

JPMORGAN PAYMENTNET TRANSACTION REPORT

The following document contains instructions to download a transaction listing for the prior month (or any other time period) for posting to account pages (google docs/quicken/etc).

- Once logged into J.P.Morgan PaymentNet – hover over “Reports” on the dark blue bar – choose “Report List” from the options on the drop-down list

The screenshot shows the J.P.Morgan PaymentNet interface. The top navigation bar includes 'Home', 'Transactions', 'Statements', 'Reports', 'My Accounts', 'Payments', and 'Help'. A blue arrow points to the 'Reports' menu, which is open, showing 'Report List' and 'Downloads' options. The main content area is divided into several sections: 'Account Summary' with fields for Credit Limit, Current Balance, and Available Credit; 'Transaction Activity' with a table showing Current Billing Cycle Transactions (\$3,553.65), Authorizations (6), Declines (0), and Transactions for Review (0); 'Statements' with a table showing a statement for Nov 27, 2023 (\$24,564.55); and 'Payments' with a table showing a payment due on Nov 28, 2023 (\$0.00). On the right side, there is a '1 Message' section with a reminder of events and an 'Items Awaiting Your Action' section with 1 new transaction.

- From the Report List choose “Transaction Detail – MS EXCEL” (click on the report title, not the + sign)

The screenshot shows the 'Report List' page in the J.P.Morgan PaymentNet interface. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a 'Filter By' section with dropdown menus for Report Type, Report Category, Output Format, and Schedule, and a text input field for Keyword Search. Below the filters, there is a 'Report Information' section with a list of reports. A blue arrow points to the 'Transaction Detail - MS EXCEL' report title in the list.

Report Type	Report Category	Output Format	Schedule	Keyword Search
All	All	All	All	

Report Information

- + Amy Gamble
- + Declines - MS EXCEL
- + Previous Month's Transactions
- + Previous Month's Transactions
- + Statement of Account Landscape
- + Statement of Account Portrait
- + Transaction Detail - MS EXCEL

- Once the Report Detail comes up – click on the blue hyperlink “Post Date is in the last 30 days”

J.P.Morgan PaymentNet® Contact | My Profile | Log Out

Home Transactions Statements Reports My Accounts Payments Help

Report Detail - Filter Rows Return to Report List

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name* Tag Report by Category*

71 characters remaining.

Filter Rows Sort Output Options Scheduling

Add and order the filter expressions to include in your report. Click filter links to edit a filter. To use a field in a filter it must have been added. Some fields may not be available for use in a filter.

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

Filters Added

Rules	Criteria	Action
	Post Date is in last 30 days	<input type="button" value="Add"/>
and	Transaction Type is not equal to "Payment"	<input type="button" value="Delete"/> <input type="button" value="Add"/>

Hierarchy ID

Rules	Hierarchy ID	Action
and	[click to add hierarchy]	<input type="button" value="Delete"/> <input type="button" value="Add"/>

PaymentNet® Privacy Policy & Disclosures | Terms & Conditions | Security Best Practices © 2023 JPMorgan Chase & Co. All rights reserved.

- The report filter pops up - in order to request data from any time period, you will change the
 - Step 1 – Change operation to “Is Between”
 - Step 2 – Change the “Start Date” and “End Date” to any date range required
 - Step 3 – Click “Continue”

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 * Operation Duration Number of Days *

Post Date

Preview Filter Expression

Post Date is in last 30 days

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 * Operation Start Date * and End Date *

Post Date

MM/DD/YYYY MM/DD/YYYY

Preview Filter Expression

Post Date is between 10/01/2023 and 10/31/2023

- Click “Run”

J.P.Morgan PaymentNet® [Contact](#) | [My Profile](#) | [Log Out](#)

Home Transactions Statements Reports My Accounts Payments Help

Report Detail - Filter Rows Return to Report List

Create New Report

Renaming the report will modify the current report.

Required Field*

Report Name* Tag Report by Category*

71 characters remaining.

Filter Rows Sort Output Options Scheduling

Add and order the filter expressions to include in your report. Click filter links to edit a filter. To use a field in a filter it must have been added. Some fields may not be available for use in a filter.

