 characters, prints on statement, unavailable after posts to GL
Transaction Notes – virtually unlimited size (5000-6000 char), does **not** print on statement, available for two years after the transactions posts.
MoCode – change here if different than default
PS Account – change here if different than default
Both MoCode and PS Account are unavailable after the transaction is fed to the GL. If changes need to be done after this point, a JE needs to be done through MIS WebApps.

Click the **Save >** button in the upper left when finished.

Splitting Transactions

If you need to use more than one MoCode or more than one account on a single transaction, it may be split. Click on any field of that transaction line to bring up the Transaction Detail Record.

Click **Split**. The default split is into two lines, and PaymentNet will split the costs in half (or as close to 50% as possible) as seen in the screen below.

Select Number of Splits **2**

	Campus	Ledger	Account	Sub Code	Job Number	Comments	MoCode	PS Account	Percent	Amount
Edit Row >	0	4	0	0	Nanni	34.920 gal. Mileage: 6425.3 Wisconsin - Nanni R9652	R9652	730900	50.01%	23.56
Edit Row >	0	6	0	0	Nanni	34.920 gal. Mileage: 6425.3 Wisconsin - Nanni R9652	R9652	730900	49.99%	23.55

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If you need to split a transaction into more than two MoCodes/Accounts, select the drop down box and the number of lines you wish to have (up to a 30 way split). PaymentNet will calculate the new percents and amounts accordingly.

Select Number of Splits **2**

	Campus	Ledger	Account	Sub Code	Job Number	Comments	MoCode	PS Account	Percent	Amount
Edit Row >	R	2	00232	5100	0	282.5 gal @ 1.11	R0177	730900	50.00%	181.65
Edit Row >	R	2	00232	5100	0	282.5 gal @ 1.11	R0177	730900	50.00%	181.65

To change one of the rows, click one of the Edit Row buttons for that line.

Select Number of Splits **2**

	Campus	Ledger	Account	Sub Code	Job Number	Comments	MoCode
Save Row >	R	2	00232	5100	0	282.5 gal @ 1.11	R0177
Edit Row >	R	2	00232	5100	0	282.5 gal @ 1.11	R0177

Note: Scroll right to see remainder of the line.

Comments	MoCode	PS Account	Percent	Amount
282.5 gal @ 1.11	R0177	730900	50.00	181.65
282.5 gal @ 1.11	R0177	730900	50.00%	181.65

You can adjust a line by changing either the Percent or the Amount in a row. It's only necessary to enter one of the fields, as the other will be automatically calculated when you save. Job Number, Comments, MoCode, and PS Account boxes can also be entered or edited for each part of the split. Click the **Save Row >** button after making the necessary changes. Repeat this process for each line that you need to modify. *Note: If you are only splitting the transaction into two lines, once you click **Save Row >** on the first line, the second line will be automatically calculated for you.*

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

Transaction Split for Record # 1118143

Save Split > Undo/Cancel Split > Dispute >

Reviewed Transaction Notes

When finished, click **Save Split >** to keep the changes. If at any time you decide the transaction should not be split, or need to reverse a previously split transaction, click **Undo/Cancel Split >**.

Disputing Transactions

You can dispute a transaction when you do not recognize or authorize a charge, when you have been billed more than once, when you never received merchandise ordered, etc. Remember: Your first step before disputing is to contact the vendor for resolution. To dispute a charge, Click on any field of that transaction line to bring up the Transaction Detail Record.

JPMorganChase Menu: Transaction List go >

Transaction Detail Record 1123442

Click on the **Dispute >** button to start the process.

Save > Split > Dispute >

Reviewed	<input checked="" type="checkbox"/>	Campus
Approved	<input checked="" type="checkbox"/>	<input type="text" value="R"/>

JPMorganChase Menu: Transaction List go >

Dispute for Record # 1758465

Submit > Cancel > * Denotes required information

Name	JAMES SHATTO
Transaction Date	10/26/2004
Trans Merchant Name	UMKC BOOKSTORE
E-mail Address*	<input type="text" value="SHATTOJ@UMKC.EDU"/>
Trans Merchant City	KANSAS CITY
Merch. State / Prov*	<input type="text"/>
Dispute Entry Date	11/05/2004
Transaction Amount	\$17.99
Micro Reference	55457374300206988800042
Dispute Information	
Dispute Reason*	Select a reason for Dispute
Additional Information	<input type="text"/>

Select a reason for Dispute

- Select a reason for Dispute
- Billed more than once by same merchant.
- Charged for purchase that was paid by other means
- Billed for incorrect amount
- Above-mentioned charge is not recognized.
- I did not Authorize this charge.
- No credit issued for merchandise returned to store
- I have not received the Services/Merchandise I've been charged for.
- Canceled: Merchandise/Service/Airline Ticket/Hotel Reservation.
- Merchandise/Service received damaged or not as described.
- Other: Detailed information attached describing dispute.

