

1. Login to www.paymentnet.com

Enter your User ID and Pass Phrase (Bear ID and password) along with the Organization ID.

*Note: The Organization ID is a confidential code that can be found on our website:
www.baylor.edu/procurement/index.php?id=45869

2. Review Transactions and Enter Notes

1. Click on PaymentNet™ to view a list of current transactions.

2. Click on Trans ID to review transaction and enter notes.

JPMorganChase Menu: [Transactions] go> Baylor University | help | home

Transaction List (Custom View) Go to page 1 of 1

Select a View [Default View] go>

Create Export File > Save Query > Create Query >

Row	Trans ID	Reviewed	Merchant Name	Transaction Amount	Sales Tax Amount	Post Date	Transaction Date	Employee Last Name	Employee First Name	Dept ID	Account	Orig Merchant Name	Bear ID	Approv
1	103201	<input type="checkbox"/>	*****	\$30.00	\$0.00	03/18/2005	03/15/2005	****	****	*****	*****	*****	****	****
2	104368	<input type="checkbox"/>	*****	\$45.00	\$0.00	03/07/2005	03/03/2005	****	****	*****	*****	*****	****	****

2. Review Transactions and Enter Notes cont'd.

6. Once required changes have been made, click the Save button.

5. Check the Reviewed box.

7. Go to the previous, next transaction or back to the Transaction List by clicking on the appropriate button.

3. Make sure the Dept ID and Account codes are correct.

4. Enter notes regarding what was bought and the purpose of the transaction.

8. After you have reviewed and added notes, your transaction should appear as shown below.

Create Export File> Save Query> Create Query>

Row	Trans ID	Reviewed	Merchant Name	Transaction Amount	Sales Tax Amount	Post Date	Transaction Date	Employee Last Name	Employee First Name	Dept ID	Account
9	176142	<input checked="" type="checkbox"/>	MAP INTERNATIONAL01 OF 01	\$400.00	\$0.00	05/29/2007	05/24/2007			0851213	9370
10	176141	<input type="checkbox"/>	WORLD AFFAIRS DFV	(\$25.00)	\$0.00	05/29/2007	05/25/2007			034MAWP	937095