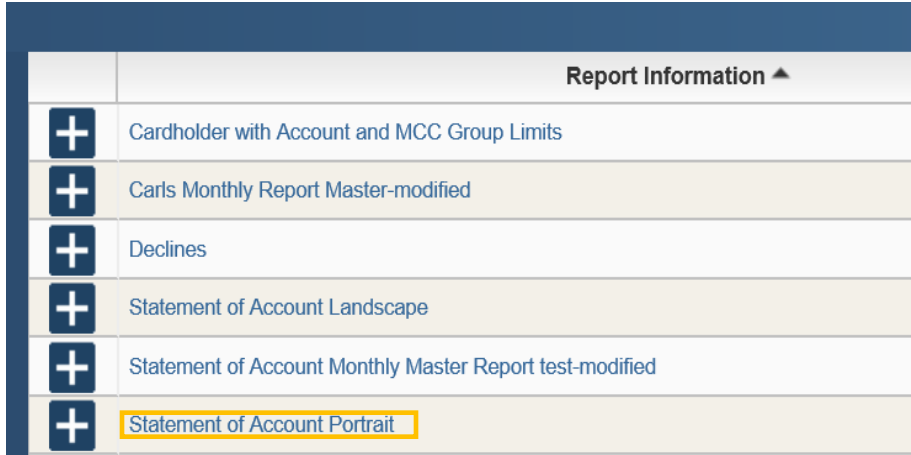


Setting up the **Statement of Account Report** for all cardholders under a department

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

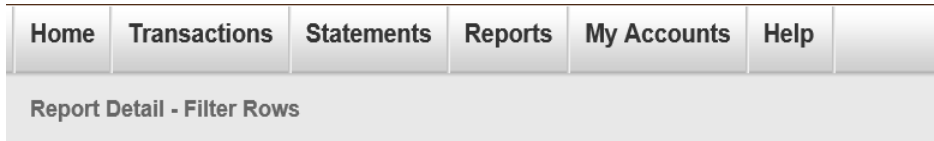
[Change your role to the “Reallocator Role” This Role can be requested by completing the P-Card Change request form.](#)

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



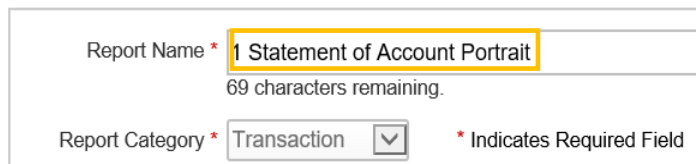
Report Information ▲	
+	Cardholder with Account and MCC Group Limits
+	Carls Monthly Report Master-modified
+	Declines
+	Statement of Account Landscape
+	Statement of Account Monthly Master Report test-modified
+	<b>Statement of Account Portrait</b>

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



Home Transactions Statements Reports My Accounts Help

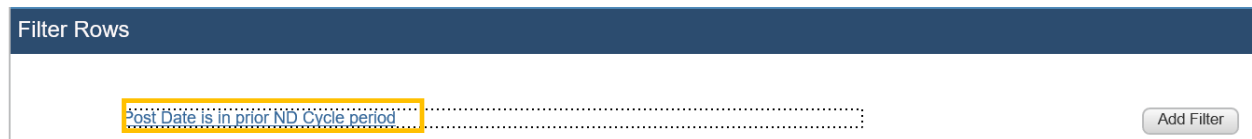
Report Detail - Filter Rows



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

Report Category \* Transaction ▼ \* 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

**Post Date is in prior ND Cycle period** Add Filter

## 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"/>

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

Filter Rows

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

and [:click to specify a filter](#)

4. Click on Hierarchy ID link and specify filter.

Hierarchy ID

and [:click to add hierarchy](#)

This report has unsaved changes.

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

## 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 \*

Hierarchy ID

Operation

is equal to

Hierarchy ID \*

Purchasing

Include Children

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

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

Report Category \* Transaction  \* 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

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/Pr

0 characters remaining.

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

This report has unsaved changes.

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**.

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

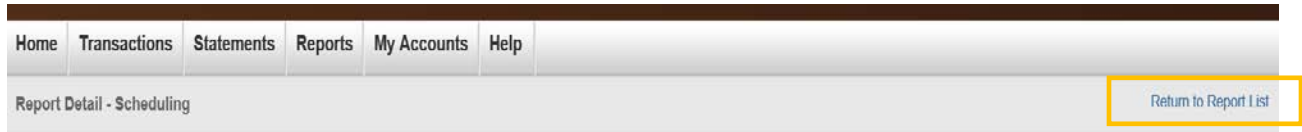
Recurrence  Single Occurrence

Frequency: Monthly  Days: 2

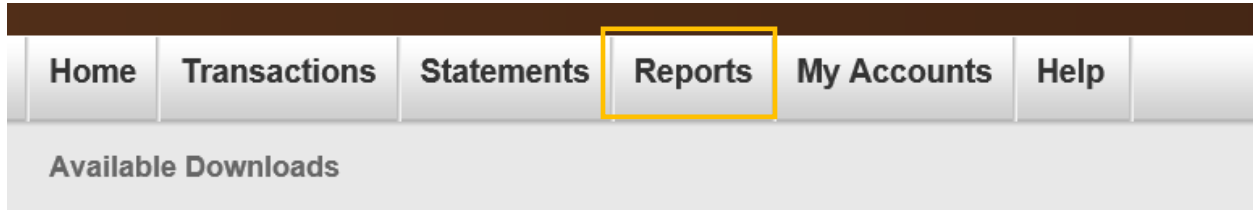
Name	Role	<input type="button" value="Remove"/>
1 ISEMINGER, CARL	Card Holder	<input type="checkbox"/>

This report has unsaved changes.

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



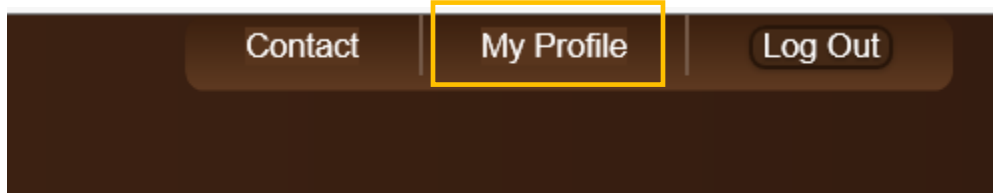
8. Click on **Reports** and Select **Downloads** from the drop down.



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**.



**Options for E-mail notifications:**

Reports

Transactions for Review (New)

Transactions for Review (Rejected)

Transactions for Approval

Import Files

Export Files

Payments

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

Welcome

**Items Awaiting Your Action**

[9 New Files for Download](#)

[5 Days until Password Expires](#)