
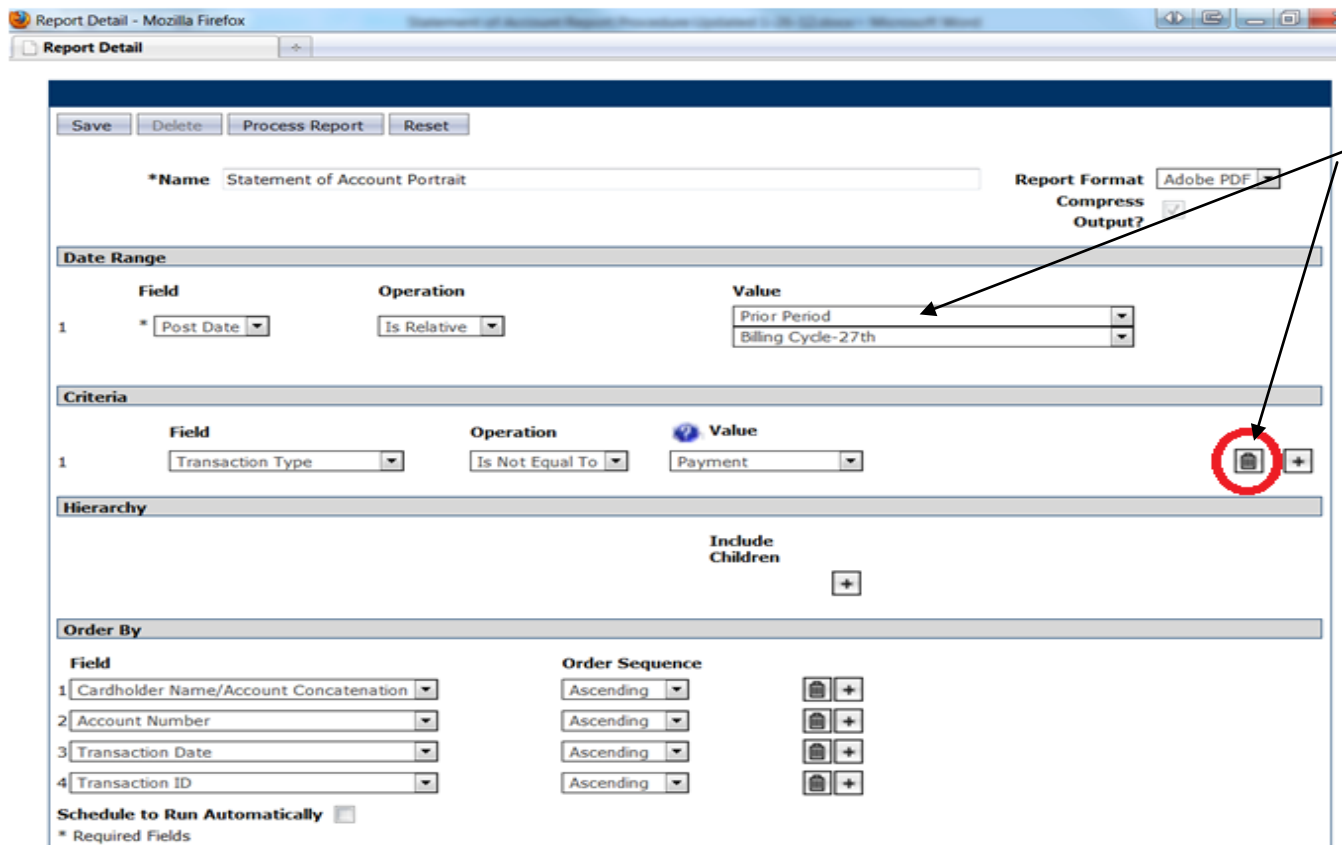


## Downloading and Printing Statements

1. Log into Payment ([www.paymentnet.ipmorgan.com](http://www.paymentnet.ipmorgan.com)).
2. Choose Reports>Create
3. Select the report "Statement of Account Portrait."
4. For prior period transactions, in the Date Range section, select the following as seen below:  
"Post Date" is "relative" to "Prior Period" "Billing Cycle – 27th" as seen below.  
In the Criteria section, click on the garbage can  to the right of the criteria line to remove the line. You can disregard the Hierarchy and Order By sections. Proceed by skipping to #6 (next page).



