

# PaymentNet<sup>®</sup>

## User Guide



J.P.Morgan

## PaymentNet User Guide

This document contains information that is confidential and proprietary and is the property of JPMorgan Chase & Co. It may not be copied, published, or used in whole or in part for any purpose other than as expressly authorized by JPMorgan Chase.

PaymentNet is a registered trademark of JPMorgan Chase & Co., registered in the United States. All trademarks, trade names, and service marks appearing herein are the property of their respective owners.

© 2012 JPMorgan Chase & Co. All rights reserved. JPMorgan Chase Bank, N.A. Member FDIC. All services are subject to applicable laws and regulations and service terms.

J.P. Morgan  
PaymentNet  
3949 South 700 East, Suite 400  
Salt Lake City, UT 84107  
United States

## Revision History

Last modified: October 26, 2012

Document version: PN4-UG-20121026

PaymentNet 4 R7

# t

## Table of Contents

<b>i   Introduction</b>	<b>xv</b>
Obtaining Technical Assistance . . . . .	xvi
Cardholder Support. . . . .	xvi
Program Administrator Support. . . . .	xvi
Conventions Used in this Guide . . . . .	xvii
Related Publications . . . . .	xvii
Related Applications . . . . .	xvii
Sending Feedback to J.P. Morgan . . . . .	xviii
<b>1   Getting Started</b>	<b>19</b>
PaymentNet Specifications . . . . .	20
Logging On . . . . .	21
Logging On for the First Time . . . . .	22
Logging On with a Temporary Password . . . . .	23
Logging On from a Registered Computer . . . . .	24
Logging On from an Unregistered Computer . . . . .	25
Forgot Your Password?. . . . .	27
Logging Out. . . . .	28
Understanding the User Interface . . . . .	29
Menu Bar . . . . .	29
Icons . . . . .	30
Welcome Screen . . . . .	30
Customizable Messages . . . . .	31
Items Awaiting Your Action . . . . .	31
Navigating PaymentNet . . . . .	32
Sorting . . . . .	32

Paging Arrows . . . . .	32
Multi-Select. . . . .	32
Understanding the Multi-Select Options . . . . .	34
Using Multi-Select. . . . .	35
Previous/Next . . . . .	36
Data Retention . . . . .	38
<b>2   Configuring PaymentNet</b> . . . . .	<b>39</b>
Configuring Administration Settings . . . . .	39
Managing Hierarchy Settings . . . . .	40
Setting Up Page Banners . . . . .	40
Viewing Page Banner Settings . . . . .	41
Customizing the Page Banner . . . . .	41
Setting Up Messages or Greetings . . . . .	42
Viewing System Message or Greeting Settings . . . . .	42
Creating a System Message or Greeting . . . . .	43
Modifying a System Message or Greeting . . . . .	44
Deleting a System Message or Greeting . . . . .	45
Setting Up Contact Information. . . . .	46
Viewing Contact Settings . . . . .	46
Creating Contact Information . . . . .	47
Specifying Language Display Preference . . . . .	47
Viewing Preference Settings . . . . .	48
Setting Up Modules . . . . .	48
Viewing Modules Settings . . . . .	48
Enabling Modules . . . . .	49
Disabling Modules . . . . .	54
Setting Up Screen Views . . . . .	54
Viewing Screen View Settings . . . . .	55
Selecting the List Screen to Configure . . . . .	55
Selecting Fields to Display . . . . .	56
Removing Fields from Display . . . . .	57
Configuring Field Display Order . . . . .	59
Setting Up Transaction Approval Rules . . . . .	60
Viewing Transaction Approval Rule Settings. . . . .	60
Creating Transaction Approval Rule Settings . . . . .	60
Configuring Transaction Hierarchy Settings . . . . .	63
Viewing Transaction Hierarchy Settings . . . . .	63
Configuring Transaction Hierarchy Settings . . . . .	64
Configuring Compliance Monitoring . . . . .	66
Configuring the Single Transaction Amounts Monitor Type . . . . .	67
Configuring the Split Transactions Monitor Type . . . . .	68

Configuring Questionable Merchant Category Codes	
Monitor Type . . . . .	69
Configuring the Questionable Merchants Monitor Type. . . . .	70
Managing Single-Use Account Orders . . . . .	71
Customizing Single-Use Account Order Settings . . . . .	71
Configuring a Merchant Email Notification . . . . .	73
Setting Up Custom Fields . . . . .	79
Viewing Custom Field Settings . . . . .	79
Creating Custom Fields . . . . .	80
Creating Custom Fields for Transactions . . . . .	82
Setting Up User Roles . . . . .	85
Viewing User Role List . . . . .	86
Viewing User Role Setup Details . . . . .	86
Defining System Default User Roles . . . . .	86
Creating a Custom User Role . . . . .	87
Creating a Custom Role . . . . .	87
Modifying a Custom Role . . . . .	88
Deleting a Custom User Role. . . . .	89
Setting Up Reports . . . . .	89
Viewing Report Settings. . . . .	90
Setting Up Reports . . . . .	90
Managing Cycles. . . . .	91
Viewing the Cycle List . . . . .	91
Viewing Cycle Detail . . . . .	91
Creating a New Cycle . . . . .	91
Using Automation to set up Periods within a Cycle . . . . .	92
Creating Periods within a Cycle using a Manual Process . . . . .	94
Editing an Existing Cycle . . . . .	95
Modifying Existing Period Descriptions . . . . .	98
Deleting an Existing Cycle . . . . .	98
Managing Merchants . . . . .	98
Viewing the Merchant List . . . . .	99
Viewing Merchant Details. . . . .	100
Configuring Merchant Settings . . . . .	100
Configuring Merchant General Information Automatically	101
Configuring Merchant General Information Manually . . . . .	103
Configuring Merchant Status Settings Automatically . . . . .	105
Configuring Merchant Status Settings Manually. . . . .	105
Merchant Category Codes. . . . .	107
Viewing the Merchant Category Code List . . . . .	107
Viewing Merchant Category Code Details . . . . .	107
Configuring Merchant Category Code Settings . . . . .	107

Merchant Category Code Groups . . . . .	109
Viewing Merchant Category Code Group Detail. . . . .	110
Configuring Merchant Category Code Groups . . . . .	110
Configuring User Settings . . . . .	111
Managing Your Profile . . . . .	111
General Information . . . . .	111
Changing your Password . . . . .	112
Managing your Authentication Questions. . . . .	113
Setting up Email Notifications. . . . .	113
Bank Account Information . . . . .	115
Setting Up Bank Account Information . . . . .	115
Editing Bank Account Information . . . . .	116
Deleting Bank Account Information . . . . .	117
Screen Views . . . . .	117
Accounts . . . . .	118
Viewing Payment Information . . . . .	119
Viewing Card Account Profile Information . . . . .	119
Selecting Statement Delivery Preference . . . . .	120
Viewing Statement Information. . . . .	120
Managing Convenience Checks . . . . .	121
<b>3   Hierarchy Structure</b>	<b>123</b>
Viewing Hierarchy Information . . . . .	123
Viewing your Organizational Hierarchy . . . . .	124
Viewing the Hierarchy History. . . . .	124
Managing Hierarchy IDs . . . . .	125
Creating a New Hierarchy . . . . .	125
Adding a Hierarchy ID to a Hierarchy . . . . .	126
Renaming a Hierarchy ID . . . . .	126
Moving a Hierarchy ID . . . . .	127
<b>4   Working with Accounting Codes and Chart of Accounts</b>	<b>129</b>
Chart of Accounts. . . . .	130
Viewing Chart of Account Information . . . . .	130
Viewing the Chart of Accounts List . . . . .	131
Viewing Chart of Accounts Detail. . . . .	131
Viewing Chart of Accounts History . . . . .	131
Configuring a Chart of Accounts . . . . .	132
Creating a Chart of Accounts . . . . .	132
Adding Values to a Chart of Accounts. . . . .	133
Creating Chart of Accounts Constraints. . . . .	133
Managing Default Accounting Codes . . . . .	135

Assigning Default Accounting Codes to a Hierarchy . . . . .	136
Assigning Default Accounting Codes to Accounts. . . . .	137
Assigning Default Accounting Codes to Employees . . . . .	137
Assigning Default Accounting Codes to Merchant Category Codes. . . . .	138
Assigning Default Accounting Codes to Merchants. . . . .	138
Assigning Default Accounting Codes to a Customer Code . . . . .	139
Assigning Default Accounting Codes to Single-Use Account Orders . . . . .	140
Creating Merchant Defaults by Hierarchy . . . . .	140
Creating Merchant Category Code Defaults by Hierarchy . . . . .	141
Customer Code Defaults . . . . .	142
Viewing the Customer Code Defaults List . . . . .	142
Viewing Customer Code Defaults Detail . . . . .	143
Creating Customer Code Defaults . . . . .	144
Editing Customer Code Defaults . . . . .	144
Deleting Customer Code Defaults . . . . .	145
<b>5   Managing Card Accounts . . . . .</b>	<b>147</b>
Managing a Card Account . . . . .	147
Creating a Card Account . . . . .	148
Editing a Card Account . . . . .	157
Setting Temporary Spending Limits . . . . .	157
Removing Temporary Spending Limits . . . . .	159
Changing a Card Hierarchy . . . . .	160
Changing Card Status . . . . .	160
Issuing a New Card . . . . .	162
Reassigning an Account . . . . .	162
Running a Mass Update for Multiple Accounts . . . . .	165
Viewing Account List Information . . . . .	166
Viewing the Account List . . . . .	167
Viewing a Card Account Details. . . . .	167
Managing a Rush Card Delivery . . . . .	168
Managing a Central Bill Account . . . . .	171
<b>6   Managing Employees . . . . .</b>	<b>175</b>
Creating an Employee . . . . .	176
Managing an Existing Employee . . . . .	179
Searching for an Employee . . . . .	179
Viewing Employee Information . . . . .	181
Editing Employee Information. . . . .	182
Changing an Employee User Access Role . . . . .	182
Changing an Employee Password . . . . .	183
Enabling or Disabling Employee Access . . . . .	184

Reassigning an Employee to Another Hierarchy . . . . .	185
Managing Certificates . . . . .	186
<b>7   Exports and Imports</b>	<b>187</b>
Managing Export Files . . . . .	188
Configuring an Export File . . . . .	188
Downloading an Export File . . . . .	190
Deleting an Export File . . . . .	190
Managing Import Files . . . . .	191
Configuring an Import File . . . . .	192
Import File Layouts . . . . .	193
Account Import . . . . .	194
Creating a New Account . . . . .	206
Updating an Existing Account . . . . .	208
Chart of Accounts Import . . . . .	210
Employee Import . . . . .	212
Hierarchy Import . . . . .	218
Merchant Category Code Import . . . . .	220
Merchant Import . . . . .	223
Transaction Defaults Import . . . . .	225
Importing a File Into PaymentNet . . . . .	228
General Import File Tips . . . . .	229
Troubleshooting Import Errors . . . . .	231
Viewing Import Errors . . . . .	231
Tips for Resolving Import Errors . . . . .	231
File Failures . . . . .	232
Line Item Failures . . . . .	232
<b>8   Flex Mappers</b>	<b>235</b>
Creating a Flex Mapper . . . . .	236
Editing a Flex Mapper . . . . .	253
Deleting a Flex Mapper . . . . .	254
Running a Flex Mapper . . . . .	254
Changing the Status of a Mapper to Successful or Unsuccessful . . . . .	255
Downloading a Flex Mapper . . . . .	256
<b>9   Queries</b>	<b>259</b>
Creating a Quick Query . . . . .	260
Creating a Quick Query - Accounts . . . . .	260
Creating a Quick Query - Employees . . . . .	261
Creating a Quick Query - Merchant Category Codes . . . . .	261
Creating a Quick Query - Merchants . . . . .	262

Creating a Quick Query - Single-Use Account Orders . . . . .	263
Creating a Quick Query - Transactions . . . . .	263
Creating an Advanced Query. . . . .	264
Creating an Advanced Query - Accounts . . . . .	265
Creating an Advanced Query - Employees . . . . .	267
Creating an Advanced Query - Merchant Category Codes . . . . .	269
Creating an Advanced Query - Merchants . . . . .	270
Creating an Advanced Query - Single-Use Account Orders . . . . .	272
Creating an Advanced Query - Transactions. . . . .	274
Managing Advanced Queries . . . . .	276
Saving a Query. . . . .	276
Setting a Default Query . . . . .	276
Editing a Query . . . . .	277
Deleting a Saved Query . . . . .	277
10   Transactions . . . . .	279
Managing Transactions . . . . .	280
Viewing a Transaction . . . . .	280
Editing a Transaction . . . . .	281
Reviewing Vendor Addendum Details . . . . .	284
Running a Mass Update for Multiple Transactions . . . . .	285
Reviewing Transaction Audit History . . . . .	287
Managing Transaction Receipts . . . . .	288
Attaching a Receipt to a Transaction . . . . .	289
Attaching Receipts to Multiple Transactions . . . . .	293
Reviewing Transaction Receipts . . . . .	296
Reviewing Transaction Receipt Audit History . . . . .	298
Deleting a Receipt from a Transaction . . . . .	300
Viewing Flagged Transactions . . . . .	301
Understanding Fraudulent Transactions . . . . .	305
Understanding Types of Fraud. . . . .	305
Preventing Fraud . . . . .	306
Disputing Transactions . . . . .	306
Disputing a Transaction . . . . .	307
Understanding the Dispute Chargeback Lifecycle . . . . .	309
Following Dispute Procedures . . . . .	310
Cancelling a Disputed Transaction . . . . .	312
Viewing Transaction Authorizations and Declines . . . . .	312
Reviewing and Approving Transactions . . . . .	314
Managing Transaction Approvers . . . . .	314
Reviewing a Transaction . . . . .	315
Approving Transactions . . . . .	316

<b>11   Reports</b>	<b>317</b>
Creating a Report Instance . . . . .	318
Editing a Report Instance . . . . .	321
Running a Report . . . . .	322
Running a Report in Real Time . . . . .	322
Scheduling a Report to Run Automatically . . . . .	323
Downloading a Report . . . . .	325
Deleting a Report . . . . .	325
Deleting a Report Instance . . . . .	326
Deleting a Report Output . . . . .	326
<b>12   Statements and Payments</b>	<b>327</b>
Statements . . . . .	327
Viewing a Statement . . . . .	329
Printing a Statement . . . . .	329
Viewing and Printing a Central Bill Statement . . . . .	330
Payments . . . . .	331
Setting Up Bank Account Information . . . . .	331
One-Time Payment . . . . .	333
Scheduling a One-Time Payment . . . . .	333
Viewing a One-Time Payment . . . . .	334
Canceling a Scheduled One-Time Payment . . . . .	335
Recurring Payments . . . . .	336
Scheduling a Recurring Payment . . . . .	336
Viewing a Recurring Payment . . . . .	337
Canceling a Recurring Payment . . . . .	337
Viewing the Payment History . . . . .	338
<b>13   Single-Use Account Orders</b>	<b>339</b>
Creating a Single-Use Account Order . . . . .	340
Viewing Single-Use Account Order Information . . . . .	343
Viewing the Single-Use Account Order List . . . . .	343
Reviewing Single-Use Account Order Details . . . . .	343
Editing a Single-Use Account Order . . . . .	344
Manually Reconciling Single-Use Account Orders . . . . .	345
Creating Merchant Single-Use Account Order E-mail Messages . . . . .	346
<b>14   Convenience Checks</b>	<b>347</b>
Enabling or Disabling the Convenience Checks Module . . . . .	348
Ordering Convenience Checks . . . . .	348
Stopping Payment on Convenience Checks . . . . .	349

<b>a   Account Request Manager</b>	<b>351</b>
Managing Templates . . . . .	352
Viewing the List of Templates . . . . .	353
Viewing Template Details . . . . .	353
Editing a Template . . . . .	354
Saving a Draft Template . . . . .	355
Publishing a Template . . . . .	356
Previewing an Application Template . . . . .	357
Managing Users and User Settings . . . . .	357
Viewing a List of Users . . . . .	358
Editing User Permissions . . . . .	358
Importing a User . . . . .	359
Managing Applications . . . . .	360
Viewing the List of Applications . . . . .	361
Previewing an Application . . . . .	362
Viewing Application Details . . . . .	362
Viewing Application History . . . . .	363
Editing an Application . . . . .	363
Sending Application Approval Reminders . . . . .	363
Approving an Application . . . . .	364
Reassigning Approvers . . . . .	365
Rejecting an Application . . . . .	365
Processing an Application . . . . .	366
<b>b   Reporting Reference</b>	<b>369</b>
PaymentNet Report Matrix . . . . .	370
Report Samples . . . . .	371
Accounts . . . . .	371
30 and 60 Day Past Due (Report # R001) . . . . .	372
Account Limit - MS Excel (Report # R002E) . . . . .	374
Account Audit (Report # R003) . . . . .	375
Account Audit - MS Excel (Report # R003E) . . . . .	376
Account Delinquencies (Report # R004) . . . . .	377
Account Suspension/Cancellation (Report # R005) . . . . .	378
Account and Employee Hierarchy (Report # R006) . . . . .	379
Account and Employee Hierarchy - MS Excel (Report # R006E) . . . . .	381
Accounts with Low Available Credit (Report # R007) . . . . .	382
Cardholder Accounts and Limits by Hierarchy (Report # R008) . . . . .	383
Cardholders Default Account Codes and Custom Fields (Report # R009) . . . . .	384
Cardholder Listing with Addresses (Report # R010) . . . . .	385
Cardholder Profile (Report # R011) . . . . .	387

Cardholder Profile - MS Excel (Report # R011E) . . . . .	389
Cardholder Status (Report # R012) . . . . .	391
Cardholder Status - MS Excel (Report # R012E) . . . . .	392
Cardholder with Account and MCC Group Limits (Report # R013) . . . . .	393
Charge Off (Report # R014) . . . . .	394
Rush Delivery Card Requests (Report # R015) . . . . .	396
Write-Off (Report # R016) . . . . .	397
Administration . . . . .	398
Chart of Accounts Audit (Report # R017) . . . . .	399
Employee Audit (Report # R018) . . . . .	400
Employee Profile - MS Excel (Report # R019E) . . . . .	401
Hierarchy Audit (Report # R020) . . . . .	402
Hierarchy List by Level (Report # R021) . . . . .	403
Login Audit (Report # R022) . . . . .	403
Unusual Activity Analysis (Report # R023) . . . . .	405
Merchant . . . . .	406
1099 Merchant (Report # R024) . . . . .	407
Airline City Pairs Summary by Merchant (Report # R025) . . . . .	408
Airline Spending Analysis by Merchant (Report # R026) . . . . .	410
Car Rental Spending Analysis by Merchant (Report # R027) . . . . .	410
Lodging Spending Analysis by City (Report # R028) . . . . .	411
Lodging Spending Analysis by Merchant (Report # R029) . . . . .	412
MCC with Default Account Codes (Report # R030) . . . . .	413
Merchant Profile - MS Excel (Report # R031) . . . . .	414
Merchant Profile with Custom Fields (Report # R032) . . . . .	416
Merchant Ranking (Report # R033) . . . . .	418
Merchants with Default Account Codes (Report # R034) . . . . .	420
Parent Merchant Ranking (Report # R035) . . . . .	420
Quarterly Merchant Analysis by Parent Merchant Summary (Report # R036) . . . . .	421
Restaurant Spending Analysis (Report # R037) . . . . .	423
Spending Analysis by Merchant Type (Report # R038) . . . . .	424
Summary Quarterly MCC (Report # R039) . . . . .	425
Transportation Spending Analysis by Merchant (Report # R040) . . . . .	427
Merchant: MasterCard . . . . .	428
MasterCard 1099 Transaction Detail (Report # R041) . . . . .	428
MasterCard 1099 Vendor Information (Report # R042) . . . . .	430
MasterCard Enhanced Merchant Data (Report # R043) . . . . .	431
MasterCard Socio-Economic (Report # R044) . . . . .	433

Merchant: Visa . . . . .	434
Visa 1099 Transaction Detail (Report # R045) . . . . .	434
Visa 1099 Vendor Information (Report # R046) . . . . .	436
Visa Merchant (Report # R047) . . . . .	437
Visa Socio-Economic (Report # R048) . . . . .	439
Order . . . . .	440
Order Audit (Report # R049) . . . . .	441
Order Transaction Detail (Report # R050) . . . . .	442
Order Transaction Detail - MS Excel (Report # R050E) . . . . .	443
Transaction . . . . .	445
Air Travel Activity (Report # R051) . . . . .	446
Air Travel Activity - MS Excel (Report # R051E) . . . . .	448
Air Travel Summary By Hierarchy (Report # R052) . . . . .	448
Air Travel Summary for CTA (Report # R053) . . . . .	450
Airline Ticket Credit Summary (Report # R054) . . . . .	451
Cash Advance Detail by Hierarchy (Report # R055) . . . . .	452
Central Bill Reconciliation (Report # R056) . . . . .	454
Central Bill Reconciliation - MS Excel (Report # R056E) . . . . .	455
Central Bill Reconciliation Summary (Report # R057) . . . . .	456
Central Bill Reconciliation Summary - MS Excel (Report # R057E) . . . . .	458
Declines (Report # R058) . . . . .	459
Declines - MS Excel (Report # R058E) . . . . .	461
Diversion Detail by Cardholder (Report # R059) . . . . .	462
Foreign Currency (Report # R060) . . . . .	463
Fuel Purchase Detail Summary (Report # R061) . . . . .	464
Fuel Purchase Detail Summary - MS Excel (Report # R061E) . . . . .	466
Level III Temporary Services (Report # R062) . . . . .	466
Receipt Imaging Volume (Report # R063) . . . . .	468
Statement of Account (Report # R064) . . . . .	469
T & E Expense Activity by Cardholder (Report # R065) . . . . .	470
T & E Transaction Activity (Report # R066) . . . . .	471
T & E Transaction by Industry (Report # R067) . . . . .	473
Transaction Audit (Report # R068) . . . . .	474
Transaction Audit - MS Excel (Report # R068E) . . . . .	475
Transaction Detail (Report # R069) . . . . .	475
Transaction Detail - MS Excel (Report # R069E) . . . . .	476
Transaction Detail by Central Bill Account (Report # R070) . . . . .	478
Transaction Detail by Hierarchy (Report # R071) . . . . .	479
Transaction Detail by Parent Merchant (Report # R072) . . . . .	480
Transaction Detail with Accounting Codes and Notes (Report # R073) . . . . .	482

Transaction Detail with Level III Airline Data (Report # R074E)	483
Transaction Detail with Level III Car Rental Data (Report # R075E)	485
Transaction Detail with Level III Data (Report # R076E)	486
Transaction Detail with Level III Lodging Data (Report # R077E)	489
Transaction Detail with Level III Purchasing Data (Report # R078E)	491
Transaction Detail with Page Breaks (Report # R079)	492
Transaction Detail with Payments (Report # R080)	494
Transaction Detail with Purchase Addendum (Report # R081)	495
Transaction Disputes by Hierarchy (Report # R082)	497
Transaction Summary by Hierarchy (Report # R083)	498
Transaction Summary by Hierarchy - MS Excel (Report # R083E)	499
Transaction Summary by Parent Merchant (Report # R084)	499
Transaction Pending Review/Approval (Report # R085)	500
Standard File Options	502
g   Glossary	505
i   Index	515



## Introduction

Welcome to the *PaymentNet® User Guide*. This guide is written for corporate card program administrators and explains how to set up and customize PaymentNet. This guide also contains information cardholders should understand in order to use the system.

The introduction explains how to find and use information in this guide and provides instructions for sending feedback to J.P. Morgan.

To get started using PaymentNet, first time users should read this introduction and then read Chapter 1, “Getting Started” on page 19.

The introduction explains the following:

- Obtaining Technical Assistance
- Conventions Used in this Guide
- Related Publications
- Related Applications
- Sending Feedback to J.P. Morgan

## Obtaining Technical Assistance

As a starting point for all questions, refer to this user guide first. Questions can be resolved by following the instructions in this guide.

If you are a cardholder, support is provided by either your program administrator or by the J.P. Morgan Cardholder Product Support team. If you are a program administrator, support is provided by the J.P. Morgan Client Application Support team.

This section explains the following topics:

- Cardholder Support
- Program Administrator Support

### Cardholder Support

If after reviewing this guide you still have questions, or if you encounter any system problems as you use the product, contact your program administrator. If you can access PaymentNet, go to the Contact Information icon on the PaymentNet navigation bar.

If you need further assistance, contact J.P. Morgan Cardholder Services by calling the number on the back of your J.P. Morgan card. If you don't have a card, please contact J.P. Morgan Cardholder Services at 1-800-270-7760.

### Program Administrator Support

If after reviewing this guide you still have questions about your card program, please contact your J.P. Morgan program coordinator. If you have additional questions about PaymentNet, please contact J.P. Morgan Client Application Support at 1-855-886-7638.

## Conventions Used in this Guide

This guide uses specific typographical conventions to describe how to use J.P. Morgan products. Please be aware of the following conventions when reading this guide.

Table 1: Typographic Conventions

Convention	Example	Description
Bold Text	Click <b>Submit</b> or press <b>Enter</b> .	In step-by-step instructions, the names of menus, buttons, and fields in the user interface, or keys on the keyboard, display in bold typeface.
Greater Than ( > )	Select <b>File &gt; New</b> from the menu.	In step-by-step instructions, the menu path and menu selection display in bold typeface with embedded greater than symbols.

## Related Publications

The PaymentNet documentation set includes:

- *PaymentNet User Guide*
- *PaymentNet Online Help*

In addition, *Quick Reference Cards* are available for various PaymentNet topics. To obtain a related PaymentNet document, contact your J.P. Morgan program coordinator.

## Related Applications

Depending on how your J.P. Morgan Commercial Card program is set up, you may have access to additional J.P. Morgan applications. For example, if you are a PaymentNet user who is also a cardholder, you may have access to the J.P. Morgan Commercial Card mobile website. The mobile website provides anytime, anywhere access to your account balances and transactions from a mobile device.

Before logging on to the J.P. Morgan Commercial Card mobile website, you must already have access to PaymentNet and have completed your PaymentNet profile.

To access the J.P. Morgan Commercial Card mobile website from a mobile device, visit: [m.jpmorgan.com/card](https://m.jpmorgan.com/card).

## Sending Feedback to J.P. Morgan

It is the goal of J.P. Morgan to provide you with accurate and useful documentation. We welcome your feedback and will use it to improve future versions of this guide. To provide feedback, send an email message with your comments to:

[wcp.business.communications@jpmchase.com](mailto:wcp.business.communications@jpmchase.com).

Please include the J.P. Morgan product name and version number, documentation topic title, publication date, and a brief description and context of the suggestion.

# 1

## Getting Started

This chapter provides information to help new PaymentNet users get started. This chapter covers the specifications required for PaymentNet to operate on your computer, explains how to log on and how to log out, and provides an overview of the common user interface items available throughout the system.

PaymentNet is available 24 hours a day, seven days a week except during scheduled maintenance. Maintenance occurs each week from 8 p.m. ET Saturday through 1 a.m. ET Sunday.

This chapter explains the following sections:

- PaymentNet Specifications
- Logging On
- Logging Out
- Understanding the User Interface
- Navigating PaymentNet
- Data Retention

# PaymentNet Specifications

To optimize system performance and provide a high level of security, PaymentNet requires adherence to specific set up protocols and security standards. The following list outlines requirements to use the full functionality available in PaymentNet.

**Note:** The list of required system components may change. You will receive notification of any updates as they occur.

## List 1: Required System Components

Processor	Pentium® or Celeron® 500 MHz processor (minimum)
Operating System	Microsoft Windows XP (SP2), Windows 7.
Internet Browser	Microsoft Internet Explorer® 8.0, 9.0, and Firefox® 3.6, 10. <b>Browser Requirements</b> Configure your Internet browser to accommodate the following: <ul style="list-style-type: none"> <li>■ Enable JavaScript</li> <li>■ Allow cookies</li> <li>■ Turn off pop-up blocking in your browser and within any other security software on your computer</li> <li>■ Verify your selected browser supports AES 128-bit encryption security</li> <li>■ Keep your “Trusted Root Authorities” up-to-date. For example, MSIE users can get more information here: <a href="http://www.microsoft.com/downloads/details.aspx?FamilyID=f814ec0e-ee7e-435e-99f8-20b44d4531b0">http://www.microsoft.com/downloads/details.aspx?FamilyID=f814ec0e-ee7e-435e-99f8-20b44d4531b0</a></li> <li>■ Support EV SSL (Extended Validation SSL) certificates</li> <li>■ Adjust cache settings (temporary Internet files) to automatically check for updated versions of stored pages. For MSIE instructions, see: <a href="http://www.microsoft.com/windows/ie/ie6/using/howto/customizing/clearcache.msp#EAF">http://www.microsoft.com/windows/ie/ie6/using/howto/customizing/clearcache.msp#EAF</a></li> </ul>
Additional Software	<ul style="list-style-type: none"> <li>■ Adobe® Acrobat® Reader® 4.0 or higher Reader is available for free at <a href="http://get.adobe.com/reader">http://get.adobe.com/reader</a></li> <li>■ Any file decompression software (for example, WinZip®)</li> </ul>
Memory	512 Mb RAM (minimum), 1 GB RAM (recommended)
Storage Capacity	300 Mb available free space after installation of operating system and browser (minimum), 500 Mb (recommended)
Communication	Direct Internet connection PaymentNet works best over broadband connections; dial-up connections are not recommended for performance reasons.

List 1: Required System Components *(continued)*

Monitor/Resolution	SVGA 1024 x 768 resolution, 256-color (minimum)
Spam Blocking	<p>Check with your company or organization technical support department to verify the following email addresses and domains are not blocked:</p> <p>E-mail Addresses:</p> <ul style="list-style-type: none"> <li>■ no.replies@paymentnet.jpmorgan.com</li> <li>■ jpmorgan.access@jpmorgan.com</li> </ul> <p>Domains:</p> <ul style="list-style-type: none"> <li>■ paymentnet.jpmorgan.com</li> <li>■ jpmchase.com</li> <li>■ chase.com</li> <li>■ jpmorgan.com</li> </ul>

## Logging On

In order to access PaymentNet, you must navigate to the PaymentNet Log On screen and enter your organization ID, assigned user ID, and temporary password. To obtain log-on credentials, contact your program administrator.

When you log on for the first time, PaymentNet prompts you to change your password. Once you set up a new password, PaymentNet automatically registers your computer.

You are required to change your password every 90 days. PaymentNet prompts you to change your password when it expires and you cannot log on until the password is changed.

The PaymentNet Log On screen times out after 15 minutes of inactivity. If your session times out, close the Internet browser window and open a new browser window.

This section explains the following topics:

- Logging On for the First Time
- Logging On with a Temporary Password
- Logging On from a Registered Computer
- Logging On from an Unregistered Computer
- Forgot Your Password?

## Logging On for the First Time

Before you log on to PaymentNet, you must first obtain your organization ID, user ID, and temporary password. If you do not have this information, contact your program administrator.

The first time you log on to PaymentNet, you must change your temporary password and establish your authentication questions. If you do not, your account will be disabled.

Your temporary password expires after 90 days. The password expiration period can also be modified at the organization level to expire at 120 or 150 days. If your password expires, contact your program administrator to have it reset.

To log on for the first time:

1. Using your Internet browser, navigate to the following address:  
<https://www.paymentnet.jpmorgan.com>  
*PaymentNet displays the Log On screen.*
2. Complete the following fields on the Log On screen:
  - **Organization ID:** Enter your organization ID (e.g., us12345). The organization ID is assigned by J.P. Morgan and is unique to your organization.
  - **User ID:** Enter your user ID. The user ID is assigned by your program administrator and uniquely identifies you within your organization.
  - **Password:** Enter your case-sensitive temporary password. The password is a security feature that prohibits unauthorized access to PaymentNet. Your initial password is assigned by J.P. Morgan and may only be used once. You must change your password the first time you log on to the system.
3. Select the **Remember my Organization ID** checkbox. PaymentNet saves your organization ID so you do not have to enter it each time you log on.

---

**Note:** If you access PaymentNet from a public computer, J.P. Morgan discourages selecting this option.

---

4. Click **Log On**.  
*PaymentNet registers your computer to your user ID.*

5. Complete the following fields on the Password Setup: Change Password screen. If you do not complete this step, your account is disabled.
  - Organization ID: Reenter your organization ID.
  - User ID: Reenter your assigned User ID.
  - New Password: Enter a new password. Passwords are case sensitive and must conform to the password constraints that display above these fields.
  - Re-enter New Password: Reenter your new password.
6. Click Next.  
*PaymentNet displays the Password Setup: Complete screen.*
7. Click Next.
8. Complete all five questions on the Select Authentication Questions screen. The screen indicates that only three questions are required, but J.P. Morgan recommends that you complete all five questions. If you forget your password, these questions allow you to request a temporary password.
9. Click Submit.  
*PaymentNet displays the Welcome screen.*

## Logging On with a Temporary Password

If you have successfully logged on to PaymentNet in the past, complete the steps in this section. Alternately, you can complete these steps if you are using a temporary password obtained either from your program administrator or through the password reset process described in “Forgot Your Password?” on page 27.

Your temporary password is deactivated after three failed attempts to log on. If your temporary password is deactivated, follow the instructions in “Forgot Your Password?” on page 27 to request a new temporary password. Once you receive a new temporary password, log on by completing the steps below.

To log on with a temporary password:

1. Using your Internet browser, navigate to the following address:  
<https://www.paymentnet.jpmorgan.com>  
*PaymentNet displays the Log On screen.*

2. Complete the following fields on the Log On screen:
  - Organization ID: Enter your organization ID (e.g., us12345). The organization ID is assigned by J.P. Morgan and is unique to your organization.
  - User ID: Enter your user ID. The user ID is assigned by your program administrator and uniquely identifies you within your organization.
  - Password: Enter your case-sensitive temporary password. The password is a security feature that prohibits unauthorized access to PaymentNet. Your temporary password may only be used once and must be changed the first time you log on to the system.
3. Select the Remember my Organization checkbox. If you are accessing PaymentNet from a public computer, J.P. Morgan recommends that you do not select this option.  
*PaymentNet saves your organization ID.*
4. Click Log On.  
*PaymentNet registers your computer to your user ID if you are logging on from an unregistered computer.*
5. Enter the following on the Password Setup: Change Password screen:
  - Organization ID: Reenter your organization ID.
  - User ID: Reenter your user ID.
  - New Password: Enter a new password. Passwords are case sensitive and must conform to the password constraints that display above these fields.
  - Re-enter Password: Reenter your new password.
6. Click Next.  
*PaymentNet displays the Password Setup: Complete screen.*
7. Click Next.  
*PaymentNet displays the Welcome screen.*

## Logging On from a Registered Computer

You can access PaymentNet from any computer registered to your user ID. The computer from which you log on is registered if it meets one of three different scenarios.

First, if you have used the same Internet browser on the computer to successfully log on to PaymentNet. Second, if you did not clear the option to have PaymentNet retain

registration on your computer. Third, the cookies, cache, or temporary files have not been cleared since you last logged on.

To log on from a registered computer:

1. Using your Internet browser, navigate to the following address:  
<https://www.paymentnet.jpmorgan.com>  
*PaymentNet displays the Log On screen.*
2. Complete the following fields on the Log On screen:
  - Organization ID: Enter your organization ID (e.g., us12345). The organization ID is assigned by J.P. Morgan and is unique to your organization.
  - User ID: Enter your user ID. The user ID is assigned by your program administrator and uniquely identifies you within your organization.
  - Password: Enter your case-sensitive password. The password is a security feature that prohibits unauthorized access to PaymentNet. Your initial password is assigned by J.P. Morgan and must be changed the first time you log on to the system.
3. Select the Remember my Organization checkbox. If you are accessing PaymentNet from a public computer, J.P. Morgan recommends that you do not select this option.  
*PaymentNet saves your organization ID.*
4. Click Log On.  
*PaymentNet displays the Welcome screen.*

## Logging On from an Unregistered Computer

For security purposes, you must register your user ID on each computer you use to access PaymentNet. If you try to access PaymentNet from an unregistered computer, PaymentNet guides you through the registration process.

The computer from which you are logging on is unregistered if it meets one of three different scenarios. First, you have never used the computer, or are using a different Internet browser to log on to PaymentNet. Second, you cleared the option to have PaymentNet retain registration on the computer. Third, the cookies, cache, or temporary files have been cleared since you last logged on.

Complete the steps in this section if you have successfully logged on to PaymentNet in the past, are using your regular password, and are logging on using an unregistered computer.

If you log on to PaymentNet from an unregistered computer using a temporary password, PaymentNet requires you to set up a new password. Once you complete this process, PaymentNet automatically registers your computer. For instructions on how to log in to PaymentNet using a temporary password, see “Logging On with a Temporary Password” on page 23.

To log on from an unregistered computer:

1. Using your Internet browser, navigate to the following address:  
<https://www.paymentnet.jpmorgan.com>  
*PaymentNet displays the Log On screen.*
2. Complete the following fields on the Log On screen:
  - Organization ID: Enter your organization ID (e.g., us12345). The organization ID is assigned by J.P. Morgan and is unique to your organization.
  - User ID: Enter your user ID. The user ID is assigned by your program administrator and uniquely identifies you within your organization.
  - Password: Enter your case-sensitive password. The password is a security feature that prohibits unauthorized access to PaymentNet.
3. Select the Remember my Organization checkbox. If you are accessing PaymentNet from a public computer, J.P. Morgan recommends that you do not select this option.  
*PaymentNet saves your organization ID.*
4. Click Log On.  
*PaymentNet displays the Register Machine screen.*
5. Select the I have an e-mail address on file with J.P. Morgan option. Alternately, if you do not have an email address on file with J.P. Morgan, select the I do not have an e-mail address on file with J.P. Morgan option and contact your program administrator to have your password reset. The computer you use the first time you log on after a password reset is automatically registered.
6. Click Next.  
*J.P. Morgan sends the activation code to the email address in your PaymentNet profile. If you do not receive the email, contact your program administrator for*

*assistance. The activation code expires after five days. However, if you request additional activation codes, only the most recently received code is valid.*

7. On the Register Machine screen, complete the following fields:
  - Activation Code: Enter the activation code provided by J.P. Morgan.
  - Password: Enter your PaymentNet password.

---

**Note:** If you are accessing PaymentNet from a public computer, J.P. Morgan recommends clearing the Retain registration on this workstation after logging out checkbox. Clearing this checkbox helps to protect your log on information by requiring you to reregister this computer the next time you log on.

---

8. Click Next.  
*PaymentNet registers your computer and displays the Welcome screen.*

## Forgot Your Password?

If you cannot remember your password, you can request a new one. The process to request a new password varies based on whether you know your organization and user ID and have logged on to PaymentNet before.

If you know your organization and user ID and have logged on to PaymentNet before, you can request a temporary password by answering your authentication questions. After you log on with your temporary password, you must set up a new password.

If you cannot remember your password and have never logged on to PaymentNet, contact your program administrator to have your password reset and then complete the steps described in “Logging On for the First Time” on page 22.

To request a temporary password:

1. Using your Internet browser, navigate to the following address:  
<https://www.paymentnet.jpmorgan.com>  
*PaymentNet displays the Log On screen.*
2. Click the Forgot your password? link on the Log On screen.

3. Enter the following on the Logon Information screen:
    - **Organization ID:** Enter your organization ID (e.g., us12345) in this field. The organization ID is assigned by J.P. Morgan and is unique to your organization.
    - **User ID:** Enter your user ID in this field. The user ID is assigned by your program administrator and uniquely identifies you within your organization.
  4. Click Submit.  
*PaymentNet displays the select Authentication Questions screen.*
  5. Confirm that the email address listed below your authentication questions is correct. If your email address is incorrect, contact your program administrator before proceeding.
  6. Select two different authentication questions and enter the answers to the questions in the corresponding fields.
  7. Click Submit.  
*PaymentNet sends a temporary password to the email address in your PaymentNet profile. If you do not receive the email, contact your program administrator for assistance.*
- 
- Note:** Your temporary password expires after 90 days, and you are required to change the password after logging on to PaymentNet.
- 
8. Click the Return to Login Page link and log on using your temporary password.

## Logging Out

You should log out each time you finish using PaymentNet. Logging out ensures your identity cannot be used without your permission after you leave your computer.

---

**Note:** PaymentNet automatically logs you out after 15 minutes of inactivity. After 12 minutes of inactivity, PaymentNet displays a message warning your session is about to expire and any unsaved work will be lost. If you do not respond to the warning message, you will be automatically logged out three minutes later. PaymentNet automatically logs you out after eight hours of continuous use. A warning message also appears after eight hours of continuous use. You will then be redirected to the Log On screen. You must log on again to resume activity, which includes completing any updates that were not saved.

---

To log out:

1. Click the Logout icon . The Logout icon is located at the top of the screen to the right of the menu bar. PaymentNet logs you out of the system.

## Understanding the User Interface

The PaymentNet user interface includes navigational features such as the menu items and quick link icons located at the top of the screen, and a variety of elements for updates and notification purposes.

Required fields are marked with an asterisk ( \* ). PaymentNet prompts you to complete any required fields before saving your information.

---

**Note:** When printing a screen or viewing the Print Preview from PaymentNet using Internet Explorer®, occasionally only the right half of the screen displays. If this occurs, copy the screen and paste it into another application (e.g., Microsoft Word® or PowerPoint®) and print the screen from there.

---

This section explains the following topics:

- Menu Bar
- Icons
- Welcome Screen

### Menu Bar

The menu bar, located at the top of the screen, lists the primary PaymentNet modules you are authorized to access. Menu options include:

- **Transactions:** From this menu, you can view, review, approve, and dispute a transaction.
- **Orders:** From this menu, you can view itemized information for a specific Single-Use Account order, as well as create, and reconcile your Single-Use Account orders.
- **Reports:** From this menu, you can view, create, schedule, download, and delete reports.
- **Accounts:** From this menu, you can view card account detail, create a new card account, issue a new card account, change card account status, and manage card account spend and Merchant Category Code Groups (MCCGs) limits.

- **Employees:** From this menu, you can view the user account profile, add a new user account, change user account information, assign or change user access roles, and unlock or change a user account password.
- **Payments:** From this menu, you can view payment history, set up bank information, as well as make, schedule or cancel a payment.
- **Administration:** From this menu, you can manage and set up organization hierarchy, chart of accounts, cycle, imports, mappers/exports, custom fields, customer code, reports, roles, and merchant defaults.
- **Help:** From this menu, you can quickly and conveniently access online information and step-by-step instructions on using PaymentNet.

---

**Note:** Each menu option includes a set of sub-functions you can perform. Menu sub-functions may be accessed by moving your cursor over each primary menu option.

---

## Icons

The icons, located at the top of the screen to the right of the menu, are shortcuts to basic user interface options. These icons can be accessed from all PaymentNet screens. Icon options include:

- **Home Page** : Returns you to the Welcome screen.
- **Contact Information** : Includes key program contact information.
- **My Profile** : Directs you to your PaymentNet profile information.
- **Logout** : Allows you to securely end your PaymentNet session.

## Welcome Screen

The Welcome screen displays each time you log in to PaymentNet; it serves as your starting point or home page. The Welcome screen displays important information from J.P. Morgan and your company or organization in the Messages section. In addition, depending on your role and permissions, the Welcome screen displays tasks, when assigned, in the Items Awaiting Your Action section.

This topic explains the following tasks:

- Customizable Messages
- Items Awaiting Your Action

## Customizable Messages

Customizable Messages, located on the Welcome screen in the Messages field, allow you to display and customize by hierarchy the following types of messages:

- Message from Program Administrators to their users: Customizable by your company or organization to display messages to all of your users, by role.
- Message from J.P. Morgan to Program Administrators: Includes upcoming enhancements, training documents and other key information.
- Message from J.P. Morgan to all users: Important updates from J.P. Morgan to all PaymentNet users.

For information about managing messages, see “Setting Up Messages or Greetings” on page 42.

## Items Awaiting Your Action

The Items Awaiting Your Action section, located on the Welcome screen, provides you with a quick link to key actions such as transactions for you to review or approve, and access to files available for you to download. This section displays regardless of whether you have items awaiting your attention.

---

**Note:** The number of items awaiting your action does not decrease after you view a file. The number of items only decreases after deleting a file.

For example, if PaymentNet displays that you have 8 New Files for Download and you then run a report, PaymentNet displays that you have 9 New Files for Download. After you view the report, but do not delete it, PaymentNet displays that you still have 9 New Files for Download. If you delete the report file, PaymentNet once again indicates that you have 8 Files for Download.

---

**Note:** The Transaction for review link in the Items Awaiting Your Action section on the Welcome screen is displaying even when there are no transactions that need to be reviewed.

Users should check the link regularly and review transactions that are waiting. If no transactions are listed, the user does not have any transaction waiting for their review.

---

## Navigating PaymentNet

PaymentNet provides common navigation and user interface options throughout the system. For example, to help you find information, you can sort data within PaymentNet by most list columns. When there is more data than a screen can display, PaymentNet provides paging arrows to access additional screens.

This section explains the following topics:

- Sorting
- Paging Arrows
- Multi-Select
- Previous/Next

### Sorting

PaymentNet allows you to sort list column information in ascending and descending order. Once you have accessed the list data, click an underlined column heading of the item you want sorted. Clicking the column once sorts the data in ascending order, clicking it again sorts the data in descending order.

### Paging Arrows

When there is more data than a screen can display, PaymentNet provides paging arrows to access additional screens. In addition, if you know the page number where the data is located, you can use the Page field to jump directly to the desired page.

### Multi-Select

The multi-select functionality allows you to quickly and easily select individual records from a list and perform common tasks on that group of items. For example, you may want to review and approve a group of transactions all at once, export specific account records to a file, or change the accounting codes for all transactions through a mass update.

Multi-select is available on list screens in the following areas of PaymentNet:

- Accounts
- Customer Code Defaults

- Employees
- Merchants
- Merchant Category Codes
- Orders
- Transactions

Depending on the type of records selected, you can perform one or more of the following tasks:

- Export records
- Review transactions
- Approve transactions
- Perform an account or transaction mass update
- Reconcile orders
- Attach receipt images to transactions

This topic explains the following tasks:

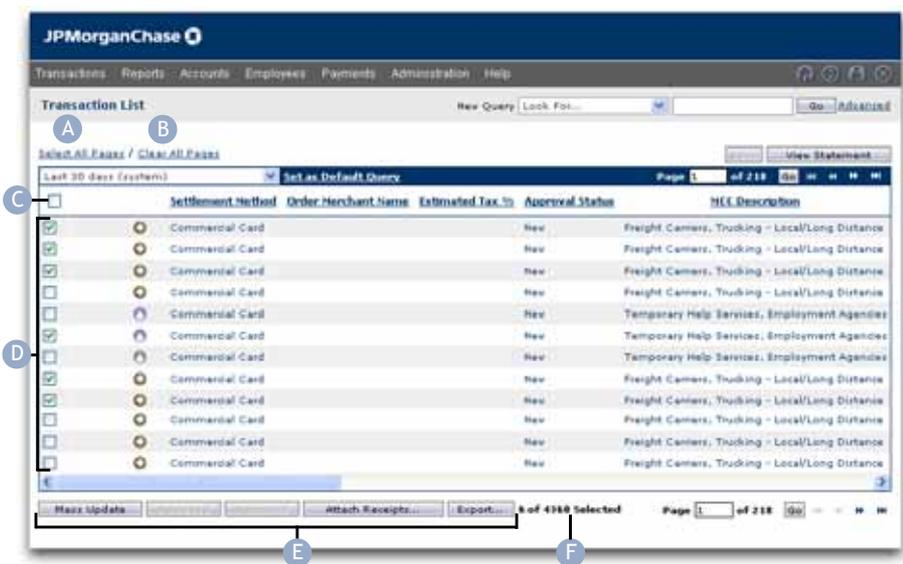
- Understanding the Multi-Select Options
- Using Multi-Select

## Understanding the Multi-Select Options

The multi-select user interface options operate the same way for each list screen on which they display in PaymentNet. You have the ability to select individual records in the list, select all records on the screen, or to select all records across all pages. Once you select the desired records, you can perform common tasks.

Shown below, Figure 1: “Multi-Select Features” on page 34, provides an example of the multi-select features on a list screen and provides an explanation of their use.

Figure 1: Multi-Select Features



- A. Select All Pages. Click this link to select all records across all pages.
- B. Clear All Pages. Click this link to clear all selected records across all pages.
- C. Header Checkbox. Mark this checkbox to select all records on the page. Clear the checkbox to clear all selected records on the page.
- D. Individual Checkboxes. Mark the checkbox next to the records you want to select. Clear the checkboxes next to the records you want to clear.
- E. Task Buttons. Click a button to perform the associated tasks on the selected items.
- F. Counter. Displays the number of records selected from the total number of records.

## Using Multi-Select

Multi-select is available in many list screens throughout PaymentNet. The functionality of this feature is the same regardless of the type of records you are selecting. However, the record types selected determine the types of actions you can perform. For example, in order to review and approve transactions, you must first select transactions from the Transaction List.

In addition to performing actions, the multi-select feature allows you to limit the number of records when using the previous/next feature. For more information, see “Previous/Next” on page 36.

To use multi-select:

1. Navigate to a list screen that uses multi-select.
2. Locate the desired records by performing a query, if needed. It is a good idea to perform a query to reduce the number of records in the list. This makes it easier for you to locate the records you want to select. For information about running queries, see Chapter 9, “Queries” on page 259.
3. Select the desired records by doing one of the following:
  - To select all records across all pages, click the Select All Pages link.
  - To select all of the records on the page, mark the checkbox on the left side of the header row.



- To select specific records on the page, mark the individual checkboxes on the line of each record. You can manually select up to 100 individual

records on the same page. You cannot manually select individual records across pages.

---

**Note:** Although you can select up to 100 individual records on a page, the total number of records you can select is dependant on the number of records displayed. In the My Profile section of PaymentNet, you can choose to display 20, 50, or 100 records on a page at a time. To change the number of records that display, see “Setting Up Screen Views” on page 54.

---

*PaymentNet enables the task buttons and updates the counter to indicate the number of records selected from the total number of available records.*

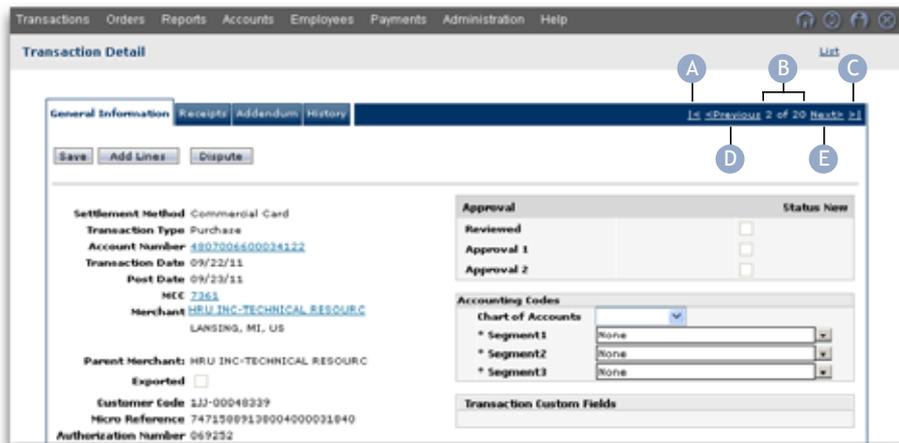
4. Depending on the type of records selected, do one of the following:
  - Click **Mass Update** to update multiple accounts or transactions at the same time. For instructions on performing a mass update, see “Running a Mass Update for Multiple Accounts” on page 165 or “Running a Mass Update for Multiple Transactions” on page 285.
  - Click **Reviewed** to review the selected transactions. For instructions on reviewing transactions, see “Reviewing a Transaction” on page 315.
  - Click **Approved** to approve the selected transactions. For instructions on approving transactions, see “Approving Transactions” on page 316.
  - Click **Attach Receipts** to attach receipt images to the selected transactions. For instructions on attaching receipt images to transactions, see “Attaching a Receipt to a Transaction” on page 289 and “Attaching Receipts to Multiple Transactions” on page 293.
  - Click **Export** to export the selected records to a file. For instructions on exporting records, see “Configuring an Export File” on page 188.
  - Click **Reconcile** to reconcile the selected Single-Use Account (SUA) orders. For instructions on reconciling SUA orders, see “Manually Reconciling Single-Use Account Orders” on page 345.

## Previous/Next

The previous/next functionality allows you to move sequentially through a set of records from a detail screen without returning to the list screen and selecting the next record. For example, when viewing the details of an individual transaction, you can click the Next link to view the detail screen of the next transaction in the list. The same tab you were viewing remains active when you use the previous/next feature to view another record.

The previous/next functionality is located in the upper and lower right corner of each detail screen and is available for Accounts, Employees, Transactions, and Orders.

Figure 2: Previous/Next Features



- A. First Record. Click this link to display the first record in the group.
- B. Counter. Indicates the displayed record and the total number of records in the group.
- C. Last Record. Click this link to display the last record in the group.
- D. Previous. Click this link to display the previous record in the group.
- E. Next. Click this link to display the next record in the group.

The total number of records in the previous/next group is determined by the number of records in the list. For example, by default, the Transaction List displays all transaction records for the last 30 days. If you do not limit the number of records that display, such as by performing a query, all transactions for the last 30 days will be included in the previous/next group.

In addition, you can use the multi-select checkboxes to choose only the records that you want included in the previous/next group. To do so, mark the checkbox next to the records you want to include and then select a record to view the detail screen. For more information about using the multi-select features, see “Multi-Select” on page 32.

## Data Retention

PaymentNet retains transaction and audit data for a limited time period.

Audit data – such as user information related to field changes – is stored for 12 months. After 12 months, audit data is deleted from PaymentNet.

Transaction data is stored for 24 months. After 24 months, transaction data is deleted from PaymentNet and basic transaction information is stored in a separate database for an additional five years. To obtain transaction data after 24 months, contact your J.P. Morgan program coordinator or relationship manager.

# 2

## Configuring PaymentNet

PaymentNet offers an easy-to-use interface designed with flexibility, efficiency, and scalability in mind. PaymentNet is a customizable reporting system that offers you the functionality to configure settings that are specific to the Administrator and User level.

This chapter explains the following sections:

- Configuring Administration Settings
- Configuring User Settings

### Configuring Administration Settings

PaymentNet provides you the flexibility to configure administration features such as user roles, hierarchy settings, and reports based the specific needs of your company or organization.

This section explains the following topics:

- Managing Hierarchy Settings
- Setting Up Custom Fields
- Setting Up User Roles
- Setting Up Reports
- Managing Cycles
- Managing Merchants

- Merchant Category Codes
- Merchant Category Code Groups

## Managing Hierarchy Settings

PaymentNet allows you to customize hierarchy settings, including: system messages and user greetings, available modules, and transaction approval rules. In addition, you can configure transaction default priorities and Single-Use Account settings.

For information about creating, adding, renaming, or moving a hierarchy, see “Managing Hierarchy IDs” on page 125.

This topic explains the following items:

- Setting Up Page Banners
- Setting Up Messages or Greetings
- Setting Up Contact Information
- Specifying Language Display Preference
- Setting Up Modules
- Setting Up Screen Views
- Setting Up Transaction Approval Rules
- Configuring Transaction Hierarchy Settings
- Configuring Compliance Monitoring
- Managing Single-Use Account Orders

## Setting Up Page Banners

You can customize page banner elements, including the graphic and screen background color, that display at the top of each PaymentNet screen.

This task explains the following items:

- Viewing Page Banner Settings
- Customizing the Page Banner

## Viewing Page Banner Settings

To view page banner settings:

1. Select **Administration > Hierarchy > Settings > Page Banner**.  
*The Hierarchy Settings screen displays.*
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Page Banner from the Select Configuration to Edit drop-down list.

## Customizing the Page Banner

To customize the page banner:

1. Display the Hierarchy Settings screen. See “Viewing Page Banner Settings” on page 41.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Page Banner from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Click the Browse button located to the right of the Logo Image field to select the desired graphic.

---

**Note:** For best results, J.P. Morgan recommends .gif or .jpg formats no larger than 100 pixels in height.

---

6. Locate the desired graphic. Click Open.
7. Enter the HTML color code in the Background Color field to change the background color.

---

**Note:** Consult your Marketing or IT department to obtain the exact HTML color code needed to match your company or organization guidelines.

---

8. Click Save.

## Setting Up Messages or Greetings

System messages or greetings display on the Welcome screen and are specific to a role or hierarchy ID. The system message or greeting displays in the Messages section until the greeting is modified, deleted, or expires.

This task explains the following items:

- Viewing System Message or Greeting Settings
- Creating a System Message or Greeting
- Modifying a System Message or Greeting
- Deleting a System Message or Greeting

### Viewing System Message or Greeting Settings

To view system message or greeting settings:

1. Select **Administration > Hierarchy > Settings > Greeting**.  
*The Hierarchy Settings screen displays.*
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select **Greeting** from the Select Configuration to Edit drop-down list.

## Creating a System Message or Greeting

To create a system message or greeting:

1. Display the Hierarchy Settings screen. See “Viewing System Message or Greeting Settings” on page 42.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Greeting from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Enter the date you want the system message or greeting to begin displaying. Do one of the following:
  - Enter the begin date in the Begin Date field.
  - Click the Begin Date calendar icon and select the begin date from the pop-up calendar.
6. Enter the date you want the system message or greeting to end displaying. Do one of the following:
  - Enter the end date in the End Date field.
  - Click the End Date calendar icon and select the end date from the pop-up calendar.
7. Enter the system message or greeting you want to display in the text editor Message field.

---

**Note:** The text editor provides a variety of text formatting options.

---

8. From the Display for Roles section, select the checkbox to indicate which system default user roles you want to display the system message or greeting. System default user roles include:

- All
- Auditor
- Order Requestor

---

**Note:** In addition to the system default user roles, you may also select custom roles (if any have been created for the company or organization.) For more information, see “Defining System Default User Roles” on page 86.

---

9. To add additional system messages or greetings, click the Add (plus symbol) icon to display new system message or greeting fields.

10. Click Save.

## Modifying a System Message or Greeting

To modify a system message or greeting:

1. Display the Hierarchy Settings screen. See “Viewing System Message or Greeting Settings” on page 42.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Greeting from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Enter the date you want the system message or greeting to begin displaying. Do one of the following:
  - Enter the begin date in the Begin Date field.
  - Click the Begin Date calendar icon and select the begin date from the pop-up calendar.
6. Enter the date you want the system message or greeting to end displaying. Do one of the following:
  - Enter the end date in the End Date field.
  - Click the End Date calendar icon and select the end date from the pop-up calendar.
7. Modify the system message or greeting you want to display in the text editor Message field, as needed.

---

**Note:** The text editor provides a variety of text formatting options.

---

8. From the Display for Roles section, select the checkbox to indicate which system default user roles you want to add or remove the system message or greeting. System default user roles include:
  - All
  - Auditor
  - Order Requestor

---

**Note:** In addition to the system default user roles, you may also select custom roles (if any have been created for the company or organization.) For more information, see “Defining System Default User Roles” on page 86.

---

9. To add additional system messages or greetings, click the Add (plus symbol) icon to display new message fields.
10. Click Save.

## Deleting a System Message or Greeting

To delete a message:

1. Display the Hierarchy Settings screen. See “Viewing System Message or Greeting Settings” on page 42.

2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Greeting from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Click the Delete (trash can symbol) icon next to the system message or greeting you want to delete.
6. Click Save.

## Setting Up Contact Information

You can set up key contact information for your users to reference. Contact information can be accessed by selecting the Contact (phone symbol) icon located at the top of the screen to the right of the menu.

Contact information may vary based on where the user is located within the hierarchy.

This task explains the following items:

- Viewing Contact Settings
- Creating Contact Information

### Viewing Contact Settings

To view contact settings:

1. Select **Administration > Hierarchy > Settings > Contact**.  
*The Hierarchy Settings screen displays.*

2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Contact from the Select Configuration to Edit drop-down list.

## Creating Contact Information

1. Display the Hierarchy Settings screen. See “Viewing Contact Settings” on page 46.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Contact from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Enter the appropriate information in the fields provided in the Contact section.
6. Click Save.

## Specifying Language Display Preference

PaymentNet is set to display English as the system default for language preference.

This task explains the following items:

- Viewing Preference Settings

## Viewing Preference Settings

To view preference settings:

1. Select **Administration > Hierarchy > Settings > Preferences**.  
*The Hierarchy Settings screen displays.*
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Preferences from the Select Configuration to Edit drop-down list.

## Setting Up Modules

You can select the modules that are available to a hierarchy ID.

---

**Note:** Enabling a module does not override user access roles for the hierarchy ID.

---

This task explains the following items:

- Viewing Modules Settings
- Enabling Modules
- Disabling Modules

## Viewing Modules Settings

To view module settings:

1. Select **Administration > Hierarchy > Settings > Modules**.  
*The Hierarchy Settings screen displays.*
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Modules from the Select Configuration to Edit drop-down list.

## Enabling Modules

To enable modules:

1. Display the Hierarchy Settings screen. See “Viewing Modules Settings” on page 48.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Modules from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Select the checkbox in front of each module you want to enable from the Enabled Modules section. For a complete list of modules, see List 2: “PaymentNet Modules” on page 50.

---

**Note:** Only those modules that have been purchased by your company or organization may be modified.

---

## 6. Click Save.

### List 2: PaymentNet Modules

Account Management	<p>Use the Account Management module to configure and edit account settings. This includes updating the account holder's contact information, verifying current balance, changing account limits, changing MCC Groups, requesting new or replacement cards, closing or suspending accounts, and submitting a Central Bill Account Request form.</p> <p>For information on card account details, see Chapter 5, "Managing Card Accounts" on page 147.</p>
Convenience Checks	<p>Use the Convenience Checks module to manage your organization's convenience check program.</p> <p>If your organization has implemented a convenience check program to complement your purchasing card solution, you can order new checks and request stop-payments on unpaid checks.</p> <p>Convenience check transactions are shown in PaymentNet and on cardholder statements to facilitate reporting and billing activities. Printed in packages of 20 or 50, convenience checks are cross-referenced to and draw directly from individual purchasing card accounts.</p> <p>Due to the nature of checks, MCC blocking is unavailable, but checks are validated against other authorization parameters (e.g., available credit limit) when received by J.P. Morgan. If a check exceeds a cardholder's limit or other authorization parameter, it may be declined and returned to the merchant unpaid. When necessary, stop-payment requests can be submitted for checks if they have not already posted to an account.</p> <p>For more information on managing convenience checks, see Chapter 14, "Convenience Checks" on page 347.</p>
Chart of Accounts	<p>Use the Chart of Accounts module to manage accounting codes. You can create or modify a chart of accounts within PaymentNet. Once you configure a chart of accounts, you can assign the chart to an employee, an account, a merchant, a Merchant Category Code (MCC), a hierarchy, or a customer code. The values you assign are known as the default accounting codes (transaction defaulting) and are applied to the transaction in PaymentNet.</p> <p>Optionally, your J.P. Morgan implementation manager can upload your organization's chart of accounts to PaymentNet. For more information, contact your J.P. Morgan implementation manager.</p> <p>For more information on using chart of accounts, see Chapter 4, "Working with Accounting Codes and Chart of Accounts" on page 129.</p>
Custom Fields	<p>Use the Custom Fields module to create and edit custom fields for the following: Transaction, Order, Merchant, Employee, Account, and Merchant Category Codes modules.</p> <p>When you create a custom field, you specify the custom field name, description, and type, such as a checkbox, a text box of up to 99 characters, or a drop-down list with a defined set of values.</p> <p>You can set up custom fields as required or optional fields. For Transaction Custom fields, you can also set role restrictions to control which user roles have edit access to the custom field.</p> <p>For more information on managing custom fields, see "Setting Up Custom Fields" on page 79.</p>

List 2: PaymentNet Modules *(continued)*

Cycles	<p>Use the Cycles module to create or modify an existing cycle and configure cycle period settings, including cycle start date, cycle period begin date, and cycle period end date.</p> <p>You can add new cycles based on the accounting needs of your company or organization. This includes the ability to configure PaymentNet to automatically generate the periods within a cycle. Alternately, you can manually create the periods within a cycle. A period is a sub-portion of a cycle.</p> <p>For instructions on how to create account cycles, see “Managing Cycles” on page 91.</p>
Electronic Payment	<p>Use the Electronic Payment module to enable users to make card account payments online. This module also allows users to review completed and recurring payments.</p> <p>For instructions on how to set up banking details and to view payment information, see “Setting Up Bank Account Information” on page 115 and “Viewing Payment Information” on page 119.</p>
Electronic Statement	<p>Use the Electronic Statement module to define what accounts can access their statements online through PaymentNet.</p> <p>Once you enable this module, users can manage how they receive statements for each account through the Accounts screen under My Profile icon.</p> <p>For instructions on how users can manage the statement delivery preferences for an account, “Selecting Statement Delivery Preference” on page 120.</p>
Flex Mappers	<p>Use the Flex Mapper module if your organization needs to move data between PaymentNet and your organization’s accounting system, such as a general ledger (GL) or enterprise resource planning (ERP) system. Flex mappers are data export files in a specific layout and format, usually a limited or fixed-length text file.</p> <p>Unlike reports, a flex mapper gives you the option to mark transactions as export. Once a transaction is marked as exported, you cannot edit any information tied to the transaction and the flex mapper will not extract the transaction data again. This ensures that a transaction will not be fed to your internal system more than once.</p> <p>For instructions on how to use flex mappers, see Chapter 8, “Flex Mappers” on page 235.</p>
Custom Mappers	<p>Use the Custom Mappers module if after running a flex mapper you still require data beyond the scope of a flex mapper.</p> <p>To manage a custom mapper, contact your J.P. Morgan representative for more information.</p>

List 2: PaymentNet Modules *(continued)*

Import	<p>With the Imports module, you can transfer data to PaymentNet from an external file. Import files are useful for importing large amounts of data to PaymentNet, such as setting up a new organization or making a large number of changes to existing data. The following import files are used to upload data in to PaymentNet:</p> <ul style="list-style-type: none"> <li>■ Account. Used to create or modify a group of accounts.</li> <li>■ Chart of Accounts. Used to create, modify, remove, or replace Chart of Account values.</li> <li>■ Employee. Used to create or modify employees and modify user authority.</li> <li>■ Hierarchy. Used to create, modify, or remove Hierarchy Nodes.</li> <li>■ Merchant. Used to modify specific merchant information.</li> <li>■ Merchant Category Code. Used to modify specific Merchant Category Code (MCC) information such as, MCC Type and T&amp;E Type.</li> <li>■ Transaction Defaults. Used to create, modify, remove, or replace the defaults for Employees, Accounts, Merchant Category Codes, Merchants, Hierarchy, and Customer Codes.</li> </ul> <p>For instructions on how to use imports, see Chapter 7, “Managing Import Files” on page 191.</p>
MCC	<p>Use the Merchant Category Code (MCC) module to assign default accounting codes to an MCC. An MCC is a four-digit number assigned to a business by Visa or MasterCard and is used to classify businesses by the type of goods or services they provide and allows enhanced merchant data to be passed to PaymentNet. Each merchant is responsible for selecting their own MCC when they enroll to accept Visa or MasterCard. For instructions on how to use MCCs, see “Merchant Category Codes” on page 107.</p>
MCCG	<p>Use a Merchant Category Code Group (MCCG), a collection of multiple MCCs, in the same manner that you can control spending by MCC. You can apply restrictions to an MCCG. The restrictions set on an MCCG apply to all MCCs in the group. For example, using an MCCG can help control whether cardholders may purchase from particular types of merchants. Use the MCCG module to create custom groups for MCCs of your choice. For example, you could create an MCCG called Prohibited Airlines and assign individual airline carries, by their MCC, to the group. For instructions on how to use MCCGs, see “Merchant Category Code Groups” on page 109.</p>
Merchants	<p>The Merchants module of PaymentNet lists and provides details about all merchants in the system. A merchant is any business or organization from which goods and services are purchased. The merchant information in PaymentNet is supplied by the card associations and is, by default, automatically updated. Your organization can manually configure merchant information as necessary. For more information about merchants, see “Managing Merchants” on page 98.</p>

List 2: PaymentNet Modules *(continued)*

Orders	<p>If Single-Use Accounts are enabled for your organization, you can enable the Orders module. Use the Orders module to create new Orders or modify existing orders, each of which act as a request form for a Single-Use account. The Orders module also provides options for managing, reconciling, and searching for orders.</p> <p>Single-Use Accounts act like a traditional purchasing card, but use a different account number for each payment that needs to be made—each account being tailored to that particular payment.</p> <p>For more information on Single-Use Accounts and Orders, see Chapter 13, “Single-Use Account Orders” on page 339.</p>
Query	<p>Use the Query module to search for information and filter the data you want to view. You can save a custom query and use it as often as you need it.</p> <p>For details on how to use search functionality in PaymentNet, see Chapter 9, “Queries” on page 259.</p>
Transaction Defaulting	<p>Use the Transaction Defaulting module to automatically apply default accounting codes to each transaction based on the employee, hierarchy, merchant, MCC, account, or customer code.</p> <p>After a transaction posts, it shows a pre-populated, or default, accounting code. You can manually change the default accounting codes on a transaction.</p> <p>For details on enabling transaction defaulting, see “Configuring Transaction Hierarchy Settings” on page 64.</p>
Transactions	<p>Use the Transactions module to manage transaction details like adding transaction notes, reviewing and approving transactions, applying accounting codes.</p> <p>If your Organization has Receipt Imaging enabled, you can also attach or fax receipts.</p> <p>For further information on managing transactions, see Chapter 10, “Transactions” on page 279.</p>
Login Credentials - Auto Email	<p>Use this option to have PaymentNet automatically send an email message to new system users with their organization ID, user ID, and password information. For new users, these login credentials are sent in separate emails.</p> <p>In addition, PaymentNet sends an existing user their new password when it is changed by anyone other than the user. For example, if a program administrator performs a Password Reset for a cardholder, then the cardholder will receive an email with their new password. PaymentNet sends these messages to the email address listed in the employee record. You can track when PaymentNet sends credentials by adding the Credentials Sent column to the Employee List screen view.</p>

## Disabling Modules

To disable modules:

1. Display the Hierarchy Settings screen. See “Viewing Modules Settings” on page 48.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Modules from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Deselect the checkbox in front of each module you want to disable from the Enabled Modules section. For a complete list of modules, see List 2: “PaymentNet Modules” on page 50.

---

**Note:** Only those modules that have been purchased by your company or organization may be modified.

---

6. Click Save.

---

**Note:** Even if a higher hierarchy ID has a module disabled, a lower hierarchy ID may still enable that module.

---

## Setting Up Screen Views

Setting up screen views allows you to select the required fields that display on the PaymentNet List screens for everyone in the selected hierarchy ID and hierarchy ID children.

This task explains the following items:

- Viewing Screen View Settings
- Selecting the List Screen to Configure
- Selecting Fields to Display
- Removing Fields from Display
- Configuring Field Display Order

## Viewing Screen View Settings

To view screen view settings:

1. Select **Administration > Hierarchy > Settings > Screen Views**.  
*The Hierarchy Settings screen displays.*
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Screen Views from the Select Configuration to Edit drop-down list.

## Selecting the List Screen to Configure

To set up screen views:

1. Display the Hierarchy Settings screen. See “Viewing Screen View Settings” on page 55.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Screen Views from the Select Configuration to Edit drop-down list.

4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Select the List screen to configure from the Screen to Configure drop-down list. List screens include:

- Account List
- Employee List
- MCC List
- Merchant List
- Order List
- Transaction List

---

**Note:** The ability to customize an individual profile by adding additional columns and arranging the order in which the fields display is available from the Screen Views tab accessed through the My Profile screen.

---

6. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Selecting Fields to Display

To add fields to display:

1. Display the Hierarchy Settings screen. See “Viewing Screen View Settings” on page 55.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Screen Views from the Select Configuration to Edit drop-down list.

4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Select the List screen to configure from the Screen to Configure drop-down list. List screens include:
  - Account List
  - Employee List
  - MCC List
  - Merchant List
  - Order List
  - Transaction List
6. Select the field you want to display from the Available Columns list box. To add multiple fields do one of the following:
  - To add fields in sequential order, click the first field you want to display, hold down the SHIFT key, and click the last field you want to display.
  - To add fields in non-sequential order, click the first field you want to display, hold down the CTRL key, and click the additional fields you want to display.
  - To add all fields select Add All.
7. Click Add. The field(s) are added to the Selected Columns list box.
8. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Removing Fields from Display

To remove fields from display:

1. Display the Hierarchy Settings screen. See “Viewing Screen View Settings” on page 55.

2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Screen Views from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Select the List screen to configure from the Screen to Configure drop-down list. List screens include:
  - Account List
  - Employee List
  - MCC List
  - Merchant List
  - Order List
  - Transaction List
6. Select the field you want to delete from the Selected Columns list box. To remove multiple fields do one of the following:
  - To remove fields in sequential order, click the first field you do not want to display, hold down the SHIFT key, and click the last field you do not want to display.
  - To remove fields in non-sequential order, click the first field you do not want to display, hold down the CTRL key, and click the additional fields you do not want to display. Required fields cannot be removed.
  - To remove all fields select Remove All.
7. Click Remove. The field(s) are removed from the Selected Columns list box.
8. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Configuring Field Display Order

To configure field display order:

1. Display the Hierarchy Settings screen. See “Viewing Screen View Settings” on page 55.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Screen Views from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Select the List screen to configure from the Screen to Configure drop-down list. List screens include:
  - Account List
  - Employee List
  - MCC List
  - Merchant List
  - Order List
  - Transaction List
6. Select the field you want to move from the Selected Columns list box. Using the Arrows to the right of the Selected Columns list box do one of the following:
  - Click the First up arrow key to move the field to the top of the list.
  - Click the Move Up arrow key to move the field up one level.
  - Click the Move Down arrow key to move the field down one level.
  - Click the Last Down arrow key to move the field to the bottom of the list.

7. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Setting Up Transaction Approval Rules

You can view and manage all transaction approval rules.

This task explains the following items:

- Viewing Transaction Approval Rule Settings
- Creating Transaction Approval Rule Settings

### Viewing Transaction Approval Rule Settings

To view approval rule settings:

1. Select **Administration > Hierarchy > Settings > Approval Rules**.  
*The Hierarchy Settings screen displays.*
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select **Approval Rules** from the **Select Configuration to Edit** drop-down list.

### Creating Transaction Approval Rule Settings

To create approval rules:

1. Display the **Hierarchy Settings** screen. See “Viewing Transaction Approval Rule Settings” on page 60.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.

3. Select Approval Rules from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. Select the Enable Approval Processing checkbox. The ability to configure transaction approval rules is now enabled.

---

**Note:** Selecting the Enable Approval Rules checkbox also allows you to set up additional transaction approval settings that can be accessed from other areas within the system. Select this option to display:

- Approved and Reviewed fields as available columns on the Hierarchy Settings > Screen Views and My Profile screens. See “Setting Up Screen Views” on page 54.
  - Approval field columns on the Transaction Detail screen.
  - Transactions awaiting review/approval reminders on the Welcome screen.
- 

6. Select the minimum number of approval levels (if desired) from the Minimum Number of Approval Levels drop down list. The Minimum Number of Approval Levels field is used to define the level required to approve transactions. Select 0 if the transaction does not require approval after it is reviewed by the cardholder.

---

**Note:** When you select 0 as the Minimum Number of Approval Levels available, the Reviewed checkbox will still display, and can be used by the cardholder to notate the transaction has been reviewed.

---



---

**Note:** If a transaction becomes “stalled” in the approval process because no more approvers are available, you cannot remove the transaction from the stalled status by reducing the Minimum Number of Approval Levels setting.

To move a transaction from the Stalled to Approved status:

- Create a new transaction approver user.
  - Select the next higher number from the Minimum Number of Approval Levels drop-down list and save the change. For example, if the drop-down list is set to 2, select 3.
  - Use the new transaction approver user to approve the transaction.
-

7. Select the additional levels required (if desired) for transaction approval from the **Additional Approval Levels** drop down list. Enter the dollar amount for which additional approval levels are required in the **When Transaction Amounts Exceed** field.
8. Select the **Use Hierarchy Approval Routing** checkbox (if desired). The **Use Hierarchy Approval Routing** checkbox allows the system to route transactions to an approval authority in a hierarchy level above the employee. If there are no additional approvers above the employee's level, then approval routing is considered complete.
9. Select the **Permit Final Approver Directed Routing** checkbox (if desired). The **Permit Final Approver Directed Routing** checkbox allows transactions to be routed to the person listed as the **Last Approver**, and is above the employee's level in the hierarchy.

Permit Final Approver Directed Routing is a user-driven (manual) process, which offers additional approval routing options above and beyond the **Minimum Number of Approval Levels** option. The **Permit Final Approver Directed Routing** allows the user to define the users for each level in the approval workflow.

You do not need to enable **Hierarchy Approval Routing** to implement the **Permit Final Approver Directed Routing** option. **Permit Final Approver Directed Routing** is enabled by completing the following steps:

- Select the **Final Approver Directed** checkbox.
- Deselect the **Hierarchy Approval Routing** checkbox.

10. Select the **Allow Transaction Editing After Approval** checkbox (if desired). The **Allow Transaction Editing After Approval** checkbox allows transaction accounting codes to remain editable throughout the transaction approval process. The transaction becomes locked for editing only after it is exported by the mapper.

For example, cardholders can edit chart of accounts even after the transaction is approved by the manager, provided the transaction is not exported.

11. Select the number of days before the transaction is forwarded to the next level for approval from the **Forward to Next Approver After** drop down list. The **Forward to Next Approver After** drop down list allows the system to automatically skip an approval level when an approver is unavailable.
12. Select the frequency of email notifications from the **E-mail Notification Schedule** drop down list. The **E-mail Notification Schedule** drop down list

allows you to select how often approval email notifications are sent to the employee.

13. Click Save.

## Configuring Transaction Hierarchy Settings

New transactions loaded into PaymentNet can be automatically populated with transaction accounting code defaults. When loading transactions into the system you can configure which transaction accounting code and default priority settings to apply. This includes the ability to define the maximum number lines and the minimum length allotted for notating an accounting code entry. You can also determine which transaction defaults will take priority in cases where the same accounting code default applies.

---

**Note:** Transaction accounting code and default priorities are typically configured during the implementation process. If a new or modification to an accounting code or default priority setting is needed, we recommend contacting your J.P. Morgan Relationship Manager for assistance.

---

This task explains the following:

- Viewing Transaction Hierarchy Settings
- Configuring Transaction Hierarchy Settings

### Viewing Transaction Hierarchy Settings

To view transaction hierarchy settings:

1. Select **Administration > Hierarchy > Settings > Transaction**.  
*The Hierarchy Settings screen displays.*
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Transaction from the Select Configuration to Edit drop-down list.

## Configuring Transaction Hierarchy Settings

To configure transaction hierarchy settings:

1. Display the Hierarchy Settings screen. See “Viewing Transaction Hierarchy Settings” on page 63.
2. Select the hierarchy ID. Do one of the following:
  - Enter the default Hierarchy ID in the field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.
3. Select Transaction from the Select Configuration to Edit drop-down list.
4. Click the Override Inheritance checkbox.

---

**Note:** The Override Inheritance checkbox overrides the settings from the parent hierarchy ID. This allows you to set up or modify the module settings for the selected hierarchy ID. If the Override Inheritance checkbox is not selected, then the module will retain the parent hierarchy ID settings listed in the Inherited From field.

---

5. From the Transaction Setting section, do the following:
  - Select the Accounting Code Entry on List Screen checkbox (if desired). Selecting the Accounting Code Entry on List Screen checkbox enables all users within the specified hierarchy to configure transaction default accounting code information from the Transaction List screen.

---

**Note:** You must authorize your users to access the Transactions module and to view the Transaction Defaulting Accounting Code column. For more information, see “Viewing Modules Settings” on page 48 and “Viewing Screen View Settings” on page 55. The user must also select to display the Transaction Defaulting Accounting Code column on the Transaction List screen. See “Screen Views” on page 117.

---

- Select the Require Lines checkbox (if desired). When the Required Lines checkbox is selected it is necessary for the user to create at least one line item, or transaction split, on the Transaction Detail screen.

---

**Note:** If 0 (zero) is entered in the Maximum Number of Lines field the Required Lines checkbox is disabled.

---

- Enter the total number of lines allowed in the Maximum Number of Lines field (if desired). The Maximum Number of Lines field allows you to set the total number of line items, or splits, allowed on the transaction. Entering 0 (zero) in the Maximum Number of Lines field disables transaction lines and controls from displaying on the Transaction Detail screen.

---

**Note:** It is not recommended to have more than 15 lines or splits.

---

- Enter the basic number of characters allowed for notes on the accounting code entry in the Minimum Length of Note field (if desired). Entering a value indicates notes are required and also defines the minimum number of characters needed. Entering 0 (zero) in the Minimum Length of Note field indicates notes are not required.

6. From the Transaction Default Priorities section, do the following:

- Set the desired order and number of priorities for transaction defaults from the Object drop-down list. Transaction default options include:
  - Account
  - Customer Code

---

**Note:** PaymentNet Customer Code transaction defaulting is incorrectly taking case sensitivity into consideration when the customer code contain letters. If your organization uses Customer Code transaction defaulting and there is a difference in cases between the customer code set up in PaymentNet and the customer code supplied by the merchant, transactions will not default.

If this issue affects your organization, contact a J.P. Morgan program coordinator for assistance.

---

- Employee
- Hierarchy ID
- MCC
- Merchant
- Order
- None

7. From the Transaction Defaults section, do the following:
  - Select the appropriate default accounting code from the Chart of Accounts drop-down list.
  - Enter the applicable information in the additional fields that display when a specific Chart of Accounts is selected.

---

**Note:** The criteria filter options that display vary based on the Chart of Accounts selected from the Chart of Accounts drop-down list.

---

8. Click Save.

## Configuring Compliance Monitoring

As a program administrator, you likely have oversight responsibilities for your organization's cardholders. One task might be to ensure that cardholder transactions adhere to your card policy. To help you with this task, PaymentNet provides Compliance Monitoring.

You can use Compliance Monitoring to track and monitor cardholder transactions by setting up monitor rules in four different categories:

- **Single Transaction Amounts.** The Single Transaction Amounts monitor type allows you to flag transactions over a specified dollar amount.
- **Split Transactions.** Use the Split Transactions monitor type if you want to flag transactions whereby a cardholder breaks up a purchase into multiple transactions in order to circumvent the account single transaction limit.
- **Questionable Merchant Category Codes (MCCs).** You can use the Questionable Merchant Category Codes monitor type to flag transactions at a merchant that belongs to a specific MCC.
- **Questionable Merchants.** You can use the Questionable Merchants monitor type to flag transactions completed at a specific merchant.

When you set up a monitor rule, past transactions are not affected or flagged. For example, on June 7, you might set up a monitor rule to flag transactions at an office supply merchant. Any transactions completed prior to June 7 at the merchant are not flagged; transactions completed on or after June 7 are flagged.

Before you can enable Compliance Monitoring at the Hierarchy level, your J.P. Morgan implementation manager must enable the Compliance Monitoring option at the Organization level. For more information, contact your implementation manager.

Once you complete the configuration steps described in this section, you can view flagged transactions on the Transaction List screen. For more information on how to view flagged transactions, see “Viewing Flagged Transactions” on page 301.

This section explains the following topics:

- Configuring the Single Transaction Amounts Monitor Type
- Configuring the Split Transactions Monitor Type
- Configuring Questionable Merchant Category Codes Monitor Type
- Configuring the Questionable Merchants Monitor Type

## Configuring the Single Transaction Amounts Monitor Type

Use the Single Transaction Amounts monitor type to flag transactions that are more than a specified dollar amount.

To configure the single transaction amounts monitor type:

1. Select **Administration > Hierarchy > Settings > Compliance Monitoring**.  
*PaymentNet displays the Hierarchy Settings screen for Compliance Monitoring.*
2. Select the hierarchy ID for which you want to configure Compliance Monitoring settings.
3. Do one of the following:
  - Enter the default Hierarchy ID in the Hierarchy ID field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.  
*PaymentNet displays the Hierarchy ID in the Hierarchy ID field.*
4. Select the **Override Inheritance** checkbox.
5. Click the **Save** button.  
*PaymentNet saves the inherited settings from the parent hierarchy and enables the Add links.*
6. For the **Single Transaction Amounts** monitor type, click the **Add link**.  
*PaymentNet displays the Single Transaction Amounts screen.*

## 7. Complete the following fields:

Monitor Name	Enter a unique name in this field to identify this monitor.
Amount Over	Enter the dollar amount for transactions you want to monitor. For example, if you want to monitor transactions of \$50.00 or more, enter \$50.00 in this field.

## 8. Click the Save button.

## Configuring the Split Transactions Monitor Type

Use the Split Transactions monitor type if you want to flag transactions whereby a cardholder breaks up a purchase into multiple transactions in order to circumvent the account single transaction limit.

To configure compliance monitoring for split transactions:

- Navigate to the Hierarchy Settings screen for Compliance Monitoring.  
Select **Administration > Hierarchy > Settings > Compliance Monitoring**.  
*PaymentNet displays the Hierarchy Settings screen for Compliance Monitoring.*
- Select the hierarchy ID for which you want to configure Compliance Monitoring settings.
- Do one of the following:
  - Enter the default Hierarchy ID in the Hierarchy ID field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.  
*PaymentNet displays the Hierarchy ID in the Hierarchy ID field.*
- Select the Override Inheritance checkbox.
- Click Save.  
*PaymentNet saves the inherited settings from the parent hierarchy and enables the Add links.*
- For the Split Transactions monitor type, click the Add link.  
*PaymentNet enables the Monitor Name field for Split Transactions.*
- In the Monitor Name field, enter a unique name to identify this monitor.

