THE UNIVERSITY OF ARIZONA
PURCHASING CARD

RECONCILIATION / APPROVAL REVIEW TRAINING GUIDE

PROCUREMENT AND CONTRACTING SERVICES

REVISED JULY 2009

PCard Program Main Office Number
520.626.9091

JPMorgan Chase Customer Service: 1/800-270-7760

http://w3.arizona.edu/~pacs/pcard/default.htm
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LOGIN TO PAYMENTNET

1. In your browser, go to: http://www.paymentnet.com

2. You will then be prompted for log in information including Org ID, User ID, and Pass Phrase. New PaymentNet users must change their password to something unique to them the first time they log in. The password will expire in 90 days. Passwords are case sensitive and should contain a combination of 8 characters and numbers.
   a. The **Org ID** will be ________
   b. The **User ID** will be ________
   c. The initial **Pass Phrase** is ________

3. Messages from JPMorgan Chase and the PCard Administrator are located on the PaymentNet home page. Please read these messages since they pertain to the operation of this site.

4. A printable JPMChase PaymentNet User Manual can be found in the Documents tab on the red toolbar. The Links tab contains PCard related forms, contact information, JPMChase Learning Website and an Object Code Quick Reference Guide.

5. Click on PaymentNet to begin.
The Menu Feature allows you to select the information that you want to view.

The **Transaction List** screen enables users to review transactions that have been posted. The transaction information shown includes general transaction data, as well as default account code information.

- The **Transaction List** screen enables users to review transactions that have been posted. The transaction information shown includes general transaction data, as well as default account code information.

- To **Sort Data** by category, click on one of the underlined column headings. This will sort the information in ascending order. To sort in descending order, click on the underlined category again. An upward or downward triangle indicator (△) will appear next to the column that is being sorted, depending on if it is sorted in ascending or descending order.
The **Transaction Identifier (Trans ID#)** is a unique reference number assigned to each transaction in PaymentNet.

A variety of **icons** are visible in the Trans ID column. Clicking on each of these icons will allow the user to view additional detail pertaining to that transaction.

<table>
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**TRANSACTION HEADER ROW TIPS**

- **Transaction Date** = Date of Purchase
- **Post Date** = Batch date by Merchant. (This date is day one of the 10 business day reconciliation/approver period.)
- **Transaction Amount** = Cost of service/goods and/or tax, shipping and handling
- **Sales Tax Amount** = Tax passed through by merchant
- **FRS Account, Object Code & Department Number** = Default numbers supplied by department
- **Merchant ID** = Identifying merchant number in U of A PaymentNet system
Reconciling and approving transactions is a MANDATORY process. The Transaction List Screen will show all transactions waiting to be reconciled and approved. The reconciler & approver must review these transactions, record the Transaction ID number on the invoice or receipt, ensure the charge is valid, the amount is correct and confirm that the FRS account number and Object Code are correct. Once the reconciler has reviewed the transaction and made any changes, the reconciler will check the ‘Reconciled’ box. The documentation should then be given to the approver for them to review and verify that the information is correct. After the approver has reviewed the transaction and made any changes, the approver will check the ‘Approve’ box. Transactions will remain on the reconciliation / approval screen to be reviewed for ten business days from the Post Date or until the transaction is approved, whichever comes first.

You can edit transactions and add/change the coding by entering the information on the Transaction List Screen. Reviewing and editing transactions can also be performed in the transaction detail screen. Split funding and disputes must be done in the transaction detail screen. Click anywhere on the transaction line to go to the transaction detail screen.

