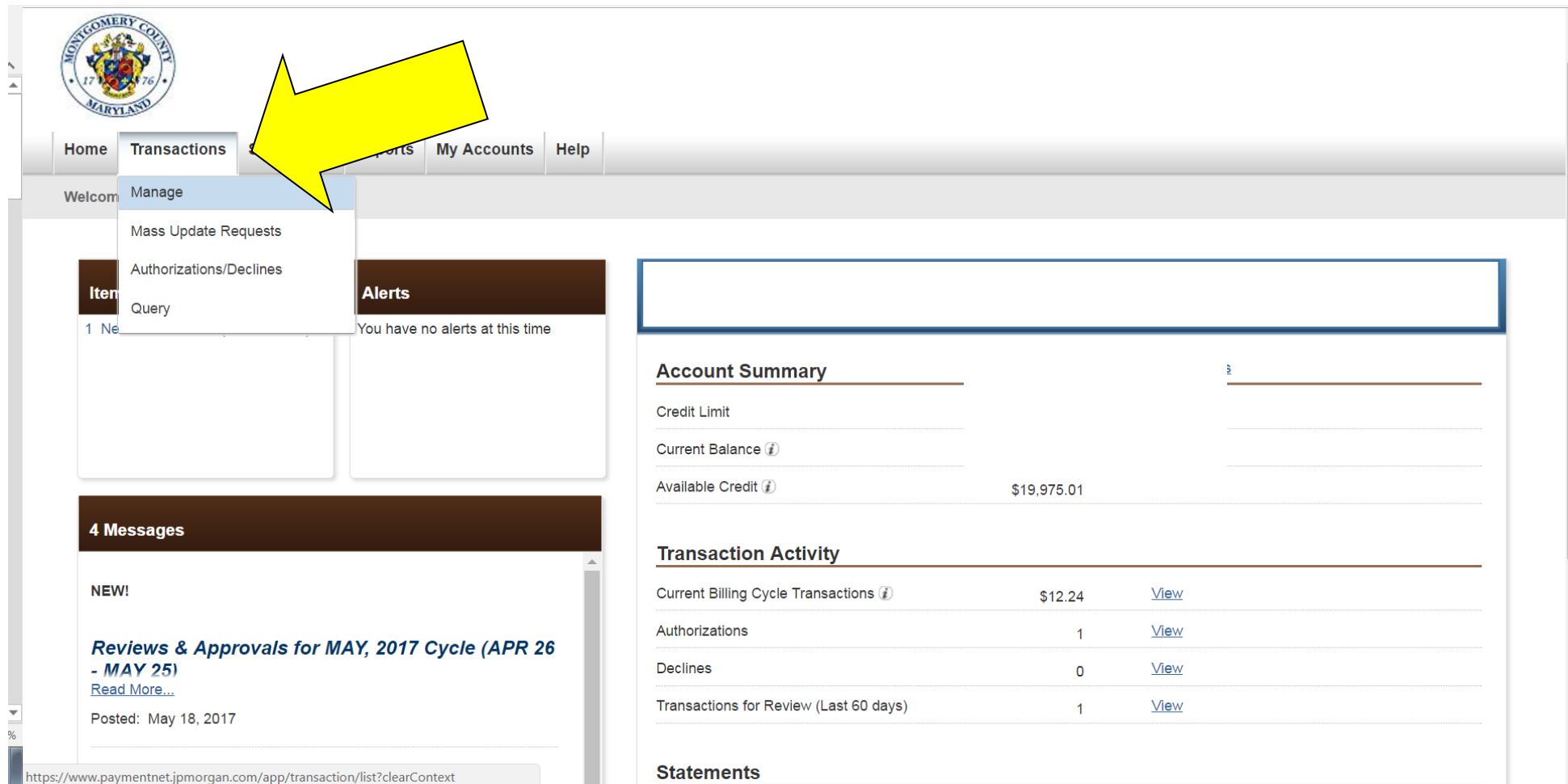


Passwords must be updated every 90 days

Chrome and Firefox usually work better than Internet Explorer

Log in and go to Transactions dropdown> "Manage"



The screenshot shows the Montgomery County PaymentNet portal. The top navigation bar includes links for Home, Transactions, Alerts, My Accounts, and Help. The Transactions dropdown menu is open, showing options: Manage, Mass Update Requests, Authorizations/Declines, and Query. A yellow arrow points to the 'Manage' option. The main content area is divided into several sections: Alerts (stating 'You have no alerts at this time'), 4 Messages (including a 'NEW!' message about 'Reviews & Approvals for MAY, 2017 Cycle (APR 26 - MAY 25)' with a 'Read More...' link), Account Summary (showing Credit Limit, Current Balance, and Available Credit of \$19,975.01), Transaction Activity (showing Current Billing Cycle Transactions of \$12.24, Authorizations of 1, Declines of 0, and Transactions for Review of 1), and Statements.

