

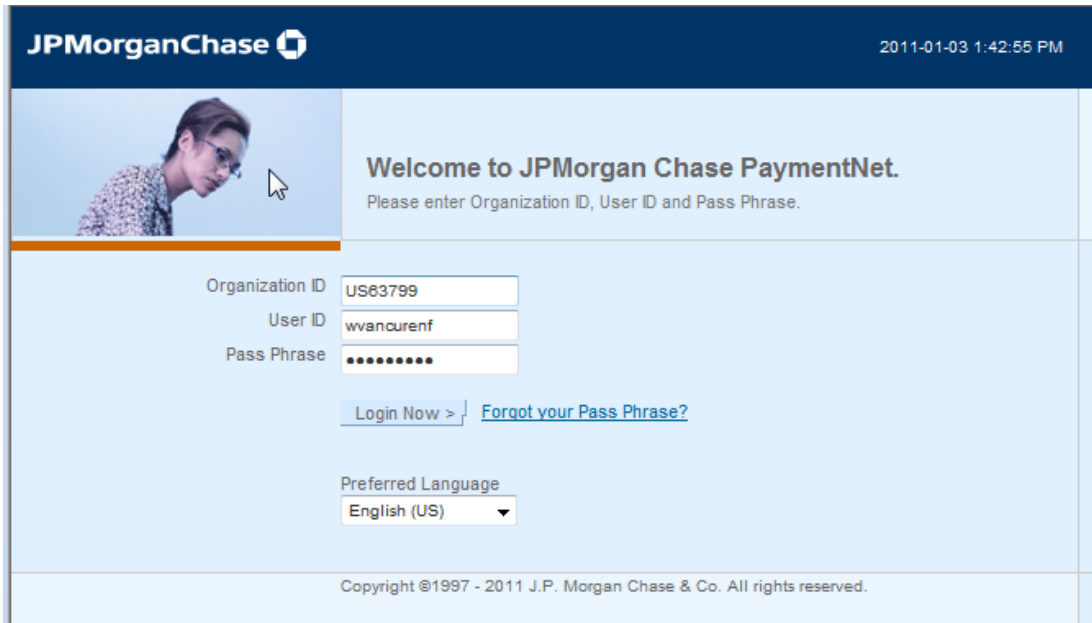
WESTERN WASHINGTON UNIVERSITY

“CFO ACCESS”

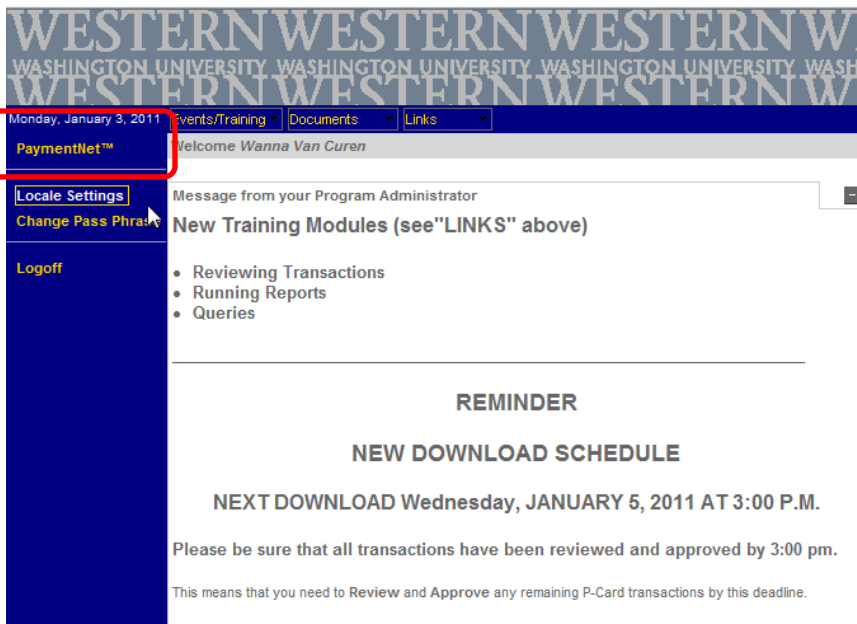
**INSTRUCTIONS FOR FINANCIAL MANAGER OR BUDGET AUTHORITY
FOR REVIEWING ALL TRANSACTIONS ON PAYMENTNET.**

