



PaymentNet 4

Approving Official & Editor Manual

FINANCE SUPPORT CENTER

MU, UMSYS, & UOEXT:	882-3201
Missouri S&T:	341-4266 (877-752-1117 after hours)
UMKC:	235-1371
UMSL:	516-5366
Hospital & Clinics:	884-1234
Toll Free All Campuses:	877-752-3334

Email: FinanceSupport@umsystem.edu

<http://www.umsystem.edu/ums/fa/finance-support-center>

PURCHASING CARD CONSULTANTS

<http://www.umsystem.edu/ums/fa/procurement/card/policy#contacts>

P-CARD EMAIL

pcard@umsystem.edu

TABLE OF CONTENTS

TOPIC	DESCRIPTION	PAGE
	Introduction & Technical Specs	3
	<i>Special Note: Saving Your Changes</i>	4
	<i>Special Note: Timing Out</i>	
1.	Logging Into PaymentNet	5
	JPMorgan Access Emails	6
	First Time Login Setup	6
	<i>Special Note: Computer Registration</i>	7
2.	The Home Page	8
3.	Transaction List	9
4.	Transaction Detail	11
	<i>Special Note: Using Edit Complete to Control Export</i>	13
5.	Adding Lines (Split-funding)	16
6.	Disputing	18
7.	Mass Update Requests	20
8.	Creating Queries	22
	Saving Queries & Setting a New Default	26
9.	Authorizations and Declines	27
10.	Reports	29
	Statement of Account - PeopleSoft	30
	Available Downloads	30
	Saving Reports and Accessing Them Later	31
	Scheduling Reports to Run Automatically	32
11.	Accounts	33
	<i>Special Note: Changing or Cancelling a Purchasing Card Account</i>	35
12.	Employees	37
13.	My Profile	41
	<i>Special Note: Changing Your Password</i>	43
	Glossary of Terms	44
	Appendix A: Transactions Requiring Special Documentation	47
	Appendix B: Useful Queries and Reports	49
	Appendix C: Reports List	53

Introduction and Technical Specifications

PaymentNet is the online software provided by our bank, JPMorgan, for reporting and reconciliation of card transactions.

PaymentNet is used to reconcile all of our card types:

- Purchasing Only
- Purchasing with Transportation
- Student
- Fleet
- Special Use cards

It may also be used by Travel Cardholders to monitor transactions, view statements, and electronically pay bills (see the separate PaymentNet Travel Cardholder Manual for details). Reconciliation in PaymentNet of Travel card transactions is not required.

PaymentNet 4 . . .

- Is available 24/7 every week, except for scheduled maintenance.
 - Maintenance occurs weekly from 7 pm Saturday through 12 am Sunday (CST).
 - Any additional outage information will be displayed on the home page message board (See Topic 2, page 8)
- Is fully compatible with these browsers
 - Internet Explorer v 8 and 9
 - Mozilla Firefox v 21 and higher
- May be compatible with these browsers (not Certified by JPMorgan)
 - Chrome
 - Safari
 - Opera
- Has the following additional browser requirements
 - Enable Java
 - Allow Cookies (this is vital for the Computer Registration - see Special Note, page 7)
 - Disable pop-up blockers for this site (www.paymentnet.jpmorgan.com)
- Requires the following additional software
 - Adobe Acrobat Reader v 4 or higher
 - Any file decompression software, including what's provided with Window 7 (also WinZip®, 7-zip, FY-Zip, etc.)



SAVE THOSE CHANGES!

PaymentNet 4 **will not** automatically save changes you make to your transactions. Further, it will not warn you that you have unsaved data when you navigate between transactions, tabs, or pages.

Be sure to use the Save buttons provided on each page if you have made **any** changes.

Successful Saves will be noted with a green message:  Information was saved successfully

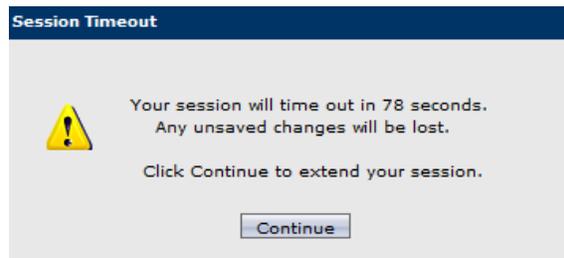
Any error message will be noted with a red message:  Please correct the following errors: 

- PS Account is an invalid accounting code.



TIMING OUT

PaymentNet 4 will time out after 15 minutes of inactivity. Once you have been inactive for 12 minutes, a three (3) minute countdown will appear (displayed as 180 seconds) with the option to remain logged in:



If you've been logged out while away from your computer or in another program, PaymentNet lets you know when you return: Any error message will be noted with a red message:

Session Timeout

For your security, you have been logged off after 15 minutes of inactivity.

[Log on again](#)

You will also be logged out after eight (8) hours of continuous PaymentNet use, at which point you will need to repeat the login process if you have additional reconciliation to perform.

1. Logging In to PaymentNet

Go to www.paymentnet.jpmorgan.com

The Login page also contains links to

- Reset a forgotten password [Forgot your Password?](#)
- Find a forgotten Organization or User ID [Forgot your Organization ID or UserID?](#)

The Resources section also offers several documents provided by JPMorgan.

Enter the **Organization ID**:

UMCARDS (or umcards - this field is not case-sensitive)

Enter the **User ID**:

This must be between 6 and 20 characters and cannot contain special characters.

The UserID for Approving Officials (AOs) and Editors is formatted as the prefix "ao" followed by your Single Sign On (SSO), or "pawprint" ID. For most users this takes the format of "aolastnamefirstinitial". Pawprints may have additional letters of the first name, or contain a middle initial depending on how IT establishes the ID.

Because of the 6 character minimum, if your pawprint is very short, the letter "x" will be added until the ID reaches the minimum.

Example: Tian Fu's SSO is FUT. In PaymentNet, her AO/Editor UserID would be aofutx.

Enter the **Password**:

This field is case-sensitive and has the following additional requirements:

- Contains 8-25 characters
- Must contain at least 1 number and 1 letter
- Cannot use special characters
- Cannot use Organization or UserID
- Previous five (5) passwords may not be reused
- Must be changed every 90 days

Click or press <Enter> on the keyboard.

Log in at least once every 185 days to maintain your status as an active user.

➤ JPMorgan Access Emails

When you are initially granted access to PaymentNet, JPMorgan will send two (2) emails containing login information. These emails will have the following Subject lines and contents.

- Subject: PaymentNet(R) User ID (Reference # xxxxxxxx)
Organization ID: UMCARDS
UserID: <your UserID>
Temporary Password: Refer to the email titled PaymentNet(R) Temporary Password

Link to PaymentNet: <https://www.paymentnet.jpmorgan.com/>

- Subject: PaymentNet(R) Temporary Password (Reference # xxxxxxxx)
Organization ID: UMCARDS
UserID: Refer to the email titled PaymentNet(R) UserID
Temporary Password: <your initial password> (case sensitive)

Link to PaymentNet: <https://www.paymentnet.jpmorgan.com/>

Log in with the information provided to you in the above pair of emails.

Be sure to type your initial password exactly, as the field is case-sensitive and any errors will prevent successful login. If desired, COPY the password from the email and PASTE into the password field on the login screen. This password will only work once and PaymentNet will require that you change it.

➤ First Time Login Setup

Once you have successfully logged in the first time, you will be guided through several pages as part of your first time setup.

1. Create Password: Create and confirm a new password, and click Next
 - Contains 8-25 characters
 - Must contain at least 1 number and 1 letter
 - Cannot use special characters
 - Cannot use Organization or UserID
 - Previous five (5) passwords may not be used
2. Confirm Email: Confirm your email address by reentering it, and click Save
3. Set Security Questions: Answer at least three questions (preferably all five), and click Next
 - You must answer at least three questions to activate the Save button
 - Answers may be up to 30 characters
 - Uppercase and lowercase may be used, but responses are not case-sensitive
 - Spaces may be used and count as characters. Be sure to remember the spaces when answering security questions in the future.
 - A Question/Answer confirmation page will display. Click Edit to change your answers, or click Next
4. Register Computer: Click Next (See Special Note: Computer Registration, page 7)
5. Setup Complete should display. Click **Get Started** to continue into PaymentNet.



COMPUTER REGISTRATION

This registration associates specific computers to specific users and helps to keep your card data safe by preventing unauthorized users from accessing PaymentNet.

The initial registration of your computer takes place as part of the First Time Login Setup.

If you need to access your account from a different, unrecognized computer, PaymentNet will prompt you for an Access Code (Click [Get Access Code](#)) which will be delivered only to the user's email address on record within PaymentNet.

Once this Access code and log in credentials are used (Click [I have an access code](#)), login is complete and you will be able to use multiple computers.

Register Computer

We take security seriously. An access code helps us verify your identity and keep your account safe. Click the button below to receive an email with the information that you will need to access your account.

[Get Access Code](#)

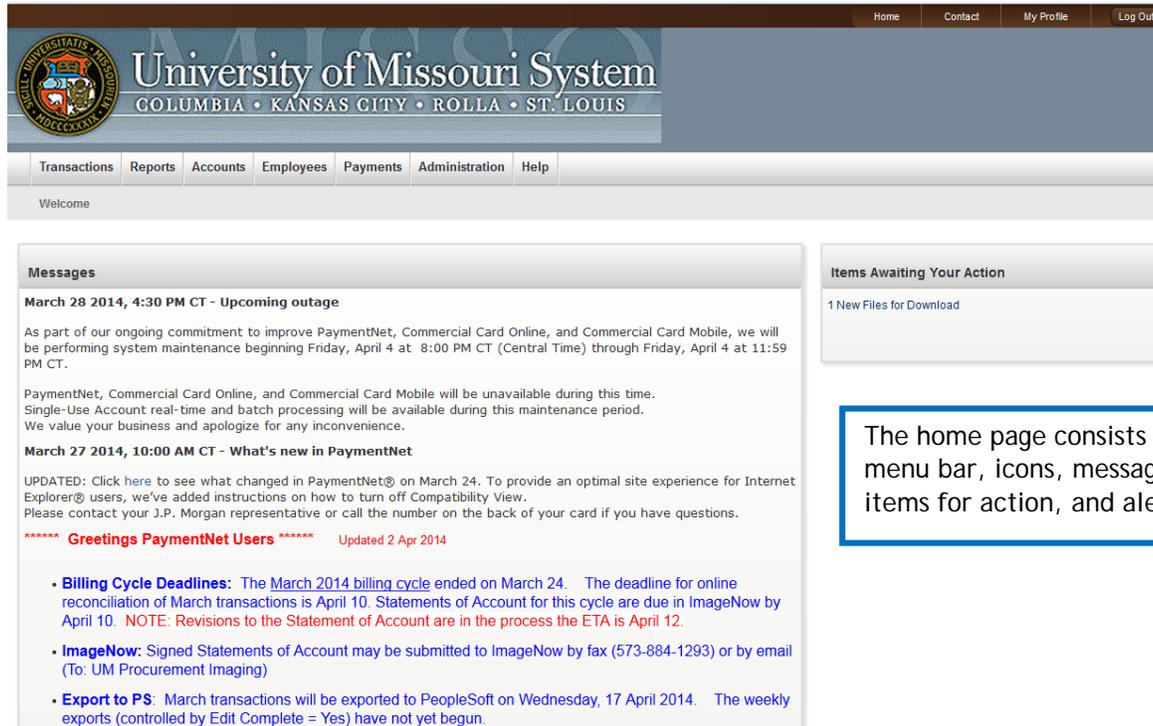
[I have an access code](#)

Access codes are valid only for five (5) days. If multiple codes are requested, only the most recent code is valid.

Please Note: This registration is "cookie" based. If you have a need to clear your browser's cache, be sure to uncheck the "Clear Cookies" box. If cookies are cleared, the computer registration must be repeated.

2. The Home Page

When you have successfully logged in, the PaymentNet home page will display:



The home page consists of the menu bar, icons, messages, items for action, and alerts.

Menu Bar - Includes the PaymentNet modules you can access

Transactions: Access and manipulate your department transactions here - review, adjust or split fund (MoCode & PS Account), add documentation, dispute, check authorizations and declines real time.

Reports: Run, schedule, download, and delete reports.

Accounts: View a list of cardholder accounts, along with associated defaults and limits.

Employees: See who has access to PaymentNet

Payments: Does Not Apply to Purchasing Cards (Travel Card ONLY)

Help: Access online documentation and help topics published by JPMorgan

Transactions Reports Accounts Employees

Toolbar - Includes shortcuts to basic user interface options

Home: Returns you at any time to the home page

Contact: Displays the contact information specific

to your campus, including Finance Support phone number & email, and P-card consultant information

My Profile: View and change profile information including email notification options, screen view settings, reset your password, and view your account information. (See Topic 13, page 41).

Log Out: Securely end your PaymentNet session

Home Contact My Profile Log Out

Messages - Will include notifications from

JPMorgan: details regarding outages for maintenance, issues affecting performance, or delays in the posting of transactions

Procurement Operations: information about billing cycle end date, due date for reconciliation of transactions and statements, transaction export dates, and any other information Operations may need to communicate to PaymentNet users. (Messages from the P-card team will display in red/blue font)

Items Awaiting Your Action - Includes quick links to access

Files for Download: displays how many, if any, files are available for download. Note that this count will not go down until files are deleted or expire (See Topic 10, page 31).

3. Transaction List

[Transactions](#) [Reports](#)
[Manage](#)
[Mass Update Requests](#)
[Authorizations/Declines](#)
[Query](#)
[Statements](#)

The Transactions Module contains all transaction information for your departmental account(s) and allows you to reconcile (edit funding, add documentation, dispute, change status boxes), perform Mass Updates (reconciling multiple transactions simultaneously), view real-time authorizations and declines, and run queries to easily find specific transactions.

Note: Statements in the Transactions module refers only to Travel Card statements. This is NOT the Statement of Account - PeopleSoft.

To view your Transaction List, choose **Transactions > Manage**.

This will display the system's default of "Last 30 days" relative to the day you are accessing PaymentNet.