Ten business days from the post date, the transactions will be fed to FRS regardless of whether or not they are reconciled or approved. Transactions not reconciled and approved will upload with the default FRS account number and Object code that the department provided when the PCard was issued. If the default FRS account number and/or Object code are not appropriate for the charge, it may be necessary to complete a Request for Accounting Assistance Form (RFAA). Transactions not approved in PaymentNet are subject to the PCard Compliance review for policy violation. If a transaction uploads without approval, please enter a note in Payment in the Transaction detail screen indicating that the transaction is approved.
**HOW TO RECONCILE & APPROVE TRANSACTIONS**

1. Select transaction from the ‘transaction list’ screen to be reconciled / approved.
2. To view the detail of an individual transaction, click on the ‘blue text’ of any transaction.

3. Review/match receipt to transaction. Write transaction ID number on receipt.
4. Code sales tax if necessary.
   - If sales tax was charged on the invoice/receipt, and the ‘sales tax amount’ field is populated with the correct tax amount, no action is necessary.
   - If sales tax was charged on the invoice/receipt, and the ‘sales tax amount’ field lists ‘0’, enter the tax amount from the invoice/receipt in the ‘Enter Sales Tax’ field.
   - If the transaction was not charged tax by the vendor and the purchase was for a service or tax exempt item, check the ‘service/tax exempt’ box.
If the transaction was not charged tax by the vendor, the vendor is not located in Arizona and does not have a license to collect Arizona Sales tax and the purchase was NOT for a service or tax exempt item, no action is necessary. PaymentNet will auto-assess Use Tax on the transaction once it is submitted into FRS. Use Tax is a tax paid to the State of Arizona when a purchase is made with an out of state supplier who does not have a license to collect Arizona Sales tax.

PaymentNet protects users from being charged Use Tax in error by not assessing Use Tax if the vendor is from Arizona or if any of the following Object Codes are used.

- 3820 - Postage and mailing
- 3870 - Express shipping
- 5520 - Conference registration fees
- 5560 - Freight/Shipping and handling
- 5820 - Resale supplies-tax collected at sale
- 7810 - Library acquisitions - books
- 7820 - Library acquisitions – periodicals
- 7830 - Library acquisitions – other

The list below identifies some types of purchases that are NOT assessed State Sales tax or Use Tax. They should be coded as ‘service/tax exempt’.

- Airline Tickets
- Advertising
  - Cell Phone, Internet or Cable service: Telecom Fees, Federal USF charges, surcharges and Federal excise taxes are not considered sales tax. If ‘sales tax’ appears on an invoice for cell phone service in addition to the above mentioned it may be listed in the ‘enter sales tax’ field of PaymentNet. Cell Phone, Internet and Cable charges are considered services and the “service/tax exempt” box should still be checked in the PaymentNet system, regardless.

- Conference Registration fees
- Labor or Service fees
- Professional Membership Dues
- Postage & Shipping

5. Verify/change FRS account number and Object Code.
   ➢ If an invalid FRS account number or Object Code is used when reconciling a PCard charge in PaymentNet, the transaction will go to the FRS suspense account. PCard transactions will suspend if the FRS account is invalid, frozen, expired or if there is an account number/object code mismatch. Transactions that suspend do not process to FRS in a PCD batch, but in a CAS batch.

6. Enter notes in the free form ‘Notes Field’.
   ➢ The ‘Notes Filed’ can be used to list the Property Tag number of an item purchased if applicable. The Purchasing Card department and Property Management have co-created a form to streamline the process for tagging property purchased using a Purchasing Card. The form titled; ‘The Property Management Tag Request Form’ is located in the forms section of the Purchasing Card web page at: http://w3.arizona.edu/~pacs/pcard/default.htm. This form will be used to generate N-Tags using object codes 5720 (Inv.Noncap.Computers & Equipment) or 5730 (Inv. Noncap.Computers & Equipment, S/P), to generate D-Tags using 5750 (Fabrication Supplies), or to add to an existing A-Tag. Capital equipment purchases are not allowed on the Purchasing Card.

7. ‘Travel Authorization Number’, ‘Reference Field 2’ and the ‘Reference Field’ are free form fields that can be used as needed.

