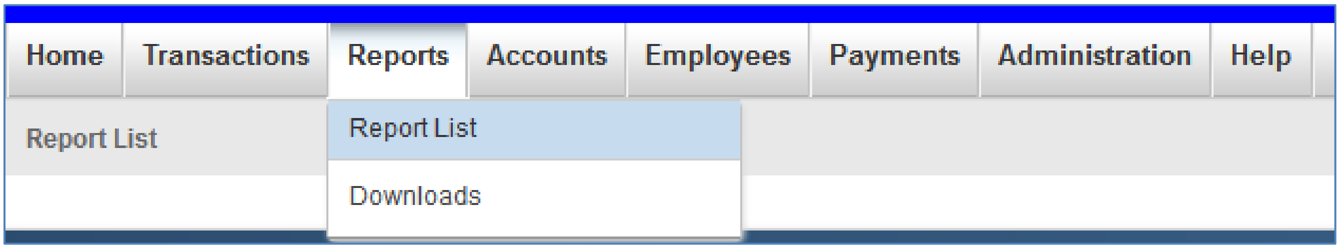
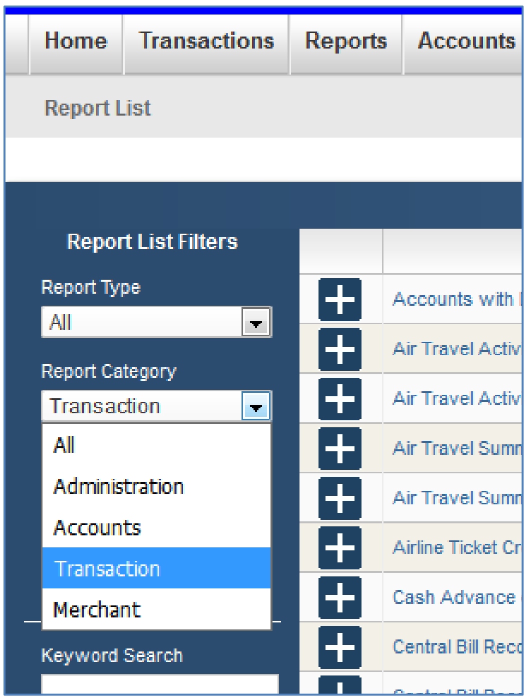
P-Card Monthly Report: *Transaction Allocation*

The P-Card Monthly Packet Cover Page is the report named, “Transaction Allocation”, which is located in the Reports area drop-down box in PaymentNet, under “Report List”.



