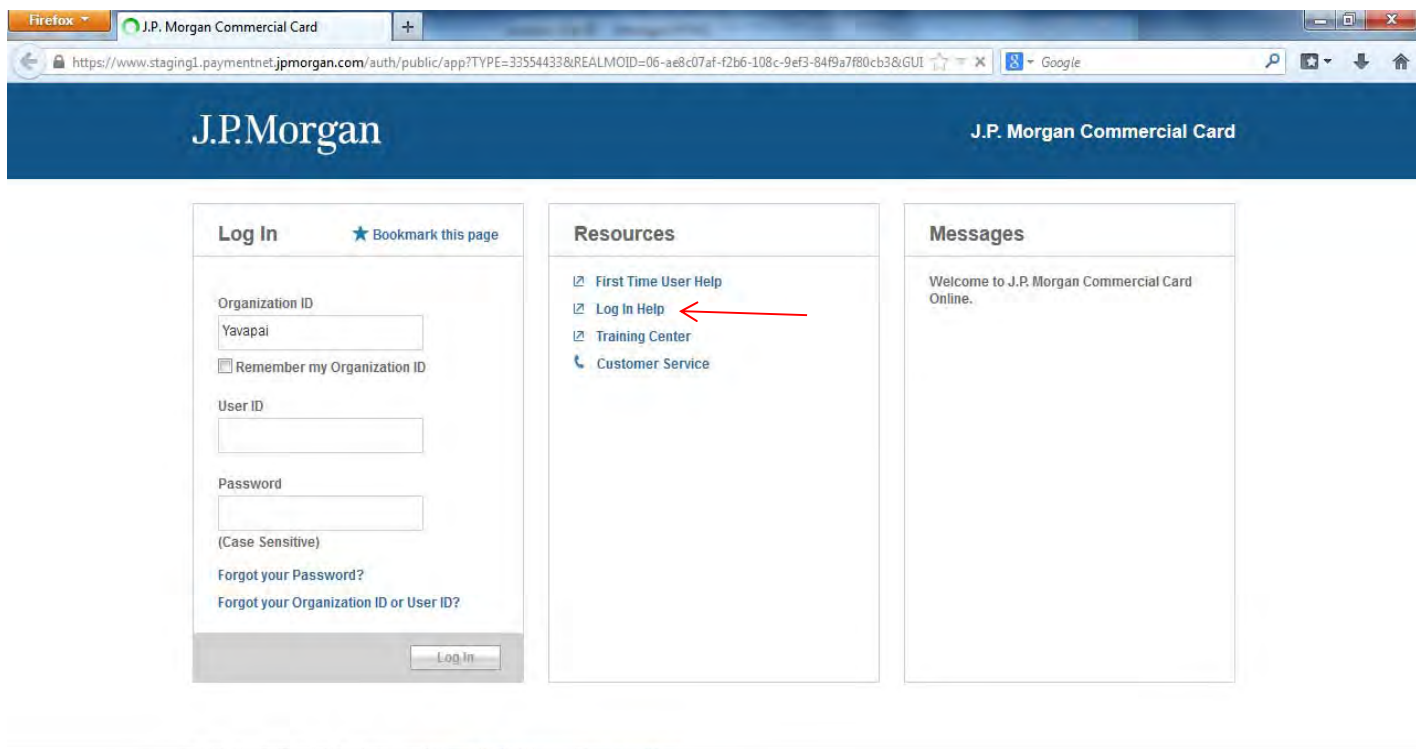
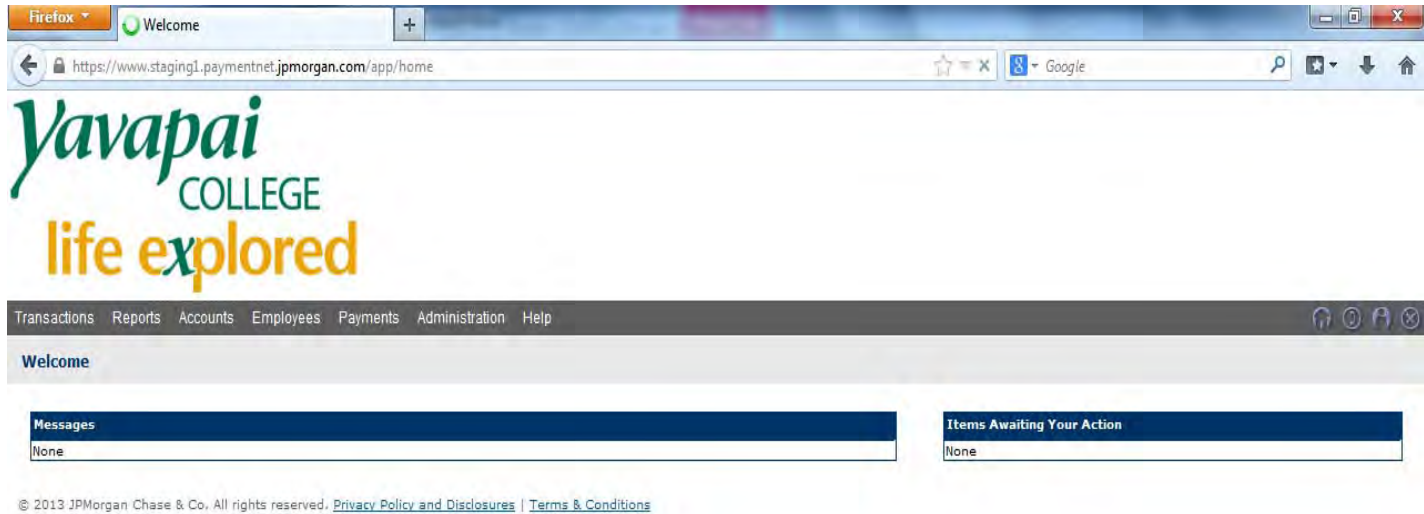