8. Click ‘Save Accounting Codes’.

9. Check ‘No Receipt’ box to generate a reminder email to the cardholder that they must obtain a receipt.

10. Check the ‘Reconciled’ or ‘Approver Review’ box.
EXAMPLE OF A SPLIT PCARD TRANSACTION

Select a transaction that does not have sales tax entered in the ‘Sales Tax Amount’ field.

Assume that the following criteria apply:
- Shipping and handling was charged
- Parts and labor were included.
- Use tax will apply since merchant does not have a presence in Arizona

1. ‘Select Number of Splits’ = 3
2. Left click ‘Edit Row’ to open the row
3. Select the Department Number
4. Select FRS Account Number for the shipping and handling
5. Enter 5560 in the ‘Object Code’ field (FRS recognizes this object code as being tax exempt)
6. Enter the shipping cost in the ‘Amount’ field
7. Click on ‘Save Row’
8. Left click ‘Edit Row’ to open second row
9. Select the Department Number
10. Select FRS Account Number for the parts
11. Choose appropriate Object Code for parts
12. Do not enter an amount in the ‘Enter Sales Tax’ field
13. Enter cost of the parts in the ‘Amount’ field
14. Click on ‘Save Row’
15. Left click ‘Edit Row’ to open third row
16. Select the Department Number
17. Select FRS Account Number for the labor
18. Choose appropriate Object Code for the labor
19. Enter No Use Tax in the ‘Enter Sales Tax’ field (This will prevent Use Tax from being charged.)
20. Enter the labor cost in the ‘Amount’ field
21. Click on ‘Save Row’
22. Check ‘Reconciled’ or ‘Approved’.
23. Check ‘Save Split’ in the upper left hand corner.

Transactions subject to Use Tax where the invoice includes freight charges (as in the above example) must be split to break out freight on a separate line. Freight charges should be coded with object code 5560 to prevent Use Tax from being charged on the freight portion of the invoice. If a vendor breaks out shipping into ‘shipping’ and ‘shipping insurance’, the ‘shipping insurance’ should be coded with ‘shipping’ as 5560. DO NOT use Object Code 4170 for insurance in the PCard system.

Always enter the smallest dollar amount of a split in the first line of the split.
Fraudulent Transactions

Fraud is defined as unauthorized transaction(s) made with a lost, stolen, compromised or counterfeit card/ card number.

**Individual PCard:** The Cardholder must call JPMorgan Chase Customer Service at 1-800-270-7760 to report loss, theft or fraudulent transaction. In case of loss or theft of the card or misappropriation of the card account number, the Bank will initiate recovery for fraudulent charges on Individual PCards ONLY if they are notified within 60 days from the Billing Statement date in which the charge appears in PaymentNet (this is called the notification period).

If the Bank is not contacted within the notification period, fraudulent charges could become the liability of the Cardholder’s department or if denied by the department, the liability of the Cardholder.

The PCard Office must be notified of any loss, theft or fraud on any PCard.

UAPD must be notified by the Cardholder on all Fraudulent PCard Transactions and a case number obtained.

**Department PCard:** The Cardholder must call JPMorgan Chase Customer Service at 1-800-270-7760 to report loss, theft or fraudulent transaction. Department PCards do not have Fraud Rights through JPMorgan Chase.

The PCard Office must be notified of any loss, theft or fraud on any PCard.

UAPD must be notified by the Responsible Cardholder on all Fraudulent PCard Transactions and a case number obtained.

The PCard Office will provide information/instructions necessary for possible recovery through State of Arizona Risk Management.

The Department must notify Risk Management, UAPD and PCard Administration on any subsequent credits issued relating to the fraudulent transaction(s).
DISPUTES

Disputable transactions are Merchant Errors or errors in billing between the merchant and cardholder. Some examples include: multiple billing, billing wrong amount, billing without receiving merchandise, billing on a cancelled order.

