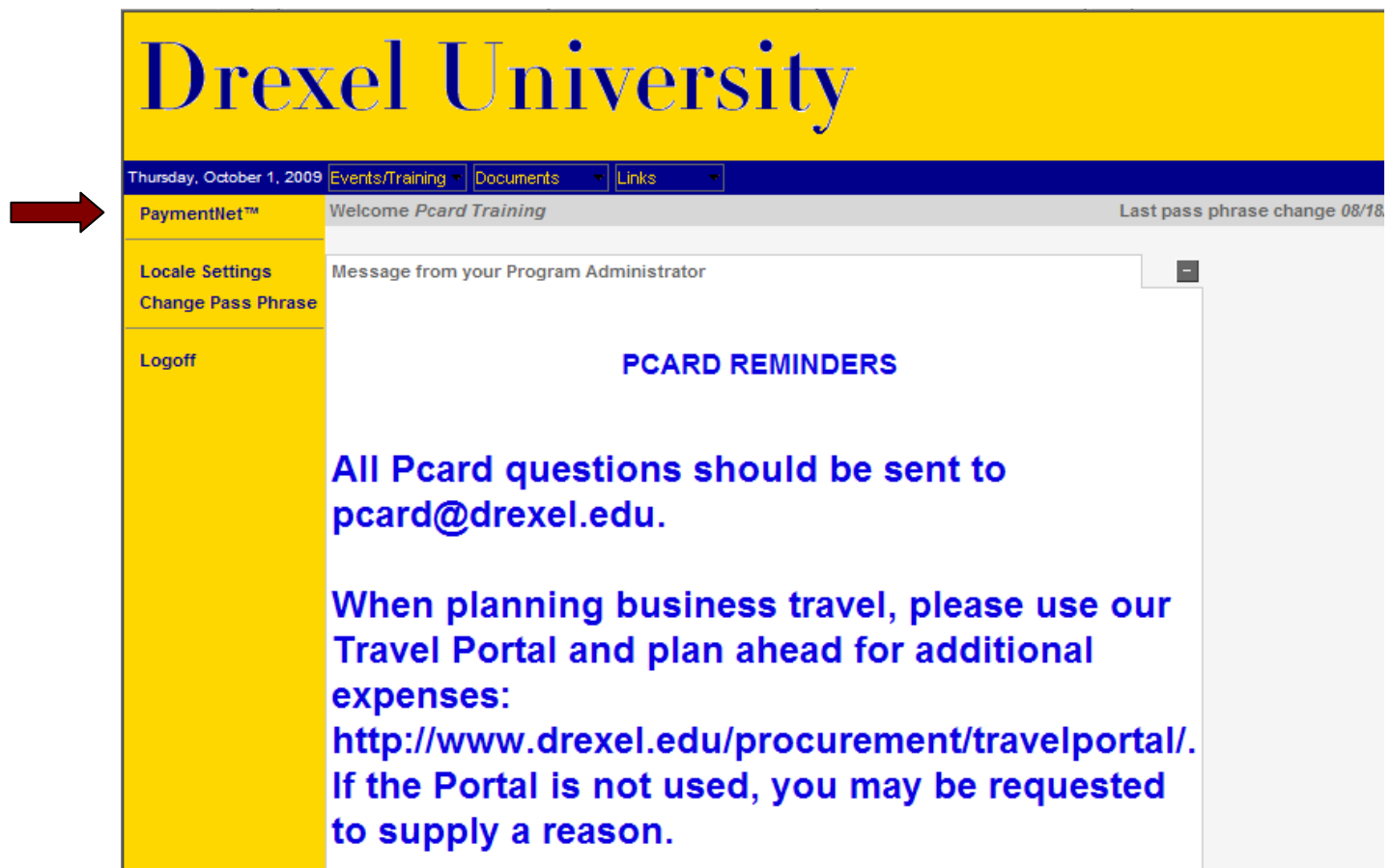


STEP BY STEP INSTRUCTIONS FOR ENTERING TRANSACTION NOTES FROM PREVIOUS CYCLES

1. LOG INTO PAYMENTNET.COM
2. CLICK ON THE PAYMENTNET LINK ON THE LEFT HAND SIDE OF PAGE



The screenshot shows the Drexel University PaymentNet interface. At the top is a yellow banner with the Drexel University logo. Below this is a blue navigation bar with the date 'Thursday, October 1, 2009' and links for 'Events/Training', 'Documents', and 'Links'. A red arrow points to the 'PaymentNet™' link in the left-hand navigation menu. The main content area displays a 'Welcome Pcard Training' message and a 'PCARD REMINDERS' section. The reminders section contains the following text:

PCARD REMINDERS

All Pcard questions should be sent to pcard@drexel.edu.

When planning business travel, please use our Travel Portal and plan ahead for additional expenses:
<http://www.drexel.edu/procurement/travelportal/>.
If the Portal is not used, you may be requested to supply a reason.

3. ON THIS SCREEN, CLICK ON CREATE QUERY

JPMorganChase Menu: ===== Transactions ===== go> Drexel University | help | home

Transaction List (Custom View) Select a View Default View go> Go to page 200 of 1838 go> << >>

Create Export File> Create Secured Export File> Save Query> **Create Query>** Mass Update>

Row	Trans ID	Employee Last Name	Employee First Name	Merchant Name	Transaction Amount	Sales Tax Amount	FUID	ORGN	ACCT	ACTV	Transaction Date	Post Date	Reviewed	Approved	MCC	Orig Mer.
2986	387249	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$848.11	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2987	387248	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$12.33	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2988	387247	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$15.22	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2989	387246	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$2.00	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2990	387245	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$18.90	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2991	387244	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$51.91	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2992	387243	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$27.40	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2993	387242	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$38.01	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2994	387241	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$44.68	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2995	387240	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$76.45	