8. Click Save.  
*PaymentNet saves the monitor settings and displays a confirmation message.*

## Configuring Questionable Merchant Category Codes Monitor Type

Configure the Questionable Merchant Category Codes monitor type to flag transactions completed at merchants that belong to a specific merchant category code. This monitor type allows you to track transactions on a broader level.

Merchant Category Codes are assigned by the card association (Visa and MasterCard); MCC values cannot be modified in PaymentNet.

To configure the merchant category codes monitor types:

1. Select **Administration > Hierarchy > Settings > Compliance Monitoring**.  
*PaymentNet displays the Hierarchy Settings screen for Compliance Monitoring.*
2. Select the hierarchy ID for which you want to configure Compliance Monitoring settings.
3. Do one of the following:
  - Enter the default Hierarchy ID in the Hierarchy ID field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.  
*PaymentNet displays the Hierarchy ID in the Hierarchy ID field.*
4. Select the **Override Inheritance** checkbox.
5. Click **Save**.  
*PaymentNet saves the inherited settings from the parent hierarchy and enables the Add links.*
6. For the Questionable Merchant Category Codes monitor type, click the **Add** link.  
*PaymentNet displays the Questionable Merchant Category Codes screen.*
7. In the **Monitor Name** field, enter a unique name to identify this monitor.
8. Enter the MCC value or MCC description of the MCC you want to monitor in the **Merchant Category Code** field.  
*PaymentNet displays the MCCs that match the value you enter.*
9. Select the value that identifies the MCC you want to monitor.

10. Optionally, to monitor another MCC, click the Add (+) button.  
*PaymentNet displays another row where you can add an MCC.*
11. Repeat steps 8 through 10 to add MCCs. You can add up to 100 MCCs.
12. Click Save.

## Configuring the Questionable Merchants Monitor Type

Configure the Questionable Merchants monitor type to track transactions completed at specific merchants.

To configure compliance monitoring for questionable merchants:

1. Select **Administration > Hierarchy > Settings > Compliance Monitoring**.  
*PaymentNet displays the Hierarchy Settings screen for Compliance Monitoring.*
2. Select the hierarchy ID for which you want to configure Compliance Monitoring settings.
3. Do one of the following:
  - Enter the default Hierarchy ID in the Hierarchy ID field.
  - Click the Hierarchy ID link and select the Hierarchy ID from the pop-up window.  
*PaymentNet displays the Hierarchy ID in the Hierarchy ID field.*
4. Select the **Override Inheritance** checkbox.
5. Click **Save**.  
*PaymentNet saves the inherited settings from the parent hierarchy and enables the Add links.*
6. For the **Questionable Merchants** monitor type, click the **Add link**.  
*PaymentNet displays the Questionable Merchants screen.*
7. In the **Monitor Name** field, enter a unique name to identify this monitor.
8. Enter the name of the merchant you want to monitor in the **Parent Merchant Name** field.  
*PaymentNet displays the merchants that match the value you enter.*
9. Select the merchant that you want to monitor.

## 10. Complete these fields:

Any Amount	Select this checkbox if you want to flag any transaction amount at the specific merchant. Alternately, you can enter a designated amount in the Amount Over text box.
Amount Over	If you want to specify a benchmark amount for flagging transactions at the specific merchant, enter a value in this field. For example, if you want to monitor transactions of \$50.00 or more, enter \$50.00 in this field.

11. Optionally, to monitor another merchant, click the **Add (+)** button.  
*PaymentNet displays another row where you can add a merchant.*
12. Repeat steps 8 through 11 to add merchants. You can add up to 100 merchants.
13. Click **Save**.  
*PaymentNet saves the Questionable Merchants and display a confirmation message.*

## Managing Single-Use Account Orders

You can customize Single-Use Account Orders, including the reconciliation and Order settings, along with the merchant email notifications.

If your J.P. Morgan implementation manager enables the Orders module at the Organization level, then the Orders module is available for configuration at the Hierarchy level. For instructions on how to enable a module at the Hierarchy level, see “Enabling Modules” on page 49.

This task explains the following items:

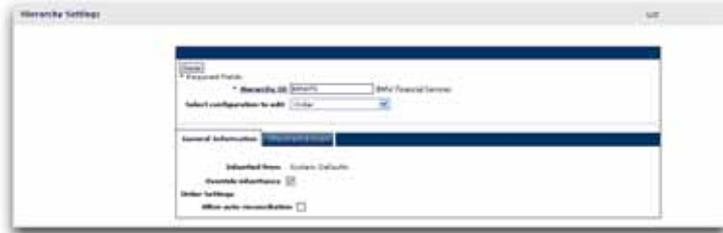
- Customizing Single-Use Account Order Settings
- Configuring a Merchant Email Notification

## Customizing Single-Use Account Order Settings

You can configure PaymentNet to automatically reconcile Single-Use Account Orders. When you configure this option, completed Orders are marked as Automatically Reconciled.



4. To change the settings for the current Hierarchy ID and reset the Hierarchy ID values, select the Override inheritance checkbox.  
*PaymentNet activates the Allow auto-reconciliation checkbox.*



5. Optionally, if you want PaymentNet to automatically reconcile Orders, select the Allow auto-reconciliation checkbox.
6. Click Save.  
*PaymentNet saves the Order settings and displays a confirmation message.*

## Configuring a Merchant Email Notification

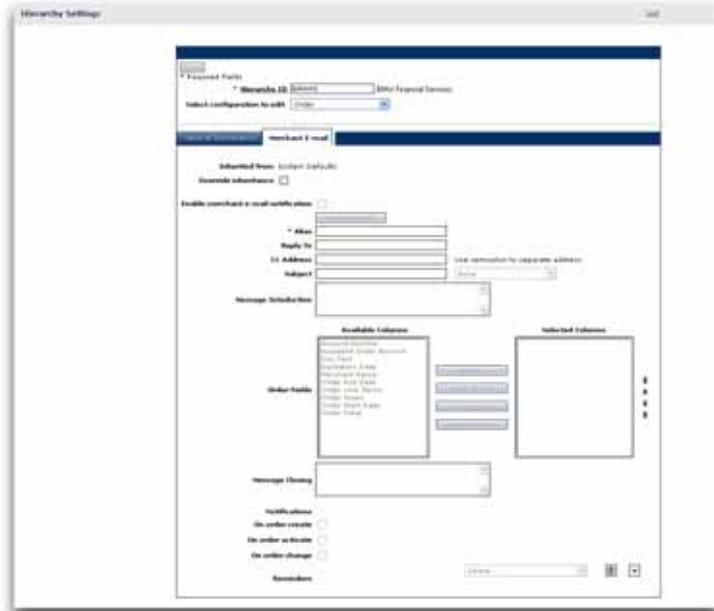
You can send Single-Use Account payment information to merchants using a merchant email notification. If you configure this option, a notification is automatically generated and sent to the related merchant once an Order is created in PaymentNet.

Merchant reminder email messages include “Reminder:” in the subject line to distinguish them from new payment email messages.

If you pay multiple invoices with one Single-Use Account, you can also provide a detailed description of each line item within the merchant email notification.



4. Click the Merchant E-mail tab.  
*PaymentNet displays the Merchant E-mail tab.*



- To change the settings for the current Hierarchy ID and reset the Hierarchy ID values, select the Override inheritance checkbox.  
*PaymentNet activates the Enable merchant email notification checkbox.*

The screenshot shows the 'Hierarchy Settings' page with the 'Merchant E-mail' tab selected. The 'Enable merchant e-mail notification' checkbox is checked. Below this, there are input fields for 'From', 'Reply To', 'CC Address', and 'Subject'. There are also sections for 'Available Columns' and 'Selected Columns' for the notification, and a 'Message Timing' section. At the bottom, there are checkboxes for 'No order credits', 'No order refunds', and 'No order change'.

- Select the Enable merchant e-mail notification checkbox.
- Complete the Merchant E-mail Notification fields that display. For a complete list of fields, see List 3: “Merchant E-mail Notification Fields” on page 77.
- Select the Order Fields you want to include in the notification. For a complete list of Order Fields, see List 4: “Merchant E-mail Order Fields” on page 78.
- Complete the Merchant E-mail Notification Reminder fields that display. For a complete list of fields, see List 5: “Merchant E-mail Notification Reminder Fields” on page 79.
- As necessary, add reminders using the plus icon and delete reminders using the trash can icon.
- Optionally, to preview the e-mail notification, click the Preview E-mail button.  
*PaymentNet displays a preview of the e-mail.*

12. To exit the e-mail preview, click the Return to Hierarchy Settings button.  
*PaymentNet displays the Merchant E-mail tab.*
13. Click Save.  
*PaymentNet saves the email notification settings and displays a confirmation message.*

List 3: Merchant E-mail Notification Fields

Alias	Enter a name to identify the sender. For example, you might enter a known nickname or first name.
Reply To	Enter the email address to which the response should be sent. You can enter one email address in this field.
CC address	Enter up to five additional email addresses that should be carbon copied on the reply. Separate multiple email addresses with a semi-colon (;).
Subject	Enter the email subject.
Message introduction	Enter the message introduction. The introduction displays at the beginning of the email message. <b>Note:</b> Bullets entered in this field display as question marks (?) in the PaymentNet user interface. However, the bullets display correctly in the email messages sent by PaymentNet.
Order Fields	Selected the fields to display in the email message from the Available Columns box and click the Add> button to add the fields to the Selected Columns box. To add all the fields, click the Add All> button. Similarly, to remove fields from the Selected Columns box, select the fields to remove and click the <Remove button. To remove all the fields, click the <<Remove All button. For a complete list of Order Fields, see List 4: “Merchant E-mail Order Fields” on page 78.
Message closing	Enter the closing message. The closing message displays at the end of the email message. <b>Note:</b> Bullets entered in this field display as question marks (?) in the PaymentNet user interface. However, the bullets display correctly in the email messages sent by PaymentNet.
On order create	Select this checkbox if you want the email sent to the merchant when a new order is first saved or when a valid XML message to create a new Order is received.

List 3: Merchant E-mail Notification Fields *(continued)*

On order activate	Select this checkbox if you want the email sent to the merchant when the system date equals the order start date. Use this feature for Orders created with a future start date. The email notification is not sent when the order start date is the current system date or in the past.
On order change	Select this checkbox if you want the email sent to the merchant when an existing Order's begin date, end date, order total, or list of MCC Groups is changed, either online or with a valid XML message.

## List 4: Merchant E-mail Order Fields

Account Number	Select this field to include the Single-Use Account number. Only the last nine digits display in the merchant email; the first seven digits are masked.
Available Order Amount	Select this field to include the Order amount available for the merchant to charge.
Expiration Date	Select this field to include the Single-Use Account expiration date.
Merchant Name	Select this field to include the merchant authorized for the Single-Use Account.
Order End Date	Select this field to include the last day on which the merchant can charge the Single-Use Account.
Order Line Items	Select this field to include a detailed description of each transaction authorized for the Single-Use Account. The description includes the item number, the number of units purchased, and the total charge.
Order Notes	Select this field to include a description of the remittance detail, such as invoice numbers. This field has a 2000 character limit.
Order Start Date	Select this field to include the first day on which the merchant can charge the Single-Use Account.
Order Total	Select this field to include the Order total.

## List 5: Merchant E-mail Notification Reminder Fields

Days before order end date	If you select this option, then you must select a value between 0 and 90. The value you select identifies the number of days before the Order end date.
Percentage of order duration	This percentage is the system date minus the Order start date divided by the Order end date minus the Order state date. Options include 25%, 50%, or 75%. The default value is 25%.
Weekly	Select the day of the week when you want the email reminder sent. The default value is Monday.
Monthly	Select the day of the month when you want the email reminder sent. The default value is the 1st.
Cycle	Select the user-defined cycle date (first or last) when you want the email reminder sent.

## Setting Up Custom Fields

Use the Custom Fields Setup screen to create and manage custom fields that are unique to your company or organization. You can also modify an existing custom field.

Additionally, the Transaction module allows you to restrict the user roles that can edit the custom field values on the Transaction Detail screen and the Mass Update - Transaction screen.

This topic explains the following:

- Viewing Custom Field Settings
- Creating Custom Fields
- Creating Custom Fields for Transactions

## Viewing Custom Field Settings

To view custom field settings:

1. Select **Administration > Custom Fields**.  
*The Custom Field Setup screen displays.*
2. Select the module to configure from the Select Module drop-down list.

## Creating Custom Fields

Use the steps in this section to create custom fields for the following modules: Account, Employee, Merchant, Merchant Category Code and Order.

To create custom fields:

1. Select **Administration > Custom Fields**.  
*The Custom Field Setup screen displays.*
2. Select the module to configure from the Select Module drop-down list. You may set up custom fields for the following list and detail screens:
  - Account
  - Employee
  - Merchant
  - Merchant Category Code
  - Order

To configure custom fields for the Transaction module, see “Creating Custom Fields for Transactions” on page 82.

3. Click the Add item icon (plus symbol) to add items. As required, click the Delete item icon (trash can symbol) to delete items. Depending on the module selected, one of the following screens display.  
*The Custom Field Setup screen displays the same fields for the following modules: Account, Employee, Merchant, Merchant Category Code, and Order.*

Custom Field Setup

Save

\* Required Fields

Select Module: Merchant Category Code

*Description	Edit Type	Length	Required	Instructional Text
<input type="text"/>	Drop Down List	Values	<input type="checkbox"/>	<input type="text"/>

4. Enter the applicable criteria for the following fields:
  - **Description:** Name of the custom field (required).
  - **Edit Type:** Select the format for the field. Fields can be configured to display as a checkbox, drop-down list, or text box. If Drop Down List is selected, do the following:
    - a. Click the **Values** link under the **Length** column to create the values to include in the drop-down list.
    - b. Click the **Add item** icon (plus symbol) to add items. As required, click the **Delete item** icon (trash can symbol) to delete items.  
*A row is added where you enter the text in the Value field.*
    - c. Enter the text in **Value** field; this is the content that will display in the drop-down list that the user will select.
    - d. Click the **Continue** button.  
*The Custom Field Setup screen displays.*
    - e. Click the **Save** button on the Custom Field Setup screen.  
*The Values you entered are saved.*
  - **Length:** Enter the maximum number of characters allowed in the description field in the **Length** field. The **Length** field can be set from 1 to 99 maximum characters.
  - **Required:** Select the **Required** checkbox if the custom field is a mandatory item that users must complete.
  - **Instructional Text:** Optionally, enter text describing the desired input from the user. This message will display when a user clicks the custom field name on the screen where the field appears.
5. Click the **Add** icon (plus symbol), to add multiple custom fields and complete the above steps as necessary.
6. As required, click the **Delete** icon (trash can symbol), to delete a custom field  
*PaymentNet will prompt you to confirm the removal of custom fields.*
7. Click **Save**.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking the **Save** button.

---

## Creating Custom Fields for Transactions

Use the Custom Fields Setup screen to create and manage custom transaction fields that are unique to your company or organization. You can also modify an existing custom field. The steps in this section explain how to create custom fields for the Transaction module.

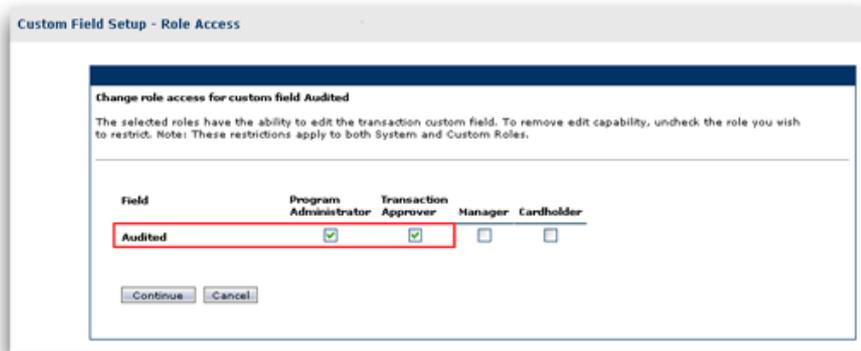
By default, all users have access to edit custom transaction fields. Users can restrict access to fields based on user role.

Also, role access to custom fields extends to custom roles. For example, if you restrict the Program Administrator role from editing a custom field, then all Custom Program Administrator roles are restricted from editing the same custom field.

With custom transaction fields, when a user has multiple roles that are eligible for editing custom field values, the role that is not restricted takes precedence and the user will be able to edit the custom field value.

The roles that can have access are highlighted in Figure 3: “Role Access Setup for a Custom Field” on page 82; it shows a new custom field, Audited, and it specifies that two user roles, Program Administrators and Transaction Approvers, will be able to edit the field.

Figure 3: Role Access Setup for a Custom Field



To create transaction custom fields:

1. Select **Administration > Custom Fields**.  
*The Custom Field Setup screen displays.*

2. Select the Transaction module from the Select Module drop-down list.  
To set up custom fields for the other modules (Account, Employee, Merchant, Merchant Category Code, and Order), see “Creating Custom Fields” on page 80.
3. Click the Add item icon (plus symbol) to add items. As required, click the Delete item icon (trash can symbol) to delete items.  
*The Custom Field Setup screen displays fields for the Transaction module.*

*Description	Edit Type	Length	Required	Instructional Text	Include in Line Item	Change Role Access
	Text Box		<input type="checkbox"/>		<input checked="" type="checkbox"/>	Change Role Access

4. Enter the applicable criteria for the following fields:
  - Description: Name of the custom field (required).
  - Edit Type: Select the format for the field. Fields can be configured to display as a checkbox, drop-down list, or text box. If Drop Down List is selected, do the following:
    - a. Click the Values link under the Length column to create the values to include in the drop-down list.
    - b. Click the Add item icon (plus symbol) to add items. As required, click the Delete item icon (trash can symbol) to delete items.  
*A row is added where you enter the text in the Value field.*
    - c. Enter the text in Value field; this is the content that will display in the drop-down list that the user will select.
    - d. Click the Continue button.  
*The Custom Field Setup screen displays.*

e. Click the Save button on the Custom Field Setup screen.

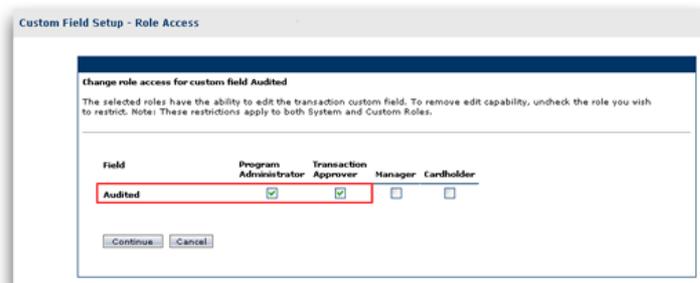
*The Values you entered are saved.*

- **Length:** Enter the maximum number of characters allowed in the description field in the Length field. The Length field can be set from 1 to 99 maximum characters.
- **Required:** Select the Required checkbox if the custom field is a mandatory item that users must complete.
- **Instructional Text:** Optionally, enter text describing the desired input from the user. This message will display when a user clicks the custom field name on the screen where the field appears.
- **Include in Line Item:** This is marked by default.
- **Change Role Access:** Click the Roles link for the field that you want to specify user roles that can edit the custom field.

Consider the following when assigning roles. With custom transaction fields, when a user has multiple roles that are eligible for editing custom field values, the role that is not restricted takes precedence and the user will be able to edit the custom field value.

Also, role access to custom fields extends to custom roles. For example, if you restrict the Program Administrator role from editing a custom field, then all Custom Program Administrator roles are restricted from editing the same custom field.

To remove the editing capability, uncheck the role you want to restrict. *The custom field values display on the Transaction Detail screen and the Mass Update - Transaction screen.*




---

**Note:** These role access restrictions apply to both System and Custom Roles.

---

- f. Check each user role to that you want to allow to edit the transaction custom field.
  - g. Click the Continue button.  
*PaymentNet displays the Custom Field Setup screen.*
  - h. Click Save.  
*PaymentNet saves your selections.*
5. Click the Add icon (plus symbol), to add multiple custom fields and complete the above steps as necessary.
  6. As required, click the Delete icon (trash can symbol), to delete a custom field.  
*PaymentNet will prompt you to confirm the removal of custom fields.*
  7. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking the Save button.

---



---

**Note:** The e-mail message sent from PaymentNet after creating or deleting a custom field may contain odd spacing and line breaks. This may make the e-mail message difficult to read.

---

## Setting Up User Roles

The Role Setup screen allows you to create company specific roles to define security access and functionality. PaymentNet includes default system roles which cannot be modified, but may be used as a template to create custom roles which can be edited.

This topic explains the following:

- Viewing User Role List
- Viewing User Role Setup Details
- Defining System Default User Roles
- Creating a Custom User Role

## Viewing User Role List

To view user role settings:

1. Select **Administration > Role Setup**.  
*The Role List screen displays.*

## Viewing User Role Setup Details

To view user role setup details:

1. Display the Role List screen. See “Viewing User Role List” on page 86.
2. Click the role link from the Name column.  
*The Role Setup screen displays.*

## Defining System Default User Roles

PaymentNet includes user role system defaults. The user role system defaults are standard roles which cannot be modified. PaymentNet user role system defaults include:

- **Auditor:** This role may view all PaymentNet settings, transactions, employees (users), card accounts, and Single-Use Account orders (if applicable) within the auditor’s hierarchy and scope. Auditors can also run reports.
- **Cardholder:** This role may view and modify transactions within the cardholder’s hierarchy and scope.
- **Manager:** This role may view and modify all transactions, and manage employees (user access) and Single-Use Account orders (if applicable) within the manager’s hierarchy and scope.
- **Order Requestor:** For programs using Single-Use Accounts, this role may create, view, modify, and reconcile Single-Use Account orders within the order requestor’s hierarchy and scope.
- **Program Administrator:** This role may view, modify, and configure all PaymentNet settings, transactions, employees (users), card accounts, and Single-Use Account orders (if applicable) within the program administrator’s hierarchy and scope.
- **Transaction Approver:** This role may view and approve transactions within the transaction approver’s hierarchy and scope.

## Creating a Custom User Role

You can select one of the system default user roles, or you can create specialized user roles tailored to meet the unique requirements of your company or organization. This is achieved by selecting an existing system default user role to act as a template for the new role. See “Defining System Default User Roles” on page 86.

Using a template role duplicates all settings for the creation of the new role. This approach can save time and standardize the various role types used by your company or organization.

This task explains the following:

- Creating a Custom Role
- Modifying a Custom Role
- Deleting a Custom User Role

### Creating a Custom Role

To create a custom user role:

1. Display the Role List screen. See “Viewing User Role List” on page 86.
2. Select the radial button next to the existing role that is the system default for creating a custom role from the Role List screen.

---

**Note:** The role type you select as a template must be the same as the role type you wish to customize.

---

3. Click Add New Role.

---

**Note:** This button is enabled after a template role has been selected.

---

4. From the Role Setup screen, do the following:
  - Enter the new role ID in the Role ID field.

---

**Note:** The role ID is a required field and must be unique. The role ID is the description given to identify the custom role created.

---

- Enter the desired name for the role in the Role Description field.

---

**Note:** The role description is used to provide additional information on the purpose or functionality of the role.

---

- From the Functions / Options list, do one of the following:
  - Select the checkbox to enable the function/options for the new role from the Enable Function/Option list.
  - Deselect the checkbox to disable the function/options for the new role from the Enable Function/Option list.

5. Click Save.

## Modifying a Custom Role

To modify a customized role:

1. Display the Role List screen. See “Viewing User Role List” on page 86.
2. Select the radial button next to the existing role to be modified.
3. Click Add New Role. The Role Setup screen displays.

---

**Note:** This button is enabled after a the existing role has been selected.

---

4. Do the following to modify the fields:
  - Enter the role ID in the Role ID field.

---

**Note:** The role ID is a required field and must be unique. The role ID is the description given to identify the custom role created.

---

- Enter the desired name for the role in the Role Description field.

---

**Note:** The role description is used to provide additional information on the purpose or functionality of the role.

---

- From the Functions / Options list, do one of the following:
    - Select the checkbox to enable the function/options for the new role from the Enable Function/Option list.
    - Deselect the checkbox to disable the function/options for the new role from the Enable Function/Option list.
5. Click Save.

## Deleting a Custom User Role

To modify a custom user role:

1. Display the Role List screen. See “Viewing User Role List” on page 86.
2. Select the radial button next to the existing role to be removed.
3. Click Add New Role. The Role Setup screen displays.

---

**Note:** This button is enabled after a the existing role has been selected.

---

4. Click Delete.

---

**Note:** Only a Custom PA role with the Role Setup Delete function enabled is allowed to delete custom roles. System PAs do not have Role Setup Delete functionality by default.

---

5. Click Save.

## Setting Up Reports

The Report Set Up screen allows you to select which reports you want to allow your users to access. User access is based on the role ID assigned to the user. See “Setting Up User Roles” on page 85.

For information on customizing available PaymentNet reports, see Chapter 11, “Reports” on page 317.

This topic explains the following:

- Viewing Report Settings
- Setting Up Reports

## Viewing Report Settings

To view user role settings:

1. Select **Administration > Report Setup**.
2. The **Report Setup** screen displays.

## Setting Up Reports

To set up reports:

1. Display the **Report Setup** screen. See “Viewing Report Settings” on page 90.
2. Select the applicable report category to filter the list of reports from the **Category** drop-down list, located in the top-left corner of the **Report Setup** screen. Reports types are categorized as follows:
  - All
  - Custom
  - Administration
  - Accounts
  - Transaction
  - Order (if applicable)
  - Merchant

---

**Note:** PaymentNet displays all reports by default.

---

3. From the **Reports** list, do one of the following:
  - To enable a role ID to access all reports, select the checkbox located directly under each user role type column heading.
  - To enable access to a specific report for a specific role ID, select each checkbox in the report row for each desired role ID column.
  - To disable access to a specific report for a specific role ID, deselect each checkbox in the report row for each desired role ID column.
4. Click **Save**.

## Managing Cycles

You can create a new or modify an existing cycle and configure cycle period settings, including cycle start date, cycle period begin date, and cycle period end date.

This topic explains the following:

- Viewing the Cycle List
- Viewing Cycle Detail
- Creating a New Cycle
- Using Automation to set up Periods within a Cycle
- Creating Periods within a Cycle using a Manual Process
- Editing an Existing Cycle
- Modifying Existing Period Descriptions
- Deleting an Existing Cycle

### Viewing the Cycle List

To view the cycle list:

1. Select **Administration > Cycles**.  
*The Cycle List screen displays.*

### Viewing Cycle Detail

To view user role setup details:

1. Display the Cycle List screen. See “Viewing the Cycle List” on page 91.
2. Click the desired cycle link from the Name column.  
*The Cycle Detail screen displays.*

### Creating a New Cycle

You can add new cycles based on the accounting needs of your company or organization. This includes the ability to configure PaymentNet to automatically

generate the periods within a cycle. Alternately, you can also manually create the periods within a cycle, if preferred.

---

**Note:** A period is defined as sub-portion of a cycle.

---

To create a new cycle:

1. Display the Cycle List screen. See “Viewing the Cycle List” on page 91.
2. Click Add New Cycle.  
*The Cycle Detail screen displays.*
3. Enter a name for the new cycle in the Name field.
4. Select the Automatically Adjust Current Indicator checkbox (if desired). When you select the Automatically Adjust Current Indicator checkbox, PaymentNet automatically configures the start date for the first period within the new cycle.
5. Click Save.

## Using Automation to set up Periods within a Cycle

To automate the set up of periods within a cycle:

1. Display the Cycle Detail screen. See “Viewing Cycle Detail” on page 91.
2. Enter a name for the new cycle in the Name field.
3. Select the Automatically Adjust Current Indicator checkbox (if desired). When you select the Automatically Adjust Current Indicator checkbox, PaymentNet automatically configures the start date for the first period within the new cycle.

4. From the Create Periods for this Cycle section, do the following:
  - Select the desired span between each period from the Range drop-down list. The range defines the number of days between the start of each period within the cycle. Options include:
    - Biweekly
    - Flexible Schedule

---

**Note:** The flexible schedule option is also known as 4-4-5. This option divides the year into four 13-week periods. Each 13-week period is further segmented into three month periods. Each three month period is then divided into increments of 4,4, and 5 weeks.

---

- Weekly
- Monthly
- Enter the date you want the automation process to begin creating periods within the cycle. Do one of the following:
  - Enter the begin date in the Start Date field.

---

**Note:** The start date should be entered using the MM/DD/YYYY format.

---

- Click the Start Date link and select the desired period start date from the pop-up calendar.
- Select the span of years over which to have periods within the cycle created automatically from the Number of Years drop-down list. You can select to have periods within the cycle automatically created for a minimum of one year and a maximum of three years.
- Select the Adjust for Weekends and Holidays checkbox (if desired). This option is used in cases when the begin or end dates for a period that was created automatically occurs on a weekend or holiday.

---

**Note:** If you need begin and end dates for an automatically created period to be adjusted for weekends and holidays, you should only select to have periods created for the current year - instead of over a span of multiple years.

---

5. Click Create Periods.

6. PaymentNet automatically pre-populates the following information for each period:
  - **Period ID:** A read-only field which lists the periods in sequential order.
  - **Description Field:** A text field which allows you to input a unique name for each period. You may enter a maximum of 25 characters for the description.
  - **Begin Date:** This field is the first day each automatically created period begins. The begin date is equal to the Start Date field, located in the Create Periods For This Cycle section.s

---

**Note:** When the begin date is automatically created, all subsequent begin dates are configured to start one day after the previous period.

---

  - **End Date:** This field is the last day each automatically created period within the cycle ends. The end date is calculated based on the option selected from the Range drop-down list, located in the Create Periods for this Cycle section.

---

**Note:** The Description, Begin Date, and End Date fields can also be entered manually. See “Creating Periods within a Cycle using a Manual Process” on page 94.

---

  - **Current:** This option allows you to easily identify the current period within a specific cycle.
7. If modifications to automatically created periods are needed, do one of the following:
  - Click the Add icon (plus symbol), to add period fields.
  - Click the Delete icon (trash can symbol), to delete period fields.
8. Click Save.

## Creating Periods within a Cycle using a Manual Process

To manually create periods within a cycle:

1. Display the Cycle Detail screen. See “Viewing Cycle Detail” on page 91.
2. Enter a name for the new cycle in the Name field.

3. Select the **Automatically Adjust Current Indicator** checkbox (if desired). When you select the **Automatically Adjust Current Indicator** checkbox, PaymentNet automatically configures the start date for the first period within the new cycle.
  - Enter a unique name for each period within the cycle in the **Description Field**. A text field which allows you to input a unique name for each period. You may enter a maximum of 25 characters for the description.
4. Enter the following information for each period you wish to create:

---

**Note:** PaymentNet automatically pre-populates Period ID information for each period created.

---

- **Description Field:** A text field which allows you to input a unique name for each period. You may enter a maximum of 25 characters for the description.
- **Begin Date:** This field is the first day each created period begins.
- **End Date:** This field is the last day each created period within the cycle ends.

---

**Note:** The Description, Begin Date, and End Date fields can also be automatically created. For instructions on how to automatically set up periods within a cycle, see “Using Automation to set up Periods within a Cycle” on page 92.

---

- **Current:** This option allows you to easily identify the current period within a specific cycle.
5. To add or delete period fields, do one of the following:
    - Click the **Add** icon (plus symbol), to add period fields.
    - Click the **Delete** icon (trash can symbol), to delete period fields.
  6. Click **Save**.

## Editing an Existing Cycle

Cycles may be edited to add additional periods, change the dates of existing periods, remove periods, or change the current period. In particular, mappers are generally configured to run on cycles, and need a current period to return accurate results. For this reason, any cycles in active use should be updated to ensure future periods are defined, and a current period exists. Use the following steps to add more periods to an existing cycle.

To edit an existing cycle:

1. Select **Administration > Cycles**.  
*The Cycle List screen displays.*
2. Click the desired cycle link from the Name column.  
*The Cycle Detail screen displays.*
3. To modify the selected cycle, to add more periods, for example, use the **Create Periods for this Cycle** section and do the following:
  - Select the desired span between each period from the Range drop-down list. The range defines the number of days between the start of each period within the cycle.
    - Biweekly
    - Flexible Schedule

---

**Note:** The flexible schedule option is also known as 4-4-5. This option divides the year into four 13-week periods. Each 13-week period is further segmented into three month periods. Each three month period is then divided into increments of 4,4, and 5 weeks.

---

- Weekly
- Monthly
- Enter the date you want the automation process to begin creating periods within the cycle. Do one of the following:
  - Enter the begin date in the Start Date field.

---

**Note:** The start date should be entered using the MM/DD/YYYY format.

---

- Click the Start Date link and select the desired period start date from the pop-up calendar.
- Select the span of years over which to have periods within the cycle created automatically from the Number of Years drop-down list. For example, if you need to add two years, select 02 from the list. You can select to have

periods within the cycle automatically created for a minimum of one year and a maximum of three years.

- Select the **Adjust for Weekends and Holidays** checkbox (if desired). This option is used in cases when the begin or end dates for a period that was created automatically occurs on a weekend or holiday.

---

**Note:** If you need begin and end dates for an automatically created period to be adjusted for weekends and holidays, you should only select to have periods created for the current year - instead of over a span of multiple years.

---

4. Click **Create Periods**.
5. PaymentNet automatically pre-populates the following information for each period within the existing list of the Cycle Detail screen:
  - **Period ID:** A read-only field which lists the periods in sequential order.
  - **Description:** A text field which allows you to input a unique name for each period. You may enter a maximum of 25 characters for the description.
  - **Begin Date:** This field is the first day each automatically created period begins. The begin date is equal to the **Start Date** field, located in the **Create Periods For This Cycle** section.

---

**Note:** When the begin date is automatically created, all subsequent begin dates are configured to start one day after the previous period.

---

- **End Date:** This field is the last day each automatically created period within the cycle ends. The end date is calculated based on the option selected from the **Range** drop-down list, located in the **Create Periods For This Cycle** section.
  - **Current:** This option allows you to easily identify the current period within a specific cycle.
6. Deselect the **Automatically Adjust Current Indicator** checkbox; this is to clear the checkbox.
  7. Select the **Current** button for the period within a specific cycle that you want as the current period.
  8. Click **Save**.

## Modifying Existing Period Descriptions

PaymentNet allows you to make modifications to the name of a period within a cycle.

---

**Note:** PaymentNet only allows for you to modify the name of a period within a cycle. To prevent errors in cycle and period data, other modifications are not permitted.

---

To modify an existing cycle:

1. Display the Cycle List screen. See “Viewing the Cycle List” on page 91.
2. Select the cycle to be modified, from the Name column.
3. Enter the unique name for each period, in the Description Field. This is a text field which allows you to input a unique name for each period within the cycle. You may enter a maximum of 25 characters for the description.
4. Click Save.

## Deleting an Existing Cycle

PaymentNet allows you to delete a cycle.

---

**Note:** You cannot delete a cycle if it is associated with transaction approval email notifications.

---

To delete an existing cycle:

1. Display the Cycle List screen. See “Viewing the Cycle List” on page 91.
2. Select the cycle to be deleted. The Cycle Detail screen displays.
3. Click Delete.

## Managing Merchants

You can view, configure or export merchant information. You can also set up transaction defaults and custom fields for merchants.

This topic explains the following:

- Viewing the Merchant List
- Viewing Merchant Details
- Configuring Merchant Settings

## Viewing the Merchant List

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan “normalizes” the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

To view the merchant list:

1. Select **Administration > Merchants**.  
*The Merchant List screen displays.*

## Viewing Merchant Details

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan “normalizes” the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

To view merchant details:

1. Display the Merchant List screen. See “Viewing the Merchant List” on page 99.
  2. Do one of the following:
    - Click the desired merchant from the Merchant Name column.
    - Perform a Query to locate a specific record. See “Queries” on page 259.
  3. Select the appropriate tab to view additional information. The following tabs are available from the Merchant Detail screen:
    - General Information
    - Status
- 

**Note:** PaymentNet users may see an error message when clicking the MCC link on the Transaction Detail or Merchant Detail screens. This occurs when an MCC in PaymentNet has not been assigned a T&E Type. MCCs that do not have a T&E Type display on the Transaction Detail screen but do not display in the Merchant Category Code List screen.

Use the Merchant Category Code import file to update the T&E Type field for these MCCs in your organization.

---

## Configuring Merchant Settings

You can view and configure merchant profile information from the Merchant Detail screen. You can allow PaymentNet to automatically configure the information, or you can configure the information manually.

This task explains the following:

- Configuring Merchant General Information Automatically
- Configuring Merchant General Information Manually
- Configuring Merchant Status Settings Automatically
- Configuring Merchant Status Settings Manually

## Configuring Merchant General Information Automatically

To configure merchant general information automatically:

---

**Note:** Card associations regularly update their merchant information. **Automatically Update This Merchant** sets the PaymentNet default to update the merchant information automatically when changes are provided by the card association. Do not select this option if you prefer to manually update or preserve the existing information you have for the merchant.

---

1. Display the Merchant Detail screen. See “Viewing Merchant Details” on page 100. The General Information tab displays.
2. Select the **Automatically Update This Merchant** checkbox. The following fields update automatically and may not be edited:
  - Address 1
  - Address 2
  - Zip/Postal Code
  - Phone
  - Fax
3. Complete the following fields (if applicable):

---

**Note:** The merchant information listed below is provided by the card association. With the exception of the parent merchant information, this information cannot be modified.

Though the option to modify parent merchant information is available, it is not recommended, as it can impact report data roll-up. For example, if your company or organization uses two different Store Depots to make purchases, one of which is named Store Depot #123 and the other Store Depot #345, but, the parent merchant name for one is Store Depot, while the other parent merchant is changed to Store Dpt, then the information for both Store Depots will roll up to two separate parent merchants instead of one. The result is the data for Store Depot will not be consolidated for reporting purposes.

---

- Merchant Name: This field identifies where the purchase was made. This is a read-only field.
  - Merchant ID: This field is a unique identifier used to help reference a merchant. This is a read-only field.
  - Parent Merchant: This field identifies the parent of an individual merchant. This information is used for reporting purposes, providing information on merchant roll-up information. Program administrators can change the parent merchant name for an individual merchant.
  - Association: This field identifies which card association provided the merchant data. This is a read-only field.
  - MCC: This field displays the four-digit code assigned to the merchant by the card association. It is used to classify the type of good or services provided by the merchant.
4. Complete the Notes field:
    - Notes: You may enter any additional information as needed. You may enter up to a maximum of 3,000 characters.
  5. From the Transaction Defaults section, do the following:
    - Select the appropriate default accounting code from the Chart of Accounts drop-down list.
    - Enter the applicable information in the additional fields that display when a specific Chart of Accounts is selected.

---

**Note:** The criteria filter options that display vary based on the Chart of Accounts selected from the Chart of Accounts drop-down list.

---

6. Complete any additional custom fields (if applicable). See “Setting Up Custom Fields” on page 79.
7. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Configuring Merchant General Information Manually

To configure merchant general information manually:

1. Display the Merchant Detail screen. See “Viewing Merchant Details” on page 100. The General Information tab displays.
2. Deselect the Automatically Update This Merchant checkbox. See “Configuring Merchant General Information Automatically” on page 101.
3. Complete the following fields (if applicable):

---

**Note:** The merchant information listed below is provided by the card association. With the exception of the parent merchant information, this information cannot be modified.

Though the option to modify parent merchant information is available, it is not recommended, as it can impact report data roll-up. For example, if your company or organization uses two different Store Depots to make purchases, one of which is named Store Depot #123 and the other Store Depot #345, but, the parent merchant name for one is Store Depot, while the other parent merchant is changed to Store Dpt, then the information for both Store Depots will roll up to two separate parent merchants instead of one. The result is the data for Store Depot will not be consolidated for reporting purposes.

---

- **Merchant Name:** This field identifies where the purchase was made. This is a read-only field.
- **Merchant ID:** This field is a unique identifier used to help reference a merchant. This is a read-only field.
- **Parent Merchant:** This field identifies the parent of an individual merchant. This information is used for reporting purposes, providing information on merchant roll-up information. Program administrators can change the parent merchant name for an individual merchant.
- **Association:** This field identifies which card association provided the merchant data. This is a read-only field.
- **MCC:** This field displays the four-digit code assigned to the merchant by the card association. It is used to classify the type of good or services provided by the merchant.

4. Complete the following merchant address fields:
  - **Address 1:** This is a text field. You may enter a maximum of 25 characters.
  - **Address 2:** This is a text field. You may enter a maximum of 25 characters.
  - **ZIP/Postal Code:** You may enter a maximum of 10 characters. This field does not auto-validate the information.
  - **Phone:** This field requires exactly 12 characters. The phone number can be entered with or without dashes, and will automatically format the number to display as 999-999-9999. This field does not auto-validate the information.
  - **Fax:** This field requires exactly 12 characters. The phone number can be entered with or without dashes, and will automatically format the number to display as 999-999-9999. This field does not auto-validate the information.
5. Complete the Notes field:
  - **Notes:** You may enter any additional information as needed. You may enter up to a maximum of 3,000 characters.
6. From the Transaction Defaults section, do the following:
  - Select the appropriate default accounting code from the Chart of Accounts drop-down list.
  - Enter the applicable information in the additional fields that display when a specific Chart of Accounts is selected.

---

**Note:** The criteria filter options that display vary based on the Chart of Accounts selected from the Chart of Accounts drop-down list.

---

7. Complete any additional custom fields (if applicable). See “Creating Custom Fields” on page 80.
8. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Configuring Merchant Status Settings Automatically

To configure merchant status automatically:

1. Display the Merchant Detail screen. See “Viewing Merchant Details” on page 100.
2. Select the Status tab.
3. Select the Automatically Update This Merchant checkbox.

---

**Note:** Card associations regularly update their merchant information. Automatically Update This Merchant sets the PaymentNet default to update the merchant information automatically when changes are provided by the card association. Do not select this option if you prefer to manually update or preserve the existing information you have for the merchant.

---

4. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Configuring Merchant Status Settings Manually

To configure merchant status settings manually:

1. Display the Merchant Detail screen. See “Viewing Merchant Details” on page 100.
2. Select the Status tab.
3. Deselect the Automatically Update This Merchant checkbox.

---

4. Complete the following fields (if applicable):

---

**Note:** The merchant information listed below is provided by the card association. With the exception of the parent merchant information, this information cannot be modified.

Though the option to modify parent merchant information is available, it is not recommended, as it can impact report data roll-up. For example, if your company or organization uses two different Store Depots to make purchases, one of which is named Store Depot #123 and the other Store Depot #345, but, the parent merchant name for one is Store Depot, while the other parent merchant is changed to Store Dpt, then the information for both Store Depots will roll up to two separate parent merchants instead of one. The result is the data for Store Depot will not be consolidated for reporting purposes.

---

- **Merchant Name:** This field identifies where the purchase was made. This is a read-only field.
- **Merchant ID:** This field is a unique identifier used to help reference a merchant. This is a read-only field.
- **Association:** This field identifies which card association provided the merchant data. This is a read-only field.
- **MCC:** This field displays the four-digit code assigned to the merchant by the card association. It is used to classify the type of good or services provided by the merchant.

5. Complete the following merchant status fields (if applicable):

- **Corporate Status Code:** Identifies how the company or organization is classified.
- **Taxpayer ID:** A tax processing number issued by the Internal Revenue Service to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain a Social Security Number (SSN) from the Social Security Administration (SSA).
- **Business Owner Ethnicity:** This option is available only for Visa Merchants.

6. Select the status checkbox for all that apply to the merchant.

---

**Note:** You may select more than one status for a merchant.

---

7. Click Save.

---

**Note:** If you are performing multiple tasks, you can complete all of the tasks before clicking Save.

---

## Merchant Category Codes

You can view, configure or export Merchant Category Codes information from the Merchant Category List screen. In addition you can update information, including the assigned type classification, and add reference notes.

This topic explains the following:

- Viewing the Merchant Category Code List
- Viewing Merchant Category Code Details
- Configuring Merchant Category Code Settings

### Viewing the Merchant Category Code List

To view the merchant category code list:

1. Select **Administration > Merchant Category Codes**.  
*PaymentNet displays the Merchant Category Code List screen.*

### Viewing Merchant Category Code Details

To view merchant category code details:

1. Display the Merchant Category Code List screen. See “Viewing the Merchant Category Code List” on page 107.
2. Click the desired MCC from the MCC Description column.  
*PaymentNet displays the Merchant Category Code Detail screen.*

### Configuring Merchant Category Code Settings

You can view, configure, or export Merchant Category Codes information from the Merchant Category List screen. In addition, you can update the assigned type classification and add reference notes.

To configure merchant category code settings:

1. Select **Administration > Merchant Category Codes**.  
*PaymentNet displays the Merchant Category Codes List screen.*

2. Click the name of the merchant category code whose details you want to edit from the MCC column. Alternately, you can conduct a query to find the merchant category code whose details you want to edit.

*PaymentNet displays the Merchant Category Code Detail screen.*

3. The following fields automatically populate with default information, as provided by the card association:

Merchant Category Code	This field displays the four-digit code assigned to the merchant by the card association. It classifies the type of goods or services provided by the merchant. This is a read-only field and cannot be modified.
Description	This field identifies the type of merchant associated with the merchant category code. This is a read-only field.

4. Complete the fields that display. For a complete list of fields, see List 6: “Merchant Category Code Detail Fields” on page 109.
5. Optionally, you can review, add, and delete merchant category code transaction defaults:
  - To review the merchant transaction default list, complete these steps:
    - a. Click the Advanced button in the Transaction Defaults box.  
*PaymentNet displays the Advanced Transaction Defaults List.*
    - b. Review the Hierarchy ID and accounting code associated with the merchant.
  - To add a merchant as a transaction default:
    - a. Click the Advanced button in the Transaction Defaults box.  
*PaymentNet displays the Advanced Transaction Defaults List.*
    - b. Click the Add button.
    - c. Enter the Hierarchy ID to be associated with the merchant category code transaction default.
    - d. Select the Override Inheritance box, if applicable.
    - e. Click Save.
  - To delete a merchant category code as a transaction default:
    - a. Click the Advanced button in the Transaction Defaults box.  
*PaymentNet displays the Advanced Transaction Defaults List.*

- b. Click the Delete button.
6. Click Save.
 

*PaymentNet saves the merchant category code settings and displays a confirmation message.*

List 6: Merchant Category Code Detail Fields

Type	Select the card program from this drop-down list. You can select T&E, Fleet, or Purchase.
T&E Type	<p>If you select T&amp;E from the Type drop-down list, then you must select a value from this drop-down list that identifies the travel expense. You can select one of these options:</p> <ul style="list-style-type: none"> <li>■ Lodging</li> <li>■ Other</li> <li>■ Travel</li> <li>■ Restaurant</li> <li>■ Car Rental</li> <li>■ Airline</li> </ul>
Notes	Enter any notes related to the Merchant Category Code.
Transaction Defaults	Select the appropriate Chart of Accounts from the Chart of Accounts drop-down list and complete the remaining context-sensitive fields.

## Merchant Category Code Groups

Merchant Category Code Groups (MCCGs) allow you to assign related MCCs to a particular group. For example, MCCs for an auto repair shop, auto service center, and an auto tire center may all be added to an “Automotive” MCCG. Most MCCGs are predefined; however, you can create your own MCCG to meet the needs of your organization, if needed. This capability streamlines the process of creating MCCGs and is configurable at the organization or hierarchy level. To create MCCGs, you must enable the MCCG module.

This topic explains the following tasks:

- Viewing Merchant Category Code Group Detail
- Configuring Merchant Category Code Groups

## Viewing Merchant Category Code Group Detail

To view merchant category code group detail:

1. Select **Administration > Merchant Category Code Groups**.  
*PaymentNet displays the General Information tab.*

## Configuring Merchant Category Code Groups

To configure merchant category code groups:

1. Display the **Merchant Category Code Detail** screen. See “Viewing Merchant Category Code Group Detail” on page 110.
2. From the **General Information** tab, select the company number (e.g., US12345) provided by your processor to associate with the MCCG from the **Company Number** drop-down.

---

**Note:** Additional fields will appear once a company number is selected.

---

3. Select the bank number from the **Bank** drop-down list.
4. Enter an identifier (e.g., “Automotive,” “Restaurants,” “Hotels”) for the group in the **MCCG Name** field.
5. Enter identifying information in the **MCCG Description** field.
6. Click **Continue**.
7. From the **Select MCCs** tab, do one of the following:
  - Enter the MCC ranges or individual MCCs to include in the MCCG in the text field. An MCCG should contain only unique MCC entries.

---

**Note:** MCC ranges must contain a hyphen (-) between each MCC and a comma must separate each range or individual MCC (i.e., 3000-4000, 6000-8000, 0001).

---

- From the list of MCCs, select the checkbox next to each desired MCC. Click Add Selected MCCs to List to include in the group.
  - Query for the desired MCCs. Select the checkbox next to each desired MCC. Click Add Selected MCCs to List to include in the group.
8. Click Continue.
  9. From the Save Changes tab, confirm your selections.
  10. Click Save.

## Configuring User Settings

You can manage user settings in the My Profile menu. For example, you can use the My Profile menu to set up email notifications, change your password, add bank account information, customize screen views, and manage account settings.

To access this menu, click the My Profile icon on the PaymentNet navigation bar.

This section explains the following:

- Managing Your Profile

## Managing Your Profile

The My Profile screen is divided into four tabs: the General Information, Bank Information, Screen Views, and Accounts tabs.

This topic explains the following tasks:

- General Information
- Bank Account Information
- Screen Views
- Accounts

## General Information

Use the General Information tab to change your password and manage your email notifications.

This task explains the following items:

- Changing your Password
- Managing your Authentication Questions
- Setting up Email Notifications

## Changing your Password

In order to access PaymentNet, you must enter your organization ID, user ID, and password. Your password is a security feature that prohibits unauthorized access to PaymentNet.

When you change your password, your new password must conform to the password constraints that display on the screen between the New Password and Confirm New Password fields, not contain any spaces, include at least one letter and one number, be different than your User ID, and be different than your last five passwords.

Additionally, when you voluntarily change your password, you must enter the old password in addition to entering (and confirming) the new password. If this is not done successfully after six (6) attempts, the user logon is automatically disabled. Your Administrator must then enable your account before you can log on to PaymentNet.

To change your password:

1. Click the **My Profile** icon.  
*PaymentNet displays the General Information tab.*
2. Click **Change Password** to expand the content and show the details.  
*PaymentNet displays the password fields.*

3. Complete these fields:

Current Password	Enter your old password. This field is case-sensitive and required.
New Password	Enter your new password. This field is case-sensitive and required. Your new password must conform to the password constraints that display below this field.
Confirm New Password	Confirm your new password. This field is case-sensitive and required.

4. Click the **Save** button.  
*PaymentNet saves the password settings. Your new password takes effect the next time you log in to PaymentNet.*

## Managing your Authentication Questions

Authentication questions are used to verify your identity if you forget your password.

To manage your authentication questions:

1. Click the **My Profile** icon.  
*PaymentNet displays the General Information tab.*
2. Complete at least three of the **Authentication Questions** that display.
3. Click **Save**.  
*PaymentNet saves the authentication questions.*

## Setting up Email Notifications

You can configure PaymentNet so email notifications are sent to you once certain action items are complete or require further attention. For example, you might want to receive an email notification each time a recurring payment is successfully processed.

You can configure email notifications on the **General Information** tab.

To set up email notifications:

1. Click the **My Profile** icon.  
*PaymentNet displays the General Information tab.*
2. Complete this field:

E-Mail Address

Enter your email address. The email address you enter is used for PaymentNet notifications.

3. Select the checkbox next to the email notifications you want to receive. You can elect to receive email notifications for different action items and modules:

- Reports
- Transactions for Review
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Mappers
- Unreconciled Orders

---

**Note:** PaymentNet is sending Single-Use Account unreconciled orders email notifications even though non reconciled orders exist.

---

- Orphaned Transactions
- Account Request Errors
- Mass Update Completion
- Receipt Images Attached
- Compliance Monitoring

---

**Note:** Available email notification options vary based on your assigned user role.

---

4. Click the Save button.  
*PaymentNet saves the email settings and displays a confirmation message.*

---

**Note:** Email notifications sent from PaymentNet use “http” instead of “https” in the address link to PaymentNet. In specific situations, the browser may not redirect to the “https” address and you may be unable to log on.

If you are unable to log on to PaymentNet after clicking the address in a PaymentNet email notification, complete the following:

1. Enter the following address in your browser address bar:  
<https://www.paymentnet.jpmorgan.com>
  2. Enter your Organization ID, User ID, and Password.
  3. Click Log On.
-

## Bank Account Information

You can configure and edit bank account information using the Bank Information tab. When you configure bank account information, you provide the bank account from which to withdraw funds.

Bank information includes your ABA Routing Number, Bank Account Type, and Bank Account Number.

This task explains the following items:

- Setting Up Bank Account Information
- Editing Bank Account Information
- Deleting Bank Account Information

### Setting Up Bank Account Information

In order to create and manage online payments through PaymentNet, you must provide the bank account from which to withdraw funds.

To set up bank account information:

1. Click the **My Profile** icon.  
*PaymentNet displays the General Information tab.*
2. Click the **Bank Information** tab.  
*PaymentNet displays the Bank Information tab.*
3. Click the **Add Bank** button.  
*PaymentNet displays the Add Bank screen.*
4. Complete these fields:

ABA Routing Number	Enter your ABA Routing Number. This is a nine digit bank code that appears on the bottom of a deposit slip or a check. The ABA Routing Number identifies your financial institution.
Bank Account Type	Select your bank account type, such as Checking or Savings, from this drop-down list.

Bank Account Number	Enter your 10 digit bank account number. Your bank account number is your complete account number that appears at the bottom of a deposit slip or a check, next to the ABA Routing Number.
---------------------	--

Description	Enter a description of the account.
-------------	-------------------------------------

5. Click Save.  
*PaymentNet saves the bank information and displays the bank on the Bank Information tab.*

## Editing Bank Account Information

You can edit bank information, including the ABA Routing Number, Bank Account Type, Bank Account Number, and other account details.

To edit bank account information:

1. Click the My Profile icon.  
*PaymentNet displays the General Information tab.*
2. Click the Bank Information tab.  
*PaymentNet displays the Bank Information tab.*
3. In the Account Number column, click the link to the account you want to edit.  
*PaymentNet displays the Account Detail screen.*
4. Edit these fields as necessary:

ABA Routing Number	Edit your ABA Routing Number. This is a nine digit bank code that appears on the bottom of a deposit slip or a check. The ABA Routing Number identifies your financial institution.
--------------------	---

Bank Account Type	Select your bank account type, such as Checking or Savings, from this drop-down list.
-------------------	---

Bank Account Number	Edit your ten digit bank account number. Your bank account number is your complete account number that appears at the bottom of a deposit slip or a check, next to the ABA Routing Number.
---------------------	--

Description	Edit a description of the account.
-------------	------------------------------------

5. Click Save.  
*PaymentNet saves the bank settings and displays a confirmation message.*

## Deleting Bank Account Information

You can delete bank account information as needed.

To delete bank account information:

1. Click the **My Profile** icon.  
*PaymentNet displays the General Information tab.*
2. Click the **Bank Information** tab.  
*PaymentNet displays the Bank Information tab.*
3. In the **Account Number** column, click the link to the account you want to delete.  
*PaymentNet displays the Account Detail screen.*
4. Click the **Delete** button.  
*PaymentNet deletes the bank information.*

## Screen Views

Use the **Screen Views** tab to determine which columns you want to display on the PaymentNet module List screens. The List screens available for configuration vary based on your assigned PaymentNet user role.

To configure screen views:

1. Click the **My Profile** icon.  
*PaymentNet displays the General Information tab.*
2. Click the **Screen Views** tab.  
*PaymentNet displays the Screen Views tab.*
3. From the **Screen to Configure** drop-down list, select the screen you want to configure. You can configure any one of these List screens:
  - Account List
  - Employee List
  - MCC List
  - Merchant List
  - Transaction List

## 4. Complete this field:

Number of items per page	Enter the number of line items that you want to display for each List screen.
--------------------------	---

## 5. Move fields from the Available Columns box to the Selected Columns box using the arrows that display. Use these buttons:

Add >	Click this button to move highlighted fields from the Available Columns box to the Selected Columns box.
-------	--

Add All >	Click this button to move all the fields from the Available Columns box to the Selected Columns box.
-----------	--

< Remove	Click this button to move highlighted fields from the Selected Columns box to the Available Columns box.
----------	--

<< Remove All	Click this button to move all the fields from the Selected Columns box to the Available Columns box.
---------------	--

## 6. As necessary, remove columns that you do not want to display on the List screen by moving them from the Selected Columns box to the Available Columns box.

## 7. Configure the column display order.

In the Selected Columns box, select the column you want to move and click one of these arrows:

- Click the first up arrow key to move a column to the top of the list.
- Click the second up arrow key to move a column up one level.
- Click the first move down arrow key to move a column down one level.
- Click the second down arrow key to move a column to the bottom of the list.

## 8. Click Save.

*PaymentNet saves the screen view settings and displays a confirmation message.*

## Accounts

Use the Accounts tab to access a snap-shot view of your card account profile, including your current balance, available credit, hierarchy ID, credit limit, and address information.

You can also use the Accounts tab to view your card account profile, select your statement delivery preference, and manage your convenience checks.

This task explains the following items:

- Viewing Payment Information
- Viewing Card Account Profile Information
- Selecting Statement Delivery Preference
- Viewing Statement Information
- Managing Convenience Checks

## Viewing Payment Information

Access the Accounts tab to view completed and recurring payments. For additional payment information, see Chapter 12, “Statements and Payments” on page 327.

To view your payment information:

1. Click the My Profile icon.  
*PaymentNet displays the General Information tab.*
2. Click the Accounts tab.  
*PaymentNet displays the Accounts tab.*
3. In the Payment column, click the icon that corresponds to the account for which you want to view payments.  
*PaymentNet displays the payment history and, if applicable, the recurring payment schedule.*

## Viewing Card Account Profile Information

You can view your card account profile, including your current balance, available credit, hierarchy ID, credit limit, and address information.

To view your card account profile:

1. Click the My Profile icon.  
*PaymentNet displays the General Information tab.*

2. From the Accounts tab, you can view or access payment, card status, statement delivery method, and statement information. To view more detailed card account profile information, click the Account Number link.

---

**Note:** PaymentNet users may see the Application Error screen when attempting to view a replacement account from the Accounts tab in the My Profile screen. This occurs for a replacement account when the user has a scope of view of “Self” and the lost or stolen account is not assigned to any user.

---

## Selecting Statement Delivery Preference

When you select your statement delivery preference, you determine if you want to receive electronic or mailed statements. For additional statement information, see Chapter 12, “Statements and Payments” on page 327.

To select your statement delivery preference:

1. Click the My Profile icon.  
*PaymentNet displays the General Information tab.*
2. Click the Accounts tab.
3. For each account, select one of the following delivery preference options from the Statement Delivery drop-down list:
  - Electronic
  - Electronic With Reminder
  - Mailed
4. Click Save.  
*PaymentNet saves the statement delivery settings and displays a confirmation message.*

## Viewing Statement Information

You can view and download your statement activity for current and past statements.

To view your statement information:

1. Click the My Profile icon.  
*PaymentNet displays the General Information tab.*

2. Click the **Accounts** tab.  
*PaymentNet displays the Accounts tab.*
3. In the **Statement** column, click the icon that corresponds to the account for which you want to view statements.  
*PaymentNet displays the Statement Detail screen.*
4. To modify the statement in view, select a different billing date from the **Billing Date** drop-down menu.  
*PaymentNet displays the statement that corresponds to the selected billing date.*

## Managing Convenience Checks

If your organization uses convenience checks, and your program administrator has granted you permission, you can order new checks and stop payment on existing checks. Otherwise, contact your program administrator for assistance with these tasks. For program administrator instructions, see Chapter 14, “Convenience Checks” on page 347.

To manage convenience checks:

1. Click the **My Profile** icon.  
*PaymentNet displays the General Information tab on the My Profile screen.*
2. Click the **Accounts** tab.  
*PaymentNet displays the Accounts tab.*
3. In the **Account Number** column, click the account number of the account for which you want to manage your convenience checks.  
*PaymentNet displays the My Profile - Account Detail screen.*
4. Do one of the following:
  - To order new convenience checks:
    - a. Select **Order New Checks** from the **Convenience Check** drop-down list.
    - b. Click the **Go** button.  
*PaymentNet displays the Convenience Checks - Order New Checks screen.*

- c. Verify that the Account Number and Account Name are correct for the checks you want to order and then click the Continue button.  
*PaymentNet submits the order and displays the My Profile - Account Detail screen.*

---

**Note:** Checks are shipped within five business days of the order date. If you need a more immediate response or would like the checks mailed to a different address, contact your program administrator.

---

- To stop payment on an existing convenience check:
  - a. Select Stop Payment from the Convenience Check drop-down list.
  - b. Click the Go button.  
*PaymentNet displays the Convenience Checks - Stop Payment screen.*
  - c. Verify that the Account Number and Account Name are correct for the check on which you want to stop payment and then complete the following fields:
    - Check Range/Number**  
Enter the check number, or the range of numbers, of the check(s) on which you want to stop payment.
    - Check Date**  
Enter the date the check was written. Dates must be entered in the mm/dd/yyyy format. Alternately, click the Check Date link and select the date from the calendar that displays.
    - Check Amount \$**  
Enter the dollar amount for which the check was made.
    - Payee Name**  
Enter the name of the individual or business to which the check was made.
  - d. Click the Continue button.  
*PaymentNet submits the stop order and displays the My Profile - Account Detail screen.*

---

**Note:** Stop payments take effect eight business days after the stop is issued. If you need a more immediate response, contact your program administrator.

---

# 3

## Hierarchy Structure

A hierarchy is a defined structure of parent and child entities. When you create a hierarchy, you customize settings for selected transactions, accounts, and users. You can also use hierarchy controls to personalize PaymentNet for each area of your organization. For more information, see “Managing Hierarchy Settings” on page 40.

This chapter explains the following sections:

- Viewing Hierarchy Information
- Managing Hierarchy IDs

### Viewing Hierarchy Information

You can view the current hierarchy organization or review the history of changes made to the hierarchy.

This section explains the following topics:

- Viewing your Organizational Hierarchy
- Viewing the Hierarchy History

## Viewing your Organizational Hierarchy

You can view the current hierarchy organization from the Manage Hierarchy screen.

To view your organizational hierarchy:

1. Select **Administration > Hierarchy > Manage**.  
*The Manage Hierarchy screen displays.*
2. Click a hierarchy folder name to select, expand, or collapse the hierarchy.

## Viewing the Hierarchy History

You can view changes made to the hierarchy structure of your organization by reviewing the Hierarchy Manage - History screen. Audit data may take up to twenty-four hours to update. Therefore, changes made in PaymentNet may not display on this screen until the next day.

To view the hierarchy history:

1. Select **Administration > Hierarchy > Manage**.  
*The Manage Hierarchy screen displays.*
2. Click the History link.  
*The Hierarchy Manage - History screen displays.*
3. Review the following history information:
  - **Change Date.** Displays the date that the change was made.
  - **Change Time.** Displays the time that the change was made.
  - **Hierarchy ID.** Displays the hierarchy ID where the change took place.
  - **Field Name.** Displays the hierarchy item that was changed.
  - **Previous Value.** Displays the setting of the hierarchy item before the change was made.
  - **New Value.** Displays the setting of the hierarchy setting after the change was made.
  - **Modified By.** Displays the user ID of the individual that made the change.

## Managing Hierarchy IDs

The Manage Hierarchy ID screen allows you to create and position a new Hierarchy ID. You can add, rename and move hierarchy levels from this screen.

This section explains the following topics:

- Creating a New Hierarchy
- Adding a Hierarchy ID to a Hierarchy
- Renaming a Hierarchy ID
- Moving a Hierarchy ID

### Creating a New Hierarchy

You can create a hierarchy for selected transactions and accounts. After you create a hierarchy, you define common settings for transactions and accounts, and you assign employees to the hierarchy. For example, you might create your hierarchy IDs based on a region, division, or business unit. For more information, see “Managing Hierarchy Settings” on page 40.

---

**Note:** Tasks related to unassigned and deleted hierarchies can be found in Chapter 7, “Exports and Imports” on page 187. The unassigned hierarchy exists for accounts that are opened but not yet attached to a hierarchy, or for accounts where transaction defaults have not been applied. The deleted hierarchy houses all historical data that is no longer in use.

---

To create a new hierarchy:

1. Select **Administration > Hierarchy > Manage**.  
*PaymentNet displays the Manage Hierarchy screen.*
2. Click the **Add** button and complete the following fields:
  - Hierarchy ID**  
Enter a unique hierarchy ID to identify the new hierarchy level. An example may include a number to represent a specific cost center or department in your organization.
  - Hierarchy Description**  
Enter a description of the new hierarchy ID.

3. Click Save.  
*PaymentNet saves the hierarchy settings and displays a confirmation message.*

## Adding a Hierarchy ID to a Hierarchy

You can add a hierarchy ID to an existing hierarchy.

To add a hierarchy ID:

1. Select **Administration > Hierarchy > Manage**.  
*PaymentNet displays the Manage Hierarchy screen.*
2. Click the name of the hierarchy ID folder to which you want to add a hierarchy ID.
3. Click the Add button and complete the following fields:  
**Hierarchy ID**  
Enter a unique hierarchy ID to identify the new hierarchy level. An example may include a number to represent a specific cost center or department in your organization.  
**Hierarchy Description**  
Enter a description of the new hierarchy ID.
4. Click Save.  
*PaymentNet saves the hierarchy ID and displays a confirmation message.*

## Renaming a Hierarchy ID

The Manage Hierarchy ID screen allows you to modify existing Hierarchy IDs and descriptions.

To rename a hierarchy ID:

1. Select **Administration > Hierarchy > Manage**. The Manage Hierarchy screen displays.
2. Select the Hierarchy ID that you want to rename.
3. Click Rename and modify the following fields as necessary:

4. Modify the following fields as necessary:

**Hierarchy ID**

Enter a unique hierarchy ID to identify the new hierarchy level. An example may include a number to represent a specific cost center or department in your organization.

**Hierarchy Description**

Enter a description of the hierarchy ID.

5. Click Save.

## Moving a Hierarchy ID

The Manage Hierarchy ID screen allows you to move existing Hierarchy IDs. When you move a parent hierarchy ID, any child entities or sub-hierarchies associated with the hierarchy ID move with the parent hierarchy ID.

To move a hierarchy ID:

1. Select **Administration > Hierarchy > Manage**. The Manage Hierarchy screen displays.
2. Select the Hierarchy ID that you want to move.
3. Click **Move**. PaymentNet displays the Hierarchy ID field.
4. Do one of the following:
  - Enter the name of the hierarchy ID folder to which you want to move the selected hierarchy ID.
  - Click the Hierarchy ID link and select the hierarchy ID folder to which you want to move the selected hierarchy ID.
5. Click **Save**.  
*PaymentNet moves the hierarchy ID folder and displays a confirmation message.*



# 4

## Working with Accounting Codes and Chart of Accounts

PaymentNet provides you with accounting tools that help you streamline how your organization manages transaction data. These tools include the chart of accounts and accounting code features.

A chart of accounts is a predefined accounting structure, or template, that is used to classify accounting codes. Your organization can use this feature to categorize and identify how funds are spent.

A chart of accounts is made up of segments, or accounting fields. These fields serve as placeholders for accounting codes. For example, you might add a Cost Center segment and then assign accounting code 3487 to that segment.

Accounting codes identify the type of product or service purchased. They can be entered directly or automatically assigned to a transaction based on default accounting codes defined for employees, merchants, accounts, merchant category codes (MCCs), customer codes, and transactions.

When you assign a chart of accounts and accounting codes to an entity, you create default accounting codes.

This chapter describes how to create and modify charts of accounts and manage accounting codes.

This chapter explains the following sections:

- Chart of Accounts
- Managing Default Accounting Codes
- Customer Code Defaults

## Chart of Accounts

A chart of accounts is a predefined accounting structure, or template, that is used to classify accounting codes. This feature helps organizations categorize and identify how funds are spent.

For example, your J.P. Morgan implementation manager might configure a chart of accounts with three segments, or groups: Cost Center, Project, and Fund. Your implementation manager can then select the accounting code values the user can enter for each segment.

Once a chart of accounts is configured, you can assign a chart of accounts and the corresponding accounting codes to an employee, a merchant, an MCC, a hierarchy, or a customer code. The values you assign are known as the default accounting codes and are associated with the transaction data loaded into PaymentNet.

For example, you might have a cardholder, Jane Smith, who belongs to Project 3546. You can create a chart of accounts and accounting codes for Project 3546 and assign them to Jane Smith. This way, Jane Smith's transactions are automatically assigned to Project 3546 when they are loaded into PaymentNet.

For more information on how to assign a chart of accounts and accounting codes to organization entities, refer to “Managing Default Accounting Codes” on page 135.

This section explains the following topics:

- Viewing Chart of Account Information
- Configuring a Chart of Accounts

## Viewing Chart of Account Information

The Chart of Accounts List screen is used to review Charts of Accounts and initiate adding a new or modifying an existing Chart of Accounts.

This topic explains the following tasks:

- Viewing the Chart of Accounts List
- Viewing Chart of Accounts Detail
- Viewing Chart of Accounts History

## Viewing the Chart of Accounts List

The Chart of Accounts List allows authorized users to view and manage all existing Charts of Accounts.

To view the chart of accounts list:

1. Select **Administration > Chart of Accounts > Manage**.  
*PaymentNet displays the Chart of Accounts List screen.*

## Viewing Chart of Accounts Detail

You can view the details of the chart of accounts including segments and values.

To view the chart of accounts detail:

1. Select **Administration > Chart of Accounts > Manage**.  
*PaymentNet displays the Chart of Accounts List screen.*
2. Click a chart of accounts record of which you want to view details.  
*PaymentNet displays the Structure tab of the Chart of Accounts Detail screen.  
The Structure tab displays all of the segments in the chart of accounts.*
3. Click the **Values** tab.  
*The Values tab defines the values that can be entered for each segment.*

## Viewing Chart of Accounts History

You can view a record of all modifications that have been made to the selected chart of accounts.

To view the chart of accounts history:

1. Display the Chart of Accounts Detail screen for the chart of accounts record of which you want to view the history. For instructions, see “Viewing Chart of Accounts Detail” on page 131.
2. Click the **History** link on the upper left of the screen.  
*PaymentNet displays the Chart of Accounts - History screen.*

## Configuring a Chart of Accounts

This section explains these topics:

- Creating a Chart of Accounts
- Adding Values to a Chart of Accounts
- Creating Chart of Accounts Constraints

### Creating a Chart of Accounts

To set up a chart of accounts:

1. Select **Administration > Chart of Accounts > Create**.
2. On the **Structure** tab of the **Chart of Account Detail** screen, enter the **Chart Name**.
3. Add the new chart segment details:
  - **Length** - Specifies the length of the field (maximum 50 alphanumeric characters).
  - **Description** - The segment field name.
  - **Dependent** - Specifies another field with which the current field is cross-validated.
  - **Field Type** - Select either **DropDownList** or **TextBox**.
    - **Drop-Down List** - Selection box that contains your choice of drop-down values. Values are added on the **Values** tab.
    - **Text Box** - Text input field.
  - **Validate** - For text boxes, indicates whether or not the segment value entered will be validated with the list defined on the **Values** tab.
  - **Required** - Indicates the field as required on the **Transaction Detail** screen.
4. Click **Save**.

---

**Note:** Chart segments cannot be deleted once they have been saved.

---

## Adding Values to a Chart of Accounts

To add values to a chart of accounts:

1. Select the Values tab.
2. Select the Segment to add the list of values that will display in a segment drop-down list or that will be used to validate a text entry.
3. Click Add Segment Value.
4. On the Chart of Accounts Value Detail screen:
  - Enter the segment Value.
  - Enter the segment Description.
  - If the segment is dependent on another field, select the Dependent Value from the drop-down list.
5. Click Save.  
*PaymentNet saves the Accounting Code Value.*
6. Click Return to Value List to define additional Chart of Accounts Values. Repeat these steps, as needed.

## Creating Chart of Accounts Constraints

You can link specific charts of accounts to hierarchies. The link between a chart of accounts and a hierarchy is known as a constraint.

Constraints allow an organization to limit the chart of account values a user can assign based on their hierarchy, role, account, or User ID. Constraints of different types can be combined to fine-tune access to accounting code values. For example, you might belong to a hierarchy named Organization Personnel. Your J.P. Morgan implementation manager can assign specific charts of accounts—such as Project and Fund—to the Organization Personnel hierarchy. This way, you can only access the Project and Fund charts of accounts.

To set up constraints:

1. Select **Administration > Chart of Accounts > Constraints** to view the **Constraints List**.

---

**Note:** The chart of accounts Constraints List screen is not displaying constraints correctly; the screen may not display all constraints in the list or it may display duplicate constraints. This is an issue with displaying constraints on the Constraints List screen and does not affect actual constraints stored in the system.

Click any sortable column on the Constraints List screen. Sortable columns are indicated by an underlined column title. Sorting the screen by a column may display the constraints correctly. If constraints still do not display correctly, contact a J.P. Morgan program coordinator for assistance.

---

2. Click **Add New Constraint** to view the **Constraint Details** screen.
3. Select the type of Constraint that you wish to create. The different types of constraints that can be created include the following:
  - **Account** - Sets up constraint for a specific account
  - **Employee** - Sets up constraint for a specific employee

---

**Note:** If an employee constraint is created for a chart of account, the constraint is not applied on the Transaction Detail screen for the associated employee. For example, if an “Include” employee constraint is created for John Doe to include COA Segment 1, that constraint is not be applied and John Doe is not be able to see Segment 1 on the Transaction Detail screen. Create an account constraint that is similar to the employee constraint that will be applied to all accounts assigned to John Doe. For example, create an “Include” account constraint for an account assigned to John Doe to include COA Segment 1. This allows John Doe to see Segment 1 on the Transaction Detail screen for this account. This account constraint must be created for all new accounts assigned to John Doe.

---

- **Hierarchy** - Sets up constraint for a specific Hierarchy ID
  - **Role** - Sets up constraint for a specific role
4. Select the value of the Constraint that you are using.

5. Select one of the following options for the constraints:
  - Include - Only defined users will have access to the specified values.
  - Exclude - Defined users will not have access to the specified values.
  - Read-Only - Defined users will be able to view but not select all values.
6. Select the Chart of Accounts for which you want to set up the constraint.

---

**Note:** The Accounting Code drop-down list on the Constraint Details screen lists only the first 10 values in the segment.

If your organization has more than 10 accounting code values, and the one you need to select is not displaying, enter either part or all of the accounting code value in the field. The type-ahead feature displays results matching your entry so that you can select the necessary accounting code value.

---

7. For each segment of the Chart of Account, choose whether the constraint will apply to none of the segment values, all of the segment values, or to a specific segment value.
8. Click Save.

## Managing Default Accounting Codes

Accounting codes identify the type of product or service purchased and can be configured for employees, merchants, accounts, MCCs, transactions, and customer codes.

For example, your organization might have one set of accounting codes for a Product chart of accounts segment and another set of accounting codes for a Fund chart of accounts segment.

The charts of accounts and accounting codes that can be assigned vary based on the constraints set up by your J.P. Morgan implementation manager. For more information on constraints, see “Creating Chart of Accounts Constraints” on page 133.

When you assign a chart of accounts and accounting codes to an entity, you create default accounting codes. This way, PaymentNet automatically allocates accounting codes to transactions.

This section describes how to assign accounting codes to organization entities. For instructions on how to import accounting codes, see “Managing Import Files” on page 191.

This section explains the following topics:

- Assigning Default Accounting Codes to a Hierarchy
- Assigning Default Accounting Codes to Accounts
- Assigning Default Accounting Codes to Employees
- Assigning Default Accounting Codes to Merchant Category Codes
- Assigning Default Accounting Codes to Merchants
- Assigning Default Accounting Codes to a Customer Code
- Assigning Default Accounting Codes to Single-Use Account Orders
- Creating Merchant Defaults by Hierarchy
- Creating Merchant Category Code Defaults by Hierarchy

## Assigning Default Accounting Codes to a Hierarchy

To assign default accounting codes to a hierarchy:

1. Select **Administration > Hierarchy > Settings > Transaction**.  
*PaymentNet displays the Hierarchy Settings screen.*
2. In the Hierarchy ID field, enter the name of the hierarchy. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.
3. Select the **Override Inheritance** checkbox.  
*PaymentNet activates the chart of accounts fields.*
4. In the Transaction Defaults box, click the Chart of Accounts drop-down menu and select the chart of accounts that contains the accounting codes you want to assign.  
*PaymentNet displays the segments and accounting codes that correspond to the selected chart of accounts.*
5. Select the accounting code values that you want to be the default for the hierarchy.
6. Click **Save**.  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Assigning Default Accounting Codes to Accounts

To assign default accounting codes to accounts:

1. **Select Accounts > Manage.**  
*PaymentNet displays the Account List screen.*
2. Click the name of the account to which you want to assign default accounting codes.  
*PaymentNet displays the Account Detail: General Information tab.*
3. In the Transaction Defaults box, click the Chart of Accounts drop-down menu and select the chart of accounts that contains the accounting codes you want to assign.  
*PaymentNet displays the segments and accounting codes that correspond to the selected chart of accounts.*
4. Select the accounting code values that you want to be the default for the hierarchy.
5. **Click Save.**  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Assigning Default Accounting Codes to Employees

To assign default accounting codes to employees:

1. **Select Employee > Manage.**  
*PaymentNet displays the Employee List screen.*
2. Click the name of the employee to which you want to assign default accounting codes.  
*PaymentNet displays the Employee Detail: General Information tab.*
3. In the Transaction Defaults box, click the Chart of Accounts drop-down menu and select the chart of accounts that contains the accounting codes you want to assign.  
*PaymentNet displays the segments and accounting code values that correspond to the selected chart of accounts.*

4. Select the accounting code values that you want to be the default for the hierarchy.
5. Click Save.  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Assigning Default Accounting Codes to Merchant Category Codes

To assign default accounting codes to merchant category codes:

1. Select **Administration > Merchant Category Codes**.  
*PaymentNet displays the Merchant Category Code List screen.*
2. Click the merchant category code to which you want to assign default accounting codes.  
*PaymentNet displays the Merchant Category Code Detail screen.*
3. In the Transaction Defaults box, click the Chart of Accounts drop-down menu and select the chart of accounts that contains the accounting codes you want to assign.  
*PaymentNet displays the segments and accounting codes that correspond to the selected chart of accounts.*
4. Select the accounting code values that you want to be the default for the hierarchy.
5. Click Save.  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Assigning Default Accounting Codes to Merchants

To assign default accounting codes to merchants:

1. Select **Administration > Merchants**.  
*PaymentNet displays the Merchant List screen.*

2. Click the name of the merchant to which you want to assign default accounting codes.  
*PaymentNet displays the Merchant Detail: General Information tab.*
3. In the Transaction Defaults box, click the Chart of Accounts drop-down menu and select the chart of accounts that contains the accounting codes you want to assign.  
*PaymentNet displays the segments and accounting codes that correspond to the selected chart of accounts.*
4. Select the accounting code values that you want to be the default for the hierarchy.
5. Click Save.  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Assigning Default Accounting Codes to a Customer Code

To assign default accounting codes to a customer code:

1. Select **Administration > Customer Code Defaults**.  
*PaymentNet displays the Customer Code Defaults List screen.*
2. Click the customer code to which you want to assign default accounting codes.
3. In the Transaction Defaults box, click the Chart of Accounts drop-down menu and select the chart of accounts that contains the accounting codes you want to assign.  
*PaymentNet displays the segments and accounting codes that correspond to the selected chart of accounts.*
4. Select the accounting code values that you want to be the default for the hierarchy.
5. Click Save.  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Assigning Default Accounting Codes to Single-Use Account Orders

This feature is only available if Single-Use Accounts are enabled for your organization.

To assign default accounting codes to a single-use account order:

1. Select **Orders > Manage**.  
*PaymentNet displays the Order List screen.*
2. Click the order to which you want to assign default accounting codes.
3. In the **Transaction Defaults** box, click the **Chart of Accounts** drop-down menu and select the chart of accounts that contains the accounting codes you want to assign.  
*PaymentNet displays the segments and accounting codes that correspond to the selected chart of accounts.*
4. Select the accounting code values that you want to be the default for the hierarchy.
5. Click **Save**.  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Creating Merchant Defaults by Hierarchy

Specific hierarchy IDs might require that accounting codes be allocated to specific merchants. To accommodate these circumstances, you can create merchant defaults by hierarchy.

For example, your organization might default all purchases at an office supply merchant to a certain accounting code. However, one hierarchy group might need to default office supply purchases to another accounting code.

To create merchant defaults by hierarchy:

1. Select **Administration > Merchants**.  
*PaymentNet displays the Merchant List screen.*

2. Click the name of the merchant for which you want to set defaults.  
*PaymentNet displays the Merchant Detail screen.*
3. In the Transaction Defaults button section, click the Advanced button.  
*The Advanced Transaction Defaults List for the selected merchant displays.*
4. Click the Add button.
5. In the Hierarchy ID field, enter the name of the hierarchy. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.
6. Select the Override Inheritance checkbox.  
*PaymentNet activates the chart of accounts fields.*
7. In the Accounting Codes section, select the appropriate chart of accounts and then select the default accounting codes.
8. Click Save.  
*PaymentNet saves the default accounting codes and displays a confirmation message.*

## Creating Merchant Category Code Defaults by Hierarchy

You can configure merchant category code (MCC) defaults by hierarchy. This way, you can accommodate specific hierarchy IDs that require different merchant defaults.

For example, your organization might default all purchases at electrical contractors to a certain accounting code: 4687. However, one group in your hierarchy might need the purchases at electrical contractors to default to another accounting code: 2153.

To create merchant category code defaults by hierarchy:

1. Select Administration > Merchant Category Code List.  
*PaymentNet displays the Merchant Category Code List screen.*
2. In the MCC column, click the link to the MCC you want to view.  
*PaymentNet displays the Merchant Category Code Detail screen.*
3. In the Transaction Defaults box, click the Advanced... button.  
*PaymentNet displays the Advanced Transaction Defaults List screen.*

4. Click the **Add** button.  
*PaymentNet displays the transaction default fields.*
5. In the **Hierarchy ID** field, enter the hierarchy ID. Alternately, click the **Hierarchy ID** link and select the hierarchy ID from the pop-up window options.  
*PaymentNet activates the **Override Inheritance** checkbox.*
6. Select the **Override Inheritance** checkbox.  
*PaymentNet activates the **Accounting Codes** fields.*
7. From the **Chart of Accounts** drop-down menu, select the default chart of accounts and accounting codes.
8. Click **Save**.  
*PaymentNet saves the merchant category code defaults and displays a confirmation message.*

## Customer Code Defaults

Customer codes are organization-defined values that correspond to an identifier the cardholder enters at the point of sale. When a Customer Code is loaded with a transaction in to PaymentNet, PaymentNet looks to see if there is a corresponding Customer Code for the organization. PaymentNet then attaches any default accounting codes specified for that Customer Code to the transaction.

Customer codes are set on the Administration-Customer Code Defaults screen.

This section explains the following topics:

- Viewing the Customer Code Defaults List
- Viewing Customer Code Defaults Detail
- Creating Customer Code Defaults
- Editing Customer Code Defaults
- Deleting Customer Code Defaults

## Viewing the Customer Code Defaults List

The Customer Code Defaults List provides the ability to view details of Customer Code Defaults, add a new Customer Code Defaults, and to create an export file.

To view the customer code defaults list:

1. Select **Administration > Customer Code Defaults**.  
*PaymentNet displays the Customer Code Defaults List screen.*
2. Do one of the following:
  - Review the Customer Code Defaults list.
  - Click the **Code** link of the Customer Code Defaults for which you want to view details. For more information, see “Viewing Customer Code Defaults Detail” on page 143.
  - Click **Add Customer Code** to create new Customer Code Defaults. For more information, see “Creating Customer Code Defaults” on page 144.
  - Click **Create Export File** to create an export file of all the Customer Codes currently in the organization’s system. For more information, see “Configuring an Export File” on page 188.

## Viewing Customer Code Defaults Detail

You can view the details of a Customer Code Defaults. The Details screen also allows you to add new, edit, or delete Customer Code Transaction Defaults.

Custom Fields are dynamically built based on the Custom Fields that have been defined as Customer Codes for the Organization and are formatted according to the Custom Fields setup.

To view customer code defaults detail:

1. Select **Administration > Customer Code Defaults**.  
*PaymentNet displays the Customer Code Defaults List screen.*
2. Click the **Code** link of the Customer Code Defaults for which you want to view details.  
*PaymentNet displays the Advanced Customer Code Defaults Detail screen.*
3. Review the following:
  - **Customer Code**. Displays the customer code.
  - **Hierarchy ID**. Displays the Hierarchy ID where the Customer Code Defaults are set.
  - **Accounting Codes**. These fields are the combined values of the Chart of Accounts and Transaction Defaults defined for Customer Codes for this organization.

## Creating Customer Code Defaults

You can create new Customer Code Defaults.

