

# Using John Carroll University's Purchasing Card (P-CARD)

Website address: <https://www.paymentnet.com>

Overview and instruction presented by  
**Andrew Fronczek**

Executive Director of Purchasing & Auxiliary Services

https://www.paymentnet.com/Login.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.paymentnet.com/Login.asp> Go Links

**JPMorganChase** 2006-07-26 8:16:43 AM

Welcome to JPMorgan Chase PaymentNet.  
Please enter Organization ID, User ID and Pass Phrase.

Organization ID   
User ID   
Pass Phrase

[Login Now >](#) [Forgot your Pass](#)

Preferred Language

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start | Inbox - Microsoft Out... | https://www.paymen... | Internet | 10:16 AM

1. Enter us64670
2. Enter your User Id: This is your first initial with your last name.
3. Enter Pass Phrase. The default is your first initial of your first name, initial of your last name, and last 4 digits of your SS#. It is recommended that you reset your password after you have first logged in.

The screenshot shows the PaymentNet website interface within a Microsoft Internet Explorer browser window. The browser's address bar displays the URL <https://www4.paymentnet.com/default.asp>. The website header features the John Carroll University logo and navigation menus for 'Events/Training', 'Documents', and 'Links'. The main content area includes a welcome message for 'Suzanne Kral' and a sidebar with several menu items: 'PaymentNet™', 'Electronic Statement & Payment', 'Locale Settings', 'Change Pass Phrase', and 'Logoff'. Three callout boxes provide instructions: one points to 'PaymentNet™' with the text 'To review and edit your transactions, click PaymentNet.'; another points to 'Change Pass Phrase' with the text 'Click here to change your password. It is case sensitive with a field length of 5-16 letters and numbers only.'; and a third points to 'Electronic Statement & Payment' with the text 'This option allows you to print your monthly report prior to receiving it through campus mail from JP Morgan Chase.' The browser's status bar at the bottom shows 'Done' and the system tray includes the 'start' button, taskbar icons for 'Inbox - Microsoft ...', 'Oracle Application...', 'Oracle Developer ...', 'PaymentNet™ - Mi...', and 'Old USING P-CAR...', along with system icons and the time '10:52 AM'.

https://www4.paymentnet.com - PaymentNet™ - Microsoft Internet Explorer

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JPMorganChase Menu: ===== Transactions ===== go> John Carroll University | help | home

Transaction List (Custom View) Go to page 1 of 1

Select a View Default View go>

Create Export File> Save Query> Create Query> Mass Update>

Row	Trans ID	Reviewed	BA Approval	Transaction Date	Post Date	Transaction Amount	Trans Merchant Name	Merch. State / Prov	User ID	Org/Restric Org/Fund/Prog	GL Account	Activity	Employee Last Name	Employee First Name	M
1	3406	<input type="checkbox"/>	<input type="checkbox"/>	01/26/2007	01/29/2007	\$188.80	CONTINENTAL	OH	mverleny	331100 101000 520	70421	0	VERLENY	MATTHEW	30
2	3407	<input type="checkbox"/>	<input type="checkbox"/>	01/26/2007	01/29/2007	\$25.00	AGENT FEE	VA	mverleny	331100 101000 520	70421	0	VERLENY	MATTHEW	45
3	333	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/23/2007	01/25/2007	\$290.60	NORTHWEST ORIENT	MN	mverleny	331100 101000 520	70421	0	VERLENY	MATTHEW	30
4	329	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/23/2007	01/24/2007	\$740.00	PDG EVENTS	IN	mverleny	331100 101000 520	71010	0	VERLENY	MATTHEW	73
5	320	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/18/2007	01/22/2007	\$630.00	PRECIOUS CARGO TRANSPORTA	OH	mverleny	219103 260720 361	70411	0	VERLENY	MATTHEW	41
6	314	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/18/2007	01/19/2007	\$194.61	CARLSON WAGONLIT TRAVEL	OH	mverleny	219105 260740 361	70421	0	VERLENY	MATTHEW	47
7	305	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/12/2007	01/16/2007	\$1,000.00	CLEVELAND GENOMICS INC	OH	mverleny	214117 242102 371	70799	0	VERLENY	MATTHEW	55

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Applet QueryWiz started Internet

Note the Trans Id here. Writing this number on your receipt will speed up the reconciliation process at the end of the month.