Transaction ID	Exported	Cardholder Last Name	Cardholder First Name	Transaction Date	Post Date	Merchant Name	Merchant State/province	Transaction Amount	Sales Tax	Reviewed	Receipt Needed	Awaiting Credit	Inappropriate	Account
1299597888001		BRADDOCK	STEPHEN	02/25/2014	02/26/2014	PAYPAL *MOCDA	CA	\$180.00	\$0.00					COA - UF
1299597830001		DOMINIQUE	MAUREEN	02/25/2014	02/26/2014	PAYPAL *MOCDA	CA	\$150.00	\$0.00					COA - UF
1299597828001		DOMINIQUE	MAUREEN	02/25/2014	02/26/2014	PAYPAL *MOCDA	CA	\$25.00	\$0.00					COA - UF
1299597819001		CARROZ	LAURA	02/25/2014	02/26/2014	SAMSClub #8163	MD	\$50.38	\$0.00					COA - UF
1299597693001		RICKARD	JOSHUA	02/25/2014	02/26/2014	AMAZON MKTPLACE PMTS	WA	(\$22.29)	\$0.00					COA - UF
1299597693001		GOTT	SARAH	02/25/2014	02/26/2014	WP-FEE.COM	CA	\$99.00	\$0.00					COA - UF
1299597626001		PORTING	ELIZABETH	02/25/2014	02/26/2014	LINKEDIN	CA	\$148.04	\$0.00					COA - UF
1299597460001		ROSE	THOMAS	02/24/2014	02/26/2014	AMERICAN AIRLINES	TX	\$562.00	\$0.00					COA - UF
1299597317001		WOODEN	AMANDA	02/25/2014	02/26/2014	CAREER SOFT, LLC	FL	\$3,125.00	\$0.00					COA - UF
1299596979001		VORE	MICHELLE	02/25/2014	02/26/2014	HOOTSUITE MEDIA INC.	CA	\$5.99	\$0.00					COA - UF
1299596932001		PAGETT	LISA	02/26/2014	02/26/2014	AMAZON.COM	WA	\$180.50	\$0.00					COA - UF
1298242008001		TROM	JENNIFER	02/24/2014	02/25/2014	AMERICAN MARKETING ASS	IL	\$220.00	\$0.00					COA - UF
1298241970001		RICKARD	JOSHUA	02/25/2014	02/25/2014	AMAZON.COM	WA	\$49.98	\$0.00					COA - UF
1298241915001		PORTING	ELIZABETH	02/24/2014	02/25/2014	GRADUATE MGMT ADMISSIO	VA	\$8.25	\$0.00					COA - UF
1298241848001		HOGAN	KERRI	02/14/2014	02/25/2014	AMERICAN FINANCE ASSOC	CA	(\$250.00)	\$0.00					COA - UF
1298241749001		MEYER	MARY	02/24/2014	02/25/2014	AMERICAN ACCTNG ASSOC	FL	\$200.00	\$0.00					COA - UF
1298241648001		JOHNSON	CATRIN	02/24/2014	02/25/2014	GERBES #0125	MO	\$60.91	\$0.00					COA - UF
1298241641001		GUEST	KODY	02/24/2014	02/25/2014	USPS 28168001030701262	MO	\$10.95	\$0.00					COA - UF
1298241452001		PAGETT	LISA	02/24/2014	02/25/2014	ARCHAEOLOGY *MAGAZINE	CA	\$21.95	\$0.00					COA - UF
1298241341001		COOK	AARON	02/23/2014	02/25/2014	THE CHERRY CRICKET	CO	\$51.95	\$0.00					COA - UF

This default query view of "Last 30 days" can be changed by each individual PaymentNet user. (See Topic 8, page 26)

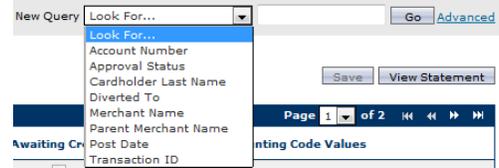
➤ Transaction List Basics

- Unless overridden manually, the default sort on the List is descending by Post Date. This means the newest transactions will appear at the top of the list.
- Sort by clicking on any column header that is underlined. You can sort only by one column at a time, and can toggle the sort by clicking the header again.

*Example: Click **Cardholder Last Name** once and cardholder transaction will be ordered A-Z by last name. Click a second time and the order changes from Z-A.*

- The default setting displays 20 transactions per page. This can be increased up to 100 lines per page (See Topic 13, Page 42)
- Navigate to additional pages by using the page dropdown or arrows that appear in the top and bottom right of your Transaction List. Page 1 of 20 Go
- A minimal number of columns has been selected to appear in your Transaction List. You may add additional column information, or change the display order of the fields. (See Topic 13, Page 42)

- Scroll bars will appear at the bottom of the page to scroll right and left, and along the right edge to scroll up and down.
- A Quick Query option is available at upper right and may be used to search a limited number of fields. Select from the dropdown and enter a value (complete or partial words, not case-sensitive).



- Transactions that have successfully been fed to PeopleSoft are marked as Exported . Once Exported, the Chart of Account (COA) information is locked and cannot be edited. (See Topic 4, page 12).
- Other informational icons may appear on the Transaction list, including Addendum Detail, Dispute Status, Compliance Monitor Flags, and Mass Update icons.

Addendum Detail Icons	Additional Icons
Airline Addendum Icon	Dispute Initiated Icon
Car Rental Addendum Icon	Dispute in Process Icon
Fuel Addendum Icon	Dispute Resolved Icon
Lodging Addendum Icon	Compliance Monitor Flag
Purchase Addendum Icon	Mass Update Icon
Shipping Services Addendum Icon	
Temporary Services Addendum Icon	

Multiple icons may be seen on a single transaction simultaneously.

			Transaction ID	Exported	Cardholder Last
<input type="checkbox"/>			6160809		BARNETT
<input type="checkbox"/>			6138089		HASSELRIIS
<input type="checkbox"/>			6134464		KAJA
<input type="checkbox"/>			6130633		BETHMAN

Addendum Detail: This information originates with the merchant - neither AO/Editors nor cardholders enter this detail. It can be very useful as part of the reconciliation and documentation of transactions.

Information can be viewed by clicking on the icon, or by viewing the Addendum tab (See Topic 4, page 14).

Compliance Monitor: Transactions flagged by this program will display a red flag.

			Transaction ID	Exported	Cardholder
<input type="checkbox"/>			1293357965001		JOOS
<input type="checkbox"/>			1293357964001		JOOS
<input type="checkbox"/>			1293357963001		JOOS

The program may flag valid business purchases and all flagged transactions are part of monthly audits. If documentation is not recorded in Transaction Detail, your department may be contacted by Procurement Operations to provide an explanation of the purpose of the flagged transactions or what caused the pattern of charges.

4. Transaction Detail

From the Transaction List, click on a transaction to access the Transaction Detail page.

This is where you perform the following:

- General Information Tab
 - Reconcile the transaction
 - Ensure accurate funding via MoCode and PS Account, including adding lines (split-funding)
 - Document via Job Number, Comments, Transaction Notes
 - Flag by Custom Fields
 - Mark as Edit Complete (optional)
 - View Export status
 - Dispute the transaction
- Addendum Tab - View Addendum detail, if passed by the merchant
- History Tab - View the log of who made what changes and when.

Transaction Detail

To return to the Transaction List at any time, click the [List](#) link →

The screenshot shows the Transaction Detail page with the following sections:

- General Information** (Active tab):
 - Buttons: Save, Add Lines, Dispute
 - Navigation: << Previous 7 of 29 Next >>
 - Settlement Method: Commercial Card
 - Transaction Type: Purchase
 - Account Number: *****5356
 - Transaction Date: 02/15/14
 - Post Date: 02/18/14
 - MCC: 5942
 - Merchant: AMAZON.COM
 - AMZN.COM/BILL, WA, US
 - Original Merchant: AMAZON.COM
 - Parent Merchant: Amazon.com
 - Exported:
 - Customer Code: 109-8977134-62106
 - Micro Reference: 55432864046000264493641
 - Authorization Number: 031784
 - Transaction ID: 1290474749001
 - Original Currency: USD
 - Original Amount: \$399.99
 - Tax: \$0.00
 - Settlement Currency: USD
 - Total: \$399.99
- Accounting Codes**:
 - Chart of Accounts: COA - UMCARDS
 - Edit Complete: None
 - MoCode: C7371
 - PS Account: 739000
 - Job Number:
 - Comments:
- Transaction Custom Fields**:
 - Reviewed:
 - Inappropriate:
 - Receipt Needed:
 - Awaiting Credit:
- Transaction Notes**:
 - 3000 characters maximum

Move between Transaction Detail pages by using the navigation options in the upper right corner

<< < Previous 7 of 29 Next > >>

These links take you to the First << transaction, the Previous transaction, the Next transaction, and the Last >> transaction. Note that how you have your List sorted will affect this navigation.

In the middle is a read-only indicator of your progress through your current list.

Example: Above we are viewing the 7th of 29 transactions.

General Information		Addendum	History
< <Previous 7 of 29 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 *****5356 Transaction Date 02/15/14 Post Date 02/18/14 MCC 5942 Merchant AMAZON.COM AMZN.COM/BILL, WA, US Original Merchant AMAZON.COM Parent Merchant Amazon.com Exported <input type="checkbox"/>		Accounting Codes Chart of Accounts COA - UMCARDS Edit Complete None MoCode C7371 PS Account 739000 Job Number Comments	
Customer Code 109-8977134-62106 Micro Reference 55432864046000264493641 Authorization Number 031784 Transaction ID 1290474749001 Original Currency USD Original Amount \$399.99 Tax \$0.00 Settlement Currency USD Total \$399.99		Transaction Custom Fields Reviewed <input type="checkbox"/> Inappropriate <input type="checkbox"/> Receipt Needed <input type="checkbox"/> Awaiting Credit <input type="checkbox"/>	
Transaction Notes 3000 characters maximum			

The left hand column displays read-only details for this transaction and Exported box.

Once a transaction has been exported to PeopleSoft, this box will display with a gray checkmark.

Exported

The right hand column consists of Accounting Codes, Transactions Custom Fields, and Transaction Notes which may all be used for reconciliation.

Accounting Codes - this section is available for editing for a limited amount of time and becomes locked, or read-only, once the transaction is Exported. Exporting occurs approximately 7-55 days after the transaction appears in your List, depending on your use of the Edit Complete field.

Accounting Codes	
Chart of Accounts	COA - UMCARDS
Edit Complete	None
MoCode	C7371
PS Account	739000
Job Number	
Comments	

Chart of Accounts: This will default to "COA-UMCARDS" (For all transactions posting in or after the February 2014 Billing Cycle).

Edit Complete: This is a dropdown box that defaults to "None" on all transactions. You may manually change this to either "No" or "Yes".

MoCode: This is the MoCode that will be assigned when the transaction is Exported.

PS Account: This is the PeopleSoft Account that will be assigned when the transaction is Exported.

Job Number: This is one of three fields available for documentation.

- Accepts letters, numbers, and special characters other than comma (,) and vertical bar (|)
- Maximum of 15 characters
- Prints on the Statement of Account - PeopleSoft
- Locked when Exported

Comments: This is one of three fields available for documentation.

- Accepts letters , numbers, and special characters other than comma (,) and vertical bar (|)
- Maximum of 50 characters
- Prints on the Statement of Account - PeopleSoft
- Locked when Exported



Using Edit Complete to Control Export

If your department has transactions that, for any reason, you would like to Export to PeopleSoft early, choose Yes on the Edit Complete dropdown.

- Transactions that have **Edit Complete = Yes** will be picked up every week and Exported.
- Transactions that have **Edit Complete = None (or No)** will be picked up for Export between the 15th and 20th of the month following the end of the Billing Cycle.

Notes: This is an optional field and may be used when a department wishes to see card transaction data in the General Ledger sooner than the monthly export. It is not required to change this field to Yes.

See Messages on the Home page (See Topic 2, page 8) for information on when these Exports will take place.

Transaction Custom Fields - this section is available for editing for two (2) years (the total time a transaction is viewable in PaymentNet). These boxes may be checked and unchecked even after the transaction has been Exported.

Transaction Custom Fields	
Reviewed	<input type="checkbox"/>
Inappropriate	<input type="checkbox"/>
Receipt Needed	<input type="checkbox"/>
Awaiting Credit	<input type="checkbox"/>

Reviewed: This box may be used to indicate the transaction has been reviewed or edited.

Inappropriate: This box may be used to indicate a prohibited or personal transaction on the purchasing card.

Receipt Needed: This box may be used to indicate when a receipt is missing or has been lost and a duplicate receipt is needed.

Awaiting Credit: This box may be used to indicate when a credit, partial or full, is pending on the transaction.

Transaction Notes - this field is available for editing for two (2) years (the total time a transactions is viewable in PaymentNet). This is one of three fields available for documentation.

Transaction Notes

3000 characters maximum

- Accepts letters, numbers, and all special characters
- Maximum of 3000 characters (countdown of remaining characters displays under field)
- Does not print on the Statement of Account - PeopleSoft
- Available for editing for two (2) years
 - Note: if changes are made to this field AFTER transactions are exported, the revised Notes are not reflected in the Data Warehouse in WebApps.

Remember: before navigating to another tab, transaction, or back to the List.

Access the Addendum tab to view the additional information passed electronically by some merchants.

General Information
Addendum
History
|< <Previous 3 of 30 Next> >|

Transaction Date 02/15/2014 Post Date 02/18/2014 Merchant AMAZON.COM AMZN.COM/BILL, WA Transaction ID 1290474749001 Transaction Amount \$399.99	Merchant Reference Number TB8WK2RZSQO Ship From Zip/Postal Code Destination Zip/Postal Code Customer Code 109-8977134-62106 Freight Amount \$0.00 Tax Amount \$0.00 Duty Amount \$0.00
---	---

Product Code	Item Description	Quantity	Unit	Each	Tax Amount	Discount	Extension
B009NB8WTI	Samsung Electronics 840 Pro Series	1	PCE	\$399.99	\$0.00	\$0.00	\$399.99

|< <Previous 3 of 30 Next> >|

Examples of information that may be displayed here:

Airline - view the name of the traveler (passenger). The origin and destination cities for the flight will be included as well.

Car Rental - view the name of the driver

Fuel - view the price per gallon and number of gallons purchased

Purchase - view an electronic list of purchases

Shipping - view the tracking number

Note that ALL Transaction Detail pages will include the Addendum tab. If the merchant does not pass this information, the Product Code, Item Description, etc., will be blank.

Product Code	Item Description	Quantity	Unit	Each	Tax Amount	Discount	Extension
< <Previous 13 of 39 Next> >							

Access the **History** tab on the Transaction Detail page to view a log of changes made to the transaction.

PaymentNet displays a log of the last twenty (20) changes performed on this transaction including:

- Date of change
- Time of change
- What field was changed
- The previous, or starting, value for that field
- The new, or ending, value for that field
- Who made the change

Changes you make today may not appear on this list until the following day. →

? Audit data could take up to 24 hours to update. Therefore, changes made in PaymentNet may not display on this screen until the next day.

General Information		Addendum	History	< <Previous 3 of 30 Next> >		
Transaction Date 2/15/2014		Transaction Id 1290474749001				
Post Date 2/18/2014		Transaction Amount \$399.99				
Merchant AMAZON.COM						
Change Date	Change Time	Field Name	Previous Value	New Value	Modified By	
02/23/2014	09:13:18 PM	Notes		512 GB Solid State Drive	CardholderTrain	
02/19/2014	06:54:37 AM	COA - UMCARDS:PS Account		739000	System - Loader	
02/19/2014	06:54:37 AM	COA - UMCARDS:MoCode		C7371	System - Loader	
02/19/2014	06:54:37 AM	Chart of Accounts		COA - UMCARDS	System - Loader	

5. Adding Lines (Split-funding)

There may be certain transactions that need to have multiple funding lines assigned to them

- Same MoCode but different PS Accounts
- Different MoCodes but same PS Accounts
- MoCode and PS Account may be unique to each line of the split

To initiate a split, click **Add Lines** at the top of the Transaction Detail page.

You will immediately be prompted to select the number of lines. Enter the desired number and click **Add**

Note: There is no limit to the number of lines that may be added.

Keep in mind, however, that higher numbers of lines may create a performance delay (i.e. it will take some time for PaymentNet to create the lines on the screen).