Steps to follow:

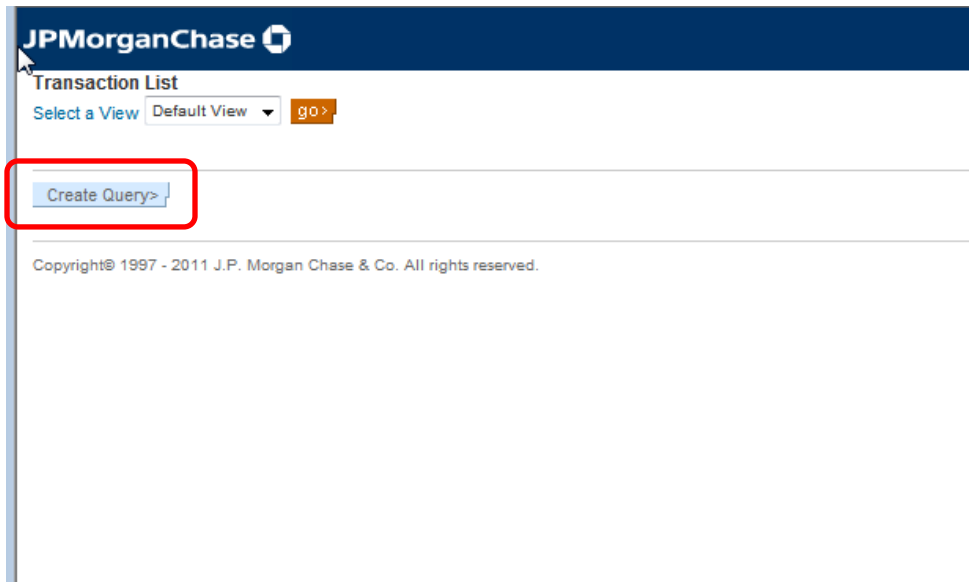
1. Log on to PaymentNet website <https://www.paymentnet.com/Login.asp>
 - a. On the log on screen, fill in the following:
 - i. Organization ID = US63799
 - ii. User ID (call purchasing to have the initial set up)
 - iii. Passphrase (call purchasing to have the initial set up)



2. Click on "PaymentNet"



They system will take you onto the *Query screen*



Click on “*Create Query*”

Following are the selections that most likely be used for Western. There are more selections listed online.

- Accounting Cycle e.g. = Jan 2011
- Billing Cycle = current cycle (you can query on any prior cycles)
- Account Code = E100 (when query by account code, you will be able to combine with other parameter like Account Cycle, Billing Cycle etc. to further define your results)
- Account Number = PCard number (credit card number)
- Comments/Requisition #
- Employee First Name
- Employee Last Name
- Fast Index
- Trans ID (Transaction ID)
- User ID

The most commonly used probably will be the “*Comments/Requisition #*” and “*Transaction ID*”.

Note:

Transaction ID is a unique number that is assigned by PaymentNet and it's in Banner tied to the transaction. You will see the transaction ID as a “Doc Ref Num” in following Banner reports:

- *FBTD02 – Current Month Trans Detail*
- *FBTD03 – Current Month Trans by Actv*
- *WOPACCT – Operating Account Cumulative*
- *WGLACCT – Balance Sheet Account Cumulative*

You can also query this transaction ID through the new Millennium FAST Finance data warehouse.