This is the main transaction screen. To review a transaction in detail, make edits and save the transaction for manager review, click on the transaction.

**IMPORTANT:** Transactions may be edited at any time during the month. You do not have to wait for the monthly statement from JP Morgan Chase.

PaymentNet™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www4.paymentnet.com/PNet/ranger.asp> Go Links >>

JPMorganChase Menu: ===== Transactions ===== go> John Carroll University | help | home

### Transaction Detail Record 242 [Return to Transaction List](#)

Save > Split > Dispute >

Reviewed	<input type="checkbox"/>
BA Approval	<input checked="" type="checkbox"/>
Customer Code	
Merchant ID	145
Visa Merchant ID	000009308958
Trans Merchant Name	GIANT-EAGLE #0203 SU8
Trans Merchant City	CHESTERLAND
Merch. State / Prov	OH
Originating Currency	US Dollar
Orig Currency Amt	\$5.17
Subtotal	\$5.17
Sales Tax Amount	\$0.00
<b>Total</b>	<b>\$5.17</b>

Transaction Notes  
7/19/06 Snacks purchased for both department picn...

User ID: SKRAL - Suzanne Kral  
Org/Restric Org/Fund/Prog: 209100 101000 680 Information Services  
GL Account: 70399 Other Food Costs/Entertainment  
Activity: 0

Match the total shown here against your receipt.

Activity codes must be entered manually.

Your User Id, Organization and GL Account numbers are displayed.

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PaymentNet™ - Microsoft Internet Explorer

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Address <https://www4.paymentnet.com/PNet/ranger.asp> Go Links

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### Transaction Detail Record 242 [Return to Transaction List](#)

Save > Split > Dispute >

Reviewed	<input type="checkbox"/>	User ID	SKRAL - Suzanne Kral
BA Approval	<input checked="" type="checkbox"/>	Org/Restrict Org/Fund/Prog	209100 101000 680 Information
Customer Code		GL Account	70399 Other Food Costs/Entertain
Merchant ID	145	Activity	0
Visa Merchant ID	000009308958		
Trans Merchant Name	GIANT-EAGLE #0203 SUB		
Trans Merchant City	CHESTERLAND		
Merch. State / Prov	OH		
Originating Currency	US Dollar		
Orig Currency Amt	\$5.17		
Subtotal	\$5.17		
Sales Tax Amount	\$0.00		
Total	\$5.17		

Transaction Notes

7/19/06 Snacks purchased for both department picnics.

In the "Transaction Notes" box you **MUST** provide a description of the goods and services and the reason for this purchase.

If this purchase was for business entertainment including business meals, include the

1. Date of service.
2. The business purpose.
3. The names of those in attendance.

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Address: https://www4.paymentnet.com/PNet/ranger.asp

JPMorganChase Menu: ===== Transactions ===== go>

John Carroll University | help | home

### Transaction Detail Record 242

[Return to Transaction List](#)

Save > Split > Dispute >

Reviewed	<input checked="" type="checkbox"/>
BA Approval	<input type="checkbox"/>
Customer Code	
Merchant ID	145
Visa Merchant ID	000009308958
Trans Merchant Name	GIANT-EAGLE #0203 SU8
Trans Merchant City	CHESTERLAND
Merch. State / Prov	OH
Originating Currency	US Dollar
Orig Currency Amt	\$5.17
Subtotal	\$5.17
Sales Tax Amount	\$0.00
Total	\$5.17

User ID: SKRAL - Suzanne Kral

Org/Restric Org/Fund/Prog: 400 101000 680 Information Services

GL Account: 70399 Other Food Co...ment

Activity: 0

Transaction Notes  
7/19/06 Snacks purchased for both department picnics.

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Once you have reviewed this transaction, be sure to click the Reviewed box, then click Save.

