

**GREAT BASIN COLLEGE  
PURCHASING CARD PROGRAM  
PAYMENTNET  
CARDHOLDER GUIDE**

**July 26, 2010**

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## Purchasing Card Program – PaymentNet

### Logging into PaymentNet

1. Open your internet browser.
2. Enter the following internet address into the address bar:  
<https://www5.paymentnet.com>
3. Enter the following on the PaymentNet Login Screen:
  - a. Organization ID: **GRTBASN**
  - b. User ID: (use the user id that was assigned to your card – the first part of your GBC e-mail account.) For example: If your e-mail is [janed@gwmail.gbcnv.edu](mailto:janed@gwmail.gbcnv.edu), your user id would be “janed”
  - c. Pass Phrase: (Enter the temporary password given to you by the purchasing card administrator)
4. Click on the “Go” icon
5. The system will require you to change your “Pass Phrase” (password) the first time you log into PaymentNet.
6. Enter your new “Pass Phrase” (password). This password is good for 90 days.
7. Click the “Save” button.

# Logging into PaymentNet



## Changing “Pass Phrase” (password)

1. Go to the menu bar on the home page.
2. Select “My Profile” (second icon button from right).
3. Click on “Change Pass Phrase” in the General Information section.

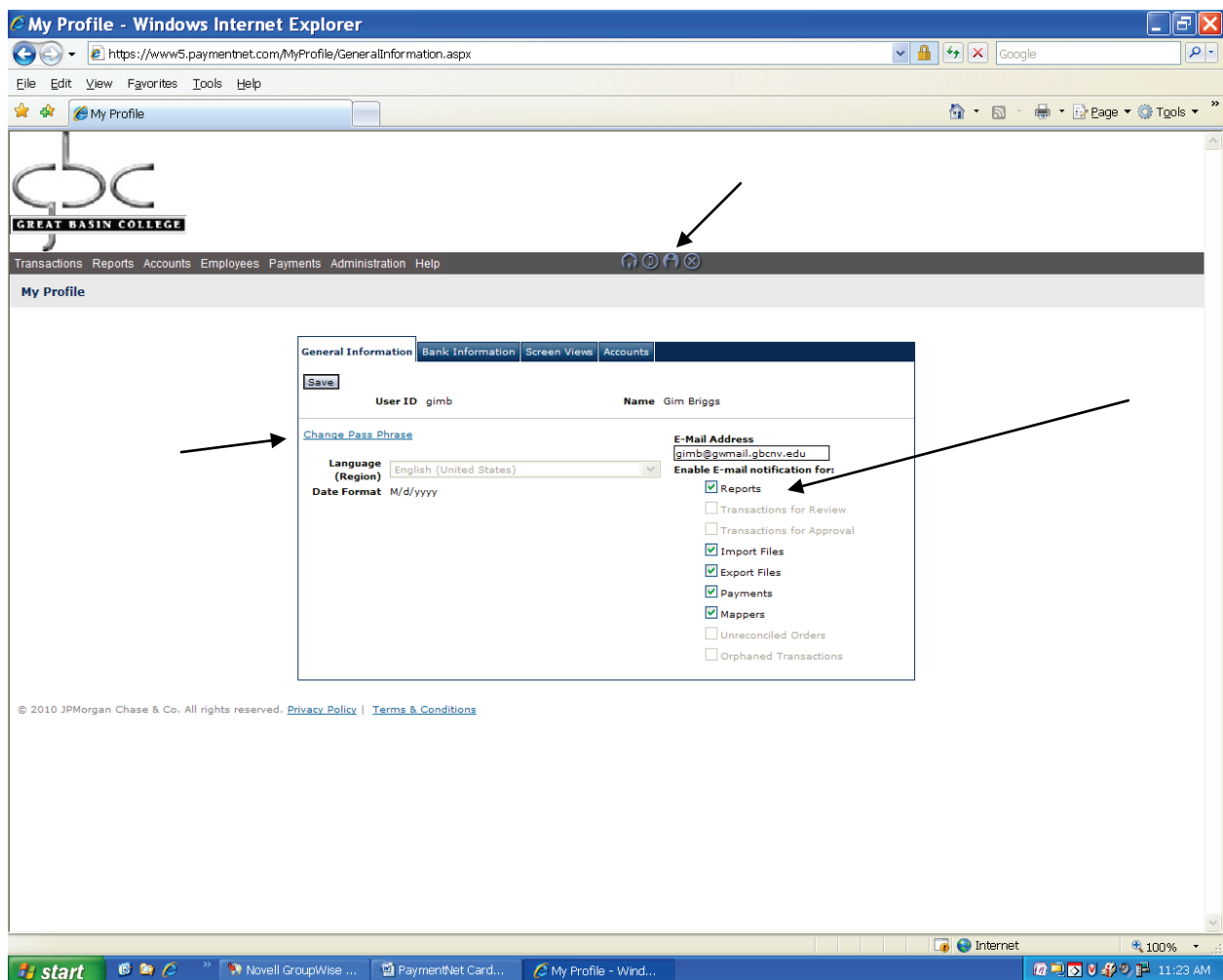
Navigating Icons from left to right:

**House** – Home Page

**Phone** – Contact Information

**Person** – My Profile

**X** - Logout



**ADDITIONAL NOTE:** The boxes checked are based on the “Role” that you are set up under.

**NOTE:** Session will automatically “time out” after 15 minutes of inactivity.

## Changing “Pass Phrase” (password)

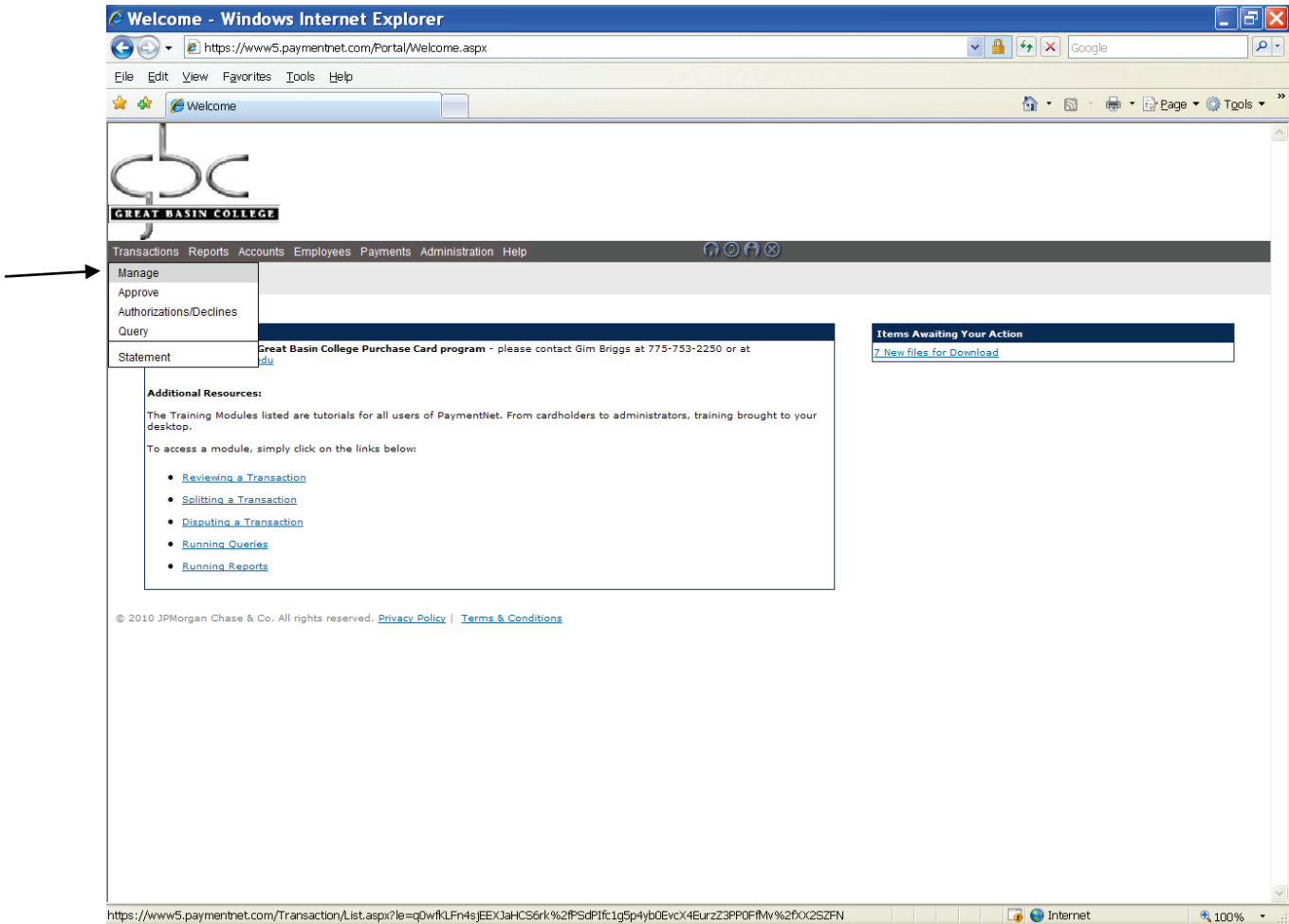
4. Enter your old “Pass Phrase” (password).
5. Enter your new “Pass Phrase” (password). Must be at least 6 characters.
6. Confirm your new “Pass Phrase” (password).
7. Click the “Save” button.
8. The new “Pass Phrase” (password) will take effect upon your next login.

The screenshot shows the 'My Profile' page in a Windows Internet Explorer browser. The page title is 'My Profile - Windows Internet Explorer' and the URL is 'https://www5.paymentnet.com/MyProfile/GeneralInformation.aspx'. The page features the Great Basin College logo and a navigation menu with links for Transactions, Reports, Accounts, Employees, Payments, Administration, and Help. The main content area is titled 'My Profile' and contains a form with several tabs: 'General Information', 'Bank Information', 'Screen Views', and 'Accounts'. The 'General Information' tab is selected, showing a 'Save' button and the following fields: 'User ID' (gimb), 'Name' (Gim Briggs), 'E-Mail Address' (gimb@gvmail.gbcnv.edu), and 'Enable E-mail notification for:' (Reports, Transactions for Review, Transactions for Approval, Import Files, Export Files, Payments, Mappers, Unreconciled Orders, Orphaned Transactions). The 'Old Pass Phrase', 'New Pass Phrase', and 'Confirm New Pass Phrase' fields are highlighted with arrows. The 'Language (Region)' is set to 'English (United States)' and the 'Date Format' is 'M/d/yyyy'. The footer contains the copyright notice '© 2010 JPMorgan Chase & Co. All rights reserved. Privacy Policy | Terms & Conditions'.

NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Viewing/Reviewing Transactions

1. Go to the menu bar on the home page.
2. Select “Transactions”.
3. Select “Manage”.



NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Viewing/Reviewing Transactions – Continued

4. This will take you to the Transactions List page. This screen will display all transactions that you have authority to review/update.
5. At the “Default Query” drop-down box, click on “Waiting for My Review” to view older transactions that are on your current statement.
6. Extra details may be available on each transaction. If icons are displayed in the “Trans ID” column, then extra details are available.
7. Click on a transaction.

The screenshot shows the 'Transaction List' page in Internet Explorer. The browser title is 'Transaction List - Windows Internet Explorer'. The address bar shows the URL: <https://www5.paymentnet.com/Transaction/List.aspx?le=q0wrkLFn4sjEEK3aHCS6rieGm0tk%2bSNDFu7ddrneCWDKD%2bs5mssFQ1qjBCjNIE>. The page features the Great Basin College logo and navigation links: Transactions, Reports, Accounts, Employees, Payments, Administration, Help. Below the navigation is a 'Transaction List' section with a 'New Query' dropdown set to 'Look for...', a search input field, and 'Go' and 'Advanced' buttons. There are also buttons for 'Save', 'Create Export File', 'View Statement', and 'Mass Update'. The main content is a table with the following columns: TransactionID, First Name, Last Name, Transaction Date, PostDate, Transaction Amount, Merchant, Default Chart of Accounts, and MCC. The table contains 25 rows of transaction data. Arrows on the left side of the screenshot point to the 'New Query' dropdown, the 'Default Query' dropdown, and the 'TransactionID' column.

