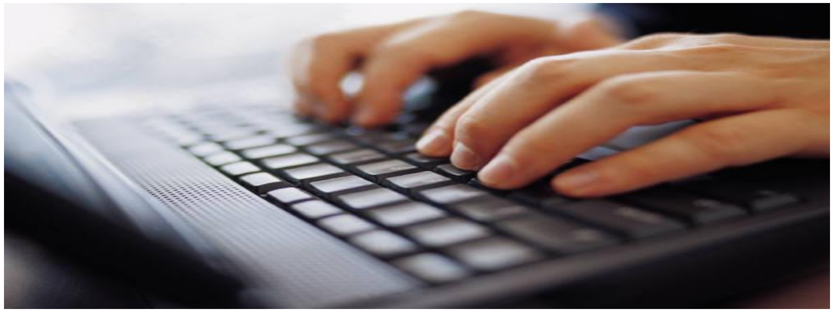
PaymentNet

Reporting Guide



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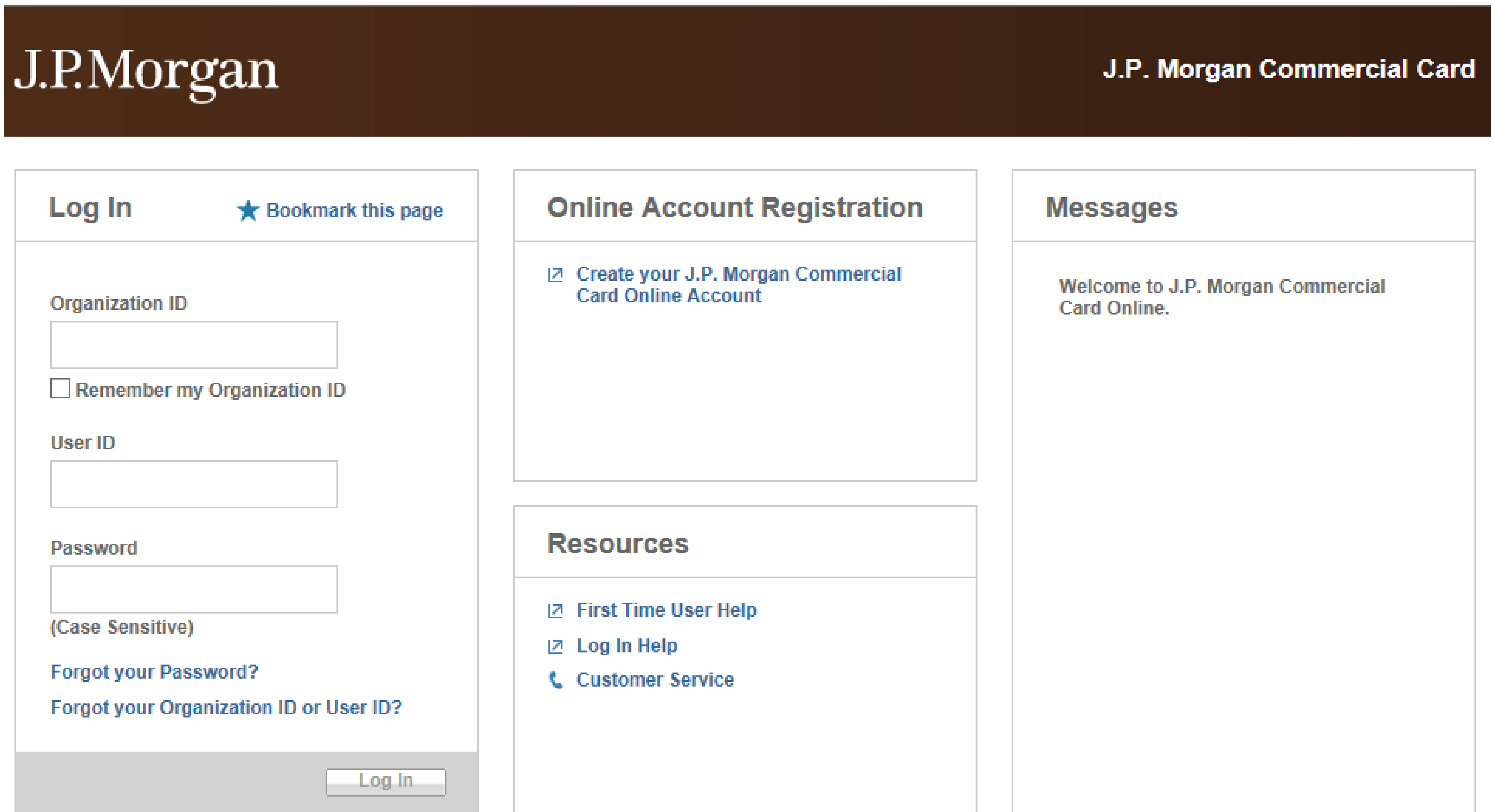
PaymentNet Reporting Guide