# SPLITTING TRANSACTIONS (BETWEEN MULTIPLE ORGANIZATION OR ACCOUNT NUMBERS)

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File Edit View Favorites Tools Help

Address <https://www4.paymentnet.com/PNet/ranger.asp>

JPMorganChase Menu: ===== Transactions ===== go> John Carroll University | help | home

Transaction Detail Record 242 [Return to Transaction List](#)

Save > Split > Dispute >

Reviewed	<input checked="" type="checkbox"/>
BA Approval	<input type="checkbox"/>
Customer Code	
Merchant ID	145
Visa Merchant ID	000009308958
Trans Merchant Name	GIANT-EAGLE #0203 SU8
Trans Merchant City	CHESTERLAND
Merch. State / Prov	OH
Originating Currency	US Dollar
Orig Currency Amt	\$5.17
Subtotal	\$5.17
Sales Tax Amount	\$0.00
Total	\$5.17

User ID: SKRAL - Suzanne Kral

Org/Restrict Org/Fund/Prog: 209100 101000 680 Information Services

GL Account: 70399 Other Food Costs/Entertainment

Activity: 0

Transaction Notes: 7/19/06 Snacks purchased for both department picnics.

To split a transaction, click here to proceed.

**ALTERNATIVE METHOD OF SPLITTING TRANSACTIONS:**  
When attempting to split charges with another department (that you do not have access to), include an explanation in the "Transaction Notes" along with a contact and phone number of the authorizing person from the other department(s). Then email the Purchasing Card Administrator with the Transaction Detail Record number requesting the split.

Done Internet

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File Edit View Favorites Tools Help

Address <https://www4.paymentnet.com/PNet/ranger.asp> Go Links >>

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**Transaction Split for Record # 242** [Return to Transaction List](#)

Save Split > Undo/Cancel Split > Dispute >

Reviewed	<input checked="" type="checkbox"/>	Transaction Notes 7/19/06 Snacks purchased for both department picnics.
BA Approval	<input type="checkbox"/>	
Customer Code		
Trans Merchant Name	GIANT-EAGLE #0203 SU8	
Trans Merchant City	CHESTERLAND	
Merch. State / Prov	OH	
Originating Currency	US Dollar	
Orig Currency Amt	\$5.17	
Subtotal	\$5.17	
Sales Tax Amount	\$0.00	
Total	\$5.17	

Select Number of Splits

User ID	Org/Restric	Org/Fund/Prog	GL Account	Activity	Percent	Amount			
<a href="#">Edit Row &gt;</a>	SKRAL	209100	101000	680	70399	0	50.10%	2.59	<a href="#">Edit Row &gt;</a>
<a href="#">Edit Row &gt;</a>	SKRAL	209100	101000	680	70399	0	49.90%	2.58	<a href="#">Edit Row &gt;</a>

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Done Internet 1:31 PM

The default setting is 2 and will divide the total charged equally as shown below. By choosing a different number, the split will divide by that new number.

To edit the split, click the first "Edit Row". (Either side will work.)

PaymentNet™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www4.paymentnet.com/PNet/ranger.asp

JPMorganChase Menu: ===== Transactions ==

Save Split > Undo/Cancel Split > Dispute >

Reviewed  Transaction Notes  
7/19/06 Purchase for dept pi

BA Approval

Customer Code

Trans Merchant Name GIANT-EAGLE #0203 SU8

Trans Merchant City CHESTERLAND

Merch. State / Prov OH

Originating Currency US Dollar

Orig Currency Amt \$5.17

Subtotal \$5.17

Sales Tax Amount \$0.00

Total \$5.17

Select Number of Splits 2

User ID	Org/Restric Org/Fund/Prog	GL Account	Activity	Percent	Amount
SKRAL	209100 101000 680 Information Services	70399 Other Food Costs/Entertainment	0	50.10	2.59
SKRAL	209100 101000 680	70399	0	49.90%	2.58

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javascript:saveRow(document.Split,4,1,242,2,1,0,document.Split.notes,document.Split.SaveStrRow,document.Split.NotSavedRow,5.17)

start Oracle Application... Oracle Developer ... PaymentNet™ - M... Inbox - Microsoft ... Revised P-CARD.d... 2:34 PM

You may now select a different Organization Code or GL Account code from the drop down menu, enter the Activity code or change the Percentage or change the Amount for each line. (Note: Splits may ONLY be done throughout the current month and cannot be changed after the transaction period has closed.)