Montgomery County Maryland

Home Transactions Alerts My Accounts Help

Welcome

Manage

Mass Update Requests

Authorizations/Declines

Query

Alerts

You have no alerts at this time

4 Messages

NEW!

**Reviews & Approvals for MAY, 2017 Cycle (APR 26 - MAY 25)**

[Read More...](#)

Posted: May 18, 2017

**Account Summary**

Credit Limit

Current Balance ⓘ

Available Credit ⓘ \$19,975.01

**Transaction Activity**

Current Billing Cycle Transactions ⓘ	\$12.24	<a href="#">View</a>
Authorizations	1	<a href="#">View</a>
Declines	0	<a href="#">View</a>
Transactions for Review (Last 60 days)	1	<a href="#">View</a>


**Statements**

<https://www.paymentnet.jpmorgan.com/app/transaction/list?clearContext>

Each transaction needs to be reviewed.

Click anywhere in the row with the transaction you want to review:

ContactMy ProfileLog Out



HomeTransactionsStatementsReportsMy AccountsHelp

Transaction List

New QueryLook For...GoAdvanced Query

Customize ColumnsSaveView Statement

Last 30 Days - System (All Accounts)Set as Default Query

	Transaction ID	Approval Status	Transaction Date	Post Date	Cardholder Last Name	Cardholder First Name	Original Amount	Transaction Amount	Merchant Name	COMMENTS
<input type="checkbox"/>	2380662299001	New	04/28/2017	04/28/2017			\$12.24	\$12.24	AMAZON MKTPLACE PMTS	

Mass UpdateReviewApproveRejectExport All0 of 1 Selected

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Always check the "Review" box (this is the most common error).

Always change the "ORACLE ACCT" field to the specific purchase type. When in doubt, use "62352" (Other Public Safety Supplies) (this is the second most common error)

Transaction Detail - General Information [Return to Transaction List](#)

