PaymentNet Useful Reports

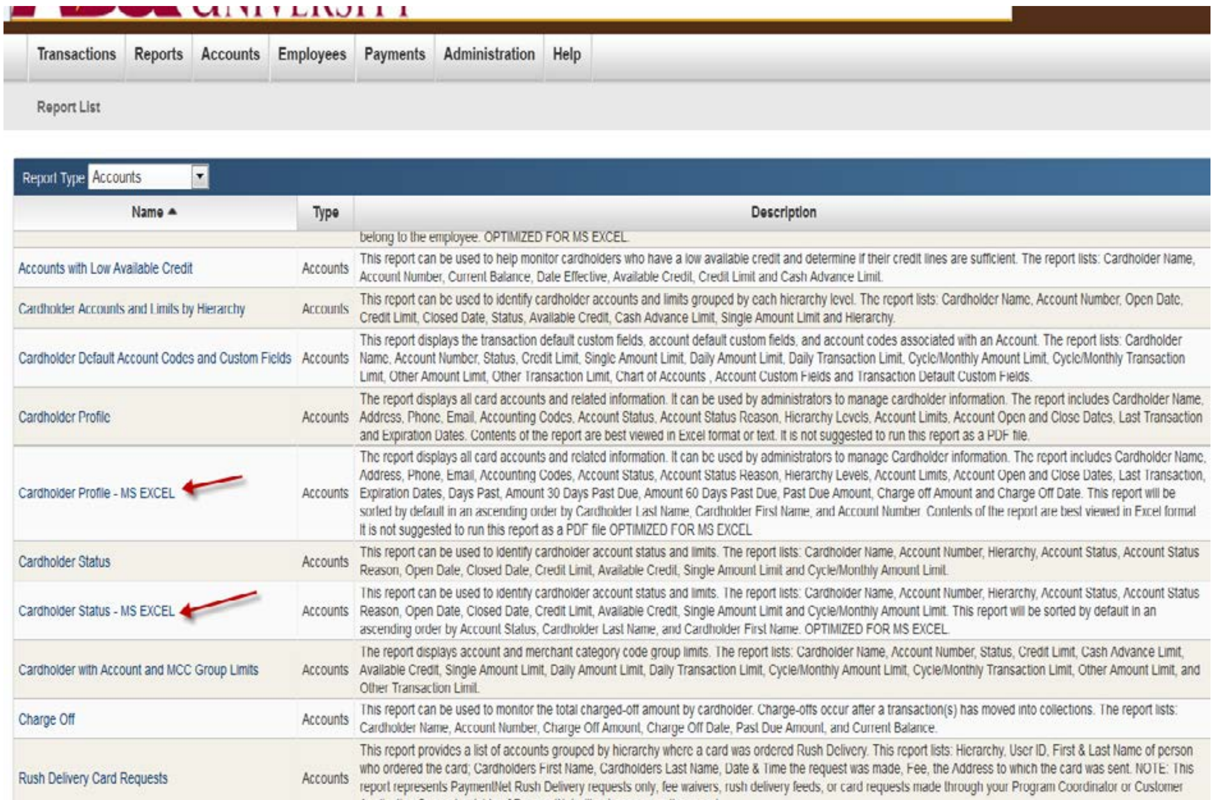
(If you don't have access to PaymentNet, complete the following form
http://www.asu.edu/purchasing/forms/PaymentNet_application.pdf.)

Cardholder Account Reports

Click Reports, and then click Create.

