

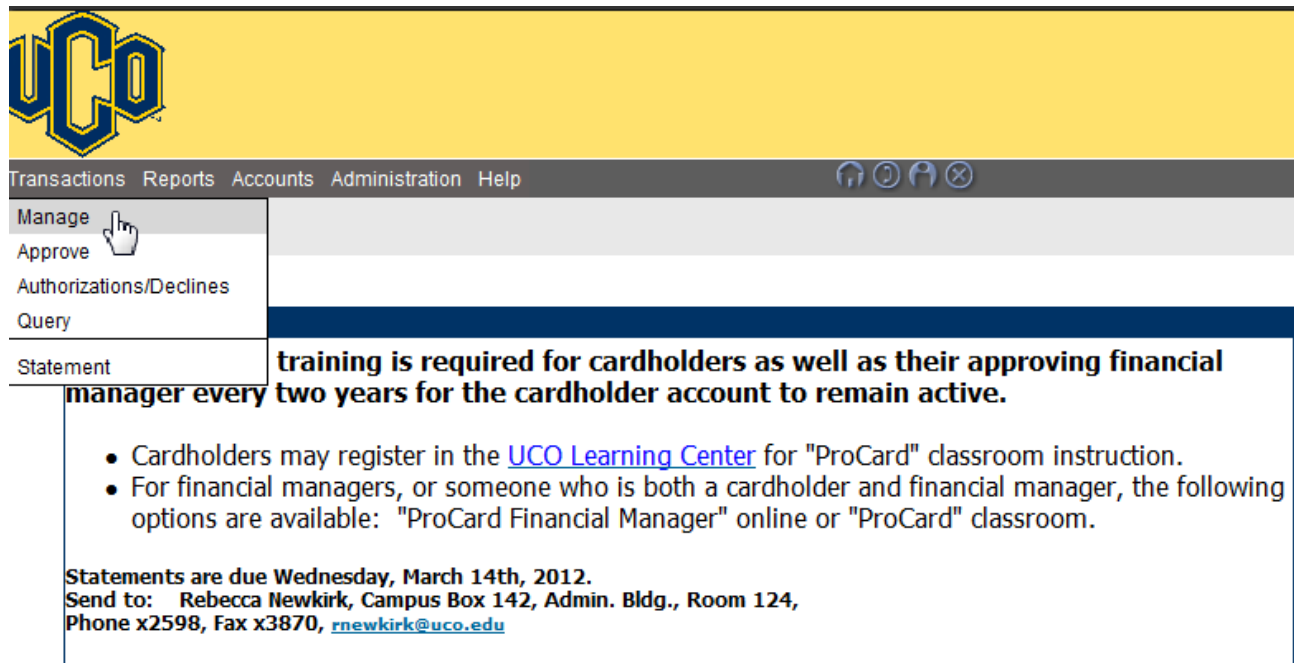
# PaymentNet

Adding Lines when using  
Multiple Orgs and/or Accounts.



# Login to PaymentNet

- On the Home Page Select the Transactions Tab and Click Manage



The screenshot shows the UCO PaymentNet interface. At the top left is the UCO logo. Below it is a navigation bar with tabs: Transactions, Reports, Accounts, Administration, and Help. A dropdown menu is open under the Transactions tab, with 'Manage' selected. The main content area displays a message about financial manager training requirements.

**training is required for cardholders as well as their approving financial manager every two years for the cardholder account to remain active.**


- Cardholders may register in the [UCO Learning Center](#) for "ProCard" classroom instruction.
- For financial managers, or someone who is both a cardholder and financial manager, the following options are available: "ProCard Financial Manager" online or "ProCard" classroom.

Statements are due Wednesday, March 14th, 2012.  
Send to: Rebecca Newkirk, Campus Box 142, Admin. Bldg., Room 124,  
Phone x2598, Fax x3870, [rnewkirk@uco.edu](mailto:rnewkirk@uco.edu)

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# Click on the Desired Transaction




Transactions Reports Accounts Administration Help

Transaction List  Last Name   [Advanced](#)

Statement (default)