General Information Addendum History 1 of 1

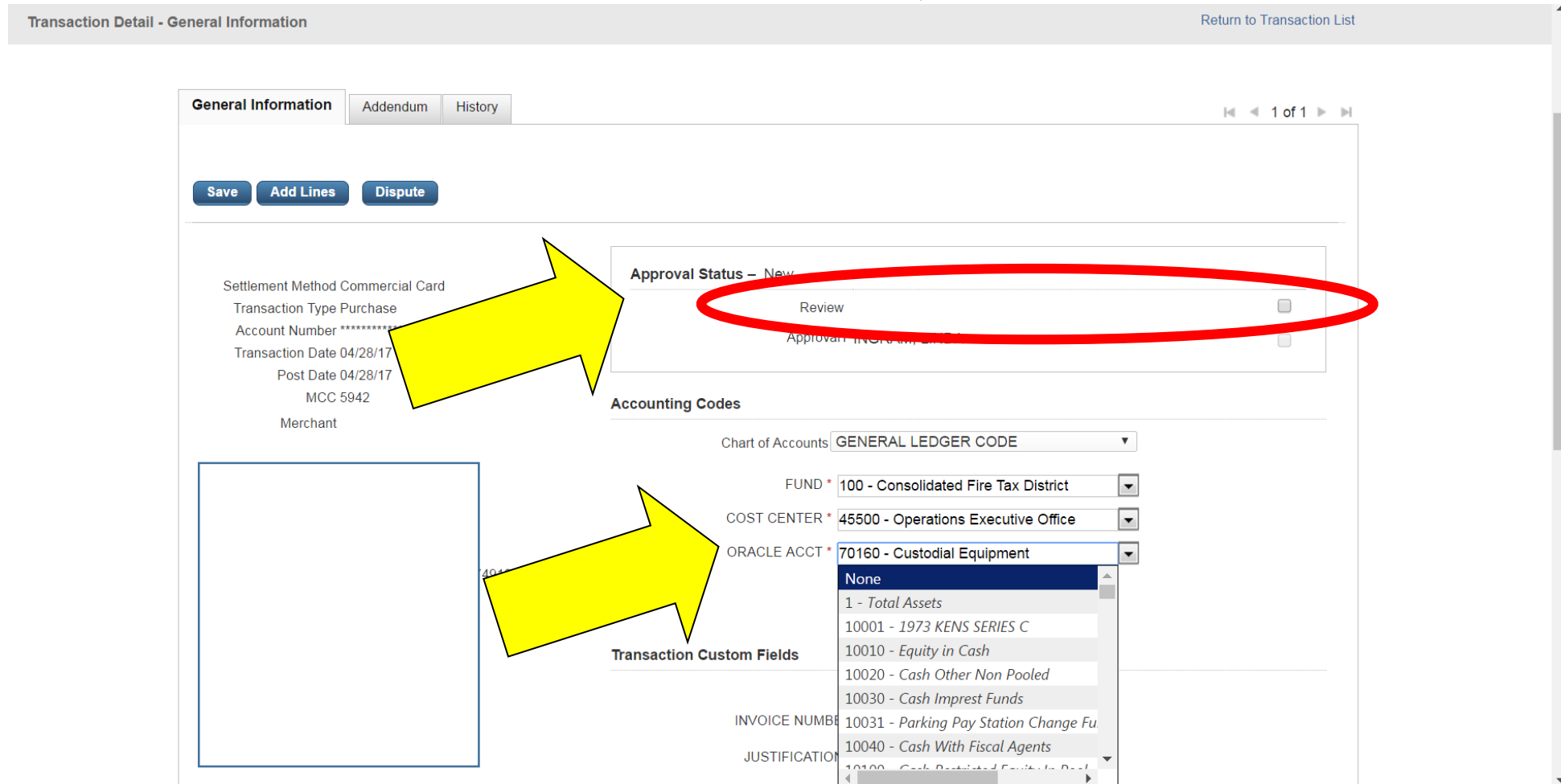
[Save](#) [Add Lines](#) [Dispute](#)

Settlement Method Commercial Card  
Transaction Type Purchase  
Account Number \*\*\*\*\*  
Transaction Date 04/28/17  
Post Date 04/28/17  
MCC 5942  
Merchant

**Approval Status** - New  
Review ☐  
Approval INVOICE (MCC) ☐

**Accounting Codes**  
Chart of Accounts GENERAL LEDGER CODE  
FUND \* 100 - Consolidated Fire Tax District  
COST CENTER \* 45500 - Operations Executive Office  
ORACLE ACCT \* 70160 - Custodial Equipment  
None  
1 - Total Assets  
10001 - 1973 KENS SERIES C  
10010 - Equity in Cash  
10020 - Cash Other Non Pooled  
10030 - Cash Imprest Funds  
10031 - Parking Pay Station Change Fu  
10040 - Cash With Fiscal Agents  
10100 - Cash Restricted For Public Park