General Information Addendum History
|< <Previous 27 of 31 Next> >|

Save Remove Lines Dispute

Settlement Method Commercial Card

Transaction Type Purchase

Account Number *****5356

Transaction Date 01/29/14

Post Date 01/31/14

MCC 6300

Merchant SQUARETRADE WARRANTIES

SAN FRANCISCO, CA, US

Original Merchant

Parent Merchant SQUARETRADE WARRANTIES

Exported

Customer Code

Micro Reference 55207394030624909801493

Authorization Number 030837

Transaction ID 6144682

Original Currency USD

Original Amount \$299.99

Tax \$0.00

Settlement Currency USD

Total \$299.99

Transaction Notes

3000 characters maximum

The chosen number of lines will appear at the bottom of the page.

The Transaction Notes field shifts to the upper right of the page.

Line Item Level Accounting

						Line Totals
						100% \$ 299.99
	Item Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	100.00	<input type="checkbox"/>	33.33	100.00
2	Commercial Card Purchase	1.00	100.00	<input type="checkbox"/>	33.33	100.00
3	Commercial Card Purchase	1.00	99.99	<input type="checkbox"/>	33.34	99.99 +

Line Item Level Accounting **Line Totals**
100% \$ 299.99

Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	48.00	<input type="checkbox"/>	16.00	48.00
Accounting Codes						
Chart of Accounts		COA - UMCARDS				
Edit Complete	None					
MoCode	C7371					
PS Account	789000					
Job Number						
Comments						
Transaction Custom Fields						
						Reviewed <input type="checkbox"/>
						Inappropriate <input type="checkbox"/>
						Receipt Needed <input type="checkbox"/>
						Awaiting Credit <input type="checkbox"/>
2	Commercial Card Purchase	1.00	52.00	<input type="checkbox"/>	17.33	52.00
Accounting Codes						
Chart of Accounts		COA - UMCARDS				
Edit Complete	None					
MoCode	C7372					
PS Account	789000					
Job Number						
Comments						
Transaction Custom Fields						
						Reviewed <input type="checkbox"/>
						Inappropriate <input type="checkbox"/>
						Receipt Needed <input type="checkbox"/>
						Awaiting Credit <input type="checkbox"/>
3	Commercial Card Purchase	1.00	199.99	<input type="checkbox"/>	66.67	199.99

➤ Add Lines (Split-funding) Basics

- Use the triangle by the Item number to edit the Chart of Accounts
 - Each field may be edited independently by line
 - The MoCode and PS Account values will be whatever was on the Transaction before initiating the split.
- You may split lines by Quantity (# of Units), Cost (Unit Price), or Percent (%)
- Start with Item 1 and edit from top to bottom for the best results. As you move from one line to the next, PaymentNet will automatically make calculations. When you reach the final Item, Payment has already calculated the remainder and applied it to the line.
- To remove a line, click
- To create additional lines, go to the last Item line and click

When finished, click

To undo the Add Line (or Split-funding), click

This can be done even after the Transaction has been split, so long as the transaction has not been Exported.

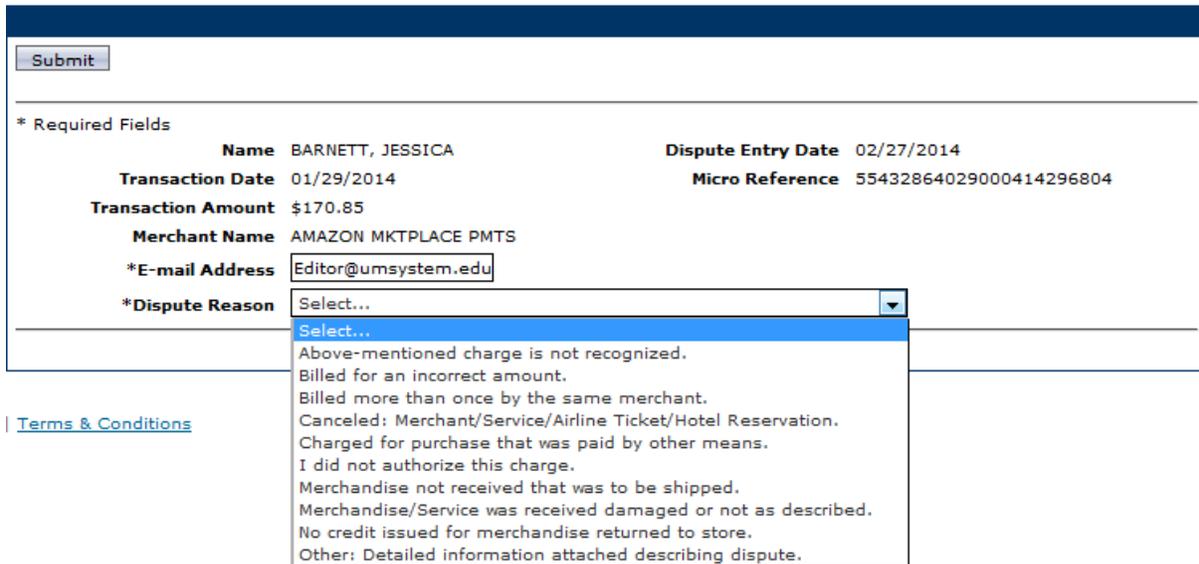
6. Disputing

Click **Dispute** at the top of the Transaction Detail page.

Confirm that your email address is correct. This will default to your email automatically so that JPMorgan has a record of who submitted the dispute. During the dispute process, JPMorgan will always communicate directly with the cardholder, regardless of who submitted the dispute, should they have questions or need additional information.

Click the dropdown on Dispute Reason and choose from the list of available reasons.

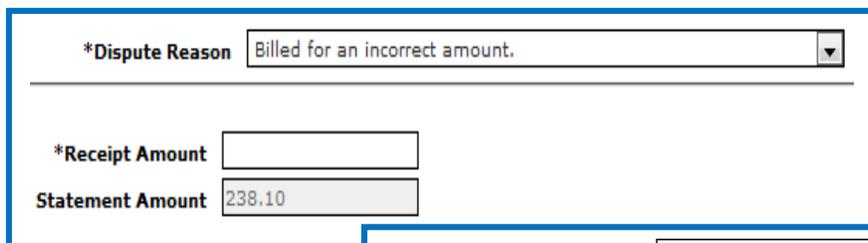
If none of the reasons matches the given situation, choose Other at the bottom of the list.



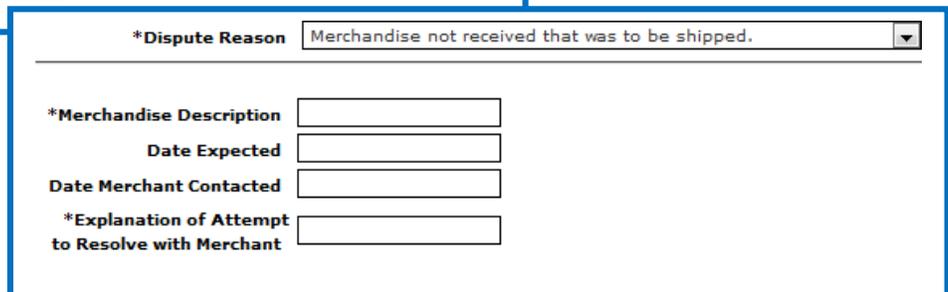
The screenshot shows a web form for disputing a transaction. At the top left is a "Submit" button. Below it, a section titled "* Required Fields" contains several fields: "Name" (BARNETT, JESSICA), "Dispute Entry Date" (02/27/2014), "Transaction Date" (01/29/2014), "Micro Reference" (55432864029000414296804), "Transaction Amount" (\$170.85), "Merchant Name" (AMAZON MKTPLACE PMTS), and "*E-mail Address" (Editor@umsystem.edu). The "*Dispute Reason" field is a dropdown menu currently showing "Select...". A dropdown menu is open below it, listing several reasons: "Above-mentioned charge is not recognized.", "Billed for an incorrect amount.", "Billed more than once by the same merchant.", "Canceled: Merchant/Service/Airline Ticket/Hotel Reservation.", "Charged for purchase that was paid by other means.", "I did not authorize this charge.", "Merchandise not received that was to be shipped.", "Merchandise/Service was received damaged or not as described.", "No credit issued for merchandise returned to store.", and "Other: Detailed information attached describing dispute." A link for "Terms & Conditions" is visible at the bottom left of the form area.

There will be additional fields, required, that will appear after you have selected a Dispute Reason. These will vary with the reason chosen.

Examples:



This example shows the dispute form with the "*Dispute Reason" dropdown set to "Billed for an incorrect amount.". Below this, the "*Receipt Amount" field is empty, and the "Statement Amount" field contains the value "238.10".



This example shows the dispute form with the "*Dispute Reason" dropdown set to "Merchandise not received that was to be shipped.". Below this, there are four required fields: "*Merchandise Description", "Date Expected", "Date Merchant Contacted", and "*Explanation of Attempt to Resolve with Merchant", all of which are currently empty.

*Dispute Reason

*Transaction Type

*Cancellation / Return Date

*Description of Merchandise and Return Method

Additional Information

2000 characters maximum

➤ **Disputing Basics to Remember**

- Before submitting a dispute, the cardholder attempt to resolve the issue with the merchant FIRST.
- The cardholder should keep your Approving Official(s) apprised of the dispute. AOs and Editors will be able to view the Dispute Status Icons on the Transaction list, but they will not be copied on any emails exchanged between cardholder and JPMorgan during this process (unless the Cardholder forwards or copies the AO).
 - Dispute has been initiated ■
 - Dispute is in process ■
 - Dispute has been resolved ■
- Time is limited - you have only 90 days from the transaction date to dispute a transaction.
- A listing of disputed transactions can be obtained at any time by running a Query (See Topic 8, page 22), or by running a Report (See Topic 10, page 29). See also Appendix B for how-to examples.

Also, if you have disputed a transaction in error, or resolved the issue with the merchant soon after you initiated the dispute, you can “Undo” the Dispute by performing the following from the Transaction Detail > General Information tab:

If the dispute is still considered Initiated (marked ■), click

If the dispute is in process (marked ■), click

7. Mass Update Requests

If you have multiple transactions that need the same kind of edit applied to all - same change in MoCode or Account, checking the Reviewed box, etc - you may use the Mass Update process instead of editing one transaction at a time on the Transaction Detail page.

To use this feature, start at the Transaction List

This may be from **Transactions > Manage**, or the list may be the results of a query for specific transactions from **Transactions > Query** (See Topic 8, page 22)

Understand that the Mass Update process should only be used on transactions contained within a single page of the List.

Your list defaults to 20 transactions, but may be increased to 100 transactions. (See Topic 13, page 42) Therefore a maximum of 100 transactions can be Mass Updated at one time.

If you have more than 100 transactions, you can submit them in batches of up to 100 transactions each.

Additionally, you **do not** have to wait for one Mass Update batch to finish updating before submitting the next batch. You may submit one, and as soon as you receive confirmation that it has been submitted, initiate the process on your next Mass Update.

- Use the checkboxes at left to mark which transactions you wish to include.

<input type="checkbox"/>		<u>Transaction ID</u>
<input checked="" type="checkbox"/>	\$	1296816258001
<input checked="" type="checkbox"/>	\$	1294825535001
<input type="checkbox"/>	\$	1294825534001
<input checked="" type="checkbox"/>	\$	1294825533001
<input checked="" type="checkbox"/>	\$	1293357708001
<input type="checkbox"/>	\$	1291747763001

- Click Mass Update at the bottom of the List

4 of 29 Selected

- Use the interface to indicate what fields need to be changed by marking the checkbox, and what the value should be.

- Notes:**
- If ANY change is being made within the Accounting Codes section, the Chart of Accounts box must also be checked.
 - If a checkbox is not marked, the edit will not be applied during the Mass Update process.
 - The Mass Update process cannot be used to Add Lines (split fund) transactions, or to apply the above changes to lines that have already been split.

Example: Even though a MoCode has been entered above, because the box has not been checked, the MoCode will not be changed on the four (4) selected transactions. Only the PS Account and Reviewed checkbox will change.

- Click

You should receive a confirmation message in the upper right of the screen.

Transaction Mass Update has been submitted successfully.
You will be notified when this request is complete.
[View Details](#)

Those transactions that have a pending Mass Update will have a Mass Update icon appear on the List at left.

<input type="checkbox"/>	Transaction
<input type="checkbox"/>	1294825533

When the Mass Update is complete, a message will display at the top of your current page.

Mass Update is complete. [Click here for details](#)

You may also navigate to Transactions > Mass Update Requests to monitor the progress and status of your updates.

Mass Update List - Transaction				
Mass Update Request	Mass Update Completed	Status	Successful	Failed
02/24/2014 10:35:18 AM	02/24/2014 10:35:39 AM	Complete	4	0

8. Creating Queries

Queries can be used to find a single transaction, or set of transactions, that match certain criteria.

To create a query in PaymentNet, choose Transactions > Query.

Process Reset
* Required Fields

Query (New Query) ▼

Date Range

	Field	Operation	Value	
1	Post Date ▼	Is Relative ▼	Last Days ▼ 30	+

Criteria

	Field	Operation	Value	
1	Account Number ▼	Begins With ▼		🗑️ +

Hierarchy

Include Children

Order By

Field	Order Sequence	
		+

For each section:

Date Range

This section is required on all queries.

- Choose a **Field**
 - Transaction Date - the date the transaction was authorized
 - Card physically swiped through a machine
 - Card submitted in a web based form or shopping cart checkout
 - Card keyed into machine by the merchant (phone or faxed orders)
 - Post Date - the date the transaction appeared in your Transaction List, or “posted” to PaymentNet. (See Figure 1, page 26)
- Choose an **Operation**
 - Cycle Is - use to search a specific Billing Cycle. Always be sure to use Post Date with this Operation, as transactions that appear within a cycle are determined by Post Date, never Transaction Date.
 - Is Between - use to search a specific range of dates.
 - Is Equal To - use to find transactions on one specific date.
 - Is Relative - use to search a set of transactions as they relate to “today”
- Choose a **Value** - options are dependent on what has been chosen for Operation

Examples:

"Is Relative" (Query Default)
Value
 Month to Date
 Month to Date
 Last Month
 Period to Date
 Prior Period
 Last Days
 Year to Date
 Last Year
 Previous Quarter
 Quarter To Date

The "Period" is defined as Billing Cycle.
 When choosing Last Days, which is the Query default, you will have an additional field to indicate how many days.

"Is Equal"
Value

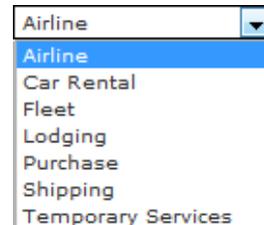
"Cycle Is"
Value
 Billing Cycle
 01/25/14 02/24/14 Feb - 2014
 01/25/14 02/24/14 Feb - 2014
 12/25/13 01/24/14 Jan - 2014
 11/26/13 12/24/13 Dec - 2013
 10/25/13 11/25/13 Nov - 2013

"Is Between"
Value

Criteria

This section is **optional** on all queries.