3. Query By Transaction ID

On the “*Query Wizard for Transaction List*” screen, click on “Drop Down” menu, select “*Trans ID*”
Select “*is equal to*” if you have the exact Transaction ID
Type the Transaction ID onto the right-hand side field
Click “*Process Query*”

JPMorganChase Menu: ===== Transactions ===== go>

Query Wizard For Transaction List

Process Query > Bypass Criteria > Cancel > Reset Wizard > Reset Query >

Find records where All of the following apply

Trans ID is equal to 121056 +

Type Transaction ID here

Order by the following fields Reset

The following screen will appear

JPMorganChase Menu: ===== Transactions ===== go>

Hierarchy Criteria For Query

Proceed with Query >

Level 00 ID Build Tree >

Search by Description Find Now >

Search Results Search Results Build Tree >

Limit this report to these levels

Hierarchy Description	Include	Action
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Leave everything the same and click “*Proceed with Query*”

The following data should return

JPMorganChase Menu: ===== Transactions ===== Western Washington University | help | home

Transaction List (Custom View) Go to page: 1 of 1

Select a View Default View go>

Create Export File> Create Secured Export File> Save Query> Create Query>

Row	Trans ID	Purchase ID	Review	Approve	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Merchant Name	Tax Index	Fund	Account Code	Activity Location	Project	Account Number	Employee First Name	Employee Last Name	FM Job Cost	Comments: Requisition #	Employee Middle Initial	
1	121056	Posted ORD336429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	04/24/2010	04/26/2010	\$2,519.45	\$0.00	NGSP AND HAMPTON-BROWN	FOESOL	0	E112	0	0	0	*****0264	DOLAPO	AKIRNADE	0	133908	A

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This is the paper requisition number

4. Create Export File

On the “*Select a View*” screen, click on “*Create Export File*”. The following screen will appear.

Depending how big the file, the “Export File” function may take some processing time in the backend. You can checkmark the “Notify me by email when files become available” box if you would like to receive an email, however, is not mandatory. You can click the “*Refresh*” button on this screen or log back on later to check whether the file is available.

JPMorganChase Menu: Available Download Files Western Washington University | help | home

Available Download Files

Refresh >

Notify me by email when files become available

Go to page: 1 of 1

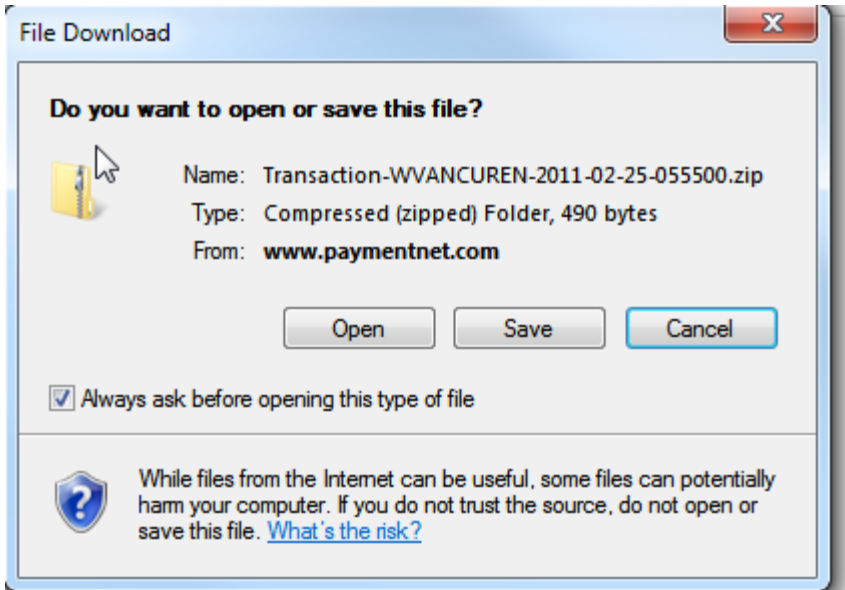
File Name	Description	Creation Date
Transaction-WVANCUREN-2011-02-25-055500.zip	Transaction Export File	2/25/2011 5:55:01 PM