The cardholder should contact the merchant to try to resolve the error. If the cardholder cannot resolve the merchant error, the cardholder (via the reconciler/approver) should dispute the transaction on-line in PaymentNet. Transactions can be disputed on-line for up to 60 days from the Statement Date.

The dispute process does not stop or delay the payment of the charge. The merchant has been paid if the charge appears in PaymentNet and the charge will post to FRS after 10 business days. By choosing the appropriate reason, PaymentNet will automatically supply you with any further information fields that are required to complete the dispute.

1. Contact the PCard Office to discuss prior to the initiation of a dispute.

2. When a cardholder wishes to dispute a transaction, they select the transaction, access the detail screen, and click the dispute button.
2. The cardholder then enters the required information and clicks [Submit]. A yellow square immediately appears next to the transaction on the Transaction List screen, indicating that the dispute has been initiated (see below).

3. The cardholder can cancel the dispute at this point by clicking the [Undo] button on the Transaction Detail screen. The yellow square indicator will be removed and the dispute will be dropped.

4. Once the JPMorgan Chase Dispute department has processed all required information, the yellow square indicator next to the transaction will be replaced with a red square ( ), indicating that the transaction is currently in the dispute process.

5. A chargeback or credit may appear in PaymentNet for the amount of the transaction being disputed. JPMorgan Chase temporarily takes the amount of the transaction from the merchant and it appears as a chargeback until the dispute has been resolved. The merchant has 45 days to submit a rebuttal to the dispute. If a rebuttal is not received within this time period, the chargeback becomes a permanent credit. If the merchant responds within 45 days, the Dispute department will send the cardholder copies of the documentation provided by the merchant. The cardholder must respond to the Dispute department within the specified time frame if they wish to continue disputing the charge. The chargeback will be reversed if it is determined the charge is valid.
CREATING QUERIES

The Query function enables you to view transactions, employees and merchants that meet user-specified criteria. Queries are available on the Transaction List page, Employee/User List, and the Merchant Profile List.

1. From the drop down menu select the appropriate list.
2. In order to create a query, click on the ‘Create Query’ button.
3. Determine if the query is to:
   a. Meet ‘All’ questions asked within the query.
   b. Meet ‘Any’ questions asked within the query (meaning that a transaction only has to meet one of the criteria to appear in the query).
4. Select your choice of ‘All’ or ‘Any’ from the drop-down box.
5. In the first drop-down box, select the field to query.
6. In the second drop-down box, select the variable of the query.
   a. ‘Is between’ will create a range between two dates or two amounts.
   b. ‘Contains’ is recommended for all text field searches.
7. Fill in the last box with the appropriate value.

   Function   Variable   Value
   --------------------------
   Transaction Amount   Is greater than or equal to   1500.00

8. To add additional criteria rows, click the plus button (➕). Click the delete (❌) button to remove rows of criteria. Click ‘Reset Query’ to clear all information and begin a new query. Click ‘Proceed Query’ to complete the search. Approvers will click an additional button; ‘Proceed with Query’.
9. Your results will now display on the ‘Transaction List’ page.
10. To return to the main transaction screen after running a query, click the ‘Go’ button next to ‘Default View’ in the top left corner.

**SAMPLE TRANSACTION QUERY**

Search for transactions where the following criteria apply:

- Not reconciled
- Not approved
- Amount greater than $10

1. From the drop-down menu select ‘Transaction List’
2. Click ‘Create Query’
3. Select ‘All’ from the drop-down box
4. In the first drop-down box, select ‘Reconciled’
5. In the second drop-down box, select ‘is equal to’
6. Click the plus button (➕) to add an additional criteria row
7. In the first drop-down box, select ‘Approver Review’
8. In the second drop-down box, select ‘is equal to’
9. Click the plus button (➕) to add an additional criteria row
10. In the first drop-down box, select ‘Transaction Amount’
11. In the second drop-down box, select ‘is greater than’
12. In the third drop-down box, enter 10.00
13. Click ‘Process Query’. Approvers click ‘Proceed with Query’
14. The results will now display on the ‘Transaction List’ page

SAMPLE MERCHANT QUERY

Search for a specific merchant profile.

