

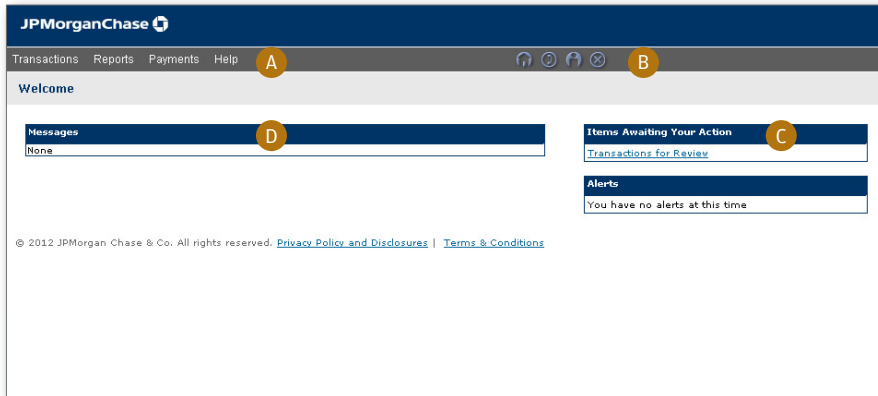
PaymentNet®

Transaction Approver Quick Reference Card

Welcome to PaymentNet

The Welcome screen displays each time you log on to PaymentNet; it serves as your starting point or home screen.

PaymentNet is comprised of four navigation areas. These areas, and detailed descriptions of each navigation option, are shown below.



The PaymentNet Welcome screen is shown above.

Quick Topics

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A. Menu Bar

The menu bar, located at the top of the screen, lists the PaymentNet modules you are authorized to access. The menu items that display depend on your role and permissions. The online help menu is available on every screen; this menu provides resources to answer your questions.

B. Icons

The icons list shortcuts to basic navigation options. These icons can be accessed from all PaymentNet screens:

- Home . Returns you to the Welcome screen.
- Contact Information . Lists important contact information for your program.
- My Profile . Directs you to your PaymentNet profile information.
- Logout . Allows you to securely end your PaymentNet session.

C. Items Awaiting Your Action

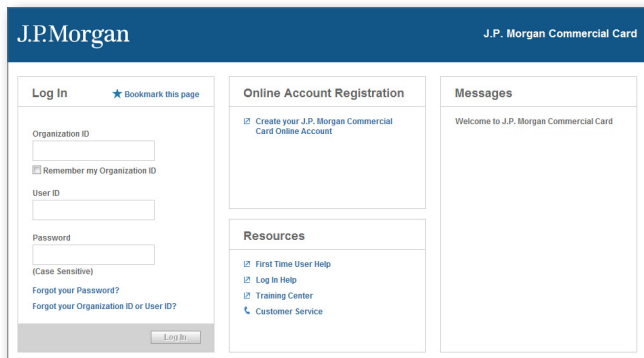
Provides you with quick links to key actions, such as transactions to be reviewed, or approved, as well as files available for download. The word None displays if no items are awaiting your attention.

D. Customizable Messages

Important messages from your organization's program administrator or J.P. Morgan. This might include an important update from J.P. Morgan to all PaymentNet users.

▶ Logging In

- Using your Internet browser, go to the following address:
www.paymentnet.jpmorgan.com.



The PaymentNet Log In screen.

- Enter the following on the PaymentNet **Log In** screen:
 - Organization ID:** Enter your Organization ID
 - User ID:** Enter your User ID
 - Password:** Enter your Password

Note: If you are unsure of your Organization ID, please contact your program administrator. Your password is case sensitive.

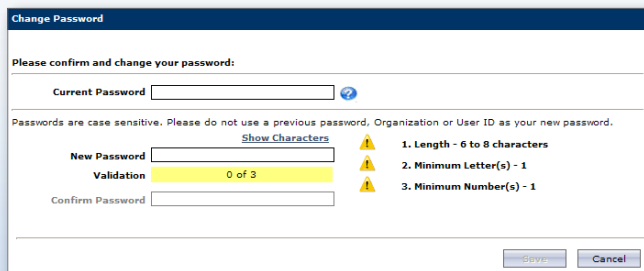
- Select the **Remember my Organization ID** checkbox. PaymentNet saves your Organization ID so you do not have to enter it each time you log in.

