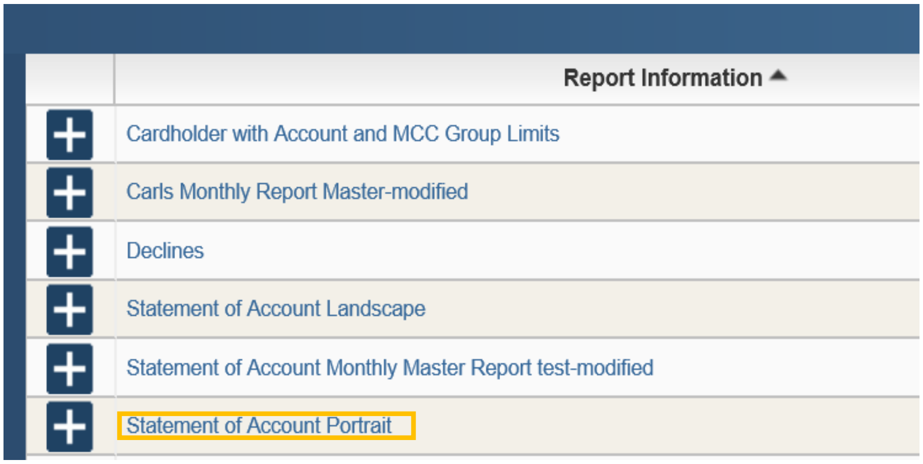
Setting up the **Statement of Account Report for all cardholders under a department**

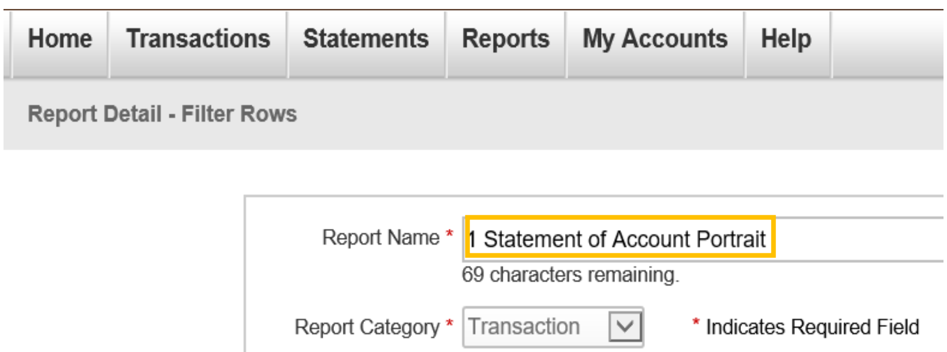
Sign into PaymentNet www.paymentnet.jpmorgan.com

[**Change your role to the "Reallocator Role" This Role can be requested by completing the P-Card Change request form.**]()

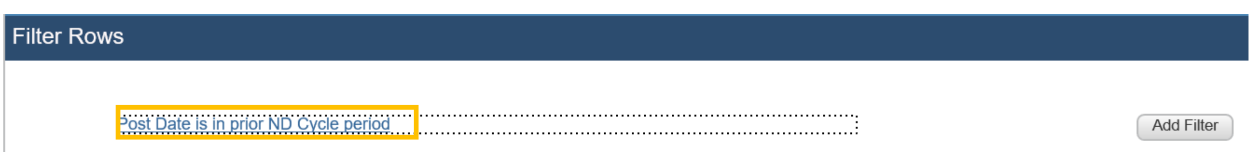
1. Under the Reports tab, select **Report List. Click on Statement of Account Portrait**