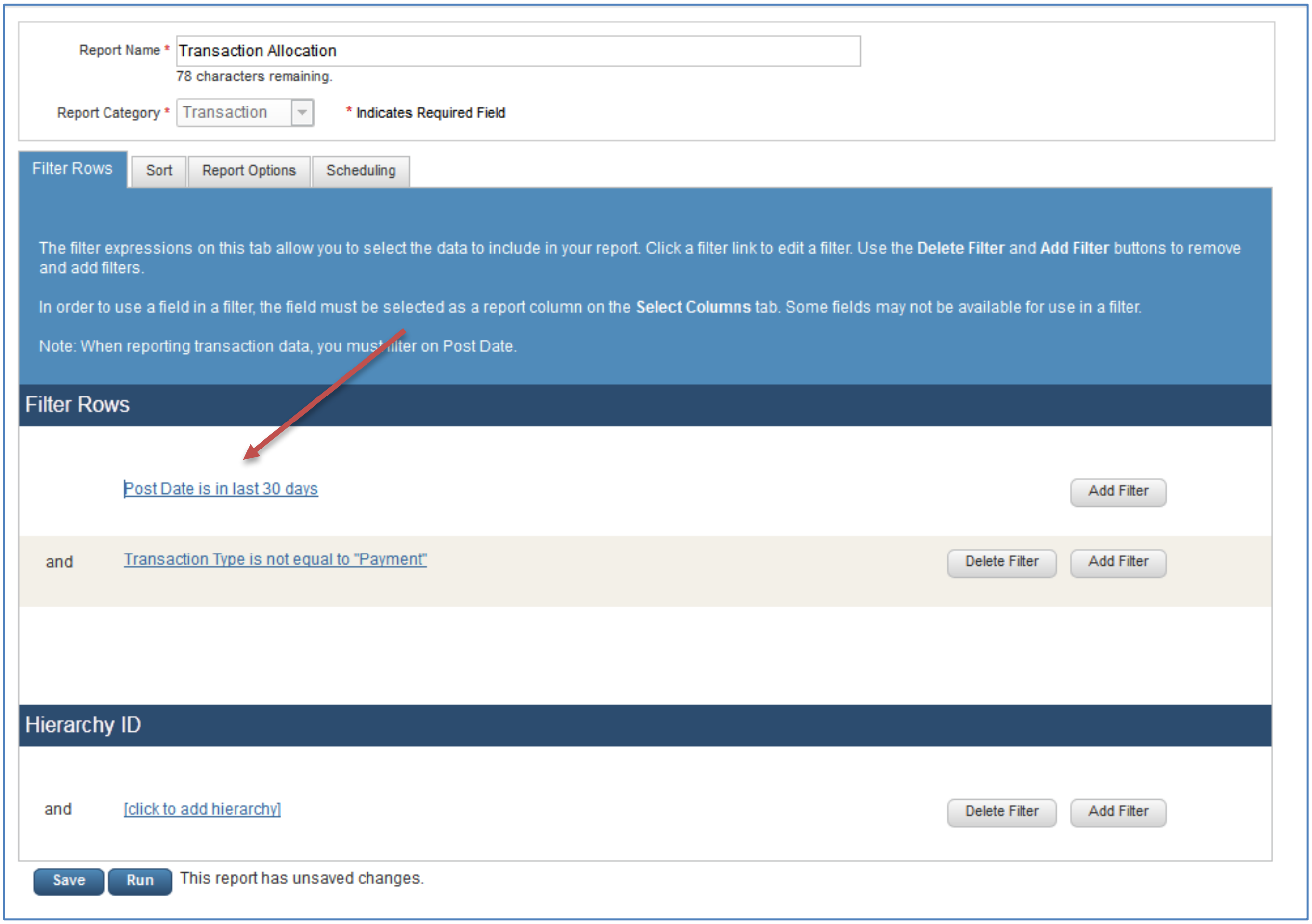
A.) Under Report Category, select “Transaction”