- Choose a **Field**
 - Contains a long list of options including transaction columns, flags, checkboxes, and statuses.
 - Listed in alphabetical order
 - Includes some criteria that do not apply to purchasing cards (but which we cannot remove from the list).
- Choose an **Operation** - options are dependent on what has been chosen for Field
 - Most fields offer Operations of: Begins With, Contains, Is Equal To, Is Not Equal To
 - Fields such as Transaction Amount and Transaction ID include Operations such as: Is Greater Than, Is Greater Than or Equal To, Is Between, etc.
- Choose a **Value** - options are dependent on what has been chosen for Field and Operation
 - Most Field/Operator combinations provide a freeform text box
 - Some combinations provide a checkbox to mark/unmark
 - Some combination provide a dropdown selection



To add additional criteria lines, click

- There is no limit to the number of lines you may add.
- As you add lines, you will see options for "And" versus "Or" to the left of each line, giving you additional control to refine your search.

To remove existing criteria lines, click

Hierarchy

This section is **optional** on all queries.

If you are an AO/Editor with access only to a single hierarchy, the section does not need to be used in queries. This is the most common setup for AO/Editors.

If you have to access to several different hierarchies, or a parent hierarchy with multiple children, this section may be used to limit the pool of transactions being searched in this query. (See Topic 12, page 38)

To add a hierarchy line, click

- Use the Hierarchy ID link to navigate to your hierarchies by clicking at the appropriate points OR
- Type in the hierarchy ID directly into the field provided

Hierarchy ID

Order By

This section is **optional** on all queries.

It may be used, at the beginning of the process, to control how the query results will be sorted.

Advantages include:

- Sorting by multiple columns - remember sorting from the List is limited to one column at a time
- Sorting by columns that cannot otherwise be chosen from the List (such as Exported status)

When all sections have been set as desired, click to run the Query.

The Transaction List will display the transactions that match your Query criteria.

If no matching transactions were found, a blank list will appear.

Note: If your Date Range includes a date range greater than 90 days, the following warning will appear as a pop-up warning:

Your query includes dates that exceed 90 days which may cause additional time to process your request. Press OK to continue or Cancel to refine your query.

Click OK to continue with your criteria, or Cancel to edit your criteria.

Example:

Here is a query to find Amazon purchases of \$100 or more that posted in the last 60 days. Results will be organized first by whether or not they have been Exported, and then from highest amount to lowest. This Editor has access to a parent hierarchy with three (3) children. Since a specific child hierarchy was specified, data will be included only from that hierarchy.

Date Range		
Field	Operation	Value
1 Post Date	Is Relative	Last Days 45

Criteria		
Field	Operation	Value
1 Merchant Name	Begins With	amazon
2 And Transaction Amount	Is Greater Than Or Equal To	100

Hierarchy		
Hierarchy ID	Include Children	
1 6C17301	<input type="checkbox"/>	D TARWATER/S BEARD/L E

Order By		
Field	Order Sequence	
1 Exported	Ascending	<input type="checkbox"/> +
2 Transaction Amount	Descending	<input type="checkbox"/> +

And here are the results:

	Transaction ID	Exported	Cardholder Last Name	Cardholder First Name	Transaction Date	Post Date	Merchant Name	Merchant State/province	Transaction Amount
<input type="checkbox"/>	1294825735001		RICKARD	JOSHUA	02/21/2014	02/21/2014	AMAZON.COM	WA	\$262.99
<input type="checkbox"/>	6151932		RICKARD	JOSHUA	02/06/2014	02/07/2014	AMAZON.COM	WA	\$237.98
<input type="checkbox"/>	1296816672001		RICKARD	JOSHUA	02/22/2014	02/24/2014	AMAZON.COM	WA	\$198.99
<input type="checkbox"/>	1299596932001		PAGETT	LISA	02/26/2014	02/26/2014	AMAZON.COM	WA	\$180.50
<input type="checkbox"/>	6136285		PAGETT	LISA	01/25/2014	01/27/2014	AMAZON MKTPLACE PMTS	WA	\$151.56
<input type="checkbox"/>	6157446		RICKARD	JOSHUA	02/12/2014	02/12/2014	AMAZON.COM	WA	\$149.99
<input type="checkbox"/>	6137521		RICKARD	JOSHUA	01/24/2014	01/27/2014	AMAZON MKTPLACE PMTS	WA	\$123.78
<input type="checkbox"/>	6151931		RICKARD	JOSHUA	02/06/2014	02/07/2014	AMAZON.COM	WA	\$118.99
<input type="checkbox"/>	1290473179001		FRENCH	DAN	02/18/2014	02/18/2014	AMAZON.COM	WA	\$104.19
<input type="checkbox"/>	6132148	✓	RICKARD	JOSHUA	01/21/2014	01/22/2014	AMAZON.COM	WA	\$254.12
<input type="checkbox"/>	6123046	✓	PAGETT	LISA	01/14/2014	01/15/2014	AMAZON MKTPLACE PMTS	WA	\$239.80
<input type="checkbox"/>	6122461	✓	THURSTON	PAULETTE	01/14/2014	01/14/2014	AMAZON MKTPLACE PMTS	WA	\$159.80

Mass Update Reviewed Approved Export... 0 of 12 Selected

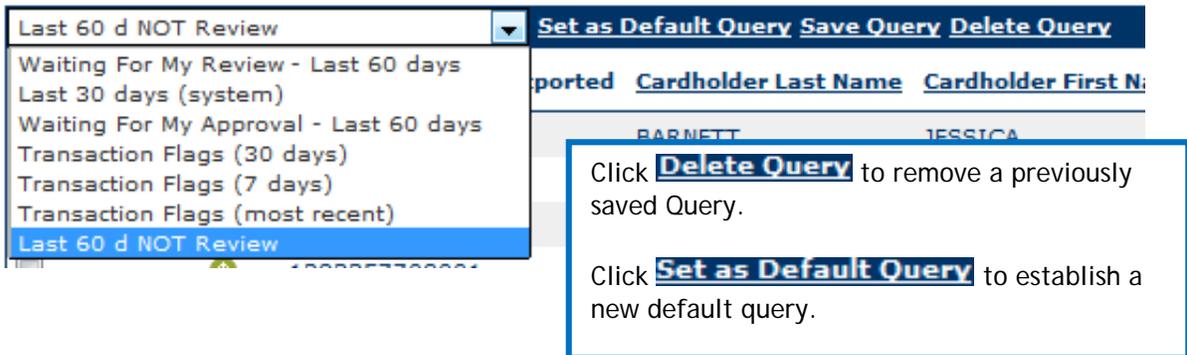
➤ Saving Queries & Setting a New Default

If you have a query that you run repeatedly, you can Save that query to make it easier and faster to run later.

- Establish your criteria and **Process** the Query.
- At the top of the Transaction List, click Save Query.
- A text box will display. Name the Query and click **Save**



Your new saved query will now display and will be available from the dropdown on the List.



Click **Delete Query** to remove a previously saved Query.

Click **Set as Default Query** to establish a new default query.

Use this process to control what is displayed when you navigate to **Transactions > Manage**.

The query set as your "default" will always be associated with that navigation, and it may be changed as often as desired.

9. Authorizations and Declines

Approving Officials and Editors may view real-time authorizations and declines for their cardholders by navigating to Transactions > Authorizations/Declines.

The screenshot shows the 'Account List' page. At the top, there are navigation tabs: Transactions, Reports, Accounts, Employees, Payments, Administration, and Help. Below the tabs is a search area with a 'New Query' dropdown set to 'Look For...', a text input field containing 'barnett', and a 'Go' button. A dropdown menu is open below the 'Look For...' dropdown, listing options: Look For..., Account Number, First Name, Hierarchy ID, Last Name (highlighted), and User ID. Below the search area is a table with the following columns: Account Number, First Name, Last Name, UserId, and Status.

Using the Quick Query in the upper right

- Select First Name or Last Name from the dropdown
- Enter the desired name in the field provided.
 - It is not case-sensitive.
 - It is equivalent to “Begins With” so partial name searches will generate a list of names.

Example: Using “br” will result in the following list. In this situation, click on the desired cardholder you wish to view.

The screenshot shows the search results for 'br' with 'Last Name' selected in the dropdown. The results are displayed in a table with the following columns: Account Number, First Name, Last Name, UserId, and Status.

Account Number	First Name	Last Name	UserId	Status
*****5208	STEPHEN	BRADDOCK	braddockst	Active
*****6437	KAREN	BRAMMER		Lost Or Stolen
*****7867	KAREN	BRAMMER		Active
*****1587	LINDSAY	BREKKE		Active
*****3490	ANGELA	BRUNO		Closed

Details such as Amount, Date/Time, and Merchant Name/MCC will appear in a table format on this page.

The screenshot shows the 'Authorization and Decline List for *****5356'. At the top, there are navigation tabs: Transactions, Reports, Payments, and Help. Below the tabs is the account information: Last Name: BARNETT, First Name: JESSICA, User ID: CardholderTrain, Hierarchy ID: 6C17302, and Status: Active. Below this is a 'Refresh' button. The main part of the page is a table with the following columns: OrganizationId, AccountId, Type, Amount, Date/Time, Merchant, MCC, Number, and Reason.

OrganizationId	AccountId	Type	Amount	Date/Time	Merchant	MCC	Number	Reason
UMCARDS	*****5356	Authorization	\$69.00	02/20/2014 17:44:43 PM	STATACORP LP COLLEGE STATI TX	7372	001511	70-APPROVE - MATCH CRITERIA FOR APPROVE PARM
UMCARDS	*****5356	Authorization	\$8.22	02/20/2014 13:25:40 PM	Federal Express Memphis TN	4215	033187	70-APPROVE - MATCH CRITERIA FOR APPROVE PARM
UMCARDS	*****5356	Authorization	\$35.00	02/19/2014 17:00:40 PM	DRI*LIT&LATSALLES 0019523922584 MN	5734	093230	70-APPROVE - MATCH CRITERIA FOR APPROVE PARM
UMCARDS	*****5356	Authorization	\$37.99	02/18/2014 16:04:17 PM	Amazon.com AMZN.COM/BILL WA	5942	043555	70-APPROVE - MATCH CRITERIA FOR APPROVE PARM

A Type of “Authorization” indicates a successful transaction. The Number column includes the Authorization number assigned by MasterCard and the Reason will be “Approve”.

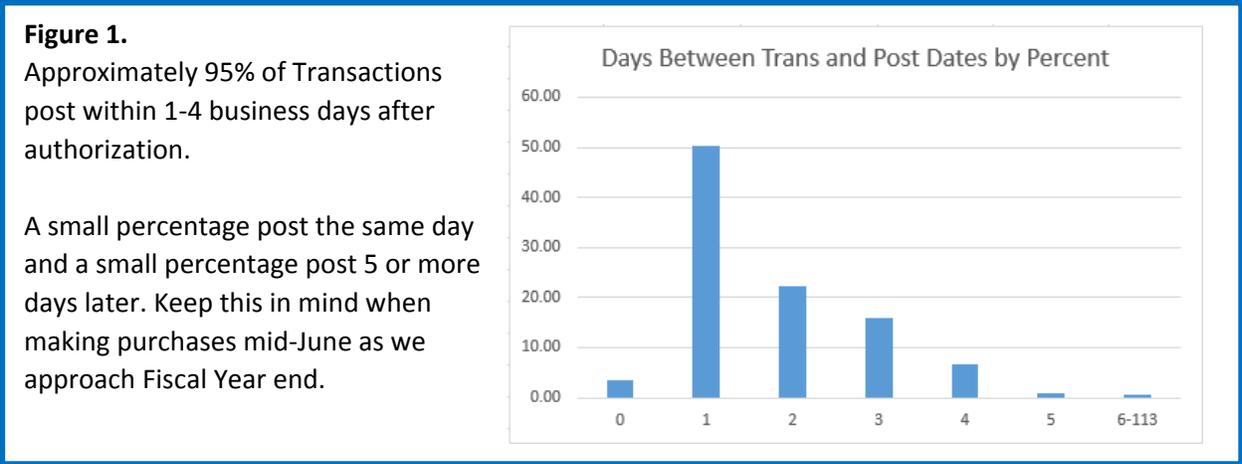
OrganizationId	AccountId	Type	Amount	Date/Time	Merchant	MCC Number	Reason
UMCARDS	*****2950	Decline	\$0.01	02/21/2014 14:51:42 PM	QUALITY LOGO PRODUCTS AURORA IL	5999	81-EXPIRE DATE INDICATOR MATCH -

A Type of "Decline" indicates an unsuccessful transaction. Notice Number is blank because an Authorization was not granted. Reasons vary - contact the Finance Support Center or p-card consultants if additional information is needed.

Note: JPMorgan is in the process of changing the way these reasons, and their numerical codes, display. When this information has been finalized and received from the bank, they will be included in a revision of this manual.

Transactions, whether Authorized or Declined, will typically be visible on this page for no more than five (5) business days. The Post Date is the date an authorized transaction moves from this page to the Transaction List. Half of all transactions post the following business day (See Figure 1 below).

To view the history of older declines, run the report "Declines" (See Appendix B, page 41)



10. Reports

JPMorgan provides many reports that can be used to find certain transactions or summaries.

To view or run these reports, navigate to **Reports > Create**.

By default, ALL available report types will be displayed and are listed alphabetically.

If you wish to view only ONE type of report, make a selection from the Report Type dropdown.

The screenshot shows the 'Report List' interface. At the top left, there is a 'Report Type' dropdown menu currently set to 'All'. Below it, a list of reports is displayed with columns for 'Name', 'Type', and 'Description'. The reports listed include 'Air Travel Accounts', 'Air Travel Summary by Hierarchy', 'Airline City Pairs Summary by Merchant', 'Airline Spending Analysis by Merchant', 'Airline Ticket Credit Summary', 'Car Rental Spending Analysis by Merchant', 'Cardholder Accounts and Limits by Hierarchy', 'Cardholder Default Account Codes and Custom Fields', 'Cardholder Listing With Addresses', 'Cardholder Profile', and 'Cardholder Profile - MS EXCEL'. At the top right, there is a pagination control showing 'Page 1 of 3' with navigation arrows. A blue box highlights the pagination control with the text: 'Navigate to additional pages by using the page dropdown or arrows that appear in the top and bottom right of the Report List.' Another blue box highlights the scroll bar on the right side of the report list with the text: 'Use the scroll bar at right to view additional reports on the current page.'

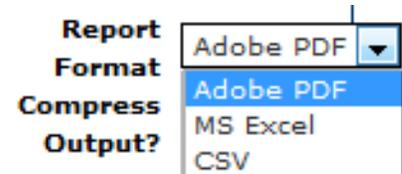
To run a report, click on the Name of the report, which will appear as a hyperlink.

This will launch the Criteria page where you can select Dates and other fields, as well as choose the Report Format (Adobe PDF, MS Excel, CSV).

Note: Each report has its own "default" format, but this can be overridden by making a selection from the dropdown that appears in the upper right corner of the page.

Any report with the "- MS EXCEL" name tag will default to Excel since it has been optimized for that program.