Instructions for posting purchase card transactions in JP Morgan.

1. Go to www.paymentnet.jpmorgan.com
2. Log in:
 - a. Organization ID is Yavapai
 - b. User ID will be provided by JP Morgan
 - c. Password will be provided by JP Morgan
3. For Log in help select Log in Help from the Resources menu
4. Use the attached Quick Reference Guide when logging in for the first time.



5. The main home page will display.



6. To view transactions, select Transactions from the menu bar and then select Manage

Firefox Welcome

https://www.staging1.paymentnet.jpmorgan.com/app/home

Yavapai COLLEGE life explored

Transactions Reports Accounts Employees Payments Administration Help

- Manage
- Approve
- Mass Update Requests
- Authorizations/Declines
- Query
- Statements

Items Awaiting Your Action

None

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https://www.staging1.paymentnet.jpmorgan.com/app/home#

- Cardholders will be able to view all current transactions. Note: each month the Business Office will export all transactions into Banner after all FOAPS have been entered. Once that occurs the transaction will no longer display in the transaction list.

Yavapai COLLEGE life explored

Transactions Reports Accounts Employees Payments Administration Help

Transaction List New Query Look For... Go Advanced

Select All Pages / Clear All Pages Save View Statement

Reviewed	Transaction Date	Post Date	Cardholder Last Name	Cardholder First Name	Merchant Name	Transaction Amount	Accounting Code Values
<input type="checkbox"/>	07/15/2013	07/16/2013	MOORE	LAURA	VUE*COMPTIA CERT TEST	\$168.00	COA - US64368 109 BUSINESS COMPUTER DIV
<input type="checkbox"/>	06/19/2013	06/20/2013	NELSON	DONNA	CABLE ONE INC 8	\$15.75	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/19/2013	06/20/2013	NELSON	DONNA	CABLE ONE INC 8	\$39.38	COA - US64368 20 ACCOUNTS PAYABLE ONE 3
<input type="checkbox"/>	06/19/2013	06/20/2013	NELSON	DONNA	CABLE ONE INC 8	\$199.95	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/19/2013	06/20/2013	NELSON	DONNA	CABLE ONE INC 8	\$43.05	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/21/2013	06/24/2013	NELSON	DONNA	ACCESSLINE *PHONE SVC	\$193.95	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/25/2013	06/26/2013	NELSON	DONNA	CABLE ONE INC 8	\$15.75	COA - US64368 20 ACCOUNTS PAYABLE ONE 3
<input type="checkbox"/>	06/26/2013	06/27/2013	NELSON	DONNA	CITY OF PRESCOTT UTILI	\$45.06	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/27/2013	NELSON	DONNA	CITY OF PRESCOTT UTILI	\$78.21	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/27/2013	NELSON	DONNA	CITY OF PRESCOTT UTILI	\$181.97	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/27/2013	NELSON	DONNA	CITY OF PRESCOTT UTILI	\$54.91	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/27/2013	NELSON	DONNA	WATER UTILITIES	\$36.29	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/27/2013	NELSON	DONNA	WATER UTILITIES	\$25.49	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/28/2013	NELSON	DONNA	TOWN OF CLARKDALE	\$222.13	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/28/2013	NELSON	DONNA	TOWN OF CLARKDALE	\$2,493.45	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/28/2013	NELSON	DONNA	TOWN OF CLARKDALE	\$717.51	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/28/2013	NELSON	DONNA	TOWN OF CLARKDALE	\$469.30	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/28/2013	NELSON	DONNA	TOWN OF CLARKDALE	\$3,275.36	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	06/26/2013	06/28/2013	NELSON	DONNA	TOWN OF CLARKDALE	\$545.98	COA - US64368 20 ACCOUNTS PAYABLE ONE 0
<input type="checkbox"/>	07/17/2013	07/19/2013	NELSON	DONNA	VMWORLD CONFERENCE	\$1,595.00	COA - US64368 20 ACCOUNTS PAYABLE ONE 0

