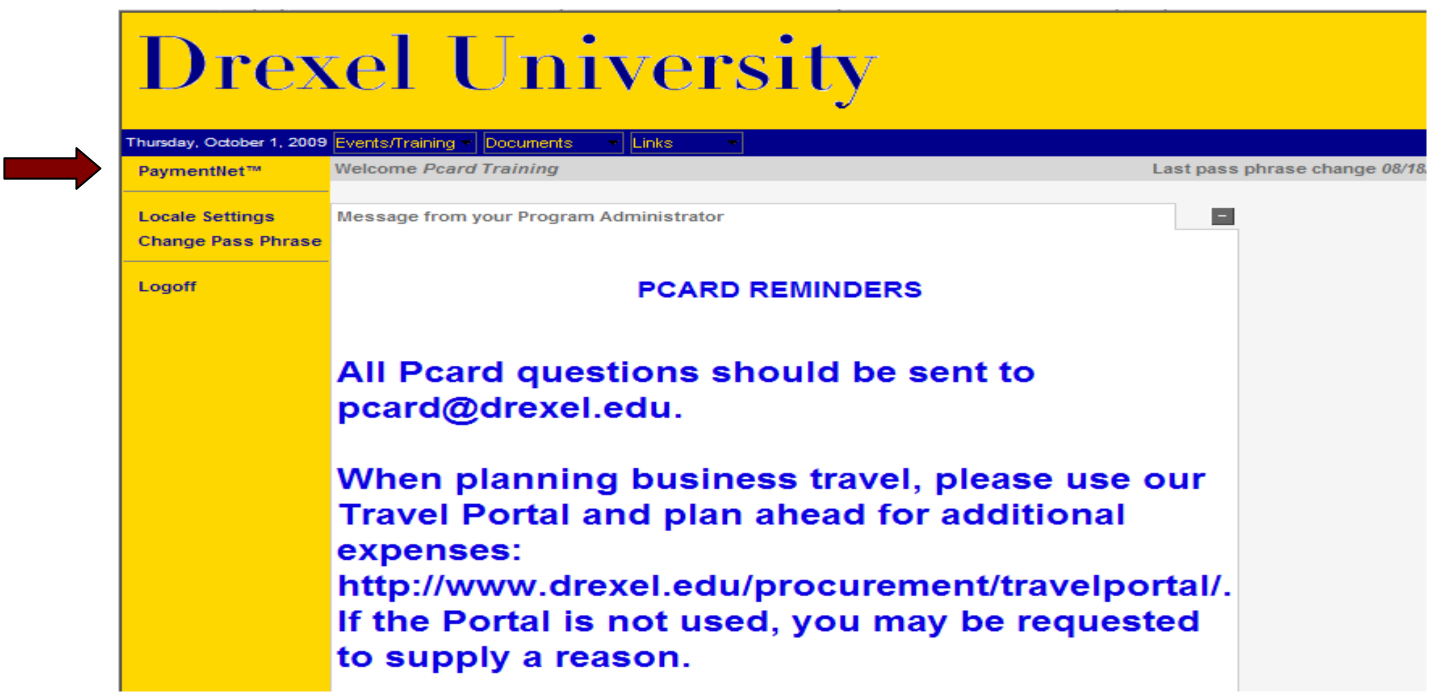
STEP BY STEP INSTRUCTIONS FOR PRINTING YOUR STATEMENT OF ACCOUNT

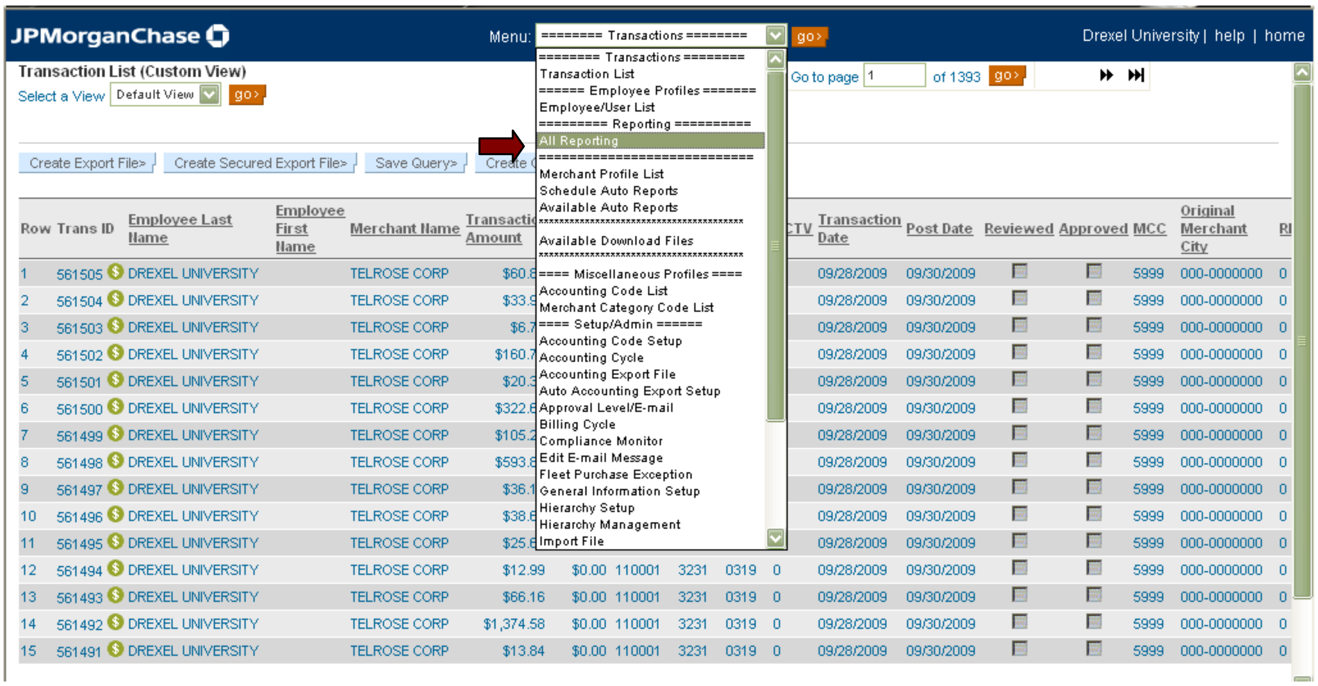
1. LOG INTO PAYMENTNET.COM

2. CLICK ON THE PAYMENTNET LINK ON THE LEFT HAND SIDE OF PAGE

