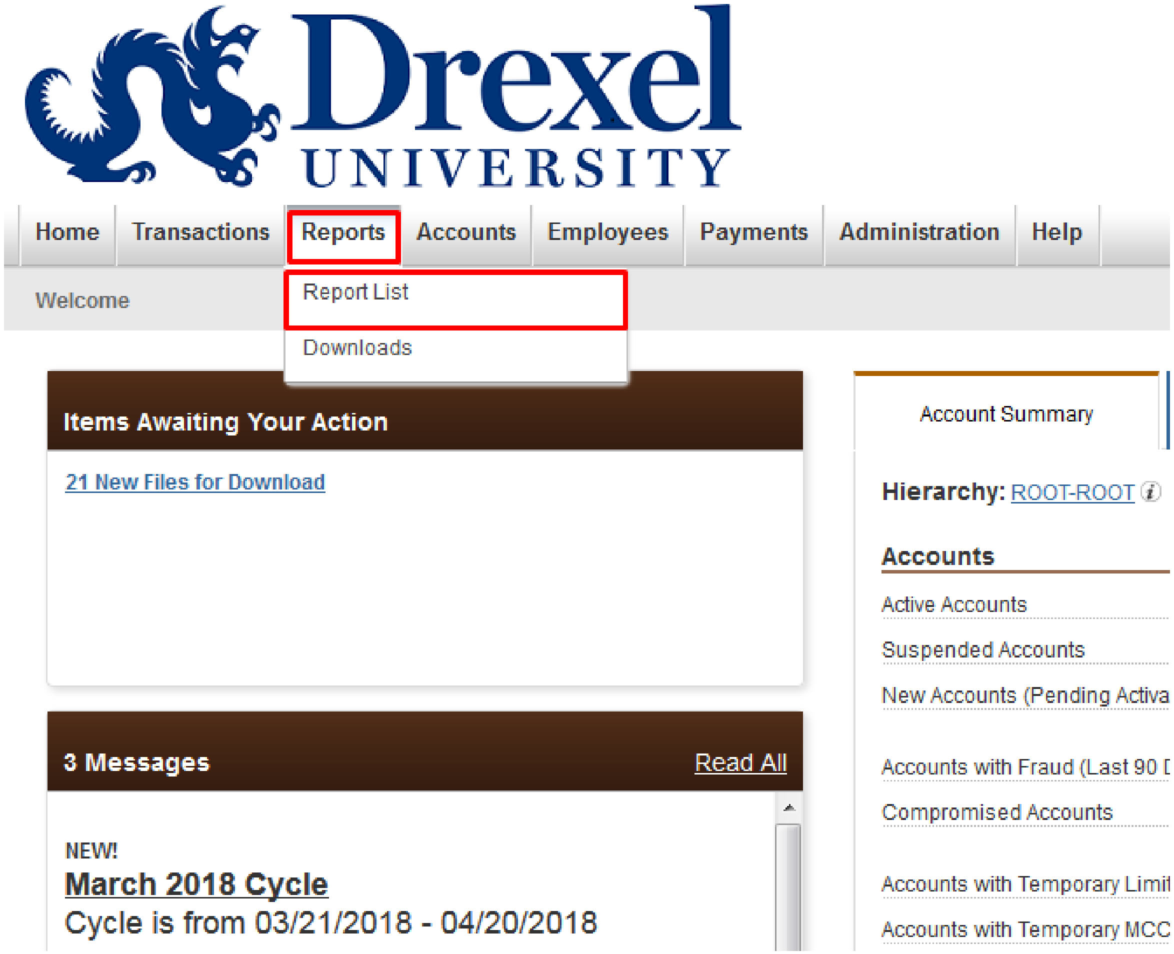
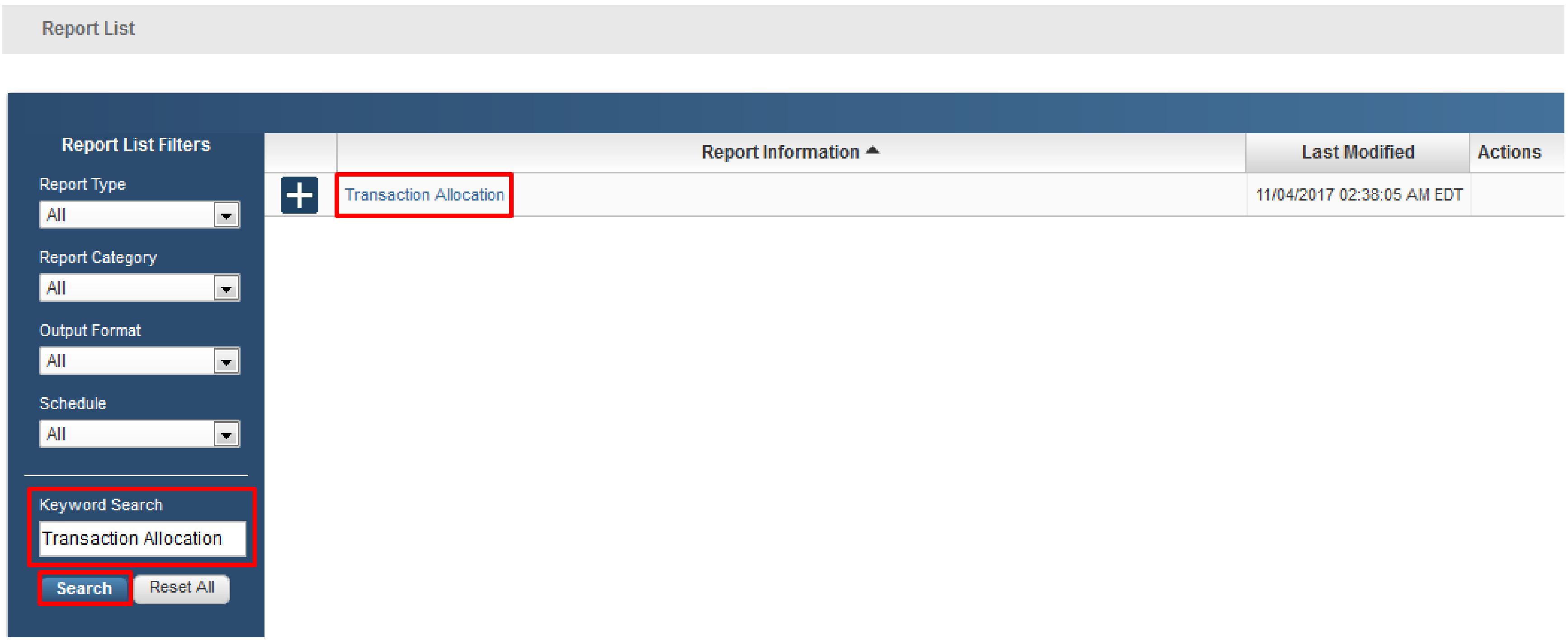
J.P Morgan PaymentNet Update: Transaction Allocation Report Changes as of 03/27/2018