1. Website = https://www.paymentnet.jpmorgan.com
2. Enter your Organization ID.
3. Enter your User ID.
4. Enter your Password (Case sensitive).
5. Click Log In.



Create a Report Instance

1. Select **Reports > Create**.
2. Find the report you want to generate. You can narrow your search by clicking the **Report Type** drop-down and selecting the report category. This displays only those reports in that category.
3. Click the name of the report you want to generate.
4. From the **Report Format** drop-down list, select one of the following options – **Adobe PDF, MS Excel,** or **CSV**.
5. If you want to customize the report, modify the **Criteria, Hierarchy** and/or **Order By** fields. If you customize the report, you must enter a unique report name in the **Name** field.
6. Click the **Save** button.
7. Click the **Process Report** button.

   The **Available Downloads** screen opens. The report you have just processed is displayed, as are any past reports. You can click on the **Refresh** button to update what is listed in the **Status** column. When you first process the report, the status moves from **Submitted**, to **Processing**, and finally to **Successful**. You can open the report once the status is set to **Successful**.

Schedule a Report to Run Automatically

1. Select **Reports > Create**.
2. Find the report you want to generate. Do one of the following:
   - If you saved a report, you can select **My Saved Reports** from the **Report Type** drop-down list and then select the report.
   - Click the name of the report that needs to be scheduled.
3. Select the **Schedule to Run Automatically** checkbox.
4. Select one of these options from the **Frequency** drop-down menu:

   Weekly
   If you select this option from the **Frequency** drop-down list, then you must select the weekday on which you want the report file to run. Select a day from the **Day** drop-down list.

   Monthly
   If you select this option from the **Frequency** drop-down list, then you must select the day of the month on which you want the report to run. Select a day of the month from the **Day** drop-down list.

Daily
If you select this option from the **Frequency** drop-down list, then you must select the day on which you want the report to run. Select either **Every Day** or **Every Week Day** from the **Day** drop-down list.

Cycle
If you select this option from the **Frequency** drop-down list, then you must select when you want the report to run during each cycle. Select a value from the **Cycle** drop-down list. Then, select the **First day of current period** or **Last day of current period** option.

5. Click the **Save** button.

Download a Report

1. Select **Reports > Download**.
2. Click the name of the report you want to download. You can click the **Refresh** button to update what is listed in the **Status** column. When you first process the report, the status moves from **Submitted**, to **Processing**, and finally to **Successful**. You can open the report once the status is set to **Successful**.
3. In the **File Download** dialog box, click **Open**.

   Open
   Click this button to open the report.

   Save
   Click this button to save the report to your computer.

   Cancel
   Click this button to return to the **Available Downloads** screen.

Delete a Report Instance

1. Select **Reports > Create.**
2. Click the name of the report you want to delete.
3. Click the **Delete** button.

Delete a Report Output

1. Select **Reports > Download.**
2. Select the checkbox(es) next to the report(s) you want to delete.
3. Click the **Delete Selected** button.

Below are samples of some reports that would be useful to run.

Account Suspension/Cancellation

Description – Use this report to identify accounts that are suspended or cancelled. The report is generated by hierarchy.

Report Information Includes – Cardholder Last Name, Cardholder First Name, Hierarchy, Account Number, Status, Account Status Reason and Current Balance.

