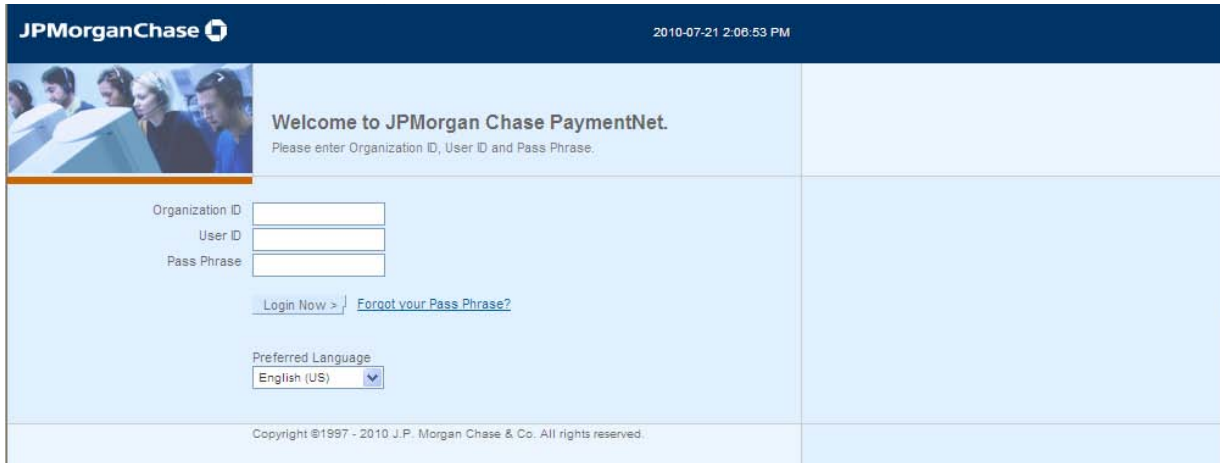


# **Purchasing Liaison Purchase Card Posting Training Manual**

JPMorganChase 


# Instructions for posting purchase card transactions in JP Morgan.

1. Go to: <https://www3.paymentnet.com/Login.asp>



2. Log in with the following information:

Organization ID: us64368  
User ID: [area code and phone number]  
Pass Phrase: business



3. Click on Login Now >.

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Wednesday, July 21, 2010    Events/Training    Documents    Links

Welcome Donna Nelson    Last pass phrase change 07/30/2009 11:13:31. Account Status Active

- PaymentNet™
- Electronic Statement & Payment
- Cardholder Online Maintenance
- Locale Settings
- Change Pass Phrase
- Logoff

4. Click on PaymentNet™.

Row	Trans ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch. State / Prov	Account Name	Employee Last Name	Employee First Name	Employee State/Province	Fund	Organization	Account	Program Code	Activity Code
1	60621	<input type="checkbox"/>	07/16/2010	07/19/2010	\$70.90	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
2	60620	<input type="checkbox"/>	07/17/2010	07/19/2010	\$35.55	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
3	60619	<input type="checkbox"/>	07/17/2010	07/19/2010	\$182.96	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
4	60578	<input type="checkbox"/>	07/16/2010	07/16/2010	\$2,538.17	\$0.00	AT&T 11717901373302	NJ	20 ACCOUNTS PAYABLE ONE	NELSON	DONNA	AZ	0	0	0	0	0
5	60541	<input type="checkbox"/>	07/14/2010	07/15/2010	\$71.10	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
6	60395	<input type="checkbox"/>	07/05/2010	07/07/2010	\$91.48	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
7	60384	<input type="checkbox"/>	07/02/2010	07/06/2010	\$50.45	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
8	60360	<input type="checkbox"/>	07/01/2010	07/02/2010	\$35.75	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
9	60345	<input type="checkbox"/>	07/01/2010	07/02/2010	\$107.28	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	VERDE CAMPUS	ENTERPRISE	AZ	0	0	0	0	0

5. This is the main screen and looks similar to your Transaction Detail Report.

Row	Trans ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch. State / Prov	Account Name
1	60621	<input type="checkbox"/>	07/16/2010	07/19/2010	\$70.90	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE
2	60620	<input type="checkbox"/>	07/17/2010	07/19/2010	\$35.55	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE
3	60619	<input type="checkbox"/>	07/17/2010	07/19/2010	\$182.96	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE

6. Click on the Transaction Amount for the first entry listed on your TDR.

**Note:** These may not be listed in the same order as there may have been more than one posting for the same date.

JPMorganChase Menu: [Transactions] go Yavapai College | help | home

Transaction Detail Record 60621 View Transaction Detail

Save > Split > Dispute >

Reviewed	<input type="checkbox"/>	Account Name	20 ACCOUNTS PAYABLE ONE
Account Number	*****5518	Fund	0
Cardholder	MAIN ACCT, ENTERPRISE	Organization	0
Transaction Date	07/16/2010	Account	0
Post Date	07/19/2010	Program Code	0
Customer Code		Activity Code	0
Merchant ID	1052		
Trans Merchant Name	ENTERPRISE RENT-A-CAR		
Trans Merchant City	PRESCOTT		
Merch. State / Prov	AZ		
Merchant MCC	3405		
Originating Currency	US Dollar		
Orig Currency Amt	\$70.90		
Subtotal	\$70.90		
Sales Tax Amount	\$0.00		
Total	\$70.90		

7. Click on the Fund field and input the appropriate fund for the transaction.  
**Note:** The first digit defaults to a "0" and must be deleted before inputting a Fund such as 3100 or 210211.  
 You may either highlight and delete or backspace to delete the "0".
  
8. **Tab** to the Organization field and input the appropriate **Org**.
  
9. Continue this process for the **Account** and **Program Code** as well.  
**Note:** Don't forget to include the Activity Code if applicable.

JPMorganChase Menu: ===== Transactions ===== go> Yavapai College | help | home

Transaction Detail Record 60621

Save > Split > Dispute >

View Transaction Detail

Reviewed	<input type="checkbox"/>	Account Name	20 ACCOUNTS PAYABLE ONE
Account Number	*****5518	Fund	210211
Cardholder	MAIN ACCT, ENTERPRISE	Organization	402005
Transaction Date	07/16/2010	Account	7402
Post Date	07/19/2010	Program Code	10
Customer Code		Activity Code	0
Merchant ID	1052		
Trans Merchant Name	ENTERPRISE RENT-A-CAR		
Trans Merchant City	PRESCOTT		
Merch. State / Prov	AZ		
Merchant MCC	3405		
Originating Currency	US Dollar		
Orig Currency Amt	\$70.90		
Subtotal	\$70.90		
Sales Tax Amount	\$0.00		
Total	\$70.90		

10. Verify that the **FOAP** is correct and click on **Save>** .

JPMorganChase Menu: ===== Transactions ===== go> Yavapai College | help | home

Transaction Detail Record 60621

Saved successfully.

Save > Split > Dispute >

Return to Transaction List

Reviewed	<input type="checkbox"/>	Account Name	20 ACCOUNTS PAYABLE ONE
Account Number	*****5518	Fund	210211
Cardholder	MAIN ACCT, ENTERPRISE	Organization	402005
Transaction Date	07/16/2010	Account	7402
Post Date	07/19/2010	Program Code	10
Customer Code		Activity Code	0
Merchant ID	1052		
Trans Merchant Name	ENTERPRISE RENT-A-CAR		
Trans Merchant City	PRESCOTT		
Merch. State / Prov	AZ		
Merchant MCC	3405		
Originating Currency	US Dollar		
Orig Currency Amt	\$70.90		
Subtotal	\$70.90		
Sales Tax Amount	\$0.00		
Total	\$70.90		

11. You should get the Saved Successfully message as indicated above.

12. Click on the **Return to Transaction List** icon.

JPMorganChase Menu: \*\*\*\*\* Transactions \*\*\*\*\* go> Yavapai College | help |

