

**EASTERN ILLINOIS UNIVERSITY  
PURCHASING CARD  
POLICY AND PROCEDURES MANUAL**

## Contact Names

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***This manual is intended to explain the proper use of the Eastern Illinois University Purchasing Card. A glossary is included to define certain words used herein. These terms are indicated in italics the first time they appear.***

***We hope this manual and the P-Card will assist you in acquiring the goods and services you need.***

## Table of Contents

	Page
1. Introduction.....	1
2. Benefits .....	1
3. Issuance of P-Card .....	1
4. How it Works .....	2
5. Purchasing with the P-Card .....	2
5.1. Purchases .....	2
5.2. Avoid Duplicate Shipments.....	4
5.3. Returns, Damaged Goods, Credits.....	4
6. Authorized P-Card Use .....	5
7. Prohibited P-Card Use .....	6
7.1. Conflict of Interest .....	7
7.2. Penalties for Misuse of P-Card .....	7
7.3. Splitting or Stringing Purchases .....	7
7.4. Department Warning .....	8
8. Declined Cards .....	8
9. Reconciliation .....	8
9.1. Logging into the PaymentNet System .....	8
9.2. Navigating in PaymentNet .....	12
9.3. Cardholder Procedures .....	14
9.4. Approving Official Procedures .....	20
9.5. Missing Receipts .....	22
10. Monthly Statements .....	22
11. Dispute Transactions .....	24
12. Payment .....	27
13. Audits .....	27
14. Lost, Stolen, Misplaced or Damaged Cards .....	27
15. Cancellation of Cards.....	27
16. Updating Cardholder/Department Information.....	27
17. Creating Custom Queries in PaymentNet .....	28
18. Creating Reports.....	30
19. PaymentNet Help.....	33
20. Definitions.....	34

## 1. Introduction

The *Purchasing Card (P-Card)* is designed to improve efficiency in purchasing low dollar goods and services by directly giving departments buying power, thus eliminating many Purchase Orders and Requests for Payment.

JPMorgan Chase is the provider of the Eastern Illinois University MasterCard P-Card. MasterCard is readily accepted by most *vendors* and is a convenient purchase and payment tool for low dollar purchases.

*PaymentNet* is a web-based program developed by JPMorgan Chase that provides *Cardholders* and Approving Officials a convenient method of reviewing transaction detail, allocating transactions to one or more *Banner organization numbers* and accounts, querying information on the purchasing activity of each P-Card, and accessing monthly statements.

**NOTE: This card cannot be used for personal purchases.**

## 2. Benefits

The use of the P-Card will:

- 2.1. Improve Eastern's purchasing process by allowing employees to obtain certain goods and services faster and easier;
- 2.2. Enable employees to be more efficient and to focus on the value-added aspects of their jobs;
- 2.3. Significantly reduce paperwork and processing time in obtaining goods and services;
- 2.4. Provide cost savings through consolidated payment (bi-weekly payments to JPMorgan Chase versus multiple vendor payments); and
- 2.5. Allow prompt payment to the vendor. Vendor should receive payment within 72 hours of transmitting purchase to bank.

## 3. Issuance of P-Card

- 3.1. The P-Card is issued by Eastern Illinois University in coordination with JPMorgan Chase.
- 3.2. The following requirements must be met before a P-Card will be issued:
  - 3.2.1. The Cardholder must be a full-time Eastern employee.
  - 3.2.2. The *Purchasing Card Application* must be completed.
  - 3.2.3. The *Conflict of Interest Disclosure* form must be completed.
  - 3.2.4. The Cardholder and the *Primary Approving Official* must attend a training session. Contact a P-Card Administrator to register.

**3.2.5.** The *Purchasing Card Agreement* must be completed.

**3.3.** The Cardholder must pick up the P-Card in person in the Department of Procurement, Disbursements and Contract Services, 1135 Old Main. Photo identification is required.

**3.4.** The P-Card will display the Cardholder's Institution, Cardholder's name and the University's Tax Exempt number.

**3.5.** The Cardholder, as well as the Primary and *Secondary Approving Officials*, must have Internet access and an EIU e-mail account.

#### **4. How it Works**

**4.1.** Cardholder makes an authorized business-related purchase by charging it on their EIU P-Card, keeping all receipts and *supporting documentation*. The Cardholder's default *single transaction limit* is \$2,500.00 and the default *monthly spending limit* is \$15,000.00.

**4.2.** The vendor submits the transaction to their bank for payment.

**4.3.** Cardholder reviews transactions daily/weekly on PaymentNet at [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com) and reallocates each charge to the appropriate Banner organization number and account.

**4.4.** Primary Approving Official approves the Cardholder's transactions on PaymentNet. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.

**4.5.** Cardholder maintains proper receipts, supporting documentation, and *Commercial Card Statements* within the department. The *Account Manager* is responsible for ensuring detailed receipts are on file for each P-Card purchase.

**4.6.** Eastern Illinois University pays JPMorgan Chase once each billing cycle.

#### **5. Purchasing with the P-Card**

**5.1. Purchases can be made in person, by phone, fax, mail or via the Internet.**

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the P-Card is the most appropriate tool to use for this purchase. Check the list of prohibited charges (see Section 7) to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- Determine that the price quoted is the best price available from the vendor.

- Prime Vendor contracts need to be utilized whenever possible.
- Be sure you have received **prior** approvals, in writing, for any of these purchases:
  - Computer equipment, peripherals, or software from Connie Downey, Department of Procurement, Disbursements and Contract Services
  - Off-campus printing from Jon Crask, Panther Print and Copy Center
  - Audio visual equipment from Connie Downey
  - Items containing EIU logo from Steve Rich or Justin Richardson
  - Food, flowers or gifts (refer to Internal Governing Policies 113 and 109)
- Emphasize that no sales tax should be charged. **Eastern's Tax Exempt Number is printed on the P-Card.**
- If necessary, request the vendor to indicate P-Card on their shipping label, packing slip, or receipt in place of where they would normally put a purchase order number.
- Give the vendor a shipping address as follows:

Attn: Your Name  
 Your Department Name  
 Building Name and Room Number (delivery location)  
 Eastern Illinois University  
 Central Receiving  
 University Drive and Hayes Street  
 Charleston, IL 61920

- Supporting documentation is required for each P-Card purchase. Request a receipt (and packing slip, if applicable) at the time of purchase.

**The receipt/supporting documentation must include:**

- Vendor information (names, location, etc.);
  - Amount (itemized with description of item(s) purchased); and
  - Date of transaction
- Follow your department's instructions regarding recording the purchase, keeping receipt(s) and supporting documentation for future reconciliation. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure. A Transaction Log form, if needed, is available on-line at <http://www.eiu.edu/purchase/pcard.php>.
  - After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The Cardholder is responsible for inspecting the goods at time of purchase.

**5.1.1.** Other considerations if you are placing an order by **phone**:

- When you call the vendor, state that you are calling from Eastern Illinois University and that you will be making your purchase with a MasterCard. Not all vendors know the term “P-Card”.
- Record the name of the person taking the order for future correspondence with the vendor if necessary.

**5.1.2.** Other considerations if you are placing an order by **fax**:

- A fax cover sheet, if needed, is available on-line at <http://www.eiu.edu/purchase/pcard.php>.
- If the vendor requires that the original hard copy of the order form be mailed, be sure to clearly mark it **Confirming Order – Do Not Duplicate**.

**5.1.3.** Other considerations if you are placing an order via the **Internet**:

- When placing an order on a web site, check to see if the site is running a secure web server. You can tell this by looking for <https://...> in the web address or a key or lock icon in the lower corner of the web browser. If the web address only starts with <http://...> or the icon is broken, the web server is not secure and your credit card number will be sent across the Internet. Although the chances are small, someone intercepting your message could be able to read your credit card number. If the web address starts with <https://> or the icon is solid, the web server is running secure web server software and your credit card number will be encrypted. Encryption transforms data into an unreadable form to ensure privacy. Department policies and good judgment should be used when ordering over the Internet. As with other purchases, the Cardholder is ultimately responsible for purchases made with their card and is therefore responsible to determine if a web site is the most appropriate method to use to make a given purchase.
- Print copies of web screens showing products, pricing, order confirmations, etc. to serve as supporting documentation.

**5.2. Avoid Duplicate Shipments**

When using the P-Card, there is no need to submit a requisition or Request for Payment to the Department of Procurement, Disbursements and Contract Services.

If an unnecessary form is submitted for a P-Card purchase and a duplicate shipment is received, the Cardholder is responsible for resolving the issue.

**5.3. Returns, Damaged Goods, Credits**

If goods purchased with a P-Card need to be returned, the Cardholder should work directly with the vendor to resolve the issue. Here are some tips:

- Request a credit receipt for returned items. Some vendors may not provide this receipt unless requested.
- Always retain boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. Some items such as software or fragile pieces cannot be returned without the original packaging materials.
- Read all vendor supplied instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- Many vendors require you to obtain a Return Authorization (RA) Number (assigned by vendor) before they will accept a return. If you neglect to indicate this number on the return, the package may be refused and/or no credit issued to your account.
- In some cases, there may be a restocking fee (usually a percentage of the purchase price). If the vendor is completely responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not fully responsible, you may have to pay. You may use the P-Card to pay this fee as long as it does not exceed any of your pre-approved limits.
- Make sure that the charge for the returned items:
  - Never appears on your monthly statement, or
  - Is credited properly.

If this does not happen, refer to Section 11, Dispute Transactions, for instructions on how to resolve the problem.

## **6. Authorized P-Card Use**

- 6.1.** Only the Cardholder whose name is embossed on the P-Card is authorized to use the card. The Cardholder is ultimately responsible for the card and ensuring all charges made with the card are in compliance with this P-Card Policy and Procedures Manual.
- 6.2.** The total value of any one charge made with Eastern's P-Card may not exceed the single transaction limit (\$2,500.00). Any exceptions must be submitted, in writing, by the Account Manager to a P-Card Administrator for approval **prior** to the purchase.
- 6.3.** All purchases must abide by the Internal Governing Policies. Most purchases will fall under Policies 103-115 (i.e., Purchase of Flowers and Gifts is Policy 109, Business Expense Reimbursement for Food Purchases is Policy 113). All policies can be found on-line at <http://castle.eiu.edu/auditing/igplisting.php>.



6.4. Common uses of the P-Card may include, but are not limited to:

- Books;
- Membership dues;
- Conference registrations;
- Periodicals;
- Subscriptions; and
- Travel

**Note: Departments are encouraged to use existing University contracts.**

## 7. Prohibited P-Card Use

The P-Card cannot be used for the following transactions or purchases:

- Alcohol;
- Audio visual equipment which has not been approved by Connie Downey, Department of Procurement, Disbursements and Contract Services;
- Backorder items;
- Biological agents;
- Capital Development Board purchases;
- Carpeting and draperies;
- Cash advances;
- Charter bus and charter air;
- Chemicals and gases;
- Coin-operated devices;
- Computer equipment, peripherals, and software which have not been approved by Connie Downey, Department of Procurement, Disbursements and Contract Services;
- Construction/renovation;
- Contracts – two party signed agreements for goods and/or services, including professional and artistic services and maintenance agreements; services involving labor, indemnity, and/or insurance requirements (for example, tent rental, leases, catering, on-site repairs or those with independent contractors which may require IRS 1099/1042S forms);
- Controlled and prescription drugs;
- Donations;
- Equipment for which information has not been submitted to the Business Office (Fixed Asset Records);
- Explosives;
- Fines, late fees or penalties;
- Fuels (except when purchased for a rental car being used for University business);
- Furniture;
- Imported goods that must go through customs;
- Items purchased from University employees, their spouses, or children; business concerns of which an employee (spouse or children) is a sole or principal owner; corporations of which an employee (spouse or children) is a major officer or primary employee;
- Live animals;
- Logo/licensing items which have not been approved by Steve Rich, Alumni Services or Justin Richardson, Department of Procurement, Disbursements and Contract Services;

- Office telephones and cellular phones, calling cards, pagers;
- Personal items;
- Postage;
- Printing which has not been approved by Jon Crask, Panther Print and Copy Center;
- Purchases involving trade of University property;
- Radioactive materials;
- Travel expenses: meals and entertainment;
- Vehicles (unless for rental use only);
- Weapons, ammunition; and
- Wireless communication equipment

Additional items may be added to this list at the discretion of the individual department head or the Department of Procurement, Disbursements and Contract Services. Any exceptions must be submitted, in writing, by the Account Manager to a P-Card Administrator for approval **prior** to the purchase.