**NOTE:** Transactions are typically posted to Banner on the 10<sup>th</sup> of the following month!

Click "Save Row" after your changes.

Then, click "Save Split".

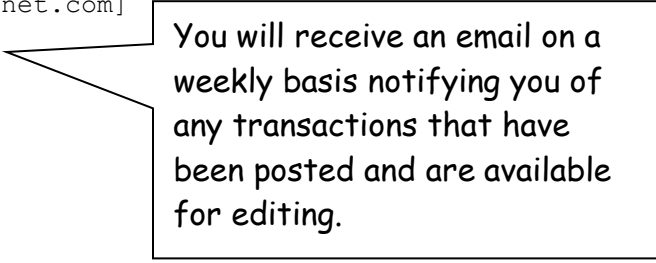
## SAMPLE OF WEEKLY TRANSACTION REMINDER

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-----Original Message-----

From: postmaster@paymentnet.com [mailto:postmaster@paymentnet.com]  
Sent: Tuesday, January 30, 2007 4:58 AM  
To: rmausser@jcu.edu  
Subject: PaymentNet(TM) Transactions Available for Review

JOHN CARROLL UNIVERSITY  
US64670  
rmausser  
XXXX XXXX XXXX 9999  
RICHARD MAUSSER




You will receive an email on a weekly basis notifying you of any transactions that have been posted and are available for editing.

Please do NOT respond to this e-mail; it was generated by an automated

process. The following transactions have posted to PaymentNet(TM). If you have access to PaymentNet(TM) and you are required to update these transactions, please direct your browser to <https://www4.paymentnet.com>

Trans ID: 3335  
Transaction Date: 01/23/2007  
ost Date: 01/25/2007  
Transaction Amount: 31.91  
Trans Merchant Name: PIZZAZZ ON THE CIRCLE Trans Merchant City: UNIVERSITY  
HE



Click on this link to go directly to website.

# GENERATING YOUR MONTHLY REPORT FOR THE BUSINESS OFFICE

To start this process, click on the "Reporting" option of the drop down menu.

PaymentNet™ - Microsoft Internet Explorer

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Address: https://www4.paymentnet.com/PNet/ranger.asp Go Links

**JPMorganChase** Menu: Reporting go> John Carroll University | help | home

### Reports

Select a Category

Cardholder/Employee  Transaction  Merchant  Administration  All

Report	Description
Cardholder Information	The Cardholder Information report provides a listing of card accounts. The report lists: Account Name, Account Number, Address, Business Phone, and Total number of Accounts.
Cardholder Status Report	The Cardholder Status report can be used to identify accounts and status (i.e. Close, Not Activated, Active, etc.). The report which is sorted and sub-totaled by Account Status lists the following: Cardholder Name, Account Number, Open date, Single Transaction Limit, Available Limit, and Status.

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Click on the **Transaction** button to continue.

Done Internet

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Address: https://www4.paymentnet.com/PNet/ranger.asp

