



Accessing the CTA Monthly Reconciliation Report

Once you have logged in to PaymentNet4, click the “Reports” button on the gray menu bar and then click the “Create” button to access the list of available reports.



Central Travel Account
For online help visit go.wsu.edu/cta

Transactions Reports Accounts Employees Administration Help

Welcome Create Download

Messages

****PaymentNet4 Program Administrator Monthly Training – Imports & Exports****

Date: Tuesday, March 18th
10:00-11:00 a.m. CT/11:00-12:00 ET
2:00-3:00 p.m. CT/3:00-4:00 ET

Participants-Call in # 888-921-9096 Code: 4893498

Join us to review how to export data from your PaymentNet4 system and the functionality and benefits of the different files that can be imported to maintain your program. We look forward to talking with you then.

Items Available: None

Locate the report titled “CTA Reconciliation Report” and select it by clicking the name of the report.

Report List

Report Type All

Name	Type	Description
CTA Reconciliation Report	Transaction	CTA Reconciliation Report

Next, update the criteria section to include the month of the reconciliation report needed. To do so, under “Operation” select “Cycle Is” followed by selecting the appropriate month. See the screenshot below:

Save Delete Process Report Reset

*Name CTA Reconciliation Report Report Format Adobe PDF Compress Output?

For best performance, include date range in Criteria when available.


Criteria		
Field	Operation	Value
1 Post Date	Cycle Is	Accounting Cycle 03/01/14 03/31/14 Mar - 2014

Hierarchy

Once the “Criteria” section has been completed, submit the report by clicking the “Process Report” button noted in red above. The report has been submitted to JPMC and the status is marked as “submitted.”

[Download Adobe® Reader®](#)


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

My Downloads Only							
	<u>Name</u>	<u>Category</u>	<u>Run By</u>	<u>Hierarchy ID</u>	<u>Created</u>	<u>Status</u>	<u>Mark</u>
<input type="checkbox"/>	CTA Reconciliation Report	Report	--	--	03/18/2014 11:19:26 AM	Submitted	

The report will be available for download once the status changes from “submitted” to “successful.” To see the most current status, click the “refresh” button at the left hand side of the page.

[Download Adobe® Reader®](#)



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

My Downloads Only							
	<u>Name</u>	<u>Category</u>	<u>Run By</u>	<u>Hierarchy ID</u>	<u>Created</u>	<u>Status</u>	<u>Mark as Successful</u>
<input type="checkbox"/>	CTA Reconciliation Report.pdf	Report	--	--	03/18/2014 11:19:26 AM	Successful	

The report is now “successful” and ready for download. To initiate the download, click on the name of report noted by the red arrow below.

[Download Adobe® Reader®](#)

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

My Downloads Only							
	<u>Name</u>	<u>Category</u>	<u>Run By</u>	<u>Hierarchy ID</u>	<u>Created</u>	<u>Status</u>	
<input type="checkbox"/>	CTA Reconciliation Report.pdf	Report	--	--	03/18/2014 11:19:26 AM	Successful	 

The report has been download and your monthly reconciliation can begin.

Questions? Contact Travel Services: <http://www.wsu.edu/travel/contactus.htm>