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

Filters Added

Rules	Criteria	Action
	Post Date is between 10/01/2023 and 10/31/2023	Add
and	Transaction Type is not equal to "Payment"	Delete Add

Hierarchy ID

Rules	Hierarchy ID	Action
and	[click to add hierarchy]	Delete Add

[Run](#) [Save](#)

↓

PaymentNet® Privacy Policy & Disclosures | Terms & Conditions | Security Best Practices © 2023 JPMorgan Chase & Co. All rights reserved.

Your report has been requested and will take a few minutes to generate. You can leave this page and go back to the Home page or the Reports page – your report will be available in both places. Remember, it may take a few minutes before it appears.

When leaving this screen you will get a warning that the report has unsaved changes, disregard and click OK. This is an on-demand report with different search criteria each time, saving it isn't necessary

- On the Home screen you will see it in the “Items Awaiting Your Action” in the lower right corner
 - Once you click this hyperlink, it will take you to the Reports...Downloads page

J.P.Morgan PaymentNet® [Contact](#) | [My Profile](#) | [Log Out](#)

Home Transactions Statements Reports My Accounts Payments Help

Welcome

ALISON VINCENT
One Card (...1072)

Account Summary [View Details](#)

Credit Limit \$100,000.00

Current Balance ① \$3,553.65

Available Credit ① \$96,448.35

Transaction Activity

Current Billing Cycle Transactions ① \$3,553.65 [View](#)

Authorizations 6 [View](#)

Declines 0 [View](#)

Transactions for Review (Last 60 days) 0 [View](#)

Statements

Nov 27, 2023 \$24,564.55 [View](#) [Download \(PDF\)](#)

Payments

Payment Due (Nov 28, 2023) \$0.00 [Make a Payment](#) [View Payments](#)

1 Message [Read All](#)

[Reminder of Events Upcoming in Next 2 Weeks](#)

There are no planned events.

[Read More...](#)

Posted: Oct 16, 2023

Items Awaiting Your Action

1 New Files for Download

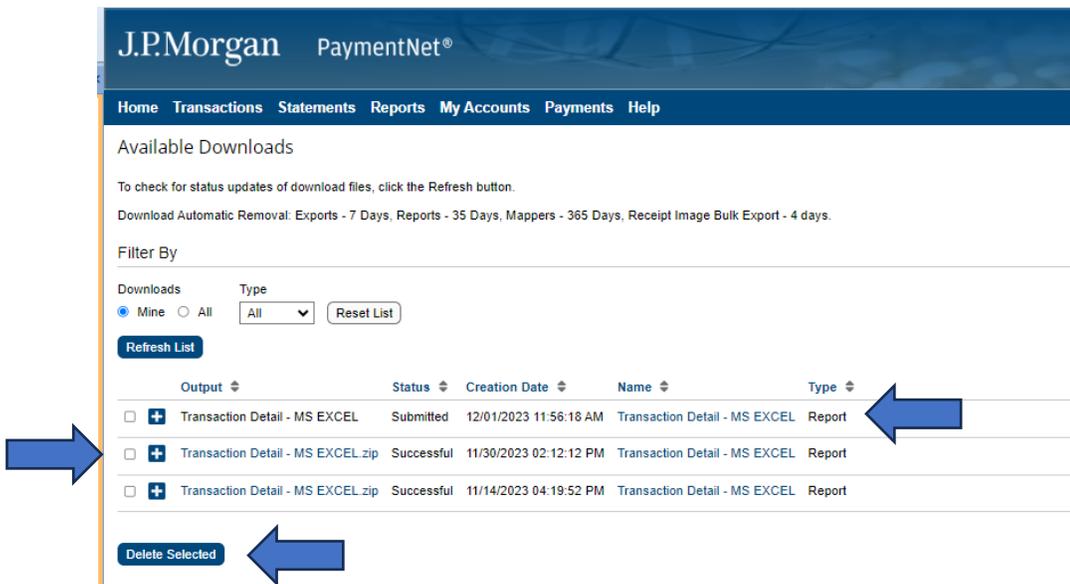
1 New Transactions (All Accounts)

- To go straight to the Reports...Downloads page
 - Hover over “Reports” on the dark blue bar and click on “Downloads”
 - Any reports you have requested will remain saved in “Downloads” until deleted by you
 - Once you have opened the report, it will no longer show in “Items Awaiting Your Action” – so the only way to go back to the report is through the Reports...Downloads page



Once the report has been requested, it will appear in “Downloads”

- The reports will be listed most recent first
- If the title of the report under the heading “Output” is black, the report is still generating, if the title of the report is blue under the heading “Output” it is complete
- If you wish to delete older reports, select the report by clicking toggle box to the left of the report name and click on the “Delete Selected” button on the lower left – the report is permanently deleted

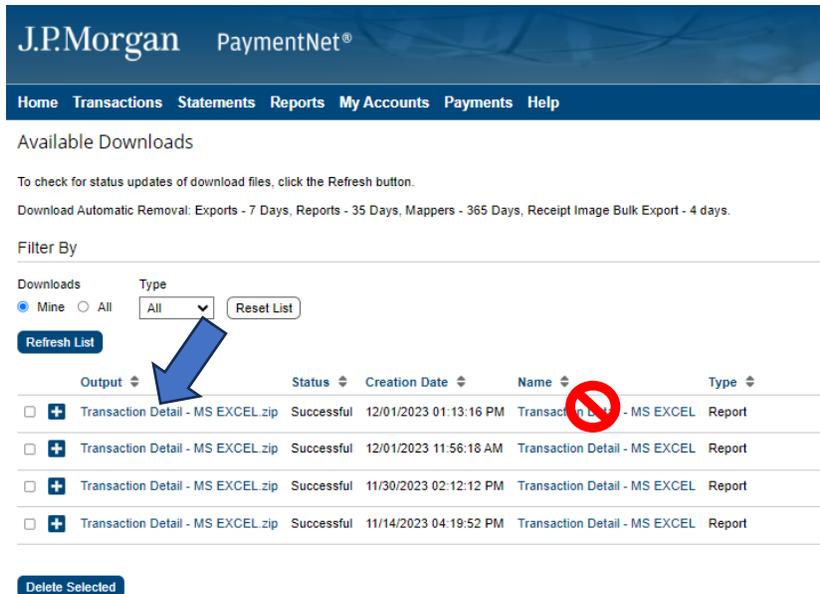


Important Information

- If you are in your “Cardholder” role – the information generated on the report will be only what you personally have access to in your cardholder role.
- If you are in your “Transaction Approver” role – the information generated on the report will be for those cardholders that you are an approver for.

Once the report is available, click on the blue hyperlink under the Output column (not the hyperlink under the name column - that is the report criteria).

- The report will be downloaded in a zip file to your computer.
- Once downloaded, open the zip file and drag the Xcel worksheet onto your desktop



J.P.Morgan PaymentNet®

Home Transactions Statements Reports My Accounts Payments Help

Available Downloads

To check for status updates of download files, click the Refresh button.

Download Automatic Removal: Exports - 7 Days, Reports - 35 Days, Mappers - 365 Days, Receipt Image Bulk Export - 4 days.

Filter By

Downloads

Mine All Type: All Reset List

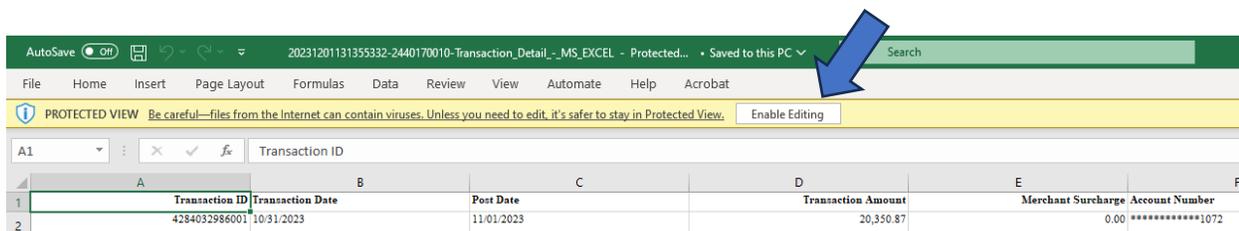
Refresh List

Output	Status	Creation Date	Name	Type
<input type="checkbox"/> + Transaction Detail - MS EXCEL.zip	Successful	12/01/2023 01:13:16 PM	Transaction Detail - MS EXCEL	Report
<input type="checkbox"/> + Transaction Detail - MS EXCEL.zip	Successful	12/01/2023 11:56:18 AM	Transaction Detail - MS EXCEL	Report
<input type="checkbox"/> + Transaction Detail - MS EXCEL.zip	Successful	11/30/2023 02:12:12 PM	Transaction Detail - MS EXCEL	Report
<input type="checkbox"/> + Transaction Detail - MS EXCEL.zip	Successful	11/14/2023 04:19:52 PM	Transaction Detail - MS EXCEL	Report

Delete Selected

Once you open the file in the Xcel format it has many columns with lots of information. For the sake of making the report more usable with only the columns you need, you will need to hide columns. Follow these instructions to hide columns in Xcel.

- If your worksheet has a yellow bar at the top titled "PROTECTED VIEW" – go to the end of the message on the yellow bar and click on "Enable Editing" – this will allow you to make changes to the worksheet



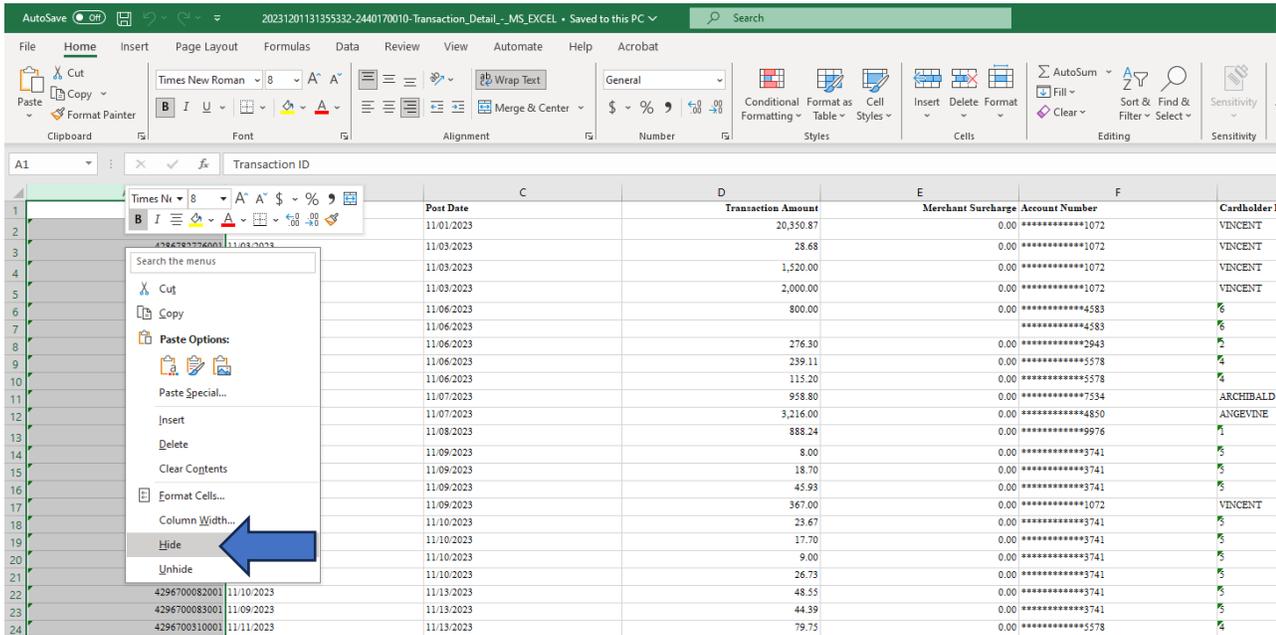
AutoSave 20231201131355332-2440170010-Transaction_Detail_-_MS_EXCEL - Protected... Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

