

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 17"	PaymentNet Edits Completed and Statements Due in Controller's Office (to be done by 4:00 p.m.)
July 1 – 15, 2016	July 26
July 16 – 31	Aug 10
Aug 1 -15	Aug 26
Aug 16 -31	Sept 12
Sept 1 - 15	Sept 27
Sept 16 -30	Oct 11
Oct 1 - 15	Oct 25
Oct 16 - 31	Nov 09
Nov 1-15	Nov 23
Nov 16-30	Dec 12
Dec 1-15	Dec 27
Dec 16-31,2016	Jan 10, 2017
Jan 1-15, 2017	Jan 26
Jan 16-31	Feb 10
Feb 1-15	Feb 23
Feb 16-28	Mar 10
Mar 1-15	Mar 28
Mar 16-31	Apr 11
Apr 1-15	Apr 25
Apr 16-30	May 10
May 1-15	May 25
May 16-31	June 12
June 1-15	June 27
June 16-30	July 10

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), Diane Morgan (demorgan@unr.edu) (or Joyce Stauffenberg (sjoyce@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 Joyce stauffenberg at 784-1203.