

JPMorgan PaymentNet Credit Card Transactions Portal

Updated 11/21/23

The website to manage your transactions is www.paymentnet.jpmorgan.com

The mobile website to manage your transactions is <https://m.jpmorgan.com/card>

I. Procedures, Monthly Cycle and Payment Due

- a. Must follow credit card policy
- b. Must follow purchasing policy
- c. PO's must be under JPMorgan Chase vendor (#2375) and should be fully approved prior to completing a credit card transaction
- d. Should not be paying sales tax
- e. Preference continues to be to receive vendor invoices and pay with check or ACH
- f. Using the credit card should be a last resort or when it is the only option
- g. Each Dept Head may elect to have an employee assist them in managing the portal, but it still requires review and approval from the Dept Head
- h. Receipts, GL Codes, Notes, and Approvals must all be completed within 7 business days of the transaction date
- i. Avoid charging equipment items that are considered a capital asset (\$5k and up)
- j. The credit cards are on a calendar month cycle
- k. The due date for the prior month statement is the 25th of the next month
- l. To avoid the possibility of a late payment because we issue payments only on Wednesdays, our goal is to issue payment on the 2nd Wednesday of each month
- m. Scanned in receipt does not need physical signature approval; the DH is approving the transaction by checking the "Review" box in the system and moving it to Accounting
- n. After a Dept Head completes the appropriate steps it moves to Accounts Payable and then to the Treasurer

II. My Profile Settings

- a. You may receive notifications when there are transactions that are waiting for you to complete a process. You can control your email notifications by clicking on the “My Profile” link in the upper right of the home page. There are multiple options for you to receive notifications or none at all.

Home Transactions Statements Reports My Accounts Payments Help

My Profile - General Information

General Information | Screen Views | Bank Information

Save

User ID mbrook Name Brook, Martin

E-Mail Address MBrook@bloomfieldwp.org

Options for E-mail notifications:

- Reports
- Transactions for Review (New)
- Transactions for Review (Rejected)
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Mappers
- SUA Overview Summary
- Account Request Errors
- Mass Update Completion
- Receipt Images Attached
- Compliance Monitoring
- Critical E-Mail Failures

Save

Edit User Information

[Change Password](#)

[Change Security Questions](#)

[Change E-Mail Address](#)

User Defaults

Show Cardholder Dashboard on Home Page

- b. You may want to customize your Screen View of your Transaction List; some are required fields. I put Approval Status and Receipt Uploaded first in my view.

General Information | **Screen Views** | Bank Information

Save

User ID jtheis

Screen To Configure **Transaction List**

Number of items per page 20

Available Columns

- Account State/Province
- Authorization Number
- Billed To Account
- Card Delivery Site
- Company Number
- Convenience Check Number
- Customer Code
- Diverted To
- Estimated Tax %
- Exported
- GST/HST
- Merchant City
- Merchant Country
- Merchant ID

Selected Columns

- Approval Status
- Receipt Uploaded
- Account Number (Required)
- Cardholder First Name (Req
- Cardholder Last Name (Req
- Transaction Amount (Require
- Post Date (Required)
- Transaction Date (Required)
- Accounting Code Values
- Merchant Name (Required)
- MCC (Required)
- MCC Description (Required)
- Transaction ID (Required)

Add

Add All

Remove

Remove All

III. Home Page

- a. After logging in you should see a screen similar to this. In the upper left it will show items that are awaiting your action. Click that link to take you to the Transactions.
- b. You may also get to the Transaction List by clicking on the Transaction dropdown menu and then click on either Manage or Approve.
- c. Also, please pay attention to the Messages section. This is where they will announce times that the site will be down for maintenance.

WELLS 1827

Home Transactions Statements Reports My Accounts Payments Help

Welcome

Items Awaiting Your Action

[4 New Transactions \(All Accounts\)](#)

1 Message [Read All](#)

NEW!

