

PaymentNet Reporting “How To” Guide

Contact Us:

Purchasing Card Administrator

Mark West (215) 898-3606

pnet@upenn.edu

Purchasing Card & PaymentNet FAQ's:

www.purchasing.upenn.edu/buytools/purchasing-card-and-paymentnet-faq

**To report you card lost or stolen, notify the Purchasing Card Administrator and/or your School P-card Administrator immediately. Nights & Weekends call JPMorganChase AFTER leaving a message for P-card Administrators*

Forms & Applications:

<http://www.purchasing.upenn.edu/buytools/card.php>

JP Morgan Chase

www5.paymentnet.com

*(800) 316-6056 *after hours only*

Selecting a Report

The **Report Setup** page allows Administrators to determine which roles will have rights to run each report. After a user has been given access to run reports, follow the directions below:

The Report Detail page allows authorized users to customize the selected report output.

1. Choose **Reports**, then **Create** from the main menu bar. The **Report List** will be displayed.
2. Select a report category from the drop-down list. The Report List defaults to **All reports**.

Report List

All		Page 1 of 4	
	Type	Description	Schedule
1099 Merchant	Merchant	The 1099 Merchant report can be used to analyze purchases made from 1099 Merchants. The report lists: MCC Code and Description, Merchant Name and Address, Merchant DBA Name, Contact, Taxpayer ID, Count (Number of Transactions) and Dollar Amount.	
45 Day Delinquency	Accounts	The 45 Day report can be used to monitor delinquencies as it identifies accounts that are between 30 and 60 days past due. The report lists: Account Number, Account Name, 30 Days Past Due Amount, 60 Days Past Due Amount, Number of Days Past Due, Bill Date and Balance.	
Account and Employee Hierarchy	Accounts	The Card and Manager Hierarchy report shows all individuals with their card hierarchy and their manager hierarchy. It includes individual names including non-cardholders and shows card account numbers where appropriate. Roles are also displayed.	
Account Audit	Accounts	Any changes made to a credit card using PaymentNet can be queried using a date range. The report will demonstrate all card changes made over the requested period of time. This report contains credit card number, change date, a description of the field changed, original data, new data and User ID that made the change	

The Reporting section of PaymentNet provides seven main categories: My Saved Reports, Accounts, Transaction, Order, Custom, Merchant, and Administration. Once a category button is selected, only reports and descriptions from that category will be displayed. Each category will list the applicable reports alphabetically. The All category will display every report alphabetically.

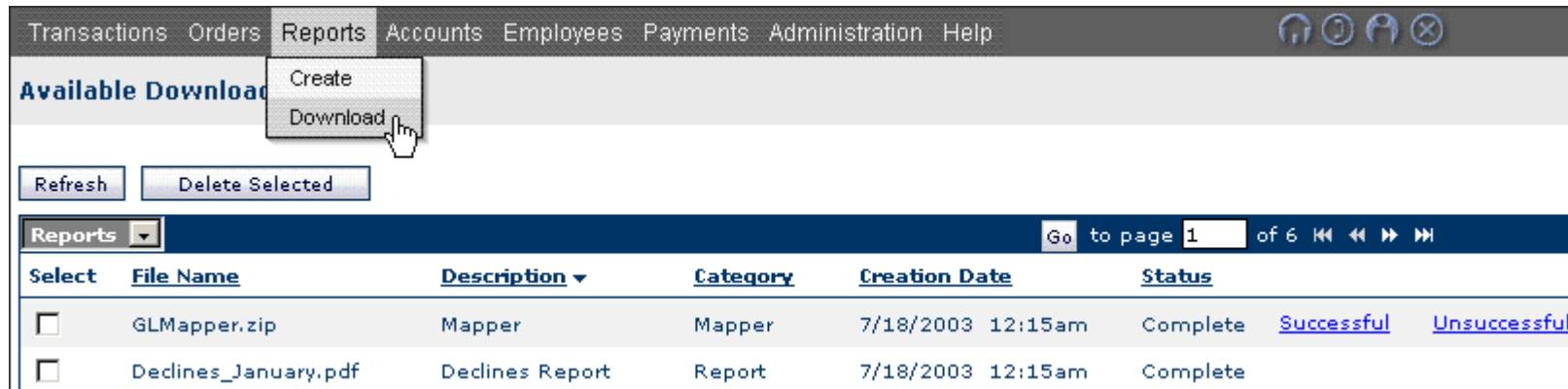
3. To run a report, simply point to the desired report name and click once. The **Report Detail** page will be displayed.
4. Choose the desired **Report Format**. The report output can be in text, Microsoft Excel, XML, or Adobe PDF formats.
5. Create a name for the report, by entering the desired name in the text box. The report name entered will appear on the Available Download page and on the "My Saved Reports" report category.
6. To enter a new row of **Report Criteria**, click
7. Enter the field, operation, and value for each row of criteria. Select **And** or **Or** for each row of criteria.
8. After all information has been entered on the Report Detail screen, run the report.
9. Select to run the report and proceed to the Available Downloads page.