### **7.1. Conflict of Interest**

The P-Card cannot be used to make a purchase from any State of Illinois employee, or any State of Illinois employee who owns more than seven and one half percent (7 ½%), or together with a spouse or minor child more than fifteen percent (15%), of the total distributable income of the business enterprise.

### **7.2. Penalties for Misuse of P-Card**

**7.2.1. The P-Card must never be used to purchase items for *personal use or for non-University purposes even if the Cardholder intends to reimburse the University.***

**7.2.2.** A Cardholder who makes an unauthorized purchase with a P-Card, as defined in Section 7, or uses the P-Card in an inappropriate manner may be subject to disciplinary action including card cancellation and possible termination of employment. A Cardholder may also be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. When appropriate, notification of fraudulent use will be shared with both the Campus Police and with the Charleston Police Department for possible criminal prosecution. Approving Officials are encouraged to contact the P-Card Administrator to report misuse and coordinate appropriate disciplinary actions.

### **7.3. Splitting or Stringing Purchases**

When using the P-Card, *splitting or stringing* of orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card.

An example of stringing is if a Cardholder wants to purchase items totaling \$2,600.00 at one time from a vendor. The Cardholder knows that the single dollar limit per transaction is \$2,500.00. Some items are then bought on one transaction and the other items are bought on a second transaction, thus avoiding the transaction limit.

#### **7.4. Department Warning**

The Department of Procurement, Disbursements and Contract Services shall give warnings to the Cardholder and/or Primary Approving Official for any of the following occurrences:

- Failure to review and approve transactions by the designated deadline;
- Abuse by Cardholders; or
- Improper documentation provided during department audit.

Non-compliance emails will be reported to administration weekly.

#### **8. Declined Cards**

During a transaction, a Cardholder's P-Card could be declined due to incorrect card information, exceeding single transaction or monthly spending limits, *Merchant Commodity Codes (MCCs)*, etc. If this should occur, please verify the credit card information with the vendor and that the total amount to be charged is within the cardholder's spending limits. You can also call one of the P-Card Administrators at 581-5313 or JPMorgan Chase at 1-800-270-7760 for assistance.

For every transaction or purchase, the MCC of the vendor is compared to the list of authorized MCCs for the P-Card being used. If a vendor has a MCC that is not included as an authorized code, the transaction will be refused. MCCs and card limits provide the University and the Cardholder additional security that the P-Card will not be misused.

#### **9. Reconciliation**

Transactions are posted to PaymentNet daily by JPMorgan Chase, generally appearing approximately 24 hours after the charge is processed by the vendor's bank.

##### **9.1. Logging into the PaymentNet System**

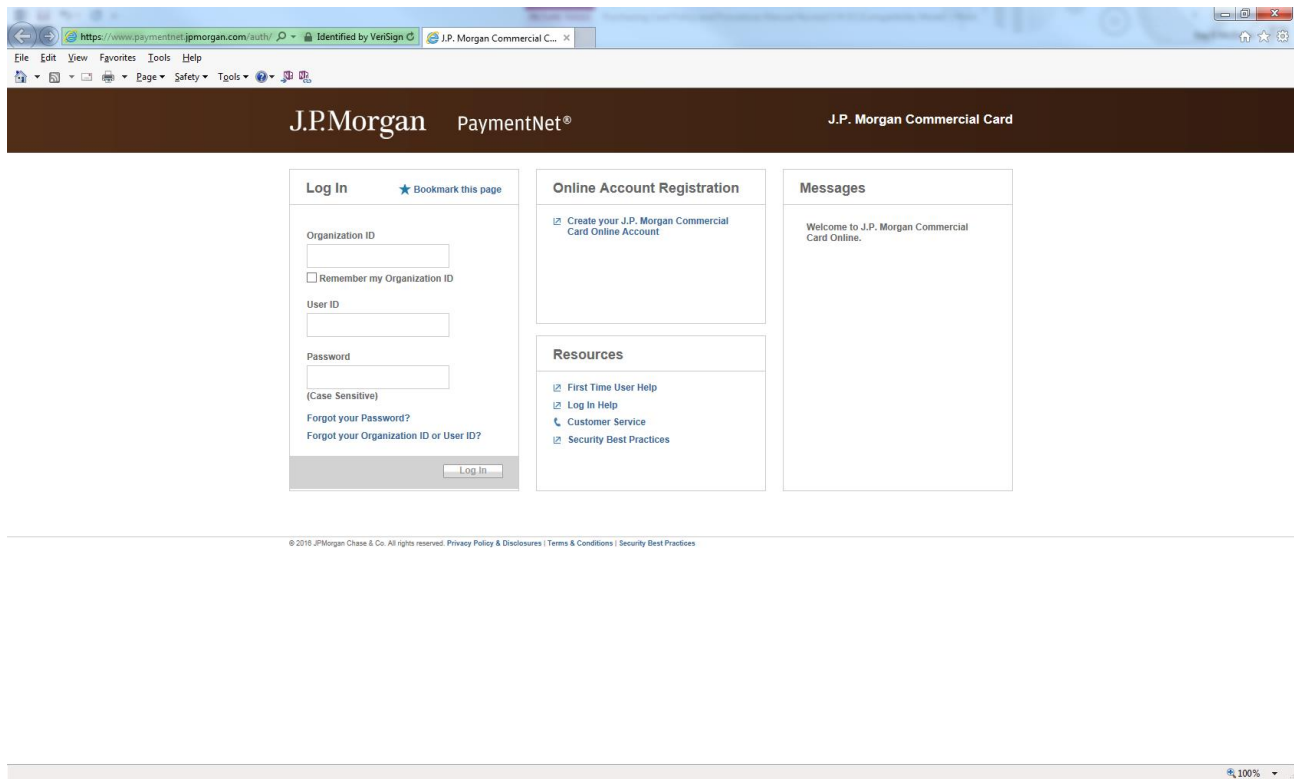
(Please also refer to the [Logging On Quick Reference Card](#))

##### **The Login Screen**

Using your web browser, go to: [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com).

Note that you may also access PaymentNet from the EIU Department of Procurement, Disbursements and Contract Services homepage by selecting the PaymentNet or P-Card link.

This will bring you to the Login Screen.




Enter the login information required:

- Enter Organization ID (provided at time of card issuance)
- Enter User ID (assigned at time of card issuance)
- Enter Password (temporary password assigned at time of card issuance). The Password is case sensitive.
- Click **Log On**

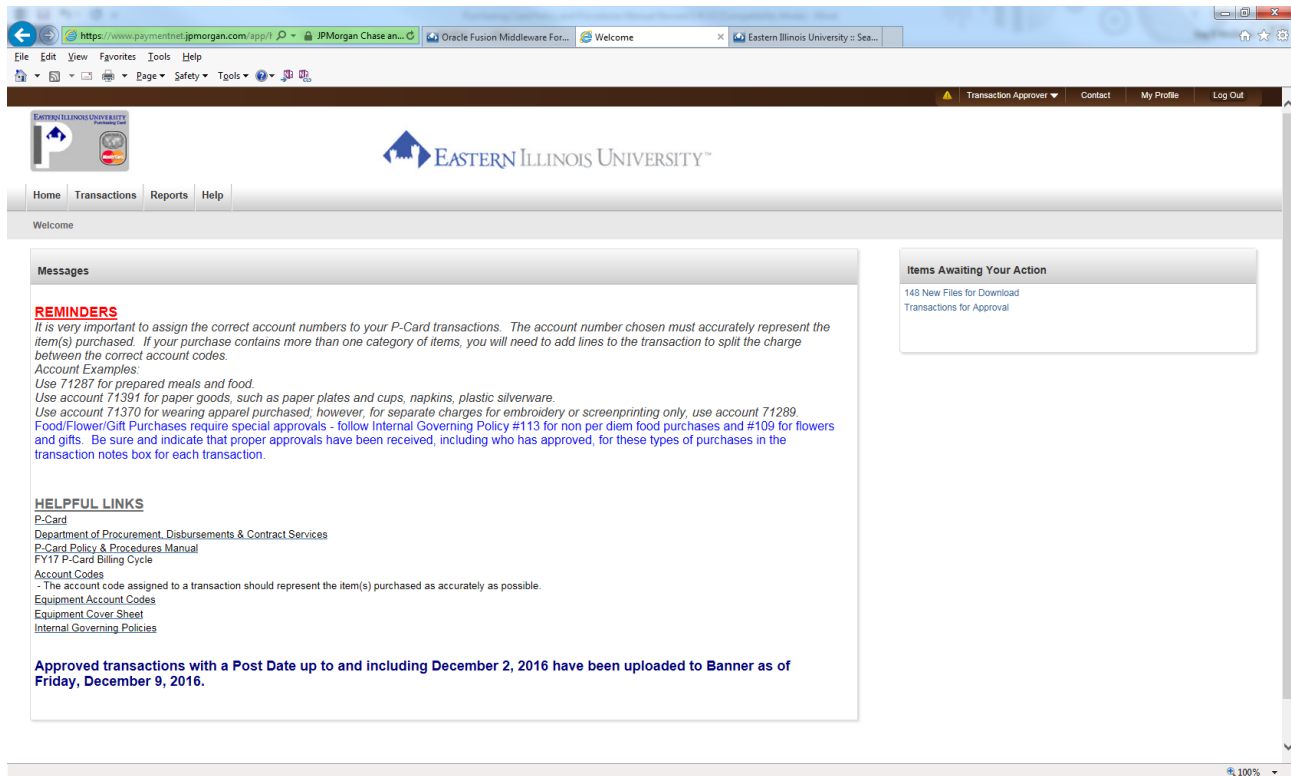


A temporary password is assigned to each new Cardholder and Approving Official. This temporary password must be changed the first time the user logs into PaymentNet.

To change your password any time, go to the My Profile link  once logged into PaymentNet and click on **Change Password** in the General Information tab.

You will be required to change your password every 90 days

## The Welcome Screen



The Welcome Screen is the gateway to all PaymentNet modules and services. The links and services that you will use as Cardholders and Approving Officials are described below:

### MODULE

### DESCRIPTION/USE

#### **Transactions**

- Cardholders validate transactions to original receipts, assign the organization and account number(s) to which the expense will be charged against, and document the nature of each expense. This is also used to process disputed transactions.

Approving Officials review and approve Cardholder transactions for allowability, propriety, and proper organization and account allocation, and approve for payment against Cardholder designated funds.

#### **Reports**

- From this menu, reports can be viewed, created, scheduled, downloaded, or deleted.

#### **Employees**

- If accessible, allows Cardholders and/or Approving Officials to view account profiles.

**Help** - Allows Cardholders and Approving Officials to quickly and conveniently access online information and step-by-step instructions on using PaymentNet.

**ICON**

**DESCRIPTION/USE**

**Home Page** 

- Returns you to the Welcome Screen

**Contact Information** 

- Includes key program contact information

**My Profile** 

- Directs you to your PaymentNet profile information

**Logout** 

- Allows you to securely end your PaymentNet session

**ITEMS AWAITING YOUR ACTION**

- Features a quick link to key actions such as transactions for you to review or approve, as well as access to files available for download.