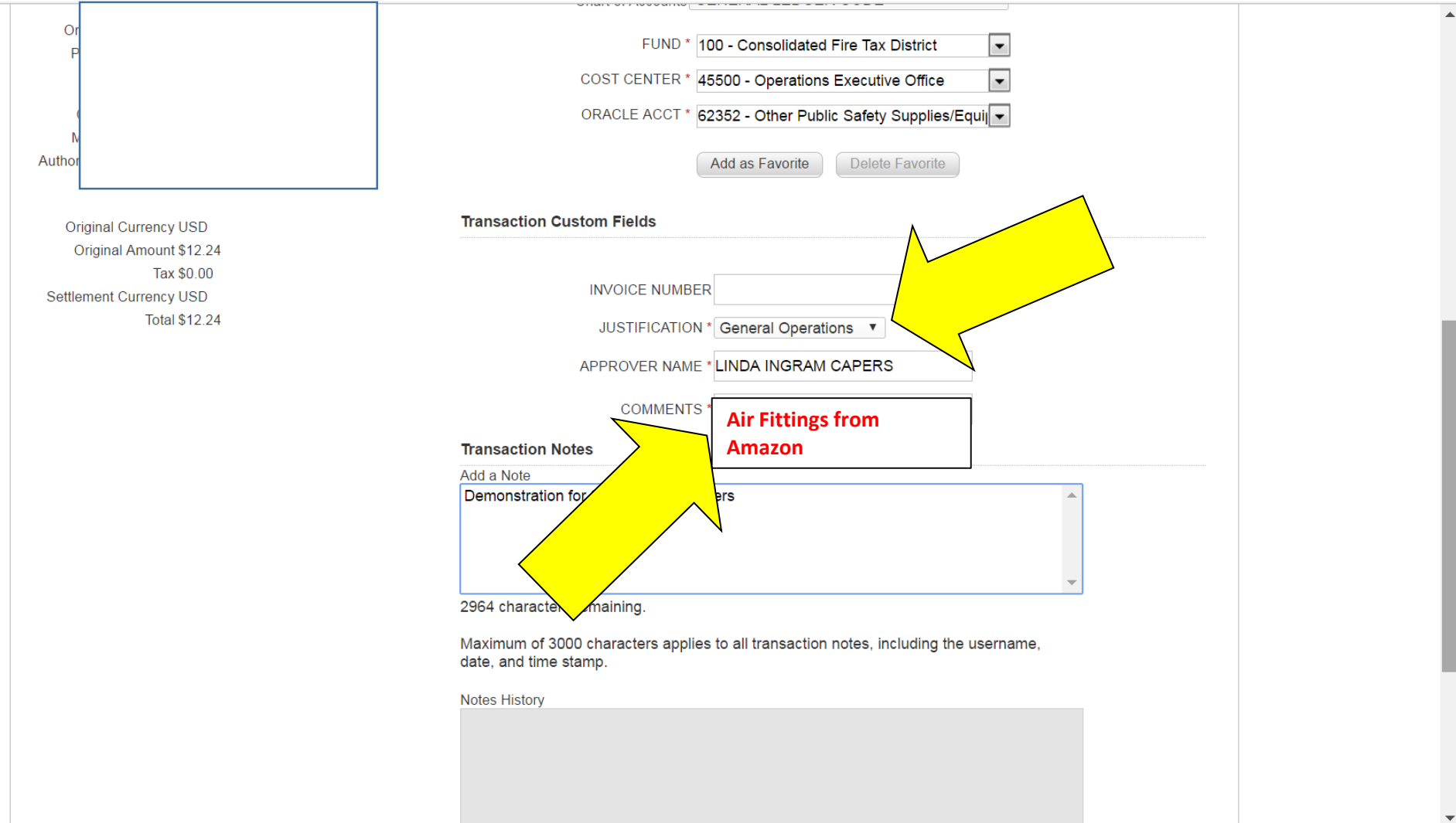
**Transaction Custom Fields**  
INVOICE NUMBER  
JUSTIFICATION



Always enter a "JUSTIFICATION"

Always enter "COMMENTS"

Click "Save"



The screenshot shows a financial system interface with several sections. On the left, there is a sidebar with a blue box around the 'Author' field. Below it, currency and amount information is displayed: 'Original Currency USD', 'Original Amount \$12.24', 'Tax \$0.00', 'Settlement Currency USD', and 'Total \$12.24'. The main area contains a form with the following fields: 'FUND \*' (100 - Consolidated Fire Tax District), 'COST CENTER \*' (45500 - Operations Executive Office), and 'ORACLE ACCT \*' (62352 - Other Public Safety Supplies/Equip). Below these are 'Add as Favorite' and 'Delete Favorite' buttons. The 'Transaction Custom Fields' section includes 'INVOICE NUMBER', 'JUSTIFICATION \*' (General Operations), and 'APPROVER NAME \*' (LINDA INGRAM CAPERS). A large yellow arrow points to the 'JUSTIFICATION' dropdown. Below this is the 'COMMENTS \*' field, which contains the text 'Air Fittings from Amazon' in red. Another large yellow arrow points to the 'COMMENTS' field. Below the comments is the 'Transaction Notes' section, which includes an 'Add a Note' button and a text area containing 'Demonstration for'. A third yellow arrow points to the 'Transaction Notes' text area. Below the notes is a character count: '2964 characters remaining.' and a warning: 'Maximum of 3000 characters applies to all transaction notes, including the username, date, and time stamp.' At the bottom is a 'Notes History' section, which is currently empty.