Another option is for Comma Separated Value (CSV)



Example: Statement of Account - PeopleSoft

- Locate the Report by scrolling down to Statement of Account - PeopleSoft
- Launch the report by clicking on [Statement of Account - PeopleSoft](#)

Criteria

Field	Operation	Value
1 Post Date	Cycle Is	Billing Cycle 01/25/14 02/24/14 Feb - 2014

Criteria

Field = Post Date
Operation = Cycle Is
Value = Billing Cycle, then
Select the cycle from the available dropdown.

Some Reports will include preset lines for this section.

Hierarchy

Optional - Utilize this section just as you would when running Queries.
 (See Topic 8, page 24)

Order By

Optional - Some Reports will include preset lines for this section.

- Click **Process Report**

This will take you to the Available Downloads page automatically.

You may also navigate to this page at any time by choosing Reports > Download

Available Downloads

Refresh Delete Selected

[Download Adobe® Reader®](#)

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically after 35 days. Mappers will be removed automatically after 365 days. To manually delete a file, check the box and click the Delete button.

Name	Category	Run By	Hierarchy ID	Created	Status	Mark as Successful
<input type="checkbox"/> Statement of Account - PeopleSoft	Report	--	--	02/25/2014 04:21:18 PM	Submitted	
<input type="checkbox"/> Transaction Detail - MS EXCEL.xls	Report	--	--	02/25/2014 03:39:52 PM	Successful	

Click **Refresh** to update this page, or you may also use the browser's refresh option.

New reports will show a status of Submitted. As you refresh the page, this will change to Processing, and then Successful. Alternatively, you may opt to simply return to this page at a later time (you do not have to refresh the page and wait for the report to process) or enable email notifications for Reports (See topic 13, page 41).

Once Successful, the Name becomes a link (See [Transaction Detail - MS EXCEL.xls](#) above). Click on the link to launch the file.

Reports will automatically drop off this page after 35 days. If desired, you may manually remove a report from the Downloads page by checking the box at left and clicking .

➤ Saving Reports and Accessing Them Later

If you have a report that you run on a regular basis, you may save it as a “favorite” to make it easier to access later.

Choose your report and set the criteria as desired (criteria can always be altered later with each processing of the report).

Name your report. This name MUST be different than the system report.

Example: Here the Statement of Account - PeopleSoft is being saved.

*Name

• Duplicate report name, please provide a unique name for this report.

*Name

Click

To access Saved reports at a later time, choose My Saved Reports from the Report Type dropdown. They will be listed in alphabetical order.

Report Type <input type="button" value="My Saved Reports"/>	
Name ▲	Type
Monthly Statement PDF	Transaction
Trans Details and Notes XLS	Transaction

To remove a Saved report, launch the report and then click at the top of the Report's Criteria page.

➤ Scheduling Reports to Run Automatically

In addition to Saving reports, you may also schedule a report to run automatically.

Choose your report and set the criteria as desired.

Check the box to Schedule to Run Automatically

Schedule to Run Automatically

Frequency

Day

Select a Frequency (Weekly, Monthly, Daily, Cycle)

Options for Day or Cycle are dependent on the Frequency chosen.

Report Type <input type="text" value="My Saved Reports"/>			
Name ▲	Type	Description	Schedule
Monthly Statement PDF	Transaction	The Statement of Account - PeopleSoft Report shows transaction information including PeopleSoft Mocode and Account Allocation. This report must be printed every billing cycle for each Purchasing and Fleet Card. It must be signed and forwarded to the proper campus Procurement office no later than the 10th of the month following the end of billing cycle.	
Trans Details and Notes XLS	Transaction	This report can be used to monitor the purchases for each account. Transactions as well as line items are included and payments are excluded from this report. The report lists: Cardholder Last Name, Cardholder First Name, Account Number, Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, and Amount. This report will be sorted by default in an ascending order by Transaction ID. OPTIMIZED FOR MS EXCEL.	Monthly:26th

Scheduled criteria will display on the Report List. →

Access Scheduled Reports from Reports > Download.

You may also access them from the Home page

Items Awaiting Your Action
4 New Files for Download
Transactions for Review

11. Accounts

The Accounts module displays a comprehensive list of cardholder accounts within your hierarchy. In Accounts you can view defaults and controls on your cardholders' accounts, as well as status, current balance, and available credit limit.

To view a complete listing of all cardholders, navigate to **Accounts > Manage**.

Alternatively, you may use **Accounts > Query** to search for a specific cardholder or group of cardholders.

Account List New Query [Advanced](#)

[Select All Pages](#) / [Clear All Pages](#)

All (system) <input type="button" value="Set as Default Query"/>		Page 1 of 5									
<input type="checkbox"/>	Payment	Statement	Employee ID	Account Number	Account Status	Card Type	Cardholder Last Name	Cardholder First Name	Middle Initial	CardHolder Address 1	
<input type="checkbox"/>			****2490	*****1605	ACTIVE	Purch w/Transport	ARUNACHALAM	VAIRAM		303 CORNELL HALL	
<input type="checkbox"/>			****2421	*****7319	CLOSED		BALSER	TINA	J	213 CORNELL HALL	
<input type="checkbox"/>			****2372	*****5356	ACTIVE	Purch w/Transport	BARNETT	JESSICA	L	302 CORNELL HALL	
<input type="checkbox"/>			****6940	*****1044	ACTIVE	Purch w/Transport	BEARD	SHAWN	M	407 CORNELL HALL	
<input type="checkbox"/>			****0733	*****5208	ACTIVE	Purch w/Transport	BRADDOCK	STEPHEN	C	126 CORNELL	
<input type="checkbox"/>			****1585	*****6437	LOSTORSTOLEN		BRAMMER	KAREN		303 CORNELL HALL	
<input type="checkbox"/>			****1585	*****7867	ACTIVE	Purch w/Transport	BRAMMER	KAREN		303 CORNELL HALL	
<input type="checkbox"/>			****3037	*****1587	ACTIVE	Purch w/Transport		LINDSAY	M	407 B CORNELL HALL	
<input type="checkbox"/>			****7330	*****3490	CLOSED		BRUNO	ANGELA		404 CORNELL HALL	
<input type="checkbox"/>			****4415	*****8647	CLOSED		BYERS	MELISSA	A	306 CORNELL HALL	
<input type="checkbox"/>			****8532	*****3293	CLOSED		CAIN	ELLEN	S	104 CORNELL HALL	
<input type="checkbox"/>			****0001	*****1728	ACTIVE	Student	CAREER SERVICES	BUSINESS		104 CORNELL HALL	
<input type="checkbox"/>			****0904	*****6834	ACTIVE	Purchasing Only	CARROZ	LAURA	L	111 CORNELL HALL	
<input type="checkbox"/>			****4116	*****0390	CLOSED		CHIRILLO	JOSEPH	A	408 CORNELL HALL	
<input type="checkbox"/>			****0909	*****1381	CLOSED		COLVIN	LINDSEY	N	408 CORNELL HALL	
<input type="checkbox"/>			****3285	*****1692	ACTIVE	Purch w/Transport	COOK	AARON	C	111 H CORNELL HALL	
<input type="checkbox"/>			****2694	*****5171	LOSTORSTOLEN		CREMEENS	KARYN	L	307 CORNELL HALL	
<input type="checkbox"/>			****2694	*****2950	ACTIVE	Purchasing Only	CREMEENS	KARYN	L	307 CORNELL HALL	
<input type="checkbox"/>			****2694	*****8033	ACTIVE	Spec MCC/Limit	CREMEENS	KARYN	L	UNIVERSITY OF MISSOURI	
<input type="checkbox"/>			****1290	*****6387	LOSTORSTOLEN		CURRY	JAN		213-1 CORNELL HALL	

Mass Update... 0 of 96 Selected Page 1 of 5

➤ Account List Basics

- This list has a default sort of alphabetically by Cardholder Last Name. Sorting overrides, and page navigation and controls are the same as on the Transaction List (See Topic 3, page 9).
- Account Status indicates whether the card is Active, Closed, Lost or Stolen, New, etc.
- Card Type is a custom field added by Procurement that describes card usage.
- The Payment and Statement icons at left are related to Travel cards - not Purchasing Cards. The Statement generated from this icon is NOT the Statement of Account - PeopleSoft.
- A Quick Query option is available at upper right. (See Topic 3, page 10; Topic 9, page 27)
- As with the Transaction List, click on a Cardholder to view the Account Detail page.

NOTE: Your access to this page is through the Auditor role.

This means the information displayed here will be Read-Only for Approving Officials and Editors.

On the General Information tab:

View Cardholder Basics including Name, Address, and Business phone number (left column)

General Information Controls M

Save Create New Account

* Required Fields
** Either mother's maiden name

Account Number *****5356 02/15 * Hierarchy ID 6C17302 D TARWATER/S BEARD/L E

Current Balance \$0.00 Status Active

Available Credit \$9,956.01 Open Date 02/06/2012

* User ID CardholderTrain (Same as Name on Card)
Reassign Account

Prefix Full First Name

* First Name on Card JESSICA Full Last Name

Middle Initial L ** Birth Date

* Last Name on Card BARNETT Country of Citizenship

Suffix * SSN/SIN/Tax ID ***-**-****

Second Row of Embossing TECHNOLOGY SERVICES Primary Home Address

Employee ID (Same as Cardholder Address)

* Country Last 4

* Address 1 Expiration date

* Address 2 Current Balance

* City Available Credit

* State/Province MO

* ZIP/Postal Code 652110001

Transaction Defaults Edit

Chart of Accounts COA - UMCARDS

Edit Complete None

MoCode C7371

PS Account 739000

Job Number

Comments

Reviewed

Inappropriate

Receipt Needed

Awaiting Credit

Statement Address

* Country

* Address

* Address

* City

* State/Province

* ZIP/Postal Code

Account Custom Fields

Card Type Purch w/Transport

E-mail Address

Business Phone 573-882-2119

Mobile Phone

** Mothers Maiden Name *****

Notes

2000 characters maximum

< <Previous 3 of 96 Next> >

View current account information

- Last 4
- Expiration date
- Current Balance
- Available Credit

View your cardholder's default MoCode and default PS Account.

Contact the Finance Support Center to updates these values - no form is required.

The Card Type will indicate the current controls applied to this card by MCC Group.

Notes may be used by Procurement when changes have been made.

Save Create New Account Issue New Card

* Required Fields

Account Number *****5356 02/15 * Hierarchy ID 6C17302 D TARWATER/S BEARD/L E
 Current Balance \$0.00 Status Active
 Available Credit \$9,956.01 Open Date 02/06/2012

MCC Diversion Group
 Central Bill Account *****7613 *Credit Limit 10000
 Diversion Account *Cash Advance Limit (\$2500) 0.00
 Cost Center Monthly Transaction Limit
 VIP Daily Amount Limit \$
 International Daily Transaction Limit
 Single Amount Limit \$ 5000.00

MCC Groups	
Group	
1	470

On the Controls tab:

Account Number, Expiration, Current Balance, and Available Credit are repeated in the same location.

The MCC Groups box indicates what value are currently assigned to this account. These values have been translated into phrases and are included in the Card Type field on the previous General Information Tab.

At right are the various limit controls on this card:

Credit Limit = How much can be charged in a single month or cycle
Cash Advance Limit = \$0 for purchasing cards (available on Travel Cards only)
Monthly Transaction Limit = How many transactions are allowed in a month
Daily Amount Limit = How much can be charged in a single day
Daily Transaction Limit = How many transactions are allowed in a day
Single Amount Limit = How much can be charged in a single transaction



CHANGING OR CANCELLING A PURCHASING CARD ACCOUNT

An Approving Official can make changes to the controls and settings on a purchasing card by using the Purchasing Card Change Form. This form can:

- Increase or decrease limits
- Add or remove the transportation option
- Update the billing address or business phone number
- Update the cardholder's name

If a card is no longer needed (cardholder left UM, changed departments, or duties have changed), a Purchasing Card Cancellation Form should be used to close the account.

Information about these paperless forms is available here:
http://www.umssystem.edu/ums/fa/procurement/outlook_forms

Save Create New Account Issue New Card

* Required Fields

Account Number *****5356 02/15 * Hierarchy ID 6C17302 D TARWATER/S BEARD/L E
 Current Balance \$0.00 Status Active
 Available Credit \$9,956.01 Open Date 02/06/2012

MCC GROUP 1 470 Action INCLUDE +

Monthly Amount Limit \$
 Daily Transaction Limit
 Single Amount Limit \$

On the MCC Group Controls tab:
 This section may be utilized in the future to control spend limits by MCC Group.
 Example: Cardholder A may have a purchasing card and now needs to also pay Utilities (Group 951). Utility payments often have limits that exceed \$5000.
 With this page we could establish the following limits:
 MCC Group 470: Single = \$5,000 Monthly = \$8,000
 MCC Group 951: Single = \$15,000 Monthly = \$35,000

? Audit data could take up to 24 hours to update. Therefore, changes made in PaymentNet may not display on this screen until the next day.

Account Number *****5356 Hierarchy ID 6C17302
 Current Balance \$0.00 Status ACTIVE
 Available Credit \$9,957.00

Change Date	Change Time	Field Name	Previous Value	New Value	Modified By
02/27/2014	11:28:16 PM	Card Type		Purch w/Transport	sayoungkri
02/18/2014	10:53:37 AM	Default Chart of Account Name		COA - UMCARDS	rootadmin1
02/18/2014	10:53				
02/18/2014	10:53				
02/17/2014	06:08				
02/17/2014	06:08				
02/17/2014	06:08				
02/17/2014	06:08				

On the History tab:
 A log of the last twenty (20) changes performed on this account are displayed. (See Topic 4, page 15).
 Changes typically appear on this list the following day even though they are applied real-time.
 Example: If Transportation is added to the card Monday morning by Procurement, the cardholder can purchase an airline ticket that same morning. The change showing Card Type from "Purchasing Only" to "Purch w/Transport" and MCC Group from 464 to 470 will be included on the History tab on Tuesday.

12. Employees

The Employees module displays a comprehensive list of users within your hierarchy that have access to PaymentNet. This will include cardholders with edit or read-only access, Editors, and Approving Officials.

To view a complete listing of all user access, navigate to **Employees > Manage**.

Alternatively, you may use **Employees > Query** to search for a specific user.

Employee List New Query [Advanced](#)

<input type="checkbox"/>	User ID	Role Type	Employee Last Name	Employee First Name	Business Phone	Email Address	CC Email Address	Employee Hiera
<input type="checkbox"/>	beardsm	Disabled	BEARD	SHAWN		beardsm@missouri.edu		6C17301
<input type="checkbox"/>	aobeardsm	AO	BEARD	SHAWN		beardsm@missouri.edu		5C1730
<input type="checkbox"/>	braddockst	Cardholder Edit	BRADDOCK	STEPHEN		braddockst@missouri.edu		6C17301
<input type="checkbox"/>	aostewartlin	AO	Brekke	Lindsay		BrekkeL@missouri.edu		5C1730
<input type="checkbox"/>	colvinln	Cardholder Read	COLVIN	LINDSEY		colvinln@missouri.edu		6C17301
<input type="checkbox"/>	davisjm	Cardholder Edit	DAVIS	JENNIFER		davisjennifer@missouri.edu		6C17301
<input type="checkbox"/>	durkaX	Cardholder Read	DURK					
<input type="checkbox"/>	guestk	Cardholder Read	GUEST					
<input type="checkbox"/>	hauckgd	Cardholder Read	HAUCK					
<input type="checkbox"/>	mcconomyt	Cardholder Edit	MCCONOMY					
<input type="checkbox"/>	meyerX	Cardholder Read	MEYER					
<input type="checkbox"/>	AOMeyerM	AO	Meyer					
<input type="checkbox"/>	mordicad	Cardholder Read	MORDICA					
<input type="checkbox"/>	portinge	Cardholder Read	PORTING					
<input type="checkbox"/>	reedyl	Cardholder Read	REEDY					
<input type="checkbox"/>	AOTARWATERD	AO	Tarwater					
<input type="checkbox"/>	CardholderTrain	Cardholder Edit	Train					
<input type="checkbox"/>	editortrain	Editor	TRAIN					
<input type="checkbox"/>	tromjX	Cardholder Read	TROM					

Export... 0 of 19 Selected

Why doesn't the Employee List match the Accounts List?