- The number of items awaiting your action does not decrease after you view a file. The number of items only decreases after deleting a file.

- The Transactions for Review link displays even when there are no transactions that need to be reviewed. Users should check the link regularly for transactions that may need to be reviewed.

## 9.2. Navigating in PaymentNet

### The Transaction List Screen

The Transaction List Screen displays Cardholder transactions.

The screenshot shows the PaymentNet Transaction List screen. The browser address bar displays <https://www.paymentnet.com/app/transaction/list?clearSession>. The page title is "Transaction List - Windows Internet Explorer". The navigation bar at the top includes "Transactions", "Reports", "Accounts", "Employees", "Payments", "Administration", and "Help". A "Query Drop-Down Menu" is located below the navigation bar, showing "Last 30 days (system)" and "Set as Default Query". The main content area is a table of transactions with columns: Transaction ID, Exported, Approval Status, Transaction Date, Post Date, Transaction Amount, Sales Tax, Merchant Name, Merchant State/province, Cardholder Last Name, and Cardholder First Name. A "Page Navigator" at the bottom right shows "Page 1 of 154". Callouts identify: 1. Navigation Bar, 2. Query Drop-Down Menu, 3. Page Navigator, 4. Transaction ID, 5. Sort Columns, and 6. Icon Identifier.

Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant State/province	Cardholder Last Name	Cardholder First Name	Account	
1006442622001		New	05/06/2013	05/06/2013	(\$954,164.04)	\$0.00	PAYMENT - THANK YOU	UN	EASTERN ILLINOIS UNIV		COA -	
1006442621001		New	05/02/2013	05/06/2013	\$19.27	\$0.00	UNIQUE SUITES HOTEL	IL	JO		COA -	
1006442620001		New	05/03/2013	05/06/2013	\$771.00	\$0.00	SQ *GABE GRANT	IL	GL		COA -	
1006442619001		New	05/02/2013	05/06/2013	\$28.81	\$0.00	MD DESIGNS	IL	TR		COA -	
1006442618001		New	05/03/2013	05/06/2013	\$79.75	\$0.00	DON EDENS TOOL SALES	IL	PEADRO	RONALD	COA -	
1006442617001		Approved	05/03/2013	05/06/2013	\$52.14	\$0.00	DUST & SON OF COLES C	IL	HARDWICK	KEVIN	COA -	
1006442616001		New	05/03/2013	05/06/2013	\$5.49	\$0.00	ACE HARDWARE #651	IL	JACOBS	JASON	COA -	
1006442615001		New	05/03/2013	05/06/2013	(\$75.00)	\$0.00	MAXIENT	IL	WEBB	HEATHER	COA -	
1006442614001		New	05/04/2013	05/06/2013	\$27.48	\$0.00	JIMMY JOHN'S # 90029 -	IL	MALAK	DENNIS	COA -	
1006442613001		Reviewed	05/03/2013	05/06/2013	\$367.50	\$0.00	PROMO DIRECT	NV	MURPHY	CHERISE	COA -	
1006442612001		New	05/03/2013	05/06/2013	\$7.98	\$0.00	WALGREENS #11542	IL	SOMMERFELD	JESSICA	COA -	
1006442611001		New	05/05/2013	05/06/2013	\$125.00	\$0.00	COUNTRY CATERING	IL	SOMMERFELD	JESSICA	COA -	
1006442610001		New	05/03/2013	05/06/2013	\$189.75	\$0.00	SUBWAY 030	IL	ELD	JESSICA	COA -	
1006442609001		New	05/03/2013	05/06/2013	(\$150.00)	\$0.00	ACT*UNIVER	IL		KRISHNA	COA -	
1006442608001		New	05/02/2013	05/06/2013	\$35.00	\$0.00	TABCO BUSI	IL		OTHAM	CARLA	COA -
1006442607001		New	05/04/2013	05/06/2013	\$19.95	\$0.00	FINANCIAL ACCOUNTING F	CT	HIGGINBOTHAM	CARLA	COA -	
1006442606001		New	05/03/2013	05/06/2013	\$99.98	\$0.00	PAPA JOHN'S #0253	IL	WARD	JESSICA	COA -	
1006442605001		New	05/04/2013	05/06/2013	\$283.03	\$0.00	SPRINGFIELD ELECTRIC 7	IL	THOMASON	TODD	COA -	
1006442604001		New	05/04/2013	05/06/2013	\$49.73	\$0.00	SPRINGFIELD ELECTRIC 7	IL	THOMASON	TODD	COA -	

#### 1. Navigation Bar

At the top of the Transaction List Screen, you will see a **gray** bar, which represents PaymentNet's main navigation bar. This enables you to navigate through all of PaymentNet's modules.

#### 2. Query Drop-Down Menu

This menu displays queries that have been created and saved. See Section 17, *Creating Custom Queries in PaymentNet*, for detailed instructions on creating new queries.

#### 3. Page Navigator

**Page \_\_ of \_\_** displays the number of pages of transactions that are available for viewing. By clicking on the arrows on the upper right part of the screen, you can display the first page, previous page, next page, or last page. The options available are dependent on the current page.

#### 4. Transaction Identifier (Transaction ID)

This number is a unique reference number assigned to each transaction in PaymentNet. As new transactions are posted, the transaction ID numbers will become sequentially higher.

#### 5. Sort Columns



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.

#### 6. Icons

Purchase Detail Icon	Shipping Services Detail
Dispute Submitted (Yellow)	Dispute in Process (Red)
Dispute Resolved (Green)	Fuel Detail
Lodging Detail	Airline Detail
Car Rental Detail	Out of Compliance Flag

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



Vendors have the option of providing various levels of detail with the transaction information. The level of transaction detail in PaymentNet will match the level provided by the vendor. If the vendor has reported transaction detail, a green dollar icon appears next to the **Transaction ID** on the Transaction List Screen. By clicking on the icon (or the **Addendum** link on the Transaction Detail Screen), the Purchase Detail will be displayed.



### 9.3. Cardholder Procedures

The Cardholder reviews transactions on PaymentNet and reallocates each charge to the appropriate Banner organization number and account and documents the nature of each expense. This can be done anytime throughout the month, but should be no later than the designated deadlines described in the Billing Cycle Schedule.

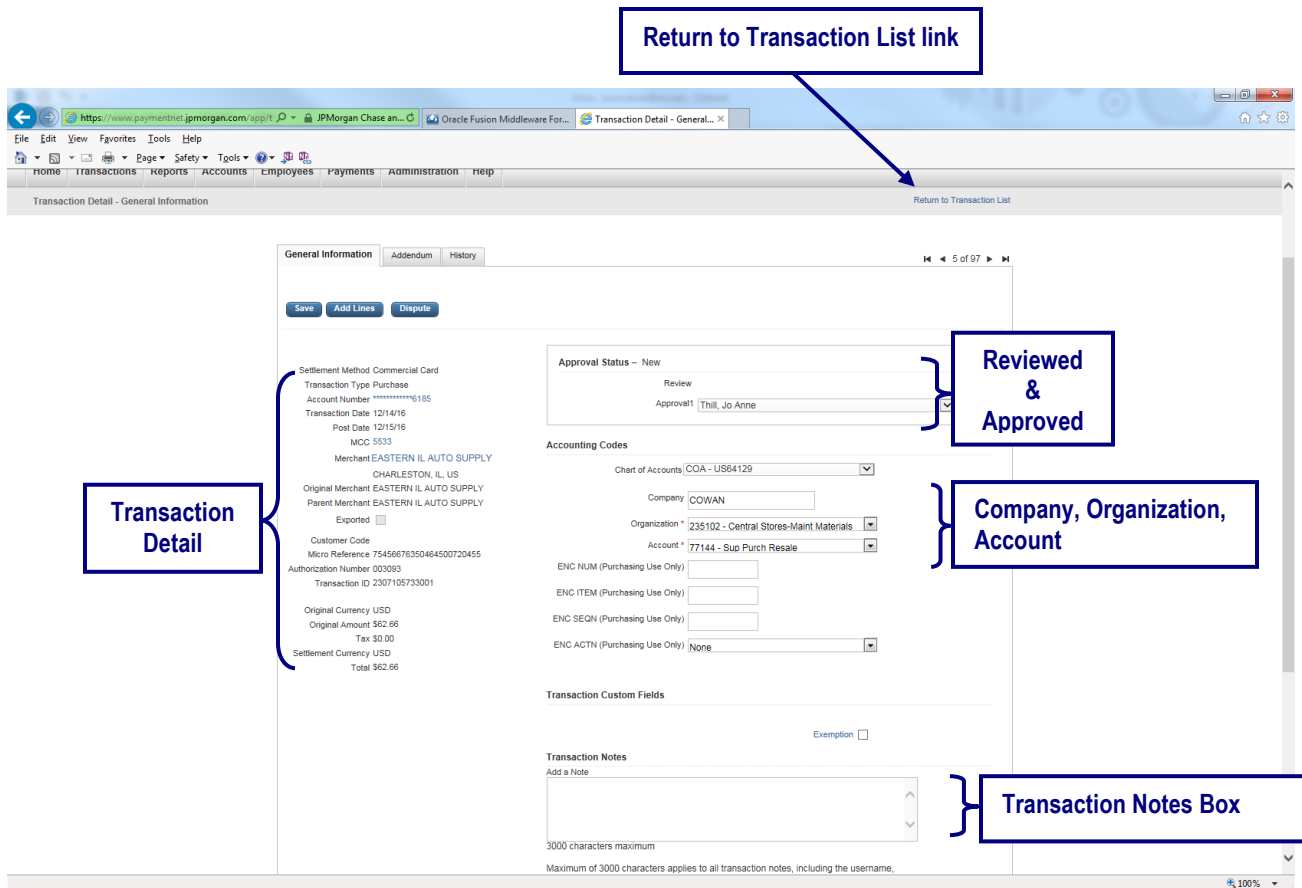
#### 9.3.1. Access the Transactions Module

From the Welcome Screen, select **Transactions > Manage** from the navigation bar at the top of the screen. This brings you to the Transaction List Screen.

Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant State/province	Cardholder Last Name	Cardholder First Name	Account
1006442622001		New	05/06/2013	05/06/2013	(\$954,164.04)	\$0.00	PAYMENT - THANK YOU	UN	EASTERN ILLINOIS UNIV		
1006442621001		New	05/02/2013	05/06/2013	\$19.27	\$0.00	UNIQUE SUITES HOTEL	IL	JOINES	JACQUELINE	COA -
1006442620001		New	05/03/2013	05/06/2013	\$771.00	\$0.00	SQ *GABE GRANT	IL	GUTHRIDGE	KAREN	COA -
1006442619001		New	05/02/2013	05/06/2013	\$28.81	\$0.00	MD DESIGNS	IL	TOOTHMAN	JEAN	COA -
1006442618001		New	05/03/2013	05/06/2013	\$79.75	\$0.00	DON EDENS TOOL SALES	IL	PEADRO	RONALD	COA -
1006442617001		Approved	05/03/2013	05/06/2013	\$52.14	\$0.00	DUST & SON OF COLES CO	IL	HARDWICK	KEVIN	COA -
1006442616001		New	05/03/2013	05/06/2013	\$5.49	\$0.00	ACE HARDWARE #651	IL	JACOBS	JASON	COA -
1006442615001		New	05/03/2013	05/06/2013	(\$75.00)	\$0.00	MAXIENT	VA	WEBB	HEATHER	COA -
1006442614001		New	05/04/2013	05/06/2013	\$27.48	\$0.00	JIMMY JOHN'S # 90029 -	IL	MALAK	DENNIS	COA -
1006442613001		Reviewed	05/03/2013	05/06/2013	\$367.50	\$0.00	PROMO DIRECT	NV	MURPHY	CHERISE	COA -
1006442612001		New	05/03/2013	05/06/2013	\$7.98	\$0.00	WALGREENS #11542	IL	SOMMERFELD	JESSICA	COA -
1006442611001		New	05/05/2013	05/06/2013	\$125.00	\$0.00	COUNTRY CATERING	IL	SOMMERFELD	JESSICA	COA -
1006442610001		New	05/05/2013	05/06/2013	\$189.75	\$0.00	SUBWAY 03030267	IL	SOMMERFELD	JESSICA	COA -
1006442609001		New	05/03/2013	05/06/2013	(\$150.00)	\$0.00	ACT*UNIVERSITY OF ILLI	CA	THOMAS	KRISHNA	COA -
1006442608001		Reviewed	05/02/2013	05/06/2013	\$35.00	\$0.00	TABCO BUSINESS FORMS,	IN	HIGGINBOTHAM	CARLA	COA -
1006442607001		Reviewed	05/04/2013	05/06/2013	\$19.95	\$0.00	FINANCIAL ACCOUNTING F	CT	HIGGINBOTHAM	CARLA	COA -
1006442606001		New	05/03/2013	05/06/2013	\$99.98	\$0.00	PAPA JOHN'S #0253	IL	WARD	JESSICA	COA -
1006442605001		New	05/04/2013	05/06/2013	\$283.03	\$0.00	SPRINGFIELD ELECTRIC 7	IL	THOMASON	TODD	COA -
1006442604001		New	05/04/2013	05/06/2013	\$49.73	\$0.00	SPRINGFIELD ELECTRIC 7	IL	THOMASON	TODD	COA -

#### 9.3.2. View Transactions and Compare to Itemized Receipts

From the Transaction List Screen, you can view all current transactions that have posted to PaymentNet. Compare each PaymentNet transaction to your itemized receipts. Research and resolve any differences.



### 9.3.3. Assign the organization number, and account, the expense should be charged against.

For each transaction, click on any of the **blue** text. This will bring you to the Transaction Detail Screen where you can assign organization number and account information.

- Company**  
 The Cardholder's last name should already be populated here in order for the customized **Organization** and **Account** drop-down menus to appear.
- Organization**  
 Using the drop-down menu, select the appropriate organization number for the purchase. Be sure to verify that there is sufficient budget available in the specified organization.
- Account**  
 Using the drop-down menu, select the appropriate account for the item(s) purchased.



**Organization** and **Account** drop-down lists are customized for each user at the time of account set-up. The **Organization** options list is defined at the time Cardholder applications are processed. Once an organization is selected, the system will populate the **Account** drop-down list with all the



accounts eligible for use with that organization number.

In some cases, it will be appropriate to allocate the transaction to more than one organization number and/or account. Refer to Section 9.3.7, Split Transactions, for detailed procedures.



For purchases combining equipment and commodities, it is important to allocate the correct portion of the freight/shipping charge to the cost of the equipment. For example, you buy a printer for \$150, software for \$30, freight/shipping is \$20, a total of \$200. The printer at \$150 is 75% of the total cost; therefore you need to add 75% of the freight/shipping cost of \$20 to the amount of the printer. 75% of \$20 is \$15, so you would take \$165 out of the equipment account for the printer, and \$35 out of the software account for the software.

#### 9.3.4. Document the Nature of the Expense

An explanation regarding the nature of the expense is required in the **Transaction Notes** box on the Transaction Detail Record Screen. Document the specific nature of the expense, including information for Fixed Assets for equipment purchases.

When purchasing supplies, the types of supplies, purpose, and intended use should be documented. For example, on a Fisher Scientific transaction, the **Transaction Notes** field might be populated as follows: “lab supplies (test tubes, flasks, and beakers) to be used on XYZ grant for lab research.”

##### 9.3.4.1. Equipment

**When purchasing equipment, include the following information in the Transaction Notes:**

- Asset Description (include noun(s)) – indicate if replacement
- Manufacturer Name
- Model Number
- Serial Number
- Quantity
- Unit/Each Price
- Invoice Number (if an invoice was received)
- Building Name and Room Number equipment will be located in
- Organization number equipment should be inventoried to, if different from organization number paid from
- “Approved by \_\_\_\_\_ on \_\_\_\_\_ (date)” (the designated approving person/department as indicated on the Prohibited P-Card Use list in Section 7 )

**The Fixed Assets Tag Request Form for P-Card Purchases along with a copy of an itemized receipt for any equipment purchase must be sent to Fixed Asset Records in the Business Office as soon as possible. This receipt should include a description of item(s) purchased, quantity purchased of each item, and unit price of each item.**

#### 9.3.4.2. Travel

**When using your P-Card for travel expenses, include the following information in the Transaction Notes:**

- Travel Application Number(s) of the traveler(s) whose expenses you are paying
- Name(s) of the traveler(s) whose expenses you are paying
- Date(s) of travel and reason for travel

Attach copies of any travel receipts paid with the P-Card to the Travel Voucher(s). Indicate on these receipt copies that they were paid with the P-Card. Please enter travel expenses paid for by P-Card on the Travel Voucher form and subtract total paid by P-Card in the designated area on the form. These charges are included in the amount authorized to an employee for travel; however, they are not included in the amount to be reimbursed.

#### 9.3.5. Check the “Reviewed” Indicator

Reviewed	<input checked="" type="checkbox"/>
Approval1	<input type="checkbox"/>

Mark the **Reviewed** checkbox on the Transaction Detail Screen to indicate the review is complete. This action certifies that you have completed the following:

- Reconciled itemized receipt to PaymentNet transaction detail
- Reviewed each transaction for allowability and appropriateness
- Allocated each transaction to the appropriate organization number(s) and account(s)
- Properly documented the nature of each transaction in accordance with published policies and procedures

Note that the **Approval** checkbox must not be checked by Cardholders. Only the Approving Official is allowed to check the **Approval** checkbox.

#### 9.3.6. Save Transaction

After all organization and account information has been assigned, transaction notes documented, and the reviewed indicator checked, click the **Save** button to retain information entered. Failure to save the transaction will result in lost information.



Each Friday, transactions will be posted to the designated organization numbers on Banner and no further changes can be made in PaymentNet. However, the information will remain in PaymentNet and be available for query. Refer to Section 17, Creating Custom Queries in PaymentNet.

### 9.3.7. Split Transactions

In some instances, it may be necessary to allocate a purchase among multiple organization numbers and/or accounts. To begin dividing the total amount of the transaction between two or more organizations, select the desired transaction from the Transaction List Screen and click on the **Add Lines** button.



Transactions can only be split among the organization numbers and accounts defined for each user at the time of account set-up.

#### 9.3.7.1. Select the Number of Splits

You may select a multiple number of splits by typing in the number of lines needed in the **Enter # of Lines** box.

The screenshot shows the PaymentNet interface for a transaction detail. A blue callout box with the text "Enter Number of Lines Needed for Split" points to the "Enter # of Lines" input field in the top navigation bar. The main screen displays the "General Information" tab for a transaction. The transaction details include:

- Settlement Method: Commercial Card
- Transaction Type: Purchase
- Account Number: \*\*\*\*\*6185
- Transaction Date: 12/14/16
- Post Date: 12/15/16
- MCC: 5533
- Merchant: EASTERN IL AUTO SUPPLY
- Original Merchant: EASTERN IL AUTO SUPPLY
- Parent Merchant: EASTERN IL AUTO SUPPLY
- Exported:
- Customer Code: 75456676350464500720455
- Micro Reference: 75456676350464500720455
- Authorization Number: 003093
- Transaction ID: 2307105733001
- Original Currency: USD
- Original Amount: \$62.66
- Tax: \$0.00
- Settlement Currency: USD
- Total: \$62.66

The "Add Lines" button is visible in the top navigation bar. The "Enter # of Lines" input field is highlighted by a blue callout box. The "Add" and "Cancel" buttons are also visible.

Settlement Method Commercial Card  
 Transaction Type Purchase  
 Account Number \*\*\*\*\*185  
 Transaction Date 12/14/16  
 Post Date 12/15/16  
 MCC 5533  
 Merchant EASTERN IL AUTO SUPPLY  
 CHARLESTON, IL, US  
 Original Merchant  
 Parent Merchant EASTERN IL AUTO SUPPLY  
 Exported   
 Customer Code  
 Micro Reference 75456676350464500720455  
 Authorization Number 003093  
 Transaction ID 2307105733001  
 Original Currency USD  
 Original Amount \$62.66  
 Tax \$0.00  
 Settlement Currency USD  
 Total \$62.66

Approval Status - New  
 Review   
 Approval1 Any

Transaction Notes  
 Add a Note  
 3000 characters maximum  
 Maximum of 3000 characters applies to all transaction notes, including the username, date, and time stamp.  
 Notes History

Line Totals  
 100% \$ 62.66

Item	Item Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	31.33	<input type="checkbox"/>	50.00	31.33 Delete
2	Commercial Card Purchase	1.00	31.33	<input type="checkbox"/>	50.00	31.33 Delete Add

### 9.3.7.2. Edit a Line

Click on the arrow (▶) under the word “Item” for each of the lines added in order to edit the information for that line. This enables you to edit organization and account information and allocate the transaction amount by either percentage or by dollar amount or number of units.

### 9.3.7.3. Allocate by Percentage

Click in the % (percent) field and type the percentage that will be allocated to the line’s organization and account information. The **Total** field will update accordingly. When allocating transaction expenses to various organization numbers, PaymentNet will automatically balance the last split proportionally based on the percentages allocated to other organization numbers.

### 9.3.7.4. Allocate by Dollar Amount

Click in the **Unit Price** field and type the amount that will be allocated to the line’s organization and account information. With PaymentNet’s auto balance feature, the % (percent) field will update automatically.



The amount in the last split row is not editable. It will adjust to the other edited rows.

#### **9.3.7.5. Allocate by Number of Units**

Click in the **# of Units** field and type the number of units that will be allocated to the line's organization and account information. If splitting by the number of units, be sure to put the unit price in the **Unit Price** field.

#### **9.3.7.6. Complete the Split**

When you are finished allocating the organization and account information for the rows, and entered the transaction notes, be sure to click the **Reviewed** box then click the **Save** button located at the top of the screen.

If you would like to cancel the changes you have made, click the **Remove Lines** button located at the top of the screen.

To return to the Transaction List Screen, click the **List** link located at the top right of the screen.

### **9.4. Approving Official Procedures**

The Primary Approving Official approves the Cardholder's transactions on PaymentNet. This can be done anytime throughout the month, but should be no later than the designated deadlines described in the Billing Cycle Schedule. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.

#### **9.4.1. Review each Itemized Receipt**

Review each receipt and ensure the amount on the receipt agrees to the amount of the transaction on PaymentNet and that the charge is appropriate, allowable, and that no prohibited items have been purchased.

#### **9.4.2. Approve Transactions on PaymentNet**

- **Log into PaymentNet**

Refer to Section 9.1, Logging into the PaymentNet System.

- **Access the PaymentNet Module**

From the Welcome Screen, select **Transactions > Approve** from the navigation bar at the top of the screen. This brings you to the Transaction List Screen.

Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant State/province	Cardholder Last Name	Cardholder First Name	Account
<input type="checkbox"/>		New	05/06/2013	05/08/2013	\$25.98	\$0.00	ADVANCE AUTO PARTS 680	IL	JEWELL	CATHERINE	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$57.80	\$0.00	CINTAS 370	IN	JEWELL	CATHERINE	COA - U
<input type="checkbox"/>		New	05/06/2013	05/08/2013	\$96.00	\$0.00	ACCESS PASS/8004727737	NV	MOSEER	RICHARD	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	(\$10.16)	\$0.00	INSTITUTE FOR PERSONAL	IL	LANE	WENDY	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$5.44	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$5.36	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$6.84	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$10.20	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$1,850.00	\$0.00	TC *ORIGINAL SMITH PRT	IL	CLICK	LORI	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$318.44	\$0.00	LORENZ SUPPLY CO	IL	MURPHY	PATTY	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$21.88	\$0.00	CREATESEND/COM	UN	CLEMONS	ERIN	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$22.12	\$0.00	CREATESEND/COM	UN	CLEMONS	ERIN	COA - U
<input type="checkbox"/>		New	05/08/2013	05/08/2013	\$47.50	\$0.00	AMERICANFLAGSTORE.COM	TX	HARDWICK	KEVIN	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$277.49	\$0.00	DMI* DELL HIGHER EDUC	TX	NICHOLS	DONNA	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$33.77	\$0.00	DIRTY'S BAR & GRILL	IL	BROWN	MATTHEW	COA - U
<input type="checkbox"/>		New	05/06/2013	05/08/2013	\$59.97	\$0.00	KIRCHNER BUILDING CENT	IL	MALAK	DENNIS	COA - U
<input type="checkbox"/>		New	05/06/2013	05/08/2013	\$87.30	\$0.00	SMOKYS HOUSE BBQ	IL	MALAK	DENNIS	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$100.00	\$0.00	AAA	DC	NICHOLS	CYNTHIA	COA - U
<input type="checkbox"/>		New	05/07/2013	05/08/2013	\$26.49	\$0.00	EIU FOOD COURT	IL	EMBRY	PAULA	COA - U



See Section 9.2, Navigating in PaymentNet, for additional details and instructions regarding other tools to assist you while navigating around PaymentNet.

On the Transaction List Screen, review each transaction and mark the **Approval** checkbox on the Transaction Detail Screen to indicate that the review is complete and you approved the transaction. Click the **Save** button to retain the approval. This action certifies that you have completed the following:

- Verified that the Cardholder has acquired the goods or services within published policies and procedures and that the expenses are allowable.
- Verified that the Cardholder has allocated the transactions to the appropriate organization number(s) and account(s) and that sufficient budget is available for each transaction to post. If necessary, make appropriate adjustments. Refer to Section 9.3, Cardholder Procedures.
- Verified that the Cardholder has properly documented the nature of each expense in the **Transaction Notes** box in accordance with published policies and procedures.



- Verified that the Cardholder has checked the **Reviewed** box certifying that they have completed their transaction review responsibilities.
- Acknowledged that you approve the expense and authorize payment against the designated funds.



The Primary Approving Official shall not approve his or her own purchases.

#### 9.5. Missing Receipts

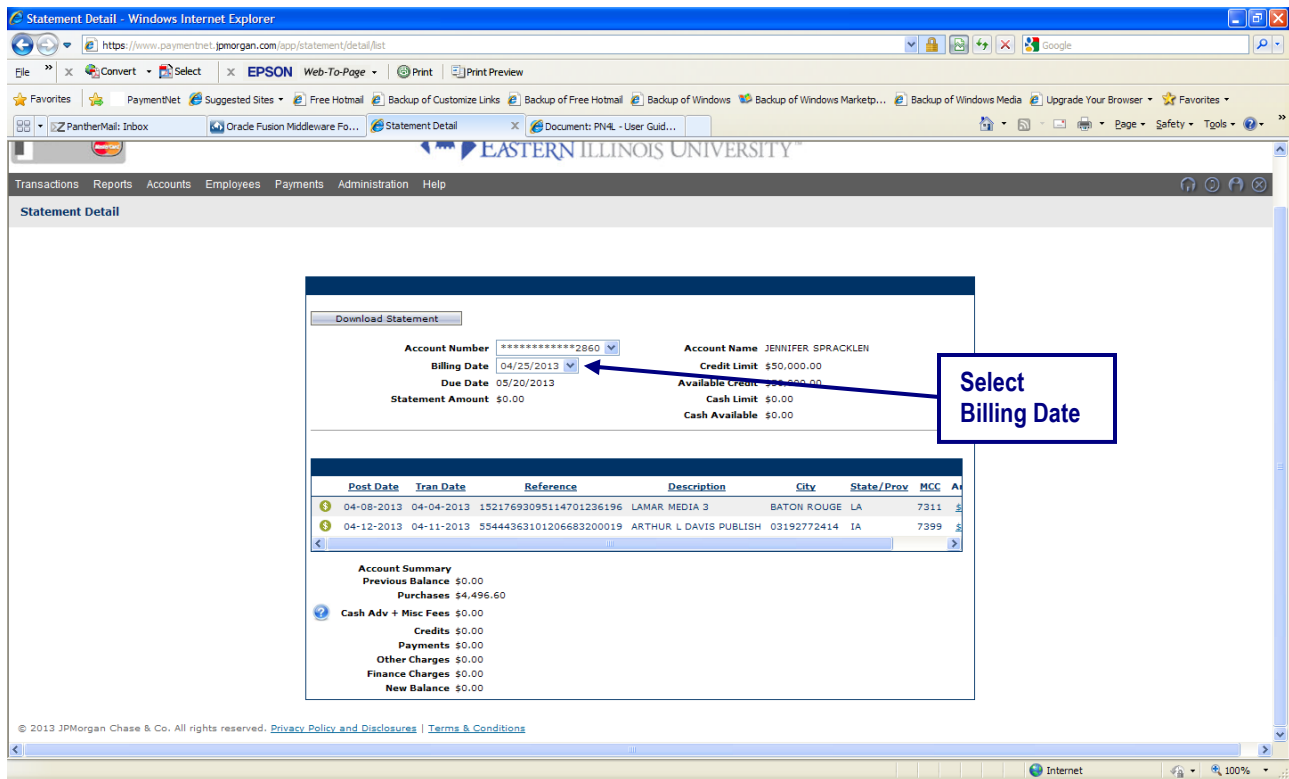
If receipts are missing, the Cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, the Cardholder can request a copy from JPMorgan Chase. The bank will provide a copy for a fee, which will be charged to the Cardholder's P-Card account.

#### 10. Monthly Statements

Each Cardholder receives a statement, either mailed or electronically, from JPMorgan Chase for all P-Card transactions processed during a month after the end of each billing cycle (usually the first week of each month). A Cardholder can print an electronic statement via the **Transactions** module in PaymentNet. To view and print your monthly statement, select the **Transactions > Statements** option in the navigation bar on PaymentNet.



The P-Card billing cycle runs from the 26<sup>th</sup> of one month to the 25<sup>th</sup> of the next month. The exception is if the 25<sup>th</sup> falls on a weekend or holiday. Please refer to the P-Card Billing Cycle Schedule for specific dates.



### 10.1. View the Statement

The screen will display the most current statement information for the specified card. The statement includes Cardholder name, account number, billing and due dates, amount due, and transaction detail.



To view a prior month's statement select the billing date desired from the drop-down menu.

### 10.2. Print the Statement

To print the statement, click on the **Download Statement** button to open the document as an Adobe PDF file. You can then print it from the Adobe window.

### 10.3. Reconcile Itemized Receipts to the Commercial Card Statement

Once the statement has been received or printed, verify that there are itemized receipts and supporting documentation for each purchase listed on the statement. Compare each itemized receipt to the transactions listed on the statement to ensure they are in agreement. If the amount on the statement does not agree to the itemized receipt, follow the instructions under Section 11, Dispute Transactions, to resolve the disagreement. If any item(s) is in dispute, be sure a properly completed Disputed Item Form is included with the supporting documentation.



**Staple individual receipts to 8½ x 11 sheets of paper to ensure they are not lost.**

**Receipts printed on slick paper (i.e., Walmart, County Market, etc.) should be filed with a copy as the ink on the original receipt wears off over time.**

#### **10.4. P-Card Records Retention**

All P-Card receipts and supporting documentation, along with any Commercial Card Statements, shall be retained by the department according to the retention schedule for credit card files found on-line at

<http://www.eiu.edu/fpm/docs/AgencyWidefordistribution10101.pdf>.

Departments are responsible for retaining documentation for grants according to the grant's guidelines. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.

### **11. Dispute Transactions**

#### **11.1. Dispute of Statement Item**

Items that appear as daily on-line charges from JPMorgan Chase may be disputed, as long as the disputed transaction is reported to JPMorgan Chase within sixty (60) days from the transaction's Post Date.

If there is a problem with a charge, the Cardholder or the Primary Approving Official should first contact the vendor where the purchase was made and try to resolve the discrepancy. If this does not remedy the situation, the Cardholder or the Primary Approving Official should immediately dispute the transaction on PaymentNet.

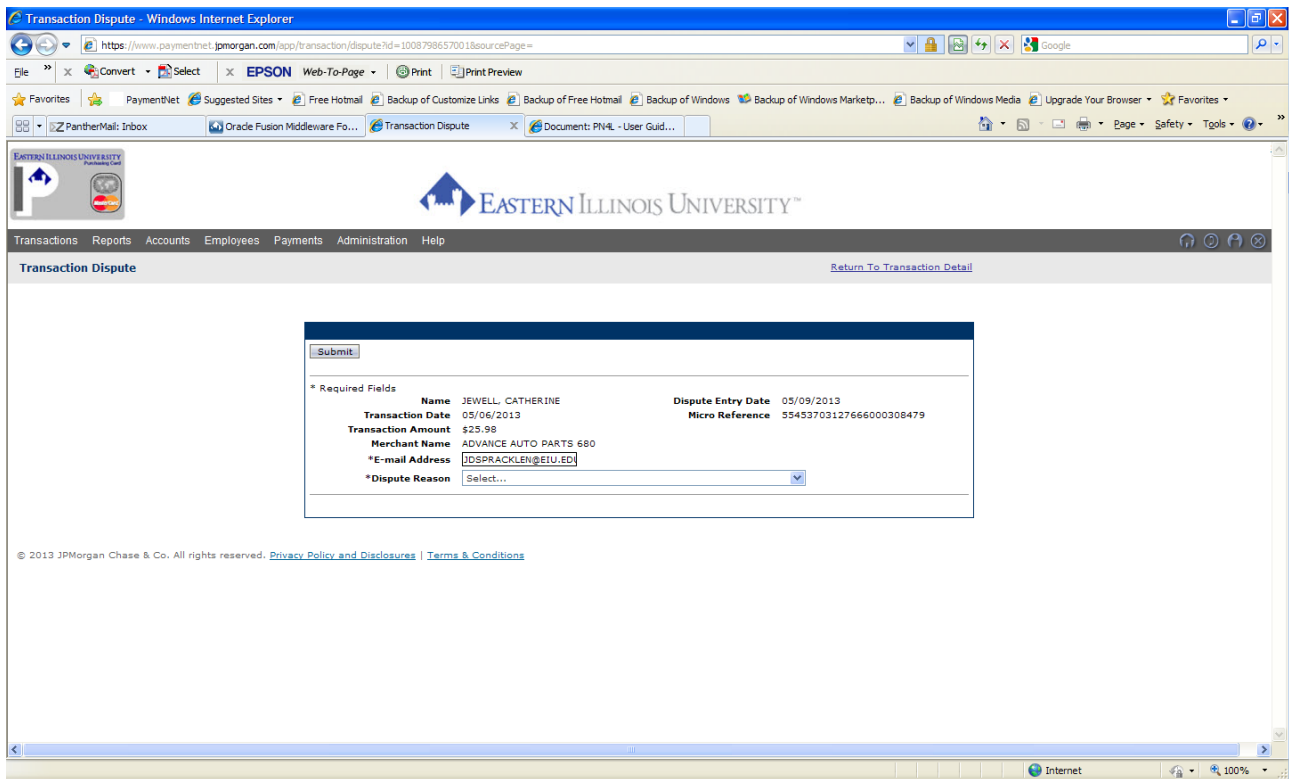
During JPMorgan Chase's investigation, they will not issue a credit to the P-Card account in question for the disputed amount until the dispute has been resolved.

