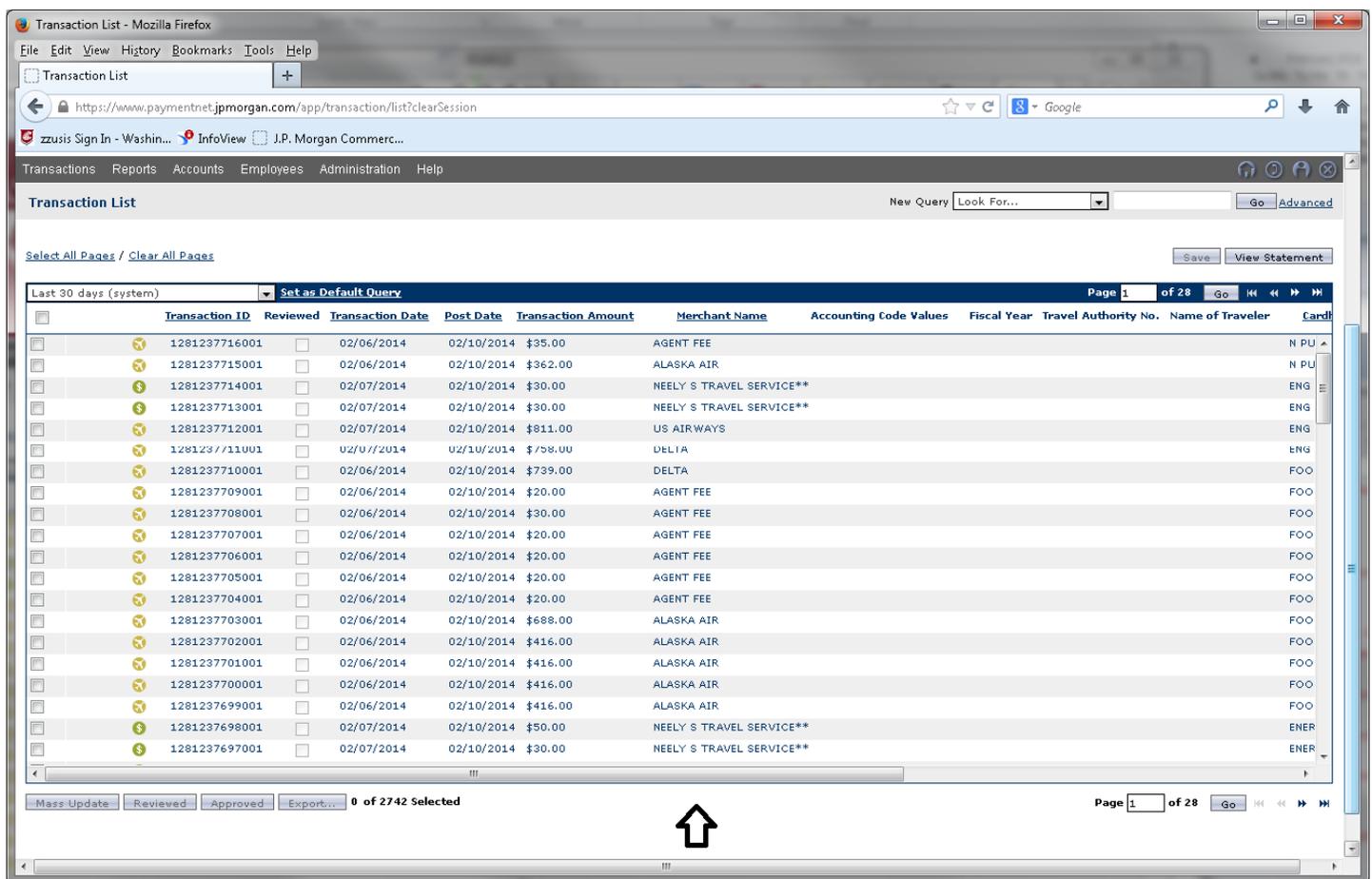




Reviewing Transactions in PaymentNet4

Once you have logged in to PaymentNet4, click the “Transactions” button on the gray menu bar and then click the “Manage” button to access the transaction list. The result is a list of the transactions associated with your card for the last 30 days. This is the default query set by JPMC in PaymentNet4. Each user will have the ability to design and set your own custom query to fit your needs. See the instructions titled “Creating Queries and Viewing Transactions.”