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### Reports

Select a Category

Cardholder/Employee  Transaction  Merchant  Administration  All

Report	Description
Purchase Detail Summary	The Purchase Detail Summary can be used to evaluate fuel purchases. The report lists: Account Name, Transaction Date, Merchant Name, Merchant Location, Odometer Reading, Purchase Amount, Purchase Time, Quantity, Grade, Price and Tax.
Purchase Time/Date Exception	The Purchase Time/Date Exception report can be used to monitor fuel purchases that occur outside of the time and date guidelines that have been configured in the Fleet Purchase Exception screen. The report lists: Account Name, Transaction Date, Account #, Merchant, Merchant Location, Purchase Amount, Purchase Time, and Purchase Day.
Purchase Time/Date Summary	The Purchase Time/Date Summary report can be used to analyze fuel purchases by merchant and location. The report lists: Merchant Name, Merchant Location, Purchase Amount, Purchase Time, and Purchase Day.
Spending Exception	The Spending Exception report can be used to monitor transactions that exceed the configured spending limits. The report lists: Account Name, Transaction Date, Merchant Name, Merchant Location, Purchase Amount, and Purchase Time.
T & E Expense Activity	The T & E Expense Activity report can be used to analyze the total dollar amount spent on each of the following travel types of Credit Transactions by Type, Total Dollar Amount by Type, Grand Totals by Transaction Count, Amount Type and Average Type.
T & E Expense Activity by Cardholder	The T & E Expense Activity by Cardholder report can be used to analyze at the account level, the total and average dollar amount spent on each of the following travel types of purchases: Airlines, Lodging, Car Rental, Transportation, Restaurant, Cash, and Other. Subtotals are provided for each account, as well as Grand Totals for the entire report. The report lists: Cardholder Name, Type of Travel Activity, Number of Transactions for the Activity type, Total Dollar Amount, Average Dollar Amount.
T & E Transaction Activity	The T & E Transaction Activity lists the T & E transactions, grouped by cardholder. Displays the Transaction Date, Merchant Name, Debit Count, Debit Amount, Credit Count and Credit Amount.
Transaction Detail with Account Codes and Notes	The Transaction Detail with Account Codes and Notes report lists all transactions by Cardholder including merchant name, transaction and post dates, transaction amount, up to 8 account codes, and transaction notes.
Transaction Detail with Payments	The Transaction Detail with Payments report can be used to monitor the purchases and payments for each account. The report lists: Account Name, Transaction Date, Post Date, Transaction Amount, Merchant Name, Merchant City and State, and MCC Code.
Transaction Disputes by Hierarchy	The Transaction Disputes by Hierarchy report can be used to monitor the status of disputed transactions. The report lists: Account Name, Account #, Merchant Name, Transaction Date, Transaction Amount, Date Disputed, and Date Resolved.
Transactions by Industry/Vendor	The Transactions by Industry/Vendor report can be used to analyze account usage with each Merchant within the following T&E industries: Airlines, Lodging, Car Rental, Transportation, Restaurants, Cash, and Other. Subtotals are provided for each type of industry. The report lists: Industry, Merchant Name, Merchant City and State, Number of Transactions per Merchant, and Total Dollar Spent per Merchant.

**HIGHLIGHT "Transaction Detail with Account Codes and Notes". This report MUST be created each month to be included as part of the package that is turned into the Business Office.**

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Applet QueryWiz started

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https://www4.paymentnet.com - PaymentNet™ - Microsoft Internet Explorer

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JPMorganChase Menu: ===== Transactions ===== go> John Carroll University | help | home

### Query Wizard For Transaction List

Process Query > Bypass Criteria > Cancel > Reset Wizard > Reset Query >

Find records where All of the following apply

Accounting Cycle	is equal to	Jul 2006	X
Employee Last Name	is equal to	Kral	X +

This area allows you to define your query based on different criteria.

This addition button allows you to narrow your search even more.

Order by the following fields Reset

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JPMorganChase Menu: ===== Transactions ===== go John Carroll University | help | home

### Query Wizard For Transaction List

Process Query > Bypass Criteria > Cancel > Reset Wizard > Reset Query >

Find records where All of the following apply

Accounting Cycle	is equal to	Jul 2006	X
Employee Last Name	is equal to	Kral	X +

Order by the following fields Reset

Once you have selected the criteria, click "Process Query".

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PaymentNet™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://www4.paymentnet.com/PNet/ranger.asp> Go Links

