

# EWU CTA Card Tutorial

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Revision date: 03/03/2016



# EWU Central Travel Account Card Tutorial

## CTA Card Contacts

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- EWU Travel Accounting
  - James Waterman, CTA Card Administrator  
Phone: 509-359-2249  
Email: [jwaterman@ewu.edu](mailto:jwaterman@ewu.edu)
  - Call or email EWU Travel Accounting to:
    - Request a CTA card
    - Make changes to cardholder profile
    - Deactivate/close a cardholder's account
    - Clarify CTA Card policies and procedures
    - Resolve declined transactions
    - Report a lost or stolen card (after you have contacted \_\_\_\_\_  
JPMorganChase).

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# EWU Central Travel Account Card Tutorial

## CTA Card Contacts

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- JPMorganChase [JPMC]
  - 1-800-270-7760, 24 hours/day
  - Call PaymentNet Customer Service to:
    - Report a lost or stolen card (call immediately)
    - Request further information on a charge after you have contacted the merchant
    - Dispute a charge if you are unable to reach a satisfactory resolution with the merchant



# EWU Central Travel Account Card Tutorial

## Introduction

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- Central Travel Account = CTA
- The first step to acquiring a CTA card is to read the CTA Manual
- Completion of the CTA tutorial and quiz is a prerequisite for acquiring a CTA Card. All cardholders and approvers must take the training and review the CTA Manual
- The CTA Card training is simple and convenient
- CTA documentation is available on the EWU Travel Accounting website: <https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/>



# EWU Central Travel Account Card Tutorial

## Introduction

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- Upon completion of the tutorial and passing the short quiz, prospective Cardholders and Approvers will fill out an application packet and submit it to EWU Travel Accounting, 319 Showalter Hall, Cheney, WA 99004-2445 (Interoffice Mail: 319 SHW)
- After the Travel Accounting Office receives the CTA enrollment packet, it will take approximately 2-3 weeks to process and issue a CTA Card
- The Travel Accounting Office will provide cardholders access to the PaymentNet website with a user ID and pass phrase. You will be required to change your pass phrase upon first log in and register your computer.



## Benefits of a CTA Card

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- Reduces large dollar advances and reimbursements
- Allows online reconciliation and expense distribution for card purchases
- Reduces ordering/processing time through Travel Accounting
- Improves campus efficiency
- Provides quicker turnaround times
- Reduces paperwork
- Greater flexibility in ordering



# EWU Central Travel Account Card Tutorial

## CTA Card Overview

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1. The CTA allows Cardholders to procure transportation for EWU employees for university business travel
2. Cardholder reviews and reconciles transactions online through PaymentNet
3. Cardholder matches physical documents to online transactions
4. Approver / Budget Authority reviews and signs “Transaction Detail w/Accounting Codes & Notes” report from PaymentNet
5. Accounts Payable downloads the reviewed transactions from the credit card website to the accounting system
6. Accounts Payable performs review of records
7. Transactions appear on Banner Budget Status Report

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## Examples of CTA Card Misuse

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- Transactions that are not allowed
  - Non-employee travel
  - Charter services without prior EWU Purchasing Dept. approval
  - Lodging for large groups without prior EWU Travel Office approval
  - Purchase not authorized by Budget Authority or Approver
- Failure to follow review procedures
  - The proper procedures are:
    - Review transactions and distribute expense to applicable Banner Index and Account codes by the 3rd business day of the following month e.g. all February transactions must be reviewed no later than the 3rd business day of March
    - Submit PaymentNet report to Approver by the 10th working day of the following month with supporting documentation (e.g., receipts)
    - Submit all documents to EWU Accounts Payable (Interoffice Mail: 319 SHW) no later than the 15<sup>th</sup> of the following month



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## Safeguarding Your CTA Card

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- The card itself and the account number must be retained in a secure location.
- Report a lost or stolen CTA Card to JPMC at 1-800-VISA-911 or 1-800-270-7760, and to EWU Travel Accounting.
- Report suspicious activity to JPMC and to Travel Accounting.
- Notify EWU Travel Accounting of change in Cardholder or Approver status and submit [Enrollment/Change](#) form for permanent changes.