1. From the ‘Transaction List’ make note of the ‘Merchant Id’ number associated with the transaction
2. From the drop down menu select ‘Merchant Profile List’
3. Click ‘Create Query’
4. Select ‘All’ from the drop-down box
5. In the first drop-down box, select ‘Merchant ID’
6. In the second drop-down box, select ‘is equal to’
7. In the third drop-down box, enter the Merchant ID number
9. The results will now display on the ‘Merchant Profile’ page

SAMPLE EMPLOYEE/USER QUERY

Search for a specific employee/user profile.

1. Select Employee/User List from your main drop down menu
2. Click Create Query and search for your ‘User ID’
3. Click on your name to view your ‘Login Profile’
4. Enter your email in the ‘Email Address’ field
5. Click ‘Save’
**To receive weekly email notifications when a transaction is pending approval, repeat steps 1-5 for each cardholder. Each cardholder can be coded with up to two email addresses.**

**SAVING QUERIES**

If you anticipate using a query often, the query can be saved by clicking the button. You will be prompted to type in a name for the query and click ‘OK’. Do not use symbols, numbers or spaces. This saved query will appear in the ‘Select a View’ drop-down box.
DELETING QUERIES

To delete a saved query, first select the query that you want to delete from the ‘Select a View’ drop-down box and click the Delete Query button. Once the information has populated on the Transaction List page, click the Delete Query button.

EXPORTING DATA

1. Run a QUERY for desired TRANSACTION, EMPLOYEE or MERCHANT information
2. Click CREATE EXPORT FILE
3. PaymentNet will auto-forward you to AVAILABLE DOWNLOAD FILES
4. Click on FILE NAME of ZIP file
5. Select OPEN file (Zip capabilities are required to open the file)
6. File will open as a TEXT FILE
7. Click on file name to open
8. Click EDIT then SELECT ALL
9. COPY data
10. OPEN format choice (ex: EXCEL, ACCESS, etc.)
11. PASTE data
12. PRINT or SAVE
To set up email notification when a REPORT or EXPORT FILE is completed in Available Download Files or when an AUTO REPORT is generated in Available Auto Reports, you must code your USER ID for email notification and record your email address in your profile.

1. Select AVAILABLE DOWNLOAD FILES from your main drop down menu.
2. Check the box titled ‘Notify me by email when files become available’.

REPORTING

Run a report in PaymentNet.

1. Select ‘All Reporting’ from the drop down menu
2. Select Category
3. Select Report title and left click with your mouse

4. Set criteria for report and click Process Criteria

5. Select Format

HINT: If running similar consecutive reports, assign a prefix to your report to help identify it in the Available Download Files Screen later.
6. PaymentNet will auto-forward to the Available Download Files screen. Click Refresh to view your file.

7. Click on file name to open.
SCHEDULING AUTO REPORTS

- From the main drop down MENU, select SCHEDULE AUTO REPORT
- Select REPORT CATEGORY

- Select a REPORT TITLE
- Click CREATE QUERY
- Set Report CRITERIA using the query function
- Click PROCESS QUERY
- SAVE REPORT CRITERIA
- NAME REPORT CRITERIA (ex: ‘monthly report’)
- Click OK
- PaymentNet will automatically return you to SCHEDULE AUTO REPORT
- Re-select REPORT CATEGORY
- Re-select REPORT TITLE
- Select FREQUENCY for report

- Select DAY for report (if applicable)
- Select output type: ADOBE, EXCEL or WORD
- Select pre-saved QUERY NAME (ex: ‘monthly report’)
- Click ADD
Auto-Reports can be viewed under AVAILABLE AUTO REPORTS under the main drop down MENU.