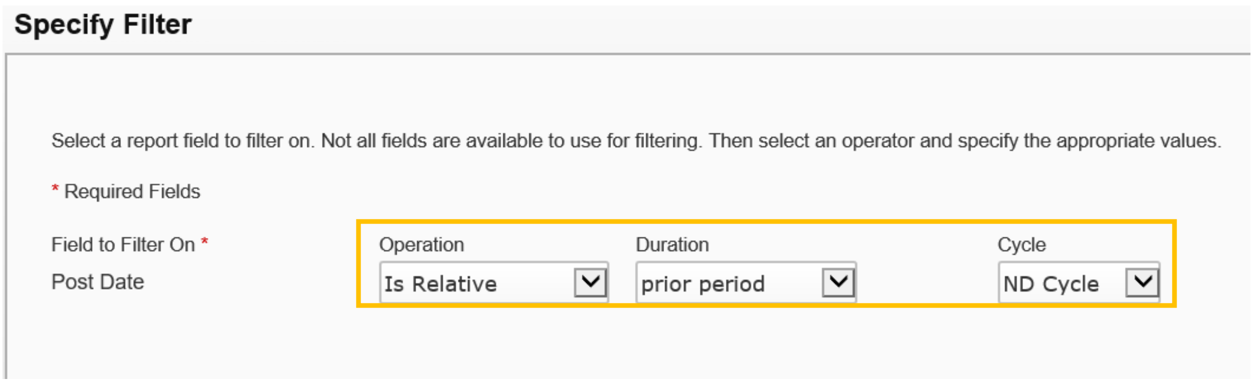


2. Name your report **1 Statement of Account Portrait**

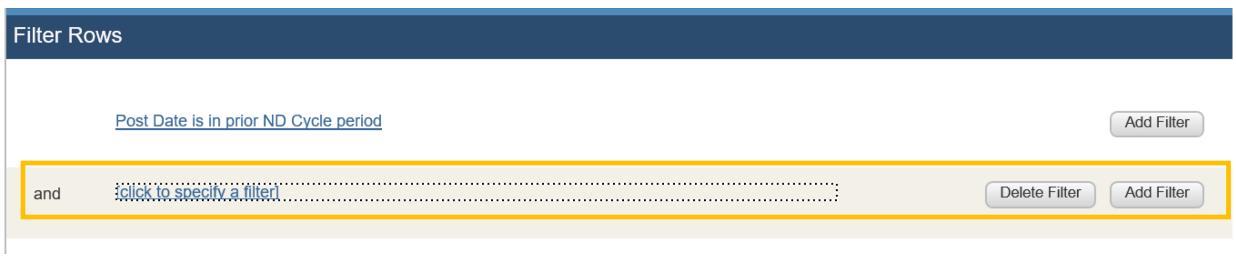


3. Under Filter Rows click on the filter link to specify filter. Select Operation **- is Relative**, Duration – **prior period**, Cycle – **ND Cycle** and click continue.



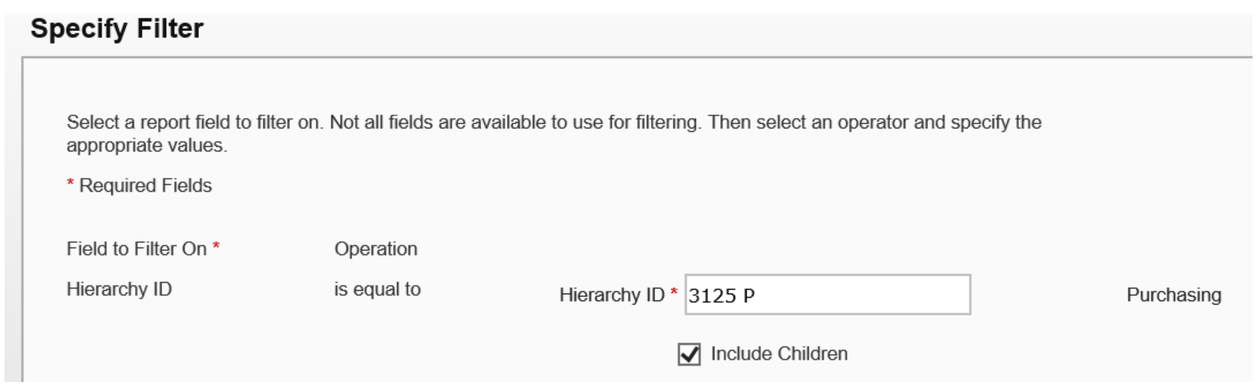


There should only be one filter listed. If there is a second filter link, click delete.