Original Currency USD  
Original Amount \$12.24  
Tax \$0.00  
Settlement Currency USD  
Total \$12.24

FUND \* 100 - Consolidated Fire Tax District  
COST CENTER \* 45500 - Operations Executive Office  
ORACLE ACCT \* 62352 - Other Public Safety Supplies/Equip

Add as Favorite Delete Favorite

**Transaction Custom Fields**

INVOICE NUMBER  
JUSTIFICATION \* General Operations  
APPROVER NAME \* LINDA INGRAM CAPERS

COMMENTS \* Air Fittings from Amazon

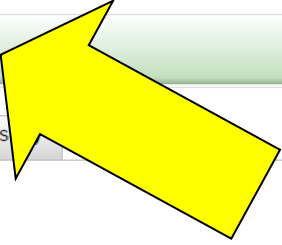
**Transaction Notes**  
Add a Note  
Demonstration for

2964 characters remaining.

Maximum of 3000 characters applies to all transaction notes, including the username, date, and time stamp.

Notes History

Note the green band: "Information was saved successfully"



☒ Information was saved successfully

**General Information** Addendum His

Save Add Lines Dispute

Settlement Method Commercial Card  
Transaction Type Purchase

**Approval Status – Reviewed**

Reviewed	Terry Doe	<input checked="" type="checkbox"/>
Approval1	Stacey Smith	<input type="checkbox"/>

**Accounting Codes**

Chart of Accounts GENERAL LEDGER CODE

FUND \* 100 - Consolidated Fire Tax District

COST CENTER \* 45500 - Operations Executive Office

ORACLE ACCT \* 62352 - Other Public Safety Supplies/Equip

Add as Favorite Delete Favorite

**Transaction Custom Fields**


INVOICE NUMBER

JUSTIFICATION \* General Operations

Original Currency USD  
Original Amount \$12.24  
Tax \$0.00  
Settlement Currency USD  
Total \$12.24

Go to "Reports" dropdown > "Create"

ContactMy Profile



HomeTransactionsStatements**Reports**My AccountsHelp

Transaction Detail - General Information

CreateDownload

[Return to Transaction List](#)

Information was saved successfully

General InformationAddendumHistory

1 of 1

SaveAdd LinesDispute

Settlement Method Commercial Card

Transaction Type Purchase

Account Number

Transaction Date

Post Date

MCC

Merchant

Original Merchant

Approval Status – Reviewed

Reviewed	Terry Doe	<input checked="" type="checkbox"/>
Approval1	Stacey Smith	<input type="checkbox"/>


Accounting Codes

Chart of AccountsGENERAL LEDGER CODE

FUND \*100 - Consolidated Fire Tax District

<https://www.paymentnet.jp.morgan.com/app/report/list?clearContext>

# Click "Statement of Account Landscape"



[Home](#) [Transactions](#) [Statements](#) [Reports](#) [My Accounts](#) [Help](#)