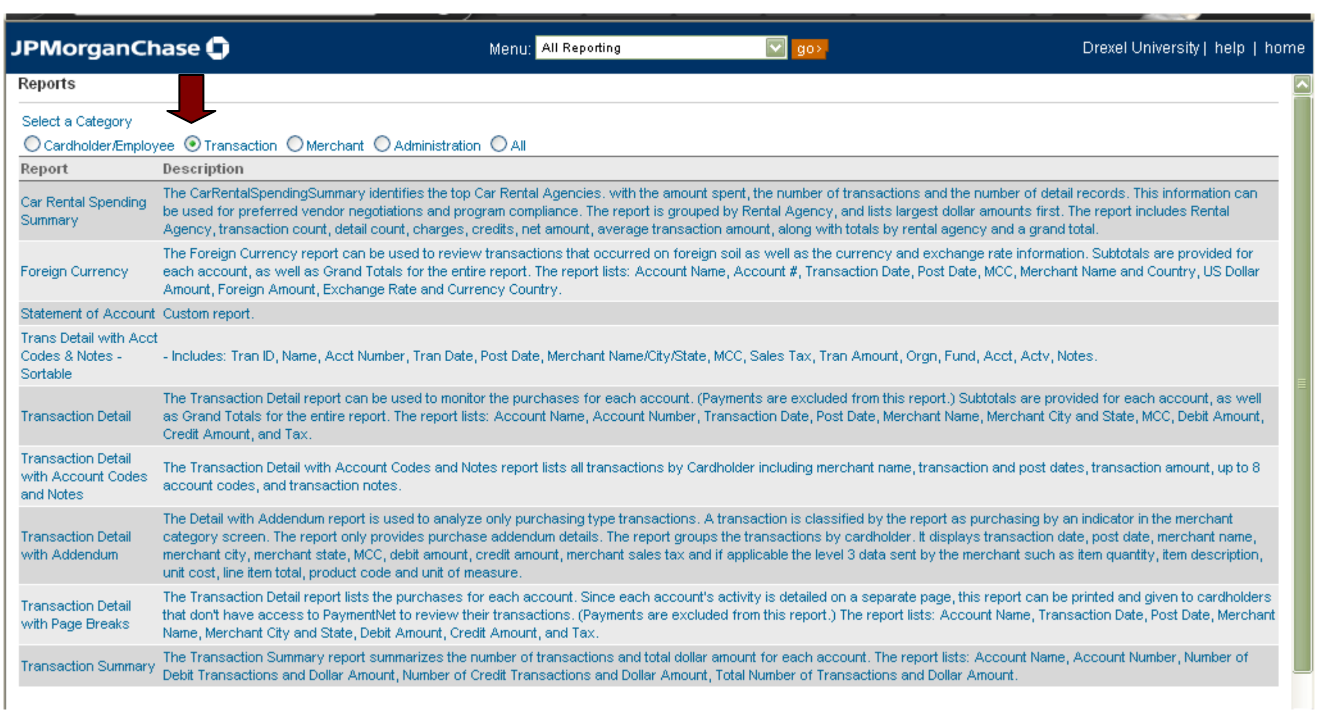


****PLEASE NOTE: PRIOR TO ATTEMPTING TO GENERATE A STATEMENT OF ACCOUNT, BE SURE THAT <u>EVERY</u> TRANSACTION HAS A TRANSACTION NOTE**