Note in our examples here there are 96 Accounts listed, while only 19 Employees are listed. Why?

- Some departments do not want their cardholders to have access to PaymentNet. They would have an Account, but not a UserID.
- Some cardholders have had multiple accounts, such as one Active account and one Lost/Stolen account. Two accounts will be listed, but both would be linked to a single Employee UserID.
- For very small departments, there may only be one or two cardholders but perhaps there are three AOs to serve as backups. If the department allows their cardholders to have a UserID, there may be two Accounts but five Employees (two cardholder and three AOs)

➤ Employee List Basics

- This list has a default sort of alphabetically by Employee Last Name. Sorting overrides, and page navigation and controls are the same as on the Transaction List (See Topic 3, page 9).
- The Role Type indicates what kind of access this user has:
 - Cardholder Edit: Users can see and edit their own transactions
 - Cardholder Read: Users can see view their own transactions, but cannot make changes. This access will also allow them to run queries on their transactions as well as run Reports - including their own Statement of Account - PeopleSoft.
 - Editor: Users can see and edit transactions for all accounts within this hierarchy
 - AO: Users are Approving Officials and can see and edit transactions for all accounts within this hierarchy. They also have Signature Authority on accounts within this hierarchy.
 - Disabled: In PaymentNet 4 once access has been created we cannot delete it. We can, however, disable it. This user had an ID and password created, but it will no longer give them access to PaymentNet.
- A Quick Query option is available at upper right. (See Topic 3, page 10; Topic 9, page 27)

As with the previous Lists (Transaction and Accounts), click on an Employee to view the Employee Detail page.

General Information | User Access | Accounts | History | << Previous 16 of 19 Next >>

Save

* Required Fields

* User ID: AOTARWATERD * Hierarchy ID: 6C17301 D TARWATER/S BEARD/L E

Prefix: []

* First Name: Douglas

Middle Initial: []

* Last Name: Tarwater

Suffix: []

* E-mail Address: TarwaterDJ@missouri.edu

cc E-mail Address: []

bcc E-mail Address: []

Business Phone: []

Optimize Website for Accessibility:

Unmask Reports/Exports:

Notes: []
3000 characters maximum

Transaction Defaults

Chart of Accounts: None

Reviewed:

Inappropriate:

Receipt Needed:

Awaiting Credit:

Employee Custom Fields

Role Type: AO

On the General Information tab:

View the User ID, name, and email address.

Under Employee Custom Fields, the Role Type will show the current role.

Note: Defaults are associated with a cardholder's account, not their user access, so the Transaction Defaults will always be blank in the Employee module - even for cardholders.

General Information | **User Access** | Accounts | History | << Previous 16 of 19 Next >>

Save

* Required Fields

* User ID: AOTARWATERD * Hierarchy ID: 6C17301 D TARWATER/S BEARD/L E

Logon Disabled:

User Status: PASSWORDEXPIRED

Disable as of: []

You can add up to 15 Roles.

Role Name	Role	Hierarchy ID	Scope
1 ROLE01	Editor	Hierarchy ID: 6C17301	D TARWATER/S BEARD/L E Hierarchy ID and Self
2 ROLE02	Auditor	Hierarchy ID: 6C17301	D TARWATER/S BEARD/L E Hierarchy ID and Self
3 ROLE03	Editor	Hierarchy ID: 6C17302	D TARWATER/S BEARD/L E Hierarchy ID and Self
4 ROLE04	Auditor	Hierarchy ID: 6C17302	D TARWATER/S BEARD/L E Hierarchy ID and Self

<< Previous 16 of 19 Next >>

On the User Access tab:

View the specific roles, hierarchies, and scope for the selected Employee.

Each hierarchy has two Roles associated with it, and a single UserID can have up to 15 Roles.

ROLES

Cardholder - can review and edit transactions within the cardholder's hierarchy and scope.

Editor - can view and edit all transactions within their hierarchy and scope.

Auditor - a read-only role that can view transactions, Accounts, and Employees (users) within the auditor's hierarchy and scope. This role will also allow the user to view settings and Administration - but the access is still read-only and changes cannot be made.

HIERARCHY

This indicates the hierarchy ID associated with that role. Notice that the Approving Official name will display.

Hierarchy ID D TARWATER/S BEARD/L E

SCOPE

Self - includes only the current user

Hierarchy ID and Self - include on the current hierarchy level and the current user.

Hierarchy ID, Self, and Children - includes the entire hierarchy level, all child hierarchies below the selected level, and the current user.

In contrast to above (An AO's Hierarchy access to two hierarchies), here are examples of:

An Editor's Hierarchy and children access:

	Role Name	Role	Hierarchy ID		Scope
1	ROLE01	Editor	Hierarchy ID 5C1730	COLLEGE OF BUSINESS	Hierarchy ID, Self and Children
2	ROLE02	Auditor	Hierarchy ID 5C1730	COLLEGE OF BUSINESS	Hierarchy ID, Self and Children

A Cardholder's read-only access:

	Role Name	Role	Hierarchy ID		Scope
1	ROLE01	Auditor	Hierarchy ID 6C17302	D TARWATER/S BEARD/L E	Self

If you hover your mouse over the hierarchy value, the structure will be displayed as a pop-up:

- Hierarchy
 - ROOT ROO
 - US90060
 - 00001 UNIVERSITY OF MISSOURI
 - 2COLUM COLUMBIA
 - 3CPVST Provost
 - 4C17 College of Business
 - 5C1730 COLLEGE OF BUSINESS

5C1730 COLLEGE OF BUSINESS

You may also use the **Hierarchy ID** link to view the hierarchy and child structure.

Here you can see that 5C1730 has three children at the 6 level.

5C1730 COLLEGE OF BUSINESS

- 6C17301 D TARWATER/S BEARD/L BREKKE
- 6C17302 D TARWATER/S BEARD/L BREKKE
- 6C17303 M MEYER/S BEARD/L BREKKE

The User Access tab will also indicate whether or not a user's access is currently active, not being used, or is disabled.

User Status will display "ACTIVE" if the PaymentNet User ID has been used recently; "PASSWORDEXPIRED" if the ID exists, but is not being used, or the password needs to be changed; "INACTIVE" if the ID has been inactivated.

When INACTIVE, the Logon Disabled box may be marked in one of the following situations:

- Approving Officials have contacted Procurement Operations and requested that a user's access be disabled
- Procurement Operations has disabled the access because the user is no longer with UM or all accounts have been Closed or Lost/Stolen.
- The user has had enough failed login attempts (5) that his/her access is disabled for security purposes. If you suspect this has happened, contact the Finance Support Center.

User Access Accounts History

* User ID

Logon Disabled

User Status

Disable as of

* Required Fields

* User ID

* Hierarchy ID

D TARWATER/S BEARD/L E

Account Number	Status	Current Balance	Available Credit
*****8941	LOSTORSTOLEN	\$0.00	\$10,000.00
*****5771	ACTIVE	\$0.00	\$9,989.00

On the Accounts tab:

View the account information associated with this User ID.

If the user has had more than one account, there may be multiple lines - the last 4 of the account, Status, Current Balance, and Available Credit limit will display for each account.

This tab will be blank for Approving Officials and Editors because there are no accounts associated with the "ao" type login.

? Audit data could take up to 24 hours to update. Therefore, changes made in PaymentNet may not display on this screen until the next day.

Employee Name Tarwater, Douglas
User Id AOTARWATERD

Hierarchy ID 6C17301

Change Date	Change Time	Field Name	Previous Value	New Value	Modified By
02/28/2014	12:04:48 AM	Role Type		AO	sayoungkri
02/27/2014	09:56:37 AM	Role		Auditor : 6C17301 : Hierarchy ID an...	sazoellerL
02/27/2014	09:56:37 AM	Role	Editor : 6C17301 : Hierarchy ID	Editor : 6C17301 : Hierarchy ID and ...	sazoellerL
02/16/2014	11:32:17 PM	User Status		ACTIVE	System - Loader
02/16/2014	07:13:28 PM	Role	Manager : 6C17301 : Hierarchy ID	Editor : 6C17301 : Hierarchy ID	rootadmin1
02/15/2014	11:03:33 PM	Credential Sent		02/15/2014	System

On the History tab:

A log of the last twenty (20) changes performed on this account are displayed. (See Topic 4, page 15).

Changes typically appear on this list the following day even though they are applied real-time.

Example: If a cardholder's access is changed from read-only to edit on Monday, he/she will immediately be able to edit transactions. The change showing Role Type from "Cardholder Read" to "Cardholder Edit" and Role from Auditor to Cardholder will be included on the History tab on Tuesday.

13. My Profile

My Profile is where you can change your password and security questions, update your email address and notifications, and customize your screen views.

Your My Profile page can be accessed by clicking on the  icon.

General Information | Bank Information | Screen Views | Accounts

User ID editortrain **Name** TRAIN, EDITOR

E-Mail Address

Edit Log On Information
[Change Password](#)
[Change Security Questions](#)

Options for e-mail Notifications:

- Reports
- Transactions for Review
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Mappers
- Unreconciled Orders
- Orphaned Transactions
- Account Request Errors
- Mass Update Completion
- Receipt Images Attached
- Compliance Monitoring

On the **General Information** tab:

- Change your password
- Change your Security Questions
- Update your email address
- Enable/Disable email notifications

Remember to

General Information | **Bank Information** | Screen Views | Accounts

User ID editortrain **User Name** EDITOR TRAIN

ABA Routing Number	Description	Bank Name	Account Type	Account Number
←				

The **Bank Information** tab is for Travel Cardholders only. This section of your profile is not used by Approving Officials or Editors.

General Information | Bank Information | **Screen Views** | Accounts

Save

User ID editortrain Name TRAIN, EDITOR

Screen To Configure Account List

Number of items per page 20

Available Columns		Selected Columns
Account Request Status	Add >	Employee ID (Required)
Available Credit		Account Number (Required)
Awaiting Credit		Account Status (Required)
Birth Date		Card Type (Required)
Business Phone	Add All >>	Cardholder Last Name (Required)
Card Delivery	< Remove	Cardholder First Name (Required)
Cardholder Country	<< Remove All	Middle Initial (Required)
Cardholder Zip/Postal Code		CardHolder Address 1 (Required)
Cash Advance Limit		CardHolder Address 2 (Required)
Central Bill Account		Cardholder City (Required)
Convenience check		Cardholder State/Province (Required)
Current Balance		Email Address (Required)
Cycle Amount Limit		Default Chart of Accounts (Required)
Cycle Transaction Limit		Open Date (Required)

On the **Screen Views** tab:

- Choose the Screen to Configure by choosing from the dropdown (Account List, Employee List, or Transaction List).
- Change the number of transactions viewed on the selected List
 - This defaults to 20 but can be changed from 1-100 lines
- Add additional columns to your List by selecting a column from Available Columns and clicking **Add >**
- Columns may be removed from the List by selecting a column from Selected Columns and clicking **< Remove**
 - Note that only cardholder-added columns may be removed. Information designated by Procurement as a required column is marked with (Required) and cannot be removed from this list.
- Change the display order of the Selected Columns by highlighting a column and using the navigation arrows at right to move up and down within the list.

Remember to **Save**

General Information | Bank Information | Screen Views | **Accounts**

Save

User ID editortrain Name EDITOR TRAIN

Payment	Account Number	Default	Status	Open Date	Statement Delivery	Statement
---------	----------------	---------	--------	-----------	--------------------	-----------

The **Accounts** tab will be blank for Approving Officials and Editors because there are no accounts associated with the "ao" type login.



Changing Your Password

PaymentNet Passwords must be changed every 90 days. As you approach the expiration of your password, you will begin to receive reminders when you log into PaymentNet. If you reach 90 days and have not changed your password, PaymentNet will require that you create a new password before letting you access PaymentNet.

Go to: My Profile > General Information Tab > [Change Password](#)

1. Enter your current password

Change Password

Please confirm and change your password:

Current Password

Passwords are case sensitive. Please do not use a previous password, Organization or User ID as your new password.

New Password

Validation **0 of 3**

Confirm Password

[Show Characters](#)

- 1. Length - 8 to 25 characters
- 2. Minimum Letter(s) - 1
- 3. Minimum Number(s) - 1

2. Enter your New Password. The Validation bar will turn green as you meet each of the requirements.

[Show Characters](#)

New Password

Validation **2 of 3**

Confirm Password

- 1. Length - 8 to 25 characters
- 2. Minimum Letter(s) - 1
- 3. Minimum Number(s) - 1

3. Confirm the password by reentering it.
4. Click

Glossary of Terms

Addendum

The small icons to the left of the Transaction ID in the Transaction list alert users that a merchant may be passing enhanced transaction detail. Formerly known as Third Tier or Level 3 Reporting detail, it is passed by approximately 20% of merchants. PaymentNet 4 displays this icon for almost all transactions, even though they may not actually pass the information.

Adding Lines

The process of dividing a transaction into multiple parts and allocating the parts to different MoCodes and/or PS Accounts. Also known as splits, splitting, or split-funding.

Approving Official

An Approving Official, or AO, is responsible for monitoring card activity and ensuring procedures are followed, reporting misuse or abuse to Procurement Operations, approving transactions by signing the Statement of Account - PeopleSoft, authorizing new applications or changes to existing accounts, and ensuring Statements are submitted to ImageNow. Approving Officials may reconcile transactions in PaymentNet (with the Editor role), or may not have PaymentNet access (and are described as having "Signature Only Authority").

A department **MUST** have at least one (1) Approving Official and may designate up to three (3) per hierarchy, based on the number of active accounts or the need for backup Approving Officials.

If an Approving Official is also a cardholder, there **MUST** be a second Approving Official to reconcile and approve charges. An Approving Official cannot approve his/her own transactions.

Authorization

The state of a transaction when it was between the point that it was approved at the point-of-sale by the merchant, but has not yet posted to the cardholder's account. The exchange of goods/services has already occurred, but the merchant does not receive payment until they submit the authorization for payment or post the transaction. This authorization date becomes the Transaction Date in PaymentNet.

Billing Cycle

The period of time between billings based on organization accounting needs. Cycles begin on the 25th of the month and end on the 24th of the following month. These dates are adjusted as needed if they occur on weekends or holidays. For specific dates throughout the current fiscal year, visit:

<http://www.umssystem.edu/ums/fa/procurement/card/billing>

Chart of Accounts (COA)

A predefined accounting system used by an organization that is compatible with its financial structure. It is made up of segments where a user enters values. A COA is the structure of the account codes, and the accounting codes are the actual values.