Transaction Allocation Report



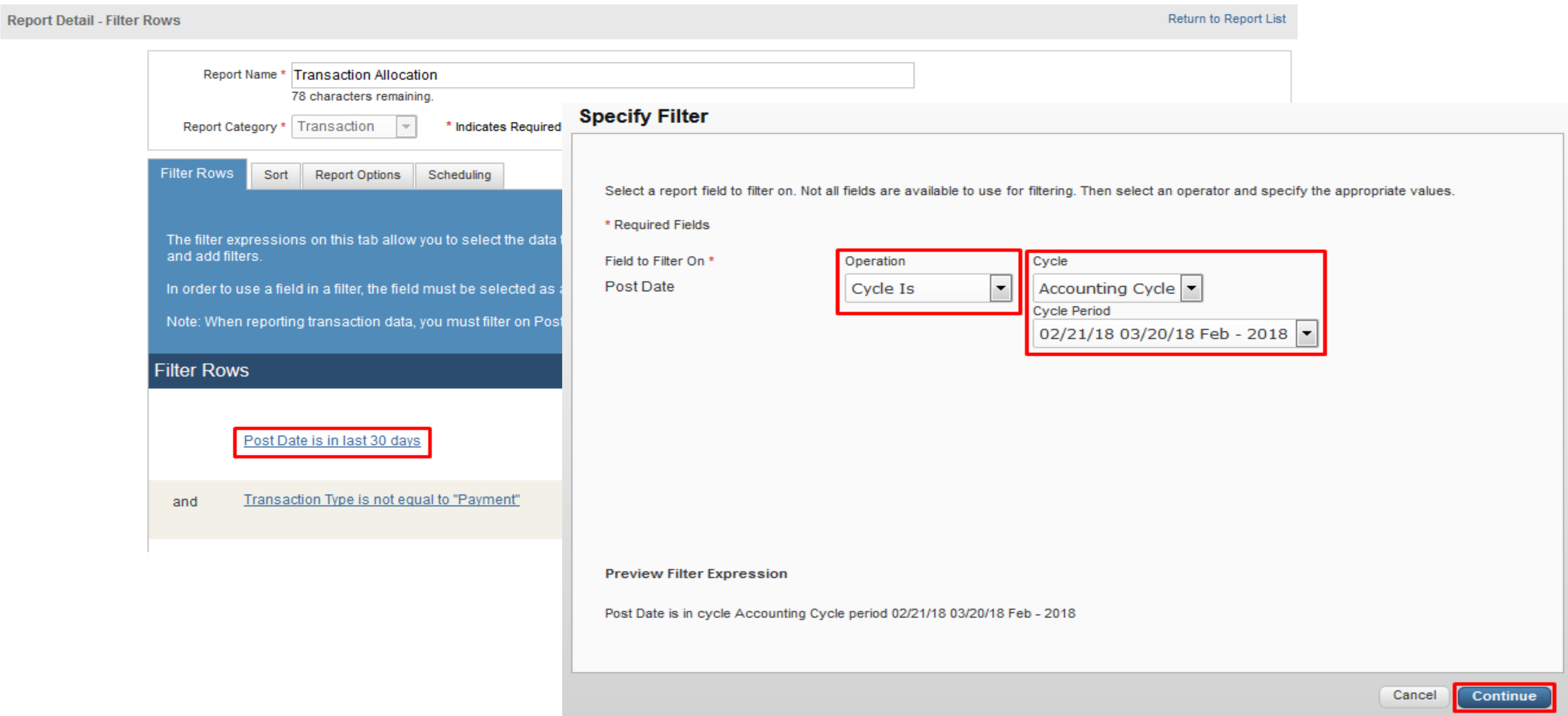
1. Select “Report List” from Reports tab

Transaction Allocation Report



2. In the Keyword Search box, type “Transaction Allocation”
3. Click “Search”
4. Select the Transaction Allocation Report