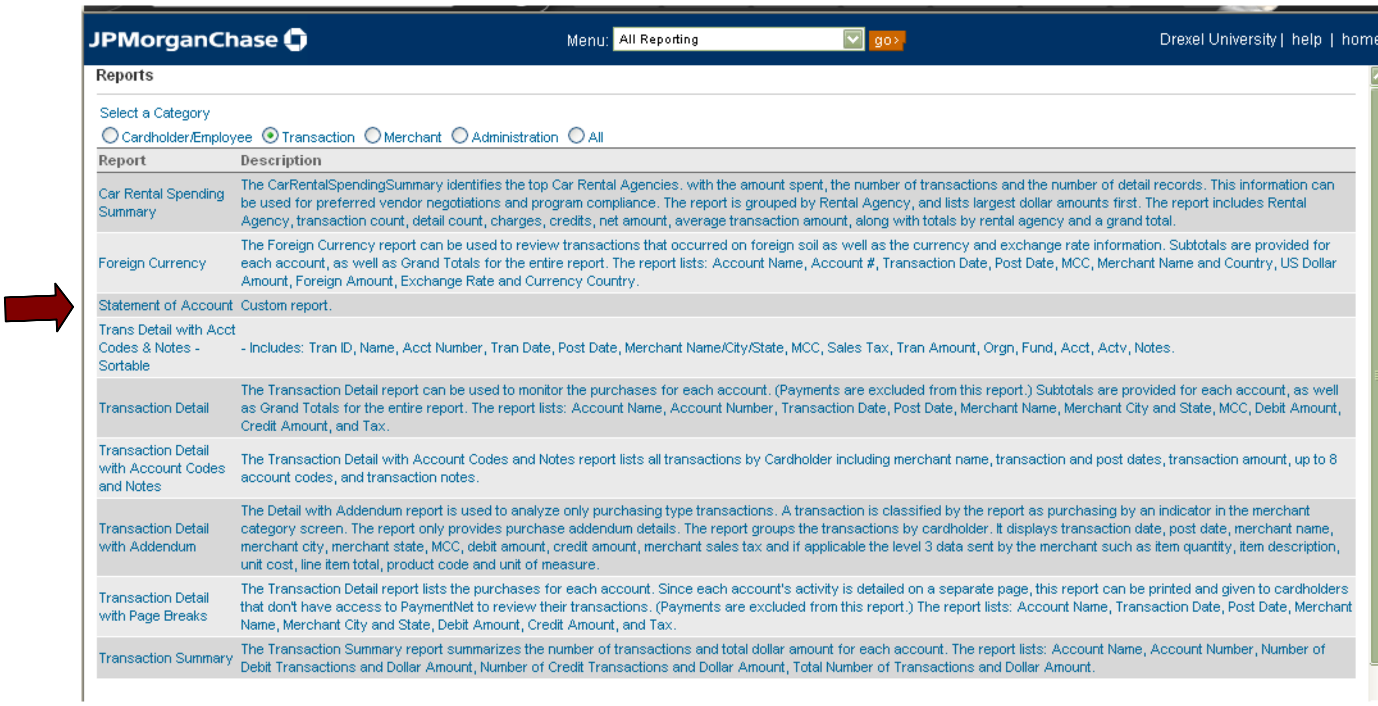
3. ON THE BLUE MENU BAR, CLICK ON **ALL REPORTING**



4. CLICK ON TRANSACTION

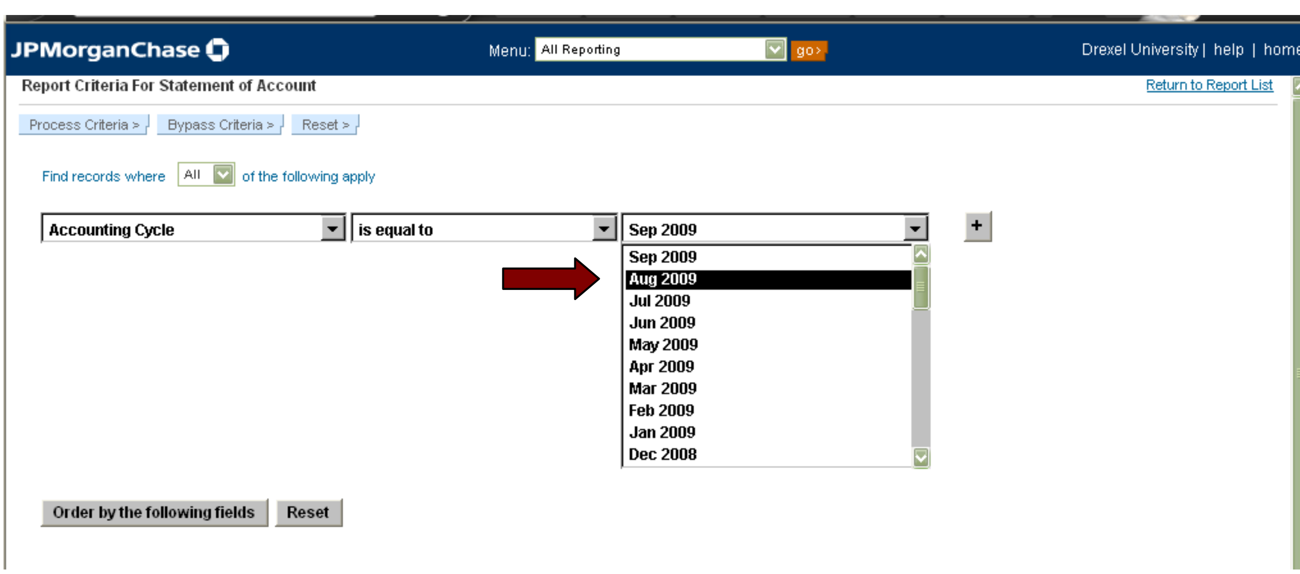


5. NEXT, CLICK ON STATEMENT OF ACCOUNT

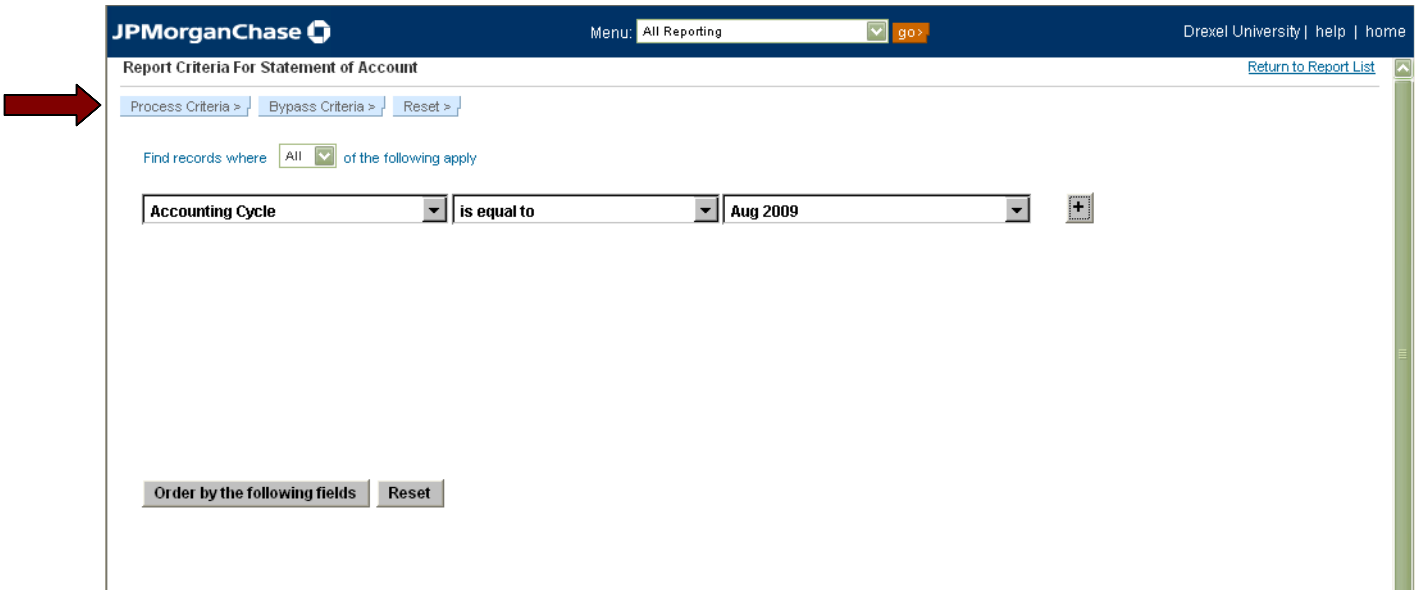


Report	Description
Car Rental Spending Summary	The CarRentalSpendingSummary identifies the top Car Rental Agencies. with the amount spent, the number of transactions and the number of detail records. This information can be used for preferred vendor negotiations and program compliance. The report is grouped by Rental Agency, and lists largest dollar amounts first. The report includes Rental Agency, transaction count, detail count, charges, credits, net amount, average transaction amount, along with totals by rental agency and a grand total.
Foreign Currency	The Foreign Currency report can be used to review transactions that occurred on foreign soil as well as the currency and exchange rate information. Subtotals are provided for each account, as well as Grand Totals for the entire report. The report lists: Account Name, Account #, Transaction Date, Post Date, MCC, Merchant Name and Country, US Dollar Amount, Foreign Amount, Exchange Rate and Currency Country.
Statement of Account	Custom report.
Trans Detail with Acct Codes & Notes - Sortable	- Includes: Tran ID, Name, Acct Number, Tran Date, Post Date, Merchant Name/City/State, MCC, Sales Tax, Tran Amount, Orgn, Fund, Acct, Actv, Notes.
Transaction Detail	The Transaction Detail report can be used to monitor the purchases for each account. (Payments are excluded from this report.) Subtotals are provided for each account, as well as Grand Totals for the entire report. The report lists: Account Name, Account Number, Transaction Date, Post Date, Merchant Name, Merchant City and State, MCC, Debit Amount, Credit Amount, and Tax.