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

Select a View Default View go>

Create Export File> Create Secured Export File> Save Query> Create Query>

Row	Trans ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch State / Prov	Account Name	Employee Last Name	Employee First Name	Employee State/Province	Fund	Organization	Account	Program Code	Activity Code
1	60621	<input type="checkbox"/>	07/16/2010	07/19/2010	\$70.90	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	210211	402005	7402	10	0
2	60620	<input type="checkbox"/>	07/17/2010	07/19/2010	\$35.55	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
3	60619	<input type="checkbox"/>	07/17/2010	07/19/2010	\$182.96	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
4	60578	<input type="checkbox"/>	07/16/2010	07/16/2010	\$2,538.17	\$0.00	AT&T *1717901373302	NJ	20 ACCOUNTS PAYABLE ONE	NELSON	DONNA	AZ	0	0	0	0	0
5	60541	<input type="checkbox"/>	07/14/2010	07/15/2010	\$71.10	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
6	60395	<input type="checkbox"/>	07/05/2010	07/07/2010	\$91.45	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
7	60384	<input type="checkbox"/>	07/02/2010	07/06/2010	\$50.45	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
8	60360	<input type="checkbox"/>	07/01/2010	07/02/2010	\$35.76	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
9	60345	<input type="checkbox"/>	07/01/2010	07/02/2010	\$107.28	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	VERDE CAMPUS	ENTERPRISE	AZ	0	0	0	0	0

13. Note that the transaction is posted and the **FOAP** now appears on the main screen.

14. Continue this process until all transactions are posted to the appropriate line and **FOAP**.

JPMorganChase Menu: \*\*\*\*\* Transactions \*\*\*\*\* go> Yavapai College | help | home

Transaction List (Custom View) Go to page 1 of 3

Select a View Default View go>

Create Export File> Create Secured Export File> Save Query> Create Query>

Row	Trans ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch State / Prov	Account Name	Employee Last Name	Employee First Name	Employee State/Province	Fund	Organization	Account	Program Code	Activity Code
1	60621	<input type="checkbox"/>	07/16/2010	07/19/2010	\$70.90	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	210211	402005	7402	10	0
2	60620	<input type="checkbox"/>	07/17/2010	07/19/2010	\$35.55	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
3	60619	<input type="checkbox"/>	07/17/2010	07/19/2010	\$182.96	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
4	60578	<input type="checkbox"/>	07/16/2010	07/16/2010	\$2,538.17	\$0.00	AT&T *1717901373302	NJ	20 ACCOUNTS PAYABLE ONE	NELSON	DONNA	AZ	0	0	0	0	0
5	60541	<input type="checkbox"/>	07/14/2010	07/15/2010	\$71.10	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
6	60395	<input type="checkbox"/>	07/05/2010	07/07/2010	\$91.45	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
7	60384	<input type="checkbox"/>	07/02/2010	07/06/2010	\$50.45	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
8	60360	<input type="checkbox"/>	07/01/2010	07/02/2010	\$35.76	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0	0	0	0	0
9	60345	<input type="checkbox"/>	07/01/2010	07/02/2010	\$107.28	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	VERDE CAMPUS	ENTERPRISE	AZ	0	0	0	0	0

15. If you have more transactions than will fit on one page navigation arrows will appear both at the bottom and the top.

16. Click on the appropriate arrow to navigate through the pages to post all transactions on the **TDR**.

17. If you only have single FOAP transactions you are finished and may proceed to instruction #35.

Some transaction may need to be posted to two or more FOAPs.  
This is done by splitting the transaction.

Transaction List (Custom View)  
Select a View: Default View go >

[Create Export File >](#) [Create Secured Export File >](#) [Save Query >](#) [Create Query >](#)

Row	Trans ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch. State / Prov	Account Name
1	60621	<input type="checkbox"/>	07/16/2010	07/19/2010	\$70.90	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE
2	60620	<input type="checkbox"/>	07/17/2010	07/19/2010	\$35.55	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE
3	60619	<input type="checkbox"/>	07/17/2010	07/19/2010	\$152.96	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE
4	60578	<input type="checkbox"/>	07/16/2010	07/16/2010	\$2,538.17	\$0.00	AT&T *1717901373302	NJ	20 ACCOUNTS PAYABLE ONE
5	60541	<input type="checkbox"/>	07/14/2010	07/15/2010	\$71.10	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE
6	60395	<input type="checkbox"/>	07/05/2010	07/07/2010	\$91.48	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE

18. Click on the Transaction Amount that needs to be posted to more than one FOAP.

Transaction Detail Record 60578

[Save >](#) [Split >](#) [Dispute >](#)