TransactionID	First Name	Last Name	Transaction Date	PostDate	Transaction Amount	Merchant	Default Chart of Accounts	MCC	Exported
94867544	JANIE	MOORE	2/2/2010	2/4/2010	\$43.68	TUSCANY SUITES	GBC_2008	0101 030 2000.030 20 01.20	7011
94484269	JANIE	MOORE	1/27/2010	1/28/2010	\$1,925.00	COLLEGEBOARD*PRODUCTS	GBC_2008	0101 030 2000.030 30 32.30	8299
94484268	JANIE	MOORE	1/26/2010	1/28/2010	\$48.97	QUILL CORPORATION	GBC_2008	0101 030 2000.030 30 12.30	5111
94356991	JANIE	MOORE	1/25/2010	1/27/2010	\$142.00	HIGHER EDUCATION PUBLI	GBC	0101 030 2000 30 32	2741
94180712	JANIE	MOORE	1/21/2010	1/25/2010	\$85.00	GREAT BASIN COL BKSQPS	GBC_2008	0101 030 2000.030 30 32.30	5942
94173402	JANIE	MOORE	1/22/2010	1/25/2010	\$640.00	AAC AND U	GBC_2008	0101 030 2114.030 30 26.30	8699
94004998	DELORES	WHITTAKER	1/21/2010	1/21/2010	\$152.15	BARNES&NOBLE*COM	GBC_2008	0265 030 8101.030 30 32.30	5192
93932647	JANIE	MOORE	1/19/2010	1/20/2010	\$640.00	AAC AND U	GBC_2008	0101 030 2114.030 30 26.30	8699
93859334		GREAT BASIN COLLEGE	1/19/2010	1/19/2010	\$2,532.59	AUTOMATIC PAYMENT	GBC_2008	0101 030 2000.030 30 32.30	0000
93852191	DELORES	WHITTAKER	1/15/2010	1/19/2010	\$365.00	CA-LAND-SURVEYORS ASSO	GBC_2008	0101 030 4810.030 30 26.30	8911
93852190	DELORES	WHITTAKER	1/15/2010	1/19/2010	\$495.00	ACSM-APLS 2010 SPRING	GBC_2008	0101 030 4810.030 30 26.30	8398
93852189	DORINDA	FRIEZ	1/16/2010	1/19/2010	\$10.00	2CO.COM*SOFTWARE	GBC_2008	0101 050 2000.050 30 40.30	7399
93852188	DORINDA	FRIEZ	1/16/2010	1/19/2010	\$33.16	AMAZON MKTPLACE PMTS	GBC_2008	0101 050 2000.050 30 32.30	5942
93508942	DORINDA	FRIEZ	1/12/2010	1/13/2010	\$568.64	BROADCAST MUSIC INC	GBC_2008	0101 050 2000.050 30 13.30	5969
93508941	DORINDA	FRIEZ	1/13/2010	1/13/2010	\$13.58	FRANKLINCoveyPRODUCTS	GBC_2008	0101 050 2000.050 30 12.30	5943
93508940	DORINDA	FRIEZ	1/13/2010	1/13/2010	\$115.31	FRANKLINCoveyPRODUCTS	GBC_2008	0101 050 2000.050 30 12.30	5943
93346399	JANIE	MOORE	1/7/2010	1/11/2010	\$325.00	ENNETCT PAYMENT SERVICE	GBC_2008	0101 030 2000.030 30 26.30	7399
93346398	JANIE	MOORE	1/7/2010	1/11/2010	\$85.00	GREAT BASIN COL BKSQPS	GBC_2008	0101 030 2000.030 30 32.30	5942

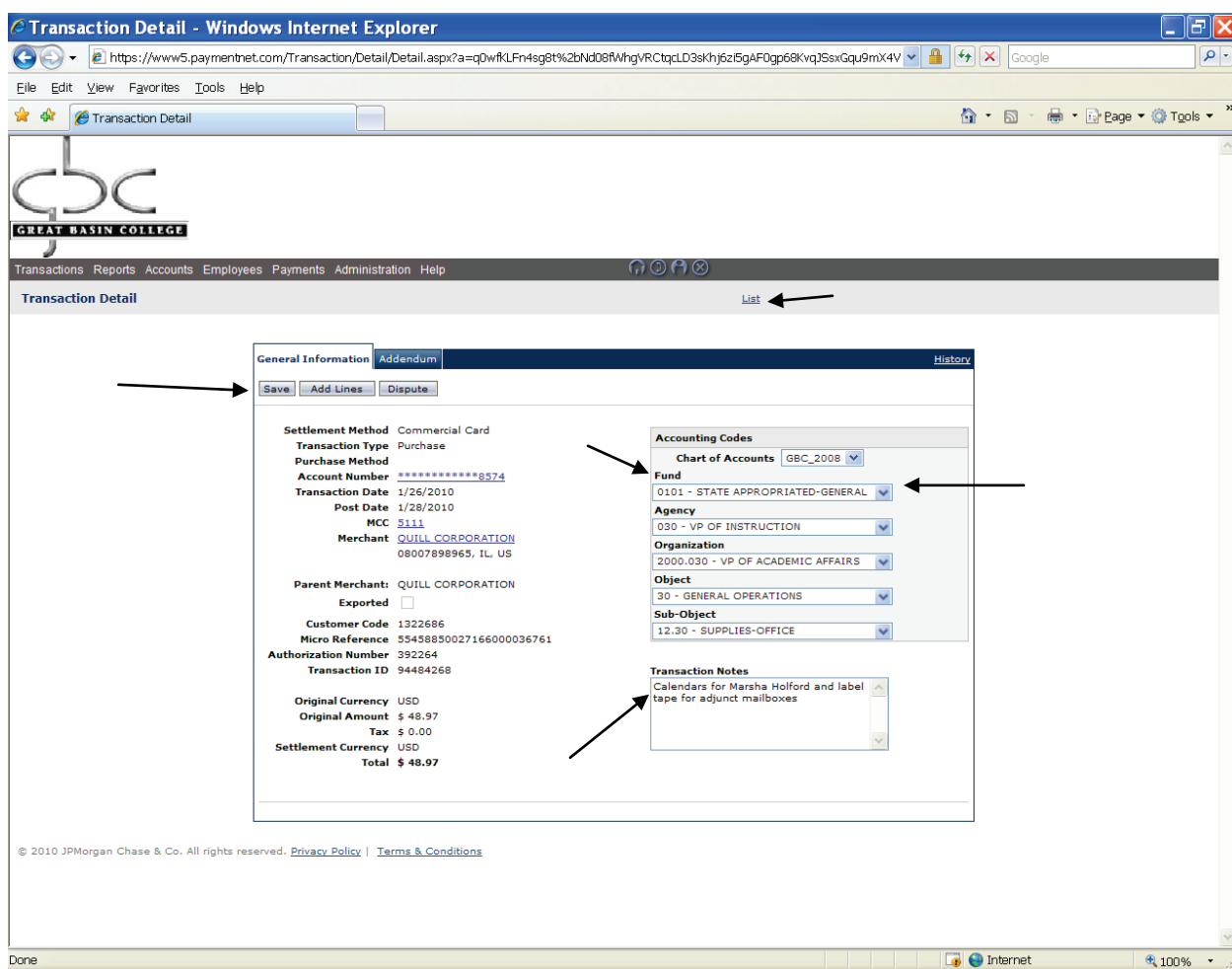
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NOTE: Session will automatically “time out” after 15 minutes of inactivity.



## Viewing/Reviewing Transactions – Continued

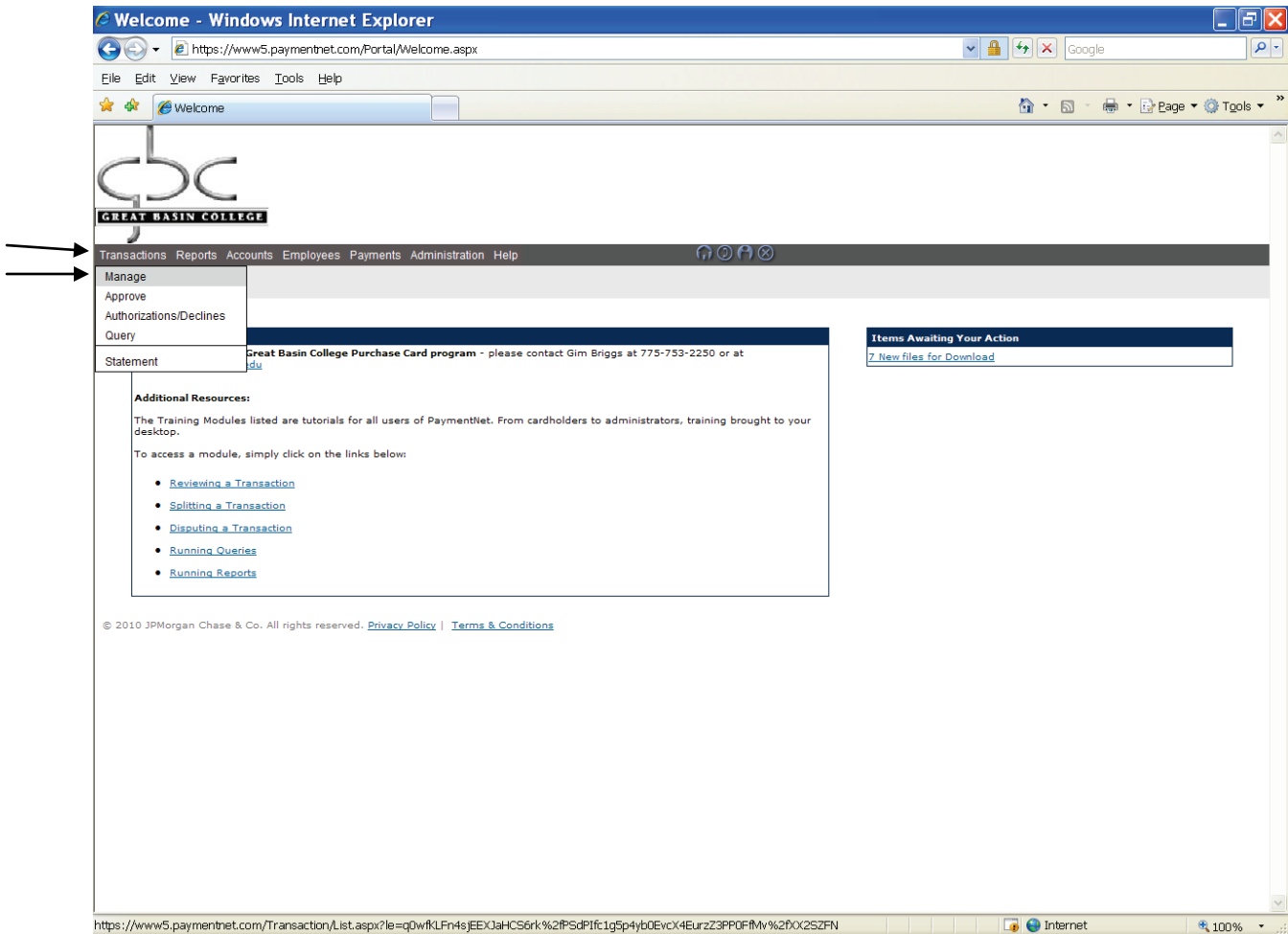
8. Compare the transaction details to your supporting documentation (i.e., receipts).
9. Review the defaulted “Accounting Codes” allocations and make any necessary changes.
10. To change the account number, click on the field that needs to be changed. (Fund, Agency, Organization, Object, Sub-Object.)
11. Blank out or delete the information in the field and press enter. The drop-down box will refresh the list of account segments to choose from.
12. Add Business Purpose information in the “Transaction Notes” field.
13. Click the “Save” button.
14. Click the “List” button to return to the Transaction List page.



NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Splitting Transactions

1. Go to the menu bar on the home page.
2. Select “Transactions”.
3. Select “Manage”.



NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Splitting Transactions - Continued

4. This will take you to the Transactions List page.
5. This screen will display all transactions that you have authority to review/update.
6. Click on the transaction you want to split.