	Last Name	First Name	PostDate	Merchant	Transaction Amount	Reviewed	Default Chart of Accounts	MCC Description	Transac
\$	NEWKIRK	REBECCA	3/19/2012	DRI*NUANCE	<a href="#">\$71.94</a>	<input type="checkbox"/>	UCO COA	010179 73125 Computer Software Stores	3/17/20
\$	NEWKIRK	REBECCA	3/14/2012	OFFICEMAX CT*IN#758893	<a href="#">\$27.92</a>	<input type="checkbox"/>	UCO COA	010179 73613 Stationery, Office & School Supply Stores	3/13/20
\$	NEWKIRK	REBECCA	3/2/2012	CU BUSINESS OFFICE 1	<a href="#">\$149.00</a>	<input type="checkbox"/>	UCO COA	010179 72215 College, Universities, Professional Schools	2/29/20
\$	NEWKIRK	REBECCA	3/2/2012	CU BUSINESS OFFICE 1	<a href="#">\$149.00</a>	<input type="checkbox"/>	UCO COA	010179 72215 College, Universities, Professional Schools	2/29/20
\$	NEWKIRK	REBECCA	3/2/2012	CU BUSINESS OFFICE 1	<a href="#">\$149.00</a>	<input type="checkbox"/>	UCO COA	010179 72215 College, Universities, Professional Schools	2/29/20
\$	NEWKIRK	REBECCA	3/2/2012	CU BUSINESS OFFICE 1	<a href="#">\$149.00</a>	<input type="checkbox"/>	UCO COA	010179 72215 College, Universities, Professional Schools	2/29/20



# Click Add Lines

General Information | Addendum | History

Save | **Add Lines** | Dispute

**Settlement Method** Commercial Card  
**Transaction Type** Purchase  
**Purchase Method** Unknown, method not specified  
**Account Number** \*\*\*\*\*90  
**Transaction Date** 3/13/2012  
**Post Date** 3/14/2012  
**MCC** 5943  
**Merchant** OFFICEMAX CT\*IN#758893  
877-969-6629, IL, US

**Parent Merchant:** OFFICEMAX CT  
**Exported**

**Customer Code**  
**Micro Reference** 05436842074000086969655  
**Authorization Number** 004637  
**Transaction ID** 141393190

**Original Currency** USD  
**Original Amount** \$ 27.92  
**Tax** \$ 0.00  
**Settlement Currency** USD  
**Total** \$ 27.92

**Approval** **Status New**  
Reviewed   
Approval 1 Any

**Accounting Codes**  
**Chart of Accounts** UCO COA  
**Organization** 010179 - Asst. VP for Finance / Accounti  
**Account** 73613 - Office Supplies Non-Expendable

**Transaction Notes**



- Type in the Number of Orgs or Number of Expense Codes you Need in the Enter # of Lines Box
- Click Add

General Information Addendum History

Save Add Lines Dispute Enter # of Lines Add Cancel

**Settlement Method** Commercial Card  
**Transaction Type** Purchase  
**Purchase Method** Unknown/Method not specified  
**Account Number** \*\*\*\*\*  
**Transaction Date** 3/13/2012  
**Post Date** 3/14/2012  
**MCC** 5943  
**Merchant** OFFICEMAX CT\*IN#758893  
 877-969-6629, IL, US  
  
**Parent Merchant:** OFFICEMAX CT  
**Exported**   
  
**Customer Code**  
**Micro Reference** 05436842074000086969655  
**Authorization Number** 004637  
**Transaction ID** 141393190  
  
**Original Currency** USD  
**Original Amount** \$ 27.92  
**Tax** \$ 0.00  
**Settlement Currency** USD  
**Total** \$ 27.92

**Approval** Status New  
 Reviewed   
 Approval 1 Any

**Accounting Codes**  
**Chart of Accounts** UCO COA  
**Organization** 010179 - Asst. VP for Finance / Accounti  
**Account** 73613 - Office Supplies Non-Expendable

**Transaction Notes**  
 Gale's Footrest.



# Click the Arrows to Expand Lines

Line Item Level Accounting

**Line Totals**  
100% \$ 45.91

	<u>ItemDescription</u>	<u># of Units</u>	<u>Unit Price</u>	<u>Taxable</u>	<u>%</u>	<u>Total</u>	
1	Commercial Card Purchase	1.00	5.51	<input type="checkbox"/>	12	5.51	
<b>Accounting Codes</b>							
Chart of Accounts UCO COA ▼							
Organization							
010179 - Asst. VP for Finance / Accountii ▼							
Account							
73614 - Office Supplies ▼							
	<u>ItemDescription</u>	<u># of Units</u>	<u>Unit Price</u>	<u>Taxable</u>	<u>%</u>	<u>Total</u>	
2	Commercial Card Purchase	1.00	24.33	<input type="checkbox"/>	53.00	24.33	
	<u>ItemDescription</u>	<u># of Units</u>	<u>Unit Price</u>	<u>Taxable</u>	<u>%</u>	<u>Total</u>	
3	Commercial Card Purchase	1.00	16.07	<input type="checkbox"/>	35.00	16.07	+



- You Can Change the Org Number and/or Expense Code
- Change the Unit Price to Reflect the Correct Amount for Each Line

