Baltimore County Public Schools
Procurement Card Program
JPMorgan, Chase Bank
PaymentNet System
Cardholder Reference Manual
Table of Contents

Program Definitions ........................................................................................................ 1
  Types of Procurement Cards .................................................................................. 1
  Billing Cycle ......................................................................................................... 1
  Cardholder Review .............................................................................................. 1
PaymentNet Management Tool .................................................................................. 2
  PaymentNet URL ............................................................................................... 2
  PaymentNet Login Information ...................................................................... 2
  Main screen/Dashboard .................................................................................. 3
Transaction Tab .......................................................................................................... 3-4
  General Information ......................................................................................... 5
  Receipts .............................................................................................................. 6-7
  Addendum .......................................................................................................... 8
  History ............................................................................................................... 8
Finalizing the Transaction .......................................................................................... 9
Reports Tab .............................................................................................................. 8-9
  Report List ......................................................................................................... 9
  Reports Download .......................................................................................... 10
  Required Report – Statement of Account .................................................... 11
Chase Bank Statement ............................................................................................... 12
Monthly Requirements and Notes ............................................................................ 12
E-mail Notification ................................................................................................. 13
Retrieving Prior Month Transactions ..................................................................... 13
Account Manager Roles .......................................................................................... 14
Third Party Billing .................................................................................................. 14
Card Activation ...................................................................................................... 15
Program Definitions

Approving Officials – Account Manager/Principal who has the responsibility to manage a budget and has authority to approve expenditures

Cardholder – School/office personnel who have been approved by the account manager/principal to obtain a BCPS credit card

Card Provider – J.P. Morgan, Chase Mastercard

PaymentNet – J.P. Morgan, Chase online Mastercard management system used to review and approve p-card charges

Types of Procurement Cards

Regular procurement card
- Has the ability to make supply and material purchases up to $2,000 for a **single** transaction and an average of $10,000 per month.

Travel procurement card
- Has the same ability as the regular p-card to make supply and material purchases up to $2,000 for a **single** transaction and an average of $10,000 per month.
- Has the added ability to make approved BCPS travel arrangements for up to $5,000 for a **single** transaction.
- Travel related merchants such as hotels are airlines are blocked from the regular p-card.

Declining Balance card
- The p-card can only be used for making purchases that enhance special education and/or health related services as outline in the Third Party Billing Action Plan

The Billing Cycle

The billing cycle runs from the beginning of the month to the last business day of the month. The procurement card review process must be completed by the 14th of the following month.

The Cardholder Review

The final review and approval is due by the 14th of the following month. The review includes:
- Viewing all transaction information supplied by the merchant
- Assigning a proper budget account string that identifies the purchase
- Attaching the supporting documentation/receipt
- Adding a transaction note – required for food/travel purchases and may be used to provide additional information or clarification of purchase
- For months without activity the cardholder must print the PaymentNet Statement of Account to submit to the Account Manager/Approving Official
The Online PaymentNet Management Tool

PaymentNet – online management tool that allows the cardholder and account managers to review all information related to procurement card activity.

- View p-card transactions that have been posted to user accounts
- Assign a budget string to properly identify the type of purchase
- View reasons for any declined purchases
- Dispute a transaction
- Run reports to obtain transaction details
- Run the Statement of Account report (required as part of the monthly documentation)
- Obtain the monthly statement (required as part of the monthly documentation)
- View p-card limits and card information

Accessing the PaymentNet Application

Go to J.P. Morgan’s PaymentNet Web site
www.paymentnet.jpmorgan.com

The mainscreen known as the dashboard will provide summary information and easy access to navigation between screens. Selecting the Home tab will return the user to the main/dashboard from any screen.

PaymentNet Login Information

- Enter the user’s 10 digit employee ID
- Enter the temporary PaymentNet password
- Enter boebcps as Organization ID
Main screen/Dashboard

Transactions Tab
Transactions tab is used to review and allocate procurement card transactions.

- Select Transactions - Manage to view and finalize all transactions.
- Select Advanced Query to search for old transactions.
- Select Transaction Amount to open the transaction.

Transactions tab provides sections used to review, add information, attach receipts, and finalize the transaction.
Opening the transaction provides additional tabs to view data and upload receipts

| General Information | Receipts | Addendum | History |

**General Information tab** provides summary information and allows the user to review summary information, assign an account string, add notes and finalize the transaction.

**Receipts tab** allows the user to attach a PDF, JPEG, GIF, TIFF or PNG file to the transaction. *Attach receipts prior to finalizing the transactions. RECEIPTS ARE REQUIRED TO BE ATTACHED FOR EVERY TRANSACTION!*

**Addendum tab** provides additional information about the transaction including details of the actual items purchased if the LEVEL-3 information was supplied by the merchant.

**History tab** provides time and date information related to the transaction including when it was reviewed and approved.
General Information Tab

The general information tab includes information supplied by the merchant and cardholder information as stored in the PaymentNet system.

***Review all tabs and attach receipts prior to finalizing the transaction.

Budget String

The budget string selected in PaymentNet will be used to post the transaction in the financial system. The budget string selected is not based on which accounts have funds.

