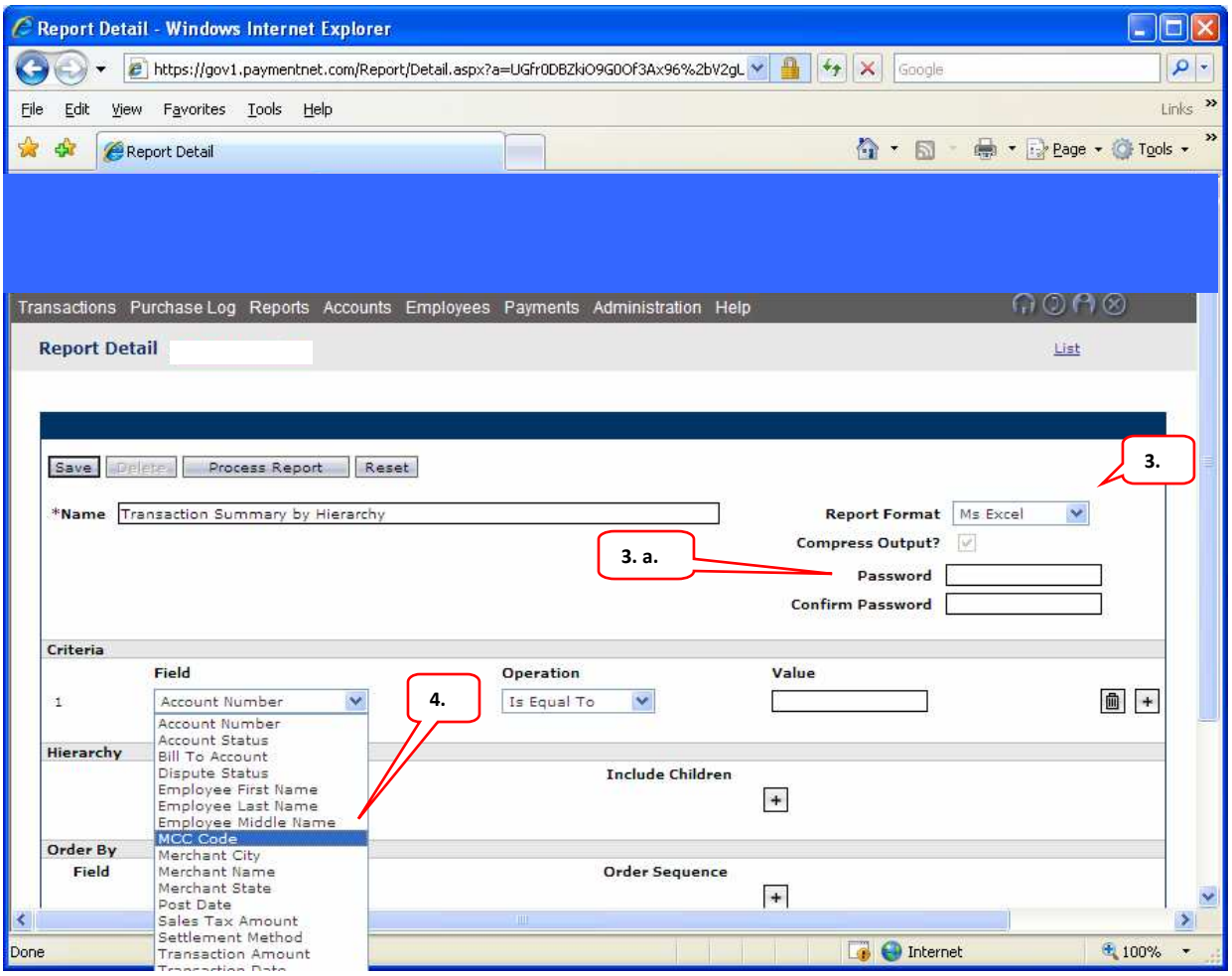
(JPMC PaymentNet)