Reviewed	<input type="checkbox"/>	Account Name	20 ACCOUNTS PAYABLE ONE
Account Number	*****7648	Fund	0
Cardholder	NELSON, DONNA C	Organization	0
Transaction Date	07/16/2010	Account	0
Post Date	07/16/2010	Program Code	0
Customer Code		Activity Code	0
Merchant ID	6141		
Trans Merchant Name	AT&T *1717901373302		
Trans Merchant City	800-9694288		
Merch. State / Prov	NJ		
Merchant MCC	4814		
Originating Currency	US Dollar		
Orig Currency Amt	\$2,538.17		
Subtotal	\$2,538.17		
Sales Tax Amount	\$0.00		
Total	\$2,538.17		

19. Click on Split >.

Transaction Split for Record # 60578

Save Split > Undo/Cancel Split > Dispute >

Reviewed	<input type="checkbox"/>
Account Number	5405392234777648
Cardholder	NELSON, DONNA C
Transaction Date	07/16/2010
Post Date	07/16/2010
Customer Code	
Trans Merchant Name	AT&T *1717901373302
Trans Merchant City	800-9694288
Merch. State / Prov	NJ
Merchant MCC	4814
Originating Currency	US Dollar
Orig Currency Amt	\$2,538.17
Subtotal	\$2,538.17
Sales Tax Amount	\$0.00
Total	\$2,538.17

Transaction Notes

Select Number of Splits 2

Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount
20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.8	2000.00
20 ACCOUNTS PAYABLE ONE	0	0	0	0	0	50.00%	1269.08

20. From the drop down arrow, select the number of splits necessary.

Transaction Split for Record # 60578

Save Split > Undo/Cancel Split > Dispute >

Reviewed	<input type="checkbox"/>
Account Number	5405392234777648
Cardholder	NELSON, DONNA C
Transaction Date	07/16/2010
Post Date	07/16/2010
Customer Code	
Trans Merchant Name	AT&T *1717901373302
Trans Merchant City	800-9694288
Merch. State / Prov	NJ
Merchant MCC	4814
Originating Currency	US Dollar
Orig Currency Amt	\$2,538.17
Subtotal	\$2,538.17
Sales Tax Amount	\$0.00
Total	\$2,538.17

Transaction Notes

Select Number of Splits 2

	Account Name	Fund	Organization	Account	Program	Code	Activity	Code	Percent	Amount	
<a href="#">Edit Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0	0	0	0	0	0	0	50.00%	1269.09	<a href="#">Edit Row &gt;</a>
<a href="#">Edit Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0	0	0	0	0	0	0	50.00%	1269.08	<a href="#">Edit Row &gt;</a>

21. Click on [Edit Row >](#).

JPMorganChase
Menu: ===== Transactions =====
Yavapai College | help | home

Transaction Split for Record # 60578

[Save Split >](#)
[Undo/Cancel Split >](#)
[Dispute >](#)

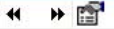
Reviewed	<input type="checkbox"/>	Transaction Notes
Account Number	5405392234777648	
Cardholder	NELSON, DONNA C	
Transaction Date	07/16/2010	
Post Date	07/16/2010	
Customer Code		
Trans Merchant Name	AT&T *1717901373302	
Trans Merchant City	800-9694288	
Merch. State / Prov	NJ	
Merchant MCC	4814	
Originating Currency	US Dollar	
Orig Currency Amt	\$2,538.17	
Subtotal	\$2,538.17	
Sales Tax Amount	\$0.00	
Total	\$2,538.17	

Select Number of Splits

	Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount	
<a href="#">Save Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.8	2000.00	<a href="#">Save Row &gt;</a>
<a href="#">Edit Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0	0	0	0	0	50.00%	1269.08	<a href="#">Edit Row &gt;</a>

22. You may choose to split the transaction by a percentage or by a specified dollar amount.  
**Note:** The split shown above is per a specified dollar amount, \$2000.00 to one **FOAP** and \$538.17 to the other.
  
23. Click on the Fund field and input the appropriate **Fund** for the transaction.  
**Note:** The first digit defaults to a "0" and must be deleted before inputting a **Fund** such as 3100 or 210211.  
 You may either highlight and delete or backspace to delete the "0".
  
24. **Tab** to the Organization field and input the appropriate **Org**.
  