Mass Update Reviewed Approved Export... 0 of 375 Selected Page 13 of 19 Go

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- Cardholders can sort transactions by selecting any of the fields in the menu bar. Cardholders that have more transactions than will fit on one page can use the navigation arrows that appear on the bottom of the page.

9. The Accounting Code Value field now contains the following data:
 - a. COA-US64368- Yavapai College Chart of Accounts
 - b. Cardholder Department
 - c. FOAP

Note: The Cardholder Department and FOAP are now merged together whereas before the FOAP was listed in a separate column. The transactions will now have dashes after the Cardholder Department when the FOAP has not been entered.

Transaction List

Yavapai COLLEGE life explored

Transactions Reports Accounts Employees Payments Administration Help

Transaction List

New Query Look For... Go Advanced

Select All Pages / Clear All Pages Save View Statement

Transaction Date	Cardholder Last Name	Cardholder First Name	Merchant Name	Transaction Amount	Accounting Code Values	Transaction ID
10/16/2013	NIDZGORSKI	ALISON	THE HOME DEPOT #0423	\$47.94		85190
09/20/2013	ANNIBALE	ANDREA	THE HOME DEPOT 452	\$61.10	COA - US64368 → INFORMATIONTECH SERVICES 0000 012302 7101 20 -	84577
09/20/2013	ANNIBALE	ANDREA	ALPHA SOUND AND LIGHTI	\$607.74	COA - US64368 INFORMATIONTECH SERVICES 0000 012302 7101 20 -	84578
09/24/2013	ANNIBALE	ANDREA	CLICKTALE LTD	\$290.00	COA - US64368 INFORMATIONTECH SERVICES 0000 013104 7309 30 -	84624
09/25/2013	ANNIBALE	ANDREA	INFOCOMM - USD	\$500.00	COA - US64368 INFORMATIONTECH SERVICES 0000 012302 7307 20 -	84687
09/26/2013	ANNIBALE	ANDREA	IFIXIT	\$50.40	COA - US64368 INFORMATIONTECH SERVICES 0000 012303 7101 30 -	84688
09/28/2013	ANNIBALE	ANDREA	DMI* DELL HIGHER EDUC	\$242.08	COA - US64368 INFORMATIONTECH SERVICES 0000 012303 7106 30 -	84725
09/30/2013	ANNIBALE	ANDREA	B & H PHOTO-VIDEO-MO/T	(\$283.22)	COA - US64368 INFORMATIONTECH SERVICES 0000 012302 7106 20 -	84777
10/02/2013	ANNIBALE	ANDREA	PREZI INC	\$59.00	COA - US64368 INFORMATIONTECH SERVICES 0000 012303 7104 30 -	84850
10/03/2013	ANNIBALE	ANDREA	WUNDERGROUND.COM	\$20.00	COA - US64368 INFORMATIONTECH SERVICES 0000 013104 7309 30 -	84883
10/04/2013	ANNIBALE	ANDREA	THE ASSOC FOR INST RES	\$125.00	COA - US64368 INFORMATIONTECH SERVICES 0000 012101 7408 30 -	84931
10/04/2013	ANNIBALE	ANDREA	FULLCOMPASSWEB	\$91.34	COA - US64368 INFORMATIONTECH SERVICES 0000 012302 7106 20 -	84932
10/04/2013	ANNIBALE	ANDREA	E-FILLIATE	\$193.32	COA - US64368 INFORMATIONTECH SERVICES 0000 012302 7106 20 -	84933
10/04/2013	ANNIBALE	ANDREA	PDUS DIRECT LLC	\$434.28	COA - US64368 INFORMATIONTECH SERVICES 0000 012302 7106 20 -	84934
10/07/2013	ANNIBALE	ANDREA	WAL-MART #1417	\$23.38	COA - US64368 INFORMATIONTECH SERVICES 0000 013203 7113 30 -	84971
10/07/2013	ANNIBALE	ANDREA	WP-PREMIUMSOFT CYB	\$398.40	COA - US64368 INFORMATIONTECH SERVICES 0000 013104 7104 30 -	84972
10/15/2013	ANNIBALE	ANDREA	RF IDEAS INC	\$575.70	COA - US64368 INFORMATIONTECH SERVICES 0000 013102 7106 30 -	85086
10/13/2013	ANNIBALE	ANDREA	AMAZON MKTPLACE PMTS	\$143.95	COA - US64368 INFORMATIONTECH SERVICES 0000 012302 7101 20 -	85087
10/16/2013	ANNIBALE	ANDREA	CXTEC	\$792.00	COA - US64368 INFORMATIONTECH SERVICES 0000 013103 7106 30 -	85133
10/16/2013	ANNIBALE	ANDREA	THE HOME DEPOT 452	\$91.54	COA - US64368 → InformationTech Services - - - -	85184

