GREAT BASIN COLLEGE

PURCHASING CARD PROGRAM

PAYMENTNET

CARDHOLDER GUIDE

July 26, 2010

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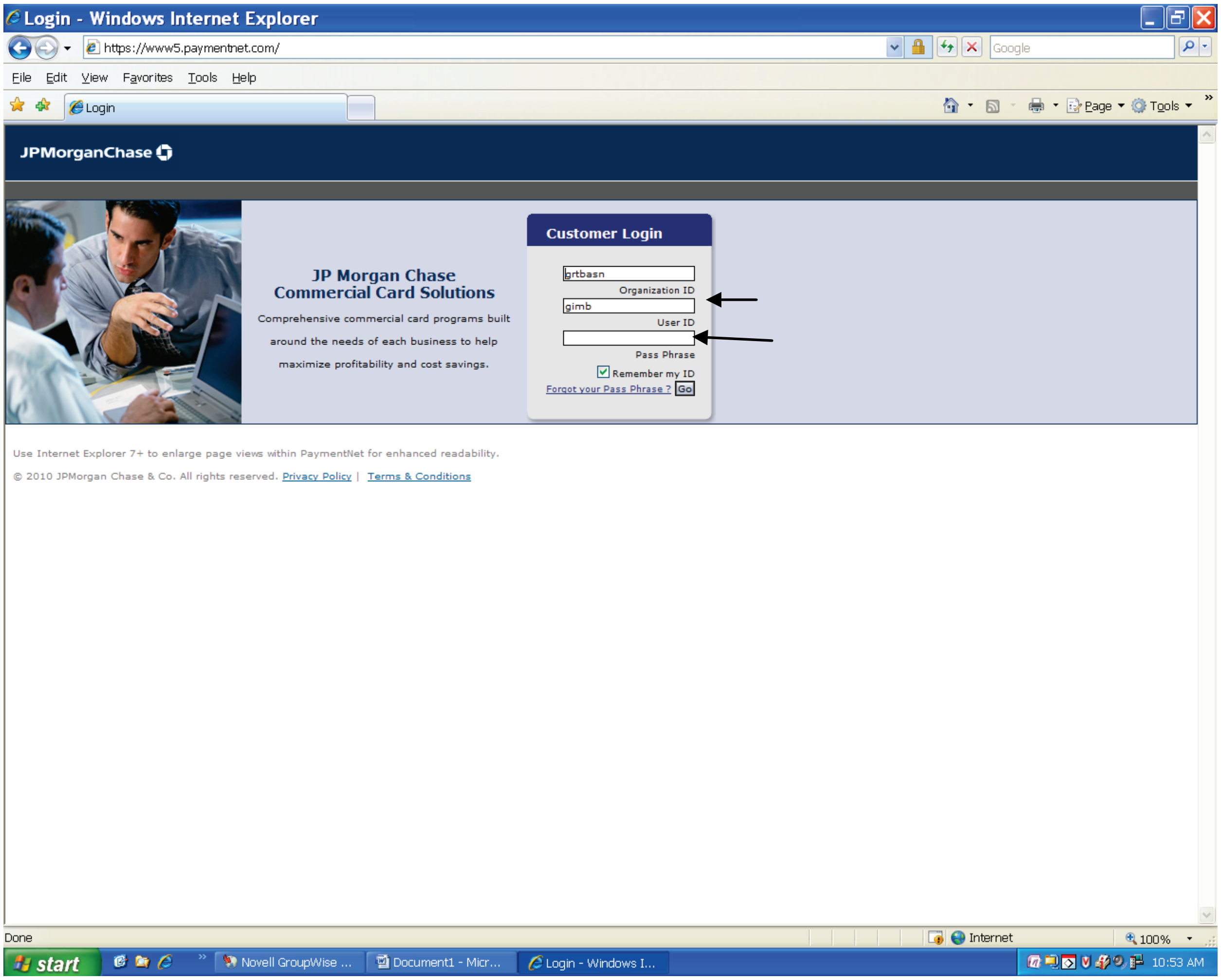
Purchasing Card Program – PaymentNet

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, 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

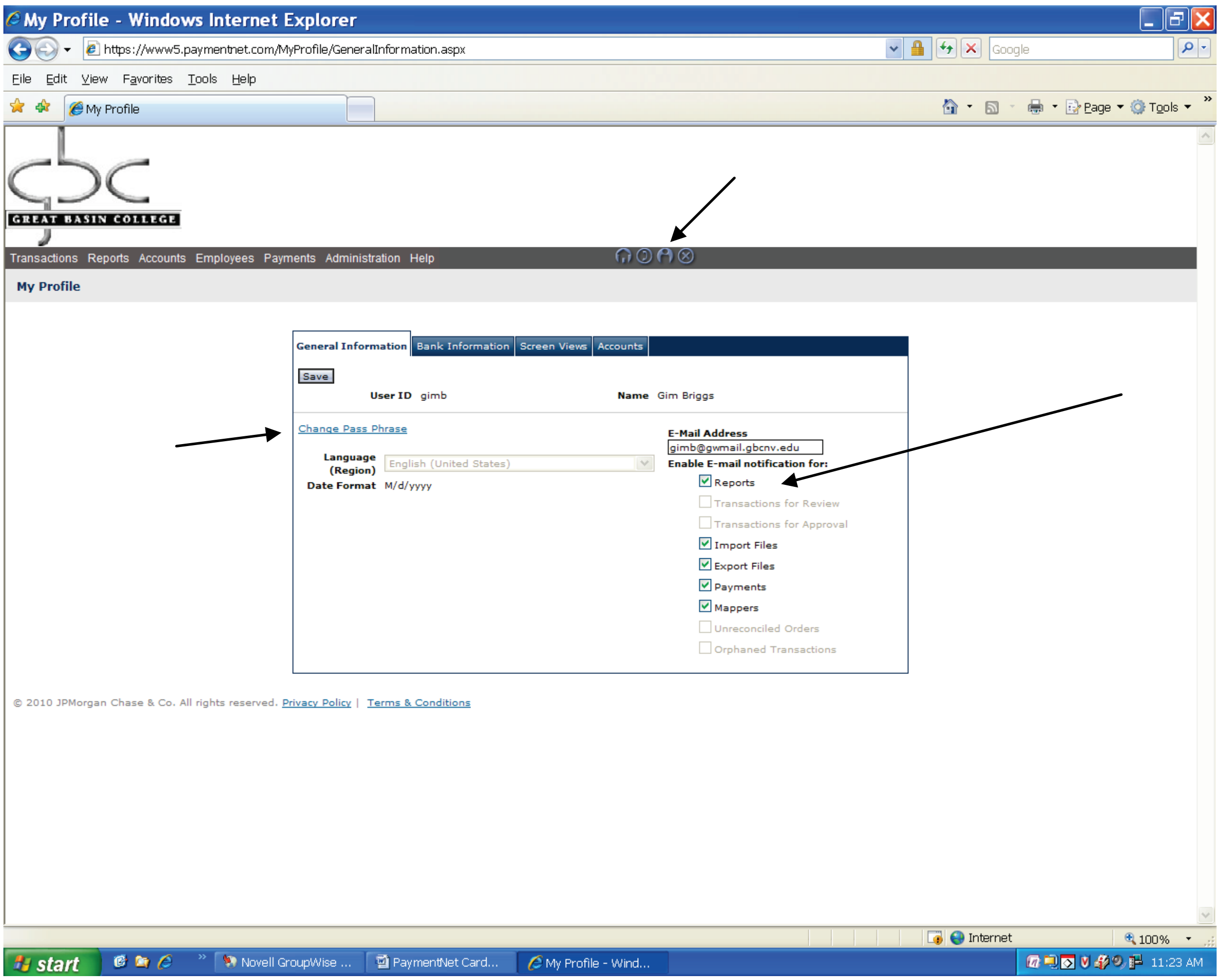


Changing "Pass Phrase" (password)

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

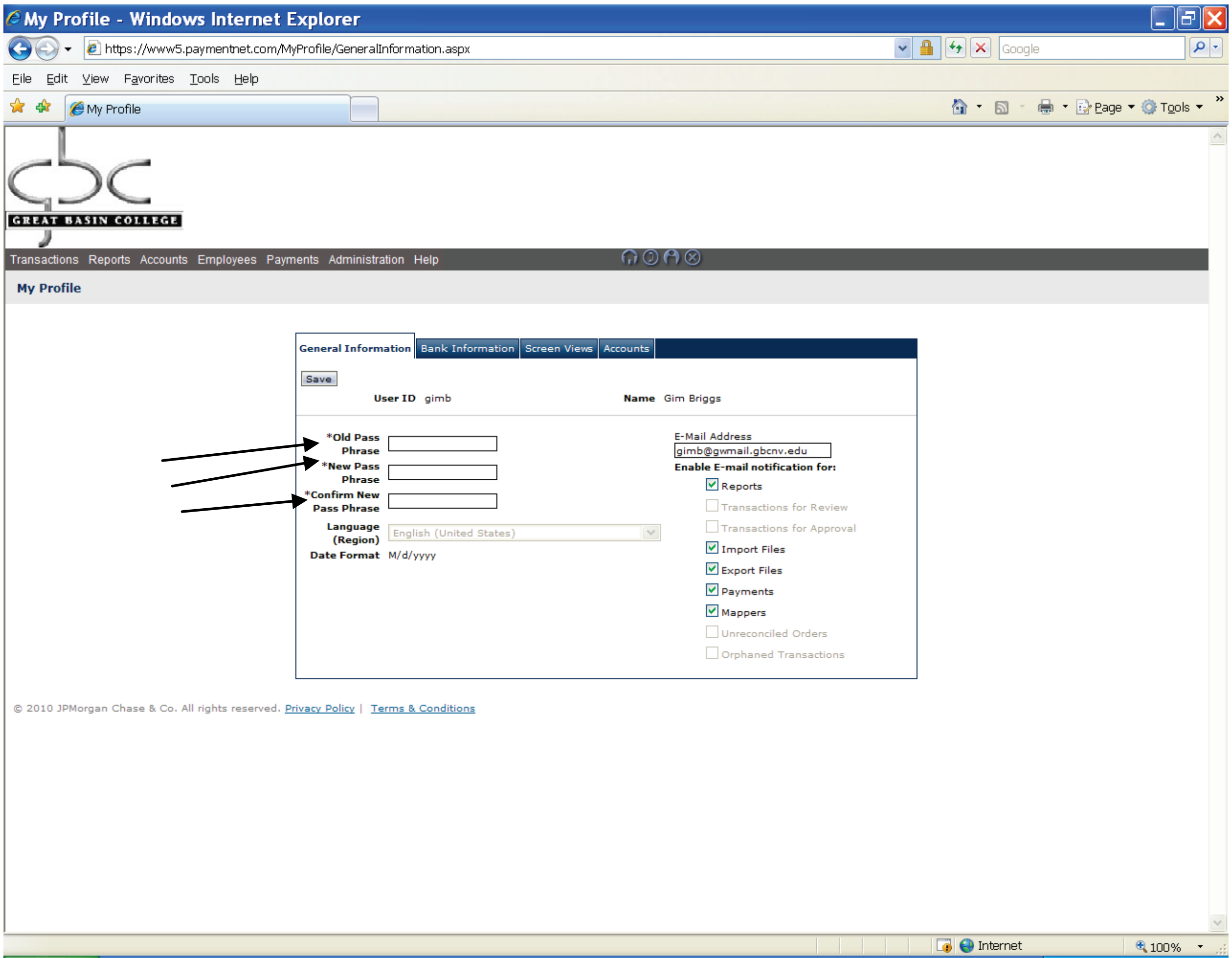


ADDITIONAL NOTE: The boxes checked are based on the "Role" that you are set up under.

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

Changing “Pass Phrase” (password)

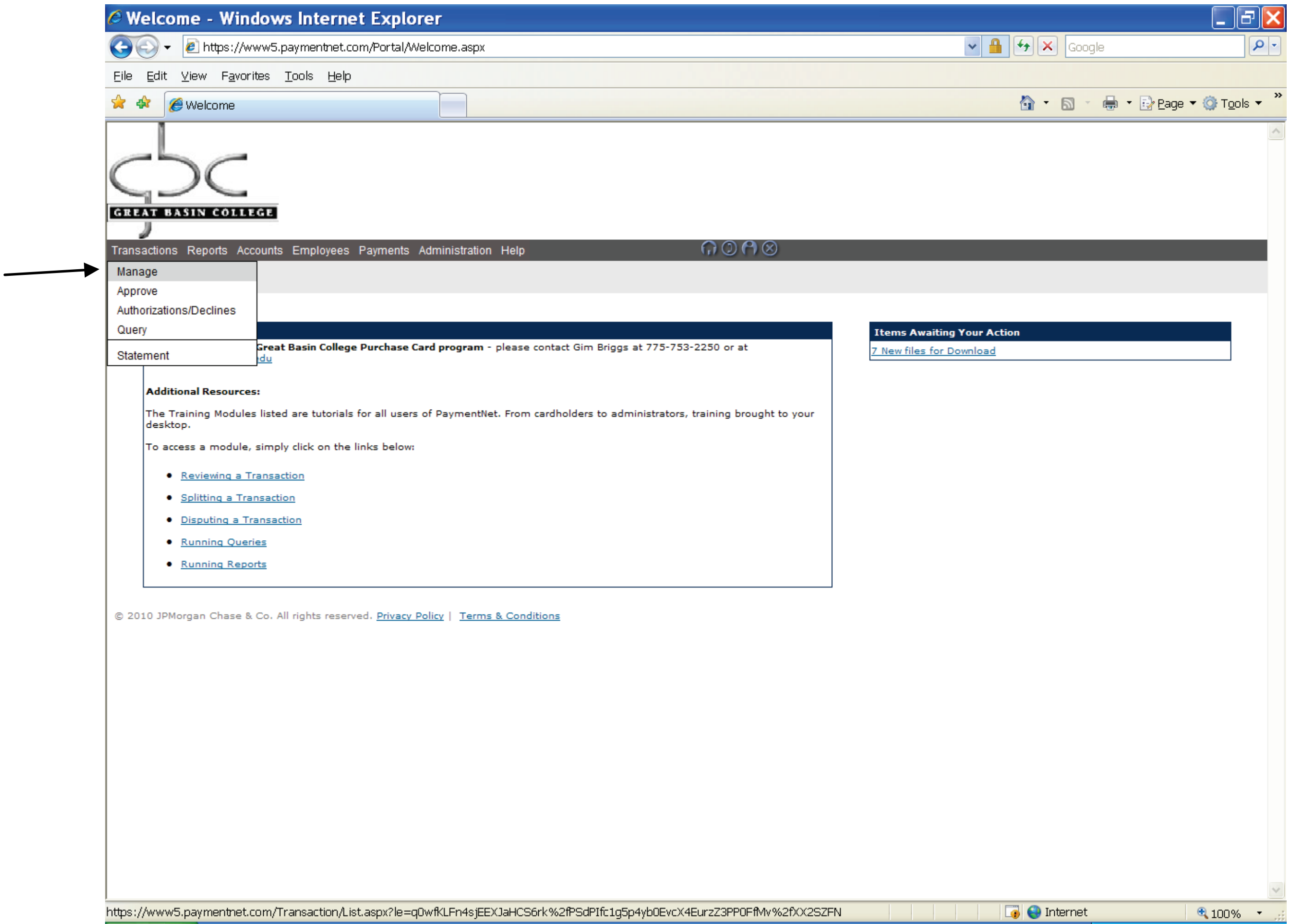
4. Enter your old “Pass Phrase” (password).
5. Enter your new “Pass Phrase” (password). Must be at least 6 characters.
6. Confirm your new “Pass Phrase” (password).
7. Click the “Save” button.
8. The new “Pass Phrase” (password) will take effect upon your next login.