MCC Transaction Reporting

1. Log in to PaymentNet.

2. Select "reports", "create" from the menu at the top of the page.

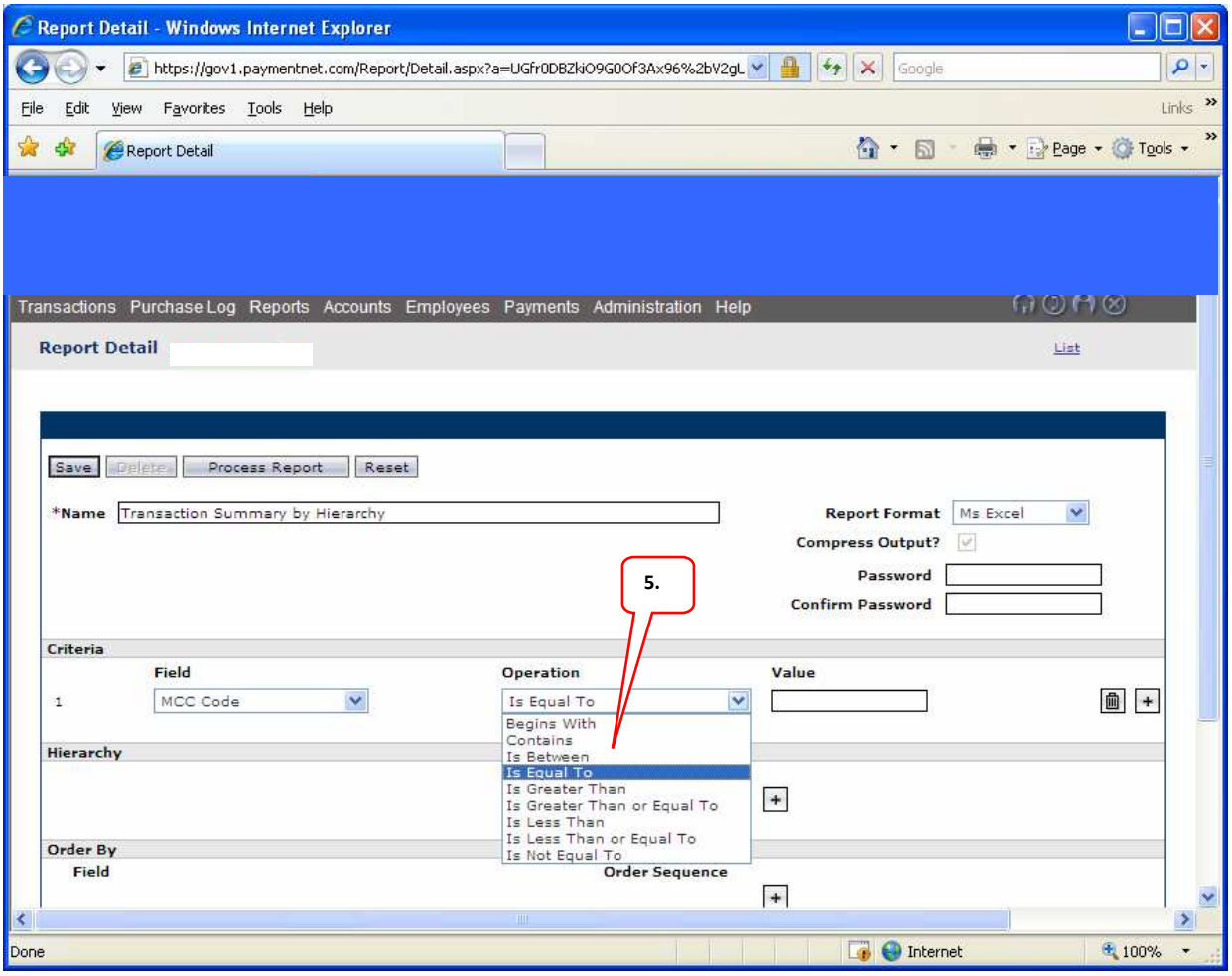
a. Reports are listed in alphabetical order. I would recommend using the **Transaction Summary by Hierarchy** report or the **Transaction Summary by Merchant** report. If additional level of detail is required, select the **Transaction Detail** report or the **Transaction Detail with Level 3 Addendum** report.



3. Select the desired report format. Options are .PDF, .XLS, .TXT or XML. For large date/data ranges, would recommend the PDF option. Otherwise the MSExcel or Text options are best as they allow for ease in manipulation of the output data with one of your other desktop applications. Bottom-line, choose the option that best meets your needs.

a. Set a password if required.