Available Downloads

The Available Downloads page displays all processed reports, scheduled reports, mappers, and export files.

Viewing the Available Downloads

1. Select Reports > Download.



The screenshot shows the 'Available Downloads' page in a web application. At the top, there is a navigation menu with items: Transactions, Orders, Reports, Accounts, Employees, Payments, Administration, and Help. The 'Reports' menu item is selected, and a dropdown menu is open, showing 'Create' and 'Download' options. Below the navigation menu, there are two buttons: 'Refresh' and 'Delete Selected'. Below these buttons is a table with the following columns: 'Select', 'File Name', 'Description', 'Category', 'Creation Date', and 'Status'. The table contains two rows of data:

Select	File Name	Description	Category	Creation Date	Status
<input type="checkbox"/>	GLMapper.zip	Mapper	Mapper	7/18/2003 12:15am	Complete
<input type="checkbox"/>	Declines_January.pdf	Declines Report	Report	7/18/2003 12:15am	Complete

Page Title displays your location in PaymentNet.

Select for Report Downloads is the drop-down menu that takes you to Available Downloads page.

Go to Page takes you to any page of the Available Downloads by typing the page number or using the arrows to navigate.

Viewing Reports and Export Files

If a report or export file has been created, but is not included on the Available Download page, click **Refresh**.

1. Click on the name of the file to download the report.
2. You will then be asked whether you want to open or save the file.

Transaction Summary

The **Transaction Summary** report summarizes the number of transactions and total dollar amount for each account. The report lists: Account Name, Account Number, Number of Debit Transactions and Dollar Amount, Number of Credit Transactions and Dollar Amount, Total Number of Transactions and Dollar Amount. Contents of this report are best viewed in Excel and PDF formats.

Suggested times to run: Schedule to run automatically; cycle frequency; first day of the current period

Transaction Summary						
Company Name						
Date/Time Printed: 10/6/2005 8:07:49 AM				Orientation: Portrait		
ACCOUNT NAME	Debit		Credit		Total	
	# OF TRANS	AMOUNT	# OF TRANS	AMOUNT	# OF TRANS	AMOUNT
DISNEY, WALT 4804530874435213	3	\$638.52	0	\$0.00	3	\$638.52
ANDERSEN, HANS 4804530875037513	2	\$38.28	0	\$0.00	2	\$38.28
PARKS, ROSA 4804530753171343	1	\$41.51	0	\$0.00	1	\$41.51
BRONTE, CHARLOTTE 4804530789483175	3	\$5,301.06	0	\$0.00	3	\$5,301.06
ADAMS, ABAGAIL 4804530521214813	3	\$340.48	0	\$0.00	3	\$340.48
CHRISTIE, AGATHA 4804530863576050	3	\$6,109.30	0	\$0.00	3	\$6,109.30
REEVE, CHRISTOPHER 4804530312170109	1	\$240.35	0	\$0.00	1	\$240.35
WONDER, STEVIE 4804530940703552	1	\$36.36	0	\$0.00	1	\$36.36
BURNS, GEORGE 4804530567470550	2	\$1,279.94	0	\$0.00	2	\$1,279.94
DAVINCI, LEONARDO 4804530643983444	3	\$1,444.49	0	\$0.00	3	\$1,444.49
CHURCHILL, WINSTON 4804530396216000	3	\$565.73	0	\$0.00	3	\$565.73