**JPMorganChase** Menu: Reporting go> John Carroll University | help | home

### Report Transaction Detail with Account Codes and Notes [Return to Report List](#)

Save Report Criteria >

Optional File Prefix

Click to create your report in Adobe .pdf format. →

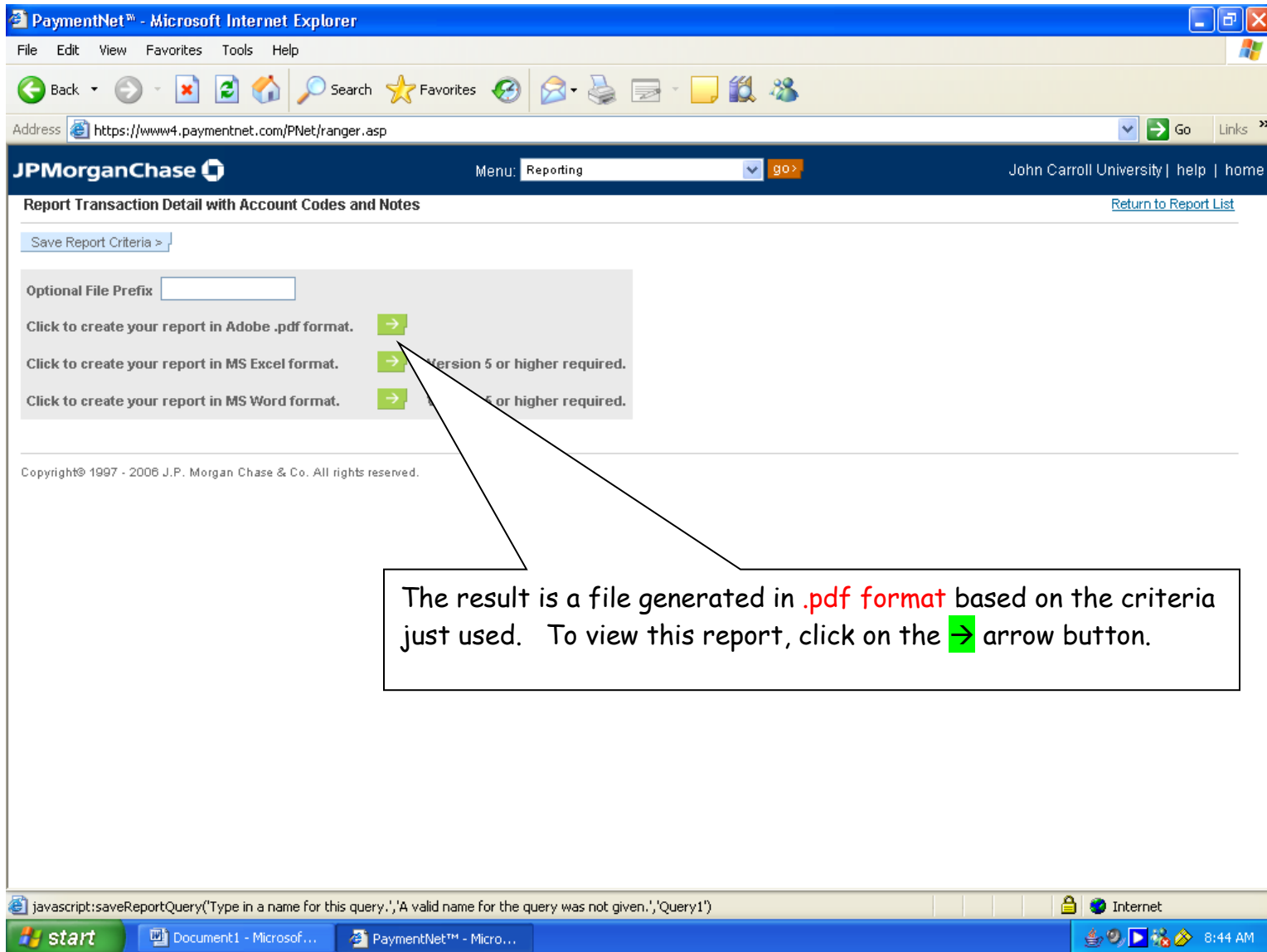
Click to create your report in MS Excel format. → Version 5 or higher required.

Click to create your report in MS Word format. → Version 6 or higher required.