To create customer code defaults:

1. **Select Administration > Customer Code Defaults.**  
*PaymentNet displays the Customer Code Defaults List screen.*
2. **Click Add Customer Code.**  
*PaymentNet displays the Advanced Customer Code Defaults Detail screen.*
3. **Complete the following fields and options:**
  - **Customer Code.** Enter the name or number that will be used to identify the new Customer Code in this field.
  - **Hierarchy ID.** Enter the Hierarchy ID where the Customer Code Defaults will be set. You can also click the Hierarchy ID link to select the ID from a list.
  - **Override Inheritance.** Select this checkbox to edit the remainder of the fields on the screen. When this box is checked, the fields are editable and pre-populated with the inherited values.
  - **Chart of Accounts.** If applicable, select the chart of accounts for the organization from the drop-down list.
  - **Accounting Codes.** This field is dynamically built based on which Accounting Code Segments have been defined for the Chart of Accounts above. If necessary, you may edit this field or leave it blank.
  - **Custom Fields.** These fields are dynamically built based on the Custom Fields defined for Transactions for the Organization. They are formatted according to the Custom Fields setup. If necessary, you may edit this field or leave it blank.
4. **Click Save.**

## Editing Customer Code Defaults

You can edit Customer Codes.

To edit customer code defaults:

1. **Select Administration > Customer Code Defaults.**  
*PaymentNet displays the Customer Code Defaults List screen.*

2. Click the Code link of the Customer Code Defaults that you want to edit.  
*PaymentNet displays the Advanced Customer Code Defaults Detail screen.*
3. Edit the following fields and options as necessary:
  - Customer Code. Enter the name or number that will be used to identify the new Customer Code in this field.
  - Hierarchy ID. Enter the Hierarchy ID where the Customer Code Defaults will be set. You can also click the Hierarchy ID link to select the ID from a list.
  - Override Inheritance. Select this checkbox to edit the remainder of the fields on the screen. When this box is checked, the fields are editable and pre-populated with the inherited values.
  - Chart of Accounts. If applicable, select the chart of accounts for the organization from the drop-down list.
  - Accounting Codes. This field is dynamically built based on which Accounting Code Segments have been defined for the Chart of Accounts above. If necessary, you may edit this field or leave it blank.
  - Custom Fields. These fields are dynamically built based on the Custom Fields defined for Transactions for the Organization. They are formatted according to the Custom Fields setup. If necessary, you may edit this field or leave it blank.
4. Click Save.

## Deleting Customer Code Defaults

You can delete customer codes that are no longer needed.

To delete customer code defaults:

1. **Select Administration > Customer Code Defaults.**  
*PaymentNet displays the Customer Code Defaults List screen.*
2. Click the Code link of the Customer Code Defaults that you want to edit.  
*PaymentNet displays the Advanced Customer Code Defaults Detail screen.*
3. **Click Delete.**  
*PaymentNet deletes the existing set of Advanced Transaction Defaults and sets the customer code to the inherited Advanced Transaction defaults.*



# 5

## Managing Card Accounts

This chapter describes how to set up a card account and manage account details. These tasks include defining account holder details, associating Merchant Category Code Groups (MCCGs) with a card account, configuring spend controls and limits, and setting up a central bill account. This chapter also provides specifics on how to change a card hierarchy, manage the status of an account, and how to issue a new card. Additionally, it provides details on other program administrator tasks such as applying a rush delivery to a card account, and reviewing account status reasons. Use the Accounts menu to manage card account details.

This chapter explains the following sections:

- Managing a Card Account
- Viewing Account List Information
- Managing a Rush Card Delivery
- Managing a Central Bill Account

### Managing a Card Account

Card account management includes the tasks of defining a cardholder's billing and mailing address, and setting card spend controls and account limits.

In some cases, program administrators may need to apply a rush delivery for a lost or stolen, or replacement card. For complete details about the Rush Card Delivery option, see “Managing a Rush Card Delivery” on page 168.

This section explains the following topics:

- Creating a Card Account
- Editing a Card Account
- Setting Temporary Spending Limits
- Removing Temporary Spending Limits
- Changing a Card Hierarchy
- Changing Card Status
- Issuing a New Card
- Reassigning an Account
- Running a Mass Update for Multiple Accounts

## Creating a Card Account

If the functionality is enabled, you can create a card account using an existing account as a template. This way, you can duplicate account settings, limits, and Merchant Category Code Groups (MCCGs) as necessary. The account template saves you time on data entry and promotes standardized card configuration.

When you apply a rush delivery for a new card, you must select the Rush Card Delivery checkbox on any of the Account Detail tabs prior to saving the new card. For complete details about the Rush Card Delivery option, see “Managing a Rush Card Delivery” on page 168.

When you create a card account, you define settings based on an employee. An employee is a PaymentNet user with a configured profile. For more information on how to configure an employee in PaymentNet, Chapter 6, “Managing Employees” on page 175.

To create a card account:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account number you want to use as a template for the new card account.  
*PaymentNet displays the Account Detail screen.*

- Click the Create New Account button, if enabled.  
*PaymentNet displays the New Account window and automatically populates the data in the Hierarchy ID field with the account template hierarchy.*

The screenshot shows the 'New Account' window with the following data populated:

- Buttons:** Continue, Create New Account, Transfer Card, Rush Card Delivery (checkbox)
- Account Information:**
  - Account Number: [Empty]
  - Current Balance: [Empty]
  - Available Credit: [Empty]
  - Hierarchy ID: Division AAB - 1
  - Status: Pending
- User Information:**
  - User ID: cardholder2e4
  - Prefix: [Empty]
  - First Name: TEST
  - Middle Initial: [Empty]
  - Last Name: ACCOUNT1
  - Suffix: [Empty]
- Cardholder Information:**
  - Second Row of Embossing: [Empty]
  - Birth Date: 5/7/\*\*\*\*
  - SSN/ID: \*\*\*\*-6789
  - Employee ID: [Empty]
  - Expiration Date: 05/2014
  - Card Delivery: Select...
- Cardholder Address:**
  - Address 1: 800 ABC STREET
  - Address 2: [Empty]
  - City: MESA
  - State/Province: AZ
  - ZIP/Postal Code: 95001
  - Country: UNITED STATES
- Statement Address:**
  - Address 1: 800 ABC STREET
  - Address 2: [Empty]
  - City: MESA
  - State/Province: AZ
  - ZIP/Postal Code: 95001
  - Country: UNITED STATES
  - E-mail Address: NICOLE.X.KINDSCH@JPMC
  - Business Phone: 480-555-1212
  - Mobile Phone: [Empty]
  - Mothers Maiden Name: [Empty]
- Transaction Defaults:**
  - Chart of Accounts: None
- Account Custom Fields:**
  - test\_field: [checkbox]
- Notes:** [Empty text area]

- In the drop-down list above the User ID field, select the option that applies to this new account.

#### New Employee

If the card account is for a new employee, select this option. This option is applicable if the card is being created for an employee that does not currently exist in PaymentNet. A new employee profile is created for the account holder.

#### Existing Employee

If the card account is for an existing employee, select this option. This option is applicable if the card is being created for an existing employee that already exists in PaymentNet. As program administrator, you are responsible for providing the user ID of the that employee to ensure the account is assigned to the correct account holder.

#### Same Employee

If the card account is for the same employee on the account template, select this option. If you select this option, the General Information fields automatically populate with the employee information.

#### No Employee

If the card account is not being created for any employee, select this option. This option is applicable if the card is not being created for an existing employee and, as program administrator, you do not intend to have a new employee profile created for the account holder.

The screenshot shows the 'General Information' tab of a PaymentNet interface. At the top, there are tabs for 'General Information', 'Controls', 'MCC Group Controls', and 'History'. Below the tabs are buttons for 'Continue', 'Create New Account', and 'Issue New Card'. A note indicates that certain fields are required, including the mother's maiden name or birth date. The 'User ID' field has a dropdown menu open with the following options: 'New Employee' (highlighted), 'Existing Employee', 'Same Employee', and 'No Employee'. Other fields include 'Account Number', 'Current Balance', 'Available Credit', 'Hierarchy ID' (set to 'ROOT'), 'Status' (set to 'Pending'), 'Transaction Defaults' (set to 'None'), and 'Account Custom Fields'. There is also a 'Rush Card Delivery' checkbox.

- Complete the fields that display in the General Information screen. For a complete list of fields, see List 7: “General Information Fields” on page 152.

**Note:** For TSYS accounts, the cardholder address and the statement address must match.

---

**Note:** When you create a new account and user via import or the user interface, ensure that the user ID is not the same as the first four characters of the last name specified and the last four characters of the government identification number.

---

6. If applicable, select a chart of accounts and complete any custom fields in the Transaction Defaults section.
7. Click the Continue button.  
*PaymentNet displays the Controls screen.*
8. Complete the fields that display in the Controls screen. For a complete list of fields, see List 8: “Controls Fields” on page 154.

---

**Note:** The VIP checkbox is not being selected when an executive account is created from an executive account template for HP accounts. The VIP checkbox controls the packaging of the card for executives. If the VIP checkbox is not selected, the card is mailed in a normal envelope instead of in the executive card packaging.

After creating a new executive account, contact a J.P. Morgan program coordinator to have the VIP checkbox selected.

---

9. Click the Continue button.  
*PaymentNet displays the MCC Group Controls screen.*
10. Complete the fields that display in the MCC Group Controls screen. For a complete list of fields, see List 9: “Merchant Category Code Group Controls Fields” on page 156.
11. Optionally, you can add MCC Groups by clicking the plus (+) icon. You can add up to nine MCC Groups to the card account. To remove an MCC Group, click the trash can icon.
12. Click Save.  
*PaymentNet saves the card account settings and displays a confirmation message.*

## List 7: General Information Fields

Rush Card Delivery	Optionally, to apply a rush delivery, you must select the Rush Card Delivery checkbox on any of the Account Detail screens prior to saving the card account. For complete details about the rush card feature, see “Managing a Rush Card Delivery” on page 168.
User ID	Enter the account holder’s User ID. The User ID must be between 6-20 characters. (This field is only required when selecting New Employee or Existing Employee.) <b>Note:</b> When you create a new account and user via import or the user interface, ensure that the user ID is not the same as the first four characters of the last name specified and the last four characters of the government identification number.
Generate Login Information	For New Employee only, select this checkbox to automatically create and configure the new employee profile for the account holder. This option assigns a new account to the new employee profile. A temporary password is generated for the new employee and consists of the first four letters of the account holder’s last name (lowercase), plus the last four digits of the account holder’s Social Security Number. Any special characters are removed. Because the password must be at least six characters, PaymentNet automatically adds an extra number from the SSN if only a single letter is entered for a last name. See the following examples: <ul style="list-style-type: none"> <li>■ Smith (SSN: 123-456-789) = smit6789</li> <li>■ Lee (SSN: 123-456-789) = lee6789</li> <li>■ Ba (SSN: 123-456-789) = ba6789</li> <li>■ L (SSN: 123-456-789) = l56789</li> </ul>
Prefix	If applicable, enter a prefix for the account holder, such as Ms., Mrs., or Mr.
First Name	Enter the account holder’s first name. <ul style="list-style-type: none"> <li>■ HP accounts: Maximum of 25 characters combined (including spaces) for the First Name, Middle Initial, Last Name, and Suffix fields.</li> <li>■ TSYS accounts: Maximum of 23 characters combined for the First Name, Middle Initial, and Last Name fields.</li> </ul>
Middle Initial	If applicable, enter the account holder’s middle initial.
Last Name	Enter the account holder’s last name. <ul style="list-style-type: none"> <li>■ HP accounts: Maximum of 25 characters combined (including spaces) for the First Name, Middle Initial, Last Name, and Suffix fields.</li> <li>■ TSYS accounts: Maximum of 23 characters combined for the First Name, Middle Initial, and Last Name fields.</li> </ul>
Suffix	If applicable, enter a suffix for the account holder.

List 7: General Information Fields *(continued)*

Second Row of Embossing	If applicable, enter up to 21 (for MasterCard) or 19 (for Visa) alphanumeric characters that you want embossed or displayed on the second row of the credit card. This could be, for example, a department name or business unit name that would display below the cardholder name.
Birth Date	Enter the account holders' birth date.
SSN/ID	Enter the account holder's social security number.
Employee ID	Enter the account holder's Employee ID.
Expiration Date	This field automatically populates with the card expiration date. To modify this field value, enter a new card expiration date in MM/YYYY format.
Card Delivery	Select the delivery method from the drop-down list.
Address 1	Enter the first line of the account holder's address. <b>Note:</b> For TSYS accounts, the cardholder address must match the statement address.
Address 2	Enter the second line of the account holder's address.
City	Enter the account holder's city. If your card program uses the TSYS processor and the account has a Canadian address, you can enter up to nine characters in this field. Also, you must verify the Zip/Postal Code using the Canada Post website.
State/Province	Select the account holder's state or province from the drop-down list.
ZIP/Postal Code	Enter the account holder's zip code or postal code. If the account has a Canadian address, you must verify the Zip/Postal Code using the Canada Post website.
Country	Select the account holder's country from the drop-down list.
(Statement address is the same as cardholder address)	Mark this checkbox to automatically populate the Statement Address section with the field values in the Cardholder Address section.
Address 1	Enter the first line of the account holder's address. <b>Note:</b> For TSYS accounts, the statement address must match the cardholder address.
Address 2	Enter the second line of the account holder's address.

List 7: General Information Fields *(continued)*

City	Enter the account holder's city. If your card program uses the TSYS processor and the account has a Canadian address, you can enter up to nine characters in this field. Also, you must verify the Zip/Postal Code using the <a href="#">Canada Post website</a> .
State/Province	Select the account holder's state or province from the drop-down list.
ZIP/Postal Code	Enter the account holder's zip code or postal code. If the account has a Canadian address, you must verify the Zip/Postal Code using the <a href="#">Canada Post website</a> .
Country	Select the account holder's country from the drop-down list.
E-Mail Address	<p>Enter the account holder's email address.</p> <p><b>Note:</b> This field is required only when a new employee is created while creating a new account.</p> <p><b>Note:</b> For clients on the HP processor, the creation of a new account will fail at the processor if the employee email address is longer than 33 characters in length.</p> <p>In this situation, use one of the following options:</p> <ul style="list-style-type: none"> <li>■ Enter an alternate email address that is 33 characters or less in length</li> <li>■ Create the new account using the No Employee option. Then, create the employee account and assign the account to the employee.</li> </ul>
Business Phone	Enter the account holder's business phone number.
Mobile Phone	Enter the account holder's mobile phone number.
Mothers Maiden Name	Enter the account holder's mother's maiden name (10 character limit).
Notes	If applicable, enter any notes specific to the card account.

## List 8: Controls Fields

Rush Card Delivery	Optionally, to apply a rush delivery, you must select the Rush Card Delivery checkbox in the Controls tab prior to saving the card account. For complete details about the rush card feature, see "Managing a Rush Card Delivery" on page 168.
Cost Center	Enter the account holder's cost center.
VIP	If the card account is VIP, select this checkbox.
International	If the card account is International, select this checkbox.

List 8: Controls Fields *(continued)*

Convenience Checks	If you want to order convenience checks for the account holder, select this checkbox. Once you select this checkbox, select Order New Checks from the drop-down list. Then click the Go button.
Group	If you want to associate a Merchant Category Code (MCC) Group with the card account, select a group from this drop-down list. To add another MCC Group, click the plus (+) icon. To remove an MCC Group, click the trash can icon.
Action	To include or exclude an MCC Group on the card account, select a value from this drop-down list.
Credit Limit	Enter the account holder's credit limit.
Cash Advance Limit	Enter the percentage of the credit limit you want to make available as a cash advance. Once you enter a value in this field, select the Cycle or Month option, based on how frequently you want the percentage to reset.
Transaction Limit	Enter the card transaction limit.
Amount Limit \$	Enter the card amount limit.
Daily Amount Limit \$	Enter the daily card amount limit.
Daily Transaction Limit	Enter the daily card transaction limit.
Single Amount Limit \$	Enter the single card amount limit. This is also known as the transaction single purchase limit.
Other Transaction Limit	Enter the other transaction limit. You might have a specific transaction limit defined by your program.
Other Amount Limit \$	Enter the other amount limit.
Other Number of Days	Enter the duration, in days, for the Other Transaction Limit and Other Amount Limit \$ values. For example, if you enter \$300 in the Other Amount Limit field and 7 in the Other Number of Days field, then \$300 are available every 7 days.
Other Refresh Date	Click this link to open a calendar and select the card limit refresh date. Once you select a date, click the Close button.

## List 9: Merchant Category Code Group Controls Fields

Rush Card Delivery	Optionally, to apply a rush delivery, you must select the Rush Card Delivery checkbox in the Merchant CCG tab prior to saving the card account. For complete details about the rush card feature, see “Managing a Rush Card Delivery” on page 168.
MCC Group 1	From this drop-down list, select the first MCC Group that you want to associate with the card account. Once you select an MCC Group, you can determine how you want transactions with the selected MCC Group accounted for by selecting a value from the Action drop-down list.
Action	Select a value from this drop-down list to determine how you want to account for transactions with the selected MCC Group.
Cycle/Monthly	If you want card limits to refresh after each card billing cycle, select the Cycle option. If you want card limits to refresh after each month, select the Monthly option.
Transaction Limit	Enter the MCC Group transaction limit.
Amount Limit	Enter the MCC Group amount limit.
Other Transaction Limit	Enter the MCC Group other transaction limit. You might have a specific transaction limit defined by your program.
Other Amount Limit \$	Enter the MCC Group other amount limit.
Daily Transaction Limit	Enter the MCC Group daily transaction limit.
Daily Amount Limit \$	Enter the MCC Group daily amount limit.
Other Number of Days	Enter the duration, in days, for the Other Transaction Limit and Other Amount Limit \$ values. For example, if you enter \$300 in the Other Amount Limit field and 7 in the Other Number of Days field, then \$300 are available every 7 days for the selected MCC Group.
Daily Amount Limit \$	Enter the MCC Group daily amount limit.
Other Refresh Date	Click this link to open a calendar and select the card limit refresh date. Once you select a date, click the Close button.
Single Amount Limit \$	Enter the MCCG Group single amount limit.

## Editing a Card Account

You can edit card account details, including the cardholder's billing address and statement mailing address, card account limits, Merchant Category Code Groups (MCCGs), and other details.

---

**Note:** You can only edit a card account with an account status of Active or Suspended (user-initiated). You cannot edit a card account with a status of Closed, Suspended (bank-initiated), or Lost or Stolen.

---

To edit a card account:

1. **Select Accounts > Manage.**  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account you want to edit.  
*PaymentNet displays the Account Detail screen.*
3. **Modify the fields as necessary.** For a description of the fields, see List 7: "General Information Fields" on page 152, List 8: "Controls Fields" on page 154, and List 9: "Merchant Category Code Group Controls Fields" on page 156.

---

**Note:** For TSYS accounts, the cardholder address and the statement address must match.

---

**Note:** The PaymentNet menu bar may become unresponsive when viewing the General Information tab on the Account Details screen. This can occur when the account you are viewing has the same international address (outside of the United States and Canada) for the cardholder and statement address and the "Statement Address is the same as Cardholder Address" option is selected.

If this occurs, click either the Control tab, MCC Group Control tab, or the History link on the Account Detail screen. After doing so, the menu bar will become active and can again be used.

---

4. **Click Save.**

## Setting Temporary Spending Limits

Set temporary limits to increase or decrease card spending options for a specific time period. For example, you might need to increase a credit limit to accommodate

travel expenses for a cardholder who normally doesn't travel. In other instances, you might need to increase a credit limit for a cardholder purchasing materials to support an annual meeting.

Temporary limits override permanent card limits. Once the temporary limit end date arrives, card limits return to permanent limits.

To change permanent limits, access the Account Detail screen. For instructions on how to modify permanent limits, see "Editing a Card Account" on page 157.

---

**Note:** When you set the temporary limit Cash Advance Amount to \$0, you might receive an error message stating that the temporary limit cash advance amount must be entered in increments of \$100.  
Contact a J.P. Morgan program coordinator to set the temporary limit Cash Advance Amount to \$0.

---



---

**Note:** Temporary credit limits are not returning to the original limit amount when the temporary credit limit end date is reached. This occurs if the temporary credit limit is changed when the loaders run between 10 p.m. and 3 a.m. ET.  
If you have to change the limit between 10 p.m. and 3 a.m. ET, set the temporary credit limit amount to the same amount as the original credit limit when the end date is reached.

---

To set temporary spending limits:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account you want to edit.  
*PaymentNet displays the Account Detail screen.*
3. Click the **Controls** tab.  
*PaymentNet displays the Controls screen.*
4. Click the **Set Temporary Limit** link.  
*PaymentNet displays the Temporary Limits - Accounts screen.*
5. Complete the fields that display on the **Temporary Limits - Accounts** screen.  
For a complete list of fields, see List 8: "Controls Fields" on page 154.

6. Click Save.  
*PaymentNet displays the Account Detail screen. A confirmation message indicates that the temporary limit is submitted for processing. Temporary limits are batch processed every 20 minutes.*

#### List 10: Temporary Limit Fields

Temporary Limit	Enter the temporary limit value.
Limit Begin Date	Enter the date when the temporary limit will take effect.
Limit End Date	Enter the date when the temporary limit will end. The end date cannot be the current date and must be after the begin date. For example, if you set a temporary limit to start on 10/08/2012, then the earliest the temporary limit can end is 10/09/2012.

## Removing Temporary Spending Limits

Remove temporary spending limits to restore permanent card limits.

To remove temporary spending limits:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account you want to edit.  
*PaymentNet displays the Account Detail screen.*
3. Click the **Controls** tab.  
*PaymentNet displays the Controls screen.*
4. Click the **Set Temporary Limit** link.  
*PaymentNet displays the Temporary Limits - Accounts screen.*
5. Select the **Remove Temp Limit** checkbox next to the temporary limit to remove.
6. Click Save.  
*PaymentNet displays the Account Detail screen and the restored permanent limits.*

## Changing a Card Hierarchy

You can change a card hierarchy. For example, if the account holder has a new reporting structure, a new manager, or a new assignment, you might need to change the assigned card hierarchy.

To change a card hierarchy:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account number for which you want to change the card hierarchy.  
*PaymentNet displays the Account Detail screen.*
3. In the **Hierarchy ID** field, enter the name of the new hierarchy. Alternately, you can click the **Hierarchy ID** link and select a new hierarchy from the pop-up window.
4. Click **Save**.  
*PaymentNet moves the card account to the new hierarchy and displays a confirmation message.*

## Changing Card Status

You can edit the status of an existing card. For example, you might need to mark a card account as Lost or Stolen, Closed, or Suspended.

To apply a rush delivery, first select the Status of Lost or Stolen, for example, and then select the Rush Card Delivery checkbox prior to saving. For complete details about the Rush Card Delivery option, see “Managing a Rush Card Delivery” on page 168.

To change card status:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account number for which you want to change the card status.  
*PaymentNet displays the Account Detail screen.*

3. From the Status drop-down list, select the card status. You can select from these options:

#### Active

Select this status to activate the card. For example, if you are issuing a Replacement card due to damage, select this option and click the Issue New Card button to have a new card sent.

#### Lost or Stolen

Select this value if the card is lost or stolen. When you select this field, the Date of Last Seen field displays. In this field, enter the date when the card was last seen. This status closes the account and automatically creates a new card with a new account number.

---

**Note:** If you place a temporary suspension on a card that has been lost or stolen and then the card is found, make sure to remove the temporary suspension in PaymentNet. If the suspension is removed at the processor, the temporary suspension is not automatically removed in PaymentNet.

---

#### Suspended

Select this value to temporarily suspend the card.

---

**Note:** When you set a temporary suspension, PaymentNet displays the Remove Temp Suspension checkbox next to the Status drop-down list. If the temporary suspension occurs in the future, the Status drop-down field remains set to Active. Once the temporary suspension begin date is reached, PaymentNet changes the Status drop-down list to Suspended.

---

#### Closed

Select this card status to permanently close the card. Once you select this option, a drop-down list displays reasons for closing the account. Select a value from this drop-down list that describes why the card is permanently closed. For more information on reviewing Account Status and Status Reason, see “Viewing Account List Information” on page 166.

4. Optionally, if you need to apply a rush delivery, select the Rush Card Delivery checkbox on the Account Detail screen. For complete details about the rush card option, see “Managing a Rush Card Delivery” on page 168.
5. Click Save.  
*PaymentNet saves the card status and displays a confirmation message.*

## Issuing a New Card

Only issue a new card if the existing card no longer works. This feature does not create a new account or an account number. Once you complete the required steps, a new card is mailed to the account holder's mailing address. Do not use this feature for Lost or Stolen accounts.

---

**Note:** Even though PaymentNet indicates that a new card request was successful, you cannot issue a new card for a suspended account; the new card request fails at the processor.

To issue a new card, first remove the suspension.

---

When you apply a rush delivery for a new card, you must select the Rush Card Delivery checkbox on any of the Account Detail tabs prior to saving the new card. For complete details about the rush card feature, see "Managing a Rush Card Delivery" on page 168.

To issue a new card:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account number for which you want to issue a new card.  
*PaymentNet displays the Account Detail screen.*
3. Click the **Issue New Card** button.  
*PaymentNet displays a confirmation message.*

## Reassigning an Account

You can reassign a card account from one PaymentNet employee profile to another. For example, you may need to reassign an account when an employee leaves your organization and the account has remaining transactions that must be reviewed and approved before you close the account.

As another example, an executive may want their administrative assistant to handle all items related to their card account in PaymentNet. In this situation, the card account can be reassigned to a separate user.

Finally, a department may have a card account they use to purchase goods and services. The card account can be reassigned as needed to the individual responsible for managing their department card account.

When reassigning an account from one PaymentNet employee profile to another, you have the option of reassigning the account to an existing employee or to a new employee profile. In addition, you can choose to reassign an account to no employee. This option is useful if a card account is used seasonally and no one needs to manage the account when it is not in use.

When an account is reassigned, PaymentNet does not issue a new card. Further, you are limited to the card account information that you can change when reassigning the account to another employee profile.

To reassign an account:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. In the **Account Number** column, click the link to the account number that you want to reassign.  
*PaymentNet displays the Account Detail screen.*
3. Click the **Reassign Account** link located directly below the **User ID** field.  
*PaymentNet displays a drop-down list directly above the User ID field.*
4. Select one of the following options from the drop-down list:
  - New Employee**  
Select this option to reassign the existing card account to an employee that does not currently exist in PaymentNet. PaymentNet creates a new employee profile for the account.
  - Existing Employee**  
Select this option to reassign the existing card account to an existing employee. You must enter a user ID that already exists in PaymentNet. It is important to verify that user ID you enter is for the correct individual to whom the account is being reassigned.
  - No Employee**  
Select this option to reassign the existing card account to no employee. This option is applicable if the account is not being reassigned to an existing employee and you do not intend to create a new employee for the account.

## 5. Complete or edit the following for the selected employee type:

<p><b>New Employee</b></p>	<p><b>User ID</b> Enter a unique user identification name. The User ID must be between six and 20 character in length and cannot contain any special characters.</p> <p><b>Generate Login Information</b> If desired, select this checkbox to automatically create a temporary password for the new employee. The temporary password consists of the first four letters in the Last Name field (in all lowercase), plus the last four digits of the existing Social Security Number. If only a single letter is entered for the last name, PaymentNet uses the last five digits of the existing SSN.</p> <p><b>Note:</b> When you assign a new or existing account to a new employee and select the Generate Login Information checkbox on the Account Detail: General Information screen, PaymentNet generates a password for the new employee based on the first four letters in the Last Name field and the last four digits in the Social Security Number field. If the Last Name field has non-alphabetic or numeric characters, then PaymentNet will not create the employee profile. To successfully assign an account to a new employee, ensure that alphabetic characters (A-Z) populate the first four characters of the Last Name field. This way, you can select the Generate Login Information checkbox and PaymentNet will create the employee profile and generate a password based on the Last Name and Social Security number fields.</p> <p><b>Last Name</b> Enter the last name of the new user.</p> <p><b>E-mail Address</b> Enter the email address of the new user.</p> <p><b>Hierarchy ID</b> If necessary, edit the name of the hierarchy. Alternately, click the Hierarchy ID link and select a hierarchy from the pop-up window.</p>
<p><b>Existing Employee</b></p>	<p><b>User ID</b> Enter an existing and valid PaymentNet user ID.</p> <p><b>E-mail Address</b> If necessary edit the email address of the existing user.</p> <p><b>Hierarchy ID</b> If necessary, edit the name of the hierarchy. Alternately, click the Hierarchy ID link and select a hierarchy from the pop-up window.</p>
<p><b>No Employee</b></p>	<p>When the No Employee option is selected, all fields are not editable.</p>

## 6. Click Save.

*PaymentNet saves the changes and displays a confirmation message.*

## Running a Mass Update for Multiple Accounts

You can update up to 100 accounts at once using a mass, or batch, update. For example, you might want to modify all the chart of accounts for accounts in a specific department.

To update multiple accounts, it is a good idea to run a query for the accounts you want to update. This reduces the number of records in the list making it easier for you to locate the accounts you want to update.

Account mass update requests are batch processed every 20 minutes. You will receive a confirmation message when the request is received. Once the request is complete you will receive a separate email message.

---

**Note:** While the Mass Update feature of PaymentNet does not prevent you from doing so, you should never move closed accounts to the Unassigned hierarchy.

---

To run a mass update for multiple accounts:

1. Select Accounts > Manage.
2. From the Accounts List screen, do one of the following:
  - To complete a Quick Query:
    - a. From the New Query drop-down list, select the query value you want to search by. You can select one of these values:
      - Account Number
      - Cardholder First Name
      - Cardholder Last Name
      - Diverted To
      - Hierarchy ID
      - User ID
    - b. Enter the field value by which you want to search.
    - c. Click the Go button.
  - To complete an Advanced Query:
    - a. Navigate to the Advanced Query - Accounts screen. Select Accounts > Query. Alternately, you can navigate to the Account List screen and click the Advanced link.  
*PaymentNet displays the Advanced Query - Accounts screen.*

- b. Click the plus icon to add search criteria to the Criteria, Hierarchy, and Order By sections.
  - c. Click the Process button.
3. Use the multi-select options to select the records that you want to update. For more information, see “Using Multi-Select” on page 35.
4. Click the Mass Update button.
5. Edit the corresponding fields.

---

**Note:** When selecting a chart of account Segment Name, you must also select at least one Segment Value. If you do not select at least one Segment Value, PaymentNet sets the chart of accounts to “None”.

---

6. Click Save.  
*PaymentNet displays an icon on the Transaction List screen next to transactions included in the mass update.*

---

**Note:** PaymentNet does not list error messages for individual accounts with a Lost/ Stolen, Closed, or Suspended status on the Mass Update - Account screen. This may lead you to believe that a submitted change to these types of accounts was successful for all accounts in the mass update.

Use the Account Request List screen (Accounts > Status) to determine whether the update failed or was successful for each account in the mass update.

---

## Viewing Account List Information

Use the Account List and Account Detail screens to access cardholder account details to review general information about an account and its status.

In the Account List screen, you can see account details and the reason why a card account was closed. Also, many of the PaymentNet standard reports include the account status and the account status reason.

In the Account Detail screen, you can review account details and make changes if necessary.

This section explains the following topics:

- Viewing the Account List

- Viewing a Card Account Details

## Viewing the Account List

You can review the account status and a status reason in the Account List screen. This is helpful, for example, when a cardholder contacts you to find out why their card was denied.

**Note:** The email address and phone number are not displaying for some accounts on the Account List screen.

Use the Account Detail screen to view the email address and phone number for affected accounts.

The Status Reason column displays specific explanations such as, blocked account with fraud, temporary closure of account privileges online by admin, or suspicious activity identified. The status reasons to close an account are set up in your processor. There are additional reasons that can be applied by your organization's program coordinator. See Figure 4: "Account Status Reason for a Closed Account" on page 167 which highlights a Closed account status and the reason it was closed.

You set the account status in the Account Detail screen. To change account status, refer to "Changing Card Status" on page 160.

Figure 4: Account Status Reason for a Closed Account

Statement	Payment	Cardholder (No. Postal Code)	Account Payment Status	Status Reason	Cardholder First Name	Account Status	Cardholder Address 1
		484640000		Account Closed Online By Admin	Bill	13,0000	740 Michigan Ave

## Viewing a Card Account Details

You can view a card account and review account details.

To view a card account:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*

2. Do one of the following to locate the account number:
  - Use the New Query field, and click the Go button.  
*PaymentNet displays the query results in the Account List screen.*



- Scroll the Account List pages, and in the Account Number column, click the link to the account you want to view.  
*PaymentNet displays the Account Detail screen.*

3. Review the appropriate information for the account. For a description of the fields for General Information screen, Controls screen, and Merchant Category Group Controls screen, refer to these field definition lists: List 7: “General Information Fields” on page 152, List 8: “Controls Fields” on page 154, and List 9: “Merchant Category Code Group Controls Fields” on page 156.

## Managing a Rush Card Delivery

When sending a card to the client, you can use either the standard delivery or a rush delivery. You can apply rush delivery when creating a new account, if a card is lost or stolen, or if a card is damaged and a replacement card is requested.

When you apply a rush delivery for a new card, you must select the Rush Card Delivery checkbox on any of the Account Detail tabs prior to saving the new card. For information on how to apply a rush delivery, see “Creating a Card Account” on page 148 or “Issuing a New Card” on page 162.

There is a \$25 fee charged to the client and, depending on your contract with J.P. Morgan, the delivery time frames vary. All rush deliveries must be mailed to a street address.

A rush delivery cannot ship to PO (post office) boxes or APO (army post office) boxes.

Shipping time frame varies based on the type of card. A request for a new card, or a lost or stolen card that is submitted by 4:00 p.m. ET arrives in three to four business days. Replacement cards that are submitted by 4:00 p.m. ET arrive in one to two business days. For rush shipping details and shipping address policies, see Table 2, “Shipping Address Requirements for Rush Card Delivery,” on page 169.

Table 2: Shipping Address Requirements for Rush Card Delivery

You can apply Rush Card Delivery	Rush Shipping Days	Address Requirements
to new card accounts	3 - 4 business days	Shipment can only go to address on file
if a card is lost or stolen	3 - 4 business days	Shipment can go to an alternate address
if a card is damaged	1 - 2 business days	Shipment can go to an alternate address

The Rush Card Delivery checkbox is always at the top right of the screen. As an example, the New Account screen highlights the Rush Card Delivery checkbox in Figure 5: “Location of Rush Card Delivery Checkbox” on page 170. The Rush Card Delivery checkbox displays on every page and carries over from one tab to the next. When you apply a rush delivery for a new card, you must select the Rush Card Delivery checkbox on any of the Account Detail tabs prior to saving the new card.

Figure 5: Location of Rush Card Delivery Checkbox

The screenshot shows the 'Account Detail' window with a 'General Information' tab selected. The 'Rush Card Delivery' checkbox is highlighted with a red box. The account information displayed includes:

- Account Number: \*\*\*\*\*7340 06/12
- Current Balance: \$2489.45
- Available Credit: \$72510.55
- Hierarchy ID: ROOT
- Status: New
- Open Date: 08/27/2018

When you click Save on a new card, a message alerts you to acknowledge the applicable \$25 fee charged to the client. Once you click OK to accept the message, then the Rush Card Delivery screen displays for you to confirm rush or standard delivery. For lost or stolen, or replacement cards when you click Save, the Rush Card Delivery screen displays. Refer to a replacement card rush screen shown in Figure 6: “Replacement Card Example of Rush Card Delivery Screen” on page 170.

**Note:** In certain instances, specific clients may not be charged the \$25 fee when requesting a rush card delivery. For these clients, please ignore the alert message about the fee.

Figure 6: Replacement Card Example of Rush Card Delivery Screen

The screenshot shows the 'Account Detail - Rush Card Delivery' screen. It includes a warning about a \$25 fee and instructions for shipping. The form fields are as follows:

- Rush Card Delivery Address**
  - Address Name 1: GREENWOOD
  - Address 1: [Text Field]
  - Address 2 / Attention to: [Text Field]
  - City: [Text Field]
  - State/Province: [Dropdown Menu]
  - ZIP/Postal Code: [Text Field]
  - Country: [Dropdown Menu]

Buttons at the bottom: Send Rush Delivery, Send Standard Delivery, Cancel - Do Not Issue New Card.

To verify if a card was ordered using the Rush Card Delivery option, locate the account and go to the History link on the Account Detail screen. The History link is located in the top right of the screen. Review the History detail screen for the Field Name column which displays the Rush Card Delivery event such as, the request for the delivery, address, and fee charged. An example of the History screen is in Figure 7: “History Screen Example of Rush Card Delivery Activities” on page 171.

Figure 7: History Screen Example of Rush Card Delivery Activities

Account Detail - History

Account Number \*\*\*\*\*1123  
Current Balance \$31,787.34  
Available Credit \$14,212.66

Hierarchy ID 00118000000  
Status NEW

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.

Change Date	Change Time	Field Name	Previous Value	New Value	Modified By
05/14/2011	07:30:05 PM	Rush Card Delivery		US Mls Street # - 84129112 2	rootadmna3
05/14/2011	07:30:05 PM	Rush Card Delivery-fee		Yes	rootadmna3
05/14/2011	07:30:05 PM	Rush Card Delivery		Yes	rootadmna3
10/04/2010	01:05:33 AM	Email Address	*****@*****.com	*****@*****.com	System - Leader
09/04/2010	01:53:22 AM	Merchant Category Code		4800 - 201010	System - Leader
09/04/2010	01:53:02 AM	Discretion Group		**CR42**	System - Leader

## Managing a Central Bill Account

A central bill account, or managing account, consolidates individual card activity into a single billing statement. This allows organizations to make a single payment for multiple individual card accounts.

For example, multiple Purchase cards might be attached to a central bill account. In this example, all transactions made using the Purchase cards are directly billed to the government for payment.

Before you can create a central bill account, your organization’s J.P. Morgan implementation manager must configure the Central Bill Account Request settings.

To create a central bill account:

1. Select **Accounts > Create Central Bill Request**.  
*PaymentNet displays the Central Bill Account Request screen.*

The screenshot shows the 'Central Bill Account Request' form. At the top, there are buttons for 'Submit Request' and 'Clear Form'. Below these are 'Required Fields' and a 'Requestor: Administrator; Program:' label. A date field on the right shows 'Date: 06/04/2011'. The form contains the following fields:

- \*Requestor Phone #
- \*Requestor E-mail address
- \*Account Name
- \*Primary Contact
- \*Address Line 1
- Address Line 2
- \*City
- \*State/Province (dropdown)
- \*ZIP/Postal Code
- \*Country (dropdown)
- \*Bank/Comp./Company Number (dropdown)
- \*Product Type (dropdown)
- \*Credit Limit Request
- \*Number of Cards
- \*Average Card Limit
- \*Bulk Ship (checkbox)
- Alternate Shipping Instructions (text area)
- \*Use existing card design (checkbox)
- Card design comments (text area)
- Central Bill to mirror (is there a Central Bill you would like mirrored exactly to create this new account?) (checkbox)
- Additional comments/special instructions (text area)
- \*Hierarchy string for billing account (text field)

2. Complete the fields that display in the Central Bill Account screen. For a complete list of fields, see List 11: “Central Bill Account Fields” on page 173.
3. Click the **Submit Request** button.  
*PaymentNet submits the central bill account request and displays a confirmation message.*

## List 11: Central Bill Account Fields

Requestor Phone #	Enter the central bill account requestor's phone number.
Requestor E-mail address	Enter the central bill account requestor's email address. Email addresses must contain a single '@' sign and one or more periods. Email addresses must not include spaces or any of these characters: \   / , ; < > .
Account Name	Enter the central bill account name.
Primary Contact	Enter the primary contact for the central bill count. For example, you might enter your organization program coordinator's name in this field.
Address Line 1	Enter the first line of the account holder's address.
Address Line 2	If applicable, enter the second line of the account holder's address.
City	Enter the account holder's city.
State/Province	Select the account holder's state or province from the drop-down list.
ZIP/Postal Code	Enter the account holder's zip code or postal code.
Country	Select the account holder's country from the drop-down list.
Bank Corp/Company Number	Select the bank corp/company number from the drop-down list.
Product Type	Select the product type for which the central bill credit cards will be used. You can select from Purchase, Travel, Fleet, Integrated, and Other.
Credit Limit Request	Enter the credit limit request.
Number of Cards	Enter the number of cards you want issued under the central bill account.
Average Card Limit	Enter the average card limit for the central bill account.
Bulk Ship	Select this checkbox if you want the central bill cards to ship in bulk.
Alternate Shipping Instructions	If applicable, enter any alternate shipping instructions.
Use existing card design	Mark this check box if you want to use the existing card design.
Card design comments	If applicable, enter any special instructions about the card design.

List 11: Central Bill Account Fields *(continued)*

---

Central Bill to mirror (is there a Central Bill you would like mirrored exactly to create this new account?)	If you want the new central bill account to mirror an existing central bill, enter the name of the central bill account you want to mirror.
Additional comments/ special instructions	Enter any related comments or special instructions.
Hierarchy string for billing account	Enter the hierarchy string for the billing account.

---

# 6

## Managing Employees

This chapter describes how to manage employee details within PaymentNet. An employee is any PaymentNet user, such as a Cardholder, a Manager, an Auditor, or a Program Administrator. You can assign one of these user roles to an employee when you configure an employee profile.

You can also enable or disable employee access to PaymentNet. This way, you can maintain site security.

For example, if an employee takes a temporary leave of absence, you might want to disable his or her access. Similarly, if an employee gets locked out of PaymentNet, a Program Administrator or Manager might want to re-enable the employee's account and set up a new password.

Also, if your organization needs to manage its own certificates, you can upload a public-key certificate for use with the Single-Use Account Web Service through the Employees menu.

Use the Employees menu to manage employee details.

This chapter explains the following sections:

- Creating an Employee
- Managing an Existing Employee
- Managing Certificates

## Creating an Employee

You can create an employee in PaymentNet. When you create an employee, you define the employee's contact information and user access role.

A user access role is a set of permissions assigned to an employee. For example, if you assign an employee an access role of Transaction Approver, then the employee can view and approve transactions within his or her assigned hierarchy and scope.

To create an employee:

1. Select **Employees > Create**.  
*PaymentNet displays the Employee Detail: General Information screen.*
2. In the **User ID** field, enter a unique user identification name. The User ID must be between six and 20 character long and cannot contain any special characters.
3. In the **Hierarchy ID** field, enter the name of the hierarchy. Alternately, you can click the **Hierarchy ID** link and select a hierarchy from the pop-up window.
4. Complete the fields that display. For a complete list of fields, see List 12: "Employee General Information Fields" on page 177.
5. Click the **Save** button.  
*PaymentNet saves the employee settings and displays a confirmation message.*
6. Click the **User Access** tab.  
*PaymentNet displays the User Access screen.*
7. Enter the user's initial temporary password in the **Password** and **Confirm Password** fields.
8. Set the user's role, hierarchy, and scope. Complete these fields:
  - Role Name**  
Enter a unique name for the user role.
  - Role**  
Select a user role from this drop-down list. For example, based on the user role and permission levels, you might select **Cardholder**, **Manager**, or **Program Administrator** from this drop-down list. For a complete list of the options

available in this drop-down list, see List 13: “Role Fields” on page 178.

#### Hierarchy ID

In the Hierarchy ID field, enter the name of the hierarchy. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window. The hierarchy you select should correspond to the user role and scope.

#### Scope

Select a value from this drop-down list. The value you select determines the user viewing rights for his or her assigned role name, role, and hierarchy. For a complete list of the options available in this drop-down list, see List 14: “Scope Fields” on page 178.

### 9. Click Save.

*PaymentNet saves the user access settings and displays a confirmation message.*

#### List 12: Employee General Information Fields

Prefix	If applicable, enter a prefix for the user, such as Mr., Mrs., or Ms.
First Name	Enter the user’s first name.
Middle Initial	Enter the user’s middle initial.
Last Name	Enter the user’s last name.
Suffix	If applicable, enter a suffix for the user.
Title	If applicable, enter the user’s title.
E-mail Address	Enter the user’s email address.
cc E-mail Address	If you want to send a carbon copy of user email notifications to additional email address, you can enter up to five additional email addresses in this field. Use a comma or semicolon to separate multiple email addresses. All email notifications are sent to the user’s email address and the additional email addresses.
bcc E-Mail Address	If you want to send a blind carbon copy of user email notifications to additional email address, you can enter up to five additional email addresses in this field. Use a comma or semicolon to separate multiple email addresses. All email notifications are sent to the user’s email address and the additional email addresses.
Business Phone	Enter the user’s business phone number.
Optimize Website for Accessibility	Mark this checkbox to optimize the user’s accessibility when viewing online help files.

List 12: Employee General Information Fields *(continued)*

Unmask Exports/Reports	Select this checkbox if you want to give the user the option to view unmasked sensitive data in reports and export files.
Notes	If applicable, enter any notes. For example, you might want to add notes that describe the user's role or scope.
Transaction Defaults	Click the Chart of Accounts drop-down menu and select the chart of accounts that contains the accounting codes you want to assign to the user.
Unmask Exports/Reports	Select this checkbox if you want to give the user the option to view unmasked sensitive data in reports and export files.

## List 13: Role Fields

Auditor	A read-only role that can view all PaymentNet settings, transactions, employees (users), accounts and Single Use account orders (if applicable) within the auditor's hierarchy and scope. Auditors can also run reports.
Cardholder	Users with this role can review and edit transactions within the cardholder's hierarchy and scope.
Custom Roles	Specialized roles created by your organization.
Manager	Users with this role can view and edit all transactions, manage employees (user access) and Single-Use Account orders (if applicable) within their hierarchy and scope.
Order Requestor	For programs using Single Use accounts, users with this role can create, view, modify and reconcile orders within their hierarchy and scope.
Program Administrator	Users with this role can view and configure all PaymentNet settings, transactions, employees (users), accounts and Single Use account orders (if applicable) within their hierarchy and scope.
Transaction Approver	Users with this role can view and approve transactions within their hierarchy and scope.

## List 14: Scope Fields

Hierarchy ID	Scope includes only the current hierarchy level. Does not include the current user or hierarchy levels below the current user.
Hierarchy ID and Children	Scope includes the entire hierarchy level and all levels of hierarchy below the selected level. Does not include the current user.

List 14: Scope Fields *(continued)*

Hierarchy ID, Self and Children	Scope includes the entire hierarchy level, all levels of hierarchy below the selected level and the current user.
Hierarchy ID and Self	Scope includes only the current hierarchy level and the current user.
Self	Scope includes only the current user.

## Managing an Existing Employee

This section describes how to manage existing employees, or users, within PaymentNet. You can modify existing employee details as necessary, including employee details, user access roles, and passwords.

For example, if an employee takes a temporary leave of absence, you might want to disable his or her PaymentNet access. Similarly, if an employee gets locked out of PaymentNet, a Program Administrator or Manager might want to re-enable the employee's account and set up a new password.

This section explains the following topics:

- Searching for an Employee
- Viewing Employee Information
- Editing Employee Information
- Changing an Employee User Access Role
- Changing an Employee Password
- Enabling or Disabling Employee Access
- Reassigning an Employee to Another Hierarchy

## Searching for an Employee

You can conduct a search, or query, for an employee. For example, you might want to find all the employees who have a Transaction Approver role and modify their hierarchy settings.

To search for an employee:

1. **Select Employees > Query.**  
*PaymentNet displays the Advanced Query - Employee screen.*

2. Complete the Criteria section fields:
  - Field**  
Select a value from this drop-down list that identifies the field by which you want to search.
  - Operation**  
Select the operation that you want to use to measure the Field value. You can select from Is Equal To and Is Not Equal To.
  - Value**  
If you want to search for an exact field value, then enter the value. For example, if you want to search for an employee whose first name is Kate, then enter the name Kate in this field.
3. Optionally, click the plus icon in the Hierarchy section to add a hierarchy.  
*PaymentNet displays the Hierarchy section fields.*
4. Complete the Hierarchy section fields:
  - Hierarchy ID**  
Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.
  - Include Children**  
If you want to include hierarchy children in the search, select this checkbox. When you select this checkbox, all users under the selected hierarchy point are included in the search.
5. Optionally, if you want to sort the search results, click the plus icon in the Order By section.  
*PaymentNet displays the Order By section fields.*
6. Complete the Order By section fields:
  - Field**  
Select a value from this drop-down list to determine how you want the search results to display.
  - Order Sequence**  
Select the order display from this drop-down list. You can select either Ascending or Descending.
7. Click the Process button.  
*PaymentNet processes the search and displays the results that match your search criteria.*

## Viewing Employee Information

You can view employee details, including general employee information, user access roles, and assigned card accounts. You can also view a history of the last 20 changes made to an employee's profile.

To view employee information:

1. Select **Employees > Manage**.  
*PaymentNet displays the Employee List screen.*
2. In the **User ID** column, click the link to the employee whose information you want to view.  
*PaymentNet displays the Employee Detail: General Information screen.*
3. Optionally, you can view a history of the last 20 changes made to an employee's profile. To view a history of general information, user access, or account changes, click the related tab and then click the **History** button. PaymentNet displays the last 20 changes. For a complete list of fields that display, see List 15: "History Fields" on page 181.

### List 15: History Fields

Change Date	This column displays the date the employee record was changed. The date displays in the MM/DD/YYYY format.
Change Time	This column displays the time the employee record was changed. The time displays in the HH:MM:SS format.
Field Name	This column displays the name of the employee field that was modified.
Previous Value	This column displays the previous value.
New Value	This column displays the new value.
Modified By	This column displays the PaymentNet User ID of the individual who modified the employee record.

## Editing Employee Information

You can edit employee information as necessary. For example, you might need to update an employee's email address or phone number. Additionally, you might need to modify an employee's access role, scope, or assigned hierarchy.

To edit employee information:

1. **Select Employees > Manage.**  
*PaymentNet displays the Employee List screen.*
2. In the User ID column, click the link to the employee whose information you want to edit.  
*PaymentNet displays the Employee Detail: General Information screen.*
3. Complete one of these options:
  - To edit the fields on the Employee Detail: General Information screen:
    - a. Edit the fields as necessary. For a complete list of fields, see List 12: "Employee General Information Fields" on page 177.
  - To edit the fields on the Employee Detail: User Access screen:
    - a. Click the User Access tab. PaymentNet displays the Employee Detail: User Access screen.
    - b. Edit the fields as necessary. For a complete list of fields, see List 13: "Role Fields" on page 178 and List 14: "Scope Fields" on page 178.
4. **Click Save.**  
*PaymentNet saves the changes and displays a confirmation message.*

## Changing an Employee User Access Role

You can change an employee user access role as necessary. For example, you might need to change an employee's access role from Manager to Auditor.

To change an employee user access role:

1. **Select Employees > Manage.**  
*PaymentNet displays the Employee List screen.*

2. In the User ID column, click the link to the employee for whom you want to assign an access role.  
*PaymentNet displays the Employee Detail screen.*
3. Click the User Access tab.  
*PaymentNet displays the Employee Detail: User Access screen.*
4. Complete the fields that display. For a complete list of fields, see List 13: “Role Fields” on page 178 and List 14: “Scope Fields” on page 178.
5. Click Save.  
*PaymentNet saves the changes and displays a confirmation message.*

## Changing an Employee Password

You can change an employee’s password as necessary. For example, you might need to reset a password for an employee who is locked out of PaymentNet. The password you assign is a temporary password that can only be used once and must be changed the first time the employee logs on to PaymentNet.

To change an employee password:

1. Select **Employees > Manage**.  
*PaymentNet displays the Employee List screen.*
2. In the User ID column, click the link to the employee for whom you want to change a password.  
*PaymentNet displays the Employee Detail screen.*
3. Click the User Access tab.  
*PaymentNet displays the Employee Detail: User Access screen.*
4. Click **Change Password** to expand the content and show the details.  
*PaymentNet displays the Password fields.*
5. Complete these fields:
  - Temporary Password**  
Enter a new password for the employee. This temporary password is case sensitive, must be at least six but no more than eight characters in length, must

contain at least one alpha and one numeric character, and must not contain any special characters.

**Confirm Temporary Password**

Re-enter the new password for the employee.

6. Click Save.

*PaymentNet saves the new password and displays a confirmation message.*

---

**Note:** The phrase **PASSWORDEXPIRED** displays in the User Status field until the user changes their temporary password. Once the user changes their temporary password, the phrase changes to **ACTIVE**.

---

## Enabling or Disabling Employee Access

You can enable or disable employee access to PaymentNet. For example, if an employee takes a temporary leave of absence, you might want to disable his or her access. Similarly, if an employee gets locked out of PaymentNet, a Program Administrator or Manager might want to re-enable the employee's account and set up a new password.

To enable or disable employee access to PaymentNet:

1. Select **Employees > Manage**.  
*PaymentNet displays the Employee List screen.*
2. In the User ID column, click the link to the employee for whom you want to enable or disable PaymentNet access.  
*PaymentNet displays the Employee Detail screen.*
3. Click the **User Access** tab.  
*PaymentNet displays the Employee Detail: User Access screen.*
4. Do one of the following:
  - To disable PaymentNet access:
    - a. Select the **Login Disabled** checkbox.

- b. Complete these fields:  
Disabled as of Date  
Click this link and select the calendar date when you want the employee's PaymentNet access disabled.
    - To enable PaymentNet access:
      - a. Deselect the Login Disabled checkbox.
      - b. Clear the date in the Disabled as of Date field.
5. Click Save.  
*PaymentNet saves the settings and displays a confirmation message.*

## Reassigning an Employee to Another Hierarchy

You can reassign an employee to a different hierarchy as needed. For example, an employee may transfer to another division of the company and would therefore need to be assigned to a new hierarchy.

To reassign an employee to another hierarchy:

1. Select **Employees > Manage**.  
*PaymentNet displays the Employee List screen.*
2. In the **User ID** column, click the link to the employee for whom you want to enable or reassign to another hierarchy.  
*PaymentNet displays the Employee Detail screen.*
3. In the **Hierarchy ID** field, enter the name of the hierarchy. Alternately, you can click the **Hierarchy ID** link and select a hierarchy from the pop-up window.
4. Click **Save**.

## Managing Certificates

Use the Employee Detail: Certificate Management tab to upload, view, and delete public-key certificates for use with the Single-Use Account Web Service. When installing a certificate, please allow 15 days for the certificate to be fully installed.

---

**Note:** Error messages are not being generated and sent for certain Web service certificate issues.

---

To load a certificate:

1. Ensure this public-key certificate will only be for use with the Single-Use Account Web Service.
2. Ensure that the certificate was created using these requirements:
  - Must be a valid DER-encoded X.509 certificate.
  - Must be supplied in either binary or printable (Base4) encoding.
  - Must support 2048-bit encryption.
  - Private keys should not be provided.
  - File should not be password protected.
  - Validity period must be specified and cannot be greater than two years.
  - Specified subject in the certificate must be unique to this employee, such as their email address.
3. Locate the public-key file for the employee by clicking the Browse... button under the Public keys field. Be certain that the certificate follows the requirements.  
*The Certificate Management screen lists the file.*
4. Click Save.  
*The Certificate Management screen displays the certificate file with the date it was uploaded in the Public Keys column and the Upload Date column, respectively.*

# 7

## Exports and Imports

PaymentNet offers data management solutions that allow you to transfer information via an export or import file. Export and import files give you the flexibility to efficiently move significant amounts of data and ensure data accuracy.

To transfer data from PaymentNet to an external file, use an export file. An export file is a text file report of information as it appears in PaymentNet. Once you create an export file, you can download the file to your local machine and view the file details.

For example, you might want to export account details for specific account holders. You can create an export file that includes the relevant account data and then download the export file to your local machine. For more information on export files, see “Managing Export Files” on page 188.

To transfer data to PaymentNet from an external file, use an import file. An import file is a text file of information that corresponds to a specific PaymentNet module.

For example, you might need to create multiple new accounts. To efficiently add new accounts to PaymentNet, you can use the Account Import file to import the account data. You can complete similar import tasks for the Chart of Accounts, Employee, Hierarchy, Merchant Category Code, Merchant, and Transaction Default modules. For more information on import files, see “Managing Import Files” on page 191.

This chapter explains the following sections:

- Managing Export Files
- Managing Import Files

## Managing Export Files

You can transfer PaymentNet information outside of the system using an export file. Once you create an export file, you can download the file to your local machine and view the file details.

For example, you might want to export transaction data for a specific date range. You can create an export file that includes the relevant transaction data and then download the export file to your local machine.

This section explains the following topics:

- Configuring an Export File
- Downloading an Export File
- Deleting an Export File

### Configuring an Export File

You can configure an export file that includes data from the PaymentNet modules available to your organization, including the Accounts, Chart of Accounts, Employees, MCC (Merchant Category Code), Merchants, and Transactions modules. The modules you can view are based on the configuration completed in your My Profile menu.

When you create an export file, it is a good idea to run a query for the records you want to include. This reduces the number of records in the list making it easier for you to locate the data you want to export. You can then specify the data you want to include in the file, along with the output file format.

To configure an export file:

1. Navigate to the List screen that contains the category of data you want to export, such as the Transaction List screen or the Accounts List screen.

2. Find the data you want to export. Do one of the following:
  - Perform a quick query by selecting a value from the New Query drop-down list, located at the top of the screen.
  - Perform an advanced query by clicking the Advanced link, located at the top of the screen.

---

**Note:** When exporting the results of an advanced query that spans multiple pages, the export file may be blank. This occurs if you leave any of the criteria fields empty in the advanced query.

Either export each page of the advanced query results separately or rerun the advanced query, making sure to not leave any value field blank, before exporting multiple pages.

---

- Select an existing default query from the drop-down list next to the Set as Default Query link.

---

**Note:** PaymentNet can display up to 10,000 records at a time. If your query includes more than 10,000 records, PaymentNet notifies you that only 10,000 records will be displayed.

---

**Note:** All MCCGs ever assigned to an account, even MCCGs removed from an account, are displaying in reports, mappers, and exports.

Use the Account Detail screen to verify the MCCGs assigned to an account.

---

**Note:** If your organization has a chart of accounts with more than 1,000 segment values, the export file for the chart of accounts may contain missing values for some segments and duplicate values for others.

---

3. Use the multi-select options to select the records that you want to export. For more information, see “Using Multi-Select” on page 35.

---

**Note:** Even though a maximum of 10,000 records display at one time on the Transaction List screen, when you click the Select All Pages link, and more than 10,000 records exist, PaymentNet exports the total number of records and not just the 10,000 that display.

---

4. Click the Create Export File button.

5. Complete these fields:
  - File format**  
Select the export file format from the drop-down list.
  - Name**  
Enter a name for the export file.
  - Compress output file**  
This option is read-only. By default, all export files are compressed.
6. Click the Process button.

## Downloading an Export File

You can download an export file to your local machine. When you download an export file, you view the file based on its file output settings.

To download an export file:

1. Select Reports> Downloads. The Available Downloads screen displays.
2. As necessary, filter the file display on the Available Downloads screen. Select this filter option from the drop-down list:
  - Export**  
Select this option to view all the export files available for download.
3. Click the file you want to view.
4. In the File Download dialog box, click one of these buttons:
  - Open**  
Click this button to open a file.
  - Save**  
Click this button to save a file to your local machine.
  - Cancel**  
Click this button to return to the Available Downloads screen.

## Deleting an Export File

You can delete an export file as needed.

To delete an export file:

1. Select **Reports> Downloads**.  
*The Available Downloads screen displays.*
2. Select the checkbox next to the file you want to delete.
3. Click the **Delete Selected** button.

## Managing Import Files

You can transfer information to PaymentNet from outside of the system using an import file. Once you create an import file, you can pull the import file contents into PaymentNet and avoid the task of manually entering large amounts of data. Use import files to simultaneously update multiple records.

This section provides step-by-step instructions on how to prepare import files for a clean import into PaymentNet.

There are many different types of import files. Import file types include:

- **Account Import.** Used to create or modify a group of accounts.
- **Chart of Accounts Import.** Used to create, modify, remove, or replace Chart of Account values.
- **Employee Import.** Used to create or modify employees and delete user authority.
- **Hierarchy Import.** Used to create, modify, or remove Hierarchy Nodes.
- **Merchant Category Code Import.** Used to manage the Merchant Category Code (MCC) Type and the Travel and Entertainment Type of Merchant Category Codes.
- **Merchant Import.** Used to modify specific merchant information.
- **Transaction Defaults Import.** Used to create, modify, remove, or replace the defaults for Employees, Accounts, Merchant Category Codes, Merchants, Hierarchy, and Customer Codes.

Your team is responsible for preparing import files and developing a list of import files for ongoing maintenance purposes. Consult your internal technical and accounting staff for any technical questions.

During the implementation phase, your J.P. Morgan implementation team is available to discuss your import file needs and provide input on the files appropriate for your organization's card program. Following implementation, your J.P. Morgan relationship management team can assist you as needed.

If you need more information about the import file process, please contact your J.P. Morgan implementation or relationship management team.

This section explains the following topics:

- Configuring an Import File
- Import File Layouts
- Importing a File Into PaymentNet
- General Import File Tips
- Troubleshooting Import Errors

## Configuring an Import File

You can configure an import file using a J.P. Morgan import template. J.P. Morgan provides template for the Accounts, Chart of Accounts, Employees, MCC (Merchant Category Code), Merchants, and Transactions modules. The modules you can view are based on the configuration completed in your My Profile menu.

---

**Note:** J.P. Morgan import file templates are Microsoft® Excel® worksheets. To open and work with a template, you must have Microsoft Excel 2003 or later.

---

To configure an import file:

1. Open the import file template for which you want to import information.
2. Enter the data in the file template. You can manually enter the data or import the data.
3. Verify that the data is consistent with the import file layout requirements. For a complete description of the import file layout requirements for each module, see “Import File Layout Requirements” on page 193.
4. Save the file template. If you plan to add data to the file template again before you import the file into PaymentNet, you can save the file template in .xls or

.xlsx format. However, once you are ready to import the file into PaymentNet, you must save the file in Unicode Text (\*.txt) format.

Table 3: Import File Layout Requirements

Import File Type	Import File Layout Requirements
Accounts	For more information on the Accounts import file type requirements, see “Account Import” on page 194.
Chart of Accounts	For more information on the Chart of Accounts import file type requirements, see “Chart of Accounts Import” on page 210.
Employee	For more information on the Employees import file type requirements, see “Employee Import” on page 212.
Merchant Category Code	For more information on the Merchant Category Code import file type requirements, see “Merchant Category Code Import” on page 220.
Merchant	For more information on the Merchants import file type requirements, see “Merchant Import” on page 223.
Transaction Defaults	For more information on the Transactions import file type requirements, see “Transaction Defaults Import” on page 225.

## Import File Layouts

This section describes the import file layout requirements for each import file type. When you configure an import file, refer to the topics in this section to ensure a successful import into PaymentNet.

**Note:** When you create or edit an import file using a file template, you can save the file in .xls or .xlsx format. However, once you are ready to import the file into PaymentNet, you must save the file in Unicode text (\*.txt) format. Unicode text is a tab-delimited text file format that is compatible with PaymentNet.

This section explains the following topics:

- Account Import
- Chart of Accounts Import
- Employee Import
- Hierarchy Import
- Merchant Category Code Import

- Merchant Import
- Transaction Defaults Import

## Account Import

Use the Account Import file to create and modify multiple accounts using a single file. With this import file, you can create, suspend, reactivate and close accounts, update cardholder information, update account limits and settings, and update account hierarchy and MCC Groups. The Account Import file can contain up to 10,000 records.

If you receive a line item error during the account import process, copy each line containing an error to a new import file, update the lines to fix the error, and then import the new file (containing only the fixed line items) to PaymentNet. If you fix the line items in the original file and then import that same file again, you will open duplicate accounts for each line that did not originally contain an error.

Table 4: Account Import File Layout

Column	Name	Description	Required	Valid Codes
A	Account Number	For new accounts, this refers to the template account or the account that is being replicated. For an account update, the account number indicates the account being updated.	Yes	<ul style="list-style-type: none"> <li>■ 16 digit account code</li> </ul>
B	Employee Type	Employee Type indicates that the account is created for either a new or existing user. Note that PaymentNet does not require a User ID for every account. For example, you might issue a card to an individual who is not going to log in to PaymentNet or require a User ID. In this case, you would add a User ID of "None."	Yes for Add No for Update	Valid fields include: <ul style="list-style-type: none"> <li>■ New</li> <li>■ Existing</li> <li>■ None (This means that no User ID is associated with the account)</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
C	User ID	Refers to the PaymentNet User ID tied to the new account being created	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ When you create or modify an account, the User ID must be between 6-20 characters.</li> <li>■ No special characters allowed</li> <li>■ PaymentNet does not require a User ID for every account. This means that a User ID type of "None" must be added.</li> </ul> <p><b>Note:</b> When you create a new account and user via import or the user interface, ensure that the user ID is not the same as the first four characters of the last name specified and the last four characters of the government identification number.</p>
D	Generate Login Information (the previous heading was Cardholder)	Generates login information to send to SiteMinder. SiteMinder is a third-party application that validates login information. SiteMinder stores and maintains the required user information associated with each account and passes that information to the appropriate PaymentNet application section.  Once a request is sent to SiteMinder, it cannot be sent again.	No	<p>Valid fields include:</p> <ul style="list-style-type: none"> <li>■ 0: No action required.</li> <li>■ 1: User ID has login information generated and sent to SiteMinder</li> </ul>
E	Hierarchy ID	Refers to the Hierarchy defined in PaymentNet to which an account is associated	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 15 characters max</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
F	Status	Refers to account status	No	Valid fields include: <ul style="list-style-type: none"> <li>■ Active</li> <li>■ Suspend</li> <li>■ Close</li> </ul> When Card Delivery is specified, account status is one of these values: <ul style="list-style-type: none"> <li>■ New</li> <li>■ Active</li> <li>■ Suspended</li> </ul>
G	Reason	Reason associated with the “Closed” account status	No for Add Yes for Update with Status of “Close”	Valid EDS fields include: <ul style="list-style-type: none"> <li>■ 1: Cardholder no longer employed.</li> <li>■ 2: Account not needed</li> </ul> Valid TSYS fields include: <ul style="list-style-type: none"> <li>■ 1: Account closed online by APC/Admin</li> </ul>
H	Prefix	Prefix associated with the cardholder’s name	No for Add. Not allowed for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 4 characters max</li> </ul>
I	First Name	Cardholder’s first name	Yes for Add (New TSYS accounts require first name or last name only) Not allowed for update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ HP accounts: Maximum of 25 characters combined (including spaces) for the First Name, Middle Initial, Last Name, and Suffix fields.</li> <li>■ TSYS accounts: Maximum of 23 characters combined for the First Name, Middle Initial, and Last Name fields.</li> <li>■ First Name must be upper case</li> </ul>
J	Middle Initial	Cardholder’s middle initial	No for add Not allowed for update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 2 characters max</li> <li>■ Middle Name must be upper case</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
K	Last Name	Cardholder's last name	Yes for add (New accounts require first name or last name only) Not allowed for Update if the First Name is not included on the account	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ HP accounts: Maximum of 25 characters combined (including spaces) for the First Name, Middle Initial, Last Name, and Suffix fields.</li> <li>■ TSYS accounts: Maximum of 23 characters combined for the First Name, Middle Initial, and Last Name fields.</li> <li>■ Last Name must be upper case</li> </ul>
L	Suffix	Suffix associated with the account holder's name	No	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 4 characters max</li> </ul>
M	Second Row of Embossing	Information embossed on the credit card plastic below the name If left blank, this value defaults from the template account	No Not allowed for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 21 characters max for MasterCard</li> <li>■ 19 characters max for Visa</li> </ul>
N	Date of Birth	Cardholder's date of birth (must be at least 18 years of age)	Yes for Add (either Date of Birth or Mother's Maiden Name required) No for Update	<ul style="list-style-type: none"> <li>■ mm/dd/yyyy format for TSYS</li> <li>■ mm/yy format for EDS</li> </ul>
O	SSN/ID	Cardholder's Social Security Number	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 9 characters exactly (no dashes)</li> <li>■ For Joint &amp; Several or Corporate Liability programs, only the last 4 SSN/ID digits are required; however, 9 digits total must be entered. In these instances, use the format 900-00-1234, where 1234 are the last four digits of the SSN/ID.</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
P	Mother's Maiden Name	Denotes the maiden name of the cardholder's mother	Yes for Add (either Date of Birth or Mother's Maiden Name required) No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 4 characters max for TSYS processor</li> <li>■ 10 characters max for EDS processor</li> </ul>
Q	Cardholder Address Line 1	Cardholder Address Line 1	Yes for Add. No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul> <p><b>Note:</b> For TSYS, Cardholder Address must match the Statement Address.</p>
R	Address Line 2	Cardholder Address Line 2	No	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>
S	City	Cardholder's City	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>
T	State/Province	Cardholder's State/Province	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphabetic</li> <li>■ 2 characters exactly</li> </ul>
U	ZIP/Postal Code	Cardholder's Zip/Postal Code	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ If Country is USA, exactly 5 or 9 numeric characters.</li> <li>■ If Country is CAN, up to 9 alphanumeric characters.</li> </ul>
V	Country	Cardholder's Country	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 3 characters exactly</li> <li>■ USA for United States</li> <li>■ CAN for Canada</li> </ul>
W	Statement Address Line 1	Represents Statement Address Line 1, where the Statement is mailed	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ For an EDS account, the characters cannot exceed 25.</li> <li>■ For a TSYS account, the characters cannot exceed 36 and must match the Cardholder Address.</li> </ul>
X	Address Line 2	Represents the Statement Address Line 2	No	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
Y	City	Represents the City associated with the Statement Address.	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>
Z	State/ Province	Represents the State/ Province associated with the Statement Address	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphabetic</li> <li>■ 2 characters exactly</li> </ul>
AA	ZIP/Postal Code	Represents Zip/Postal Code associated with the Statement Address	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ If Country is USA, exactly 5 or 9 numeric characters</li> <li>■ If Country is CAN, up to 9 alphanumeric characters</li> </ul>
AB	Country	Represents the Country where the statement is mailed	Yes for Add No for Update	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ Exactly 3 characters.</li> <li>■ For the United States, enter USA</li> <li>■ For Canada, enter CAN</li> </ul>
AC	E-Mail Address	<p>Cardholders email address</p> <p><b>Note:</b> For clients on the HP processor, the creation of a new account will fail at the processor if the employee email address is longer than 33 characters in length. In this situation, use one of the following options:</p> <ul style="list-style-type: none"> <li>■ Enter an alternate email address that is 33 characters or less in length</li> <li>■ Create the new account using the No Employee option. Then, create the employee account and assign the account to the employee.</li> </ul>	Yes for new accounts.	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 50 characters max</li> <li>■ Must contain the @ sign</li> <li>■ No spaces allowed</li> <li>■ Supported special characters include &lt; &gt; /   space \</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
AD	Business Phone	Cardholder's business phone number	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ When you create or modify an account using the ##### format, you must enter exactly 10 characters.</li> <li>■ When you create or modify an account using the ###-###-#### format, you must enter exactly 12 characters.</li> </ul>
AE	Mobile Phone	Cardholder's mobile phone number	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ When you create or modify an account using the ##### format, you must enter exactly 10 characters.</li> <li>■ When you create or modify an account using the ###-###-#### format, you must enter exactly 12 characters.</li> </ul>
AF	Custom Field 1  Custom Field 2  Custom Field 3	<p>Represents account custom fields defined by the user that can be associated with an account</p> <p>The header row needs to be updated with the names of the Account Custom fields.</p> <p>Custom fields need to be updated to reflect the Account custom fields setup in PaymentNet.</p>	No If custom fields are not used, the column header row and each cell in the column must be left blank.	<ul style="list-style-type: none"> <li>■ Pipe delimited</li> <li>■ Unlimited</li> </ul> <p>Note: If you are not providing a value for the custom fields, you must enter a dash (-) for each blank value separated by the pipe character ( ). For example: - - -</p>
AG	Notes	Refers to the notes/ comments entered by the user associated with a given account	No	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 2000 characters max</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
AH	Employee ID	Employee ID is sent to the processor	No	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ EDS accounts: Maximum length is 22 characters. Supported special characters include: ' \ , / , - , &amp;</li> <li>■ TSYS accounts: Maximum length is 20 characters. Supported special characters include: - ' ! @ # \$ % ^ &amp; * ( ) - _ = + \   } { [ ' " ; : / ? . ,</li> </ul>
AI	Cost Center	Represents the Cost Center ID associated with an account	No	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 10 characters max</li> </ul>
AJ	VIP	Designates if an account has VIP status	No	<p>Valid fields include:</p> <ul style="list-style-type: none"> <li>■ 0: VIP checkbox not selected.</li> <li>■ 1: VIP checkbox selected.</li> </ul>
AK	International	Designates if an account is an International account	No	<p>Valid fields include:</p> <ul style="list-style-type: none"> <li>■ 0: International checkbox not selected.</li> <li>■ 1: International checkbox selected.</li> </ul>
AL	Credit Limit	Indicates credit limit for account If left blank, this value defaults from the template account. When you create or modify an account, the individual credit limit must not exceed 9999999 for TSYS and 99999999 for EDS.	Yes for new accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 8 characters max</li> <li>■ No spaces or commas</li> </ul>

Table 4: Account Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
AM	Cash Advance Limit	Indicates cash advance limit If left blank, this value defaults from the template account. When you create or modify an account, the individual credit limit must not exceed 9999999 for TSYS and 99999999 for EDS.	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 8 characters max</li> <li>■ No spaces or commas</li> </ul>
AN	Monthly Transaction Limit	Indicates monthly transaction limit If left blank, this value defaults from the template account.	No Applies only to TSYS accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 5 characters max</li> <li>■ No spaces or commas</li> </ul>
AO	Monthly Amount Limit	Indicates monthly amount limit	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 11 characters max</li> <li>■ No spaces or commas</li> </ul>
AP	Cycle Transaction Limit	Indicates cycle transaction limit If the Monthly Transaction Limit is entered, the Cycle Transaction Limit is not allowed.	No Applies only to TSYS accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 8 characters max</li> <li>■ No spaces or commas</li> <li>■ Value must be greater than zero</li> </ul>
AQ	Cycle Amount Limit	Indicates cycle amount limit If the Monthly Amount Limit is entered, the Cycle Amount Limit is not allowed.	No Applies only to TSYS accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 14 characters max</li> <li>■ No spaces or commas</li> <li>■ Value must be greater than zero</li> <li>■ Value must be less than or equal to the Central Bill Credit Limit</li> </ul>
AR	Daily Amount Limit	Indicates daily amount limit If left blank, this value defaults from the template account.	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 11 characters max</li> <li>■ No spaces or commas</li> </ul>

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
AS	Daily Transaction Limit	Indicates daily transaction limit If left blank, this value defaults from the template account.	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 5 characters max</li> <li>■ No spaces or commas</li> </ul>
AT	Single Amount Limit	Indicates single amount limit If left blank, this value defaults from the template account.	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 11 characters max</li> <li>■ No spaces or commas</li> </ul>
AU	Other Transaction Limit	Indicates other transaction limit Either the Other Transaction Limit is specified or the Other Amount Limit and the Other Refresh Date are specified.	No Applies only to TSYS accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 8 characters max</li> <li>■ No spaces or commas</li> </ul>
AV	Other Amount Limit	Indicates other amount limit Either the Other Transaction Limit is specified or the Other Amount Limit and the Other Refresh Date are specified.	No Applies only to TSYS accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 14 characters max</li> <li>■ No spaces or commas</li> <li>■ Value must be greater than zero (TSYS only)</li> <li>■ Must specify valid Other Refresh Date and Other Number of Days values</li> </ul>
AW	Other Number of Days	The number of days variable velocity checks can be used	Yes, if the Other Transaction Limit or Other Amount Limit are used Applies only to TSYS accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 3 characters max</li> <li>■ Value must be greater than zero</li> </ul>
AX	Other Refresh Date	The date that variable (Other) velocity counter starts. Either the Other Transaction Limit is specified or the Other Amount Limit and the Other Refresh Date are specified.	Yes, if Other Transaction Limit or Other Amount Limit are used	<ul style="list-style-type: none"> <li>■ mm/dd/yyyy format</li> <li>■ TSYS accounts only</li> <li>■ Value must be greater than zero (TSYS only)</li> </ul>

Table 4: Account Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
AY	MCC Group 1	Represents the Merchant Category Code Group associated with the credit card account. A maximum of up to nine MCC Groups can be associated with an account. Each MCC Group is treated as an individual field in the input file. If left blank, this value defaults from the template account.	No for EDS accounts Yes for TSYS accounts	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ Maximum length: 3 characters for EDS; 10 characters for TSYS</li> <li>■ Exists in the organization</li> <li>■ Unique in the import file</li> <li>■ Unique for the account</li> <li>■ Positive integer only for EDS</li> </ul>
AZ	MCC Group Action 1	Denotes if the specified MCC Groups is either included in the credit card account or excluded from the credit card account. Each MCC Group has a MCC Group Action associated with it. Each MCC Group Action is treated as an individual field in the input file. If left blank, this value defaults from the template account.	Yes, if a MCC Group is included in the file	Alphabetic 1 characters max Valid fields include: <ul style="list-style-type: none"> <li>■ I: Include</li> <li>■ E: Exclude</li> <li>■ B: Blank</li> </ul>
BA	MCC Group 2	See AX	See AX	See AX
BB	MCC Group Action 2	See AY	See AY	See AY
BC	MCC Group 3	See AX	See AX	See AX
BD	MCC Group Action 3	See AY	See AY	See AY
BE	MCC Group 4	See AX	See AX	See AX
BF	MCC Group Action 4	See AY	See AY	See AY
BG	MCC Group 5	See AX	See AX	See AX

Table 4: Account Import File Layout (continued)

Column	Name	Description	Required	Valid Codes
BH	MCC Group Action 5	See AY	See AY	See AY
BI	MCC Group 6	See AX	See AX	See AX
BJ	MCC Group Action 6	See AY	See AY	See AY
BK	MCC Group 7	See AX	See AX	See AX
BL	MCC Group Action 7	See AY	See AY	See AY
BM	MCC Group 8	See AX	See AX	See AX
BN	MCC Group Action 8	See AY	See AY	See AY
BO	MCC Group 9	See AX	See AX	See AX
BP	MCC Group Action 9	See AY	See AY	See AY
BQ	TSYS Expiration Date	Users can specify the Expiration Date for the account. The Expiration Date cannot be greater than 24 months or less than three months from the account creation date.	No	mm/yyyy format
BR	Card Delivery	Used to specify the address ID/code where the card is shipped	No	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ Maximum length: 5 characters only for TSYS accounts</li> </ul>

Table 4: Account Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
BS	Add/Update	This flag is used to indicate if the record included in the input file is for creating a new account or for updating an existing account.	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Add: Represents a new account</li> <li>■ Update: Represents updating an existing account</li> </ul>
BT	Blank Override	Indicates if a blank override is applicable on a field. Blank Override is applicable on these fields: <ul style="list-style-type: none"> <li>■ Custom Fields</li> <li>■ Notes</li> <li>■ E-mail</li> <li>■ Business Phone</li> <li>■ Mobile Phone</li> <li>■ Cost Center</li> <li>■ Employee ID</li> <li>■ Cash Advance Limit</li> <li>■ Monthly Transaction Limit</li> <li>■ Daily Amount Limit</li> <li>■ Daily Transaction Limit</li> <li>■ Single Amount Limit</li> </ul>	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ 0: Default to existing value if field left blank</li> <li>■ 1: Default to overwrite all old code</li> </ul>

Account Import Best Practices include:

- Creating a New Account
- Updating an Existing Account

## Creating a New Account

Account Imports can be used to create new accounts in PaymentNet for Corporate Liability accounts. To make an Individual Liability request, call your J.P. Morgan relationship management team.

Before you add a new card, look up an existing account to use as a template account for the new card. That account number is used in the account number field in the account batch file.

- When creating a new account using the Account Import file or Account Batch FTP file, the following key scenarios exist:
  - Add/Update field = "Add"

- Employee Type = “New” (If an employee does not have a PaymentNet User ID)
- Employee Type = “Existing” (If an employee does have a PaymentNet User ID)
- Employee Type = “None” (If an employee will not log in to PaymentNet)
- When creating a new account, the value for the following fields are defaulted from the template account unless a new value is specified in the request:
  - Second Row of Embossing
  - Credit Limit
  - Cash Advance Limit
  - Monthly Transaction Limit
  - Daily Amount Limit
  - Daily Transaction Limit
  - Single Amount Limit
  - MCC Group
  - MCC Group Action

---

**Note:** Unless specified, all MCC Groups and MCC Group Actions copy over from the template account. If any changes need to be made to these fields, all of the MCC Groups and their associated actions should be added to the file. Any limits to the MCC Groups must be added or changed on the MCC Group Controls tab of the Account Detail screen within PaymentNet.

---

- When creating a new account, either the Date of Birth or a Mother’s Maiden Name is required.

---

**Note:** As a best practice, when you create a new account, use a template account that has unlimited amount and transaction limits.

---

- If a TSYS account is being added, the cardholder address and the statement address must be identical (including address lines 1 and 2, City, State/Province, Zip/Postal Code and Country). For EDS, a statement address is required.
- If there is an existing Custom Field (or Custom Fields) for the organization, the Blank Override is 0 or left blank (no value specified) and there is no value specified for the new account Custom Field, then the existing template value(s) are copied as the value(s) for the account Custom Field for the new account. This applies only to the Account Import file.
- After submitting the Account Import file or Account Batch FTP file, all the relevant fields (such as First Name, Middle Initial, Last Name, Hierarchy ID,

Business Phone Number, E-mail Address, etc.) for an employee are populated in PaymentNet.

---

**Note:** If the Account Import file loads successfully with errors, account creation has occurred. Do not re-submit the import file; this creates a second, new account.

---

- Once the Account Import file or Account Batch FTP file has been successfully submitted, the new account can take up to 48 hours to be processed, added to PaymentNet and become available for use.
- If a new employee profile (User ID) is created, a default password is assigned. The generated password consists of the first four letters of the last name plus the last four digits of the Social Security Number/ID. The User ID and password can be automatically sent to the cardholder once the Login Credentials - Auto Email module is enabled for your organization. Refer to “Enabling Modules” on page 49; it explains each module in List 2: “PaymentNet Modules” on page 50.

## Updating an Existing Account

- When updating, reassigning or modifying accounts using the Account Import file or Account Batch FTP file, the following key scenarios exist:
  - Add/Update field = “Update”
  - Employee Type = “New” (If employee does not have a PaymentNet User ID)
  - Employee Type = “Existing” (If employee does have a PaymentNet User ID)
- When the Hierarchy ID is changed to another Hierarchy ID for an existing User ID in the account update request, the account is assigned to the new hierarchy level.
- If a TSYS account is updated, the cardholder address and the statement address (including address lines 1 and 2, City, State/Province, Zip/Postal Code, and Country) must be identical. For EDS, a statement address is required.
- If there is an existing Custom Field (or Custom Fields) with the account being modified, the Blank Override is 0 or is left blank (no value specified) and there is no value specified for the Custom Field, then there is no impact on the value that exists in PaymentNet for the account custom field. This is applicable to Account Import only.
- When updating an account and the Single Amount Limit is left blank and the Blank Override is set to “1,” then the current value for the Single Amount Limit is changed to blank.
- When a MCC Group is updated for an account, the update overwrites any existing MCC Groups that have an action value of Include, Exclude or Blank.

- When an account is updated and the User ID already is associated with the account, PaymentNet ignores the request. If the User ID is different than the User ID associated with the account and the Employee Type is specified as “Existing,” then PaymentNet completes these validation steps:
  - Perform the account validations and scope of view validations applicable to an account modify request and also validate that the User ID exists in PaymentNet for that organization.
  - Perform the scope of view validations on the request.
- When an account is reassigned to a different User ID and the Employee Type equals “Existing”:
  - If the account is reassigned to a User ID that had zero (0) accounts before the reassignment, then the account becomes the user’s default.
  - If the account is reassigned to a User ID that had one or more accounts before the reassignment, then account is not marked as the user’s default account.
- When an account is reassigned to a different User ID and the Employee Type equals “New” PaymentNet completes these validation steps:
  - Perform the account validations and scope of view validations applicable to an account modify request and also validate that the User ID does not exist in PaymentNet.
  - If the request passes step 1 then PaymentNet re-assigns the account to the specified User ID and creates the new employee in PaymentNet.
  - The account becomes the user’s default account.

You can modify the Account List screen view to show the authorization limit fields. Then, you can export the template account data and copy/paste the fields into the Account Import file. This process helps ensure that these limits are updated accurately when modifying accounts.

- The Credit Limit for an account cannot be greater than the agency credit limit.
- The Cash Advance Limit or the Daily Amount Limit cannot be greater than the Credit Limit.
- The Cash Advance Limit can not be greater than the agency Cash Advance Limit.
- The Daily Transaction Limit cannot be more than the Monthly Transaction Limit.
- The Single Amount Limit cannot be greater than the Daily Amount Limit.
- Users can set of Cycle Limits or Monthly limits, but not both. If both authorization limits are included in the file, PaymentNet ignores the Monthly Limits.

## Chart of Accounts Import

The Chart of Accounts import file is used to manage your Chart of Accounts values. This import file is set up for management of these values only and cannot be used for the structure of a Chart of Accounts. The structure of a Chart of Accounts is created within PaymentNet.

With this import file, you can add, update, and delete Chart of Accounts segment values.

---

**Note:** The Chart of Accounts import provides a Replace function. This function deletes all existing segment values in the system and adds the new values provided in the import file.

If a Chart of Accounts segment value is deleted, any transaction defaults linked to a deleted segment value are also deleted. This might include Employee, Account, Hierarchy, MCC, Merchant, or Customer Code transaction defaults.

When you use the Replace function in a Chart of Accounts import, you must also complete a Transaction Default import to recreate all the transaction defaults for the related chart of accounts.