Report List

Report Type All

Name ▲	Type	Description	Schedule
<a href="#">Cardholder Default Account Codes and Custom Fields</a>	Accounts	This report displays the transaction default custom fields, account default custom fields, and account codes associated with an Account. The report lists: Cardholder Name, Account Number, Status, Credit Limit, Single Amount Limit, Daily Amount Limit, Daily Transaction Limit, Cycle/Monthly Amount Limit, Cycle/Monthly Transaction Limit, Other Amount Limit, Other Transaction Limit, Chart of Accounts, Account Custom Fields and Transaction Default Custom Fields.	
<a href="#">Declines</a>	Transaction	This report can be used to monitor the occurrences and reasons why cardholder accounts have been declined. The report lists: Decline Reason, Cardholder Name, Account Number, Decline Amount, Merchant Name, Merchant City, Merchant State/Province, MCC, MCC Description, Decline Date and Time.	
<a href="#">Statement of Account Landscape</a>	Transaction	This report provides a listing of the previous cycle transaction information and when available; Accounting Code Allocations, Transaction Notes, Custom Fields and Transaction Addendum Detail. The report lists: Account Name, Account Number, Account Address, Custom Field Name/Values, Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, Merchant City, Merchant State/Province, MCC, Original Amount, Sales Tax, and Transaction Amount. The report includes signature lines at the bottom of the statement for the cardholder and supervisor, to assist in the review and reconciliation process. This statement is not an official bank billing statement and cannot be used for remittance. File prints in landscape orientation.	
<a href="#">Statement of Account Landscape 012815</a>	Transaction	This report provides a listing of the previous cycle transaction information and when available; Accounting Code Allocations, Transaction Notes, Custom Fields and Transaction Addendum Detail. The report lists: Account Name, Account Number, Account Address, Custom Field Name/Values, Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, Merchant City, Merchant State/Province, MCC, Original Amount, Sales Tax, and Transaction Amount. The report includes signature lines at the bottom of the statement for the cardholder and supervisor, to assist in the review and reconciliation process. This statement is not an official bank billing statement and cannot be used for remittance. File prints in landscape orientation.	
<a href="#">Statement of Account Landscape 032615</a>	Transaction	This report provides a listing of the previous cycle transaction information and when available; Accounting Code Allocations, Transaction Notes, Custom Fields and Transaction Addendum Detail. The report lists: Account Name, Account Number, Account Address, Custom Field Name/Values, Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, Merchant City, Merchant State/Province, MCC, Original Amount, Sales Tax, and Transaction Amount. The report includes signature lines at the bottom of the statement for the cardholder and supervisor, to assist in the review and reconciliation process. This statement is not an official bank billing statement and cannot be used for remittance. File prints in landscape orientation.	

[View Details](#)

<https://www.paymentnet.jpmorgan.com/app/report/list?clearContext#>

Change Date Range Operation to "Cycle is"

Select the current billing cycle

Click "Process Report"

Home Transactions Statements Reports My Accounts Help

Report Detail [Return to Report](#)

Save Delete Process Report Reset

\* Required Fields

Name \* Statement of Account Landscape Report Format Adobe PDF ▼

Compress Output? ☒

**Date Range**

	Field	Operation	Value
1	Post Date ▼ *	Cycle Is ▼ Is Between Cycle Is Is Relative Is Equal To	Montgomery County PCard ▼ 04/26/17 05/25/17 Apr - 2017 ▼

**Criteria**

	Field	Operation	Value	
1	Transaction Type ▼	Is Not Equal To ▼	Payment ▼	Delete Add