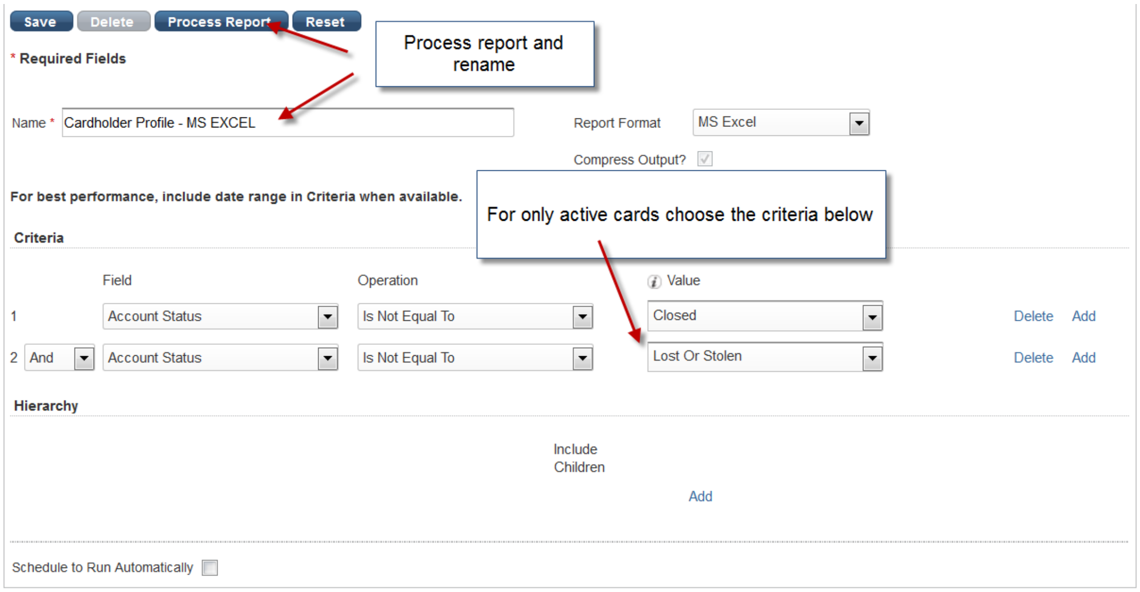
In the Report Type, choose Accounts in the drop down.

Report names: Cardholder Profile and Cardholder Status (report descriptions below). Click on the report name to begin processing.



Name ▲	Type	Description
		belong to the employee. OPTIMIZED FOR MS EXCEL
Accounts with Low Available Credit	Accounts	This report can be used to help monitor cardholders who have a low available credit and determine if their credit lines are sufficient. The report lists: Cardholder Name, Account Number, Current Balance, Date Effective, Available Credit, Credit Limit and Cash Advance Limit.
Cardholder Accounts and Limits by Hierarchy	Accounts	This report can be used to identify cardholder accounts and limits grouped by each hierarchy level. The report lists: Cardholder Name, Account Number, Open Date, Credit Limit, Closed Date, Status, Available Credit, Cash Advance Limit, Single Amount Limit and Hierarchy.
Cardholder Default Account Codes and Custom Fields	Accounts	This report displays the transaction default custom fields, account default custom fields, and account codes associated with an Account. The report lists: Cardholder Name, Account Number, Status, Credit Limit, Single Amount Limit, Daily Amount Limit, Daily Transaction Limit, Cycle/Monthly Amount Limit, Cycle/Monthly Transaction Limit, Other Amount Limit, Other Transaction Limit, Chart of Accounts , Account Custom Fields and Transaction Default Custom Fields.
Cardholder Profile	Accounts	The report displays all card accounts and related information. It can be used by administrators to manage cardholder information. The report includes Cardholder Name, Address, Phone, Email, Accounting Codes, Account Status, Account Status Reason, Hierarchy Levels, Account Limits, Account Open and Close Dates, Last Transaction and Expiration Dates. Contents of the report are best viewed in Excel format or text. It is not suggested to run this report as a PDF file.
Cardholder Profile - MS EXCEL	Accounts	The report displays all card accounts and related information. It can be used by administrators to manage Cardholder information. The report includes Cardholder Name, Address, Phone, Email, Accounting Codes, Account Status, Account Status Reason, Hierarchy Levels, Account Limits, Account Open and Close Dates, Last Transaction, Expiration Dates, Days Past, Amount 30 Days Past Due, Amount 60 Days Past Due, Past Due Amount, Charge off Amount and Charge Off Date. This report will be sorted by default in an ascending order by Cardholder Last Name, Cardholder First Name, and Account Number. Contents of the report are best viewed in Excel format It is not suggested to run this report as a PDF file OPTIMIZED FOR MS EXCEL
Cardholder Status	Accounts	This report can be used to identify cardholder account status and limits. The report lists: Cardholder Name, Account Number, Hierarchy, Account Status, Account Status Reason, Open Date, Closed Date, Credit Limit, Available Credit, Single Amount Limit and Cycle/Monthly Amount Limit.
Cardholder Status - MS EXCEL	Accounts	This report can be used to identify cardholder account status and limits. The report lists: Cardholder Name, Account Number, Hierarchy, Account Status, Account Status Reason, Open Date, Closed Date, Credit Limit, Available Credit, Single Amount Limit and Cycle/Monthly Amount Limit. This report will be sorted by default in an ascending order by Account Status, Cardholder Last Name, and Cardholder First Name. OPTIMIZED FOR MS EXCEL.
Cardholder with Account and MCC Group Limits	Accounts	The report displays account and merchant category code group limits. The report lists: Cardholder Name, Account Number, Status, Credit Limit, Cash Advance Limit, Available Credit, Single Amount Limit, Daily Amount Limit, Daily Transaction Limit, Cycle/Monthly Amount Limit, Cycle/Monthly Transaction Limit, Other Amount Limit, and Other Transaction Limit.
Charge Off	Accounts	This report can be used to monitor the total charged-off amount by cardholder. Charge-offs occur after a transaction(s) has moved into collections. The report lists: Cardholder Name, Account Number, Charge Off Amount, Charge Off Date, Past Due Amount, and Current Balance.
Rush Delivery Card Requests	Accounts	This report provides a list of accounts grouped by hierarchy where a card was ordered Rush Delivery. This report lists: Hierarchy, User ID, First & Last Name of person who ordered the card; Cardholders First Name, Cardholders Last Name, Date & Time the request was made, Fee, the Address to which the card was sent. NOTE: This report represents PaymentNet Rush Delivery requests only, fee waivers, rush delivery feeds, or card requests made through your Program Coordinator or Customer