Transaction List

Save Create Export File View Statement Mass Update

TransactionID	First Name	Last Name	Transaction Date	PostDate	Transaction Amount	Merchant	Default Chart of Accounts	MCC	Exported
94867544	JANIE	MOORE	2/2/2010	2/4/2010	\$43.68	TUSCANY SUITES	GBC_2008	0101 030 2000.030 20 01.20	7011
94484269	JANIE	MOORE	1/27/2010	1/28/2010	\$1,925.00	COLLEGEBOARD*PRODUCTS	GBC_2008	0101 030 2000.030 30 32.30	5942
94484268	JANIE	MOORE	1/26/2010	1/28/2010	\$48.97	QUILL CORPORATION	GBC_2008	0101 030 2000.030 30 12.30	5111
94356991	JANIE	MOORE	1/25/2010	1/27/2010	\$142.00	HIGHER EDUCATION PUBLI	GBC	0101 030 2000 30 32	2741
94180712	JANIE	MOORE	1/21/2010	1/25/2010	\$85.00	GREAT BASIN COL BKSQPS	GBC_2008	0101 030 2000.030 30 32.30	5942
94173402	JANIE	MOORE	1/22/2010	1/25/2010	\$640.00	AAC AND U	GBC_2008	0101 030 2114.030 30 26.30	8699
94004998	DELORES	WHITTAKER	1/21/2010	1/21/2010	\$152.15	BARNES&NOBLE*COM	GBC_2008	0265 030 8101.030 30 32.30	5192
93932647	JANIE	MOORE	1/19/2010	1/20/2010	\$640.00	AAC AND U	GBC_2008	0101 030 2114.030 30 26.30	8699
93859334		GREAT BASIN COLLEGE	1/19/2010	1/19/2010	\$2,532.59	AUTOMATIC PAYMENT			0000
93852191	DELORES	WHITTAKER	1/15/2010	1/19/2010	\$265.00	CA-LAND-SURVEYORS ASSO	GBC_2008	0101 030 4810.030 30 26.30	8911
93852190	DELORES	WHITTAKER	1/15/2010	1/19/2010	\$495.00	ACSM-APLS 2010 SPRING	GBC_2008	0101 030 4810.030 30 26.30	8398
93852189	DORINDA	FRIEZ	1/16/2010	1/19/2010	\$10.00	2CO.COM*SOFTWARE	GBC_2008	0101 050 2000.050 30 40.30	7399
93852188	DORINDA	FRIEZ	1/16/2010	1/19/2010	\$33.16	AMAZON MKTPLACE PMTS	GBC_2008	0101 050 2000.050 30 32.30	5942
93508942	DORINDA	FRIEZ	1/12/2010	1/13/2010	\$568.64	BROADCAST MUSIC INC	GBC_2008	0101 050 2000.050 30 13.30	5969
93508941	DORINDA	FRIEZ	1/13/2010	1/13/2010	\$13.58	FRANKLINCoveyPRODUCTS	GBC_2008	0101 050 2000.050 30 12.30	5943
93508940	DORINDA	FRIEZ	1/13/2010	1/13/2010	\$115.31	FRANKLINCoveyPRODUCTS	GBC_2008	0101 050 2000.050 30 12.30	5943
93346399	JANIE	MOORE	1/7/2010	1/11/2010	\$325.00	ENNECT PAYMENT SERVICE	GBC_2008	0101 030 2000.030 30 26.30	7399
93346398	JANIE	MOORE	1/7/2010	1/11/2010	\$85.00	GREAT BASIN COL BKSQPS	GBC_2008	0101 030 2000.030 30 32.30	5942

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NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Splitting Transactions – Continued

7. Click on the “Add Lines” button.

The screenshot shows a web browser window titled "Transaction Detail - Windows Internet Explorer". The address bar shows a URL from paymentnet.com. The page header includes the Great Basin College logo and navigation links: Transactions, Reports, Accounts, Employees, Payments, Administration, Help. The main content area is titled "Transaction Detail" and contains a form with several tabs: "General Information", "Addendum", and "History". The "General Information" tab is active and contains the following fields:

- Settlement Method:** Commercial Card
- Transaction Type:** Purchase
- Purchase Method:** Purchase
- Account Number:** \*\*\*\*\*8574
- Transaction Date:** 1/26/2010
- Post Date:** 1/28/2010
- MCC:** 5111
- Merchant:** QUILL CORPORATION, 08007898965, IL, US
- Parent Merchant:** QUILL CORPORATION
- Exported:**
- Customer Code:** 1322686
- Micro Reference:** 55458850027166000036761
- Authorization Number:** 392264
- Transaction ID:** 94484268
- Original Currency:** USD
- Original Amount:** \$ 48.97
- Tax:** \$ 0.00
- Settlement Currency:** USD
- Total:** \$ 48.97

On the right side of the form, there are sections for "Accounting Codes" and "Transaction Notes". The "Accounting Codes" section includes a "Chart of Accounts" dropdown set to "GBC\_2008" and several other dropdowns for Fund, Agency, Organization, Object, and Sub-Object. The "Transaction Notes" section contains a text area with the text "Calendars for Marsha Holford and label tape for adjunct mailboxes".

At the bottom of the form, there are three buttons: "Save", "Add Lines", and "Dispute". An arrow points to the "Add Lines" button.

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NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Splitting Transactions – Continued

8. Enter the number of lines to add. (Blank out “Enter # of lines” and enter the number of lines to add.) For example: A single split of the original transaction will take 2 lines. This will split the original dollar transaction amount into 2 equal (50%) amounts.
9. Click the “Add” button.

The screenshot shows a web browser window titled "Transaction Detail - Windows Internet Explorer". The address bar shows the URL: <https://www5.paymentnet.com/Transaction/Detail/Detail.aspx?a=qDwrkLFn4sgJzWN%2fbGmsKGENUGMaEy1EzcU73p02SpZlwkGz0Hv9MpDyu2K>. The browser's address bar and menu bar are visible. The main content area displays the "Transaction Detail" page for Great Basin College. The page has a navigation menu with items: Transactions, Reports, Accounts, Employees, Payments, Administration, Help. The "Transaction Detail" page has a "List" link. The main form is titled "Transaction Detail" and has tabs for "General Information", "Addendum", and "History". The "General Information" tab is active. At the top of the form, there are buttons: "Save", "Add Lines", "Dispute", "Enter # of Lines", "Add", and "Cancel". Two arrows point to the "Enter # of Lines" field and the "Add" button. The form contains the following information:

<b>Settlement Method</b>	Commercial Card
<b>Transaction Type</b>	Purchase
<b>Purchase Method</b>	
<b>Account Number</b>	*****8574
<b>Transaction Date</b>	1/26/2010
<b>Post Date</b>	1/28/2010
<b>MCC</b>	5111
<b>Merchant</b>	QUILL CORPORATION 08007898965, IL, US
<b>Parent Merchant</b>	QUILL CORPORATION
<b>Exported</b>	<input type="checkbox"/>
<b>Customer Code</b>	1322686
<b>Micro Reference</b>	55458850027166000036761
<b>Authorization Number</b>	392264
<b>Transaction ID</b>	94484268
<b>Original Currency</b>	USD
<b>Original Amount</b>	\$ 48.97
<b>Tax</b>	\$ 0.00
<b>Settlement Currency</b>	USD
<b>Total</b>	\$ 48.97

**Accounting Codes**

**Chart of Accounts** GBC\_2008

**Fund**  
0101 - STATE APPROPRIATED-GENERAL

**Agency**  
030 - VP OF INSTRUCTION

**Organization**  
2000.030 - VP OF ACADEMIC AFFAIRS

**Object**  
30 - GENERAL OPERATIONS

**Sub-Object**  
12.30 - SUPPLIES-OFFICE

**Transaction Notes**  
Calendars for Marsha Holford and label tape for adjunct mailboxes

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NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Splitting Transactions – Continued

- Go to the bottom of the screen and open up the two lines by clicking on the triangle located on the left hand side of the “Item” column.

Transaction Detail - Windows Internet Explorer

https://www5.paymentnet.com/Transaction/Detail/Detail.aspx?a=qDwRkLFn4sgJZwN%2fbGmsKCJNr7F9xB82dwSQF5eyvSHoHektgw5AJ9U2RbYh

Transaction Detail

GREAT BASIN COLLEGE

Transactions Reports Accounts Employees Payments Administration Help

Transaction Detail [List](#)

General Information Addendum History

Save Remove Lines Dispute

Settlement Method Commercial Card  
Transaction Type Purchase  
Purchase Method  
Account Number \*\*\*\*\*8574  
Transaction Date 1/26/2010  
Post Date 1/28/2010  
MCC 5111  
Merchant QUILL CORPORATION  
08007898965, IL US

Transaction Notes  
Calendars for Marsha Holford and label tape for adjunct mailboxes

Parent Merchant: QUILL CORPORATION  
Exported   
Customer Code 1322686  
Micro Reference 55458850027166000036761  
Authorization Number 392264  
Transaction ID 94484268

Original Currency USD  
Original Amount \$ 48.97  
Tax \$ 0.00  
Settlement Currency USD  
Total \$ 48.97

Line Item Level Accounting

Item	Description	# of Units	Unit Price	Taxable	%	Total
> 1	Commercial Card Purchase	1.00	24.48	<input type="checkbox"/>	49.99	24.48
> 2	Commercial Card Purchase	1.00	24.49	<input type="checkbox"/>	50.01	24.49

Line Totals  
100% \$ 48.97

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NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Splitting Transactions - Continued

11. Make the necessary changes to the Accounting Codes fields or dollar amounts.
12. Add business purpose information to the "Transaction Notes" field.
13. Click the "Save" button.
14. Click the "List" button to return to the Transaction List page.

Transaction Detail - Windows Internet Explorer

https://www5.paymentnet.com/Transaction/Detail/Detail.aspx?a=qDwIKLFn4shHhU%2F5qQLeG6bF9GLH%2bJ2%2b1D08obU20EiucMHJZSOG04Dz

Transaction Detail

Transactions Reports Accounts Employees Payments Administration Help

Transaction Detail [List](#)

General Information Addendum History

[Save](#) [Remove Lines](#) [Dispute](#)

Settlement Method Commercial Card  
Transaction Type Purchase  
Purchase Method  
Account Number \*\*\*\*\*8574  
Transaction Date 1/26/2010  
Post Date 1/28/2010  
MCC 5111  
Merchant QUILL CORPORATION  
08007898965, IL, US

Parent Merchant: QUILL CORPORATION  
Exported

Customer Code 1322686  
Micro Reference 5548850027166000036761  
Authorization Number 392264  
Transaction ID 94484268

Original Currency USD  
Original Amount \$ 48.97  
Tax \$ 0.00  
Settlement Currency USD  
Total \$ 48.97

Transaction Notes  
Calendars for Marsha Holford and label tape for adjunct mailboxes

Line Item Level Accounting

Line Totals  
100% \$ 48.97

Item Description	# of Units	Unit Price	Taxable	%	Total
Commercial Card Purchase	1.00	24.48	<input type="checkbox"/>	49.99	24.48