- The budget string selected must properly identify the type of purchase. For example:
  - New Textbooks use object code – 3028
  - Health supplies use object code – 3713

- All travel related charges must be allocated to a travel type of object code. For example:
  - Overnight travel use object code – 4029
  - Conference registration use object code – 4005
Receipts Tab

- It is recommended for employees to create a folder on the computer to save receipts to be uploaded to PaymentNet.
- Receipts must be uploaded to PaymentNet for each transaction. Only PDF, JPEG, GIF, TIFF or PNG file types can be attached to the transaction.
- Scanning a printed document or taking a picture with a phone will create a file that can be attached. Electronic invoices can also be requested from the vendor.

The receipts tab allows the user to upload invoices and supporting documentation directly to the actual MasterCard transaction. *(Receipts are required for all transactions.)*

### Attaching the Receipt

File types of PDF, JPEG, GIF, TIFF or PNG can be attached to the transaction. Scanning the document or taking a picture with the phone will create a file that can be attached.

1. **Browse for Receipt**
2. Locate and select the file

3. Complete the fields and Upload the attachment

Verify the receipt is attached
The link may not be active until the next business day
Addendum Tab

The addendum tab provides additional information concerning the transaction. If available, a detail of the actual items will be listed. The detail information is based on the information supplied by the merchant and not always included.

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Each</th>
<th>Tax Amount</th>
<th>Discount</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>5196167</td>
<td>HP SB V14 PORTABLE MONITOR 14.0&quot;</td>
<td>1</td>
<td>EAC</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$131.25</td>
</tr>
</tbody>
</table>

History Tab

The history tab provides timestamped information concerning the transaction.

If supplied by the merchant, the detail of the actual item purchased will be listed. The Modified By column identifies the employee id of the user that performed the task.
Finalizing the Transaction

Once all tabs and transaction information has been reviewed and finalized, select save.

Verify the information was successfully saved.

Disputing a transaction

Select the Dispute tab and complete the required information.

Reports Tab

The reports tab is used to request a report and/or download previously requested reports.

Report List

Contains all available reports.

Select desired report

Transaction Detail will include all available information in Excel

Required Report
Statement of Account Landscape or Portrait
Report Filter

Add a filter to obtain the desired transactions – The billing cycle closes the last business day of each month. After the month/cycle closes, run the report with the default filter (Post Date is in Last Month) to obtain the prior months transactions. The total transactions should balance to the cardholder statement. Older cycles are accessed by selected the Advanced Query at the top right of the screen and entering dates See directions at the end of the document.

Reports - Download

To obtain the report results select – Reports – Downloads – the status of the report will be identified as successful once the report is complete.
Required Report – Statement of Account

The PaymentNet Statement of Account must be included in the monthly p-card documentation. The report is accessed using the reports list from page 8 above.

Statement of Account Landscape or Portrait

Verify the following:

• Merchant name and post date(s)
• Budget string to be charged
• Item description (if supplied by vendor)
• Cardholder name
• Total transactions and amount must balance to the statement ($368.68)
• Signature and date for cardholder and approver required
Chase Bank Statement

The cardholder monthly J.P. Morgan statement and the Statement of Account Report from PaymentNet should balance. For months with card activity, both statements must be included in your monthly packet. Months without transaction just requires a signed Statement of Activity report displaying no activity.

Monthly requirements and notes

- The statement closes on the last business day of the month
- Statements must be obtained online from the PaymentNet system (printed copy included with the monthly documentation)
- All transactions must be finalized by the cardholder by the 14th of following month after the statement closes i.e. if the statement closes on April 30th, the cardholder has until May 14th to complete the monthly process and submit all supporting documentation to their account manager
- All transactions must be reviewed – select the Review box on Transaction Detail – General Information tab of the transaction within PaymentNet.
- Account number selected based on the items that were purchased
- Notes added when appropriate – required for food and travel transaction, but recommended for all transactions
- Approver must be selected by the cardholder – some cardholders will only have one approver as a default
- Receipts attached to each transaction
- Statement of Account – PaymentNet report printed (verify total matches monthly billing statement sign and date report – cardholder’s approver must also sign and date)
Email Notifications

As transactions post to PaymentNet, the cardholder will be sent an e-mail notification.

Retrieving Prior Month Transactions

Transactions Tab
Transactions tab is used to review and allocate procurement card transactions.

- Select Transactions - Manage
- Select Advanced Query
- Enter Date From and Date To
- If you have access to more than one person limit the results
Account Manager Roles

- Review and approve all cardholder transactions to ensure compliance on the Monthly Statement of Account Report
- Review supporting documentation: detailed receipts and Mastercard bank statement
- Review items purchased are appropriate
- Verify purchases were not split to avoid single limits
- If food purchase, make sure additional documentation is attached, explanations, meeting agenda, attendee list. Could the meeting have been scheduled at a different time as to not require food?
- Appropriate budget account string is charged

Third Party Billing Procurement Card

- The p-card is a declining balance procurement card – the amount identified in the action plan will be the total available for the school year.
- Only one p-card will be issued per school.
- The p-card can only be used for making purchases that enhance special education and/or health related services.
- The first step to obtain a Third Party Billing (TPB) p-card is to complete the Action Plan.
- The Third Party Billing p-card must adhere to the same rules, deadlines, and PaymentNet requirements as the regular p-cards.
- The TPB paper application should be submitted to the Office of TPB.
Card Activation

From the main screen of the PaymentNet system:

**Go to J.P. Morgan’s PaymentNet Web site**
www.paymentnet.jpmorgan.com

Welcome

- Items Awaiting Your Action
  - Activate Account Ending in **1406**

The URL the sticker is CCPortal.jpmorgan.com