Mass Update Reviewed Approved Export... 0 of 641 Selected

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FOAP not entered

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10. To enter FOAP, double click on the transaction.
11. Enter the correct FOAP in the Account Code Section.
12. Enter a description of the purchase in Transaction Notes.
13. Select the Save button to save data entry.

The screenshot displays the 'Transaction Detail' page in a web browser. At the top, the Yavapai College logo is visible with the tagline 'life explored'. Below the logo is a navigation bar with links for Transactions, Reports, Accounts, Employees, Payments, Administration, and Help. The main content area is titled 'Transaction Detail' and includes a 'List' link on the right. The page is divided into several sections:

- General Information:** Contains fields for Settlement Method (Commercial Card), Transaction Type (Purchase), Account Number (*****7648), Transaction Date (06/19/13), Post Date (06/20/13), MCC (4899), Merchant (CABLE ONE INC 8), Parent Merchant (CABLE ONE INC 8), Exported (checked), Customer Code (223061921160121), Micro Reference (55417343170271700206978), Authorization Number (028757), and Transaction ID (82812). It also shows Original Currency (USD), Original Amount (\$15.75), Tax (\$0.00), Settlement Currency (USD), and Total (\$15.75).
- Accounting Codes:** Contains a dropdown for Chart of Accounts (COA - US64368), and fields for Account Name (20 ACCOUNTS PAYABLE ONE), Fund (0000), Organization (604607), Account (7204), Program Code (10), and Activity Code.
- Transaction Custom Fields:** Includes a 'Reviewed' checkbox.
- Transaction Notes:** A large text area for entering notes, with a '3000 characters maximum' limit.

At the top of the form, there are three buttons: 'Save', 'Add Lines', and 'Dispute'. A red arrow points to the 'Save' button. Another red arrow points to the 'Account Name' field in the Accounting Codes section. The page footer includes copyright information for JPMorgan Chase & Co. and links to Privacy Policy and Disclosures, and Terms & Conditions.

14. A message will display in green indicating the transaction has been saved.

The screenshot shows a web browser window with the address bar displaying <https://www.paymentnet.jpmorgan.com/app/transaction/detail?id=1145345165001&selectAllInd=true&startPreviosNextNavigation=true>. The page header features the Yavapai College logo with the tagline "life explored" and a navigation menu including Transactions, Reports, Accounts, Employees, Payments, Administration, and Help. The main content area is titled "Transaction Detail" and includes a "List" link. A green message at the top right reads "Information was saved successfully" with a red arrow pointing to it. Below this, there are tabs for "General Information", "Addendum", and "History". The "General Information" tab is active and contains several sections: "Settlement Method" (Commercial Card), "Transaction Type" (Purchase), "Account Number" (*****7648), "Transaction Date" (09/20/13), "Post Date" (09/23/13), "MCC" (4899), "Merchant" (CABLE ONE INC 8), "Parent Merchant" (CABLE ONE INC 8), "Exported" checkbox, "Customer Code" (653092021150101), "Micro Reference" (55417343263272634172805), "Authorization Number" (013885), "Transaction ID" (84550), "Original Currency" (USD), "Original Amount" (\$199.95), "Tax" (\$0.00), "Settlement Currency" (USD), and "Total" (\$199.95). The "Accounting Codes" section includes "Chart of Accounts" (COA - US64368), "Account Name" (20 ACCOUNTS PAYABLE ONE), "Fund" (0000), "Organization" (013105), "Account" (7207), "Program Code" (30), and "Activity Code". The "Transaction Custom Fields" section has a "Reviewed" checkbox. The "Transaction Notes" section contains the text "Cable One Inc. 8." and a "2983 characters remaining." indicator. At the bottom of the page, there is a footer with the text "© 2012 JPMorgan Chase & Co. All rights reserved. Privacy Policy and Disclosures | Terms & Conditions".