Report Detail - Mozilla Firefox

Report Detail

Save Delete Process Report Reset

\*Name Statement of Account Portrait Report Format Adobe PDF Compress Output?

**Date Range**

Field	Operation	Value
1 * Post Date	Is Relative	Prior Period Billing Cycle-27th

**Criteria**

Field	Operation	Value
1 Transaction Type	Is Not Equal To	Payment

**Hierarchy**

Include Children


**Order By**

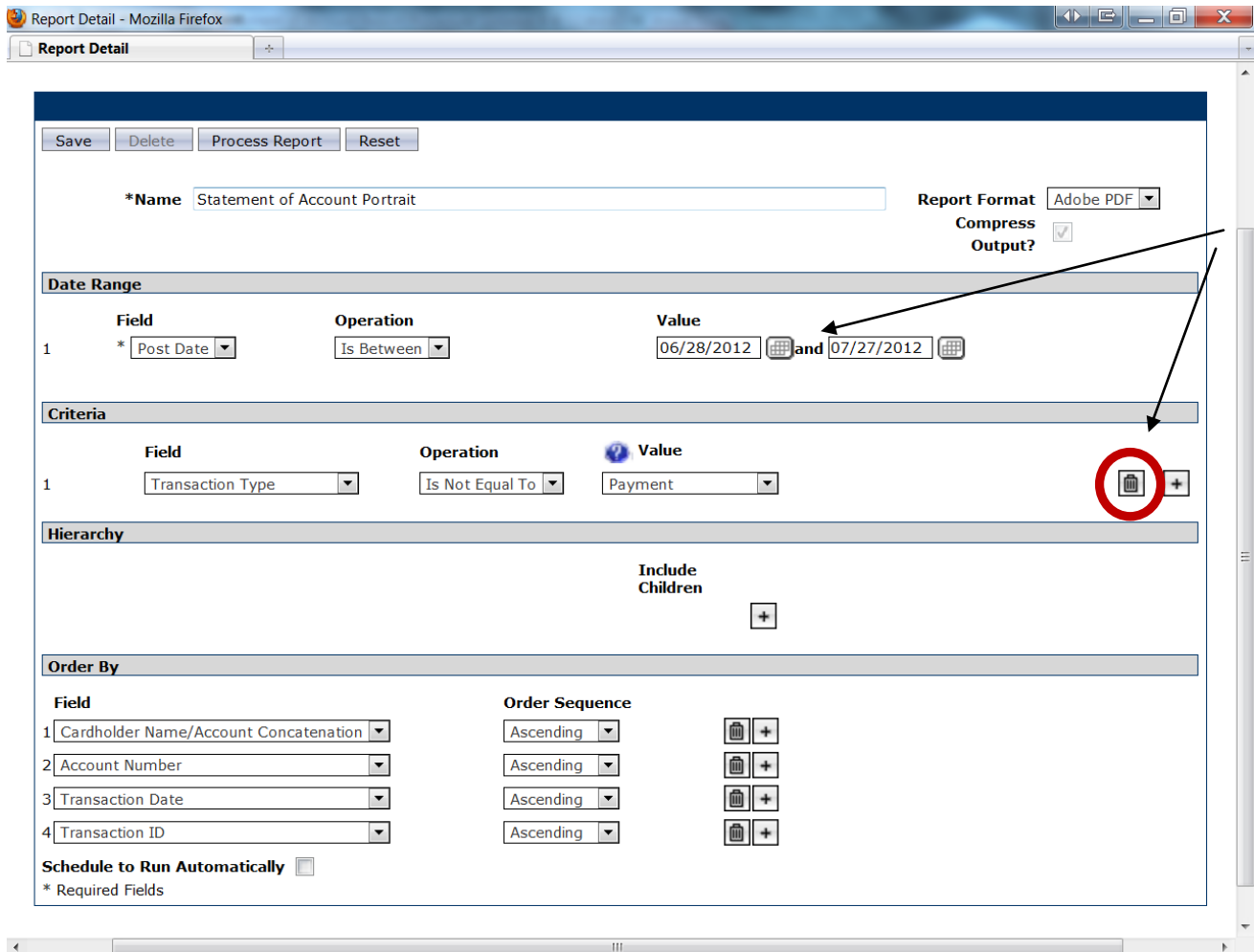
Field	Order Sequence
1 Cardholder Name/Account Concatenation	Ascending
2 Account Number	Ascending
3 Transaction Date	Ascending
4 Transaction ID	Ascending