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## Lending Your CTA Card

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- If the CTA Card is temporarily loaned to another employee within your department, the Cardholder remains responsible for the use of the card
- The person borrowing the CTA Card should be given explicit instructions on its use
  - Employee borrowing CTA card must sign [Terms of Use Agreement](#) (see link on [Travel web page](#))
  - A valid detailed receipt must be turned in with the card
- Time frame should be given of when the CTA Card should be returned
- Sign out log is recommended

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## CTA Card Limits

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- **CTA Card Limits**
  - Each CTA card has transaction count, transaction amount, and monthly limits
- **Declined CTA Card Transactions**
  - Contact Travel Accounting via email if your CTA Card is declined for any reason
    - Provide the merchant name, description, dollar amount, and date of transaction

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# EWU Central Travel Account Card Tutorial

## PaymentNet Overview

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- Enables access to transaction data 365 days per year
- Review your transactions on the PaymentNet website
- Distribute expense (assign Banner Index and Account codes) for every transaction online by the 3rd business day of the following month
  - Your department default index code will be charged if transactions are not reviewed by this date
    - The Cardholder and Approver will be responsible for submitting corrective paperwork (Example: Memo and copies of invoices) if the default index & account code is charged

We highly recommend reviewing PaymentNet transactions within five working days of transaction posting.

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# EWU Central Travel Account Card Tutorial

## Accessing PaymentNet

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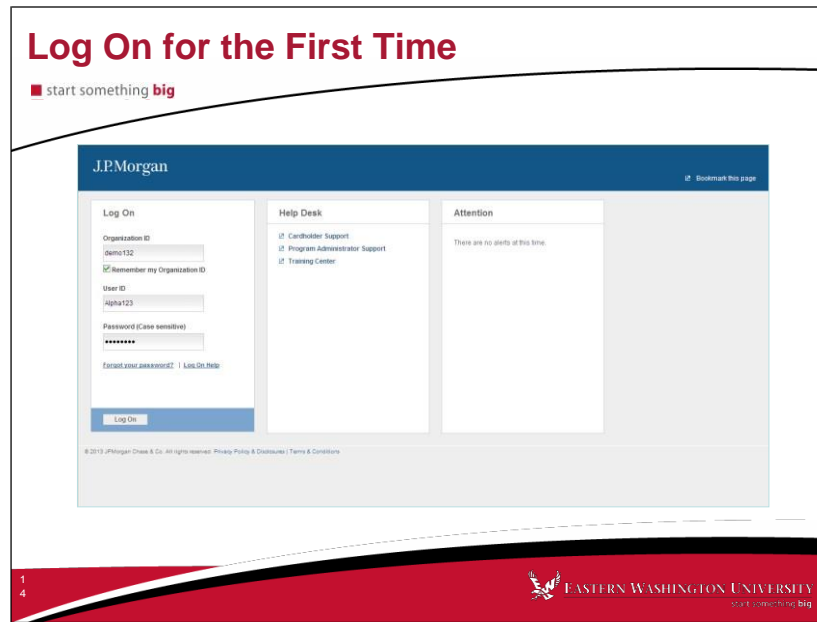
- <https://www.paymentnet.jpmorgan.com>
- You will be required to make three entries:
  - Organization ID = US01418
  - User ID - Provided by Travel Accounting when cardholder is approved
  - Pass Phrase - Provided by Travel Accounting when cardholder is approved
    - When you log on the first time you will need to
      - Change your pass phrase
      - Register your computer (machine)

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# EWU Central Travel Account Card Tutorial



This is the new **Log On** Screen. Anytime you launch a PaymentNet session, you will be taken here. The first time you log on, you will need to sign in using three pieces of information you would have gotten directly from JP Morgan via two emails:

- The first email contained your **Organization ID** and your **User ID**
- The second email contained your temporary **Password**

To simplify your log on process going forward, check the box next to **Remember my Organization ID** to prompt the system to automatically populate it for you every time. **Note:** if you are accessing PaymentNet from a public computer, please do **not** select this option.

The **Forgot my Password** link allows you to reset your own password by clicking on it. You will no longer have to contact anyone else for a password reset.

The **Log On Help** provides immediate answers to any questions you have about this Log On process.

Once you have successfully entered your **Organization ID**, **User ID** and **Password**, you will be taken to the next screen where you will be notified your machine is registered and be prompted to change your temporary password.

There are new standards for creating passwords as indicated on the screen itself. All passwords must contain:

- 6-8 Characters
- Be Alphanumeric (at least one letter and one number)
- No Special Characters
- Different from your **User ID**
- Different from your previous five (5) passwords

Once you are finished creating your new password, click on **Next** to submit the **Change Password** request.

Click on the **Finish** button.

# EWU Central Travel Account Card Tutorial

**Register Machine**

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**J.P.Morgan**

**Register Machine**

[Already have an Activation Code?](#)  
 [Help with this page](#)

You must register each computer you use to log on to PaymentNet.

Each time you log on to PaymentNet from a computer we do not recognize, our security guidelines require us to give you a new Activation Code. This is a measure to keep your information safe and secure.

Please select how you will receive your Activation Code. This simple process takes a few minutes to complete.