Transaction List - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Transaction List

https://www.paymentnetjpmorgan.com/app/transaction/list?clearSession

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Transactions Reports Accounts Employees Administration Help

Transaction List

New Query Look For... Go Advanced

Select All Pages / Clear All Pages

Save View Statement

Last 30 days (system) Set as Default Query Page 1 of 28

<input type="checkbox"/>	Transaction ID	Reviewed	Transaction Date	Post Date	Transaction Amount	Merchant Name	Accounting Code Values	Fiscal Year	Travel Authority No.	Name of Traveler	Card
<input type="checkbox"/>	1281237716001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$35.00	AGENT FEE					N PU
<input type="checkbox"/>	1281237715001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$362.00	ALASKA AIR					N PU
<input type="checkbox"/>	1281237714001	<input type="checkbox"/>	02/07/2014	02/10/2014	\$30.00	NEELY S TRAVEL SERVICE**					ENG
<input type="checkbox"/>	1281237713001	<input type="checkbox"/>	02/07/2014	02/10/2014	\$30.00	NEELY S TRAVEL SERVICE**					ENG
<input type="checkbox"/>	1281237712001	<input type="checkbox"/>	02/07/2014	02/10/2014	\$811.00	US AIRWAYS					ENG
<input type="checkbox"/>	1281237711001	<input type="checkbox"/>	02/07/2014	02/10/2014	\$798.00	DELTA					ENG
<input type="checkbox"/>	1281237710001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$739.00	DELTA					FOO
<input type="checkbox"/>	1281237709001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$20.00	AGENT FEE					FOO
<input type="checkbox"/>	1281237708001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$30.00	AGENT FEE					FOO
<input type="checkbox"/>	1281237707001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$20.00	AGENT FEE					FOO
<input type="checkbox"/>	1281237706001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$20.00	AGENT FEE					FOO
<input type="checkbox"/>	1281237705001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$20.00	AGENT FEE					FOO
<input type="checkbox"/>	1281237704001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$20.00	AGENT FEE					FOO
<input type="checkbox"/>	1281237703001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$688.00	ALASKA AIR					FOO
<input type="checkbox"/>	1281237702001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$416.00	ALASKA AIR					FOO
<input type="checkbox"/>	1281237701001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$416.00	ALASKA AIR					FOO
<input type="checkbox"/>	1281237700001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$416.00	ALASKA AIR					FOO
<input type="checkbox"/>	1281237699001	<input type="checkbox"/>	02/06/2014	02/10/2014	\$416.00	ALASKA AIR					FOO
<input type="checkbox"/>	1281237698001	<input type="checkbox"/>	02/07/2014	02/10/2014	\$50.00	NEELY S TRAVEL SERVICE**					ENER
<input type="checkbox"/>	1281237697001	<input type="checkbox"/>	02/07/2014	02/10/2014	\$30.00	NEELY S TRAVEL SERVICE**					ENER

Mass Update Reviewed Approved Export... 0 of 2742 Selected

Page 1 of 28

Please note the scroll bar located inside the window of your web browser marked with the arrow. Scroll this to the right to see more fields related to the transactions. Depending on the size of your web browser, you may be able to see all of the fields or see only a few of the fields.