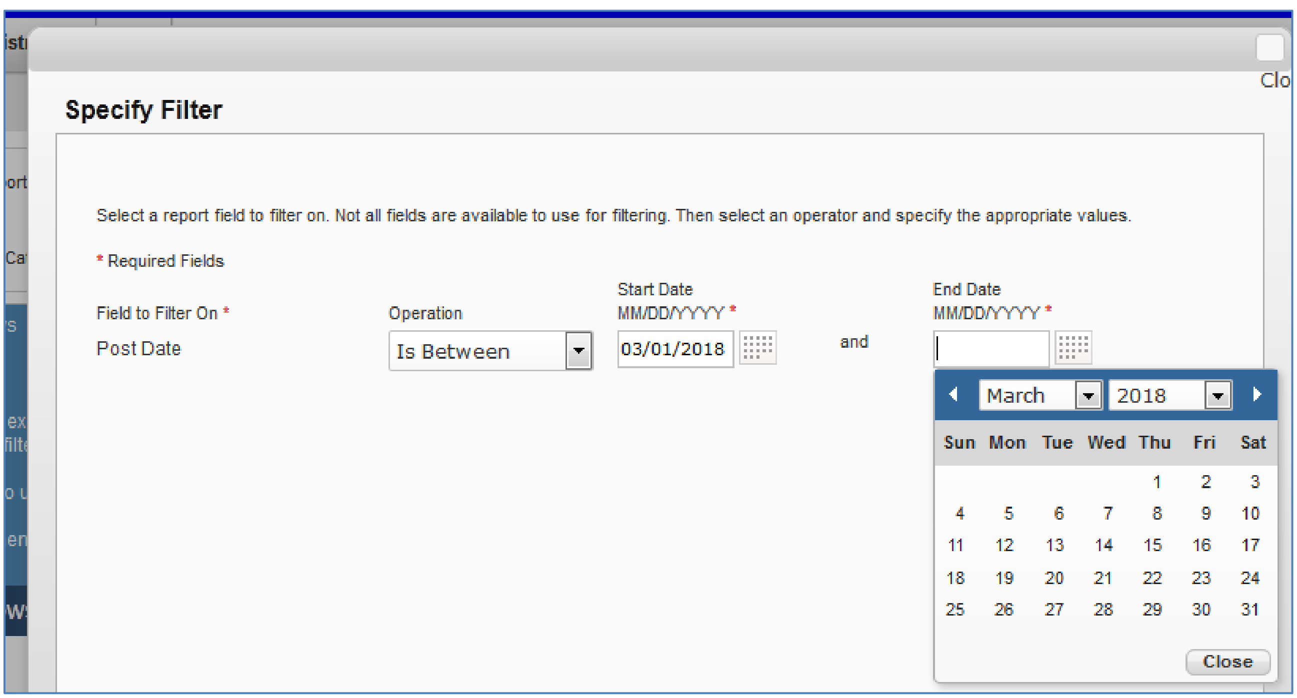


B.) Locate “Transaction Allocation” (reports are listed in alpha order).
**There is an internal scroll bar located in Pnet, remember to scroll down before you page over to find the report.*

C.) Click on the report title “Transaction Allocation” (it is a hyperlink) to bring in criteria boxes to perform a query for the listing of the transactions that were posted in a specific month

D.) Under the Filter Rows Tab, click on the hyperlink that states, “Post Date is in last 30 days”. This will open up your criteria needed to get your Monthly Statement Report – Your criteria should be: **postdate – is between – your selected month** (such as Sept 1 – Sept 30) **Use the calendar function*