Transaction Allocation Report

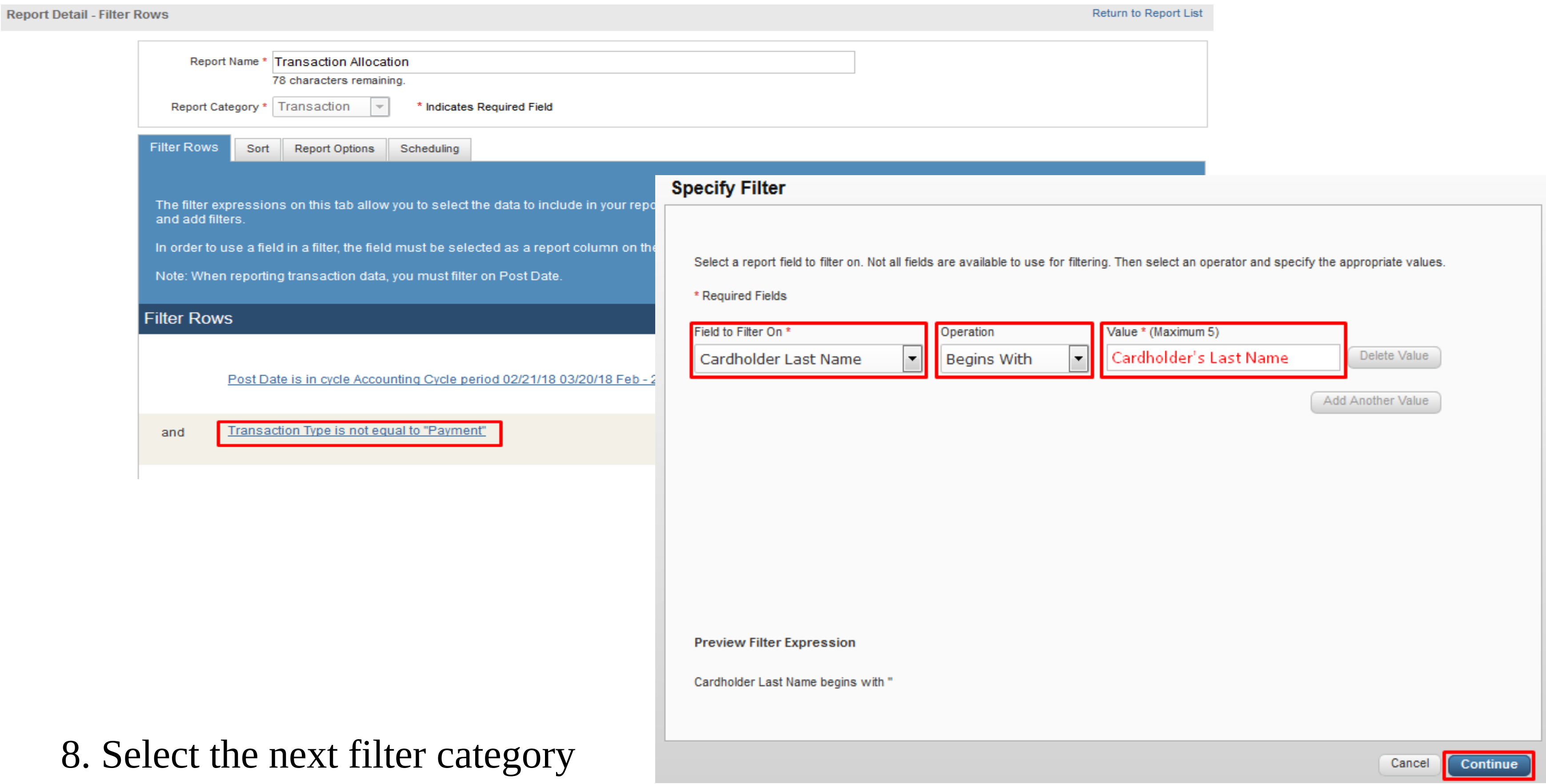


5. Under <u>Filter Rows</u>, select the first filter category
6. In the <u>Specify Filter</u> box:

    Operation: **Cycle is**
    Cycle: **Accounting Cycle**
    Cycle Period: **Appropriate cycle date range**