25. Continue this process for the **Account** and **Program Code** as well.  
**Note:** Don't forget to include the Activity Code if applicable.

Transaction Split for Record # 60578



[Save Split >](#) [Undo/Cancel Split >](#) [Dispute >](#)

Reviewed	<input type="checkbox"/>
Account Number	5405392234777648
Cardholder	NELSON, DONNA C
Transaction Date	07/16/2010
Post Date	07/16/2010
Customer Code	
Trans Merchant Name	AT&T *1717901373302
Trans Merchant City	800-9694288
Merch. State / Prov	NJ
Merchant MCC	4814
Originating Currency	US Dollar
Orig Currency Amt	\$2,538.17
Subtotal	\$2,538.17
Sales Tax Amount	\$0.00
Total	\$2,538.17

Transaction Notes

Select Number of Splits **2**

	Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount	
<a href="#">Save Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.8	2000.00	<a href="#">Save Row &gt;</a>
<a href="#">Edit Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0	0	0	0	0	50.00%	1269.08	<a href="#">Edit Row &gt;</a>

26. Click on [Save Row >](#) .

JPMorganChase Menu: ===== Transactions ===== go> Yavapai College | help | home

Transaction Split for Record # 60578

Save Split > Undo/Cancel Split > Dispute >

Reviewed

Account Number 5405392234777648

Cardholder NELSON, DONNA C

Transaction Date 07/16/2010

Post Date 07/16/2010

Customer Code

Trans Merchant Name AT&T \*1717901373302

Trans Merchant City 800-9694288

Merch. State / Prov NJ

Merchant MCC 4814

Originating Currency US Dollar

Orig Currency Amt \$2,538.17

Subtotal \$2,538.17

Sales Tax Amount \$0.00

Total \$2,538.17

Transaction Notes

Select Number of Splits 2

	Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount	
Edit Row >	20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.80%	2000.00	Edit Row >
Edit Row >	20 ACCOUNTS PAYABLE ONE	0	0	0	0	0	21.20%	538.17	Edit Row >

27. Click on **Edit Row >** for the second line.

JPMorganChase Menu: ===== Transactions ===== go> Yavapai College | help | home

Post Date 07/16/2010

Customer Code

Trans Merchant Name AT&T \*1717901373302

Trans Merchant City 800-9694288

Merch. State / Prov NJ

Merchant MCC 4814

Originating Currency US Dollar

Orig Currency Amt \$2,538.17

Subtotal \$2,538.17

Sales Tax Amount \$0.00

Total \$2,538.17

Select Number of Splits 2

	Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount	
Edit Row >	20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.80%	2000.00	Edit Row >
Save Row >	20 ACCOUNTS PAYABLE ONE	0		0	0	0	21.20	538.17	Save Row >

28. Click on the Fund field and input the appropriate Fund for the transaction.

**Note:** The first digit defaults to a "0" and must be deleted before inputting a Fund such as 3100 or 210211.

You may either highlight and delete or backspace to delete the "0".

29. **Tab** to the Organization field and input the appropriate **Org**.

30. Continue this process for the **Account** and **Program Code** as well.

**Note:** Don't forget to include the Activity Code if applicable.

Select Number of Splits 2

	Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount	
<a href="#">Edit Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.80%	2000.00	<a href="#">Edit Row &gt;</a>
<a href="#">Save Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	<input type="text" value="0000"/>	<input type="text" value="013416"/>	<input type="text" value="7202"/>	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="21.20"/>	<input type="text" value="538.17"/>	<a href="#">Save Row &gt;</a>

31. Click on [Save Row >](#) .

**JPMorganChase** Menu: ===== Transactions ===== [go >](#) Yavapai College | help | home

Transaction Split for Record # 60578

[Save Split >](#) [Undo/Cancel Split >](#) [Dispute >](#)

Reviewed	<input type="checkbox"/>	Transaction Notes	
Account Number	540539223477648		
Cardholder	NELSON, DONNA C		
Transaction Date	07/16/2010		
Post Date	07/16/2010		
Customer Code			
Trans Merchant Name	AT&T *1717901373302		
Trans Merchant City	800-9694288		
Merch. State / Prov	NJ		
Merchant MCC	4814		
Originating Currency	US Dollar		
Orig Currency Amt	\$2,538.17		
Subtotal	\$2,538.17		
Sales Tax Amount	\$0.00		
Total	\$2,538.17		