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javascript:saveReportQuery('Type in a name for this query.','A valid name for the query was not given.','Query1')

start Document1 - Microsof... PaymentNet™ - Micro... 8:44 AM

The image is a screenshot of a Microsoft Internet Explorer browser window. The address bar shows the URL https://www4.paymentnet.com/PNet/ranger.asp. The page header includes the JPMorganChase logo, a 'Menu: Reporting' dropdown, and a 'go>' button. The main content area is titled 'Report Transaction Detail with Account Codes and Notes' and includes a 'Save Report Criteria >' link. Below this, there are three rows of report format options, each with a green arrow button: 'Optional File Prefix' with an empty text box, 'Click to create your report in Adobe .pdf format.', 'Click to create your report in MS Excel format.' (with a note 'Version 5 or higher required.'), and 'Click to create your report in MS Word format.' (with a note 'Version 6 or higher required.'). A callout box with a black border and white background points to the first green arrow button. The callout text reads: 'The result is a file generated in .pdf format based on the criteria just used. To view this report, click on the → arrow button.' The browser's status bar at the bottom shows a JavaScript error: 'javascript:saveReportQuery('Type in a name for this query.','A valid name for the query was not given.','Query1')'. The Windows taskbar at the very bottom shows the Start button, open windows for 'Document1 - Microsof...' and 'PaymentNet™ - Micro...', and the system tray with the time '8:44 AM'.

PaymentNet™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www4.paymentnet.com/PNet/ranger.asp

JPMorganChase Menu: Available Download Files John Carroll University | help | home

### Available Download Files

Your file will be available on this page (Available Download Files) as soon as it is processed. You may refresh this page or check back at a later time to view the link for download. You do not need to wait for e-mail notification.

Refresh > Notify me by email when files become available

Go to page 1 of 1

File Name	Description	Creation Date	
Transaction Detail with Account Codes and Notes-SKRAL-13828-2006-07-31-092645.pdf	Transaction Detail with Account Codes and Notes	7/31/2006 9:26:45 AM	Delete >
Transaction Detail with Account Codes and Notes-SKRAL-12844-2006-07-31-091645.pdf	Transaction Detail with Account Codes and Notes	7/31/2006 9:16:46 AM	Delete >
Transaction Detail with Account Codes and Notes-SKRAL-13372-2006-07-28-064434.pdf	Transaction Detail with Account Codes and Notes	7/28/2006 6:44:34 AM	Delete >
Transaction Detail with Account Codes and Notes-SKRAL-1536-2006-07-21-123308.pdf	Transaction Detail with Account Codes and Notes	7/21/2006 12:33:09 PM	Delete >

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start Inbox - Microsoft... Suz P-CARD.doc ... PaymentNet™ - ... FA MM KRAL@pju

**NOTE: If the report is not visible, click the "Refresh" button until the report appears in the list below.**

**To view this .pdf report, simply click on it.**

**To delete old reports, click "Delete."**

PaymentNet™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www4.paymentnet.com/PNet/ranger.asp

JPMorganChase Menu: Available Download Files go> John Carroll University | help | home

Save a Copy Search Select 91% Adobe Reader 7.0

## John Carroll University

### Transaction Detail with Account Codes and Notes

Date Printed: 07/28/2006 06:44:34AM Orientation: Landscape

TRANS ID	NAME	ACCOUNT NUMBER	TRAN DATE	POST DATE	MERCHANT NAME	MERCHANT CITY	STATE	MCC	SALES TAX	TRAN AMOUNT	
242	KRAL, SUZANNE	XXXXXXXX0001962713	07/19/2006	07/20/2006	GIANT-EAGLE #0203 SUS	CHESTERLAND	OH	5411	\$0.00	\$5.17	
NOTES			7/19/06 Snacks purchased for both department picnics.								
User ID			SKRAL								
Org/Restr			209100 101000 680								
GL Account			70399								
GRAND TOTALS									TOTAL AMOUNT: 1	\$0.00	\$5.17

End of Report

1 of 1

Applet QueryWiz started Internet 8:47 AM

Here's a sample of a .pdf report. A printed copy must be sent along with your receipts and statement from JP Morgan Chase to the Business Office by the 15<sup>th</sup> of the month following the statement date.