Send the Activation Code to my e-mail on file with J.P. Morgan.  
**Note:** If the e-mail does not arrive within minutes, call your Program Administrator for assistance.

Do not send an Activation Code. I will contact my Program Administrator to reset my password. Your computer will automatically be registered.

Send the Activation Code to my e-mail on file with J.P. Morgan.  
**Note:** If the e-mail does not arrive within minutes, call your Program Administrator for assistance.

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**Note:** The first time you log in, you will not see this screen.

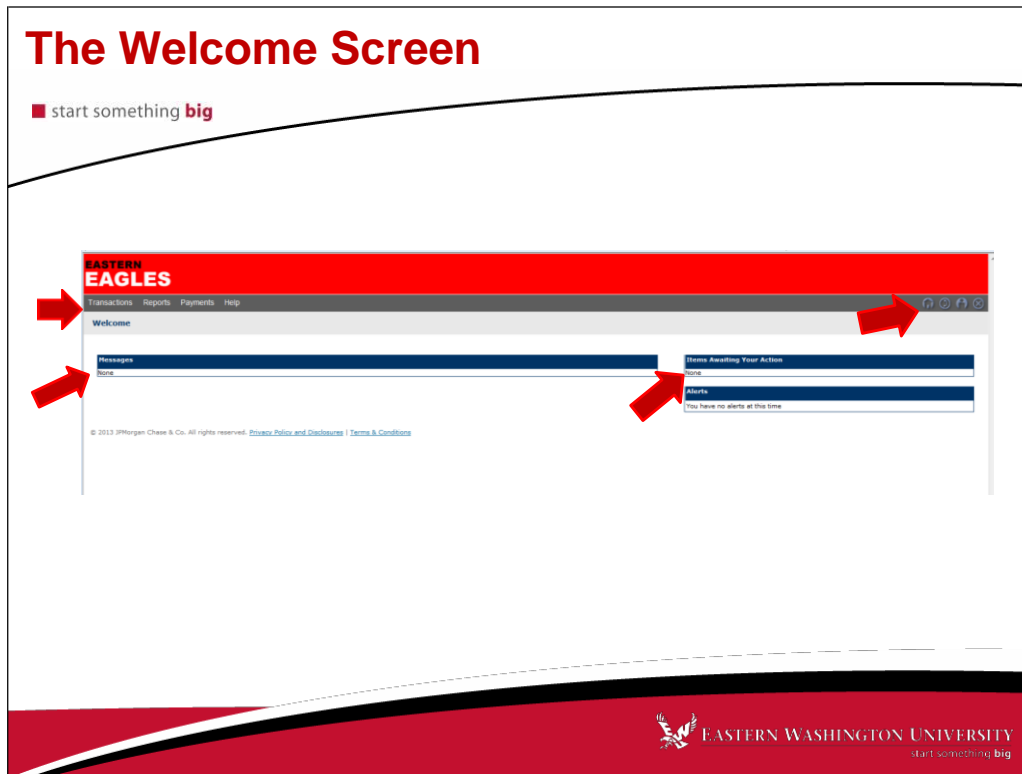
The above **Register Machine** screen and message populate *whenever* you will be required to complete a *new* machine registration process. This will always happen if you:

- use another machine (either from work, home or on the road) than the one you originally logged on with
- change browsers on any of your registered machines
- clear your browser cookies on any of your registered machines

The first option on the screen assumes you have access to your email on file with PaymentNet. Selecting the radio button for “Send the Activation Code to my e-mail...” and clicking on the **Next** button will cause an activation number to be sent to your email. You will enter the activation number when prompted. After that, your computer will be registered and is ready for your use.

Rarely, if ever, will you have to select the second option which assumes you do not have access to your email. In this scenario you will select the radio button, click **Next** and contact your program administrator for a password reset. Once you login with the temporary password, you will be prompted to change it and immediately thereafter the machine will automatically be registered for PaymentNet access.

# EWU Central Travel Account Card Tutorial



**Messages** - This is where any messages from either your Program Administrator or JP Morgan will be displayed.

**Items Awaiting Your Action** – This provides you with immediate awareness about key actions you need to take care of such as transactions for you to review, and access to files that are now available for you to download.

## Icons (Upper Right Corner)

- **Home Page** – Clicking on this Icon at any time will bring you back to this **Welcome Screen**.
- **Contact Information** – This icon contains the name and number of the person(s) in our organization that will act as your point of contact regarding any questions with PaymentNet.
- **My Profile** – This icon allows you access to your personal settings which you will maintain the information on.
- **Log Out** - It is recommended that you always use this icon when logging out.