---

Please note the following characteristics of importing:

- Create the Chart of Accounts import file from the top-down, and establish the lowest numbered segments first.
- If you have dependencies in the Chart of Accounts import file, you must have dependencies selected (or turned on) within PaymentNet before you import the Chart of Accounts import file.
- If you use an import file to delete values that correspond to default Chart of Account values, you must reconfigure the default values.
- Spaces in the Add/Update/Delete Flag field of the import file cause the import to fail. Verify that only the words Add, Update, or Delete are listed in this column.
- When you complete an import, you have the option on the Import Detail screen to replace values. If you replace your Chart of Accounts, you need to re-import all your default values. Replace does not use the Add/Update/Delete Flag.

Table 5: Chart of Accounts Import File Layout

Column	Name	Description	Required	Valid Codes
A	Chart of Accounts	Chart name that you plan to edit The name you enter must match PaymentNet Chart of Accounts name exactly.	Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ Length must be less than or equal to the maximum length defined for the corresponding Chart of Accounts segment</li> <li>■ Spaces are allowed</li> </ul>
B	Segment	Segment where the value is found.	Yes	<ul style="list-style-type: none"> <li>■ Numeric</li> </ul>
C	Value	Actual Chart of Accounts value	Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric, length based on Chart of Accounts definition</li> <li>■ No spaces allowed</li> </ul>
D	Description	Description of the Chart of Accounts value	Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>
E	Key Segment	Dependency segment	No	<ul style="list-style-type: none"> <li>■ Numeric</li> </ul>
F	Key Value	Dependency value	Required if KeySegment (Column E) is not blank	<ul style="list-style-type: none"> <li>■ Alphanumeric, length based on Chart of Accounts definition</li> </ul>

Table 5: Chart of Accounts Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
G	Add/Update/Delete Flag	Action code passed for each record	Yes	<p>Valid fields include:</p> <ul style="list-style-type: none"> <li>■ Add: for new rows containing data</li> <li>■ Update: for existing rows to be updated</li> <li>■ Delete: for rows to be removed</li> </ul> <p><b>Note:</b> Chart of Account imports may not process successfully when you include Add, Update, and Delete actions in a single import file. Submit three separate import files with Add only, Update only, and Delete only actions.</p>
H	Blank Override	<p>Overwrite action code passed for each record</p> <p>Blank Override is only used where the Add/Update/Delete Flag is set to "Update" and only affects the "Description" field.</p> <p>Best Practice: Keep Blank Override equal to "0."</p>	Yes	<p>Valid fields include:</p> <ul style="list-style-type: none"> <li>■ 0: Indicates that the old code (description) is to remain the same when fields are left blank</li> <li>■ 1: Indicates that all old code (description) are to be overwritten.</li> <li>■ Blank override is only used where Add/Update/Delete Flag is set to "Update."</li> </ul>

## Employee Import

Use the Employee import file to manage employees and employee profiles within PaymentNet, including bank information. Use this import file to create and update employees within your scope of view.

**Note:** You must define a User ID, Role, Hierarchy, and Scope for each employee you import into PaymentNet.

Please note the following:

- The combination of the Role Name, Role, Hierarchy ID, and Scope fields constitute a User Authority. These four fields are not required; however, if one field (either Role Name, Role, Hierarchy ID, or Scope) is included, then all four fields need to be included. If not, the row fails and an error is generated. Additionally, if these fields are not populated, then the employee with the corresponding User ID cannot log in to PaymentNet because they do not have a defined user access role.
- The maximum number of User Authorities per employee per import is six; however, there is no limit to the number of User Authorities that can exist in the database for any employee. To add more than six user authorities, you can import the employee a second time with their additional authorities.
- User Authorities can only be added and updated, not deleted. Program Administrators can manually delete roles in PaymentNet.
- When you add more than one account number for an employee, you must add a new row for each additional account number. The first row for the employee is the default account number and “Add” should be entered in the “Add/Update/Delete Flag” field. On the next row, enter the User ID and account number. Then, enter “Update” in the “Add/Update/Delete Flag” field, and use “0” in the “Blank Override” field.
- If no employee custom fields are used (Column AP), the custom field column header must be entirely blank. Any value in the header causes the import to fail.

Table 6: Employee Import File Layout

ID	Column Name	Description	Required	Valid Codes
A	User ID	Enter a unique User ID for each employee.	Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ Between 6-20 characters</li> <li>■ No special characters allowed</li> </ul>
B	Password	Users have 30 days from the initial Employee import to log in to PaymentNet. Otherwise, Program Administrators must re-import the users that do not log in within 30 days. If users are re-imported, Program Administrators can use the same password used for the initial import.	<ul style="list-style-type: none"> <li>■ Required for Add only</li> <li>■ Upon first login, new users must change their password.</li> </ul>	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ Must have a minimum of one number and one letter</li> <li>■ Between 6-8 characters</li> <li>■ Case-sensitive</li> </ul>

Table 6: Employee Import File Layout *(continued)*

ID	Column Name	Description	Required	Valid Codes
C	First Name		Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 23 characters max</li> </ul>
D	Middle Name			<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 1 character max</li> </ul>
E	Last Name		Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 23 characters max</li> </ul>
F	Email		Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 50 characters max</li> <li>■ Must enter at least one '@' symbol and one '.' in the email address</li> <li>■ No spaces are allowed</li> <li>■ Email address must end with .com or .net or .org</li> </ul>
G	Cc	Carbon copy email address		<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 254 characters max</li> <li>■ You can enter up to five email addresses. Ensure that each email address is separated by a comma or semicolon.</li> </ul>
H	Bcc	Blind carbon copy email address		<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 254 characters max</li> <li>■ You can enter up to five email addresses. Ensure that each email address is separated by a comma or semicolon.</li> </ul>
I	Disable Login	Disables the user from logging in to PaymentNet	Yes	<p>Valid fields include:</p> <ul style="list-style-type: none"> <li>■ 0: Enable login</li> <li>■ 1: Disable login</li> </ul>
J	Role Name 1	Unique name per role for a User ID that defines user authority.	Yes, if Role 1, Hier ID 1, and Scope 1 are included.	<p>20 characters max</p> <p>Invalid fields include:</p> <ul style="list-style-type: none"> <li>■ &lt;, &gt;, /, \,  , or space</li> </ul>

Table 6: Employee Import File Layout (continued)

ID	Column Name	Description	Required	Valid Codes
K	Role 1	Roles define the user authority (scope and node) of each user. Up to six roles are available to each user.	Yes, if Role Name 1, Hier ID 1, and Scope 1 are included.	30 characters max Valid fields include: <ul style="list-style-type: none"> <li>■ Auditor</li> <li>■ Program Administrator (must include a space between “Program” and “Administrator”)</li> <li>■ Card Holder (must include a space between “Card” and “Holder”)</li> <li>■ Manager</li> <li>■ Transaction Approver (must include a space between “Transaction” and “Approver”)</li> <li>■ Order Requestor (must include a space between “Order” and “Requestor”)</li> <li>■ Any custom role created for your organization</li> </ul>
L	Hier ID 1	Hierarchy location associated with role	Yes, if Role Name 1, Role 1, and Scope 1 are included	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 15 characters max</li> </ul>
M	Scope 1	Scope associated with role	Yes, if Role Name 1, Role 1 and Hier ID 1 are included.	Valid fields include: <ul style="list-style-type: none"> <li>■ NodeAndChildren</li> <li>■ Node</li> <li>■ Self</li> <li>■ NodeAndSelfAndChildren</li> <li>■ NodeandSelf</li> </ul>
N	Role Name 2	Same as Column J	Same as Column J	Same as Column J
O	Role 2	Same as Column K	Same as Column K	Same as Column K
P	Hier ID 2	Same as Column L	Same as Column L	Same as Column L
Q	Scope 2	Same as Column M	Same as Column M	Same as Column M

Table 6: Employee Import File Layout *(continued)*

ID	Column Name	Description	Required	Valid Codes
R	Role Name 3	Same as Column J	Same as Column J	Same as Column J
S	Role 3	Same as Column K	Same as Column K	Same as Column K
T	Hier ID 3	Same as Column L	Same as Column L	Same as Column L
U	Scope 3	Same as Column M	Same as Column M	Same as Column M
V	Role Name 4	Same as Column J	Same as Column J	Same as Column J
W	Role 4	Same as Column K	Same as Column K	Same as Column K
X	Hier ID 4	Same as Column L	Same as Column L	Same as Column L
Y	Scope 4	Same as Column M	Same as Column M	Same as Column M
Z	Role Name 5	Same as Column J	Same as Column J	Same as Column J
AA	Role 5	Same as Column K	Same as Column K	Same as Column K
AB	Hier ID 5	Same as Column L	Same as Column L	Same as Column L
AC	Scope 5	Same as Column M	Same as Column M	Same as Column M
AD	Role Name 6	Same as Column J	Same as Column J	Same as Column J
AE	Role 6	Same as Column K	Same as Column K	Same as Column K
AF	Hier ID 6	Same as Column L	Same as Column L	Same as Column L
AG	Scope 6	Same as Column M	Same as Column M	Same as Column M
AH	Employee Hierarchy ID	Hierarchy location for the new employee.	Yes	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 15 characters max</li> </ul>
AI	Account Number	Account number associated with the employee.		<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 16 characters max</li> </ul>
AJ	Account Hierarchy ID	Hierarchy location associated with the account number.	Required if Blank Override is "1"	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 15 characters max</li> </ul>

Table 6: Employee Import File Layout (continued)

ID	Column Name	Description	Required	Valid Codes
AK	ABA Routing Number		If you enter an ABA Routing Number, then you must populate Columns AL - AO. If any bank information is incorrect and causes an error on import, the banking fields are not imported.	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 9 characters max</li> </ul>
AL	Bank Account Number		Required if ABA Routing Number is entered	<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 17 characters max</li> </ul>
AM	Bank Account Type		Required if ABA Routing Number is entered	Valid fields include: <ul style="list-style-type: none"> <li>■ Checking</li> <li>■ Savings</li> </ul>
AN	Bank Name		Required if ABA Routing Number is entered	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>
AO	Account Name		Required if ABA Routing Number is entered	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>
AP	Custom Field 1   Custom Field 2   Custom Field 3	Represents Custom Fields associated with the user	Yes, when the header row is defined and corresponding Custom Fields are configured to be "Required" for Employee. If custom fields are not used, the column header row and each cell in the column must be left blank.	<ul style="list-style-type: none"> <li>■ Pipe delimited</li> <li>■ Unlimited</li> <li>■ The header row needs to be updated with the names of the Employee Custom Fields.</li> <li>■ The Custom Field column header must be left blank when the Custom Fields are not defined.</li> <li>■ When Employee Custom Fields are defined in the header, corresponding null custom field values shall be specified by a hyphen (-).</li> </ul>

Table 6: Employee Import File Layout (*continued*)

ID	Column Name	Description	Required	Valid Codes
AQ	Unmask Exports/ Reports	This option allows the user to see sensitive information unmasked.		Valid fields include: <ul style="list-style-type: none"> <li>■ Y: Sensitive information included in exports and reports generated by this user appear unmasked.</li> <li>■ N or &lt;blank&gt;: Sensitive information included in exports and reports generated by this user appear masked.</li> </ul>
AR	Add/Update/ Delete Flag	Action code passed for each record	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Add: For new rows</li> <li>■ Update: For existing rows to be updated</li> </ul>
AS	Blank Override	Default overwrite action passed for each record Blank Override is only used where the Add/Update Flag is set to "Update" and only affects the "E-Mail address" field. Best Practice: Keep Blank Override equal to "0"	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ 0: Default to existing value if field left blank. When adding multiple account numbers, set this field to 0.</li> <li>■ 1: Default to overwrite all old code.</li> </ul> Do not use the Delete flag.

## Hierarchy Import

The Hierarchy import file provides easy access for management of the hierarchy structure. You can add, update, and delete hierarchy nodes using the Hierarchy import file.

Please note the following:

- In Hierarchy Import files, the following additional characters are not allowed: [% , ' , " , # , ..= , + , @ , ( , ) , ! , \* , \$ ] .

- Create the Hierarchy nodes from the top level down, establishing the highest nodes first (i.e. Node 1 then Node 2, etc.).
- Delete Hierarchy nodes from the bottom level up. You cannot delete a hierarchy node with dependents.
- When you delete hierarchy nodes that have objects associated with them (Accounts, Employees, MCCs, etc.), you need to reassign all objects to a different hierarchy before you delete the hierarchy node or they are moved to the “Deleted” hierarchy node.

Table 7: Hierarchy Import File Layout

Column	Column Name	Description	Required	Valid Codes
A	Hierarchy Type	Name of the current hierarchy	Yes	20 characters max Alphanumeric <ul style="list-style-type: none"> <li>■ Valid fields include: OrgHierarchy (name found on the Manage Hierarchy screen)</li> </ul>
B	Hierarchy ID	Name of the node	Yes	<ul style="list-style-type: none"> <li>■ 15 characters max</li> <li>■ Alphanumeric</li> </ul>
C	Description	Description of the Hierarchy ID (Column B)	Yes	<ul style="list-style-type: none"> <li>■ 30 characters max</li> <li>■ Alphanumeric</li> </ul>
D	Parent Hierarchy ID		Yes	<ul style="list-style-type: none"> <li>■ The default value for this field is “Root.”</li> <li>■ If you change the name of the Root level, enter the new name in this field.</li> <li>■ 15 characters max</li> <li>■ Alphanumeric</li> </ul>

Table 7: Hierarchy Import File Layout *(continued)*

Column	Column Name	Description	Required	Valid Codes
E	Add/Update/ Delete Flag	Action code passed for each record	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Add: for new rows containing data</li> <li>■ Update: for existing rows to be updated</li> <li>■ Delete: for rows to be removed</li> </ul> <b>Note:</b> Hierarchy imports may not process successfully when you include Add, Update, and Delete actions in a single import file. Submit three separate import files with Add only, Update only, and Delete only actions.
F	Blank Override	Default overwrite action passed for each record Blank Override is only used where Add/Update/Delete Flag is set to "Update" Best Practice: Keep Blank Override equal to "0."	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ 0: Default to existing value if field left blank.</li> <li>■ 1: Default to overwrite all old code.</li> </ul> When adding multiple account numbers, enter "0."

## Merchant Category Code Import

Merchant Category Codes (MCCs) are primarily used for travel transactions. The Merchant Category Code import file is used to manage "Type" (Purchase, Travel, and Fleet) and "Travel" only.

Please note the following:

- Merchant Category Codes are pre-loaded into the system with default Types and Travel types.

Table 8: Merchant Category Code Import File Layout

Column	Name	Description	Required	Valid Codes
A	MCC ID	Can be exported from the system with predefined defaults of Type and T&E Type	Yes	<ul style="list-style-type: none"> <li>■ Four digit code</li> </ul>
B	Type		Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Purchase</li> <li>■ Travel and Entertainment</li> <li>■ Fleet</li> </ul>
C	T&E Type			Valid fields include: <ul style="list-style-type: none"> <li>■ Airline</li> <li>■ CarRental</li> <li>■ Lodging</li> <li>■ Other</li> <li>■ Restaurant</li> <li>■ Travel</li> </ul>
D	Custom Field 1  Custom Field 2  Custom Field 3	Represents Merchant Category Code custom fields defined by the user that can be associated with a merchant category code Custom fields need to be updated to reflect the Merchant Category Code custom fields setup in PaymentNet. The header row needs to be updated with the names of the Merchant Category Code Custom fields.	Yes, when the header row is defined and corresponding custom fields are configured to be "Required" for Merchant Category Codes If custom fields are not used, the column header row and each cell in the column must be left blank.	<ul style="list-style-type: none"> <li>■ Pipe delimited</li> <li>■ Unlimited</li> </ul> Note: If you are not providing a value for the custom fields, you must enter a dash (-) for each blank value separated by the pipe character ( ). For example: - - -

Table 8: Merchant Category Code Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
E	Add/ Update/ Delete Flag	Action Code passed for each record	Yes	Valid fields include: <ul style="list-style-type: none"> <li>Update: For existing rows to be updated.</li> </ul>
F	Blank Override	Default overwrite action passed for each record Best Practice: Keep Blank Override equal to "0"	Yes	Valid fields include: <ul style="list-style-type: none"> <li>0: Default to existing value if field left blank. When you add multiple account numbers, set this field to 0.</li> <li>1: Default to overwrite all old code.</li> </ul>

## Merchant Import

The Merchant import file is used to update specific merchant information. You can only update merchants; you cannot add or delete merchants. Merchants are loaded into the system as transactions tied to a merchant. You can run an export file first to obtain a valid Merchant ID.

Table 9: Merchant Import File Layout

Column	Name	Description	Required	Valid Codes
A	Association	Credit card type	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Visa</li> <li>■ Mastercard</li> </ul>
B	Merchant ID	Unique ID for the merchant Obtained by running an export file	Yes	<ul style="list-style-type: none"> <li>■ Numeric</li> </ul>
C	Parent Merchant	The name of the parent merchant into which the merchant rolls up	No	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> </ul>
D	Automatically Update This Merchant	Flag corresponding to the checkbox of the same name on the Merchant Detail screen		Valid fields include: <ul style="list-style-type: none"> <li>■ 0: No or unchecked</li> <li>■ 1: Yes or unchecked.</li> </ul> <p>This flag must be either unchecked in PaymentNet or set to "0" in the import file in order to load values in the remaining import columns. If not, the import row (not the whole file) fails.</p>
E	Taxpayer ID	Unique Merchant Tax ID	Yes.	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 20 characters max</li> </ul>
F	1099 Indicator			Valid fields include: <ul style="list-style-type: none"> <li>■ 0: No or Off.</li> <li>■ 1: Yes or On.</li> </ul>
G	Sales Tax Exempt			Valid fields include: <ul style="list-style-type: none"> <li>■ 0: No or Off.</li> <li>■ 1: Yes or On.</li> </ul>

Table 9: Merchant Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes	
H	Preferred Indicator	Indicates merchant is preferred		Valid fields include: <ul style="list-style-type: none"> <li>■ 0: No or Off.</li> <li>■ 1: Yes or On.</li> </ul>	
I	Address 1			<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>	
J	Address 2			<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>	
K	Phone Number			<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 10 characters max without other symbols</li> <li>■ No dash “-” allowed</li> </ul>	
L	Fax Number			<ul style="list-style-type: none"> <li>■ Numeric</li> <li>■ 10 characters max without other symbols</li> <li>■ No dash “-” allowed</li> </ul>	
M	Contact			<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 25 characters max</li> </ul>	
N	Custom Field 1  Custom Field 2  Custom Field 3	<p>Represents merchant custom fields defined by the user that can be associated with a merchant</p> <p>Custom fields need to be updated to reflect the Merchant custom fields set up in PaymentNet.</p> <p>The header row needs to be updated with the names of the Merchant Custom fields.</p>	No	<p>If Merchant custom fields are not defined, the Custom Field column header should be left blank.</p> <p>If Merchant custom fields are defined in the header, but a specific value in a row of the import does not contain a value, the value of null should be indicated by a hyphen (-).</p>	<ul style="list-style-type: none"> <li>■ Pipe delimited</li> <li>■ Unlimited</li> </ul>

Table 9: Merchant Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
O	Add/Update/Delete Flag	Action code passed for each record	Yes	Valid fields include: <ul style="list-style-type: none"> <li>Update: For new rows containing new data.</li> </ul> Only allowed to "Update" merchants.
P	Blank Override	Overwrite action passed for each record Blank Override is only be used when Add/Update/Delete Flag is set to Update. Best Practice: Keep Blank Override equal to "0"		Valid fields include: <ul style="list-style-type: none"> <li>0: default to existing value if field left blank. When adding multiple account numbers, set this field to 0</li> <li>1: default to overwrite all old code.</li> </ul>

## Transaction Defaults Import

Use the Transaction Defaults import file to set the Chart of Account default values.

Please note the following:

- You must create Chart of Accounts values before you load defaults. If you try and load defaults before the Chart of Accounts, your Transaction Defaults import fails.
- The number of Transaction Custom Fields is variable, depending on how the system is configured for the organization. All Transaction Custom Fields are required in the header of the Import file; however it is NOT required that all Transaction Custom Fields in the Import file have a value. Unused Custom Fields should be left blank.
- The Hierarchy ID is only relevant for those Objects which use a Hierarchy ID. If the Hierarchy ID is left blank the system should make these globally available (i.e., put them in the top node in the Hierarchy.)
- Accounting code segments must be combined or linked together (concatenated) into a single column, with individual segments divided by the pipe (|) delimiter.
- You must use a hyphen in place of a value in the Chart of Account column in the case where accounting code segments are not being imported. If no value is imported, a dash "-" should be used in the cell. For example, if the accounting

code is specified as “12|1200|-”, then the code is parsed as three chart of account segments:

- Segment Number = 1, value = 12
  - Segment Number = 2, value = 1200
  - Segment Number = 3, value = - (hyphen is used when the segment value is blank).
- When replacing a Transaction Defaults import, it replaces all existing default types.
  - If you are validating Chart of Account values (validation checkbox is selected), you must create the Chart of Accounts prior to loading defaults. If you try and load defaults before creating the Chart of Accounts, the import fails.

Table 10: Transaction Defaults Import File Layout

Column	Name	Description	Required	Valid Codes
A	Default Type	Import default type	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Account</li> <li>■ MCC</li> <li>■ Merchant</li> <li>■ Employee</li> <li>■ Customer code</li> <li>■ Hierarchy</li> </ul>
B	Object ID	Code to be updated	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Account Number</li> <li>■ MCC ID</li> <li>■ Merchant ID</li> <li>■ Employee ID (User ID)</li> <li>■ Customer Code (17 characters max)</li> <li>■ Hierarchy ID</li> </ul>
C	Hierarchy ID	Applicable if hierarchy is used	Yes for Hierarchy, Merchant & MCC	<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 15 characters max</li> </ul>
D	Chart of Accounts	Chart of Accounts name		<ul style="list-style-type: none"> <li>■ Alphanumeric</li> <li>■ 20 characters max</li> </ul>

Table 10: Transaction Defaults Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
E	Accounting Code	Segments must be concatenated into a single column, with individual segments delimited by the pipe symbol (“ ”). Accounting Code must consist of segment values separated by pipe symbol (“ ”) as delimiters and concatenated in the ascending order of segment number.	Yes, if the Chart of Accounts (Column D) is populated.	<ul style="list-style-type: none"> <li>■ Alphanumeric, Example: “12 1200 1220”</li> </ul>
F	Custom Field 1   Custom Field 2   Custom Field 3	Custom Field Names The header row needs to be updated with the names of the Transaction Default custom fields.	Yes, when the header row is defined and corresponding custom fields are configured to be “Required” for Transaction Defaults. If custom fields are not used, the column header row and each cell in the column must be left blank.	<ul style="list-style-type: none"> <li>■ Pipe delimited</li> <li>■ Unlimited</li> </ul> <p>Note: If you are not providing a value for the custom fields, you must enter a dash (-) for each blank value separated by the pipe character ( ). For example: - - -</p>

Table 10: Transaction Defaults Import File Layout *(continued)*

Column	Name	Description	Required	Valid Codes
G	Add/Update/Delete	Action code passed for each record.	Yes	Valid fields include: <ul style="list-style-type: none"> <li>■ Add: For new rows</li> <li>■ Update: For existing rows to be updated</li> <li>■ Delete: For rows to be removed</li> </ul>
H	Blank Override	Default overwrite action passed for each record Blank Override is used where Add/Update/Delete Flag is set to "Update" Best Practice: Keep Blank Override equal to "0"	Yes	<ul style="list-style-type: none"> <li>■ 0: Default to existing value if field left blank When adding multiple account numbers, set this value to 0</li> <li>■ 1: Default to overwrite all old code</li> </ul>

## Importing a File Into PaymentNet

Once you configure an import file and verify the file layout requirements, you can import the file into PaymentNet.

To import a file:

1. Select **Administration > Imports**.  
*The Import List screen displays.*
2. Click the **Import New File** button.
3. From the **Import Name** drop-down list, select one of these import file types:
  - Account
  - Chart of Accounts
  - Employee
  - Hierarchy
  - Merchant
  - Merchant Category Code
  - Transaction Defaults

4. Select one of the Import Type options below.

#### Add/Update

Add/Update is used to add data for the first time, append data to an existing table, replace existing data with new data for corresponding rows, or delete existing individual rows of data.

This indicator is used in conjunction with the Add/Update/Delete flag found on each row of the import file. If an existing row is not represented in the import file, it is not changed.

#### Replace

Replace is only available for the Chart of Accounts and Transaction Defaults import files.

The Chart of Accounts import file replaces existing Chart of Account description fields where the Segment, Value, Key Segment, and Key Value fields match import entries. Load all entries in the import file as if their Add/Update/Delete flags are set to Add.

Add any rows found in the import file which are not already in the database. Remove database entries which do not have corresponding entries (Segment, Value, Key Segment and Key Value) in the import file.

The Transaction Defaults import file completely removes all transaction defaults in all objects, along with any subordinate relationships. It also loads all entries in the import file as if their Add/Update/Delete flags are set to Add (although the replace process ignores this flag). The system then loads all rows found in the import file, indicating any errors.

5. Click the Browse button.  
*A Windows dialog box displays.*
6. Enter the path of the file to be imported. The file must be a Unicode text file (.txt).
7. Click the Submit button.  
*PaymentNet displays the import file results on the Import List screen.*

## General Import File Tips

This section describes general tips that help you ensure the accuracy of import files.

---

**Note:** You must use Microsoft Excel 2003 or later to create and modify import files.

---

Follow these tips to ensure that your import files are successful:

- Format the Excel worksheet as text. To do this:
  - a. Click the blank square located to the left of the A column and above the first row of the worksheet. This highlights the entire worksheet.
  - b. From the Format menu, select Cells.
  - c. On the Number tab, click Text.
  - d. Click OK.
- Certain characters can interfere with a successful import, depending on the import file. As a general rule, files should not include double-spaces, apostrophes ['], double quotes [“], commas [,] or ampersands [&]. Carefully review the instructions for each import file as there may be more stringent requirements on the file you are creating. In Hierarchy Import files, the following additional characters are not allowed: [%, #, =, +, @, (, ), !, \*, \$].
- For all import files except the Account Import, phone numbers should be a straight series of ten (10) digits, with no formatting or embedded special characters (xxxxxxxx format). Phone numbers in the Account Import file should be a series of twelve (12) digits with hyphens included (xxx-xxx-xxxx format).
- Import files must be formatted as tab-delimited text files. When your file is ready to import, choose Save As from the File menu. Name your file and select Unicode Text in the “Save as type” drop-down box. Unicode text is a tab-delimited text file format and is required for import files. It is not necessary to save the file as a Unicode text file until you are ready to import. While you are making modifications, you can save it as an Excel workbook.
- Blank fields should be blank. A space causes the import to fail. Blank rows in the import file also cause the import to fail. The column headers must be present in the first row, exactly the way that they appear in the “Import File Layouts” on page 193.
- Avoid errors in imports by looking at your import file in a text editor, such as Notepad, included with Microsoft Windows. Verify that the file is tab-delimited, that there are no blank rows in or at the end of the file, and that there are no spaces in blank fields or at the end of fields. All of these issues can cause an import to fail.
- You can also verify that there are no blank rows in Microsoft Excel by using the CTRL+END key to move to the last row. If there are blank rows, delete the blank rows and close Microsoft Excel.
- Import files must be free of password protection.

## Troubleshooting Import Errors

When you import files into PaymentNet, two general types of errors can occur. These errors include:

- File Failures
- Line Item Failures

This topic of the Import File section lists error messages that you might receive with an import and possible reasons for the errors. Understanding the requirements of each import file type is the best way to avoid import file errors.

For further help with errors, contact your J.P. Morgan implementation or relationship management team.

This topic explains the following tasks:

- Viewing Import Errors
- Tips for Resolving Import Errors
- File Failures
- Line Item Failures

### Viewing Import Errors

If the import file is Successful with Errors or has Failed, it is listed on the Import List.

To display the Import Error List:

1. Select Administration > Imports.
2. Click the Import Name.

### Tips for Resolving Import Errors

- Imports must be tab-delimited text files, using Unicode text.
- Blank fields should be empty; a space causes the import to fail.
- Blank rows in the import file cause the import to fail.
- The column headers must be present in the first row, exactly the way that they show up in the file layouts.

## File Failures

File failures are serious errors that cause the entire import file to fail and are indicated by a status of Failed. File failures are generally caused by not having the correct header items in Row 1 of an import file or having blank rows within or at the end of an import file.

Table 11: “Import File Failures” on page 232 describes file failure error messages you can receive, common error causes, and error resolutions.

Table 11: Import File Failures

Error	Possible Cause	Resolution
DTSExecutionFailedFileLoad <ul style="list-style-type: none"> <li>Blank lines are not allowed</li> </ul>	<ul style="list-style-type: none"> <li>Blank rows are at the end of the file or within the file.</li> </ul>	<ul style="list-style-type: none"> <li>Open the import file in a text editor and look for blank rows, especially at the end of the file.</li> <li>Delete all blank rows.</li> </ul>
DTSExecutionFailedFileLoad <ul style="list-style-type: none"> <li>The actual number of fields does not match the expected number of field.s</li> </ul>	<ul style="list-style-type: none"> <li>The number of headers does not match the required number of headers for the file type.</li> <li>Spaces are at the end of a field, especially the Add/Update/Delete flag field.</li> </ul>	<ul style="list-style-type: none"> <li>Review the sample import file and make sure you have all the headers listed exactly as in the file.</li> <li>Check for spaces after the text in a field, especially required fields.</li> </ul>

## Line Item Failures

Line item failures can be caused by numerous things but are most common with bad data in the row that failed. If a line item error occurs after an import, the import status is “Successful with errors.” You can view the line item errors by clicking on the import name on the Import List page. The Import Error List page displays the line of the import file that had the error and the actual error message.

To fix a line item failure, you should go to the line in the import file indicated on the Import Error List and fix the problem. It is possible to import the whole file into PaymentNet again after fixing the lines with errors as long as you know the result.

- If you are adding lines, the lines that imported successfully the first time return an error stating that the item already exists. Only fixed or new items in the file are successfully imported.
- If you are performing an update, new errors should not occur by importing the file in its entirety. All rows update, even if the information is not changed.

- If you are deleting lines, you receive an error stating that the item does not exist. Only rows that were fixed are deleted with the import file.

If you do not want to receive the additional line item errors, you can import just the items you fix. It may then be easier for you to find any new errors that occurred on items you fixed.

The following table lists errors, possible causes for the errors and how to fix the errors. Some errors are listed with the word ITEM to indicate the error could happen on various types of imports. This error could apply to Accounting Codes, Hierarchies, Employees, Merchants, Merchant Category Codes or Transaction Defaults.

Table 12: Line Item Failures

Error	Possible Cause	Resolution
ITEM already exists	<ul style="list-style-type: none"> <li>■ Adding a row that already exists</li> </ul>	<ul style="list-style-type: none"> <li>■ Do not include the item in the import file as it has already been entered into PaymentNet.</li> </ul>
ITEM does not exist	<ul style="list-style-type: none"> <li>■ Updating a row that does not exist</li> </ul>	<ul style="list-style-type: none"> <li>■ Change the import flag to Add instead of Update.</li> <li>■ Do not include the item in the import file as it does not exist in PaymentNet.</li> </ul>
Defaults that are no longer in ITEM are set to None	<ul style="list-style-type: none"> <li>■ Choosing to do a Replace of the file when accounting code defaults exist in PaymentNet</li> </ul>	<ul style="list-style-type: none"> <li>■ Set the flag to Update on the rows and do not choose Replace when importing the file.</li> <li>■ Re-import your defaults after the replace is complete.</li> </ul>
Dependencies exist	<ul style="list-style-type: none"> <li>■ Trying to delete an ITEM that has dependencies</li> </ul>	<ul style="list-style-type: none"> <li>■ Delete the dependencies before you delete the item in the error.</li> </ul>
Hierarchy Node Value Too Long	<ul style="list-style-type: none"> <li>■ Segment Value is too long</li> </ul>	<ul style="list-style-type: none"> <li>■ Verify that the hierarchy value listed in the row is not longer than the segment value listed in PaymentNet.</li> </ul>
Invalid Action Specified	<ul style="list-style-type: none"> <li>■ Add/Update/Delete flag field has an invalid value</li> </ul>	<ul style="list-style-type: none"> <li>■ Verify that the Add/Update/Delete flag field lists either Add, Update, or Delete.</li> </ul>
Invalid Chart of Accounts	<ul style="list-style-type: none"> <li>■ Chart of Accounts in import file doesn't exist in PaymentNet</li> </ul>	<ul style="list-style-type: none"> <li>■ Make sure the Chart of Accounts listed in the import file is spelled exactly as it is in PaymentNet.</li> </ul>

Table 12: Line Item Failures *(continued)*

Error	Possible Cause	Resolution
InvalidHierarchyNodeName	<ul style="list-style-type: none"> <li>Deleting a row with values that don't exist in PaymentNet</li> </ul>	<ul style="list-style-type: none"> <li>Verify the value is listed exactly as it is in PaymentNet.</li> </ul>
Reference Accounting Code Does Not Exist	<ul style="list-style-type: none"> <li>Key Value is missing in import file when PaymentNet shows dependency is required</li> <li>Key Value and Segment are listed in import file when no dependency is required</li> <li>Importing segment with dependency when segment that is depended on does not exist</li> </ul>	<ul style="list-style-type: none"> <li>Verify the dependencies listed in PaymentNet to make sure your import file is set up the same, i.e., correct segment dependencies, dependencies do or don't exist, etc.</li> <li>Import lower numbered segments before higher numbered segments, i.e., Segment 1 before Segment 2, etc.</li> </ul>

# 8

## Flex Mappers

You can utilize a flex mapper to move data between PaymentNet and your organization's accounting system, such as a general ledger (GL) or enterprise resource planning (ERP) system. Flex mappers are data export files in a specific layout and format, usually a limited or fixed-length text file.

Unlike reports, a flex mapper gives you the option to mark transactions as export. Once a transaction is marked as exported, you cannot edit any information tied to the transaction and the flex mapper will not extract the transaction data again. This feature ensures that a transaction will not be fed to your internal system more than once.

For example, you run a flex mapper for a billing cycle and request that only approved transactions be included in the output file. Those transactions that are not approved at the time the flex mapper is run will not be included in the file. When you go back and run the same flex mapper for the same billing cycle, the output file will provide you with only transactions that have been approved since the last flex mapper run; it will exclude any previously exported transaction.

Flex mappers give you the option to set the mapper criteria by selecting fields from a predefined list. You can also use flex mappers to define the file layout and file format. You can manually run a flex mapper or schedule it on demand.

Whether you run a mapper manually or automatically, you can mark transactions as exported. When you mark a transaction as exported, PaymentNet locks the transaction from additional editing and prevents other mappers from pulling the transaction into a flex mapper file.

If after running a flex mapper you still require data beyond its scope then review the "Standard File Options" on page 502 and select one of the file layouts. Each of the

Standard File Options are transaction-based files with account information that can be used to access transaction and account information. After you choose a standard file, contact your J.P. Morgan representative for more information.

This chapter explains the following sections:

- Creating a Flex Mapper
- Editing a Flex Mapper
- Deleting a Flex Mapper
- Running a Flex Mapper
- Changing the Status of a Mapper to Successful or Unsuccessful
- Downloading a Flex Mapper

## Creating a Flex Mapper

You can create a flex mapper to transfer accounting data from PaymentNet to your organization's accounting system.

For example, you might need to move transaction records from PaymentNet into your organization's ERP system. You can set mapper criteria to pick transaction records for the current period within the billing cycle. You can then run and download the mapper. Once you download the mapper, you can verify that the mapper data is correct.

Also, a flex mapper gives you the option to lock transactions in PaymentNet. When a transaction is locked, you cannot edit any information tied to the transaction and the flex mapper does not extract the transaction data again. This prevents redundancy.

When you configure a mapper file, you have the option to select the Mark Records as Exported? checkbox. When you select this checkbox and run the mapper, all the transactions included in the mapper file are placed in an interim state and cannot be edited. This option is shown in Figure 8: "Mapper Detail: General Information Screen" on page 237.

The Mark Records as Exported? checkbox is one of multiple criteria that influence the status of the transactions included in a mapper.

For example, if you select both the Mark Records as Exported? checkbox and the Automatically mark records as successful checkbox, then the transactions included in the mapper are automatically marked as Exported and cannot be edited.

Alternately, if you do not select the Automatically mark records as successful checkbox, or if you manually run a mapper, then you can change the mapper status to Successful or Unsuccessful. This way, you can validate the transaction data before you load it into your organization’s accounting system.

**Note:** To reverse the export status on an entire mapper that was generated in the past 365 days, please contact Client Application Support.

Figure 8: Mapper Detail: General Information Screen

The screenshot shows the 'Mapper Detail' window with the 'General Information' tab selected. The form contains the following elements:

- Name:** Generic Mapper
- Hierarchy ID:** (empty field)
- Transaction Types to Include:** Transactions Only (selected), Transactions and Payments (unselected)
- Mark Records as Exported?:**
- Compress Output?:**
- Additional Email Notification:** (empty field)
- Schedule to run automatically?:**
- Automatically mark mapper as successful?:**
- Frequency:** Weekly
- Day:** Monday

For a description of possible mapper configuration criteria and transaction editing options, see Table 13: “Mapper Criteria and Transaction Editing Options” on page 251. For more information about how to change the status of a mapper, see “Changing the Status of a Mapper to Successful or Unsuccessful” on page 255.

**Note:** To ensure that chart of account values and custom fields at the split level of a transaction are included in your mapper, make sure the following Line Item Level Accounting options are selected in the transaction:

- Chart of accounts on child records (splits)
- Custom fields

In addition to ensuring that the correct Line Item Level Accounting options in the transaction are selected, the Include in Line Item checkbox in the Custom Fields Setup screen must also be selected.

For more information on how to edit a flex mapper, see “Editing a Flex Mapper” on page 253.

---

**Note:** All MCCGs ever assigned to an account, even MCCGs removed from an account, are displaying in reports, mappers, and exports.  
Use the Account Detail screen to verify the MCCGs assigned to an account.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan “normalizes” the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

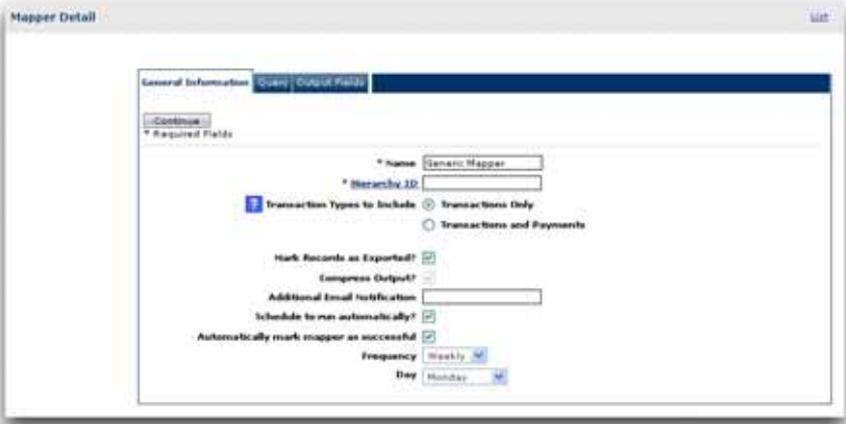
You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

To create a flex mapper:

1. Select **Administration > Mappers**.  
*Payment displays the Mapper List screen.*

- Click the Add New Mapper button.  
*PaymentNet displays the General Information screen.*



The screenshot shows the 'Mapper Detail' window with the 'General Information' tab selected. The window contains a 'Continue' button and a 'Required Fields' section. The 'Name' field is set to 'Generic Mapper' and the 'Hierarchy ID' field is empty. Under 'Transaction Types to Include', the 'Transactions Only' radio button is selected. Other options include 'Mark Records as Exported?' (checked), 'Compress Output?' (unchecked), 'Additional Email Notification' (empty text field), 'Schedule to run automatically?' (checked), 'Automatically mark mapper as successful?' (checked), 'Frequency' set to 'Weekly', and 'Day' set to 'Monday'.

- Complete the fields that display.  
For a complete list of fields, see List 16: “General Information Fields” on page 242.
- Click the Continue button.  
*PaymentNet displays the Query screen.*
- Click the Plus icon (+) to add query settings to the Criteria, Hierarchy, or Order By sections.

6. Complete the fields that display in the Criteria, Hierarchy, and Order By sections.

For a complete list of the fields that display in the Criteria section, see List 17: “Query Criteria Fields” on page 243.

For a complete list of the fields that display in the Hierarchy section, see List 18: “Query Hierarchy Fields” on page 244.

For a complete list of the fields that display in the Order By section, see List 19: “Query Order By Fields” on page 244.

---

**Note:** You cannot order the mapper file by the Accounting Code Values field in PaymentNet. Once the mapper has run, use a spreadsheet program such as Microsoft Excel to sort the file.

---

**Note:** When the transaction Post Date is specified in a mapper query for multiple criteria (e.g., cardholders, accounts), PaymentNet includes all records with a post date in the mapper for any criteria following the AND operator.

For example, if the mapper query criteria includes:

- Post Date is between 10/21/2011 and 11/21/2011
- AND Cardholder Last Name contains DOE
- OR Cardholder Last Name contains JONES
- OR Cardholder Last Name contains SMITH

The mapper file produced from the criteria specified above would include transactions with a post date between 10/21/2011 and 11/21/2011 only for cardholders with the last name DOE. For cardholders with the last name of JONES or SMITH, all transactions with a post date would be included.

To obtain a mapper file with only the transactions between 10/21/2011 and 11/21/2011 for all three cardholders, the mapper query criteria should include:

- Post Date is between 10/21/2011 and 11/21/2011
  - AND Cardholder Last Name contains DOE
  - OR Post Date is between 10/21/2011 and 11/21/2011
  - AND Cardholder Last Name contains JONES
  - OR Post Date is between 10/21/2011 and 11/21/2011
  - AND Cardholder Last Name contains SMITH
- 

7. Click the Continue button.

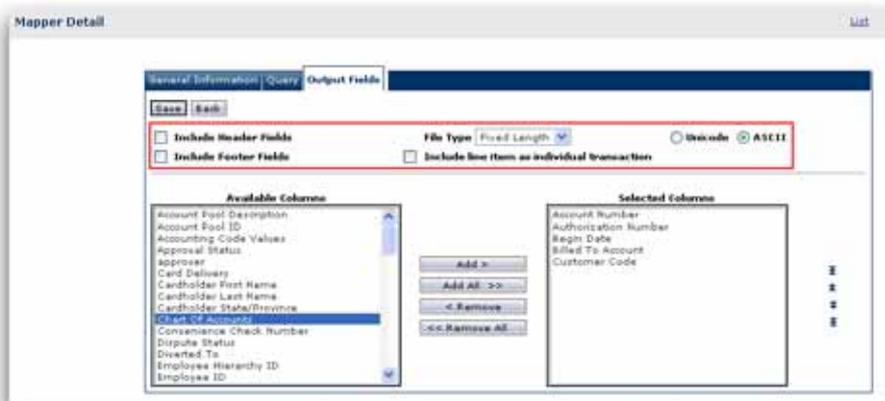
8. From the Available Columns list, select the column(s) you want to include in the mapper file. To select multiple columns, hold down the CTRL key and click the column name.

For a complete list of the Available Columns and the field length for each column, see List 20: “List of Available Columns and Field Lengths” on page 245.

9. Use the selection arrows to add or remove columns to or from the Selected Columns list. Selection arrows include:
  - Add >: Click this arrow to add a column(s) to the Selected Columns list.
  - Add All >>: Click this arrow to add all the columns in the Available Columns list to the Selected Columns list.
  - < Remove: Click this arrow to remove columns from the Selected Columns list.
  - << Remove All: Click this arrow to remove all the columns from the Selected Columns list.

10. Complete the other fields that display.

For a complete list of fields, see List 21: “Output Fields” on page 250.



11. Click Save.  
*PaymentNet saves the flex mapper file settings and displays a confirmation message.*

## List 16: General Information Fields

Name	Enter a unique name for the flex mapper.
Hierarchy ID	The Hierarchy ID you select determines who can access the Mapper List screen and view or edit a mapper. PaymentNet users must be assigned the Program Administrator role in order to access the Mapper List screen.
Transaction Types to Include	<p>Select one of the following options. By default, Transactions Only is selected.</p> <p><b>Transactions Only</b> Select this option if you want to include transaction records in the mapper file.</p> <p><b>Transactions and Payments</b> Select this option if you want to include transaction and payment records in the mapper file. Once you run the mapper file, the included transactions are locked from further editing and their status is set to Exported.</p> <p><b>Note:</b> Mapper files containing foreign currency transactions are correctly displaying the foreign currency value in the Transaction Line field but display the Transaction amount field in US currency. This results in a discrepancy between the Transaction Line amount total and the Transaction amount total.</p>
Mark Records as Exported?	<p>Select this option if you want the status of the transactions included in the mapper file to be marked as Exported. Transactions with a status of Exported cannot be edited or included in other mapper files. For more information about this option, see Table 13: “Mapper Criteria and Transaction Editing Options” on page 251.</p> <p><b>Automatically mark mapper as successful</b> Both the Schedule to run automatically checkbox and the Mark records as exported checkbox must be checked to enable the Automatically mark as successful checkbox. Select this checkbox if you want the status of the mapper to be marked as Successful once it successfully runs. When a mapper is marked as successful, the transactions included in the mapper file are locked from further editing. As necessary, you can run the mapper file again and include different, unlocked transactions.</p>
Compress Output	Select this option if you want to compress the flex mapper output file. By default, all mappers are compressed.
Additional Email Notification	Enter a valid email address. Once a flex mapper file is ready, an email notification is sent to this email address.

List 16: General Information Fields *(continued)*

Schedule to run automatically?	<p>If you want the selected flex mapper to run on a recurring basis, select this checkbox.</p> <p>When you select this option, the Frequency and Day drop-down lists display.</p> <p><b>Note:</b> Mappers scheduled to run automatically are based on how your organization implemented this option. Mappers are processed to start after 7 p.m. ET or to complete by 8 a.m. ET.</p>
Frequency	<p>Select the frequency with which you want to run the flex mapper. You can select from these options:</p> <p><b>Weekly</b> If you select this option from the Frequency drop-down list, then you must select the weekday on which you want the mapper file to run. Select a day from the Day drop-down list.</p> <p><b>Cycle</b> If you select this option from the Frequency drop-down list, then you must select when you want the mapper 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</p> <p><b>Daily</b> If you select this option from the Frequency drop-down list, then you must select the day on which you want the mapper file to run. Select either Every Day or Every Week Day from the Day drop-down list.</p> <p><b>Monthly</b> 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 mapper file to run. Select a day of the month from the Day drop-down list.</p>
Day	<p>Select the day of the week you want to run the flex mapper. Each day of the week, Monday through Sunday displays in the drop-down list.</p>

## List 17: Query Criteria Fields

Field	<p>Select the field value that you want to use for the query.</p> <p>A list of all of the available criteria Field values are included at the end of this list. See “Field items for Criteria:” on page 244.</p>
Operation	<p>Select the statement comparison value that you want to use for the query.</p> <p><b>Note:</b> If a flex mapper contains the “Is Not Equal To” operation in the Criteria section for a transaction custom field or account code value, a time-out event may occur when running the mapper and PaymentNet may become unresponsive.</p>

List 17: Query Criteria Fields *(continued)*

<b>Value</b>	Enter the query value you want, based on the selected Field value.	
<b>Field items for Criteria:</b>		
	Account Number	Order ID
	Accounting Code Values	Order Status
	Addendum Type	Original Amount
	Approval Status	Original Currency
	Billed to Account	Parent Merchant Name
	Card Delivery	Post Date
	Cardholder First Name	Receipt Image Attached
	Cardholder Last Name	Requestor Name
	Chart of Accounts	Settlement Currency
	Customer Code	Settlement Method
	Dispute Status	Total Order Amount
	Employee ID	Transaction Amount
	Has Addendum Data	Transaction Date
	MCC	Transaction ID
	Merchant City	Transaction Type
	Merchant Country	User ID
	Merchant Name	Waiting for Approval
	Merchant State/Province	Waiting for Review
	Next Approver Last Name	

## List 18: Query Hierarchy Fields

<b>Hierarchy ID</b>	Click this link and select the hierarchy you want to include in the query.
<b>Include Children</b>	Select this checkbox if you want to include children hierarchies in the query.

## List 19: Query Order By Fields

<b>Field</b>	Select the field value in the mapper file by which you want to sort the query values. A list of all of the available query Field values are included at the end of this list. See “Field items for Order By:” on page 245. <b>Note:</b> You cannot order the mapper file by the Accounting Code Values field in PaymentNet. Once the mapper has run, use a spreadsheet program such as Microsoft Excel to sort the file.
<b>Order Sequence</b>	Select the order sequence by which you want the query values to display.

List 19: Query Order By Fields *(continued)*

Field items for Order By:

Account Number	Order ID
Addendum Type	Order Status
Billed to Account	Original Amount
Card Delivery	Original Currency
Cardholder First Name	Parent Merchant Name
Cardholder Last Name	Post Date
Chart of Accounts	Receipt Image Attached
Customer Code	Requestor Name
Dispute Status	Settlement Method
Employee ID	Total Order Amount
Exported	Transaction Amount
Has Addendum Data	Transaction Date
MCC	Transaction ID
Merchant City	Transaction Type
Merchant Country	User ID
Merchant Name	Waiting for Approval
Merchant State/Province	Waiting for Review
New Approver Last Name	

## List 20: List of Available Columns and Field Lengths

Available Column Name	Field Length	Description
Cardholder First Name	50	This is the first name of the account holder, entered on the My Profile screen.
Middle Initial	22	This is the middle initial of the account holder, entered on the My Profile screen.
Cardholder Last Name	50	This is the last name of the account holder, entered on the My Profile screen.
Account Number	16	This is the number identifying the account, appearing on the front of the credit card.
Account Pool Description	50	This field is the description of a pool of account numbers that are available for use with orders; the pool from which single-use account numbers are drawn.
Account Pool ID	50	This is the code used to identify a particular account pool. One account pool per hierarchy node is allowed by PaymentNet.
Cardholder State/Province	22	This is the state or province listed for the address of the account holder.

List 20: List of Available Columns and Field Lengths *(continued)*

Available Column Name	Field Length	Description
Accounting Code Values	100	This field details where a transaction has been allocated within a Chart of Accounts, listing each chart segment separated by a backslash (\).
Approval Status	50	This field indicated whether a transaction has made it through the review/approval process.
Authorization Number	20	This field contains the number assigned to a transaction, used to track it through the authorization process. After a transaction is authorized, it is posted.
Billed to Account	19	This field contains the account number of the account to which the transaction was billed. If the transaction is billed to the account used to make it, this field will be blank.
Card Delivery	13	This field contains information on which address a replacement card will be sent.
Chart Of Accounts	100	This field contains the name of the Chart of Accounts associated with the transaction.
Convenience Check Number	24	This field contains the check number of a convenience check transaction. If the transaction type is not "Convenience Check," this field will be blank.
Customer Code	25	This field contains a code entered at the point of sale by the cardholder, and is used to allocate transactions and assign custom fields.
Dispute Status	25	This field contains the current status of disputed transactions.
Diverted To	16	This field lists the account number of the account to which a transaction was diverted. The diversion account is responsible for payment.
Employee ID	20	This field will display the identification number of the employee.
Employee Hierarchy ID	100	This field will display where within the PaymentNet hierarchy structure the employee ID is located.
Export Status Name	18	This field identifies those transactions that have already been exported from PaymentNet.
Cardholder Hierarchy ID	100	This field contains the location within the PaymentNet hierarchy where the cardholder is located.

List 20: List of Available Columns and Field Lengths (*continued*)

Available Column Name	Field Length	Description
MCC	4	This field contains the Merchant Category Code.
MCC Description	100	This is the text description of the MCC code associated with the merchant; it may be a general category or a specific franchise, depending on the code.
Merchant City	100	This is the city where the merchant involved in the transaction is located.
Merchant Country	16	This is the country where the merchant involved in the transaction is located.
Merchant DBA Name	100	This field lists the name the merchant commonly uses in nonofficial venues. DBA stands for "Doing Business As."
Merchant ID	18	This field contains the code used to track an individual merchant in the PaymentNet system.
Merchant Name	100	This is the name of the merchant who made the sale in the transaction.
Merchant State/Province	23	This is the state or province where the merchant involved in the transaction is located.
Merchant Tax Payer ID	21	This is the ID number used by the government to track the merchant involved in the transaction.
Merchant Women Owned Business Indicator	35	This field indicates whether the merchant involved in the transaction is registered as woman-owned.
Merchant Zip/Postal Code	19	This is the ZIP/Postal code where the merchant involved in the transaction is located.
Reference Number	23	This is the reference number used to record information about this transaction at the association (VISA/Mastercard) level.
Merchant Minority Code	20	This code indicated whether the merchant is registered as a minority-owned business.
Next Approver Last Name	25	This is the last name of the next approver in the Transaction Approval process.
Transaction Notes	100	This is a field containing user-entered notes on the transaction.

List 20: List of Available Columns and Field Lengths *(continued)*

Available Column Name	Field Length	Description
Order Begin Date	22	This is the date on which an account number for an order becomes active and may have transactions recorded against it.
Order End Date	22	This is the date on which an account number for an order becomes inactive, and transactions may no longer be made on it.
Order Entry Date	22	This is the date on which an order was created in PaymentNet.
Order Estimated Freight	23	This field contains the estimated amount paid for freight, if an order involved shipping.
Order Estimated Tax %	20	This field contains the estimated percentage of the transaction total that was paid for taxes.
Order ID	18	This field contains the identification number used to track an order through PaymentNet.
Order Merchant Name	50	This field contains the name of the merchant at which an order was fulfilled.
Order Requestor Name/ID	102	This is the name or the identification number of the user who created the order.
Order Status	25	This field contains a distinct code which depicts the possible statuses of the associated order (e.g., Activate, Deactivated, Manually Reconciled, Automatically Reconciled, Not Reconciled).
Original Amount	18	This field contains the transaction amount before taxes, fees, and other miscellaneous expenses are added.
Original Currency	17	This field contains a code identifying the currency in which the transaction was initially made (e.g., USD as US Dollars).
Original Merchant Name	100	This field contains the original name of the merchant where the transaction took place, as it was passed from the processors to J.P. Morgan.
Over Tolerance %	16	This field contains the user-entered percentage over the order amount that will be allowed.
Parent Merchant Name/ Merchant Group Name	100	This field contains the name of the parent company for the merchant at which the transaction took place, if available.

List 20: List of Available Columns and Field Lengths *(continued)*

Available Column Name	Field Length	Description
Post Date	22	This field contains the date at which the transaction was posted to the account.
Settlement Currency	19	This field contains a code identifying the currency in which the transaction was settled.
Settlement Method	100	This field reflects how the transaction was settled.
Sales Tax	18	This is the actual amount of sales tax applied to the transaction.
Total Order Amount	18	This is the total amount of transactions that may be made against this order.
Transaction Amount	18	This is the amount, in USD, of the transaction.
Transaction Date	22	This is the date on which the transaction took place.
Transaction ID	18	This is the reference number used within PaymentNet to track transactions.
Transaction Line Amount	23	This is the amount, in USD, of the transaction line item. This amount is entered by the user when a transaction is split, and the sum of all line item amounts in a transaction will show the amount listed in the field "Transaction Amount."
Transaction Line Description	100	This is a description of a transaction line item, or "split," and is entered by the user when a split transaction is created.
Transaction Line Taxable	24	This field indicates whether an individual line item within a split transaction is subject to tax.
Transaction Line Unit Price	27	This field indicates what the per-unit price of each item purchased in a particular transaction line item.
Transaction Line Units	22	This field indicates the number of items purchased in a particular transaction line item.
Under Tolerance %	17	This field contains the user-entered percentage under the order amount that will be allowed.
User ID	40	This field displays the unique identification number associated with a specific user in PaymentNet.

List 20: List of Available Columns and Field Lengths *(continued)*

Available Column Name	Field Length	Description
Waiting For Approval	20	This field indicates whether a transaction is still waiting for approval from the cardholder's manager or transaction approver.
Waiting For Review	18	This field indicates whether a transaction must be reviewed by the cardholder.
Custom Fields For Merchant	Dynamic; based on custom field properties	These fields will appear on the Flexmapper Available field list under the name they were given when created. What is contained in each one is controlled by the program administrators.
Custom Fields for Transactions	Dynamic; based on custom field properties	These fields will appear on the Flexmapper Available field list under the name they were given when created. What is contained in each one is controlled by the program administrators.
Custom Fields For Order	Dynamic; based on custom field properties	These fields will appear on the Flexmapper Available field list under the name they were given when created. What is contained in each one is controlled by the program administrators.
Custom Fields For MCC	Dynamic; based on custom field properties	These fields will appear on the Flexmapper Available field list under the name they were given when created. What is contained in each one is controlled by the program administrators.
Custom Fields For Account	Dynamic; based on custom field properties	These fields will appear on the Flexmapper Available field list under the name they were given when created. What is contained in each one is controlled by the program administrators.
Custom Fields for Employees	Dynamic; based on custom field properties	These fields will appear on the Flexmapper Available field list under the name they were given when created. What is contained in each one is controlled by the program administrators.

List 21: Output Fields

Include Header Fields	Select this checkbox to include generic header fields in the mapper file. Header fields include Date of Generation (DDMMYYYY), Time of Generation (HH.MM.SS), Organization ID, and Export Name.
File Type	Select the mapper file type delimiter from this drop-down list.

List 21: Output Fields *(continued)*

Unicode/ASCII	Select the mapper file type: Unicode or ASCII.
Include Footer Fields	Select this checkbox to include generic footer fields in the mapper file. Footer fields include Debit Count, Debit Total, Credit Count, Credit Total, and Total Record Count.
Include line item as individual transaction	Select this checkbox to include a line item as an individual transaction.
Available Columns	This list displays all the available PaymentNet data fields that can be exported in a mapper file. Refer to the available columns and field length in List 20: “List of Available Columns and Field Lengths” on page 245. <i>Note:</i> When Chart of Accounts are included in the mapper file, PaymentNet uses the forward slash (\) sub-delimiter between chart of account segments.
Selected Columns	This list displays all the PaymentNet data fields included in the flex mapper file.

Table 13: Mapper Criteria and Transaction Editing Options

Mapper Scheduling Method	Mark Records as Exported?	Automatically mark mapper as successful	Option to Edit Transaction Data
Mapper is scheduled to run automatically.	When the mapper is configured, this checkbox is selected. This checkbox along with the Schedule to run automatically checkbox activates the Automatically mark mapper as successful checkbox.	When the mapper is configured, this checkbox is selected.	Once the mapper automatically runs, the transactions included in the mapper file are marked as Exported and cannot be modified.
Mapper is scheduled to run automatically.	When the mapper is configured, this checkbox is not selected.	This checkbox does not display.	Once you run the mapper, you must change the mapper file status to Unsuccessful before you can unlock the transactions for editing and run the mapper again.

Table 13: Mapper Criteria and Transaction Editing Options *(continued)*

Mapper Scheduling Method	Mark Records as Exported?	Automatically mark mapper as successful	Option to Edit Transaction Data
Mapper is run manually.	When the mapper is configured, this checkbox is selected. This checkbox activates the Automatically mark mapper as successful checkbox.	When the mapper is configured, this checkbox is selected.	Once the mapper automatically runs, the transactions included in the mapper file are marked as Exported and cannot be modified.
Mapper is run manually.	When the mapper is configured, this checkbox is not selected.	This checkbox does not display.	Once you run the mapper, you must change the mapper file status to Unsuccessful before you can unlock the transactions for editing and run the mapper again.

## Editing a Flex Mapper

You can edit a flex mapper as needed. For example, you might need to change the scheduled mapper run date.

These steps describe how to edit flex mappers.

To edit a flex mapper:

1. Select **Administration > Mappers**.  
*PaymentNet displays the Mapper List screen.*
2. Review the following Mapper List information:
  - **Mapper Name:** This column displays the name of the mapper.
  - **Hierarchy ID:** This column displays the hierarchy ID to which the mapper belongs.
  - **Schedule:** This column displays the schedule and frequency at which the mapper is set to run.
3. Click the name of the mapper you want to view.  
*PaymentNet displays the General Information screen.*
4. Review and edit the flex mapper fields as needed.

For a complete list of fields that display on the General Information screen, see List 16: “General Information Fields” on page 242.

For a complete list of fields that display on the Query screen, see List 17: “Query Criteria Fields” on page 243, List 18: “Query Hierarchy Fields” on page 244, and List 19: “Query Order By Fields” on page 244.

For a complete list of fields that display on the Output Fields screen, see List 21: “Output Fields” on page 250.

## Deleting a Flex Mapper

You can delete a flex mapper as needed.

To delete a flex mapper:

1. **Select Administration > Mappers.**  
*PaymentNet displays the Mapper List screen.*
2. Click the name of the flex mapper you want to delete.
3. Click the Delete button.  
*PaymentNet deletes the flex mapper and displays a confirmation message.*

## Running a Flex Mapper

You can manually run a flex mapper that has not been scheduled to run automatically. When you run a flex mapper, all the configured account details are packaged based on the mapper settings.

Once you run a flex mapper, the mapper file is available on the Available Downloads screen and the transactions included in the mapper are locked from further editing.

These steps describe how to run flex mappers.

---

**Note:** If a mapper is scheduled to automatically run, then you must unschedule the mapper run date before you can manually run the mapper.

---

To run a flex mapper:

1. **Select Administration > Mappers.**  
*PaymentNet displays the Mapper List screen.*
2. Click the name of the mapper you want to run.
3. Click the Run button.  
*PaymentNet runs the mapper and displays the mapper file on the Available Downloads screen.*

4. Download the mapper. For instructions on how to download a mapper, refer to “Downloading a Flex Mapper” on page 256.

---

**Note:** The balance in a mapper does not match the statement balance. You should base your payment on the statement balance and not the mapper balance.

---

**Note:** When the No Tax Applied option is not selected on the Transaction Detail screen, the No Tax Applied column in the mapper should display “False”. Instead, the No Tax Applied column in the mapper is blank.

---

## Changing the Status of a Mapper to Successful or Unsuccessful

You can change the status of a flex mapper based on the mapper configuration.

To change the status of a mapper, you must not select the Automatically mark as successful checkbox when you configure a mapper. When you select this checkbox and run a mapper, PaymentNet automatically marks the status of the mapper as Successful, and you cannot edit the mapper status.

If you manually run a mapper or schedule a flex mapper to run automatically, you can change the mapper status as long as the Automatically mark as successful checkbox is deselected. This feature gives you the flexibility to validate the mapper data before you download it to your accounting system.

For example, you might download a flex mapper file and, after reviewing the file, realize that some of the transaction allocations are incomplete. You can change the status of the transaction in PaymentNet to Unsuccessful. This unlocks the transactions for editing.

Once the transaction allocations are complete, you can run the mapper again and mark the mapper as Successful. When you mark the status of the mapper as

Successful, the transactions included in the mapper file are locked and cannot be modified.

---

**Note:** Once you change the status of a mapper, you cannot change it again. For example, you might change the status of a mapper to Unsuccessful. Once you select this option, you must run the mapper again in order to update the mapper status. If you mistakenly change the status of a mapper to Successful when it should be Unsuccessful, contact Client Application Support (CAS).

---

To change the status of a flex mapper:

1. Select Reports> Download.  
*PaymentNet displays the Available Downloads screen.*
2. Select Mapper from the drop-down list.
3. Find the mapper for which you want to update the status.
4. Select one of the following values:
  - **Successful:** If you are ready to load transaction data into your accounting system, mark a mapper as Successful. Once you mark a mapper as Successful, the transactions included in the mapper file are exported and cannot be edited.
  - **Unsuccessful:** If you need to modify the transactions included in the mapper file before you download the mapper file to your accounting system, mark a mapper as Unsuccessful. Once you mark a mapper as Unsuccessful, the transactions included in the mapper file revert to an unexported state and can be edited. You must run a mapper file again in order to get a new file output.

## Downloading a Flex Mapper

Once you successfully run a flex mapper, you can download a flex mapper file to your local machine.

These steps describe how to download flex mappers.

To download a flex mapper:

1. Select Reports> Download.  
*PaymentNet displays the Available Downloads screen.*

2. Select Mapper from the drop-down list.
3. Click the file you want to view.
4. In the File Download dialog box, click one of these buttons:
  - Open. Click this button to open a file.
  - Save. Click this button to save a file to your local machine.
  - Cancel. Click this button to return to the Available Downloads screen.
5. If you click the Open or Save button, click the file name.  
*PaymentNet extracts the compressed file.*
6. Save the flex mapper file to your machine.



# 9

## Queries

You can use the Query feature to quickly identify and sort the data relevant to your workflow and management tasks.

There are two types of queries available in PaymentNet:

- **Quick Query:** A Quick Query allows you to perform a basic search for information using system-defined fields. Quick Queries provide a fast way to complete a basic search.
- **Advanced Query:** Advanced Queries allow you to create complex filters using additional criteria. You can save an advanced query for future use or set an advanced query as a default query. This way, you can avoid the task of creating a new query each time you want to find specific PaymentNet data.

This chapter describes how to manage quick queries and advanced queries within each PaymentNet module, including the Accounts, Employees, Merchant Category Codes, Merchants, Single-Use Account Orders, and Transactions modules.

This chapter explains the following sections:

- Creating a Quick Query
- Creating an Advanced Query
- Managing Advanced Queries

## Creating a Quick Query

A quick query allows you to perform a basic search for information using system-defined fields.

This section describes how to create a quick query within each PaymentNet module, including the Accounts, Employees, Merchant Category Codes, Merchants, and Single-Use Account Orders, and Transactions modules.

This section explains the following topics:

- [Creating a Quick Query - Accounts](#)
- [Creating a Quick Query - Employees](#)
- [Creating a Quick Query - Merchant Category Codes](#)
- [Creating a Quick Query - Merchants](#)
- [Creating a Quick Query - Single-Use Account Orders](#)
- [Creating a Quick Query - Transactions](#)

### Creating a Quick Query - Accounts

You can perform a basic search for card account information using pre-selected fields and values.

---

**Note:** In specific situations, PaymentNet is not displaying the Quick Query option on the Account List screen used to view transaction authorizations and declines (Transactions > Authorizations/Declines). This occurs when a PaymentNet user is assigned both a non-cardholder (excluding Program Administrator) and a cardholder role with only one active account.

Users should run the Declines Report to view declined transactions within their scope of view.

---

To create a quick query for accounts:

1. **Select Accounts > Manage.**  
*The Account List screen displays.*

2. Select the appropriate query field from the New Query drop-down list. Quick Query options that are available from the Account List screen include:
  - Account Number
  - Cardholder First Name
  - Cardholder Last Name
  - Diverted To
  - Hierarchy ID
  - User ID
3. In the text box, enter the characters or digits of the search criteria.
4. Click the Go button.

## Creating a Quick Query - Employees

You can perform a basic search for employee user information using pre-selected fields and values.

To create a quick query for employees:

1. Select **Employees > Manage**.  
*The Employee List screen displays.*
2. Select the appropriate query field from the New Query drop-down list. Quick Query options that are available from the Employee List screen include:
  - User ID
  - Employee Last Name
  - Employee Hierarchy ID
3. In the text box, enter the characters or digits of the search criteria.
4. Click the Go button.

## Creating a Quick Query - Merchant Category Codes

You can perform a basic search for merchant category code information using pre-selected fields and values.

To create a quick query for merchant category codes:

1. Select **Administration > Merchant Category Codes**.  
*The Merchant Category Code List screen displays.*
2. Select the appropriate query field from the New Query drop-down list. Quick Query options that are available from the Merchant Category Code List screen include:
  - MCC
  - MCC Description
  - Type
  - T&E Type
3. In the text box, enter the characters or digits of the search criteria.
4. Click the Go button.

## Creating a Quick Query - Merchants

You can perform a basic search for merchant information using pre-selected fields and values.

To create a quick query for merchants:

1. Select **Administration > Merchants**.  
*The Merchant List screen displays.*
2. Select the appropriate query field from the New Query drop-down list. Quick Query options that are available from the Merchant List screen include:
  - Merchant Name
  - MCC
  - Merchant ID
  - Parent Merchant
3. In the text box, enter the characters or digits of the search criteria.
4. Click the Go button.

## Creating a Quick Query - Single-Use Account Orders

You can perform a basic search for information on Single-Use Account orders using pre-selected fields and values.

To create a quick query for Single-Use Account orders:

1. Select **Orders > Manage**.  
*The Order List screen displays.*
2. Select the appropriate query field from the New Query drop-down list. Quick Query options that are available from the Order List screen include:
  - Order ID
  - Account Number
  - Merchant Name
  - Order Status
3. In the text box, enter the characters or digits of the search criteria.
4. Click the Go button.

## Creating a Quick Query - Transactions

You can perform a basic search for transaction information using pre-selected fields and values.

To create a quick query for transactions:

1. Select **Transactions > Manage**.  
*The Transaction List screen displays.*

2. Select the appropriate query field from the New Query drop-down list. Quick Query options that are available from the Transaction List screen include:
  - Account Number
  - Approval Status
  - Cardholder Last Name
  - Diverted To
  - Merchant Name
  - Parent Merchant Name
  - Post Date
  - Transaction ID
3. In the text box, enter the characters or digits of the search criteria.
4. Click the Go button.

## Creating an Advanced Query

You can perform complex searches and create custom filters using an advanced query.

This section describes how to create an advanced query within each PaymentNet module, including the Accounts, Employees, Merchant Category Codes, Merchants, Single-Use Account Orders, and Transactions modules.

Once you create an advanced query, you can save the query for future use or set it as a default query. For instructions on how to manage advanced queries, see “Managing Advanced Queries” on page 276.

This section explains the following topics:

- Creating an Advanced Query - Accounts
- Creating an Advanced Query - Employees
- Creating an Advanced Query - Merchant Category Codes
- Creating an Advanced Query - Merchants
- Creating an Advanced Query - Single-Use Account Orders
- Creating an Advanced Query - Transactions

## Creating an Advanced Query - Accounts

You can perform complex searches for card account information using advanced search options.

To create an advanced query for accounts:

1. Navigate to the Advanced Query - Accounts screen.

Do one of the following:

- To navigate using the Query menu option:
  - a. Select Accounts > Query.
- To navigate using the Manage menu option:
  - a. Select Accounts > Manage.
  - b. Click the Advanced link.

2. Complete the Criteria section fields:

### Field

Select a value from this drop-down list that identifies the field by which you want to search.

### Operation

Select the operation that you want to use to measure the Field value. The operations that display vary based on the Field value you select. Possible operation values include: Begins With, Contains, Is Equal To, Is Greater Than, Is Greater Than or Equal To, Is Less Than, Is Less Than or Equal To, and Is Not Equal To.

### Value

If you want to search for an exact field value, then enter the value.

3. Optionally, click the plus icon in the Criteria section to add criteria.

---

**Note:** When performing an advanced query using the Or condition between criteria lines, PaymentNet is only returning the results for the first part of the query if the first criteria item is an account field.

For example, if you run a transaction advanced query for the following criteria:

- Cardholder Last Name Is Equal To ABC

OR

- Merchant Name Is Equal To XYZ

PaymentNet only returns data for cardholders with the last name of ABC.

---

4. If you add one or more additional rows of criteria, complete the Criteria section fields described in step 2.
5. Optionally, click the plus icon in the Hierarchy section to add a hierarchy.
6. Complete the Hierarchy section fields:  
**Hierarchy ID**  
Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.  
**Include Children**  
If you want to include hierarchy children in the search, select this checkbox. When you select this checkbox, all users under the selected hierarchy point are included in the search.
7. Optionally, if you want to sort the search results, click the plus icon in the Order By section.
8. Complete the Order By section fields:  
**Field**  
Select a value from this drop-down list to determine how you want the search results to display.  
**Order Sequence**  
Select the order display from this drop-down list. You can select either Ascending or Descending.
9. Click the Process button.

## Creating an Advanced Query - Employees

You can perform complex searches for employee user account information using advanced search options.

To create an advanced query for employee user accounts:

1. Navigate to the Advanced Query - Employees screen.

Do one of the following:

- To navigate using the Query menu option:
  - a. Select Employees > Query.
- To navigate using the Manage menu option:
  - a. Select Employees > Manage.
  - b. Click the Advanced link.

2. Complete the Criteria section fields:

### Field

Select a value from this drop-down list that identifies the field by which you want to search.

### Operation

Select the operation that you want to use to measure the Field value. The operations that display vary based on the Field value you select. Possible operation values include: Begins With, Contains, Is Equal To, Is Greater Than, Is Greater Than or Equal To, Is Less Than, Is Less Than or Equal To, and Is Not Equal To.

### Value

If you want to search for an exact field value, then enter the value.

3. Optionally, click the plus icon in the Criteria section to add criteria.

---

**Note:** When performing an advanced query using the Or condition between criteria lines, PaymentNet is only returning the results for the first part of the query if the first criteria item is an account field.

For example, if you run a transaction advanced query for the following criteria:

- Cardholder Last Name Is Equal To ABC

OR

- Merchant Name Is Equal To XYZ

PaymentNet only returns data for cardholders with the last name of ABC.

---

4. If you add one or more additional rows of criteria, complete the Criteria section fields described in step 2.
5. Optionally, click the plus icon in the Hierarchy section to add a hierarchy.
6. Complete the Hierarchy section fields:  
**Hierarchy ID**  
Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.  
**Include Children**  
If you want to include hierarchy children in the search, select this checkbox. When you select this checkbox, all users under the selected hierarchy point are included in the search.
7. Optionally, if you want to sort the search results, click the plus icon in the Order By section.
8. Complete the Order By section fields:  
**Field**  
Select a value from this drop-down list to determine how you want the search results to display.  
**Order Sequence**  
Select the order display from this drop-down list. You can select either Ascending or Descending.
9. Click the Process button.

## Creating an Advanced Query - Merchant Category Codes

You can perform complex searches for merchant category code information using advanced search options.

To create an advanced query for merchant category codes:

1. Select **Administration > Merchant Category Codes**.  
*The Merchant Category Code List screen displays.*
2. Click the **Advanced** link.
3. Complete the **Criteria** section fields:
  - Field**  
Select a value from this drop-down list that identifies the field by which you want to search.
  - Operation**  
Select the operation that you want to use to measure the Field value. The operations that display vary based on the Field value you select. Possible operation values include: **Begins With**, **Is Between**, **Is Equal To**, **Contains**, and **Is Not Equal To**.
  - Value**  
If you want to search for an exact field value, then enter the value.
4. Optionally, click the plus icon in the **Criteria** section to add criteria.
 

---

**Note:** When performing an advanced query using the **Or** condition between criteria lines, PaymentNet is only returning the results for the first part of the query if the first criteria item is an account field.

For example, if you run a transaction advanced query for the following criteria:

  - Cardholder Last Name Is Equal To ABC

OR

  - Merchant Name Is Equal To XYZ

PaymentNet only returns data for cardholders with the last name of ABC.

---
5. If you add one or more additional rows of criteria, complete the **Criteria** section fields described in step 3.
6. Optionally, click the plus icon in the **Hierarchy** section to add a hierarchy.

7. Complete the Hierarchy section fields:
  - Hierarchy ID**  
Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.
  - Include Children**  
If you want to include hierarchy children in the search, select this checkbox. When you select this checkbox, all users under the selected hierarchy point are included in the search.
8. Optionally, if you want to sort the search results, click the plus icon in the Order By section.
9. Complete the Order By section fields:
  - Field**  
Select a value from this drop-down list to determine how you want the search results to display.
  - Order Sequence**  
Select the order display from this drop-down list. You can select either **Ascending** or **Descending**.
10. Click the Process button.

## Creating an Advanced Query - Merchants

You can perform complex searches for merchant information using advanced search options.

To create an advanced query for merchants:

1. Select **Administration > Merchants**.  
*The Merchant List screen displays.*
2. Click the **Advanced** link.

3. Complete the Criteria section fields:

**Field**

Select a value from this drop-down list that identifies the field by which you want to search.

**Operation**

By default, this value displays Is Equal To.

**Value**

If you want to search for an exact field value, then enter the value.

4. Optionally, click the plus icon in the Criteria section to add criteria.

---

**Note:** When performing an advanced query using the Or condition between criteria lines, PaymentNet is only returning the results for the first part of the query if the first criteria item is an account field.

For example, if you run a transaction advanced query for the following criteria:

- Cardholder Last Name Is Equal To ABC

OR

- Merchant Name Is Equal To XYZ

PaymentNet only returns data for cardholders with the last name of ABC.

---

5. If you add one or more additional rows of criteria, complete the Criteria section fields described in step 3.

6. Optionally, click the plus icon in the Hierarchy section to add a hierarchy.

7. Complete the Hierarchy section fields:

**Hierarchy ID**

Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.

**Include Children**

If you want to include hierarchy children in the search, select this checkbox.

When you select this checkbox, all users under the selected hierarchy point are included in the search.

8. Optionally, if you want to sort the search results, click the plus icon in the Order By section.

9. Complete the Order By section fields:

**Field**

Select a value from this drop-down list to determine how you want the search results to display.

**Order Sequence**

Select the order display from this drop-down list. You can select either Ascending or Descending.

10. Click the Process button.

## Creating an Advanced Query - Single-Use Account Orders

You can perform complex searches for information on Single-Use Account orders using advanced search options.

To create an advanced query for Single-Use Account orders:

1. Navigate to the Advanced Query - Orders screen.

Do one of the following:

- To navigate using the Query menu option:
  - a. Select Orders > Query.
- To navigate using the Manage menu option:
  - a. Select Orders > Manage.
  - b. Click the Advanced link.

2. Complete the Criteria section fields:

**Field**

Select a value from this drop-down list that identifies the field by which you want to search.

**Operation**

Select the operation that you want to use to measure the Field value. The operations that display vary based on the Field value you select. Possible operation values include: Begins With, Contains, Is Equal To, Is Greater Than, Is Greater Than or Equal To, Is Less Than, Is Less Than or Equal To, and Is Not Equal To.

**Value**

If you want to search for an exact field value, then enter the value.

3. Optionally, click the plus icon in the Criteria section to add criteria.

---

**Note:** When performing an advanced query using the Or condition between criteria lines, PaymentNet is only returning the results for the first part of the query if the first criteria item is an account field.

For example, if you run a transaction advanced query for the following criteria:

- Cardholder Last Name Is Equal To ABC

OR

- Merchant Name Is Equal To XYZ

PaymentNet only returns data for cardholders with the last name of ABC.

---

4. If you add one or more additional rows of criteria, complete the Criteria section fields described in step 2.
5. Optionally, click the plus icon in the Hierarchy section to add a hierarchy.
6. Complete the Hierarchy section fields:

**Hierarchy ID**

Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.

**Include Children**

If you want to include hierarchy children in the search, select this checkbox. When you select this checkbox, all users under the selected hierarchy point are included in the search.

7. Optionally, if you want to sort the search results, click the plus icon in the Order By section.

8. Complete the Order By section fields:

**Field**

Select a value from this drop-down list to determine how you want the search results to display.

**Order Sequence**

Select the order display from this drop-down list. You can select either Ascending or Descending.

9. Click the Process button.

## Creating an Advanced Query - Transactions

You can perform complex searches for transaction information using advanced search options.

To create an advanced query for transactions:

1. Navigate to the Advanced Query - Transactions screen.

Do one of the following:

- To navigate using the Query menu option:
  - a. Select Transactions > Query.
- To navigate using the Manage menu option:
  - a. Select Transactions > Manage.
  - b. Click the Advanced link.

2. Complete the Criteria section fields:

**Field**

Select a value from this drop-down list that identifies the field by which you want to search.

**Operation**

Select the operation that you want to use to measure the Field value. The operations that display vary based on the Field value you select. Possible operation values include: Begins With, Contains, Is Equal To, Is Greater Than, Is Greater Than or Equal To, Is Less Than, Is Less Than or Equal To, and Is Not Equal To.

**Value**

If you want to search for an exact field value, then enter the value.

3. Optionally, click the plus icon in the Criteria section to add criteria.

---

**Note:** When performing an advanced query using the Or condition between criteria lines, PaymentNet is only returning the results for the first part of the query if the first criteria item is an account field.

For example, if you run a transaction advanced query for the following criteria:

- Cardholder Last Name Is Equal To ABC

OR

- Merchant Name Is Equal To XYZ

PaymentNet only returns data for cardholders with the last name of ABC.

---

4. If you add one or more additional rows of criteria, complete the Criteria section fields described in step 2.
5. Optionally, click the plus icon in the Hierarchy section to add a hierarchy.
6. Complete the Hierarchy section fields:  
**Hierarchy ID**  
Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the pop-up window.  
**Include Children**  
If you want to include hierarchy children in the search, select this checkbox. When you select this checkbox, all users under the selected hierarchy point are included in the search.
7. Optionally, if you want to sort the search results, click the plus icon in the Order By section.
8. Complete the Order By section fields:  
**Field**  
Select a value from this drop-down list to determine how you want the search results to display.  
**Order Sequence**  
Select the order display from this drop-down list. You can select either Ascending or Descending.
9. Click the Process button.

## Managing Advanced Queries

You can save an advanced query for future use, create a default query for quick reference, or delete a query as needed.

Before you can complete the tasks described in this section, you must create an advanced query. For instructions on how to create an advanced query, see “Creating an Advanced Query” on page 264.

This section explains the following topics:

- Saving a Query
- Setting a Default Query
- Editing a Query
- Deleting a Saved Query

### Saving a Query

You can save a query for future use. This way, you can avoid the task of creating a new query each time you want to find specific PaymentNet data.

Once you save a query, you can access the query from the Query drop-down list.

To save a query:

1. Create an advanced query. For instructions, see “Creating an Advanced Query” on page 264.
2. On the List screen where the query results display, click the Save Query link.
3. In the text box, enter a unique name for the query.
4. Click the Save button.

### Setting a Default Query

You can set a default query by saving an advanced query. For example, you might want to save an advanced query in the Transactions module that filters transactions conducted on a specific date.

The query you set as the default automatically filters the data that display on the corresponding List screen. Set a default query to quickly sort through and identify the data you want to review.

Before you can set a default query, you must create an advanced query and save an advanced query. For instructions on how to create an advanced query, see “Creating an Advanced Query” on page 264. For instructions on how to save an advanced query, see “Saving a Query” on page 276.

To set a default query:

1. Navigate to the List screen where you want to create a default query.
2. Select the query you want to set as the default from the Query drop-down list.
3. Click the Default Query link.

## Editing a Query

You can edit or update a query as needed.

To edit a query:

1. Navigate to the appropriate List screen.
2. Click the Advanced link.
3. From the Query drop-down list, select the saved query.
4. Edit the query fields as needed.
5. Click the Process button.

## Deleting a Saved Query

You can delete a saved query as needed.

To delete a saved query:

1. Navigate to the appropriate List screen.
2. From the Query drop-down list, select the query you want to delete.

3. Click the Delete Query link.
4. Click the OK button.

# 10 | Transactions

The Transactions module in PaymentNet allows you to manage transaction details and settings and make real-time updates. For example, you can identify and update default transaction accounting codes for one or multiple transactions. You can also use the Transactions module to review and approve transactions, download transaction statements, attach receipts, review flagged transactions, and view transaction authorization and decline reasons.

As a program administrator, you can manage your individual transactions and cardholder transactions. In order to manage your individual transactions, you must have an account that is tied to your User ID. In order to manage cardholder transactions, cardholders must be within your hierarchy and scope of view.

This chapter explains the following sections:

- Managing Transactions
- Managing Transaction Receipts
- Viewing Flagged Transactions
- Understanding Fraudulent Transactions
- Disputing Transactions
- Viewing Transaction Authorizations and Declines
- Reviewing and Approving Transactions

## Managing Transactions

The topics in this section describe how to manage transaction details, including vendor addendum details and reconciliation data.

Transaction data is stored for 24 months. After 24 months, transaction data is deleted from PaymentNet and basic transaction information is stored in a separate database for an additional five years. To obtain transaction data after 24 months, contact your J.P. Morgan program coordinator or relationship manager.

This section explains the following topics:

- Viewing a Transaction
- Editing a Transaction
- Reviewing Vendor Addendum Details
- Running a Mass Update for Multiple Transactions
- Reviewing Transaction Audit History

### Viewing a Transaction

As a Program Administrator, you can view your individual transactions and cardholder transactions. In order to view cardholder transactions, cardholders must be assigned to your hierarchy and within your scope of view.

When you view a transaction, you can see the transaction date, the merchant, the transaction amount, default accounting codes, and other transaction details.

---

**Note:** You may receive a ticket error when attempting to access the Transaction Detail screen when a new account and its transactions are loaded into PaymentNet on the same day. If this occurs, contact your program administrator. Your program administrator must contact J.P. Morgan to submit a ticket error requesting that the account type for affected transactions be updated.

---

---

**Note:** Convenience check transactions for TSYs accounts transferred to a new account from a lost or stolen account may not display in PaymentNet. When this occurs, the statement amount and the amount in PaymentNet will not match. If convenience check transactions are missing from your PaymentNet account, contact your program administrator. Your program administrator must contact J.P. Morgan to have the missing convenience checks manually loaded to the account.

---

---

**Note:** If your organization uses a combination of Banks 2235 and 2237 or Banks 2234 and 2235, the settlement currency will be in Canadian dollars (CAD) instead of United States Dollars (USD).

---

To view a transaction:

1. Select Transactions > Manage.
2. From the Transaction List screen, in the Transaction Amount column, click the transaction amount for the transaction you want to view.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan “normalizes” the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

## Editing a Transaction

Once a transaction is conducted, most of the transaction details are static and cannot be modified; however, PaymentNet gives you the option to edit some transaction details, including accounting codes, custom fields, transaction notes. This gives you the flexibility to provide additional information as needed.