Transaction Detail with Account Codes and Notes	The Transaction Detail with Account Codes and Notes report lists all transactions by Cardholder including merchant name, transaction and post dates, transaction amount, up to 8 account codes, and transaction notes.
Transaction Detail with Addendum	The Detail with Addendum report is used to analyze only purchasing type transactions. A transaction is classified by the report as purchasing by an indicator in the merchant category screen. The report only provides purchase addendum details. The report groups the transactions by cardholder. It displays transaction date, post date, merchant name, merchant city, merchant state, MCC, debit amount, credit amount, merchant sales tax and if applicable the level 3 data sent by the merchant such as item quantity, item description, unit cost, line item total, product code and unit of measure.
Transaction Detail with Page Breaks	The Transaction Detail report lists the purchases for each account. Since each account's activity is detailed on a separate page, this report can be printed and given to cardholders that don't have access to PaymentNet to review their transactions. (Payments are excluded from this report.) The report lists: Account Name, Transaction Date, Post Date, Merchant Name, Merchant City and State, Debit Amount, Credit Amount, and Tax.
Transaction Summary	The Transaction Summary report summarizes the number of transactions and total dollar amount for each account. The report lists: Account Name, Account Number, Number of Debit Transactions and Dollar Amount, Number of Credit Transactions and Dollar Amount, Total Number of Transactions and Dollar Amount.