Once you have identified a transaction to review from the transaction list, place your cursor on the desired transaction to select it. The following screenshot will be the result:

General Information		Addendum	History	< <Previous 4 of 2742 Next> >																								
<input type="button" value="Save"/> <input type="button" value="Add Lines"/> <input type="button" value="Dispute"/>																												
Settlement Method Commercial Card Transaction Type Purchase Account Number *****3242 Transaction Date 02/07/14 Post Date 02/10/14 MCC 4722 Merchant NEELY S TRAVEL SERVICE** 2088822723, ID, US Original Merchant NEELY S TRAVEL SERVICE** Parent Merchant NEELY S TRAVEL SERVICE** Exported <input type="checkbox"/> Customer Code Micro Reference 24337894039286047800081 Authorization Number 050813 Transaction ID 1281237713001 Original Currency USD Original Amount \$30.00 Tax \$0.00 Settlement Currency USD Total \$30.00		Approval Status <table border="1"> <tr> <td style="text-align: right;">New</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Reviewed</td> <td><input type="checkbox"/></td> </tr> </table>			New	<input type="checkbox"/>	Reviewed	<input type="checkbox"/>																				
New	<input type="checkbox"/>																											
Reviewed	<input type="checkbox"/>																											
Accounting Codes <table border="1"> <tr> <td>Chart of Accounts</td> <td>0000-2950</td> </tr> <tr> <td>* Budget-Project</td> <td>None</td> </tr> <tr> <td>* Object</td> <td>None</td> </tr> <tr> <td>* Subobject</td> <td>None</td> </tr> <tr> <td>* Department-Fund-Program</td> <td>None</td> </tr> <tr> <td>Cost Code</td> <td></td> </tr> </table>		Chart of Accounts	0000-2950	* Budget-Project	None	* Object	None	* Subobject	None	* Department-Fund-Program	None	Cost Code		Transaction Custom Fields <table border="1"> <tr> <td>Reviewed</td> <td><input type="checkbox"/></td> </tr> <tr> <td>* Fiscal Year</td> <td>Select...</td> </tr> <tr> <td>Travel Authority No.</td> <td></td> </tr> <tr> <td>* Travel Details</td> <td></td> </tr> <tr> <td>* Name of Traveler</td> <td></td> </tr> <tr> <td>PAR</td> <td><input type="checkbox"/></td> </tr> </table>			Reviewed	<input type="checkbox"/>	* Fiscal Year	Select...	Travel Authority No.		* Travel Details		* Name of Traveler		PAR	<input type="checkbox"/>
Chart of Accounts	0000-2950																											
* Budget-Project	None																											
* Object	None																											
* Subobject	None																											
* Department-Fund-Program	None																											
Cost Code																												
Reviewed	<input type="checkbox"/>																											
* Fiscal Year	Select...																											
Travel Authority No.																												
* Travel Details																												
* Name of Traveler																												
PAR	<input type="checkbox"/>																											
Transaction Notes <div style="border: 1px solid black; height: 60px;"></div> 3000 characters maximum																												

During your process of reviewing this transaction, you will need to complete the Accounting Code and Transaction Custom Fields section. When that is completed, you finalize your review by marking the new “reviewed” box (noted with an arrow) and click “save”.

The Accounting Code section is set up to pull budget-project information from AIS. Only active accounts in AIS will be available for use.

Here is the screenshot of the Accounting Code Section.

Accounting Codes	
Chart of Accounts	0000-2950
* Budget-Project	0000-2950
* Object	2951-4510
* Subobject	4511-9999
* Department-Fund-Program	None
Cost Code	

Our budgets are broken up into three sections. Please see the example above. When completing this section, you must start from the top and work your way down. Each data component is dependent on the previous option. In this example to code to travel should be 1133-4100. First select the appropriate Chart of Accounts, and then input the Budget-Project. **The best method for inputting your Budget-Project is to empty the field and begin typing it in.**

See below:

Accounting Codes	
Chart of Accounts	0000-2950
* Budget-Project	11334100 - TRAVEL SERVICES
* Object	None
* Subobject	None
* Department- Fund-Program	None
Cost Code	

Once this has been completed continue down and input the object and the subject.

