Transaction Detail Report
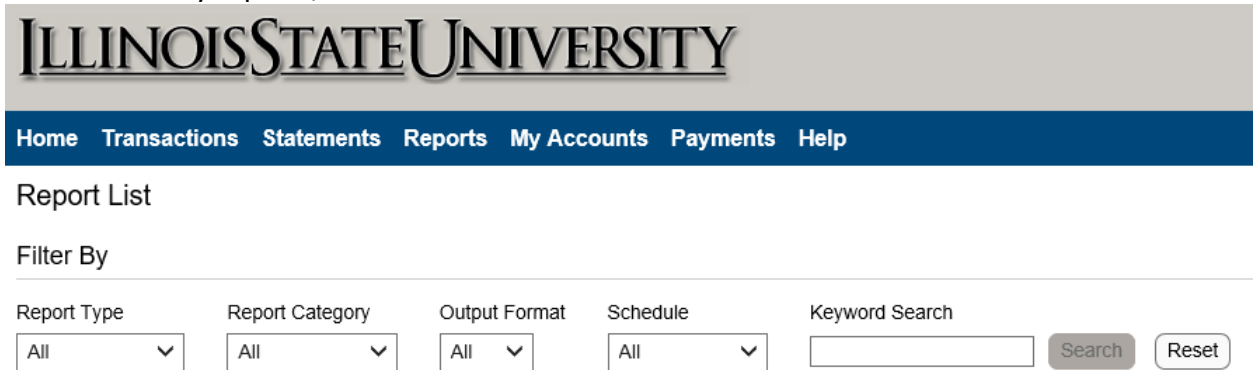
In leu of a statement, a transaction detail report will be used for JP Morgan vouchering.

1. Sign into PaymentNet.

2. Hover over the Report tab at the top of your screen.

3. Click Report List.

4. There are many reports, but there are filters.

To find the Transaction Detail Report as a PDF (the preferred type of report for our accounting department), change Report Category to Transaction and Output Format to PDF.

5. Click on the report named Transaction Detail.

6. There are criteria that you can customize to create your report for the month.
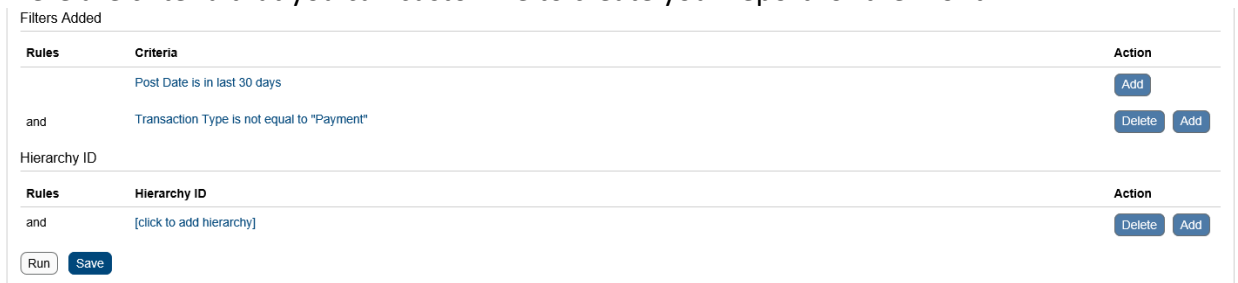
7. Click on Post Date in last 30 days.

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	Duration	Number of Days*
Post Date	Is Relative ▾	last days ▾	30

Preview Filter Expression

Post Date is in last 30 days

Cancel   Continue

8. Change operation field from "is relative" to "in between." This will allow you to set the dates for your transaction detail report. Unless of a holiday or weekend, all accounts are reconciled on the 27th of the month. This means that your reports should usually start on the 28th of the prior month and end on the 27th of the current month.

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	Is Between ▾	08/28/2019 📅 MM/DD/YYYY	and	09/27/2019 × 📅 MM/DD/YYYY

Preview Filter Expression

Post Date is between 08/28/2019 and 09/27/2019

Cancel   Continue

9. Once you've selected your dates, underneath that it should say, "Transaction Type is not equal to "Payment." This means that this report will only show transactions that have not been paid, yet.

10. Then you click to add in your hierarchy ID. The hierarchy ID is usually your campus box number (though not always) and allows for only those in a certain hierarchy access to their group's information.

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	Hierarchy ID *
Hierarchy ID	is equal to	

☐ Include Children

Preview Filter Expression

Hierarchy Id is equal to

Cancel   Continue

11. You must click on the hierarchy that pops up for it to register on the report.

12. Once all your information is in, click the run button at the bottom of the page.

Filters Added

Rules	Criteria
	Post Date is between 08/28/2019 and 09/27/2019
and	Transaction Type is not equal to "Payment"

Hierarchy ID

Rules	Hierarchy ID
and	Hierarchy Id is equal to 1220

Run   Save

13. Once you've hit the run button, you'll receive a message that the report has been submitted.

Report Detail - Filter Rows

✅ Your report has been submitted for processing.

14. Go back to the Report tab and this time click Downloads.

15. Once in Downloads, your report will be at the top of the list. Once it says Successful, your report will become a link you can click to get your Transaction Detail Report.

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   Type
◉ Mine ○ All   [All   ⌄]   [Reset List]

[Refresh List]

		Output ⬍	Status ⬍	Creation Date ⬍	Name ⬍	Type ⬍
☐	➕	Transaction Detail.zip	Successful	10/25/2019 03:57:55 PM	Transaction Detail	Report
☐	➕	Transaction Detail with Payments.zip	Successful	10/23/2019 10:36:20 AM	Transaction Detail with Payments	Report
☐	➕	Transaction Detail with Payments.zip	Successful	10/23/2019 10:18:37 AM	Transaction Detail with Payments	Report
☐	➕	Transaction Detail with Payments.zip	Successful	10/23/2019 10:17:01 AM	Transaction Detail with Payments	Report