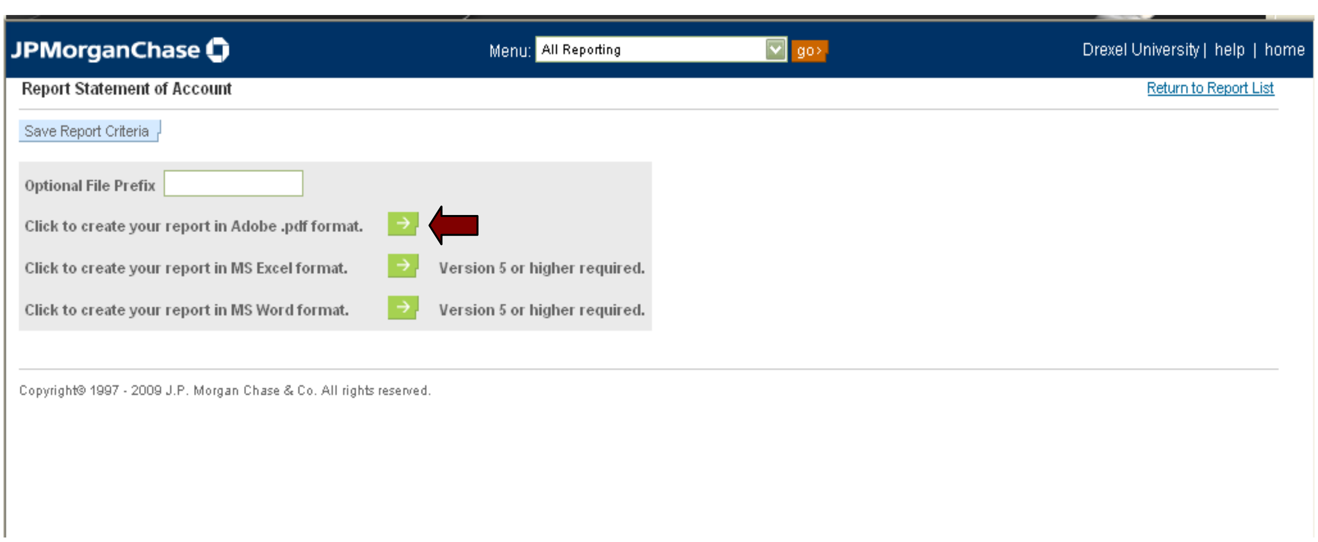
6. CLICK ON APPROPRIATE CYCLE YOU WANT TO GENERATE



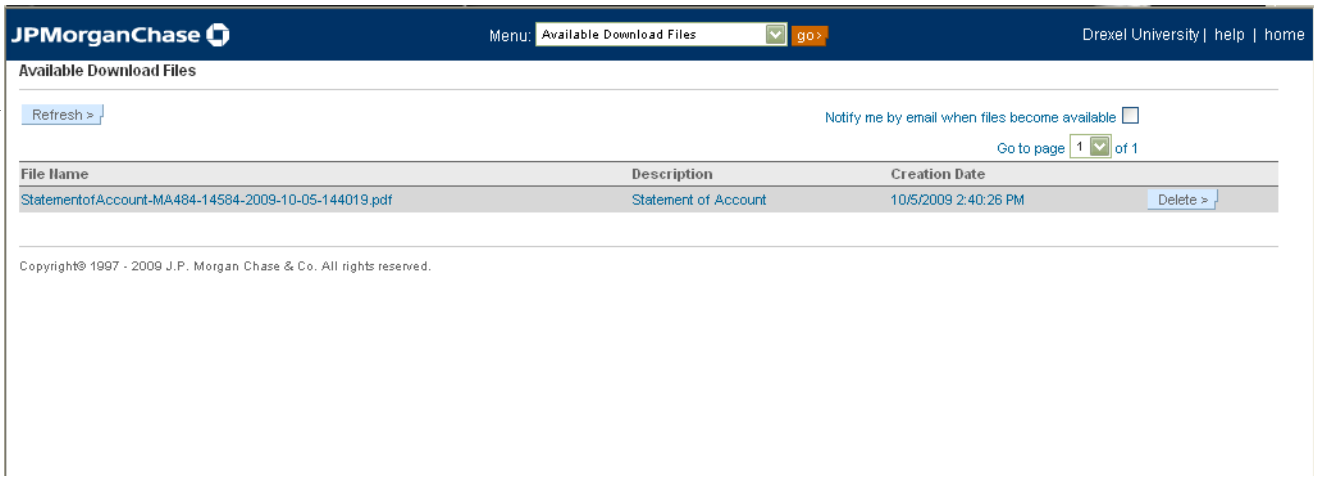