MARTIN BROOK

One Card(...1431)

Account Summary

Credit Limit

Current Balance ⓘ

Available Credit ⓘ

Transaction Activity

Current Billing Cycle Transactions ⓘ

Authorizations

Declines

Transactions for Review (Last 90 days)

IV. Transaction List

- a. The Transaction List shows all of your charges that are waiting for something from you. It will look similar to this, but will only be for your specific card.
- b. You can check the box next to a transaction, then click the button at the bottom that says Upload Receipts. Or, you can click on the transaction line, then the Receipts tab, and then click Attach Receipt.

Transaction List

Current Cycle Spend - (*****3913)

Filter By (New Query)

<input type="checkbox"/>		Approval Status	Receipt Uploaded	Account Number	Cardholder First Name
<input type="checkbox"/>	\$	New	<input type="checkbox"/>	*****2439	
<input type="checkbox"/>	\$	New	<input type="checkbox"/>	*****3557	
<input type="checkbox"/>	\$	New	<input type="checkbox"/>	*****2439	
<input type="checkbox"/>	\$	New	<input type="checkbox"/>	*****3557	

0 of 4 Selected

Mass Update
Review
Approve
Reject
Upload Receipts
FAX Receipts
Export All

- c. If you notice a dollar sign (\$), a building icon, or other icons they can be ignored. There are certain Merchant Categories that when used it automatically generates an Addendum document and these icons.
- d. Approval Status column
 - i. **New** – New transaction with either partial or no actions taken yet
 - ii. **Reviewed** – Cardholder/Dept Head has reviewed transaction
 - iii. **InProcess** – Accounts Payable has reviewed transaction
 - iv. **Approved** – Treasurer has approved transaction for payment

Filter By Last 60 days (All)

<input type="checkbox"/>		Approval Status	Receipt Uploaded	Account Number	Cardholder First Name
<input type="checkbox"/>	\$	New	<input type="checkbox"/>		
<input type="checkbox"/>	\$	New	<input type="checkbox"/>		
<input type="checkbox"/>		New	<input type="checkbox"/>		
<input type="checkbox"/>		Reviewed	<input type="checkbox"/>		
<input type="checkbox"/>	\$	Approved	<input type="checkbox"/>		
<input type="checkbox"/>	\$	InProcess	<input type="checkbox"/>		

V. Uploading Receipts

- This is where you will point to wherever you saved the image of the receipt at. You will be required to name the receipt. We suggest using the name of the vendor. The other fields are not required.
- Transactions that have a receipt uploaded will have a paperclip icon in the transaction list. We have seen some delays in how quickly this icon shows up after uploading.
- Every transaction must have a receipt uploaded.


Upload Receipt

* Required Fields

1 transactions selected

Select File *

Receipt Name *

Receipt Date 
(MM/DD/YYYY)

Receipt Description






Receipt Amount

Currency

[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#)

Transaction List

Filter By

<input type="checkbox"/>		Account Number 	Cardholder First N
<input type="checkbox"/>	 \$	*****1431	
<input type="checkbox"/>		*****1431	
<input type="checkbox"/>		*****1431	
<input type="checkbox"/>	 \$	*****1431	

VI. General Information

- a. After uploading the receipt, click on the General Information tab within the transaction. This is where you will fill in the rest of the required information.
- b. Select the Fund/Activity
- c. Select the GL Account (filtered based on Fund/Activity selection)
 - i. If you have multiple GL's to charge see next page
- d. Check the box for Receipt Uploaded (because you uploaded it in an earlier step)
- e. Enter a description of the transaction in the Transaction Notes; this would be the same as what you would have manually written on a paper receipt describing what was purchased
 - i. When we import into New World Accounts Payable to pay the monthly statement, the Merchant name and the Transaction Notes will be what shows up as the invoice item description. New World limits that combined field to 64 characters, keep that in mind when entering your Transaction Notes.
- f. **Cardholder/Dept Head ONLY** - Check the box at the top called "Review"; this is putting your approval on it and moves it to the next person in the approval hierarchy
- g. Click the Save button at the top or bottom of the screen

