



**Northern Illinois
University**

Commercial Card Programs

**INTRODUCTORY
TRAINING**

Agenda



- Commercial Card Programs Summary
- How It Works - Application through Reconciliation
- Policy Review
- Forms
- Travel
- Amazon Business Account
- Card Services Contact Info

Program Summary



- Card Services manages commercial card program
- JP Morgan Chase is IPHEC vendor
- Commercial Card Programs

1. One Card
 - i. P-Card
 - ii. T-Card



2. Declining Balance Card (DB-Cards)

Program Summary



Criteria for using a P-Card or T-Card:

- Single transaction of \$5,000 or less
- Total aggregate of commodity does not exceed \$20,000/fiscal year
- Two-party, signed agreement is not needed
- Requirements for restricted items must be met in advance of the purchase
- Item is not prohibited

How It Works



1. Apply
2. Train
3. Commercial Card Agreement
4. Pickup
5. Activate
6. Shop
7. Review/Allocate
8. Scan in Receipts
9. Approving Manager Review
10. Monthly Reconciliation

Commercial Card Agreement



- Log into OnBase
- Fill out the online Commercial Card Agreement

Check this box to see the rest of the form

Commercial Card Agreement Form

Electronic Commercial Card Agreement Form Use Consent



By checking this box, I give my consent to fill out, sign and submit this Commercial Card Agreement electronically. I understand that I will not be able to use this electronic form if I do not consent.*

Commercial Card Agreement



- 7. I am responsible for reviewing my transactions and allocating the expense to the appropriate cost center and account prior to the designated deadline provided under section V of the Commercial Card policy.
- 8. I am responsible for reconciling my card statement and reporting any unauthorized charges to the vendor or the bank as described under section VI.J of the Commercial Card policy.
- 9. I am responsible for ensuring that my card is used only for university business and to immediately notify JP Morgan Chase and my approving manager of any loss or improper use of my card.
- 10. I will surrender the card to Northern Illinois University when my employment with NIU is terminated or if I transfer to another department, if I separate from the university, or if I am terminated.

Type the last name of the approving manager and click anywhere outside of this box to prefill other information or select from a list

Cardholder Acknowledgement

Please select your approving manager by entering their last name:

Approving Manager Last Name *

Approving Manager First Name

Approving Manager User ID

ACKNOWLEDGEMENT

I certify I have read the Northern Illinois University Commercial Card Program Policies and Procedures. I understand the terms and conditions stated in this agreement. I attended the required training and had the opportunity to ask questions to clarify my understanding of the program.

I understand violation of these terms and conditions are subject to disciplinary actions as described in the Commercial Card Policy and Procedures Manual. I will reimburse Northern Illinois University for all uncured charges and any costs related to the collection of such charges.

Please check that you've read and acknowledge the Commercial Card Agreement *

You must check that you've read and acknowledge the Commercial Card Agreement in order to submit the form.

Check this box to acknowledge and hit submit to submit the form for approval

Card Pickup



- Card Services will email Cardholder when card is ready for pick up and to set up an appointment
- Bring your photo ID
- Wear a mask if you are not fully vaccinated
- Follow instructions inside envelope to activate
 - Enter 16 digit acct #
 - Enter 3 digit security code
 - Enter Access Code 1 – MMDD of birth
 - Select a PIN
 - Remove sticker
 - Sign card

Shopping



- Spend Limits – \$5k/transaction and \$25k/month
- Allowable, Allowable with Restrictions (AWR), and Prohibited Purchases
- Sales Tax
- Billing and Shipping Address

Shipping Address	Billing Address
<i>Cardholder Name – P-Card</i>	<i>Cardholder Name</i>
<i>Department Name</i>	<i>Department Name</i>
Northern Illinois University	Northern Illinois University
180 West Stadium Drive	1425 W Lincoln Hwy
DeKalb, IL 60115-2828	DeKalb, IL 60115 - 2828

PaymentNet System



Next Steps:

5. Review/Allocate
6. Attach Receipts
7. Approving Manager Review

8. Monthly Reconciliation – Statement of Account signed

PaymentNet System



- Visit www.paymentnet.jpmorgan.com
- Enter NIUONE1 in Organizational ID
- User ID is your Employee ID
- Enter your Password and click **Log In**