15. To split a transaction between multiple FOAPS select Add Lines.

The screenshot shows a web browser window displaying the Yavapai College PaymentNet interface. The browser's address bar shows the URL: <https://www.staging1.paymentnet.jpmorgan.com/app/transaction/detail?id=1109656298001&selectAllInd=true&startPreviosNextNavigation=true>. The Yavapai College logo is prominently displayed at the top left, with the tagline "life explored". A navigation menu includes "Transactions", "Reports", "Accounts", "Employees", "Payments", "Administration", and "Help". The main content area is titled "Transaction Detail" and features a "List" link. Below this, there are tabs for "General Information", "Addendum", and "History". A red arrow points to the "Add Lines" button in the "General Information" tab. The "General Information" section contains the following data:

Settlement Method	Commercial Card
Transaction Type	Purchase
Account Number	*****6539
Transaction Date	08/17/13
Post Date	08/19/13
MCC	7399
Merchant	SWANK MOTION PICTURES 08008765445, MO.
Parent Merchant	SWANK MOTION PICTURES
Exported	<input type="checkbox"/>
Customer Code	44481.4
Micro Reference	55310203229083003454808
Authorization Number	057308
Transaction ID	83752
Original Currency	USD
Original Amount	\$400.23
Tax	\$0.00
Settlement Currency	USD
Total	\$400.23

Other sections include "Accounting Codes" with a dropdown for "Chart of Accounts" (COA - US64368) and a table for "Account Name", "Fund", "Organization", "Account", "Program Code", and "Activity Code". There is also a "Transaction Custom Fields" section with a "Reviewed" checkbox and a "Transaction Notes" section with a 3000-character limit.

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16. Enter the Number of Lines that will be needed.

The screenshot shows a web browser window with the URL <https://www.staging1.paymentnet.jpmorgan.com/app/transaction/detail?id=1109656298001&selectAllInd=true&startPreviosNextNavigation=true>. The page header features the Yavapai College logo with the tagline "life explored". A navigation menu includes "Transactions", "Reports", "Accounts", "Employees", "Payments", "Administration", and "Help". The main content area is titled "Transaction Detail" and contains a form with the following sections:

- General Information:** Includes buttons for "Save", "Add Lines", "Dispute", "Enter # of Lines", "Add", and "Cancel". A red arrow points to the "Enter # of Lines" button.
- Settlement Method:** Commercial Card
- Transaction Type:** Purchase
- Account Number:** *****8539
- Transaction Date:** 08/17/13
- Post Date:** 08/19/13
- MCC:** 7399
- Merchant:** SWANK MOTION PICTURES, 08008765445, MO,
- Parent Merchant:** SWANK MOTION PICTURES
- Exported:**
- Customer Code:** 44481.4
- Micro Reference:** 55310203229083003454808
- Authorization Number:** 057308
- Transaction ID:** 83752
- Original Currency:** USD
- Original Amount:** \$400.23
- Tax:** \$0.00
- Settlement Currency:** USD
- Total:** \$400.23
- Accounting Codes:** Includes a dropdown for "Chart of Accounts" (COA - US64368) and a table for "Account Name", "Fund", "Organization", "Account", "Program Code", and "Activity Code".
- Transaction Custom Fields:** Includes a "Reviewed" checkbox.
- Transaction Notes:** A text area with a "3000 characters maximum" limit.

At the bottom of the page, there is a copyright notice: "© 2013 JPMorgan Chase & Co. All rights reserved. [Privacy Policy and Disclosures](#) | [Terms & Conditions](#)".

17. Click on the arrow button to enter FOAPS.

Transaction Detail

General Information | Addendum | History | < <Previous 14 of 582 Next> >

Save Remove Lines Dispute

Settlement Method Commercial Card
 Transaction Type Purchase
 Account Number *****8539
 Transaction Date 08/17/13
 Post Date 08/19/13
 MCC 7399
 Merchant SWANK MOTION PICTURES
 08008765445, MO,
 Parent Merchant: SWANK MOTION PICTURES
 Exported
 Customer Code 44481.4
 Micro Reference 55310203229083003454808
 Authorization Number 057308
 Transaction ID 83752
 Original Currency USD
 Original Amount \$400.23
 Tax \$0.00
 Settlement Currency USD
 Total \$400.23

Transaction Notes
 3000 characters maximum

Line Totals
 100% \$ 400.23

Line Item Level Accounting

Item Description	# of Units	Unit Price	Taxable	%	Total
1 Commercial Card Purchase	1.00	200.12	<input type="checkbox"/>	50.00	200.12
2 Commercial Card Purchase	1.00	200.11	<input type="checkbox"/>	50.00	200.11

< <Previous 14 of 582 Next> >

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Connecting to chaseonlineq2.chase.com...