For example, you might need to investigate why a cardholder conducted a transaction with a specific merchant. Once you review the transaction, you can add notes to the transaction that explain the outcome.

You can also divide transaction information into different lines of accounting so costs are allocated to the correct cost centers. This is also known as adding lines or splitting a transaction.

---

**Note:** If you are a transaction approver and want to review or approve transactions, see “Managing Transaction Approvers” on page 314.

---

To edit a transaction:

1. Select **Transactions > Manage**.  
*PaymentNet displays the Transaction List screen.*
2. Click the name of the transaction you want to edit.
3. Optionally, you can divide the transaction accounting information into different lines of accounting. This is referred to as splitting a transaction. To divide a transaction amount, complete these steps:
  - a. Click the **Add Lines** button.
  - b. Enter the number of lines you want to add to the transaction.
  - c. Click the **Add** button.
  - d. Complete the fields that display. For a complete list of fields, see List 22: “Line Item Level Accounting Fields” on page 283.
  - e. Click **Save**.
4. Review and modify any of the editable transaction detail fields as needed. For a complete list of the fields you can edit, see List 23: “Editable Transaction Fields” on page 284.
5. Review the active hyperlinks that display:
 

**Account Number**  
Click this link to review the Account Detail screen. Once you complete the transaction review, click the **Return to Transaction Detail** link.

**MCC**  
Click this link for more information about the Merchant Category Code (MCC) associated with the transaction. Once you complete your review of the MCC, click the **Return to Transaction Detail** link.

---

**Note:** PaymentNet users may see an error message when clicking the MCC link on the Transaction Detail or Merchant Detail screens. This occurs when an MCC in PaymentNet has not been assigned a T&E Type. MCCs that do not have a T&E Type display on the Transaction Detail screen but do not display in the Merchant Category Code List screen.

Use the Merchant Category Code import file to update the T&E Type field for these MCCs in your organization.

---

## Merchant

Click this link for more information about the merchant. Once you complete your review of the merchant, click the [Return to Transaction Detail](#) link.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan “normalizes” the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

## 6. Click Save.

### List 22: Line Item Level Accounting Fields

---

Item	This field displays the accounting line item number and is not editable.
Description	This field displays a default description of the transaction. If you want to customize the line item description, enter text in this field.
# of Units	Enter the number of units purchased.
Unit Price	Enter the unit price for the purchased item.
Taxable	If the purchased item is taxable, select this checkbox.
%	Enter the percentage of the item value that is taxable.
Total	This field displays the total cost of the line item. The total item cost is calculated by multiplying the value in the # of Units field by the value in the Unit Price fields.

---

## List 23: Editable Transaction Fields

Approval	If you are a transaction approver and want to review and approve transactions, refer to “Reviewing and Approving Transactions” on page 314.
Accounting Codes	<p>You can use the fields in this section to change the default accounting to a custom code.</p> <p><b>Note:</b> PaymentNet may display an error message if the Windows® paste feature (CTRL + v) is used to enter information in the chart of account segment value description field on the Transaction Detail screen. Use the drop-down list or the type-ahead feature to select the chart of account segment value description.</p> <p><b>Note:</b> PaymentNet is incorrectly displaying the “Information was saved successfully” message when a user selects a Chart of Accounts on the Transaction Detail screen, but does not specify a value for the corresponding chart of accounts segments. The user believes that the change to the chart of accounts was successful when in reality the change was not made because the Accounting Codes segments were not entered. This occurs for Chart of Accounts segments that do not have the Validate option selected on the Chart of Accounts Detail screen. PaymentNet users must enter a value in the Accounting Codes segment fields before saving Chart of Account changes. For more information on working with accounting codes, see Chapter 4, “Working with Accounting Codes and Chart of Accounts” on page 129.</p>
Transaction Custom Fields	If your organization has defined custom drop-down lists or text boxes for transactions, then the custom settings display in this section. You can restrict the user roles that can edit the Transaction custom field values, see “Creating Custom Fields for Transactions” on page 82.
Transaction Notes	Enter any notes related to the transaction.

## Reviewing Vendor Addendum Details

If a vendor, or merchant, attaches addendum details to a transaction, then you can view the addendum details. For example, an office supply vendor might attach an addendum to a transaction that specifies the items purchased, such as a stapler and paper.

If a vendor does not provide addendum details, then the Addendum tab is inactive and cannot be accessed.

Depending on the merchant, additional or addendum detail for a transaction may be passed on to J.P. Morgan. If addendum detail is available, a small icon displays in the Transaction ID column on the Transaction List screen.

To review vendor addendum details:

1. Select Transactions > Manage.  
*PaymentNet displays the Transaction List screen.*
2. Click the addendum icon for the transaction. For a description of each icon, see Table 14 on page 285.  
*PaymentNet displays the Addendum screen with the merchant details.*
3. Review the addendum details as needed.

Table 14: Addendum Icons

Icon	Icon Name	Description
	Purchase Detail	Displays detailed purchase information. <b>Note:</b> For organizations on the HP processor, the Duty Amount purchase addendum data field for a transaction displays as \$0.00 instead of the correct amount. This occurs in the user interface, reports, and mappers.
	Rental Car Detail	Displays detailed car rental information.
	Airline Detail	Displays detailed flight information.
	Shipping Services Detail	Displays detailed shipping services information.
	Fuel Detail	Displays detailed fuel purchase information.
	Temporary Services Detail	Displays detailed temporary services information.
	Lodging Detail	Displays detailed hotel information.

## Running a Mass Update for Multiple Transactions

You can update up to 10,000 transactions at once using a mass, or batch, update. For example, you might want to modify the accounting codes for all the transactions in a specific cost center.

To update multiple transactions, it is a good idea to run a query for the transactions you want to update. This reduces the number of records in the list making it easier for you to locate the transactions you want to update.

Transaction mass update requests are batch processed every 20 minutes. You will receive a confirmation message when the request is received. Once the request is complete you will receive a separate email message.

To run a mass update for multiple transactions:

1. Select Transactions > Manage.
2. From the Transaction List screen, do one of the following:
  - To complete a Quick Query:
    - a. From the New Query drop-down list, select the query value you want to search by. You can select one of these values:
      - Account Number
      - Approval Status
      - Cardholder Last Name
      - Diverted To
      - Merchant Name
      - Parent Merchant Name
      - Post Date
      - Transaction ID
    - b. Enter the field value by which you want to search.
    - c. Click the Go button.
  - To complete an Advanced Query:
    - a. Navigate to the Advanced Query - Transactions screen.

Select Transactions > Query. Alternately, you can navigate to the Transaction List screen and click the Advanced link.  
*PaymentNet displays the Advanced Query - Transactions screen.*
    - b. Click the plus icon to add search criteria to the Criteria, Hierarchy, and Order By sections.
    - c. Click the Process button.

3. Use the multi-select options to select the records that you want to update. For more information, see “Using Multi-Select” on page 35.
4. Click the Mass Update button.
5. Edit the corresponding fields. For a complete list of fields, see List 24: “Mass Update - Transaction Fields” on page 287.
6. Click Save.  
*PaymentNet displays an icon on the Transaction List screen next to transactions included in the mass update.*

#### List 24: Mass Update - Transaction Fields

Chart of Accounts	Select this checkbox if you want to update the accounting codes tied to the transactions. Once you select this checkbox, you can select new accounting codes from the drop-down list.
Transaction Custom Fields	Select this checkbox if you want to update any custom fields associated with the transactions. Update the corresponding fields as needed. You can restrict the user roles that can edit the Transaction custom field values, see “Creating Custom Fields for Transactions” on page 82.
Approval Status	Select this checkbox if you want to update the approval status. Select a new status value from the drop-down list.

## Reviewing Transaction Audit History

You can review audit history of the last 20 changes made to your transactions within PaymentNet. This allows you to monitor transaction modifications, including the date, time, description of the transaction change, user who initiated the change, and other important details.

Audit data can also be compiled and reviewed in the Transaction Audit report (#R068). For instructions on how to run a report, see Chapter 11, “Reports” on page 317.

To review transaction audit history:

1. Select Transactions > Manage.  
*PaymentNet displays the Transaction List screen.*

2. Find the transaction for which you want to review audit history and click the transaction link.  
*PaymentNet displays the Transaction Detail screen.*
3. Click the History link.  
*PaymentNet displays the Transaction Detail - History screen for receipts.*
4. Review the data in the fields that display. For a complete list of fields, see List 25: “Transaction Audit Fields” on page 288.
5. Once you complete your review, click the General Information tab to return to the Transaction Detail screen. Alternately, click the List link to return to the Transaction List screen.

List 25: Transaction Audit Fields

Change Date	This field displays the date when the transaction was modified.
Change Time	This field displays the time when the transaction was modified.
Field Name	This field displays a description of the transaction modification. For example, Line Item Total is a possible description.
Previous Value	This field displays the previous audited value.
New Value	This field displays the new audited value.
Modified By	This field displays the PaymentNet user identification number of the individual who made the change. If a customer service representative makes a transaction change, then Customer Service displays as the value.

## Managing Transaction Receipts

You can use Receipt Imaging to attach a receipt to a transaction. This allows you to manage receipts electronically and provides a quick reference point for PaymentNet users who complete transaction approvals and audits.

PaymentNet provides two methods you can use to attach receipts. The first method is to upload a scanned receipt. For example, you can upload a JPG, GIF, TIFF, or PDF file. Once you upload a receipt, PaymentNet saves the file in PDF format.

The second method is to fax a receipt. When you select the option to fax a receipt, PaymentNet automatically generates a fax cover sheet that identifies the related

transaction details, the Organization ID, your Employee Name and ID, and the date the cover sheet was generated.

Before you can attach receipts to transactions, your J.P. Morgan implementation manager must enable the Receipt Imaging option for the Transactions module. For more information, contact your J.P. Morgan implementation manager.

If you enable the Receipt Images Attached email notification, PaymentNet sends an automatic notification once your receipts are successfully loaded and available for review. For instructions on how to enable email notifications, see “Setting up Email Notifications” on page 113.

Additionally, if you print a fax cover sheet, an automatic notification is sent if the cover sheet and related receipts are not faxed within 48 hours. This email notification does not require any PaymentNet configuration.

When you create transaction reports, you can filter transactions by receipt data. Similarly, as a program administrator, you can run the Receipt Imaging Volume report. This report summarizes the total number of receipt image files attached to transactions within an organization.

For more information on how to include Receipt Imaging data in reports, see “Receipt Imaging Volume (Report # R063)” on page 468 for a report sample and available fields. See Chapter 11, “Reports” on page 317 to create a report instance.

The topics in this section describe how to attach, review, and delete receipts for transactions in PaymentNet.

This section explains the following topics:

- Attaching a Receipt to a Transaction
- Attaching Receipts to Multiple Transactions
- Reviewing Transaction Receipts
- Reviewing Transaction Receipt Audit History
- Deleting a Receipt from a Transaction

## Attaching a Receipt to a Transaction

You can attach a receipt to a transaction within PaymentNet. For example, your organization might require that you attach receipts to transactions that exceed a specific dollar amount.

PaymentNet provides two methods you can use to attach receipts. The first method is to upload a scanned receipt. When you upload a scanned receipt, the file size can be any size up to 20 MB (megabytes). Additionally, you can upload five files at one

time, but there is no limit to the total number of files attached to a transaction. PaymentNet supports JPG, GIF, TIFF, and PDF file formats.

The second method is to fax a receipt. When you select the option to fax a receipt, PaymentNet automatically generates a fax cover sheet that identifies the related transaction details and your PaymentNet user information. The cover sheet also includes a barcode that enables PaymentNet to identify the transaction to which the receipt will be attached.

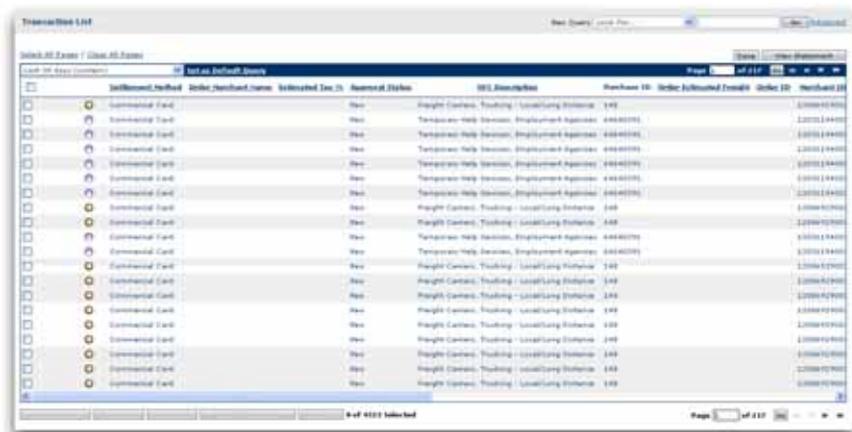
When you send a fax message, the PaymentNet fax cover sheet must be the first page of your fax transmission, followed by your receipt.

You can attach a receipt to a transaction at any time, regardless of the transaction approval or export status.

This topic describes how to add a receipt to a transaction. For instructions on how to add multiple receipts to multiple transactions, see “Attaching Receipts to Multiple Transactions” on page 293.

To attach a receipt to a transaction:

1. Select Transactions > Manage.  
*PaymentNet displays the Transaction List screen.*





## 5. Do one of the following:

- To upload a scanned receipt:
  - a. Click the **Browse** button.  
*A Windows Explorer window displays.*
  - b. Select the file(s) you want to upload. You can only upload five files at once.
  - c. Click the **Open** button.  
*PaymentNet displays the file name in the Receipt section.*
  - d. Click **Save**.  
*PaymentNet displays a confirmation message that indicates the images will be available in a few hours. If applicable, you will receive an e-mail notification once the receipt images are available.*



- To fax in a receipt:
  - a. Click the **Print Fax Cover Sheet** button.  
*PaymentNet displays a fax cover sheet. The cover sheet automatically populates with your employee information and transaction details.*



- b. Review the fields that display on the cover sheet and ensure that you selected the correct transactions. If the transactions are incorrect, close the window, select the correct transactions and generate a new fax cover sheet. For a complete list of fields that display, see List 26: “Fax Cover Sheet Fields” on page 293.
- c. Print the cover sheet.
- d. Fax your receipts to the number indicated on the cover sheet. The first page of your fax transmission must be the cover sheet. If receipts are not faxed within 48 hours of when you print the cover sheet, PaymentNet sends you a reminder email indicating that the cover sheet has not been received.

#### List 26: Fax Cover Sheet Fields

Organization ID	This field displays your Organization ID.
Employee Name	This field displays your Employee Name.
Generated Date	This field displays the date when the fax cover sheet is generated.
Coversheet ID	This field displays an automatically generated coversheet ID.
Employee ID	This field displays your Employee ID.
Posted Date	This field displays the date when the transaction was posted to Payment-Net.
Transaction ID	This field displays the transaction ID.
Merchant	This field displays the identification number of the merchant where the transaction was conducted.
Amount	This field displays the transaction amount.

## Attaching Receipts to Multiple Transactions

You can attach receipts to multiple transactions using the multi-select feature.

For example, you might want to upload multiple receipts for expenses incurred during business travel. When you upload multiple receipts, you can quickly create an electronic record of related expenses.

Receipts are available for viewing two hours after you upload or fax images.

If the related email notification is enabled, PaymentNet sends you an email confirmation once receipts are available for review.

For instructions on how to configure email notifications, see “Setting up Email Notifications” on page 113.

To attach receipts to multiple transactions:

1. Navigate to the Transaction List screen.

Select Transactions > Manage.

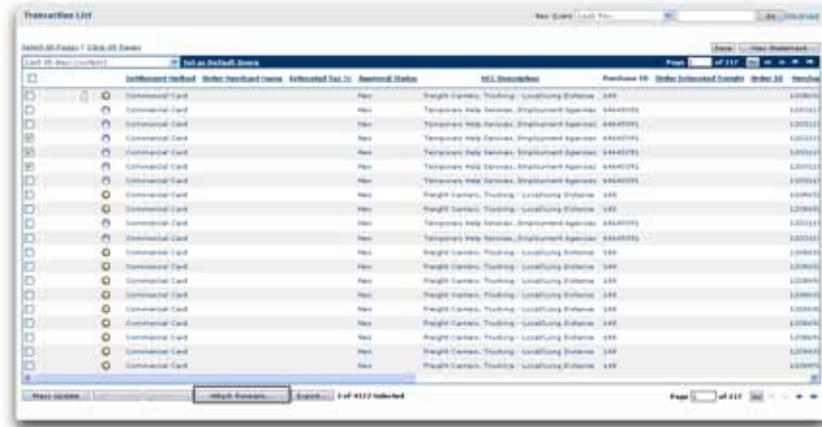
*PaymentNet displays the Transaction List screen.*

Settlement Method	Status	Merchant Name	Approved Doc ID	Approval Status	Bill Description	Payment ID	Dollar Estimated Amount	Dollar ID	Receipt ID
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Temporary Help Services, Employment Agencies	0000000000	Yes	Temporary Help Services, Employment Agencies	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Temporary Help Services, Employment Agencies	0000000000	Yes	Temporary Help Services, Employment Agencies	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Temporary Help Services, Employment Agencies	0000000000	Yes	Temporary Help Services, Employment Agencies	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Temporary Help Services, Employment Agencies	0000000000	Yes	Temporary Help Services, Employment Agencies	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000
Commercial Card	Yes	Freight Center, Trucking	1000000000	Yes	Freight Center, Trucking	0000000000	1.0000000000	0000000000	0000000000

2. Find the transactions to which you want to attach receipts. You can run a query to find the transactions you want to work with.

3. Select the checkbox next to the transaction to which you want to attach receipts.

*PaymentNet activates the Attach Receipts button on the Transaction List screen.*



4. Click the Attach Receipts button.

*PaymentNet displays the Attach Receipts window.*



5. Do one of the following:
  - To upload scanned receipts as images:
    - a. Click the Browse button.  
*A Windows Explorer window displays.*
    - b. Select the files you want to upload. You can only upload five files at once.

- c. Click the Open button.  
*PaymentNet displays the files in the Receipt section.*
  - d. Click Save.  
*PaymentNet displays a confirmation message that indicates the images will be available in a few hours. If applicable, you will receive an email notification once the receipt images are available.*
- To fax in receipts:
    - a. Click the Print Fax Cover Sheet button.  
*PaymentNet displays a fax cover sheet. The cover sheet automatically populates with your employee information and transaction details.*
    - b. Review the fields that display on the cover sheet and ensure that you selected the correct transactions. If the transactions are incorrect, close the window, select the correct transactions and generate a new fax cover sheet. For a complete list of fields that display, see List 26: “Fax Cover Sheet Fields” on page 293.
    - c. Print the cover sheet.
    - d. Fax your receipts to the number indicated on the cover sheet. The first page of your fax transmission must be the cover sheet. If receipts are not faxed within 48 hours of when you print the cover sheet, PaymentNet sends you an email notification indicating that the cover sheet has not been received. (If email notifications are configured.)

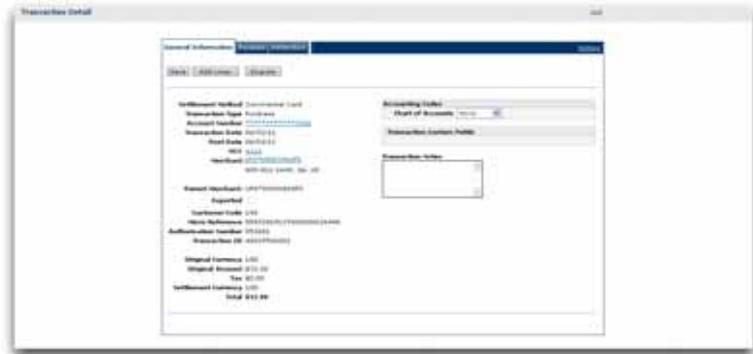
## Reviewing Transaction Receipts

You can review receipts that have been attached to a transaction. When you review a transaction receipt, the receipt displays in PDF format and the fax cover sheet displays as the first page.

If you find that you uploaded or faxed in an incorrect receipt, you can delete the receipt from the transaction. For instructions on how to delete a receipt from a transaction, see “Deleting a Receipt from a Transaction” on page 300.



- b. Click the name of the transaction for which you want to review a receipt.  
*PaymentNet displays the General Information screen.*



- c. Click the Receipts tab.  
*PaymentNet displays the Receipts screen.*



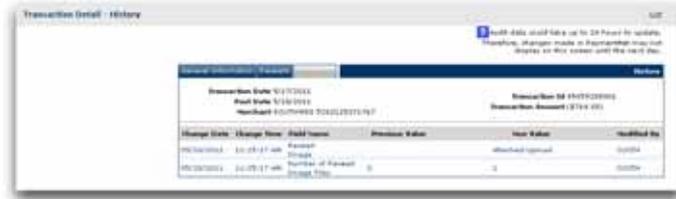
- d. Click the link to the receipt you want to review.  
*PaymentNet displays the receipt in PDF format. If you review a receipt that was faxed in, the fax cover sheet displays as the first page of the PDF.*

## Reviewing Transaction Receipt Audit History

You can review an audit history of all the changes made to transaction receipts within PaymentNet. This allows you to track the sequence of changes and identify when receipts were uploaded or faxed to PaymentNet.

To review transaction receipt audit history:

1. Select **Transactions > Manage**.  
*PaymentNet displays the Transaction List screen.*
2. Find the transaction for which you want to review receipt audit history.  
*PaymentNet displays the General Information screen.*
3. Click the **Receipts** tab.  
*PaymentNet displays the Receipts screen.*
4. Click the **History** link.  
*PaymentNet displays the Transaction Detail - History screen for receipts.*



5. Review the data in the fields that display. For a complete list of fields, see List 27: “Transaction Receipt Audit Fields” on page 299.
6. Once you complete your review, click the **Receipts** tab to return to the Receipts screen.  
*PaymentNet displays the Receipts screen.*

List 27: Transaction Receipt Audit Fields

Change Date	This field displays the date when a receipt was modified in PaymentNet.
Change Time	This field displays the time when PaymentNet registered a receipt modification. For example, this field might display when PaymentNet received a faxed receipt.
Field Name	This field displays a description of the receipt modification.
Previous Value	This field displays the previous number of receipts associated with the selected transaction.

List 27: Transaction Receipt Audit Fields *(continued)*

New Value	This field displays the new number of receipts associated with the transaction.
Modified By	This field displays the PaymentNet user name of the individual who modified the receipt.

## Deleting a Receipt from a Transaction

You can delete a receipt attached to a transaction. For example, you might mistakenly fax in an incorrect receipt. In this instance, you can easily delete the receipt associated with the transaction and upload or fax the correct receipt.

The option to delete a receipt varies based on a transaction's approval status. For example, a receipt cannot be deleted from a transaction once the transaction has been exported.

For a description of configuration settings required to delete a receipt from a transaction, see Table 15: "Configuration Settings to Delete a Receipt from a Transaction" on page 300.

Table 15: Configuration Settings to Delete a Receipt from a Transaction

User Role	Transaction Approval Status	Transaction Export Status	Remove Receipt Images from a Transaction
Cardholder	New	Not Exported	Yes
Manager	New	Not Exported	Yes
Transaction Approver	Reviewed or In Process	Not Exported	Yes
Auditor	Read-Only	Read-Only	Yes
Order Requestor	Read-Only	Read-Only	Yes
Program Administrator	Any	Not Exported	Yes

To delete a receipt from a transaction:

1. Select **Transactions > Manage**.  
*PaymentNet displays the Transaction List screen.*

2. Click the name of the transaction for which you want to delete an associated receipt.  
*PaymentNet displays the General Information screen.*
3. Click the Receipts tab.  
*PaymentNet displays the Receipts screen.*
4. Click the Delete button (trash can) next to the receipt you want to delete.  
*PaymentNet deletes the receipt and displays a confirmation message.*

## Viewing Flagged Transactions

As a program administrator, you can review transactions flagged for Compliance Monitoring. PaymentNet offers four monitor types: Single Transaction Amounts, Split Transactions, Questionable Merchant Category Codes (MCCs), and Questionable Merchants.

To review flagged transactions, you can navigate to the Transaction List screen and set up an advanced query or use one of three saved transaction flag queries. The query options allow you to quickly find and review relevant transactions.

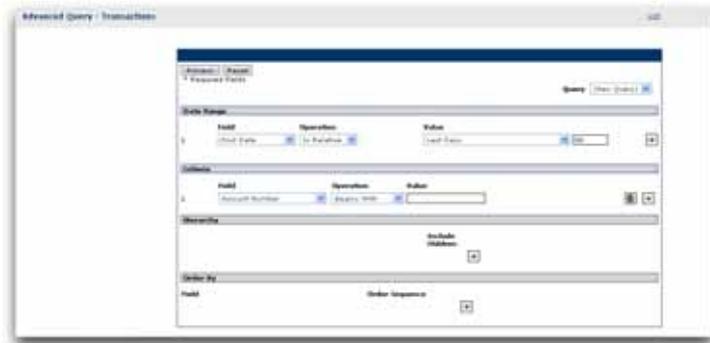
You can also review flagged transactions on the Transaction List screen using the columns that display. Four Compliance Monitoring columns are available: Monitor Detail, Monitor Name, and Monitor Type. Add these columns to the Transaction List screen by modifying your screen view. For more information on how to edit screen views, see “Setting Up Screen Views” on page 54.

Before you can review flagged transactions, your J.P. Morgan implementation manager must enable the Compliance Monitoring option at the Organization level. For more information, contact your J.P. Morgan implementation manager.

Once Compliance Monitoring is enabled, you can set up monitor rules. This configuration is completed in the Hierarchy Settings module. For instructions on how to configure compliance monitor rules, see “Configuring Compliance Monitoring” on page 66.



- Perform an advanced query by completing the following:
  - a. Click the Advanced link.  
*PaymentNet displays the Advanced Query - Transactions screen.*



- b. Complete the Date Range fields:

Field	Select a value from this drop-down list that identifies the field by which you want to search.
Operation	Select the operation that you want to use to measure the field value. You can select either Cycle Is, Is Between, Is Equal To, or Is Relative.
Value	The values that display vary based on the operation. Select the value by which you want to search.

- c. Optionally, to add another date range, click the Add (+) button.
- d. Complete the Date Range fields.
- e. Complete the Criteria section fields:

Field	Select Compliance Monitor Flag, Monitor Type, or Monitor Name from this drop-down list.
Operation	Select the operation that you want to use to measure the field value. You can select Is Equal To or Is Not Equal To.
Value	The values that display vary based on the selected field. Select the value by which you want to search.

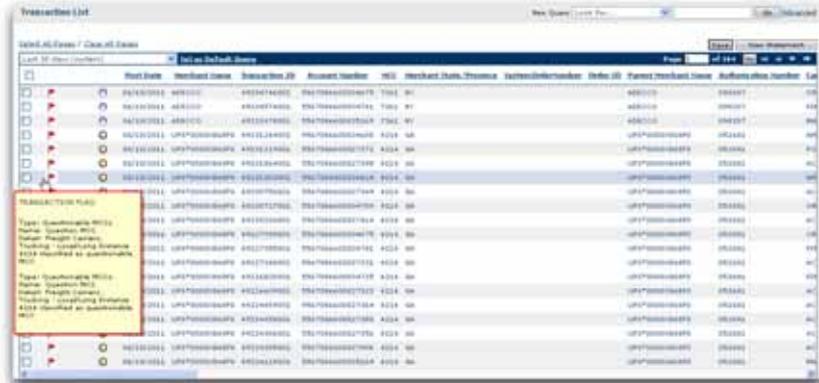
- f. Optionally, to add another row of criteria, click the Add (+) button.

- g. Complete the Criteria section fields.
  - h. Optionally, click the plus icon in the Hierarchy section to add a hierarchy.
  - i. Complete the Hierarchy section fields:
 

Hierarchy ID	Enter the name of the hierarchy by which you want to search. Alternately, you can click the Hierarchy ID link and select a hierarchy from the window.
Include Children	If you want to include hierarchy children in the search, select this checkbox. When you select this checkbox, all users under the selected hierarchy are included in the search.
  - j. Optionally, if you want to sort the search results, click the plus icon in the Order By section.
  - k. PaymentNet displays the Order By section fields.
  - l. Complete the Order By section fields:
 

Field	Select a value from this drop-down list to determine how you want the search result to display.
Order Sequence	Select the order display from this drop-down list. You can select either Ascending or Descending.
  - m. Click the Process button.  
*PaymentNet processes the query and displays the results that match your query criteria.*
3. On the Transaction List screen, find the transaction you want to view.

4. Hover over the transaction flag icon.  
*PaymentNet displays the Type, Name, and Detail of the flagged transaction.*



## Understanding Fraudulent Transactions

On rare occasions, a fraudulent transaction may occur. Unauthorized transactions made with a lost, stolen, or counterfeit card/number are considered fraud. Unauthorized activity by the merchant, or unexpected/unintended use by the merchant, is considered misuse.

This section topic explains the following topics:

- Understanding Types of Fraud
- Preventing Fraud

## Understanding Types of Fraud

You can take action and guard against fraud by learning the methods perpetrators often use to commit fraud.

Some types of fraud include the following:

- Merchant network or processor weakness. Vulnerable merchant networks are accessed using malicious software, or some other tool, to identify files and credit card information. Unsecured wireless networks at retail stores are particularly vulnerable.

- **Skimming.** A card reading device placed on a merchant terminal captures magnetic strip data. Skimming most commonly occurs at hotels, restaurants, ATMs, and unattended gas pumps. Cameras can also be used to collect key-entered information, such as a user's PIN.
- **Theft at the merchant.** Stolen merchant computer equipment, or pilfered receipts/transaction records, can occur.
- **Phishing/Social Engineering.** Perpetrators gain access to critical systems by tricking the merchant or cardholder into providing confidential security credentials via fraudulent email, phone, or text messages that appear legitimate.
- **Credit master.** Perpetrators use an algorithm to generate and test valid account numbers and expiration dates. This process usually begins with the thief obtaining one or more valid account number and expiration date pairs.

## Preventing Fraud

Product controls, adhering to best practices, and investigations/recovery efforts all play a part in preventing fraud.

Your organization, for example, may implement product controls to place card restrictions on a program. Controls may include specific credit limit amounts, exact authorization limits, client deactivation periods, approved MCCs, limits on high dollar transactions, even velocity restrictions.

Once controls are determined and in place, you and your organization can adhere to those controls, review transactions and transaction reports for exceptions and declines, and then take action to investigate, dispute, and recover fraudulent transactions. See “Disputing a Transaction” on page 307.

## Disputing Transactions

As a program administrator, you can dispute transactions tied to your individual account or transactions for cardholders within your hierarchy and scope of view. Reasons for disputing a transaction can vary. For example, you may want to dispute a transaction because of a simple transaction amount billing error, or you may want to dispute transactions because of unauthorized transactions due to fraud. See “Transaction Dispute Reasons and Additional Steps” on page 308.

This section describes how to dispute a transaction and cancel a transaction dispute.

---

**Note:** Before you dispute a transaction, you must first contact the merchant and attempt to resolve the conflict.

---

This section explains the following topics:

- Disputing a Transaction
- Cancelling a Disputed Transaction

## Disputing a Transaction

You can dispute a transaction up to 60 days after the transaction date. For example, if today is December 23, 2010, then you can dispute transactions that took place on or after October 23, 2010.

A yellow icon displays next to the transaction on the Transaction List screen when you submit a transaction dispute. The yellow icon indicates that a dispute has been submitted but not yet processed by J.P. Morgan.

A red icon displays next to the transaction to indicate that the dispute is in process.

A green indicator displays next to the transaction to indicate that the dispute is resolved.

This section describes how to dispute a transaction, the dispute chargeback lifecycle, and dispute procedures that take place outside of the PaymentNet interface.

To dispute a transaction:

1. Select Transactions > Manage.
2. Click the transaction you want to dispute.
3. Click the Dispute button.
4. Enter your email address in the E-mail Address field.
5. Select a dispute reason from the Dispute Reason drop-down list. For a complete list of dispute reasons and additional steps, see Table 16: “Transaction Dispute Reasons and Additional Steps” on page 308.
6. Click the Submit button.

Table 16: Transaction Dispute Reasons and Additional Steps

Dispute Reason	Additional Steps
Above-mentioned charge is not recognized.	If you select this dispute reason, the <b>Additional Information</b> text box displays. As needed, you can add other transaction details to this text box.
Billed for an incorrect amount.	If you select this dispute reason, you must complete this field:  <b>Receipt Amount</b> Enter the transaction amount indicated on the receipt you received from the merchant. The amount you were charged displays in the <b>Statement Amount</b> field.
Billed more than once by the same merchant.	If you select this dispute reason, you must indicate whether the card was in possession at the time of the transaction. Mark <b>Yes</b> or <b>No</b> .
Canceled: Merchant/Service/Airline Ticket/Hotel Reservation	If you select this dispute reason, the <b>Type of Transaction</b> drop-down list displays. From the drop-down list, select the type of transaction that was canceled: <b>Airline ticket</b> , <b>Hotel reservation</b> , <b>Merchandise</b> , or <b>Service</b> .
Charged for purchase that was paid by other means.	If you select this dispute reason, the <b>Additional Information</b> text box displays. As needed, you can add other transaction details to this text box.
I did not authorize this charge.	If you select this dispute reason, the <b>Additional Information</b> text box displays. As needed, you can add other transaction details to this text box. See “ <b>Understanding Fraudulent Transactions</b> ” on page 305.
Merchandise not received that was to be shipped.	If you select this dispute reason, complete these additional fields:  <b>Merchandise Description</b> Enter a description of the merchandise that was not received.  <b>Date Expected</b> Enter the date when you expected to receive the merchandise.  <b>Date Merchant Contacted</b> Enter the date when you contacted the merchant.  <b>Explanation of Attempt to Resolve with Merchant</b> Enter a description that highlights how you attempted to resolve the charge with the merchant.

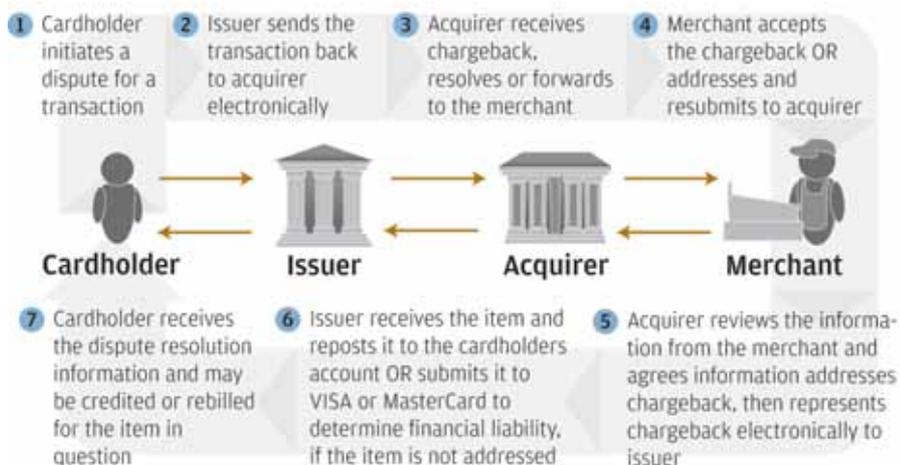
Table 16: Transaction Dispute Reasons and Additional Steps *(continued)*

Dispute Reason	Additional Steps
Merchandise/Service was received damaged or not as described.	If you select this dispute reason, the Type of Transaction drop-down list displays. From the drop-down list, select Merchandise or Service.
No credit issued for merchandise returned to store.	If you select this dispute reason, the Additional Information text box displays. As needed, you can add other transaction details to this text box.
Other: Detailed information attached describing dispute.	If you select this dispute reason, the Additional Information text box displays. As needed, you can add other transaction details to this text box.

## Understanding the Dispute Chargeback Lifecycle

Most chargebacks begin when a cardholder reports a problem to the card issuer (e.g., J.P. Morgan). The acquirer (e.g., the merchant bank, merchant’s financial institution) and the merchant may also be involved.

Figure 9: The Dispute Chargeback Lifecycle



## Following Dispute Procedures

As a program administrator, you can submit a dispute in PaymentNet; however, to complete the comprehensive dispute process, additional steps may be required that are outside the scope of what must be completed within the PaymentNet interface. The steps below include many of the expanded dispute procedures you should follow to resolve a disputed transaction. These procedures are primarily designed for cardholders and program administrators. For details on VISA and MasterCard chargeback timeframes, see Table 17: “VISA Chargeback Timeframe” on page 311 and Table 18: “MasterCard Chargeback Timeframes” on page 312.

Dispute procedures include the following:

1. Per the cardholder statement, notification of a disputed charge should be received within 60 days of the credit card account posting date. As a cardholder, you should first contact the merchant in an attempt to resolve the dispute before contacting J.P. Morgan.

You can contact the J.P. Morgan Dispute Department at the following address:

Commercial Card Disputes Chase  
OH1-0553  
PO BOX 182918  
Columbus, OH 43272-5543  
Fax: 1-866-865-2298

2. If you cannot resolve the dispute with the merchant, you must send a dispute notification to the Dispute Department. Any attempt to resolve the dispute with the merchant should be included in the dispute letter, as well as reference to the account number, disputed amount, transaction and post date, merchant name, and a detailed reason for the dispute.
3. The Dispute Department has five business days upon receipt of the dispute notification to start the research process.
4. Some disputes require the merchant to provide a sales draft prior to chargeback. J.P. Morgan allows the merchant 30 days to provide the requested sales draft.
5. In most cases, a credit is placed on the account once a chargeback is processed. As a cardholder, you may receive a temporary dispute credit once the dispute is received. If the merchant contests the chargeback, J.P. Morgan forwards the merchant’s rebuttal back to you for review and request that you respond to

J.P. Morgan about the merchant's rebuttal, if you continue to dispute the charge.

6. J.P. Morgan cannot reverse a chargeback once it has been keyed. Once keyed, the chargeback is now in the merchant's hands. If the merchant does not contest the chargeback, regardless of whether the charge is valid, J.P. Morgan will post the chargeback credit to your account. Consequently, you must be certain the charge is invalid before sending the dispute notice.
7. If the dispute is in regard to tax, you must remember that you are responsible to ensure your tax exempt ID number is provided to the merchant at the time of the sale. If you fail to inform the merchant that no tax should be charged, then the merchant is indeed authorized to post the full amount, including tax, and J.P. Morgan has no dispute rights. If you sign the receipt for the full amount, including tax, J.P. Morgan has no dispute rights. If the tax ID number was provided but you were still charged the tax, then you must include that information in the dispute letter.
8. While J.P. Morgan investigates the dispute, the charge remains in dispute status. If you require a temporary credit, you will receive a credit when the dispute is received. Placing a charge in dispute does not take that amount from the outstanding balance; it simply keeps the disputed amount from finance charge and payment calculations.

Table 17: VISA Chargeback Timeframe

Days	Explanation
120	For issuer to key first chargeback
45	For acquirer to re-present
30	For issuer to key pre-arbitration
30	For acquirer response to pre-arbitration
60	For issuer to file arbitration case

Table 18: MasterCard Chargeback Timeframes

Days	Explanation
120	For issuer to key first chargeback
45	For acquirer to re-present
45	For issuer to key re-presentation chargeback
45	For acquirer to file arbitration case

## Cancelling a Disputed Transaction

You can cancel a disputed transaction up until a transaction is resolved.

To cancel a disputed transaction:

1. Select Transactions > Manage.
2. From the Transaction List screen, click the name of the transaction for which you want to cancel a dispute.
3. Do one of the following:
  - If the square indicator is yellow, click to open that transaction and click the Cancel/Undo.
  - If the square indicator is red, click to open that transaction and click the Mark As Resolved.
4. Click Save.

## Viewing Transaction Authorizations and Declines

You can view transaction authorizations and declines for an account in real time and efficiently troubleshoot any questions. For example, you might want to find out why a cardholder's transaction is declined. If a transaction is declined due to an insufficient credit limit, you might want to access the cardholder's account and increase the credit limit.

As a Program Administrator, you can view your individual authorizations and declines and cardholder authorizations and declines. In order to view cardholder authorizations and declines, cardholders must be assigned to your hierarchy and within your scope of view.

To view transaction authorizations and declines:

1. Do one of the following:
  - View transaction authorizations and declines by scrolling through the list:
    - a. Select Transactions > Authorizations/Declines.
    - b. As necessary, find the cardholder authorizations and declines you want to view.
  - View transaction authorizations and declines by querying:
    - a. Select a query value from the New Query drop-down list. As needed, enter any related information in the text box.
    - b. Click the Go button.
    - c. Click the account number for which you want to view authorizations and declines.
    - d. Review the fields that display. For a complete list of the fields that display, see List 28: “Authorizations and Declines Fields” on page 313.

#### List 28: Authorizations and Declines Fields

AccountId	This field displays the account identification number.
Type	This field displays the transaction type values.
TextId	This field displays the text identification.
Organization	This field displays the organization identification.
Type	This field displays the transaction type.
Amount	This field displays the transaction amount.
Date/Time	This field displays the date and time when the merchant swiped the card.
Merchant	This field displays the merchant where the transaction was conducted.

List 28: Authorizations and Declines Fields *(continued)*

MCC	This field displays the Merchant Category Code (MCC).
Number	This field displays the transaction number.
Reason	This field displays the reason why the transaction was declined.

## Reviewing and Approving Transactions

As a Program Administrator, you can manage the approval rules for PaymentNet users who are assigned the Transaction Approver role. Additionally, if your User ID is assigned the Transaction Approver role, you can review and approve transactions.

**Note:** When you review and approve transactions on the Transaction List screen, PaymentNet does not validate the required accounting code segments for codes that cannot be edited. In these instances, transactions are reviewed and approved without validation. This causes incomplete allocation and results in account report inaccuracies.

Access to edit accounting codes on the Transaction List screen is set on the Hierarchy Settings: Transaction screen. If the “Accounting Code entry on list screen” checkbox is cleared, then accounting codes cannot be edited on the Transaction List screen and accounting code segments will not be validated.

To enable accounting code edits on the Transaction List screen, navigate to Administration > Hierarchy > Settings > Transaction and select the “Accounting Code entry on list screen” checkbox.

This section explains the following topics:

- Managing Transaction Approvers
- Reviewing a Transaction
- Approving Transactions

## Managing Transaction Approvers

As a Program Administrator, you can define the transaction approval rules for PaymentNet users. When you define approval rules, you specify the settings for users within a selected hierarchy.

For example, you can configure how many levels of approval each transaction requires, specify when additional approval levels are required for transactions that

exceed a certain amount, and set up an email notification schedule. For more information on how to configure transaction approval rules, see “Setting Up Transaction Approval Rules” on page 60.

## Reviewing a Transaction

If you are assigned a Cardholder role, you can review transactions within your Hierarchy ID and scope. Using multi-select, you can review up to 100 transactions at the same time.

To review a transaction:

1. Select Transactions > Manage.
2. On the Transaction List, do one of the following:
  - Click the transaction you want to review.
  - Use the multi-select tool to select the transactions you want to review and then click the Reviewed button. For information about multi-select, see “Using Multi-Select” on page 35.

---

**Note:** Although you can select up to 100 individual records on the page to review, the total number of records you can select is dependant on the number of records displayed. In the My Profile section of PaymentNet, you can choose to display 20, 50, or 100 records on a page at a time. To change the number of records that display, see “Setting Up Screen Views” on page 54.

---

3. Review the transaction to make necessary changes.
4. Select the Reviewed checkbox on the Transaction Detail: General Information tab.
5. Click Save.  
*The transaction will be marked as reviewed and, if applicable, forwarded to the appropriate approver.*

## Approving Transactions

If your User ID is assigned the Transaction Approver role, you can approve transactions. Using multi-select, you can approve up to 100 transactions at the same time. Once you approve a transaction, it is no longer available for editing.

---

**Note:** Users assigned to the Card Holder and Transaction Approver roles are able to review but unable to approve transactions. This occurs if the transaction is reviewed and approved at different times.

If the user has the appropriate approver scope of view over the transaction he or she reviewed, he or she should approve the transaction at the same time it is reviewed.

---

To approve a transaction:

1. Select Transactions > Approve.
2. On the Transaction List, do one of the following:
  - Click the transaction you want to approve.
  - Use the multi-select tool to select the transactions you want approve and then click the Approved button. For information about multi-select, see “Using Multi-Select” on page 35.

---

**Note:** Although you can select up to 100 individual records on the page to approve, the total number of records you can select is dependant on the number of records displayed. In the My Profile section of PaymentNet, you can choose to display 20, 50, or 100 records on a page at a time. To change the number of records that display, see “Setting Up Screen Views” on page 54.

---

3. On the Transaction List, click the transaction you want to approve.
4. Review the transaction to make necessary changes.  
*PaymentNet displays the General Information screen.*
5. Select the Approval checkbox.
6. If additional levels of approval are required, select the next approver from the drop-down box.
7. Click Save.  
*The transaction is marked as Approved and locked from further editing.*

# 11

## Reports

A wide range of PaymentNet’s reporting options provide your company or organization access to the data needed to manage your accounts, budgets, monitor spending compliance, support vendor negotiations, and develop business forecasts.

You can customize reports based on the available report criteria, hierarchy, and sorting options. You can also schedule reports to run on demand or on a recurring basis. These robust features allow you to efficiently create timely reports. Program administrators can determine user access to each report. For instructions on how to configure report access, see “Setting Up Reports” on page 89.

To create a report that meets your needs, review these steps and use the references to learn how to locate, generate, and schedule a report.

Start by using the “PaymentNet Report Matrix” on page 370; this spreadsheet helps you to identify the reports that meet your needs. This matrix lists all available reports and provides column filtering. This allows you to sort by multiple views, such as card program, user role, category, optimized output format, and similar reports, to quickly identify and assess which report will meet your needs. You can then use the “Report Samples” on page 371 to look up the specific report to review a sample of the output and its fields.

Once you know what report you want, follow the steps in “Creating a Report Instance”, “Running a Report”, and “Downloading a Report” starting on page 325 to create and run a report. You can also set up a report to run on a regular basis.

If you determine that you want to move data between PaymentNet and your organization’s accounting system, such as a general ledger (GL) or enterprise

resource planning (ERP) system, use Chapter 8, “Flex Mappers” on page 235 to create and run the flex mapper. If the flex mapper meets your needs, schedule it on demand.

If after running a flex mapper you still require data beyond the scope of a flex mapper, then review the table in “Standard File Options” on page 502 and select one of the file layouts. After you choose a standard file, contact your J.P. Morgan representative for more information.

This chapter explains the following sections:

- Creating a Report Instance
- Editing a Report Instance
- Running a Report
- Downloading a Report
- Deleting a Report

## Creating a Report Instance

You can narrow the scope of an existing report or create a custom report. You can then save the report with a unique name. This is known as a report instance, or template. Multiple report outputs can be generated from one report instance.

For example, you might want to customize the Delinquency History report to only include the cardholders assigned to your hierarchy and within your scope of view. You can open the Delinquency History report, define the hierarchy settings, and save the report with a unique name. You can then generate the report as necessary. This allows you to efficiently filter and capture data for cardholders within your hierarchy who have past-due accounts.

All PaymentNet reports can be customized and saved based on the report criteria. You can define different criteria for a report and save multiple versions of the report instance.

Once you create a report instance, you can access the report on the Report List screen.

---

**Note:** To view only your report instances on the Report List screen, select My Saved Reports to filter the display.

---

To create a report instance:

1. Select Reports > Create.  
*The Report List screen displays.*
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. In the Name field, enter a unique name for the report.
5. From the Report Format drop-down list, select one of the following options:
  - Adobe PDF
  - MS Excel. The MS Excel report format displays all columns at a width necessary to fully display report data on one line. As a best practice, before printing the report, you should manually adjust the width of the columns to ensure that all report columns will print on the width of one page.

---

**Note:** PaymentNet reports optimized for Microsoft Excel are instead defaulting to the Adobe® PDF format.  
Users must select MS Excel from the Report Format drop-down list when running reports optimized for Excel to obtain the report in the correct format.

---

  - CSV. When opening the CSV format in Microsoft Excel, Excel may display account numbers in scientific notation (e.g., "1.23457E+15" instead of "1234567890123456"). This can be corrected by using the Import Wizard and formatting the Account column as text.
6. If necessary, select the Compress Output checkbox. If the report contains sensitive information, the Compress Output checkbox is automatically selected. For reports that do not contain sensitive data, you can compress the output.
7. Complete the other fields that display. For a complete list of fields, see List 30: "Report Criteria Fields" on page 320, List 31: "Report Hierarchy Fields" on page 320, and List 32: "Report Order By Fields" on page 320.

## 8. Click Save.

### List 29: Date Range Fields (Post Date Required for Most Transaction Reports Only)

Field	A post date is required for all Transaction reports.
Operation	Select the value that you want to use to filter the report criteria. Options include: Cycle Is, Is Between, Is Equal To, or Is Relative To.
Value	Enter the criteria value you want to include in the report.

### List 30: Report Criteria Fields

Field	Select the fields that correspond to the criteria you want to include in the report.
Operation	Select the statement comparison value that you want to use to filter the report criteria.
Value	Enter the criteria value you want to include in the report. This value is based on the selected Field value. Users filtering on Payments should understand that this filter includes Payment Reversals.

### List 31: Report Hierarchy Fields

Hierarchy ID	If you want to narrow the PaymentNet user data included in the report, click this link and select the hierarchy you want to include in the report.
Include Children	Select this checkbox if you want to include children hierarchies and accounts in the report.

### List 32: Report Order By Fields

Field	Select the field value by which you want to sort report data.
Order Sequence	Select the order sequence in which you want the report data to display. You can select either Ascending or Descending.

List 32: Report Order By Fields *(continued)*

Schedule to Run Automatically	If you want the selected report to run, select this checkbox. If you select this checkbox, fields for Frequency and Day display.
Frequency	<p>Select the frequency with which you want to run the report. You can select from these options:</p> <p><b>Weekly</b> If you select this option from the Frequency drop-down list, then you must select the weekday on which you want the report to run. Select a day from the Day drop-down list.</p> <p><b>Monthly</b> If you select this option from the Frequency drop-down list, then you must select the date of the month on which you want the report to run. Select a date of the month from the Day drop-down list. You can select a numeric value from 1 to 28 or you can select Last Day of Month.</p> <p><b>Daily</b> 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.</p> <p><b>Cycle</b> 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.</p>

## Editing a Report Instance

You can edit a report instance as necessary. For example, you might need to add criteria to an existing report instance or change the report hierarchy.

Once you edit a report instance, you can access the report on the Report List screen.

To edit a report instance:

1. Select Reports > Create.  
*The Report List screen displays.*

2. Find the report you want to edit.

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 edit.

4. Modify the fields that display. For a complete list of fields, see List 30: “Report Criteria Fields” on page 320, List 31: “Report Hierarchy Fields” on page 320, and List 32: “Report Order By Fields” on page 320.
5. Click Save.

## Running a Report

You can run a report in real time or you can schedule a report to run on a recurring basis. This feature is available for default reports and custom reports.

An email notification can be sent once a report is run. To configure an email notification for reports, navigate to the My Profile settings screen and enable the report email notification.

This section explains the following topics:

- Running a Report in Real Time
- Scheduling a Report to Run Automatically

### Running a Report in Real Time

You can run a default or custom report in real time. This means that you can immediately process a report.

Once a report is processed and the report status is Successful, you can download the report from the Available Downloads screen.

To run a report in real time:

1. Select Reports > Create.  
*The Report List screen displays.*
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. Select one of the following report output types from the Report Format drop-down list:
  - Adobe PDF
  - MS Excel. The MS Excel report format displays all columns at a width necessary to fully display report data on one line. As a best practice, before printing the report, you should manually adjust the width of the columns to ensure that all report columns will print on the width of one page.

---

**Note:** PaymentNet reports optimized for Microsoft Excel are instead defaulting to the Adobe® PDF format.

Users must select MS Excel from the Report Format drop-down list when running reports optimized for Excel to obtain the report in the correct format.

---

- CSV. When opening the CSV format in Microsoft Excel, Excel may display account numbers in scientific notation (e.g., "1.23457E+15" instead of "1234567890123456"). This can be corrected by using the Import Wizard and formatting the Account column as text.
5. If you want to customize the report, modify the fields that display. For a complete list of fields, see List 30: "Report Criteria Fields" on page 320, List 31: "Report Hierarchy Fields" on page 320, and List 32: "Report Order By Fields" on page 320. If you customize the report, you must enter a unique report name.
  6. Optionally, if you customized the report settings, click the Save button to save the report instance.
  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 the Refresh button to update what is listed in the Status column. When you first process the report, the status moves from Processing, to Submitted, to Successful. You can open the report once the status is set to Successful.*

## Scheduling a Report to Run Automatically

You can schedule a report to automatically run on a recurring date and time. When the specified date and time arrive, the report is processed.

Once a report is processed and the report status is Successful, you can download the report from the Available Downloads screen.

If you schedule a report to run automatically but do not log on for a specified time frame or change status, PaymentNet cancels the scheduled report.

A scheduled report is canceled when:

- A daily report is scheduled by a user who has not logged on to PaymentNet for 60 calendar days
- A weekly, monthly, or cycle report is scheduled by a user who has not logged on to PaymentNet in 120 calendar days or more
- A program administrator changes a user's status to Disabled

When a scheduled report is canceled, the saved report instance is still retained in PaymentNet.

To schedule a report to run automatically:

1. Select **Reports > Create**.  
*The Report List screen displays.*
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 Save.

## Downloading a Report

Once a report is run manually or automatically and displays with a status of Successful on the Available Downloads screen, you can download the report to your local machine and review the report contents.

To download a report:

1. Select Reports > Download.  
*The Available Downloads screen displays.*
2. Click the name of the report you want to download.

---

**Note:** 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 Processing, to Submitted, and finally to Successful. You can open the report once the status is set to Successful.

---

3. In the File Download dialog box, click one of these buttons:
  - Open**  
Click this button to open the report.
  - Save**  
Click this button to save the report to your local machine.
  - Cancel**  
Click this button to return to the Available Downloads screen.

## Deleting a Report

You can delete a report instance, or template, as well as a report output.

When you delete a report instance, you can no longer generate a report output using the criteria from the report instance; you must create a new report instance.

However, when you delete a report output, the report instance is not affected and you can still generate a new report output using the report instance.

This section explains the following topics:

- Deleting a Report Instance
- Deleting a Report Output

## Deleting a Report Instance

You can delete a report instance as necessary.

To delete a report instance:

1. Select **Reports > Create**.  
*The Report List screen displays.*
2. Click the name of the report instance that you want to delete.
3. Click the **Delete** button.

## Deleting a Report Output

You can delete a report output as necessary. When you delete a report output, the report instance, or template, is still available on the Report List screen. This way, you can generate a new report output from the existing report instance.

To delete a report output:

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

# 12

## Statements and Payments

PaymentNet offers convenient options that allow cardholders to make payments and review statements online. This reduces paperwork and allows cardholders to promptly submit payments.

Refer to this chapter to learn how to set up payments and review statements.

This chapter explains the following sections:

- Statements
- Payments

### Statements

You can view and print your account statement directly from PaymentNet. Statements are available 48 hours after the close of the cycle.

An example of a statement is displayed below in Figure 10: “Statement Example” on page 328.



- Viewing and Printing a Central Bill Statement

## Viewing a Statement

Cardholders can view statements for their PaymentNet account. Program Administrators may have rights to view individual statements for other users.

To view a statement:

1. Do one of the following:
  - To access your statement via the Statement Detail screen:
    - a. Select Transactions > Statement. PaymentNet displays the Statement Detail screen.
  - To access your statement via the My Profile menu:
    - a. Click the My Profile icon. PaymentNet displays the General Information tab.
    - b. Click the Accounts tab. PaymentNet displays the Accounts tab.
    - c. In the Statement column, click the icon that corresponds to the statement you want to view. PaymentNet displays the Statement Detail screen.
2. To modify the statement in view, select a different billing date from the Billing Date drop-down menu. PaymentNet displays the statement that corresponds to the selected billing date.

---

**Note:** In specific situations, the Statement Detail screen may not display information for the following PaymentNet user roles:

- Users assigned to the Custom PA role with a scope of view of “Hierarchy ID and Children”.
- Users assigned to PA or Auditor roles with a scope of view of “Hierarchy ID, Self and Children” at the same hierarchy as that of a central bill account.

Affected PaymentNet users should instead download the statement and view the statement details in the PDF or printed version.

---

## Printing a Statement

Cardholders can print an account statement for their PaymentNet account.

To print a statement:

1. Do one of the following:
  - To access your statement via the Statement Detail screen:
    - a. Select Transactions > Statement. PaymentNet displays the Statement Detail screen.
  - To access your statement via the My Profile menu:
    - a. Click the My Profile icon. PaymentNet displays the General Information tab.
    - b. Click the Accounts tab. PaymentNet displays the Accounts tab. In the Statement column, click the icon that corresponds to the statement you want to view. PaymentNet displays the Statement Detail screen.
2. On the Statement Detail screen, click Download Statement.  
*Your statement opens in your default PDF viewer or the Print Request Statement screen displays.*
3. Optionally, if the Print Request Statement screen displays, then the PDF is over 40 pages in length. There are two ways to view the pages, you can either click the pages links, or you can enter the page range in the Start and End page fields and click the Submit button. These page range fields are also limited to 40 pages total.
4. Using your PDF viewer, print the statement.

## Viewing and Printing a Central Bill Statement

You can view and print a statement for a central bill account in PaymentNet.

To view and print a central bill statement:

1. Select Accounts > Manage.
2. Query or locate the central bill account name or number.
3. In the Account List screen, click the Statement icon for the central bill account you want to view or print.

4. Click Download Statement.  
*The Adobe PDF file opens in your PDF viewer or the Print Request Statement screen.*
5. Optionally, if the Print Request Statement screen displays, then the PDF is over 40 pages in length. Either click the pages links, or enter the page range in the Start and End page fields and click the Submit button. These page range fields are also limited to 40 pages total.
6. Using your PDF viewer, print or save the statement.

## Payments

Before making a payment, you must first set up your bank account information. Once complete, you can make a one-time payment or schedule recurring payments. You can also view your payment history.

You can also send your payment to J.P. Morgan by mail. Payments can be sent to the following address:

J.P. Morgan  
Commercial Card Solutions  
P.O. Box 4471  
Carol Stream, IL 60197-4471

This section explains the following topics:

- Setting Up Bank Account Information
- One-Time Payment
- Recurring Payments
- Viewing the Payment History

## Setting Up Bank Account Information

Administrators can assist cardholders with the tasks of setting up bank information for a PaymentNet account and making payments online. This configuration must be completed by individual cardholders under the My Profile tab; administrators cannot configure these settings on behalf of cardholders.

Cardholders can associate more than one bank account with their PaymentNet account. This gives cardholders the flexibility to choose from different accounts when making a payment.

To set up bank account information:

1. Click the **My Profile** icon.  
*PaymentNet displays the My Profile screen. By default, the General Information tab displays.*
2. Click the **Bank Information** tab.
3. Click the **Add Bank** button.
4. Complete these fields:
  - ABA Routing Number**  
Enter your ABA Routing Number. This is a nine digit bank code that appears on the bottom of a deposit slip or a check. The ABA Routing Number identifies your financial institution.
  - Bank Account Type**  
Select your bank account type from the drop-down list. You can select Checking or Savings.
  - Bank Account Number**  
Enter your bank account number. Your bank account number is your complete account number that appears at the bottom of a deposit slip or a check, next to the ABA Routing Number.
  - Description**  
Enter a description of the account.
5. Click **Save**.  
*PaymentNet saves the bank information and displays the bank on the Bank Information tab.*

## One-Time Payment

You can schedule and view a one-time payment.

This topic explains the following tasks:

- Scheduling a One-Time Payment
- Viewing a One-Time Payment
- Canceling a Scheduled One-Time Payment

## Scheduling a One-Time Payment

Cardholders can schedule a one-time payment directly from PaymentNet.

**Note:** Cardholders bank accounts are being debited the full statement amount by their recurring payment set up even when a one-time payment for the current statement is made.

If a cardholder has scheduled a one-time payment and wants to set up recurring payments, the cardholder should first cancel any scheduled one-time payments before scheduling a recurring payment.

If a cardholder has set up recurring payments and wants to make a one-time payment, the cardholder should first cancel their recurring payment set up before making the one-time payment. In addition, the cardholder should verify, on the History tab of the Payment List screen, whether a recurring payment is already scheduled for the current statement cycle. If there is a recurring payment for the cycle, the recurring payment should be canceled.

Cardholders must reestablish recurring payments the following month to continue automatic payments.

To schedule a one-time payment:

1. Select Payments > Create.  
*PaymentNet displays the Payment Detail screen.*
2. From the Account Number drop-down list, select the account for which you are making a payment.
3. Optionally, if more than one bank is configured, you must select a bank description from the Bank Description drop-down list.  
*PaymentNet populates the bank fields based on the selected bank.*

4. Complete these fields:
  - Payment Amount**  
Enter the payment amount.
  - Payment Date**  
Enter the payment date in MM/DD/YYYY format.
5. Click the **Submit** button.  
*PaymentNet displays a message asking you to verify the payment information.*
6. Click the **OK** button to continue with the payment.  
*PaymentNet processes the payment and displays a confirmation message that includes a payment reference number.*

## Viewing a One-Time Payment

Cardholders can view a one-time payment. When a cardholder views a one-time payment, he or she can see the bank account used for the payment, the payment amount, the payment date, whether or not the payment has been processed, and the payment confirmation number.

To view a one-time payment:

1. Select **Payments > Manage**.  
*PaymentNet displays the Payment List screen.*
2. In the **Number** column, click the name of the account for which you want to view a one-time payment.  
*PaymentNet displays the Payment Detail screen.*

## Canceling a Scheduled One-Time Payment

Cardholders can cancel a scheduled one-time payment that has not been processed. Cardholders must cancel a scheduled one-time payment at least 48 hours (two days) in advance of the next payment.

---

**Note:** Cardholders bank accounts are being debited the full statement amount even after deleting a previously scheduled recurring payment set up. When a cardholder cancels their recurring payment setup, they should also verify, on the History tab of the Payment List screen, whether a recurring payment is already scheduled for the current statement cycle. If there is a recurring payment for the cycle, the recurring payment should also be canceled. Cardholders must reestablish recurring payments the following month to continue automatic payments.

---

To cancel a one-time payment:

1. Select Payments > Manage.  
*PaymentNet displays the Payment List screen.*
2. In the Number column, click the name of the account for which you want to cancel a one-time payment.  
*PaymentNet displays the Payment Detail screen.*
3. Click the Delete button.  
*PaymentNet displays a confirmation message.*
4. Click OK to cancel the scheduled one-time payment.  
*PaymentNet cancels the scheduled one-time payment and displays the Payment List screen.*

## Recurring Payments

You can schedule and view recurring payments.

This topic explains the following tasks:

- Scheduling a Recurring Payment
- Viewing a Recurring Payment
- Canceling a Recurring Payment

### Scheduling a Recurring Payment

Cardholders can schedule a recurring payment. For example, a cardholder might want to set up a recurring payment so that the full statement balance is paid each month on the payment due date.

---

**Note:** You should cancel any scheduled one-time payments before scheduling a recurring payment. If both a recurring and a one-time payment are scheduled for the same month, your bank account will be debited twice, once for each scheduled payment. For help, see “Canceling a Scheduled One-Time Payment” on page 335.

---

To schedule a recurring payment:

1. Select **Payments > Manage**.  
*PaymentNet displays the Payment List screen.*
2. Click the **Recurring** tab.  
*PaymentNet displays the Recurring tab.*
3. Click the **Schedule New Recurring** button.  
*PaymentNet displays the Payment Recurring Detail screen.*
4. From the **Account Number** drop-down list, select the account number for which you want to make a payment.  
*PaymentNet populates the bank fields based on the selected account.*
5. Optionally, if more than one bank is configured, you must select a bank description from the **Bank Description** drop-down list.  
*PaymentNet populates the bank fields based on the selected bank.*

6. Select one of these options:
  - Pay in full on due date**  
If you want to make the full payment on the payment due date, select this option.
  - Pay on last day of**  
If you want to make the full payment outside of the payment due date, select this option and then select the payment cycle from the drop-down list. Payment cycles are configured specifically for your organization.
7. Click Save.  
*PaymentNet displays a message asking you to verify that payments will be made on an ongoing basis.*
8. Click the OK button.  
*PaymentNet saves the recurring payment settings and displays the payment on the Recurring tab.*

## Viewing a Recurring Payment

Cardholders can view their recurring payment schedules. When a cardholder views a recurring payment, he or she can see the bank account used for the payment, the payment amount, and the payment schedule.

To view a recurring payment:

1. Select Payments > Manage.  
*PaymentNet displays the Payment List screen.*
2. Click the Recurring tab.  
*PaymentNet displays the Recurring tab.*
3. In the Account Number column, click the name of the account for which you want to view a recurring payment.  
*PaymentNet displays the Payment Recurring Detail screen.*

## Canceling a Recurring Payment

Cardholders can cancel their scheduled recurring payment. For a canceled recurring payment to take immediate effect, cardholders must cancel a recurring payment at least 48 hours (two days) in advance of the next payment.

To cancel a recurring payment:

1. **Select Payments > Manage.**  
*PaymentNet displays the Payment List screen.*
2. **Click the Recurring tab.**  
*PaymentNet displays the Recurring tab.*
3. **In the Account Number column, click the name of the account for which you want to delete a recurring payment.**  
*PaymentNet displays the Payment Recurring Detail screen.*
4. **On the Payment Recurring Detail screen, click Delete.**  
*PaymentNet displays a confirmation message indicating that pending payments are not impacted by deleting the recurring payment.*
5. **Click OK.**  
*PaymentNet deletes the recurring payment and displays the Payment List screen.*

## Viewing the Payment History

You can view your payment history.

To view the payment history:

1. **Select Payments > Manage.**  
*PaymentNet displays the Payment List screen.*
2. **Click the History tab.**  
*PaymentNet displays a summary of past payments on the History tab.*
3. **Select the payment for which you want to view history details.**  
*PaymentNet displays the Payment Detail screen.*

# 13

## Single-Use Account Orders

Single-Use Accounts are based on a purchasing card platform that uses a virtual credit card instead of a traditional plastic credit card. This is an electronic card-based payment solution well-suited for larger, single purchases.

Each Single-Use Account has a unique account number that allows an individual Single-Use Account to be tied to a specific transaction or purchase document, such as a purchase order or invoice. For example, each individual payment you make is assigned a virtual card (i.e. a Single-Use Account) just as a check is written for an individual payment, and the credit card controls such as the credit limit and merchant category code group (MCCG) are tailored to that specific payment. This allows you to use the electronic payment method of credit cards with less worry about fraud and misuse.

You can provide your specific reconciliation information like a Purchase Order number, invoice number, and payment ID to J.P. Morgan when the account is requested. Then as a transaction posts against that account, PaymentNet updates that transaction with your specific information. This simplifies client reconciliation so you do not need to use precious resources trying to track to whom and for what the purchase was made.

Single-Use Accounts combines the control of checks, the convenience and rebate revenue of a card, and the efficiency of electronic payment.

As a point of reference on Orders, know that each Order represents a request for a Single-Use Account number, specifying the controls that will be applied to the Single Use Account number being requested, such as the credit limit, duration that the account will be active, Merchant Category Code Groups (MCCG), etc. An order can

also serve as a place to house any other data that needs to be associated with the merchant/vendor payment, such as a client's reconciliation data.

Use the Orders module to create a new order or modify an existing Single-Use Account order.

This chapter explains the following sections:

- Creating a Single-Use Account Order
- Viewing Single-Use Account Order Information
- Editing a Single-Use Account Order
- Manually Reconciling Single-Use Account Orders
- Creating Merchant Single-Use Account Order E-mail Messages

## Creating a Single-Use Account Order

Users must be given access to create Single-Use Account orders online. Only users with an Order Requestor role can create an order. To give an employee the role of Order Requestor, see “Changing an Employee User Access Role” on page 182.

To create a Single-Use Account order:

1. Select Orders > Create.
2. Select the Account Pool from the drop-down menu.
3. Complete the Single-Use Account order fields, as required. See List 33: “Single-Use Account Order Fields” on page 340.
4. Click Save.  
*The new Single-Use Account number and expiration date appear in the Account Number field.*

List 33: Single-Use Account Order Fields

Requestor Name	This field is a read only field that defaults to the Name (Last, First) of the Order Requestor for created orders.
Interface	This field is a read only field. This field is a label used to display the interface in which the Order was created.

List 33: Single-Use Account Order Fields *(continued)*

Settlement Method	This field displays the pre-defined settlement method. It displays Single-Use Account by default.
Account Number	This is a required field that displays a system assigned Account Number associated with the Order. Because Single-Use Account is the only Settlement Method, this field will remain blank and read only until users click the Save button and submits the Order. Then the screen will refresh and the system will display the newly generated account number here. Once the user saves the Order, this field is read only and cannot be edited. The Account Number field label is a hyperlink to the account details screen when the Order status is Active or Not Reconciled.
Security Code	This field contains the CVV/CVC value (Card Verification Value or Code) and account security information.
Account Pool	This field is a required field that identifies the Account Pool ID and the Account Pool description for the order. When a user is creating a new order, the drop-down list contains the Account Pool ID values available to the user based on the user's Role and Scope of View. Upon selecting a single Account Pool ID value from list, the screen automatically refreshes and updates the Account Pool information for the order. Once the order is saved and an account number and order ID are assigned to the Order, the Account Pool field is a read only field and the Account Pool ID and Description are unchangeable.
Begin Date	This is a required field and indicates the date that the order will become active. The field accepts numbers in the MM/DD/YYYY format only. When the Settlement Method is a Single Use Account this is the activation date of the account number. Once the user has saved the Order, this field remains editable for Order in Active and Not Reconciled status.
End Date	This is a required field indicating the date that the order will no longer be Active. The date entered must be after the Begin Date. The field accepts numbers in a MM/DD/YYYY format only. When the Settlement Method is Single Use Account, this is the date that the account is no longer available for use and will be recycled. Once the user has saved the Order, this field remains editable for Order in Active and Not Reconciled status.
Merchant	This field displays the Merchant name for the Order. The field accepts up to 20 alphanumeric characters.
Merchant Email	This field displays the Merchant Email address for the Order. This field is only enabled if Merchant notification is enabled at the order's Account Pool hierarchy.
MCC Group	This is a required field. When user clicks on MCC Group, a new pop-up window is opened, where user can select a MCC Group. This MCC Group shall be visible in the text box from which it can be transferred to list box. MCC Group shall be enabled only after selection of the Account Pool. MCCGs are used to determine what types of vendors are authorized to use the account number. Up to nine MCCGs can be associated to an order.

List 33: Single-Use Account Order Fields *(continued)*

Estimated Freight \$	This field is used to enter the estimated amount of any freight charges that will be applied to the order. Once the user has saved the Order, this field remains editable for Order in Active and Not Reconciled status.
Estimated Tax %	This field is used to enter the expected tax percentage rate that will be applied to the order. Once the user has saved the Order, this field remains editable for Order in Active and Not Reconciled status.
Order Tolerance % (+)	This is a required field. It is a percentage value by which the merchant is allowed to overcharge the expected credit limit, but still be able to successfully use the account number. This field is grayed out if user is requesting account from Exact Authorization enabled Account Pool.
Order Tolerance % (-)	This is a required field. It is a percentage value by which the merchant is allowed to undercharge the total order amount, but still be able to successfully use the account number. This field is grayed out if user is requesting accounts from Exact Authorization enabled Account Pools.
Order Line-Item Description	This is a required field. It is used to enter the description of the item/service being purchased. Once the user has saved the Order, this field remains editable for Order in Active and Not Reconciled status.
Order Line-Item # of Units	This is a required field. It is used to enter the number of items being purchased. Once the user has saved the Order, this field remains editable for Order in Active and Not Reconciled status.
Order Line-Item \$ Unit Price	This is a required field. It is used to enter the cost of each item/service being purchased. Once the user has saved the Order, this field remains editable for Order in Active and Not Reconciled status. You can enter a negative amount in this field as a credit amount as long as the Order Total amount is greater than zero.
Transaction Default - Chart of Accounts	This field displays the chart of account values that will be defaulted to any transactions that match to an order.
Transaction Custom Field	This field displays the transaction custom field values for an order that will be defaulted/added to any transactions that match that particular order.
Order Custom Field	This field is used for adding additional information a client might need associated with an order, but that does not need to be defaulted/added to transactions.
Notes	This is used to store any notes that may need to be associated with the order.

## Viewing Single-Use Account Order Information

The Order List screen displays all created orders within your scope-of-view. The Order List screen also allows you to initiate creating a new order.

This section explains the following topics:

- Viewing the Single-Use Account Order List
- Reviewing Single-Use Account Order Details

### Viewing the Single-Use Account Order List

The Orders List displays all created orders that the user has access to view.

To view the Single-Use Account order list:

1. Select **Orders > Manage**.  
*PaymentNet displays the Order List screen.*

### Reviewing Single-Use Account Order Details

The Order Detail screen displays additional information regarding a specific order. Existing orders may be modified using the Order Detail page. From this screen, you may also access orders that have been successfully saved and are eligible for reconciliation. To view reconciliation data, see “Manually Reconciling Single-Use Account Orders” on page 345.

To view Single-Use Account order details:

1. Select **Orders > Manage**.  
*PaymentNet displays the Order List screen.*
2. Select an existing order.  
*PaymentNet displays the Order Detail screen.*
3. Click the **Order** tab.
4. Review the Single-Use Account order fields that displays. For a list of fields, see List 33: “Single-Use Account Order Fields” on page 340.

## Editing a Single-Use Account Order

If an order is still active or has not been reconciled, you can adjust the values on the Order Detail page. The user may create orders or make manual changes to the order using this page.

The Order Detail page for existing orders is similar to the page for creating an order but many of the fields and options change once an order is created and saved. The Reconciliation tab is enabled for existing orders.

---

**Note:** An order cannot be modified once it has been automatically reconciled, manually reconciled, or deactivated.

---

To edit a Single-Use Account order:

1. Select Orders > Manage.  
*PaymentNet displays the Order List screen.*
2. Select an existing order.  
*PaymentNet displays the Order Detail screen.*
3. Edit the following fields, as needed.
  - Order Status
  - Begin Date
  - End Date
  - Merchant
  - MCC Group
  - Estimated Freight \$
  - Estimated Tax %
  - Order Tolerance % (+) and (-)
  - Description
  - # of units
  - \$ Unit price
  - Transaction Default - Chart of Accounts
  - Order Custom Fields
  - Notes

# Manually Reconciling Single-Use Account Orders

PaymentNet attempts to automatically reconcile order transactions and credits. Manual order reconciliation is used to reconcile orders that have not been previously reconciled by the automated process.

Reconciling will close out an order and suspend the account attached to that order. After an order has been reconciled, you will no longer be able match transactions to the order.

To manually reconcile a Single-Use Account order:

1. Select **Orders > Reconcile**.

*PaymentNet displays a list of orders that have not been reconciled to date.*

---

**Note:** You can manually reconcile Single-Use Account orders in different ways, all of which produce the same final result. The step above lists the most common method users follow when manually reconciling a Single-Use Account order.

---

2. On the Order List, do one of the following:
  - Click the Order ID for an individual order you want to manually reconcile.
  - Use the multi-select tool to select the orders you want to manually reconcile then click the Reconcile button. For information about multi-select, see “Using Multi-Select” on page 35.
3. Click the Order ID for the order you want to manually reconcile.  
*PaymentNet displays the Order Detail screen.*
4. Click the Reconciliation tab.
5. Select Reconcile from the Order Status drop-down menu.
6. Click Save.
7. Click OK to continue to manually reconcile the order.

## Creating Merchant Single-Use Account Order E-mail Messages

If email functionality is enabled, you can manually send a merchant email notification to your merchant.

Merchant reminder email messages include “Reminder:” in the subject line to distinguish them from new payment email messages.

To manually send a merchant Single-Use Account Order email notification:

1. Select **Orders > Manage**.
2. Select the **Order ID** for which you want to send an email message.
3. Select the **Merchant Notification** tab.
4. In the **To** field, enter the email address for each recipient.

---

**Note:** You can send email messages to multiple recipients by separating e-mail addresses with a semicolon.

---

5. Click **Send Now**.

# 14

## Convenience Checks

Convenience checks can be issued to PaymentNet cardholders and used to complete transactions. Generally, convenience checks are used for merchants who do not currently accept a card product. This feature provides cardholders with an alternative way to make account payments.

If your J.P. Morgan implementation manager enables the Convenience Checks module at the Organization level, then the Convenience Checks module is available for configuration at the Hierarchy level and, by default, is enabled for all hierarchies in your organization. Note that the Convenience Checks module is only available for Purchase Card programs.

In hierarchies where the Convenience Checks module is enabled, cardholders can manage their convenience checks, including ordering new checks and stopping payment on existing checks. For cardholder instructions on managing convenience checks, see “Managing Convenience Checks” on page 121.

For instructions on how to disable the Convenience Checks module at the Hierarchy level to prevent cardholders from managing their convenience checks, see “Setting Up Modules” on page 48.

This chapter describes the program administrator tasks related to the Convenience Check features.

This chapter explains the following sections:

- Enabling or Disabling the Convenience Checks Module
- Ordering Convenience Checks
- Stopping Payment on Convenience Checks

## Enabling or Disabling the Convenience Checks Module

In order for you to control the Convenience Checks module at the hierarchy level, your J.P. Morgan implementation manager must first enable the Convenience Checks module at the Organization level. Note that the Convenience Checks module is only available for Purchasing Card programs and, once enabled at the organization level, is enabled for all hierarchies in your organization by default. Once the convenience checks module for a cardholder is enabled, cardholders will be able to order convenience checks.

As a program administrator, you can control whether cardholders can manage their convenience checks by enabling or disabling the Convenience Checks module for a cardholder's Hierarchy ID on the Hierarchy Settings: Modules screen. For instructions on how to enable or disable a module, see "Setting Up Modules" on page 48.

## Ordering Convenience Checks

As a program administrator, you can order new convenience checks for cardholders. Checks are shipped within five business days of the order date. If you need a more immediate response or would like the checks mailed to a different address, call Customer Service.

---

**Note:** Once you complete an order for convenience checks, you cannot cancel the order. To cancel an order for convenience checks, call Customer Service.

---

For cardholder instructions on ordering convenience checks, see "Managing Convenience Checks" on page 121.

To order convenience checks:

1. Select **Accounts > Manage**.  
*PaymentNet displays the Account List screen.*
2. Click the name of the account for which you want to order convenience checks.  
*PaymentNet displays the Account Detail screen.*
3. Click the **Controls** tab.  
*PaymentNet displays the Controls tab.*

4. Select the Convenience Checks checkbox.
5. From the Convenience Checks drop-down list, select Order New Checks.
6. Click the Go button.  
*PaymentNet displays the Convenience Checks - Order New Checks screen.*
7. Do one of the following:
  - To complete the check order, click the Continue button.  
*PaymentNet submits the order and displays a confirmation message.*
  - To cancel the check order, click the Cancel button.  
*PaymentNet cancels the order and displays the Account Detail screen.*

## Stopping Payment on Convenience Checks

As a program administrator, you can cancel the payment on a cardholder's convenience check. Stop payments take effect eight business days after the stop is issued. If you need a more immediate response, call Customer Service.

For cardholder instructions on stopping payment on convenience checks, see "Managing Convenience Checks" on page 121.

To stop payment on a convenience check:

1. Select Accounts > Manage.  
*PaymentNet displays the Account List screen.*
2. Click the name of the account for which you want to stop payment on a convenience check.  
*PaymentNet displays the Account Detail screen.*
3. Click the Controls tab.  
*PaymentNet displays the Controls tab.*
4. Select the Convenience Checks checkbox.
5. From the Convenience Checks drop-down list, select Stop Payment.
6. Click the Go button.  
*PaymentNet displays the Convenience Checks - Stop Payment screen.*

**7. Complete these fields:**

Check Range/Number	Enter the check number or range of checks.
Check Date	Click this link to select the calendar date when the check was written. Alternately, you can enter the date in MM/DD/YYYY format.
Check Amount \$	Enter the check amount.
Payee Name	Enter the name on the check.

**8. Do one of the following:**

- To stop payment on the check, click the Continue button.  
*PaymentNet submits the stop order and displays a confirmation message.*
- To cancel the stop payment request, click the Cancel button.  
*PaymentNet cancels the stop order and displays the Account Detail screen.*

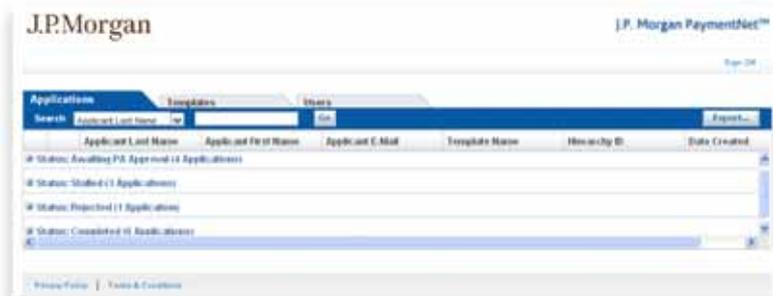
# a

## Account Request Manager

The Account Request Manager is a powerful PaymentNet enhancement that enables users to automate the credit card application, submission, approval, and fulfillment process.

Use the Account Request Manager to set up application templates with the help of your J.P. Morgan implementation manager to meet the specific needs of your organization. Refer to Figure 11: “Account Request Manager Screen” on page 351. As a Program Administrator, you can then modify templates as your organization needs change. All information is then captured electronically and stored in one central location. Once an application request is complete, it then enters the automated approval process flow before ultimately requiring your approval.

Figure 11: Account Request Manager Screen



This appendix explains the following sections:

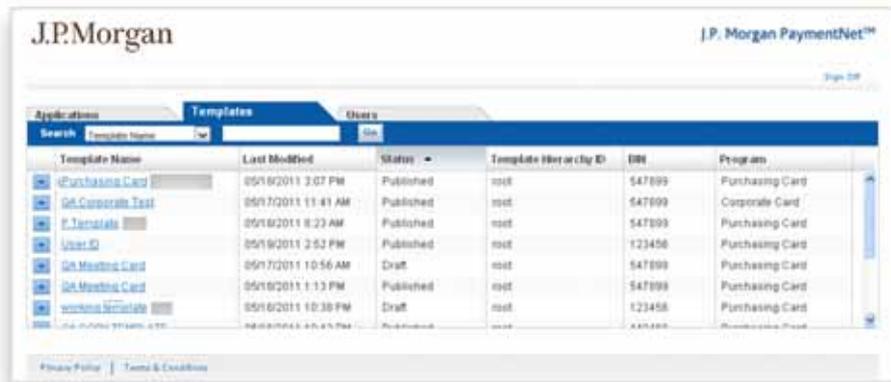
- Managing Templates
- Managing Users and User Settings
- Managing Applications

## Managing Templates

After the initial template setup is complete (usually performed by your implementation manager), you have the ability to manage templates and adjust templates according to the evolving needs of your organization. Refer to Figure 12: “The Account Request Manager Template Tab” on page 352.

Column headings (e.g., Status, Program) at the top of the screen provide information related to that topic. You can click the drop-down next to each heading to pull up and manage sorting and filtering options. You can also define which headings show up in your default view. If you want to rearrange column order, you can drag a heading and place it in a different order.

Figure 12: The Account Request Manager Template Tab



Template Name	Last Modified	Status	Template Hierarchy ID	ID#	Program
Purchase Card	05/16/2011 3:07 PM	Published	root	547899	Purchasing Card
Get Corporate Card	05/17/2011 11:41 AM	Published	root	547899	Corporate Card
P. Template	05/16/2011 8:23 AM	Published	root	547899	Purchasing Card
User ID	05/19/2011 2:53 PM	Published	root	123456	Purchasing Card
Get Matching Card	05/17/2011 10:56 AM	Draft	root	547899	Purchasing Card
Get Matching Card	05/16/2011 1:13 PM	Published	root	547899	Purchasing Card
Merchant Template	05/16/2011 10:38 PM	Draft	root	123456	Purchasing Card

Opening a specific template displays the Values, Settings, and History menu items on the left of your screen. Each of these menu items contains the fields and information you need for each template. For example, the Values menu item may contain fields for the cardholder’s name and address; whereas, the History menu item shows a list of past changes for a particular template.

This section explains the following topics:

- Viewing the List of Templates
- Viewing Template Details
- Editing a Template
- Saving a Draft Template
- Publishing a Template
- Previewing an Application Template

## Viewing the List of Templates

As a Program Administrator, you can view a list of all templates that belong to your organization.

To view the list of templates in the Account Request Manager:

1. Click the Templates tab.  
*The list of available templates for your organization is displayed.*

## Viewing Template Details

Template details provide all of the information you want to know about a particular template.

To view template details:

1. Click the Templates tab.
2. Perform one of the following:
  - a. From the list of available templates, locate and click the name of the template in the Template Name column.
  - b. Click the drop-down icon next to the template you want to view and click **View**.  
*The View/Edit Application Template screen appears with Values, Settings, and History tabs down the left of your screen.*
3. Click any of the tabs (e.g., Values tab) on the left of your screen to view details pertaining to the tab information. You also have the ability to preview the

template as an approver or as an applicant; however, you cannot actually submit an application when you preview as an applicant.

## Editing a Template

As Program Administrator, you can edit any template as needed. During the editing process, you can preview the template with the latest edits. (You can preview the template while in Draft or Published mode.) When all revisions are complete, you can then publish the template or save it as a draft.