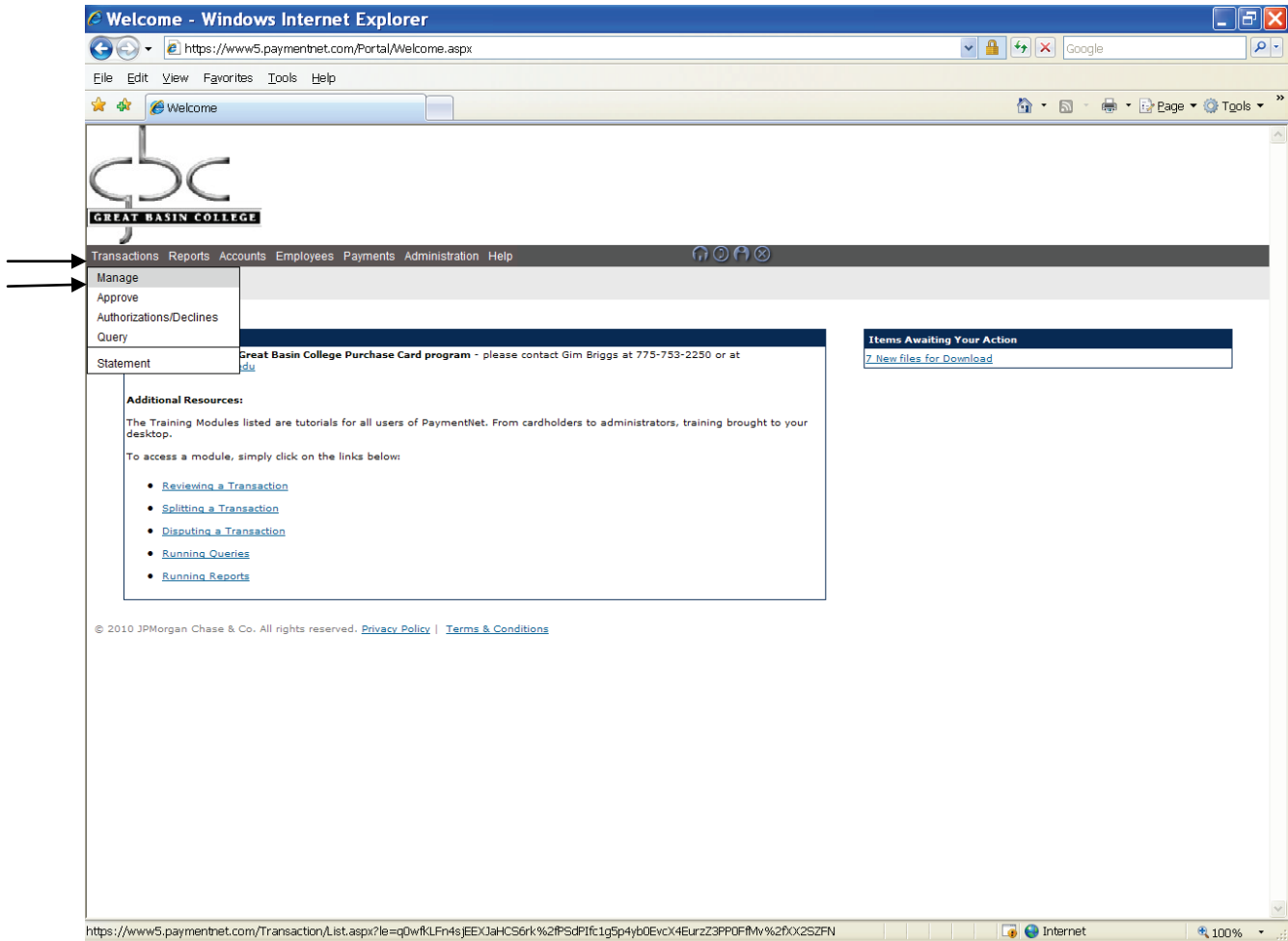
Accounting Codes

Chart of Accounts GBC\_2008  
Fund 0101 - STATE APPROPRIATED-GENERAL  
Agency

NOTE: Session will automatically "time out" after 15 minutes of inactivity.

## Disputing Transactions

1. **Before you dispute a transaction, you MUST first attempt to resolve the issue directly with the merchant.**
2. Go to the menu bar on the home page.
3. Select “Transactions”.
4. Select “Manage”.



NOTE: Session will automatically “time out” after 15 minutes of inactivity.



## Disputing Transactions - Continued

5. This will take you to the Transactions List Page.
6. This screen will display all transactions that you have authority to review/update.
7. Click on the transaction you want to dispute.

Transaction List - Windows Internet Explorer

https://www5.paymentnet.com/Transaction/List.aspx?qi=qDwrkLFn4shg2F6iHT%2bcbHvRP0t0Fvth9LXIKo1AKrc0DmOKtOCTXCPGqCXayt&z=ql

Transaction List

Transactions Reports Accounts Employees Payments Administration Help

Transaction List New Query Look for... Go Advanced

Save Create Export File View Statement Mass Update

TransactionID	First Name	Last Name	Transaction Date	PostDate	Transaction Amount	Merchant	Default Chart of Accounts	MCC	Exported
94867544	JANIE	MOORE	2/2/2010	2/4/2010	\$43.68	TUSCANY SUITES	GBC_2008	0101 030 2000.030 20 01.20	7011
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94356991	JANIE	MOORE	1/25/2010	1/27/2010	\$142.00	HIGHER EDUCATION PUBLI	GBC	0101 030 2000 30 32	2741
94180712	JANIE	MOORE	1/21/2010	1/25/2010	\$85.00	GREAT BASIN COL BKSQPS	GBC_2008	0101 030 2000.030 30 32.30	5942
94173402	JANIE	MOORE	1/22/2010	1/25/2010	\$640.00	AAC AND U	GBC_2008	0101 030 2114.030 30 26.30	8699
94004998	DELORES	WHITTAKER	1/21/2010	1/21/2010	\$152.15	BARNES&NOBLE*COM	GBC_2008	0265 030 8101.030 30 32.30	5192
93932647	JANIE	MOORE	1/19/2010	1/20/2010	\$640.00	AAC AND U	GBC_2008	0101 030 2114.030 30 26.30	8699
93859334		GREAT BASIN COLLEGE	1/19/2010	1/19/2010	\$2,532.59	AUTOMATIC PAYMENT			0000
93852191	DELORES	WHITTAKER	1/15/2010	1/19/2010	\$265.00	CA-LAND-SURVEYORS ASSO	GBC_2008	0101 030 4810.030 30 26.30	8911
93852190	DELORES	WHITTAKER	1/15/2010	1/19/2010	\$495.00	ACSM-APLS 2010 SPRING	GBC_2008	0101 030 4810.030 30 26.30	8398
93852189	DORINDA	FRIEZ	1/16/2010	1/19/2010	\$10.00	2CO.COM*SOFTWARE	GBC_2008	0101 050 2000.050 30 40.30	7399
93852188	DORINDA	FRIEZ	1/16/2010	1/19/2010	\$33.16	AMAZON MKTPLACE PMTS	GBC_2008	0101 050 2000.050 30 32.30	5942
93508942	DORINDA	FRIEZ	1/12/2010	1/13/2010	\$568.64	BROADCAST MUSIC INC	GBC_2008	0101 050 2000.050 30 13.30	5969
93508941	DORINDA	FRIEZ	1/13/2010	1/13/2010	\$13.58	FRANKLINCoveyPRODUCTS	GBC_2008	0101 050 2000.050 30 12.30	5943
93508940	DORINDA	FRIEZ	1/13/2010	1/13/2010	\$115.31	FRANKLINCoveyPRODUCTS	GBC_2008	0101 050 2000.050 30 12.30	5943
93346399	JANIE	MOORE	1/7/2010	1/11/2010	\$325.00	ENNECT PAYMENT SERVICE	GBC_2008	0101 030 2000.030 30 26.30	7399
93346398	JANIE	MOORE	1/7/2010	1/11/2010	\$85.00	GREAT BASIN COL BKSQPS	GBC_2008	0101 030 2000.030 30 32.30	5942

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NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Disputing Transactions - Continued

8. Compare the transaction details to your supporting documentation (i.e., receipts).
9. Click the “Dispute” button.

The screenshot shows a web browser window titled "Transaction Detail - Windows Internet Explorer". The address bar shows the URL: <https://www5.paymentnet.com/Transaction/Detail/Detail.aspx?a=qDwrKLFn4sJ7L%2fAnuWtQvnc5OaNXjtsHLqLkQVLsToMs6JrDUco%2f4dOuxHQ>. The browser's address bar and search bar are visible. The page content includes the Great Basin College logo and navigation menu. The main content area is titled "Transaction Detail" and contains a form with the following sections:

- General Information:** Settlement Method (Commercial Card), Transaction Type (Purchase), Purchase Method, Account Number (\*\*\*\*\*8574), Transaction Date (1/26/2010), Post Date (1/28/2010), MCC (5111), Merchant (QUILL CORPORATION), Parent Merchant (QUILL CORPORATION), Exported (checkbox), Customer Code (1322686), Micro Reference (55458850027166000036761), Authorization Number (392264), Transaction ID (94484268), Original Currency (USD), Original Amount (\$ 48.97), Tax (\$ 0.00), Settlement Currency (USD), Total (\$ 48.97).
- Accounting Codes:** Chart of Accounts (GBC\_2008), Fund (0101 - STATE APPROPRIATED-GENERAL), Agency (030 - VP OF INSTRUCTION), Organization (2000.030 - VP OF ACADEMIC AFFAIRS), Object (30 - GENERAL OPERATIONS), Sub-Object (12.30 - SUPPLIES-OFFICE).
- Transaction Notes:** Calendars for Marsha Holford and label tape for adjunct mailboxes.

At the top of the form, there are three buttons: "Save", "Add Lines", and "Dispute". A red arrow points to the "Dispute" button. The footer of the page contains the copyright notice: © 2010 JPMorgan Chase & Co. All rights reserved. [Privacy Policy](#) | [Terms & Conditions](#).

NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Disputing Transactions – Continued

10. Select a “Dispute Reason” from the drop-down list. Depending on the selection, some additional information may be requested.
11. Confirm your E-mail address and enter the Merchant State, if requested.

Transaction Dispute - Windows Internet Explorer

https://www5.paymentnet.com/Transaction/Detail/Dispute.aspx?a=q0wr1LFn4s]7L%2FAnuWtQvoD53uRV%2fpXLcge4qtVf9dFmq8F7JYE9UF%...

Transaction Dispute

**GREAT BASIN COLLEGE**

Transactions Reports Accounts Employees Payments Administration Help

Transaction Dispute [Return To Transaction Detail](#)

\* Required Fields

<b>Name</b>	MOORE, JANIE	<b>Dispute Entry Date</b>	2/8/2010
<b>Transaction Date</b>	1/26/2010	<b>Micro Reference</b>	55458850027166000036761
<b>Transaction Amount</b>	\$48.97		
<b>Merchant Name</b>	QUILL CORPORATION		
<b>*E-Mail Address</b>	gimb@gmail.gbcnv		
<b>*Dispute Reason</b>	Select		

Select

- Above-mentioned charge is not recognized.
- Billed for an incorrect amount.
- Billed more than once by the same merchant.
- Canceled: Merchant/Service/Airline Ticket/Hotel Reservation.
- Charged for purchase that was paid by other means.
- I did not authorize this charge.
- Merchandise not received that was to be shipped.
- Merchandise/Service was received damaged or not as described.
- No credit issued for merchandise returned to store.
- Other: Detailed information attached describing dispute.

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NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Disputing Transactions - Continued

12. Enter any additional information if required.
13. Click the "Submit" button.
14. Track the status of the disputed transaction online from the Transaction List.

Transaction Dispute - Windows Internet Explorer

https://www5.paymentnet.com/Transaction/Detail/Dispute.aspx?a=q0w8LFn4sJ7L%2FAnuWtQvhGgs%2bSUVy%2FT3fx4IRk0SKNyNlyKeEWT11C

Transaction Dispute

Transactions Reports Accounts Employees Payments Administration Help

Transaction Dispute [Return To Transaction Detail](#)

\* Required Fields

Name	MOORE, JANIE	Dispute Entry Date	2/8/2010
Transaction Date	1/26/2010	Micro Reference	55458850027166000036761
Transaction Amount	\$48.97		
Merchant Name	QUILL CORPORATION		
*E-Mail Address	<input type="text" value="gimb@gmail.gbcnv"/>		
*Dispute Reason	<input type="text" value="Above-mentioned charge is not recognized."/>		