Transaction Detail by Hierarchy

The **Transaction Detail by Hierarchy** report summarizes the number of transactions and total dollar amount for each account and Hierarchy level. Transactions, as well as line items, are included in this report. Payments are excluded from this report. Subtotals are provided for each Hierarchy and account, as well as Grand Totals for the entire report. The report lists: Transaction Date, Post Date, Merchant, City, State, Merchant Category Code, Debit Amount, Credit Amount, and Tax.

*Suggested times to run: Schedule to run automatically; cycle frequency; first day of the current period
Excel (xls) is the best format for this report.*

Transaction Detail by Hierarchy

Company Name

Date/Time Printed: 10/6/2005 7:57:05 AM

Orientation: Portrait

Tran Date	Post Date	Merchant	City, State	MCC	Debit Amount	Credit Amount	Tax
00001 Headquarters							
DISNEY, WALT 4804530874435213							
05/23/2005	09/19/2005	H G LIPSCOMB INC	NASHVILLE, TN	5251	\$151.16	\$0.00	\$0.00
05/20/2005	09/19/2005	SONESTA HOTELS	305-3612021, FL	3591	\$466.13	\$0.00	\$0.00
05/24/2005	09/19/2005	CINTAS #447	414-329-9970, WI	7296	\$21.23	\$0.00	\$1.13
Totals for DISNEY, WALT			TOTAL TRANSACTIONS	3	\$638.52	\$0.00	\$1.13
ANDERSEN, HANS 4804530875037513							
05/22/2005	09/19/2005	ALCATRAZ BREWING CO #32	ORANGE, CA	5812	\$25.25	\$0.00	\$0.00
05/22/2005	09/19/2005	IHOP #933	ANAHEIM, CA	5812	\$13.03	\$0.00	\$0.00
Totals for ANDERSEN, HANS			TOTAL TRANSACTIONS	2	\$38.28	\$0.00	\$0.00

Transaction Detail with Account Codes and Notes

The **Transaction Detail with Account Codes and Notes** report shows a list of transactions with their account codes, notes and custom fields. Transactions, as well as line items, are included in this report. Payments are excluded from this report. The report lists Transaction ID, Cardholder Name, Account Number, Merchant Name, Merchant City, State, Merchant Category Code, Transaction and Post Dates, Transaction Amount, Tax, Transaction Notes, an unlimited number of Account Codes, and Transaction Custom Fields.

Suggested times to run: Schedule to run on Fridays
Criteria: Post date; is relative; Last period; mapper cycle
Schedule to Run Automatically: cycle frequency; mapper cycle
Save report as "Weekly Transaction Detail...."
Adobe (pdf) is the best format for this report.

