

## Setting up the Statement of Account Report

Sign into PaymentNet [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com)

1. Under the Reports tab, select **Report List. Click on Statement of Account Portrait**

Report Information ▲	
+	Cardholder with Account and MCC Group Limits
+	Carls Monthly Report Master-modified
+	Declines
+	Statement of Account Landscape
+	Statement of Account Monthly Master Report test-modified
+	Statement of Account Portrait

2. Name your report **1 Statement of Account Portrait**

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Report Detail - Filter Rows

Report Name \*   
69 characters remaining.

Report Category \*  \* Indicates Required Field

3. Under Filter Rows click on the filter link to specify filter. Select Operation - **is Relative**, Duration – **prior period**, Cycle – **ND Cycle** and click continue.

Filter Rows

## Specify Filter

Select a report field to filter on. Not all fields are available to use for filtering. Then select an operator and specify the appropriate values.

\* Required Fields

Field to Filter On \*

Post Date

Operation	Duration	Cycle
Is Relative <input type="button" value="v"/>	prior period <input type="button" value="v"/>	ND Cycle <input type="button" value="v"/>

4. Click **Add Filter** and specify filter. Select Cardholder last name > Begins with and insert your last name and click **continue**.

### Filter Rows

[Post Date is in prior ND Cycle period](#)

## Specify Filter

Select a report field to filter on. Not all fields are available to use for filtering. Then select an operator and specify the appropriate values.

\* Required Fields

Field to Filter On *	Operation	Value * (Maximum 5)	<input type="button" value="Delete Value"/>
Cardholder Last Name <input type="button" value="v"/>	Begins With <input type="button" value="v"/>	iseminger	<input type="button" value="Add Another Value"/>

### Preview Filter Expression

Cardholder Last Name begins with 'iseminger'

5. Click Save

Hierarchy ID

and [\[click to add hierarchy\]](#) Delete Filter Add Filter

Save Run This report has unsaved changes.

6. Under the **Report Options** tab, check **Enable for Quick Run** and click **Save**

Report Name \*  69 characters remaining.

Report Category \*  \* Indicates Required Field

Filter Rows Sort Report Options Scheduling

**Properties**

Create a customized description to the report in the **Report Description** box. Select the desired output in the **Output Format** (Only specific roles may control the **Compress Output** functionality).

Report Description

0 characters remaining.

Output Format   Compress Output  **Enable for Quick Run**

Save Run This report has unsaved changes.

7. Click on the **Scheduling** tab and on the Schedule For drop down select **Self**. Select **Recurrence**. Frequency is **monthly** and Days is **2**. Click **Save** and then click **Run**.

Report Name \* 1 Statement of Account Portrait  
69 characters remaining.

Report Category \* Transaction  \* Indicates Required Field

Filter Rows | Sort | Report Options | **Scheduling**

You can schedule a report to run a single time or as a recurrence by clicking the **Save** button, or run automatically by clicking the **Run** button. Click the radio buttons to the right to move between scheduling a single occurrence and a recurrence.

Schedule For:  Self

Recurrence  Single Occurrence

Frequency:  Monthly  Days:  2

Name	Role	<input type="button" value="Remove"/>
1 ISEMINGER, CARL	Card Holder	<input type="checkbox"/>

This report has unsaved changes.

**8. Click on Return to Report List**

Home | Transactions | Statements | Reports | My Accounts | Help



Report Detail - Scheduling

**9. Click on Reports and Select Downloads from the drop down.**

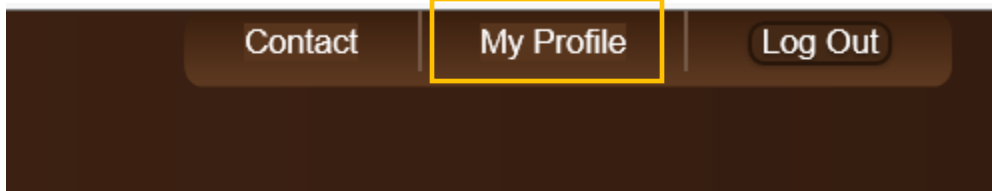
Home | Transactions | Statements | **Reports** | My Accounts | Help

Available Downloads

**10. Under the Output column, click on 1 Statement of Account Portrait Zip > click open > open pdf statement of account file.**

	Name	Status	Creation Date	Output	Type
	<a href="#">1 Statement of Account Portrait</a>	Successful	03/28/2018 09:00:26 AM	<a href="#">1 Statement of Account Portrait.zip</a>	Report
	<a href="#">Carls Monthly Report Master-modified</a>	Successful	03/06/2018 04:14:53 AM	<a href="#">Carls Monthly Report Master-modified.zip</a>	Report

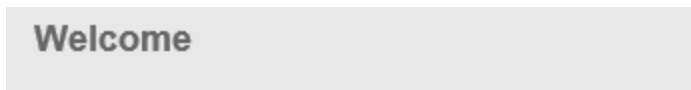
11. If you would like to receive an email reminder that your report is ready each month you can click on **My Profile > select Reports and Save.**



**Options for E-mail notifications:**

- Reports
- Transactions for Review (New)
- Transactions for Review (Rejected)
- Transactions for Approval
- Import Files
- Export Files
- Payments

12. On the second of each month you can log into PaymentNet and retrieve your report under **Items awaiting your action.**



[9 New Files for Download](#)

[5 Days until Password Expires](#)