7. CLICK ON **PROCESS CRITERIA**



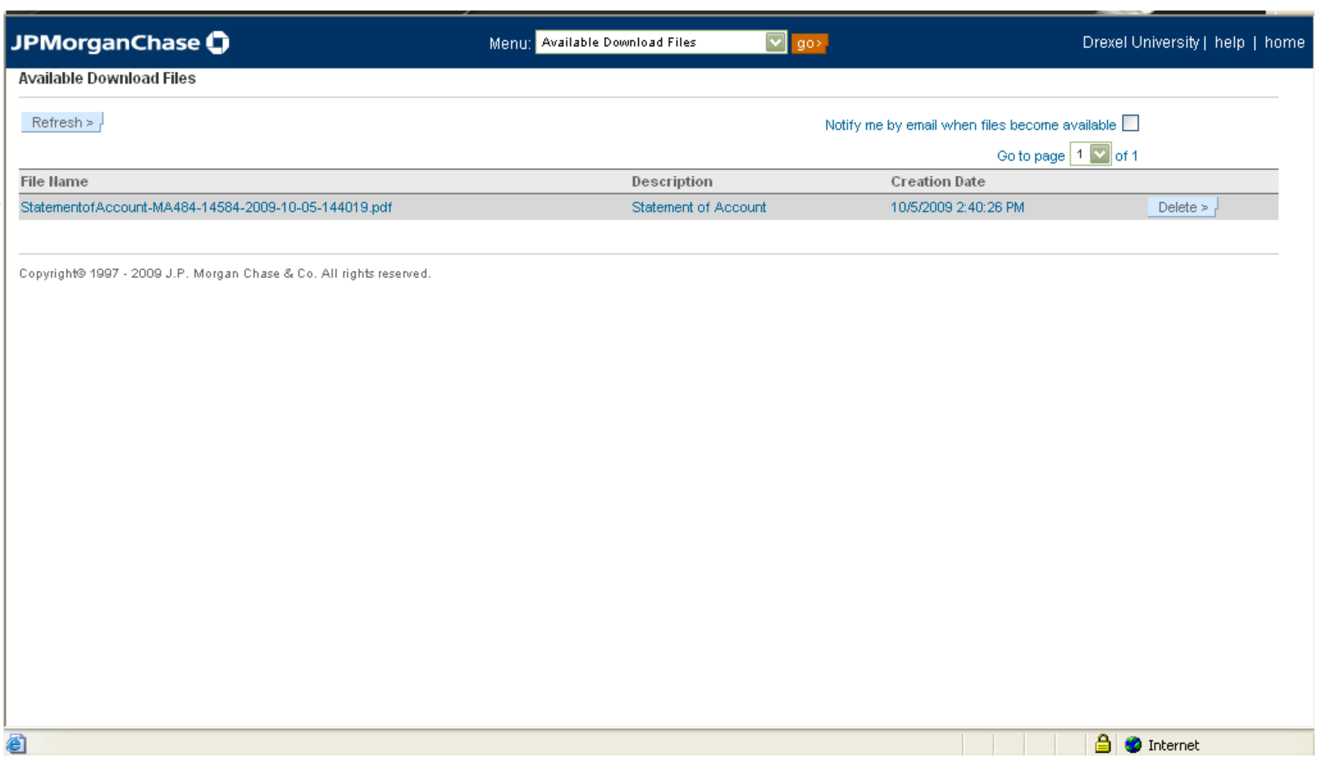
8. CLICK ON 1st GREEN ARROW TO CREATE YOUR STATEMENT IN .pdf FORMAT