Choose the criteria to filter your report outcome, and then click Process Report. Example below.



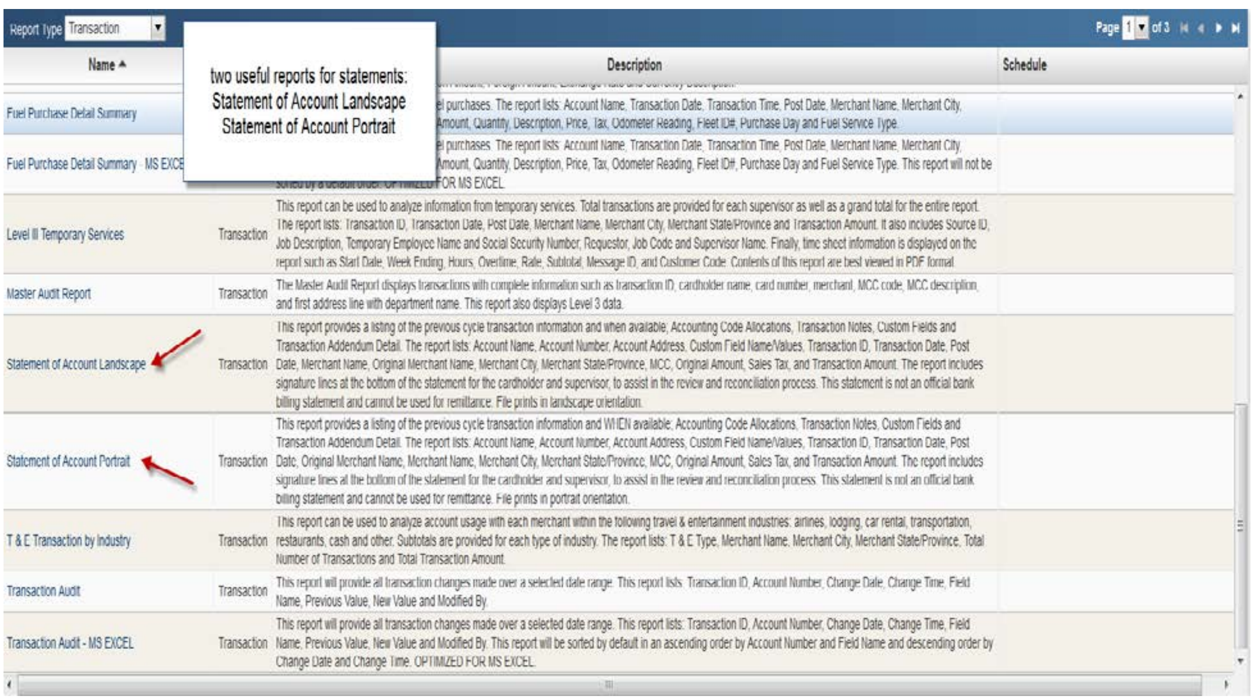
You may locate your processed report under Reports tab and then Download.