18. Enter the FOAP for the first line. If the transaction is to be split equally, the system will split the transaction equally depending on the number of lines selected.

Merchant: SWANK MOTION PICTURES
08008765445, MO,

Parent Merchant: SWANK MOTION PICTURES
Exported

Customer Code 44481.4
Micro Reference 55310203229083003454808
Authorization Number 057308
Transaction ID 83752

Original Currency USD
Original Amount \$400.23
Tax \$0.00
Settlement Currency USD
Total \$400.23

Line Item Level Accounting

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	200.12	<input type="checkbox"/>	50.00	200.12

Accounting Codes

Chart of Accounts: COA - US64368

Account Name: 105 Student Affairs/Res Halls
Fund: 0000
Organization: 102251
Account: 7105
Program Code: 10
Activity Code:

Transaction Custom Fields: Reviewed

Item	Description	# of Units	Unit Price	Taxable	%	Total
2	Commercial Card Purchase	1.00	200.11	<input type="checkbox"/>	50.00	200.11

Accounting Codes

Chart of Accounts: COA - US64368

Account Name: 105 Student Affairs/Res Halls
Fund: 0000
Organization: 102251
Account: 7105
Program Code: 10
Activity Code:

Transaction Custom Fields: Reviewed

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19. If the transaction needs to be split another way, enter the amount to be allocated in the Unit Price box for the first transaction. If there are only two lines, the system will automatically calculate the difference and allocate it to the second line. If not, continue entering amounts in the Unit Price column until the transaction is complete.
20. **Make sure to save the data entry before returning to the main transaction list**

Merchant **SWANK MOTION PICTURES**
08008765445, MO, 3000 characters maximum

Parent Merchant: SWANK MOTION PICTURES
Exported
Customer Code 44481.4
Micro Reference 55310203229083003454808
Authorization Number 057308
Transaction ID 83752

Original Currency USD
Original Amount \$400.23
Tax \$0.00
Settlement Currency USD
Total \$400.23

Line Item Level Accounting

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	100.00	<input type="checkbox"/>	24.99	100.00
Accounting Codes Chart of Accounts: COA - US64368 Account Name: 105 Student Affairs/Res Halls Fund: 0000 Organization: 102251 Account: 7105 Program Code: 10 Activity Code:						
Transaction Custom Fields						
Reviewed <input type="checkbox"/>						
2	Commercial Card Purchase	1.00	300.23	<input type="checkbox"/>	75.01	300.23
Accounting Codes Chart of Accounts: COA - US64368 Account Name: 105 Student Affairs/Res Halls Fund: 0000 Organization: 102251 Account: 7105 Program Code: 10 Activity Code:						
Transaction Custom Fields						
Reviewed <input type="checkbox"/>						

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21. Split transactions will show up under the Accounting Code Values as show above. Single line transactions will show the FOAP.

Transaction List

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Reviewed	Transaction Date	Post Date	Cardholder Last Name	Cardholder First Name	Merchant Name	Transaction Amount	Accounting Code Values
<input type="checkbox"/>	08/17/2013	08/19/2013	NELSON	DONNA	HAMPTON INN & SUITES	\$1,598.40	COA - US64368 20 ACCOUNTS PAYABLE ONE 00
<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	MAIFIELD	JEFF	WOLVERINE BRASS INC	(\$165.58)	COA - US64368 VERDE FACILITIES 0000 01343
<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	SCHWICKERATH	TERESA	AMAZON.COM	\$52.11	COA - US64368 203 VERDE DIVISION 1 0000 2
<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	SCHWICKERATH	TERESA	WAL-MART #1299	\$25.22	COA - US64368 203 VERDE DIVISION 1 0000 2
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ASHFORD	DONNA	SRC MEDICAL	\$314.50	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ASHFORD	DONNA	PAPA JOHN'S #2408	\$74.23	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	ASHFORD	DONNA	CAAHEP	\$450.00	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	ASHFORD	DONNA	RUGGED COMPUTING	\$222.18	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	ANDERSON	DEMOREE	DGI SUPPLY WHEELING	\$411.48	COA - US64368 118 VISUAL/PERFORMING ARTS
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ANDERSON	DEMOREE	DGI SUPPLY WHEELING	\$374.57	COA - US64368 118 VISUAL/PERFORMING ARTS
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	CASNER	KARYN	FRYS-FOOD-DRG #63	\$66.83	COA - US64368 403 NARTA 0000 402476 7107
<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	CASNER	KARYN	IHOP 3081	\$123.80	COA - US64368 403 NARTA 00000 402476 710
<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	CASNER	KARYN	IHOP 3081	\$178.88	COA - US64368 403 NARTA 0000 402476 7107
<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	RODRIGUEZ	ADRIENNE	SWANK MOTION PICTURES	\$400.23	2 Line Item(s)
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	RODRIGUEZ	ADRIENNE	FRYS-FOOD-DRG #116	\$6.10	COA - US64368 105 Student Affairs/Res Halls
<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	RODRIGUEZ	ADRIENNE	THE OLIVE GARD00016451	\$156.75	COA - US64368 105 Student Affairs/Res Halls
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	RODRIGUEZ	ADRIENNE	MCDONALD'S F4180	\$54.53	COA - US64368 105 Student Affairs/Res Halls
<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	CHECK	SUSIE	MATHESON-308	\$73.90	COA - US64368 351 CTEC 0000 385461 7101
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ADANIYA	KIRSTEN	OFFICE MAX	\$25.81	COA - US64368 110 COMMUNICATIONS 0000 1
<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	HILLIG	NITA	OFFICE DEPOT #5101	\$25.98	COA - US64368 NURSING 0000 102304 7101 1

