Update to SPcard Reconciliation Procedure – How to Enter Notes in PaymentNet

The Office of Audit Compliance and Privacy (OACP), with support from Penn Purchasing, has been reviewing SPcard transactions. You may have already received an email requesting that you provide a business purpose for a particular transaction associated with your card.

Financial policy 2303 promulgates that the cardholder is responsible for maintaining appropriate supporting documentation for each Purchasing Card transaction along with a copy of the monthly statement of account for all transactions. In addition, the business purpose of each transaction must be documented in order to demonstrate that the transaction did indeed further the purpose of that respective department.

The OACP is asking that SPcardholders document their business purposes in the Transaction Notes fields of PaymentNet.

This will require you to authenticate into PaymentNet. In order to do so many of you may have forgotten your password. In order to reset your password please follow the instructions below:

Step 1: Access PaymentNet at: www.paymentnet.jpmorgan.com/
Step 2: Enter your User Name: Normally your PennKey
Step 3: Skip over Password and Organization ID
Step 4: Click on Forgot Your Password?
Step 5: Enter your email address
Step 6: Enter Organization ID: unipenn
Step 7: Click on the Next button
Step 8: Click on the Get Access Code button
Step 9: Wait a couple of seconds and you will get an email from J.P. Morgan Commercial Card that says:

Dear [your name]:

Here is the access code you need to reset your password: 12345678

Step 10: Copy and paste the access code into the access code box
Step 11: Click on the Next button
Step 12: Enter your new password and the confirm it.

Now that you are in PaymentNet you can enter in the business purpose of your individual transactions. Please follow the instructions below to do so. We also have a video tutorial available here.

Step 1: Access PaymentNet at: www.paymentnet.jpmorgan.com/
Step 2: Authenticate in with your User ID and Password
Step 3: If you must type in the Organization ID: unipenn
Step 4: Click the Login button
Step 5: On the banner up top hover over Transactions and select Manage
Step 6: Click anywhere in the transaction line
Step 7: Type the business purpose in the Transaction Notes box
Step 8: Click the Save button at the bottom of the screen.

We recommend that you update the business purpose every Monday when the transactions become available in PaymentNet.