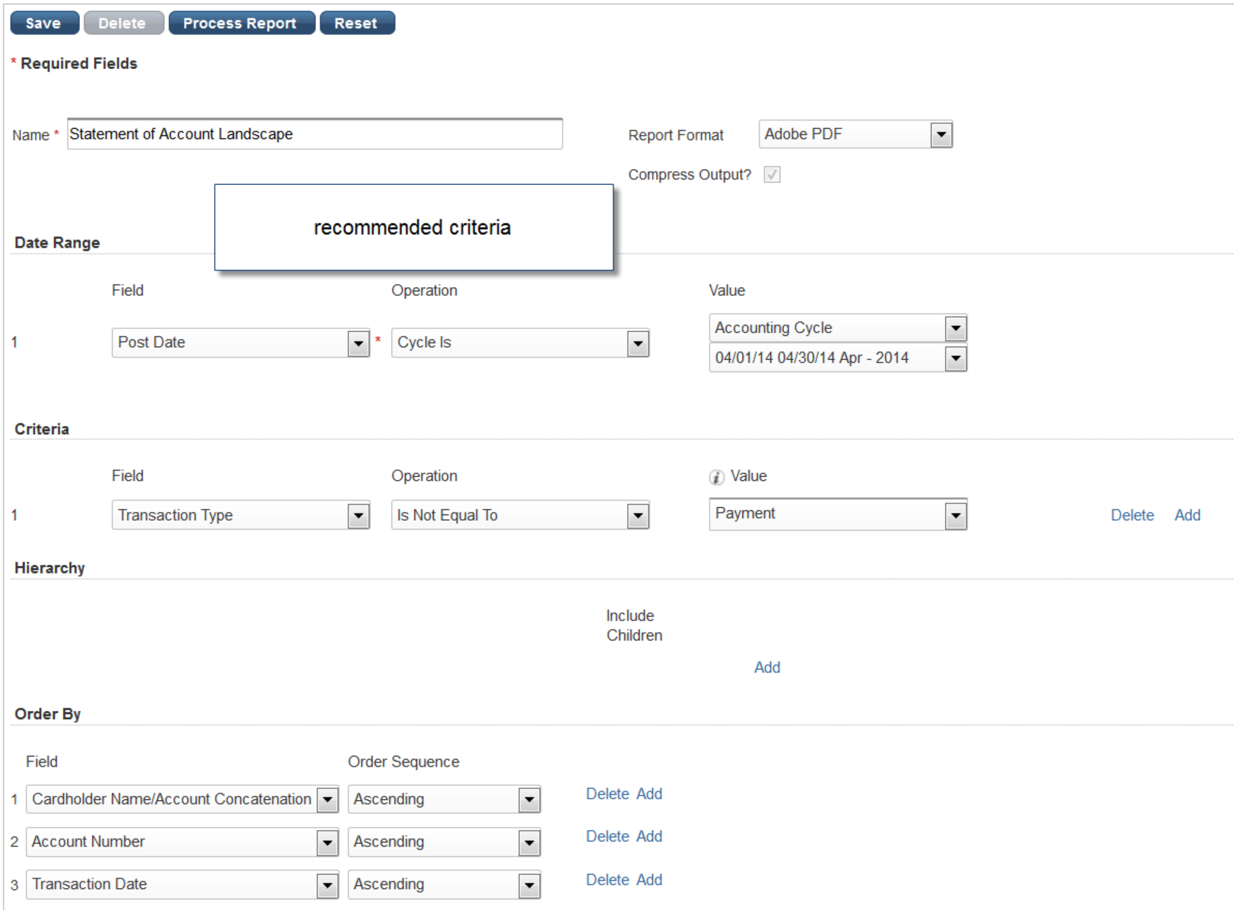
Transaction Reports

Click Reports, and then click Create.

In the Report Type, choose Transaction in the drop down.

Report names: Statement of Account Portrait or Landscape (report descriptions below). Click on the report name to begin processing.