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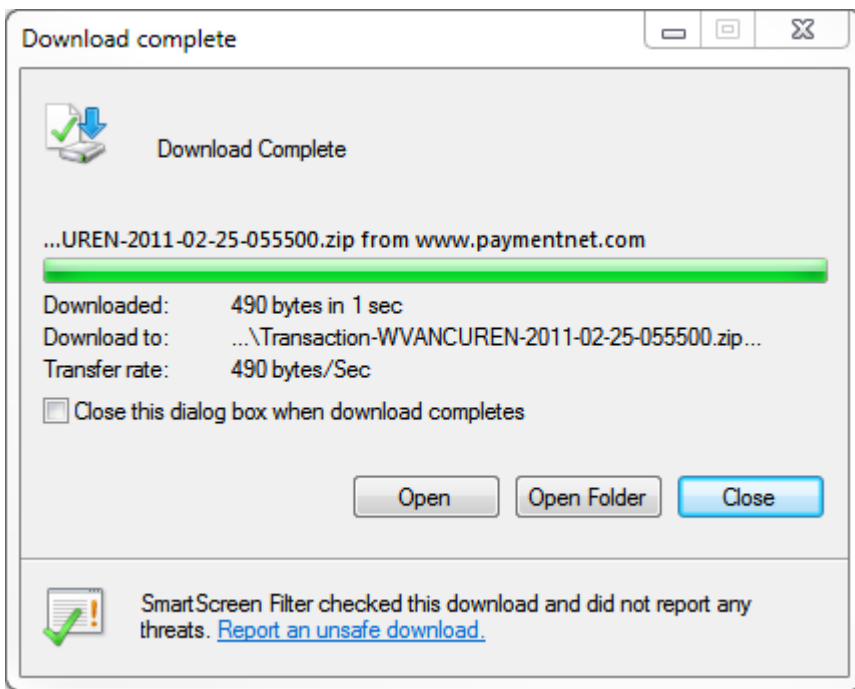
Export File Link

Email Notification
Checkbox

Click on the *file link* on this screen to download the file. The following dialogue box will open



Click on "Save". Save this file onto any of the directories you would like. When the file is saved, you will see the following dialogue box. Click "Open Folder"



5. Query by Fast Index & Accounting Cycle

This is another useful query to pull out all PCard purchases for a specific “Fast Index” with a specific period. See below steps:

On the *Query Wizard* screen, type in your “Fast Index” and click on the “plus sign”, this will open up another selection line.

Query Wizard For Transaction List

Process Query > | Bypass Criteria > | Cancel > | Reset Wizard > | Reset Query >

Find records where All of the following apply

Fast Index is equal to FOESOL +

Plus sign

Order by the following fields | Reset

JPMorganChase

Menu: ===== Transactions ===== go >

Query Wizard For Transaction List

Process Query > | Bypass Criteria > | Cancel > | Reset Wizard > | Reset Query >

Find records where All of the following apply

Fast Index is equal to FOESOL X
Accounting Cycle is equal to Feb 2011 X +

New Selection Line

If you require another selection, click on the plus sign again

Order by the following fields | Reset

Select the *Accounting Cycle* you would like to run, click “Process Query”

On the “Hierarchy Criteria for Query”, leave everything as is, click “Proceed with Query”

The system will return results on the “Transaction List” screen. Following the topic of “Create Export File” to save the results onto an Excel. (Item 4 above)

Row	Trans ID	Purchase ID	Review	Approve	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Merchant Name	Tax	Fast India	Family	Account Code	Activity	Location	Project	Account Number	Employee First Name	Employee Last Name	PM Job Cost	Comments/Requisition#	Employee Middle Initial
1	138208	01000000000000000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/08/2011	02/08/2011	\$120.72	\$9.96	Amazon.com	<input checked="" type="checkbox"/>	FOESOL	0	E400	WCESOL	0	0	*****7190	HOLLY	CHLDG	0	0	L
2	137741	01000000000000000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/03/2011	02/04/2011	\$33.84	\$0.00	AMAZON MKTPLACE PMTS	<input checked="" type="checkbox"/>	FOESOL	0	E400	WCESOL	0	0	*****7190	HOLLY	CHLDG	0	0	L

6. Save the Query

You can save your query by follow these steps:

On the “Transaction List” screen, click on “Save Query”, the following “Explorer User Prompt” will pop up, type in a name for the query you would like to save. The Click “OK”