**Menu Bar** contains the Modules you will need to access to complete your tasks. In Legacy PaymentNet, many functions were accessed through one menu. All user actions are now accessed and grouped into several modules which may include:

- **Transactions**
- **Reports**
- **Payments** (not applicable)
- **Help**

# EWU Central Travel Account Card Tutorial

**Profile: General Information**

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General Information | Bank Information | Screen Views | Accounts

**Save**

User ID NCASHON Name CASHON, NANCY

[Change Password](#)

E-Mail Address

**Change Authentication Questions** [Edit](#)

Authentication questions provide a secure way to access the site if you forget your password. You must answer at least 3 questions. Maximum of 30 characters. Letters and numbers only. Spaces allowed. Answers are not case sensitive.

What is the name of the high school you attended?  
Current \*\*\*\*\*

What is your favorite flavor of ice cream?

What is the name of the city where you were born?  
Current \*\*\*\*\*

What was the model of your first car?

What is the name of your favorite movie?  
Current \*\*\*\*\*

**Enable e-mail Notifications for:**

- Reports
- Transactions for Review
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Mappers
- Unreconciled Orders
- Orphaned Transactions
- Account Request Errors
- Mass Update Completion
- Receipt Images Attached
- Compliance Monitoring

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The **My Profile** Icon is used to enter general information about yourself, your bank information (not applicable), and your screen view preferences and provides you with a view of each of your credit card accounts.

The **My Profile** information displayed applies only to the logged in user. Changes made here will not be applied system-wide.

**General Information** allows you to complete the following tasks found on the left-hand side of this screen:

- **Change Password** information – you can click here to change your password at any time.
- **Change Authentication Questions** – this is where you would change your answers to any of the security questions you originally answered when setting up your password and machine for the first time.
- **E-mail Address:** This email will be used for all internal messages prompted within PaymentNet.
- **Enable e-mail Notification:** This is a new feature that allows you to select which reports, files or information you would like to be notified about. **NOTE:** Any grayed out items will not be able to be chosen so disregard.

Don't forget to select the **Save** button when you are done making any changes.

# EWU Central Travel Account Card Tutorial

## Transactions: Manage

■ start something **big**

**Transaction List**

Waiting For My Review - Last 60 days ▼ **Set as Default Query**

			view	Transaction Date
<input type="checkbox"/>			<input type="checkbox"/>	02/21/2013
<input type="checkbox"/>			<input type="checkbox"/>	02/20/2013
<input type="checkbox"/>	\$	79089	<input checked="" type="checkbox"/>	02/20/2013
<input type="checkbox"/>	\$	79088	<input checked="" type="checkbox"/>	02/20/2013

Please set and save “Waiting for My Review - Last 60 days” in *Set as Default Query*.

Last 30 days (system) is the default.

Waiting For My Review – Last 60 days. This will display all transactions requiring reconciliation for the monthly accounting cycle. The Last 30 days query is not tied to the accounting cycle.

# EWU Central Travel Account Card Tutorial

## Reviewing CTA Card Transactions

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### Transaction List

New Query Look For... Go Advanced

Select All Pages / Clear All Pages

Save View Statement

(New Query)	Save Query	Page 1 of 3	Save	View Statement				
Transaction ID	Transaction Date	Post Date	Transaction Amount	Merchant Name	Accounting Code Values	Cardholder Last Name	Cardholder First Name	MCC
1019019524001	05/14/2013	05/16/2013	\$403.80	SOUTHWEST	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3066
1019019523001	05/14/2013	05/16/2013	\$18.00	AGENT FEE	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		4511
1017605064001	05/13/2013	05/15/2013	\$18.00	AGENT FEE	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		4511
1017605063001	05/13/2013	05/15/2013	\$104.90	ALASKA AIR	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3256
1013425576001	05/10/2013	05/13/2013	\$445.80	SOUTHWEST	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3066
1013425575001	05/09/2013	05/13/2013	\$1,095.60	DELTA	COA - US01418 100089 71712 P0023483	EASTERN WA UNIVERSITY		3058
1013425574001	05/09/2013	05/13/2013	\$18.00	AGENT FEE	COA - US01418 100089 71712 P0023483	EASTERN WA UNIVERSITY		4511
1013425573001	05/10/2013	05/13/2013	\$175.37	ENTERPRISE RENT-A-CAR	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3405
1013425572001	05/10/2013	05/13/2013	\$18.00	AGENT FEE	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		4511
1013425571001	05/11/2013	05/13/2013	\$89.49	ENTERPRISE RENT-A-CAR	COA - US01418 100111 71740 P0023490	EASTERN WA UNIVERSITY		3405

- **Select the PaymentNet option from the main menu**  
**The Transaction View enables users to review those transactions which have been posted**  
**Users can assign index and account codes to each transaction, split transactions between multiple accounts and run reports**  
**Cardholder will be notified via email by JPMC when transactions are ready to be reviewed**

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The **Transactions** Module in PaymentNet allows you to manage transaction details and settings and make real-time updates.