A screenshot of the J.P. Morgan PaymentNet login interface. The page has a dark blue header with the J.P. Morgan logo and 'PaymentNet®'. Below the header is a white login form with a 'Log In' title and a 'Bookmark this page' link. The form contains three input fields: 'Organization ID' (with 'NIUONE1' entered), 'User ID', and 'Password'. There is a checkbox for 'Remember my Organization ID'. Below the password field, it says '(Case Sensitive)'. There are two links: 'Forgot your Password?' and 'Forgot your Organization ID or User ID?'. A 'Log In' button is at the bottom right of the form.

J.P.Morgan PaymentNet®

Log In [★ Bookmark this page](#)

Organization ID
NIUONE1

Remember my Organization ID

User ID

Password

(Case Sensitive)

[Forgot your Password?](#)

[Forgot your Organization ID or User ID?](#)

Log In

PaymentNet System



Account Information - Welcome Page

Home Transactions Statements Reports My Accounts Payments Help

Welcome

Items Awaiting Your Action

- [Activate Account Ending in 2530](#)
- [Activate Account Ending in 6309](#)

Alerts

You have no alerts at this time

3 Messages

[Read All](#)

CATHY CARDHOLDER

Purchasing Card(4807 0082 2018 2422 New) ▼

Account Summary [View Details](#)

Credit Limit	\$1,000.00
Current Balance ⓘ	\$13,259.62
Available Credit ⓘ	\$0.00

Transaction Activity

Current Billing Cycle Transactions ⓘ	\$15,670.46	View
Authorizations	0	View
Declines	0	View
Transactions for Review (Last 60 days)	0	View

Statements

Aug 06, 2018	\$13,259.62	View	Download (PDF)
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PaymentNet System



- Allocate transactions by filling in the Accounting Codes section

Accounting Codes

Chart of Accounts

Division

Cost Center Fund

Account

Transaction Custom Fields

Business Purpose*

Employee Travel *

Name of Traveler

Destination

Date(s) of Travel

Transaction Notes

3000 characters maximum (applies to all transaction notes)

PaymentNet System



- Transaction Details – Receipts

General Information | **Receipts** | Addendum | History 4 of 5 ⏪ ⏩

To upload receipt image files from your computer, select "Attach Receipt". The acceptable file formats are PDF, JPG, GIF, TIFF or PNG, and each file cannot exceed 5MB.
To fax receipts, select "Print Fax Cover Sheet" to open a document that you must print, be sure to turn off any pop-up blocker on your browser. Once printed, fax the bar-coded cover sheet with your receipts to the number on the cover sheet. Within a few hours, your faxed documents will be attached to the transaction.

[Print Fax Cover Sheet](#) [Attach Receipt](#)


Receipt Name	File Type	File Size	Description	Receipt Amount	Receipt Currency	Receipt Date	Upload Date	Action
No Records Found.								

Upload Receipt

* Required Fields

Select File* [Browse...](#)

Receipt Name*

Receipt Date 
(MM/DD/YYYY)

Receipt Description

Receipt Amount

Currency

[Cancel](#) [Upload Receipt](#)

PaymentNet System



- Managing Transactions
 - **Transactions > Manage**
 - Transaction Details - General Information
 - Approval Status

Approval Status – Approved

Reviewed [REDACTED]

Approval1 [REDACTED]

- Next to the Save button there is an option to Dispute the transaction

PaymentNet System



Statement

To view your current statement:

1. Click the **Statements** option on the PaymentNet menu bar.
2. If you have more than one account, use the **For Account** list to view the statement for another account.
3. To view the statement for a billing cycle other than the current cycle, select a date from the **Billing Date** list.
4. To download a copy of your statement, click **Download Statement**. You can then use your Adobe PDF viewer to save or print the statement.

Note: You can also view and download your statements directly from the Cardholder Dashboard. In the Statements panel, click **View** to view a statement or click **Download (PDF)** to download a statement.