Templates with a “Published” status must be placed into “Draft” status before they can be edited. When the edit action is performed on a published template, a warning message is displayed to alert you that the application that uses that template becomes inactive until the template is published again. Applicants are unable to fill out an application while the template for that application is in “Draft” status. Templates with a “Draft” status can be edited directly because they are not yet available for general use by applicants.

You can edit a template in one of the following ways depending on the status of the application and the screen you are in.

- From the List of Templates
- From the View Template Details screen

After you have opened a template for editing, you can also adjust some labels. For example, you may want to change the field label from Hierarchy ID to Cost Center. Changing the original labels to custom labels, however, is not recommended in most cases. Fields that are underlined may show help or a custom label. Hovering over a custom field displays the original label. If you are editing a template and double-click an underlined field/custom field, you, as Program Administrator, can edit the field name and help text. You can even revert back to the original label by selecting the Revert checkbox.

To edit an application template from the List of Templates:

1. Click the Templates tab.
2. Check the status of an application by looking at the value in the Status column.
3. Do one of the following:
  - If the status displays as Published:
    - a. Click the Actions drop-down to the left of the template name.

- b. Click Edit.  
*The Edit Published Template window opens and asks for confirmation to proceed to editing the template.*
- c. Click OK.
  - If the status is in Draft, click the name of the template or select the View Template action from the Actions drop-down.

---

**Note:** A template in Draft status does not require an edit confirmation.

---

4. Make your edits, as needed.
5. Click the Save as Draft or the Publish button. See “Saving a Draft Template” on page 355 or “Publishing a Template” on page 356.

To edit an application template from the View/Edit Template Details screen:

1. Click the Edit button at the bottom of your screen.  
*The Edit Published Template window opens and asks for confirmation to proceed to editing the template.*

---

**Note:** If the template is in Draft, the content is already editable.

---

2. Click OK.
3. Make your edits, as needed.
4. Click the Save as Draft or the Publish button. See “Saving a Draft Template” on page 355 or “Publishing a Template” on page 356.

## Saving a Draft Template

While editing a template, you may find that you need to save the template as a draft and come back and complete the template at a later time.

To save a draft template:

1. Complete the steps for editing a template. See “Editing a Template” on page 354.

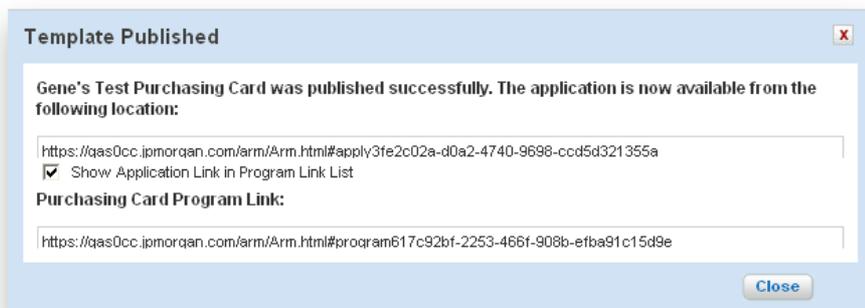
2. During the editing process, click the Save as Draft button on the bottom of your screen.  
*The application link remains active and all changes are saved and remain visible when you return to edit the template. You are redirected to the List of Templates screen.*

## Publishing a Template

You have the option to publish a template during the editing process, assuming edits have just been completed.

To publish a template during the editing process:

1. Complete the steps for editing a template. See “Editing a Template” on page 354.
2. Click the Publish button at the bottom of your screen.  
*The application validates the core fields to ensure everything is set up correctly. If the application meets the validation check, a display window with two URLs opens. The first URL links directly to the specific application. This link can now be shared with cardholders so they can request new accounts using the newly published template. The second URL links lists all of the application links associated to the purchasing or corporate program. If the application link should be excluded from this list, the checkbox should be deselected.*



## Previewing an Application Template

During the template creation or editing process, you may want to preview the look and feel of your form. You can preview an application in “Draft” and in “Published” status.

To preview an application template:

1. Open the View/Edit Application screen. See “Editing a Template” on page 354.
2. Click the Preview Application As... drop-down button.
3. Select to view as an **Applicant** or as an **Approver**.  
*The Applicant Preview screen opens and displays a preview of the application template from the view of the applicant or approver.*

---

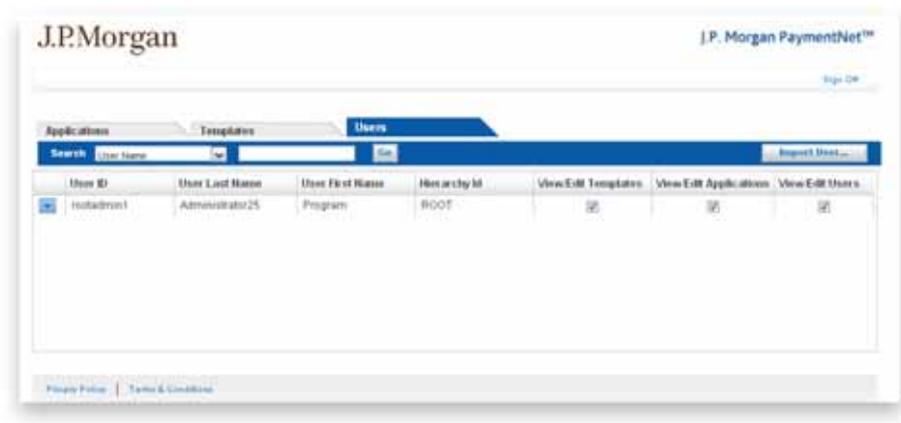
**Note:** A previewed application cannot be submitted.

---

## Managing Users and User Settings

As Program Administrator, you have the ability to manage users that belong to your organization. From the Users tab, you can view imported PaymentNet users, manage their settings as related to the Account Request Manager, import new users from PaymentNet, and adjust permissions as needed. See the Users tab as shown in Figure 13: “The Account Request Manager Users Tab” on page 358.

Figure 13: The Account Request Manager Users Tab



This section explains the following topics:

- Viewing a List of Users
- Editing User Permissions
- Importing a User

## Viewing a List of Users

As Program Administrator, you can view a list of all users that have been imported into the Account Request Manager and belong to your organization.

To view the list of users in the Account Request Manager:

1. Click the Users tab.  
*The list of users that have been imported for your organization is displayed.*

## Editing User Permissions

To edit a user's permission settings:

1. Click the Users tab.
2. Locate the user for whom you want to modify permission settings.

3. Select the **View/Edit Templates**, **View/Edit Applications**, or **View/Edit Users** checkboxes to grant the user permissions for the corresponding functionality. To revoke permissions, deselect the corresponding checkbox.

---

**Note:** You are not required to click a Save button to apply changes to the permission settings. Permission changes are instantly saved when you select or deselect a checkbox.

---

## Importing a User

Before you can import a user, you must first confirm the user is an active PaymentNet user, has a Program Administrator or Custom Program Administrator role, and belongs to the same organization as the logged-on user.

To import a user:

1. Click the **Users** tab.
2. Click the **Import User** button.  
*The Import User window opens.*
3. Click **Find**.
4. Enter the user name in the **User ID** field. After you enter a user name that matches an existing user in PaymentNet, the name appears next to the **User Name** field.

---

**Note:** If the user name does not match an existing user in PaymentNet, the field will turn red and an error message may display.

---

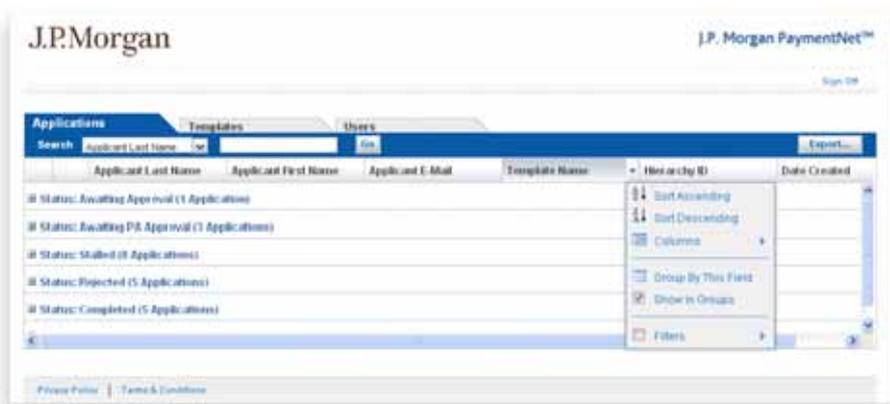
5. Click **Save**.  
*A message displays at the top of your screen indicating the user has been imported successfully. The user also now displays in the list of users.*
6. Click **Save**.

## Managing Applications

As Program Administrator, you have the ability to manage applications for your organization. From the Applications tab, you can view, edit, approve existing applications, and more.

Column headings (e.g., Applicant Last Name, Applicant First Name) at the top of the screen provide information related to that topic. You can click the drop-down next to each heading to pull up and manage sorting and filtering options. You can also define which headings show up in your default view. And if you want to rearrange column order, you can drag a heading and place it in a different order. See the Application tab in Figure 14: “The Account Request Manager Application Tab” on page 360.

Figure 14: The Account Request Manager Application Tab



The status options may include the following:

Awaiting Approval	<ul style="list-style-type: none"> <li>The application has been submitted to the Account Request Manager pending Approvers' review and approval.</li> </ul>
Stalled	<ul style="list-style-type: none"> <li>The application is waiting for an Approver to approve.</li> <li>The system has sent out all reminders (quantity determined by template email approval workflow settings).</li> <li>The assigned Approver has not approved or rejected the application.</li> </ul>

Awaiting PA Approval	<ul style="list-style-type: none"> <li>■ The Application has been approved.</li> <li>■ The Application is waiting for the Program Administrator to submit it to processor via PaymentNet.</li> </ul>
Creating	<ul style="list-style-type: none"> <li>■ Application has been sent to PaymentNet by the program administrator/implementation manager in the Account Request Manager.</li> </ul>
Partial Complete	<ul style="list-style-type: none"> <li>■ This status is returned from PaymentNet.</li> <li>■ TSYS only status.</li> <li>■ The account has been created but there were errors (that did not prevent the account from being created).</li> </ul>
Completed	<ul style="list-style-type: none"> <li>■ This status is returned from PaymentNet.</li> <li>■ The account has been successfully created.</li> </ul>
Rejected	<ul style="list-style-type: none"> <li>■ An approver or a Program Administrator rejected the application.</li> </ul>
Failed	<ul style="list-style-type: none"> <li>■ This status is returned from PaymentNet.</li> <li>■ The application creation action failed at the processor.</li> <li>■ You can reset to Awaiting PA Approval and potentially fix issues, then process the application again.</li> </ul>
Unknown	<ul style="list-style-type: none"> <li>■ The Account Request Manager called PaymentNet to check the account status. PaymentNet could not find the account information.</li> </ul>

This section explains the following topics:

- Viewing the List of Applications
- Previewing an Application
- Viewing Application Details
- Viewing Application History
- Editing an Application
- Sending Application Approval Reminders
- Approving an Application
- Reassigning Approvers
- Rejecting an Application
- Processing an Application

## Viewing the List of Applications

As Program Administrator, you can view a list of all submitted applications that belong to your organization.

To view the list of applications in the Account Request Manager:

1. Click the **Applications** tab.  
*The list of submitted applications are displayed by grouped application status.*
2. Click the **Plus** sign icon next to a group to expand the group.

## Previewing an Application

An application preview displays relevant-to-processing information relating to each application. The preview shows past and current approvers, and other application-specific data.

To preview an application:

1. Click the **Applications** tab.
2. Locate the application you want to preview from the list provided.
3. Click the **Actions** drop-down and click **Preview**.

## Viewing Application Details

To view application details:

1. Click the **Applications** tab.
2. Locate the application for which you want to view details.
3. Do one of the following to see details:
  - Click the application last name.
  - Click the **Actions** drop-down and click **View Application**.
  - Open the preview application window and click **View Application**.  
*The Application Details screen opens.*

## Viewing Application History

To view application history:

1. Open the Application Details screen. See “Viewing Application Details” on page 362.
2. Click the View History button at the bottom of your screen.

## Editing an Application

As Program Administrator, you can only edit applications with an “Awaiting PA Approval” status.

To edit an application:

1. Open the Application Details screen. See “Viewing Application Details” on page 362.
2. When viewing application details, modify any field by typing in a new value. You can also select a new value from a drop-down menu, where available.
3. Click Save.

---

**Note:** The save button is only available for an application marked with an “Approval PA Approval” status.

---

## Sending Application Approval Reminders

You can send a reminder to the current pending approver of an application in one of two ways:

1. From the Applications List tab.
  - a. Click the Actions drop-down next to the application for which you want to send an application approval reminder.
  - b. Click Send Reminder.
  - c. Click OK.

2. From the Application Detail screen.
  - a. Scroll to the Approval section, which lists all current and past approvers.
  - b. Click the Send Reminder link.
  - c. Click OK.

---

**Note:** Sending a reminder only works for applications with an “Awaiting PA Approval,” “Awaiting Approval,” or “Stalled” status; an enabled workflow; and for applications that have an assigned approver who has not yet responded.

---

## Approving an Application

The approval process is automated and usually begins with the approver receiving an email notification stating that a new application has been created and requires approval. Even if the application requires multiple levels of approval, the Program Administrator has the ultimate responsibility for final processing.

To approve an application:

1. From the application approval requested email that you receive, click the application link in the body of the email.
2. Update any information in the application, as needed.
3. Complete the email approval workflow section, if visible.
4. Under the approval section, complete the fields below to forward the application for additional approvals, if needed:
  - First Name
  - Last Name
  - E-Mail Address
5. Click Approve.

## Reassigning Approvers

You can reassign a new approver for an application from the Applications List screen or the Applications Details screen. The reassign action is only available for applications with an “Awaiting Approval,” “Stalled,” or “In Process” status.

To reassign an application to another approver:

1. From the Applications List screen:
  - a. Click the Actions drop-down for the desired application.
  - b. Click Reassign.
  - c. On the Send to Another Approver window that opens, enter the following:
    - First Name
    - Last Name
    - Email Address
  - d. Click Continue.
2. From the Application Details screen:
  - a. Scroll to the Approval section that lists all current and past approvers.
  - b. Click the Send to Another Approver link next to the last approver in the list.
  - c. On the Send to Another Approver window that opens, enter the following:
    - First Name
    - Last Name
    - Email Address
  - d. Click Continue.

## Rejecting an Application

You can reject an application from the Applications List screen or the Application Details screen. As an Approver, you can also reject an application by clicking the link directly from the notification email. The reject action is only available for applications with a “Pending,” “Awaiting PA Approval,” and “Awaiting Approval” status.

To reject an application:

- From the Applications List screen:
  - a. Click the Actions drop-down for the desired application.
  - b. Click Reject.  
*A window opens and requires you, as Program Administrator, to enter a note explaining why you are rejecting an application.*
  - c. Enter a note in the field provided.
  - d. Click OK.
- From the Application Details screen:
  - a. Click the Reject button at the bottom of your screen.
  - b. Click OK.
- From the notification email:
  - a. Open the application notification email.
  - b. Click the link in the email.  
*You are taken to the approval screen in the Account Request Manager.*
  - c. Click Reject.
  - d. Click OK.

---

**Note:** If you reject an application, you must also add a note explaining why the application is being rejected.

---

## Processing an Application

You can process an application from the Applications List screen or the Applications Detail screen.

To process an application:

1. From the Applications List screen:
  - a. Click the Actions drop-down for the desired application.

- b. Click Process Request.
  - c. Click OK.
- 2. From the Application Details screen:
  - a. Click the Process Request button at the bottom of your screen.
  - b. Click OK.



# b

## Reporting Reference

Use this appendix as a reference in conjunction with Chapter 11, “Reports” on page 317. The Reports chapter provides the comprehensive set of instructional steps to follow to locate, generate, and schedule a report. Some of those steps reference sections that are in this appendix.

The first step in locating a report is to identify the reports you need. Refer to the “PaymentNet Report Matrix” on page 370 in this appendix; it lists all available reports and provides column filtering. This matrix is a spreadsheet allowing you to sort by multiple views, such as card program, user role, category, optimized output format, and similar reports to quickly identify and assess which report will meet your needs.

If you want to look up the specific report and review a sample of the output and know what fields are included, go to the report type section and then locate the specific report. See “Report Samples” on page 371 in this appendix.

Once you identify the reports you want, follow the sections in Chapter 11, “Reports” on page 317. If you determine that you want to move data between PaymentNet and your organization’s accounting system, see Chapter 8, “Flex Mappers” on page 235.

If after running a flex mapper, you still require data beyond the scope of a flex mapper, review the “Standard File Options” on page 502 in this appendix. Select one of the standard file layouts and contact your J.P. Morgan representative for more information.

This appendix explains the following sections:

- PaymentNet Report Matrix
- Report Samples

- Standard File Options

## PaymentNet Report Matrix

To get started with creating a report, you can quickly identify your requirements by filtering specific data in the report matrix spreadsheet. The data is organized into nine columns.

Click the paperclip to open the PaymentNet Report Matrix spreadsheet (in Excel). 

Using the report matrix, you can filter the data in these nine columns by these views:

### Category

Sort by report type: account, administration, merchant, merchant MasterCard, merchant Visa, order, and transaction.

### Report name

Identify the name of the report as it appears in the Reports module of PaymentNet.

### Card program

Sort by fleet, purchase card, single-use account, and travel & entertainment.

### Recommended users

Identify what audience or user will most likely require this data for their analysis and review.

### User role

Sort by approver, card holder, manager, and program administrator.

### Optimized output format

Each report is typically optimized for better viewing in either Adobe PDF or Microsoft Excel output format. The reports with a report number ending in an "E" are best viewed in Excel. See Report number below.

---

**Note:** PaymentNet reports optimized for Microsoft Excel are instead defaulting to the Adobe® PDF format.

Users must select MS Excel from the Report Format drop-down list when running reports optimized for Excel to obtain the report in the correct format.

---

#### Description

The report description as it appears in the Reports module of PaymentNet.

#### Report number

Each report has a unique report number. This makes it easier to reference when communicating with users and J.P. Morgan.

Reports that are optimized and best for viewing in Excel have an “E” at the end of the number, for example, Account Audit (MS Excel) R003E.

The report numbers in the documentation are for general representation to assist you when clarifying a report type or concern with J.P. Morgan. For example, this is report number 1: Account Audit (Report # 001). Report numbers are not identified within PaymentNet.

#### Similar reports (see also)

Quickly locate other reports with similar data.

## Report Samples

Each report in PaymentNet is listed under its report type in this section.

By default, PaymentNet lists reports alphabetically. However, you can locate a report more efficiently by choosing its report type.

To access reports in PaymentNet, click Reports > Create > and see Chapter 11, “Reports” on page 317 for specific steps on running a report.

This section explains the following report types:

- Accounts
- Administration
- Merchant
- Merchant: MasterCard
- Merchant: Visa
- Order
- Transaction

## Accounts

This section displays an example of each of the Account report types available in PaymentNet. A brief description of its purpose, a sample report output, and a list of fields included in the report are provided for your reference.

This section lists the following Accounts report samples:

- 30 and 60 Day Past Due (Report # R001)
  - Account Limit - MS Excel (Report # R002E)
  - Account Audit (Report # R003)
  - Account Audit - MS Excel (Report # R003E)
  - Account Delinquencies (Report # R004)
  - Account Suspension/Cancellation (Report # R005)
  - Account and Employee Hierarchy (Report # R006)
  - Account and Employee Hierarchy - MS Excel (Report # R006E)
  - Accounts with Low Available Credit (Report # R007)
  - Cardholder Accounts and Limits by Hierarchy (Report # R008)
  - Cardholders Default Account Codes and Custom Fields (Report # R009)
  - Cardholder Listing with Addresses (Report # R010)
  - Cardholder Profile (Report # R011)
  - Cardholder Profile - MS Excel (Report # R011E)
  - Cardholder Status (Report # R012)
  - Cardholder Status - MS Excel (Report # R012E)
  - Cardholder with Account and MCC Group Limits (Report # R013)
  - Charge Off (Report # R014)
  - Rush Delivery Card Requests (Report # R015)
  - Write-Off (Report # R016)
- 

## 30 and 60 Day Past Due (Report # R001)

### Description

Use this report to monitor accounts that are 30 and/or 60 days past due.

**Note:** The 30 and 60 Day report is incorrectly including lost or stolen accounts. To obtain information on past due accounts, excluding those that are lost or stolen, run the Cardholder Profile (Report # R011) report instead.

---

Figure 15: 30 and 60 Day Report

**30 and 60 Day**  
TR2M007

Report Period: 01/01/11 7:20 AM  
 Selection Criteria: 30 Day: For Due Amount << 0 60 Day: For Due Amount << 0      Overseas: Linkage

Account Number	Last Name	First Name	Status	30 Day	60 Day	Days Past	Last Transaction Date	Current Balance
19473188884711	RJ TRILL	ROBERT CURTIS	Low On Funds	57,084.34	60.00	11/01/2010	57,084.34	
<b>Grand Total:</b>				<b>57,084.34</b>	<b>60.00</b>			<b>57,084.34</b>

© 2011 J.P.Morgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED\*  
 30 and 60 Day

Page 1 of 1

Report Information Includes:

- Account Number
- 60 Days
- Last Name
- Days Past
- First Name
- Last Transaction Date
- Status
- Current Balance
- 30 Days
- Grandtotal



## Report Information Includes:

- Cardholder Last Name
- Cardholder First Name
- Account Number
- Account Status
- Account Status Reason
- Open Date
- Last Transaction Date
- Hierarchy ID
- Hierarchy Description
- Credit Limit
- Cash Advance Limit
- Available Limit
- Single Amount Limit
- Daily Amount Limit
- Daily Transaction Limit
- Cycle/Monthly Transaction Limit
- Other Amount Limit
- Other Transaction Limit MCC Group
- MCCG Single Amount Limit
- MCCG Daily Amount Limit
- MCCG Daily Transaction Limit
- MCCG Cycle/Monthly Account Limit
- MCCG Cycle/Monthly Transaction Limit
- MCCG Other Account Limit
- MCCG Other Transaction Limit

## Account Audit (Report # R003)

### Description

Use this report to identify all changes made to accounts over the selected date range. This report is best viewed in PDF format.

Figure 17: Account Audit Report

**Account Audit**

View Time Period: Options: Linkage

Selection Criteria: Change Date Is Between 02/01/2010 AND 02/01/2010

Account Number	Change Date	Change Time	Field Name	Previous Value	New Value	Modified By
00000000000000000000	02/01/2010	08:18:04	Expiration Date	2011-01-31 00:00:00	2011-01-31 00:00:00	System - Local
00000000000000000000	02/01/2010	08:18:06	Merchant Category Code Extension Group	77 Inhabit	77 Inhabit	System - Local
00000000000000000000	02/01/2010	08:18:06	Merchant Category Code Extension Group	77 Inhabit	77 Inhabit	System - Local
00000000000000000000	02/01/2010	08:18:13	Bank Desc	0.20000000	0.20000000	System - Local
00000000000000000000	02/01/2010	08:18:13	Merchant's Mailing Name	*****	*****	System - Local
00000000000000000000	02/01/2010	08:18:13	Merchant's Mailing Desc	*****	*****	System - Local
00000000000000000000	02/01/2010	08:18:13	Merchant's Mailing Name	*****	*****	System - Local
00000000000000000000	02/01/2010	11:28:04	Cardholder Address 1	*****	*****	System - Local
00000000000000000000	02/01/2010	11:28:04	Cardholder Street Code	00120000	00120000	System - Local
00000000000000000000	02/01/2010	11:28:04	Cardholder Street Address	100 WESTFIELD DR	100 WESTFIELD DR	System - Local
00000000000000000000	02/01/2010	11:28:04	Street Address	00000000.0000	00000000.0000	System - Local
00000000000000000000	02/01/2010	11:28:04	Business Address 1	*****	*****	System - Local
00000000000000000000	02/01/2010	11:28:04	Business Street Code	00120000	00120000	System - Local
00000000000000000000	02/01/2010	11:28:04	Business Street Address	100 WESTFIELD DR	100 WESTFIELD DR	System - Local

© 2010 SPiSource, Inc. All rights reserved.  
"PROFESIONAL - THIS REPORT CONTAINS SENSITIVE DATA. TRANSMISSIONS ARE PROHIBITED."  
Account Audit

Page 1 of 1

Report Information Includes

- Account Number
- Change Date
- Change Time
- Field Name
- Previous Value
- New Value
- Modified by

Account Audit - MS Excel (Report # R003E)

Description

Use this report to identify all changes made to accounts over the selected date range. This report is best viewed in Excel format.

Figure 18: Account Audit - MS Excel Report

Account Number	Change Date	Change Time	Field Name	Previous Value	New Value	Modified By
#####00004340	03/12/2011	18:03:48	Is Default	Unchecked	Checked	custadm01
#####00004340	03/12/2011	18:03:49	User ID		adm001	custadm01
#####00004340	03/12/2011	18:03:50	Hierarchy	DELETED	Slide Y	custadm01
#####00004340	03/12/2011	18:03:50	Hierarchy	A		custadm01
#####0000431*	03/12/2011	18:09:39	Is Default	Unchecked	Checked	custadm01
#####0000431*	03/12/2011	18:09:39	User ID		adm001	custadm01
#####0000431*	03/12/2011	18:09:39	Hierarchy	A	Slide Y	custadm01
#####00004748	03/13/2011	18:23:37	Hierarchy	DELETED	Technology	custadm01
#####00004748	03/13/2011	18:27:01	Hierarchy	DELETED	Slide Z	custadm01
#####00004748	03/13/2011	12:09:03	Action		CI Include	System - Leader
#####00004748	03/13/2011	12:09:03	Action		RFID	System - Leader

### Report Information Includes:

- Account Number
- Change Date
- Change Time
- Field Name
- Previous Value
- New Value
- Modified By

## Account Delinquencies (Report # R004)

### Description

Use this report to monitor past due amounts across all delinquency categories. The Adobe version also provides total delinquencies for the hierarchy selected or the entire organization. This report is best viewed in PDF format.

**Note:** The Charge Off column in the Account Delinquencies report (#R004) always displays \$0.00.

For accounts that have been charged off, use the Cardholder Profile report (#R011) to obtain the charge-off amount.

**Note:** The Account Delinquencies report is incorrectly including lost or stolen accounts.

To obtain information on past due accounts, excluding those that are lost or stolen, run the Cardholder Profile (Report # R011) report instead.

Figure 19: Account Delinquencies Report

**Account Delinquencies**

Due Date Filter: (Optional) Linkage:

Included Criteria:

Account Number	Last Name	First Name	Hierarchy	Employee ID	1-30 Day	31-60 Day	61-90 Day	91-120 Day	121-150 Day	151-180 Day	Charged Off	Current Balance
ROOT ROOT												
ROOT ROOT	TEST		ROOT ROOT		\$17,094.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,094.14
<b>ROOT ROOT Sub-Total</b>					<b>0 Account(s)</b>	<b>\$17,094.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,094.14</b>
<b>Grand Total:</b>					<b>0 Account(s)</b>	<b>\$17,094.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,094.14</b>

© 2011 PaymentOne Inc. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA UNAUTHORIZED TO PROMOTE\*  
 Account Delinquencies

Page 1 of 1

### Report Information Includes

- Account Number
- Cardholder Last Name
- Cardholder First Name
- Account Hierarchy
- Employee ID
- 1-30 Day past due amount
- 31-60 Day past due amount
- 61-90 Day past due amount
- 91-120 Day past due amount
- 121-150 Day past due amount
- 151-180 Day past due amount
- Amount Charged Off
- Current Balance
- Sub-Total: Account(s)
- Grand Total: Account(s)

## Account Suspension/Cancellation (Report # R005)

### Description

Use this report to identify accounts that are suspended or canceled. The report is organized by hierarchy. This report is best viewed in PDF format.

Figure 20: Account Suspension/Cancellation Report

Account Suspension/Cancellation						
Date Time Filtered					Database	Language
Selection Criteria: Account Status == Active AND Account Status == New AND Account Status == Pending						
Last Name	First Name	Phone No	Account Number	Status	Current Balance	
BOOTH BOOTH						
RI TEST	BOOTH BOOTH	BOOTH BOOTH	104701000004711	Card In Status	\$17,094.70	
STARBUCK	BOOTH BOOTH	BOOTH BOOTH	104701000004709	Card In Status	\$0.00	
BOOTH BOOTH Sub Total:			2 Accounts		\$17,094.70	
CARDHOLDER: Financial Institution - Canada - Purchase						
WITTELL	WITTELL	CARDHOLDER: Financial Institution - Canada - Purchase	104701000004697	Card In Status	\$0.00	
CARDHOLDER: Financial Institution - Canada - Purchase Sub Total:			1 Account		\$0.00	
CARD C						
WITTELL	WITTELL	CARD C	104701000004694	Card In Status	\$0.00	
CARD C Sub Total:			1 Account		\$0.00	
Grand Total:			4 Accounts		\$17,094.70	

© 2013 J.P.Morgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL: THIS REPORT CONTAINS UNCLASSIFIED DATA. UNAUTHORIZED USE PROHIBITED."  
 Account Suspension/Cancellation

### Report Information Includes

- Cardholder Last Name
- Cardholder First Name
- Account Hierarchy
- Account Number
- Account Status
- Current Balance

## Account and Employee Hierarchy (Report # R006)

### Description

Use this report to show the account, employee and role hierarchies for all employees - both cardholders and non-cardholders. This report is best viewed in PDF format.

**Note:** If the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee.

Figure 21: Account and Employee Hierarchy Report

**Account and Employee Hierarchy**

Customize Linkage

View Time Period: Selection Criteria: Account Name ==> Client / ASD Account Name ==> Last Of Initial

USERID	Last Name	First Name	Employee Hierarchy	Account Number	Account Hierarchy	Acct
Account	Accountage	Account	ROOT - ROOT			
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Program Administrator		ROOT - ROOT	Hierarchy ID: Self and Children		
Card01	C	Cardholder	ROOT - ROOT	104711980004010	ROOT - ROOT	New
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Customer/Holder		A - Role A	Self		
Card09	C	Cardholder	ROOT - ROOT	104711980004010	A - Role A	New
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Customer/Holder		A - Role A	Self		
Card03	C	Cardholder	ROOT - ROOT	104711980004010	B - Role B	New
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Customer/Holder		A - Role A	Self		
Card02	C	Cardholder	ROOT - ROOT			
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Cardholder		ROOT - ROOT			
Accountage	Accountage	Accountage	ROOT - ROOT	Hierarchy ID: Self and Children		
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Accountage		CARD010 - Accountage - Case			
Accountage	Accountage	Accountage	CARD010 - Accountage - Case/Holder ID: Self and Children			
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Program Administrator		ROOT - ROOT		ROOT - ROOT	New
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Program Administrator		ROOT - ROOT	Hierarchy ID: Self and Children		
Accountage	Accountage	Accountage	CARD010 - Accountage - Case			
	<b>Role</b>		<b>Role Hierarchy</b>	<b>Scope</b>		
	Program Administrator		CARD010 - Accountage - Case/Holder ID: Self and Children			
Accountage	Accountage	Accountage	ROOT - ROOT	104711980004010	ROOT - ROOT	New

© 2011 IPM Corp. All rights reserved.  
 "CONFIDENTIAL AND REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 Account and Employee Hierarchy

Page 1 of 1

Report Information Includes

- User ID
- Last Name
- First Name
- Employee Hierarchy
- Account Number
- Account Hierarchy
- Account Status
- Role
- Hierarchy - Role
- Scope

# Account and Employee Hierarchy - MS Excel (Report # R006E)

## Description

Use this report to show the account, employee and role hierarchies for all employees - both cardholders and non-cardholders. This report is best viewed in Excel format.

**Note:** If the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee.

User ID	Last Name	First Name	Employee Hierarchy	Role	Hierarchy - Role	Scope	Account Number	Account Hierarchy	Status
000001	Ted	Auditor	Bank T - Test	Card Holder	Bank T - Test	Self	000000000001	Bank T - Test	Active
000002	Cary	Chary	ROOT - ROOT	Card Holder	ROOT - ROOT	Self			
000003	Billy L.	Finance - Department	Card Holder	Finance - Department	Self		000000000003	Finance - Department	Active
000004	Don	Bank T - Test	Card Holder	Bank T - Test	Self		000000000004	Bank T - Test	Active
000005	Legge	Scottie	A - Scott Lab	Transaction Approver	A - Scott Lab	Hierarchy ID and Children			
000006	Wain	Tim	Technology - Department	Card Holder	Technology - Department	Self	000000000006	Technology - Department	Active
000007	Tom	William	C.I.T. - Department	Program Administrator	C.I.T. - Department	Hierarchy ID, Self and Children			
000008	Felix	Steven	C - Product	Program Administrator	C - Product	Hierarchy ID, Self and Children			
000009	Josephine	Papa	Parent - Corporation	Program Administrator	Parent - Corporation	Hierarchy ID, Self and Children			
000010	PA	Corpus PA	ROOT - ROOT	Card Holder	ROOT - ROOT	Hierarchy ID, Self and Children			
000011	Manager	Quinn	Bank T - Test	Manager	Bank T - Test	Hierarchy ID			
000012	PA	Quinn	Quinn - Gen	Program Administrator	Quinn - Gen	Hierarchy ID and Children			
000013	John	Auditor	ROOT - ROOT	Auditor	ROOT - ROOT	Hierarchy ID and Children			
000014	Wang	Steven	ROOT - ROOT	Auditor	ROOT - ROOT	Hierarchy ID, Self and Children			
000015	Wood	Cara	A.I.I - Site	Card Holder	A.I.I - Site	Self			
000016	Wood	Cara	A.I.I - Site	Auditor	A.I. - Development	Hierarchy ID, Self and Children			
000017	Wood	Cara	A.I.I - Site	Auditor	A.I. - Development	Hierarchy ID and Children			
000018	Scottie	Toby	A.I. - Development	Manager	A.I. - Development	Hierarchy ID and Children			
000019	Scottie	Toby	DELETED - DELETED						
000020	John	John Q	A - Scott Lab	Transaction Approver	A.I. - Development	Hierarchy ID and Children	000000000020	A - Scott Lab	Ter
000021	John	John Q	A.I. - Development	Transaction Approver	A.I. - Development	Hierarchy ID and Children			
000022	John	John Q	A.I. - Development	Transaction Approver	A.I. - Development	Hierarchy ID and Children			
000023	John	John Q	Operations - Department	Card Holder	Operations - Department	Self	000000000023	Operations - Department	Active
000024	John	John Q	A - Scott Lab	Transaction Approver	A - Scott Lab	Hierarchy ID and Children			

## Report Information Includes

- User ID
- Last Name
- First Name
- Employee Hierarchy
- Role
- Hierarchy - Role
- Scope
- Account Number
- Account Hierarchy
- Account Status

## Accounts with Low Available Credit (Report # R007)

### Description

Use this report to monitor accounts with low available credit and adjust as appropriate. Only accounts that have available credit that is less than 20% of their total credit limit will appear in the report. This report is best viewed in PDF format.

Figure 22: Accounts with Low Available Credit Report

Accounts with Low Available Credit SEARS70							
Date/Time Issued 02/17/2017 2:10:12PM							
Selection Criteria							
Last Name	First Name	Account Number	Current Balance	Date Effective	Credit Limit	Cash Advance Limit	Available Credit
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	01/14/2016	\$20,000.00	\$0.00	\$19,999.99
XXXXXX	JAMES	XXXXXXXXXXXX	\$1,116.30	04/01/2012	\$20,000.00	\$0.00	\$18,883.70
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	01/17/2016	\$20,000.00	\$100.00	\$19,900.00
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	04/01/2016	\$20,000.00	\$0.00	\$19,999.99
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	04/01/2012	\$20,000.00	\$0.00	\$19,999.99
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	04/01/2012	\$20,000.00	\$0.00	\$19,999.99
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	04/01/2012	\$20,000.00	\$0.00	\$19,999.99
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	02/24/2017	\$20,000.00	\$0.00	\$19,999.99
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	02/27/2016	\$20,000.00	\$0.00	\$19,999.99
XXXXXX	JAMES	XXXXXXXXXXXX	\$0.00	04/01/2016	\$20,000.00	\$0.00	\$19,999.99

© 2016 Fiserv (Success) Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. CONTACT YOUR CREDIT OFFICER.  
 Accounts with Low Available Credit

Page 010 of 010

### Report Information Includes

- Cardholder Last Name
- Cardholder First Name
- Account Number
- Current Balance
- Date Effective
- Credit Limit
- Cash Advance Limit
- Available Credit

# Cardholder Accounts and Limits by Hierarchy (Report # R008)

## Description

Use this report to show credit limit, cash advance limit, single transaction limit, account open date, account closed date and account current status. Accounts in the report are organized by hierarchy. This report is best viewed in PDF format.

Figure 23: Cardholder Accounts and Limits by Hierarchy Report

Cardholder Accounts and Limits by Hierarchy										
Date Time Period: <span style="float: right;">Transaction Lookup</span>										
Subtotal Columns: Account Name -- Closed AND Account Name -- Last Of Index										
Hierarchy	Last Name	First Name	Account Number	Credit Limit	Available Credit	Cash Advance Limit	Single Transaction Limit	Open Date	Closed Date	Status
<b>A Row A</b>										
<b>A Row A</b>										
-----										
<b>A Row A Sub-Total</b>										
<b>A Account(s)</b>										
<b>CARD012 Business Automotive - Canada - Pacific</b>										
CARD012 Business Automotive - Canada - Pacific	TEST	ROBT	CRTR	10471700000429	1,000,000	\$147,204.48	\$1,000	\$1,100	11/08/2010	Yes
CARD012 Business Automotive - Canada - Pacific	TEST	ROBT	CRTR	10471700000429	1,000,000	\$147,204.48	\$1,000	\$1,100	11/08/2010	Yes
CARD012 Business Automotive - Canada - Pacific	TEST	ROBT	CRTR	10471700000429	1,000,000	\$147,204.48	\$1,000	\$1,100	11/08/2010	Yes
-----										
<b>CARD012 Business Automotive - Canada - Pacific Sub-Total</b>										
<b>3 Account(s)</b>										
<b>B Row B</b>										
<b>B Row B</b>										
-----										
<b>B Row B Sub-Total</b>										
<b>1 Account(s)</b>										
<b>ROBT ROBT</b>										
ROBT ROBT		ROBT	CRTR	10471700000429	\$0,000,000	\$0,000,000.00	\$0,000,000	\$0	01/08/2010	Active
ROBT ROBT	ROBT	ROBT	CRTR	10471700000429	\$1,000,000	\$1,948,204.48	\$1,000,000	\$0	01/08/2010	Yes
ROBT ROBT	ROBT	ROBT	CRTR	10471700000429	\$1,000,000	\$147,204.48	\$1,000	\$1,100	11/08/2010	Yes
ROBT ROBT	ROBT	ROBT	CRTR	10471700000429	\$1,000,000	\$1,948,204.48	\$1,000,000	\$0	01/08/2010	Yes
ROBT ROBT	ROBT	ROBT	CRTR	10471700000429	\$1,000,000	\$1,948,204.48	\$0	\$0	01/08/2010	Yes
-----										
<b>ROBT ROBT Sub-Total</b>										
<b>1 Account(s)</b>										
<b>UNASSIGNED UNASSIGNED</b>										
UNASSIGNED UNASSIGNED	ROBT	ROBT	CRTR	10471700000429	\$1,000,000	\$1,948,204.48	\$1,000,000	\$0	01/08/2010	Yes
-----										
<b>UNASSIGNED UNASSIGNED Sub-Total</b>										
<b>1 Account(s)</b>										
<b>Grand Total:</b>										
<b>11 Account(s)</b>										

© 2010 J.P.Morgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE AND UNAUTHORIZED USE PROHIBITED"  
 Cardholder Accounts and Limits by Hierarchy

Page 1 of 1

## Report Information Includes

- Hierarchy
- Last Name
- First Name
- Account Number
- Credit Limit
- Available Credit
- Cash Advance Limit
- Single Amount Open Date Limit
- Closed Date
- Status
- Sub-total Accounts
- Grand totals Accounts

## Cardholders Default Account Codes and Custom Fields (Report # R009)

### Description

Use this report to monitor the default accounting codes and custom fields assigned to each account. The report also displays the credit limit, daily amount limit, monthly/cycle limit and other limits. This report is best viewed in PDF format.

Figure 24: Cardholders Default Account Codes and Custom Fields Report

**Cardholder Default Account Codes and Custom Fields**

Show Top Panel

Selects Cardholder Account Status: (1) Closed, (2) Active Account Status: (1) Last On Status

Last Name	First 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
AMPLAND	BUTTERSON	0077117000000000	Open	\$1,000,000	\$0	\$0		\$0		\$0	
Chart of Accounts:			None								
Segment Description:			Accounting Code Value Segment Value Description								
Account Custom Fields:											
Field Name			Field Value								
A			Date								
B			Date								
BOTTLE	WATTE	0077118000000000	Open	\$1,000,000	\$0	\$0		\$0		\$0	
Chart of Accounts:			None								
Segment Description:			Accounting Code Value Segment Value Description								
Account Custom Fields:											
Field Name			Field Value								
A			Date								
B			Date								
RUTHER	ROBERT	0077119000000000	Open	\$1,000,000	\$1,000,000,000,000,000	\$0	100	\$00,000,000,000,000	200	\$00,000,000,000,000,000	\$0,000,000,000
Chart of Accounts:			None								
Segment Description:			Accounting Code Value Segment Value Description								
Account Custom Fields:											
Field Name			Field Value								
A			Date								
B			Date								
Grand Total:		3 Accounts									

© 2011 PaymentNet Inc. & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 Cardholder Default Account Codes and Custom Fields

Page 1 of 1

## Report Information Includes

- Cardholder Last Name
- Cardholder First Name
- Account Number
- Account Status
- Credit Limit
- Single Amount Limit
- Daily Amount Limit
- Daily Transaction Limit
- Cycle/Monthly Amount Limit
- Cycle/Monthly Transaction Limit
- Account Number
- Other Amount Limit
- Other Transaction Limit
- Chart of Accounts
- Chart of Accounts Segment Description
- Accounting Code Values
- Segment Value Description
- Transaction Default Custom Field Name
- Transaction Default Custom Field Value
- Account Custom Field Name
- Account Custom Field Value
- Grand total

## Cardholder Listing with Addresses (Report # R010)

### Description

Use this report to display the addresses and business phone for each account. Data is organized by hierarchy. This report is best viewed in PDF format.

Figure 25: Cardholder Listing with Addresses Report

**Cardholder Listing with Addresses**

American Express

Date Time Posted: \_\_\_\_\_

Selection Criteria: Account Status == Closed AND Account Status == Late Or Sdkn

Last Name	First Name	Account Number	Hierarchy	Employee ID	Status	Expiration Date	Address 1	Address 2	City	State/Province	ZIP/Postal	Country	Business Phone
<b>ROOT ROOT</b>													
	PHU QUO NGUEN	1047100000041	ROOT ROOT		Active	11/30/2016	230 WESTFIELD DR		ELLEN	IL	60124-3034	USA	N/A
	WATER	1047100000044	ROOT ROOT		New	01/31/2017	230 WESTFIELD DR		ELLEN	IL	60124-3034	USA	N/A
	AL	1047100000041	ROOT ROOT		New	11/30/2016	12 W LAD		CHICAGO	IL	60601-0000	USA	N/A
	ALDO	1047100000040	ROOT ROOT		New	01/31/2017	230 WESTFIELD DR		ELLEN	IL	60124-3034	USA	N/A
	JEFFERSON	1047100000043	ROOT ROOT		New	01/31/2017	230 WESTFIELD DR		ELLEN	IL	60124-3034	USA	N/A
<b>ROOT ROOT Sub-Total</b> 5 Accounts													
<b>A Tier A</b>													
	JEFFERSON	1047100000048	A Tier A		New	01/31/2017	230 WESTFIELD DR		ELLEN	IL	60124-3034	USA	N/A
<b>A Tier A Sub-Total</b> 1 Accounts													
<b>CARDMGT Domestic Accounts - Canada - Province</b>													
	ROBERT CHITRE	1047100000049	CARDMGT Domestic Accounts - Canada - Province		New	11/30/2016	ANGELS OF ANANIM	200 GENE ACCTE WAY	ANANIM	CA	93004-0140	USA	N/A
	ROBERT CHITRE	1047100000047	CARDMGT Domestic Accounts - Canada - Province		New	11/30/2016	ANGELS OF ANANIM	200 GENE ACCTE WAY	ANANIM	CA	93004-0140	USA	N/A
	ROBERT CHITRE	1047100000044	CARDMGT Domestic Accounts - Canada - Province		New	11/30/2016	ANGELS OF ANANIM	200 GENE ACCTE WAY	ANANIM	CA	93004-0140	USA	N/A
<b>CARDMGT Domestic Accounts - Canada - Province Sub-Total</b> 3 Accounts													
<b>B Tier B</b>													
	ROBERT CHITRE	1047100000070	B Tier B		New	01/31/2017	ANGELS OF ANANIM	200 GENE ACCTE WAY	ANANIM	CA	93004-0140	USA	N/A
<b>B Tier B Sub-Total</b> 1 Accounts													
<b>UNASSIGNED UNASSIGNED</b>													

© 2011 JP Morgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA THAT SHOULD BE PROTECTED\*  
 Cardholder Listing with Addresses

Page 1 of 2

Report Information Includes

- Last Name
- First Name
- Account Number
- Hierarchy
- Employee ID
- Status
- Expiration Date
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal
- Country
- Business Phone
- Sub-total Accounts
- Grand totals Accounts

## Cardholder Profile (Report # R011)

### Description

Use this report to review all card accounts and related information. Program administrators can use this report to assist in managing cardholder information. The Excel version of the report contains more data elements than the Adobe version. This report is best viewed in PDF format.

---

**Note:** All MCCGs ever assigned to an account, even MCCGs removed from an account, are displaying in reports, mappers, and exports.  
Use the Account Detail screen to verify the MCCGs assigned to an account.

---

---

**Note:** For clients on the TSYS processor, please be aware that the Charge Off Date field on the Charge Off report (#R014) and the Cardholder Profile reports (#R011 and #R011E) will always list the day as "01". This occurs because the TSYS processor only stores the month and the year for this field.

---

Figure 26: Cardholder Profile Report

Cardholder Profile											
Date/Time Printed: 02/02/2012 11:04:39 AM											
Selection Criteria: Account Status == Closed AND Account Status == Last On Balance											
Account Number	Current Bill Account	Open Date	Expiration Date	Last Balance Due	Last Transaction Date	Closed Date	Status	Employee ID	DOB	Exp No	Exp No
000701000004050	000701000004051	09/08/2010	09/20/12		01/01/2012		Open		19111	10/779	10/779
000701000004068	000701000004069	09/08/2010	09/20/12		09/09/2011		Open		19111	AD054	AD054
000701000004733	000701000004734	09/08/2010	09/20/12		01/01/2012		Open		12214	02/2911	02/2911
000701000004061	000701000004062	11/08/2010	11/20/12		01/01/2012		Open		19888	001	001
000701000004019	000701000004020	11/08/2010	11/20/12		01/01/2012		Open		12114	02/2911	02/2911
000701000004077	000701000004078	11/08/2010	11/20/12		01/01/2012		Open		12114	02/2911	02/2911
000701000004040	000701000004041	11/08/2010	11/20/12		01/01/2012		Open		12114	02/2911	02/2911
000701000004023	000701000004024	09/08/2010	12/20/12				Open		19888		
000100000000008	000100000000009	09/08/2010	09/20/12	11/01/09	09/09/2011		Open		11471	01/0519	01/0519
00070100000000000	00070100000000001	09/08/2010	09/20/12	11/08/2010	01/01/2012		Open		19812	001711	001711
00010000000000010	00010000000000011	09/08/2010	09/20/12	12/02/2010	01/01/2012		Open		19811	000101	000101

© 2012 PaymentNet Inc. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA UNAUTHORIZED FOR PROMOTION\*  
 Cardholder Profile

**Note:** The report sample above has been modified for display purposes.

## Report Information Includes

- Account Number
- Central Bill Account
- Open Date
- Expiration Date
- Card Reissue Date
- Last Transaction Date
- Closed Date
- Status
- Account Status Reason
- Employee ID
- SSN/ID
- Last Name
- First Name
- Second Row of Embossing
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal
- Country
- Business Phone
- Email
- CC Email
- BCC Email
- Chart of Accounts Name
- Accounting Codes
- Cash Advance Limit
- Credit Limit
- Available Credit
- Current Balance
- Cycle/Monthly Amount Limit
- Cycle/Monthly Transaction Limit
- Single Amount Limit
- Daily Amount Limit
- Daily Transaction Limit
- Other Amount Limit
- Other Transaction Limit
- MCCG Action
- Hierarchy Level
- Notes

---

**Note:** Reports run by PaymentNet users assigned to the Transaction Approver role may not contain any data. This occurs when a transaction approver runs a report for a module to which they do not have access.

To allow transaction approvers to run these types of report, add them to either the Manager or Custom Program Administrator role.

---

## Cardholder Profile - MS Excel (Report # R011E)

### Description

Use this comprehensive report to display most account related information, including address, phone numbers, email address, accounting codes, custom fields, account status, last transaction date and account limits. The Excel version of the report contains more data elements than the Adobe version. This report is best viewed in Excel format.

---

**Note:** All MCCGs ever assigned to an account, even MCCGs removed from an account, are displaying in reports, mappers, and exports.

Use the Account Detail screen to verify the MCCGs assigned to an account.

---

**Note:** For clients on the TSYS processor, please be aware that the Charge Off Date field on the Charge Off report (#R014) and the Cardholder Profile reports (#R011 and #R011E) will always list the day as "01". This occurs because the TSYS processor only stores the month and the year for this field.

Figure 27: Cardholder Profile Report - MS Excel

**Note:** The report sample above has been modified for display purposes.

## Report Information Includes

- Account Number
- Central Bill Account
- Open Date
- Expiration Date
- Card Reissue Date
- Last Transaction Date
- Closed Date
- Account Status
- Account Status Reason
- Employee ID
- SSN/ID
- Last Name
- First Name
- Second Row of Embossing
- Address 1
- Address 2
- City
- State/Province
- Zip/Postal
- Country
- Business Phone
- Email
- CC Email
- BCC Email
- Chart of Accounts Name
- Accounting Codes
- Cash Advance Limit
- Credit Limit
- Available Credit
- Current Balance
- Cycle/Monthly Amount Limit
- Cycle/Monthly Transaction Limit
- Single Amount Limit
- Daily Amount Limit
- Daily Transaction Limit
- Other Amount Limit
- Other Transaction Limit
- MCCG Action
- Hierarchy Level
- Notes
- Days Past
- 30 Days
- 60 Days
- Past Due Amount
- Charge Off Amount
- Charge Off Date

# Cardholder Status (Report # R012)

## 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.

Figure 28: Cardholder Status Report

Cardholder Status										
Date Type Period										
Selection Criteria: Account Type -> Closed, ASD Account Name -> Last 10 Index										
Overview: Linkage										
Last Name	First Name	Business	Account Number	Open Date	Closed Date	Credit Limit	Available Credit	Single Account Limit	Cycle/Monthly Amount Limit	Status
Active	PHILIPPA M E	BOCC BOUT	10871700000421	01-06-2010		\$0,000,000	\$0,100,000.00	\$0	\$0	Active
Active Sub-Total			1 Account(s)							
New										
ARPLADE	JETERSON	A Bar A	10871700000400	01-06-2010		\$1,000,000	\$1,000,000.00	\$0	\$0	New
BUTLE	WATER	BOCC BOUT	10871700000404	01-06-2010		\$1,000,000	\$1,000,000.00	\$0	\$0	New
BEI	KE	BOCC BOUT	10871700000401	11-08-2010		\$100,000	\$107,204.00	\$0	\$0	New
PHOEN	WADAT	UNCLASSIFIED (UNASSIGNED)	10871700000007	01-06-2010		\$1,000,000	\$1,000,000.00	\$0	\$0	New
R1-EXIST	WISST CENTRE	CARDON(1) Transac Subtotal	10871700000401	11-08-2010		\$100,000	\$107,204.00	\$0	\$0	New
		-Credit -Purchase								
R2-EXIST	WISST CENTRE	CARDON(1) Transac Subtotal	10871700000407	11-08-2010		\$100,000	\$107,204.00	\$0	\$0	New
		-Credit -Purchase								
R3-EXIST	WISST CENTRE	D Bar D	10871700000420	08-09-2010		\$100,000	\$107,204.00	\$0	\$0	New
		-Credit -Purchase								
R4-EXIST	WISST CENTRE	CARDON(1) Transac Subtotal	10871700000420	11-08-2010		\$100,000	\$107,204.00	\$0	\$0	New
		-Credit -Purchase								
WADEN	ALBA	BOCC BOUT	10871700000410	01-06-2010		\$1,000,000	\$1,000,000.00	\$0	\$0	New
WADENP	JETERSON	BOCC BOUT	10871700000004	01-06-2010		\$1,000,000	\$1,000,000.00	\$0	\$0	New
New Sub-Total			10 Account(s)							
Grand Total			11 Account(s)							

© 2011 J.P.Morgan Chase & Co. All rights reserved.  
 "UNOFFICIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED"  
 Cardholder Status

Page 1 of 1

## Report Information Includes

- Cardholder Last Name
- Cardholder First Name
- Hierarchy
- Account Number
- Open Date
- Closed Date
- Credit Limit
- Available Credit
- Single Account Limit
- Cycle/Monthly Amount Limit
- Status
- Account Status Reason
- Sub-total Accounts
- Grand totals Accounts





## Report Information Includes

- Last Name
- First 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
- Other Transaction Limit

## Charge Off (Report # R014)

### Description

Use this report to monitor total charged-off amounts by account. Individual transactions cannot be tracked. A charge-off occurs after an account balance has moved into collections. Oldest transactions are paid first. This report is best viewed in PDF format.

---

**Note:** For clients on the TSYs processor, please be aware that the Charge Off Date field on the Charge Off report (#R014) and the Cardholder Profile reports (#R011 and #R011E) will always list the day as "01". This occurs because the TSYs processor only stores the month and the year for this field.

---

Figure 31: Charge Off Report

Charge Off US00001						
Date/Time Period: 6/09/2009 04:55:05PM						Customer Group:
Selection Criteria:						
Last Name	First Name	Account Number	Charge Off Amount	Charge Off Date	Past Due Amount	Current Balance
TEST	TEST Y	448517911111116	10.00		10.00	10.00
CARDINGBURG	TEST ACC	448590251923389	10.00		10.00	10.00
CRDINERAD9	TEST ACC 20	433379000123300	10.00		10.00	113,550.00
BRANMPLIFT	PROC W	47155340011690097	1255,557.00		10.00	1255,557.00
PIST	BRD	4715534027690116	10.00		10.00	10.00
CRDINERAD6	TEST ACC 47	471553411923290	10.00		10.00	10.00
Lee	Teag	4715533121932935	10.00		10.00	10.00
DCEKO	AJRI	47155342811983335	10.00		10.00	11,530.00
FVFWLSDCS	DECLINING	4715534058547336	10.00		10.00	10.00
LCPEZ	DOE	4715534943104225	142,510.00		10.00	142,510.00
DLI TEST	PROC	4715533101553649	10.00		10.00	10.00
Ced	Tea	47155325548471	1153,579.00		10.00	1153,579.00
BLACK	MARY	4715533101518972	10.00		10.00	10.00
PETERS	MILISA	471553310330395	10.00		10.00	10.00
CROCODLE		471553311000168	10.00		10.00	10.00
MENAVIER	HYDER	471553311265956	10.00		10.00	10.00
CROCODLE		471553310330364	10.00		10.00	10.00
CROCODLE		4715533141631099	10.00		10.00	10.00
CROCODLE		471553312389721	10.00		10.00	10.00

© 2009 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Charge Off

Page 1 of 3739

Report Information Includes

- Last name
- First name
- Account Number
- Charge Off Amount
- Charge Off Date
- Past Due Amount
- Current Balance
- Grand Total
- Accounts

## Rush Delivery Card Requests (Report # R015)

### Description

Use this report to display accounts with rush card delivery requests. Accounts are grouped by hierarchy.

**Note:** This report represents PaymentNet Rush Delivery requests only; fee waivers, rush delivery fees, or card requests made through your Program Coordinator or Customer Application Support outside of PaymentNet will not appear on the report.

Figure 32: Rush Delivery Card Requests Report

Rush Delivery Card Report													Orientation: Landscape	
Date/Time Printed:														
Selection Criteria:														
User ID	Account Number	Cardholder First Name	Cardholder Last Name	Date	Time	Fee Charge	Address 1	Address 2/Attention to	City	State/Province	ZIP/Postal	Country		
<b>Administration</b>														
emp6	123456781234	John	Smith	10/8/2010	8:47:23 AM	Y	123 Main St.	APT 201	Atlanta	GA	30307	US		
emp6	876543210987	John	Wilson	12/10/2010	10:45:22 AM	Y	2345 Main Avenue	-	San Jose	CA	95131	US		
<b>Finance</b>														
emp62	12345678901	Ann	Thompson	10/25/2010	7:44:02 AM	Y	2345 Main Avenue	-	Boston	MA	02114	US		
emp6	98765432101	Stan	Thompson	10/20/2010	8:22:18 PM	Y	123 Main St.	-	Atlanta	GA	30309	US		
<b>Management</b>														
emp62	88176271227	Joe	Miller	10/20/2010	8:43:18 PM	Y	123 Corporate Ct.	APT 144	Chattanooga	TN	37403	US		
emp62	92345678901	Tom	Roberts	10/20/2010	7:44:02 AM	Y	345 Corp Lane	2F	Yuba	AK	99110	US		
<b>Office Board</b>														
emp62	12345678901	Stan	Miller	8/21/2010	8:22:18 PM	Y	147 Wilson St.	-	San Jose	CA	95128	US		
emp62	88176271227	Joe	Adams	7/21/2010	7:44:02 AM	Y	245 Main Avenue	-	San Jose	CA	95107	US		
<b>Office Board</b>														

© 2010 PaymentNet, Inc. & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA, UNAUTHORIZED USE PROHIBITED\*

Rush Delivery Card Report Page 1 of 1

## Report Information Includes

- User ID
- Account Number
- Cardholder First Name
- Cardholder Last Name
- Hierarchy
- Date
- Time
- Fee Charge
- Address 1
- Address 2/Attention To
- City
- State/Province
- ZIP/Postal
- Country
- Rush Card Delivery Request Status

## Write-Off (Report # R016)

### Description

Use this report to monitor transactions with write-off balances, primarily due to fraud. This report is best viewed in PDF format.

Figure 33: Write-Off Report

<b>Write Off</b>						
<b>US00001</b>						
Data Time Period: 06/09/2009 05:01:50PM						Other:XXXX Format
Selection Criteria:						
Last Name	First Name	Account Number	Write Off Amount	Write Off Date	Test Due Amount	Current Balance
TEST	TEST T	4035179111111116	\$0.00		\$0.00	\$0.00
CARDSECURING	TEST ACC	4035902505053389	\$0.00		\$0.00	\$0.00
CRENSHCE9	TEST ACC 20	4035379001112590	\$0.00		\$0.00	\$13,550.00
HAMMILLET	PROCE W	4715630001569307	\$255,557.00		\$0.00	\$255,557.00
FRST	DKD	4715630027090316	\$0.00		\$0.00	\$0.00
CRENSHCE6	TEST ACC 07	4715633110232590	\$0.00		\$0.00	\$0.00
Lee	Teeg	4715633320920903	\$0.00		\$0.00	\$0.00
DCFRD	AZRH	4715630201593555	\$0.00		\$0.00	\$1,500.00
FYHVLSDCS	DISCENDING	471563008947756	\$0.00		\$0.00	\$0.00
LOPEZ	JOE	4715630983114225	\$42,500.00		\$0.00	\$42,500.00
DEL TEST	PROC	4715633110455649	\$0.00		\$0.00	\$0.00
Carl	Ter	4715632050489471	\$153,579.00		\$0.00	\$153,579.00
BLACK	MARY	4715633110510970	\$0.00		\$0.00	\$0.00
PETERS	MELISA	4715633110530595	\$0.00		\$0.00	\$0.00
MENAVIER	HYDER	4715633110545936	\$0.00		\$0.00	\$0.00
CROCODLE		4715633110538764	\$0.00		\$0.00	\$0.00
CROCODLE		4715633110531099	\$0.00		\$0.00	\$0.00
CROCODLE		471563312089721	\$0.00		\$0.00	\$0.00

© 2009 J.P.Morgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Write Off

Page 1 of 1719

## Report Information Includes

- Last Name
- First Name
- Account Number
- Write Off Amount
- Write Off Date
- Past Due Amount
- Current Balance

## Administration

This section displays an example of each of the Administration report types available in PaymentNet. A brief description of each report's purpose, a sample report output, and a list of fields included in each report are provided for your reference.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan “normalizes” the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

This section lists the following Administration report samples:

- Chart of Accounts Audit (Report # R017)
- Employee Audit (Report # R018)
- Employee Profile - MS Excel (Report # R019E)
- Hierarchy Audit (Report # R020)
- Hierarchy List by Level (Report # R021)
- Login Audit (Report # R022)
- Unusual Activity Analysis (Report # R023)

## Chart of Accounts Audit (Report # R017)

### Description

Use this report to display any chart of account creation or any change made to an existing chart of account over the requested time period. This report is best viewed in PDF format.

**Note:** The Segment column on the report applies to the Segment Number being changed. The Segment Value column applies to the specific value being changed for that segment. For example, the report would show changes to the Value's Description or its Dependency.

Figure 34: Chart of Accounts Audit Report

Change Date	Change Time	Chart of Account	Accounting Code Value	Segment Value Description	Field Name	Previous Value	New Value	Modified By
12/01/2010	01:20:00	Auto			Segment Required?	Checked	Unchecked	changed
12/01/2010	01:20:00	Auto			Segment Required?	Checked	Unchecked	changed
12/01/2010	01:20:00	Auto			Segment Required?	Checked	Unchecked	changed
12/01/2010	01:20:00	Auto			Segment Required?	Checked	Unchecked	changed
11/23/2010	08:19:40	CARDIA_Sys	000	0000	**CREATE VALUE**		new	changed

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL: THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Chart of Accounts - Auto

Page 1 of 1

### Report Information Includes

- Change Date
- Change Time
- Chart of Accounts
- Accounting Code Value
- Segment Value Description
- Field Name
- Previous Value
- New Value
- Modified Value

## Employee Audit (Report # R018)

### Description

Use this report to display any employee creation or any change made to an existing employee record over the requested period of time. This report is best viewed in PDF format.

Figure 35: Employee Audit Report

The screenshot shows the 'Employee Audit' report interface. At the top, it displays the report title and a 'Discussion Linkage' button. Below this, a 'Date Time Period' section indicates the data range from 11/07/2010 to 01/07/2011. The main data is presented in a table with the following columns: Change Date, Change Time, Employee ID, Field Name, Previous Value, New Value, and Modified By. The table lists various updates such as email addresses, phone numbers, and user status changes for multiple employees. At the bottom of the table, there is a copyright notice for JPMorgan Chase & Co. and a page number 'Page 1 of 2'.

Change Date	Change Time	Employee ID	Field Name	Previous Value	New Value	Modified By
12/07/2010	09:02:28	emp0001	E-mail Address			emp0001
12/16/2010	09:00:26	emp0002	E-mail Address			emp0002
12/16/2010	10:43:19	emp0003	User Status	ACTIVE	PASSWORD EXPIRED	System - Lease
12/16/2010	11:28:26	emp0004	Pos Phone	*****	*****	emp0004
12/16/2010	09:30:30	EMP0011	Pos Phone	*****	*****	emp0004
12/16/2010	10:48:50	EMP0011	Pos Phone	*****	*****	emp0004
12/16/2010	10:16:27	EMP0014	Role	Manager - A, Researcher - B, Self and Children	Customer Manager - A, Researcher - B, Self and Children	emp0004
12/16/2010	10:56:30	EMP011	Role	Customer Manager - A, Self	Customer Manager - A, Self	emp0004
12/08/2010	23:01:36	emp0005	User Status	PASSWORD EXPIRED	ACTIVE	System - Lease
12/08/2010	18:11:20	emp0006	E-mail Address			emp0006
12/08/2010	18:31:07	emp0007	Pos Phone	*****	*****	emp0007
12/08/2010	18:00:13	emp0008	E-mail Address			emp0008
12/08/2010	20:01:25	emp0009	User Status	ACTIVE	PASSWORD EXPIRED	System - Lease
12/08/2010	20:52:12	emp0010	User Status		ACTIVE	System - Lease
12/08/2010	20:01:12	emp0011	User Status		ACTIVE	System - Lease
12/04/2010	14:06:10	emp0012	Field Name	****	*****	emp0012
12/04/2010	14:05:47	emp0013	Field Name	****	*****	emp0013
12/04/2010	13:00:20	emp0014	User Status		ACTIVE	System - Lease
12/02/2010	11:22:06	emp0015	Field Name	****	*****	emp0015
12/02/2010	11:22:06	emp0016	Field Name	****	*****	emp0016
12/02/2010	08:41:19	emp0017	Field Name	****	*****	emp0017
12/02/2010	10:01:24	emp0018	User Status		ACTIVE	System - Lease

### Report Information Includes

- Change Date
- Change Time
- Employee ID
- Field Name
- Previous Value
- New Value
- Modified by

## Employee Profile - MS Excel (Report # R019E)

### Description

This report provides information on employees, including employee name, employee ID, employee User ID, employee accounts, hierarchy ID, hierarchy description, and other employee related attributes. This report is best viewed in Excel format.

Figure 36: Employee Profile - MS Excel Report

First Name	Last Name	Middle Name	Employee ID	User ID	Account Number	SSN	Hierarchy ID	Hierarchy Description	Login Date	Suffix Name	Prefix Name	Employee Email	Employee CC Email
Therese	Appel			TSAPP001			250	New University				thappel@company.com	
Therese	Appel			TSAPP001			250	Info College				thappel@company.com	
John	Smith			SMITH001			300					johnsmith@company.com	
John	Smith			SMITH001			300		8/12/2011 1:01:29 PM			johnsmith@company.com	
John	Smith			SMITH001			300		8/9/2011 8:27:57 PM			johnsmith@company.com	
John	Smith			SMITH001			300		7/8/2011 8:52:17 PM			johnsmith@company.com	
John	Smith			SMITH001			300		1/18/2011 11:00:00 AM			johnsmith@company.com	

### Report Information Includes

- First Name
- Last Name
- Middle Name
- Employee ID
- User ID
- Account Number
- SSN/ID
- Hierarchy ID
- Hierarchy Description
- Login Date
- Suffix Name
- Prefix Name
- Employee Email
- Employee CC Email
- Employee BCC Email
- Business Phone
- Role
- Role Hierarchy ID
- Role Name
- Role Scope
- User Mask Data Export indicator
- Password Change Audit
- Disable As of Date
- User Default Accounting Code Value 1
- User Default Accounting Code Value 2
- User Default Accounting Code Value 3
- User Default Accounting Code Value 4
- User Default Accounting Code Value 5
- User Default Accounting Code Value 6
- User Default Accounting Code Value 7
- User Default Accounting Code Value 8
- User Default Accounting Code Value 9
- User Default Accounting Code Value 10
- Custom Field Value 1
- Custom Field Value 2
- Custom Field Value 3
- Custom Field Value 4
- Custom Field Value 5
- Custom Field Value 6
- Custom Field Value 7
- Custom Field Value 8
- Custom Field Value 9
- Custom Field Value 10



## Hierarchy List by Level (Report # R021)

### Description

Use this report to display the company hierarchy structure. The levels and IDs of the hierarchy are ordered by how they report to the top level of the hierarchy. This report is best viewed in PDF format.

Figure 38: Hierarchy List by Level Report

Hierarchy Level	Hierarchy ID	Hierarchy Description
01	ROOT	ROOT
02	DELETED	DELETED
02	A	Hier A
02	B	Hier B
02	C	Hier C
02	D	Hier D
02	E	Hier E
02	F	Hier F
02	CAD00573	Treasury Automations - Canada - Purchase
02	UNASSIGNED	UNASSIGNED

### Report Information Includes

- Hierarchy Level
- Hierarchy ID
- Hierarchy Description

## Login Audit (Report # R022)

### Description

Use this report to display any login attempt to PaymentNet. The report displays all login attempts over the requested period of time. This report is best viewed in PDF.

Figure 39: Login Audit Report

<b>Login Audit</b>			
Date/Time Period:			Occurrence: Past
Selection Criteria: Login Date Is Between 11/07/2010 AND 01/05/2011			
Login Date	Login Time	User ID	Login Duration
12/21/2010	18:53:48	reporta	
12/16/2010	19:13:22	reporta	00:00:37
12/16/2010	19:13:21	reporta	00:01:38
12/16/2010	19:02:01	reporta	00:00:33
12/16/2010	19:01:21	reporta	00:00:33
12/16/2010	18:58:12	reporta	00:01:21
12/16/2010	18:55:30	reporta	
12/16/2010	18:53:48	reporta	00:00:10
12/10/2010	18:41:01	mandret	00:00:29
12/10/2010	11:29:34	mandret	
12/16/2010	10:40:29	Chris121	00:08:43
12/08/2010	19:38:30	reporta	00:00:57
12/08/2010	19:37:50	reporta	00:00:30
12/08/2010	19:12:53	reporta	00:01:45
12/09/2010	19:10:48	reporta	00:01:14
12/08/2010	19:04:14	reporta	00:01:33
12/08/2010	18:28:24	Carl01	00:15:38
12/08/2010	11:40:14	reporta	
12/08/2010	13:38:33	mandret	00:00:15
12/08/2010	15:28:53	Chris121	00:01:16
12/08/2010	13:24:02	Carl01	00:00:11
12/08/2010	13:19:34	Carl01	00:06:00
12/08/2010	13:18:12	Carl01	00:00:02

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Login Audit

Page 1 of 1

Report Information Includes

- Login Date
- Login Time
- User ID
- Login Duration



## Report Information Includes

- Last Name
- First Name
- Merchant Name
- Merchant City
- Merchant State/Province
- Transaction Date
- Transaction Amount
- Sub-Total: Transaction(s) 0.00
- Grand Total: Transaction(s) 0.00

## Merchant

This section displays an example of each of the Merchant report types available in PaymentNet. A brief description of each report's purpose, a sample report output, and a list of fields included in each report are provided for your reference.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan “normalizes” the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

This section lists the following Merchant report samples:

- 1099 Merchant (Report # R024)
- Airline City Pairs Summary by Merchant (Report # R025)
- Airline Spending Analysis by Merchant (Report # R026)
- Car Rental Spending Analysis by Merchant (Report # R027)
- Lodging Spending Analysis by City (Report # R028)
- Lodging Spending Analysis by Merchant (Report # R029)
- MCC with Default Account Codes (Report # R030)
- Merchant Profile - MS Excel (Report # R031)
- Merchant Profile with Custom Fields (Report # R032)
- Merchant Ranking (Report # R033)
- Merchants with Default Account Codes (Report # R034)
- Parent Merchant Ranking (Report # R035)
- Quarterly Merchant Analysis by Parent Merchant Summary (Report # R036)

- Restaurant Spending Analysis (Report # R037)
- Spending Analysis by Merchant Type (Report # R038)
- Summary Quarterly MCC (Report # R039)
- Transportation Spending Analysis by Merchant (Report # R040)

## 1099 Merchant (Report # R024)

### Description

Use this report to analyze purchases made from 1099 merchants. This report is best viewed in PDF format.

Figure 41: 1099 Merchant Report

1099 Merchant SEAR570								
Date-Time Period: 05/14/2019 - 05/14/2019				Globalization Codebook:				
Selection Criteria:								
Merchant Name	Merchant ID#	Merchant Line Prefix	Merchant ID# Prefix	Merchant ID# Suffix	Tax Payer ID	Total Number of Transactions	Total Transaction Amount	
1099 UNITED								
UNITED AIR	4380400	01	4000000000	UNITED AIR		100	\$1,700.00	
1099 UNITED Sub-Total:							100 Transactions	\$1,700.00
1099 AVIS RENT-A-CAR								
AVIS RENT-A-CAR	8000000	74	3401000000	AVIS RENT-A-CAR		100	\$71,049.00	
1099 AVIS RENT-A-CAR Sub-Total:							100 Transactions	\$71,049.00
1099 NATIONAL CAR RENTAL								
NATIONAL CAR RENTAL	9000000	06	5401000000	NATIONAL CAR RENTAL		0	\$44.00	
1099 NATIONAL CAR RENTAL Sub-Total:							0 Transactions	\$44.00
1099 Hertz								
HERTZ RENT-A-CAR	8400000000	04	9001000000	HERTZ RENT-A-CAR		100	\$1,600.00	
1099 Hertz Sub-Total:							100 Transactions	\$1,600.00

© 2019 J.P. Morgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA, UNAUTHORIZED USE PROHIBITED."  
 1099 Merchant

Page 5 of 8

## Report Information Includes

- Merchant Name
- Merchant City
- Merchant State
- Merchant Zip
- Merchant DBA
- Tax Payer ID
- Total Number of Transactions
- MCC
- MCC Description
- Total Transaction Amount
- Sub-total
- Transaction(s)

## Airline City Pairs Summary by Merchant (Report # R025)

### Description

Use this report to identify the most traveled airline routes by merchant. The data can be used to negotiate rates with air travel providers. The report is sorted by merchant name followed by number of trip legs per origination and destination (with the most frequently traveled trip legs displayed first). This report is best viewed in PDF format.

Figure 42: Airline City Pairs Summary by Merchant Report

<b>Airline City Pairs Summary by Merchant</b>			
demo050			
Date Time Printed: 01/17/2011 09:41:23PM		Orientation: Portrait	
Selection Criteria: Transaction Type = Paymaster AND Post Date 1: Between 10/20/2010 AND 01/17/2011			
Merchant Name	Origination	Destination	Total Number of Segments
<b>AGENT FEE</b>			
	QET		15
	XAA	XAO	15
<b>AGENT FEE Sub-Total:</b>			<b>78 Segment(s)</b>
<b>AMERICAN AI</b>			
	ABI	DFW	10
	AUS	DFW	10
	AVL	DFW	5
	DFW	ABE	10
	DFW	AUS	10
	DFW	AVL	5
	DFW	LBB	5
	DFW	MAF	30
	DFW	MFE	10
	DFW	SDF	30
	LBB	DFW	5
	MAF	DFW	30
	MFE	DFW	10
	QET		95
	SDF	DFW	30
	XAA	XAE	40
	XAE	XXX	40
<b>DELTA AIR Sub-Total:</b>			<b>28 Segment(s)</b>
<b>SOUTHWESTAIR</b>			
	AMA	DAL	15
	AMA	HOU	5
	AMA	LAS	5
	AUS	AMA	10
	AUS	DAL	15
	AUS	LAS	10
	DAL	AMA	10

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Airline City Pairs Summary by Merchant

Page 1 of 2

Report Information Includes

- Merchant Name
- Origination
- Destination
- Total Number of Segments
- Sub-total = Segments

## Airline Spending Analysis by Merchant (Report # R026)

### Description

Use this report to provide the total spend and total number of transactions with each airline provider. The information can be used in negotiating rates with airline companies. The report provides a total transaction amount at the end of the report. This report is best viewed in PDF format.

Figure 43: Airline Spending Analysis by Merchant

<b>Airline Spending Analysis by Merchant</b>			
demo050			
Date Time Period: 01/17/2011 09:43:27PM		Organization: Parknet	
Selection Criteria: Transaction Type <= Payment AND Post Date Is Between 12/18/2010 AND 01/17/2011			
Merchant Name	Total Transaction Amount	Total Number of Transactions	Transaction Average
AMERICAN AIR	\$1,294.00	23	\$129.40
UNITED AIR 0	\$113.00	3	\$37.67
SOUTHWEST AIR	\$5,711.00	23	\$248.30
<b>Grand Total:</b>	<b>\$7,118.00</b>	<b>49 Transactions()</b>	<b>\$143.22</b>

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Airline Spending Analysis by Merchant

Page 1 of 1

### Report Information Includes

- Merchant Name
- Total Transaction Amount
- Total Number of Transactions
- Transaction Average
- Grand total
- Transactions

## Car Rental Spending Analysis by Merchant (Report # R027)

### Description

Use this report to review the total spend and total number of transactions with car rental agencies. The data can be used in negotiating rates with car rental agencies.

The report is sorted by merchant name, and lists the grand total at the end of the report. This report is best viewed in PDF format.

Figure 44: Car Rental Spending Analysis by Merchant

<b>Car Rental Spending Analysis by Merchant</b>			
demo050			
Date/Time Printed: 01/17/2011 09:44:33PM	Operation Period:		
Selection Criteria: Transaction Type <> Payment (AND Post Date 1) Between 12/18/2010 AND 01/17/2011			
Merchant Name	Total Transaction Amount	Total Number of Transactions	Transaction Average
NATIONAL CAR RENTAL	\$634.70	3	\$211.54
ENTERPRISE RENT-A-CAR	\$2,914.33	13	\$224.20
BUDGET RENT A CAR OF L	\$119.20	3	\$39.74
HERTZ RENT-A-CAR	\$430.50	7	\$61.50
<b>Grand Total:</b>	<b>\$4,118.73</b>	<b>36 Transactions()</b>	<b>\$117.20</b>

© 2011 J.P.Morgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Car Rental Spending Analysis by Merchant

Page 1 of 1

### Report Information Includes

- Merchant Name
- Total Transaction Amount
- Total Number of Transactions
- Transaction Average
- Grand total

## Lodging Spending Analysis by City (Report # R028)

### Description

Use this report to review the cities and lodging establishments for your program. The information can be used in negotiating rates with hotel chains. This report is best viewed in PDF format.

Figure 45: Lodging Spending Analysis by City Report

Lodging Spending Analysis by City		
Date/Time Printed:		Orientation: Portrait
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011		
Merchant Name	Transaction Date	Transaction Amount
DONG HWA HOTEL	12/01/2010	\$133.00
DONG HWA HOTEL	11/24/2010	\$133.00
DONG HWA HOTEL	11/19/2010	\$133.00
DONG HWA HOTEL	11/22/2010	\$133.00
DONG HWA HOTEL	11/17/2010	\$133.00
DONG HWA HOTEL	11/28/2010	\$133.00
DONG HWA HOTEL	12/03/2010	\$133.00
DONG HWA HOTEL	12/01/2010	\$133.00
DONG HWA HOTEL	12/06/2010	\$133.00
DONG HWA HOTEL	12/15/2010	\$133.00
DONG HWA HOTEL	12/17/2010	\$133.00
DONG HWA HOTEL	12/22/2010	\$133.00
DONG HWA HOTEL	12/27/2010	\$133.00
<b>TAIPEI 001050000 Sub Total:</b>	<b>240 Transaction(s) \$33,665 Transaction Average</b>	<b>\$139,920.00</b>
<b>Grand Total:</b>	<b>960 Transaction(s) \$456.96 Transaction Average</b>	<b>\$435,676.80</b>

### Report Information Includes

- Merchant Name
- Transaction Date
- Transaction Amount
- Sub-Total: Transaction(s) Transaction Average
- Grand Total: Transaction(s) Transaction Average

## Lodging Spending Analysis by Merchant (Report # R029)

### Description

Use this report to review the total spend and total number of transactions for each lodging establishment. The data can be used in negotiating rates with hotel chains. The report provides a totals for transaction amounts and for the number of transactions. This report is best viewed in PDF format.

Figure 46: Lodging Spending Analysis by Merchant Report

<b>Lodging Spending Analysis by Merchant</b>			
Date/Time Period:			Generation: Period
Selection Criteria: Transaction Type => Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011			
Merchant Name	Total Transaction Amount	Total Number of Transactions	Transaction Average
COURTYARD BY MARRIOTT	\$189,990.40	240	\$1,624.96
DONG HWA HOTEL	\$31,932.00	240	\$133.05
SMALPARTS.COM	\$16,754.40	400	\$41.89
<b>Grand Total:</b>	<b>\$438,676.80</b>	<b>900 Transactions</b>	<b>\$487.42</b>

### Report Information Includes

- Merchant Name
- Total Transaction Amount
- Total Number of Transactions
- Transaction Average
- Grand Total: Transaction(s)

## MCC with Default Account Codes (Report # R030)

### Description

Use this report to review the default account codes assigned to merchant category codes. It includes individual merchant category codes and shows default account codes where appropriate. This report is best viewed in PDF format.

Figure 47: MCC with Default Account Codes Report

**MCC with Default Account Codes**

Date/Time Printed: 05/12/2015 02:25:34PM Delimiter: Default

Selection Criteria:

MCC	MCC Description	Hierarchy ID	Hierarchy Description
3900	UNIFIED	1035	Unassigned
	Account Code Label	Default Code	
3900	UNIFIED	1035	Unassigned
	Account Code Label	Default Code	
3900	UNIFIED	1210	Unassigned
	Account Code Label	Default Code	

© 2009 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 MCC with Default Account Codes

Page 1 of 71

### Report Information Includes

- MCC
- MCC Description
- Hierarchy ID
- Hierarchy Description

## Merchant Profile - MS Excel (Report # R031)

### Description

Use this report to review detailed information about merchants, including location, diversity status, chart of account segments, custom fields, and incorporation status.



## Report Information Includes

- Merchant Name
- Merchant Address 1
- Merchant Address 2
- Merchant City
- Merchant State/Province
- Merchant ZIP/Postal
- Merchant Country
- Last Transaction Date
- MCC
- MCC Description
- Merchant ID
- Parent Merchant Name
- Business Phone
- Business Fax
- Minority Code
- DUNS Number
- Tax Payer ID
- 1099 Indicator
- Woman Owned Indicator
- SBA Registered Indicator
- SBA Disabled Indicator
- HUB Zone Indicator
- Veteran Indicator
- Disabled Veteran Indicator
- Vietnam Veteran Indicator
- Information Refusal Indicator
- Historically Black College
- Preferred Merchant Indicator
- Organization Sales Tax Exempt Indicator
- Gender of Business Owner
- SBA 8A Certified Business
- Corporate Status Change Date
- Sole Proprietor First Name
- Sole Proprietor Last Name
- Sales Volume
- Employee Count
- Alternate Merchant Name
- Alternate Merchant Address 1
- Alternate Merchant Address 2
- Alternate Merchant City Name
- Alternate State/Province
- Alternate ZIP/Postal
- Franchise Code
- Corporate Status Code
- Merchant Default Accounting Code Value 1
- Merchant Default Accounting Code Value 2
- Merchant Default Accounting Code Value 3
- Merchant Default Accounting Code Value 4
- Merchant Default Accounting Code Value 5
- Merchant Default Accounting Code Value 6
- Merchant Default Accounting Code Value 7
- Merchant Default Accounting Code Value 8
- Merchant Default Accounting Code Value 9
- Merchant Default Accounting Code Value 10
- Custom Field Value 1
- Custom Field Value 2
- Custom Field Value 3
- Custom Field Value 4
- Custom Field Value 5
- Custom Field Value 6
- Custom Field Value 7
- Custom Field Value 8
- Custom Field Value 9
- Custom Field Value 10

## Merchant Profile with Custom Fields (Report # R032)

### Description

Use this report to review the custom fields that have been associated with specific merchants. In addition to merchant information, the report displays each custom field's classifications, type and value. Program administrators can also designate custom fields according to the requirement of their procurement program. This report is best viewed in PDF format.

Figure 49: Merchant Profile with Custom Fields Report

Merchant Profile with Custom Fields									
End002									
Data Time Period: 07/22/2020 05:58:48AM								Collection Point:	
Selection Criteria:									
Merchant ID	Merchant Name	Merchant City	Merchant State/Province	Merchant ZIP/Postal	MCC	Minority Code	Supersession Status Code	Tax Payer ID	ISPP Indicator
1348198001	ALUTOMATIC PAYMENT			0000	3				3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					
208272002	TURBO CONNECTIONS INC	PCRU	IN	8467	2542				3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					
212181427529	UNITED AIR O	CHICAGO	IL	94712473	3000			00000000	3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					
2252770002	1800OFFEREN 1000007	800-4211147	TX	8114	4214		3	83041208	3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					
2492817502	1800OFFEREN 1000007	800-4211147	TX	8114	4214		3	83041208	3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					
	merchantConnect	Drop Down		8					
	merchantConnect	Checkbox		file					
	merchantConnect	Tax Box		3					
252347070800	1800OFFEREN 1000007	800-4211147	TX	8114	4214		3		3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					
262210001	7-11 497220	GOEISA	TX	79704	2542		3		3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Drop Down		8					
	merchantConnect	Checkbox		file					
	merchantConnect	Tax Box		8					
3437437001	7-11 497227	PCRU	IN	8467	2542		3	71287094	3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					
388888001	7-11 497438	LUBBOCKE	TX	79411	2542		3	71287094	3F
	Classification	Type		Value					
	Devised Apath	Checkbox		file					
	merchantConnect	Checkbox		file					

© 2020 J.P.Morgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Merchant Profile with Custom Fields

Page 1 of 4

## Report Information Includes

- Merchant ID
- Merchant Name
- Merchant City
- Merchant State/Province
- Merchant ZIP/Postal
- MCC
- Minority Code
- Incorporation Status Code
- Tax Payer ID
- 1099 Indicator

## Merchant Ranking (Report # R033)

### Description

Use this report to review merchant ranking for the travel and entertainment (T&E) categories; airlines, car rental, lodging, and restaurants and transportation. The report shows the total dollar spend and total number of transactions for each merchant within each T&E category. Non T&E merchants appear under the category of Other. Subtotals are provided at the end of each category and a grand total at the end of the report.