You will be able to complete the following tasks:

- Manage and Update Transactions
- View Transaction **Authorization** and **Decline** reasons
- Create an **Advanced Query**
- Download Monthly **Statements**

# EWU Central Travel Account Card Tutorial

## Reviewing Transactions in PaymentNet

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The screenshot displays the PaymentNet interface for reviewing a transaction. The top navigation bar includes 'General Information', 'Addendum', and 'History'. Below the navigation bar are buttons for 'Save', 'Add Lines', and 'Dispute'. The main content area is divided into several sections:

- General Information:** Settlement Method: Commercial Card; Transaction Type: Purchase; Account Number: \*\*\*\*\*9780; Transaction Date: 02/20/13; Post Date: 02/22/13; MCC: 3058; Merchant: DELTA; CHENEY, WA, US; Parent Merchant: DELTA AIR 0067125603219; Exported: ; Customer Code; Micro Reference: 24717053052870522470364; Authorization Number: 077539; Transaction ID: 112073; Original Currency: USD; Original Amount: \$581.60; Tax: \$0.00; Settlement Currency: USD; Total: \$581.60.
- Approval Status:** New; Reviewed:
- Accounting Codes:** Chart of Accounts: COA - US01418; Banner Index or Fund: 200344; Banner Account Code: 71712 - In-State Air Fare; TA Number: T001234.
- Transaction Custom Fields:** Reviewed:
- Transaction Notes:** T001234, J Doe, 4/12/13, Seattle. 2968 characters remaining.

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### For every transaction you must:

- Assign the six digit Banner Index or Fund Code from the associated TA
- Select the appropriate Banner Account Code from the dropdown list
- Enter the TA number
- Type a description in Transaction Notes that includes the TA number, traveler, departure date and destination
- Place a check in the “Review” box in the top right hand corner

Press the **Save** button!

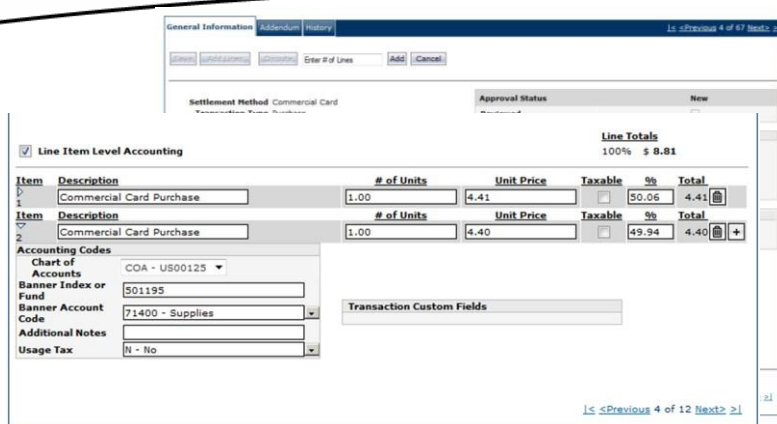
# EWU Central Travel Account Card Tutorial

## Reviewing Transactions: Split

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Cardholders can split their transactions from the **General Information** tab into different lines of accounting by following these steps:

1. Click the **Add Lines** button
2. Enter the number of lines to add to the transaction
3. Click the **Add** button
4. Complete the fields that display for each split or line
5. Click **Save**



Item	Description	# of Units	Unit Price	Taxable	%	Total
1	Commercial Card Purchase	1.00	4.41		50.06	4.41
2	Commercial Card Purchase	1.00	4.40		49.94	4.40

Line Totals: 100% \$ 8.81

Accounting Codes:  
Chart of Accounts: COA - US00125  
Banner Index or Fund: 501195  
Banner Account Code: 71400 - Supplies  
Additional Notes:  
Usage Tax: N - No

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When splitting a transaction, the **Accounting Codes** can be accessed for each line item by selecting the drop-down arrow.

A new and enhanced feature allows the Cardholder to easily add additional lines or delete incorrect lines without having to begin the splitting all over again. So if you need to add another split or delete an extra line, it is now an easy and quick process. After adding or deleting an accounting line, be sure to check the % field for each line, especially the last line since it will always be effected by any changes.

By clicking on the **plus sign** you can easily add additional splits. By clicking on the **trash can** icon, you can easily delete any lines entered in error.