Children

Sub-groups within a hierarchy defined by the parent and child relationship. Multiple children can report up to a single parent, and in turn, parents can roll-up and report to a parent above them.

Comma-Separated Values (CSV)

A simple file format available in Reports to move tabular data (text and numbers) between programs.

Compliance Monitoring

This is a program enabled in PaymentNet to ensure transactions adhere to the University's card policy. The program will flag transactions that are split (see Stringing), exceed certain thresholds (limits), or that originate from questionable merchants (or types of merchants).

Dispute

To call into question a transaction on an account. Disputes can be submitted online through PaymentNet.

Editor

An Editor has access to reconcile transactions in PaymentNet. Access is given by Hierarchy (or Hierarchy and Children) so that an Editor can see the transactions for a department. An Editor may sign the Statement of Account - PeopleSoft monthly report as the Editor and forwards that Statement to the Approving Official for final signature. The Editor may also be responsible for submitting Statements of Account to ImageNow, if assigned that duty by the AO.

A department may assign Editors as needed to assist the Approving Official -they are not required, but this role is available if the department wishes to separate certain duties, or if all Approving Officials are Signature Only Authority. A maximum of three (3) Editors are allowed per hierarchy.

If an Editor is also a cardholder, the Editor may reconcile his/her own transactions in PaymentNet, but those transactions MUST be approved by a separate Approving Official.

Employees

Any PaymentNet user role, such as Cardholder, Editor, or Auditor. These roles are used in conjunction with Scope to determine what an Employee can see when he/she accesses PaymentNet.

Exported

A process performed by Procurement Operations on a weekly and monthly basis that electronically feeds transaction data from PaymentNet into PeopleSoft. Once this feed occurs, departments will see purchasing card data in the Income Statement of WebApps, and all segments of the Chart of Accounts become locked (read-only) in PaymentNet.

Hierarchy

A pyramid-like group structure within PaymentNet that organizes divisions and departments into parent-child relationships for access and reporting purposes. A hierarchy consists of a group of Approving Officials and the cardholders for which they approve. Each hierarchy is allowed a maximum of three (3) Approving Officials and three (3) Editors.

Merchant Category Code (MCC)

A four-digit number assigned to a merchant by their bank which classifies the type of goods or services provided by the merchant.

<i>Examples:</i>	5271 = Mobile Home Dealer	Closed
	5411 = Grocery Stores, Supermarkets	Open
	5812 = Eating Places, Restaurants	Open
	5942 = Bookstores	Open
	5933 = Pawn Shops	Closed

Merchant Category Code Groups (MCCG)

A group of MCCs used by the University to help determine what is allowed and what is prohibited on the purchasing card. Attempting a transaction outside of the group assigned to an individual's card will result in a declined transaction.

Reconcile

The process of reconciling transactions includes:

- Reviewing the appropriateness of purchases
- Reviewing/editing MoCodes and PS Accounts (including split-funding)
- Add transaction specific documentation
- Confirming possession of receipts
- Verifying no sales tax was charged
- Disputing transactions when needed

Scope

Determines how much an Employee can see when in PaymentNet. Options include Self (being able to see your own transactions or your own access), Hierarchy, and Children in various combinations.

Splits (Split-funding)

See Adding Lines

Splitting

See Stringing

Statement of Account - PeopleSoft

A chronological summary by billing cycle of all transactions by cardholder, including funding (MoCode, PS Account) and documentation (Job Number, Comments), that has been signed by the cardholder and the department Approving Official. Completed Statements of Account must be submitted to ImageNow by the 10th of the month following the end of the billing cycle. For specific dates throughout the current fiscal year, visit: <http://www.umssystem.edu/ums/fa/procurement/card/billing>

Stringing

Splitting or stringing is the practice of committing multiple purchasing card transactions to circumvent delegated authority levels, bypass University competitive bidding requirements, or avoid maximum delegated authority levels. The splitting or stringing of purchases with the University purchasing card is prohibited and may result in suspension or cancellation of accounts.

Single transactions and monthly spending limits may be adjusted by contacting Procurement. For more information on the Purchasing Card Change Form, visit:

http://www.umssystem.edu/ums/fa/procurement/outlook_forms

Appendix A: Transactions Requiring Special Documentation

There are eleven (11) types of transactions that are considered valid business purchases on the purchasing card, but must have additional documentation recorded. This documentation must be recorded electronically in PaymentNet, using the Job Number, Comments, or Transaction Notes fields.

Alcoholic Beverages - At times there are legitimate expenditures for alcohol related to the promotion of the University's interests. A statement explaining how this expenditure benefits the University must be provided in the PaymentNet system for each purchase of alcohol products.

Dues - Use of University funds for organizational memberships and dues may be permitted for institutional memberships in organizations that provide educational or professional service of value to the institution or to one of its component parts. Generally, University funds may not be used to pay individual personal membership dues, unless needed to discharge University responsibilities, or which provide educational, professional and other services of value to the institution. The purpose of the membership, the complete name of the organization and the name of the member should be clearly described in the PaymentNet System.

Food for Human Consumption - If food is purchased for a University sponsored event/meeting and less than 10 people are attending, the names of those people must be listed in PaymentNet. If 10 or more are in attendance only the group name is necessary. The purpose of the event/meeting must also be provided. If the Approving Official attends the event/meeting, his/her supervisor must also sign the statement for approval.

Food for Non-Human Consumption- If food is purchased for non-human consumption the purpose must be provided in the PaymentNet system.

Fuel - Whenever possible fuel should be purchased from the University Gas Station using a University issued fuel card. (University gas station is located on the Columbia campus) The Kansas City, Missouri S&T and Columbia campuses utilize the JP Morgan fleet card. The St. Louis campus allows the use of the purchasing card to outside vendors to purchase gasoline for a University vehicle. The license number of the vehicle for which gas was purchased must be entered in the PaymentNet system. If fuel is purchased for other reasons it must be documented in the PaymentNet system.

Hazardous or Radioactive Materials - Items which may be flammable, corrosive, reactive, explosive, toxic or radioactive are considered hazardous and may be purchased with the Purchasing Card, but only by or on behalf of a person who is authorized or approved. These purchases must be reported and documented in the PaymentNet System and in accordance with the appropriate campus requirements.

Incidental Expenses - Certain exceptions to incidental expenses can be made including, for example, flowers, personal convenience items, holiday decorations, and greeting cards. (See [UM Business Policy Manual, Section 217](#)). Unusual items that do not have an obvious University purpose must have a statement in the PaymentNet system explaining how the items will benefit the University.

Third Party Payment Providers - If a third party payment provider is being used, including for example PayPal, provide documentation as to what the item was and whom the actual item was purchased from in the PaymentNet system.

Logo/Licensed Items - Any item bearing one or more of the University designs, seals, trade names and symbols that have come to be associated with the University of Missouri, University of Missouri-Columbia, University of Missouri-Kansas City, University of Missouri-Rolla, or the University of Missouri-St. Louis. Items that are to be printed may be purchased with prior approval of the appropriate campus licensing and trademark office. Items that are pre-printed can be purchased without prior approval from the appropriate campus licensing and trademark office and must be documented in the PaymentNet System.

Transportation - Business purpose of the trip, which is required for tax purposes as an accountable plan, should be recorded in PaymentNet in Transaction Notes including the complete spelling of any acronyms (this information is available through drilldown in web financial reports after the monthly upload to PeopleSoft). Additionally, it is recommended the cardholder also record business purpose in Comments in abbreviated form because this information prints on the monthly Statement of Account (PeopleSoft). For rental cars include the number of days the vehicle was rented. Approval is required by the traveler's administrative superior or designee as determined by each campus.

Gift Cards - Must be in compliance with [Section 216 Awards, Gifts, & Prizes of the UM System Business Policy & Procedure Manual](#). In addition, Columbia campus departments purchasing gift cards for Research and or Subject Participant Payments must have prior approval from the campus Accounting Office. Gift cards may not be purchased as a means to pay for goods or services to be utilized by the University. The business purpose of the gift card must be documented in the PaymentNet system. For further information on Awards go to http://www.umsystem.edu/ums/rules/bpm/bpm200/manual_216/.

Appendix B: Useful Queries & Reports

Query 1: Reconcile by One Cycle and One Cardholder at a Time

Query 2: Find Accounting Code Specific Info (Edit Complete status, MoCode, Account, Job Number, or Comments)

Query 3: View Summary of All Disputed Transactions

Query 4: Find Transportation Based Transactions

Report 1: Detailed List of Charges by Billing Cycle

Report 2: History of Declined Transactions

Report 3: Alternate Listing of All Disputed Transactions

Query 1: Reconcile by One Cycle and One Cardholder at a Time

Date Range

Field: Post Date

Operation: Cycle Is

Value: Billing Cycle

<Choose from dropdown>

Criteria

Field: Cardholder Last Name

Operation: Is Equal To
Or Contains

Value: <enter last name>

(Add a second Criteria line for Cardholder First Name if needed)

Date Range			
	Field	Operation	Value
1	Post Date	Cycle Is	Billing Cycle 01/25/14 02/24/14 Feb - 2014

Criteria			
	Field	Operation	Value
1	Cardholder Last Name	Is Equal To	Smith

Query 2: Find Accounting Code Specific Info (Edit Complete, MoCode, Account, Job Number, or Comments)

Field: Accounting Code Values Operation: choose according to need

Chart Name: COA - UMCARDS

(Wait several seconds for Segment Name to populate)

Segment Name: <choose from dropdown>

Segment Value: <enter value>

Field	Operation	Value
Accounting Code Values	Begins With	Chart Name COA - UMCARDS Segment Name PS Account Segment Value 730500

Query 3: View Summary of All Disputed Transactions

Field: Dispute Status Operation: Is Not Equal To Value: Choose None (from dropdown)

Field	Operation	Value
Dispute Status	Is Not Equal To	None

Query 4: Find Transportation Based Transactions

Date Range

Field: Post Date Operation: <Choose from dropdown> Value: <Choose from available>

Criteria

Field: MCC Operation: Is Between
Or Is Equal To Value: <Enter codes>

Date Range		
Field	Operation	Value
1 Post Date	Cycle Is	Billing Cycle 01/25/14 02/24/14 Feb - 2014

Criteria			
	Field	Operation	Value
1	MCC	Is Between	3000 and 3299
2	Or	MCC	Is Between 3393 and 3405
3	Or	MCC	Is Equal To 4789

Multiple Criteria lines may be used. Be sure to choose "Or" at left or the groups will be mutually exclusive and null results will be displayed. MCC values to use are:

Merchant Type	Merchant Category Code (MCC)
Airlines	3000 - 3299
Airlines, Air Carriers (Not Elsewhere Classified)	4511
Car Rental (Enterprise & National ONLY)	3393 - 3405
Trains, Taxicabs, Bus (including Charter)	4011 - 4131
Travel Agencies	4722 - 4723
Transportation Services (Not Elsewhere Classified)	4789

Report 1: Detailed List of Charges by Billing Cycle

Users will no longer receive an email at the close of the billing cycle notifying cardholders that transactions are available for reconciliation. The following report may serve as a substitute list which can be distributed to cardholders.

Report Type = Transaction **Report Name** = Transaction Detail with Page Breaks

Choose format based on how you want to distribute to cardholders.
The default is PDF for this report, but Excel may be chosen if desired.

Field: Post Date **Operation:** Cycle Is **Value:** Billing Cycle
Choose from dropdown

Criteria and Order By sections can remain as they default.

Date Range			
	Field	Operation	Value
1	* Post Date	Cycle Is	Billing Cycle 02/25/14 03/24/14 Mar - 2014

Criteria			
	Field	Operation	Value
1	Transaction Type	Is Not Equal To	Payment

Report 2: History of Declined Transactions

Report Type = Transactions **Report Name** = Declines
Field: Decline Date **Operation:** Is Relative **Value:** Last Days
Enter number of days desired

Order By section can remain it they defaults

Criteria			
	Field	Operation	Value
1	Decline Date	Is Relative	Last Days 60

Suggestion: If you would like a regular report of Declined transactions, try scheduling this report to run every week, biweekly, monthly, etc. Once scheduled, it will run automatically and appear in Reports > Download when ready. (See Topic 10, page 30)

Report 3: Alternate Listing of All Disputed Transactions

Report Type = Transaction Report Name = Transaction Disputes by Hierarchy

This Report comes with an extensive set of default Criteria and Order By settings.
For best results, make changes ONLY to:

Field: Date Disputed Operation: Is Relative Value: Last Days (Defaults to 180 days)

Criteria			
	Field	Operation	Value
1	Transaction Type	Is Not Equal To	Payment
2	And	Transaction Type	Refund
3	And	Transaction Type	Write Off
4	And	Date Disputed	Is Relative Last Days 180

Suggestion: If you would like a regular report of Disputed transactions, try scheduling this report to run every week, biweekly, monthly, etc. Once scheduled, it will run automatically and appear in Reports > Download when ready. (See Topic 10, page 30)

Appendix C: Report List

This is a comprehensive list of reports, with descriptions, for Approving Officials and Editors. Cardholders have access to twenty of these Reports. See the Cardholder Payment Manual for a specific list.

Reports that have “- MS EXCEL” at the end of their names have been optimized for Excel. JPMorgan has stripped headers, footers and blank columns and rows from this version of the report, so that it’s ready for manipulation such as sorting, filtering, and applying functions.

Name	Type	Description
Air Travel Activity	Transaction	This report will be used to analyze the dollars spent on air travel for each account within each hierarchy level. Sub-totals are provided for each hierarchy level, as well as a grand total for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Departure Date, Transaction Date, Origination, Destination, Ticket Number, Referenced Transaction Amount and the Transaction Amount.
Air Travel Activity - MS EXCEL	Transaction	This report will be used to analyze the dollars spent on air travel for each account within each hierarchy level. The report lists: Account Name, Account Number, Traveler Name, Departure Date, Transaction Date, Origination, Destination, Ticket Number, Referenced Transaction Amount and the Transaction Amount. This report will not be sorted in any default order. OPTIMIZED FOR MS EXCEL.
Air Travel Summary by Hierarchy	Transaction	This report summarizes the dollars spent on air travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as a grand total for the entire report. The report lists: Hierarchy, Account Number, Cardholder Name and Total Transaction Amount.
Airline City Pairs Summary by Merchant	Merchant	This report can be used to identify the most traveled routes by merchant for negotiations with the airlines. The report is sorted by merchant name followed by number of legs per origination and destination (with the most frequently traveled legs listed first). The report lists: Merchant Name, Origination City, Destination City, and Total Number of Segments.
Airline Spending Analysis by Merchant	Merchant	This report identifies the airline carrier used most frequently and can be used for negotiations with airlines. The report grand total at the end of the report. The report lists: Carrier, Total Transaction Amount, Total Number of Transactions and Transaction Average.
Airline Ticket Credit Summary	Transaction	This report can be used to monitor airline credit transactions. The report lists: Ticket Number, Departure Date, Traveler Name, Merchant Name, Transaction Date, Post Date, Travel Agency and Credit Transaction Amount.