Line Item Level Accounting Line Totals  
100% \$ 45.91

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	5.51	<input type="checkbox"/>	12	5.51
<b>Accounting Codes</b> Chart of Accounts: UCO COA Organization: 010179 - Asst. VP for Finance / Accounti Account: 73614 - Office Supplies						
2	Commercial Card Purchase	1.00	24.33	<input type="checkbox"/>	53.00	24.33
<b>Accounting Codes</b> Chart of Accounts: UCO COA Organization: 010179 - Asst. VP for Finance / Accounti Account: 73614 - Office Supplies						
3	Commercial Card Purchase	1.00	16.07	<input type="checkbox"/>	35.00	16.07



# \*Note: Only Change the Unit Price

total \$ 27.25

Line Item Level Accounting

**Line Totals**  
100% \$ 27.25

ItemDescription	# of Units	Unit Price	Taxable	%	Total
1 Commercial Card Purchase	1.00	9.08	<input type="checkbox"/>	33.32	9.08

**Accounting Codes**

Chart of Accounts UCO COA

Organization  
010351 - Administrative Support Service

Account  
73614 - Office Supplies

ItemDescription	# of Units	Unit Price	Taxable	%	Total
2 Commercial Card Purchase	1.00	9.08	<input type="checkbox"/>	33.32	9.08

**Accounting Codes**

Chart of Accounts UCO COA

Organization  
010351 - Administrative Support Service

Account  
73614 - Office Supplies

ItemDescription	# of Units	Unit Price	Taxable	%	Total
3 Commercial Card Purchase	1.00	9.09	<input type="checkbox"/>	33.36	9.09

Annotations: Red boxes highlight the % column for lines 1 and 2, and the Unit Price column for line 3. Red arrows point from the 'Do Change Unit Price' box to the Unit Price field of line 1 and the % field of line 2. A 'Do Not Change' box is placed near the % field of line 2.





# Check to see if the Lines Total the Amount of the Charge

Settlement Currency USD  
Total \$ 45.91

Line Item Level Accounting

ItemDescription	# of Units	Unit Price	Taxable	%	Total
1 Commercial Card Purchase	1.00	5.51	<input type="checkbox"/>	12	5.51
<b>Accounting Codes</b>					
Chart of Accounts UCO COA					
Organization 010179 - Asst. VP for Finance / Accounti					
Account 73614 - Office Supplies					
2 Commercial Card Purchase	1.00	24.33	<input type="checkbox"/>	53.00	24.33
<b>Accounting Codes</b>					
Chart of Accounts UCO COA					
Organization 010179 - Asst. VP for Finance / Accounti					
Account 73614 - Office Supplies					
3 Commercial Card Purchase	1.00	16.07	<input type="checkbox"/>	35.00	16.07
<b>Accounting Codes</b>					
Chart of Accounts UCO COA					
Organization 010179 - Asst. VP for Finance / Accounti					
Account 73614 - Office Supplies					

**Line Totals**  
100% \$ 45.91



# Click Save when Finished

General Information | Addendum | History

Save | Add Lines | Dispute

**Settlement Method** Commercial Card  
**Transaction Type** Purchase  
**Purchase Method** Unknown Method not specified  
**Account Number** \*\*\*\*\*  
**Transaction Date** 3/13/2012  
**Post Date** 3/14/2012  
**MCC** 5943  
**Merchant** OFFICEMAX CT\*IN#758893  
877-969-6629, IL, US

**Parent Merchant:** OFFICEMAX CT  
**Exported**

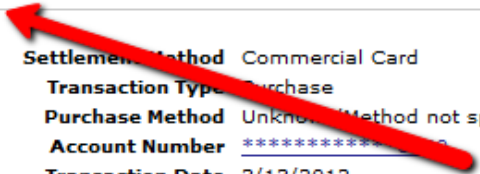
**Customer Code**  
**Micro Reference** 05436842074000086969655  
**Authorization Number** 004637  
**Transaction ID** 141393190

**Original Currency** USD  
**Original Amount** \$ 27.92  
**Tax** \$ 0.00  
**Settlement Currency** USD  
**Total** \$ 27.92

**Approval** **Status New**  
Reviewed   
Approval 1 Any

**Accounting Codes**  
**Chart of Accounts** UCO COA  
**Organization** 010179 - Asst. VP for Finance / Accountii  
**Account** 73613 - Office Supplies Non-Expendable

**Transaction Notes**  
Gale's Footrest.







# If Additional Lines are Needed, Click the + Sign

ItemDescription	# of Units	Unit Price	Taxable	%	Total	
1 Commercial Card Purchase	1.00	9.08	<input type="checkbox"/>	33.32	9.08	
<b>Accounting Codes</b>						
Chart of Accounts UCO COA						
Organization 010351 - Administrative Support Service						
Account 73614 - Office Supplies						
ItemDescription	# of Units	Unit Price	Taxable	%	Total	
2 Commercial Card Purchase	1.00	9.08	<input type="checkbox"/>	33.32	9.08	
<b>Accounting Codes</b>						
Chart of Accounts UCO COA						
Organization 010351 - Administrative Support Service						
Account 73614 - Office Supplies						
ItemDescription	# of Units	Unit Price	Taxable	%	Total	
3 Commercial Card Purchase	1.00	9.09	<input type="checkbox"/>	33.36	9.09	<b>+</b>