Additional Information

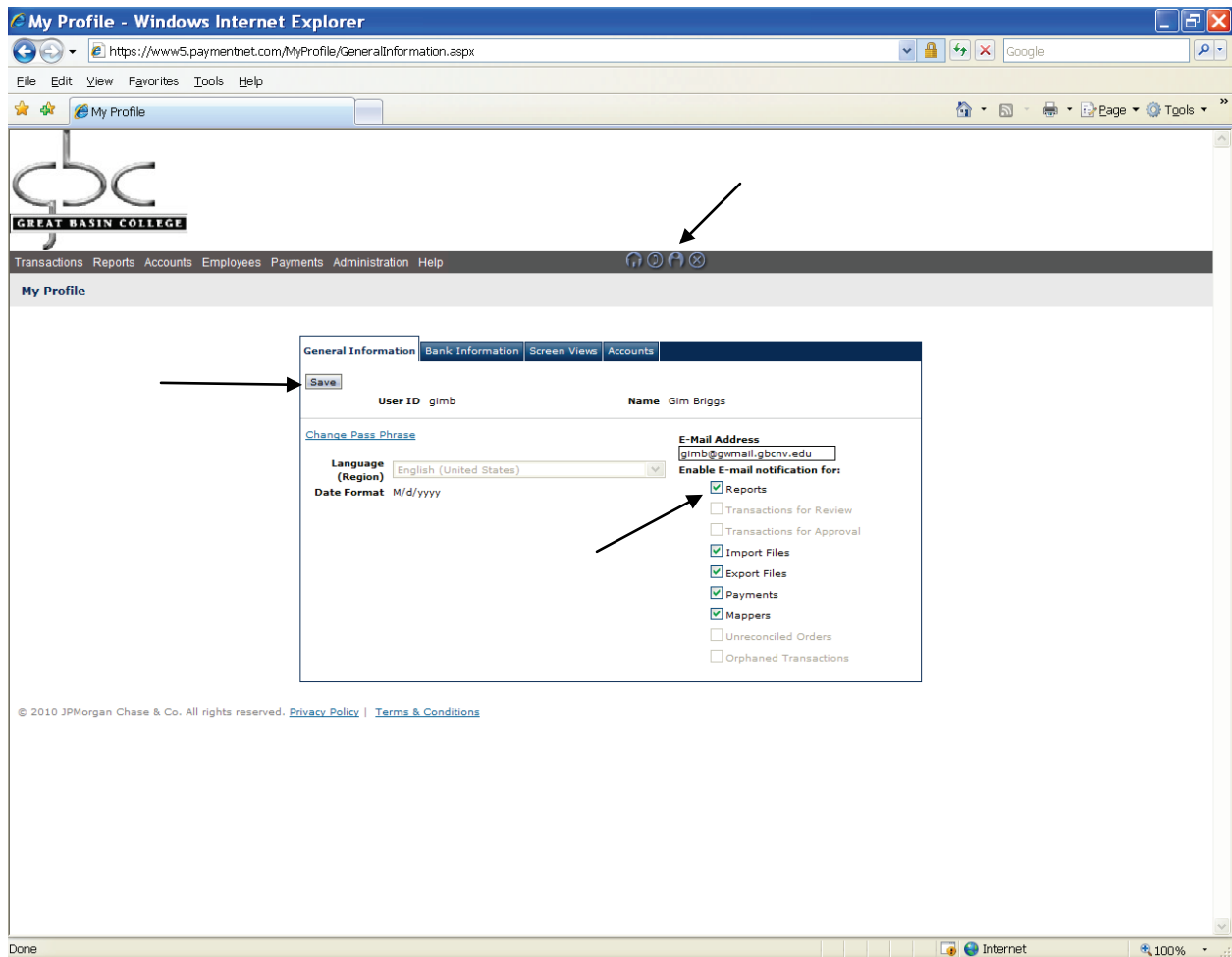
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Done Internet 100%

NOTE: Session will automatically "time out" after 15 minutes of inactivity.

## Statement of Account Report – Automatic

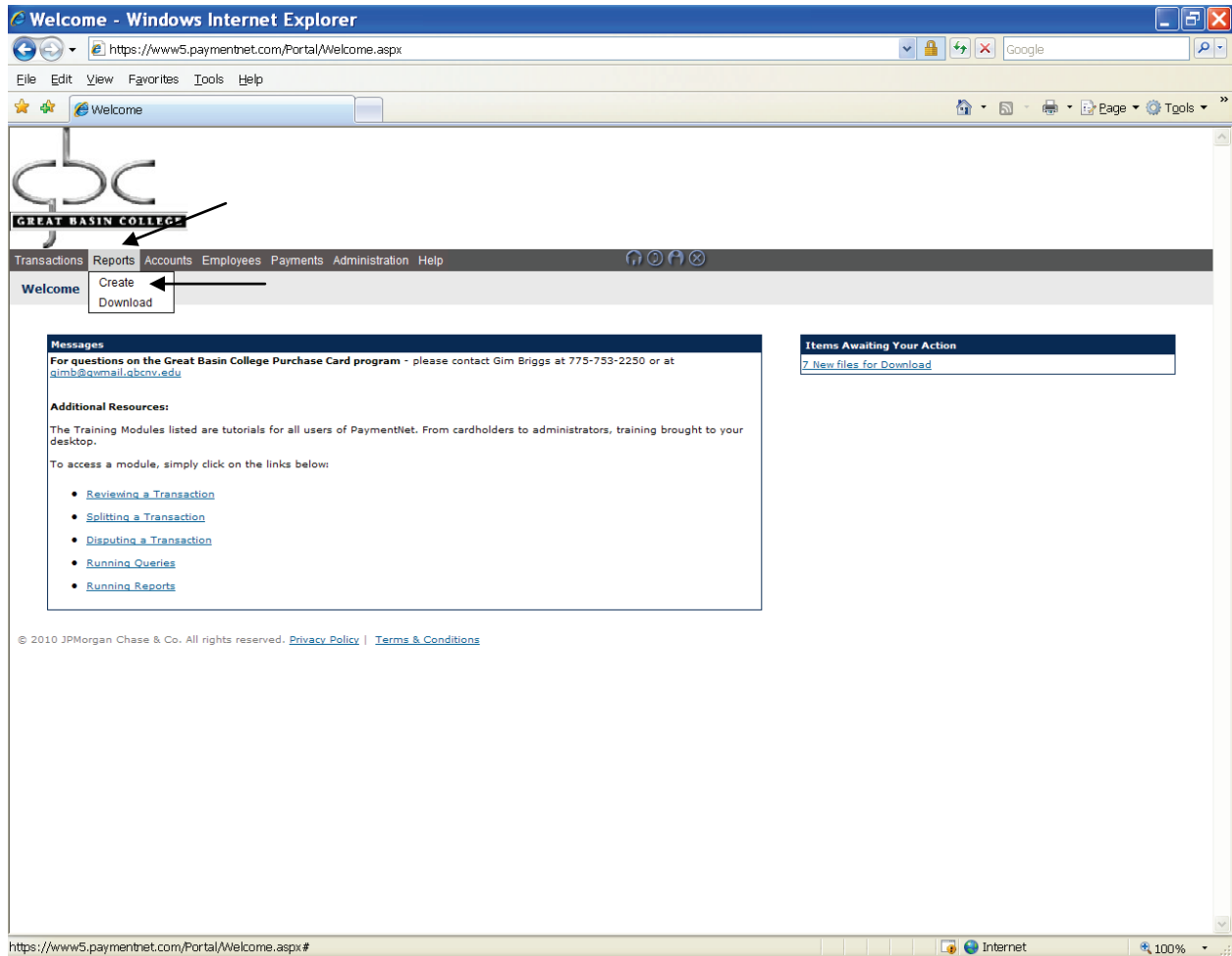
1. Go to the menu bar on the home page.
2. Select “My Profile” icon.
3. Put a check in the box labeled, “Enable E-mail notification for: \_\_\_ Reports”. You only need to do this once to set it up.
4. Verify the E-mail address and click the “Save” button.



NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Statement of Account Report - Continued

5. Go to the menu bar on the home page.
6. Select "Reports" and then "Create".



NOTE: Session will automatically "time out" after 15 minutes of inactivity.

## Statement of Account Report – Continued

7. Select “Transaction” from the drop-down menu.

The screenshot shows the 'Report List' page in Internet Explorer. The browser title is 'Report List - Windows Internet Explorer'. The address bar shows the URL: <https://www5.paymentnet.com/Report/List.aspx?le=sqDwfkLFr4sJEEXJaHCS6rieGm0Ik%2bSNDFu7ddrneCWDKD%2bsSmsFQ1lqjBCjNfE>. The page header includes the Great Basin College logo and navigation links: Transactions, Reports, Accounts, Employees, Payments, Administration, Help. The main content area is titled 'Report List' and contains a table with columns: Name, Type, Description, and Schedule. A drop-down menu is open over the 'All' filter, showing options: All, My Saved Reports, Custom, Accounts, Transaction, Order, Merchant, and Administration. The 'Transaction' option is highlighted. The table lists various reports such as '1099 Merchant', 'Account and Employee Hierarchy', 'Account Audit', 'Accounts Renewing Within Three Months', 'Air Travel Activity', 'Available Limit by Low Available Balance', 'Car Rental Spending Analysis By Top Agency', 'Cardholder Information', 'Cardholder Listing by Hierarchy', 'Cardholder Listing with Addresses', and 'Cardholder Profile'.

Name	Type	Description	Schedule
1099 Merchant	Merchant	The 1099 Merchant report can be used to analyze purchases made from 1099 Merchants. The report lists: MCC Code and Description, Merchant Name and Address, Merchant DBA Name, Taxpayer ID, and Dollar Amount.	
Account and Employee Hierarchy	Accounts	The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees – both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee.	
Account Audit	Accounts	The report will provide all card changes made over a selected date range. This report contains the account number, change date, a description of the field changed, original data, new data and PaymentNet User ID that made the change.	
Accounts Renewing Within Three Months	Accounts	The Accounts Renewing within 3 Months report identifies accounts that will expire within 3 months of the report date, and can be used to help monitor card renewals. Subtotals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account #, Business Phone, and Expiration Date.	
Air Travel Activity	Transaction	The Air Travel Activity report can be used to analyze the dollars spent on Air Travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Depart Date, Transaction Date, Legs of Travel, Ticket #, and Transaction Amount.	
Available Limit by Low Available Balance	Accounts	The Available Limit by Low Available Balance report can be used to help monitor cardholders who are nearing their available limit and determine if their credit lines are sufficient. The report includes Account Name, Act #, Current Balance, Date Balance was Effective, Credit Limit, Cash Limit, and Available Balance.	
Car Rental Spending Analysis By Top Agency	Merchant	The Car Rental Spending Analysis by Top Agency report summarizes spending at Car Rental Agencies. This report can be used for rate negotiations. The report is sorted by Rental Agency, and lists largest spend amounts first. The report includes Rental Agency, Total Amount of Spend, Number of Charges, Average Amount, and Grand Totals.	
Cardholder Information	Accounts	The Cardholder Information report provides a listing of card accounts as well as the total number of cardholders. The report lists: Account Name, Account Number, Employee ID, Cardholder Address, Card Delivery, and Business Phone.	
Cardholder Listing by Hierarchy	Accounts	The Cardholder Listing by Hierarchy report can be used to monitor the number and status of accounts in each Cost Center. The report lists: Hierarchy ID, Account Name, Account Number, Credit Limit, Cycle Amount Limit, Monthly Amount Limit, Other Amount Limit, Cash Advance Limit, Single Amount Limit, and Status.	
Cardholder Listing with Addresses	Accounts	The Cardholder Listing with Address report provides a list of accounts in each Cost Center along with the Cardholders address and Card expiration date. The report lists: Hierarchy, Account Name, Account #, Card Delivery, Address, Business Phone, and Card Expiration Date.	
Cardholder Profile	Accounts	The Cardholder Profile Report can be used by administrators to manage cardholder information. The report includes cardholder name, address, work phone number, account codes, account status, hierarchy levels, account limits, account open and close dates, email addresses, transaction and expiration dates. It will not print as a page by page report. Contents of the report are best viewed in Excel format or text. It is not suggested to run in .PDF.	

NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Statement of Account Report – Continued

8. Scroll down and select “Statement of Account”.

Report List

Name	Type	Description	Schedule
<a href="#">Air Travel Activity</a>	Transaction	The Air Travel Activity report can be used to analyze the dollars spent on Air Travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Depart Date, Transaction Date, Legs of Travel, Ticket #, and Transaction Amount.	
<a href="#">Central Bill Reconciliation</a>	Transaction	The Central Bill Reconciliation report can be used to analyze the transactions and accounts that have been charged to Central Bill accounts. Sub-totals are provided for each Central Bill account, as well as Grand Totals for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Transaction ID, Merchant Name, MCC, Merchant City and Merchant State, Micreference, and Amount. Please note: Activity diverted to a diversion account is not listed on this report.	
<a href="#">Central Bill Reconciliation Summary</a>	Transaction	The Central Bill Reconciliation Summary report can be used to analyze the account activity for cardholders that are attached to a central bill account. Sub-totals are provided for each individual and/or central bill account that the transactions are billed to, as well as Grand Totals for the entire report. The report lists: Billed To Account, Diverted From Account Number & Name, Central Bill Account, Number of Transactions and Total Amount. Please note: Activity diverted to a diversion account is not listed on this report.	
<a href="#">Declines</a>	Transaction	The Declines report can be used to monitor the occurrences and reasons why cardholders have been declined. The report lists: Decline Code and Reason, Account Name, Account Number, Amount, Merchant Name, City, State, MCC, MCC Description, Date and Time of Decline.	
<a href="#">Fuel Purchase Detail Summary</a>	Transaction	The Fuel Purchase Detail Summary can be used to evaluate fuel purchases. The report lists: Account Name, Transaction Date, Merchant Name, Merchant Location, Purchase Amount, Purchase Time, Quantity, Item, Price, and Tax.	
<a href="#">Level III Temp Services Data</a>	Transaction	This report can be used to analyze information from temporary services. Total transactions are provided for each supervisor as well as grand totals for the entire report. The report lists: Transaction ID, Transaction Date, Post Date, Merchant Name, City/State, and Amount. It also includes Source ID, Job Description, Temp Employee Name, Social Security Number, Requester, Job Code, Supervisor, Time Sheet Information such as Start Date, Week Ending, Hours, Overtime, Rate, Subtotal, Message ID, and Customer Code. Contents of the report are best viewed in Excel format.	
<a href="#">Pending Review/Approve Report</a>	Transaction	The Pending Review Approval Report details transactions that need to be reviewed or approved. Transaction information is included along with those responsible for review or approval. The criteria will need to be set to include either new transactions, reviewed transactions, or in-process transactions. A value of "R" in the Report Type field displays transactions needing to be reviewed only (Approval Status = New); a value of "A" displays transactions that have been reviewed, but not approved (Approval Status = Reviewed or In-Process). The report will display both types of transactions by default. Contents of the report are best viewed in Excel format. It is not suggested to run in .PDF	
<a href="#">Statement of Account</a>	Transaction	The Statement of Account provides a listing of previous cycle transaction information such as post date, merchant, transaction amount, MCC, original amount, exchange rate and tax. The statement also contains when available accounting code allocations, transaction notes, custom fields (when applicable) and transaction addendum detail. Cardholder and supervisor signature lines are also included at the bottom of the statement to assist in the review and reconciliation process. This statement is not an official bank statement and cannot be used for remittance.	
<a href="#">Statement of Account - Cycle</a>	Transaction	The Statement of Account provides a listing of previous cycle transaction information such as post date, merchant, transaction amount, MCC, original amount, exchange rate and tax. The statement also contains when available accounting code allocations, transaction notes, custom fields (when applicable) and transaction addendum detail. Cardholder and supervisor signature lines are also included at the bottom of the statement to assist in the review and reconciliation process. This statement is not an	First day of Cycle

View Details

NOTE: Session will automatically “time out” after 15 minutes of inactivity.