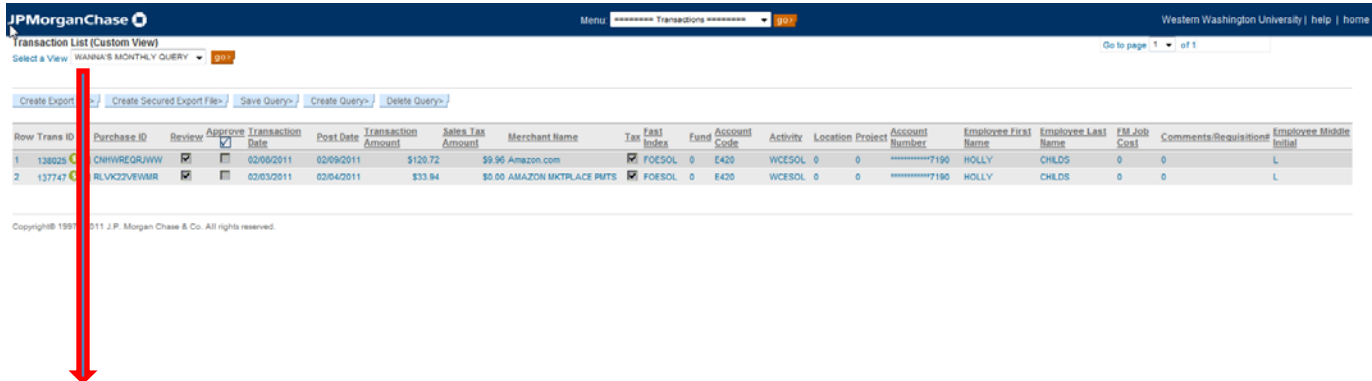
Explorer User Prompt

Script Prompt:
Type in a name for this query.

Wanna's Monthly Query

OK
Cancel

You will notice that this query is saved and it is available for your use on the “*Transaction List*” screen under the “*Select a View*”



The screenshot shows the JPMorgan Chase Transaction List (Custom View) interface. At the top, there is a header with the JPMorgan Chase logo, a menu bar with "Transactions" selected, and the text "Western Washington University | help | home". Below the header, there is a "Select a View" dropdown menu currently showing "WANNA'S MONTHLY QUERY". To the right of this menu is a "Go to page" field showing "1 of 1". Below the menu are several buttons: "Create Export", "Create Secured Export File", "Save Query", "Create Query", and "Delete Query". The main area of the screen displays a table of transactions with columns for Row Trans ID, Purchase ID, Review, Approve, Transaction Date, Post Date, Transaction Amount, Sales Tax Amount, Merchant Name, Tax, Last Index, Fund, Account Code, Activity, Location, Project, Account Number, Employee First Name, Employee Last Name, FIM Job Code, Comments/Requisition#, and Employee Middle Initial. Two transactions are listed: Row 1 (138025) for Amazon.com and Row 2 (137747) for AMAZON MKTPLACE PMTS. At the bottom left, there is a copyright notice: "Copyright © 1999-2011 J.P. Morgan Chase & Co. All rights reserved."

Row Trans ID	Purchase ID	Review	Approve	Transaction Date	Post Date	Transaction Amount	Sales Tax Amount	Merchant Name	Tax	Last Index	Fund	Account Code	Activity	Location	Project	Account Number	Employee First Name	Employee Last Name	FIM Job Code	Comments/Requisition#	Employee Middle Initial
1	138025	C	<input checked="" type="checkbox"/>	02/09/2011	02/09/2011	\$120.72	\$9.96	Amazon.com	<input checked="" type="checkbox"/>	FOESOL	0	E420	WCESOL	0	0	*****7190	HOLLY	CHLDS	0	0	L
2	137747	C	<input checked="" type="checkbox"/>	02/03/2011	02/04/2011	\$33.94	\$0.00	AMAZON MKTPLACE PMTS	<input checked="" type="checkbox"/>	FOESOL	0	E420	WCESOL	0	0	*****7190	HOLLY	CHLDS	0	0	L

Select A View Box. Saved query is available for use here

Select “*Create Query*” to return to the “*Query Wizard for Transaction List*” screen for new query.