PaymentNet System



Reports

To run a report:

1. Select **Reports > Report List**.
2. Find the report you want to run. You can use the filters and keyword search on the Report List screen to locate a report. You can also click the Plus icon to display detailed information about a specific report.
3. Click the name of the report you want to run.
4. Use the tabs on the Report Detail screen to view and change the report settings as desired.
5. If you want to be able to run the report again with the same criteria, enter a new name for the report and click **Save**. Saved reports are available to run from the Report List screen.
6. To run the report, click **Run**.

Report results are displayed on the Available Downloads screen. To view this screen, select **Reports > Downloads**. When the report has finished running, the **Status** column on this screen changes to Successful and a link to the report output appears in the **Output** column. Click the link to download the output to your local machine.

PaymentNet System



Where to get Help

Home Transactions Statements Reports My Accounts Payments **Help**

Welcome

Items Awaiting Your Action

- [Activate Account Ending in 2530](#)
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CATHY CARDHOLDER

Purchasing Card(4807 0082 2018 2422 New) ▼

Account Summary [View Details](#)

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Transaction Activity

Current Billing Cycle Transactions ⓘ	\$15,670.46	View
Authorizations	0	View
Declines	0	View
Transactions for Review (Last 60 days)	0	View

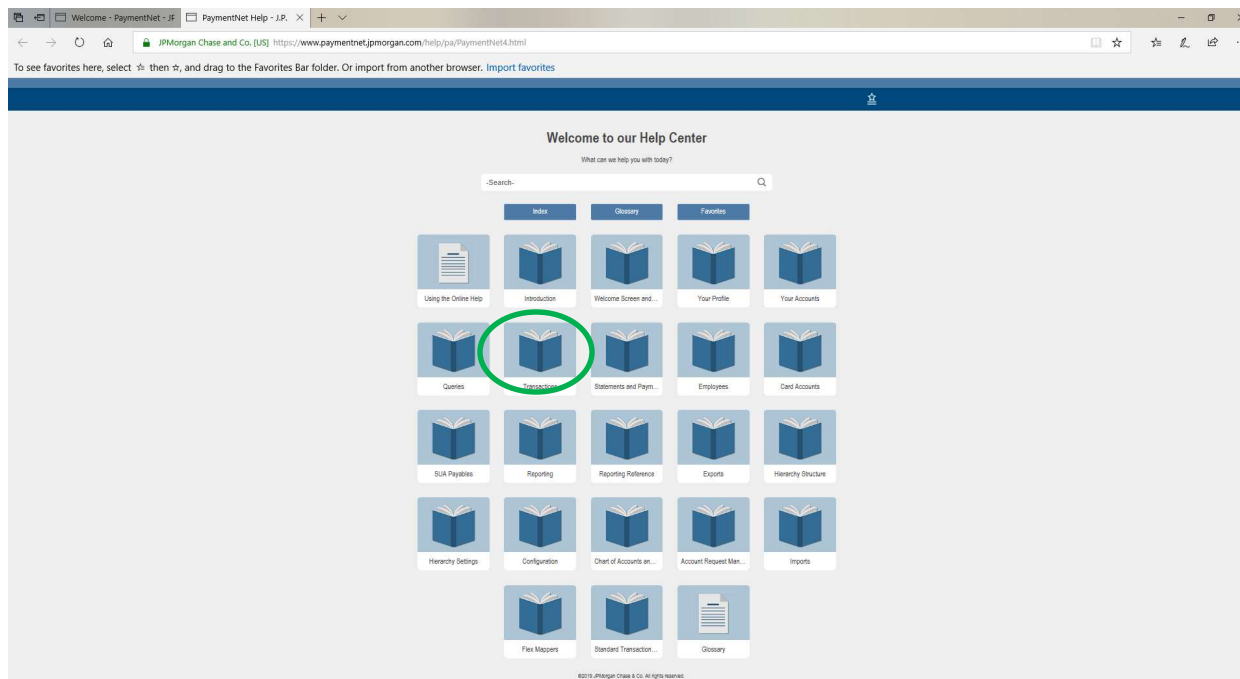
Statements

Aug 06, 2018	\$13,259.62	View	Download (PDF)
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PaymentNet System