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23. To log off, select the log off icon

Transaction List

https://www.staging1.paymentnet.jpmorgan.com/app/transaction/list

Yavapai COLLEGE life explored

Transactions Reports Accounts Employees Payments Administration Help

Transaction List New Query Look For... Go Advanced

Select All Pages / Clear All Pages Save View Statement

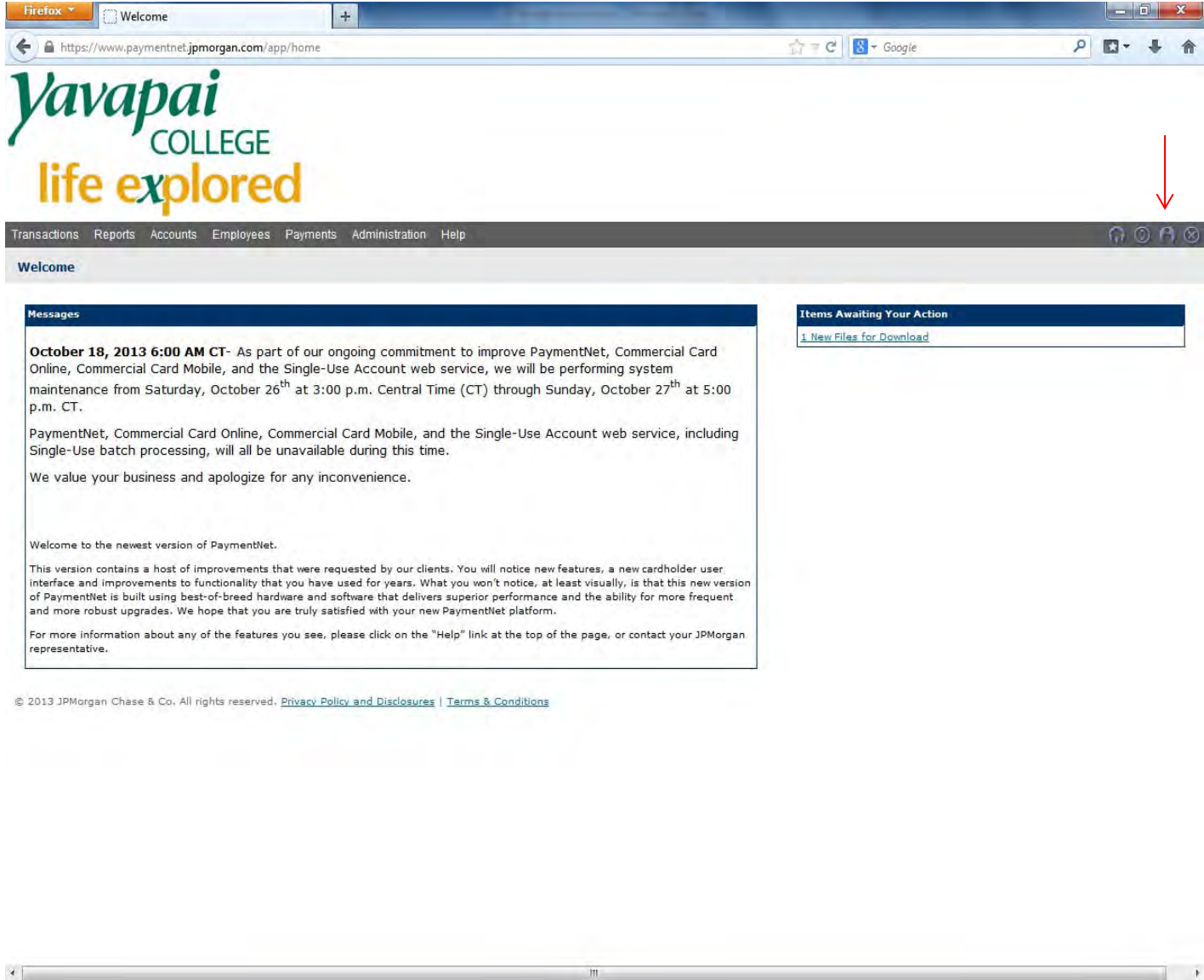
	Reviewed	Transaction Date	Post Date	Cardholder Last Name	Cardholder First Name	Merchant Name	Transaction Amount	Accounting Code Values
<input type="checkbox"/>	<input type="checkbox"/>	08/17/2013	08/19/2013	NELSON	DONNA	HAMPTON INN & SUITES	\$1,598.40	COA - US64368 20 ACCOUNTS PAYABLE ONE 00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	MAIFIELD	JEFF	WOLVERINE BRASS INC	(\$165.58)	COA - US64368 VERDE FACILITIES 0000 01343
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	SCHWICKERATH	TERESA	AMAZON.COM	\$52.11	COA - US64368 203 VERDE DIVISION 1 0000 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	SCHWICKERATH	TERESA	WAL-MART #1299	\$25.22	COA - US64368 203 VERDE DIVISION 1 0000 2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ASHFORD	DONNA	SRC MEDICAL	\$314.50	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ASHFORD	DONNA	PAPA JOHN'S #2408	\$74.23	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	ASHFORD	DONNA	CAAHEP	\$450.00	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	ASHFORD	DONNA	RUGGED COMPUTING	\$222.18	COA - US64368 402 EXTENSION-PRESCOTT VAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	ANDERSON	DEMOREE	DGI SUPPLY WHEELING	\$411.48	COA - US64368 118 VISUAL/PERFORMING ARTS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ANDERSON	DEMOREE	DGI SUPPLY WHEELING	\$374.57	COA - US64368 118 VISUAL/PERFORMING ARTS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	CASNER	KARYN	FRYS-FOOD-DRG #63	\$66.83	COA - US64368 403 NARTA 0000 402476 7107
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	CASNER	KARYN	IHOP 3081	\$123.80	COA - US64368 403 NARTA 0000 402476 7107