Select Number of Splits 2

	Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount	
<a href="#">Edit Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.80%	2000.00	<a href="#">Edit Row &gt;</a>
<a href="#">Edit Row &gt;</a>	20 ACCOUNTS PAYABLE ONE	0000	013416	7202	50	0	21.20%	538.17	<a href="#">Edit Row &gt;</a>

32. Verify that the **FOAP** and the percentage or dollar amounts are correct and click on [Save Split >](#) .

JPMorganChase Menu: ===== Transactions ===== go Yavapai College | help | home

Transaction Split for Record # 60578 Saved Successfully Return to Transaction List

Save Split > Undo/Cancel Split > Dispute >

Reviewed	<input type="checkbox"/>
Account Number	5405392234777648
Cardholder	NELSON, DONNA C
Transaction Date	07/16/2010
Post Date	07/16/2010
Customer Code	
Trans Merchant Name	AT&T *1717901373302
Trans Merchant City	800-9694288
Merch. State / Prov	NJ
Merchant MCC	4814
Originating Currency	US Dollar
Orig Currency Amt	\$2,538.17
Subtotal	\$2,538.17
Sales Tax Amount	\$0.00
Total	\$2,538.17

Transaction Notes

Select Number of Splits

	Account Name	Fund	Organization	Account	Program Code	Activity Code	Percent	Amount	
Edit Row >	20 ACCOUNTS PAYABLE ONE	0000	013415	7202	50	0	78.80%	2000.00	Edit Row >
Edit Row >	20 ACCOUNTS PAYABLE ONE	0000	013416	7202	50	0	21.20%	538.17	Edit Row >

33. You should get the Saved Successfully message as indicated above.

34. Click on the Return to Transaction List icon.

JPMorganChase Menu: ===== Transactions ===== go Yavapai College | help | home

Transaction List (Custom View) Select a View Default View go Go to page 1 of 1

Create Export File> Create Secured Export File> Save Query> Create Query>

Row	Trans ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Trans Merchant Name	Merch State / Prov	Account Name	Employee Last Name	Employee First Name	Employee State/Province	Fund	Organization	Account	Program Code	Activity Code
1	60621	<input type="checkbox"/>	07/19/2010	07/19/2010	\$70.90	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	210211	402005	7402	10	0
2	60620	<input type="checkbox"/>	07/17/2010	07/19/2010	\$35.55	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	3100	102363	7401	60	0
3	60619	<input type="checkbox"/>	07/17/2010	07/19/2010	\$162.96	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	3100	102358	7401	60	0
4	60578	<input type="checkbox"/>	07/16/2010	07/16/2010	\$2,538.17	\$0.00	AT&T *1717901373302	NJ	Split	NELSON	DONNA	AZ	Split	Split	Split	Split	Split
5	60541	<input type="checkbox"/>	07/14/2010	07/19/2010	\$71.10	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0000	402471	7401	10	0
6	60395	<input type="checkbox"/>	07/08/2010	07/07/2010	\$91.48	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0000	102001	7401	20	0
7	60384	<input type="checkbox"/>	07/02/2010	07/06/2010	\$60.46	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	3100	102363	7401	60	0
8	60360	<input type="checkbox"/>	07/01/2010	07/02/2010	\$35.76	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	MAIN ACCT	ENTERPRISE	AZ	0000	302001	7401	10	0
9	60345	<input type="checkbox"/>	07/01/2010	07/02/2010	\$107.28	\$0.00	ENTERPRISE RENT-A-CAR	AZ	20 ACCOUNTS PAYABLE ONE	VERDE CAMPUS	ENTERPRISE	AZ	0000	011001	7401	30	0

35. Verify that all transactions have a **FOAP** posted.

36. Click on home.

Wednesday, July 26, 2017

Be it Training Documents Links

Welcome Donna Nelson

Last pass phrase change 07/30/2009 11:13:31 Account Status Active

PaymentNet™

Electronic Statement & Payment

Cardholder Online Maintenance

Locale Settings

Change Pass Phrase

Logoff

37. Click **Logoff** .