Accessing PaymentNet:

PaymentNet (https://www.paymentnet.jpmorgan.com) is a very user-friendly web version of the purchasing card software which allows cardholders or identified representatives to review and edit their purchasing card transactions (change account numbers, correct object/sub-object codes, and assign internal references or descriptions) and to print statements.
Review and edits will need to be completed and printed statements, along with all supporting documentation (itemized and priced receipts, invoices, confirmations or on-line purchase screen prints), will need to be submitted to the Purchasing Team Office (Ross Hall, room 104A, MS0124) by the end date based on the schedule shown below. At that time, edited purchasing card transactions will be posted into the university financial accounting system. If no edits are performed, the default account number associated with each purchasing card and the object/sub-object assigned by PaymentNet will be charged.
PaymentNet Review Schedule:

The following schedule is to be used for reviewing and editing purchasing card transactions:

PaymentNet Posting Date "FY 16"	PaymentNet Edits Completed and Statements Due in Controller's Office (to be done by 4:00 p.m.)
July 1 – 15, **2015**	July 28
July 16 – 31	Aug 11
Aug 1 -15	Aug 26
Aug 16 -31	Sept 10
Sept 1 - 15	Sept 25
Sept 16 -30	Oct 12
Oct 1 - 15	Oct 26
Oct 16 - 31	Nov 9
Nov 1-15	Nov 23
Nov 16-30	Dec 10
Dec 1-15	Dec 28
Dec 16-31,2015	Jan 12, 2016
Jan 1-15, **2016**	Jan 26
Jan 16-31	Feb 9
Feb 1-15	Feb 24
Feb 16-28	Mar 10
Mar 1-15	Mar 28
Mar 16-31	Apr 12
Apr 1-15	Apr 26
Apr 16-30	May 10
May 1-15	May 25
May 16-31	June 10
June 1-15	June 27
June 16-30	July 8

If cardholders have not already identified who, other than themselves, will have the responsibility for accessing PaymentNet to review and edit purchasing card transactions and print statements, contact Marilyn Fry (fry@unr.edu), Elaine Casey (ecasey@unr.edu), Rebecca Mosher (rmosher@unr.edu) (or Bob Andrews (rcandrews@unr.edu). PaymentNet training (approximately 1 hour) is being conducted on an as needed basis. To schedule a training session, please contact Marilyn Fry at 784-4160, Elaine Casey at 784-4171, Rebecca Mosher at 784-1059 or Bob Andrews at 784-1203.