Questions & Answers:

The following contains a collection of the answers to questions people asked during the training session:

1. **Are we able to have our current queries saved and brought over to PaymentNet 4?** No. Custom queries need to be recreated in PaymentNet 4.

2. **Any idea what browser will PaymentNet 4 play best with?** PaymentNet 4 is supported for use with Microsoft Explorer 9, Mozilla Firefox 21 and Internet Explorer 8. We encourage you to use a supported browser for the best PaymentNet experience. Important: Please be aware that if you use PaymentNet with an unsupported browser, some functionality may not work or display as designed.

3. **Will we be receiving new cards or will old cards still work?** The current PCards will still work. There is no need to reapply.

4. **Will the migration allow transaction ids to show in the general ledger?** No. The information provided into the G/L will not change.

5. **I work in two different departments on campus and my credit card is linked for both offices....can I have this on both computers?** Yes. You can register more than one computer. However, if it is a public computer, I would recommend not registering it and obtaining an Access Code in order to use PaymentNet 4.

6. **Do you need to obtain an access code each time you use a public computer?** Yes. Each time that an individual logs into an unregistered computer, it will be necessary to obtain an access code.

7. **If both departments are a work computer, can you register both computers?** If the computers are shared or public, uncheck the Register my computer on the first time log in screen. The computer will not be registered, but the user will still be able to perform work within PaymentNet 4.

8. **Can coordinators have electronic statements sent for various PCard holders that don't log into PaymentNet?** No, electronic statements are not sent to the coordinators. They are only delivered to the cardholder. Coordinators will need to log into PaymentNet 4 and download the statement. Please note that paper statements will also still be mailed via USPS.

9. **May I receive electronic statements for all cardholders I manage?** No. Electronic statements are delivered to the cardholder. However, you can go into the cardholders and view and download the statements.

10. **How specific must the transaction notes be?** Transaction notes should indicate what was purchased and any other important information so the PCard Administrator can identify the purchase details. Many times the purchase detail of the item is not communicated in the transaction detail, just the vendor, amount, etc.

11. **Will we still receive statements for each cardholder mailed?** Statements will continue to be mailed via USPS.
12. Will these PowerPoint slides be available online? Yes. The presentation and narrative are available on the Strategic Procurement: Procurement Card Information Page under the JP Morgan Payment 4 section.

13. What is the address to get to the new PaymentNet? www.paymentnet.jpmorgan.com

14. Will there be an option to "shortcut" an entire string of chartfields? Options to select chartfields remain the same as in PaymentNet Legacy.

15. Will the credit card account number be on statements that are e-mailed? In the current set-up, the account number is unmasked. A request has been submitted to J.P. Morgan to have the account numbers masked.

16. Will there still be the ability for a staff member to review the transaction and another to approve the transaction? Yes. If they have they currently have that role designation, it will remain the same in PaymentNet 4.

17. Will we still need JAVA? Yes.

18. Is there a separate training for approvers? No. Please visit the Strategic Procurement: Procurement Card Information Page under the JP Morgan Payment 4 section for additional quick reference cards.

19. Will Thursday’s session allow more people? Thursday’s session will only allow the same number of individuals. It is an Adobe Connect limitation.

20. Is the session being recorded and posted on-line? The recording of this session is posted to the web site of Strategic Procurement: Procurement Card Information Page under the JP Morgan Payment 4 section.

21. Will there be separate info for us to review? Yes. Please visit the web site of Strategic Procurement: Procurement Card Information Page under the JP Morgan Payment 4 section.

22. Will this training session be available on Monday to review? I will need to follow up with the web page administrator to see when this session will post. Once it is available I will send a message out to the PCard News list.

23. As of Tuesday morning, should we expect to be able to approve transactions? Yes, as of Tuesday morning you should be able to approve transactions.