Help Index



PaymentNet System



Welcome - PaymentNet - JF | PaymentNet Help - J.P. | +

JPMorgan Chase and Co. [US] https://www.paymentnetjpmorgan.com/help/pa/topic.htm#t=PNet4_User_Guide%2FPNet4_UG_Transactions%2FTransactions.htm

To see favorites here, select ☆ then ☆, and drag to the Favorites Bar folder. Or import from another browser. Import favorites

J.P.Morgan | PaymentNet® Help

Transactions

Transactions

The Transactions module allows you to manage transaction details and make real-time updates. You can use the Transactions module to review, approve, and reject transactions, attach and download receipts, view flagged transactions, record out-of-pocket expenses and mileage reimbursement, and view the reasons for transaction authorizations and declines. You can also identify and update default transaction accounting codes for one or more transactions.

Program administrators can manage their individual transactions as well as cardholders' transactions. In order to manage your individual transactions, you must have an account that is tied to your user ID. In order to manage cardholder transactions, the cardholders must be within your hierarchy and scope of view.

Transaction data is stored for 24 months. After 24 months, transaction data is deleted from PaymentNet and basic transaction information is stored in a separate database for an additional five years. To obtain transaction data after 24 months, contact your J.P. Morgan program coordinator or relationship manager.

Use the **Transactions** menu to manage transactions.

This section explains the following:

- [Viewing Transactions](#)
- [Searching for Transactions](#)
- [Editing a Transaction](#)
- [Splitting a Transaction](#)
- [Saving a Chart of Accounts Favorite](#)
- [Managing Transaction Receipts](#)
- [Creating Out-of-Pocket Transactions](#)
- [Transaction Approval Workflow](#)
- [Viewing Authorizations and Declines](#)
- [Updating Multiple Transactions](#)
- [Fraudulent Transactions](#)
- [Transaction Disputes](#)

-Search- [Q]

Index | Glossary

Using the Online Help

Introduction

- PaymentNet Specifications
- User Documentation
- Computer Registration
- Application Error Messages
- Data Retention
- Obtaining Technical Assistance

Welcome Screen and Navigation

- Welcome Screen
- Navigation

Your Profile

Your Accounts

Queries

- Query Best Practices
- Managing Advanced Queries
- Processing Stages

< **Transactions:**

- Viewing Transactions
- Searching for Transactions
- Editing a Transaction

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PaymentNet System



The screenshot shows a web browser window displaying the PaymentNet Help page for "Splitting a Transaction". The browser's address bar shows the URL: https://www.paymentnet.jpmorgan.com/help/pa/topic.htm#t=PNet4_User_Guide%2FPNet4_UG_Transactions%2F5Splitting_a_Transaction.htm. The page header includes "J.P.Morgan PaymentNet® Help" and "Transactions » Splitting a Transaction". A search bar is highlighted with a green circle, containing the text "-Search-". Below the search bar are buttons for "Index" and "Glossary". The main content area is titled "Splitting a Transaction" and contains the following text:

When editing a transaction, you can divide the information into multiple lines of accounting so that costs are allocated to the correct cost centers. This practice is also known as adding lines or splitting a transaction. If your organization has defined custom accounting codes or transaction custom fields, you can apply them to each line item as needed.

For information about editing other details of a transaction, see [Editing a Transaction](#).

To split a transaction:

1. Select **Transactions > Manage**.
Alternatively, while viewing other information about an account, you can select **Take me to > Transaction List - Last 30 Days** to see a list of recent transactions for the account. For more information, see [Viewing Related Information for an Account](#).
2. Click the transaction you want to split.
3. Click **Add Lines**.
4. Enter the number of lines you want to add and click **Add**.
5. Complete the **Line Item** fields. For a list of these fields, see [Line Item Level Accounting Fields](#).
Note: To reveal the accounting codes and custom fields for a single line item, click the corresponding arrow; to display these fields for all line items at once, click **Expand All**. To hide these fields for a single line item, click the corresponding arrow again, or click **Collapse All** to hide these fields for all line items at once.
6. To assign custom accounting codes to a line item, select a chart of accounts from the **Chart of Accounts** list, then select or enter segment values using the drop-down lists or text boxes that display. Fields marked with an asterisk are required.
Note: When you work with a chart of accounts that has more than 150 segments, scroll to the bottom of the list to view the additional segments.
Alternatively, if you have previously saved a [chart of accounts favorite](#), you can select it from the **Chart of Accounts** list. The segment values associated with the favorite automatically display in the corresponding fields.