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	CASNER	KARYN	IHOP 3081	\$178.88	COA - US64368 403 NARTA 0000 402476 7107
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	RODRIGUEZ	ADRIENNE	SWANK MOTION PICTURES	\$400.23	2 Line Item(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	RODRIGUEZ	ADRIENNE	FRYS-FOOD-DRG #116	\$6.10	COA - US64368 105 Student Affairs/Res Halls
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/15/2013	08/19/2013	RODRIGUEZ	ADRIENNE	THE OLIVE GARD00016451	\$156.75	COA - US64368 105 Student Affairs/Res Halls
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	RODRIGUEZ	ADRIENNE	MCDONALD'S F4180	\$54.53	COA - US64368 105 Student Affairs/Res Halls
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/17/2013	08/19/2013	CHECK	SUSIE	MATHESON-308	\$73.90	COA - US64368 351 CTEC 0000 385461 7101 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	ADANIYA	KIRSTEN	OFFICE MAX	\$25.81	COA - US64368 110 COMMUNICATIONS 0000 1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08/16/2013	08/19/2013	HILLIG	NITA	OFFICE DEPOT #5101	\$25.98	COA - US64368 NURSING 0000 102304 7101 1

Mass Update Reviewed Approved Export... 0 of 582 Selected Page 1 of 30 Go

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General Information Bank Information **Screen Views** Accounts

Save

User ID 9287762134 Name Grantham, Cassidy

Screen To Configure Transaction List

Number of items per page 20

Available Columns		Selected Columns
Authorization Number	<p>Add ></p> <p>Add All >></p> <p>< Remove</p> <p><< Remove All</p>	Reviewed (Required)
Billed To Account		Transaction Date (Required)
Card Delivery		Cardholder Last Name (Required)
Convenience Check Number		Cardholder First Name (Required)
Customer Code		Merchant Name (Required)
Diverted To		Transaction Amount (Required)
Estimated Tax %		Accounting Code Values (Required)
MCC		Transaction ID (Required)
Merchant Country		Account Number (Required)
Merchant Zip/Postal		MCC Description (Required)
Middle Initial		Account State/Province (Required)
Monitor Details		Purchase ID (Required)
Monitor Name		Merchant ID (Required)
Monitor Type		Exported (Required)
Order Begin Date		Merchant City (Required)