9. YOU MAY NEED TO CLICK **REFRESH** TO SEE YOUR REPORT-
REPORT USUALLY APPEARS QUICKLY BUT COULD TAKE A FEW MINUTES

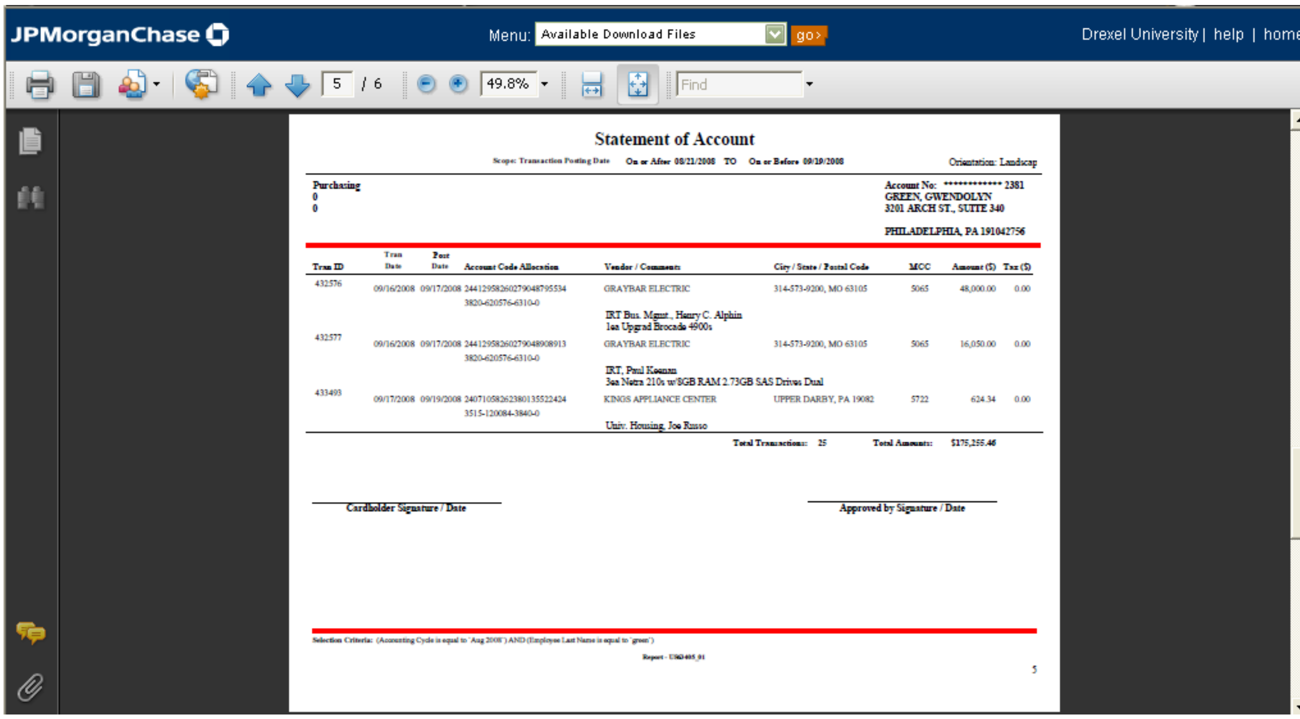


10. CLICK ON FILE NAME (BLUE LINK) TO OPEN STATEMENT OF ACCOUNT

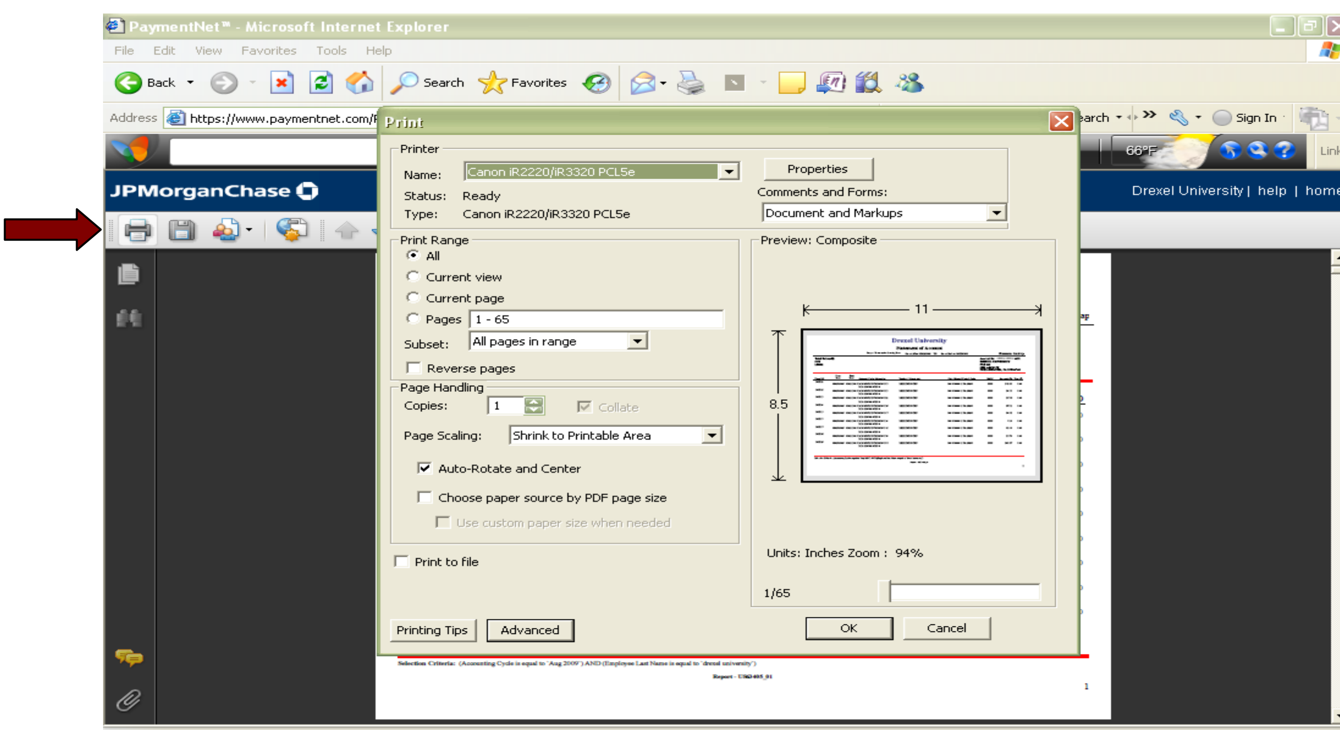


11. STATEMENT OF ACCOUNT WILL OPEN IN .pdf FORMAT

PLEASE NOTE: ***ALL TRANSACTIONS MUST HAVE NOTES PRIOR TO PRINTING AND SUBMITTING STATEMENT***



12. CLICK ON PRINT BUTTON TO PRINT YOUR STATEMENT

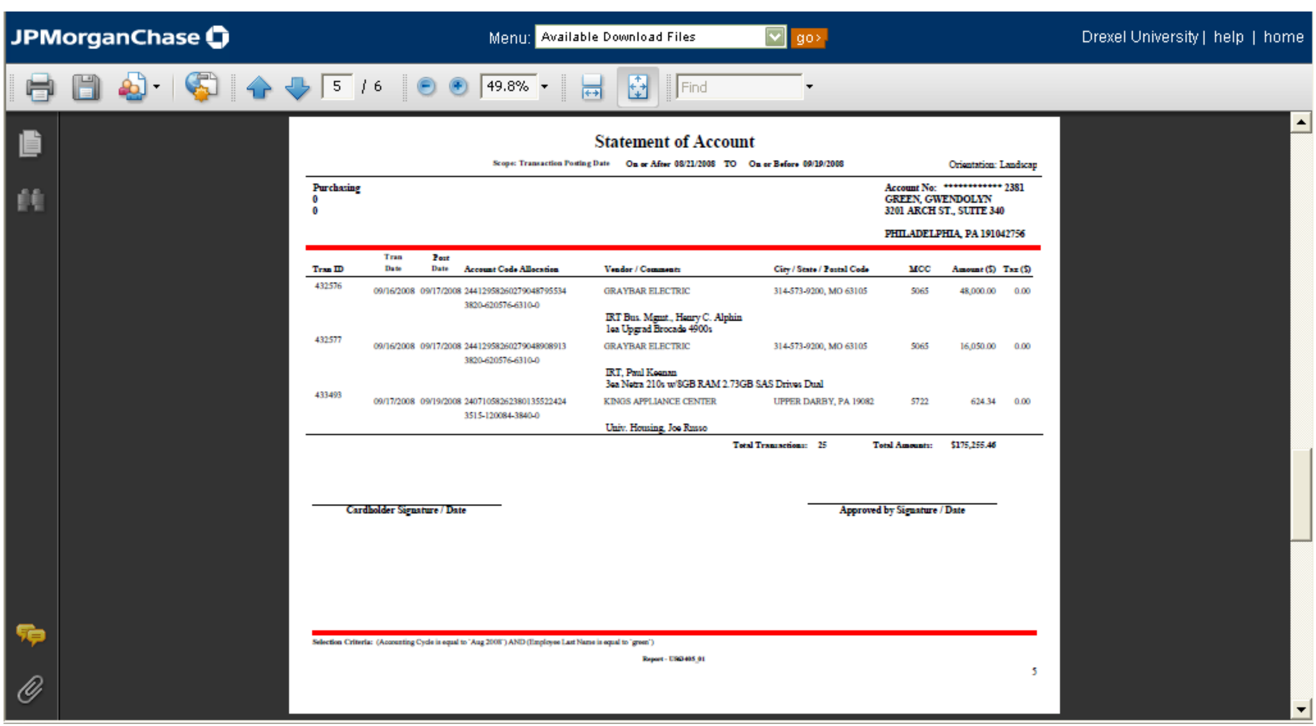


13. ONCE PRINTED, ENSURE YOU HAVE ALL REQUIRED SIGNATURES AND SUBMIT TO THE **PROCUREMENT** DEPARTMENT:

1. **SCAN AND EMAIL TO PCARD@DREXEL.EDU (PREFERRED)**
2. FAX TO 215-895-2877
3. INTEROFFICE OR MAIL TO:

PROCUREMENT DEPARTMENT
3201 ARCH STREET, SUITE 340
PHILADELPHIA, PA 19104

<u>DO NOT FORWARD COPIES OF RECEIPTS UNLESS REQUESTED BY ONE OF THE PCARD ADMINISTRATORS</u>



Statement of Account

Scope: Transaction Posting Date On or After 08/21/2008 TO On or Before 09/19/2008 Orientation: Landscap

Purchasing
0
0

Account No: ************ 2381