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

Viewing/Reviewing Transactions

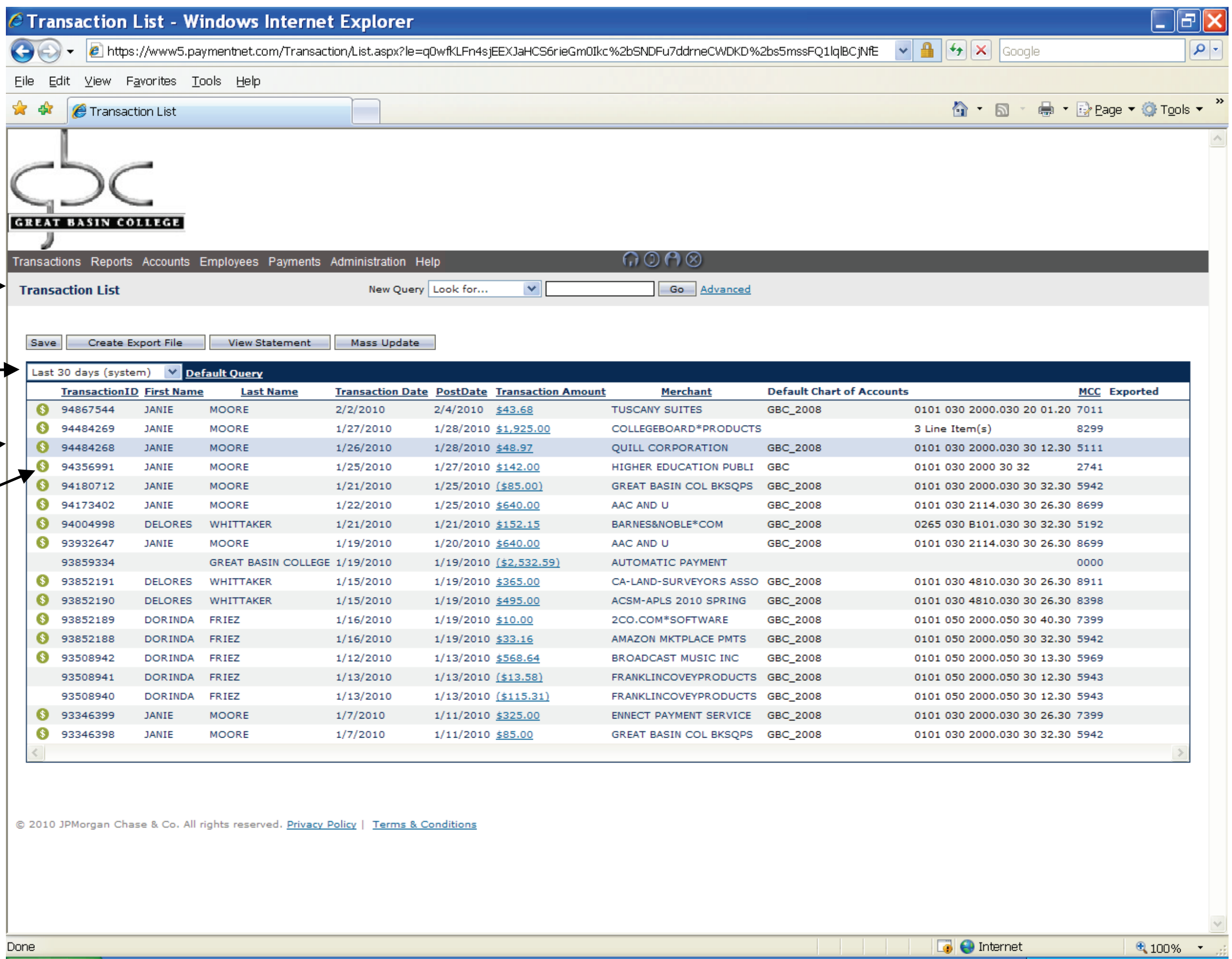
1. Go to the menu bar on the home page.
2. Select "Transactions".
3. Select "Manage".



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.

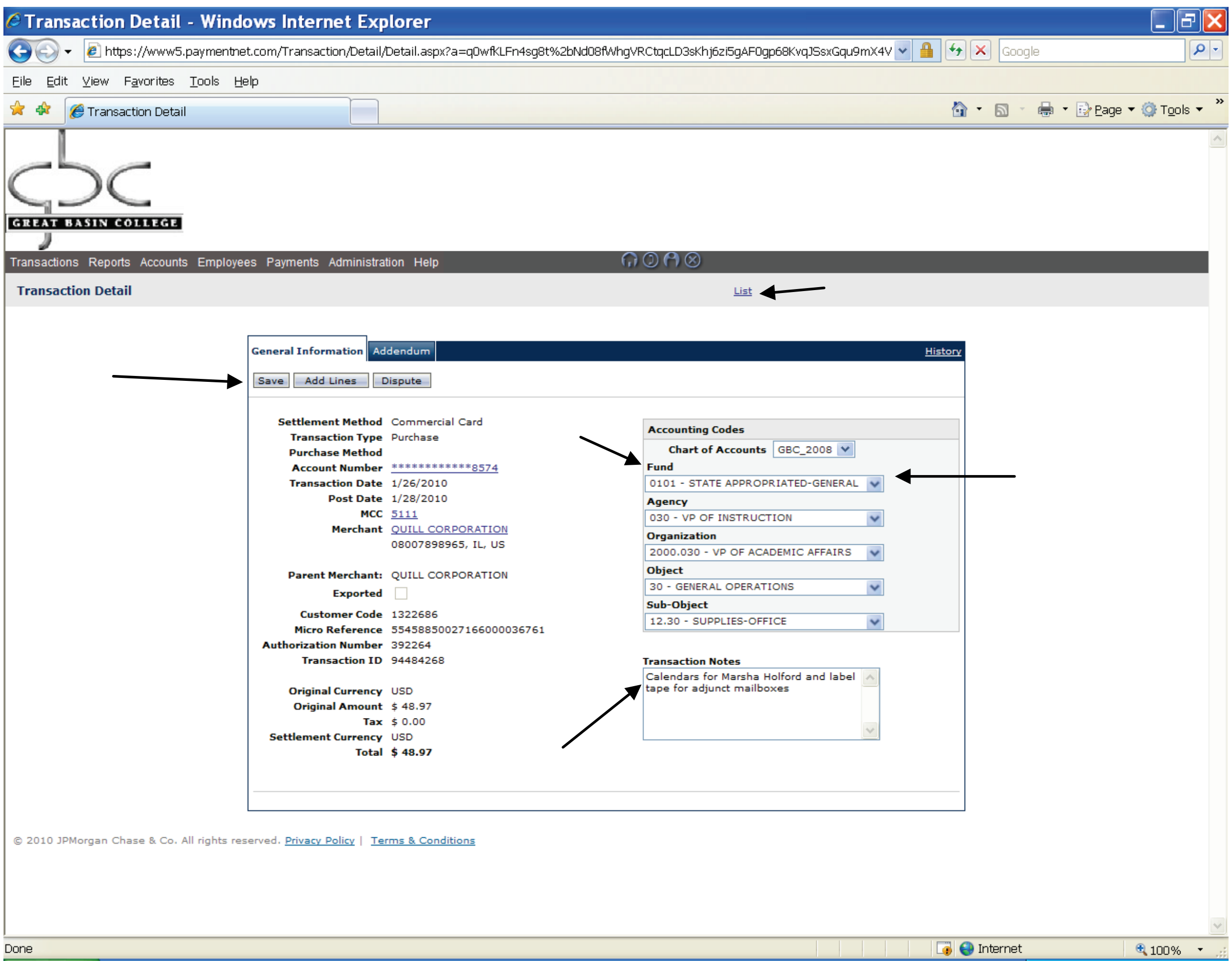


TransactionID	First Name	Last Name	Transaction Date	PostDate	Transaction Amount	Merchant	Default Chart of Accounts		MCC	Exported
94867544	JANIE	MOORE	2/2/2010	2/4/2010	$43.68	TUSCANY SUITES	GBC_2008	0101 030 2000.030 20 01.20	7011	
94484269	JANIE	MOORE	1/27/2010	1/28/2010	$1,925.00	COLLEGEBOARD*PRODUCTS		3 Line Item(s)	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 B101.030 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	$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	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	

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

Viewing/Reviewing Transactions – Continued

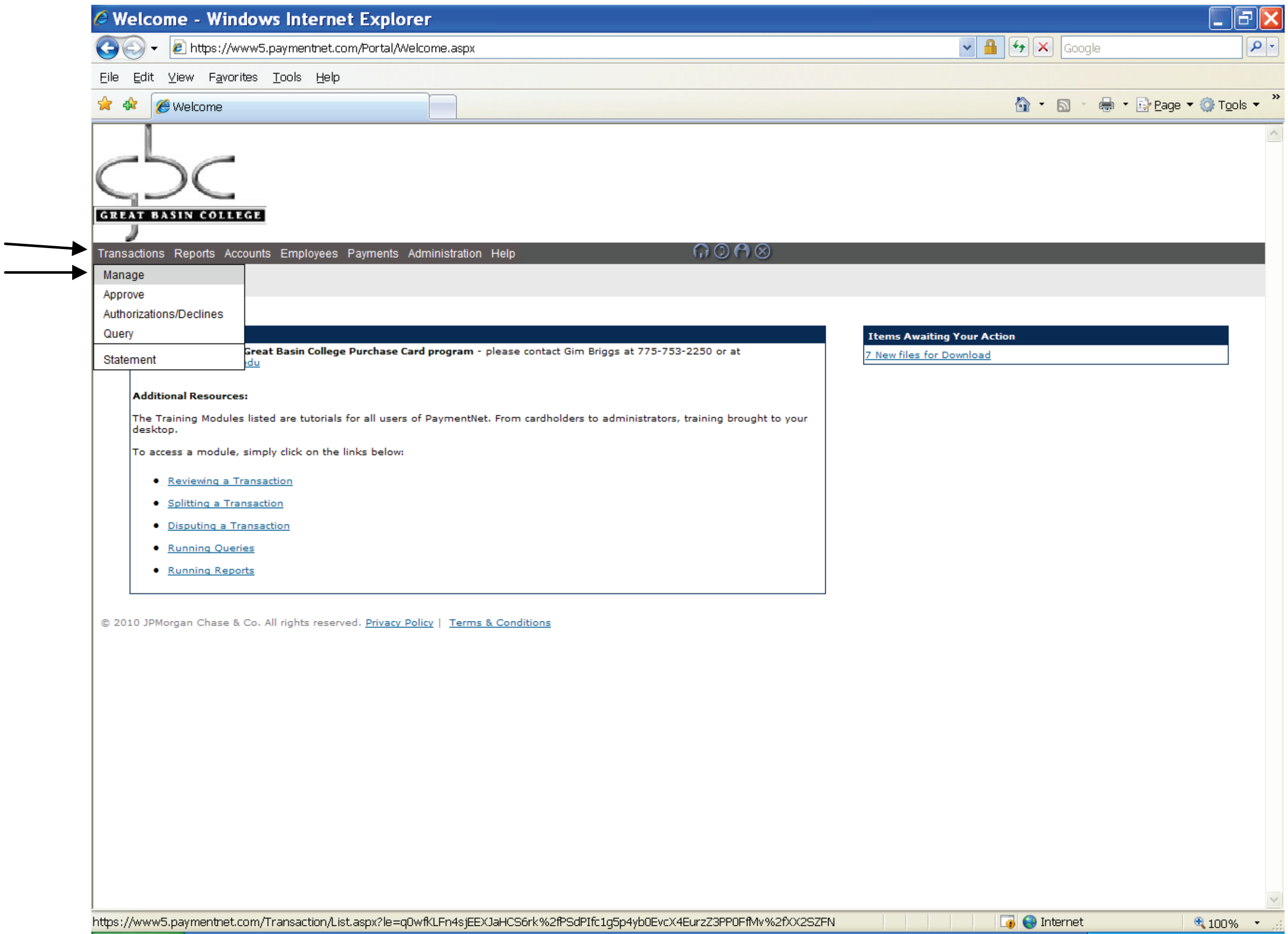
8. Compare the transaction details to your supporting documentation (i.e., receipts).
9. Review the defaulted "Accounting Codes" allocations and make any necessary changes.
10. To change the account number, click on the field that needs to be changed. (Fund, Agency, Organization, Object, Sub-Object.)
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

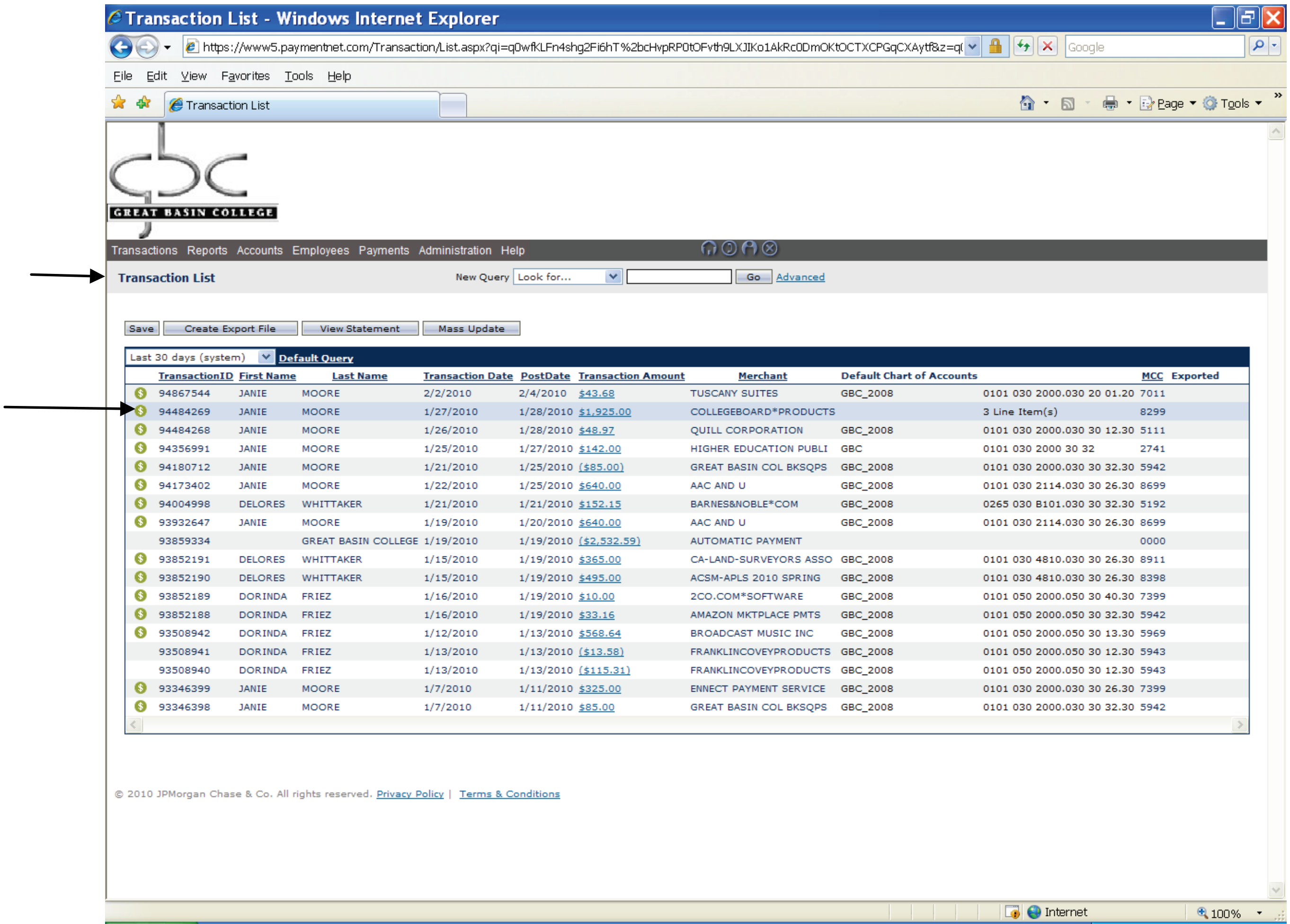
1. Go to the menu bar on the home page.
2. Select “Transactions”.
3. Select “Manage”.