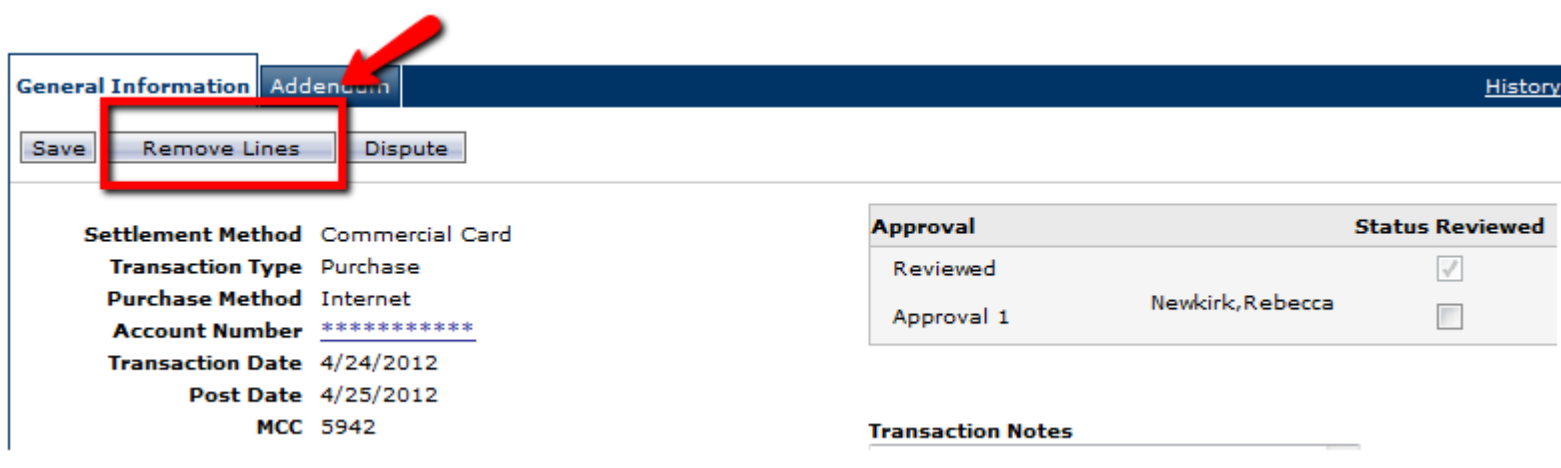


# To Delete Extra Lines, Click the Trash can Icon

ItemDescription	# of Units	Unit Price	Taxable	%	Total	
1 Commercial Card Purchase	1.00	9.08	<input type="checkbox"/>	33.32	9.08	
<b>Accounting Codes</b>						
Chart of Accounts UCO COA ▼						
Organization						
010351 - Administrative Support Service ▼						
Account						
73614 - Office Supplies ▼						
2 Commercial Card Purchase	1.00	9.08	<input type="checkbox"/>	33.32	9.08	
<b>Accounting Codes</b>						
Chart of Accounts UCO COA ▼						
Organization						
010351 - Administrative Support Service ▼						
Account						
73614 - Office Supplies ▼						
3 Commercial Card Purchase	1.00	9.09	<input type="checkbox"/>	33.36	9.09	 



# To Delete Added Lines Click Remove Lines



The screenshot shows a web application interface with a dark blue header. The header contains the text 'General Information' and 'Addendum' (with a red arrow pointing to it), and a 'History' link on the right. Below the header is a row of buttons: 'Save', 'Remove Lines' (highlighted with a red box), and 'Dispute'. The main content area is divided into two columns. The left column contains transaction details: Settlement Method (Commercial Card), Transaction Type (Purchase), Purchase Method (Internet), Account Number (\*\*\*\*\*), Transaction Date (4/24/2012), Post Date (4/25/2012), and MCC (5942). The right column contains an 'Approval' table with columns 'Approval' and 'Status Reviewed'. The table has two rows: 'Reviewed' with a checked checkbox, and 'Approval 1' with the name 'Newkirk, Rebecca' and an unchecked checkbox. Below the table is a 'Transaction Notes' section with a horizontal line.

Approval	Status Reviewed
Reviewed	<input checked="" type="checkbox"/>
Approval 1	Newkirk, Rebecca <input type="checkbox"/>

Transaction Notes



# Contacts

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