## Statement of Account Report – Continued

9. In the “\*Name” field and after the “Statement of Account”, put a space and then type in your name.
10. Open the “Criteria” fields by clicking on the “+” box located on the right side of the screen.
11. In the “Field” drop-down box, select “Posting Date”.
12. In the “Operation” drop-down box, select “Is Relative”.
13. In the “Value” drop-down box, select “Last Period” and “Cycle”.
14. Click on the button that says, “Schedule to run automatically”.
15. Click on the “Frequency” drop-down box and select “Cycle”.
16. In the “Cycle” drop-down box, select “Cycle”.
17. Click on “First day of Current Period”.
18. Click the “Save” button and “Process Report” button.

**NOTE: The above instructions are only used if your Accounting Codes have been reviewed and your business purposes have been saved to your transactions prior to the end of each cycle. The business purpose must show on the Statement of Account.**

The screenshot shows the 'Report Detail' form in a Windows Internet Explorer browser. The form is titled 'Report Detail' and includes the following sections:

- Buttons:** Save, Delete, Process Report, Reset.
- Name:** \*Name: Statement of Account - (Type your name here)
- Report Format:** Adobe Pdf
- Compress Output?:**
- Criteria:** A table with columns: Field (Posting Date), Operation (Is Relative), Value (Last Period, Cycle). A '+' button is on the right.
- Hierarchy:** Include Children (+)
- Order By:** Field, Order Sequence (+)
- Schedule to Run Automatically:**
- Frequency:** Cycle
- Cycle:** Cycle
- Options:**  First day of current period,  Last day of current period

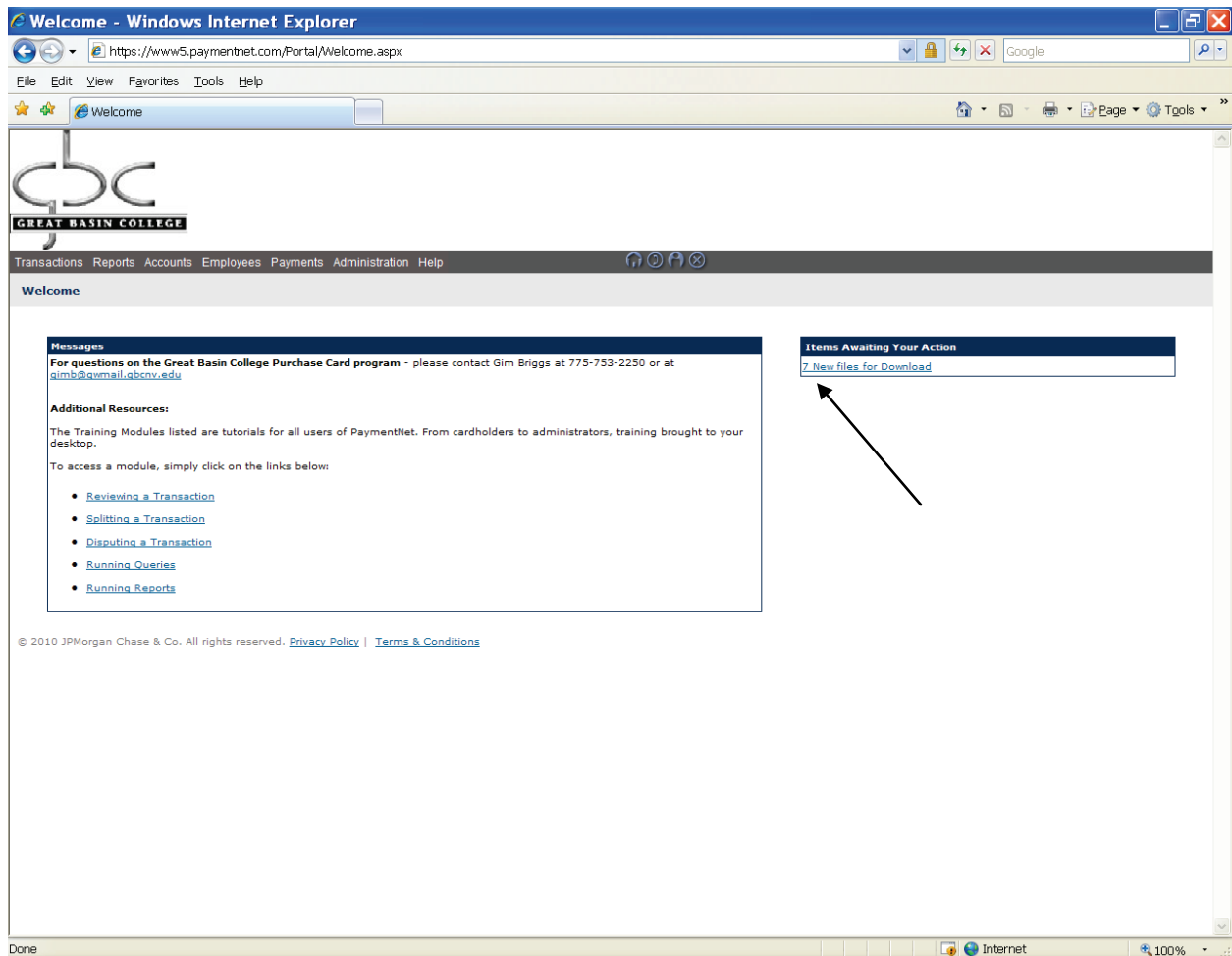
Arrows in the image point to the 'Save' button, 'Process Report' button, the 'Name' field, the 'Criteria' table, the 'Schedule to Run Automatically' checkbox, the 'Frequency' dropdown, and the 'Cycle' dropdown.

**NOTE: Session will automatically “time out” after 15 minutes of inactivity.**

## Statement of Account Report – Continued

Once the “Statement of Account” Report has run:

1. An e-mail will be sent notifying you that your report is ready to be retrieved.
2. Log into PaymentNet.
3. Locate the “Items Awaiting Your Actions” section on the home page.
4. Click on the hyperlink that says “# New files for Download” or go to the toolbar and select “Reports” then “Download”.

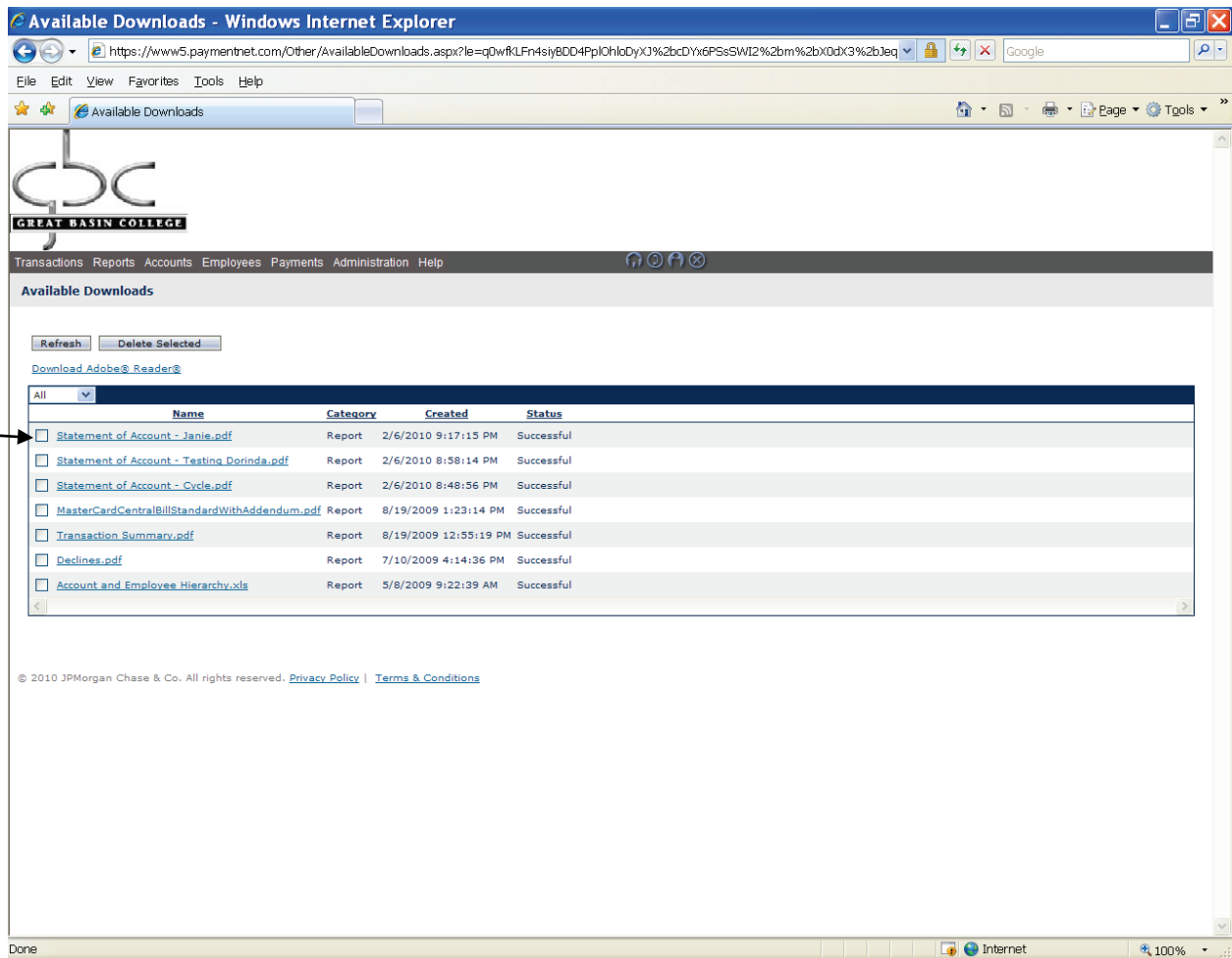


NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Statement of Account Report – Continued

5. Click on the report named “Statement of Account – your name” to view the Statement of Account Report. You will see a statement that asks you if you want to “open”, “save” or “cancel”. Click on “open” to view the report.

**NOTE:** The list of reports shown on this screen will also be shown on the home page as files ready for download unless you delete them. To delete a report, check the box on the report you want to delete and click on “Delete Selected”.