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

Splitting Transactions – Continued

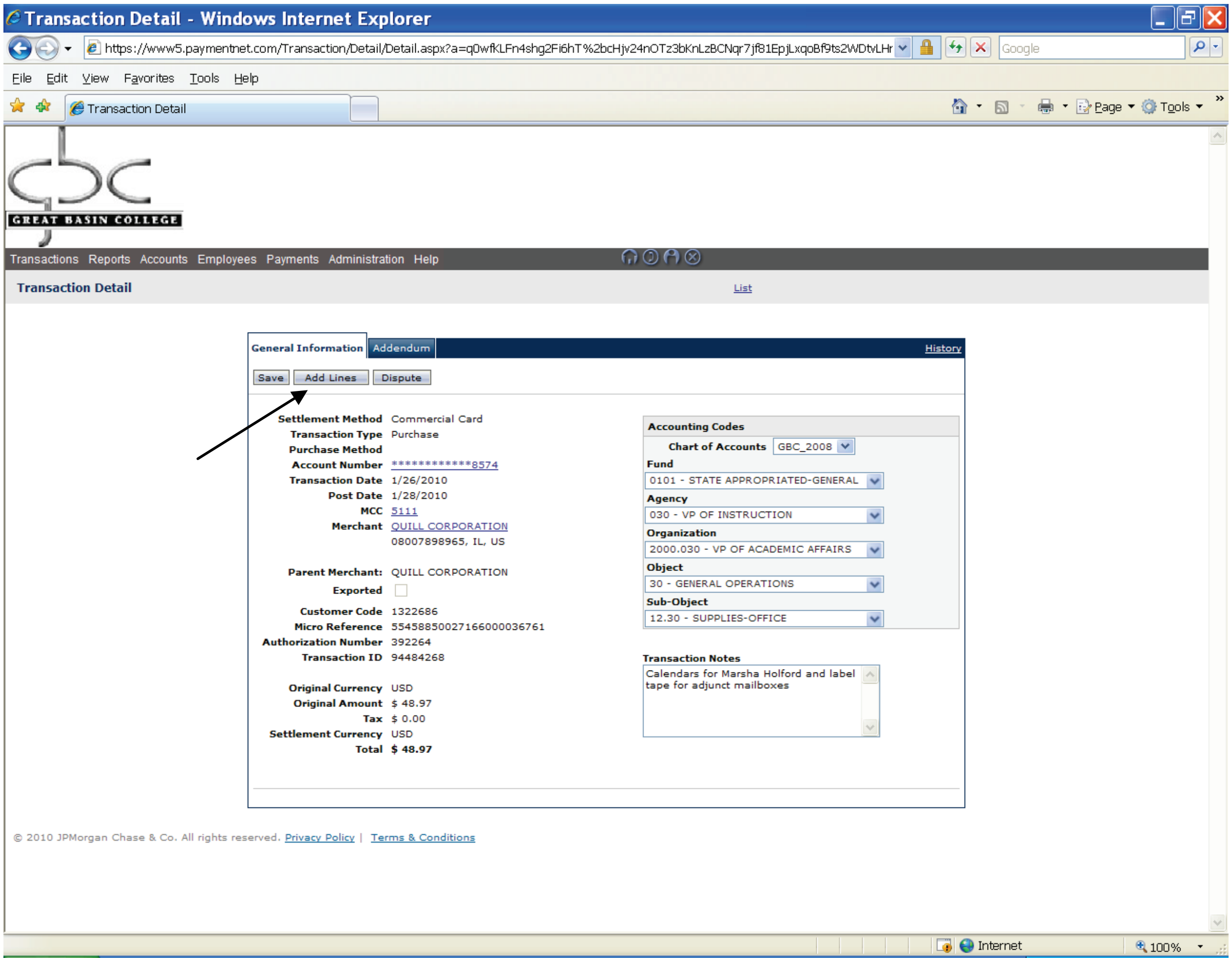
4. This will take you to the Transactions List page.
5. This screen will display all transactions that you have authority to review/update.
6. Click on the transaction you want to split.



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

Splitting Transactions – Continued

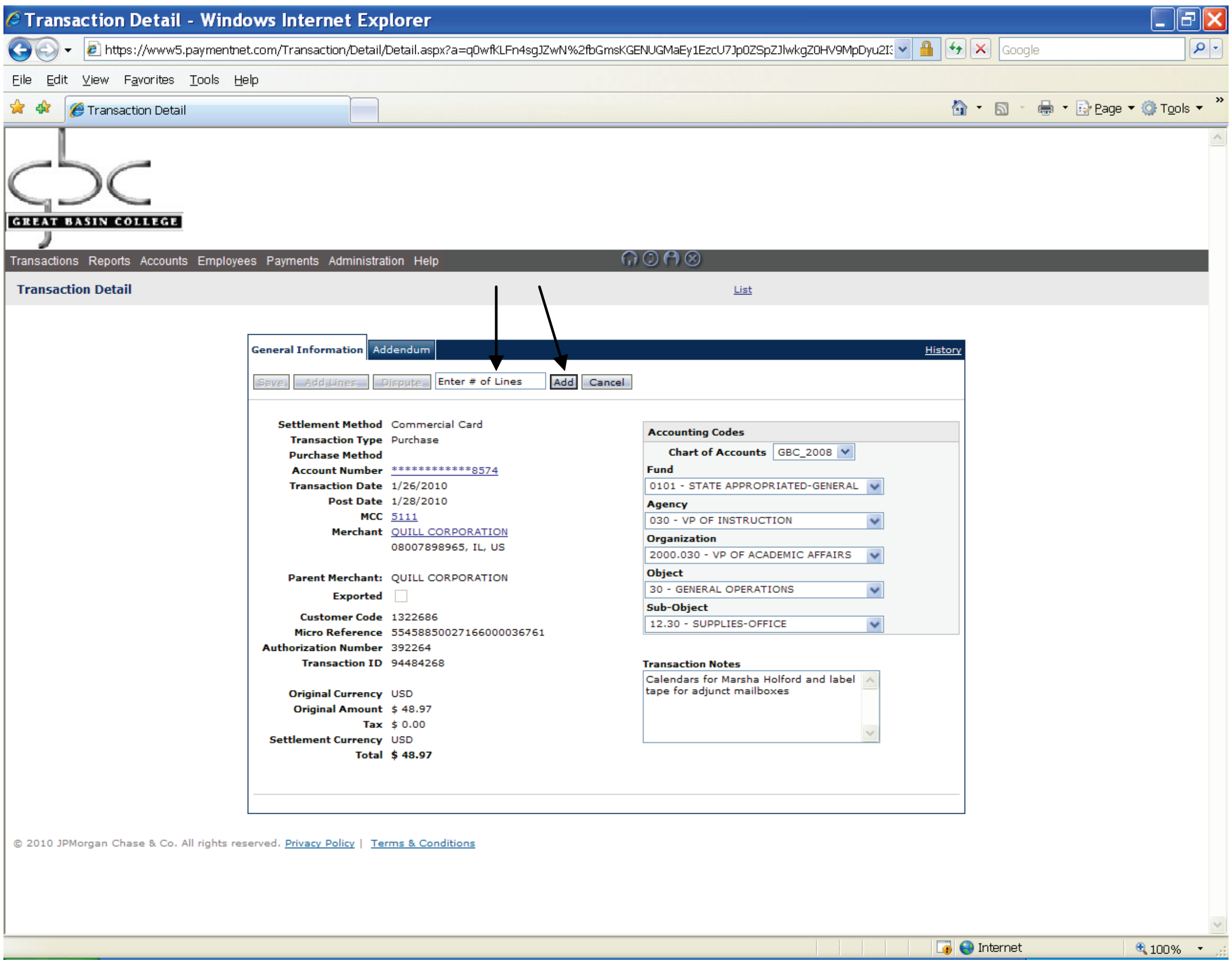
7. Click on the “Add Lines” button.



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

Splitting Transactions – Continued

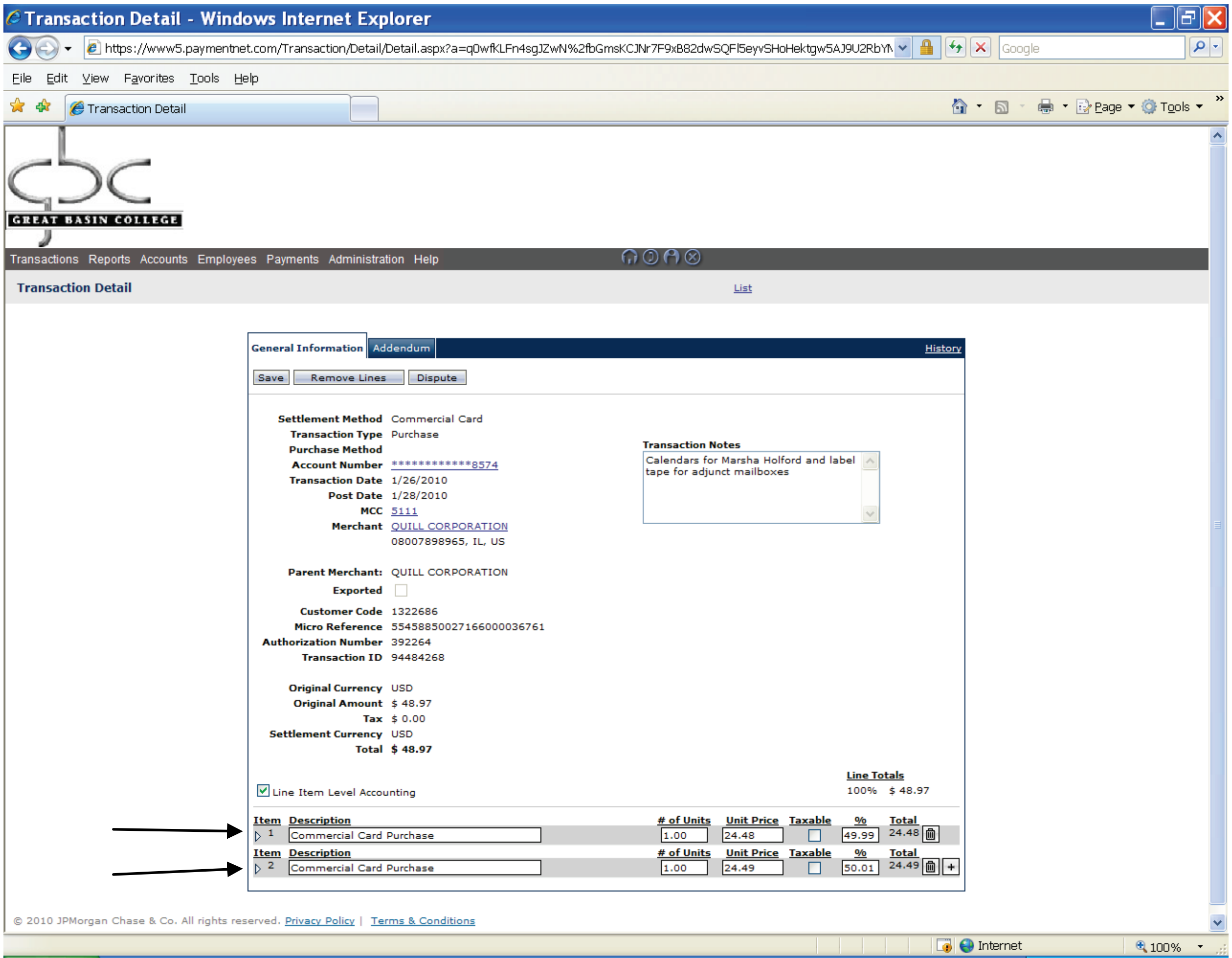
8. Enter the number of lines to add. (Blank out "Enter # of lines" and enter the number of lines to add.) For example: A single split of the original transaction will take 2 lines. This will split the original dollar transaction amount into 2 equal (50%) amounts.
9. Click the "Add" button.



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

Splitting Transactions – Continued

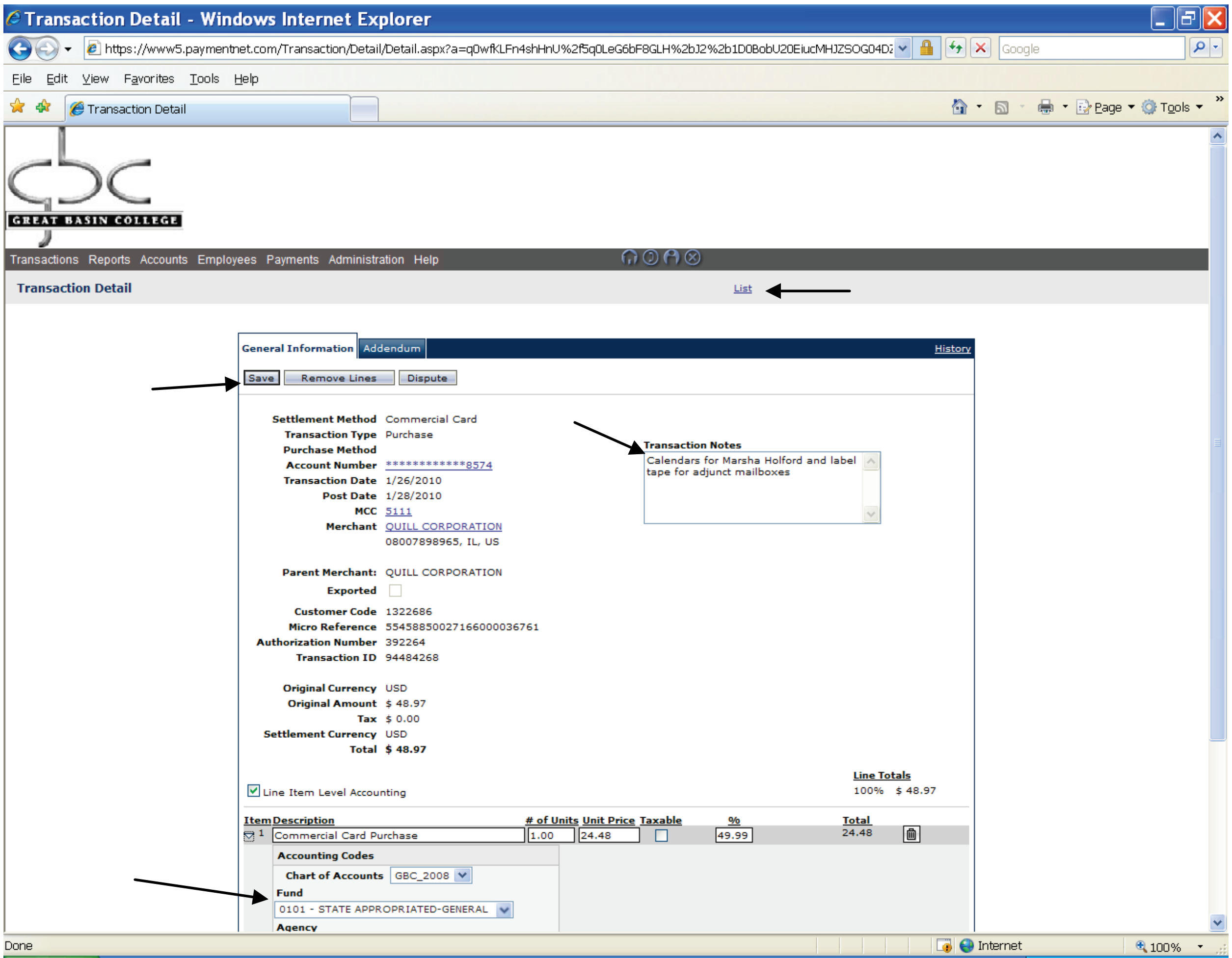
10. Go to the bottom of the screen and open up the two lines by clicking on the triangle located on the left hand side of the "Item" column.