Account Suspension/Cancellation

Date/Time Printed: 07/13/2012 02:18:50 PM

Orientation: Landscape

Selection Criteria: Account Status <> 'Active' AND Account Status <> 'New' AND Account Status <> 'Pending'

Last Name	First Name	Hierarchy	Account Number	Status	Account Status Reason	Current Balance
11000 P Fiscal P-Card Program						
ADAMS	CHERYL	11000 P Fiscal P-Card Program	*************1234	Closed	Cancelled - Institution Specific	$0.00
HARRISON	AMY	11000 P Fiscal P-Card Program	*************2345	Suspended	Cancelled - temporary	$0.00
11000 P Fiscal P-Card Program Sub-Total:			**2 Account(s)**			**$0.00**
11030 P Central Services P-Card Program						
JOHNSON	AMY	11030 P Central Services P-Card Program	*************3456	Lost Or Stolen	Lost/Stolen	$0.00
11030 P Central Services P-Card Program Sub-Total:			**1 Account(s)**			**$0.00**
Grand Total:			**3 Account(s)**			$0.00

Air Travel Activity

Description – Use this report to analyze airline spend by account and hierarchy. This report summarizes each airline transaction, including each trip leg. Subtotals are provided for each hierarchy and a grand total for the report.

Report Information Includes – Cardholder Last Name, Cardholder First Name, Account Number, Traveler Name, Departure Date, Transaction Date, Origination, Destination, Ticket Number and Transaction Amount.

Air Travel Activity

Date/Time Printed: 07/13/2012 10:23:51 AM

Orientation: Landscape

Selection Criteria: Transaction Type <> 'Payment' AND Post Date Is Greater Than '10/01/2011'

Last Name	First Name	Account Number	Traveler Name	Departure Date	Transaction Date	Origination	Destination	Ticket Number	Transaction Amount
11000 P Fiscal P-Card Program									
ADAMS	CHERYL	************5055	ADAMS/CHERYL	02/15/2012	12/10/2011	LAS	DEN	22223332191111	$420.00
ADAMS	CHERYL	************5055	ADAMS/CHERYL	04/01/2012	02/15/2012	BIS	LAS	22223332193333	$640.00
HARRISON	AMY	************5055	HARRISON/AMY	03/20/2012	01/10/2012	DEN	BIS	22223332194444	$510.00
11000 P Fiscal P-Card Program Sub-Total:									**$1,570.00**
11030 P Central Services P-Card Program									
JOHNSON	AMY	************6512	JOHNSON/AMY	04/10/2012	01/22/2012	DEN	MSY	22226030731111	$540.00
JOHNSON	AMY	************6512	JOHNSON/AMY	02/10/2012	12/15/2011	BIS	DEN	22226030733333	$450.00
11030 P Central Services P-Card Program Sub-Total:									**$990.00**
Grand Total:									**$2,560.00**

Cardholder Status

Description - This report can be used to identify cardholder account status and limits. The report is sub-totaled by account status. Account Status options include: Active, Lost or Stolen, Suspended and Closed.

Report Information Includes - Cardholder Last Name, Cardholder First Name, Hierarchy, Account Number, Open Date, Closed Date, Credit Limit, Available Credit, Single Amount Limit, Cycle/Monthly Amount Limit, Status and Account Status Reason.

Cardholder Status

Date/Time Printed: 07/13/2012 10:16:18 AM

Orientation: Landscape

Selection Criteria: Account Status <> 'Closed' AND Account Status <> 'Lost Or Stolen'

Last Name	First Name	Hierarchy	Account Number	Open Date	Closed Date	Credit Limit	Available Credit	Single Amount Limit	Cycle/Monthly Amount Limit	Status	Account Status Reason
Active											
ADAMS	CHERYL	11000 P Fiscal P-Card Program	************1234	01/01/2012		$5,000	$4,882	$2,500	$5,000	Active	
ADAMS	JENNIFER	11000 P Fiscal P-Card Program	************2345	01/01/2012		$25,000	$7,635	$10,000	$25,000	Active	
ADAMS	JULIE	11000 P Fiscal P-Card Program	************3456	01/01/2012		$2,500	$2,495	$2,500	$2,500	Active	
HARRISON	AMY	11000 P Fiscal P-Card Program	************4567	01/01/2012		$10,000	$10,000	$5,000	$10,000	Active	
JOHNSON	AMY	11000 P Fiscal P-Card Program	************5678	01/01/2012		$20,000	$8,883	$5,000	$20,000	Active	
Active Sub-Total:			5 Account(s)								
Grand Total:			5 Account(s)								

Central Bill Reconciliation

Description – Use this report to review detailed transaction, account and merchant data for all charges to a Central Bill Account.