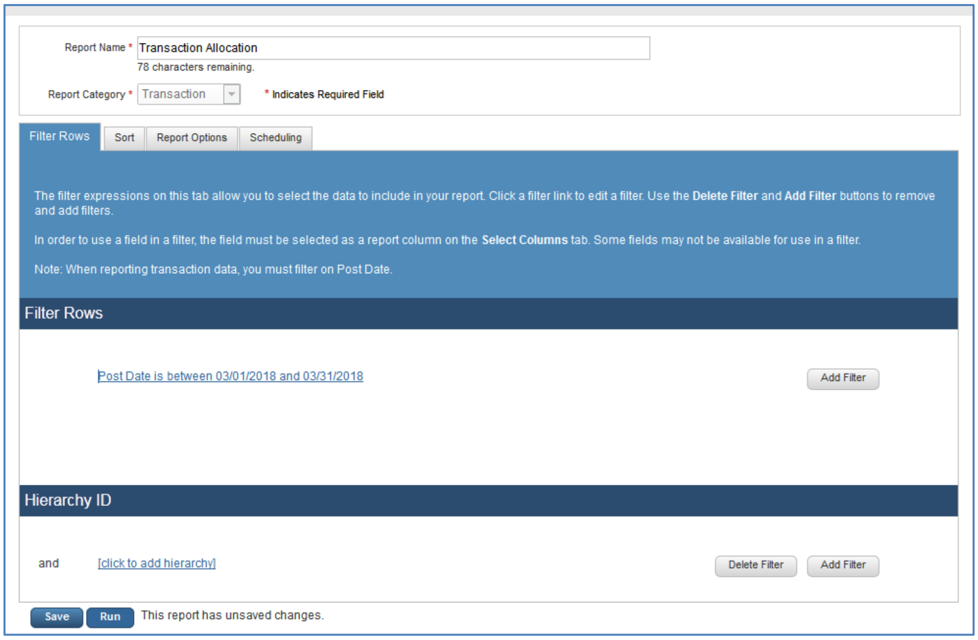




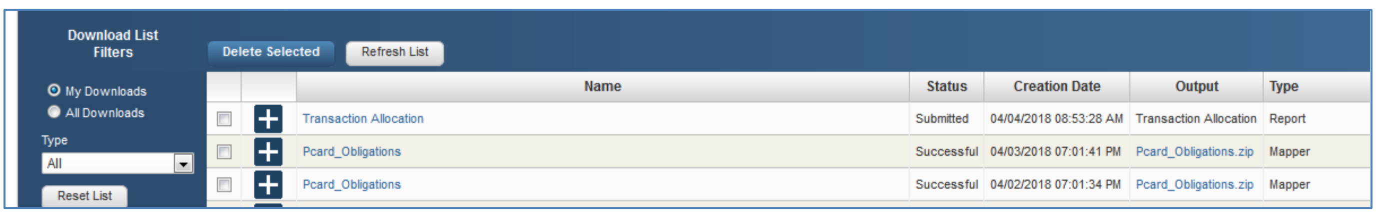
E.) If you need to add another line of criteria, click on the next line item listed, ‘Transaction Type is not equal to “Payment”’, otherwise delete this section with the ‘Delete Filter’ button to the right and proceed to F.)

To add criteria such as a cardholder last name, in the Field drop down select **Cardholder Last Name** – **Contains** – **type in last name**

F.) After criteria is selected click on the ‘Run’ button. It is ok to press the “OK” button to the prompt that your information will not be saved.



G.) Reports will show in the Reports “Downloads” section on the Menu bar.



J.) Click on the ‘Refresh Button’ until the report Status Column changes from ‘Submitted’ to “Processing’ to ‘Successful’.

K.) In the Output Column click on report name.pdf to open and print.

Transaction Allocation

US64178

Date/Time Printed: 05/27/2015 02:18:33 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '05/01/2015' AND '05/31/2015' AND Cardholder Last Name Contains 'SMITH'

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
1732331060001	SMITH	GREG S	************1720	04/29/2015	05/01/2015	HILTON ADVANCE PURCHAS	800-236-7113	TN	3504	$0.00	$2,496.50	Purchase
			Notes:- Lodging for team bonding trip to Michigan									
			Chart of Accounts:	COA - US64178		**University of Toledo:1|Org Level 2 - Provost/VP:A5|Org Level 3 - Dean/AVP:DB|Org Level 5 - Dept:DK|Index:X10530|Account:77302**						
1732331061001	SMITH	GREG S	************1720	04/30/2015	05/01/2015	CHIPOTLE 0933	TOLEDO	OH	5814	$0.00	$10.62	Purchase
			Notes:- Business lunch with Asics group									
			Chart of Accounts:	COA - US64178		**University of Toledo:1|Org Level 2 - Provost/VP:A5|Org Level 3 - Dean/AVP:DB|Org Level 5 - Dept:DK|Index:X10530|Account:77302**						
1732331175001	SMITH	JOHN-DAVID T	************5881	04/30/2015	05/01/2015	WWW.NEWEGG.COM	800-390-1119		5732	$0.00	$401.98	Purchase
			Chart of Accounts:	COA - US64178		**University of Toledo:1|Org Level 2 - Provost/VP:20|Org Level 3 - Dean/AVP:217|Org Level 5 - Dept:21711|Index:204337|Account:72102**						
1734134993001	SMITH	MONECCA R	************8728	05/01/2015	05/04/2015	METRO AIRPORT PARKING	DETROIT	MI	7523	$0.00	$88.00	Purchase
			Notes:- airport parking									
			Chart of Accounts:	COA - US64178		**University of Toledo:1|Org Level 2 - Provost/VP:30|Org Level 3 - Dean/AVP:310|Org Level 5 - Dept:31001|Index:519500|Account:73103**						
1734134994001	SMITH	MONECCA R	************8728	05/02/2015	05/04/2015	MARRIOTT JW AUSTIN 255	AUSTIN	TX	3509	$0.00	$795.60	Purchase
			Notes:- hotel									
			Chart of Accounts:	COA - US64178		**University of Toledo:1|Org Level 2 - Provost/VP:30|Org Level 3 - Dean/AVP:310|Org Level 5 - Dept:31001|Index:519500|Account:73103**						
1734134995001	SMITH	MONECCA R	************8728	05/01/2015	05/04/2015	SQ *ROBEL TESFATSION	AUSTIN	TX	4121	$0.00	$35.12	Purchase
			Notes:- taxi from airport to hotel									