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2996	387239	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$51.55	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2997	387238	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$59.37	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2998	387237	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$9.07	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
2999	387236	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$103.53	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-
3000	387235	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$244.76	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	☒	☐	5965	800-

4. USING THE FIRST DROP DOWN BOX, SELECT TRANSACTION NOTES

JPMorganChase Menu: ===== Transactions ===== go> Drexel University | help | home

Query Wizard For Transaction List

Process Query> Bypass Criteria> Cancel> Reset Wizard> Reset Query>

Find records where All of the following apply

Transaction Notes is equal to

- Sales Tax Amount
- SEQN
- Split Indicator
- Trans ID
- Transaction Amount
- Transaction Date
- Transaction Notes**
- Transaction Type
- User ID

Order by the following fields Reset

5. LEAVE THE THIRD BOX BLANK

The screenshot shows the JPMorgan Chase Query Wizard for Transaction List. The interface includes a header with the JPMorgan Chase logo, a menu bar with "Menu: ===== Transactions =====" and a "go" button, and a navigation bar with "Drexel University | help | home". The main section is titled "Query Wizard For Transaction List" and contains several buttons: "Process Query >", "Bypass Criteria >", "Cancel >", "Reset Wizard >", and "Reset Query >". Below these buttons, there is a section labeled "Find records where" with a dropdown menu set to "All" and a text "of the following apply". A list of fields is displayed on the left, including "Transaction Notes", "Sales Tax Amount", "SEQN", "Split Indicator", "Trans ID", "Transaction Amount", "Transaction Date", "Transaction Notes" (highlighted), "Transaction Type", and "User ID". To the right of the list, there is a search criteria field with a dropdown menu set to "is equal to" and an empty text box. A red arrow points to this empty text box. Below the search criteria field, there is a button labeled "+" and a button labeled "Order by the following fields" with a "Reset" button next to it.

6. CLICK ON PROCESS QUERY

The screenshot shows the JPMorgan Chase Query Wizard for Transaction List. The interface is identical to the previous screenshot, but the "Transaction Notes" field in the search criteria is now populated with the text "Transaction Notes". A red arrow points to the "Process Query >" button in the navigation bar.