Transaction Detail - General Information

General Information | Receipts | Addendum | History

Save Dispute

* Required Fields

Transaction Information

Settlement Method	Commercial Card
Transaction Type	Purchase
Cardholder Name	JOHN LEROY
Account Number	*****2439
Transaction Date	09/14/22
Post Date	09/16/22
MCC	8999
Merchant	INTERNATIONAL ASSOCIATION
Merchant Location	703-2730911, VA, US
Original Merchant	INTERNATIONAL ASSOCIATION
Parent Merchant	INTERNATIONAL ASSOCIATION
Customer Code	000249334

Approval Status – Approved

Reviewed LeRoy, John

Approval 1 Cooke, Karen

Approval 2 Kepes, Brian

Accounting Codes

Chart of Accounts COA Bloomfield

Fund/Activity* 205336 - Public Safety-Fire

GL Account* 205336791 - Dues & Subscript

Transaction Custom Fields

Receipt Uploaded *

Transaction Notes

IAFC Yearly Membership

Please limit Transaction Notes to 50 characters or less

Cardholder/DH only

VII. Multiple GL Distribution

- a. If you have a transaction that should be charged to multiple GL accounts then you will skip the dropdown boxes described above and go to the bottom of the screen where it says "Split Transaction". Enter the number of lines you will need. All of the other steps remain the same.

Total \$550.00

Split Transaction

Add Lines

- b. Below is a two-line GL distribution with the detail shown by clicking Expand All.

Total \$329.98

Split Transaction

Remove Lines **Expand All** **Collapse All**

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	Action
<input type="checkbox"/>	1 APC Backup UPS	1.00	164.99	<input type="checkbox"/>	50.00	\$ 164.99	Delete
Accounting Codes		Transaction Custom Fields					
Chart of Accounts		COA Bloomfield				Receipt Uploaded * <input checked="" type="checkbox"/>	
Fund/Activity*		249371 - Building Inspection					
GL Account*		24937197701 - Equipment Non - Capita					
<input type="checkbox"/>	2 APC Backup UPS	1.00	164.99	<input type="checkbox"/>	50.00	\$ 164.99	Delete Add
Accounting Codes		Transaction Custom Fields					
Chart of Accounts		COA Bloomfield				Receipt Uploaded * <input checked="" type="checkbox"/>	
Fund/Activity*		205336 - Public Safety-Fire					
GL Account*		20533697701 - Equipment Non - Capita					

Save **Dispute**

VIII. Dispute

- a. Cardholders have the ability to Dispute a transaction:
 - i. If the transaction is not recognized (fraudulent)
 - ii. If the Merchant billed the wrong amount
- b. There is a button at the top and bottom of the screen when viewing a Transaction
- c. This is another reason to review and process your transactions on a regular basis

Transaction Detail - General Information

The screenshot shows a web interface for 'Transaction Detail - General Information'. At the top, there are four tabs: 'General Information' (selected), 'Receipts', 'Addendum', and 'History'. Below the tabs, there are two buttons: 'Save' and 'Dispute'. The 'Dispute' button is circled in red. Below the buttons, there is a red asterisk followed by the text '* Required Fields'. At the bottom of the screenshot, the text 'Transaction Information' is visible.

IX. Review by Accounts Payable and Treasurer

- a. A transaction could be rejected and returned to you for the following reasons:
 - i. Missing a receipt
 - ii. Missing GL codes
 - iii. Missing transaction notes
 - iv. Not checking required boxes
- b. If Accounts Payable corrects/updates the GL codes, you might be notified

X. Support

- a. The Treasurer and Finance Director are program administrators
 - i. We should be notified or copied when there are issues
- b. Contacts you may want:
 - i. Cardholder Inquiries/Changes: 800-316-6056
 - ii. Program Administrator Inquiries: 800-207-5359
 - iii. Cardholder Support: 800-270-7760
 - iv. Technical Support: 877-967-1100
 - v. Email: ccs.cas.support@jpmchase.com