GREEN, GWENDOLYN
3201 ARCH ST., SUITE 340

PHILADELPHIA, PA 191042756

Tran ID	Tran Date	Post Date	Account Code Allocation	Vendor / Comments	City / State / Postal Code	MCC	Amount ($)	Tax ($)
432576	09/16/2008	09/17/2008	24412958260279048795534 3820-620576-6310-0	GRAYBAR ELECTRIC IRT Bus. Mgmt., Henry C. Alphin 1ea Upgrad Brocade 4900s	314-573-9200, MO 63105	5065	48,000.00	0.00
432577	09/16/2008	09/17/2008	24412958260279048908913 3820-620576-6310-0	GRAYBAR ELECTRIC IRT, Paul Keenan 3ea Netra 210s w/8GB RAM 2.73GB SAS Drives Dual	314-573-9200, MO 63105	5065	16,050.00	0.00
433493	09/17/2008	09/19/2008	24071058262380135522424 3515-120084-3840-0	KINGS APPLIANCE CENTER Univ. Housing, Joe Russo	UPPER DARBY, PA 19082	5722	624.34	0.00

Total Transactions: 25 Total Amounts: $175,255.46

Cardholder Signature / Date

Approved by Signature / Date

Selection Criteria: (Accounting Cycle is equal to 'Aug 2008') AND (Employee Last Name is equal to 'green')

Report - USG405_01

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THE END.........