7. ANY TRANSACTIONS THAT ARE MISSING NOTES WILL APPEAR
PLEASE NOTE: EVERY TRANSACTION MUST HAVE “TRANSACTION NOTES”

JPMorganChase Menu: ===== Transactions ===== go> Drexel University | help | home

Transaction List (Custom View) Go to page 200 of 1838 go> Select a View Default View go>

Create Export File> Create Secured Export File> Save Query> Create Query> Mass Update>

Row	Trans ID	Employee Last Name	Employee First Name	Merchant Name	Transaction Amount	Sales Tax Amount	FUND	ORGN	ACCT	ACTV	Transaction Date	Post Date	Reviewed	Approved	MCC	Orig Mer
2986	387249	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$848.11	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2987	387248	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$12.33	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2988	387247	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$15.22	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2989	387246	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$2.00	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2990	387245	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$18.90	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2991	387244	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$51.91	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2992	387243	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$27.40	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2993	387242	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$38.01	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2994	387241	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$44.68	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2995	387240	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$76.45	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2996	387239	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$51.55	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2997	387238	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$59.37	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2998	387237	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$9.07	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2999	387236	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$103.53	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
3000	387235	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$244.76	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-

8. CLICK ON MERCHANT NAME

JPMorganChase Menu: ===== Transactions ===== go> Drexel University | help | home

Transaction List (Custom View) Go to page 200 of 1838 go> Select a View Default View go>

Create Export File> Create Secured Export File> Save Query> Create Query> Mass Update>

Row	Trans ID	Employee Last Name	Employee First Name	Merchant Name	Transaction Amount	Sales Tax Amount	FUND	ORGN	ACCT	ACTV	Transaction Date	Post Date	Reviewed	Approved	MCC	Orig Mer
2986	387249	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$848.11	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2987	387248	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$12.33	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2988	387247	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$15.22	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2989	387246	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$2.00	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2990	387245	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$18.90	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2991	387244	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$51.91	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2992	387243	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$27.40	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2993	387242	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$38.01	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2994	387241	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$44.68	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2995	387240	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$76.45	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2996	387239	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$51.55	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2997	387238	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$59.37	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2998	387237	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$9.07	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
2999	387236	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$103.53	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-
3000	387235	Posted DREXEL UNIVERSITY		OFFICE DEPOT #1081	\$244.76	\$0.00	110001	3231	0319	0	04/16/2008	04/18/2008	✓		5965	800-

9. ENTER TRANSACTION NOTES MUST BE CONCISE & COMPLETE
PLEASE DO NOT STATE “SUPPLIES” WITHOUT ADDITIONAL INFORMATION

JPMorganChase  Menu: Drexel University | help | home

Post Date	04/18/2008	ACTV	0
Customer Code	11000133133011	REQH	0
Merchant ID	671	SEQH	0
Visa Merchant ID	000002333554		
Trans Merchant Name	OFFICE DEPOT #1081		
Trans Merchant City	800-937-3600		
Merch. State / Prov	NJ		
Merchant MCC	5965		
Originating Currency	US Dollar		
Orig Currency Amt	\$12.33		
Subtotal	\$12.33		
Sales Tax Amount	\$0.00		
Total	\$12.33		

Transaction Notes



10. CLICK **SAVE**

JPMorganChase  Menu: Drexel University | help | home

Transaction Detail Record 387248 



 [View Transaction Detail](#)

Reviewed	☒	ORGH	3231 - Purchasing
Approved	☐	FUND	110001 - Education & General
Fiscal Year End		ACCT	0319 - Office Depot Clearing Account
Account Number	*****4291	ACTV	0
Cardholder	DREXEL UNIVERSITY,	REQH	0
Transaction Date	04/16/2008	SEQH	0
Post Date	04/18/2008		
Customer Code	11000133133011		
Merchant ID	671		
Visa Merchant ID	000002333554		
Trans Merchant Name	OFFICE DEPOT #1081		
Trans Merchant City	800-937-3600		
Merch. State / Prov	NJ		
Merchant MCC	5965		
Originating Currency	US Dollar		