Report Information Includes – Transaction Date, Post Date, Transaction ID, Reference Number, Merchant Name, MCC, Merchant City, Merchant State/Province, Merchant Zip/Postal, Merchant Country, Transaction Amount, Cardholder Name, Billed To Account, Account Number, Central Bill Account, Transactions, Sub-Total Transactions and Grand Total Transactions.

This is a report of all your cardholder's transactions made during the billing cycle. OMB suggests that you process this report the day after each cycle ends and the totals should match your individual cardholder statements. When creating the report the criteria should be –

Date Range - Field = Post Date; Operation = Is Relative; Value = Prior Period and ND Cycle.

Criteria – Field = Transaction Type; Operation = Is Not Equal To; Value = Payment

Detailed information regarding this report can be found at - http://www.nd.gov/fiscal/docs/pcard/monthlystatement.pdf.

Central Bill Reconciliation

Date/Time Printed: 07/13/2012 10:47:56 AM

Orientation: Landscape

Selection Criteria: Transaction Type <> 'Payment' AND Post Date Is Between '06/02/2012' AND '07/02/2012'

Transaction Date	Post Date	Transaction ID	Reference Number	Merchant Name	MCC	Merchant City	Merchant State/Province	Merchant ZIP/Postal	Merchant Country	Transaction Amount
Billed to Account: **********6699**										
ADAMS, CHERYL				**Account Number: ************1234**				**Central Bill Account: ************6699**		
06/05/2012	06/07/2012	666628531111	22226842159608800000000	BROWN & SAENGER	5021	RUSS@BROWN-SA	SD	57104	USA	$625.15
06/08/2012	06/11/2012	666648532222	22220612161001100000000	NAPA BISMARCK 0028384	5533	BISMARCK	ND	58501	USA	$125.99
ADAMS, CHERYL **********1234 Sub-Total:**				**2 Transaction(s)**						**$751.14**
HARRISON, AMY				**Account Number: ************2345**				**Central Bill Account: ************6699**		
06/05/2012	06/06/2012	666680323333	22226872157260000000000	WALMART.COM	5310	08009666546	AR	72716	USA	$340.00
06/05/2012	06/06/2012	666680324444	22226872157260000000000	LOWES #02533*	5200	BISMARCK	ND	58503	USA	$95.95
06/05/2012	06/07/2012	666628495555	22221862158000000000000	COMFORT SUITES	3562	BISMARCK	ND	58503	USA	$69.00
HARRISON, AMY **********2345 Sub-Total:**				**3 Transaction(s)**						**$435.95**
**************6699 Sub-Total:**				**5 Transaction(s)**						**$1,187.09**
Grand Total:				**5 Transaction(s)**						**$1,187.09**

Declines

Description – Use this report to identify occurrences and reasons why cardholder accounts have been declined. You can use this information to analyze spend compliance and account restriction trends.

Report Information Includes – Cardholder Last Name, Cardholder First Name, Account Number, Decline Amount, Decline Reason, Decline Date, Time, Merchant Name, Merchant City, Merchant State/Province, MCC and MCC Description.

OMB suggests that you schedule this report to run daily. When creating the report the criteria should be -
Criteria - Field = Decline Date; Operation = Is Relative; Value = Last Days 2. You can change the value for last days, 2 days is a recommendation. Check the box by Schedule to Run Automatically; Frequency = Daily; Day = Every Day.

