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

Transaction Allocation Report

1. Select “Report List” from Reports tab
2. In the **Keyword Search** box, type “Transaction Allocation”
3. Click “Search”
4. Select the Transaction Allocation Report
5. Under Filter Rows, select the first filter category
6. In the Specify Filter box:
   - Operation: **Cycle is**
   - Cycle: **Accounting Cycle**
   - Cycle Period: **Appropriate cycle date range**
7. Click “Continue”
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”
11. Select “Run” to process report
12. Select “Downloads” from the Reports tab
13. Select the Output file titled “Transaction Allocation.pdf”
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
Once approved, submit your Report to the P-Card Office:
Submission method: Scan and email to TandE@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 SMITHHJSEPT18.pdf