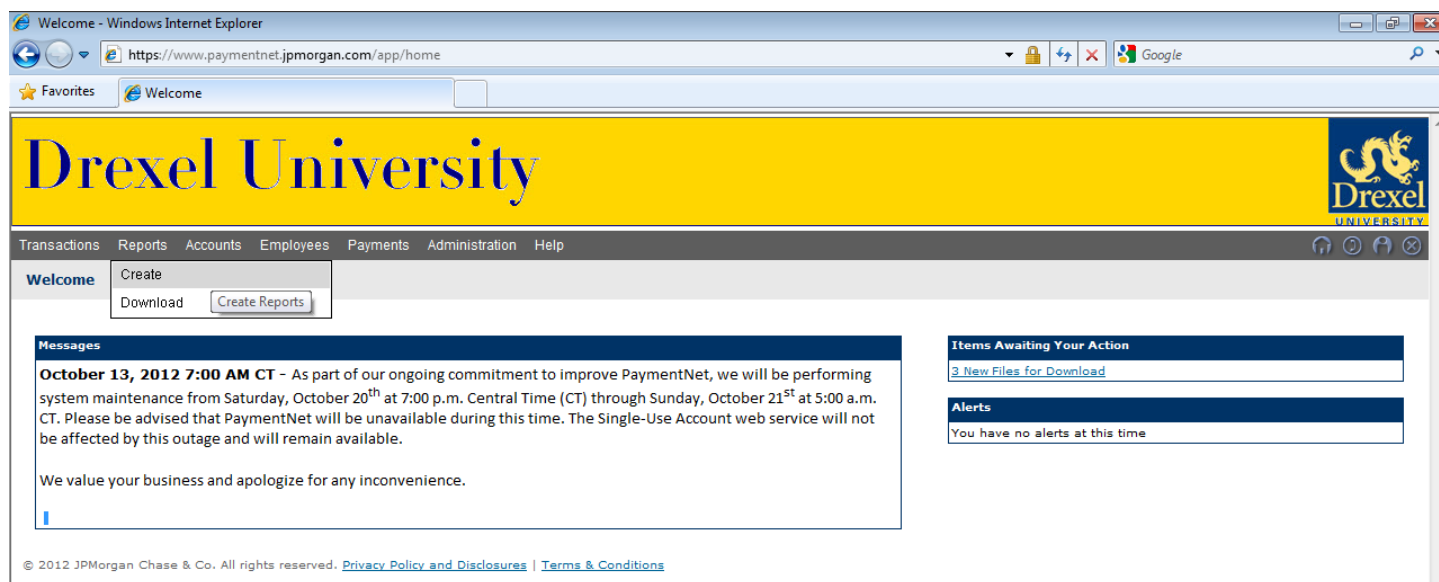


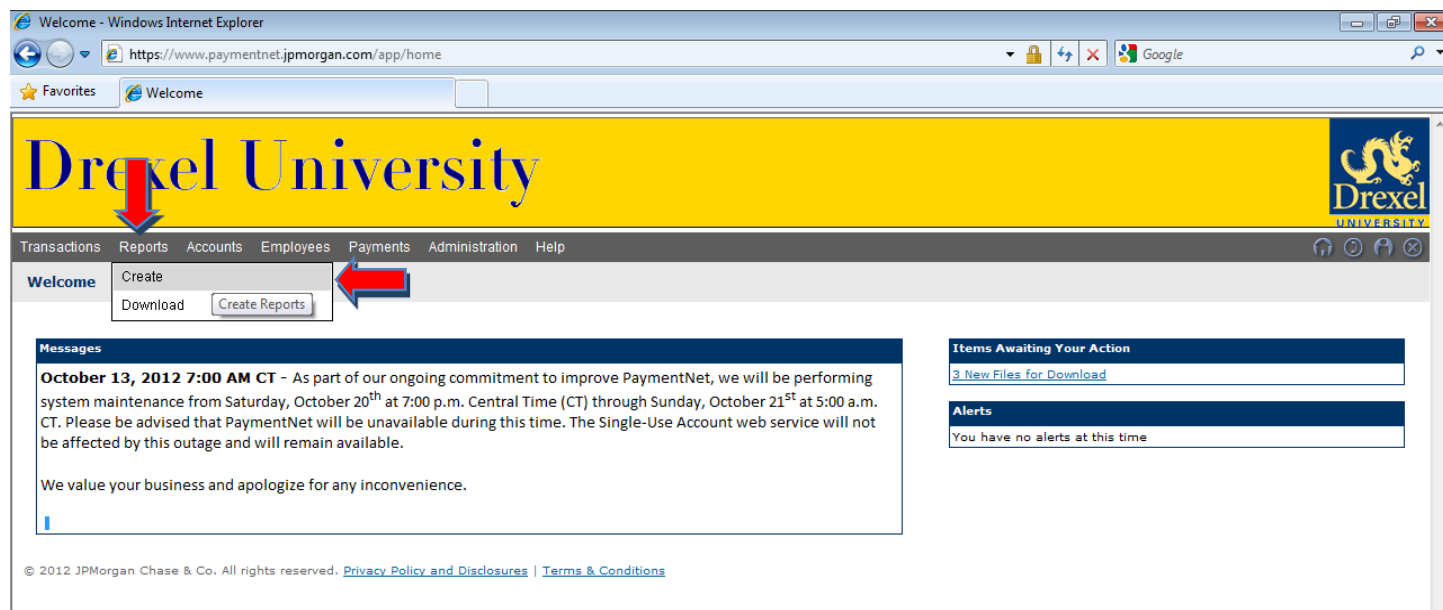
Transaction Detail Report with Accounting Codes & Notes

Please Note: This report **REPLACES** the end of cycle Statement of Account. This report does not contain signature lines. However, on the final page with the transaction totals, the cardholder will need to sign, print their name and date on the lower left hand side. The approver, once the report and all documentation have been reviewed, should sign, print their name and date the report on the lower right hand side.