Transaction Detail with Account Codes and Notes

Company Name

Date/Time Printed: 10/25/2005 11:46:14 AM

Orientation: Landscape

TRANS ID	NAME	ACCOUNT NUMBER	TRAN DATE	POST DATE	MERCHANT NAME	MERCHANT CITY	STATE	MCC	SALES TAX	TRAN AMOUNT
121338	AccPForRoot, Binn	4000917767940000	02/08/2005	02/09/2005	HYATT HOTELS	CHICAGO	IL	3640	\$0.00	\$20.50
		NOTES	updated note. 1							
121338	3	Segment3		2830177223						
121338	AccPForRoot, Binn	4000917767940000	02/08/2005	02/09/2005	HYATT HOTELS	CHICAGO	IL	3640	\$0.00	\$20.50
		NOTES	updated note. 1							
121338	4	Segment4		230340926361						
121338	AccPForRoot, Binn	4000917767999999	02/08/2005	02/09/2005	HYATT HOTELS	CHICAGO	IL	3640	\$0.00	\$20.50
		NOTES	updated note. 1							
121338	2	Segment2		533018						
90809	BELL, KIMBERLY S	5405394720000000	01/01/2005	01/03/2005	CORP EXPR.800-582-4774	800-582-4774	CO	5969	\$15.76	\$330.78
		NOTES								

Transaction Disputes by Hierarchy

The **Transaction Disputes by Hierarchy** report can be used to monitor the status of disputed transactions. The report lists: Account Name, Account Number, Merchant Name, Transaction Date, Transaction Amount, Date Disputed, and Date Resolved.

Suggested times to run: Schedule to run automatically; cycle frequency; first day of the current period

Transaction Disputes by Hierarchy

Company Name

Date/Time Printed: 10/25/2005 12:59:19 PM

Orientation: Portrait

Hierarchy

Account Name	Account #	Trans ID	Merchant Name	Tran Date	Amount	Date Disputed	Date Resolved
00000 Unassigned							
BROWN, JEREMY	4715634180000000	12133	TGI_FRIDAYS #0265	02/23/2004	\$9.00		
TAYLOR, VERN	4715634000000000	90841	ORSCHELNS 012	01/10/2005	\$12.82		
JENKINS, THOMAS	4715634679999999	90850	ACH PAYMENT - THANK YOU	12/29/2004	-\$241.69		
JENKINS, THOMAS	4715634679999999	90849	CONTINENTE VASCO DA GAMA	01/18/2005	\$3.17		

Statement of Account

The **Statement of Account** shows a list of transactions with their account codes, notes and custom fields. Transactions, as well as line items, are included in this report. Payments are excluded from this report. The report lists Transaction ID, Cardholder Name, Account Number, Merchant Name, Merchant City, State, Merchant Category Code, Transaction and Post Dates, Transaction Amount, Tax, and Transaction Notes.

*Suggested times to run: Schedule to run automatically; cycle frequency; first day of the current period
 Processing report with no criteria automatically gives the Current Statement of Account for ALL cards under the user's Hierarchy and Scope.
 (Cardholder: his card only Transaction Approver for Org 0305: all cards with default Org 0305 Manager: All cards in their School/Center)*

Statement of Account

UNIPENN

Date/Time Printed: 05/21/2007 02:31:39 PM


Orientation: Portrait

Selection Criteria: Posting Date Is Between '3/26/2007' AND '5/28/2007' And Cardholder Last Name Is Equal To 'cobo' And Account Number Contains '3842'

For Transactions posted between 03/26/2007 to 05/28/2007

COBO, ANAMARIA
 3601 LOCUST WALK
 ARCH BLDG VPUL LACASA
 PHILADELPHIA, PA 191046224

Account Number: *****3842
Default COA Name: UPENN COA
Default COA Value: 850 8554 1 000000 5249 5003 0000

TRANS ID	TRAN DATE POST DATE	MERCHANT NAME MERCHANT CITY, STATE	MCC	ORIG AMOUNT	SALES TAX	TRAN AMOUNT
33928336	03/22/2007 03/26/2007	THE AIRBRUSH UNDERGROU PHILADELPHIA, PA	1799	\$140.00	\$0.00	\$140.00
	NOTES:	-				
	850 8554 1 000000 5249 5003 0000		PennId			
			PNumber	855402		
			Card Type	Purchasing		
33928337	03/22/2007 03/26/2007	GULF 92035699 UPPER DARBY, PA	5542	\$44.28	\$0.00	\$44.28
	NOTES:	-				