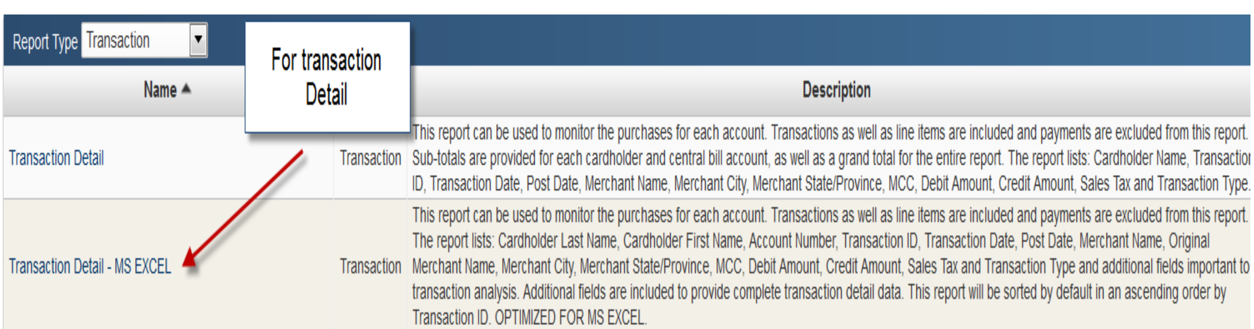


Transaction Detail Report

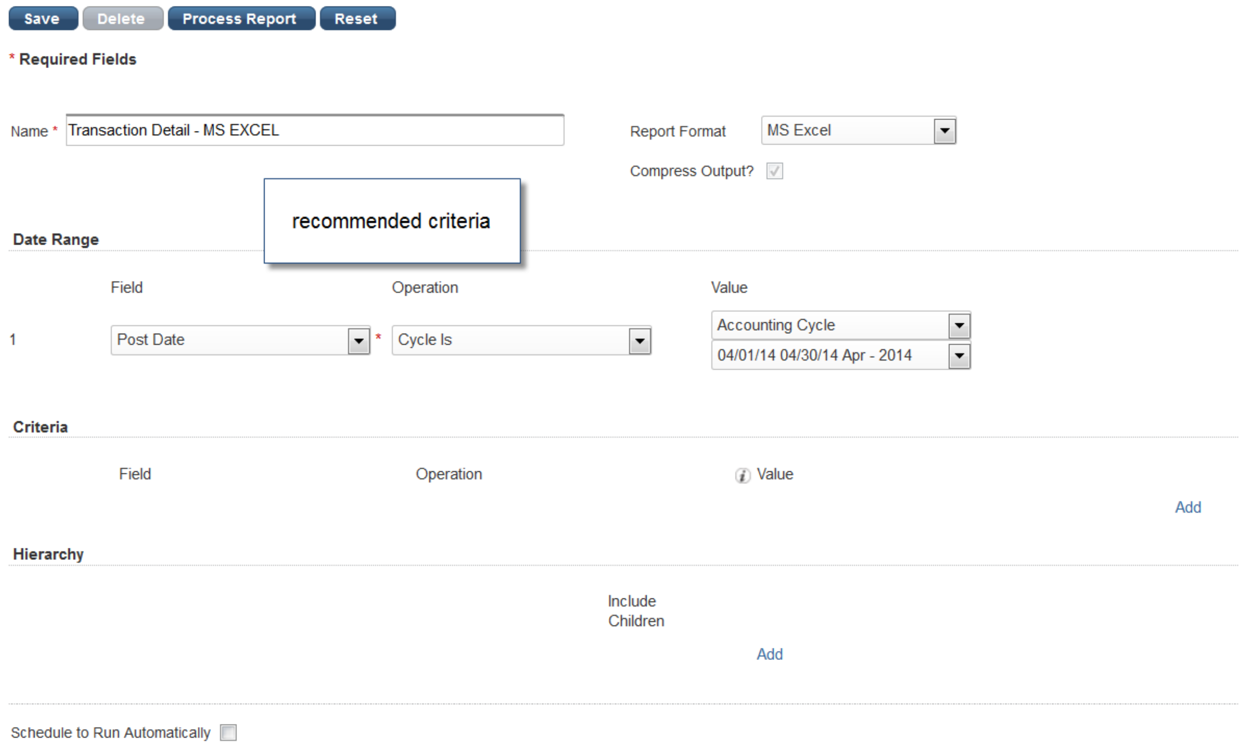
Click Reports, and then click Create.

In the Report Type, choose Transaction in the drop down.

Report names: Transaction Detail – MS EXCEL (report descriptions below). Click on the report name to begin processing.



Name ▲		Description
Transaction Detail	Transaction	This report can be used to monitor the purchases for each account. Transactions as well as line items are included and payments are excluded from this report. Sub-totals are provided for each cardholder and central bill account, as well as a grand total for the entire report. The report lists: Cardholder Name, Transaction ID, Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State/Province, MCC, Debit Amount, Credit Amount, Sales Tax and Transaction Type.
Transaction Detail - MS EXCEL	Transaction	This report can be used to monitor the purchases for each account. Transactions as well as line items are included and payments are excluded from this report. The report lists: Cardholder Last Name, Cardholder First Name, Account Number, Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, Merchant City, Merchant State/Province, MCC, Debit Amount, Credit Amount, Sales Tax and Transaction Type and additional fields important to transaction analysis. Additional fields are included to provide complete transaction detail data. This report will be sorted by default in an ascending order by Transaction ID. OPTIMIZED FOR MS EXCEL.


Save
Delete
Process Report
Reset
* Required Fields
Name * Transaction Detail - MS EXCEL
Report Format MS Excel
Compress Output?
recommended criteria
Date Range
Field
Operation
Value
1
Post Date
Cycle Is
Accounting Cycle
04/01/14 04/30/14 Apr - 2014
Criteria
Field
Operation
Value
Add
Hierarchy
Include Children
Add
Schedule to Run Automatically