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

Splitting Transactions - Continued

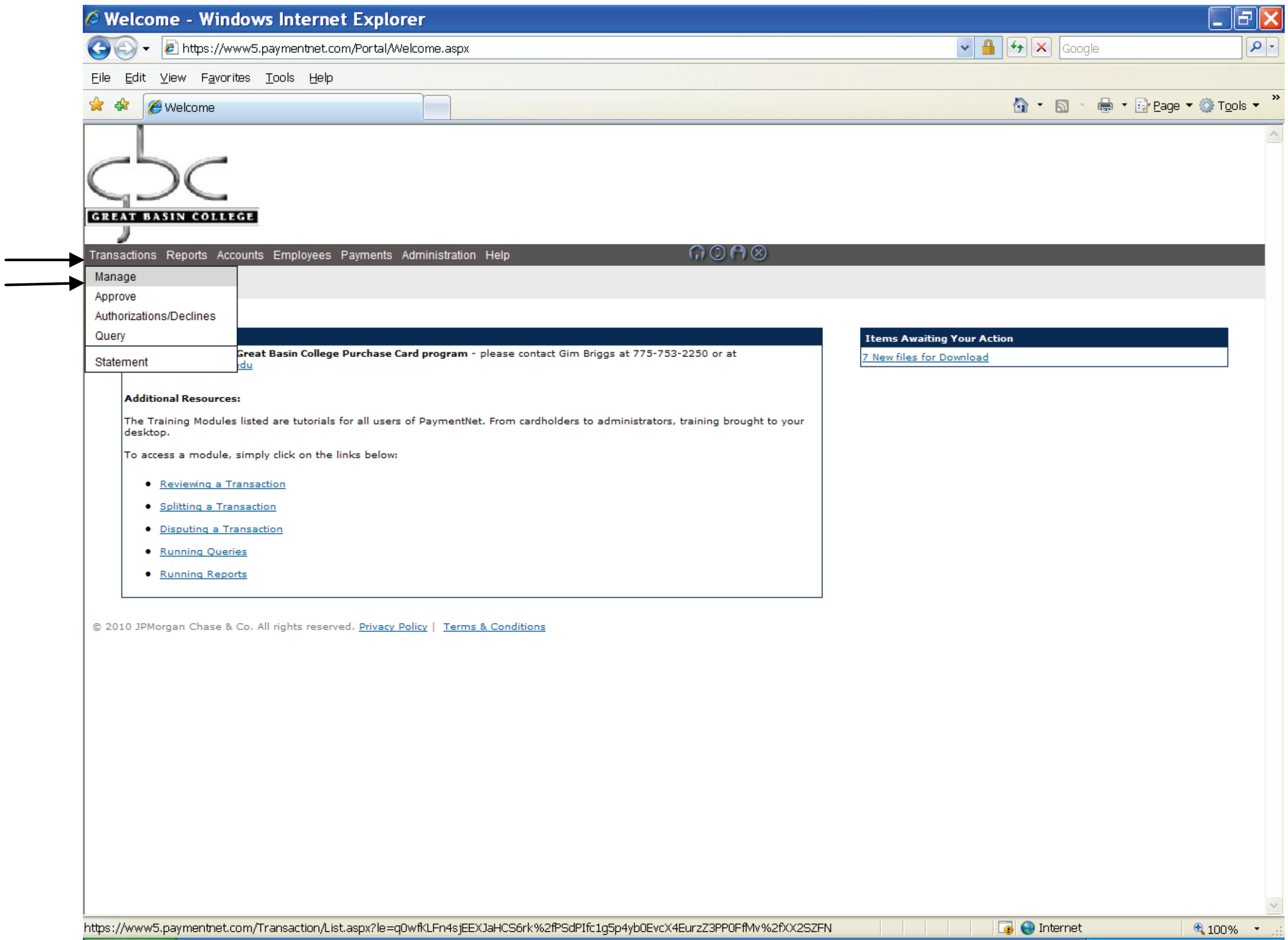
11. Make the necessary changes to the Accounting Codes fields or dollar amounts.
12. Add business purpose information to the "Transaction Notes" field.
13. Click the "Save" button.
14. Click the "List" button to return to the Transaction List page.



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

Disputing Transactions

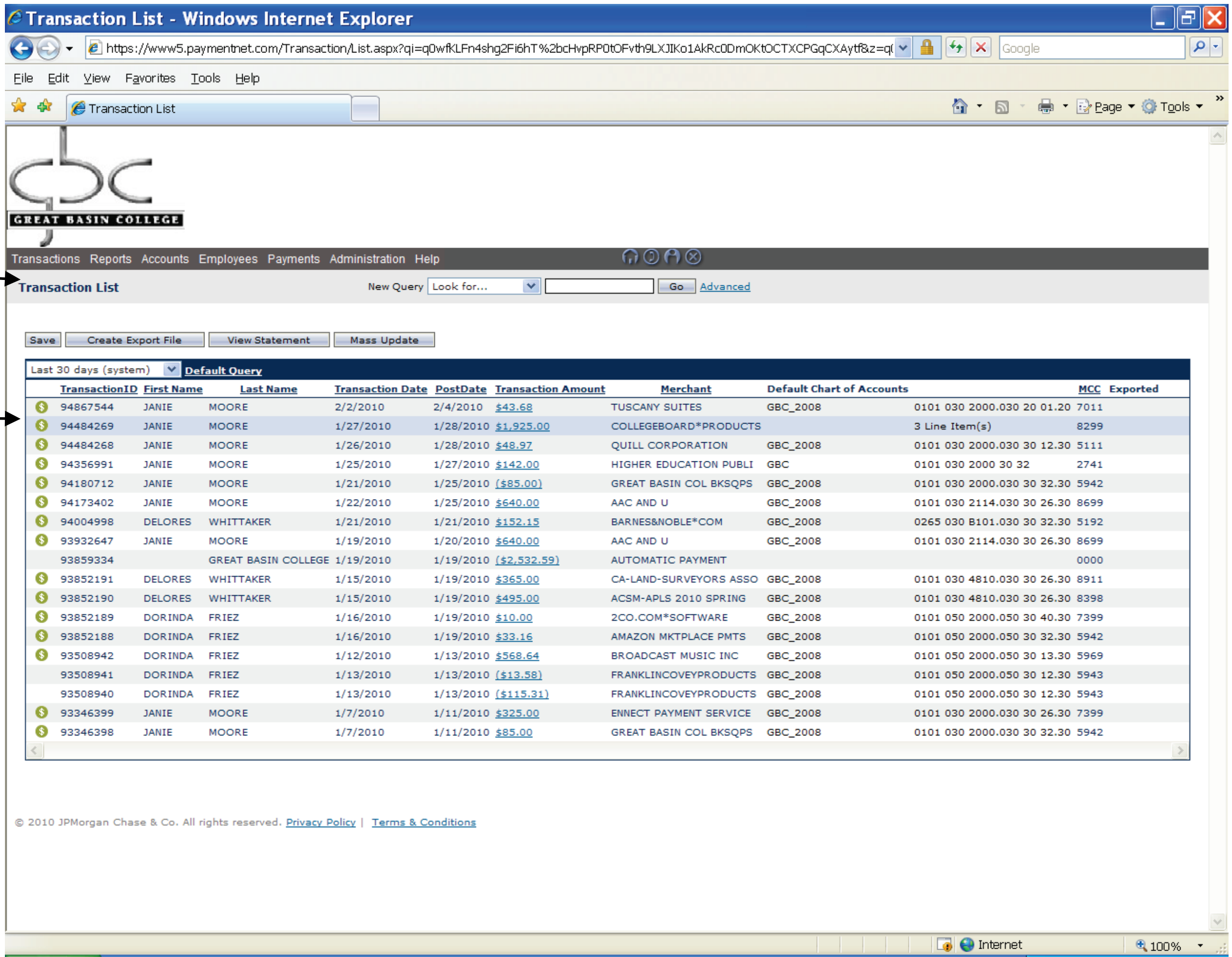
1. **Before you dispute a transaction, you MUST first attempt to resolve the issue directly with the merchant.**
2. Go to the menu bar on the home page.
3. Select "Transactions".
4. Select "Manage".



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.



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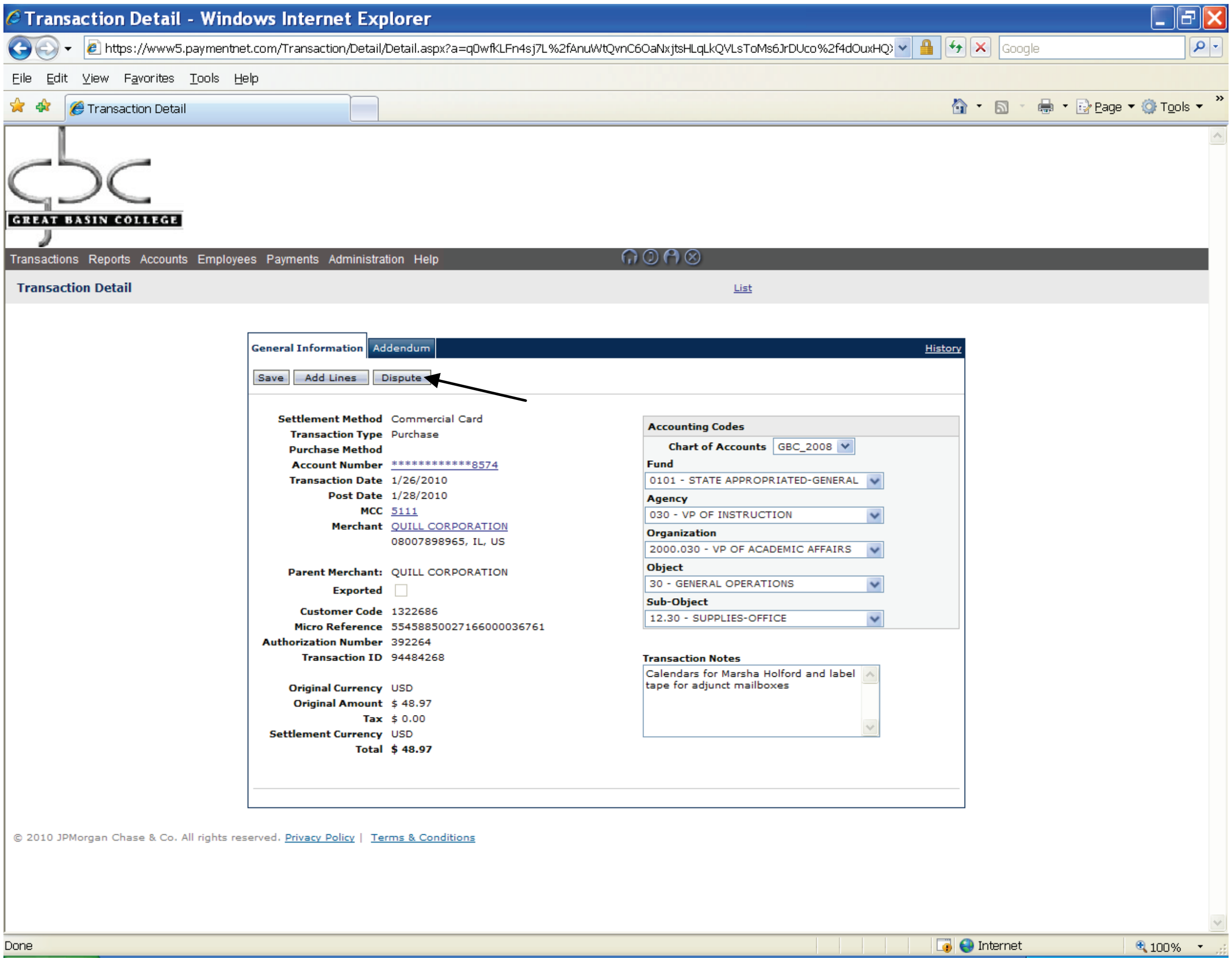
NOTE: Session will automatically "time out" after 15 minutes of inactivity.