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The right sidebar contains a table of contents with the following items:

- Using the Online Help
- Introduction
- Welcome Screen and Navigation
- Your Profile
- Your Accounts
- Queries
- Transactions
 - Viewing Transactions
 - Searching for Transactions
 - Editing a Transaction
 - < Splitting a Transaction**
 - Saving a Chart of Accounts Favorite
 - Managing Transaction Receipts
 - Creating Out-of-Pocket Transactions
 - Transaction Approval Workflow
 - Viewing Authorizations and Declines
 - Updating Multiple Transactions
 - Fraudulent Transactions
 - Transaction Disputes
- Statements and Payments
- Employees

PaymentNet System



Resources

The screenshot shows a web browser window displaying the PaymentNet System Resources page. The page is titled "Resources" and contains a list of links and documents. A green circle highlights the "Cardholder Quick Reference Card PDF" link.

Release Information

- May 2019 Release - PaymentNet What's New PDF
Last Update: 05/09/2019
- August 2019 Release - PaymentNet What's New PDF
Last Update: 07/09/2019

Program Administrators

Reference

- How to Create a Report - Standard PDF
Last Update: 02/22/2019
- Sample Chart of Accounts Quick Reference Card PDF
Last Update: 02/22/2019
- Single-Use Accounts: How to View and Search for Payables PDF
Last Update: 11/02/2018
- Commercial Card Program Authorization Form - Interactive (CCPAF-I) PDF
Last Update: 05/21/2019
- Single-Use Accounts: How to Resolve Issues with Payables PDF
Last Update: 11/02/2018
- Single-Use Accounts: How to Create a Payable PDF
Last Update: 11/02/2018
- How to Create a Template-Based Report PDF
Last Update: 05/17/2019
- Program Administrator Quick Reference Card PDF
Last Update: 05/17/2019

All Users

- TSYS Decline Code Definitions XLSX
Last Update: 11/02/2018
- Log In Quick Reference Card PDF
Last Update: 02/22/2019

Cardholders

- PaymentNet Reporting QRC PDF
Last Update: 02/22/2019
- PaymentNet Mobile Quick Start Guide PDF
Last Update: 02/22/2019
- How to Create a Report PDF
Last Update: 02/22/2019
- Cardholder Quick Reference Card PDF**
Last Update: 02/22/2019

Online Applicants - Account Request Manager Users

- Guide for Approvers PDF
Last Update: 11/02/2018
- Guide for Applicants PDF
Last Update: 11/02/2018

Policy Review



- Defined Roles and Responsibilities
 1. Cardholder
 2. Approving Manager
 3. Proxy/Reviewer
 4. Business Manager
 5. Deans/Division Heads
- Training Requirements
- Expiring/Reissued Cards
- Returns & Credits

Policy Review



- Disputed Items – (800) 270-7760
- Lost/Stolen – (800) 270-7760
- Misuse
- Change in Employment Status
- Record Retention
- Audits

Forms



- Account Change Form
- Card Return Form
- Equipment Form
- Exception Request Form
- P-Card Journal Entry Form
- Request to Add Grant
- Travel Voucher

Travel



Julie O'Brien,
Manager - Accounts Payable & Travel

OR

Debbie Bonnell,
Accounts Payable & Travel Accountant

Travel



Allowable versus Unallowable Travel Purchases

Common Travel Expenses	Commercial Card	Travel Reimbursement	Unallowable Expenses
Alcohol			X
Business/First Class Airfare			X
Coat Check			X
Conference Registration	X	X	
Entertainment Expenses			X
Extra Baggage Fees (exceptions may apply)			X
Fines, Late Fees, or Penalties Including Parking and Other Traffic Tickets			X
Gasoline for Personal Vehicle			X
Gasoline for Rental Car	X	X	
Items for Personal Use or Non-University Purposes			X
Late Check-Out, Early Check-In, and Room Guarantee Charges			X
Lodging (up to limits)	X	X	
Meal Allowance/Per Diem (exception for Graduate Assistants)		X	
Optional Expenses for Airline Seats, Travel Insurance, and Early Check-In			X
Parking (outside of DeKalb)	X	X	
Transportation (most economical)	X	X	
Transportation to Procure Meals			X