Confirm the state code.

Using the drop down menu, select the reason for the dispute from the options given. Additional comments or explanation may be typed in the Additional Information box below the drop down menu.

When you are finished, click the **Submit >** button in the upper left corner to save the record of the dispute.

Account Usage on Purchasing Card Transactions

PS Accounts may be changed for each transaction as needed.

However, there are several accounts which may **not** be used for purchasing card transactions.

PS Account	Reason Prohibited
110000 - 138500	Disallowed Accounts – cannot be used on transactions
171000 - 221000	Disallowed Accounts – cannot be used on transactions
300000 - 393700	Budgetary Only and Disallowed Accounts – cannot be used on transactions
400000 – 499500	Revenue Accounts – cannot be used for purchases (income only)
501000 - 506000	Disallowed Accounts – cannot be used on transactions
700000 - 719000	Budgetary Only and Disallowed Accounts – cannot be used on transactions
720000	
720001	
740002	
760001	
763000	
764000	
767000	
770000	
777100	
777200	
777300	
777400	
777500	
777600	
777700	
777800	
777800	
777900	
778100	
790000	
820001 - 822600	Budgetary Only and Disallowed Accounts – cannot be used on transactions
860001 - 880000	
890001	
950001	
960000	
993000	

List effective 29 Feb 2008

If any of these accounts are used, you will be contacted by Procurement for a replacement account number. Use of these accounts will cause BCM errors when the transactions are posted to the GL.

Queries - Creating

There are virtually an infinite number of queries available through PaymentNet. You can be as general or as specific as you need to be to find the information you're looking for. From the Transaction screen, select the **Create Query >** button in the upper left, which will pull up the Query Wizard.

The screenshot shows the 'Query Wizard For Transaction List' interface. At the top, there's a 'Menu: Transaction List' dropdown and a 'go >' button. Below that are navigation buttons: 'Process Query >', 'Bypass Criteria >', 'Cancel >', 'Reset Wizard >', and 'Reset Query >'. The main section is titled 'Find records where' followed by a dropdown set to 'All' (indicated by a red arrow) and the text 'of the following apply'. Below this is a table of search criteria:

Employee Last Name	is equal to	brown	X
Transaction Date	is between	01-Jan-2004 25-Mar-2004	X
MoCode	begins with	K1	X
Approved	is equal to	<input checked="" type="checkbox"/>	X +

To the left of the table is a list of searchable fields: Accounting Cycle, Billing Cycle, Account, Account Number, Adden Count, Addendum Type, Approved (highlighted), Campus, Card Type, and Cash Transaction. To the right of the table, two red arrows point to the 'X' and '+' buttons of the last row.

Choose the appropriate field from each drop down define your search. The first contains the list of searchable fields and the second is a list of logic statements. Your third 'column' of criteria will change according to what you've selected for the first two. Additional lines (up to eight) are added by clicking on the gray '+' button to the right of the last line. If you need to delete a line, click on the gray 'X' button to delete. To start completely over, click on the 'Reset Query' button.

In addition, you have the option of searching for records that have ALL the lines in common ("and" function), or ANY of the lines ("or" function) in common, by using the drop down box (See upper left arrow in figure). Click the **Process Query >** button in the upper left of the screen. If the results are null, a message will appear stating 'No Records Found'. Otherwise, the transactions that meet the query criteria will appear in a list, and can be worked as needed, or exported to excel for further manipulation (See Queries – Printing Results on next page).

Queries – Viewing Past Transactions

When viewing your transaction list, or that of your cardholders (if you are a reviewer or approving official), PaymentNet defaults to the current accounting cycle. If you need to see any past transactions, you will need to run a query.

Example #1: If you are looking for a transaction that posted to your account on 20 Jan 2008, and you log into PaymentNet on 30 Jan 2008, your transaction list will not show this transaction because it's from a previous accounting cycle.

Run the following query any time you want to see an entire cycle's transactions:

Accounting Cycle → is equal to → *pick the cycle from the drop down*

Example #2: You are trying to get a list of all transactions processed with a specific vendor.

Run the following query when you want to view transactions for a specific vendor:

Merchant Name → *begins with* → *enter the 1st letters or word of merchant's name*

OR *Merchant Name* → *contains* → *enter part of merchant's name*

Example #3: You've received a message about a particular transaction and have been given the transaction number.