Disputing Transactions - Continued

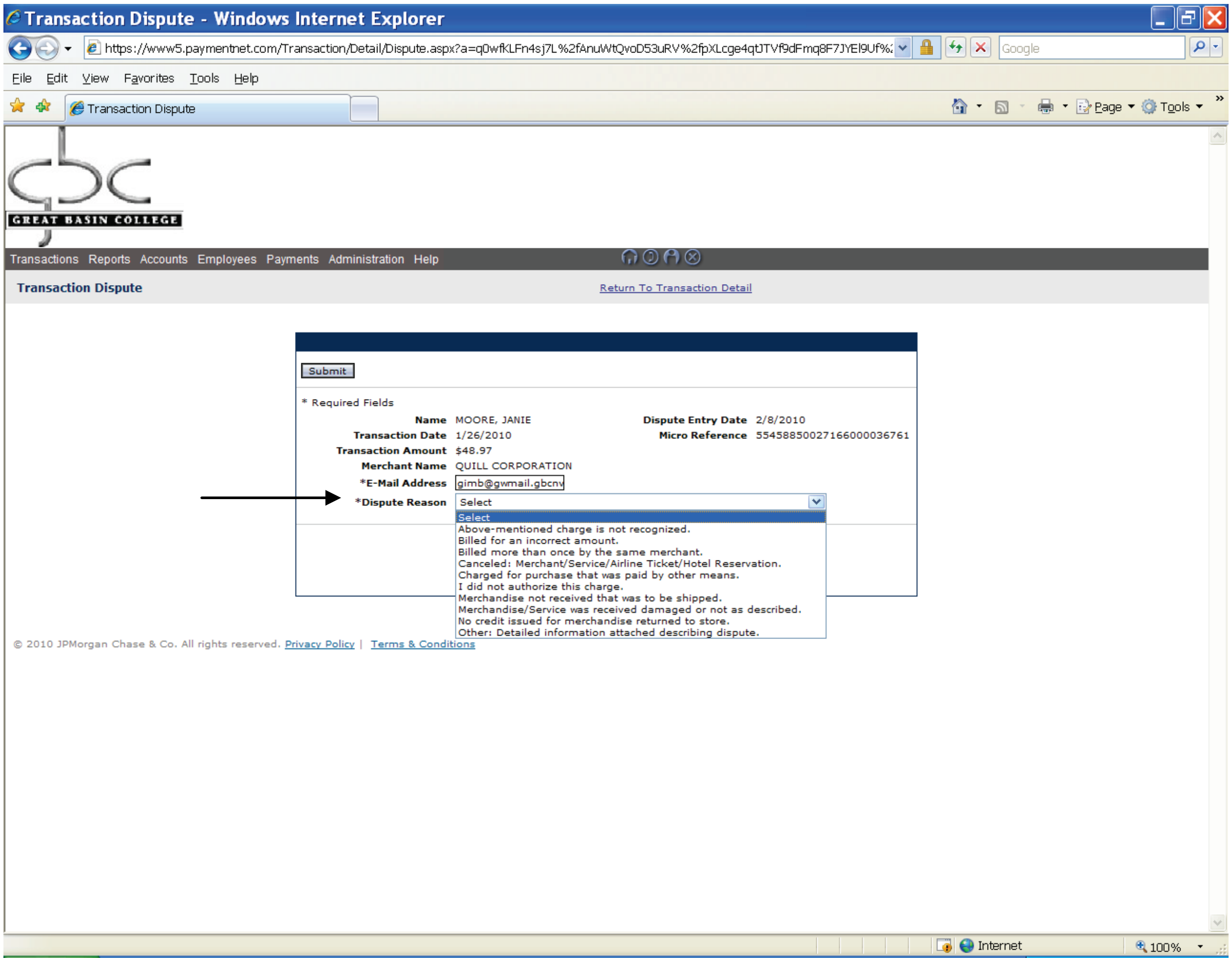
8. Compare the transaction details to your supporting documentation (i.e., receipts).
9. Click the "Dispute" button.



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

Disputing Transactions – Continued

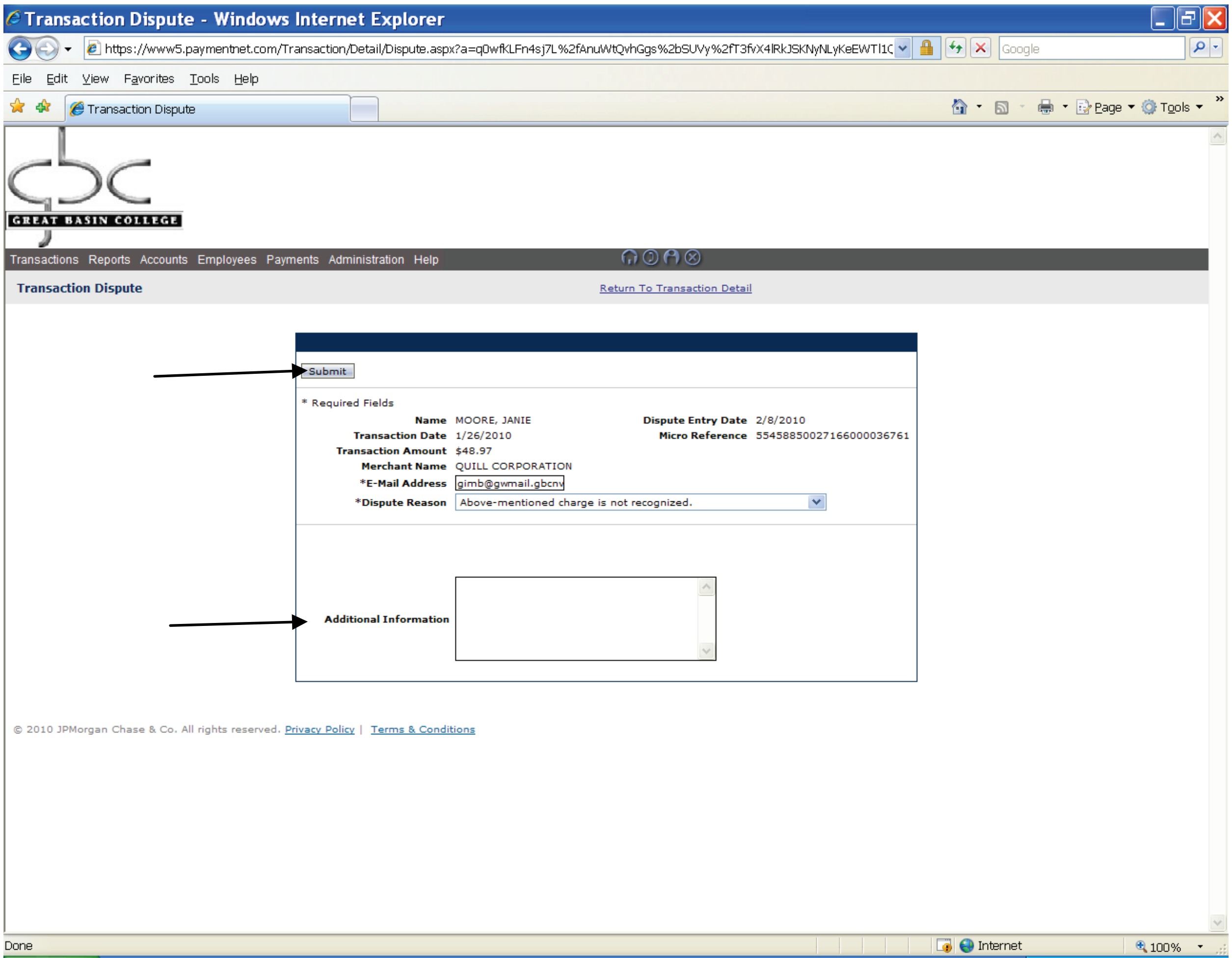
10. Select a "Dispute Reason" from the drop-down list. Depending on the selection, some additional information may be requested.
11. Confirm your E-mail address and enter the Merchant State, if requested.



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

Disputing Transactions - Continued

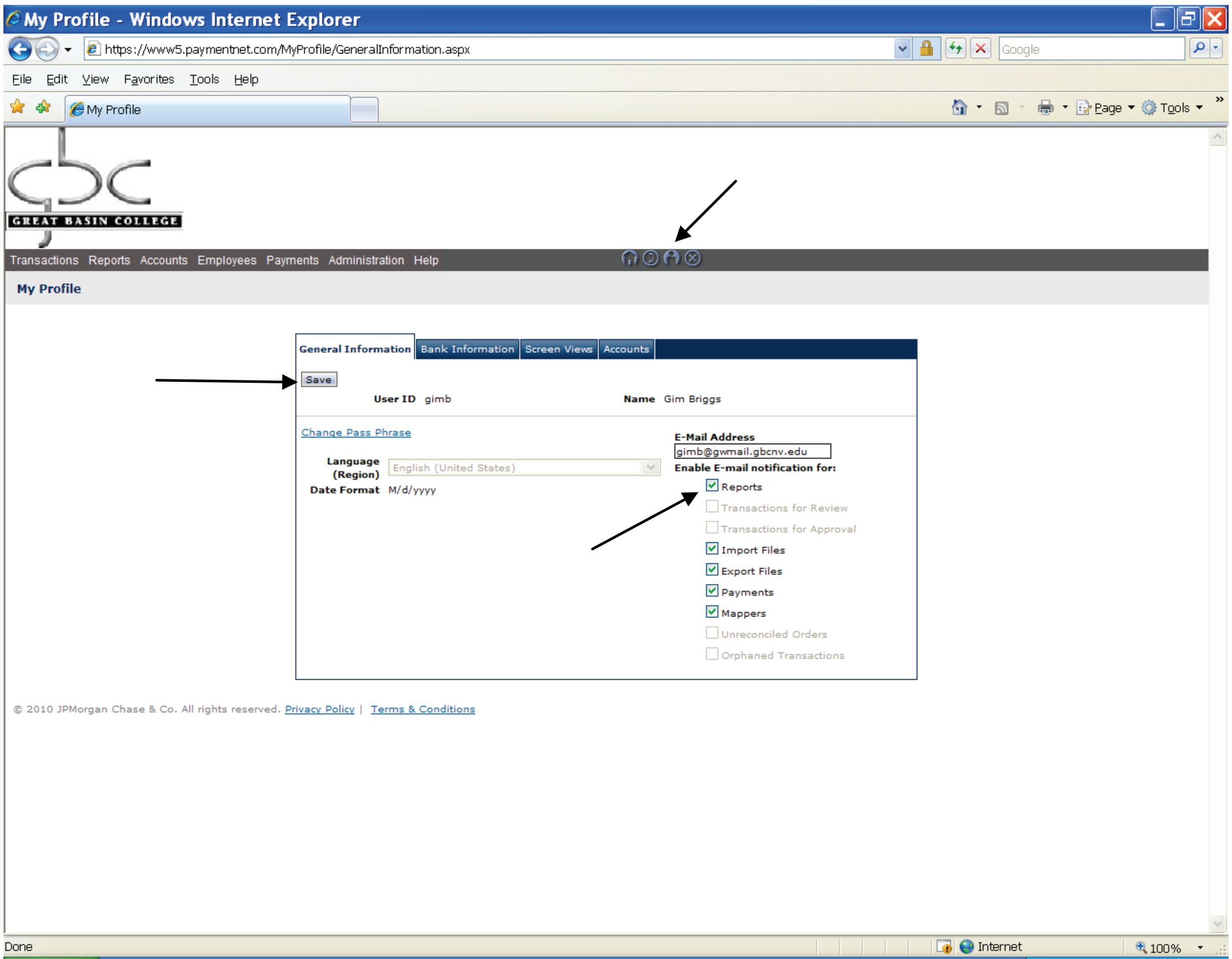
12. Enter any additional information if required.
13. Click the "Submit" button.
14. Track the status of the disputed transaction online from the Transaction List.



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

Statement of Account Report – Automatic

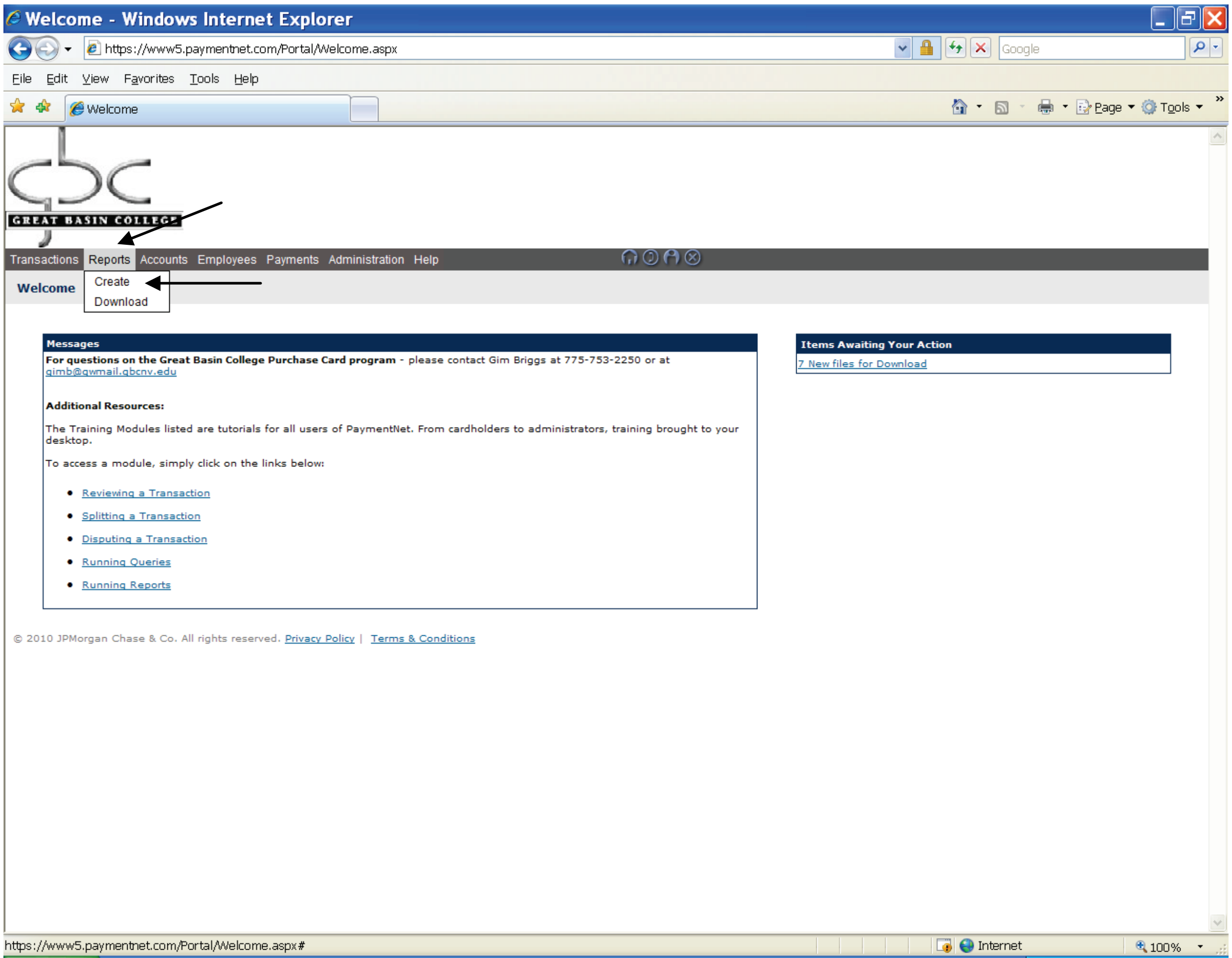
1. Go to the menu bar on the home page.
2. Select "My Profile" icon.
3. Put a check in the box labeled, "Enable E-mail notification for: ___ Reports". You only need to do this once to set it up.
4. Verify the E-mail address and click the "Save" button.