To return to the main Transaction Screen, Select Transaction List from the Main drop-down menu.
APPENDIX 1 - CHECKLISTS

Reconciliation Without Split Funding:

_____ STEP 1: REVIEW RECEIPT: Review receipt for validity
_____ STEP 2: LOGIN: Log into PaymentNet
_____ STEP 3: MATCH RECEIPT: Match transaction to receipt; write transaction ID number on receipt and order log
_____ STEP 4: CODE SALES TAX: Or, if the item was state sales tax exempt check the svc/tax exempt box. Click Save Accounting Codes
_____ STEP 5: VERIFY FRS & OBJECT CODE: Confirm that the FRS account & Object Codes are correct, if not type in correct information and click Save Accounting Codes
_____ STEP 6: ENTER T#: If the transaction was a purchase of an airline ticket put the Travel Authorization number in the “Travel Authorization #” field and click Save Accounting Codes
_____ STEP 7: RECONCILE /APPROVAL REVIEW: Put a Check in the Reconciled box (Approver put a check in the Approver Review box)
_____ STEP 8: STATEMENT / RETENTION: Hold receipt until statement arrives; reconcile to statement, forward original documentation to FSO for retention.

Reconciliation With Split Funding:

_____ STEP 1: REVIEW RECEIPT: Review receipt for validity
_____ STEP 2: LOGIN: Log into PaymentNet
_____ STEP 3: MATCH RECEIPT: Match transaction to receipt; write transaction ID number on receipt or order log
_____ STEP 4: DETAIL SCREEN: Click on the Employee Last Name to get the Detail Screen
_____ STEP 5: SPLIT: Click Split at the top of the screen
_____ STEP 6: NUMBER OF SPLITS: At the bottom of the screen, select the number of splits
_____ STEP 7: ACCOUNTING CODES: Click Edit Row, confirm that the FRS account and object codes and state sales tax are correct, if not type in correct information and click Save Row. Repeat for each row of split
_____ STEP 8: CODE SALES TAX: If the item was state sales tax exempt check the svc/tax exempt box. Click Save Accounting Codes
_____ STEP 9: VERIFY FRS & OBJECT CODE: Confirm that the FRS account & Object Codes are correct, if not type in correct information and click Save Accounting Codes
_____ STEP 10: ENTER T#: If the transaction was a purchase of an airline ticket put the Travel Authorization number in the notes field and click Save Accounting Codes
_____ STEP 11: RECONCILE /APPROVAL REVIEW: Click Save Split Put a Check in the Reconciled box (Approver put a check in the Approver Review box)
_____ STEP 12: STATEMENT / RETENTION: Hold receipt until statement arrives; reconcile to statement, forward original documentation to FSO for retention.
Running a Report:

_____ STEP 1 - From the Home Page, select PAYMENTNET
_____ STEP 2 - From the main drop down MENU, select REPORTING
_____ STEP 3 - Select report CRITERIA
_____ STEP 4 - Select a report and click on the REPORT name
_____ STEP 5 - Set report CRITERIA using query function
_____ STEP 6 - Click PROCESS QUERY
_____ STEP 7 - Select output type: ADOBE, EXCEL or WORD
_____ STEP 8 - PaymentNet will auto-forward you to AVAILABLE DOWNLOAD FILES
_____ STEP 9 - Click REFRESH (this may take a few seconds)
_____ STEP 10 - Click on FILE NAME to open and view report

***To save or print the report, copy and paste the report from PaymentNet into the desired format***

Scheduling an Auto-Report:

_____ STEP 1 - From the Home Page, select PAYMENTNET
_____ STEP 2 - From the main drop down MENU, select SCHEDULE AUTO REPORT
_____ STEP 3 - Select REPORT CATEGORY
_____ STEP 4 - Select a REPORT TITLE
_____ STEP 5 - Click CREATE QUERY
_____ STEP 6 - Set Report CRITERIA using the query function
_____ STEP 7 - Click PROCESS QUERY
_____ STEP 8 - Click SAVE REPORT CRITERIA
_____ STEP 9 - NAME REPORT CRITERIA (ex: 'monthly report')
_____ STEP 10 - Click OK
_____ STEP 11 - PaymentNet will automatically return you to SCHEDULE AUTO REPORT
_____ STEP 12 - Re-select REPORT CATEGORY
_____ STEP 13 - Re-select REPORT TITLE
_____ STEP 14 - Select FREQUENCY for report
_____ STEP 15 - Select DAY for report (if applicable)
_____ STEP 16 - Select output type: ADOBE, EXCEL or WORD
_____ STEP 17 - Select pre-saved QUERY NAME (ex: 'monthly report')
_____ STEP 18 - Click ADD

***Auto-Reports can be viewed under AVAILABLE AUTO REPORTS under the main drop down MENU***
Creating a Query:

____ STEP 1 - From the Home Page, select PAYMENTNET
____ STEP 2 - From the main drop down MENU, select TRANSACTION, EMPLOYEE or MERCHANT
____ STEP 3 - Click CREATE QUERY (three CRITERIA SELECTION BOXES will appear in a WIZARD)
____ STEP 4 - In first box, select FIELD to query
____ STEP 5 - In second box, select VARIABLE of the query
____ STEP 6 - In third box, enter VALUE of query
  6.1 - Click the ‘+’ to additional criteria rows
  6.2 - Click the ‘X’ to remove a criteria row
  6.3 - Click RESET WIZARD to clear all information
  6.4 - Click RESET QUERY to revert to previous query
____ STEP 7 - Select ALL or ANY from drop-down box
____ STEP 8 - Click PROCESS QUERY
____ STEP 9 - To exit query results, select DEFAULT VIEW from the SELECT A VIEW menu

***Queries can contain current and POSTED transactions. Query data can be retrieved for 2 rolling years***

Save a Query:

____ STEP 1 - Run a QUERY for desired TRANSACTION, EMPLOYEE or MERCHANT information
____ STEP 2 - Click SAVE QUERY
____ STEP 3 - Type in a NAME for your query
____ STEP 4 - Saved Query will appear in SELECT A VIEW menu

Delete a Query:

____ STEP 1 - Select Query to be deleted in the SELECT A VIEW menu
____ STEP 2 - Click GO
____ STEP 3 - Click DELETE QUERY

Exporting Data:

____ STEP 1 - Run a QUERY for desired TRANSACTION, EMPLOYEE or MERCHANT information
____ STEP 2 - Click CREATE EXPORT FILE
____ STEP 3 - PaymentNet will auto-forward you to AVAILABLE DOWNLOAD FILES
____ STEP 4 - Click on FILE NAME of ZIP file
____ STEP 5 - Select OPEN file (Zip capabilities are required to open the file)
____ STEP 6 - File will open as a TEXT FILE
____ STEP 7 - Click on file name to open
____ STEP 8 - Click EDIT then SELECT ALL
____ STEP 9 - COPY data
____ STEP 10 - Open format choice (ex: EXCEL, ACCESS, etc.)
____ STEP 11 - PASTE data
## APPENDIX 2 – OPTIONAL SAMPLE ORDER LOG

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<th>Item Description:</th>
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<th>Amount</th>
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<tr>
<th>Sales Tax Amount:</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
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<td>$</td>
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</tbody>
</table>

**If Sales Tax is not included on this form, your account may be charged twice for sales tax.**

Order Placed by:  
Fax  Phone  Vendor location  US Mail  Other  
State purpose for purchase (identify program/project):  
Transaction Type:  Commodity  Service  

1. Order Form completed, OR  
   Ordered while away from Department and submitted through voice-mail.
2. Included Sales Tax on the form.
3. Merchandise Received, OR  
   Merchandise NOT Received, expected on
4. Packing slip and/or P-Card receipt attached

Reconciled:  
Approved: