

Generating the Monthly Reconciliation Report

April 2018

Log in to Payment Net

www.paymentnet.jpmorgan.com

Click on Reports -> Reports List

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Home Transactions Statements Reports My Accounts Help

Welcome

Report List

Downloads

Items Awaiting Your Action

[2 New Files for Download](#)

2 Messages

[Read All](#)

Purchasing Card (...)

Account Summary

[View Details](#)

Credit Limit \$15,000.00

Current Balance ⓘ \$0.00

Available Credit ⓘ \$

Transaction Activity

Click “Monthly Reconciliation Report”

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Home Transactions Statements **Reports** My Accounts Help

Report List

Report List

Downloads

Report List Filters

Report Type

All

Report Category

All

Output Format

All

Schedule

All

Keyword Search

Search

Reset All

Report Information ▲

Last Modified

Actions

	Report Information ▲	Last Modified	Actions
	Account and Employee Hierarchy	11/04/2017 02:37:48 AM EDT	
	Account and Employee Hierarchy - MS EXCEL	11/04/2017 02:37:53 AM EDT	
	Cardholder Accounts and Limits by Hierarchy	11/04/2017 02:39:10 AM EDT	
	Cardholder Listing With Addresses	11/04/2017 02:38:59 AM EDT	
	Cardholder Profile	11/04/2017 02:39:11 AM EDT	
	Cardholder Profile - MS EXCEL	11/04/2017 02:38:05 AM EDT	
	Foreign Currency	11/04/2017 02:39:32 AM EDT	
	Hierarchy List by Level	11/04/2017 02:37:48 AM EDT	
	Monthly Reconciliation Report	11/04/2017 02:41:45 AM EDT	
	Transaction Allocation	11/04/2017 02:38:05 AM EDT	
	Transaction Detail	11/04/2017 02:37:48 AM EDT	
	Transaction Detail - MS EXCEL	11/04/2017 02:38:05 AM EDT	
	Transaction Detail by Hierarchy	11/04/2017 02:39:11 AM EDT	

The Screen Should look like this below

Continued on next slide

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

Report Name * Monthly Reconciliation Report
71 characters remaining.

Report Category * Transaction * Indicates Required Field

Filter Rows Sort Report Options Scheduling

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

[Posting Date is in prior Accounting Cycle period](#)

Hierarchy ID

If you click on the blue “Posting date is in prior accounting cycle period” it should show

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	Cycle
Posting Date	Is Relative	prior period	Accounting Cycle

Preview Filter Expression

Posting Date is in prior Accounting Cycle period

Cancel Continue

You will not need to change these criteria unless you need older cycles or the statement cycle has not ended.

Click RUN

Report Name * Monthly Reconciliation Report
71 characters remaining.

Report Category * Transaction * Indicates Required Field

Filter Rows

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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

[Posting Date is in prior Accounting Cycle period](#)

Hierarchy ID

and [click to add hierarchy](#)

This report has unsaved changes.

Click Reports -> Downloads

s y r a c u s e u n i v e r s i t y

Home Transactions Statements Reports My Accounts Help

Report Detail - Filter Rows Report List Downloads Return to Report List

Report Name * Monthly Reconciliation Report
71 characters remaining.

Report Category * Transaction * Indicates Required Field

Filter Rows Sort Report Options Scheduling

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Filter Rows

[Posting Date is in prior Accounting Cycle period](#) Delete Filter Add Filter

<https://www.paymentnet.iomoran.com/app/availableDownloads/list?clearContext>

Once Submitted the file will take a little time to process

Status = Submitted -> Processing -> Successful

Once the file is marked successful, you can click the blue report name under “Output” to download the file

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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

My Downloads All Downloads

Type All

Delete Selected Refresh List

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		Name	Status	Creation Date	Output	Type
<input type="checkbox"/>	<input type="checkbox"/>	Monthly Reconciliation Report	Processing	04/03/2018 02:11:54 PM	Monthly Reconciliation Report	Report
<input type="checkbox"/>	<input type="checkbox"/>	Monthly Reconciliation Report	Successful	04/03/2018 08:43:29 AM	Monthly Reconciliation Report.pdf	Report

Questions

If you have any questions please email jpmcsucc@syr.edu