The screenshot shows a web browser window titled "Available Downloads - Windows Internet Explorer". The address bar shows the URL: <https://www5.paymentnet.com/Other/AvailableDownloads.aspx?le=qDwRkLFn4sY8DD4PpI0hloDyXJ%2bcdYx6PSsSWI2%2bm%2bx0dX3%2bJeq>. The page header includes the Great Basin College logo and navigation links: Transactions, Reports, Accounts, Employees, Payments, Administration, Help. Below the header, there are buttons for "Refresh" and "Delete Selected", and a link to "Download Adobe® Reader®". A table lists available downloads:

Name	Category	Created	Status
<input type="checkbox"/> <a href="#">Statement of Account - Janie.pdf</a>	Report	2/6/2010 9:17:15 PM	Successful
<input type="checkbox"/> <a href="#">Statement of Account - Testing Dorinda.pdf</a>	Report	2/6/2010 8:58:14 PM	Successful
<input type="checkbox"/> <a href="#">Statement of Account - Cycle.pdf</a>	Report	2/6/2010 8:48:56 PM	Successful
<input type="checkbox"/> <a href="#">MasterCardCentralBillStandardWithAddendum.pdf</a>	Report	8/19/2009 1:23:14 PM	Successful
<input type="checkbox"/> <a href="#">Transaction Summary.pdf</a>	Report	8/19/2009 12:55:19 PM	Successful
<input type="checkbox"/> <a href="#">Declines.pdf</a>	Report	7/10/2009 4:14:36 PM	Successful
<input type="checkbox"/> <a href="#">Account and Employee Hierarchy.xls</a>	Report	5/8/2009 9:22:39 AM	Successful

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**NOTE:** Session will automatically “time out” after 15 minutes of inactivity.

## Example of a “Statement of Account” Report

6. Each transaction must show a business purpose in the “Notes” section.

**Statement of Account**  
GrtBasn

Date/Time Printed: 02/06/2010 10:08:00 PM Orientation: Portrait

Selection Criteria: Cardholder First Name Begins With 'Janie' And Posting Date Is Between '1/6/2010' AND '2/5/2010'

**For Transactions posted between 01/06/2010 to 02/05/2010**

**MOORE, JANIE** Account Number: \*\*\*\*\*8574  
 1500 COLLEGE PARKWAY Default COA Name: GBC\_2008  
 ELKO, NV 898015032 Default COA Value: 0101 030 2000.030 30 12.30

TRANS ID	TRAN DATE POST DATE	MERCHANT NAME MERCHANT CITY, STATE	MCC	ORIG AMOUNT	EXCHANGE RATE	SALES TAX	TRAN AMOUNT
93262798	01/07/2010 01/08/2010	QUILL CORPORATION 08007898965, IL	5111	\$770.18		\$0.00	\$770.18
	<b>NOTES:</b>	Supplies for new faculty and Academic Affairs support staff. 0101 030 2000.030 30 12.30					
93262799	01/07/2010 01/08/2010	AAC AND U 202-387-3760, DC	8699	\$515.00		\$0.00	\$515.00
	<b>NOTES:</b>	Mike McFarlane attend General Education and Assessment conference Feb 19 and 20. Seattle, WA 0101 030 2000.030 30 26.30					
93346398	01/07/2010 01/11/2010	GREAT BASIN COL BKSQPS ELKO, NV	5942	\$85.00		\$0.00	\$85.00
	<b>NOTES:</b>	IS 101 Text Book/Janie Moore 0101 030 2000.030 30 32.30					
93346399	01/07/2010 01/11/2010	ENNECT PAYMENT SERVICE 412-3912750, PA	7399	\$325.00		\$0.00	\$325.00
	<b>NOTES:</b>	Mike McFarlane attend NWCCU conference Feb. 17 and 18. Seattle, WA 0101 030 2000.030 30 26.30					
93932647	01/19/2010 01/20/2010	AAC AND U 202-387-3760, DC	8699	\$640.00		\$0.00	\$640.00
	<b>NOTES:</b>	Laurie Walsh attend General Education and Assessment conference Feb. 18, 19, and 20. 0101 030 2114.030 30 26.30					
94180712	01/21/2010	GREAT BASIN COL BKSQPS	5942	(\$85.00)		\$0.00	(\$85.00)

**NOTE:** Session will automatically “time out” after 15 minutes of inactivity.

## Example of "Statement of Account" Report (SHOWING SIGNATURE LINES)

- Additional signature lines are required if the cardholder or Supervisor/Manager Signature is not an authorized signer for each budget account being charged.

**Statement of Account**  
**GrtBasn**

Date/Time Printed: 02/06/2010 10:08:00 PM Orientation: Portrait

Selection Criteria: Cardholder First Name Begins With 'Janie' And Posting Date Is Between '1/6/2010' AND '2/5/2010'

For Transactions posted between 01/06/2010 to 02/05/2010

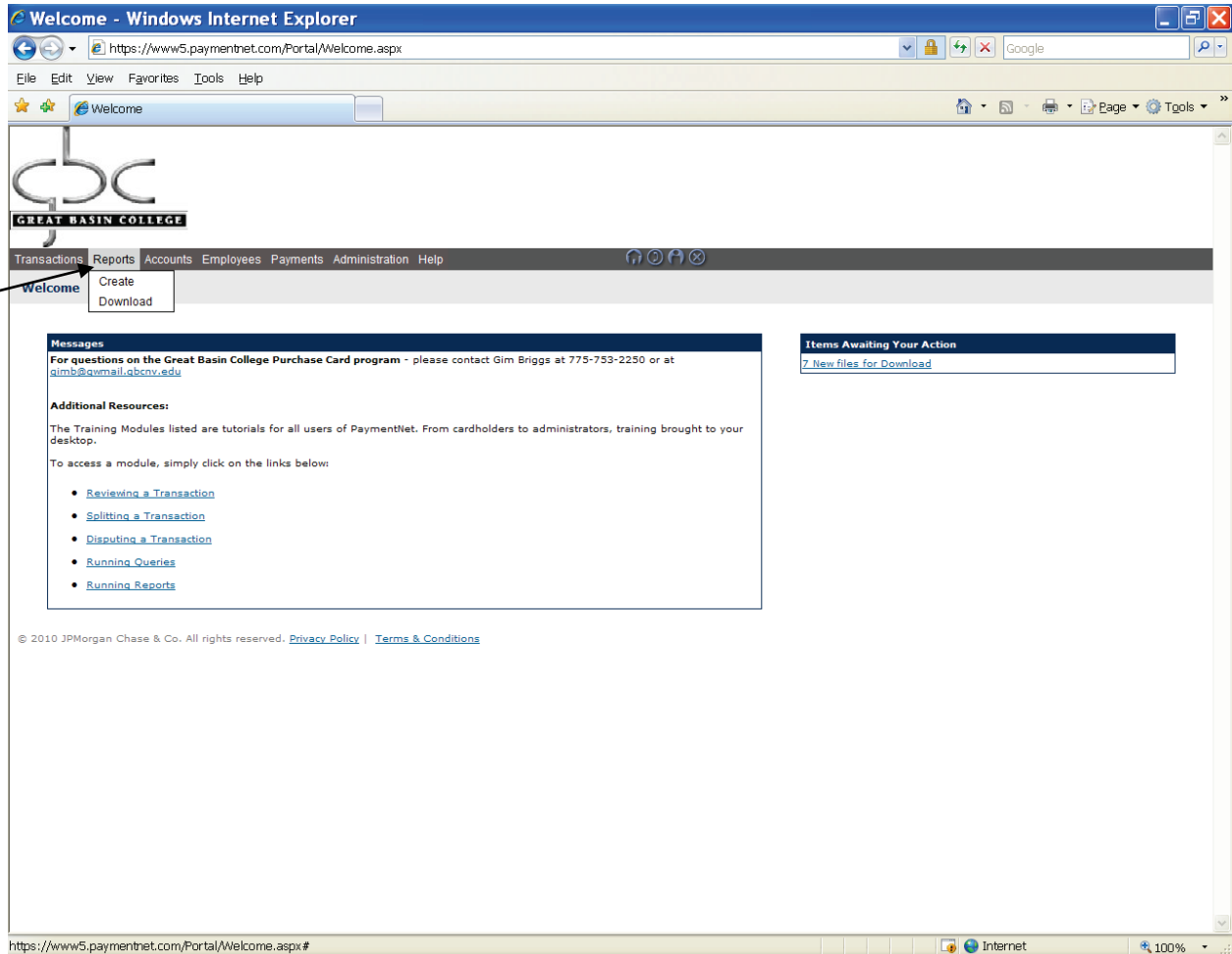
TRANS ID	TRAN DATE   POST DATE	MERCHANT NAME MERCHANT CITY, STATE	MCC	ORIG AMOUNT	EXCHANGE RATE	SALES TAX	TRAN AMOUNT	
S 94484269	01/27/2010 01/28/2010	COLLEGEBOARD*PRODUCTS 212-713-8165, VA	8299			\$0.00	\$625.00	
	NOTES:	1100 Accuplacer tests for Admissions and Records at \$1.75 per test						
	0101 030 2001.030 30 13.30							
S 94484269	01/27/2010 01/28/2010	COLLEGEBOARD*PRODUCTS 212-713-8165, VA	8299			\$0.00	\$650.00	
	NOTES:	1100 Accuplacer tests for Admissions and Records at \$1.75 per test						
	0101 030 2002.030 30 13.30							
S 94484269	01/27/2010 01/28/2010	COLLEGEBOARD*PRODUCTS 212-713-8165, VA	8299			\$0.00	\$650.00	
	NOTES:	1100 Accuplacer tests for Admissions and Records at \$1.75 per test						
	0101 030 2005.030 30 13.30							
94867544	02/02/2010 02/04/2010	TUSCANY SUITES LAS VEGAS, NV	7011	\$43.68		\$0.00	\$43.68	
	NOTES:	-						
	0101 030 2000.030 20 01.20							
<b>TOTALS FOR MOORE, JANIE</b>		<b>TOTAL TRANSACTIONS: 11</b>				<b>\$0.00</b>	<b>\$5,049.83</b>	

\_\_\_\_\_  
 Cardholder Signature                      Date                      Supervisor/Manager Signature                      Date

NOTE: Session will automatically "time out" after 15 minutes of inactivity.

## Statement of Account Report – Individual Selection Criteria

1. Go to the menu bar on the home page.
2. Select “Reports” and then “Create”.



NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## Statement of Account Report – Individual Selection Criteria

3. Select “Transaction” from the drop-down menu.

The screenshot shows the 'Report List' page in Internet Explorer. The browser title is 'Report List - Windows Internet Explorer'. The address bar shows the URL: <https://www5.paymentnet.com/Report/List.aspx?le=q0wKLFr4sJEEX3aHCS6rieGm0Ik%2bSNDFu7ddmeCWDKD%2bs5msFQ1lqBCjNfE>. The page header includes the Great Basin College logo and navigation links: Transactions, Reports, Accounts, Employees, Payments, Administration, Help. The main content area is titled 'Report List' and features a table with columns for Name, Type, Description, and Schedule. A dropdown menu is open on the left, showing 'Transaction' selected. An arrow points to this selection. The table lists various reports such as '1099 Merchant', 'Account Hierarchy', 'Account Audit', 'Accounts Renewing Within Three Months', 'Air Travel Activity', 'Available Limit by Low Available Balance', 'Car Rental Spending Analysis By Top Agency', 'Cardholder Information', 'Cardholder Listing by Hierarchy', 'Cardholder Listing with Addresses', and 'Cardholder Profile'.

Name	Type	Description	Schedule
1099 Merchant	Merchant	The 1099 Merchant report can be used to analyze purchases made from 1099 Merchants. The report lists: MCC Code and Description, Merchant Name and Address, Merchant DBA Name, Taxpayer ID, and Dollar Amount.	
Account Hierarchy	Accounts	The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees – both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee.	
Account Audit	Accounts	The report will provide all card changes made over a selected date range. This report contains the account number, change date, a description of the field changed, original data, new data and PaymentNet User ID that made the change.	
Accounts Renewing Within Three Months	Accounts	The Accounts Renewing within 3 Months report identifies accounts that will expire within 3 months of the report date, and can be used to help monitor card renewals. Subtotals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account #, Business Phone, and Expiration Date.	
Air Travel Activity	Transaction	The Air Travel Activity report can be used to analyze the dollars spent on Air Travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Depart Date, Transaction Date, Legs of Travel, Ticket #, and Transaction Amount.	
Available Limit by Low Available Balance	Accounts	The Available Limit by Low Available Balance report can be used to help monitor cardholders who are nearing their available limit and determine if their credit lines are sufficient. The report includes Account Name, Acct #, Current Balance, Date Balance was Effective, Credit Limit, Cash Limit, and Available Balance.	
Car Rental Spending Analysis By Top Agency	Merchant	The Car Rental Spending Analysis by Top Agency report summarizes spending at Car Rental Agencies. This report can be used for rate negotiations. The report is sorted by Rental Agency, and lists largest spend amounts first. The report includes Rental Agency, Total Amount of Spend, Number of Charges, Average Amount, and Grand Totals.	
Cardholder Information	Accounts	The Cardholder Information report provides a listing of card accounts as well as the total number of cardholders. The report lists: Account Name, Account Number, Employee ID, Cardholder Address, Card Delivery, and Business Phone.	
Cardholder Listing by Hierarchy	Accounts	The Cardholder Listing by Hierarchy report can be used to monitor the number and status of accounts in each Cost Center. The report lists: Hierarchy ID, Account Name, Account Number, Credit Limit, Cycle Amount Limit, Monthly Amount Limit, Other Amount Limit, Cash Advance Limit, Single Amount Limit, and Status.	
Cardholder Listing with Addresses	Accounts	The Cardholder Listing with Address report provides a list of accounts in each Cost Center along with the Cardholders address and Card expiration date. The report lists: Hierarchy, Account Name, Account #, Card Delivery, Address, Business Phone, and Card Expiration Date.	
Cardholder Profile	Accounts	The Cardholder Profile Report can be used by administrators to manage cardholder information. The report includes cardholder name, address, work phone number, account codes, account status, hierarchy levels, account limits, account open and close dates, email addresses, transaction and expiration dates. It will not print as a page by page report. Contents of the report are best viewed in Excel format or text. It is not suggested to run in .PDF	

NOTE: Session will automatically “time out” after 15 minutes of inactivity.