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

Statement of Account Report - Continued

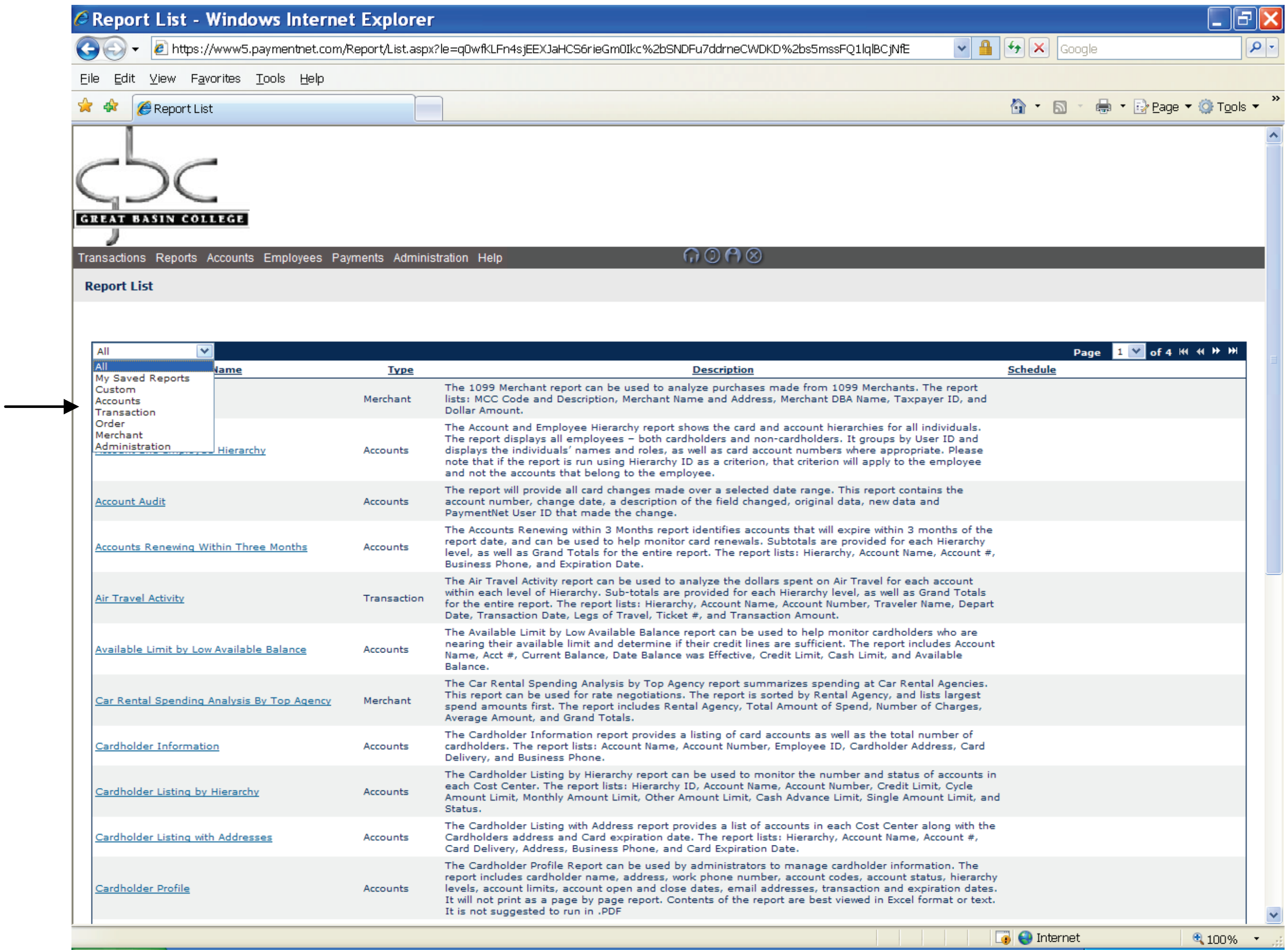
5. Go to the menu bar on the home page.
6. Select “Reports” and then “Create”.



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

Statement of Account Report – Continued

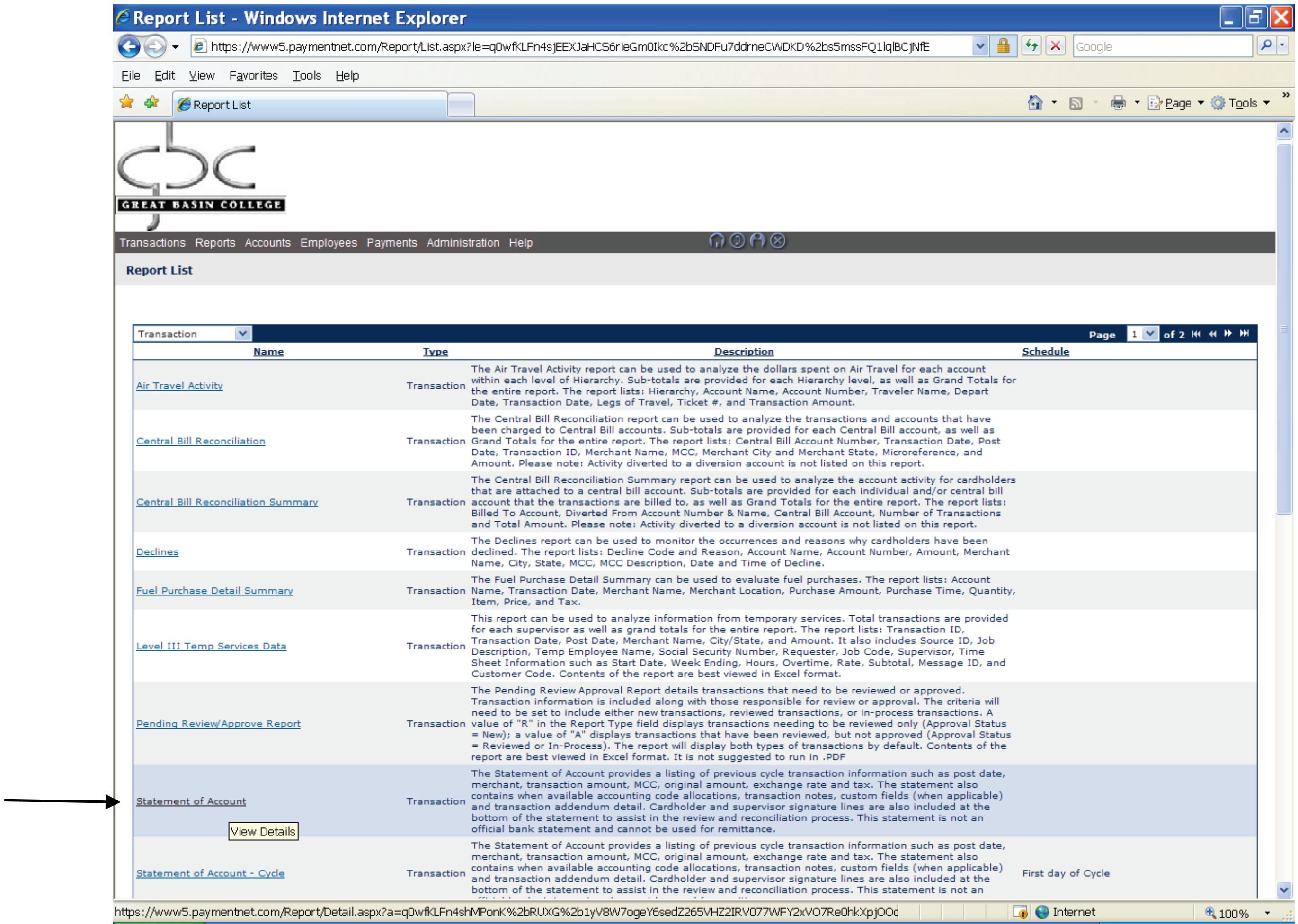
7. Select “Transaction” from the drop-down menu.



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

Statement of Account Report – Continued

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

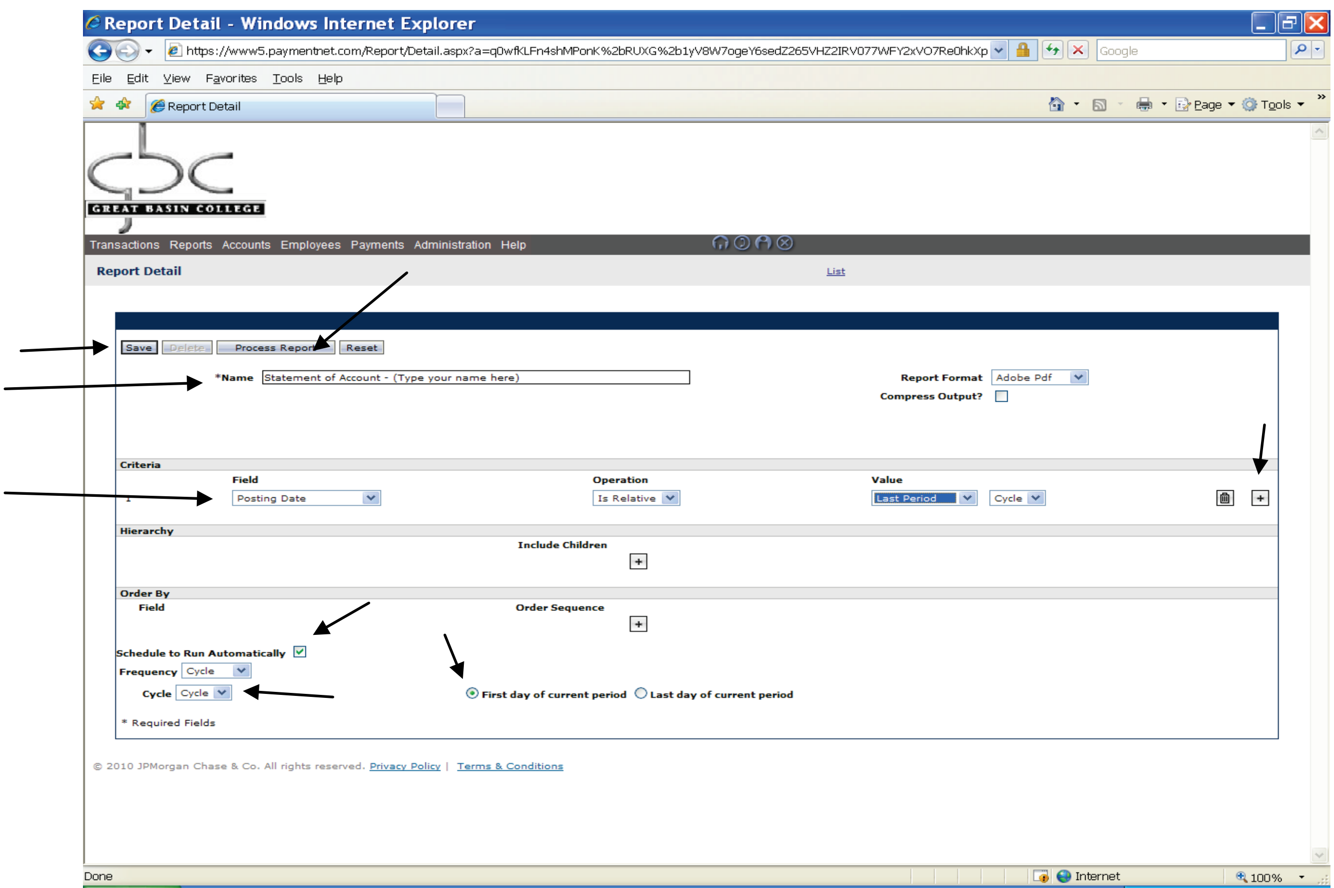


NOTE: Session will automatically “time out” after 15 minutes of inactivity.

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.

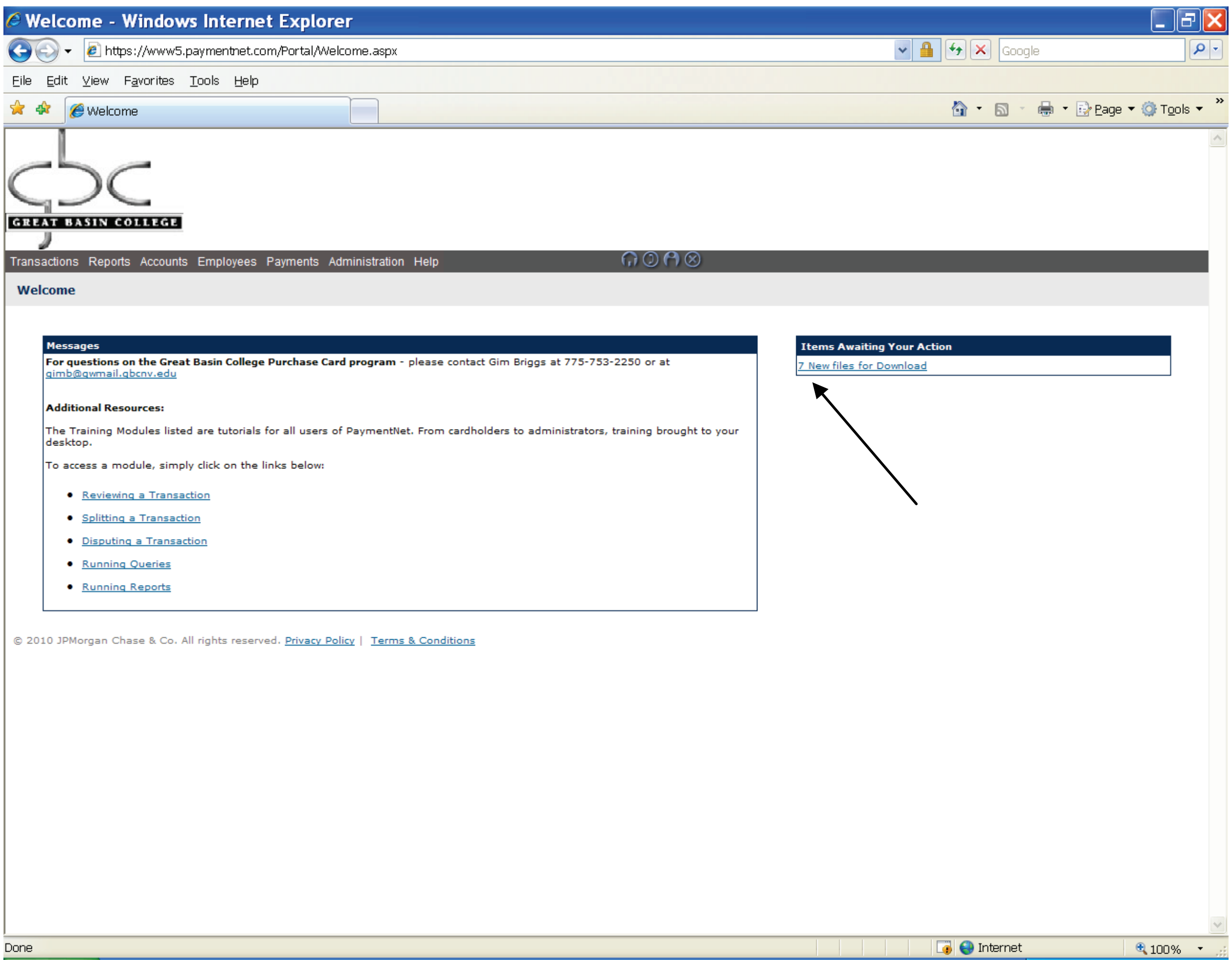


NOTE: Session will automatically "time out" after 15 minutes of inactivity.

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".