Run the following query when you want to view a specific transaction:

TransID → *is equal to* → *enter transaction ID number*

This option is frequently useful if you have received a notice from Procurement regarding a specific transaction, as the transaction ID will be given in the email.

If you have multiple transactions, you can view up to eight (8) in one query. After the first has been entered, click on the plus sign at the end of the criteria (see figure, pg 14). Repeat the process until trans IDs are listed. Change "All" to "Any" on the drop down above the first criteria line, and process your query. *Note: If you forget this last step, you will get the result "No records found."*

Queries - Printing Results

Row	Trans ID	Employee Last Name	Employee First Name	Transaction Date	Post Date	Merchant Name	Merchant City	Merch. State / Prov	Merchant ZIP/Postal	Transaction Amount	Reviewed	Approved	No Receipt
1	1404879	Posted	BROWN WAYNE	02/20/2004	02/23/2004	NACDS INCORPORATED	ALEXANDRIA	VA	22314	\$1,100.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	1402831	Posted	BROWN ANDREA	02/19/2004	02/23/2004	COSENTINO GROUPL INSE5	KANSAS CITY	MO	64133	\$33.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	1402829	Posted	BROWN ANDREA	02/19/2004	02/23/2004	OFFICE DEPOT #1079	TEL9726021055	TX	75050	\$123.14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The query results can be exported (to Excel, for example) by clicking on the **Create Export File >** button. The query will be exported to a .zip file, which can then be extracted to the desired program.

Special Documentation Required for Select Transactions

The following purchases require special notations to be entered into PaymentNet (per the Policy Manual):

Alcoholic Beverages – enter a statement explaining how such a purchase benefits the University

Dues/Memberships – enter the complete name of the organization, the name of the member, and the purpose of the membership

Food for Human Consumption* – enter the business purpose of the food purchase **and** one of the following:

A list of first and last names, if 1-10 people attended OR

The number of attendees, if 11 or more (estimates must be given where exact numbers are not known)

Foods for Non-Human Consumption – enter the business purpose of the food purchase

Hazardous or Radioactive Materials – to be purchased only by those authorized cardholders, these purchases must be reported and documented accordingly. This includes items which may be flammable, corrosive, reactive, explosive, toxic, or radioactive.

Incidental Expenses – enter a statement explaining how the item(s) benefit the University

These include items without an obvious purpose (i.e. flowers, personal convenience items, holiday decorations, greeting cards, etc), as well as purchases which required an MCC to be opened by Procurement for the transaction to take place.

Third Party Payment Providers – enter who the item was actually purchased from (what the item was is also helpful)

Logo/Licensed Items – enter the name, title, and location of the person authorizing the purchase
(Specifically from the campus' licensing and trademark office)

Transportation – enter the business purpose of the trip, including complete spelling of any acronyms

Gift Cards – enter the business purpose of the gift card/certificate purchase, including names of those granting authority for purchases requiring special authorization

<http://www.umssystem.edu/ums/departments/fa/management/business/manual/0216.shtml>

*Walmart and Target are frequently coded as grocery stores and will appear on the monthly audits run by Procurement. If you have made a purchase to one of these stores that was NOT food, please enter a comment such as “non-food items”, “not food”, etc. Alternatively, you may enter notations about the items that were purchased (ex: dry ice for laboratory, paper products for office, etc).

The above documentation can be entered in one of two locations in PaymentNet, both of which are accessed by clicking on the specific transaction to launch the Transaction Detail Record Page (see page 10):

NOTE TO CARDHOLDERS AND APPROVING OFFICIALS:

Documentation may be entered throughout the month, not just after the cycle has closed. Once a transaction has been approved and appears on a cardholder's transaction list (it may take 2-5 business days for this to occur), the transaction may be reconciled by changing MoCode, PS Account, adding documentation, or splitting the funds used. As long as the Save button is clicked, the changes and documentation will be retained.

User Profiles/Employee User List

This section of PaymentNet will allow cardholders to view their default settings including:

- Billing Address
- Email Addresses for cardholder and primary approving official
- Expiration date
- Dollar and Transaction Limits – there are five (5) of them
- MCC Group Assignments
- Default Accounting Info including MoCode and PS Account

To view this information, go to PaymentNet. From the Navigator (Menu at top)

For cardholders who wish to view their own settings, choose:

Profile for xxxx, where xxxx is the 16 digit account number for that account

Note: If you have a travel card, have ever reported a card lost/stolen, or have had cards in multiple departments, you may have multiple accounts listed here. Choose one.

For Approving Officials/Reviewers who wish to view settings for cardholders in their hierarchy, choose:

Employee/User List

Approving Officials may change default MoCodes and PS Accounts by updating these fields and clicking **Save >**.