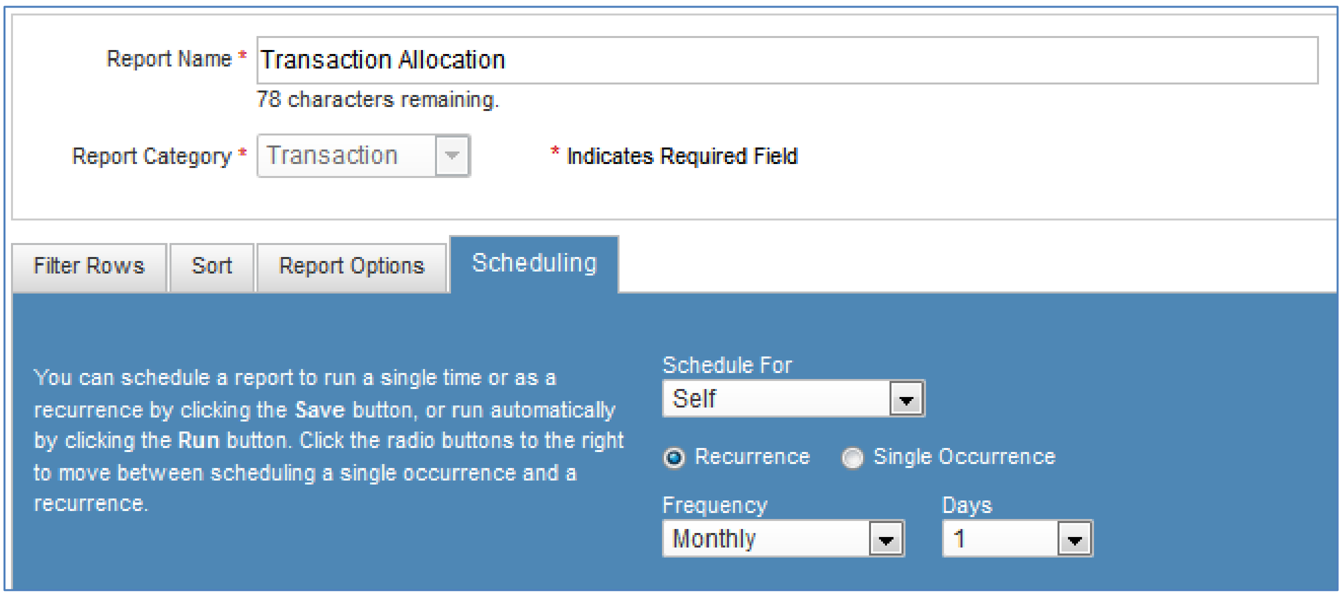
***Please note the completed package must be submitted to Business Managers by the 15th of the following month for approval.*

To Set Up Reoccurring Reports:

Set you Criteria on the Filter Rows Tab.

In the Schedule Tab, change the 'Schedule For' option to either Self or Multiple Recipients. Click on the 'Recurrence' button and change the Frequency to when you would like the report automated, ie: Frequency: Monthly, Days: 5

Click the Save Button.



This will automatically run a monthly report on the date you selected. Reports will show in the Reports -> Downloads section on the Menu bar.