Schedule to Run Automatically

\* Required Fields

Updated Aug. 8, 2012

5. *For transactions older than the prior period*, in the Date Range section, select the following as seen below: "Post Date" "Is Between" then type in the appropriate cycle period dates based on the statement of account report that you need to submit. The example illustrates July's cycle dates. In the Criteria section, click on the garbage can  to the right of the criteria line to remove the line. You can disregard the Hierarchy and Order By sections.



Report Detail - Mozilla Firefox

Report Detail

Save Delete Process Report Reset

\*Name Statement of Account Portrait Report Format Adobe PDF Compress Output?

**Date Range**

Field	Operation	Value
1 * Post Date	Is Between	06/28/2012 and 07/27/2012

**Criteria**

Field	Operation	Value
1 Transaction Type	Is Not Equal To	Payment

**Hierarchy**

Include Children

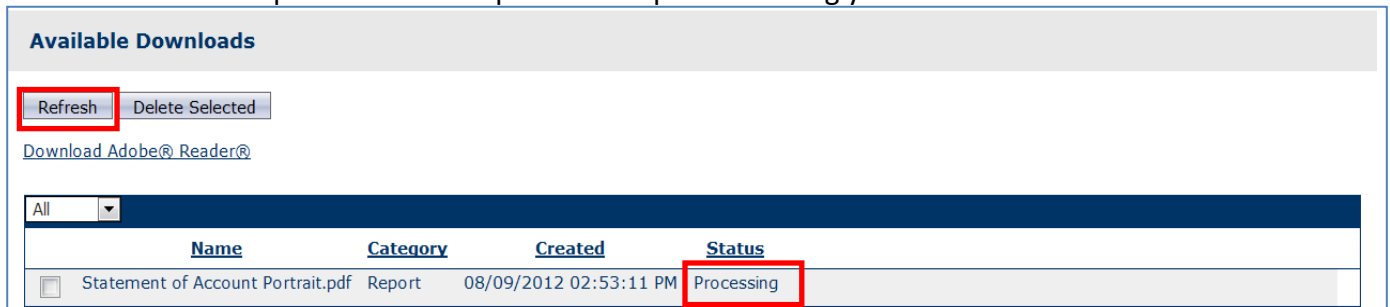
**Order By**

Field	Order Sequence
1 Cardholder Name/Account Concatenation	Ascending
2 Account Number	Ascending
3 Transaction Date	Ascending
4 Transaction ID	Ascending

Schedule to Run Automatically

\* Required Fields

6. Click "Process Report" which will queue the report and bring you to the "Available Downloads" screen.



Available Downloads

Refresh Delete Selected

[Download Adobe® Reader®](#)

All

Name	Category	Created	Status
Statement of Account Portrait.pdf	Report	08/09/2012 02:53:11 PM	Processing

7. The Status will be **Submitted**. Click the "Refresh" button until the status is **Successful**.
8. You can then open the Statement of Account report by clicking on the file name with the .pdf extension.
9. Cardholder and supervisor must both sign the report prior to submission.