DO NOT change Email Addresses. Contact a P-card Administrator in Procurement if changes are needed.

DO NOT change the number in the Campus field. This is for reference only and will not change the actual MCC assignments to the card. Transportation is added by completing and submitting a Change Form to Procurement.

Employee Profile for JAMES SHATTO

Save >

Primary Name	SHATTO, JAMES E
Secondary Name	
Employee Address 1	5100 ROCKHILL ROAD
Employee Address 2	108 GSB
City, State/Province, ZIP/Postal Code	KANSAS CITY, MO 641102481
Employee Business Phone	8162351397
E-mail Address	shattoj@umkc.edu
E-mail Address 2	bakerca@umkc.edu
Account Number	[REDACTED]
Status	Active
Card Report Level	05
Card Report ID	5K0312 - ADM&FIN PROCUREMENT SERV
Expiration Date	08/09
Max Daily Purchase	50
Purchase Number CTD	300
Daily Amount Limit	3000
Single Transaction Limit	3000
Spend Limit	5000
Cash Advance Limit	0

Billing address associated with account.

Email Addresses for Cardholder and Approving Official

Credit card account number
(will only show last 4 digits)

Expiration date
(Remember cards expire on the last day of this month)

Card limits
 Max Daily Purchase – # of transactions in a single day
 Purchase Number CTD - # of transactions in a month
 Daily Amount Limit - \$ total for transactions in a single day
 Single Trans Limit - \$ total for a single transaction
 Spend Limit - \$ total for a billing/accounting cycle (or month)
 Cash Advance Limit - \$ total for cash advances (on travel cards)

MCC Group Assignments

464 and 467 are purchasing groups
465 is the transportation option

Default Accounting Values

MoCode and Description
PS Account and Description

Campus
464.465

Ledger
0

Account
0

Sub Code
0

Job Number
0

Comments
0

MoCode
A0955 - Purchasing - Kansas City

PS Account
730000 - Supplies

Submission of Statements of Account to Imaging

Statements of Account are due in Imaging on the same day as online reconciliation – the 10th of the month following the close of the cycle. Note: If your department has vehicles with fleet cards, these statements are due in Imaging by the same deadline. Only the Approving Official signature is required on fleet card statements.

A valid and completed statement is one that:

- Has been run in the Adobe format
- Has been signed/dated by the cardholder [Blue or Black ink only]
- Has been signed/dated by the Approving Official, with name printed underneath [Blue or Black ink only]
 - Reviewer signature is available, but not required
 - Department Head signature/printed name is available, but not required for the Kansas City campus
- If highlighted, is highlighted ONLY in yellow [Other colors black out wording on the digital image]

Completed statements should be sent to Imaging using one of the following methods.

Fax Submission

- Send ONLY the statement, completed as above
- DO NOT send cover sheets
- DO NOT send receipts, grand totals pages, or other documentation**
- Fax to 573-884-1293

NOTE: Be sure your fax machine's "internal fax number" is programmed with its own 10 digit number. This ensures that your faxed statements are routed into the correct queue for the KC campus. Statements sent from faxed that do not have this programmed, or programmed incorrectly, are delivered into the wrong queue in the Imaging system and are initially reported as missing because it takes time to discover them in the wrong queue.

Email Submission

- Scan the statements to file, using either PDF or multipage TIF formatting
 - TIF is preferred as it results in a cleaner image. A resolution of 150x150 dp gives the best image to file size ratio.
 - If PDF format is used, use the highest resolution possible for the best image
- Each cardholder statement should be saved as an individual file (can be one or multiple pages)
- DO NOT include receipts, grand totals pages, or other documentation**
- Attach to and email and send:
 - To = **UM Procurement Imaging**
 - Subject = **KCITY Statements** (This ensures routing to the correct queue for KC Statements. Any other subject line may result in delivery to the wrong queue)
- Maximum attachment size of 10 MB. Multiple emails may be required.

**Exception: Letters of Proxy SHOULD be sent with the statement. For more information, see the Procurement website FAQ at <http://www.umkc-procurement.missouri.edu/faqs/faqs.php#ProxyLetter>

Rejection of submitted statements is possible and the Approving Official will be contacted by Procurement if there are problems with statements. The most common reasons are:

- Statement was run too early and is missing transactions
- Missing signatures
- Signature by the wrong Approving Official (i.e. someone with signature authority for that cardholder)
- Overlapping images (faxed pages stuck together)
- Cropped images with missing column info (faxed pages not feeding correctly)
- Fuzzy or blurred images (usually from low resolution PDF images)