Note: J.P. Morgan discourages selecting this option if you are accessing PaymentNet from a public computer.

- Click **Log In**.

▶ Changing Your Password

- From the main menu, select the **My Profile** icon.
- Click the **Change Password** link.



- Enter your **Current Password**.
- Enter and confirm the **New Password**. Passwords are case sensitive and must conform to the password constraints that display to the right of the fields.
- Click **Save**.

▶ Performing a Query to Review Transactions

There are three ways to find and review transactions.

Locate transactions from the transaction list: select Transactions > Manage. The Transaction List screen displays transactions for the last 30 days.

You can also find transactions using an existing (saved) query: select Transactions > Manage, and select an existing query from the drop-down list next to the Set as Default Query link.

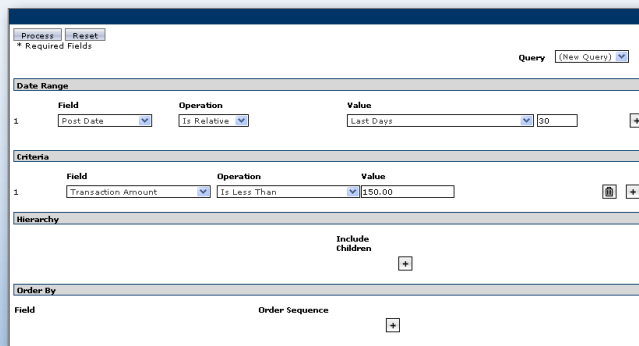
A more specific way is to locate transactions based on the criteria you define by creating a new query. Finding a transaction this way locates just those transactions you need.

Follow the steps below to create a new query to view transactions.


- Perform a new query to locate the specific transactions. Select **Transactions > Query**.
- Enter your date range:
 - Field:** You can select **Post Date** or **Transaction Date** from the drop-down list.
 - Operation:** Select the criteria to measure the field value. The operations that display vary based on the selected Field. For example, **Is Relative** is a relative date range or a period of time that is relative to the current date, e.g., Last Week is a relative date range.
 - Value:** Enter or select the value in the appropriate boxes. Dates should be in the MM/DD/YYYY format.
- Enter your criteria:
 - Field:** Available fields are listed in alphabetical order. Select a field from the drop-down.
 - Operation:** Select the criteria to measure the field value. The operations that display vary based on the selected Field.
 - Value:** Enter or select the value in the appropriate boxes. Dates should be in the MM/DD/YYYY format.

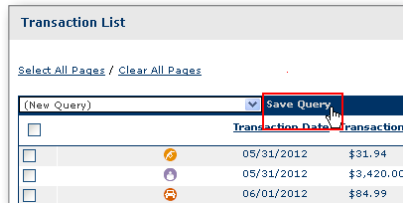
Note: To improve query results, enter the minimum amount of characters for the criteria value to identify text fields. For example: enter "Banana" instead of "Bananas," "Banana's," "Bananas, Inc." or "Banana Store #2342."


- If additional rows of criteria are needed, click the **Plus** icon. To delete a row of criteria, click the **Trash Can** icon.

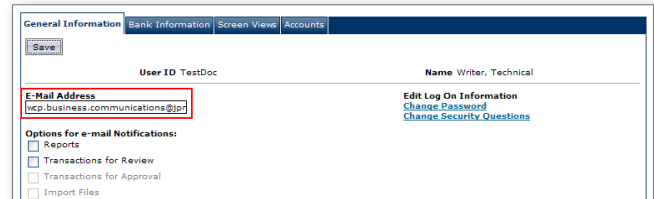


An example of a Transaction Query screen.

5. In the **Order By** section, set the data columns in a specific order:
 - a. Click the **Plus**  icon.
 - b. Select the **Field**.
 - c. Select the **Order Sequence**.
6. Click the **Process** button to run the query. Query results display on the **Transaction List** screen.
7. Click the **Save Query** link located next to the default query drop-down list.
8. Enter the name you want for this query in the text field.
9. Click **Save**. The saved query is now available from the **Save Query** drop-down list.
10. Click the transaction you want to view and approve.
11. On the **Transaction Detail** screen, select the appropriate tab to view additional information:
 - **General Information.** Manage transaction details such as approving transactions, entering tax information, and applying accounting codes.
 - **Receipts.** Attach or fax receipts if your organization has Receipt Imaging enabled.
 - **Addendum.** Review details such as a tracking number associated with an order and the anticipated delivery date.
 - **History.** Review additional transaction audit data.