This report groups merchants by T & E type. The data can be used in negotiating with merchants. This report is best viewed in PDF format.

Figure 50: Merchant Ranking Report

<b>Merchant Ranking</b>			
Date Time Period:	Reporting Period:		
Selection Criteria: Transaction Type <> Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011			
Merchant Name	Total Transaction Amount	Total Number of Transactions	Transaction Average
<b>Car/Rental</b>			
AVIS RENT-A-CAR	\$28,509.00	240	\$118.79
<b>Car/Rental Sub-Total:</b>	<b>\$28,509.00</b>	<b>240 Transaction(s)</b>	<b>\$118.79</b>
<b>Lodging</b>			
COURTYARD BY MARRIOTT	\$109,990.45	240	\$454.96
DONO HWA HOTEL	\$11,932.00	240	\$113.03
SMALLPARTS.COM	\$18,754.45	480	\$39.31
<b>Lodging Sub-Total:</b>	<b>\$408,676.80</b>	<b>960 Transaction(s)</b>	<b>\$456.36</b>
<b>Other</b>			
CC 101 CONVENIENCE CTRK	\$84,000.00	240	\$350.00
DELOITTE & TOUCHE MPG	\$494,400.00	240	\$2,060.00
HOOVERS MOVERS INC	\$7,680.00	240	\$32.00
INTERNATIONAL TRANSACTIONS	\$119.20	240	\$1.33
Kroger, ADDECO	\$106,487.20	240	\$441.28
SOUTHWEST 536211137178746	(\$181,160.00)	240	(\$764.00)
VERIZON-LDRS	\$7,431.60	240	\$30.94
<b>Other Sub-Total:</b>	<b>\$796,932.00</b>	<b>1,080 Transaction(s)</b>	<b>\$474.36</b>
<b>Travel</b>			
UPS*6000320020	\$7,694.40	240	\$32.06
<b>Travel Sub-Total:</b>	<b>\$7,694.40</b>	<b>240 Transaction(s)</b>	<b>\$32.06</b>
<b>Grand Total:</b>	<b>\$4,273,812.80</b>	<b>3,120 Transaction(s)</b>	<b>\$407.63</b>

© 2011 J.P.Morgan Chase & Co. All rights reserved  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 Merchant Ranking

Page 1 of 1

Report information Includes

- Merchant Name
- Total Transaction Amount
- Total Number of Transactions
- Transaction Average
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)

## Merchants with Default Account Codes (Report # R034)

### Description

Use this report to review the default account codes assigned to each merchant. This report is best viewed in PDF format.

Figure 51: Merchants with Default Account Codes Report

The screenshot displays the 'Merchants with Default Account Codes' report. At the top, it shows the report title and two fields: 'Date-Time Period' and 'Orientation: Portrait'. Below this, the selection criteria are listed as 'Merchant Name Contains'. The main data table has the following structure:

Merchant Name	Merchant City	Merchant State/Province	MCC
Kivim: ADDECO	811-844-7000	NY	7981

Below the main table is a 'Chart of Accounts' section with two sub-tables:

Chart of Accounts	Index
C	1
D	2
B	3
A	4

Chart of Accounts Segment Description	Accounting Code Values

### Report Information Includes

- Merchant Name
- Merchant City
- Merchant State/Province
- MCC

## Parent Merchant Ranking (Report # R035)

### Description

Use this report to review the total spend, number of transactions and average transaction size for each parent merchant. The parent merchants in the report are grouped by the travel and entertainment (T&E) categories; airlines, car rental, lodging, restaurants and Transportation. Subtotals are provided for each T&E category as well as a grand total for the entire report. This report is best viewed in PDF format.

Figure 52: Parent Merchant Ranking Report

<b>Parent Merchant Ranking</b>			
Date/Time Printed:	Orientation: Portrait		
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011			
Parent Merchant Name	Total Transaction Amount	Total Number of Transactions	Transaction Average
<b>Car Rental</b>			
AVIS RENT-A-CAR	\$20,509.60	240	\$114.79
<b>Car Rental Sub-Total:</b>	<b>\$20,509.60</b>	<b>240 Transaction(s)</b>	<b>\$114.79</b>
<b>Lodging</b>			
AMAZON.COM	\$16,774.40	400	\$34.91
COURTYARD BY MARRIOTT	\$109,990.40	240	\$11,824.06
DONG HWA HOTEL	\$31,952.00	240	\$133.63
<b>Lodging Sub-Total:</b>	<b>\$158,716.80</b>	<b>880 Transaction(s)</b>	<b>\$456.96</b>
<b>Other</b>			
ADECCO	\$106,467.20	240	\$1,810.28
CC 161 CONVENIENCE CHE	\$84,000.00	240	\$350.00
DELGATTE & TOUCHÉ MNG	\$404,400.00	240	\$2,060.00
HOOVER'S MOVERS INC	\$7,680.00	240	\$32.00
INTERNATIONAL TRANSACTION	\$319.20	240	\$1.33
SOUTHWEST (5262125371) 3P	(\$183,360.00)	240	(\$364.00)
VERIZON WIRE	\$7,425.60	240	\$30.94
<b>Other Sub-Total:</b>	<b>\$798,932.00</b>	<b>1,680 Transaction(s)</b>	<b>\$474.96</b>
<b>Travel</b>			
UPS#0000000000	\$7,694.40	240	\$32.06
<b>Travel Sub-Total:</b>	<b>\$7,694.40</b>	<b>240 Transaction(s)</b>	<b>\$32.06</b>
<b>Grand Total:</b>	<b>\$1,271,812.80</b>	<b>3,120 Transaction(s)</b>	<b>\$407.63</b>

### Report Information Includes

- Parent Merchant Name
- Total Transaction Amount
- Total Number of Transactions
- Transaction Average
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)

## Quarterly Merchant Analysis by Parent Merchant Summary (Report # R036)

### Description

Use this report to review the total spend and total number of transactions for each parent merchant within a merchant category code (MCC). Subtotals are provided for

each MCC and a grand total for the entire report. The report can be run for time periods other than quarters. This report is best viewed in PDF format.

Figure 53: Quarterly Merchant Analysis by Parent Merchant Summary Report

<b>Quarterly Merchant Analysis by Parent Merchant Summary</b>			
Date/Time Printed:		Orientation: Portrait	
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 07/16/2010 AND 01/05/2011			
MCC	Parent Merchant Name	Total Number of Transactions	Total Transaction Amount
<b>3rd Quarter 2010</b>			
0000	CC 161 CONVENIENCE CHK	110	\$45,500.00
0000	INTERNATIONAL TRANSACTION	110	\$172.00
0000	2564 R2.CYC 3	1	\$20.00
<b>Unknown Sub-Total:</b>		<b>261 Transaction(s)</b>	<b>\$45,692.00</b>
8066	SOUTHWEST 538212131787	110	\$399,320.00
<b>Southwest Sub-Total:</b>		<b>110 Transaction(s)</b>	<b>\$399,320.00</b>
3100	AVIS RENT-A-CAR	110	\$15,442.70
<b>Avis Rent-A-Car Sub-Total:</b>		<b>110 Transaction(s)</b>	<b>\$15,442.70</b>
3690	COURTYARD BY MARRIOTT	110	\$211,244.00
<b>Courtyard By Marriott Sub-Total:</b>		<b>110 Transaction(s)</b>	<b>\$211,244.00</b>
4214	UPS*00002080F0	110	\$4,167.00
<b>3rd Quarter 2010 Sub-Total:</b>		<b>1,091 Transaction(s)</b>	<b>\$688,918.60</b>
<b>4th Quarter 2010</b>			
0000	CC 161 CONVENIENCE CHK	300	\$105,000.00
0000	INTERNATIONAL TRANSACTION	300	\$300.00
<b>Unknown Sub-Total:</b>		<b>600 Transaction(s)</b>	<b>\$105,300.00</b>
8066	SOUTHWEST 538212131787	300	\$1,229,200.00
<b>Southwest Sub-Total:</b>		<b>300 Transaction(s)</b>	<b>\$1,229,200.00</b>
3100	AVIS RENT-A-CAR	300	\$35,617.00
<b>Avis Rent-A-Car Sub-Total:</b>		<b>300 Transaction(s)</b>	<b>\$35,617.00</b>
3690	COURTYARD BY MARRIOTT	300	\$447,400.00
<b>Courtyard By Marriott Sub-Total:</b>		<b>300 Transaction(s)</b>	<b>\$447,400.00</b>
4214	UPS*00002080F0	300	\$9,618.00
<b>4th Quarter 2010 Sub-Total:</b>		<b>3,000 Transaction(s)</b>	<b>\$1,727,135.00</b>

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Quarterly Merchant Analysis by Parent Merchant Summary

Page 1 of 3

### Report Information Includes

- MCC
- Parent Merchant Name
- Total Number of Transactions
- Total Transaction Amount
- Sub-Total: Transaction(s)
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)

## Restaurant Spending Analysis (Report # R037)

### Description

Use this report to review the total spend, total number of transactions and average transaction amount for each restaurant. Grand totals are provided at the end of the report. This report is best viewed in PDF format.

Figure 54: Restaurant Spending Analysis Report

<b>Restaurant Spending Analysis</b>			
demo050			
Date/Time Printed: 01/17/2011 09:51:20PM		Generation Format:	
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 10/20/2010 AND 01/17/2011			
Merchant Name	Total Transaction Amount	Total Number of Transactions	Transaction Average
E. JOHNS #007	\$98.00	3	\$32.67
CHICKEN EXPRESS - EARL	\$104.35	3	\$34.78
COZYMEALS GRAPEVINE #0	\$139.30	3	\$46.43
RUBY TEQUILA LUBBOCK 100K	\$81.30	3	\$27.10
CHICKEN.A #01438	\$119.60	3	\$39.87
TEXAS LAND ANDSHIRT#2	\$142.20	3	\$47.40
SALTGRASS	\$70.70	3	\$23.57
YAMATO JAPANESE SEAFOOD	\$30.00	3	\$10.00
BTS RESTAURANTS 412	\$20.00	3	\$6.67
SHRETS PLACE	\$12.90	3	\$4.30
SHOP 2036	\$18.75	3	\$6.25
PIZZA HUT #01138	\$396.41	3	\$132.14
CIELITO LINDO MEXICAN GRE	\$13.50	3	\$4.50

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Restaurant Spending Analysis

Page 1 of 2

### Report Information Includes

- Merchant Name
- Total Transaction Amount
- Total Number of Transactions
- Transaction Average
- Grand Total: Transaction(s)

# Spending Analysis by Merchant Type (Report # R038)

## Description

Use this report to analyze purchases within the following merchant classifications: sole-proprietorship, partnership and unincorporated. Subtotals for service related and non-service related industries are provided within each merchant classification. This report is best viewed in PDF format.

Figure 55: Spending Analysis by Merchant Type Report

Spending Analysis by Merchant Type								Dimension: Location
Date Time Period: Selection Criteria: Transaction Type -- Payment A/D Post Date 0: Business 11/27/2010 AND 01/01/2011								
Merchant Name	Merchant Address 1	Merchant City	Merchant State/Province	Merchant ZIP Postal	Tax Payer ID	SEC	Description Amount	
<b>Flies - Non Service Related Industry</b>								
SOUTHWEST AIRLINES	WALL	MINNEAPOLIS	TX	75201-0000	760462046	0000	(5,181,340.00)	
<b>*Non Service Related Industry Sub-Total:</b>							<b>(5,181,340.00)</b>	
<b>Flies Sub-Total:</b>								<b>(5,181,340.00)</b>
<b>Parkies - Non Service Related Industry</b>								
BOONERS MUSTERS INC	911 FIRST ST	COSEDOCA	GA	30174	922229422	0145	\$7,080.00	
SMALL PARTS CORP	1304 11TH AVE	SEATTLE	WA	98101	913040000	0042	\$16,774.40	
DELICIOUS & JUICY ICE TONG	WALL	STANFORD	NY	10703-0000	113845117	0000	\$496,600.00	
<b>*Non Service Related Industry Sub-Total:</b>							<b>\$510,454.40</b>	
<b>Parkies - Service Related Industry</b>								
INTERNATIONAL TRANSACTIONS	WALL	PER	CA	940000000	0000	0000	\$103.20	
GOMMA, ADECO	124 S Main Street	615-844-7010	NY	00940	040200700	7301	\$196,407.20	
AVELUSH LHM	6425-6011 BUSINESS CENTER DRIVE	LITTLETON	CO	80120	010001007	4010	\$7,425.00	
CV-MINI CONVENIENCE STORE	WALL	CA	CA	000000000	0000	0000	\$24,000.00	
<b>*Service Related Industry Sub-Total:</b>							<b>\$247,535.40</b>	
<b>Parkies Sub-Total:</b>								<b>\$757,989.80</b>
<b>TAF - Non Service Related Industry</b>								
UPSONDOWN	WALL	603-811-1400	AR	70208-0000	002001407	4274	\$7,094.40	
AVONRENT-A-CAR	175 W Madison Street	CHICAGO	TX	60601	400107204	0000	\$28,100.40	
COURTYARD BY MARRIOTT	11010 NE 8TH ST	WILLYTSVILLE	WA	98004-4400	510401107	0000	\$180,000.40	
<b>*Non Service Related Industry Sub-Total:</b>							<b>\$215,195.20</b>	
<b>TAF - Service Related Industry</b>								
DOONG WRA HOTEL	WALL	LAUREL	CA	900100000	000000000	7011	\$11,012.00	
<b>*Service Related Industry Sub-Total:</b>							<b>\$11,012.00</b>	
<b>TAF Sub-Total:</b>							<b>\$496,207.60</b>	
<b>Grand Total:</b>							<b>\$6,778,017.60</b>	

© 2011 JP Morgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 Spending Analysis by Merchant Type

## Report Information Includes

- Merchant Name
- Merchant Address 1
- Merchant City
- Merchant State/Province
- Merchant ZIP/Postal
- Tax Payer ID
- MCC
- Transaction Amount
- Sub-Total:
- Sub-Total:
- Grand Total:

## Summary Quarterly MCC (Report # R039)

### Description

Use this report to review the total spend, total number of transactions and average transaction amount for each merchant category code (MCC). The report can be generated for time periods other than quarter. This report is best viewed in PDF format.

Figure 56: Summary Quarterly MCC Report

<b>Summary Quarterly MCC</b>				
Date Range Printed:		Destination: Partner		
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 07/10/2010 AND 01/05/2011				
MCC	MCC Description	Total Number of Transactions	Total Transaction Amount	Transaction Average
<b>3rd Quarter 2010</b>				
0000	Unknown	201	\$41,882.90	\$173.07
3000	Southern	110	(\$39,320.00)	(\$354.00)
3300	Auto Rent-A-Car	130	\$15,442.70	\$118.79
3600	Courtyard By Marriott	130	\$211,244.00	\$1,624.96
4214	Freight Carriers, Trucking - Local/Long Distance	130	\$4,167.00	\$32.06
4814	FAX and Telecommunications Service	130	\$4,022.20	\$30.94
5300	General Merchandise	130	\$287,000.00	\$2,060.00
5541	Gasoline Service Stations	130	\$4,160.00	\$32.00
5842	Book Stores	200	\$9,075.00	\$45.38
7011	Hotels/Lodging (Not Listed Elsewhere)	130	\$17,294.50	\$133.03
7361	Temporary Help Services, Employment Agencies	130	\$209,134.40	\$1,610.23
<b>3rd Quarter 2010 Sub-Total:</b>		<b>1,691 Transaction(s)</b>	<b>\$688,918.60</b>	<b>\$407.40</b>
<b>4th Quarter 2010</b>				
0000	Unknown	400	\$105,399.00	\$173.07
3000	Southern	300	(\$229,200.00)	(\$764.00)
3300	Auto Rent-A-Car	300	\$15,637.00	\$118.79
3600	Courtyard By Marriott	300	\$401,400.00	\$1,338.00
4214	Freight Carriers, Trucking - Local/Long Distance	300	\$9,813.00	\$32.06
4814	FAX and Telecommunications Service	300	\$8,282.00	\$30.94
5300	General Merchandise	300	\$615,000.00	\$2,060.00
5541	Gasoline Service Stations	300	\$9,600.00	\$32.00
5842	Book Stores	400	\$20,840.00	\$52.10
7011	Hotels/Lodging (Not Listed Elsewhere)	300	\$38,515.00	\$128.38
7361	Temporary Help Services, Employment Agencies	300	\$403,084.00	\$1,343.61
<b>4th Quarter 2010 Sub-Total:</b>		<b>3,000 Transaction(s)</b>	<b>\$1,589,748.00</b>	<b>\$529.92</b>
© 2011 JPMorgan Chase & Co. All rights reserved. "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED." Summary Quarterly MCC				Page 1 of 2

### Report Information Includes

- MCC
- MCC Description
- Total Number of Transactions
- Total Transaction Amount
- Transaction Average
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)

## Transportation Spending Analysis by Merchant (Report # R040)

### Description

Use this report to review the total spend, total number of transactions and average transaction amount for merchant that is classified as airline or travel. Grand totals are provided at the end of the report. This report is best viewed in PDF format.

Figure 57: Transportation Spending Analysis by Merchant Report

<b>Transportation Spending Analysis by Merchant</b>			
Date/Time Printed:			Orientation: Portrait
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011			
Merchant Name	Total Transaction Amount	Total Number of Transactions	Transaction Average
CP916000236880	\$7,094.40	240	\$29.56
<b>Grand Total:</b>	<b>\$7,094.40</b>	<b>240 Transactions</b>	<b>\$29.56</b>

### Report Information Includes

- Merchant Name
- Total Transaction Amount
- Total Number of Transactions
- Transaction Average

## Merchant: MasterCard

This section displays an example of each of the Merchant: MasterCard report types available in PaymentNet. A brief description of each report's purpose, a sample report output, and a list of fields included in each report are provided for your reference.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan "normalizes" the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

This section lists the following Merchant: MasterCard report samples:

- MasterCard 1099 Transaction Detail (Report # R041)
- MasterCard 1099 Vendor Information (Report # R042)
- MasterCard Enhanced Merchant Data (Report # R043)
- MasterCard Socio-Economic (Report # R044)

## MasterCard 1099 Transaction Detail (Report # R041)

---

**Note:** You can also view MasterCard report information directly from MasterCard reports. The MasterCard report information is provided by the merchant and is not controlled directly by J.P. Morgan.

---

### Description

Use this report 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 or specific merchant needs to be included for 1099 reporting. This report will be limited to merchants that have merchandise and service transactions. This report is best viewed in PDF format.

Figure 58: MasterCard 1099 Transaction Detail Report

MasterCard 1099 Transaction Detail									
Date Time Period									
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 12/31/2010 AND 01/01/2011 AND 20099 (Name) = Yes									
Currency: US Dollars									
Last Name	First Name	Account Number	Transaction ID	Debit Transaction Amount	Credit Transaction Amount	Transaction Date	Post Date	Transaction Note	
DEB	KL	048737800004811	29975466015	\$1.00	\$0.00	12/31/2010	12/31/2010		
DEB	KL	048737800004811	2819417000	\$1.00	\$0.00	12/31/2010	12/31/2010		
DEB	KL	048737800004811	2842434000	\$1.00	\$0.00	12/31/2010	12/31/2010		
DEB	KL	048737800004811	2888493000	\$1.00	\$0.00	12/7/2010	12/08/2010		
DEB	KL	048737800004811	2888493000	\$1.00	\$0.00	12/8/2010	12/10/2010		
DEB	KL	048737800004811	2118212100	\$1.00	\$0.00	12/29/2010	12/13/2010		
DEB	KL	048737800004811	2148713000	\$1.00	\$0.00	12/14/2010	12/13/2010		
DEB	KL	048737800004811	2188811000	\$1.00	\$0.00	12/14/2010	12/17/2010		
DEB	KL	048737800004811	2188474000	\$1.00	\$0.00	12/17/2010	12/20/2010		
DEB	KL	048737800004811	2118212100	\$1.00	\$0.00	12/21/2010	12/23/2010		
DEB	KL	048737800004811	2142418000	\$1.00	\$0.00	12/19/2010	12/24/2010		
DEB	KL	048737800004811	2128772000	\$1.00	\$0.00	12/19/2010	12/27/2010		
DEB	KL	048737800004811	2128772000	\$1.00	\$0.00	12/19/2010	12/28/2010		
DEB	KL	048737800004811	2128772000	\$1.00	\$0.00	12/30/2010	12/31/2010		
DEB	KL	048737800004811	2184477100	\$1.00	\$0.00	12/31/2010	01/01/2011		
PAY	WALDE	048737800004804	2111212000	\$1.00	\$0.00	12/19/2010	12/19/2010		
PAY	WALDE	048737800004804	1787814000	\$1.00	\$0.00	12/11/2010	12/12/2010		
PAY	WALDE	048737800004804	1879199000	\$1.00	\$0.00	12/17/2010	12/14/2010		
PAY	WALDE	048737800004804	2812228000	\$1.00	\$0.00	12/14/2010	12/17/2010		
PAY	WALDE	048737800004804	1877147000	\$1.00	\$0.00	12/19/2010	12/19/2010		
PAY	WALDE	048737800004804	1877817000	\$1.00	\$0.00	12/19/2010	12/22/2010		
PAY	WALDE	048737800004812	1919111000	\$1.00	\$0.00	12/19/2010	12/19/2010		
PAY	WALDE	048737800004812	1942714000	\$1.00	\$0.00	12/24/2010	12/28/2010		
PAY	WALDE	048737800004812	1994111000	\$1.00	\$0.00	12/24/2010	12/29/2010		
PAY	WALDE	048737800004812	1994111000	\$1.00	\$0.00	12/19/2010	12/21/2010		
PAY	WALDE	048737800004812	2029418000	\$1.00	\$0.00	12/22/2010	12/23/2010		
PAY	WALDE	048737800004812	2042419000	\$1.00	\$0.00	12/9/2010	12/09/2010		
PAY	WALDE	048737800004812	2087170000	\$1.00	\$0.00	12/7/2010	12/08/2010		
PAY	WALDE	048737800004812	2087170000	\$1.00	\$0.00	12/8/2010	12/10/2010		

© 2011 J.P.Morgan Chase & Co. All rights reserved.  
 CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA UNAUTHORIZED USE PROHIBITED -  
 MasterCard 1099 Transaction Detail

Page 3 of 100

Report Information Includes

- Last Name
- First Name
- Account Number
- Transaction ID
- Debit Transaction Amount
- Credit Transaction Amount
- Transaction Date
- Post Date
- Transaction Notes
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)



## Report Information Includes

- Parent Merchant Name
- Merchant Name
- 1099 Indicator
- MCC
- MCC Description
- Merchant Address 1
- Merchant City
- Merchant State/Province
- Merchant Zip/Postal
- Business Phone
- Business Fax
- Tax Payer ID
- Corporation Status Code
- Women Owned Indicator
- SBA Registered Indicator
- SBA Disabled Indicator
- SBA 8A Certified Business
- HUBZone Indicator
- Disabled Veteran Indicator
- Veteran Indicator
- Historically Black College
- Gender of Business Indicator
- Ethnicity of Business Owner
- Information Refused Indicator
- Total Number of Transactions
- Total Transaction Amount
- Grand Total: Transaction(s)

## MasterCard Enhanced Merchant Data (Report # R043)

### Description

Use this report to support 1099 and socioeconomic reporting needs. Due to the large amount of information, this report is best viewed in Excel format. It is not suggested to run a PDF format.

Figure 60: MasterCard Enhanced Merchant Data Report

MasterCard Enhanced Merchant Data																	
Merchant Name: Transaction Type: Processor: SBA Post Box 8 Balance: 03/31/2019 09:00:00																	
Merchant Name	Merchant Address 1	Merchant Address 2	Merchant City	Merchant State/Province	Merchant Zip/Postal	Merchant Country	Merchant Phone	Merchant Fax	MCC	Business Type	Tax Payer ID	1099 Indicator	SBA Registered	SBA 8A Certified	SBA 8A Total	Grand Total	Merchant SBA Registered
ABC STORE LLC	1234 Main St	5678 Side Ave	9012	CA	90001	USA	555-123-4567	555-987-6543	5400	Retail	12-3456789	Y	N	N	1000000	1000000	Y
DEF STORE INC	10101 Main St	20202 Side Ave	30303	TX	75001	USA	555-234-5678	555-876-5432	5500	Food Service	987654321	Y	N	N	500000	500000	Y
GHI STORE LLC	40404 Main St	50505 Side Ave	60606	FL	33101	USA	555-345-6789	555-765-4321	5600	Retail	234567890	Y	N	N	750000	750000	Y
JKL STORE INC	70707 Main St	80808 Side Ave	90909	NY	10001	USA	555-456-7890	555-678-9012	5700	Retail	345678901	Y	N	N	600000	600000	Y
MNO STORE LLC	10101 Main St	20202 Side Ave	30303	CA	90001	USA	555-567-8901	555-901-2345	5800	Retail	456789012	Y	N	N	800000	800000	Y
PQR STORE INC	40404 Main St	50505 Side Ave	60606	TX	75001	USA	555-678-9012	555-012-3456	5900	Retail	567890123	Y	N	N	900000	900000	Y
STU STORE LLC	70707 Main St	80808 Side Ave	90909	FL	33101	USA	555-789-0123	555-345-6789	6000	Retail	678901234	Y	N	N	1000000	1000000	Y
VWX STORE INC	10101 Main St	20202 Side Ave	30303	NY	10001	USA	555-890-1234	555-456-7890	6100	Retail	789012345	Y	N	N	1100000	1100000	Y
YZA STORE LLC	40404 Main St	50505 Side Ave	60606	CA	90001	USA	555-901-2345	555-567-8901	6200	Retail	890123456	Y	N	N	1200000	1200000	Y
Grand Total																	10000000

**Note:** The report sample above has been modified for display purposes.

### Report Information Includes

- Merchant Name
- Merchant Address 1
- Merchant Address 2
- Merchant City
- Merchant State/Province
- Merchant Zip/Postal
- Merchant Country
- Business Phone
- Business Fax
- MCC
- Incorporation Status Code
- Tax Payer ID
- 1099 Indicator
- SBA Registered Indicator
- SBA Disabled Indicator
- HUBZone Indicator
- Disabled Veteran Indicator
- Veteran Indicator
- Information Refused Indicator
- Women Owned Business
- Vietnam Veteran Indicator
- Gender of Business Owner
- Ethnicity of Business Owner
- Historically Black College
- SBA 8A Certified Business
- Total Transaction Amount
- Grand Total: Merchant(s)

## MasterCard Socio-Economic (Report # R044)

### Description

Use this report to review the actual and percentage spend in dollars, transactions and number of vendors segmented by the various socioeconomic statuses collected by MasterCard. This report is best viewed in PDF format.

Figure 61: MasterCard Socio-Economic Report

MasterCard Socio-Economic						
Date Time Period: Selection Criteria: Transaction Type == Payment / AMV Per Day 0 - Between 11/7/2010 / AMV 01/01/2011 <span style="float: right;">Currency: Longitude</span>						
Classification	Total Number of Transactions	Percent of Transactions	Total Transaction Amount	Percent of Total Transaction Amount	Total Number of Vendors	Percent of Vendors
Disabled (Merchant)	249	1.07%	1596,667.20	1.27%	1	8.33%
Belong Business	249	1.07%	1596,667.20	1.27%	1	8.33%
Monthly (Merchant Business)	1,000	24.14%	10,918,27.20	15.79%	6	50.00%
Not Classified	1,000	24.14%	11,298,679.80	90.92%	36	46.67%
Small Business	79	3.15%	1,611,679.80	1.26%	3	25.00%
Small (Merchant) (Merchant Business)	249	1.07%	1596,667.20	1.27%	1	8.33%
Monthly (Merchant Business)	1,000	24.14%	10,918,27.20	15.79%	6	50.00%
Merchant (Merchant Business)	400	6.89%	1,611,679.80	1.26%	2	16.67%
<b>Total Total</b>	<b>4000 Transactions</b>	<b>100.00%</b>	<b>11,773,822.80</b>	<b>100.00%</b>	<b>12 Vendors</b>	<b>100.00%</b>

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA, UNAUTHORIZED USE PROHIBITED\*  
 MasterCard Socio-Economic

Page 1 of 1

### Report Information Includes

- Classification
- Total Number of Transactions
- Percent of Transactions
- Total Transaction Amount
- Percent of Total Transaction Amount
- Total Number of Vendors
- Percent of Vendors

## Merchant: Visa

This section displays an example of each of the Merchant: Visa report types available in PaymentNet. A brief description of each report's purpose, a sample report output, and a list of fields included in each report are provided for your reference.

---

**Note:** You can also view Visa report information directly from Visa reports. The Visa report information is provided by the merchant and is not controlled directly by J.P. Morgan.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan "normalizes" the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

This section lists the following Merchant: Visa report samples:

- Visa 1099 Transaction Detail (Report # R045)
- Visa 1099 Vendor Information (Report # R046)
- Visa Merchant (Report # R047)
- Visa Socio-Economic (Report # R048)

## Visa 1099 Transaction Detail (Report # R045)

### Description

Use this report 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 or specific merchant needs to be included for 1099 reporting. This report will be limited to merchants that have merchandise and service transactions. This report is best viewed in PDF format.

Figure 62: Visa 1099 Transaction Detail Report

Visa 1099 Transaction Detail (Form 1099)									
Date/Time Printed: 01/17/2011 8:39:03PM									
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 12/31/2010 AND 01/17/2011 AND Report Date = None									
Duration: Lifetime									
Last Name	First Name	Account Number	Transaction ID	Debit Transaction Amount	Credit Transaction Amount	Transaction Date	Post Date	Transaction Note	
<b>MCC</b>									
Eating Place, Restaurant									
			0						
<b>ARTELON MIDLAND Sub-Total:</b>									
				4 Transactions	\$148.00	\$0.00			
<b>MCC</b>									
Temporary Help Service, Employment Agency									
			0						
<b>ARTECO 401-844-7006, NY, 11757</b>									
ARMTX2010	J	*****0211	1463058001	\$1,800.00	\$0.00	04/17/2010	12/29/2010		
ARMTX2010	J	*****0211	1463764001	\$1,800.00	\$0.00	04/17/2010	12/29/2010		
L1888E	CURT	*****0273	14646611001	\$1,800.00	\$0.00	04/17/2010	12/29/2010		
REDNAH	CHECK	*****0300	1465121001	\$1,800.00	\$0.00	04/17/2010	12/29/2010		
STANLEY	DAN	*****0307	1465734001	\$1,800.00	\$0.00	04/17/2010	12/29/2010		
THOMPSON	STEVE	*****0308	1466123001	\$1,800.00	\$0.00	04/17/2010	12/29/2010		
THOMPSON	STEVE	*****0308	1466123001	\$1,800.00	\$0.00	04/17/2010	12/29/2010		
<b>ARTECO Sub-Total:</b>									
				10 Transactions	\$14,400.00	\$0.00			
<b>MCC</b>									
Temporary Help Service, Employment Agency									
			0						
<b>ARBOTEX 408-676-0706, MD, 21174</b>									
ARMTX2010	J	*****0211	1463321001	\$1,210.00	\$0.00	04/17/2010	12/29/2010		
L1888E	CURT	*****0273	1463121001	\$1,210.00	\$0.00	04/17/2010	12/29/2010		
REDNAH	CHECK	*****0300	1464730001	\$1,210.00	\$0.00	04/17/2010	12/29/2010		
STANLEY	DAN	*****0307	14653301001	\$1,210.00	\$0.00	04/17/2010	12/29/2010		
THOMPSON	STEVE	*****0308	14659301001	\$1,210.00	\$0.00	04/17/2010	12/29/2010		
THOMPSON	STEVE	*****0308	14659301001	\$1,210.00	\$0.00	04/17/2010	12/29/2010		
<b>ARBOTEX Sub-Total:</b>									
				6 Transactions	\$7,260.00	\$0.00			
<b>MCC</b>									
American Indian									
			0						
<b>SAIBER 401 AL LAFAYETTE RD, VA, 24060</b>									
ARMTX2010	J	*****0211	1461420001	\$120.00	\$0.00	04/16/2010	12/29/2010		

Report Information Includes

- Last Name
- First Name
- Account Number
- Merchant Name
- Merchant City
- Merchant State/Province
- Merchant Zip/Postal
- Merchant Country
- 1099 Indicator
- MCC
- MCC Description
- Transaction ID
- Debit Transaction Amount
- Credit Transaction Amount
- Transaction Date
- Post Date
- Transaction Notes



## Report Information Includes

- Parent Merchant Name
- Merchant Name
- MCC
- MCC Description
- Legal Name
- Merchant Address 1
- Merchant City
- Merchant State/Province
- Merchant ZIP/Postal
- Merchant Business Phone
- Merchant Business Fax
- Tax Payer ID
- Corporate Status Code
- Corporate Status Change Date
- Sole Proprietor Last Name
- Sole Proprietor First Name
- DUNS Number
- Women Owned Indicator
- SBA Disabled Indicator
- SBA Registered Indicator
- HUB Zone Indicator
- Disabled Veteran Indicator
- Veteran Indicator
- Vietnam Veteran Indicator
- Minority Code
- Franchise Code
- Employee Count
- Sales Volume
- Information Refused Indicator
- Total Number of Transactions
- Total Transaction Amount

## Visa Merchant (Report # R047)

### Description

Use this report is used to support 1099 and socioeconomic reporting needs. It includes the most current merchant information provided by Visa. Due to the large amount of information, this report is best viewed in Excel format. It is not suggested to run a PDF format.

Figure 64: Visa Merchant Report

<div style="text-align: center;"> <b>Visa Merchant</b>  <b>Display</b> </div>																									
<div style="display: flex; justify-content: space-between;"> <span>Use Visa Period: 01/13/2019-01/31/2019</span> <span>Transaction Location</span> </div>																									
<div style="display: flex; justify-content: space-between;"> <span>Merchant Category</span> <span>Print</span> </div>																									
Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer	Mer
Code	Name	Address	City	State	Zip	Phone	Fax	MCC	DBA	First	Last	Initial													
AVIS	PO	303 N S	2803 N	IA	5219	702																			
3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600
AVIS	PO	303 N S	2803 N	IA	5219	702																			
3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600
AVIS	PO	303 N S	2803 N	IA	5219	702																			
3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600	3600

### Report Information Includes

- Merchant Name
- Merchant Address1
- Merchant Address 2
- Merchant City
- Merchant State/Province
- Merchant ZIP/Postal
- Business Phone
- Business Fax
- MCC
- Merchant DBA Name
- Corporate Status Code
- Sole Proprietor First Name
- Sole Proprietor Last Name
- Women Owned Indicator
- SBA Registered Indicator
- SBA Disadvantaged Indicator
- HUB Zone Indicator
- Disabled Veteran Indicator
- Veteran Indicator
- Vietnam Veteran Indicator
- Information Refused Indicator
- Sales Volume
- Employee Count
- Alternate Merchant Name
- Alternate Address
- Alternate City
- Alternate State/Province
- Alternate ZIP/Postal
- Mailing Address
- Franchise Code
- Total Transaction Amount

## Visa Socio-Economic (Report # R048)

### Description

Use this report to review the actual and percentage spend in dollars and number of vendors segmented by the various socioeconomic statuses collected by Visa.

Figure 65: Visa Socio-Economic Report

Visa Socio-Economic 10X,0001						
Classification	Total Number of Transactions	Percent of Transactions	Total Transaction Amount	Percent of Total Transaction Amount	Total Number of Vendors	Percent of Vendors
Not Classified	0	0.00%	\$0.00	0.00%	0	0.00%
Small Business	0	0.00%	\$0.00	0.00%	0	0.00%
Midsize Owned Business	100	100.00%	\$12,000.78	100.00%	0	100.00%
Visa Small Business	0	0.00%	\$0.00	0.00%	0	0.00%
Midsize Business	0	0.00%	\$0.00	0.00%	0	0.00%
Small Entrepreneur Business	0	0.00%	\$0.00	0.00%	0	0.00%
Divided Visa Small Business	0	0.00%	\$0.00	0.00%	0	0.00%
Visa Small Business	0	0.00%	\$0.00	0.00%	0	0.00%
Visa Small Business	0	0.00%	\$0.00	0.00%	0	0.00%
<b>Total</b>	<b>100 Transactions</b>	<b>100.00%</b>	<b>\$12,000.78</b>	<b>100.00%</b>	<b>0 Vendors</b>	<b>100.00%</b>

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA, TRANSMISSION IS PROHIBITED\*  
 Visa Socio-Economic

Page 1 of 1

### Report Information Includes

- Classification
- Total number of Transactions
- Percent of Transactions
- Total Transaction Amount
- Percent of Total Transaction Amount
- Total Number of Vendors
- Percent of Vendors

## Order

This section displays an example of each of the Order report types available in PaymentNet that are related to Single-Use Accounts. A brief description of each report's purpose, a sample report output, and a list of fields included in each report are provided for your reference.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan "normalizes" the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

This section lists the following Order report samples:

- Order Audit (Report # R049)
- Order Transaction Detail (Report # R050)
- Order Transaction Detail - MS Excel (Report # R050E)



# Order Transaction Detail (Report # R050)

## Description

Use this report to monitor the transaction for each Single-Use Account against the order. Subtotals are provided in the Adobe version showing the total transaction amount for each order, as well as a grand total for the entire report. This report is best viewed in PDF format.

Figure 67: Order Transaction Detail Report

Order Transaction Detail												
Order Transaction Detail											Overview	
Account Number	Transaction ID	Order ID	Post Date	Transaction Date	Transaction Amount	Merchant Name	Merchant City	Merchant State/Province	MCC	MCC Description	Category Code	Original Amount
Order ID: 110083	00011046208218	110083	01/21/2011	01/20/2011	\$127.99	AGEE LABORATORY INC	440-111-0041	OH	8099	Professional Services, Not Elsewhere Defined	END	\$127.99
110083 Sub-Total:					\$127.99							\$127.99
Order ID: 110083	00011046208219	110083	01/21/2011	01/20/2011	\$986.88	SAPACLES RESTAURANT INC	00011046208219	MD	5511	Restaurant & Truck Order - Non-Retail	END	\$986.88
110083 Sub-Total:					\$986.88							\$986.88
Order ID: 110083	00011046208220	110083	01/21/2011	01/20/2011	\$31.18	DEBDOUGLAS SALES AND SER	000-414-0000	FL	5511	Restaurant & Truck Order - Non-Retail	END	\$31.18
110083 Sub-Total:					\$31.18							\$31.18
Order ID: 110083	00011046208221	110083	01/21/2011	01/20/2011	\$477.99	PRELITEBYFORD NEW CASTLE	000-777-7777	PA	5511	Restaurant & Truck Order - Non-Retail	END	\$477.99
110083 Sub-Total:					\$477.99							\$477.99
Order ID: 110083	00011046208222	110083	01/21/2011	01/20/2011	\$673.13	DECKLARS	713-447-7700	OR	7100	Restaurant Service Shop	END	\$673.13
110083 Sub-Total:					\$673.13							\$673.13
Order ID: 000007	00011046208223	000007	01/21/2011	01/20/2011	\$147.82	WEST WEST ORLANDO	000-447-7700	FL	5601	Gas Station	END	\$147.82
000007 Sub-Total:					\$147.82							\$147.82
Order ID: 000007	00011046208224	000007	01/21/2011	01/20/2011	\$392.21	WEST HOTEL SEATTLE	000-447-7700	WA	6100	Transportation Hotel	END	\$392.21
000007 Sub-Total:					\$392.21							\$392.21
Order ID: 000007	00011046208225	000007	01/21/2011	01/20/2011	\$216.18	Trent of Colorado	000-447-7700	CO	8401	Tourism	END	\$216.18
000007 Sub-Total:					\$216.18							\$216.18

## Report Information Includes

- Account Number
- Transaction ID
- Order ID
- Post Date
- Transaction Date
- Transaction Amount
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- MCC Description
- Currency Code
- Original Amount
- Order ID:
- Sub-Total:
- Grand Total:

## Order Transaction Detail - MS Excel (Report # R050E)

### Description

Use this report to monitor the transaction for each Single-Use Account against the order. Subtotals are provided in the Adobe version showing the total transaction amount for each order, as well as a grand total for the entire report. This report is best viewed in Excel format.

Figure 68: Order Transaction Detail - MS Excel Report

Order ID	Account Number	Entry Date	Begin Date	End Date	Account Post Type	MCC Group	Order Name	Description	Order Type	Unit Price	Quantity	Order Type & Unit Count	Order Type Amount	Order Amount	Order Status
10000000000000000000	10000000000000000000	10/10/2011	10/10/2011	10/10/2011	ATP Single 01	7000	Post Office	Post Office	01	1.00	1	Post Office	1.00	1.00	00112 Unusually Restricted
10000000000000000000	10000000000000000000	10/10/2011	10/10/2011	10/10/2011	ATP Single 01	7000	Post Office	Post Office	01	1.00	1	Post Office	1.00	1.00	00112 Unusually Restricted
10000000000000000000	10000000000000000000	10/10/2011	10/10/2011	10/10/2011	ATP Single 01	7000	Post Office	Post Office	01	1.00	1	Post Office	1.00	1.00	00112 Unusually Restricted
<b>Grand Total: 10/10/2011 10/10/2011</b>															

## Report Information Includes

- Order ID
- Account Number
- Entry Date
- Begin Date
- End Date
- Account Pool Name
- MCC Group
- Order Item Description
- Order Item Unit Price Amount
- Item Quantity
- Order Item Unit Count
- Order Item Amount
- Order Amount
- Order Status
- Order Over Tolerance Percent
- Order Under Tolerance Percent
- Freight Amount
- Requestor Name
- Order Email Recipient Email
- Notes
- Total Matched Transaction Amount
- Order Custom Field Value 1
- Order Custom Field Value 2
- Order Custom Field Value 3
- Order Custom Field Value 4
- Order Custom Field Value 5
- Order Custom Field Value 6
- Order Custom Field Value 7
- Order Custom Field Value 8
- Order Custom Field Value 9
- Order Custom Field Value 10
- Custom Field Value 1
- Custom Field Value 2
- Custom Field Value 3
- Custom Field Value 4
- Custom Field Value 5
- Custom Field Value 6
- Custom Field Value 7
- Custom Field Value 8
- Custom Field Value 9
- Custom Field Value 10
- Order Default Accounting Code Value 1
- Order Default Accounting Code Value 2
- Order Default Accounting Code Value 3
- Order Default Accounting Code Value 4
- Order Default Accounting Code Value 5
- Order Default Accounting Code Value 6
- Order Default Accounting Code Value 7
- Order Default Accounting Code Value 8
- Order Default Accounting Code Value 9
- Order Default Accounting Code Value 10

## Transaction

This section displays an example of each of the Transaction report types available in PaymentNet. A brief description of each report's purpose, a sample report output, and a list of fields included in each report are provided for your reference.

---

**Note:** A post date range is required when processing most Transaction reports.

---

**Note:** When additional information is included in the Merchant Name field (e.g., order ID, tracking number, P.O. number) of a transaction, J.P. Morgan "normalizes" the merchant name by removing the additional information. This is done to prevent a unique merchant from being created for every transaction from the merchant sending the additional information.

Due to this normalization process, your organization may notice that certain merchant names do not match when migrating from a previous version of PaymentNet to the current version. This affects merchant data displayed in the user interface, reports, and mappers.

You can obtain the Original Merchant name for a merchant name that has been normalized by running either a Flex Mapper or a Custom Mapper.

---

This topic lists the following Transaction report samples:

- Air Travel Activity (Report # R051)
- Air Travel Activity - MS Excel (Report # R051E)
- Air Travel Summary By Hierarchy (Report # R052)
- Air Travel Summary for CTA (Report # R053)
- Airline Ticket Credit Summary (Report # R054)
- Cash Advance Detail by Hierarchy (Report # R055)
- Central Bill Reconciliation (Report # R056)
- Central Bill Reconciliation - MS Excel (Report # R056E)
- Central Bill Reconciliation Summary (Report # R057)
- Central Bill Reconciliation Summary - MS Excel (Report # R057E)
- Declines (Report # R058)
- Declines - MS Excel (Report # R058E)
- Diversion Detail by Cardholder (Report # R059)
- Foreign Currency (Report # R060)
- Fuel Purchase Detail Summary (Report # R061)
- Fuel Purchase Detail Summary - MS Excel (Report # R061E)
- Level III Temporary Services (Report # R062)
- Fuel Purchase Detail Summary - MS Excel (Report # R061E)
- Level III Temporary Services (Report # R062)
- Receipt Imaging Volume (Report # R063)
- Statement of Account (Report # R064)
- T & E Expense Activity by Cardholder (Report # R065)
- T & E Transaction Activity (Report # R066)
- T & E Transaction by Industry (Report # R067)
- Transaction Audit (Report # R068)
- Transaction Audit - MS Excel (Report # R068E)
- Transaction Detail (Report # R069)
- Transaction Detail - MS Excel (Report # R069E)
- Transaction Detail by Central Bill Account (Report # R070)
- Transaction Detail by Hierarchy (Report # R071)
- Transaction Detail by Parent Merchant (Report # R072)
- Transaction Detail with Accounting Codes and Notes (Report # R073)
- Transaction Detail with Level III Airline Data (Report # R074E)
- Transaction Detail with Level III Car Rental Data (Report # R075E)
- Transaction Detail with Level III Data (Report # R076E)
- Transaction Detail with Level III Lodging Data (Report # R077E)
- Transaction Detail with Level III Purchasing Data (Report # R078E)
- Transaction Detail with Page Breaks (Report # R079)
- Transaction Detail with Payments (Report # R080)
- Transaction Detail with Purchase Addendum (Report # R081)
- Transaction Disputes by Hierarchy (Report # R082)
- Transaction Summary by Hierarchy (Report # R083)
- Transaction Summary by Hierarchy - MS Excel (Report # R083E)
- Transaction Summary by Parent Merchant (Report # R084)
- Transaction Pending Review/Approval (Report # R085)

## Air Travel Activity (Report # R051)

### 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. This report is best viewed in PDF format.



## Air Travel Activity - MS Excel (Report # R051E)

### 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. This report is best viewed in Excel.

Figure 70: Air Travel Activity Report - MS Excel Report

	A	B	C	D	E	F	G	H	I	J
	Last Name	First Name	Account Number	Traveler Name	Departure Date	Transaction Date	Origination	Destination	Ticket Number	Transaction Amount
1	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	TUS	LAX	5282122971787	(\$784.00)
2	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	LAX	SEA	5282122971787	(\$784.00)
3	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-29-2009	04-29-2011	SEA	LAX	5282122971787	(\$784.00)
4	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-29-2009	04-29-2011	LAX	TUS	5282122971787	(\$784.00)
5	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	TUS	LAX	5282122971787	(\$784.00)
6	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	LAX	SEA	5282122971787	(\$784.00)
7	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-29-2009	04-29-2011	SEA	LAX	5282122971787	(\$784.00)
8	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-29-2009	04-29-2011	LAX	TUS	5282122971787	(\$784.00)
9	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	TUS	LAX	5282122971787	(\$784.00)
10	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	LAX	SEA	5282122971787	(\$784.00)
11	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-29-2009	04-29-2011	SEA	LAX	5282122971787	(\$784.00)
12	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-29-2009	04-29-2011	LAX	TUS	5282122971787	(\$784.00)
13	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	TUS	LAX	5282122971787	(\$784.00)
14	ACCOUNTS	PSHCATE2	*****6781	COO,GENE	04-27-2009	04-29-2011	TUS	LAX	5282122971787	(\$784.00)

### Report Information Includes

- Last Name
- First Name
- Account Number
- Traveler Name
- Departure Date
- Transaction Date
- Origination
- Destination
- Ticket Number
- Transaction Amount

## Air Travel Summary By Hierarchy (Report # R052)

### Description

Use this report to review the total dollars spent on airline travel for each account within each level of the hierarchy. Subtotals are provided for each hierarchy level, as well as a grand total for the entire report. This report is best viewed in PDF format.

Figure 71: Air Travel Summary By Hierarchy Report

<b>Air Travel Summary by Hierarchy</b>				
demo050				
Date Time Printed: 01/17/2011 09:48:03PM			Transaction Period:	
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 12/10/2010 AND 01/17/2011				
Hierarchy	Account Number	Last Name	First Name	Total Transaction Amount
UNASSIGNED UNASSIGNED	*****0043	REEDMAN	CHECK	\$20.00
	*****0079	LUMBE	CORY	\$20.00
	*****0097	STANLEY	DAN	\$20.00
	*****0255	ARMSTRONG	J	\$20.00
	*****0209	THOMPSON	STEVE	\$20.00
	*****0043	REEDMAN	CHECK	\$21.00
	*****0079	LUMBE	CORY	\$21.00
	*****0097	STANLEY	DAN	\$21.00
	*****0255	ARMSTRONG	J	\$21.00
	*****0209	THOMPSON	STEVE	\$21.00
	*****0043	REEDMAN	CHECK	\$218.80
	*****0079	LUMBE	CORY	\$218.80
	*****0097	STANLEY	DAN	\$218.80
	*****0255	ARMSTRONG	J	\$218.80
	*****0209	THOMPSON	STEVE	\$218.80
	*****0043	REEDMAN	CHECK	\$112.10
	*****0079	LUMBE	CORY	\$112.10
	*****0097	STANLEY	DAN	\$112.10
	*****0255	ARMSTRONG	J	\$112.10
	*****0209	THOMPSON	STEVE	\$112.10
	*****0043	REEDMAN	CHECK	\$148.30
	*****0079	LUMBE	CORY	\$148.30
	*****0097	STANLEY	DAN	\$148.30
	*****0255	ARMSTRONG	J	\$148.30
	*****0209	THOMPSON	STEVE	\$148.30
	*****0043	REEDMAN	CHECK	\$167.80
	*****0079	LUMBE	CORY	\$167.80
	*****0097	STANLEY	DAN	\$167.80
	*****0255	ARMSTRONG	J	\$167.80
	*****0209	THOMPSON	STEVE	\$167.80
UNASSIGNED UNASSIGNED Sub-Total:				\$7,136.00
Grand Total:				\$7,136.00

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Air Travel Summary by Hierarchy

Page 1 of 1

Report Information Includes

- Account Hierarchy
- Account Number
- Cardholder Last Name
- Cardholder First Name
- Total Transaction Amount
- Sub-total
- Grand total

## Air Travel Summary for CTA (Report # R053)

### Description

Use this report to review a consolidated overview of transactions that occur through a Central Travel Account (CTA). The report provides passenger name, ticket numbers and transaction amount for each purchase. To run this report, you must input a central travel account number. This report is best viewed in PDF format.

Figure 72: Air Travel Summary for CTA Report

Air Travel Summary for CTA						
US0001						
Date/Time Printed: 06/09/2009 04:44:13PM						Customer Total:
Selection Criteria:						
Transaction Date	Merchant Name	Transaction ID	Ticket Number	Traveler Name	Departure Date	Transaction Amount
06/04/08, UNIT	K 4715208001579028					
10/21/2009	AVIS RENT-A-CAR	4224	0967116169500	MEAGHER, DENNIS	02/23/2008	\$274.39
10/21/2009	HILTON BANQUET	2041	0967167294134	LEVY, JAY	01/25/2008	\$6.33
10/21/2009	UNITED AIR	7227	0967166556772	FAHY, URSULA	12/03/2006	\$32.03
06/04/08, UNIT	K 4715208001579028 Sub-Total:		3 Transaction(s)			\$312.72
10/7/06, TEST 4715208001579171						
10/21/2009	AVIS RENT-A-CAR	332	0967116169500	MEAGHER, DENNIS	02/23/2008	\$274.39
10/7/06, TEST 4715208001579171 Sub-Total:			1 Transaction(s)			\$274.39
ADMIN, ROOT	Z 471520312584892					
10/21/2009	AVIS RENT-A-CAR	7397	0967116169500	MEAGHER, DENNIS	02/23/2008	\$274.39
10/21/2009	HILTON BANQUET	2043	0967167294134	LEVY, JAY	01/25/2008	\$6.33
10/21/2009	UNITED AIR	2412	0967166556772	FAHY, URSULA	12/03/2006	\$32.03

© 2009 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Air Travel Summary for CTA

Page 1 of 20

### Report Information Includes

- Transaction Date
- Merchant Name
- Transaction ID
- Ticket Number
- Traveler Name
- Departure Date
- Transaction Amount
- Sub-total
- Grand total



## Report Information Includes

- Ticket Number
- Departure Date
- Traveler Name
- Merchant Name
- Transaction Date
- Post Date
- Travel Agency
- Credit Transaction Amount
- Grand total

## Cash Advance Detail by Hierarchy (Report # R055)

### Description

Use this report to analyze the transactions and accounts that have been charged to a central bill account. Subtotals are provided for each central bill account, as well as a grand total for the entire report. This report is best viewed in PDF format.

---

**Note:** Activity diverted to a diversion account is not listed on this report.

---

Figure 74: Cash Advance Detail by Hierarchy Report

Cash Advance Detail by Hierarchy							US00001		
Date/Time Printed: 04/20/2009 4:58:00PM							Orientation: Portrait		
Selection Criteria:									
Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Transaction Amount	Credit Transaction Amount	Sales Tax	
CROCODILE 471563327539944 Sub-Total:					5 Transaction(s)	\$312.72	\$0.00	\$218.00	
CROCODILE 471563329791928									
10/21/2009	08/04/2010	AVIRENT-S-CAR	ROANOKE	VA	3389	\$274.39	\$0.00	\$0.00	
10/21/2009	08/04/2010	HELTUN BANQUET	SAN FRANCISCO	CA	5831	\$6.33	\$0.00	\$0.00	
10/21/2009	08/04/2010	UNIHED A&K	CHICAGO	IL	3000	\$32.00	\$0.00	\$218.00	
CROCODILE 471563329791928 Sub-Total:					3 Transaction(s)	\$312.72	\$0.00	\$218.00	
CROCODILE 471563332309299									
10/21/2009	08/04/2010	UNIHED A&K	CHICAGO	IL	3000	\$32.00	\$0.00	\$218.00	
10/21/2009	08/04/2010	AVIRENT-S-CAR	ROANOKE	VA	3389	\$274.39	\$0.00	\$0.00	
10/21/2009	08/04/2010	HELTUN BANQUET	SAN FRANCISCO	CA	5831	\$6.33	\$0.00	\$0.00	
CROCODILE 471563332309299 Sub-Total:					3 Transaction(s)	\$312.72	\$0.00	\$218.00	
CROCODILE 471563333636107									
10/21/2009	08/04/2010	AVIRENT-S-CAR	ROANOKE	VA	3389	\$274.39	\$0.00	\$0.00	
10/21/2009	08/04/2010	HELTUN BANQUET	SAN FRANCISCO	CA	5831	\$6.33	\$0.00	\$0.00	
10/21/2009	08/04/2010	UNIHED A&K	CHICAGO	IL	3000	\$32.00	\$0.00	\$218.00	
CROCODILE 471563333636107 Sub-Total:					3 Transaction(s)	\$312.72	\$0.00	\$218.00	
Unassigned Unassigned Sub-Total:					409 Transaction(s)	\$46,403.35	\$0.00	\$27,964.00	
Grand Total:					416 Transaction(s)	\$47,205.83	\$0.00	\$28,301.00	

© 2009 J.P.Morgan Chase & Co. All rights reserved  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Cash Advance Detail by Hierarchy

Page 19 of 19

## Report Information Includes

- Transaction Date
- Post Date
- Merchant Name
- Merchant City
- Merchant State/ Province
- MCC
- Debit Transaction Amount
- Credit Transaction Amount
- Sales Tax
- Sub-total Transactions
- Sub-total Transactions
- Grand total Transaction

# Central Bill Reconciliation (Report # R056)

## Description

Use this report to review detailed transaction, account and merchant data for all charges to a Central Bill Account (CBA). The Adobe version of the report provides subtotals for all CBAs and a grand total for the report. This report is best viewed in PDF format.

**Note:** Activity diverted to a diversion account is not listed on this report.

Figure 75: Central Bill Reconciliation Report

Central Bill Reconciliation										
Date/Time Report: 04/07/2018 10:53 (LAD)										
Subtotal Columns:										
Transaction Date	Post Date	Transaction ID	Reference Number	Merchant Name	AMEX	Merchant CBI	Merchant Store Number	Merchant EMP (Full)	Merchant StoreID	Transaction Amount
<b>00000000</b>										
						<b>Summed Prep Account: 4710000010148</b>		<b>Control Bill Account:</b>		
03/15/2018	03/15/2018	4361	24622000000000000000	WELLS	4303					34.08
03/16/2018	03/16/2018	4363	24622000000000000000	WELLS	4303					440.00
03/21/2018	03/16/2018	4368	24622000000000000000	WELLS	4303					16.42
03/22/2018	03/16/2018	4374	24622000000000000000	WELLS	4303					81.00
03/23/2018	03/16/2018	4374	24622000000000000000	WELLS	4303					1160.00
03/23/2018	03/16/2018	4381	24622000000000000000	WELLS	4303					122.11
<b>00000010</b>										
						<b>Summed Prep Account: 4710000010151</b>		<b>Control Bill Account:</b>		
03/21/2018	03/16/2018	4374	24622000000000000000	WELLS	4303					1121.47
03/22/2018	03/16/2018	4381	24622000000000000000	WELLS	4303					1271.70
03/23/2018	03/16/2018	4381	24622000000000000000	WELLS	4303					441.10
03/23/2018	03/16/2018	4383	24622000000000000000	WELLS	4303					451.00
03/23/2018	03/16/2018	4383	24622000000000000000	WELLS	4303					50.54
03/23/2018	03/16/2018	4383	24622000000000000000	WELLS	4303					111.00
03/23/2018	03/16/2018	4383	24622000000000000000	WELLS	4303					1100.91
03/23/2018	03/16/2018	4385	24622000000000000000	WELLS	4303					518.80
<b>00000015</b>										
						<b>Summed Prep Account: 4710000010149</b>		<b>Control Bill Account:</b>		
03/21/2018	03/16/2018	4381	24622000000000000000	WELLS	4303					124.17
03/22/2018	03/16/2018	4377	24622000000000000000	WELLS	4303					1271.70
03/23/2018	03/16/2018	4381	24622000000000000000	WELLS	4303					146.61
<b>00000020</b>										
						<b>Summed Prep Account: 4710000010151</b>		<b>Control Bill Account:</b>		
03/21/2018	03/16/2018	4381	24622000000000000000	WELLS	4303					124.17



## Report Information Includes

- Last Name
- First Name
- Account Number
- Central Bill Account
- Bill To Account
- Transaction Date
- Post Date
- Transaction ID Reference Number
- Merchant Name
- MCC
- Merchant City
- Merchant State/Province
- Merchant Zip/Postal
- Merchant Country
- Transaction Amount

## Central Bill Reconciliation Summary (Report # R057)

### Description

Use this report to review the total spend and number of transaction for each account linked to a Central Bill Account (CBA). The Adobe version provides totals for each CBA number and a grand total for the report. This report is best viewed in PDF format.

---

**Note:** Activity diverted to an Account Number is not listed on this report.

---

Figure 77: Central Bill Reconciliation Summary Report

Central Bill Reconciliation Summary						
US60753						
Show Time Period: 04/01/00 - 10/08/00			Download Link(s)			
Infinite Criteria						
Billed To Account	Cardholder Last Name	Cardholder First Name	Account Number	Central Bill System	Total Number of Transactions	Total Transaction Amount
4718000000001	CHOCOLLE		4718000017104		1	1177.77
4718000000002	CHOCOLLE		4718000017103		4	11,118.88
4718000000003	CHOCOLLE		4718000017102		1	140.08
4718000000004	TEST	DOODMAN	4718000017101		4	621.33
4718000000009	CHOCOLLE		4718000017100		10	538.84
4718000000010	CHOCOLLE		4718000017099		3	162.12
4718000000011	CHOCOLLE		4718000017098		1	630.02
4718000000017	CHOCOLLE		4718000017097		4	11,127.26
4718000000018	LAKE	TRUI	4718000017096		4	142.04
4718000000019	CHOCOLLE		4718000017095		7	10,019.88
4718000000024	CHOCOLLE		4718000017093		7	12,006.02
4718000000029	CHOCOLLE		4718000017092		10	11,288.87
4718000000030	FRANCO	AFRILLI	4718000017091		1	107.46
4718000000031	CHOCOLLE		4718000017090		4	1,028.18
4718000000032	CHOCOLLE		4718000017089		7	1071.12
4718000000039	CHOCOLLE		4718000017082		4	170.89
4718000000038	CHOCOLLE		4718000017079		4	1,000.72
4718000000037	CHOCOLLE		4718000017080		3	1407.89
4718000000044	CHOCOLLE		4718000017078		4	141.78
4718000000046	CHOCOLLE		4718000017076		1	109.11
4718000000048	CHOCOLLE		4718000017074		4	170.02
4718000000054	CHOCOLLE		4718000017073		4	11,204.47
4718000000056	CHOCOLLE		4718000017061		1	107.08
4718000000058	CHOCOLLE		4718000017070		8	1,223.12
4718000000061	CHOCOLLE		4718000017068		4	1,070.88
4718000000062	CHOCOLLE		4718000017054		7	1,942.21
4718000000063	CHOCOLLE		4718000017052		4	521.42
<b>Grand Total</b>		<b>8 Account(s)</b>			<b>148 Transaction(s)</b>	<b>154,785.88</b>

© 1997 J.P. Morgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA AND INFORMATION. USE PROHIBITED.  
 (Source: J.P. Morgan Chase & Co. Transaction)

Page 1 of 3

Report Information Includes

- Billed to Account
- Cardholder Last Name
- Cardholder First Name
- Account Number
- Central Bill Account
- Total Number of Transactions
- Total Transaction Amount
- Grand total



## Declines (Report # R058)

### 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. This report is best viewed in PDF format.

---

**Note:** In the Declines report, the Decline reason for Decline code E3 is listed as Unknown. The correct Decline reason displays on the Authorizations/Declines screen as E3-Exact Auth-Multi Trans Card Over Limit. Access the Authorizations/Declines screen to determine the correct Decline reason for a transaction.

---

**Note:** Single-Use Account declines display on the Declines report, even if the user who runs the report does not have access to the Single-Use Account hierarchy. Add a hierarchy filter to restrict data and ensure that users only see report data for their associated hierarchies.

---

Figure 79: Declines Report

Declines											Customer Lookup
Decline Type	First Name	Account Number	Decline Amount	Decline Desc	Date	Merchant Name	Merchant City	Merchant State/Province	MCC	MCC Description	
01 DEC 14 12:57:02.71 02 12 14 PM Selection Criteria: Decline Reason Buttons: 01-06-2012 AND 06-27-2012											
DECL 14	014 D	104710000217510	13205.00	12:07:02.0	10-01-12				1000	Specialty Retail Stores: Miscellaneous	
DECL 14	014 D	104710000217510	13205.00	12:07:02.0	10-01-12				1000	Specialty Retail Stores: Miscellaneous	
DECL 14	014 D	104710000217510	13205.00	12:07:02.0	10-01-12				1000	Specialty Retail Stores: Miscellaneous	
DECL 14	014 D	104710000217510	13205.00	12:07:02.0	10-01-12				1000	Specialty Retail Stores: Miscellaneous	
DECL 14	014 D	104710000217510	13205.00	12:07:02.0	10-01-12				1000	Specialty Retail Stores: Miscellaneous	
DECL 14	014 D	104710000217510	13205.00	12:07:02.0	10-01-12				1000	Specialty Retail Stores: Miscellaneous	
01 DEC 14 12:57:02.71 02 14 PM Total:			4 Declines								
Grand Total:			4 Declines								

### Report Information Includes

- Last Name
- First Name
- Account Number
- Decline Amount
- Decline Date
- Time
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Decline reason
- MCC Description
- Sub-Total
- Grand Total







## Report Information Includes

- Transaction Date
- Post Date
- MCC
- Merchant Name
- Transaction Amount
- Foreign Amount
- Exchange Rate
- Currency Description
- Sub-Total Transaction
- Grand Total Transactions

## Fuel Purchase Detail Summary (Report # R061)

### Description

Use this report to evaluate fuel purchases. This report is best viewed in PDF format.

Figure 83: Fuel Purchase Detail Summary Report

Fuel Purchase Detail Summary						
Date/Time Printed: 01/23/2012 12:57:27 PM						Quantity: Partial
Selection Criteria: Transaction Type <> 'Payment' AND Post Date Is Between '01/01/2011' AND '01/01/2012'						
Transaction Date	Transaction Time	Post Date	Merchant Name	Merchant City	Merchant State/Province	Transaction amount
CARD, TESTING #48136000						
12/19/2014	12:00 AM	12/19/2014	ADMIRAL PETROLEUM CO	EAST LANSING	MI	\$19.55
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
223		FRI	FULL SERVICE	5.90		\$3.81 \$0.00
12/22/2014	12:00 AM	12/22/2014	ENTERPRISE RENT-A-CAR	NASHVILLE	TN	\$183.52
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
208		MON	SELF SERVICE	8.04		\$4.00 \$0.00
12/01/2014		12/01/2014	MAX FUEL #41 QPS	CALVERT CITY	KY	\$101.00
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
		WED				\$0.00
12/03/2014	12:00 AM	12/03/2014	SPHERION	854-108-7800	FL	\$1,942.87
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
		WED		11.77		\$3.28 \$0.00
12/03/2014		12/03/2014	SPEEDEE MART #118	LAS VEGAS	NV	\$3.45
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
		WED				\$0.00
12/24/2014	12:00 AM	12/24/2014	UPS #00019681E	800-811-1648	GA	\$34.92
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
8		WED		11.38		\$3.70 \$0.00
12/04/2014		12/04/2014	LELAND COMMISSARY	DETROIT	MI	\$23.89
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
		THU				\$0.00
12/04/2014	12:00 AM	12/04/2014	FASTSIGNS 220901	313-8421000	OH	\$171.32
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
99408		THU	SELF SERVICE	8.41		\$3.70 \$0.00
12/05/2014	12:00 AM	12/05/2014	MPS GROUP INC	994-340-2000	FL	\$9,490.00
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax
		FRI	SELF-FUEL	8.00		\$0.00 \$0.00
12/29/2014	12:00 AM	12/29/2014	CRYSTAL DATA	OKLAHOMA CITY	OK	\$199.28
Odometer	Fleet ID #	Purchase Day	Fuel Service	Quantity	Description	Unit Price Sales Tax

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Fuel Purchase Detail Summary

Report Information Includes

- Transaction Date
- Transaction Time
- Last name
- First name
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- Odometer
- Fleet ID #
- Purchase Day
- Fuel Service
- Quantity
- Description
- Unit Price
- Sales Tax
- Transaction Amount
- Grand Total
- Cardholders
- Transactions

## Fuel Purchase Detail Summary - MS Excel (Report # R061E)

### Description

Use this report to evaluate fuel purchases. This report is best viewed in Excel.

Figure 84: Fuel Purchase Detail Summary MS-Excel Report

1	Cardholder Last Name	Cardholder First Name	Account Number	Transaction Date	Transaction Time	Post Date	Merchant Name	Merchant City	Merchant State/Province	Transaction Amount	Odometer	Sales Tax
2	PRINCELO	PRINCELO	%A0001700107940	01.04.2012		01.04.2012	WACHOBER SAUTERER OIL			\$3.00		
3	PRINCELO	PRINCELO	%A0001700107940	01.04.2012		01.04.2012	WACHOBER SAUTERER OIL			\$3.00		
4	PRINCELO	PRINCELO	%A0001700107940	01.04.2012		01.04.2012	WACHOBER SAUTERER OIL			\$3.00		
5	REYNOLDS	REYNOLDS	%A0001700107940	01.04.2012		01.04.2012	WACHOBER SAUTERER OIL			\$3.00		
6	REYNOLDS	REYNOLDS	%A0001700107940	01.04.2012		01.04.2012	WACHOBER SAUTERER OIL			\$3.00		

### Report Information Includes

- Cardholder Last Name
- Cardholder First Name
- Account Number
- Transaction Date
- Transaction Time
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- Transaction Amount
- Odometer
- Fleet ID #
- Purchase Day
- Fuel Service
- Quantity
- Description
- Unit Price
- Sales Tax

## Level III Temporary Services (Report # R062)

### Description

Use this report to analyze information from temporary services. Total transactions are provided for each supervisor as well as a grand total for the entire report. This report is best viewed in PDF format.

---

**Note:** Although not indicated in the user interface, this report is optimized for Excel. Make certain to select MS Excel from the Report Format drop-down when running this report.

---

Figure 85: Level III Temporary Services Report

The screenshot displays a report titled "Level III Temporary Services". It contains a large table with multiple columns, including Transaction ID, Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State/Province, Transaction Amount, Item Count, Source ID, Description, Temporary Name, Temporary SSN, Requestor, Job Code, Supervisor, Message ID, Customer Code, Start Date, Week Ending, Hours, Overtime, Rate, Overtime Rate, Rate Indicator, Discount, Sub-Total, Sub-Total: Transaction(s), and Grand Total: Transaction(s). The table is organized into several sections, each starting with a sub-header like "Transaction ID" and "Transaction Date".

### Report Information Includes

- Transaction ID
- Transaction Date
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- Transaction Amount
- Item Count
- Source ID
- Description
- Temporary Name
- Temporary SSN
- Requestor
- Job Code
- Supervisor
- Message ID
- Customer Code
- Customer Code
- Start Date
- Week Ending
- Hours
- Overtime
- Rate
- Overtime Rate
- Rate Indicator
- Discount
- Sub-Total
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)

## Receipt Imaging Volume (Report # R063)

### Description

Use this report to review the total number of receipt image files attached to transactions in your organization. It is grouped by hierarchy. A grand total of images uploaded, faxed, and overall is also included. This report is best viewed in PDF format.

Figure 86: Receipt Imaging Volume Report

<b>Receipt Imaging Volume</b>	
Date/Time Printed: 05/11/2012 09:27:58 AM	Orientation: Portrait
<b>Selection Criteria:</b>	<b>Transaction Count</b>
<b>ROOT</b>	
Total Number of Transactions With Faxed Receipts	0
Total Number of Transactions With Uploaded Receipts	3
<b>ROOT Sub-Total</b>	<b>3</b>
<b>Grand Total</b>	<b>3</b>

© 2012 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Receipt Imaging Volume

Page 1 of 1

### Report Information Includes

- Transaction Count
- Total Number of Transactions with Faxed Receipts
- Total Number of Transaction with Uploaded Receipts
- Sub-Total:
- Grand Total:

# Statement of Account (Report # R064)

## Description

Use this report to review a listing of the previous cycle transaction information and when available; accounting code allocations, transaction notes, custom fields and transaction addendum detail.

The report includes signature lines at the bottom of the statement for the cardholder and supervisor to assist in the review and reconciliation process.

This statement is not an official bank billing statement and cannot be used for remittance. This report is best viewed in PDF format.

Figure 87: Statement of Account Report

Statement of Account - LANDSCAPE										
Date Time Printed: 01/17/2012 12:04:13 PM										
Statement: Landscape										
Selects Criteria: Transaction Type = Personal AND From Date Is Between: 12/01/2011 AND 12/31/2011										
For Transactions posted between 12/01/2011 to 12/31/2011										
CARDHOLDER: PASCATEK										
00 MICHIGAN										
Account Number : 44001700001217										
Default COA Name :										
Default COA Value :										
CHICAGO, IL 606460000										
Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant Store Position	MCC	Original Amount	Exchange Rate	Sales Tax	Transaction Amount
70001210001	12/29/2011	12/30/2011	AMAZON.COM			5942	\$48.29	1.00	\$0.00	\$48.29
Name :-										
Custom Field Name			Custom Field Value							
RF										
merchantID										
net										
RF3										
70001210001	12/29/2011	12/30/2011	AVIS RENT A CAR			1089	\$118.79	1.00	\$0.00	\$118.79
Name :-										
Custom Field Name			Custom Field Value							
RF										
merchantID										
net										
RF3										
70001210001	12/29/2011	12/30/2011	DELOITTE & TOUCHE LBG			1099	\$2,040.00	1.00	\$0.00	\$2,040.00
Name :-										
Custom Field Name			Custom Field Value							
RF										
merchantID										
net										
RF3										
70001210001	12/29/2011	12/30/2011	SOUTHWEST (54211107) NP			1066	(\$764.00)	1.00	\$0.00	(\$764.00)
Name :-										

© 2012 JPMorgan Chase & Co. All rights reserved.  
 -CONFIDENTIAL- THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED-  
 Statement of Account - LANDSCAPE  
 This is not an official Statement of Account

## Report Information Includes.

- Transaction ID
- Transaction Date
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Original Amount
- Exchange Rate
- Sales Tax
- Transaction Amount
- Notes:
- Sub-Total: Transaction(s)
- Cardholder Signature Date
- Supervisor/Manager Signature Date

## T & E Expense Activity by Cardholder (Report # R065)

### Description

Use this report 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. This report is best viewed in PDF format.

---

**Note:** The T&E Expense Activity by Cardholder report (# R065) is grouping transactions together from different accounts when the users have the same last and first name. If you would like to see the accounts under unique group headers, run the report for each individual account.

---

Figure 88: T & E Expense Activity by Cardholder Report

<b>T &amp; E Expense Activity by Cardholder</b>				
Date/Time Printed:		Orientation: Portrait		
Selection Criteria: Transaction Type == Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011				
Last Name, First Name	T & E Type	Total Number of Transactions	Total Transaction Amount	Transaction Average
<b>ADE, JEFF</b>				
	Airfare	0	\$0.00	\$0.00
	Car/Lease	24	\$2,876.00	\$119.79
	Lodging	90	\$43,867.00	\$486.90
	Other	100	\$79,003.20	\$474.16
	Restaurant	0	\$0.00	\$0.00
	Travel	24	\$700.44	\$12.00
	<b>Total:</b>	<b>312 Transaction(s)</b>	<b>\$127,046.28</b>	<b>\$407.63</b>
<b>BOTTLE, WATER</b>				
	Airfare	0	\$0.00	\$0.00
	Car/Lease	24	\$2,876.00	\$119.79
	Lodging	90	\$43,867.00	\$486.90
	Other	100	\$79,003.20	\$474.16
	Restaurant	0	\$0.00	\$0.00
	Travel	24	\$700.44	\$12.00
	<b>Total:</b>	<b>312 Transaction(s)</b>	<b>\$127,046.28</b>	<b>\$407.63</b>

© 2011 JPMorgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 T & E Expense Activity by Cardholder

Page 1 of 1

### Report Information Includes

- Last Name, First Name
- T & E Type
- Total Number of Transactions
- Total Transaction Amount
- Transaction Average

## T & E Transaction Activity (Report # R066)

### Description

Use this report to review travel and entertainment transactions which are grouped by cardholder. This report is best viewed in PDF format.

Figure 89: T & E Transaction Activity Report

<b>T &amp; E Transaction Activity</b>			
Date/Time Printed:		Reporting Period:	
Selection Criteria: Transaction Type == Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011			
Transaction Date	Merchant Name	Debit Transaction Amount	Credit Transaction Amount
<b>AIRPLANE JEFFERSON 556787600004008</b>			
11/08/2010	Krisbaa, ADDECO	\$1,010.28	\$0.00
11/08/2010	SMALLPARTS.COM	\$21.82	\$0.00
11/08/2010	SOUTHWEST 526125/7176*Adv	\$0.00	(\$700.00)
11/08/2010	AVIS RENT-A-CAR	\$118.79	\$0.00
11/08/2010	UPS*90000308FD	\$32.00	\$0.00
11/08/2010	DELOITTE & TOUCHE MPG	\$2,000.00	\$0.00
11/10/2010	CC 101 CONVENIENCE CHK	\$399.00	\$0.00
11/10/2010	INTERNATIONAL TRANSACTION	\$1.33	\$0.00
11/10/2010	VERIZON-LDPS	\$30.94	\$0.00
11/10/2010	SMALLPARTS.COM	\$40.29	\$0.00
11/10/2010	HOOVERS MOVERS INC	\$32.00	\$0.00
11/10/2010	COURTYARD BY MARRIOTT	\$1,624.90	\$0.00
11/10/2010	DOND HWA HOTEL	\$130.00	\$0.00
11/11/2010	UPS*90000308FD	\$32.00	\$0.00
11/11/2010	AVIS RENT-A-CAR	\$118.79	\$0.00
11/11/2010	DELOITTE & TOUCHE MPG	\$2,000.00	\$0.00

© 2011 JPMorgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 T & E Transaction Activity

Page 1 of 00

### Report Information Includes

- Transaction Date
- Merchant Name
- Debit Transaction Amount
- Credit Transaction Amount
- Sub-Total:
- Grand Total: Debit(s) 0.00 Credit(s) 0.00

## T & E Transaction by Industry (Report # R067)

### Description

Use this report 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. This report is best viewed in PDF format.

Figure 90: T & E Transaction by Industry Report

<b>T &amp; E Transaction by Industry</b>					
Date/Time Period:			Observation Period:		
Selection Criteria: Transaction Type => Payment AND Post Date Is Between 11/07/2010 AND 01/05/2011					
E & E Type	Merchant Name	Merchant City	Merchant State/Province	Total Number of Transactions	Total Transaction Amount
<b>Car Rental</b>					
	AVIS RENT-A-CAR	WACO	TX	240	525,500.00
<b>Car Rental Sub-Total:</b>				<b>240 Transaction(s)</b>	<b>525,500.00</b>
<b>Lodging</b>					
	COURTYARD BY MARRIOTT	BELLEVUE	WA	240	530,000.00
	DONG HWA HOTEL	TAIPEI	TW	240	511,032.00
	SMALLPARTS.COM	SEATTLE	WA	400	510,754.40
<b>Lodging Sub-Total:</b>				<b>900 Transaction(s)</b>	<b>1,551,786.40</b>
<b>Other</b>					
	Kohls, ADDECO	411-444-7010	NY	240	104,467.20
	SOUTHWEST 52421257176706	800439792	TX	240	(303,305.00)
	HOOVER'S MOVIES INC	CORDOVA	AK	240	57,600.00
	VERIZON-UDON	LITTLETON	CO	240	67,425.00
	CC 101 CONVENIENCE CHK	UN	UN	240	104,000.00
	DELOITTE & TOUCHE MPO	212460370	NY	240	540,400.00
	INTERNATIONAL TRANSACTION FEE		TN	240	519.20
<b>Other Sub-Total:</b>				<b>1,080 Transaction(s)</b>	<b>1,796,832.00</b>
<b>Travel</b>					
	UPN/0000266FU	800-813-1488	AB	240	57,004.40
<b>Travel Sub-Total:</b>				<b>240 Transaction(s)</b>	<b>57,004.40</b>
<b>Grand Total:</b>				<b>3,120 Transaction(s)</b>	<b>41,271,812.80</b>

## Report Information Includes

- T&E Type
- Merchant Name
- Merchant City
- Merchant State/Province
- Total Number of Transactions
- Total Transaction Amount
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)

## Transaction Audit (Report # R068)

### Description

Use this report to review all transaction changes made over a selected date range. This is best viewed in PDF format.

Figure 91: Transaction Audit Report

Transaction Audit							
Date Time Traced							Generate Linkage
Selection Criteria: Change Date Is Between 11/07/2010 & 12/01/2010							
Transaction ID	Account Number	Change Date	Change Time	Field Traced	Previous Value	New Value	Modified By
1737444001	7967317600004010	11/07/2010	18:50:01	Class of Account		Subs	ccsnp@1
1737444002	7967317600004010	11/07/2010	18:50:00	Description	Local-Default	Local-Transaction	ccsnp@1
1737444003	7967317600004010	11/07/2010	18:50:00	Subs A		Subs	ccsnp@1
1737444004	7967317600004010	11/07/2010	18:50:00	Subs B		Subs1	ccsnp@1
1737444005	7967317600004010	11/07/2010	18:50:00	Subs C		Subs2	ccsnp@1
1737444006	7967317600004010	11/07/2010	18:50:00	Subs D		Subs4	ccsnp@1
22014817000	7967317600004000	12/02/2010	08:55:27	Class of Account		Subs	ccsnp - Leads
22014817001	7967317600004000	12/02/2010	08:55:27	Subs B		Subs1	ccsnp - Leads
22014817002	7967317600004000	12/02/2010	08:55:27	Subs C		Subs19	ccsnp - Leads
22014817003	7967317600004000	12/02/2010	08:55:27	Subs D		Subs21	ccsnp - Leads
22014817004	7967317600004000	12/02/2010	08:55:28	Subs A		Subs12	ccsnp - Leads
2200330900	7967317600004000	12/01/2010	12:00:01	Class of Account		Subs	ccsnp - Leads
21462771000	7967317600004000	12/01/2010	12:00:01	Class of Account		Subs	ccsnp - Leads
21462771001	7967317600004000	12/01/2010	12:00:01	Class of Account		Subs	ccsnp - Leads

© 2010 JP Morgan Chase & Co. All rights reserved.  
 <CONFIDENTIAL> THIS REPORT CONTAINS SENSITIVE DATA UNAUTHORIZED USE PROHIBITED -  
 Transaction Audit

Page 1 of 10

## Report Information Includes

- Transaction ID
- Account Number
- Change Date
- Change Time
- Field Name
- Previous Value
- New Value
- Modified by

## Transaction Audit - MS Excel (Report # R068E)

### Description

Use this report to review all transaction changes made over a selected date range. This report is best viewed in Excel format.

Figure 92: Transaction Audit - MS Excel Report

	A	B	C	D	E	F	G	H
1	Transaction ID	Account Number	Change Date	Change Time	Field Name	Previous Value	New Value	Modified By
2	XXXXXXXX0001	XXXXXXXX7600004761	05/12/2011	13:43:07	Approval Status	Reviewed	Approved	Lopez
3	XXXXXXXX0001	XXXXXXXX7600004761	05/12/2011	13:35:38	Approval Status	New	Reviewed	tsregch01
4	2 Audited Record(s) 05/25/2011 1:58:48PM							

### Report Information Includes

- Transaction ID
- Account Number
- Change Date
- Change Time
- Field Name
- Previous Value
- New Value
- Modified by

## Transaction Detail (Report # R069)

### Description

Use this report to review the purchases for each account. Transactions as well as line items are included. Payments are excluded from this report. Subtotals are provided for each cardholder and central bill account, as well as a grand total for the entire report. This is best viewed in PDF format.

Figure 93: Transaction Detail Report

Transaction Detail										
Date From Month										Current Ledger
Select the Labels: Transaction Type -- Payment AND Post Date is Between 11/01/2018 AND 01/01/2019										
Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
<b>AMPLANE REFERENCE 04757744444444</b>										
170600004	01/01/2018	11/01/2018	INTERNATIONAL CLASSICAL TOUR	SEE	US	8000	\$1.11	\$0.00	\$0.00	Package
171070004	01/01/2018	11/01/2018	COCKTAILS BY MARGOTTY	BELLEVEU	WA	5400	\$1,614.00	\$0.00	\$0.00	Package
171170004	01/01/2018	11/01/2018	DELICIOUS & FOCUSSING INC.	113040110	NY	5700	\$2,000.00	\$0.00	\$0.00	Package
171180004	01/01/2018	11/01/2018	BOUTIQUE SAUVERS INC	CIRKOCK	IL	5300	\$11.00	\$0.00	\$0.00	Package
1711907004	01/01/2018	11/01/2018	DONG HWA HOTEL	TAMU	TX	7011	\$111.01	\$0.00	\$0.00	Package
171917004	01/01/2018	11/01/2018	JYS RESTAURANT	WALTON	TX	5800	\$102.79	\$0.00	\$0.00	Package
171996004	01/01/2018	11/01/2018	CC 140 CONVENIENCE STORE	570	TX	5700	\$100.00	\$0.00	\$0.00	Current Check
172010004	01/01/2018	11/01/2018	Radio ALBUQU	411 444 7010	NM	7300	\$1,000.00	\$0.00	\$0.00	Package
1720407004	01/01/2018	11/01/2018	SPY*WORLD*BAR	800-811-0048	AR	4219	\$11.00	\$0.00	\$0.00	Package
1720408004	01/01/2018	11/01/2018	MCDONALD'S	800-633-0101	TX	5800	\$0.00	(\$194.00)	\$0.00	Package

### Report Information Includes

- Transaction ID
- Transaction Date
- Transaction Amount
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Debit Amount
- Credit Amount
- Sales Tax
- Transaction Type
- Sub-Total: Transaction(s) 0.00 0.00 0.00
- Grand Total: Transaction(s) 0.00 0.00 0.00

## Transaction Detail - MS Excel (Report # R069E)

### Description

Use this report to review the purchases for each account. Transactions as well as line items are included. Payments are excluded from this report. Subtotals are provided

for each cardholder and central bill account, as well as a grand total for the entire report. This is best viewed in Excel format.

**Note:** The Customer Code field in the Transaction Detail - MS Excel report is blank even though a Customer Code exists in the transaction details.  
Use the Transaction Details screen to view the Customer Code information.

**Note:** Depending on the assigned PaymentNet user role, The Transaction Detail - MS Excel report is inconsistently returning no data; at times, the report contains data and at other times it is blank.

Users can run the Transaction Detail - MS Excel report for a specific hierarchy, without including children, to obtain a report with data. For users assigned to the Program Administrator role, run the report at the ROOT level and select the Include Children option to obtain a report with data.

