PaymentNet Review Process

paymentnet.jpmorgan.com/app/home

Weekly, All transactions in PaymentNet must be reviewed by Friday Afternoon, 3:00pm

I. Log into PaymentNet

II. Click on Transactions in the header bar
    A. Click on Manage

III. Review transactions that have not yet been marked as “Reviewed”
    A. Click on a transaction
    B. If this is an authorized purchase:
        1. Verify that Cost Center/Worktag (account) is correct
           a. If not and you
              i. Have allocator access (the boxes are white)
                 i. Change the Cost Center and Account
              ii. Do not have allocator access (the boxes are grey)
                 i. Send an e-mail to CHSCompliance@asu.edu requesting that the
                    CostCenter/Worktag be corrected.
                    1. Make sure to include the correct Cost Center and
                       Program/Gift/Grant account
        2. Verify that the Spend Category is correct
           Example: Target always comes up as Apparel and Luggage, but these items are rarely purchased.
           a. If incorrect, a list of Spend Categories can be found through a Workday report: Find
              Spend Categories
              i. A smart search can be performed by typing in a category name such as “Food”
                 in the Spend Category Name field.
              b. Choose the most appropriate Spend Category and enter it into PaymentNet
                 note that these have to be entered by the alphanumeric code in PaymentNet “SC1002 – Food...”
        3. Click the box and mark the transaction “Reviewed”
        4. Click on Save
    C. If this is an unauthorized purchase, click on Dispute and follow the instructions

IV. Transactions upload to Workday every Friday evening for the previous week (Saturday through Friday)
    A. Example: Upload on Friday December 14th is for PaymentNet transactions dated December 1st – 7th

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