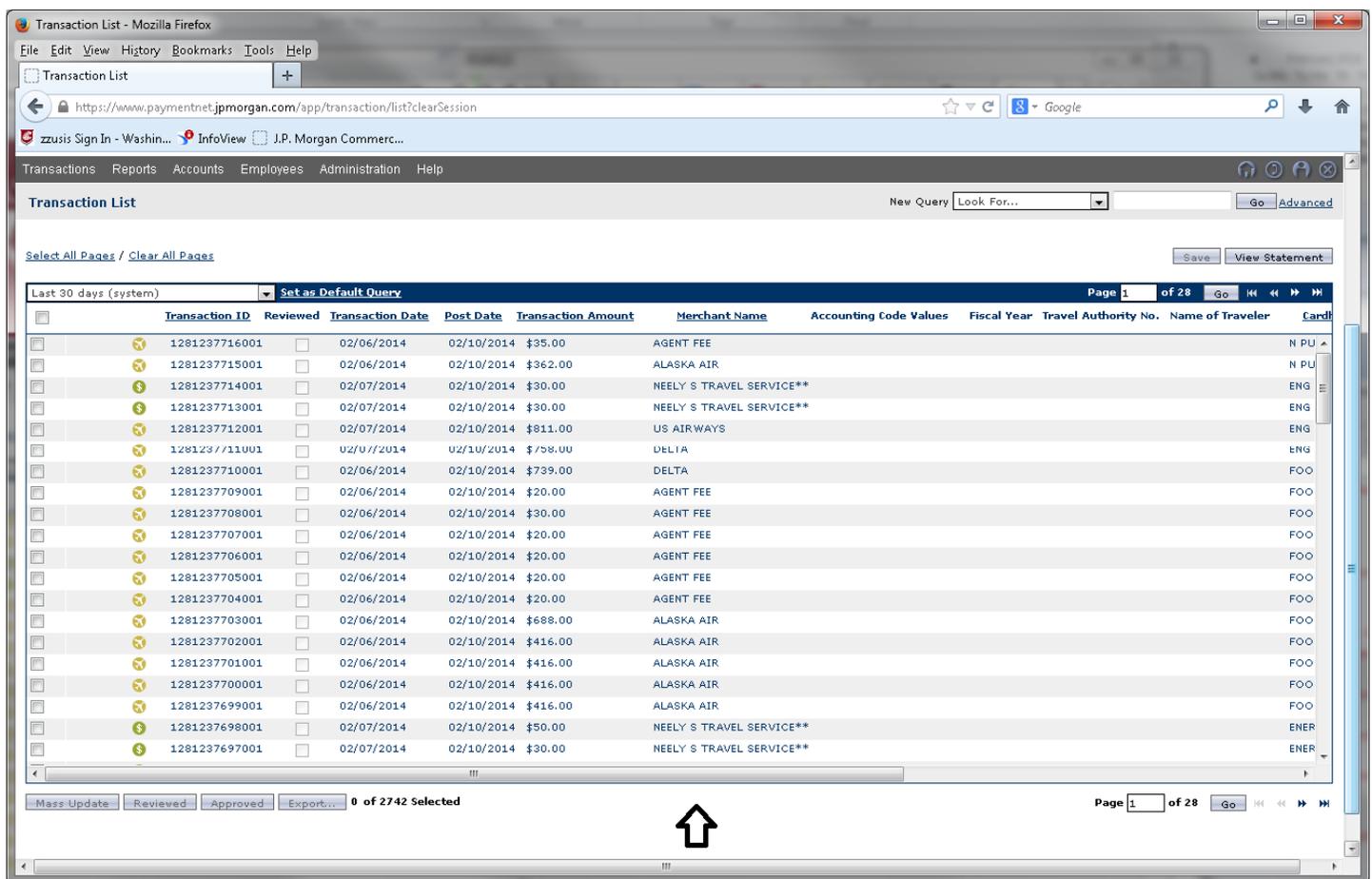# Reviewing Transactions in PaymentNet4

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."

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:

| Save | Add Lines | 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 ☐

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   **New**
Reviewed ☐

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

Transaction Custom Fields
Reviewed ☐
* Fiscal Year   Select... ▼
Travel Authority No.
* Travel Details
* Name of Traveler
PAR ☐

Transaction Notes

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   Chart of Accounts
* Subobject   4511-9999   None
* 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	▾
Cost Code	

None
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	

Transaction Custom Fields

None
1200-00101-10A - *CROP AND -SALARIES -AGRIC*
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	☐
* Fiscal Year	Select... ▾
Travel Authority No.	
* Travel Details	
* Name of Traveler	
PAR	☐

Select...
Current Fiscal Year
Next Fiscal Year

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:

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