

Reallocating P-Card Transactions in PaymentNet

Sign into PaymentNet www.paymentnet.jpmorgan.com

Org ID: ndakota

User ID: first name last name, no dot, EXP; Jonsmith

Password: Cardholders are emailed a password from JP Morgan when their P-Card is ordered. A new password will need to be set up the first time a cardholder logs in.

1. Under the Transaction tab, select **Manage**.

The screenshot shows the J.P. Morgan PaymentNet interface. The 'Transactions' tab is active, and the 'Manage' option is selected from a dropdown menu. Below the navigation menu, there is a search bar and a table of transactions. The table has columns for Transaction ID, Cardholder Last Name, Cardholder First Name, Account Number, Transaction Date, Post Date, Transaction Amount, and Merchant Name. The first few rows of the table are:

Transaction ID	Cardholder Last Name	Cardholder First Name	Account Number	Transaction Date	Post Date	Transaction Amount	Merchant Name
2594928730001	GRABA	MICHELLE	*****5342	05/08/2018	05/08/2018	\$275.29	GLOBAL EXPERIENCE S
2594928735001	GRABA	MICHELLE	*****5342	05/08/2018	05/08/2018	\$130.96	AMAZON.COM
2594928734001	GRABA	MICHELLE	*****5342	05/07/2018	05/08/2018	\$100.00	ND BOARD OF SW
2594928733001	GRABA	MICHELLE	*****5342	05/07/2018	05/08/2018	\$34.40	AMAZON MKTPLACE PA
2594928732001	HEISLER	DEE	*****3835	05/07/2018	05/08/2018	\$104.18	BERTELSON TOTAL OF
2594928731001	HEISLER	DEE	*****3835	05/07/2018	05/08/2018	\$2,226.29	INT'N 'WAGNER PETRI
2594928730001	HEISLER	DEE	*****3835	05/07/2018	05/08/2018	\$17,490.00	CORE LABORATORIES I
2594928729001	HEISLER	DEE	*****3835	05/07/2018	05/08/2018	\$31.00	LIPS
2594928728001	HEISLER	DEE	*****3835	05/07/2018	05/08/2018	\$50.01	UPS

2. Click on the transaction you want to reallocate.

Transaction ID	Cardholder Last Name	Cardholder First Name	Account Number	Transaction Date	Post Date	Transaction Amount	Merchant Name
2586212861001	ISEMINGER	CARL	*****1085	04/23/2018	04/24/2018	\$199.99	LASER SYSTEMS
2580875047001	ISEMINGER	CARL	*****1085	04/13/2018	04/16/2018	\$225.00	ACT'THE ORDINARY SUCCE

3. Cardholders can reallocate the PSFT Account, Fund, Project and Program number.
 - Cardholders are not allowed to reallocate to another department or charge to grant funding.
 - A journal voucher needs to be completed to charge a grant fund.
 - When reallocating, delete the default criteria and enter the new account, fund, project or program.

Accounting Codes

Chart of Accounts:

Business Unit:

SpeedChart:

PSFT Account:

Fund:

Dept ID:

Operating Unit:

Class:

PC BU:

Project:

Activity:

Program:

4. Transactions can be reallocated to multiple funds. Click on add lines.

General Information | Addendum | History

5. Add the number of lines you want the transaction allocated to and click add. For example, if you are going to split the transaction 50/50, put 2 lines.

General Information | Addendum | History

6. The dollar amount for each funding line can be changed in the unit price:

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	
1	Commercial Card Purchase	1.00	100.00	<input type="checkbox"/>	50.00	100.00	Delete

7. Click on the drop down by each line number.

Item	Item Description	# of Units
▶ 1	Commercial Card Purchase	1.00
▶ 2	Commercial Card Purchase	1.00

8. Enter the correct funding source.

Item	Item Description	# of Units
▼ 1	Commercial Card Purchase	1.00

Accounting Codes

Chart of Accounts ▼

Business Unit * ▼

SpeedChart ▼

PSFT Account * ▼

Fund * ▼

Dept ID *

Operating Unit ▼

9. After you allocate each line item scroll up and click save.

General Information | Addendum | History

Deadline for reallocating P-Card Transactions:

The reporting period ends on the last business day of each month.

Transactions posting the first three weeks of each month will be uploaded into PeopleSoft around the third of the following month.

Transactions posting the last week or so of each month are uploaded around the 10th of the following month.

You can find the Purchasing card calendar with upload and statement due dates here:

https://und.edu/finance-operations/procurement-and-payment-services/files/docs/guidance/pcard/2018_p-card_calendar.pdf