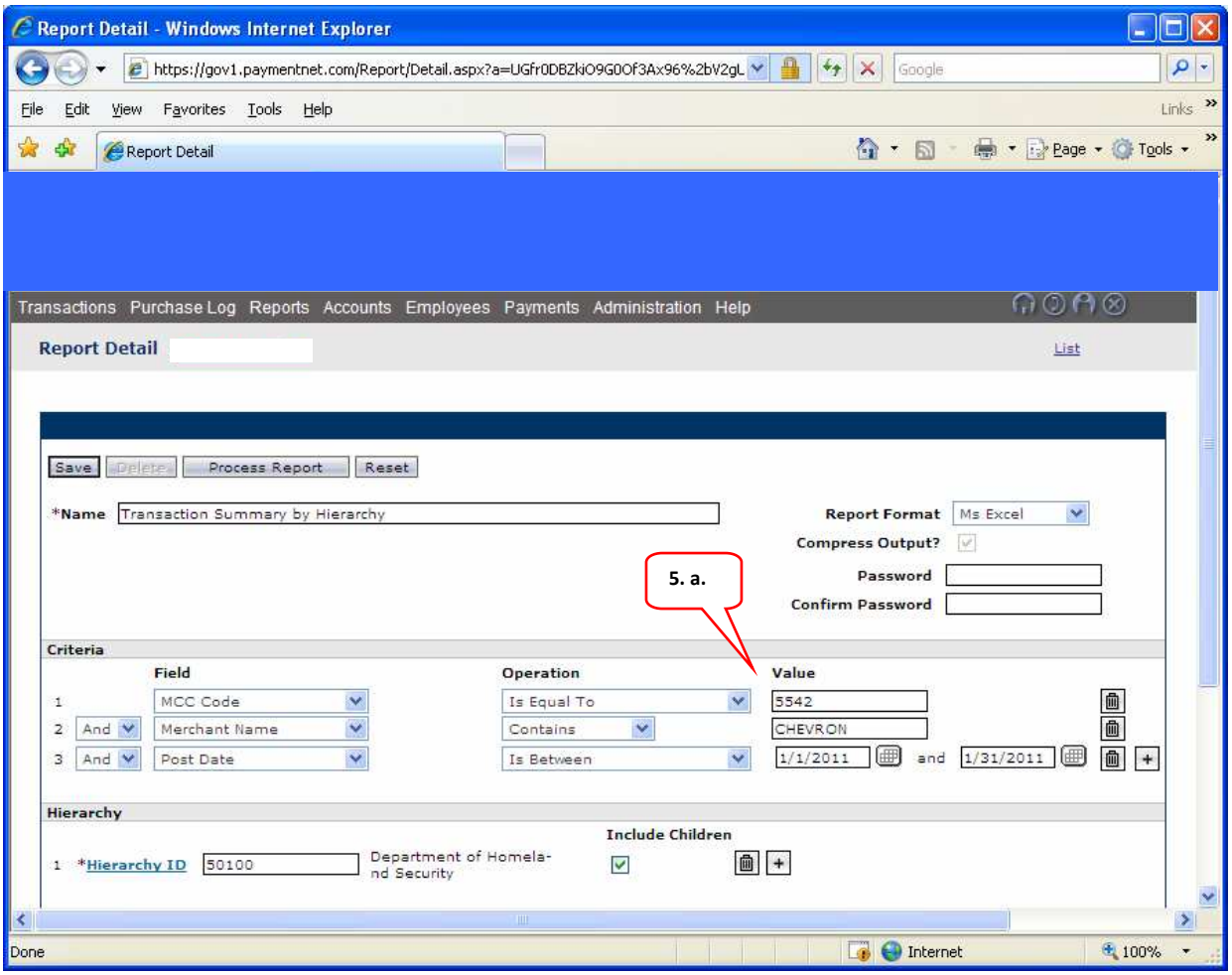
4. Choose your criteria in the "Field" drop down as shown below:



5. Select your operator from the drop down list, then select your value.

a. Multiple options can be selected for querying. For example, in the screen shot below the query is set for transactions where MCC code is equal to 5542, Merchant Name contains Chevron, and post date is January 1 – 31.

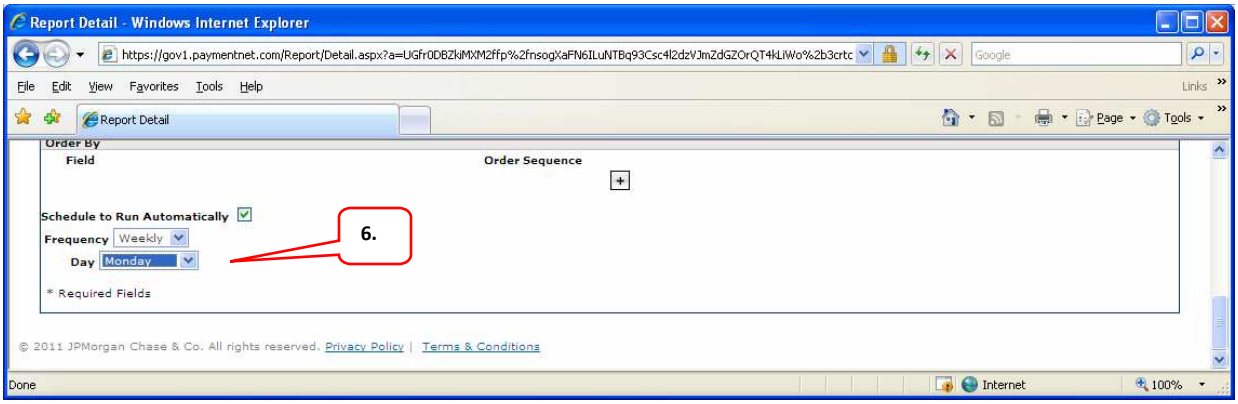
***<u>NOTE</u>**-For large agencies a small date range (i.e. one month/quarter vs. a whole fiscal year)will yield the best results.



The same steps are applicable to the **Transaction Detail** reports.

All reports can be saved. Merely assign a unique name to your report, and it will be available for use when you log in to PaymentNet.

6. Lastly, reports can be scheduled to run automatically. Options are daily, weekly, monthly or cycle.



****If you have any additional questions, please contact your JPMC designated bank representative.**