When the investigation is complete, the Cardholder or Primary Approving Official will be notified of the resolution. Account adjustments will be made as necessary.

#### **11.2. Submit a Disputed Item Claim in PaymentNet**

- Select the transaction from the Transaction List Screen to open the Transaction Detail Screen.

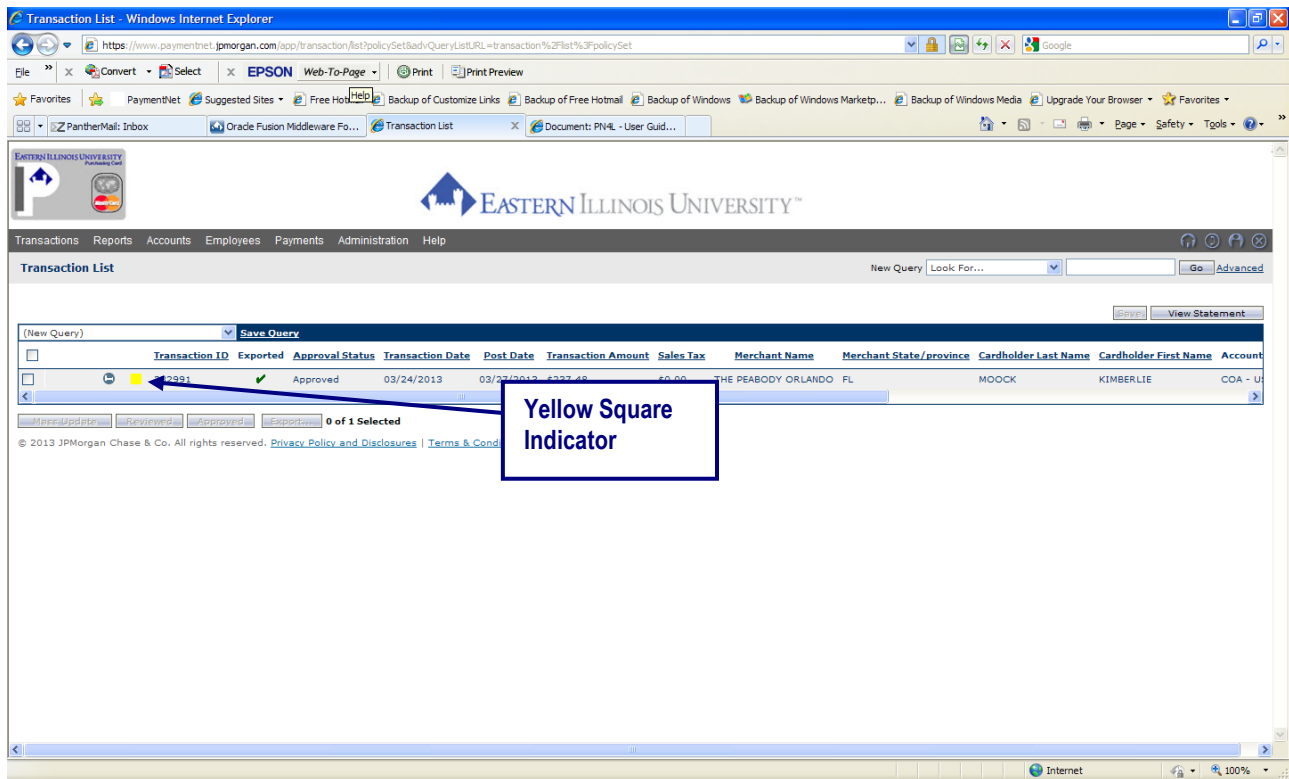
Click the **Dispute** button to open the **Transaction Dispute** screen. Then from the **Dispute Reason** drop-down menu, select the reason you are disputing the transaction. Depending on the reason chosen for the dispute, additional information may be required.



- **Submit the Dispute**

Click **Submit** after all of the required information has been entered.

After the record has been submitted, a yellow square immediately appears next to the transaction on the Transaction List Screen, indicating that the dispute has been initiated.



- **Undo and Resolve a Dispute**

The Cardholder has the ability to cancel the dispute at any time prior to the yellow dot indicator turning green by clicking the **Cancel/Undo** button on the Transaction Dispute Screen. The yellow square will be removed and the dispute will be dropped.

Cardholders may resolve disputed transactions on-line with the **Mark As Resolved** button. This option will appear for transactions already displaying the red dot indicator. Mark the transaction as resolved if the transaction was disputed in error, or at any time once you become aware that the transaction has been resolved.

Once the resolution has been processed, the red square will automatically be removed by JPMorgan Chase.

### 11.2.1. Allocate the Organization Information to the Disputed Transaction

Using the **Transactions** module, allocate the organization and account information to the disputed transaction as you would if the item was not in dispute. This is where the item will be charged, if applicable, upon resolution of the dispute. While the dispute is pending, the organization will NOT be charged if the **Approval** box is not checked.

Document that the transaction is in dispute, and the summary of actions taken in the **Transaction Notes** box.

### 11.2.2. Process Credit Transactions

In some cases, disputed transactions will result in a credit transaction in PaymentNet and on the Commercial Card Statement. Allocate the credit transaction to the same organization and account that the disputed transaction was allocated to. Use the **Transaction Notes** box to reference that this is a credit to a previously disputed item.

#### 12. Payment

Eastern Illinois University pays JPMorgan Chase bi-weekly.

#### 13. Audits

The Department of Procurement, Disbursements and Contract Services and Internal Auditing may conduct random and scheduled audits. Inappropriate use of the P-Card will be dealt with in accordance with this policy and procedures manual.

#### 14. Lost, Stolen, Misplaced or Damaged Cards

Cardholders are responsible for always keeping the P-Card secure.

Immediately upon realizing the P-Card is lost, stolen, misplaced or damaged, the Cardholder must notify all of the following:

- JPMorgan Chase 1-800-270-7760
- Department of Procurement,  
Disbursements and Contract Services 217-581-5313
- Account Manager

#### 15. Cancellation of Cards

If a Cardholder terminates employment, transfers to another department or assumes different duties that do not require the use of a P-Card, a P-Card Administrator should be notified immediately or the *Purchasing Card Maintenance Form* may be completed immediately and submitted to a P-Card Administrator.

#### 16. Updating Cardholder/Department Information

Changes to update Cardholder or department information must be submitted in writing, by the Account Manager to a P-Card Administrator, using the Purchasing Card Maintenance Form or an e-mail.

When a new Approving Official assumes responsibilities for existing Cardholders, the Account Manager must submit the change request, in writing, to a P-Card Administrator using the Purchasing Card Maintenance Form or an e-mail.

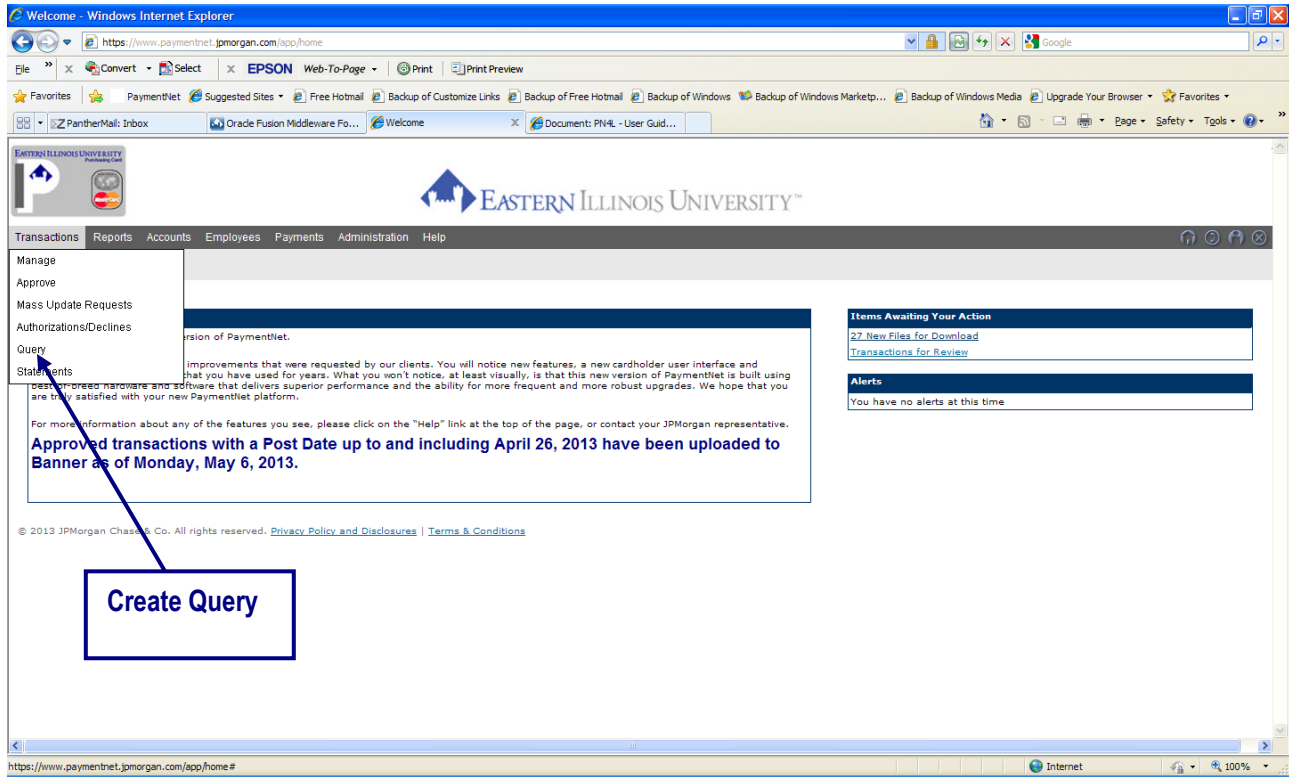
If any other changes are necessary, contact the Department of Procurement, Disbursements and Contract Services for assistance.

## 17. Creating Custom Queries in PaymentNet

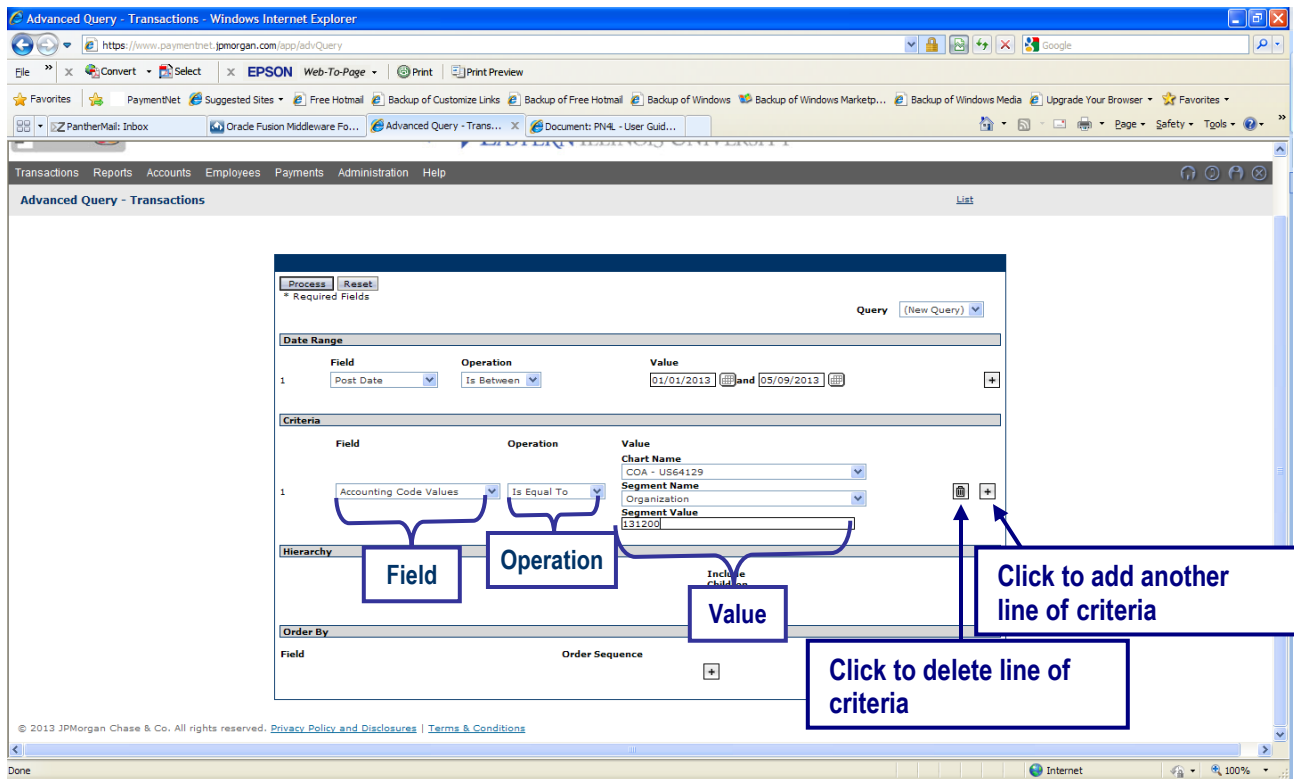
The Query function enables you to view the transactions that meet user-specified criteria. Queries are available on the Transaction List Screen as well as many other screens.