1. Log into PaymentNet; home page will display:

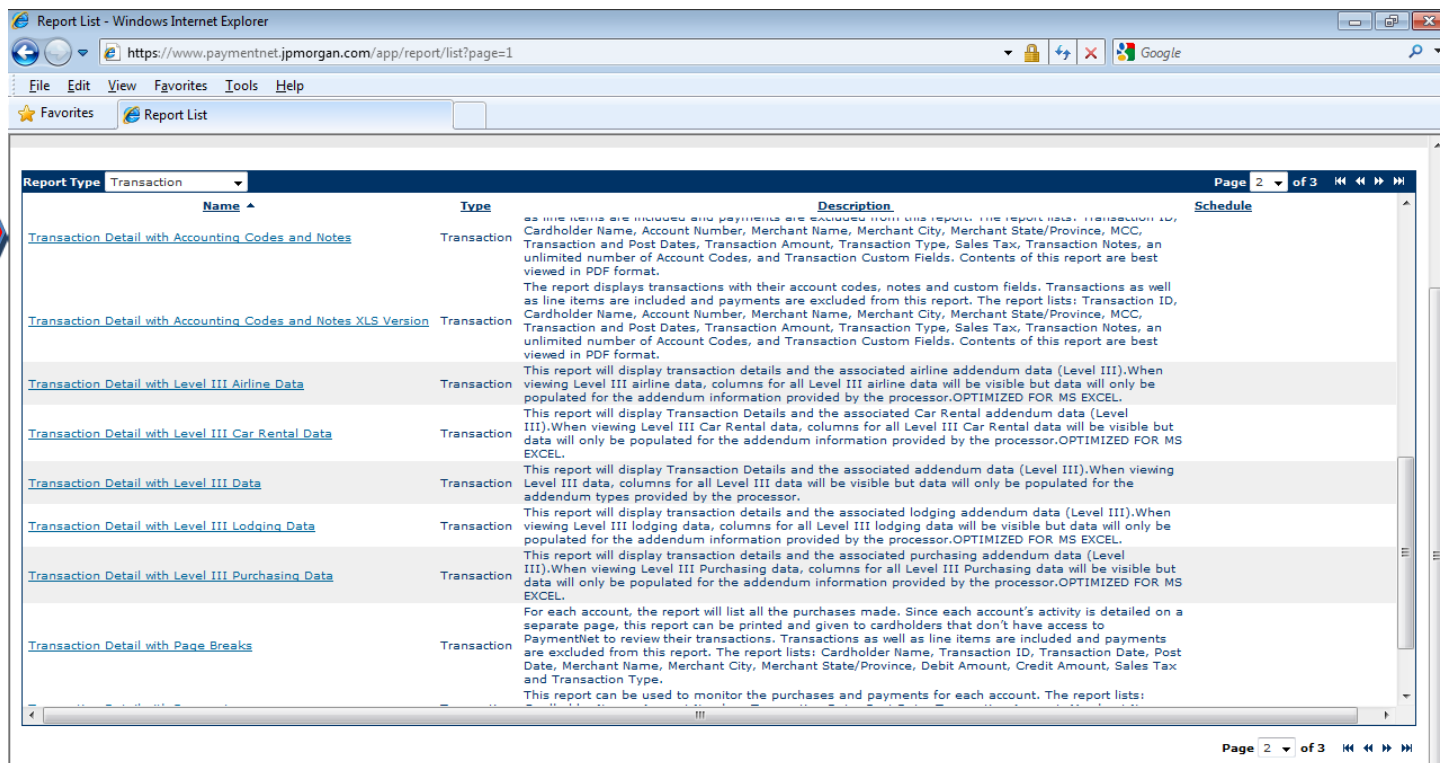


2. From the Menu bar, Click Reports then select Create:



3. This will bring you to the Reports Screen (You may only have this report to view)

1) Select report: **Transaction Detail with Accounting Codes & Notes**



4. Report Detail screen will display:

Drexel University

Transactions Reports Accounts Employees Payments Administration Help



Report Detail

[List](#)

*Name Report Format
Compress Output? ☒

Date Range

	Field	Operation	Value
1	* Post Date	Is Relative	Last Days 30

Criteria

	Field	Operation	Value
1	Transaction Type	Is Not Equal To	Payment

Hierarchy

Include Children

Order By

Field	Order Sequence
1 Transaction ID	Ascending

Schedule to Run Automatically ☐

* Required Fields

4

*Name Report Format
Compress Output? ☒

Date Range

	Field	Operation	Value
1	* Post Date	Cycle Is	Accounting Cycle 09/21/12 10/19/12 Sep - 2012