Name	Type	Description
Car Rental Spending Analysis by Merchant	Merchant	This report summarizes spending at car rental merchants that can be used for rate negotiations. The report is sorted by merchant name, and lists grand total at the end of the report. The report lists: Merchant Name, Total Transaction Amount, Total Number of Transactions, and the Transaction Average.
Cardholder Accounts and Limits by Hierarchy	Accounts	This report can be used to identify cardholder accounts and limits grouped by each hierarchy level. The report lists: Cardholder Name, Account Number, Open Date, Credit Limit, Closed Date, Status, Available Credit, Cash Advance Limit, Single Amount Limit and Hierarchy.
Cardholder Default Account Codes and Custom Fields	Accounts	This report displays the transaction default custom fields, account default custom fields, and account codes associated with an Account. The report lists: Cardholder Name, Account Number, Status, Credit Limit, Single Amount Limit, Daily Amount Limit, Daily Transaction Limit, Cycle/Monthly Amount Limit, Cycle/Monthly Transaction Limit, Other Amount Limit, Other Transaction Limit, Chart of Accounts, Account Custom Fields and Transaction Default Custom Fields.
Cardholder Listing With Addresses	Accounts	This report provides a list of accounts in each hierarchy along with the cardholder's address, account status and expiration date. The report lists: Hierarchy, Cardholder Name, Account Number, Status, Employee ID, Address, Business Phone, and Expiration Date.
Cardholder Profile	Accounts	The report displays all card accounts and related information. It can be used by administrators to manage cardholder information. The report includes Cardholder Name, Address, Phone, Email, Accounting Codes, Account Status, Account Status Reason, Hierarchy Levels, Account Limits, Account Open and Close Dates, Last Transaction and Expiration Dates. Contents of the report are best viewed in Excel format or text. It is not suggested to run this report as a PDF file.
Cardholder Profile - MS EXCEL	Accounts	The report displays all card accounts and related information. It can be used by administrators to manage Cardholder information. The report includes Cardholder Name, Address, Phone, Email, Accounting Codes, Account Status, Account Status Reason, Hierarchy Levels, Account Limits, Account Open and Close Dates, Last Transaction, Expiration Dates, Days Past, Amount 30 Days Past Due, Amount 60 Days Past Due, Past Due Amount, Charge off Amount and Charge Off Date. This report will be sorted by default in an ascending order by Cardholder Last Name, Cardholder First Name, and Account Number. Contents of the report are best viewed in Excel format. It is not suggested to run this report as a PDF file OPTIMIZED FOR MS EXCEL
Cardholder Status	Accounts	This report can be used to identify cardholder account status and limits. The report lists: Cardholder Name, Account Number, Hierarchy, Account Status, Account Status Reason, Open Date, Closed Date, Credit Limit, Available Credit, Single Amount Limit and Cycle/Monthly Amount Limit.

Name	Type	Description
Cardholder Status - MS EXCEL	Accounts	This report can be used to identify cardholder account status and limits. The report lists: Cardholder Name, Account Number, Hierarchy, Account Status, Account Status Reason, Open Date, Closed Date, Credit Limit, Available Credit, Single Amount Limit and Cycle/Monthly Amount Limit. This report will be sorted by default in an ascending order by Account Status, Cardholder Last Name, and Cardholder First Name. OPTIMIZED FOR MS EXCEL.
Cardholder with Account and MCC Group Limits	Accounts	The report displays account and merchant category code group limits. The report lists: Cardholder Name, Account Number, Status, Credit Limit, Cash Advance Limit, Available Credit, Single Amount Limit, Daily Amount Limit, Daily Transaction Limit, Cycle/Monthly Amount Limit, Cycle/Monthly Transaction Limit, Other Amount Limit, and Other Transaction Limit.
Custom Fleet Report	Transaction	Report of fleet fuel purchases sorted by vehicle number not including fuel purchases made with travel cards. Including the following fields: Vehicle number, card number, transaction date, post date, Odometer reading, Product, Gallons, Cost per Gallon, and Cost of Transaction.
Declines	Transaction	This report can be used to monitor the occurrences and reasons why cardholder accounts have been declined. The report lists: Decline Reason, Cardholder Name, Account Number, Decline Amount, Merchant Name, Merchant City, Merchant State/Province, MCC, MCC Description, Decline Date and Time.
Declines - MS EXCEL	Transaction	This report can be used to monitor the occurrences and reasons why cardholder accounts have been declined. The report lists: Decline Reason, Cardholder Name, Account Number, Decline Amount, Merchant Name, Merchant City, Merchant State/Province, MCC, MCC Description, Decline Date and Time. This report will be sorted by default in an ascending order by Decline Reason, Cardholder Last Name, Cardholder First name, Account Number, and Decline Amount. OPTIMIZED FOR MS EXCEL.
Employee Profile - MS EXCEL	Administration	This report can be used to track all employee related information including, but not limited to: Employee Name, Employee ID, Employee UserID, Employee Accounts, SSN, Hierarchy ID, Hierarchy Description, internal contact information, role and role scope, login disabled status, COA segment access and custom field values. This report will be sorted by default in an ascending order by Employee ID. OPTIMIZED FOR MS EXCEL.

Name	Type	Description
Foreign Currency	Transaction	This report can be used to review transactions that occurred outside of the United States. The currency and exchange rate information is also displayed for the transaction. Subtotals are provided for each account number as well as a grand total for the entire report. The report lists: Cardholder Name, Account Number, Transaction Date, Post Date, MCC, Merchant Name, Transaction Amount, Foreign Amount, Exchange Rate and Currency Description.
Fuel Purchase Detail Summary	Transaction	This report can be used to evaluate fuel purchases. The report lists: Account Name, Transaction Date, Transaction Time, Post Date, Merchant Name, Merchant City, Merchant State/Province, Transaction Amount, Quantity, Description, Price, Tax, Odometer Reading, Fleet ID#, Purchase Day and Fuel Service Type.
Fuel Purchase Detail Summary - MS EXCEL	Transaction	This report can be used to evaluate fuel purchases. The report lists: Account Name, Transaction Date, Transaction Time, Post Date, Merchant Name, Merchant City, Merchant State/Province, Transaction Amount, Quantity, Description, Price, Tax, Odometer Reading, Fleet ID#, Purchase Day and Fuel Service Type. This report will not be sorted by a default order. OPTIMIZED FOR MS EXCEL.
List of Purchases by PeopleSoft Chart Field String	Transaction	(Custom report) This report groups transactions by PeopleSoft Chart Field String and may be used when reconciling an account with FRS/PeopleSoft and purchasing card transactions. A subtotal is given for each Chart Field String and a grand total is given for the entire report.
Lodging Spending Analysis by City	Merchant	This report identifies the cities and lodging establishments where the accounts are being used, and can be used for rate negotiations. The report lists: Lodging, Transaction Date, Transaction Amount, Number of Transactions, and Average Transaction Amount, Sub-Totals by City, and Grand totals.
Lodging Spending Analysis by Merchant	Merchant	This report identifies the lodging establishments where the accounts are being used, and can be used for rate negotiations. The report grand total at the end of the report. The report lists: Merchant Name, Total Transaction Amount, Total Number of Transactions, and the Transaction Average.

Name	Type	Description
MasterCard 1099 Transaction Detail	Merchant	<p>This report can be used to review transactions at merchants to understand whether or not to include each specific transaction in the total spend for 1099 reporting. This data will aid in resolving questions such as if a transaction at a specific merchant needs to be included for 1099 reporting. This report will be limited to merchants that have both merchandise and service transactions. The report lists: Merchant Name, Merchant City, Merchant State/Province, Merchant ZIP/Postal, Merchant Country, 1099 Indicator, MCC, MCC Description, Cardholder Name, Account Number, Transaction ID, Debit Transaction Amount, Credit Transaction Amount, Post Date, Transaction Date and Transaction Notes.</p>
Spending Analysis by Merchant Type	Merchant	<p>This report can be used to analyze the purchases within the following merchant classifications: Sole proprietorship, Partnership, and Unincorporated. Sub-totals for service related and non-service related industries are provided within each merchant classification. The report lists: Merchant Classification, Merchant Name, Merchant Address, Merchant City, Merchant State/Province, Merchant ZIP/Postal, Tax Payer ID, MCC and Transaction Amount.</p>
Statement of Account - PeopleSoft	Transaction	<p>The Statement of Account - PeopleSoft Report shows transaction information including PeopleSoft MoCode and Account Allocation. This report must be printed every billing cycle for each Purchasing and Fleet Card. It must be signed and forwarded to the proper campus Procurement office no later than the 10th of the month following the end of billing cycle.</p>
T & E Expense Activity by Cardholder	Transaction	<p>This report can be used to analyze at the cardholder level, the total and average dollar amount spent on each of the following travel and entertainment types: airlines, lodging, car, mass transportation, transportation, restaurant, cash, and other. Subtotals are provided for each cardholder, as well as a grand total for the entire report. The report lists: Account Name, T & E Type, Number of Transactions, Total Transaction Amount and Average Transaction Amount.</p>
T & E Transaction by Industry	Transaction	<p>This report can be used to analyze account usage with each merchant within the following travel & entertainment industries: airlines, lodging, car rental, transportation, restaurants, cash and other. Subtotals are provided for each type of industry. The report lists: T & E Type, Merchant Name, Merchant City, Merchant State/Province, Total Number of Transactions and Total Transaction Amount.</p>

Name	Type	Description
Transaction Detail by Hierarchy	Transaction	This report summarizes the number of transactions and total dollar amount for each account and hierarchy level. Transactions as well as line items are included and payments are excluded from this report. Sub-totals are provided for each account hierarchy and account number, as well as a grand total for the entire report. The report lists: Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, Merchant City, Merchant State/Province, MCC, Debit Amount, Credit Amount, Sales Tax and Transaction Type.
Transaction Detail with Accounting Codes and Notes	Transaction	The report displays transactions with their account codes, notes and custom fields. Transactions as well as line items are included and payments are excluded from this report. The report lists: Transaction ID, Cardholder Name, Account Number, Merchant Name, Merchant City, Merchant State/Province, MCC, Transaction and Post Dates, Transaction Amount, Transaction Type, Sales Tax, Transaction Notes, an unlimited number of Account Codes, and Transaction Custom Fields. Contents of this report are best viewed in PDF format.
Transaction Detail with Level III Airline Data - MS EXCEL	Transaction	This report will display transaction details and the associated airline addendum data (Level III). When viewing Level III airline data, columns for all Level III airline data will be visible but data will only be populated for the addendum information provided by the processor. This report will be sorted by default in a descending order by Hierarchy ID, Post Date, and Transaction ID. OPTIMIZED FOR MS EXCEL.
Transaction Detail with Level III Car Rental Data - MS EXCEL	Transaction	This report will display Transaction Details and the associated Car Rental addendum data (Level III). When viewing Level III Car Rental data, columns for all Level III Car Rental data will be visible but data will only be populated for the addendum information provided by the processor. This report will sorted by default in a descending order by Hierarchy Name, Post Date, and Transaction ID. OPTIMIZED FOR MS EXCEL.
Transaction Detail with Level III Data	Transaction	This report will display Transaction Details and the associated addendum data (Level III). When viewing Level III data, columns for all Level III data will be visible but data will only be populated for the addendum types provided by the processor. This report will be sorted by default in an ascending order by Cardholder Last Name, Cardholder First Name, Account Number, and Transaction ID.
Transaction Detail with Level III Lodging Data - MS EXCEL	Transaction	This report will display transaction details and the associated lodging addendum data (Level III). When viewing Level III lodging data, columns for all Level III lodging data will be visible but data will only be populated for the addendum information provided by the processor. This report will be sorted by default in a descending order by Hierarchy Name, Post Date, and Transaction ID. OPTIMIZED FOR MS EXCEL.

Name	Type	Description
Transaction Detail with Level III Purchasing Data - MS EXCEL	Transaction	<p>This report will display transaction details and the associated purchasing addendum data (Level III). When viewing Level III Purchasing data, columns for all Level III Purchasing data will be visible but data will only be populated for the addendum information provided by the processor. This report will be sorted by default in an ascending order by Line Financial Item Sequence Number and descending order by Hierarchy Name, Post Date, and Transaction ID. OPTIMIZED FOR MS EXCEL.</p>
Transaction Detail with Page Breaks	Transaction	<p>For each account, the report will list all the purchases made. Since each account's activity is detailed on a separate page, this report can be printed and given to cardholders that don't have access to PaymentNet to review their transactions. Transactions as well as line items are included and payments are excluded from this report. The report lists: Cardholder Name, Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, Merchant City, Merchant State/Province, Debit Amount, Credit Amount, Sales Tax and Transaction Type.</p>
Transaction Detail with Purchase Addendum	Transaction	<p>This report is used to analyze only transactions with purchasing addendum. The report groups the transactions by cardholder. The report lists: Transaction ID, Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State/Province, MCC, Debit Amount, Credit Amount, Sales Tax and, if applicable, the level 3 data sent by the merchant such as Item Quantity, Item Description, Unit Price, Line Item Total, Product Code and Unit of Measure.</p>
Transaction Disputes by Hierarchy	Transaction	<p>This report can be used to monitor the status of disputed transactions. The report lists: Cardholder Name, Account Number, Merchant Name, Original Merchant Name, Transaction ID, Transaction Date, Transaction Amount, Date Disputed, Disputed Status and Date Resolved.</p>
Transaction Summary by Hierarchy	Transaction	<p>This report summarizes the number of transactions and total dollar amount for each account by hierarchy. The report lists: Cardholder Name, Account Number, Number of Debit Transactions and Total Debit Amount, Number of Credit Transactions and Total Credit Amount, Total Number and Amount of all Transactions. Contents of the report are best viewed in Excel and PDF format.</p>
Transaction Summary by Hierarchy - MS EXCEL	Transaction	<p>This report summarizes the number of transactions. The report lists: Account Hierarchy, Cardholder Name, Account Number, Number of Debit Transactions and Total Debit Amount, Number of Credit Transactions and Total Credit Amount, Total Number and Amount of all Transactions. This report will be sorted by default in an ascending order by Account Hierarchy, Account Number, Cardholder Last Name and Cardholder First Name. Contents of the report are best viewed in Excel and PDF format. OPTIMIZED FOR MS EXCEL.</p>

Name	Type	Description
Transactions Pending Review/Approval	Transaction	<p>This report displays transactions that need to be reviewed or approved. The reports shows transaction information as well as those who are responsible for marking the transactions reviewed or approved. The report will display both types of transactions by default. The report lists: Cardholder Name, Account Number, Approval Status, Merchant Name, Original Merchant Name, Post Date, Transaction Amount, Transaction Assigned To, and Date Assigned. Contents of the report are best viewed in Excel format. It is not suggested to run as a PDF file. Note: The criteria will need to be set to include either new transactions, reviewed transactions, or in-process transactions. A value of "R" in the report type field displays transactions needing to be reviewed only; a value of "A" in the report type displays transactions that have been reviewed, but not approved.</p>
Transportation Spending Analysis by Merchant	Merchant	<p>This report can be used for rate negotiations with transportation providers. The report is sorted in order of largest dollar amount first with a grand total at the end of the report. The report lists: Merchant, Total Transaction Amount, Total Number of Transactions, and the Transaction Average.</p>