# Statement of Account Report – Individual Selection Criteria

4. Scroll down and select “Statement of Account”.

The screenshot shows a web browser window titled "Report List - Windows Internet Explorer". The address bar shows the URL: <https://www5.paymentnet.com/Report/List.aspx?le=qDwfkLFn4sJEEX3aHCS6rieGm0Ikc%2bSNDFu7ddimeCWDKD%2bsSmsFQ1IqBCjNfE>. The page header includes the Great Basin College logo and navigation links: Transactions, Reports, Accounts, Employees, Payments, Administration, Help. The main content area is titled "Report List" and contains a table with the following data:

Transaction	Name	Type	Description	Schedule
	<a href="#">Air Travel Activity</a>	Transaction	The Air Travel Activity report can be used to analyze the dollars spent on Air Travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Depart Date, Transaction Date, Legs of Travel, Ticket #, and Transaction Amount.	
	<a href="#">Central Bill Reconciliation</a>	Transaction	The Central Bill Reconciliation report can be used to analyze the transactions and accounts that have been charged to Central Bill accounts. Sub-totals are provided for each Central Bill account, as well as Grand Totals for the entire report. The report lists: Central Bill Account Number, Transaction Date, Post Date, Transaction ID, Merchant Name, MCC, Merchant City and Merchant State, Microreference, and Amount. Please note: Activity diverted to a diversion account is not listed on this report.	
	<a href="#">Central Bill Reconciliation Summary</a>	Transaction	The Central Bill Reconciliation Summary report can be used to analyze the account activity for cardholders that are attached to a central bill account. Sub-totals are provided for each individual and/or central bill account that the transactions are billed to, as well as Grand Totals for the entire report. The report lists: Billed To Account, Diverted From Account Number & Name, Central Bill Account, Number of Transactions and Total Amount. Please note: Activity diverted to a diversion account is not listed on this report.	
	<a href="#">Declines</a>	Transaction	The Declines report can be used to monitor the occurrences and reasons why cardholders have been declined. The report lists: Decline Code and Reason, Account Name, Account Number, Amount, Merchant Name, City, State, MCC, MCC Description, Date and Time of Decline.	
	<a href="#">Fuel Purchase Detail Summary</a>	Transaction	The Fuel Purchase Detail Summary can be used to evaluate fuel purchases. The report lists: Account Name, Transaction Date, Merchant Name, Merchant Location, Purchase Amount, Purchase Time, Quantity, Item, Price, and Tax.	
	<a href="#">Level III Temp Services Data</a>	Transaction	This report can be used to analyze information from temporary services. Total transactions are provided for each supervisor as well as grand totals for the entire report. The report lists: Transaction ID, Transaction Date, Post Date, Merchant Name, City/State, and Amount. It also includes Source ID, Job Description, Temp Employee Name, Social Security Number, Requester, Job Code, Supervisor, Time Sheet Information such as Start Date, Week Ending, Hours, Overtime, Rate, Subtotal, Message ID, and Customer Code. Contents of the report are best viewed in Excel format.	
	<a href="#">Pending Review/Approve Report</a>	Transaction	The Pending Review Approval Report details transactions that need to be reviewed or approved. Transaction information is included along with those responsible for review or approval. The criteria will need to be set to include either new transactions, reviewed transactions, or in-process transactions. A value of "R" in the Report Type field displays transactions needing to be reviewed only (Approval Status = New); a value of "A" displays transactions that have been reviewed, but not approved (Approval Status = Reviewed or In-Process). The report will display both types of transactions by default. Contents of the report are best viewed in Excel format. It is not suggested to run in PDF.	
	<a href="#">Statement of Account</a>	Transaction	The Statement of Account provides a listing of previous cycle transaction information such as post date, merchant, transaction amount, MCC, original amount, exchange rate and tax. The statement also contains when available accounting code allocations, transaction notes, custom fields (when applicable) and transaction addendum detail. Cardholder and supervisor signature lines are also included at the bottom of the statement to assist in the review and reconciliation process. This statement is not an official bank statement and cannot be used for remittance.	
	<a href="#">Statement of Account - Cycle</a>	Transaction	The Statement of Account provides a listing of previous cycle transaction information such as post date, merchant, transaction amount, MCC, original amount, exchange rate and tax. The statement also contains when available accounting code allocations, transaction notes, custom fields (when applicable) and transaction addendum detail. Cardholder and supervisor signature lines are also included at the bottom of the statement to assist in the review and reconciliation process. This statement is not an	First day of Cycle

An arrow points to the "Statement of Account" row. Below this row, there is a "View Details" button.

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## Statement of Account Report – Individual Selection Criteria

5. Open up the “Criteria” selection by clicking on the “+” button.
6. Select the criteria you wish to report on. For example – All transactions for January 6 to February 5 for cardholder, Moore. (See below).
7. Hit the “+” button to add additional lines of criteria or click on the trash can to delete a line.
8. In the “Field” drop-down box, select “Posting Date”.
9. In the “Operation” drop-down box, select “Is Between”.
10. In the “Value” drop-down box, select the date range for the report. For example, 01/06/10 and 02/05/10.
11. Enter the second criteria line for cardholder “Is equal to” “Moore”.
12. Hit the “Process Report” button.
13. Follow report downloading instructions on pages 25-26.

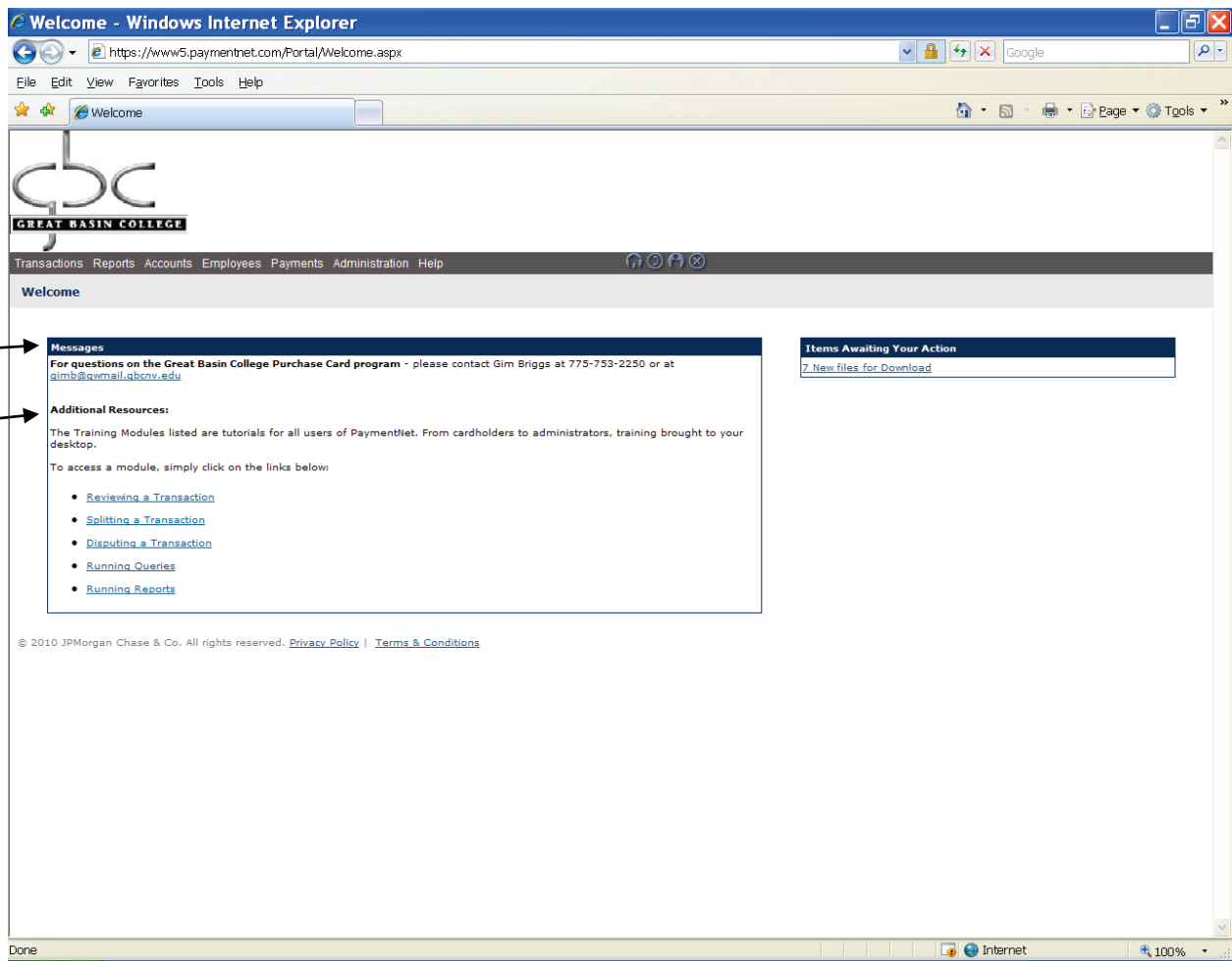
The screenshot displays the 'Report Detail' page in a Windows Internet Explorer browser. The page title is 'Report Detail - Windows Internet Explorer'. The URL is <https://www5.paymentnet.com/Report/Detail.aspx?a=qDwRkLFn4sJw2IHn8C00X1wzapL3CR:8xpSekAcjpaflJy6fMqkePgNuwXJhoC%2F22MadH15N>. The page features the Great Basin College logo and a navigation menu with links for Transactions, Reports, Accounts, Employees, Payments, Administration, and Help. The main content area is titled 'Report Detail' and includes a 'List' link. Below this, there are buttons for 'Save', 'Delete', 'Process Report', and 'Reset'. A text field contains the report name: '\*Name Statement of Account - Janie (individual sample)'. To the right, there is a 'Report Format' dropdown set to 'Adobe Pdf' and a 'Compress Output?' checkbox. The 'Criteria' section is expanded, showing two criteria lines. Line 1 has 'Field' set to 'Posting Date', 'Operation' set to 'Is Between', and 'Value' set to '1/6/2010 and 2/5/2010'. Line 2 has 'Field' set to 'Cardholder Last Name', 'Operation' set to 'Begins With', and 'Value' set to 'Moore'. There are trash can icons and a plus sign button for each criterion. Below the criteria, there is a 'Hierarchy' section with an 'Include Children' checkbox and a plus sign button. An 'Order By' section has a 'Field' dropdown and an 'Order Sequence' plus sign button. A 'Schedule to Run Automatically' checkbox is also present. At the bottom, there is a note: '\* Required Fields'. The footer contains copyright information: '© 2010 JPMorgan Chase & Co. All rights reserved. [Privacy Policy](#) | [Terms & Conditions](#)'. The browser's address bar shows the URL, and the status bar at the bottom indicates 'Internet' and '100%' zoom.

NOTE: Session will automatically “time out” after 15 minutes of inactivity.

## On-line Training – Learning Modules

1. Log into PaymentNet System.
2. Go to the menu bar on the home page.
3. From the “Messages” box under “Additional Resources”, select the learning module you would like to review:

- Reviewing a Transaction
- Splitting a Transaction
- Disputing a Transaction
- Running Queries
- Running Reports



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