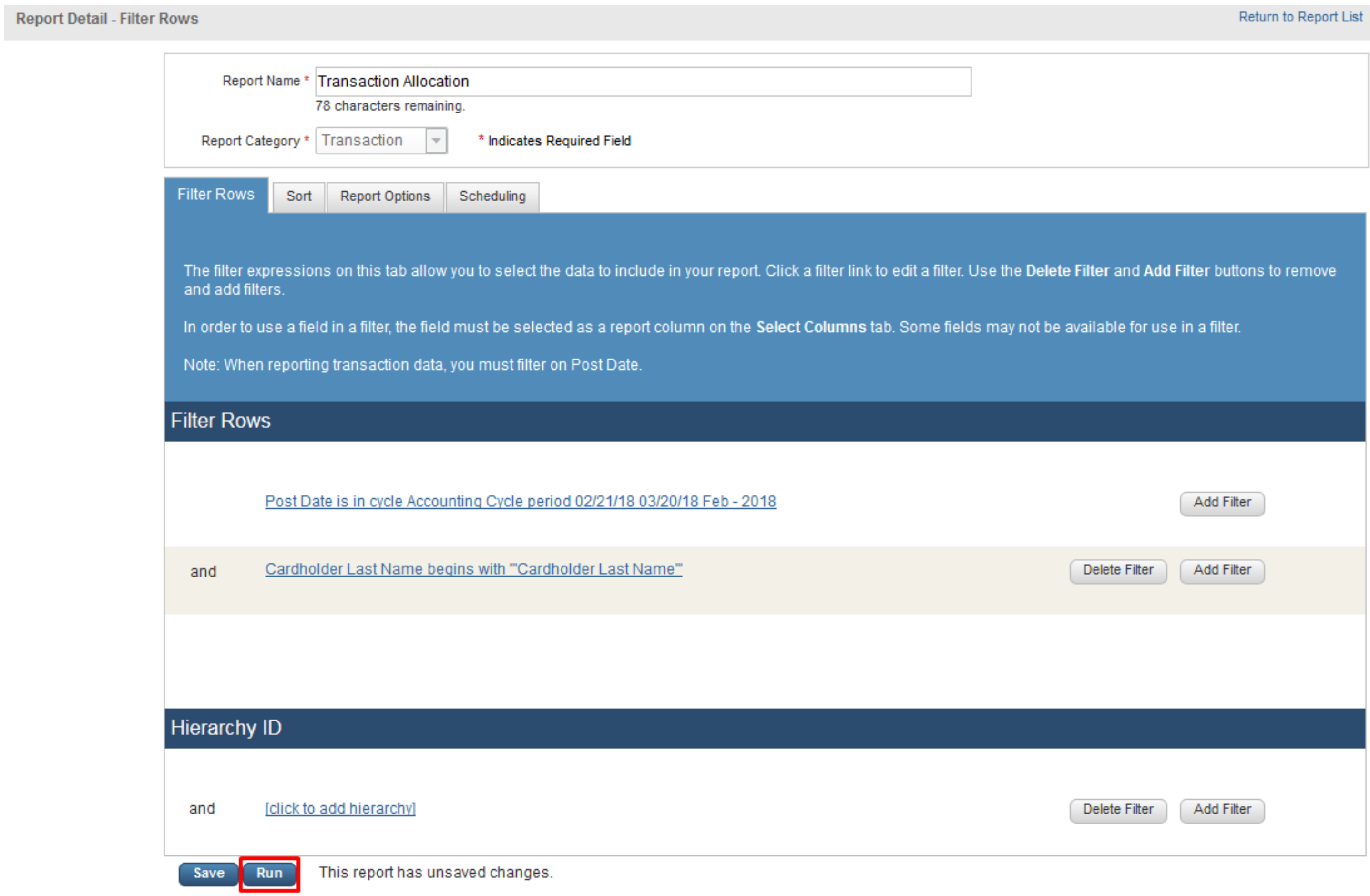
7. Click "Continue"

Transaction Allocation Report



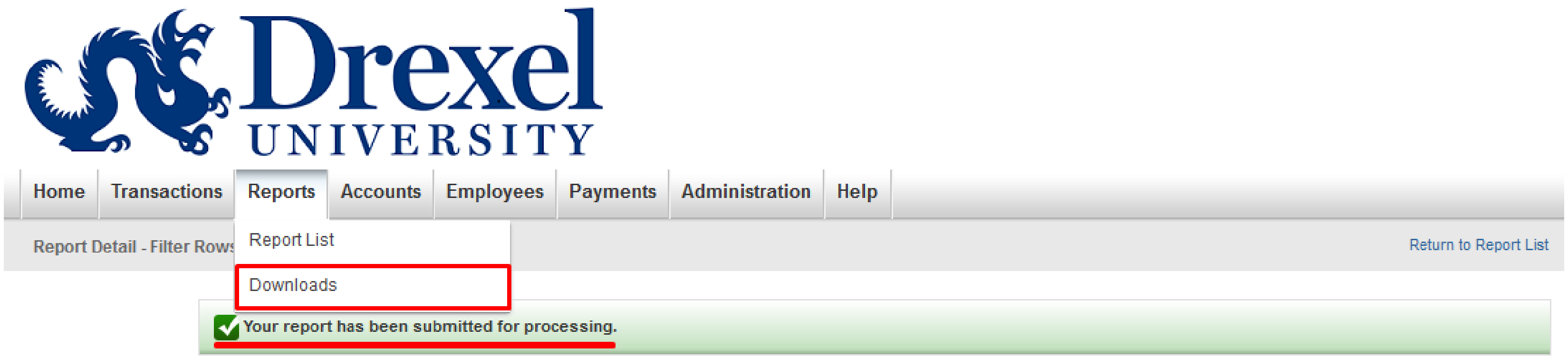
8. Select the next filter category
9. In the Specify Filter box:
    - Field to Filter On: **Cardholder Last Name**
    - Operation: **Begins With**
    - Value: **Cardholder's Last Name**
10. Click "Continue"