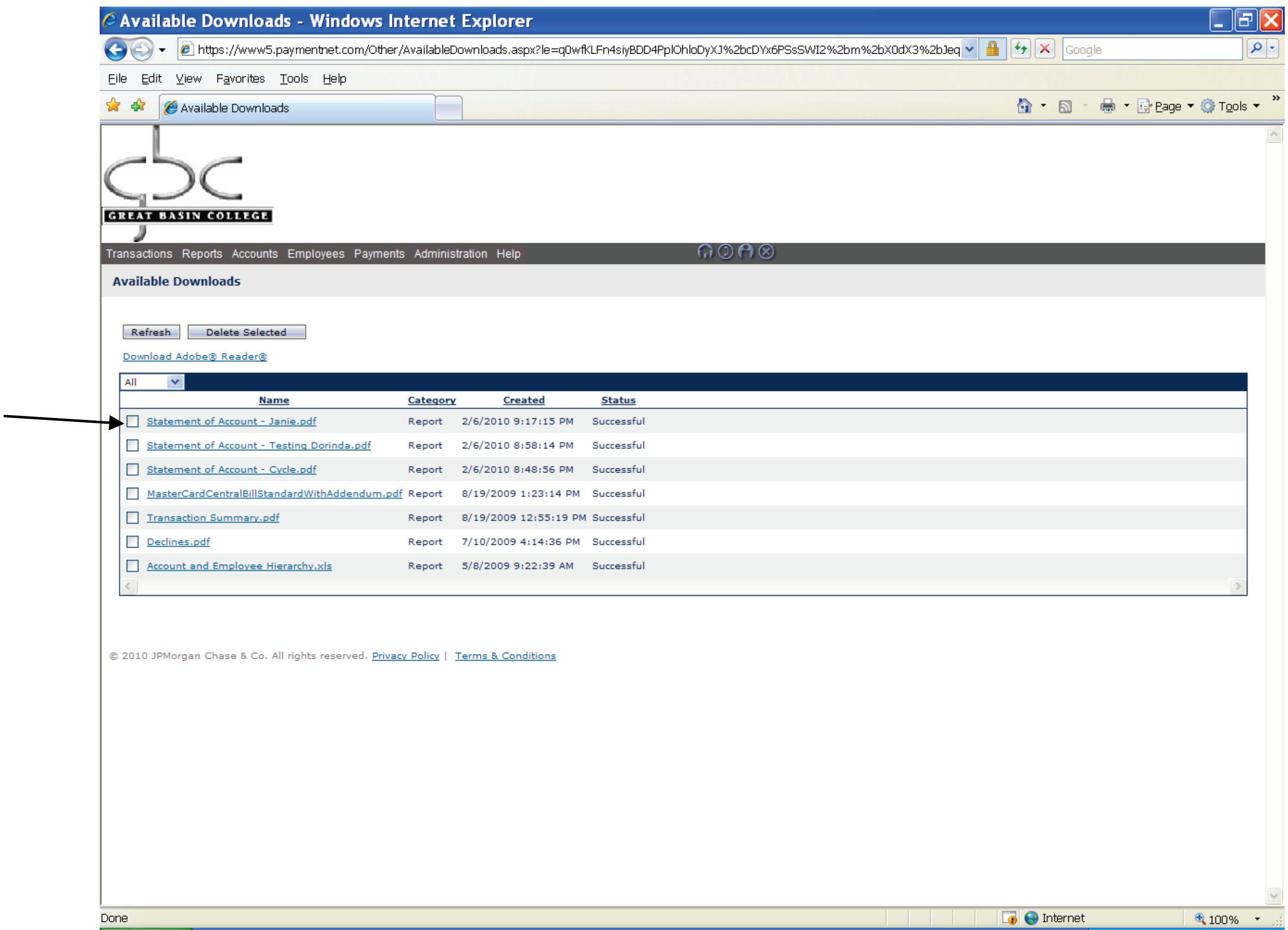


NOTE: Session will automatically "time out" after 15 minutes of inactivity.

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.

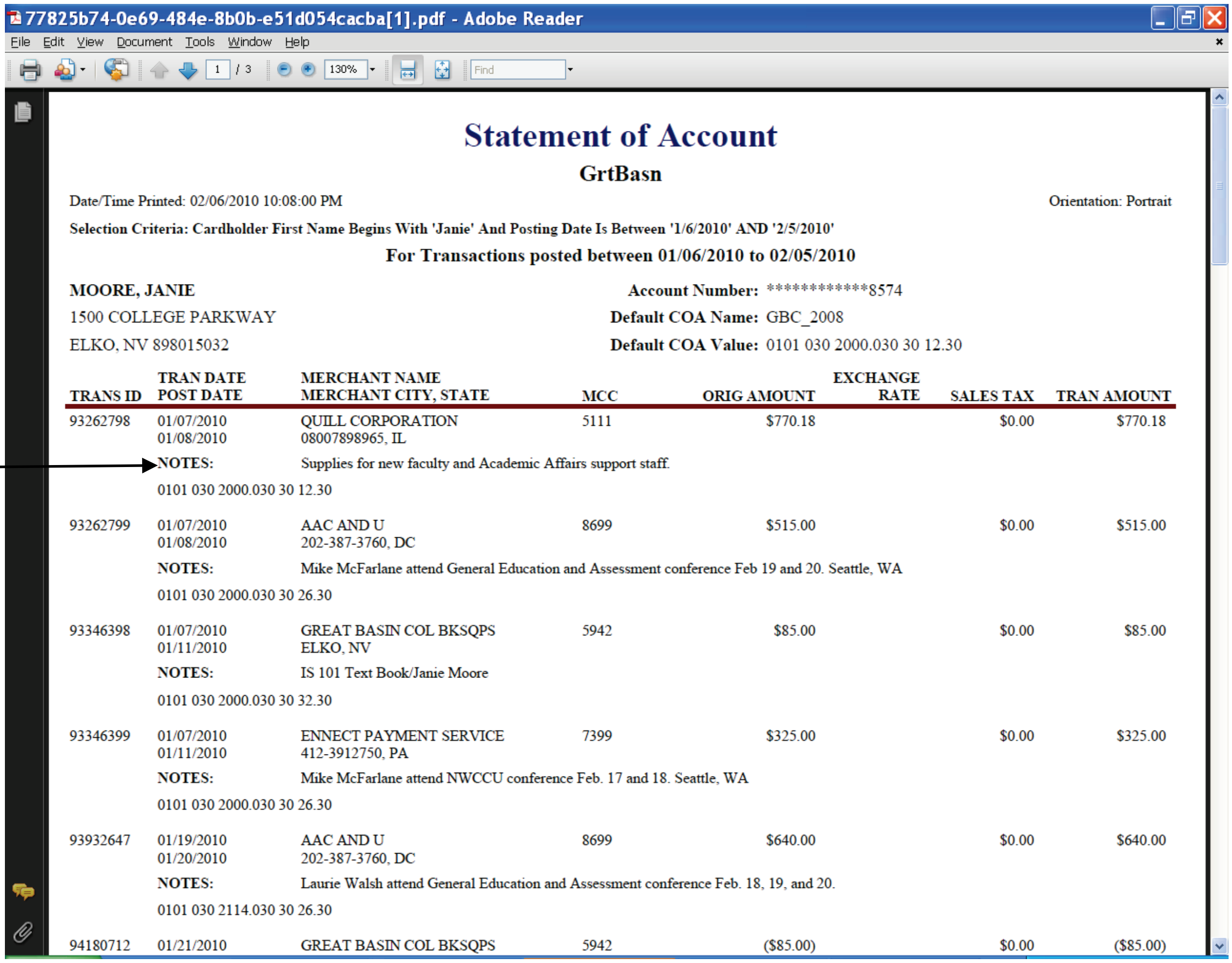
NOTE: The list of reports shown on this screen will also be shown on the home page as files ready for download unless you delete them. To delete a report, check the box on the report you want to delete and click on "Delete Selected".



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
1500 COLLEGE PARKWAY
ELKO, NV 898015032

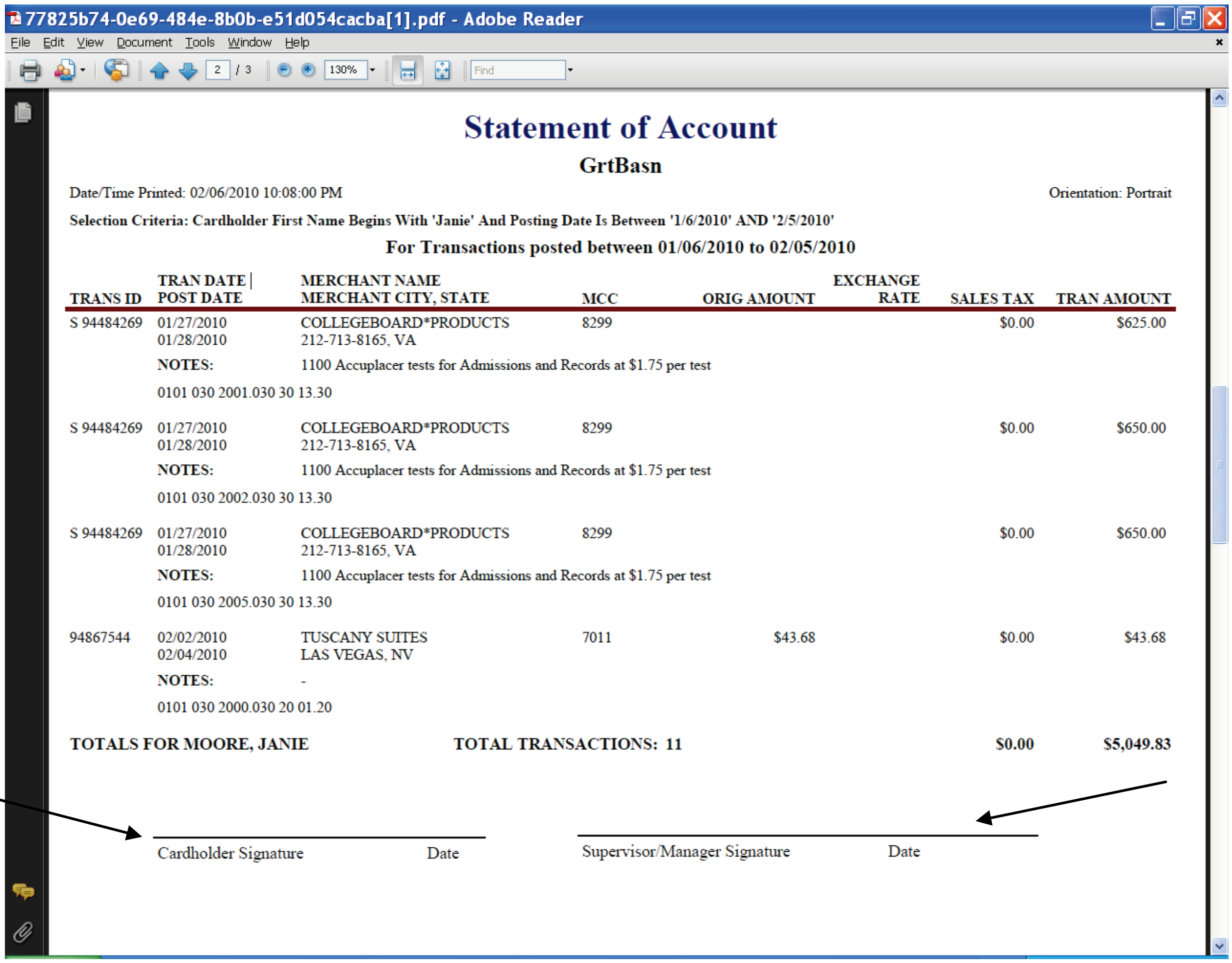
Account Number: ************8574
Default COA Name: GBC_2008
Default COA Value: 0101 030 2000.030 30 12.30

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
	NOTES:	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
	NOTES:	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
	NOTES:	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
	NOTES:	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
	NOTES:	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)

7. 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						
TOTALS FOR MOORE, JANIE		**TOTAL TRANSACTIONS: 11**				**$0.00**	**$5,049.83**