Figure 94: Transaction Detail - MS Excel Report

Transaction ID	Transaction Date	Post Date	Settlement Amount	Service Number	Cardholder Last Name	Cardholder First Name	Cardholder Middle Initial	Central Bill Account	Bill To Address	Settlement System	Service Number	Service System	Settlement Date
1000000001	01/01/2011	01/01/2011	10.00	000000000000000000	0000000000	0000000000	0000000000	0000000000	0000000000	PaymentNet	0000000000	PaymentNet	01/01/2011
1000000002	01/01/2011	01/01/2011	20.00	000000000000000000	0000000000	0000000000	0000000000	0000000000	0000000000	PaymentNet	0000000000	PaymentNet	01/01/2011
1000000003	01/01/2011	01/01/2011	30.00	000000000000000000	0000000000	0000000000	0000000000	0000000000	0000000000	PaymentNet	0000000000	PaymentNet	01/01/2011
1000000004	01/01/2011	01/01/2011	40.00	000000000000000000	0000000000	0000000000	0000000000	0000000000	0000000000	PaymentNet	0000000000	PaymentNet	01/01/2011
1000000005	01/01/2011	01/01/2011	50.00	000000000000000000	0000000000	0000000000	0000000000	0000000000	0000000000	PaymentNet	0000000000	PaymentNet	01/01/2011

## Report Information Includes

- Transaction ID
- Transaction Date
- Post Date
- Transaction Amount
- Account Number
- Cardholder Last Name
- Cardholder First Name
- Cardholder Middle Initial
- Central Bill Account
- Billed To Account
- Diversion Account
- Parent Merchant Name
- Merchant Name
- MCC
- MCC Description
- Merchant Address 1
- Merchant Address 2
- Merchant City
- Merchant State/Province
- Merchant Country
- Merchant Postal Code
- Transaction Code
- Transaction Code Reason Code
- Sales Tax
- Settled Currency
- Original Currency
- Original Amount
- Exchange Rate
- Item Description
- Item Unit Price Amount
- Item Quantity
- Item Detail Tax Amount
- Line Item Total
- Chart of Accounts
- Transaction Item COA Segment Value 1
- Transaction Item COA Segment Value 2
- Transaction Item COA Segment Value 3
- Transaction Item COA Segment Value 4
- Transaction Item COA Segment Value 5
- Transaction Item COA Segment Value 6
- Transaction Item COA Segment Value 7
- Transaction Item COA Segment Value 8
- Transaction Item COA Segment Value 9
- Transaction Item COA Segment Value 10
- Hierarchy ID
- Hierarchy Description
- Reference Number
- Transaction Convenience Check Number
- Transaction Authorization Number
- Customer Code
- Transaction Type
- Dispute Indicator
- Dispute Status
- Transaction Export Status Code
- Transaction Approval Status
- Approval Indicator 1
- Transaction Approver Name 1
- Approval Indicator 2
- Transaction Approver Name 2
- Approval Indicator 3
- Transaction Approver Name 3
- Approval Indicator 4
- Transaction Approver Name 4
- Approval Indicator 5
- Transaction Approver Name 5
- Custom Field Value 1
- Custom Field Value 2
- Custom Field Value 3
- Custom Field Value 4
- Custom Field Value 5
- Custom Field Value 6
- Custom Field Value 7
- Custom Field Value 8
- Custom Field Value 9
- Custom Field Value 10
- Transaction Notes
- Order ID
- Order Status
- Requestor

## Transaction Detail by Central Bill Account (Report # R070)

### Description

Use this report to review the transactions and accounts that have been charged to central bill accounts. Subtotals are provided for each cardholder and central bill

account, as well as a grand total for the entire report. This report is best viewed in PDF format.

Figure 95: Transaction Detail By Central Bill Account Report

**Transaction Detail by Central Bill Account**

Day Time Period: Generate Linkage

Selection Criteria: Transaction Type = Purchase AND Post Date Is Between 11/01/2019 AND 11/01/2019

Transaction Date	Post Date	Reference Number	Transaction ID	Merchant Name	MCC	Merchant City	Merchant State/Province	Transaction Amount	Transaction Type
Central Bill Account: 1047517600004112									
11/01/2019	11/01/2019	134171402304873000004119	179089980	HOOVERS MOVERS INC	8041	CORDOVA	WA	\$12.00	Purchase
11/01/2019	11/01/2019	155480791287910000004119	1791917980	AVIS RENT-A-CAR	8100	WACDO	WA	\$118.79	Purchase
11/01/2019	11/01/2019	75421380138110000004119	1791421380	CONGLIEN-HOTEL	7011	TAPES	WA	\$11.00	Purchase
11/01/2019	11/01/2019	29431176134134000004111	1781370900	VERDORA-LIQUO	4814	LITTLETON	CO	\$10.00	Purchase
11/01/2019	11/01/2019	10482299118110000004119	1791712800	DELORTE & TOUCHETTE	5200	214002000	NY	\$280.00	Purchase
11/01/2019	11/01/2019	1441388734000000004119	1782311800	SMALLPARTS.COM	5942	SEATTLE	WA	\$11.11	Purchase
11/01/2019	11/01/2019	75421380138110000004111	179089980	INTERNATIONAL TRANSACTION	0000	FEE	WA	\$1.00	Purchase
11/01/2019	11/01/2019	75421380138110000004119	179089980	CC 181 CONVENIENCE SH	5802	WA	WA	\$10.00	Convenience Check
11/01/2019	11/01/2019	144238813400000004119	1790918000	WWW.ADRICO	7907	631444700	NY	\$1,631.78	Purchase
11/01/2019	11/01/2019	75421380138110000004111	1781238000	SMALLPARTS.COM	5942	SEATTLE	WA	\$48.29	Purchase
11/01/2019	11/01/2019	152408813240000004112	1796813300	SEA/TWIGS	5800	888100702	TX	\$784.90	Purchase
11/01/2019	11/01/2019	15541888137884000004117	1791739000	SIGNPOSTS/STARS	5800	BELLEFLO	WA	\$1,624.00	Purchase
11/01/2019	11/01/2019	144238813400000004112	1791487800	LPSTOOD000000	4214	800-811-1448	NE	\$11.00	Purchase Check

© 2019 J.P.Morgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 Transaction Detail by Central Bill Account

Page 1 of 117

### Report Information Includes

- Transaction Date
- Post Date
- Reference Number
- Transaction ID
- Merchant Name
- MCC
- Merchant City
- Merchant State/Province
- Transaction Amount
- Transaction Type
- Sub-Total: Transaction(s) 0.00
- Sub-Total: Transaction(s) 0.00
- Grand Total: Transaction(s) 0.00

## Transaction Detail by Hierarchy (Report # R071)

### Description

Use this report to review 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. Subtotals are provided for each account

hierarchy and account number, as well as a grand total for the entire report. This report is best viewed in PDF format.

Figure 96: Transaction Detail by Hierarchy Report

**Transaction Detail by Hierarchy**

Clearance, Lookup

Time Date Filter: Selection Criteria: Transaction Type --- Parent AND Post Date Is Between 11/27/2014 AND 01/05/2015

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type
<b>ROOT MERCHANT</b>										
<b>BOYLE WATER 09679000000000</b>										
1770812000	11/18/2014	11/18/2014	INTERNATIONAL TRANSACTIONS	FEE	TX	9899	\$1.51	\$0.00	\$0.00	Purchase
1770731000	11/08/2014	11/08/2014	DELICATE & TOUCH MFG	211400100	NY	5800	\$2,480.00	\$0.00	\$0.00	Purchase
1770713000	11/18/2014	11/18/2014	COURTYARD BY MARRIOTT	BELLEVUE	WA	5800	\$1,814.94	\$0.00	\$0.00	Purchase
1770607000	11/08/2014	11/08/2014	ACADEMY-A-CAR	WACO	TX	5500	\$128.79	\$0.00	\$0.00	Purchase
1770447000	11/11/2014	11/11/2014	BOOVES SEWERS INC	CORDOVA	AR	5141	\$12.00	\$0.00	\$0.00	Purchase
1770268000	11/11/2014	11/11/2014	C-C 341 CONVENTS/ST. JANE UN		UT	6000	\$450.00	\$0.00	\$0.00	Concession/Charity
1770040000	11/18/2014	11/18/2014	DOMINGUE HOTEL	SARASOTA	FL	7011	\$113.95	\$0.00	\$0.00	Purchase
1770140000	11/08/2014	11/08/2014	REGENTRY	HOUSTON TX	TX	3000	\$0.00	(\$744.00)	\$0.00	Purchase
1769900000	11/18/2014	11/18/2014	VERIZON WIRE	LITTLETON	CO	4814	\$10.04	\$0.00	\$0.00	Purchase
1769640000	11/11/2014	11/11/2014	SMALLPARTS.COM	SEATTLE	WA	5942	\$48.20	\$0.00	\$0.00	Purchase
1769640000	11/08/2014	11/08/2014	UPS STORE	800-611-0448	AR	6718	\$12.00	\$0.00	\$0.00	Purchase
1769470000	11/08/2014	11/08/2014	SMALLPARTS.COM	SEATTLE	WA	5942	\$21.52	\$0.00	\$0.00	Purchase
1769263000	11/09/2014	11/09/2014	RAMBA ACROSS	601-644-7010	NY	7901	\$1,810.28	\$0.00	\$0.00	Purchase
1768930000	11/12/2014	11/12/2014	INTERNATIONAL TRANSACTIONS	FEE	TX	9899	\$1.20	\$0.00	\$0.00	Purchase
1767841000	11/11/2014	11/12/2014	AVO RENT-A-CAR	WACO	TX	5500	\$118.79	\$0.00	\$0.00	Purchase

© 2011 PaymentOne & Co. All rights reserved.  
 \*CONFIDENTIAL. THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.\*  
 Transaction Detail by Hierarchy

Page 1 of 119

### Report Information Includes

- Transaction ID
- Transaction Date
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Debit Amount
- Credit Amount
- Sales Tax
- Transaction Type
- Sub-Total: Transaction(s) 0.00 0.00 0.00
- Sub-Total: Transaction(s) 0.00 0.00 0.00
- Grand Total: Transaction(s) 0.00 0.00 0.00

## Transaction Detail by Parent Merchant (Report # R072)

### Description

Use this report to review the transactions and dollar amounts spent for each parent merchant. This report is best viewed in PDF format.

Figure 97: Transaction Detail by Parent Merchant Report

Transaction Detail by Parent Merchant												
Date Time Period											Clearing Ledger	
Selects Criteria: Transaction Type = Payment AND Post Date >= Beginning 11/07/2010 AND <= End 01/08/2011												
Merchant Name	Merchant City	Merchant State/Province	Merchant ZIP/Postal	MCC	Transaction Amount	Reference Number	Transaction ID	Last Name	First Name	Transaction Date	Post Date	
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$250.00	754003191000000001287	3757046000	BOE	KJ	11/12/2010	11/12/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000001171	3756522000	BOETLE	WALTER	11/12/2010	11/12/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000004267	3756681000	BOETLE	ALDO	11/10/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000001017	3757120000	BOE TEST	ROBERT CHEZKE	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000001181	3756960000	BOE TEST	ROBERT CHEZKE	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000000081	3756427000	BOE TEST	ROBERT CHEZKE	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000000000	3756842000	ADPLANE	JEFFERSON	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000000200	3757203000	BOE TEST	ROBERT CHEZKE	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000000011	3757100000	PROBE	AGART	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000001177	3757100000	BOETLE	WALTER	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000000171	3756900000	BOE	KJ	11/09/2010	11/10/2010	
CHE												
CC IHU CONVENIENCE CEN	CEN	CEN		5800	\$150.00	754003191000000001141	3756403000	STARSHIP	JEFFERSON	11/07/2010	11/07/2010	
CHE												
<b>CC IHU CONVENIENCE CEN Sub-Total:</b>					<b>\$8,000.00</b>							
<b>Parent Merchant Name: AVIS RENT A CAR</b>												
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	311480791387310000000002	3117388000	BOETLE	ALDO	12/15/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000001000	3116471000	BOE	KJ	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000001174	3117044000	PROBE	AGART	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000000002	3116477000	BOETLE	WALTER	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000001014	3117121000	ADPLANE	JEFFERSON	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000000002	3108441000	BOE TEST	ROBERT CHEZKE	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000000100	3117100000	BOE TEST	ROBERT CHEZKE	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000001178	3117127000	BOE TEST	ROBERT CHEZKE	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000000000	3108441000	BOE TEST	ROBERT CHEZKE	12/14/2010	01/05/2011	
AVIS RENT A CAR	WACO	TX	76799	5800	\$118.79	3114807913873100000001100	3117040000	STARSHIP	JEFFERSON	12/14/2010	01/05/2011	

Report Information Includes

- Merchant Name
- Merchant City
- Merchant State/Province
- Merchant ZIP/Postal
- MCC
- Transaction Amount
- Reference Number
- Transaction ID
- Last Name
- First Name
- Transaction Date
- Post Date
- Sub-Total: Transaction(s)
- Grand Total: Transaction(s)

## Transaction Detail with Accounting Codes and Notes (Report # R073)

### Description

Use this report to review transactions with their account codes, notes and custom fields. Transactions as well as line items are included. Payments are excluded from this report. This report is best viewed in PDF format.

---

**Note:** Although not indicated in the user interface, this report is optimized for Excel. Make certain to select MS Excel from the Report Format drop-down when running this report.

---

**Note:** The Transaction Detail with Accounting Codes and Notes report is not displaying the information in the requested order sequence (ascending/descending). Use a spreadsheet program, such as Microsoft Excel to manually sort the report as needed.

---

**Note:** Custom fields within the Transaction Detail with Accounting Codes and Notes report (#R073) are sorted inconsistently from transaction to transaction. The report sorts custom fields by the custom field value in each transaction. Therefore, two transactions with the same custom fields might display in different orders based on the supplied values. Although the custom fields may display in a different order, the data in the custom fields is correct.

Use the Transaction Detail - MS Excel Report (#R069E) to view custom fields in the correct order.

---

Figure 98: Transaction Detail with Accounting Codes and Notes Report

Transaction Detail with Accounting Codes and Notes												
Date Type: Present											Business Language	
Selection Criteria: Transaction Type = Payment AND Post Date Is Between 12/07/2014 AND 01/08/2015												
Transaction ID	Last Name	First Name	Account Number	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Sales Tax	Transaction Amount	Transaction Type
234071880	WALTER	ARNO	100717000000010	12/15/2014	01/07/2015	NOCTURNE 100110171700010	00441070	TX	000	\$0.00	(\$794.00)	Payment
234071890	ELIOT	ROBERT CHEYRE	100717000000010	12/15/2014	01/07/2015	NOCTURNE 100110171700010	00441070	TX	000	\$0.00	(\$794.00)	Payment
234071900	ARPLAGE	JEFFERSON	100717000000010	12/15/2014	01/07/2015	NOCTURNE 100110171700010	00441070	TX	000	\$0.00	(\$794.00)	Payment
Chart of Accounts				A Detailed Point-to-Point Detail Report								
234071920	PHONG	THOMAS	100717000000010	12/15/2014	01/07/2015	NOCTURNE 100110171700010	00441070	TX	000	\$0.00	(\$794.00)	Payment
234071930	SCARLETT	JEFFERSON	100717000000010	12/15/2014	01/07/2015	NOCTURNE 100110171700010	00441070	TX	000	\$0.00	(\$794.00)	Payment
234081100	ROBERT	ROBERT CHEYRE	100717000000010	12/15/2014	01/07/2015	NOCTURNE 100110171700010	00441070	TX	000	\$0.00	(\$794.00)	Payment
<b>Grand Total:</b>							3,120 Transaction(s)		000	0.00	(\$2,776,000)	

### Report Information Includes

- Transaction ID
- Last Name
- First Name
- Account Number
- Transaction Date
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Sales Tax
- Transaction Amount
- Transaction Type
- Grand Total: Transaction(s) 0.00 0.00

## Transaction Detail with Level III Airline Data (Report # R074E)

### Description

Use this report to review transaction details and the associated airline addendum data (Level III). When viewing Level III airline data, columns for all Level III airline

data is visible but data is only populated for the addendum information provided by the processor. This report is best viewed in Excel.

Figure 99: Transaction Detail with Level III Airline Data Report

	A	B	C	D	E	F	G	H	I	J	K
1	Hierarchy Level	Hierarchy ID	Hierarchy Description	Account Number	Account Type	Cardholder First Name	Cardholder Middle Name	Cardholder Last Name	Account Balance	Open Date	Closed Date
2	3	GREFF	GREFF ABC CO	4807000000000000	I	CORY		PEREBO	1204.20	08-21-2009	
3	3	FLORIDA	STATE	4807000000000000	I	DAV		HENDERSON	1204.20	05-09-2002	
4	3	FLORIDA	STATE	4807000000000000	I	DAV		HENDERSON	1204.20	05-09-2002	
5	3	GREFF	GREFF ABC CO	4807000000000000	I	J		WIDSON	1204.20	05-09-2002	
6	3	GREFF	GREFF ABC CO	4807000000000000	I	J		WIDSON	1204.20	05-09-2002	
7	3	UNASSIGNED	UNASSIGNED	4807000000000000	I	IAKE		WINTER	1204.20	08-21-2009	
8	3	UNASSIGNED	UNASSIGNED	4807000000000000	I	IAKE		WINTER	1204.20	08-21-2009	
9	3	UNASSIGNED	UNASSIGNED	4807000000000000	I	CHAD		SEMPNEY	-2410.84	04-18-2010	

## Report Information Includes

- Hierarchy Level
- Hierarchy ID
- Hierarchy Description
- Account Number
- Account Type
- Cardholder First Name
- Cardholder Middle Name
- Cardholder Last Name
- Account Balance
- Account Opened Date
- Account Closed Date
- Diversion Account Number
- PaymentNet Transaction ID
- Transaction Date
- Transaction Posting Date
- Transaction Amount
- Transaction Sales Tax Amount
- Transaction Original Amount
- Transaction Currency Code
- Transaction Code
- Transaction Reason Code
- Transaction Code Description
- Merchant PaymentNet ID
- Merchant Tax Payer ID
- Merchant Name
- Merchant Street Address
- Merchant City Name
- Merchant State
- Merchant Postal Code
- Merchant Country
- MCC
- MCC Description
- MCC Type
- T & E Type
- Transaction Addendum Indicator
- Passenger Name
- Ticket Number
- Exchange Ticket Number
- Exchange Ticket Amount
- Total Fare Amount
- Total Tax Amount
- Total Fee Amount
- Internet Indicator
- Electronic Ticket Indicator
- Travel Agency Code
- Travel Agency Name
- Agency Code
- Departure Date
- Arrival Date
- Carrier Code
- Carrier Code Description
- Flight Number
- Leg Number
- Originating City Code
- Destination City Code
- Fare Basis Code
- Conjunction Ticket Number
- Transaction Flags
- Transaction Authorization Number
- Transaction Check Number
- Transaction Customer Code
- Source Currency Exchange Rate
- US Dollar Currency Exchange Rate
- Interchange Fee Amount
- Transaction Created Date
- Transaction Addendum Type
- Transaction Approval Status ID

## Transaction Detail with Level III Car Rental Data (Report # R075E)

### Description

Use this report to review 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 are visible but data is only populated for the addendum information provided by the processor. This report is best viewed in Excel.

Figure 100: Transaction Detail with Level III Car Rental Data Report

	A	B	C	D	E	F	G	H	I	J
1	Hierarchy Level	Hierarchy Name	Hierarchy Description	Account Number	Account Type	Cardholder First Name	Cardholder Middle Name	Cardholder Last Name	Account Balance	Account Opened On
2		ABC COMPANY	COMPANY 1	4870000000000000	2	A.		BLACKBURN	12004.20	03-09-2002
3		*100	FEE	4870000000000000	2	DAVE		OGDAN	12004.20	03-09-2002
4		*100	FEE	4870000000000000	2	DAVE		OGDAN	12004.20	03-09-2002
5		UNASSIGNED	UNASSIGNED	4870000000000000	2	CHAD		MEYER	-3400.84	06-18-2008
6		GRFF	GRFF ABC CO	4870000000000000	2	F		WILSON	12004.20	03-09-2002
7		*100	FEE	4870000000000000	2	DAVE		OGDAN	12004.20	03-09-2002
8		GRFF	GRFF ABC CO	4870000000000000	2	F		WILSON	12004.20	03-09-2002
9		UNASSIGNED	UNASSIGNED	4870000000000000	2	BEV		CLEMON	12004.20	03-09-2002

## Report Information Includes

- Hierarchy Level
- Hierarchy Name
- Hierarchy Description
- Account Number
- Account Type
- Cardholder First Name
- Cardholder Middle Name
- Cardholder Last Name
- Account Balance
- Account Opened Date
- Account Closed Date
- Diversion Account Number
- PaymentNet Transaction ID
- Transaction Date
- Transaction Posting Date
- Transaction Amount
- Transaction Sales Tax Amount
- Transaction Original Amount
- Transaction Currency Code
- Transaction Code
- Transaction Reason Code
- Transaction Code Description
- Merchant PaymentNet ID
- Merchant Tax Payer ID
- Merchant Name
- Merchant Street Address
- Merchant City Name
- Merchant State
- Merchant Postal Code
- Merchant Country
- MCC
- MCC Description
- MCC Type
- T & E Type
- Transaction Addendum Indicator
- Agreement Number
- Renter Name
- Return City Name
- Return State Code
- Return Date
- Return Location Text
- Customer Service Number
- Class Code
- Daily Rate
- Weekly Rate
- Mileage Rate
- Total Miles Number
- Maximum Free Miles Number
- Insurance Amount
- Adjustment Amount
- Program Code
- Check Out Date
- Tax Amount
- Tax Rate
- Tax Type Code
- Tax Rate Exponent Number
- Days Rented Count
- No Show Indicator
- Extra Amount
- Fuel Amount
- One Way Amount
- Towing Amount
- Extended Mileage Amount
- Late Return Amount
- Value Added Tax Amount
- Phone Amount
- Other Charge Amount
- Transaction Authorization Number
- Transaction Check Number
- Transaction Customer Code
- Source Currency Exchange Rate
- US Dollar Currency Exchange Rate
- Interchange Fee Amount
- Transaction Created Date
- Transaction Addendum Type
- Transaction Approval Status ID

## Transaction Detail with Level III Data (Report # R076E)

### Description

Use this report to monitor the purchases for each account. Transactions as well as line items are included and payments are excluded from this report. Subtotals are provided for each cardholder and central bill account, as well as a grand total for the entire report. This report is best viewed in Excel.

Due to the large amount of information, this report is best viewed in Excel format. It is not suggested to run a PDF format.

**Note:** Although not indicated in the user interface, this report is optimized for Excel. Make certain to select MS Excel from the Report Format drop-down when running this report.

Figure 101: Transaction Detail with Level III Data Report

Last Name	Firm Name	Account	Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount
BLACKBURN	WELLS	4871000000000000	909049001	02-02-2012	02-02-2012	USA	800-411-1948	Ga	5214	20.00	
			9090497001	02-07-2012	02-08-2012	USA AIR	800-2212121	MS	7000	8.00	(1.00)
			9090497001	02-07-2012	02-08-2012	USA AIR	800-2212121	MS	7000	8.00	(1.00)
			9181495001	02-06-2012	02-06-2012	ALAMAR REUT-A-CAR	PHOENIX	AZ	7187	84.89	
			9090498001	02-18-2012	02-19-2012	ALAMAR REUT-A-CAR	PHOENIX	AZ	7187	84.89	
			10773710001	02-18-2012	02-14-2012	PEDEX AC0000	WOODBRURY	MS	7188	27.40	
			10773710001	02-18-2012	02-14-2012	PEDEX AC0000	WOODBRURY	MS	7188	27.40	
			10778470001	02-30-2012	02-29-2012	ALAMAR REUT-A-CAR	PHOENIX	AZ	7187	84.89	
			10781410001	02-28-2012	02-30-2012	CONFIDENTIAL	HOLYWOOD	CA	7081	927.70	

## Report Information Includes

- Last Name
- First Name
- Account
- Transaction ID
- Transaction Date
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Debit Amount
- Credit Amount
- Sales Tax Transaction Type
- Level III Detail Type
- Additional Order Date
- Business To Business Cost Center Number
- Business To Business Net Amount
- Business To Business Payment Method Code
- Business To Business Reimbursement Fee Amount
- Business To Business Settlements Days Count
- Customer Code
- Duty Amount
- Freight Amount/Item Commodity Text
- Purchasing Item Detail Tax Rate
- Item Detail Tax Type Code
- Item Detail Tax Type Text
- Item Product Code
- Item Unit of Measure
- Item Value Added Tax Amount
- Item Value Added Tax Rate
- Merchant Reference Number
- Order Date
- Purchase Timestamp
- Source Postal Code
- Tax Collection Indicator
- Tax Included Code
- Value Added Tax Invoice Number
- Ticket Number
- Exchange Ticket Amount
- Exchange Ticket Number
- Total Fare Amount
- Total Fee Amount
- Travel Agency Code
- Travel Agency Name
- Agency Code
- Passenger Name
- Internet Indicator
- Airline Electronic Ticket Indicator
- Carrier Code
- Carrier Code Description
- Originating Airline City Code
- Destination Airline City Code
- Item Stop Over Code
- Item Fare Basis Code
- Item Leg Number
- Item Coupon Number
- Item Conjunction
- Ticket Number
- Item Flight Number
- Item Departure Date
- Item Arrival Date
- Arrival Date
- Bill Adjustment Amount

- Business Center Charge
- Amount Card
- Government Identification Number
- Customer Service Telephone Number
- Departure Date
- Extra Charge Type Code
- Folio Advances
- Amount Folio Number
- Food Charges Amount
- Gift Shop Charge Amount
- Health Club Charge Amount
- Lodging Laundry Charge Amount
- Length of Stay Duration
- Minibar Charge Amount
- Movie Charge Amount
- Other Service Code
- Phone Charge Amount
- Prepaid Amount
- Property Telephone Number
- Restaurant Room Service Amount
- Room Rate
- Room Tax Amount
- Sending Interbank Card Association Number
- Tax Exponent Number
- Total Non Room Charge Amount
- Valet Parking Charge Amount
- Valet Parking Charge Amount
- Adjustment Amount
- Agreement Number
- Checkout Date
- Class Code
- Customer Service Number
- Daily Rate
- Daily Rate
- Extended Mileage Amount
- Extra Amount
- Fuel Amount
- Insurance Amount
- Late Return Amount
- Car Rental Maximum Free Miles Number
- Weekly Rate
- Alternate Tax Indicator Text
- City Motor Tax Amount
- Company Vehicle Number
- County Motor Tax Amount
- Coupon Discount Amount
- Customer Criteria Text
- Detail Tax Rate Exponent Number
- Detail Type Code
- Discount Rate
- Driver Number
- Extended Item Amount
- Federal Excise Tax Amount
- Fuel Brand
- Gross Price Amount
- Item
- Alternate Tax Indicator
- Item Applicable Tax Text
- Item Detail Tax Type Indicator
- Item Discount Indicator
- Item Effective Date
- Item Extended Item Amount
- Item Gross
- Non-Fuel Amount
- Item Line
- Item Date
- Item Line
- Item Order Date
- Item Commodity Code
- Item
- Line Item Total Amount
- Item Local Tax
- Include Indicator
- Item Message Text
- Item Net Gross Indicator
- Fleet Item Net Non-Fuel Amount
- Item Product 1 Code
- Item Product 2 Code
- Item Product 3 Code
- Item Product 4 Code
- Item Product 5 Code
- Item Product 6 Code
- Item Product 7 Code
- Item Product 8 Code
- Odometer Reading Number
- Product Code (description)
- Product Identifier
- Purchase Date
- Purchase Type Code
- Sale Amount
- Service Code
- State Motor Tax Amount
- Tax Debit Credit Indicator
- Tax Exempt Amount
- Unit Cost Amount
- Unit Price Amount Value
- Added Tax Type Code
- Courier Name
- Customer Reference Number
- Delivery Date
- Descriptor Code
- Destination Contact Name
- Incentive Amount
- Net Amount
- Shipping Services Origination Contact Name
- Origination Postal Code
- Package Quantity
- Pickup Date
- Purchase IdentifierText
- Purchase IdentifierText
- Sender Name
- Shipping Amount
- Tracking Number
- Weight
- Quantity
- Cost Center Number
- Employee Government identification Number
- Employee Government Identification Type identifier
- End Date
- Flat Rate Indicator
- Job Code
- Job Description
- Message Identifier Text
- Miscellaneous Expense Amount
- Occurs Sequence Number

- Mileage Rate
- One Way Amount
- Phone Amount
- Regular Mileage Amount
- Renter Name
- Return City Name
- Return Date
- Return Location Text
- Return State Code
- Total Miles Number
- Towing Amount
- Quantity
- Item Shipping Tax Rate
- Item Tax Amount
- Item Tax Rate
- Item Tax Type Code
- Miscellaneous Exemption Indicator
- Miscellaneous Non Fuel Tax Amount
- Net Fuel Price Amount
- Net Gross Indicator
- Net Non Fuel Price Amount
- Original Message Format Code
- Temporary Services Overtime Hours Quantity
- Overtime Rate
- Purchase Identification Text
- Rate
- Regular Hours Quantity
- Regular Hours Rate
- Requestor Name
- Start Date
- Subtotal Amount
- Supervisor Name
- Tax Type Applied Code
- Temporary Employee Name
- Time Sheet Number
- Total Tax
- Collected Indicator
- Acceptor Government Identification Number
- Commodity Code
- Customer Value Added Tax Registration Number
- Description
- Destination Postal Code
- Detail Tax Amount
- Detail Tax Rate
- Detail Tax Type Code
- Discount Amount
- Item Amount
- Item Description
- Item Detail Tax Amount
- Item Discount Amount
- Item Discount Rate
- Item Quantity
- Item Sequence Number
- Item Total Amount
- Item Unit of Measure Text
- Common Fields Item Unit Price Amount
- Local Tax Amount
- Merchant Value Added Tax Registration Number Message Text
- National Tax Amount
- No Show Indicator
- Other Charge Amount
- Other Tax Amount
- Program Code
- Sequence Number
- Source Code
- Tax Amount
- Tax Rate
- Tax Rate Exponent
- NumberTax Type Code
- Total Tax Amount
- Unit of Measure Text
- Value Added Tax Amount
- Value Added Tax Rate

## Transaction Detail with Level III Lodging Data (Report # R077E)

### Description

Use this report to review transaction details and the associated lodging addendum data (Level III). When viewing Level III lodging data, columns for all Level III lodging data are visible but data is only populated for the addendum information provided by the processor. This report is best viewed in Excel.

Figure 102: Transaction Detail with Level III Lodging Data Report

	A	B	C	D	E	F	G	H	I	J	K
1	Hierarchy Level	Hierarchy ID	Hierarchy Description	Account Number	Account Type	Cardholder First Name	Cardholder Middle Name	Cardholder Last Name	Account Balance	Open Date	Closed Date
2	3	GRFF	GRFF ABC CO	4807000000000000	I	CORY		PERERO	12054.20	08/21/2009	
3	3	GRFF	GRFF ABC CO	4807000000000000	I	CORY		PERERO	12054.20	08/21/2009	
4	3	FLORIDA	STATE	4807000000000000	I	DAV		HENDERSON	12054.20	05/09/2002	
5	3	FLORIDA	STATE	4807000000000000	I	DAV		HENDERSON	12054.20	05/09/2002	
6	3	GRFF	GRFF ABC CO	4807000000000000	I	J		HUDAGU	12054.20	05/09/2002	
7	3	GRFF	GRFF ABC CO	4807000000000000	I	J		HUDAGU	12054.20	05/09/2002	
8	2	UNASSIGNED	UNASSIGNED	4807000000000000	I	LAKE		MENTER	12054.20	08/21/2009	
9	2	UNASSIGNED	UNASSIGNED	4807000000000000	I	LAKE		MENTER	12054.20	08/21/2009	

## Report Information Includes

- Hierarchy Level
- Hierarchy ID
- Hierarchy Description
- Account Number
- Account Type
- Cardholder First Name
- Cardholder Middle Name
- Cardholder Last Name
- Account Balance
- Open Date
- Closed Date
- Diversion Account
- Transaction ID
- Transaction Date
- Post Date
- Transaction Amount
- Sales Tax
- Original Amount
- Currency Code
- Transaction Code
- Transaction Reason Code
- Transaction Code Description
- Merchant ID
- TaxPayer ID
- Merchant Name
- Merchant Address
- Merchant City
- Merchant State
- Merchant Zip/Postal
- Merchant Country
- MCC
- MCC Description
- MCC Type
- Transaction Addendum Indicator
- T & E Type
- Arrival Date
- Departure Date
- Folio Number
- Property Telephone Number
- Customer Service Telephone Number
- Room Rate
- Room Tax
- Program Code
- Phone Charge Amount
- Restaurant Room Service Amount
- Minibar Charge Amount
- Gift Shop Charge Amount
- Laundry Charge Amount
- Other Service Code
- Other Charge Amount
- Bill Adjustment Amount
- No Show Indicator
- Tax Amount
- Food Charges Amount
- Length of Stay Duration
- Prepaid Amount
- Folio Advances Amount
- Valet Parking Charge Amount
- Movie Charge Amount
- Business Center Charge Amount
- Health Club Charge Amount
- Total Non Room Charge Amount
- Transaction Authorization Number
- Transaction Check Number
- Customer Code
- Source Currency Exchange Rate
- Exchange Rate
- Interchange Fee Amount
- Transaction Created Date
- Transaction Addendum Type
- Transaction Approval Status

## Transaction Detail with Level III Purchasing Data (Report # R078E)

### Description

Use this report to review transaction details and the associated purchasing addendum data (Level III). When viewing Level III purchasing data, columns for all Level III purchasing data are visible but data is only populated for the addendum information provided by the processor. This report is best viewed in Excel.

Figure 103: Transaction Detail with Level III Purchasing Data Report

	A	B	C	D	E	F	G	H	I	J
	Hierarchy Level	Hierarchy Name	Hierarchy Description	Account Number	Account Type	Cardholder First Name	Cardholder Middle Name	Cardholder Last Name	Account Balance	Account Opened On
2	1	ROOT	ROOT	4817000000000000	1	WEL		WELAND	1204.20	01-08-2002
3	1	ROOT	ROOT	4817000000000000	1	WEL		WELAND	1204.20	01-08-2002
4	1	FLORIDA	STATE	4819000000000000	1	DAI		DEWBREAN	1204.20	01-08-2002
5	1	FLORIDA	STATE	4819000000000000	1	DAI		DEWBREAN	1204.20	01-08-2002
6	1	UNASSIGNED	UNASSIGNED	4819000000000000	1	CHAD		MURPHY	-2405.84	08-18-2010
7	1	UNASSIGNED	UNASSIGNED	4819000000000000	1	CHAD		MURPHY	-2405.84	08-18-2010
8	2	760	PER	4819000000000000	1	DAVE		OGDAN	1204.20	01-08-2002
9	1	760	PER	4819000000000000	1	DAVE		OGDAN	1204.20	01-08-2002
10	1	ROOT	ROOT	4817000000000000	1	SLATT		MOORE	1204.20	01-08-2002
11	1	ROOT	ROOT	4817000000000000	1	SLATT		MOORE	1204.20	01-08-2002

## Report Information Includes

- Hierarchy Level
- Hierarchy Name
- Hierarchy Description
- Account Number
- Account Type
- Cardholder First Name
- Cardholder Middle Name
- Cardholder Last Name
- Account Balance
- Account Opened Date
- Account Closed Date
- Diversion Account Number
- PaymentNet Transaction ID
- Transaction Date
- Transaction Posting Date
- Transaction Amount
- Transaction Sales Tax Amount
- Transaction Original Amount
- Transaction Currency Code
- Transaction Code
- Transaction Reason Code
- Transaction Code Description
- Merchant PaymentNet ID
- Merchant Tax Payer ID
- Merchant Name
- Merchant Street Address
- Merchant City
- Merchant State
- Merchant Postal Code
- Merchant Country
- MCC
- MCC Description
- MCC Type
- Transaction Addendum Indicator
- Customer Code
- Tax Amount
- Freight Amount
- Destination Postal Code
- Source Postal Code
- Merchant Reference Number
- Detail Tax Amount
- Detail Tax Rate
- Detail Tax Type
- Duty Amount
- Line Item Sequence Number
- Item Product Code
- Item Description
- Item Quantity
- Item Unit of Measure
- Item Amount
- Item Discount Amount
- Item Discount Rate
- Item Total Amount
- Item Unit Price Amount
- Item Detail Tax Amount
- Item Detail Tax Rate
- Item Detail Tax Type
- Local Tax Amount
- Tax Included Code
- National Tax Amount
- Merchant Value Added Tax Registration Number
- Customer Value Added Tax Registration Number
- Commodity Code
- Other Tax Amount
- Discount Amount
- Value Added Tax Invoice Number
- Order Date
- Value Added Tax Amount
- Value Added Tax Rate
- Purchase Timestamp
- Additional Order Date
- Business to Business Payment Method Code
- Business to Business Reimbursement Fee Amount
- Currency Identifier
- Business to Business Settlement Days Count
- Business to Business Net Amount
- Business to Business Cost Center
- Item Commodity Text
- Item Value Added Tax Amount
- Item Value Added Tax Rate
- Transaction Authorization Number
- Transaction Check Number
- Transaction Customer Code
- Source Currency Exchange Rate
- US Dollar Currency Exchange Rate
- Interchange Fee Amount
- Transaction Created Date
- Transaction Addendum Type
- Transaction Approval Status ID

## Transaction Detail with Page Breaks (Report # R079)

### Description

Use this report to review all the purchases made for each account. Since each account's activity is detailed on a separate page, this report can be printed and given to cardholders that do not have access to PaymentNet to review their transactions. Transactions as well as line items are included. Payments are excluded from this report. This report is best viewed in PDF format.

Figure 104: Transaction Detail with Page Breaks Report

**Transaction Detail with Page Breaks**

Date Time Period: Currency: Linkage

Select Criteria: Transaction Type -- Payment AND Post Date Is Between 11/01/2010 AND 11/01/2011

Transaction ID	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax	Transaction Type	
ADPLA11_001	11/01/2010	11/01/2010	INTERNATIONAL FEE		US	9899	\$1.50	\$0.00	\$0.00	Payment	
177003002	11/01/2010	11/01/2010	TRANSACTION COUNTRYARD BY MARRIOTT	BELLEVUE	WA	5400	\$1,024.90	\$0.00	\$0.00	Payment	
177102002	11/01/2010	11/01/2010	DELOTTE & TOUCHE	212401010		90	2.00	\$2,000.00	\$0.00	Payment	
177400000	11/01/2010	11/01/2010	BEVYTERA MURDER INC	CORONA	AR	5140	\$13.00	\$0.00	\$0.00	Payment	
177504000	11/01/2010	11/01/2010	DOMS WEA HOTEL	TAMBI	US	7011	\$13.00	\$0.00	\$0.00	Payment	
177601000	11/01/2010	11/01/2010	AVIS RENT A CAR	WACO	TX	3100	\$14.30	\$0.00	\$0.00	Payment	
177604000	11/01/2010	11/01/2010	CC HI	UN	US	0000	\$10.00	\$0.00	\$0.00	Customer Check	
177605000	11/01/2010	11/01/2010	CONVENIENCE CHE								
177607000	11/01/2010	11/01/2010	Radio Shack	ADIRCO	011440 9100	570	2.00	\$1,015.25	\$0.00	\$0.00	Payment
177607000	11/01/2010	11/01/2010	SPY4MOMENTARY	000 011 1000	AR	4214	\$17.00	\$0.00	\$0.00	Payment	
177608000	11/01/2010	11/01/2010	SCUDINETS	000110101	TX	5300	\$0.00	\$2,704.000	\$0.00	Payment	
178002000	11/01/2010	11/01/2010	SMALLPARTS.COM	SEATTLE	WA	5900	\$11.30	\$0.00	\$0.00	Payment	
178103000	11/01/2010	11/01/2010	VERIZON WIRE	LITTLETON	CO	4814	\$10.00	\$0.00	\$0.00	Payment	
178200000	11/01/2010	11/01/2010	SMALLPARTS.COM	SEATTLE	WA	5900	\$44.20	\$0.00	\$0.00	Payment	
178604000	11/12/2010	11/12/2010	COUNTRYARD BY MARRIOTT	BELLEVUE	WA	5400	\$1,024.90	\$0.00	\$0.00	Payment	

© 2011 JPMorgan Chase & Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA UNAUTHORIZED CUE PROHIBITED\*  
 Transaction Detail with Page Breaks

Report Information Includes

- Transaction ID
- Transaction Date
- Post Date
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Debit Amount
- Credit Amount
- Sales Tax
- Transaction Type
- Sub-Total: Transaction(s) 0.00 0.00 0.00

## Transaction Detail with Payments (Report # R080)

### Description

Use this report to review the purchases and payments for each account. This report is best viewed in PDF format.

**Note:** Although not indicated in the user interface, this report is optimized for Excel. Make certain to select MS Excel from the Report Format drop-down when running this report.

Figure 105: Transaction Detail with Payments Report

Transaction Detail with Payments						
Date/Time Printed:				Orientation: Portrait		
Selection Criteria: Post Date Is Between 11/07/2010 AND 01/05/2011						
Transaction Date	Post Date	Transaction Amount	Merchant Name	Merchant City	Merchant State/Province	MCC
12/02/2010	12/02/2010	\$21.52	SMALLPARTS.COM	SEATTLE	WA	5942
12/02/2010	12/02/2010	\$3,630.28	Kimhae_AZDECO	851-844-7010	NY	7361
12/03/2010	12/03/2010	\$133.05	DONG HWA HOTEL	TAIPEI	UN	7011
12/06/2010	12/06/2010	\$30.84	VERIZON-LDDB	LITTLETON	CO	4814
12/06/2010	12/06/2010	\$1.33	INTERNATIONAL TRANSACTION	FEE	UN	0000
12/03/2010	12/06/2010	\$21.52	SMALLPARTS.COM	SEATTLE	WA	5942
12/06/2010	12/06/2010	\$32.00	HOOVERS MOVERS INC	CORDOVA	AK	7341
12/03/2010	12/06/2010	\$2,060.00	DELGHTTE & TOUCHE MPO	212-6803350	NY	1309
12/03/2010	12/06/2010	\$3,630.28	Kimhae_AZDECO	851-844-7010	NY	7361
12/06/2010	12/06/2010	\$350.00	CC 161 CONVENIENCE CHK	UN	UN	0000
11/26/2010	11/26/2010	\$40.29	SMALLPARTS.COM	SEATTLE	WA	5942
11/23/2010	11/24/2010	\$32.06	UPS#0000008890	300-811-1648	AB	4218
11/26/2010	11/26/2010	\$3,634.96	COURTYARD BY MARRIOTT	BELLEVUE	WA	3600
11/29/2010	11/29/2010	\$133.05	DONG HWA HOTEL	TAIPEI	UN	7011
11/26/2010	11/26/2010	\$1.33	INTERNATIONAL TRANSACTION	FEE	UN	0000
11/24/2010	11/26/2010	\$138.79	AVIS RENT-A-CAR	WACO	TX	8109
11/23/2010	11/24/2010	\$21.52	SMALLPARTS.COM	SEATTLE	WA	5942
11/29/2010	11/29/2010	\$3,634.96	COURTYARD BY MARRIOTT	BELLEVUE	WA	3600
12/01/2010	12/01/2010	\$133.05	DONG HWA HOTEL	TAIPEI	UN	7011
11/29/2010	11/29/2010	\$30.84	VERIZON-LDDB	LITTLETON	CO	4814
12/01/2010	12/01/2010	\$1.33	INTERNATIONAL TRANSACTION	FEE	UN	0000
<b>R2-TEST/ROHIT CHERE 5567537600004729 Sub-Total:</b>			514 Transaction(s)	(510,998.44)		
<b>Grand Total:</b>			5,340 Transaction(s)	542,983.76		

© 2011 JPMorgan Chase & Co. All rights reserved.  
 "CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED."  
 Transaction Detail with Payments

## Report Information Includes

- Transaction Date
- Post Date
- Transaction Amount
- Merchant Name
- Merchant City
- Merchant State/Province
- MCC
- Sub-Total: Transaction(s) 0.00
- Grand Total: Transaction(s) 0.00

## Transaction Detail with Purchase Addendum (Report # R081)

### Description

Use this report to review those transactions with purchasing addendum. The report groups the transactions by cardholder. This report is best viewed in PDF format.

---

**Note:** Although not indicated in the user interface, this report is optimized for Excel. Make certain to select MS Excel from the Report Format drop-down when running this report.

---

Figure 106: Transaction Detail with Purchase Addendum Report

**Transaction Detail with Purchase Addendum**

Clear Your Printer Document Language

Selection Criteria: Transaction Type = Payment A/D Post Date 0 Between 11/01/2010 AND 01/01/2011

Transaction Date	Post Date	Transaction ID	Merchant Name	Merchant City	Merchant State/Province	MCC	Debit Amount	Credit Amount	Sales Tax																				
01/06/2010	01/06/2010	178121001	SMALLPARTS.COM	SEATTLE	WA	5942	823.32	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Evonox 20 Diaphragm</td> <td>80.00</td> <td>80.00</td> <td>30012FAT02</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS																								
01/06/2010	01/06/2010	178122003	SMALLPARTS.COM	SEATTLE	WA	5942	148.20	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Waters 10-CC-1 (Re-Design)</td> <td>148.20</td> <td>148.20</td> <td>27102C40</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Waters 10-CC-1 (Re-Design)	148.20	148.20	27102C40	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Waters 10-CC-1 (Re-Design)	148.20	148.20	27102C40	PCS																								
01/11/2010	01/11/2010	180720101	SMALLPARTS.COM	SEATTLE	WA	5942	823.32	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Evonox 20 Diaphragm</td> <td>80.00</td> <td>80.00</td> <td>30012FAT02</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS																								
01/11/2010	01/11/2010	180740101	SMALLPARTS.COM	SEATTLE	WA	5942	148.20	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Waters 10-CC-1 (Re-Design)</td> <td>148.20</td> <td>148.20</td> <td>27102C40</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Waters 10-CC-1 (Re-Design)	148.20	148.20	27102C40	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Waters 10-CC-1 (Re-Design)	148.20	148.20	27102C40	PCS																								
01/11/2010	01/11/2010	181740301	SMALLPARTS.COM	SEATTLE	WA	5942	823.32	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Evonox 20 Diaphragm</td> <td>80.00</td> <td>80.00</td> <td>30012FAT02</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS																								
01/11/2010	01/11/2010	182010001	SMALLPARTS.COM	SEATTLE	WA	5942	148.20	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Waters 10-CC-1 (Re-Design)</td> <td>148.20</td> <td>148.20</td> <td>27102C40</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Waters 10-CC-1 (Re-Design)	148.20	148.20	27102C40	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Waters 10-CC-1 (Re-Design)	148.20	148.20	27102C40	PCS																								
01/14/2010	01/17/2010	181140001	SMALLPARTS.COM	SEATTLE	WA	5942	823.32	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Evonox 20 Diaphragm</td> <td>80.00</td> <td>80.00</td> <td>30012FAT02</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS																								
01/17/2010	01/17/2010	182010001	SMALLPARTS.COM	SEATTLE	WA	5942	148.20	00.00	00.00																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;"><b>Quantity</b></td> <td style="width: 10%;"><b>Description</b></td> <td style="width: 10%;"><b>Unit Price</b></td> <td style="width: 10%;"><b>Line Item Total</b></td> <td style="width: 10%;"><b>Product Code</b></td> <td style="width: 10%;"><b>Unit of Measure</b></td> <td colspan="4"></td> </tr> <tr> <td>1.00</td> <td>Evonox 20 Diaphragm</td> <td>80.00</td> <td>80.00</td> <td>30012FAT02</td> <td>PCS</td> <td colspan="4"></td> </tr> </table>										<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>					1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS				
<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Line Item Total</b>	<b>Product Code</b>	<b>Unit of Measure</b>																								
1.00	Evonox 20 Diaphragm	80.00	80.00	30012FAT02	PCS																								

© 2010 IPolygon Chase & Co. All rights reserved.  
 "GOVERNMENT - THIS REPORT CONTAINS SENSITIVE DATA, UNAUTHORIZED USE PROHIBITED."  
 Transaction Detail with Purchase Addendum

### Report Information Includes

- Transaction Date
  - Post Date
  - Transaction ID
  - Merchant Name
  - Merchant City
  - Merchant State/Province
- MCC
  - Debit Amount
  - Credit Amount
  - Sales Tax
  - Sub-Total: Transaction(s) 0.00 0.00 0.00
  - Grand Total: Transaction(s) 0.00 0.00 0.00



# Transaction Summary by Hierarchy (Report # R083)

## Description

Use this report to review the number of transactions and total dollar amount for each account by hierarchy. This report is best viewed in PDF format.

Figure 108: Transaction Summary by Hierarchy Report

Transaction Summary by Hierarchy							Customer Lookup	
Account Number	Last Name	First Name	Number of Debits	Debit Transaction Amount	Number of Credits	Credit Transaction Amount	Total Number of Transactions	Total Transaction Amount
<b>ROCHE BEVLT</b>								
10471200000001	ROCHE	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000002	ROCHE	DEBIT	14	\$0.00	14	\$0.00	24	\$0.00
10471200000011	DEB	K2	200	\$0.00	0	\$0.00	200	\$0.00
10471200000011	DEB	K2	0	\$0.00	24	\$0.00	24	\$0.00
10471200000014	DEB	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000014	DEB	DEBIT	0	\$0.00	24	\$0.00	24	\$0.00
10471200000044	BOTTLE	WATER	200	\$0.00	0	\$0.00	200	\$0.00
10471200000044	BOTTLE	WATER	0	\$0.00	24	\$0.00	24	\$0.00
<b>ROCHE BEVLT Sub-Total:</b>			<b>410</b>	<b>\$0.00</b>	<b>48</b>	<b>\$0.00</b>	<b>458</b>	<b>\$0.00</b>
<b>A Row A</b>								
10471200000048	ARPLANE	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000048	ARPLANE	DEBIT	0	\$0.00	24	\$0.00	24	\$0.00
<b>A Row A Sub-Total:</b>			<b>200</b>	<b>\$0.00</b>	<b>24</b>	<b>\$0.00</b>	<b>224</b>	<b>\$0.00</b>
<b>B Row C</b>								
10471200000049	ROCHE	DEBIT	0	\$0.00	0	\$0.00	0	\$0.00
10471200000049	ROCHE	DEBIT	0	\$0.00	0	\$0.00	0	\$0.00
<b>B Row C Sub-Total:</b>			<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>C Row D</b>								
<b>CallCenter Finance Instruments - Credit - Finance</b>								
10471200000050	ROCHE	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000050	ROCHE	DEBIT	0	\$0.00	24	\$0.00	24	\$0.00
10471200000051	ROCHE	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000051	ROCHE	DEBIT	0	\$0.00	24	\$0.00	24	\$0.00
10471200000051	ROCHE	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000051	ROCHE	DEBIT	0	\$0.00	24	\$0.00	24	\$0.00
<b>CallCenter Finance Instruments - Credit - Finance Sub-Total:</b>			<b>400</b>	<b>\$0.00</b>	<b>48</b>	<b>\$0.00</b>	<b>448</b>	<b>\$0.00</b>
<b>D Row E</b>								
<b>Finance</b>								
10471200000058	ROCHE	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000058	ROCHE	DEBIT	0	\$0.00	24	\$0.00	24	\$0.00
<b>D Row E Sub-Total:</b>			<b>200</b>	<b>\$0.00</b>	<b>24</b>	<b>\$0.00</b>	<b>224</b>	<b>\$0.00</b>
<b>E Row F</b>								
<b>FINANCIAL SERVICES</b>								
10471200000061	ROCHE	DEBIT	200	\$0.00	0	\$0.00	200	\$0.00
10471200000061	ROCHE	DEBIT	0	\$0.00	24	\$0.00	24	\$0.00

## Report Information Includes

- Account Number
- Last Name
- First Name
- Number of Debits
- Debit Transaction Amount
- Number of Credits
- Credit Transaction Amount
- Total Number of Transactions
- Total Transaction Amount
- Sub-Total: 0.00 0.00 Transaction(s) 0.00
- Grand Total: 0.00 0.00 Transaction(s) 0.00

## Transaction Summary by Hierarchy - MS Excel (Report # R083E)

### Description

Use this report to review the number of transactions and total dollar amount for each account by hierarchy. This report is best viewed in Excel.

Figure 109: Transaction Summary by Hierarchy - MS Excel Report

Account Hierarchy	Account Number	Last Name	First Name	Number of Debits	Debit Transaction Amount	Number of Credits	Credit Transaction Amount	Total Number of Transactions	Total Transaction Amount
A Level Lab	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
A Level Lab	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
A Level Lab	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
B Lab	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
B Lab	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
B Lab	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
C Position	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
C Position	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
C Position	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
J Position	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
J Position	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
J Position	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Health Plan	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Health Plan	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Health Plan	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Operational Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Operational Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Operational Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Technology Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Technology Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Technology Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Training Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Training Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
Training Support	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70
IF Blanket Order 00000000 11/27/2019	#####00000000	#####	#####	100*	\$73,737.70	100*	\$100,000.00*	200*	\$173,737.70

### Report Information Includes

- Account Hierarchy
- Account Number
- Last Name
- First Name
- Number of Debits
- Debit Transaction Amount
- Number of Credits
- Credit Transaction Amount
- Total Number of Transactions
- Total Transaction Amount

## Transaction Summary by Parent Merchant (Report # R084)

### Description

Use this report to review the number of transactions and total dollar amount for each parent merchant. This report is best viewed in PDF format.

Figure 110: Transaction Summary by Parent Merchant Report

Transaction Summary by Parent Merchant						
Parent Merchant Name	Number of Debits	Debit Transaction Amount	Number of Credits	Credit Transaction Amount	Total Number of Transactions	Total Transaction Amount
AMEREN CO	240	\$36,000.00		\$0.00	240	\$36,000.00
AMAZON.COM	240	\$1,100.00		\$0.00	240	\$1,100.00
AMAZON.COM	240	\$11,200.00		\$0.00	240	\$11,200.00
AVIS RENT-A-CAR	240	\$28,500.00		\$0.00	240	\$28,500.00
DE SA CONVENIENCE CO	240	\$80,000.00		\$0.00	240	\$80,000.00
GUENTHER BY MARGROTT	240	\$80,000.00		\$0.00	240	\$80,000.00
DELGATE & TORRES INC	240	\$490,000.00		\$0.00	240	\$490,000.00
DESAI HRA HOTEL	240	\$11,010.00		\$0.00	240	\$11,010.00
DESHNER MATHERS INC	240	\$7,000.00		\$0.00	240	\$7,000.00
INTERNATIONAL TRANACT	240	\$10.00		\$0.00	240	\$10.00
MULTISTEP CONSULTING		\$0.00	240	\$(10,000.00)	240	\$(10,000.00)
EMPLOYERSHIP	240	\$7,000.00		\$0.00	240	\$7,000.00
VENISON LUNA	240	\$7,470.00		\$0.00	240	\$7,470.00
<b>Grand Total:</b>	<b>2,880</b>	<b>\$1,451,770.00</b>	<b>240</b>	<b>\$(10,000.00)</b>	<b>3,120 Transactions</b>	<b>\$1,441,770.00</b>

© 2011 Payment Clouds Co. All rights reserved.  
 \*CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA THAT SHOULD BE PROTECTED\*  
 Transaction Summary by Parent Merchant

### Report Information Includes

- Parent Merchant Name
- Number of Debits
- Debit Transaction Amount
- Number of Credits
- Credit Transaction Amount
- Total Number of Transactions
- Total Transaction Amount
- Grand Total: 0.00 0.00 Transaction(s) 0.00

## Transaction Pending Review/Approval (Report # R085)

### Description

Use this report to analyze transactions that need to be reviewed or approved. The report 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.

Due to the large amount of information, this report is best viewed in Excel format. It is not suggested to run a PDF format.

**Note:** The criteria must 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 field displays transactions that have been reviewed, but not approved.

**Note:** The Transactions Pending Review/Approval report is incorrectly excluding exported transactions.

Figure 111: Transaction Pending Review/Approval Report

Transactions Pending Review/Approval									
Date/Time Printed: 01/17/2012 04:04:37 PM									
Transaction Landscape									
Selection Criteria: Transaction Type << Payment									
Last Name	First Name	Account Number	Approval Status	Merchant Name	Post Date	Transaction Amount	Transaction Assigned To	Date Assigned	
CARDHOLDER	PSHGLTR2	540001780007217	New	VERIZONLDOS	09/10/2010	\$10.94	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SMALLPARTS.COM	09/10/2010	\$48.29	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	CC 161 CONVENIENCE CHK	09/10/2010	\$100.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	ADECCO	09/10/2010	\$1,610.28	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SOUTHWEST 1341213171767	09/10/2010	(\$764.00)	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	DELIGHTE & TOUCHE MFG	09/10/2010	\$1,060.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	COURTYARD BY MARRIOTT	09/10/2010	\$1,454.96	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	HOVVERS MOVERS INC	09/10/2010	\$10.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	DOMS HYVA HOTEL	09/10/2010	\$103.01	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	VERIZONLDOS	09/10/2010	\$10.94	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	UPS*****0388FP	09/10/2010	\$12.06	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	CC 161 CONVENIENCE CHK	09/10/2010	\$100.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SMALLPARTS.COM	09/10/2010	\$10.94	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	ADECCO	09/10/2010	\$1,610.28	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SMALLPARTS.COM	09/10/2010	\$48.29	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	AVIS RENT-A-CAR	09/10/2010	\$118.79	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	DOMS HYVA HOTEL	09/10/2010	\$103.01	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SOUTHWEST 1341213171767	09/10/2010	(\$764.00)	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	HOVVERS MOVERS INC	09/10/2010	\$10.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	COURTYARD BY MARRIOTT	09/10/2010	\$1,454.96	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	DELIGHTE & TOUCHE MFG	09/10/2010	\$1,060.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	ADECCO	09/10/2010	\$1,610.28	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	CC 161 CONVENIENCE CHK	09/10/2010	\$100.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SMALLPARTS.COM	09/10/2010	\$10.94	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	VERIZONLDOS	09/10/2010	\$10.94	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	UPS*****0388FP	09/10/2010	\$12.06	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SMALLPARTS.COM	09/10/2010	\$48.29	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	AVIS RENT-A-CAR	09/10/2010	\$118.79	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	DELIGHTE & TOUCHE MFG	09/10/2010	\$1,060.00	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SMALLPARTS.COM	09/10/2010	\$10.94	CARDHOLDER, PSHGLTR2	09/10/2010	
CARDHOLDER	PSHGLTR2	540001780007217	New	SOUTHWEST 1341213171767	09/10/2010	(\$764.00)	CARDHOLDER, PSHGLTR2	09/10/2010	

© 2012 J.P.Morgan Chase & Co. All rights reserved.  
 CONFIDENTIAL - THIS REPORT CONTAINS SENSITIVE DATA. UNAUTHORIZED USE PROHIBITED.  
 Transaction Pending Review/Approval

## Report Information Includes

- Last Name
- First Name
- Account Number
- Approval Status
- Merchant Name
- Post Date
- Transaction Amount
- Transaction Assigned To
- Transaction ID
- Transaction Date
- Date Assigned

## Standard File Options

If after running a flex mapper you still require data beyond the scope of a flex mapper, then review the Standard File Options table to locate the file layout that best meets your needs.

See Table 19: “Summary of Available Standard File Options” on page 503 for a list of the file names, card programs support, output format, deliver options, the data you can export for each file, and a description of the type of data it includes.

After you choose a standard file, contact your J.P. Morgan representative for more information.

The columns in the Standard File Options table are:

**File number**

Each file has a unique number. This makes it easier to reference when communicating with users and J.P. Morgan representatives.

**File name**

The name of the standard data integration file used to extract new or modified cardholder data from PaymentNet.

**Short name**

The abbreviation of the file name.

**Card program**

Sort by purchase card, Single-Use Account, and travel & entertainment.

**Format**

Each standard file is typically designed for fixed width, tab delimited, and XML.

**Delivery options**

The method you can use to transmit the file via email, H2H, and PaymentNet.

Transaction, Account, Hierarchy, Chart of accounts, Custom fields, and Level III data

A yes or no in each of these columns indicates if the file includes that data.

Description

A brief explanation highlighting key aspects of the standard file data.

Table 19: Summary of Available Standard File Options

File Number	File Name	Short Name	Program	Format	Delivery Option	Transaction Data	Account Data	Hierarchy Data	Chart of Accounts	Custom Fields	Level III Data	Description
F001	PNet4 Standard Transaction File - Small	STF-Small	TBE, Pcard, SUA	Tab Delimited	H2H, PNet UI	Yes	Yes	Yes	Yes	Yes	Yes	Comprehensive source of PNet4 transaction and cardholder data - Over 700 data elements - Account, Transaction, Merchant, Addendum (when available) - Includes Hierarchy, CoA, Custom Fields - Limited to 35 days of data in a single run THIS FILE INCLUDES ACCOUNTS WITH NO ACTIVITY.
F002	PNet4 Standard Transaction File - Large	STF-Large	TBE, Pcard, SUA	Tab Delimited	H2H, PNet UI	Yes	Yes	Yes	Yes	Yes	Yes	Comprehensive source of PNet4 transaction and cardholder data - Over 700 data elements - Account, Transaction, Merchant, Addendum (when available) - Includes Hierarchy, CoA, Custom Fields - Limited to 35 days of data in a single run THIS FILE DOES NOT INCLUDE ACCOUNTS WITH NO ACTIVITY.
F003	PNet4 Standard Cardholder File	SCF	TBE, Pcard	Tab Delimited	H2H, PNet UI	No	Yes	No	No	No	No	Cardholder specific data - New accounts - Modified accounts - Replacement information for lost /stolen accounts THIS FILE IS NOT A LISTING OF ALL CARDHOLDERS.
F004	MasterCard Common Data Format	CDF	TBE, Pcard, SUA	XML, Delimited, Fixed Width	H2H	Yes	Yes	No	No	No	Yes	Comprehensive source of transaction and cardholder data - Includes Transaction, Merchant, Addendum (when available) - Does not include Hierarchy, CoA, Custom Fields
F005	Visa Commercial Format	VCF	TBE, Pcard, SUA	XML, Delimited, Fixed Width	H2H	Yes	Yes	No	No	No	Yes	Comprehensive source of transaction and cardholder data - Includes Transaction, Merchant, Addendum (when available) - Does not include Hierarchy, CoA, Custom Fields
F006	JPMC Travel Recon File	TCF	TBE	Fixed Width	Email, H2H	Yes	Yes	No	No	No	No	File is used by Travel Agency to reconcile the purchase of airline tickets. There are four versions of the standard file: - TSYS Visa - TSYS MC - EDS Visa - EDS MC



# g

## Glossary

### ABA Routing Number

The American Bankers Association (ABA) routing number is a nine digit bank code used in the United States. The routing number identifies the financial institution on which the check was drawn. It displays on the bottom of checks.

### Account Pool

A pool of Single-Use Account numbers assigned to a specific hierarchy node within an organization. Only one Account Pool is allowed per hierarchy node, and consists of at least one Account Pool Group. It will always contain an Account Pool Group; a grouping of Single-Use Accounts with identical defaulted controls, for example, credit limit, daily transaction limit.

### Account Pool Group

Within each account pool there is at least one Account Pool Group. It consists of groupings of Single-Use Accounts with identical defaulted controls such as credit limit. When a Single-Use Account is requested, the account is provided from the appropriate Account Pool Group, specifically from the group with a credit limit that is nearest to, but higher than the requested credit limit. This ensures that the account number can be used by the merchant even if there is an error that prevents the account from immediately being updated with the requested account controls.

### Account Request Manager (ARM)

A tool that works with PaymentNet designed to assist in automating the end-to-end account creation and approval process. Using ARM, users enter application information directly into PaymentNet. The application information is then routed to the applicant's manager for review and approval. Once approved, the final

application is sent to the program administrator, who will then finalize the process and request a card for the cardholder.

### Accounting Codes

A set of numbers, letters, or alphanumeric values that determine internal companies, departments, divisions, and general ledger account codes for a company. Accounting codes are comprised of a value (e.g., 12345) and an alpha description (e.g., Marketing). They can be assigned or allocated to transactions in order to track spending at the codes to which they are assigned. PaymentNet has a custom accounting code system that can imitate your existing system with accounting code segments that you define. Accounting codes can be defaulted to new transactions based on set criteria which will help facilitate the allocation and approval process.

### Accounts

An individual credit card account that contains a record of financial transactions. The account contains the card account profile, including current balance, available credit, hierarchy ID, credit limit, and address information.

### ACH

See Automated Clearinghouse (ACH).

### Addendum (Icon)

A small icon on the left of transactions on the Transaction List screen, alerting cardholders that a merchant has passed enhanced transaction detail. Cardholders may view the transaction data by clicking the Addendum icon.

### Adding Lines

The process of splitting a transaction into multiple parts and then being able to allocate it to different accounting code values. See Splits.

### Administration Module

The main menu item for program administrators, used to configure PaymentNet functionality for their organization. This includes menu settings for hierarchy and its related features, chart of accounts, cycles, mappers, custom fields, customer code defaults, report setup, role setup, merchants, merchant category codes, merchant category code groups, and aggregator list.

### Approval Rules

A hierarchy setting to designate the number of review and approval checkboxes as part of the approval workflow for posted transactions. This approval workflow is typically done between the cardholder, who reviews the transaction, and their manager, who approves it. It can also include additional approval levels when transactions that exceed a specific amount. Users who have authority to approve

transactions can elect to receive email notification of transactions awaiting their approval. PaymentNet offers unlimited approval levels to promote accountability at various stages.

### Authorization

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

### Automated Clearinghouse (ACH)

A secure electronic payment transfer system that connects all U.S. financial institutions. Acts as the central clearing facility for all Electronic Fund Transfer (EFT) transactions that occur nationwide, representing a crucial link in the national banking system. This system makes direct deposit, many bank transfers, and various online bill payments possible. J.P. Morgan has developed several payment options, including online through PaymentNet via ACH.

### Banner Message

See Greeting.

### Billing Cycle

The period of time between billings based on the accounting needs of an organization. The cycle typically occurs 12 times a year for each client. Program administrators can select which day they would like to cycle each month (e.g. last business day of each month). Cycles can impact mappers and customized reports.

### Card Verification Codes

A three- or four- digit security code that is printed on the back of debit and credit cards. This helps validate that a genuine card is used during a transaction, especially in situations like mail orders, telephone orders or Internet orders where the card is not present. Also called Card Verification Value (CVV) or Card ID (CID).

### Card Verification Value

See Card Verification Codes.

### Category Code

See Merchant Category Code (MCC).

### Central Bill

The consolidated billing statement issued for any of the credit cards that are attached to the central bill. It reflects the organization's card accounts and the posted totals during the billing cycle. This allows organizations to make a single payment for multiple individual card accounts.

### Central Bill Account Request

A request form that program administrators must complete and submit in order to create a central bill account. The form goes to J.P. Morgan for processing.

### Certificate

See Digital Certificate.

### Chart of Accounts (COA)

A predefined accounting system in an organization that is compatible with its particular financial structure, and in agreement with the amount of detail required in its financial statements. It is made up of segments or groups whereby a user can only enter specific accounting code values. A COA is the structure of the accounting codes, and accounting codes are the actual values. During implementation, an organization's chart of accounts can be loaded into PaymentNet to contain the general ledger accounts, cost centers, and any other required fields. See Accounting Codes.

### Children

Children are entities in a hierarchy which is a defined structure of parent and child entities. Multiple children can report up or roll-up to a parent and, in turn, parents can roll-up and report to a parent above them. There is no limit to the number of children hierarchies.

### Comma-Separated Values

A simple file format to move tabular data (numbers and text) between programs that operate on proprietary formats.

### Company Number

A unique number that is assigned to you by J.P. Morgan from the credit card processor. Also referred to as Bank Corp.

### Compliance Monitoring

Functionality to track and monitor cardholder transactions by ensuring that cardholder transactions adhere to an organization's card policy. It includes the ability to flag transactions when they are split by the merchant, exceed certain spending thresholds, or used at questionable merchants or types of merchants. This monitoring allows organizations to closely track cardholder transactions.

### Constraint

The link that a program administrator makes between specific charts of accounts and users. Constraints allow an organization to limit the chart of account values a user can assign based on their hierarchy, role, account, or User ID. Constraints also allow users to have access to the accounting code values they need, but restrict access to accounting code values that outside of their scope of view.

### Convenience Check

A check linked to the cardholder's credit limit; it can be made in any amount, as long as it does not surpass a cardholder's credit limit. Program administrators can give cardholders the option to manage their convenience checks, including allowing cardholders to order convenience checks and stopping payments on existing convenience checks.

### Cost Center

A defined area of business, such as a department, division, or unit of an organization whose managers are responsible for all direct and indirect costs.

### Credit Limits

A maximum dollar amount for a card account. Also called Limits.

### Custom Fields

A field label or field value that a system administrator helps define for a specific implementation. PaymentNet offers thousands of editable fields that can be modified for each user access role in key categories across an organization, including account, employee, merchant, MCC, transaction, and order. Authorized users can add fields for data input in several screens for custom data extraction and to require cardholder compliance. Custom fields can be included on queries and reports. Each custom field has its own set of acceptable characters, such as alphabetic or numeric or combination, maximum number of characters, and it can be either a checkbox, text box or drop-down list.

### Customer Code

Identifies the industry that a supplier is associated with and the specific business the supplier performs. With customer code information, PaymentNet can generate statements or invoices showing products and services aligned with that code.

### CVC, CVV

See Card Verification Codes.

### Cycle

A period of time ending on the same date or having the same number of days in the cycle. See Billing Cycle.

### Digital Certificate

Acts as a form of electronic identification for electronic communications, serving to digitally authenticate that a message originated from the person whose signature is attached, and that the message has not been altered either intentionally or accidentally since it was signed. The Single-Use Account Web service uses digital certificates to establish a secure connection between PaymentNet and clients, and to help identify the role and scope of the requestor.

### Dispute

To call into question and contend over a transaction on a card account. Disputes can be handled online through PaymentNet or through J.P. Morgan's Customer Service.

### Employees

Any PaymentNet user role, such as a Cardholder, a Manager, an Auditor, or a Program Administrator.

### Export File

Refers to export files that are flat text files (versus relational that contain multiple tables of data that relate to each other) used to extract data out of PaymentNet. You can download the file and view the details. Export files are typically used to export the transaction and credit card data out of PaymentNet and integrate that data into an organization's financial system. Also referred to as a download file or a mapper.

### Greeting

Automated services that can be configured to post messages for employees. Program administrators use a hierarchy setting to define one or more greeting messages along with display start and display end dates. Messages are directed to specific user roles and display in a section on the PaymentNet Welcome screen that displays important information from both your organization and J.P. Morgan.

### Hierarchy

Pyramid-like group structure where every group can have different access, permission and roles. PaymentNet supports a vertical limit of 25 levels deep, and no horizontal limit. Allows organizations and departments and users to have subordinate or parent-child relationships for access and reporting purposes. The top category might be the Acme Company. Its subordinate relationships might be the three regional offices, and each region might have its own child business units. Hierarchy serves two main purposes: It allows an organization to run reports based on areas of their organization, like the Acme Company. It also creates an opportunity for the company to assign people to parts of the hierarchy and manage their access levels within the hierarchy. A hierarchy does not need to match the company's organizational structure. The hierarchy structure can reflect how managers view and analyze transaction data. When generating a report, clients can narrow the data to

be displayed using either criteria parameters or hierarchy parameters. See Hierarchy ID, Children.

### Hierarchy ID

Represents an identity within the pyramid-like group structure. The hierarchy ID and the child relationships can be added, renamed, and moved, but not deleted from PaymentNet. A Hierarchy ID is comprised of two elements: The Hierarchy ID and the description. Both are alphanumeric. For example, a Hierarchy ID might be: 10  
Description: SW Division.

### Import File

A data management solution to transfer information via an import file. Use an import file to transfer data into PaymentNet from an external file. An import allows an update or change to 10,000 records per import file. You can import data into PaymentNet to update accounting code values, account changes and additions, and new users and default accounting codes.

### Limits

A maximum dollar amount for a card account. Also called Credit Limits.

### Mappers

Electronic files of transaction data originating from the issuer and interfaced with an organization's financial management system, such as a general ledger or enterprise resource planning (ERP) system. This extractable data file is in a specific layout and format, usually a delimited or fixed-length text or XML file, for importing into internal accounting and reporting systems.

### Mass Update Request

Apply an update or make a change to common items such as accounts, transactions, merchants or users within PaymentNet. An update or change may include applying a modified chart of accounts to a specific department.

### Merchant

Supplier with whom the organization does business; Purchasing-Card suppliers accept P-Cards as payment for goods or services.

### Merchant Category Code (MCC)

A four-digit number assigned to a business by MasterCard or Visa. It classifies the business by the type of goods or services it provides and allows enhanced merchant data to be passed to PaymentNet. Each merchant is responsible for selecting their own MCC when they enroll to accept Visa or MasterCard.

### Merchant Category Code Groups (MCCG)

Program administrators define related Merchant Category Codes (MCC) into a group. Using an MCCG can help control whether cardholders may purchase from particular types of merchants.

#### Module

Refers to two areas:

1. Elements within PaymentNet such as Transactions, Employees, Accounts, and so on. They can be enabled or disabled by hierarchy by the Program Administrator. Modules that are not in use by a company would be disabled during the implementation.
2. Specific PaymentNet menu settings, accessible from the Administration tab, such as hierarchy and its related features, chart of accounts, cycles, mappers, custom fields, customer code defaults, report setup, role setup, merchants, merchant category codes, merchant category code groups, and aggregator list.

#### Order

Each Order represents a request for a Single-Use Account number, specifying the controls that will be applied to the Single Use Account number being requested, such as the credit limit, duration that the account will be active, Merchant Category Code Groups (MCCG), etc. Also serves as a place to house any other data that needs to be associated with the merchant/vendor payment, such as a client's reconciliation data.

#### Orphaned Transactions

This applies to the Single-Use Account transactions. When a posted transaction does not meet the criteria to match to an order, the transaction is referred to as an orphaned transaction. It can then be manually matched to an order as long as the order has not been reconciled or deactivated, and the transaction's account number matches the account number of the order to which it is being matched. PaymentNet has an Orphan Transaction Detail Report which is useful in helping to find orphaned transactions.

#### Page Banner

A hierarchy setting to contain your organization's logo, or other graphic, and screen background color. The graphic and background color will display at the top of each PaymentNet screen.

#### Payments

A module in PaymentNet that allows users to make ACH debit payments directly to their credit card accounts or their central bill accounts. The Payments module can be disabled for users if payments should not be made to their accounts, for example

for purchasing cardholders whose balances are centrally-billed and paid by their companies.

2. To pay for a purchase or discharge a debt.

### Query

Request specific information from PaymentNet using field labels and values to then identify and sort the data relevant to your workflow and management tasks. An advanced query allows for detailed searches by criteria, hierarchy, and order by fields.

### Reconcile

Process of reviewing and comparing card transactions to internal records of payments and receipts, including resolving discrepancies and validating or allocating transactions to appropriate accounting codes.

### Role

See User Access Role.

### Second Row of Embossing

Use this optional field to enter up to 21 (for MasterCard) or 19 (for Visa) alphanumeric characters that you want embossed or displayed on the second row of the credit card. This could be, for example, a department name or business unit name that would display below the cardholder name.

### Single-Use Accounts

An electronic payment tool that provides an account number for each client purchase or payment. The account controls credit limit, Merchant Category Code Groups, etc., on those individual accounts that are configured for the specific purchase or payment. Once used, the transactions are automatically matched back to the account request and updated with any client specific reconciliation information, such as purchase order, invoice, receipt data, etc., that was provided when the account was requested, simplifying the reconciliation process.

### Splits

Dividing transaction information into different lines of accounting so costs are allocated to the specific cost centers. This is referred to as Adding Lines to transactions in PaymentNet. See Adding Lines.

### Statement

Chronological summary of all transactions associated with an account during a stated period, and their effect on the account.

### Transaction Allocation

The process of manually or automatically assigning accounting codes to each transaction based on transaction defaulting rules for employee, hierarchy, merchant, MCC, account, or customer code. Allocating transactions allows cardholders to separate an asset's value or expenditures among different organizations or line items.

### Transactions

When a purchase price of goods or services is sent through a processor for authorization; if the amount is approved it is automatically submitted to the seller and the purchase amount is then listed on the cardholder's statement and must be repaid. A transaction may also refer to a credit made to the cardholder's account, such as when a good or service is returned for a refund.

### User Access Role

User access roles designate a user's ability to view transactions and modify accounting codes. The access role is a three-part structure defined by role, hierarchy ID, and scope. This is how organization's can manage access rules for groups of users. Each group of users is treated as a unit and is assigned permission to specific functions in respect to their job. Role management handles authorization, which enables program administrators to specify the resources that users are allowed to access, including reports.

### Web Service

An Internet-facing software application that can receive, process, and respond to incoming message requests. Web services communicate using XML messages sent across the Internet. J.P. Morgan uses a web service to make PaymentNet Single-Use Account functionality available to clients, allowing them to automate the creation, modification, deactivation, and inquiry of Orders in PaymentNet.



# Index

## A

- ABA routing number, defined, 505
- account
  - applying a rush delivery, 148
  - creating, 148
  - status reason, 167
- account import
  - creating a new account, 206
  - file layout, 194
  - updating an existing account, 208
- Account Import File Layout, 194
- account pool, defined, 505
- account pool group, defined, 505
- Account Request Manager
  - defined, 505
  - overview, 351
- accounting codes, defined, 506
- accounts
  - defined, 506
  - running a mass update, 165
- add lines
  - defined, 506
  - transaction, 281
- addendum, defined, 506
- address, payment, 331
- administration module, defined, 506

- advanced query
  - accounts, 265
  - employees, 267
  - merchant category codes, 269
  - merchants, 270
  - overview, 264
  - Single-Use Accounts, 272
  - transactions, 274
- approval rules, defined, 506
- arrows, paging, 32
- audit, PaymentNet data retention, 38
- authentication questions, managing, 113
- authorization, defined, 507
- automated clearinghouse, defined, 507

## B

- bank account information
  - managing, 115
  - setting up, 331
- bank corp, defined, 508
- bank information, tab, 115
- banner greeting, defined, 510
- billing cycle, defined, 507
- browser requirements, 20

## C

- canceling recurring payment, 337
- card verification codes, defined, 507
- card verification value, defined, 507
- central bill, defined, 508
- central bill account request, defined, 508
- certificate, defined, 510
- chart of account, viewing information, 130
- chart of accounts, 130
  - adding values to, 133
  - defined, 508
  - setting up, 132
  - setting up constraints, 133
- chart of accounts import, file layout, 210, 211
- chart of accounts list, viewing, 131
- color, customizing page banner, 40, 41, 42
- comma-separated values, defined, 508
- company number, defined, 508
- compliance monitoring
  - configuring, 66
  - configuring the questionable merchant category codes monitor type, 69
  - configuring the questionable merchants monitor type, 70
  - configuring the single transaction amounts monitor type, 67
  - configuring the split transactions monitor type, 68
  - defined, 508
- constraint, defined, 509
- constraints, setting up, 133
- contact information, setting up, 46
- convenience check, defined, 509
- convenience checks
  - managing, 121
  - module settings, 348
  - ordering, 121, 348
  - overview, 347
  - stopping payment, 121, 349
- conventions, xvii
- cost center, defined, 509

- credit limits, defined, 509, 511
- custom fields
  - defined, 509
  - setting up, 79
- custom label, 354
- custom messages, 31
- custom roles, creating, 86
- customer code
  - defaults, 142
  - defined, 509
- customer code defaults
  - creating, 144
  - deleting, 145
  - editing, 144
  - viewing detail, 143
- customer code defaults list, viewing, 142
- cycle
  - creating, 91
  - deleting, 98
  - editing, 95
  - manually creating periods, 94
  - modifying existing period descriptions, 98
  - overview, 91
  - setting up automatic periods, 92
- cycles, defined, 509

## D

- default accounting codes, 135
- delivery, applying a rush, 168
- digital certificate, defined, 510
- display preferences, setting up, 47
- dispute, defined, 510

## E

- email
  - creating merchant Single-Use Accounts orders, 346
  - setting up notifications, 113
- employee import, file layout, 212
- Employee Import File Layout, 213
- employees role, defined, 510

- export file
  - configuring, 188
  - defined, 510
  - downloading, 190
  - overview, 187

## F

- feedback, sending, xviii
- flex mapper, *See* mapper

## G

- general information, tab, 111
- greeting, defined, 510

## H

- hierarchy
  - adding an ID, 126
  - children defined, 508
  - defined, 510
  - managing IDs, 125
  - moving an ID, 127
  - renaming an ID, 126
  - viewing information, 123
- hierarchy ID
  - adding, 126
  - defined, 511
  - moving, 127
  - renaming, 126
- hierarchy IDs, managing, 125
- hierarchy import, file layout, 218, 219
- hierarchy information, viewing, 123
- hierarchy settings, 40
- history
  - verifying rush card delivery, 171
  - viewing payment, 338

## I

- icons, 30
- import file
  - configuring, 192
  - defined, 511
  - general tips, 229

- import file (*continued*)
  - importing into PaymentNet, 228
  - overview, 187
  - troubleshooting errors, 231
- Import File Failures, 232
- Import File Layout Requirements, 193
- items awaiting your action, 31

## L

- limits, defined, 511
- Line Item Failures, 233
- lists, sorting, 32
- logging in, 21
- logging on
  - first time, 22, 23
  - registered computer, 24
  - unregistered computer, 25
- logging out, 28
- logo, customizing page banner, 40, 41, 42

## M

- making a payment, 333
- mapper
  - changing the status, 255
  - creating, 236
  - deleting, 254
  - downloading, 256
  - editing, 253
  - General Information Fields, 242
  - manually running, 254
  - Mapper Criteria and Transaction Editing Options, 251
  - Output Fields, 245, 250
  - overview, 235
  - Query Criteria Fields, 243, 244
  - Query Hierarchy Fields, 244
  - reverse export status, 237
- mappers, defined, 511
- mass update request, defined, 511
- MCC, defined, 511
- MCCG, defined, 512
- MCCGs, creating, 109

- menu bar, 29
- merchant, defined, 511
- merchant category code
  - defined, 511
  - import file layout, 220
- merchant category code group
  - creating, 109
  - defined, 512
- Merchant Category Code Import File Layout, 221
- merchant import, file layout, 223
- messages, welcome page, 42
- mobile, J.P. Morgan Commercial Card mobile website, xvii
- module, defined, 512
- modules
  - disabling, 54
  - setting up, 48, 49

## N

- navigating, PaymentNet, 32

## O

- order, defined, 512
- ordering convenience checks, 348
- orphaned transactions, defined, 512

## P

- page banner
  - customizing, 40, 41, 42
  - defined, 512
- paging arrows, 32
- password, changing, 112
- payment
  - canceling recurring, 337
  - making, 333
  - scheduling recurring, 336
  - viewing history, 338
- payment address, 331
- payment history, viewing, 338
- PaymentNet, navigating, 32

- payments, 331
  - defined, 512
  - recurring, 336
- profile, managing, 110
- publications, related, xvii

## Q

- query
  - defined, 513
  - deleting, 277
  - editing, 277
  - overview, 259
  - saving, 276
  - setting a default, 276
- quick query
  - accounts, 260
  - employees, 261
  - merchant category codes, 261
  - merchants, 262
  - overview, 260
  - Single-Use Accounts, 263
  - transactions, 263

## R

- reconcile, defined, 513
- reconciling, Single-Use Accounts orders
  - manually, 345
- recurring payment
  - canceling, 337
  - scheduling, 336
- recurring payments, 336
- related publications, xvii
- report
  - Account report types, 371
  - Administration report types, 398
  - deleting an instance, 326
  - deleting an output, 326
  - downloading, 325
  - Merchant MasterCard report types, 428
  - Merchant report types, 406
  - Merchant Visa report types, 434
  - Order report types, 441

report (*continued*)  
 overview, 317  
 running in real time, 322  
 samples by report type, 371  
 scheduling to run automatically, 323  
 setting up, 89  
 Transaction report types, 445  
 report instance  
 creating, 318  
 editing, 321  
 requirements  
 browser, 20  
 system, 20  
 role, defined, 514  
 roles, creating custom, 86  
 rush card delivery  
 overview, 168  
 reviewing history, 171

**S**

scheduling, recurring payment, 336  
 screen views  
 setting up, 117  
 setting up system, 54  
 Second Row of Embossing, defined, 513  
 Single-Use Accounts  
 configuring a merchant email notification,  
 73  
 customizing settings, 71  
 defined, 513  
 overview, 71  
 Single-Use Accounts orders  
 creating, 340  
 creating merchant email messages, 346  
 reconciling manually, 345  
 viewing details, 343  
 sorting lists, 32  
 splits, defined, 513  
 statement, 327  
 defined, 513  
 printing, 329  
 viewing, 329

status reason, account, 167  
 stopping payment, convenience checks, 349  
 system requirements, 20

**T**

tab, bank information, 115  
 technical assistance, obtaining, xvi  
 transaction  
 allocating, 281  
 allocation defined, 514  
 approving, 316  
 attaching a receipt, 289  
 attaching multiple receipts, 293  
 cancelling a dispute, 312  
 configuring hierarchy settings, 63  
 defined, 514  
 deleting a receipt, 300  
 disputing, 306  
 editing, 281  
 managing approvers, 314  
 managing receipts, 288  
 overview, 279  
 PaymentNet data retention, 38  
 reviewing, 315  
 reviewing and approving, 314  
 reviewing audit history, 287  
 reviewing receipt audit history, 287, 298  
 reviewing receipts, 296  
 reviewing vendor addendum details, 284  
 running a mass update, 285  
 splitting, 281  
 viewing, 280  
 viewing authorizations and declines, 312  
 viewing flagged, 301  
 transaction default import, file layout, 225,  
 226

**U**

user access role, defined, 514  
 user interface, understanding, 29

W

Web service, defined, 514

welcome page

    messages, 42

    setting up, 30