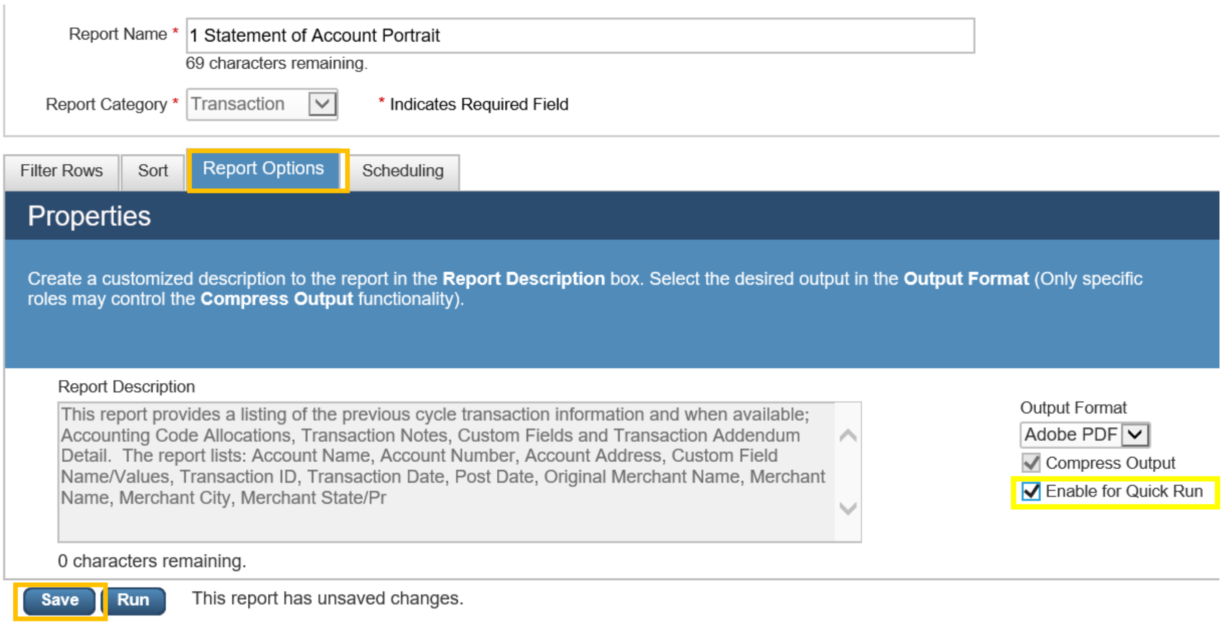


4. Click on Hierarchy ID link and specify filter.

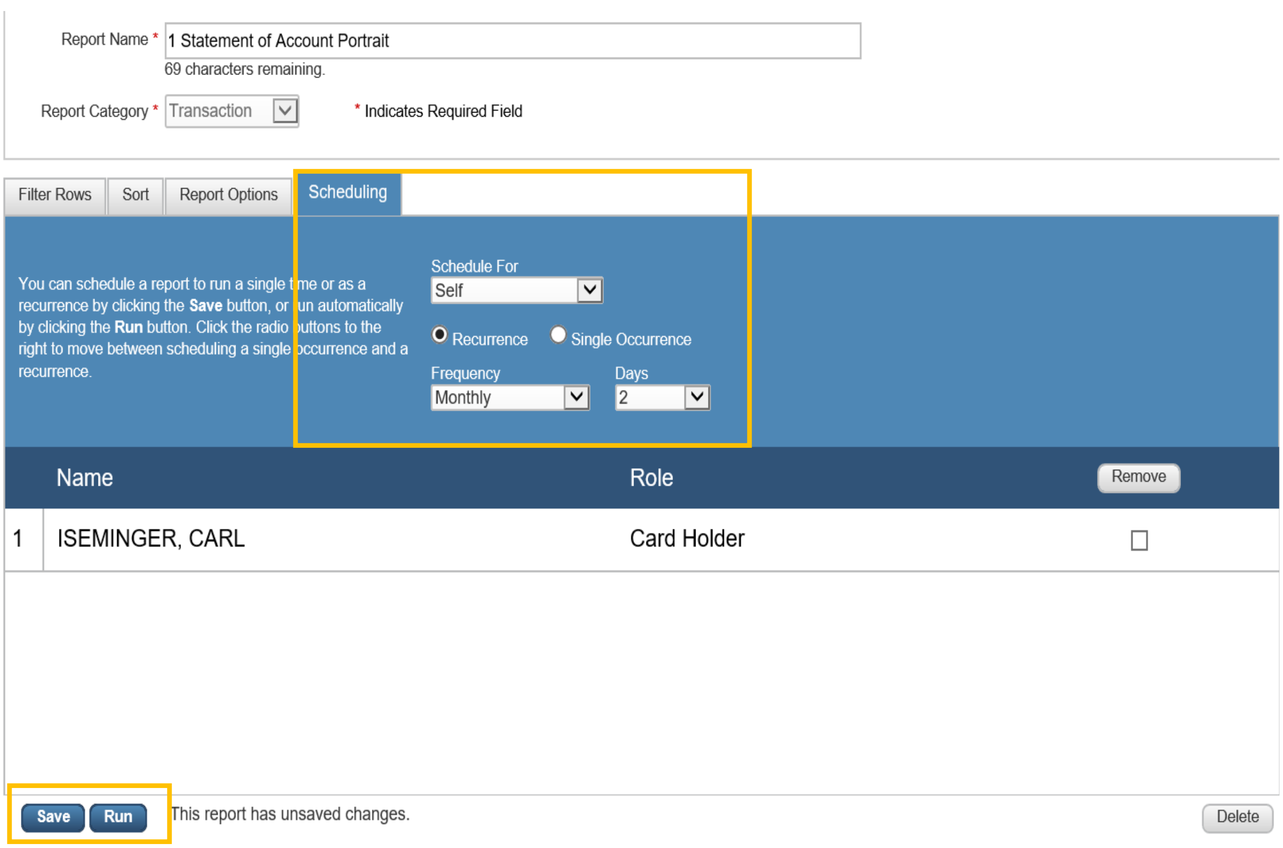
Indicate your **department number**, **hit space P**, and hit **tab**. Department name will populate. Click **Continue.**