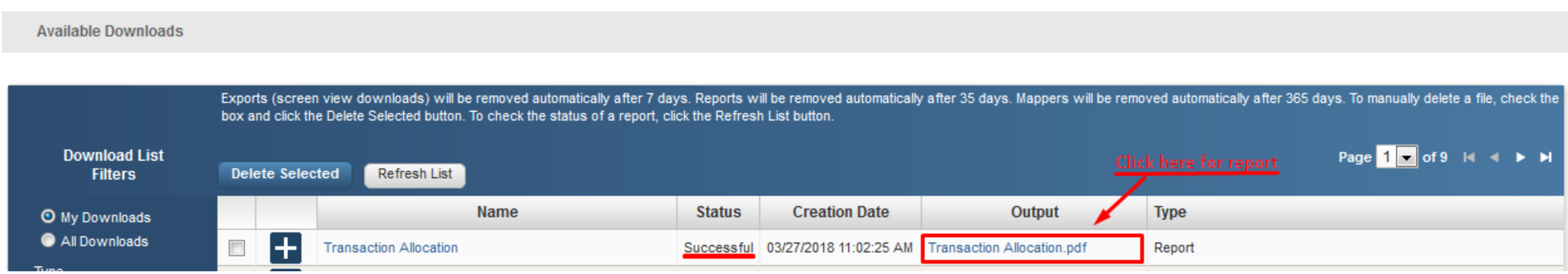
Transaction Allocation Report



11. Select “Run” to process report

Transaction Allocation Report





12. Select “Downloads” from the Reports tab

13. Select the Output file titled “Transaction Allocation.pdf”

Transaction Allocation Report

Transaction Allocation

US63405

Date/Time Printed: 04/28/2017 04:56:34 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '03/22/2017' AND '04/20/2017' AND Cardholder Last Name Begins With '[redacted]'

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
[redacted]			*************[redacted]	03/26/2017	03/27/2017	UBER US MAR26 ICXYX	HELP.UBER.COM	CA	4121	$0.00	$28.53	Purchase

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3327**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted] [redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3325**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted] [redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3325**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted] [redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3327**

Custom Field Name	Custom Field Value
Cardholder Approval	true

[redacted] ************[redacted] [redacted]

Notes:- [redacted]

Chart of Accounts: COA_US63405 **ORGN:3231|FUND:110001|ACCT:3325**

Custom Field Name	Custom Field Value
Cardholder Approval	true

Transaction Allocation

Page 1 of 2

14. The report will open as a pdf file:
    - Review all transactions to ensure transaction notes were entered
    - Gather all receipts and related documentation for Approver's review
15. Cardholder and Approver must print, sign & date at the bottom of the report

Transaction Allocation Report

Once approved, submit your Report to the P-Card Office:

Submission method: Scan and email to pcard@drexel.edu

- Electronic Reports must be in adobe **PDF format**
- When sending multiple reports, each report must be sent as an individual attachment. Emails may contain multiple attachments
- Each attachment must be named as:

Last Name First Initial Month Year.pdf

Ex. John Smith September 2018 named as **SMITHJSEPT18.pdf**