Travel



- Lodging
 - Cannot exceed lodging allowance maximums set by Illinois Higher Education Travel Control Board (IHETCB), unless:
 - Staying at approved/recommended Conference Hotel
 - Documentation required showing stay was at approved conference hotel
 - If unable to stay at the approved/recommended conference hotel
 - Rate can be less than or equal to rate of the established conference room rate (documentation showing established conference hotel rate required)
 - Any lodging overages are sent as an exception to IHETCB for review and approval quarterly
 - If disapproved by board, traveler is required to refund the University the overage plus applicable taxes and deposit the funds with the Bursar's Office
 - Notification to APS required with copy of deposit slip

Travel



- Review lodging allowance maximums
 - <https://www.stateuniv.state.il.us/travel/allowances/>
- State the business purpose of each trip.
 - Include the business reason for all auto rental, fax, phone, and internet expenses listed in the other expenses column.
- Support breaking out airfare and lodging is required if booking a package.
 - If breakout is not available, package is not allowed

Travel



- Allocating travel related expenses on Commercial Card
 - Transaction custom fields added in PaymentNet to capture traveler's name, destination, business purpose, and dates of travel
 - Approvers must ensure completeness of these fields before approving transactions
 - Need for annual Illinois State Legislature (ISL) reporting required for agencies receiving appropriated funds
 - Make sure to record travel to proper accounts for students, employees, and non-employees
 - ISL reporting accounts for employee travel only

Travel



- Travel Voucher form
 - <https://www.niu.edu/controllers/aps/travel.shtml>
- Travel Voucher Changes
 - Section added to complete Commercial Card expenses related to travel
 - Copies of receipts required for support
 - Must submit travel voucher for any purchases on a card even if have no other reimbursement
 - Vouchers must be approved and submitted within 30 days from date of travel completion
 - Note informing travelers of possible taxable income consideration if submitted over 60 days from travel completion
- See other items listed on Travel Voucher Submission Check List
 - <https://www.niu.edu/controllers/files/travel/travel-voucher-submission-check-list.pdf>

Travel



- Travel forms can be found on APS website
 - <https://www.niu.edu/controllers/aps/travel.shtml>

Travel Forms

Authorization to Travel (XLS) Rev. 1/13/03

Group Travel Advance (XLS) Rev. 2/24/09

Travel Voucher (XLSM) Rev. 1/22/20

Student Non-employee Travel Event Request Form (XLSX) Rev. 6/1/12

(to be submitted with a check request form)

Travel Voucher Submission Check List (PDF) Rev. 7/29/19

Travel Information

Travel Day Trip Meal Reimbursement Eligibility (PDF)

Higher Education Travel Control Board

Overnight Travel Instructions (PDF)

Day Trip Travel Instructions (PDF)

Travel Expense Payment Grid (XLSX) Rev. 8/13/19

Filling out PaymentNet Custom Fields Example (XLSX) Rev. 10/3/19

Sample Travel Voucher (XLSM)

Travel



- Contact Information
 - Accounts Payable Services, 753-1514 or AccountsPayableSrvs@niu.edu
 - Debbie Bonnell, APS Travel Manager, 753-6130 or dbonnell@niu.edu
 - Julie O'Brien, APS Manager, 753-6122 or jobrien@niu.edu

Amazon Business Account



Northern Illinois University's Amazon Business Prime account offers many business-specific benefits, including:

- Free 2-Day shipping on [Prime-eligible](#) items
- Automatic tax-exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
- Access to millions of additional products, available only to Business customers
- Business-specific pricing, including quantity discounts on eligible items
- Access to a specialized Amazon Business Customer Service team

Q & A

Card Services Contacts



Jay Monteiro, Program Administrator

Cheryl Alliston, Program Administrator

Brian Murphy, Program Administrator

Antoinette Bridges, Commercial Card Services Manager

cardservices@niu.edu