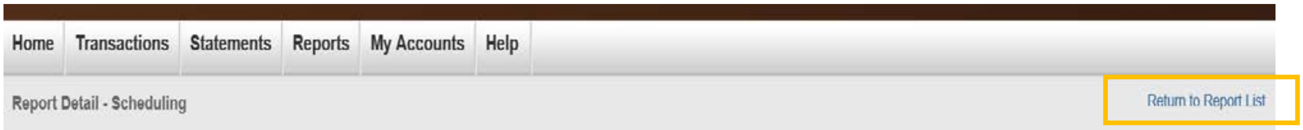
5. Under the **Report Options** tab, check **Enable for Quick Run** and click **Save**



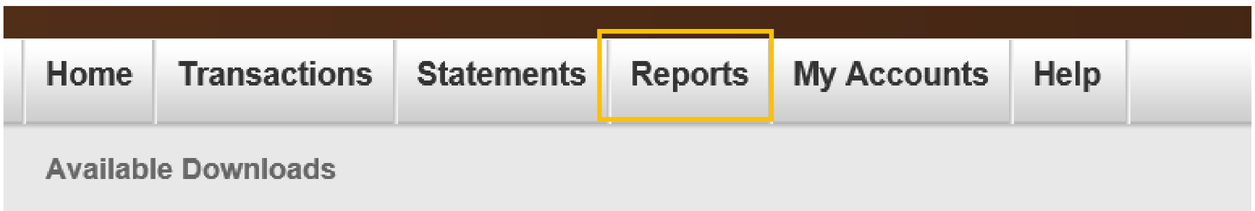
6. Click on the **Scheduling tab** and on the Schedule For drop down select **Self**. Select **Recurrence**. Frequency is **monthly** and Days is **2**. Click **Save** and then click **Run.**



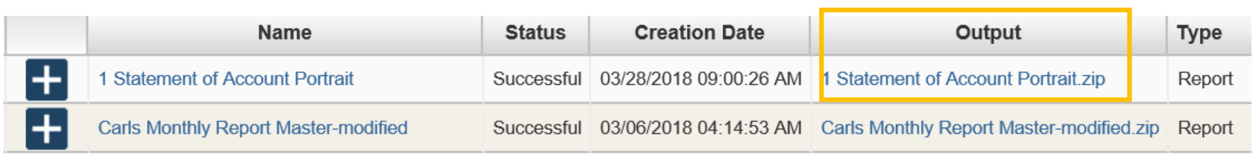
7. Click on **Return to Report List**



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

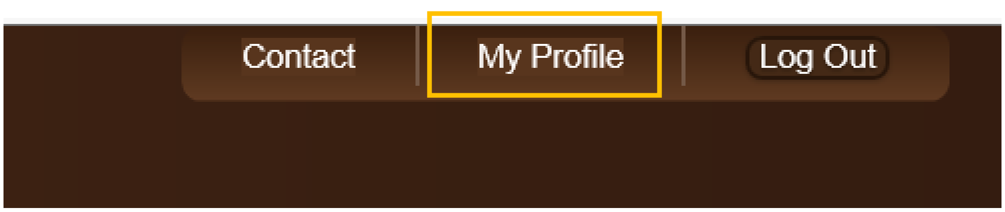


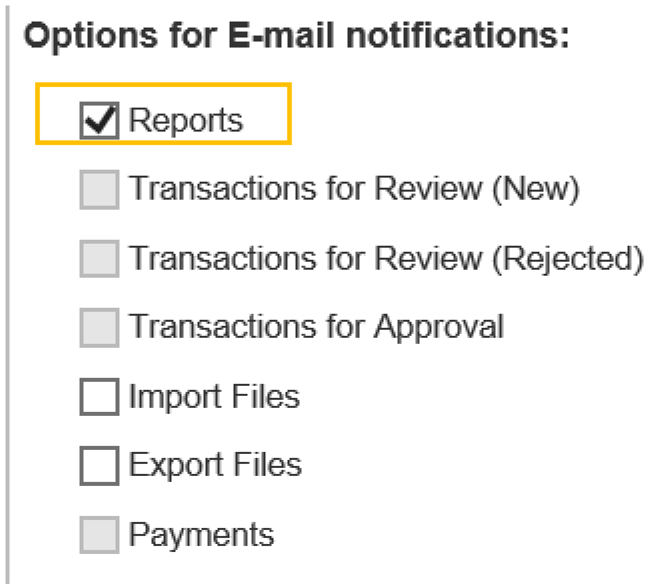
9. Under the **Output** column, click on **1 Statement of Account Portrait Zip** > **click open > open pdf statement of account file**.



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

10. 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**.





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