**Hierarchy**

Include Children

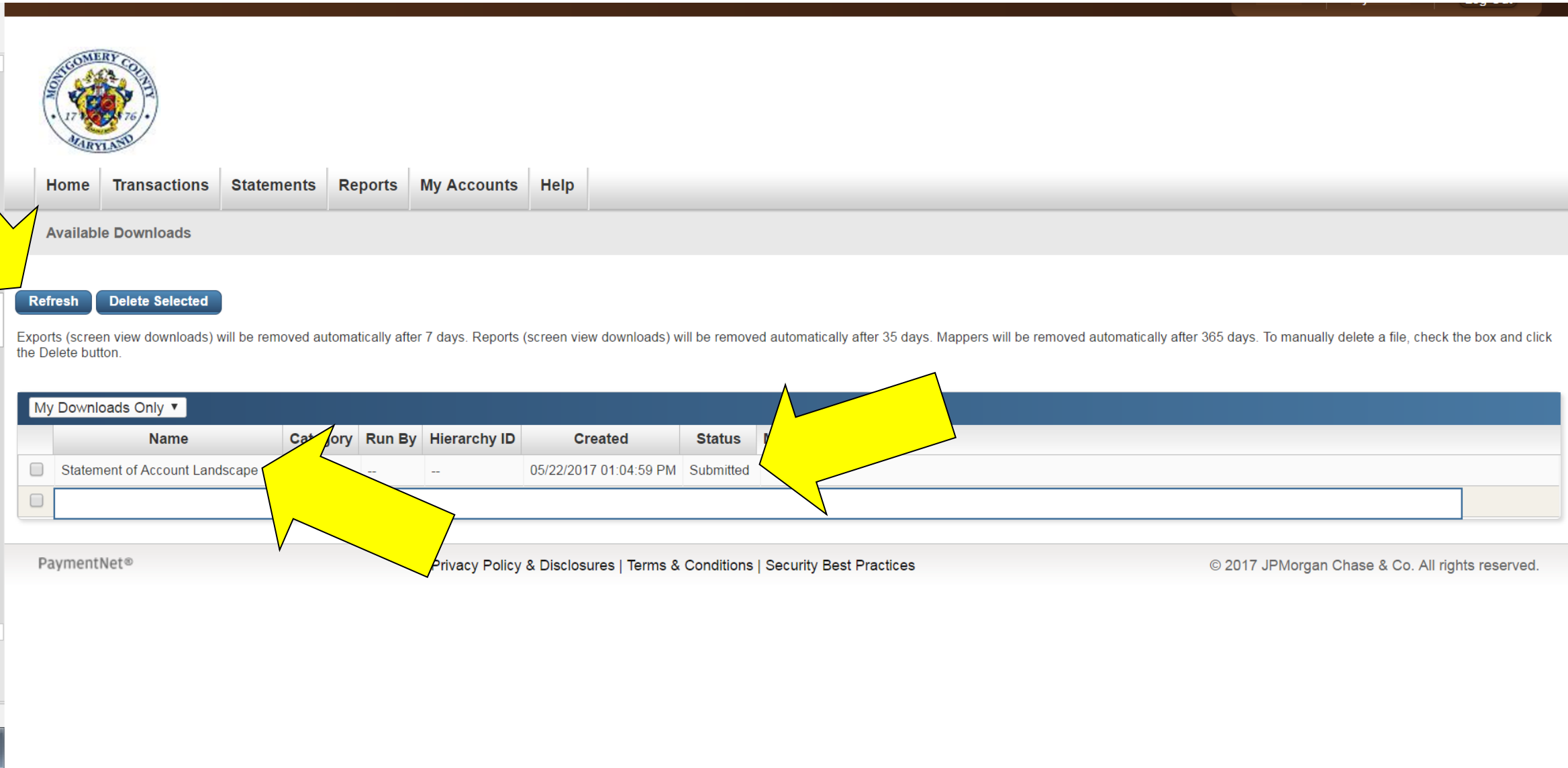
Add

Order By



The top line will show "Submitted"

Wait 60 seconds and click "Refresh"



The screenshot displays the Montgomery County Maryland PaymentNet interface. At the top left is the county seal. A navigation bar contains links for Home, Transactions, Statements, Reports, My Accounts, and Help. Below this is a section titled 'Available Downloads' with 'Refresh' and 'Delete Selected' buttons. A message states: 'Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically after 35 days. Mappers will be removed automatically after 365 days. To manually delete a file, check the box and click the Delete button.' A table titled 'My Downloads Only' has columns: Name, Category, Run By, Hierarchy ID, Created, and Status. The first row shows 'Statement of Account Landscape' with a status of 'Submitted'. A second row is partially visible. Three yellow arrows point to the 'Refresh' button, the 'Submitted' status, and the first row of the table. The footer includes 'PaymentNet®', links for Privacy Policy & Disclosures, Terms & Conditions, and Security Best Practices, and a copyright notice for JPMorgan Chase & Co. 2017.

Montgomery County  
Maryland

Home Transactions Statements Reports My Accounts Help

Available Downloads

Refresh Delete Selected

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically after 35 days. Mappers will be removed automatically after 365 days. To manually delete a file, check the box and click the Delete button.


My Downloads Only ▾

	Name	Category	Run By	Hierarchy ID	Created	Status
<input type="checkbox"/>	Statement of Account Landscape	--	--		05/22/2017 01:04:59 PM	Submitted
<input type="checkbox"/>						

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The top line will change to "Successful"

Click "Statement of Account Landscape.zip" and it will usually download automatically



Home Transactions Statements Reports My Accounts Help

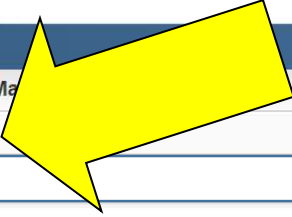
Available Downloads

Refresh Delete Selected

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically after 35 days. Mappers will be removed automatically after 365 days. To manually delete a file, check the box and click the Delete button.

My Downloads Only ▼

	Name	Category	Run By	Hierarchy ID	Created	Status	Ma
<input type="checkbox"/>	Statement of Account Landscape.zip	Report	--	--	05/22/2017 01:04:59 PM	Successful	
<input type="checkbox"/>							



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