# EWU Central Travel Account Card Tutorial

## Reviewing Transactions: Split... HELP!

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Context help is available any time

The screenshot displays the PaymentNet system interface. At the top, a navigation bar includes 'Transactions', 'Reports', 'Accounts', 'Employees', 'Payments', and 'Admin'. A 'Help' dropdown menu is open, showing 'Help For This Page' and 'Help Index', both of which are circled in red. Below the navigation bar, the 'Transaction Detail' screen is visible, showing fields for 'Settlement Method', 'Transaction Type', 'Account Number', and 'Transaction Date'. A context help window is open in the foreground, titled 'Editing a Transaction'. The help window contains a table of contents on the left and a main text area with instructions on how to edit a transaction, including steps for adding lines and splitting transactions. A table at the bottom of the help window shows a 'Line Totals' summary.

Unit Price	Taxable	%	Total
\$18.75	\$0.00		\$18.75
\$18.75	\$0.00		\$18.75

**Line Totals**  
100% \$ 837.50

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# EWU Central Travel Account Card Tutorial

## Disputes

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**Always attempt to resolve disputes with the merchant first.**

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## Formal Disputes

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### You may formally dispute a transaction when:

- The merchant will not work with you to rectify the issue
- You did not authorize a charge or do not recognize a charge
- There is a difference between the amount you authorized and the amount you were charged
- You find duplicate charges
- Your account does not reflect a credit you have been issued by a merchant

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## Formal Disputes

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- The disputed item will be paid
- The disputed transaction must be documented in writing within 60 days of the transaction
- Log the disputed item online by using the “dispute” button on the “Transaction Detail Record” screen or call PaymentNet Customer Service at 800-270-7760
- PaymentNet will instruct the cardholder to provide specific information regarding the dispute
- **Review the transaction in PaymentNet as you would any other transaction**
- If a credit is due, it will be reflected on PaymentNet

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# EWU Central Travel Account Card Tutorial

## Transaction Detail: Dispute

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General Information Addendum History

Save Add Lines Dispute


Settlement Method Commercial Card  
Transaction Type Purchase

Submit

\* Required Fields

Name	CASHON, NANCY	Dispute Entry Date	03/29/2013
Transaction Date	02/20/2013	Micro Reference	24692163051000880020000
Transaction Amount	\$8.81		
Merchant Name	AMAZON MKTPLACE PMTS		
*E-mail Address	<input type="text" value="ncashon@ewu.edu"/>		
*Dispute Reason	<input type="text" value="Select..."/> Select... Above-mentioned charge is not recognized. Billed for an incorrect amount. Billed more than once by the same merchant. Canceled: Merchant/Service/Airline Ticket/Hotel Reservation. Charged for purchase that was paid by other means. I did not authorize this charge. Merchandise not received that was to be shipped. Merchandise/Service was received damaged or not as described. No credit issued for merchandise returned to store. Other: Detailed information attached describing dispute.		

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Before disputing a transaction, you must first attempt to resolve the issue directly with the merchant.

- On the **Transaction Detail** screen, click **Dispute**.
- Confirm your **E-mail Address**.
- Select the **Dispute Reason** from the drop-down list. The system refreshes and might require additional field input.
- Enter any additional information, if necessary.
- Click **Submit**.

**Note:** Track the status of your dispute online on the **Transaction List**.

**Red= Dispute in Process**

**Yellow= Dispute Submitted**

**Green= Dispute Resolved**

# EWU Central Travel Account Card Tutorial

## Generating Monthly Reports

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- At the end of each month generate the “Transaction Allocation” report

**Transaction Allocation**  
US01418

Date/Time Printed: 03/03/2016 05:14:35 PM Orientation: Landscape

Selection Criteria: Post Date Is Between '01/01/2016' AND '03/01/2016' AND Cardholder Last Name Contains 'EASTERN W'

Transaction ID	Last Name	First Name	Account Number	Transaction Date	Post Date	Merchant Name	Merchant City	Merchant State/Province	MCC	Sales Tax	Transaction Amount	Transaction Type
19799701001	EASTERN WA UNIVERSITY		*****9780	01/08/2016	01/11/2016	ALASKA AIR	SEATTLE	WA	3256	\$0.00	\$129.10	Purchase
Notes:- P0033142, J Callaghan, 01/19/16, Spokane												
Chart of Accounts: COA - US01418 <span style="float: right;">Banner Index or Fund:200461 Banner Account Code:71712 TA Number:P0033142</span>												
19799701001	EASTERN WA UNIVERSITY		*****9780	01/08/2016	01/11/2016	ALASKA AIR	SEATTLE	WA	3256	\$0.00	\$129.10	Purchase
Chart of Accounts: COA - US01418 <span style="float: right;">Banner Index or Fund:200505 Banner Account Code:71712 TA Number:P0033142</span>												



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# EWU Central Travel Account Card Tutorial

## Monthly Report Selection

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Transaction List New Query Look For...