### 17.1. Create a Query

From the **Transactions** module, click on the **Query** link.



This will bring you to the Advanced Query - Transactions Screen.



Criteria are restricted by date range, along with three values: Field, Operation, and Value. You may select different criteria in the Field and Operation fields via the drop-down menus. Fill in the last box with the appropriate Value.

17.1.1. Select the appropriate date range for your query in the Date Range section

17.1.2. Select the field to query in the first drop-down box in the Criteria section

17.1.3. Select the operation of the query in the second drop-down box

17.1.4. Fill in the last box with the appropriate value

17.1.5. To add additional rows of criteria, click the plus sign (+)

17.1.6. To delete rows of criteria, click the “trash can” button

17.1.7. If adding more than one line of criteria, select your choice of “And” or “Or” from the drop-down box at the left end of the criteria lines

- **And** - Meets all criteria specified within the query
- **Or** - Meets any of the criteria specified within the query (meaning that a transaction only has to meet one of the criteria to appear in the query)

17.1.8. When finished, click the **Process** button.

Query results will display on the Transaction List Screen.



## 17.2. Reset Query

Click the **Reset** button to revert to your previous query, and then continue the steps described above to create another query.

## 17.3. Save Query

If you need to run this query often, you can save the query by clicking on the **Save Query** button. You will be prompted to type in a name for the query. This saved query will then appear in the saved queries drop-down menu.

The screenshot shows the PaymentNet Transaction List screen. At the top, there is a navigation bar with 'Transactions', 'Reports', 'Accounts', 'Employees', 'Payments', 'Administration', and 'Help'. Below this is a search bar for 'New Query' and a 'Look For...' dropdown. A callout box labeled 'Saved Queries Drop-Down Menu' points to a dropdown menu in the top left corner of the transaction list area. The main content is a table of transactions with columns: Transaction ID, Exported, Approval Status, Transaction Date, Post Date, Transaction Amount, Sales Tax, Merchant Name, Merchant State/province, Cardholder Last Name, Cardholder First Name, and Account. The table contains 18 rows of transaction data.

Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant State/province	Cardholder Last Name	Cardholder First Name	Account
1008798657001		New	05/06/2013	05/08/2013	\$25.98	\$0.00	ADVANCE AUTO PARTS 680	IL	JEWELL	CATHERINE	COA - U
1008798656001		New	05/07/2013	05/08/2013	\$57.80	\$0.00	CINTAS 370	IN	JEWELL	CATHERINE	COA - U
1008798655001		Reviewed	05/06/2013	05/08/2013	\$96.00	\$0.00	ACCESS PASS/8004727737	NV	MOSEY	RICHARD	COA - U
1008798654001		New	05/07/2013	05/08/2013	(\$10.16)	\$0.00	INSTITUTE FOR PERSONAL	IL	LANE	WENDY	COA - U
1008798653001		New	05/07/2013	05/08/2013	\$5.44	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
1008798652001		New	05/07/2013	05/08/2013	\$5.36	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
1008798651001		New	05/07/2013	05/08/2013	\$6.84	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
1008798650001		New	05/07/2013	05/08/2013	\$10.20	\$0.00	CREATESEND/COM	UN	CLICK	LORI	COA - U
1008798649001		New	05/07/2013	05/08/2013	\$1,850.00	\$0.00	TC *ORIGINAL SMITH PRT	IL	CLICK	LORI	COA - U
1008798648001		New	05/07/2013	05/08/2013	\$318.44	\$0.00	LORENZ SUPPLY CO	IL	MURPHY	PATTY	COA - U
1008798647001		New	05/07/2013	05/08/2013	\$21.88	\$0.00	CREATESEND/COM	UN	CLEMONS	ERIN	COA - U
1008798646001		New	05/07/2013	05/08/2013	\$22.12	\$0.00	CREATESEND/COM	UN	CLEMONS	ERIN	COA - U
1008798645001		New	05/08/2013	05/08/2013	\$47.50	\$0.00	AMERICANFLAGSTORE.COM	TX	HARDWICK	KEVIN	COA - U
1008798644001		New	05/07/2013	05/08/2013	\$277.49	\$0.00	DMI* DELL HIGHER EDUC	TX	NICHOLS	DONNA	COA - U
1008798643001		New	05/07/2013	05/08/2013	\$33.77	\$0.00	DIRTY'S BAR & GRILL	IL	BROWN	MATTHEW	COA - U
1008798642001		New	05/06/2013	05/08/2013	\$59.97	\$0.00	KIRCHNER BUILDING CENT	IL	MALAK	DENNIS	COA - U
1008798641001		New	05/06/2013	05/08/2013	\$87.30	\$0.00	SMOKYS HOUSE BBQ	IL	MALAK	DENNIS	COA - U
1008798640001		New	05/07/2013	05/08/2013	\$100.00	\$0.00	AAAA	DC	NICHOLS	CYTHIA	COA - U
1008798639001		New	05/07/2013	05/08/2013	\$26.49	\$0.00	EIU FOOD COURT	IL	EMBRY	PAULA	COA - U

## 17.4. Delete Query

To delete a query, first select it from the saved queries drop-down menu. Once the information has populated on the Transaction List Screen, click the **Delete Query** button.

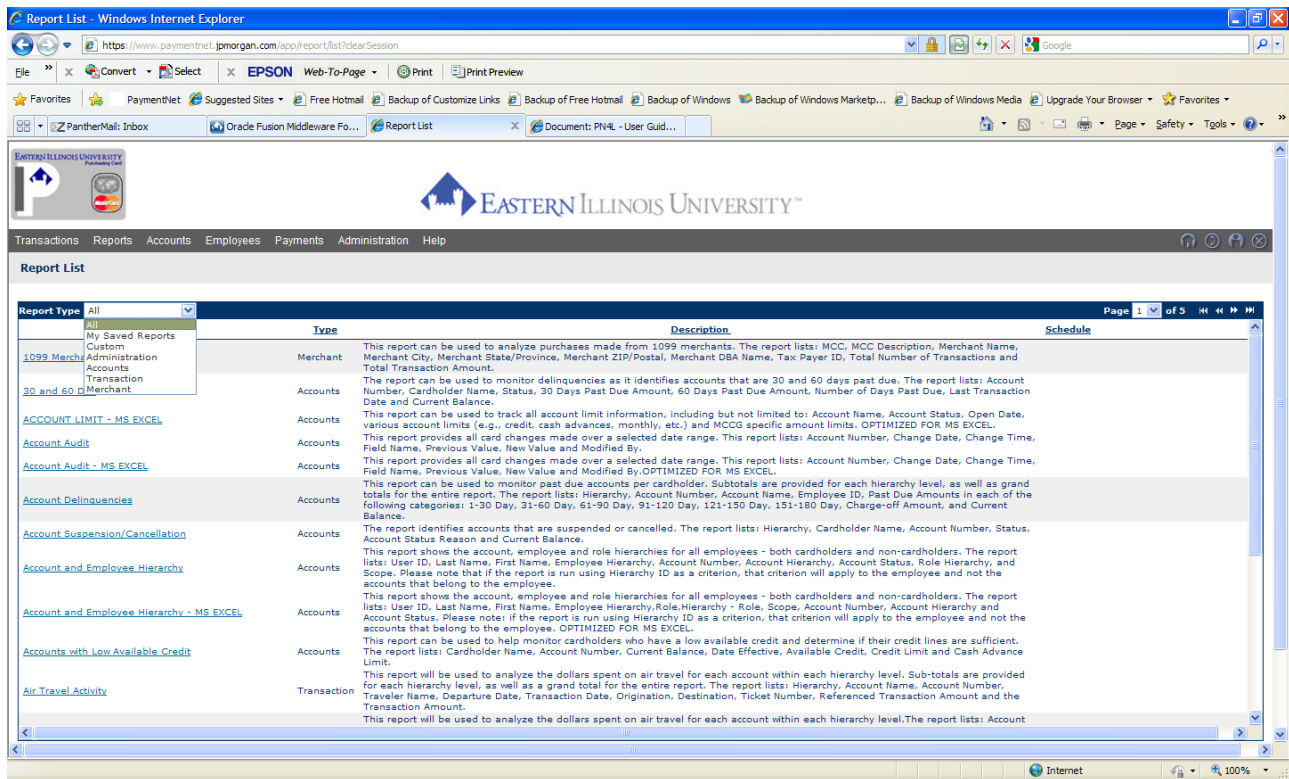
## 18. Creating Reports

Reports can be created from transaction data in PaymentNet.

### 18.1. Access the Reports Screen

From PaymentNet's main navigation bar, click on the **Reports** module, then click **Create**.

This will bring you to the Reports Screen.