# ASSEMBLING YOUR MONTHLY PCARD STATEMENT PACKET

**CallPhoneShop**  
Shipping Confirmation  
Thank you for your order. Please print this page for your records.  
If you have any questions about your order, please Contact Us  
Shipping Cost

Page 1 of 1

File Qty. Cost  
2 \$39.98  
\$39.98  
\$6.99  
\$8.00  
\$16.97

**Commercial Card Statement**  
JP Morgan Chase  
ACCOUNT NUMBER: 375981234567890102  
BILLING DATE: 01/15/08  
DUE DATE: 02/15/08  
CREDIT LIMIT: \$10,000.00  
STATE: MD  
CITY: BALTIMORE  
ZIP: 21201

JOHN CARROLL UNIVERSITY  
ADDRESS: FROM OZEM  
2000 MOUNTAIN VIEW BLVD  
UNIVERSITY HEIGHTS, MD 44116-5000

COMMERCE CARD SOLUTIONS  
P.O. Box 407  
Card Services | 1.877.364.4477

**Transaction Detail with Account Codes and Notes**  
Account Number: 375981234567890102  
Billing Date: 01/15/08  
Due Date: 02/15/08  
Cardholder Name: JOHN CARROLL UNIVERSITY  
Cardholder Address: 2000 MOUNTAIN VIEW BLVD, UNIVERSITY HEIGHTS, MD 44116-5000  
Cardholder Phone: 410.326.1000  
Cardholder Email: jcarroll@jcu.edu

DATE	TIME	DESCRIPTION	AMOUNT	ACCOUNT CODE	NOTES
01/15/08	10:30	CALLPHONE SHOP	39.98	5000	PHONE SERVICE
01/15/08	11:00	AMERICAN EXPRESS	6.99	5000	AMERICAN EXPRESS
01/15/08	11:30	AMERICAN EXPRESS	8.00	5000	AMERICAN EXPRESS
01/15/08	12:00	AMERICAN EXPRESS	16.97	5000	AMERICAN EXPRESS
TOTAL ACTIVITY			71.94		

Signature: *[Handwritten Signature]*  
Date: 1/16/08

Attach copies of all receipts referenced in the statement/transaction detail. A "Missing Document Form" must be submitted for any missing receipts along with a detailed explanation.

The second item in your packet should be your printed "Transaction Detail with Account Codes and Notes".

Your Statement should be on the top of the packet with your signature and date, PLUS the signature and date of your supervisor (e.g. Director, Chair, Vice President, etc.). Please staple the packet together.

# VIEWING/EDITING YOUR PROFILE

PaymentNet™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www4.paymentnet.com/PNet/ranger.asp

JPMorganChase Menu: ===== Transactions ===== go>

John Carroll University | help | home

Transaction List (Custom View)

Select a View Default View go>

Create Export File> Save Query> Create Query>

Row ID	Trans ID	Reviewed	BA Approval	Transaction Date	Post Date	Transaction Amount	Trans
1	242	<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/19/2006	07/20/2006	\$5.17	GIAN

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Select this option to review your account profile.

PaymentNet™ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www4.paymentnet.com/PNet/ranger.asp

JPMorganChase Menu: Profile for 0001962713 go John Carroll University | help | home

Employee Profile for SUZANNE KRAL [Return to Employee/User List](#)

Primary Name	KRAL, SUZANNE
Secondary Name	
Employee Address 1	20700 NORTH PARK BLVD
Employee Address 2	
City, State/Province, ZIP/Postal Code	UNIVERSITY HEIGHTS, OH 44118
Employee Business Phone	2163974463
E-mail Address	<input type="text" value="kral@jcu.edu"/>
E-mail Address 2	<input type="text"/>
Account Number	0001962713
Status	Active
Card Report Level	04
Card Report ID	209100 - Information Services
Expiration Date	07/09
Max Daily Purchase	99999
Purchase Number CTD	99999
Daily Amount Limit	9999999999
Single Transaction Limit	10
Spend Limit	50
Cash Advance Limit	0

User ID  
 - Suzanne Kral

Org/Restrict Org/Fund/Prog  
 - Information Services

GL Account

Activity

Make sure your User Id, Organization, and other items displayed here are correct. If not, advise Andrew Fronczek at ext. 3025 as soon as possible.

Applet QueryWiz started

start | Inbox - Microsoft... | Oracle Applicatio... | Oracle Developer... | PaymentNet™ - ... | Old USING P-CAR... | 11:02 AM