Accounting Codes	
Chart of Accounts	0000-2950
* Budget-Project	11334100 - TRAVEL SERVICES
* Object	04 - TRAVEL
* Subobject	04AH - IN-STATE--AIR TRANSPORTATION
* Department- Fund-Program	None
Cost Code	8402-00101-01B - TRAVEL SE-SALARIES -FISCAL

Next select the department-fund-program. Most often there will only be one option to select from as shown in the above example. If this is the case, please select it.

Accounting Codes	
Chart of Accounts	2951-4510
* Budget-Project	30190669 - Resistance to Eyespot in Winte
* Object	04 - TRAVEL
* Subobject	04AH - IN-STATE--AIR TRANSPORTATION
* Department- Fund-Program	None
Cost Code	1200-00101-10A - CROP AND -SALARIES -AGRIC

Transaction Custom Fields	
Reviewed	1200-14314-10A - CROP AND -HATCH AS -AGR

This is an example of an account that has multiple funding types. This allows for the reviewer to input which funding type is used in the coding of the expenditure by selecting the appropriate option.

Next we need to complete the Transactions Customs Field:

Accounting Codes	
Chart of Accounts	0000-2950
* Budget-Project	11334100 - TRAVEL SERVICES
* Object	04 - TRAVEL
* Subobject	04AH - IN-STATE--AIR TRANSPORTATION
* Department- Fund-Program	8402-00101-01B - TRAVEL SE-SALARIES -FISC
Cost Code	

Transaction Custom Fields	
Reviewed	<input type="checkbox"/>
* Fiscal Year	Select...
Travel Authority No.	Select...
* Travel Details	Current Fiscal Year
* Name of Traveler	Next Fiscal Year
PAR	<input type="checkbox"/>

Complete the Fiscal Year (see the options above), the Travel Details, the Name of the Traveler. These need to be completed in the same manner we are currently using in the old PaymentNet Legacy system. The Fiscal Year selection should reflect when the dates of travel will occur. Once you are satisfied with the data, check the new reviewed box (noted below with an arrow) and click save. See below:

General Information		Addendum	History	< <Previous 3 of 2742 Next> >	
<input type="button" value="Save"/> <input type="button" value="Add Lines"/> <input type="button" value="Dispute"/>					
Settlement Method	Commercial Card	Approval Status			
Transaction Type	Purchase	Reviewed		<input type="checkbox"/>	
Account Number	*****3242	Accounting Codes			
Transaction Date	02/07/14	Chart of Accounts	0000-2950		
Post Date	02/10/14	* Budget-Project	11334100 - TRAVEL SERVICES		
MCC	4722	* Object	04 - TRAVEL		
Merchant	NEELY S TRAVEL SERVICE**	* Subobject	04AH - IN-STATE--AIR TRANSPORTATION		
	2088822723, ID, US	* Department-Fund-Program	8402-00101-01B - TRAVEL SE-SALARIES -FISC		
Original Merchant	NEELY S TRAVEL SERVICE**	Cost Code			
Parent Merchant	NEELY S TRAVEL SERVICE**	Transaction Custom Fields			
Exported	<input type="checkbox"/>	Reviewed	<input type="checkbox"/>		
Customer Code		* Fiscal Year	Current Fiscal Year		
Micro Reference	24337894039286047800107	Travel Authority No.	TA1123		
Authorization Number	052453	* Travel Details	To Seattle		
Transaction ID	1281237714001	* Name of Traveler	Butch		
Original Currency	USD	PAR	<input type="checkbox"/>		
Original Amount	\$30.00	Transaction Notes			
Tax	\$0.00	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>			
Settlement Currency	USD				
Total	\$30.00				
3000 characters maximum					

This completes the transaction review.

NOTE: The reviewed field shown boxed in the transaction example above will not be required and will be disabled for your use. The reviewed box marked with an arrow is how you should mark the transaction reviewed.

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