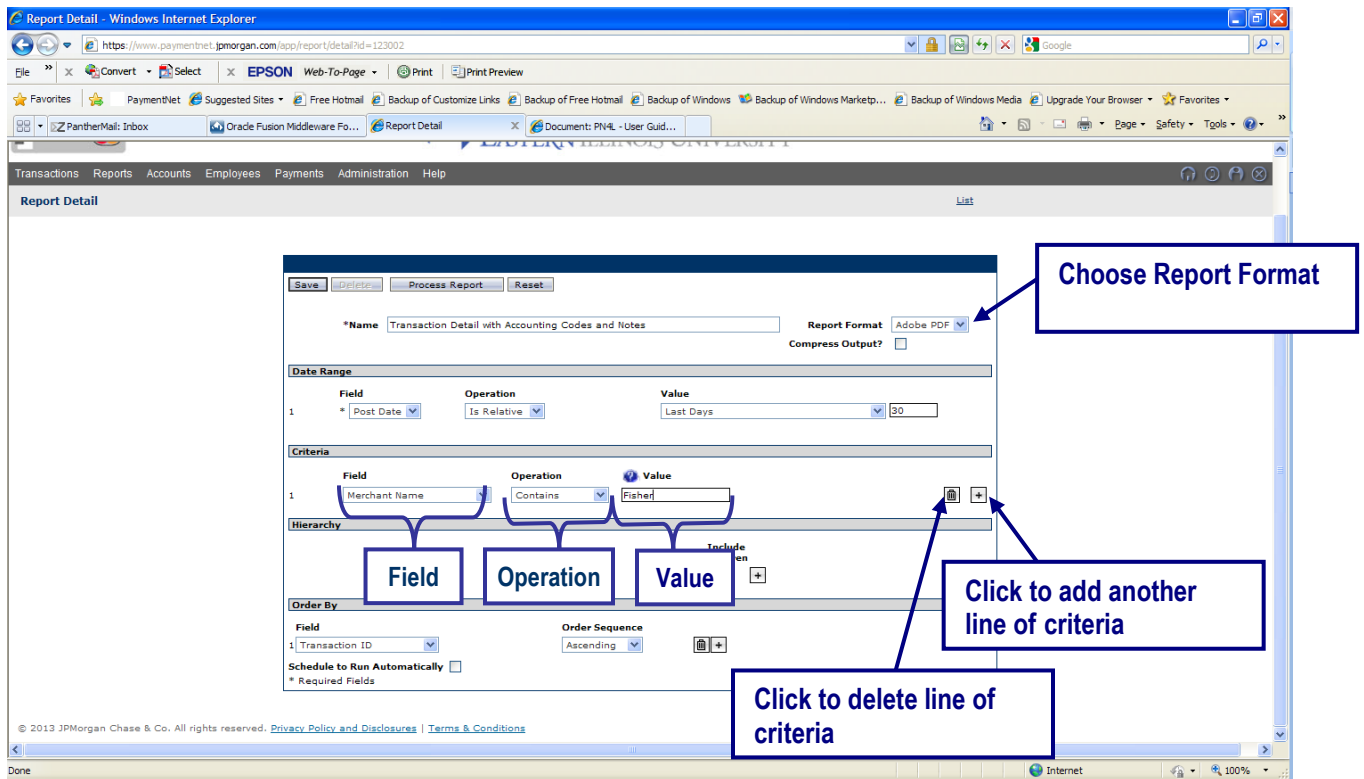
## 18.2. Select Report Type

There are six different categories of reports. The most commonly used report type by Cardholders and Approving Officials are **Transaction** reports.

Choose **Transaction** from the Report Type drop-down menu to display available reports and their detailed descriptions.

## 18.3. Define Report Criteria

After you select a specific report by clicking on the name of the report, the system will take you to the next screen where you can input criteria that will help limit the results of the report.



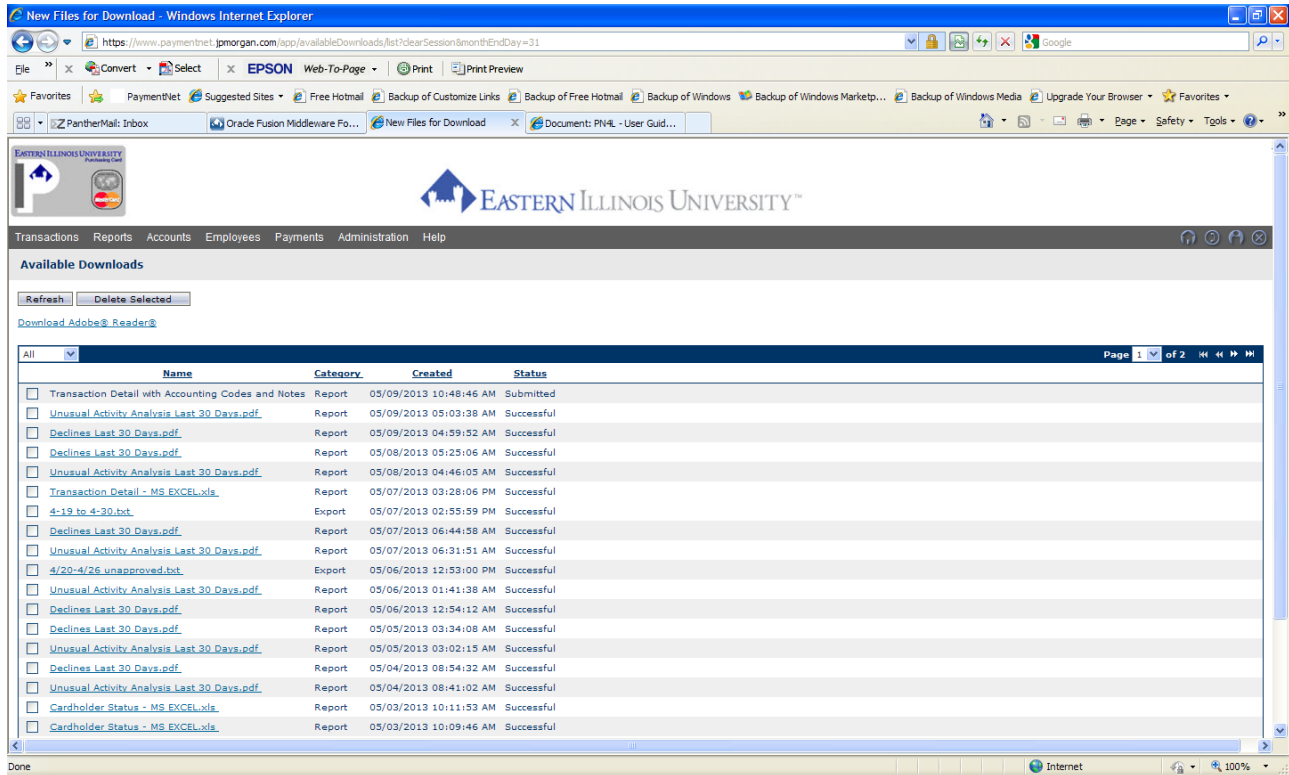
Criteria are restricted by date range, along with three values: Field, Operation, and Value. You may select different criteria in the Field and Operation fields via the drop-down menus. Fill in the last box with the appropriate Value. For example, to view all transactions for a particular vendor:

- Change the **Field** to “Merchant Name”
- Change the **Variable** to “contains”
- Type part of the vendor name in the **Value**
- To add additional rows of criteria, click the plus sign (+)
- To delete rows of criteria, click the “trash can” button
- Select your choice of “And” or “Or” from the drop-down box at the left end of the criteria lines:  
**And** - Meets all criteria specified within the query  
**Or** - Meets any of the criteria specified within the query (meaning that a transaction only has to meet one of the criteria to appear in the query)
- Select the format you want to run the report in by clicking in the drop-down menu next to **Report Format** at the top right of the screen
- When finished, click the **Process Report** button

If you want to regularly run this report, check the box next to **Schedule to Run Automatically** at the bottom of the screen. You will then be prompted to choose the frequency in which you want the report.

## 18.4. View Report On-Line

PaymentNet will automatically load the Available Downloads Screen under the **Reports** module. As soon as your report is ready, it will appear on this page. Most reports are available quickly, so you may click the **Refresh** button until your report appears. You may also continue using PaymentNet and check back later at which time you can also find notification that the report is ready in the Items Awaiting Your Action section of the Welcome Screen.



When the file appears, click on the name of the desired report. It will then generate the report in the format you selected.

## 18.5. Print Report

To print the report from the screen view, click on the **print** icon. To print a file saved to your computer, follow the print instructions applicable to the format you selected.

## 19. PaymentNet Help

The **Help** module can be found in the main navigation bar within PaymentNet. There are two submenus available within the **Help** module: **Help for This Page** and **Help Index**. Help for This Page provides an immediate resource option for each task you are completing on any given screen. The Help Index is an online resource option for PaymentNet users which can be accessed by going to <https://www.paymentnet.ipmorgan.com/help/PaymentNet4.html>.

## 20. Definitions

- 20.1. Account Manager:** The Eastern Illinois University employee who has been assigned responsibility for an organization number through an approval process.
- 20.2. Assistant P-Card Administrator:** The Eastern Illinois University employee from the Department of Procurement, Disbursements and Contract Services (along with the P-Card Administrator) responsible for administering the P-Card Program for the University.
- 20.3. Banner Organization Number:** The Eastern Illinois University general ledger organization numbers assigned to a P-Card. Each P-Card will have a primary default organization number assigned to it. All charges made with the P-Card may be posted to the default organization number if the charges are not reallocated in the PaymentNet system by the designated deadline.
- 20.4. Cardholder:** The Eastern Illinois University employee who has been authorized by the Account Manager and the P-Card Administrators to make purchases on the P-Card. This person is accountable for all charges he or she makes with that card.
- 20.5. Conflict of Interest Disclosure\*:** The form that must be completed to identify an actual or potential situation in which the personal interests of a vendor or employee are, or appear to be, in conflict with the best interests of the University.
- 20.6. Commercial Card Statement:** A report available from JPMorgan Chase through PaymentNet detailing transaction activity for an individual card account number for purchases made during the monthly billing cycle.
- 20.7. Merchant Commodity Code (MCC):** The MCC is a four digit code assigned to every vendor that accepts MasterCard. Examples: The MCC #5411 – County Market Grocery Stores, #5251 – Ace American Hardware.
- MCCs are assigned by the vendor's bank. Eastern Illinois University has no control over what MCC is assigned to a vendor.
- 20.8. Monthly Spending Limit:** The total dollar amount of charges allowed per card per monthly billing cycle.
- 20.9. PaymentNet:** An Internet-based financial reporting system owned by JPMorgan Chase which serves as the database of record for all P-Card transactions. The system is a secure web site, which is derived and maintained by JPMorgan Chase, using the vendor's internal servers. Access to PaymentNet requires a secure password for the Cardholder and Approving Official in order to review, change and approve P-Card transactions. The P-Card Administrator sets up your initial password.
- 20.10. P-Card Administrator:** The Eastern Illinois University employee from the Department of Procurement, Disbursements and Contract Services responsible for administering the P-Card Program for the University and acting as the main contact between Eastern Illinois University and JPMorgan Chase.

- 20.11. Primary Approving Official:** The Eastern Illinois University employee within each department who is primarily responsible for approving a Cardholder's transactions in the PaymentNet system. Primary Approving Officials have the ability to reallocate individual charges to multiple organization numbers. A Primary Approving Official may oversee more than one Cardholder account, depending on how the department elects to manage its accounts. The Primary Approving Official is also responsible for verifying that all charges against the Cardholder's account for that department are backed up by the appropriate supporting documentation and that the documentation is received and retained by the department.
- 20.12. Purchasing Card (P-Card):** A JPMorgan Chase MasterCard issued to a full-time employee of Eastern Illinois University for the purpose of making authorized business-related purchases on behalf of the University. The University will issue payment to JPMorgan Chase for charges made with the P-Card.
- 20.13. Purchasing Card Agreement\*:** An agreement form signed by the Cardholder and the Account Manager, which verifies that the Cardholder has read and understands the guidelines set forth in the P-Card Program Policy and Procedures Manual and agrees to comply with them.
- 20.14. Purchasing Card Application\*:** The form to be completed by prospective Cardholders to obtain a P-Card.
- 20.15. Purchasing Card Maintenance Form\*:** The form that may be completed to update Cardholder information or to cancel a card.
- 20.16. Secondary Approving Official:** Assumes responsibilities in the absence of the Primary Approving Official.
- 20.17. Single Transaction Limit:** The total dollar amount (as determined by P-Card Administrators) allowed for a single purchase. The single purchase may include multiple items but the total dollars expended may not exceed the Cardholder's limit.
- 20.18. Splitting or Stringing:** Splitting or stringing purchases is the practice of processing multiple transactions with a vendor in order to avoid the transaction limit.
- 20.19. Supporting Documentation:** A document that records the relevant details for each item purchased including quantities, dollar amounts, a description of what was purchased, the total charge amount, and the vendor's name and address (i.e., sales receipt, original invoice, credit receipt, etc.), as well as written approvals for purchases (i.e., e-mail from Connie Downey for computer equipment, peripherals or software purchase; e-mail from Jon Crask for off-campus printing purchase; approval for food purchase; etc.).
- 20.20. Vendor:** One who sells goods or services.

\*All forms can be found on-line at <http://www.eiu.edu/purchase/pcard.php>.