	A	B	C	D	E	F
1	Transaction ID	Transaction Date	Post Date	Transaction Amount	Merchant Surcharge	Account Number
2	4284032986001	10/31/2023	11/01/2023	20,350.87	0.00	*****1072

- Hide columns that are not needed
 - Hover over the "A" at the top of the first column, right click with your mouse which will highlight the entire column, click on "Hide" – column A will be hidden but not deleted
 - This process can be done with multiple columns at the same time, just left click down and hold on the first column you want to hide and roll sideways – the columns are highlighted. Once you have all the columns you wish to hide highlighted, release the left button on your mouse, hover over the highlighted columns (any one of them) and right click, then click on "Hide"



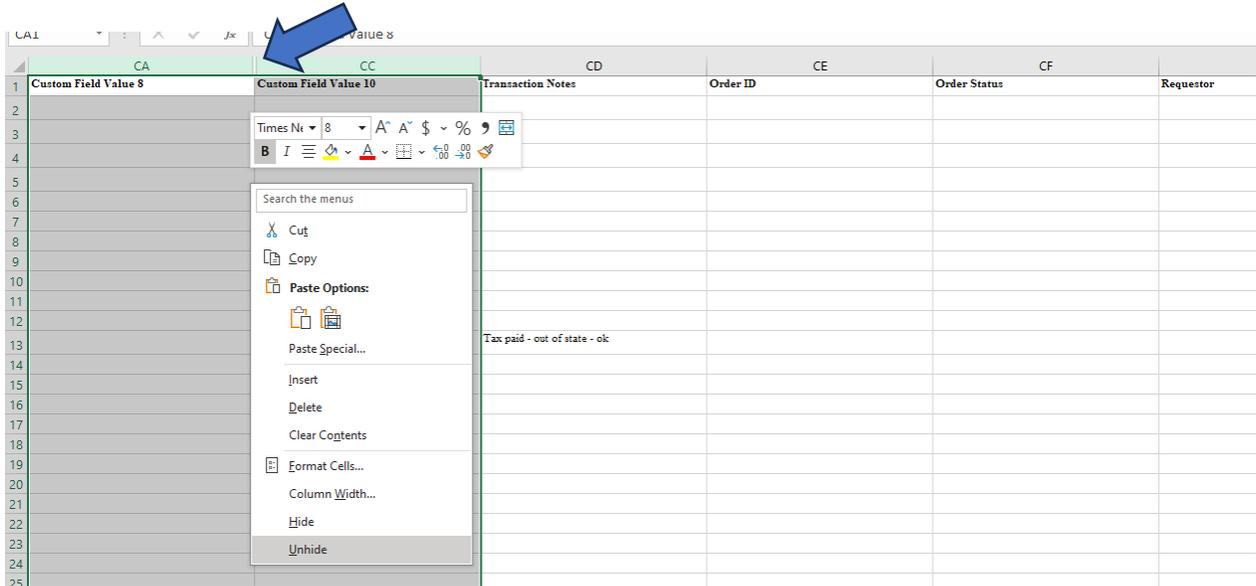
The columns you will need to KEEP are:

- C – Post date
- D – Transaction amount
- G – Cardholder last name
- H – Cardholder first name (keep both first & last or just one – whatever works for you)
- O – Original merchant name
- AP – Transaction item COA (the IV account code that the transaction is being charged to)
- BU – Custom field (the description the cardholder entered in the transaction)
- CD – Transaction notes (Anything added to the transaction note box)

Now you have a report that can be sorted to suit your needs.

THINGS TO KEEP IN MIND WITH THIS REPORT

- Hidden columns are not gone – you can retrieve hidden columns two different ways:
 - Anywhere you see a double line between the column headings, right click and highlight the columns on both sides of the double lines, left click and click “Unhide”. Those columns are back.



- If you want to unhide all columns at one time:
 - Go to the small triangle in the far upper left corner of the worksheet and click on it
 - Right click on your mouse and click “Unhide” – this will return all columns that have been hidden