1. Select the **My Profile**  icon from the main menu. The **General Information** screen displays.
2. If necessary, enter the email address in the **E-mail Address** field. The email address you enter is used for PaymentNet notifications.



3. Select the checkbox next to the email notifications you want to receive. You can elect to receive email notifications for different action items and modules.
4. Click **Save**. A confirmation message displays.

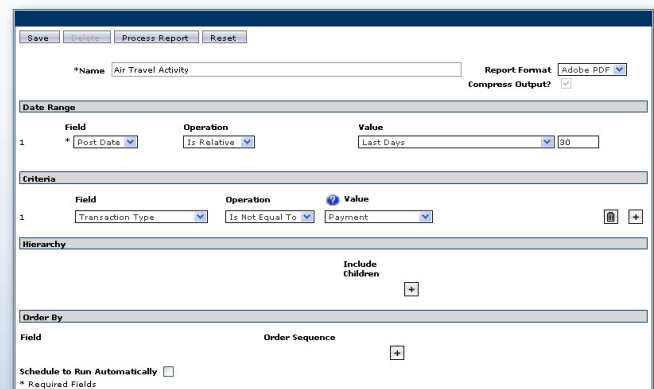
▶ Running a Report

Follow these steps to run an existing report. For example, the Transaction Audit report will provide all transaction changes made over a selected date range.

1. Select **Reports > Create**.
2. On the **Report List**, select the report you want to run.

Note: To view only one report category at a time, select the Report Type from the drop-down list.

3. On the **Report Detail** screen, enter the following report information:
 - **Name.** Enter a name for your report.
 - **Report Format.** Output formats include Adobe® PDF, Microsoft® Excel® and CSV (Comma Separated Value).
 - **Compress Output.** Reports that contain sensitive data are automatically compressed and encrypted.




▶ Reviewing and Approving Cardholder Transactions



1. Select **Transactions > Manage**.
2. On the **Transaction List**, do one of the following:
 - Click the transaction you want to review and approve.
 - Use the multi-select tool to select the transactions you want to review and then click the **Reviewed** button.
3. Review the transaction to make necessary changes, such as editing accounting codes.
4. Select the **Reviewed** checkbox on the **Transaction Detail: General Information** tab.
5. Click **Save**. The transaction will be marked as reviewed and, if applicable, forwarded to the appropriate approver.

▶ Updating Email Notification Preferences

PaymentNet can send you notification email messages. For example, you can add your email address so you get notified when your statement is available.

4. Enter your date range:
 - **Field:** You can select **Post Date** or **Transaction Date** from the drop-down list.
 - **Operation:** Select the criteria to measure the field value. The operations that display vary based on the selected Field. For example, **Is Relative** is a relative date range or a period of time that is relative to the current date, e.g., Last Month is a relative date range.
 - **Value:** Enter or select the value in the appropriate boxes. Dates should be in the MM/DD/YYYY format.
5. To filter the report using criteria, click the **Plus**  icon in the **Criteria** section. Enter your criteria.

Note: Selecting at least one criteria when running reports ensures the report runs quickly and delivers targeted results.

6. If additional rows of criteria are needed, click the **Plus**  icon. To delete rows of criteria, click the **Trash Can** icon.
7. In the **Order By** section, set the data columns to display in the report in a specific order:
 - a. Click the **Plus**  icon.
 - b. Select the **Field**.
 - c. Select the **Order Sequence**.
8. To save the report criteria, click **Save**.
9. Click **Process Report**. Report results are displayed on the **Available Downloads** screen.

▶ Additional Support

You can find answers to most of your questions by using PaymentNet online help. Access online help by clicking Help at the top of any screen in PaymentNet.

If you need further assistance, please contact your company's program administrator or contact J.P. Morgan Customer Service by calling the phone number on the back of your J.P. Morgan card.