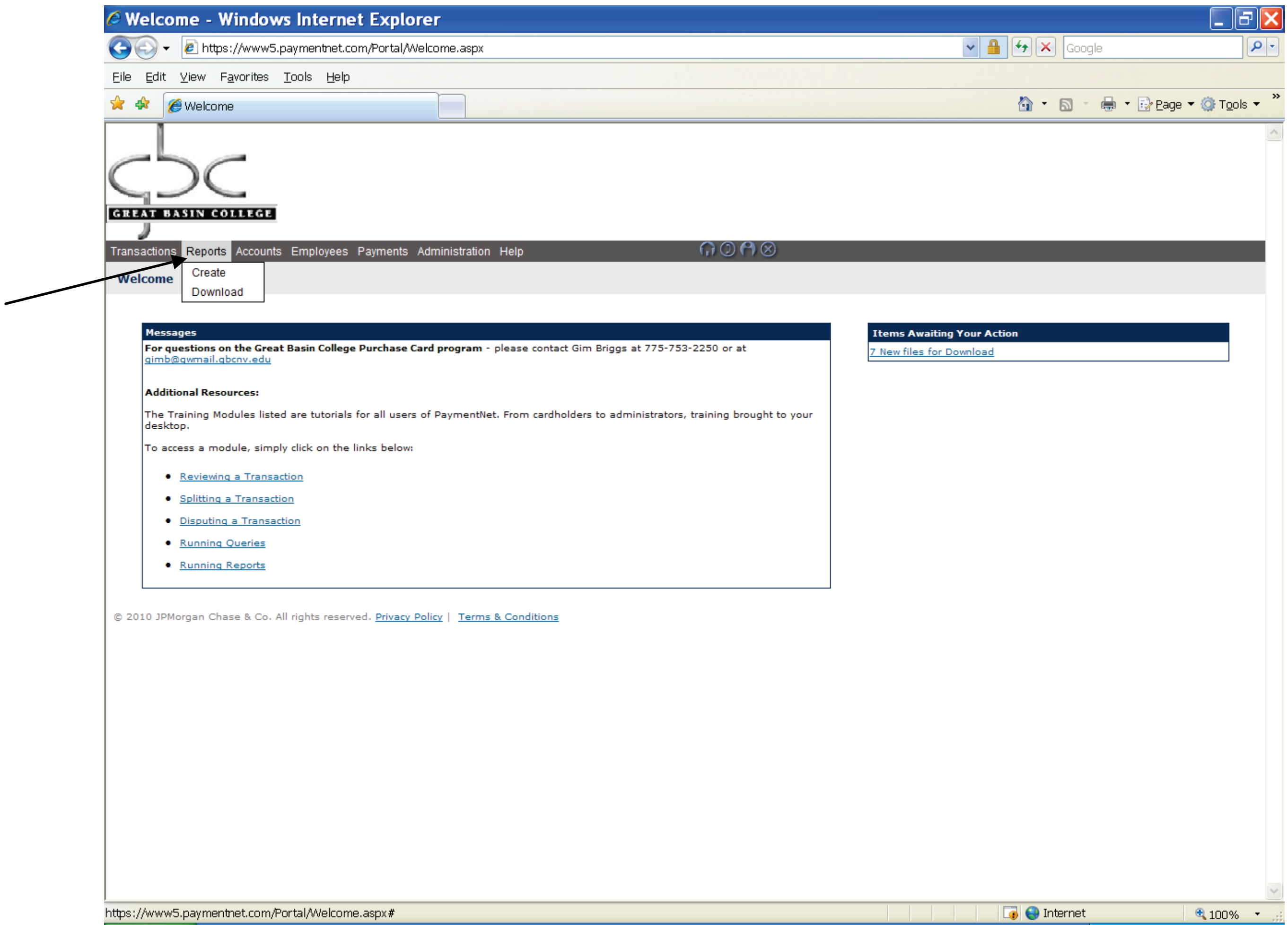
Cardholder Signature Date

Supervisor/Manager Signature Date

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

Statement of Account Report – Individual Selection Criteria

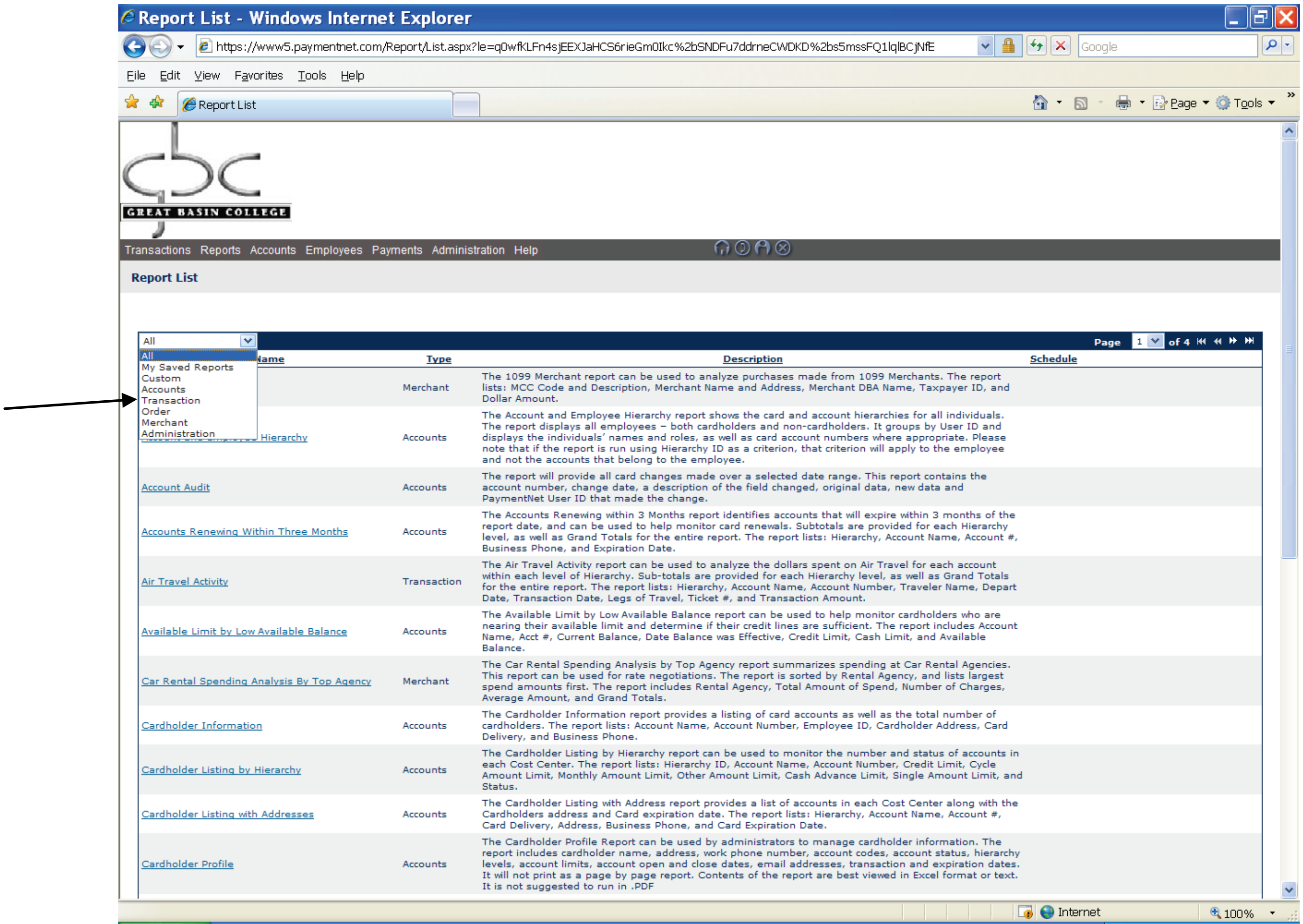
1. Go to the menu bar on the home page.
2. Select "Reports" and then "Create".



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

Statement of Account Report – Individual Selection Criteria

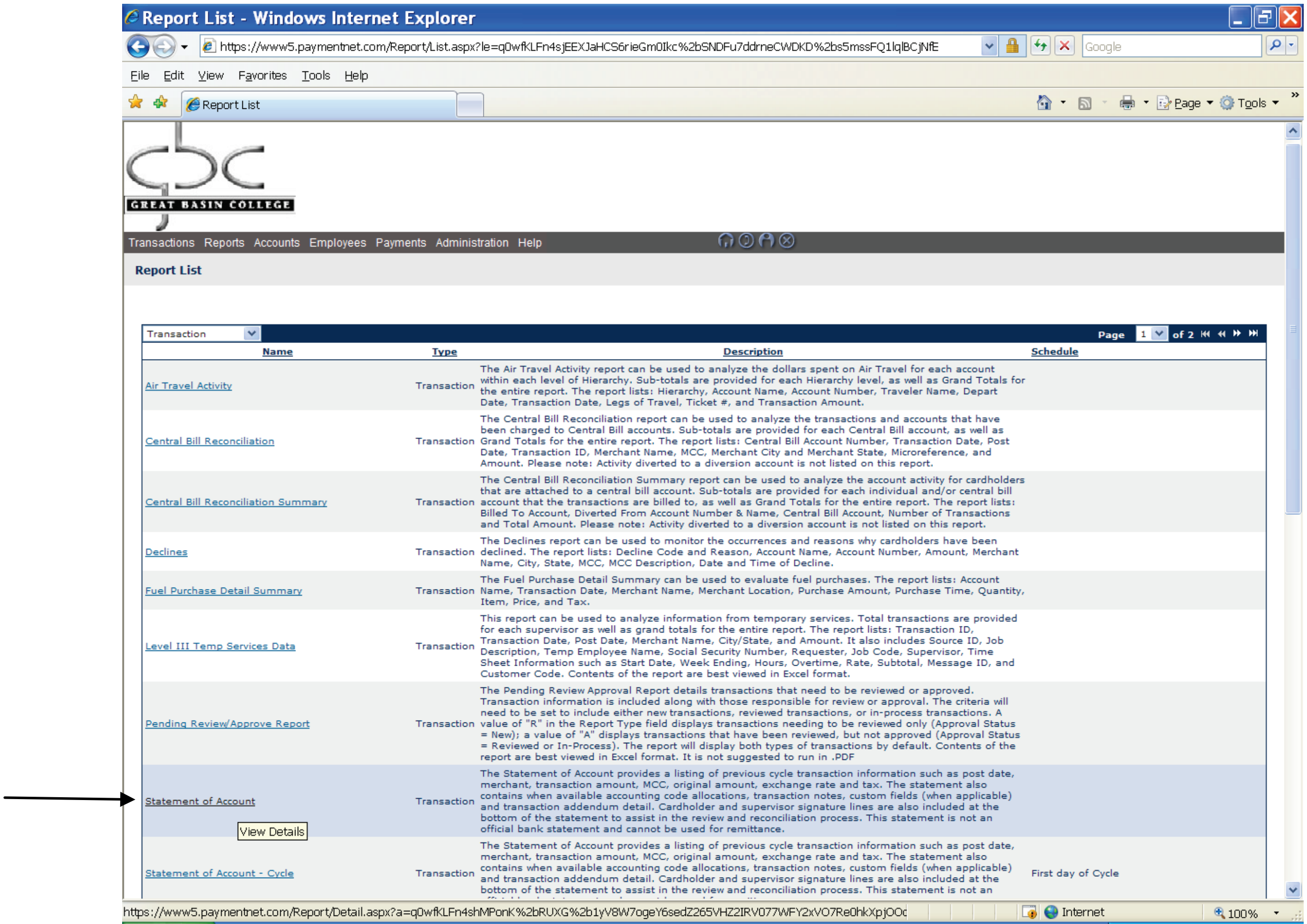
3. Select "Transaction" from the drop-down menu.



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

Statement of Account Report – Individual Selection Criteria

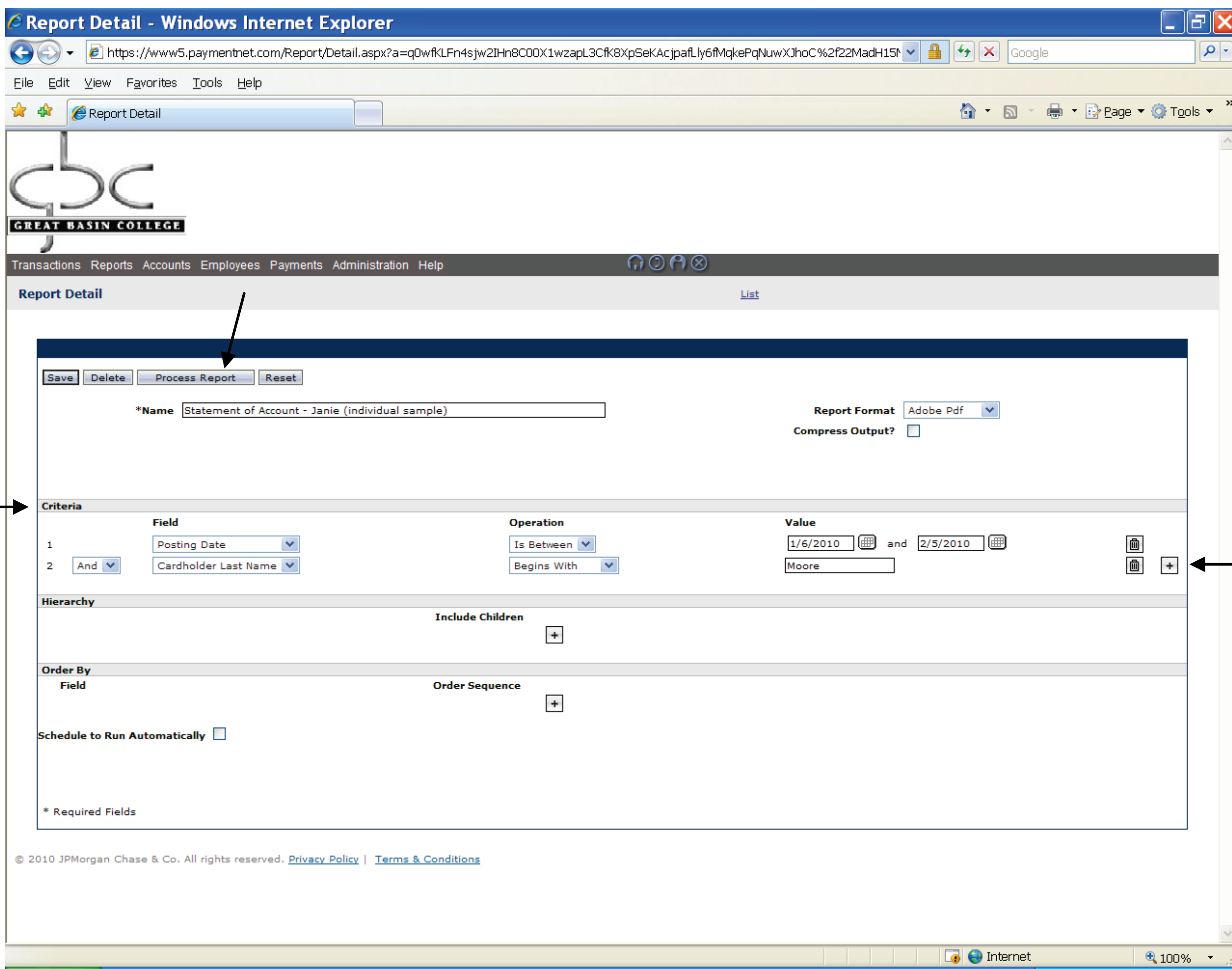
4. Scroll down and select “Statement of Account”.



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

Statement of Account Report – Individual Selection Criteria

5. Open up the "Criteria" selection by clicking on the "+" button.
6. Select the criteria you with 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.

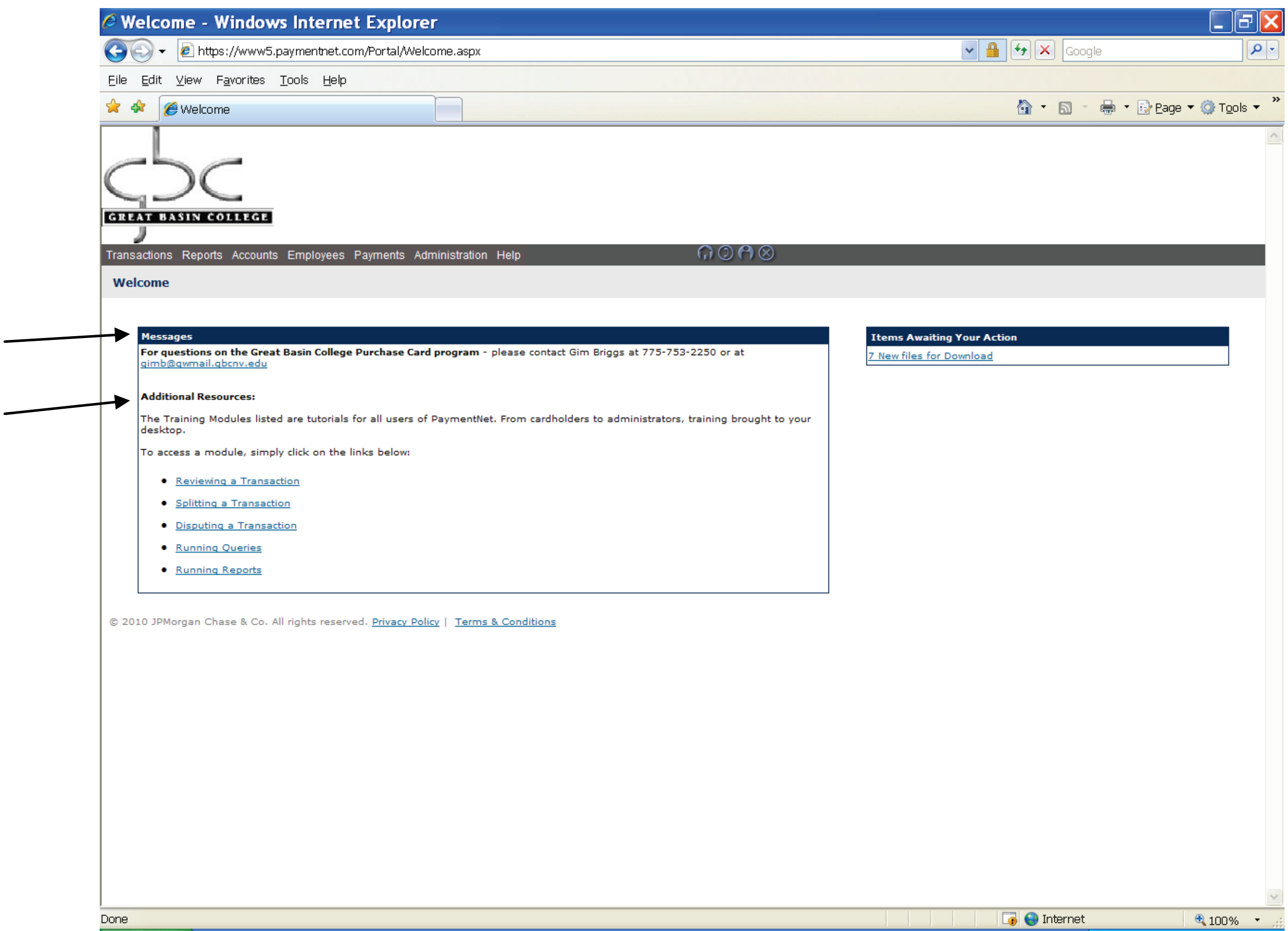


NOTE: Session will automatically "time out" after 15 minutes of inactivity.

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



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