Select All Pages / Clear All Pages

(New Query)  Page 1 of 3

<input type="checkbox"/>	Transaction ID	Transaction Date	Post Date	Transaction Amount	Merchant Name	Accounting Code Values	Cardholder Last Name	Cardholder First Name	MCC
<input type="checkbox"/>	1019019524001	05/14/2013	05/16/2013	\$403.80	SOUTHWEST	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3066
<input type="checkbox"/>	1019019523001	05/14/2013	05/16/2013	\$18.00	AGENT FEE	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		4511
<input type="checkbox"/>	1017605064001	05/13/2013	05/15/2013	\$18.00	AGENT FEE	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		4511
<input type="checkbox"/>	1017605063001	05/13/2013	05/15/2013	\$104.90	ALASKA AIR	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3256
<input type="checkbox"/>	1013425576001	05/10/2013	05/13/2013	\$445.80	SOUTHWEST	COA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3066
<input type="checkbox"/>						DA - US01418 100089 71712 P0023483	EASTERN WA UNIVERSITY		3058
<input type="checkbox"/>						DA - US01418 100089 71712 P0023483	EASTERN WA UNIVERSITY		4511
<input type="checkbox"/>						DA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		3405
<input type="checkbox"/>						DA - US01418 200344 71499 -	EASTERN WA UNIVERSITY		4511
<input type="checkbox"/>						DA - US01418 100111 71740 P0023490	EASTERN WA UNIVERSITY		3405

Transactions Reports Payments Help

Welcome

- On the Transaction List screen, confirm that each transaction has been reviewed – every line should have the appropriate Banner index or fund, account number and Travel Authorization number
- Choose “Reports” tab and “Create” from the drop down menu



# EWU Central Travel Account Card Tutorial

## Monthly Report Selection

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Home Transactions Reports Help

Report List

Report Type All

Name ▲	Type	Description
Transaction Allocation	Transaction	The report displays transactions with their account codes, notes and custom fields. Transactions as well as line items are included and payments are excluded from this report. The report lists: Transaction ID, Cardholder Name, Account Number, Merchant Name, Merchant City, Merchant State/Province, MCC, Transaction and Post Dates, Transaction Amount, Transaction Type, Sales Tax, Transaction Notes, an unlimited number of Account Codes, and Transaction Custom Fields. Contents of this report are best viewed in PDF format.

- Select “Transaction Allocation” report



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# EWU Central Travel Account Card Tutorial

## Monthly Report Selection – Output and Date

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The screenshot shows a web form for configuring a report. At the top, there are buttons for 'Save', 'Delete', 'Process Report', and 'Reset'. The form is titled 'Transaction Allocation'. Under 'Required Fields', the 'Name' is 'Transaction Allocation' and the 'Report Format' is 'Adobe PDF'. There is a 'Compress Output?' checkbox checked. The 'Date Range' section has a table with columns 'Field', 'Operation', and 'Value'. The first row has 'Post Date' in the Field column, 'Is Between' in the Operation column, and '02/01/2016' and '02/29/2016' in the Value column. The 'Criteria' section has a table with columns 'Field', 'Operation', and 'Value'. The first row has 'Transaction Type' in the Field column, 'Is Not Equal To' in the Operation column, and 'Payment' in the Value column. There are 'Delete' and 'Add' buttons next to the row. The 'Hierarchy' section has an 'Include Children' checkbox and an 'Add' button. The 'Order By' section has a table with columns 'Field' and 'Order Sequence'. The first row has 'Transaction ID' in the Field column and 'Ascending' in the Order Sequence column. There are 'Delete' and 'Add' buttons next to the row. At the bottom, there is a 'Schedule to Run Automatically' checkbox.

- On the Report Criteria screen

- 1) The report format selection is in the top section
- 2) Choose the appropriate accounting cycle month from the drop down menu where the Post date “is Between” the first and last day of the month

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### Transaction Allocation:

- Post Date Is Between 1<sup>st</sup> day of month and last day of month.
- Delete the Criteria section by selecting the trash can.
- Leave Transaction ID as the Order By field.
- Click Process Report

