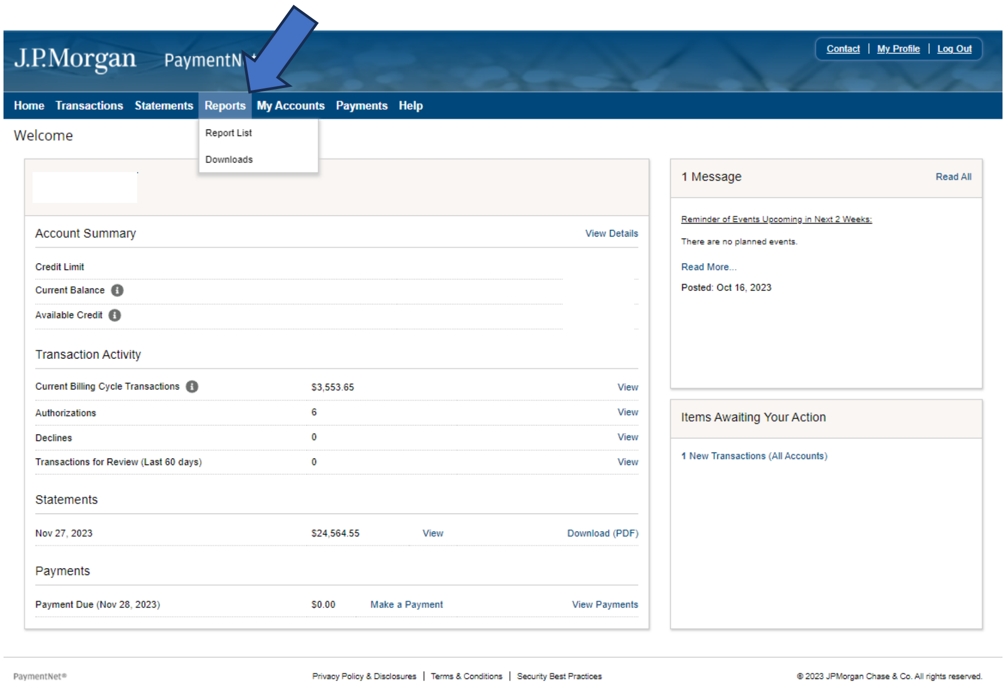
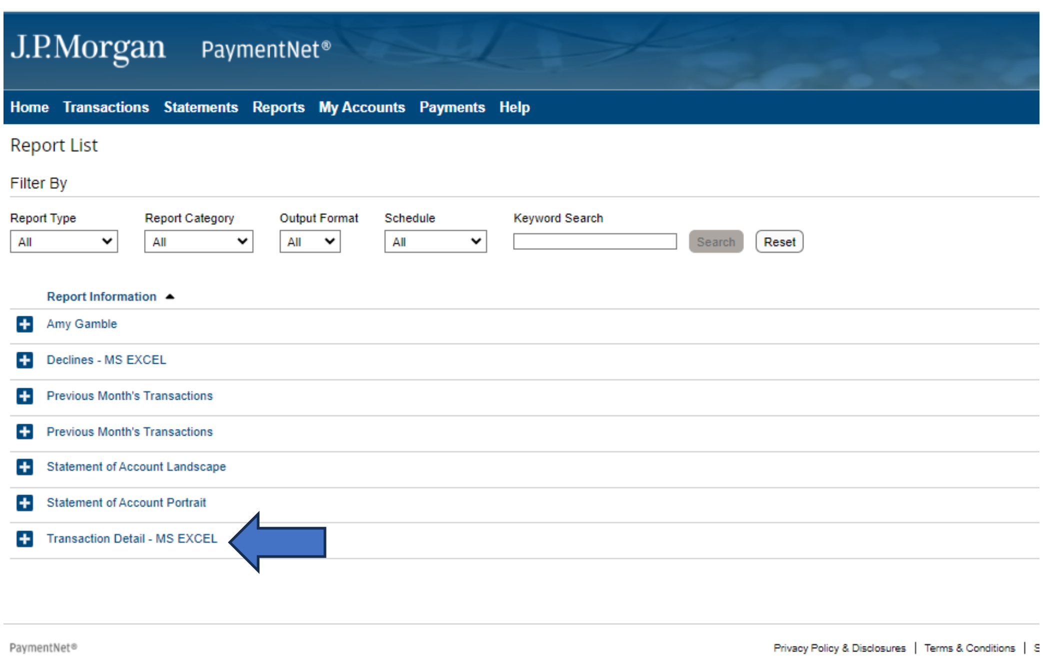
JPMORGAN PAYMENTNET TRANSACTION REPORT

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).

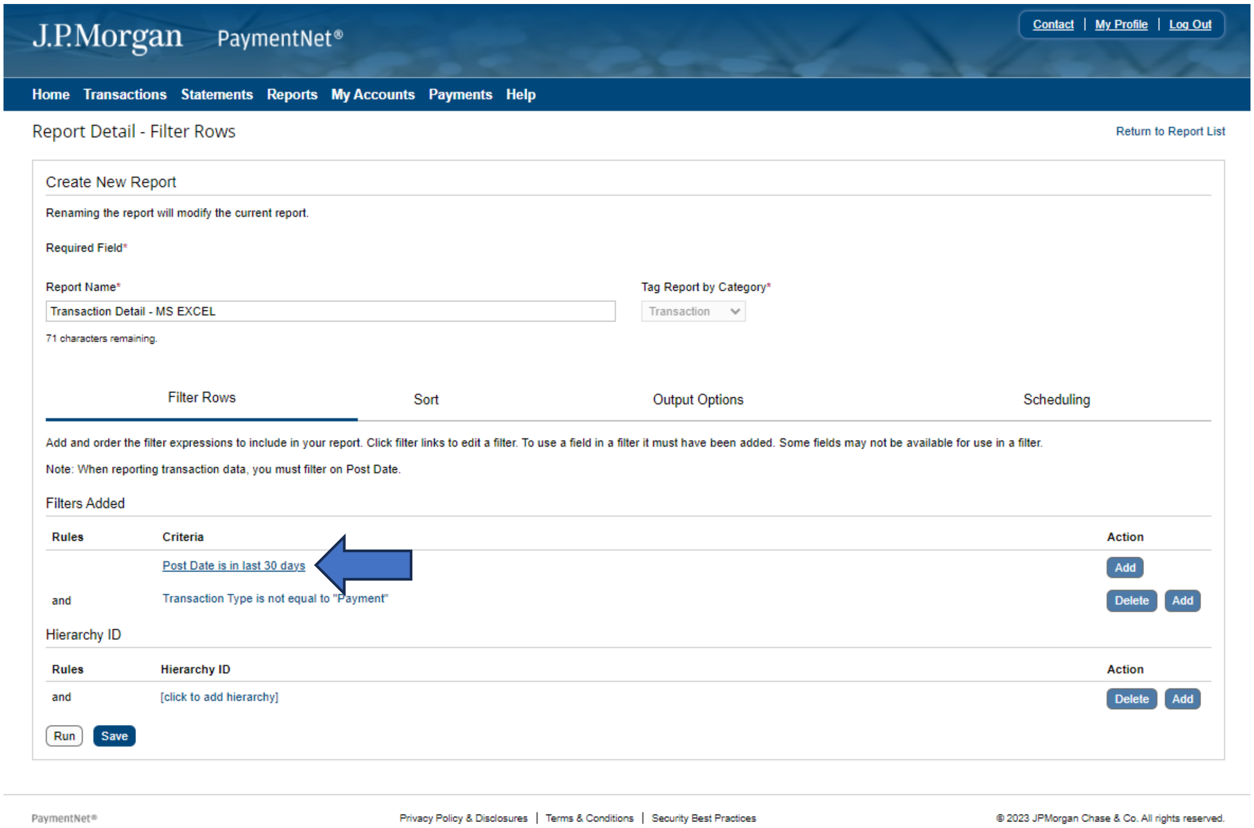
- Once logged into J.P.Morgan PaymentNet – hover over "Reports" on the dark blue bar – choose "Report List" from the options on the drop-down list



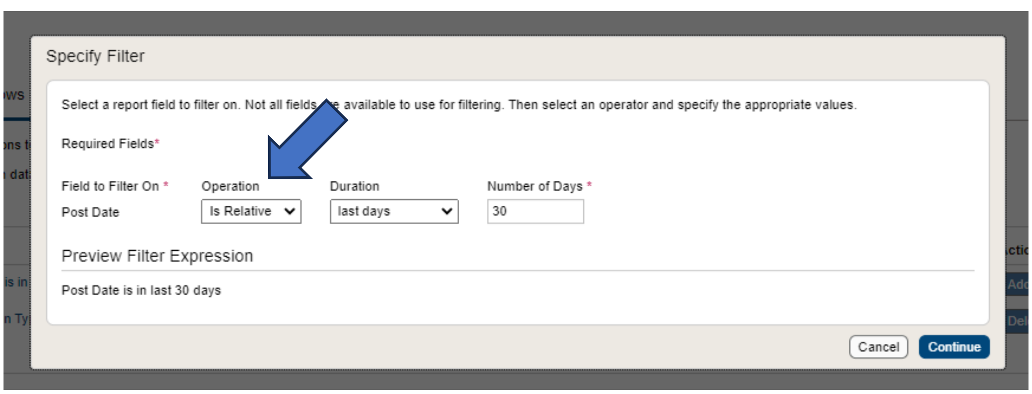
- From the Report List choose "Transaction Detail – MS EXCEL" (click on the report title, not the + sign)

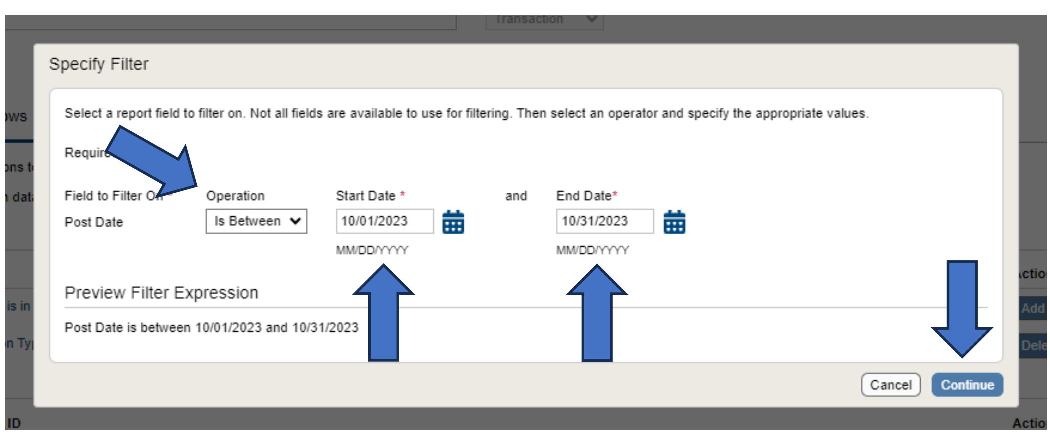


- Once the Report Detail comes up – click on the blue hyperlink “Post Date is in the last 30 days”

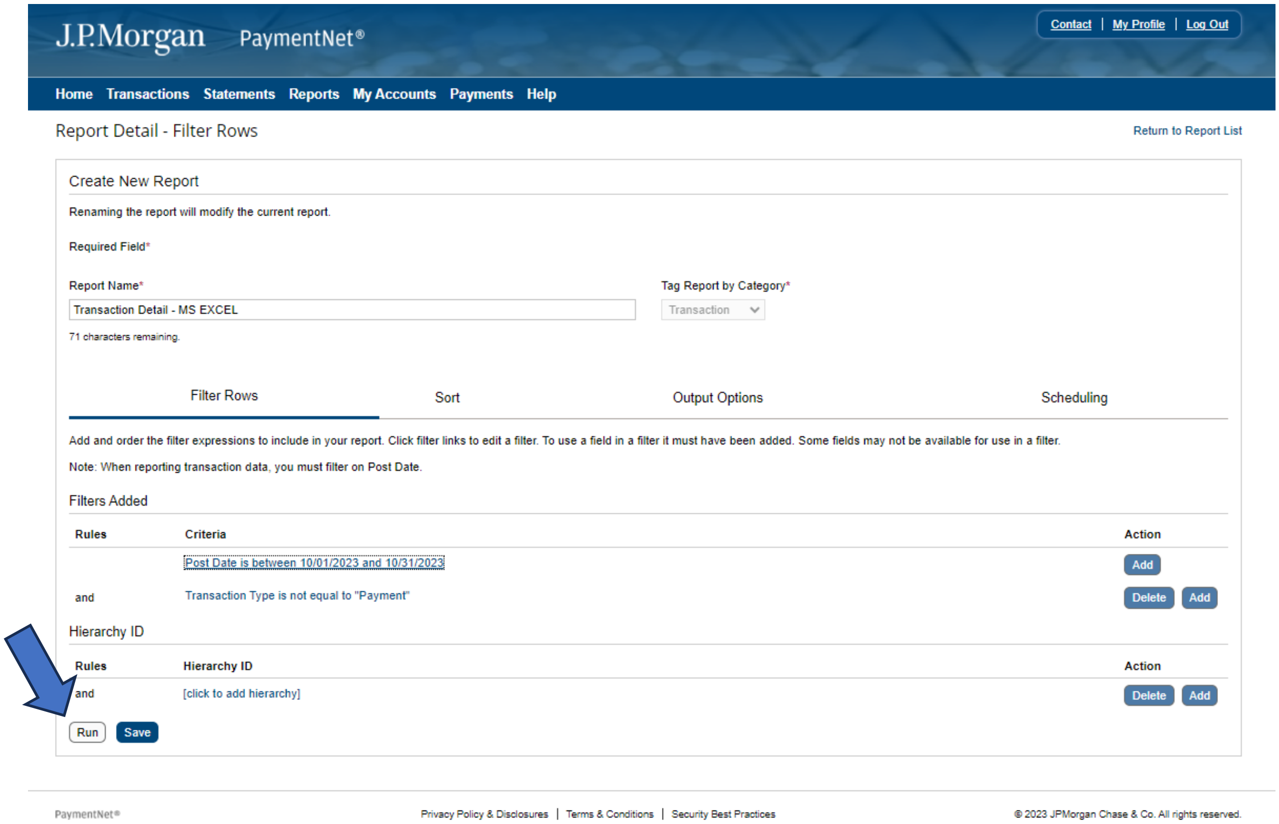


- The report filter pops up - in order to request data from any time period, you will change the
    - Step 1 – Change operation to “Is Between”
    - Step 2 – Change the “Start Date” and “End Date” to any date range required
    - Step 3 – Click “Continue”





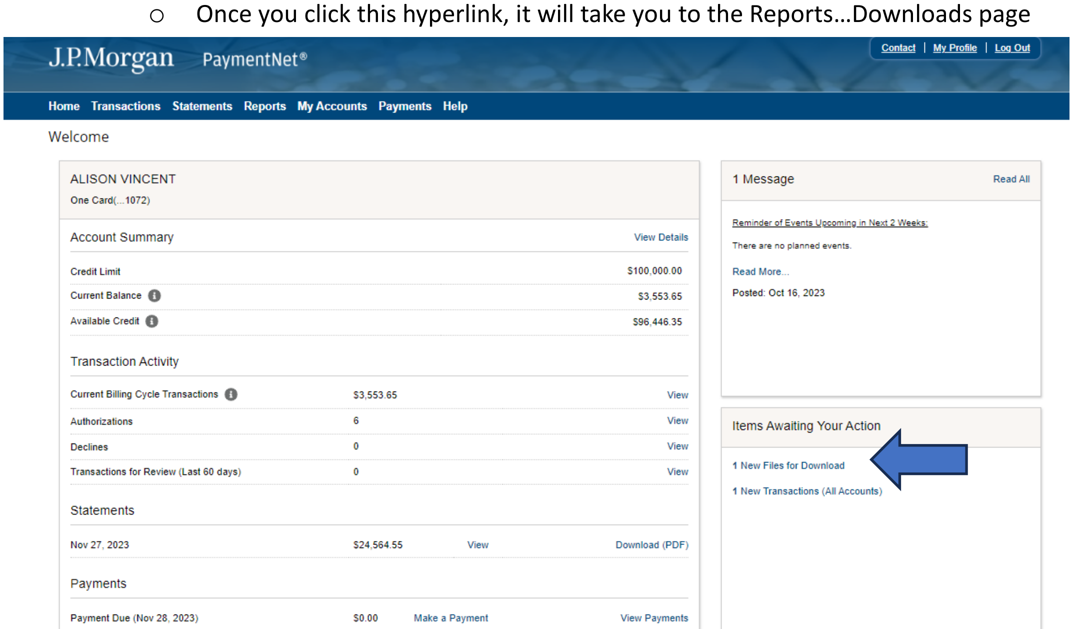
- Click “Run”



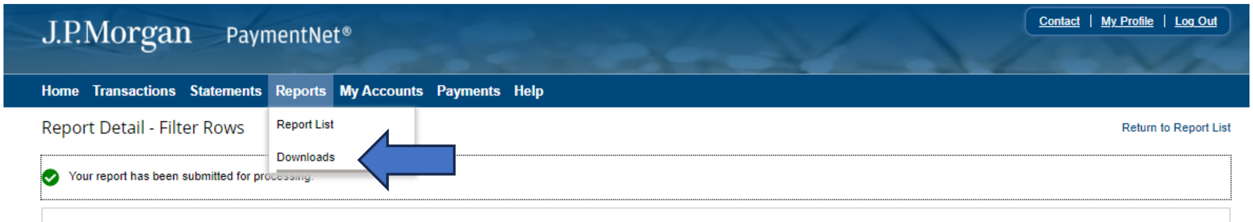
Your report has been requested and will take a few minutes to generate. You can leave this page and go back to the Home page or the Reports page – your report will be available in both places. Remember, it may take a few minutes before it appears.

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

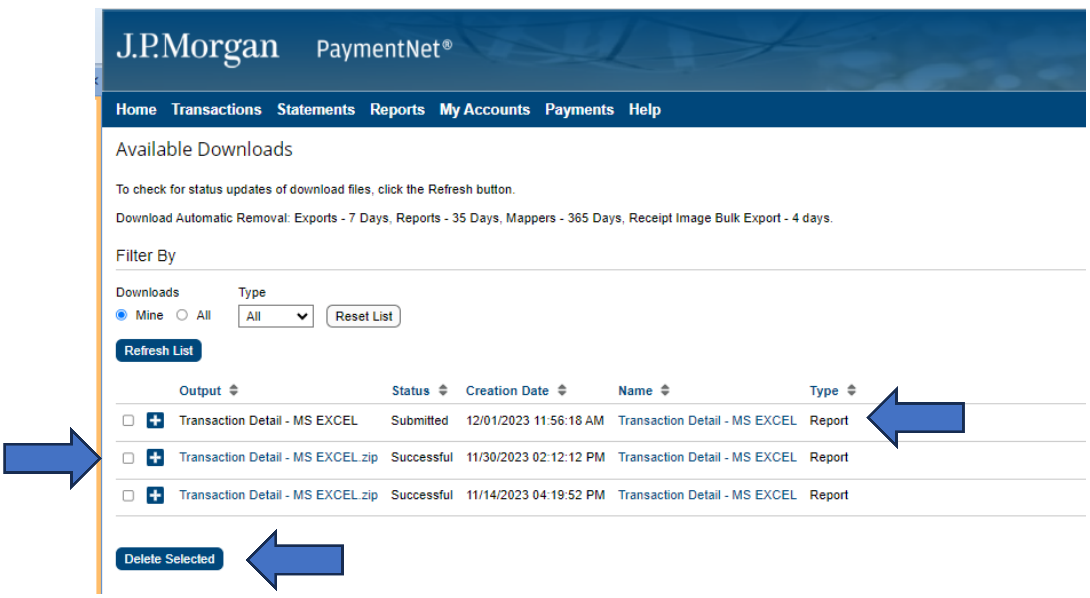


- To go straight to the Reports…Downloads page
    - Hover over "Reports" on the dark blue bar and click on "Downloads"
    - Any reports you have requested will remain saved in "Downloads" until deleted by you
    - Once you have opened the report, it will no longer show in "Items Awaiting Your Action" – 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

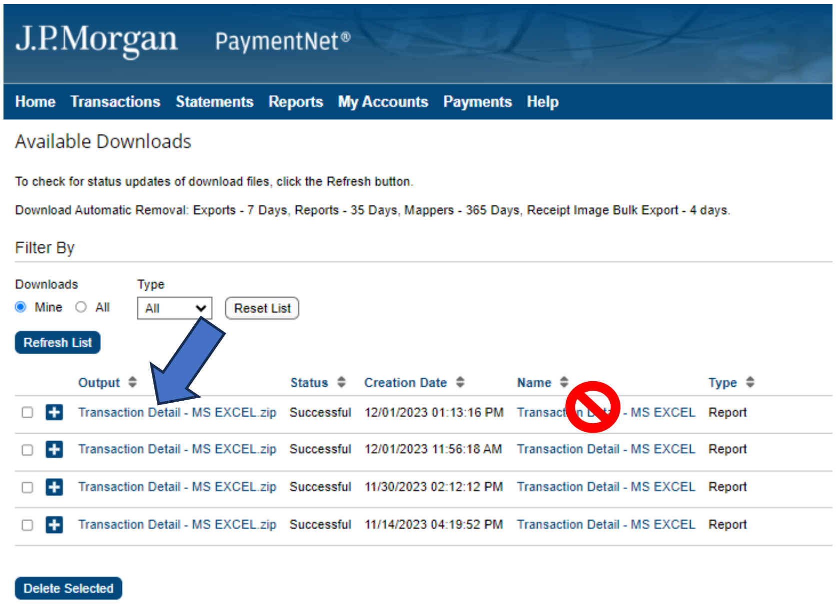


Important Information

- *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.*

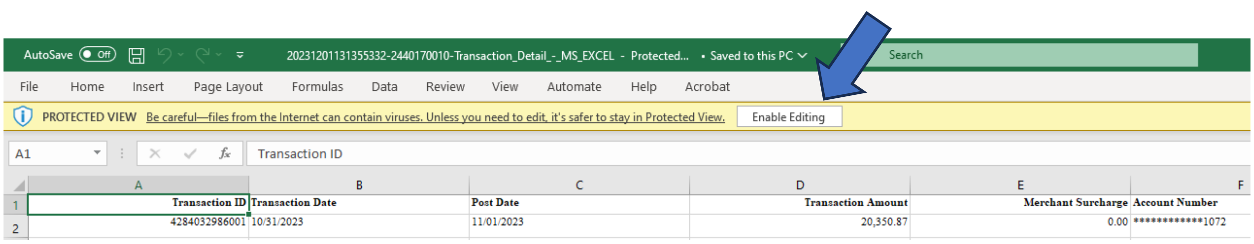
Once the report is available, click on the blue hyperlink under the Output column (not the hyperlink under the name column - that is the report criteria).

- 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

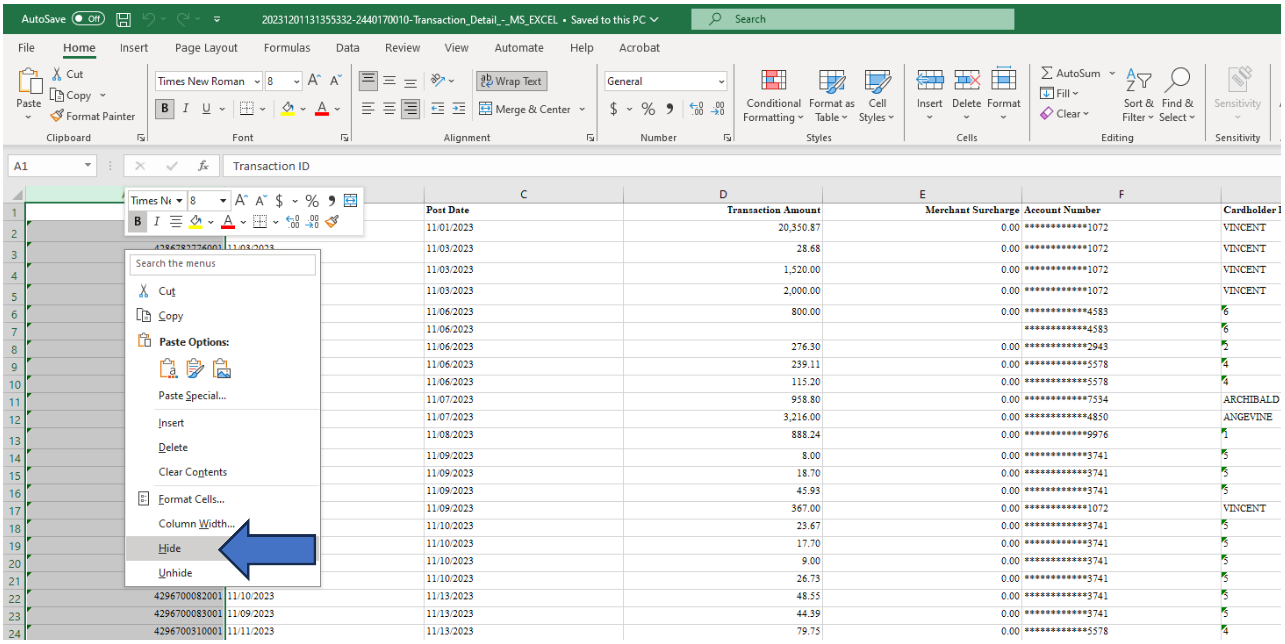


Once you open the file in the Xcel format it has many columns with lots of information. For the sake of making the report more usable with only the columns you need, you will need to hide columns. Follow these instructions to hide columns in Xcel.

- 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



- 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"



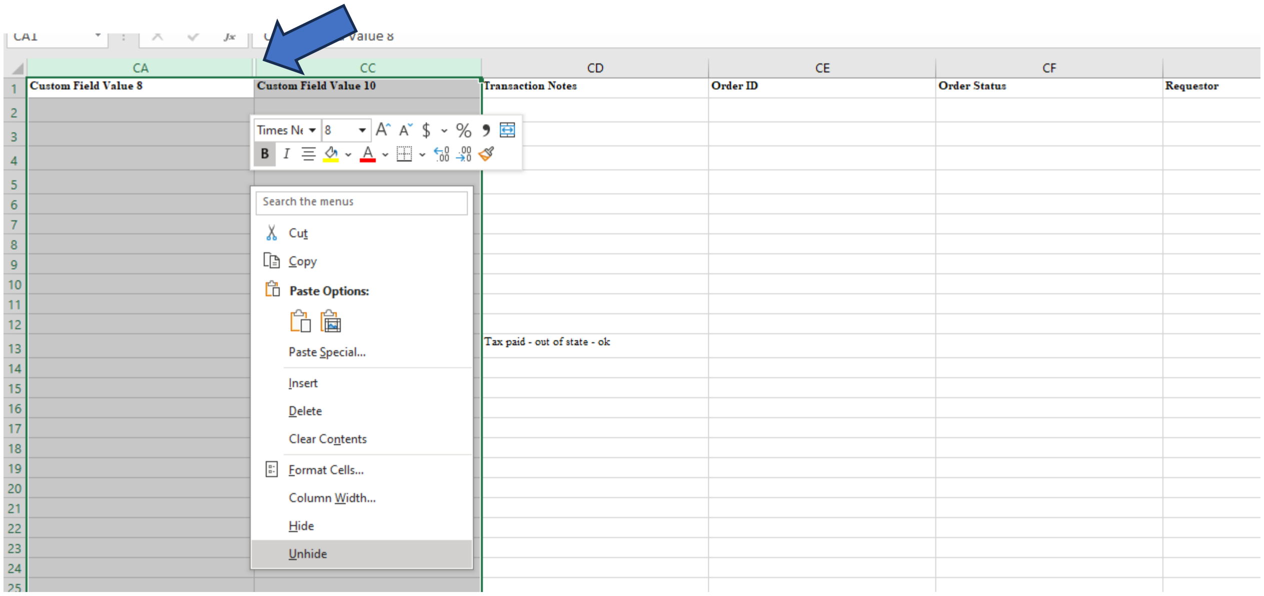
The columns you will need to KEEP are:

- 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