

Transaction Allocation Report

The screenshot displays the Drexel University PaymentNet interface. At the top left is the Drexel University logo, featuring a blue dragon and the text "Drexel UNIVERSITY". Below the logo is a navigation bar with tabs: Home, Transactions, Reports, Accounts, Employees, Payments, Administration, and Help. The "Reports" tab is highlighted with a red box. Below the navigation bar is a "Welcome" message and a dropdown menu for "Reports" with options "Report List" and "Downloads", both highlighted with red boxes. The main content area is divided into two columns. The left column has a dark brown header "Items Awaiting Your Action" and contains a link "21 New Files for Download". Below this is another dark brown header "3 Messages" with a "Read All" link. The message content includes "NEW! March 2018 Cycle" and "Cycle is from 03/21/2018 - 04/20/2018". The right column has a dark brown header "Account Summary" and contains a "Hierarchy: ROOT-ROOT" link with an information icon. Below this is a section titled "Accounts" with a list of links: Active Accounts, Suspended Accounts, New Accounts (Pending Activa, Accounts with Fraud (Last 90 I, Compromised Accounts, Accounts with Temporary Limit, and Accounts with Temporary MCC.

1. Select “Report List” from Reports tab

Transaction Allocation Report

Report List

Report List Filters

Report Type
All

Report Category
All

Output Format
All

Schedule
All

Keyword Search
Transaction Allocation

Search Reset All

	Report Information ▲	Last Modified	Actions
+	Transaction Allocation	11/04/2017 02:38:05 AM EDT	

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

Transaction Allocation Report

Report Detail - Filter Rows

[Return to Report List](#)

Report Name * 78 characters remaining.

Report Category * * Indicates Required

Specify Filter

Select a report field to filter on. Not all fields are available to use for filtering. Then select an operator and specify the appropriate values.

* Required Fields

Field to Filter On *

Post Date

Operation

Cycle

Cycle Period

Preview Filter Expression

Post Date is in cycle Accounting Cycle period 02/21/18 03/20/18 Feb - 2018

Filter Rows | Sort | Report Options | Scheduling

The filter expressions on this tab allow you to select the data and add filters.

In order to use a field in a filter, the field must be selected as a filter row.

Note: When reporting transaction data, you must filter on Post Date.

Filter Rows

and

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”

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The screenshot displays the 'Report Detail - Filter Rows' interface. At the top, there is a 'Report Name' field containing 'Transaction Allocation' and a 'Report Category' dropdown set to 'Transaction'. Below this, a blue sidebar contains instructions and a 'Filter Rows' section. The main area shows a filter expression: 'Post Date is in cycle Accounting Cycle period 02/21/18 03/20/18 Feb - 2' followed by 'and' and a red-bordered box containing 'Transaction Type is not equal to Payment'. A 'Specify Filter' dialog box is open, showing three red-bordered input fields: 'Field to Filter On *' with 'Cardholder Last Name', 'Operation' with 'Begins With', and 'Value * (Maximum 5)' with 'Cardholder's Last Name'. Below these fields is a 'Preview Filter Expression' section showing 'Cardholder Last Name begins with *'. At the bottom right of the dialog, there are 'Cancel' and 'Continue' buttons, with 'Continue' highlighted by a red border.

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

Report Detail - Filter Rows

[Return to Report List](#)

Report Name *
78 characters remaining.

Report Category * * Indicates Required Field

Filter Rows

The filter expressions on this tab allow you to select the data to include in your report. Click a filter link to edit a filter. Use the **Delete Filter** and **Add Filter** buttons to remove and add filters.

In order to use a field in a filter, the field must be selected as a report column on the **Select Columns** tab. Some fields may not be available for use in a filter.

Note: When reporting transaction data, you must filter on Post Date.

Filter Rows

[Post Date is in cycle Accounting Cycle period 02/21/18 03/20/18 Feb - 2018](#)

and [Cardholder Last Name begins with "Cardholder Last Name"](#)

Hierarchy ID

and [\[click to add hierarchy\]](#)

This report has unsaved changes.

11. Select “Run” to process report

Transaction Allocation Report



Home Transactions **Reports** Accounts Employees Payments Administration Help

Report Detail - Filter Rows Report List [Return to Report List](#)

Downloads

✓ Your report has been submitted for processing.

Available Downloads

Exports (screen view downloads) will be removed automatically after 7 days. Reports will be removed automatically after 35 days. Mappers will be removed automatically after 365 days. To manually delete a file, check the box and click the Delete Selected button. To check the status of a report, click the Refresh List button.

Download List Filters:

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	Name	Status	Creation Date	Output	Type
<input type="checkbox"/>	Transaction Allocation	Successful	03/27/2018 11:02:25 AM	Transaction Allocation.pdf	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 '██████████'

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
██████████	██████████	██████████	██████████	03/26/2017	03/27/2017	UBER US MAR26 ICXYK	HELP.UBER.C	CA	4121	\$0.00	\$28.53	Purchase
Notes:- ██████████												
Chart of Accounts: COA_US63405 ORGN:3231 FUND:110001 ACCT:3327												
Custom Field Name: Cardholder Approval Custom Field Value: true												
Notes:- ██████████												
Chart of Accounts: COA_US63405 ORGN:3231 FUND:110001 ACCT:3325												
Custom Field Name: Cardholder Approval Custom Field Value: true												
Notes:- ██████████												
Chart of Accounts: COA_US63405 ORGN:3231 FUND:110001 ACCT:3325												
Custom Field Name: Cardholder Approval Custom Field Value: true												
Notes:- ██████████												
Chart of Accounts: COA_US63405 ORGN:3231 FUND:110001 ACCT:3327												
Custom Field Name: Cardholder Approval Custom Field Value: true												
Notes:- ██████████												
Chart of Accounts: COA_US63405 ORGN:3231 FUND:110001 ACCT:3325												
Custom Field Name: Cardholder Approval Custom Field Value: true												

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Transaction Allocation

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 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 **SMITHJSEPT18.pdf**