# EWU Central Travel Account Card Tutorial

## Monthly Report Selection – Criteria and Order by

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The screenshot shows a web interface for report selection. At the top, there are buttons for 'Save', 'Delete', 'Process Report', and 'Reset'. Below this is a 'Required Fields' section with a 'Name' field containing 'Transaction Allocation', a 'Report Format' dropdown set to 'Adobe PDF', and a checked 'Compress Output?' checkbox. The 'Date Range' section has a table with columns 'Field', 'Operation', and 'Value'. The first row contains 'Post Date', 'Is Between', and '02/01/2016 and 02/29/2016'. The 'Criteria' section has a table with columns 'Field', 'Operation', and 'Value'. The first row contains 'Transaction Type', 'Is Not Equal To', and 'Payment'. A red arrow points to a 'Delete' button next to this row. The 'Hierarchy' section has an 'Include Children' checkbox and an 'Add' button. The 'Order By' section has a table with columns 'Field' and 'Order Sequence'. The first row contains 'Transaction ID' and 'Ascending'. A red arrow points to the 'Transaction ID' field. At the bottom, there is a 'Schedule to Run Automatically' checkbox.

- On the Report Criteria screen
  - 3) Delete the Criteria section
  - 4) Leave “Transaction ID” in the Order By field
  - 5) Click Process Report

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### Transaction Detail with Accounting Codes and Notes:

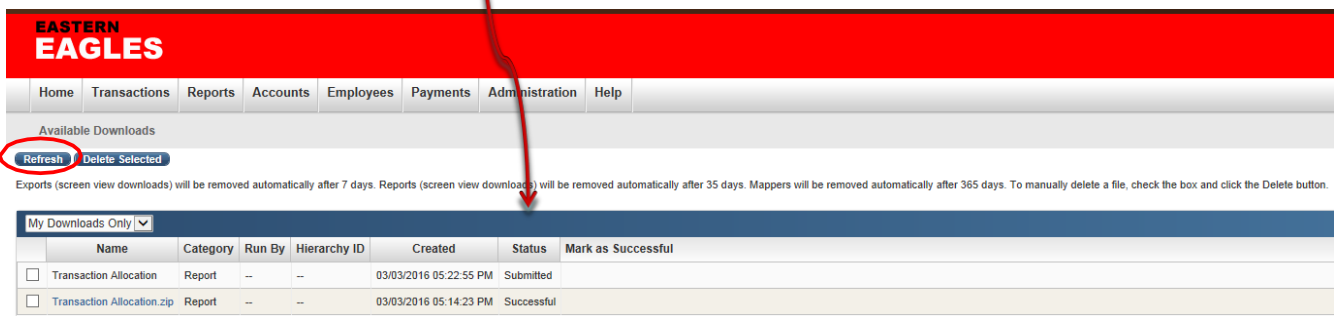
- Post Date Is Between 1<sup>st</sup> day of month and last day of month.
- Delete the Criteria section by selecting the trash can.
- Leave Transaction ID as the Order By field.
- Click Process Report

# EWU Central Travel Account Card Tutorial

## Report Selection - Printing

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- On the Available Download Files screen, click on the “Refresh” button until the Status field changes from “Submitted” to “Successful”; click on the report to open PDF and print two copies, one for your records and one for submittal



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Home Transactions Reports Accounts Employees Payments Administration Help

Available Downloads

**Refresh** Delete Selected

Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed automatically after 35 days. Mappers will be removed automatically after 365 days. To manually delete a file, check the box and click the Delete button.

My Downloads Only ▾

	Name	Category	Run By	Hierarchy ID	Created	Status	Mark as Successful
<input type="checkbox"/>	Transaction Allocation	Report	--	--	03/03/2016 05:22:55 PM	Submitted	
<input type="checkbox"/>	Transaction Allocation.zip	Report	--	--	03/03/2016 05:14:23 PM	Successful	

## Submitting Documents

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- **At the end of each month, submit documents:**
  - **Transaction Allocation** report with the original JPMC statement, receipts, refunds, and invoices for each transaction
    - To Approver, after all transactions have been reviewed, but no later than the 10<sup>th</sup>.
    - To Office of Grant and Research Development  
210 Showalter Hall, Cheney, WA 99004-2444  
(Interoffice 210 SHW), if applicable – most Index 5
    - To EWU Accounts Payable, no later than the 15<sup>th</sup>

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# EWU Central Travel Account Card Tutorial

## Quiz and Application

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**CONGRATULATIONS, YOU'VE COMPLETED THE CTA CARD TRAINING!**  
NOW TAKE THE CTA CARD Quiz

- Both the Cardholder and Approver must:
  - First review the CTA Manual, then take the CTA Quiz
  - Review and complete the application packet (CTA Application, and the Default Index Authorization form)
  - Submit a completed application packet and the quiz to EWU Travel Accounting
- Once the paperwork has been received and reviewed, EWU Travel Accounting will order a CTA Card and notify the cardholder when it is available
- CTA Manual, Tutorial, Quiz, Application – all available from the EWU Travel Accounting website: <https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/>

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