

# PaymentNet Useful Reports

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

The screenshot shows the PaymentNet interface with the 'Reports' tab selected. Below the navigation bar, the 'Report List' section is visible. The 'Report Type' is set to 'Accounts'. The following table lists the available reports:

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.

Save Delete **Process Report** Reset

**Process report and rename**

\* Required Fields

Name \*  Report Format

Compress Output?

For best performance, include date range in Criteria when available.

**Criteria**

For only active cards choose the criteria below

	Field	Operation	Value	
1	<input type="text" value="Account Status"/>	<input type="text" value="Is Not Equal To"/>	<input type="text" value="Closed"/>	Delete Add
2	And <input type="text" value="Account Status"/>	<input type="text" value="Is Not Equal To"/>	<input type="text" value="Lost Or Stolen"/>	Delete Add

**Hierarchy**

Include Children  Add

Schedule to Run Automatically

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.

Report type:  Page 1 of 3

Name	Description	Schedule
Fuel Purchase Detail Summary	This report provides a listing of all fuel purchases. The report lists: Account Name, Transaction Date, Transaction Time, Post Date, Merchant Name, Merchant City, Amount, Quantity, Description, Price, Tax, Odometer Reading, Fleet ID#, Purchase Day and Fuel Service Type.	
Fuel Purchase Detail Summary - MS EXCEL	This report provides a listing of all fuel purchases. The report lists: Account Name, Transaction Date, Transaction Time, Post Date, Merchant Name, Merchant City, Amount, Quantity, Description, Price, Tax, Odometer Reading, Fleet ID#, Purchase Day and Fuel Service Type. This report will not be optimized for MS EXCEL.	
Level III Temporary Services	This report can be used to analyze information from temporary services. Total transactions are provided for each supervisor as well as a grand total for the entire report. The report lists: Transaction ID, Transaction Date, Post Date, Merchant Name, Merchant City, Merchant State/Province and Transaction Amount. It also includes Source ID, Job Description, Temporary Employee Name and Social Security Number, Requestor, Job Code and Supervisor Name. Finally, time sheet information is displayed on the report such as Start Date, Week Ending, Hours, Overtime, Rate, Subtotal, Message ID, and Customer Code. Contents of this report are best viewed in PDF format.	
Master Audit Report	The Master Audit Report displays transactions with complete information such as transaction ID, cardholder name, card number, merchant, MCC code, MCC description, and first address line with department name. This report also displays Level 3 data.	
Statement of Account Landscape	This report provides a listing of the previous cycle transaction information and when available, Accounting Code Allocations, Transaction Notes, Custom Fields and Transaction Addendum Detail. The report lists: Account Name, Account Number, Account Address, Custom Field Name/Values, Transaction ID, Transaction Date, Post Date, Merchant Name, Original Merchant Name, Merchant City, Merchant State/Province, MCC, Original Amount, Sales Tax, and Transaction Amount. The report includes signature lines at the bottom of the statement for the cardholder and supervisor, to assist in the review and reconciliation process. This statement is not an official bank billing statement and cannot be used for remittance. File prints in landscape orientation.	
Statement of Account Portrait	This report provides a listing of the previous cycle transaction information and when available, Accounting Code Allocations, Transaction Notes, Custom Fields and Transaction Addendum Detail. The report lists: Account Name, Account Number, Account Address, Custom Field Name/Values, Transaction ID, Transaction Date, Post Date, Original Merchant Name, Merchant Name, Merchant City, Merchant State/Province, MCC, Original Amount, Sales Tax, and Transaction Amount. The report includes signature lines at the bottom of the statement for the cardholder and supervisor, to assist in the review and reconciliation process. This statement is not an official bank billing statement and cannot be used for remittance. File prints in portrait orientation.	
T & E Transaction by Industry	This report can be used to analyze account usage with each merchant within the following travel & entertainment industries: airlines, lodging, car rental, transportation, restaurants, cash and other. Subtotals are provided for each type of industry. The report lists: T & E Type, Merchant Name, Merchant City, Merchant State/Province, Total Number of Transactions and Total Transaction Amount.	
Transaction Audit	This report will provide all transaction changes made over a selected date range. This report lists: Transaction ID, Account Number, Change Date, Change Time, Field Name, Previous Value, New Value and Modified By.	
Transaction Audit - MS EXCEL	This report will provide all transaction changes made over a selected date range. This report lists: Transaction ID, Account Number, Change Date, Change Time, Field Name, Previous Value, New Value and Modified By. This report will be sorted by default in an ascending order by Account Number and Field Name and descending order by Change Date and Change Time. OPTIMIZED FOR MS EXCEL.	

two useful reports for statements:  
Statement of Account Landscape  
Statement of Account Portrait

**\* Required Fields**

Name \*  Report Format

Compress Output?

**Date Range**

recommended criteria

	Field	Operation	Value
1	<input type="text" value="Post Date"/> *	<input type="text" value="Cycle Is"/>	<input type="text" value="Accounting Cycle"/> <input type="text" value="04/01/14 04/30/14 Apr - 2014"/>

**Criteria**

	Field	Operation	Value	
1	<input type="text" value="Transaction Type"/>	<input type="text" value="Is Not Equal To"/>	<input type="text" value="Payment"/>	<a href="#">Delete</a> <a href="#">Add</a>

**Hierarchy**

Include Children  
[Add](#)

**Order By**

	Field	Order Sequence	
1	<input type="text" value="Cardholder Name/Account Concatenation"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
2	<input type="text" value="Account Number"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>
3	<input type="text" value="Transaction Date"/>	<input type="text" value="Ascending"/>	<a href="#">Delete</a> <a href="#">Add</a>

## 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.

Report Type:

Name ▲	Description
Transaction Detail	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	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.

For transaction Detail

\* 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