

Reviewer Instructions – reviewing a transaction

After logging into PaymentNet, change your role to *Transaction Approver* then click the blue hyperlink under *Items Awaiting Your Action*

The screenshot displays the PaymentNet web application interface. At the top, the browser address bar shows the URL `paymentnet.jpmorgan.com/card/home`. The application header includes the J.P.Morgan PaymentNet logo, a navigation menu with links for Home, Transactions, Reports, and Help, and a user profile section. The user profile section shows the role 'Transaction Approver' with a dropdown arrow, and links for Contact, My Profile, and Log Out. A black arrow points to the dropdown arrow next to 'Transaction Approver'.

Below the header, the main content area is divided into two sections: 'Items Awaiting Your Action' and 'Messages'. The 'Items Awaiting Your Action' section contains a blue hyperlink labeled 'Transactions for Approval'. A black arrow points to this link. The 'Messages' section contains a reminder about scheduled system maintenance events occurring from Friday, May 19th to Sunday, May 21st. The reminder lists several impact areas, including PaymentNet Log In, Virtual Card (SUA) Payables Management, Virtual Card (SUA) Batch File Processing, Scheduled Mappers and Reports, and H2H File Transmission for Imports.

At the bottom of the page, the footer contains the PaymentNet logo, links for Privacy Policy & Disclosures, Terms & Conditions, and Security Best Practices, and a copyright notice for 2023 JPMorgan Chase & Co. All rights reserved.

The browser's address bar at the bottom shows the URL `https://www.paymentnet.jpmorgan.com/card/transaction/query?action=get&id=1527048002`. The Windows taskbar at the very bottom shows the search bar and various application icons.

Change the *Filter By* drop down to *Waiting for my approval* then click the first transaction in the list (do not check the box)

Transaction List

Filter By: **Waiting For My Approval - Last 60 Days (All Accounts)** | Set as Default Query

	Account Number	Cardholder First Name	Cardholder Last Name	Transaction Amount	Post Date	Transaction Date	Merchant Name	MCC	MCC Description	Transaction ID
<input type="checkbox"/>	*****1072	ALISON	VINCENT	\$53.97	05/17/2023	05/17/2023	AMZN MKTP US	5942	BOOK STORES	4079425534001

0 of 1 Selected

Mass Update | Review | Approve | Reject | Upload Receipts | FAX Receipts | Export All

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Click the *Receipts* tab

Inbox (1) - mahan_april@svvsd.org x St. Vrain Valley School District - C x New Tab x Transaction Detail - General info x +

paymentnetjpmorgan.com/card/transaction/detail?id=4079425534001&selectAllInd=true&startPreviousNextNavigation=true

Email/Calendar AP My Shortcuts HR/Benefits Pcards ACH IV/Tyler AP Open Job End of Year Audit Utility Logons USPS Business Cust... Myquadrant Monday Payroll

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Notifications 2 Select Role: Transaction Approver Contact My Profile Log Out

Home Transactions Reports Help

Transaction Detail - General Information [Return to Transaction List](#)

General Information Receipts Addendum History 1 of 1

Save Dispute

* Required Fields

Transaction Information

Settlement Method Commercial Card

Transaction Type Purchase

Cardholder Name ALISON VINCENT

Account Number *****1072

Transaction Date 05/17/23

Post Date 05/17/23

MCC 5942

Merchant AMZN MKTP US

Merchant Location AMZN.COM/BILL, WA, US

Original Merchant AMZN MKTP US*CG3V48IP3

Parent Merchant AMZN MKTP US

Customer Code 111-8601996-86826

Micro Reference 24692163137109516667205

Approval Status – Reviewed

Reviewed Mahan, April

Approval 1 Mahan, April

Update Approval Status ☐ Approve ☐ Reject Clear Selection

Approval 2 ANGEVINE, CHRISTY

Approval 3

Accounting Codes

Chart of Accounts SVVSD COA

Location-Role* FIN-Admin Office --

Account Code* 10.606.00.0090.0640.000.000

Add as Favorite Delete Favorite

Transaction Custom Fields

Receipt Attached * ☒

Transaction Descrip * Books for CRMS

Transaction Notes

Click the blue hyperlink to open the receipt, review the receipt then click the *General Information* tab to return to the transaction detail

Inbox (1) - mahan_april@svvsd.c... x St. Vrain Valley School District - C... x New Tab x Transaction Detail - Receipts - P... x +

paymentnet.jpmorgan.com/card/transaction/receiptlist?sourcePage=&addendum=true&massUpdateReturnURL=&id=4079425534001

Email/Calendar AP My Shortcuts HR/Benefits Pcards ACH IV/Tyler AP Open Job End of Year Audit Utility Logons USPS Business Cust... Myquadiant Monday Payroll

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Notifications 2 | Select Role: Transaction Approver | Contact | My Profile | Log Out

Home Transactions Reports Help

Transaction Detail - Receipts [Return to Transaction List](#)

General Information **Receipts** Addendum History 1 of 1

To upload receipt images from your computer, select "Attach Receipt". The acceptable file formats are PDF, JPG, GIF, TIFF or PNG, and each file cannot exceed 5MB.

To fax receipts, select "Print Fax Cover Sheet" to open a document that you must print, be sure to turn off any pop-up blocker on your browser. Once printed, fax the bar-coded cover sheet with your receipts to the number on the cover sheet. Within a few hours, your faxed documents will be attached to the transaction.

[Print Fax Cover Sheet](#) [Attach Receipt](#)

<input type="checkbox"/>	Receipt Name	File Type	File Size	Description	Receipt Amount	Receipt Currency	Receipt Date	Upload Date	Action
<input type="checkbox"/>	Transaction Approver Quick Reference Card	PDF	0.630MB				05/18/2023		Update

0 of 1 Selected

[Download Selected](#) [Delete Selected](#)

1 of 1

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javascript:openNewReceiptWindow("922337036843786552","19509539010")

Type here to search 3:25 PM 5/18/2023

You are not responsible for ensuring the receipt is sufficient, your job is just to make sure a receipt is attached and understand what was purchased so that you can check the account code is correct. In the Transaction Detail screen, click the approve button, check the account code (change the account if it is not correct), and then click the blue **Save** button. **Do not click the save button until you are sure you want to approve the transaction. You have the ability to choose to reject the transaction but that should only be done if you see the receipt is not for that transaction.**

Transaction Detail - General Information

General Information | Receipts | Addendum | History

1 of 1

Save Dispute

* Required Fields

Transaction Information

Settlement Method: Commercial Card

Transaction Type: Purchase

Cardholder Name: ALISON VINCENT

Account Number: *****1072

Transaction Date: 05/17/23

Post Date: 05/17/23

MCC: 5942

Merchant: AMZN MKTP US

Merchant Location: AMZN.COM/BILL, WA, US

Original Merchant: AMZN MKTP US*CG3V48IP3

Parent Merchant: AMZN MKTP US

Customer Code: 111-8601996-86826

Micro Reference: 24692163137109516667205

Approval Status – Reviewed

Reviewed: Mahan, April

Approval 1: Mahan, April

Update Approval Status: ☐ Approve ☐ Reject **Clear Selection**

Approval 2: ANGEVINE, CHRISTY

Approval 3:

Accounting Codes

Chart of Accounts: SVVSD COA

Location-Role*: FIN-Admin Office - -

Account Code*: 10.606.00.0090.0640.000.000

Add as Favorite Delete Favorite

Transaction Custom Fields

Receipt Attached*: ☒

Transaction Description*: Books for CRMS

Transaction Notes

You can now return to the *Transaction List* (top right-hand corner) to review the next transaction in the list.