Criteria

	Field	Operation	Value
1	Transaction Type	Is Not Equal To	Payment

Hierarchy

Include Children

Order By

Field	Order Sequence
1 Transaction ID	Ascending

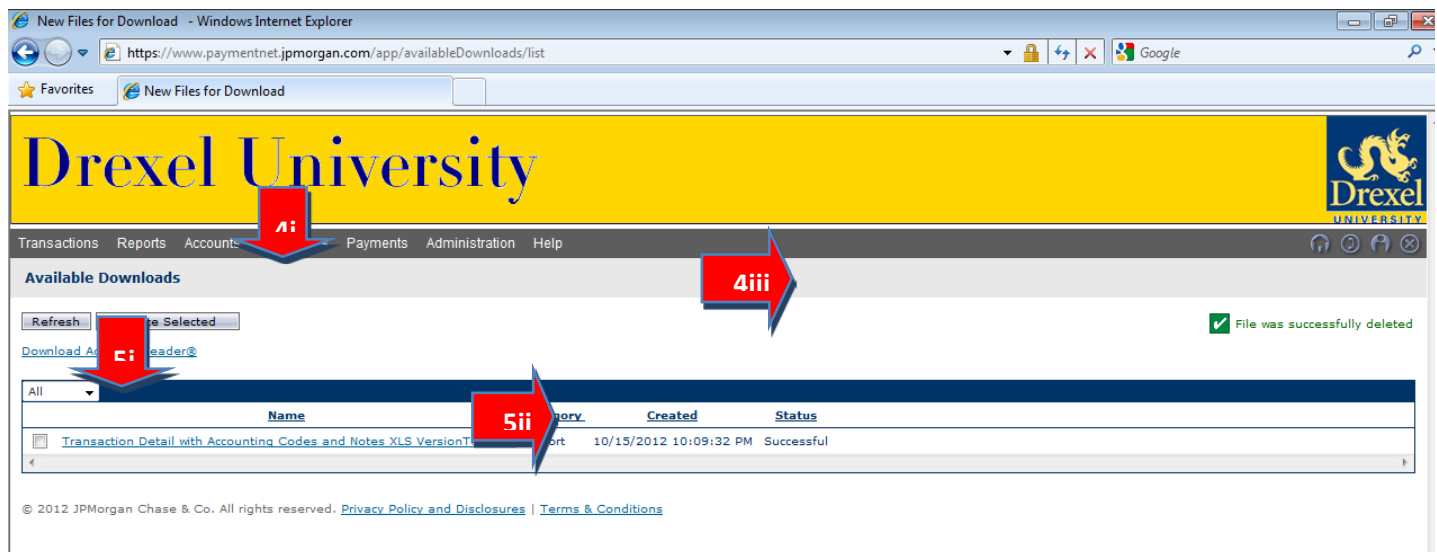
Schedule to Run Automatically ☐

* Required Fields

5. You will now create your report:

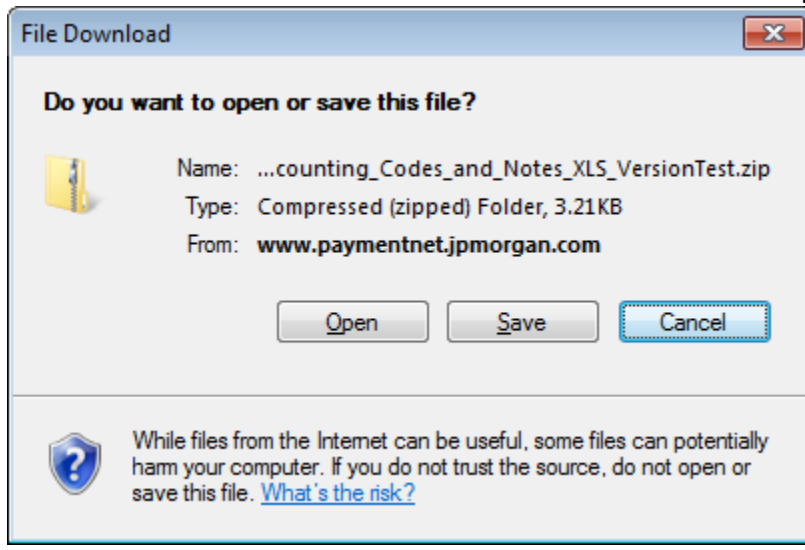
- 1) Report Format is Adobe PDF
- 2) Date Range:
 - i. Field: "Post Date"
 - ii. Operation: "Cycle Is"
 - iii. Value: "Accounting Cycle" and then the appropriate accounting cycle.
- 3) Criteria: This section remains the same
 - i. Field: "Transaction Type"
 - ii. Operation: "Is Not Equal To"
 - iii. Value: "Payment"
- 4) Click "Process Report"

6. You will be navigated to Available Downloads:



7. Status will be submitted or processing
 - a. When Status is "Successful"

- i. Click on the report; typical zip window will display;
- ii. Click “save” and save the file as Last Name First Initial Cycle Year D for Drexel or M for DUCoM Example: SmithJFeb12D.pdf



Click Open Folder; then double click the File Name

Report will Display