Declines

NDAKOTA

Date/Time Printed: 07/13/2012 12:09:20 PM

Orientation: Landscape

Selection Criteria: Decline Date Is Between '07/11/2012' AND '07/12/2012'

Last Name	First Name	Account Number	Decline Amount	Decline Date	Time	Merchant Name	Merchant City	Merchant State/Province	MCC	MCC Description
09-DECLINE - MCC NOT IN GROUP WHEN MCC IND = E										
HARRISON	JULIE	*************1234	USD150.00	07/11/2012	10:28:22	ALERUS CENTER	GRAND FORKS	ND	7941	Sports - Promoters and Professional
SMITH	JOY	*************2345	USD147.00	07/11/2012	10:03:40	DTE INC	DICKINSON	ND	3714	Four Seasons Hotel
09-DECLINE - MCC NOT IN GROUP WHEN MCC IND = E Sub-Total:			**2 Decline(s)**							
45-DECLINE - CVV/CVC 2 MISMATCH - OPTION D										
SMITH	JOY	*************2345	USD104.28	07/11/2012	16:15:11	WWW.NEWEGG.COM	800-390-1119	CA	5732	Electronic Sales
WILLIAMS	SARA	*************3456	USD38.89	07/12/2012	12:11:21	GAFFANEY'S	WILLISTON	ND	5943	Stationery, Office & School Supply
45-DECLINE - CVV/CVC 2 MISMATCH - OPTION D Sub-Total:			**2 Decline(s)**							
50-DECLINE - ACCOUNT SINGLE TRANS AMOUNT EXCEEDED										
ADAMS	AMY	*************4567	USD7,216.00	07/12/2012	10:43:22	DMI* DELL K-12/GOVT	800-981-3355	TX	5045	Computer,Computer Peripheral
50-DECLINE - ACCOUNT SINGLE TRANS AMOUNT EXCEEDED Sub-Total:			**1 Decline(s)**							
81-EXPIRE DATE INDICATOR MATCH -										
HARRISON	JULIE	*************1234	USD158.42	07/12/2012	11:28:32	IMAGE PRINTING INC	BISMARCK	ND	7338	Quick-Copy,Reproduction and
81-EXPIRE DATE INDICATOR MATCH - Sub-Total:			**1 Decline(s)**							
Grand Total:			**6 Decline(s)**							

Unusual Activity Analysis

Description – Use this report to monitor unusual activity and determine if the transactions are business-related. Subtotals are provided for each MCC, as well as grand total for the report. The report displays transaction associated with the following MCCs: 5681, 5944, 7230, 7273, 7297, 7298, 7299, 7631, 7995.

Report Information Includes – Last Name, First Name, Merchant Name, Merchant City, Merchant State/Province, Transaction Date and Transaction Amount.

Unusual Activity Analysis

Date/Time Printed: 07/13/2012 02:52:14 PM

Orientation: Landscape

Selection Criteria: Transaction Type <> 'Payment' AND Transaction Date Is Between '07/06/2012' AND '07/13/2012'

Last Name	First Name	Merchant Name	Merchant City	Merchant State/Province	Transaction Date	Transaction Amount
5944 - Jewelry Stores- Watches, Clocks, And Silverware						
ADAMS	SARA	RIDDLE'S	FARGO	ND	07/09/2012	$128.40
5944 Sub-Total:			**1 Transaction(s)**			**$128.40**
7230 - Beauty Shops & Barber Shops						
HARRISON	CHERYL	COST CUTTERS	GRAND FORKS	ND	07/06/2012	$12.00
7230 Sub-Total:			**1 Transaction(s)**			**$12.00**
7298 - Spas - Health & Beauty						
SMITH	JOY	DAKOTA WASH MASTER	DEVILS LAKE	ND	07/11/2012	$28.74
7298 Sub-Total:			**1 Transaction(s)**			**$28.74**
7299 - Personal Services, Not Elsewhere Classified						
HARRISON	CHERYL	AQUA WATER STORE	FARGO	ND	07/11/2012	$32.00
SMITH	JOY	GUARDIAN LOCK AND S	BISMARCK	ND	07/12/2012	$22.84
7299 Sub-Total:			**2 Transaction(s)**			**$54.84**
Grand Total:			**5 Transaction(s)**			**$223.98**