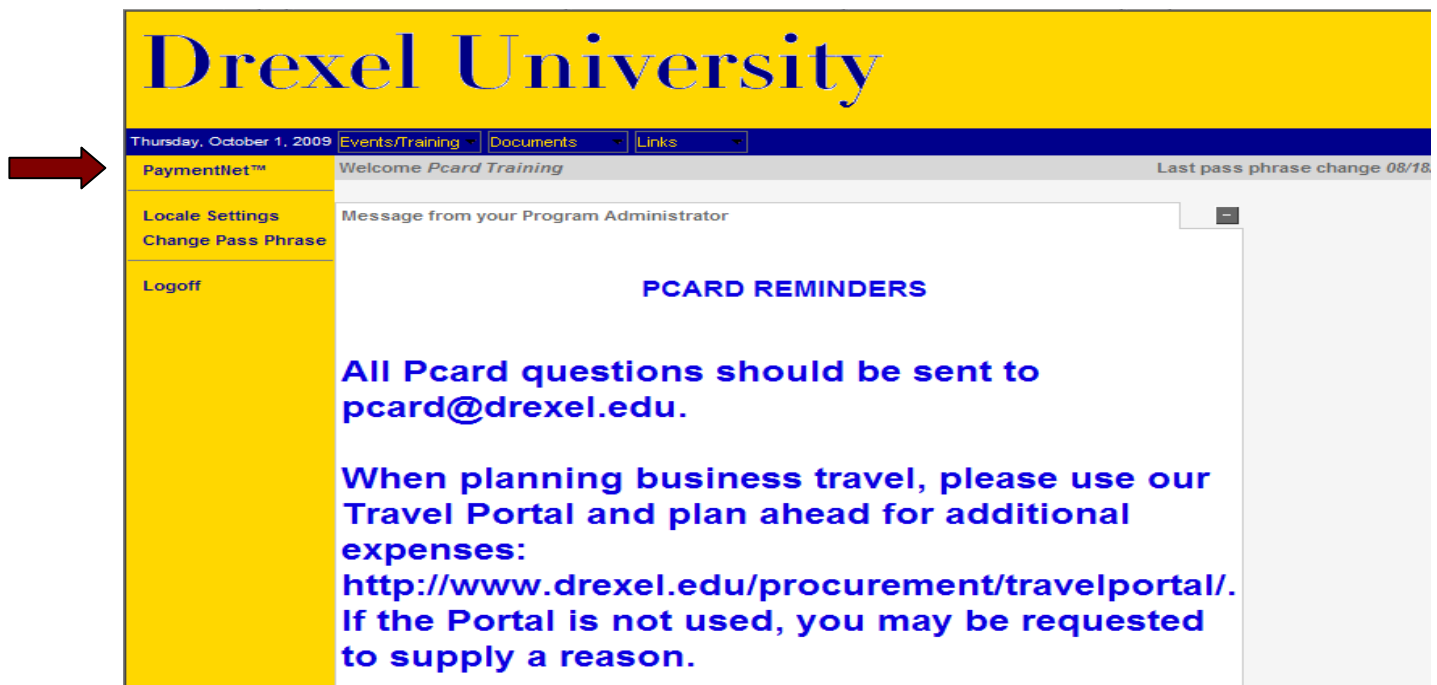


STEP BY STEP INSTRUCTIONS FOR PRINTING YOUR STATEMENT OF ACCOUNT

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 EVERY TRANSACTION HAS A TRANSACTION NOTE**

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

Transaction List (Custom View)

Select a View: Default View go>

Buttons: Create Export File> Create Secured Export File> Save Query> Create Query>

Menu: Transactions go>

Menu Items:

- Transaction List
- Employee Profiles
- Employee/User List
- Reporting
- All Reporting**
- Merchant Profile List
- Schedule Auto Reports
- Available Auto Reports
- Available Download Files
- Miscellaneous Profiles
- Accounting Code List
- Merchant Category Code List
- Setup/Admin
- Accounting Code Setup
- Accounting Cycle
- Accounting Export File
- Auto Accounting Export Setup
- Approval Level/E-mail
- Billing Cycle
- Compliance Monitor
- Edit E-mail Message
- Fleet Purchase Exception
- General Information Setup
- Hierarchy Setup
- Hierarchy Management
- Import File

Row	Trans ID	Employee Last Name	Employee First Name	Merchant Name	Transaction Amount	Transaction Date	Post Date	Reviewed	Approved	MCC	Original Merchant City	RI
1	561505	DREXEL UNIVERSITY		TELROSE CORP	\$60.8	09/28/2009	09/30/2009			5999	000-0000000	0
2	561504	DREXEL UNIVERSITY		TELROSE CORP	\$33.9	09/28/2009	09/30/2009			5999	000-0000000	0
3	561503	DREXEL UNIVERSITY		TELROSE CORP	\$6.7	09/28/2009	09/30/2009			5999	000-0000000	0
4	561502	DREXEL UNIVERSITY		TELROSE CORP	\$160.7	09/28/2009	09/30/2009			5999	000-0000000	0
5	561501	DREXEL UNIVERSITY		TELROSE CORP	\$20.3	09/28/2009	09/30/2009			5999	000-0000000	0
6	561500	DREXEL UNIVERSITY		TELROSE CORP	\$322.6	09/28/2009	09/30/2009			5999	000-0000000	0
7	561499	DREXEL UNIVERSITY		TELROSE CORP	\$105.2	09/28/2009	09/30/2009			5999	000-0000000	0
8	561498	DREXEL UNIVERSITY		TELROSE CORP	\$593.6	09/28/2009	09/30/2009			5999	000-0000000	0
9	561497	DREXEL UNIVERSITY		TELROSE CORP	\$36.1	09/28/2009	09/30/2009			5999	000-0000000	0
10	561496	DREXEL UNIVERSITY		TELROSE CORP	\$38.6	09/28/2009	09/30/2009			5999	000-0000000	0
11	561495	DREXEL UNIVERSITY		TELROSE CORP	\$25.6	09/28/2009	09/30/2009			5999	000-0000000	0
12	561494	DREXEL UNIVERSITY		TELROSE CORP	\$12.99	09/28/2009	09/30/2009			5999	000-0000000	0
13	561493	DREXEL UNIVERSITY		TELROSE CORP	\$66.16	09/28/2009	09/30/2009			5999	000-0000000	0
14	561492	DREXEL UNIVERSITY		TELROSE CORP	\$1,374.58	09/28/2009	09/30/2009			5999	000-0000000	0
15	561491	DREXEL UNIVERSITY		TELROSE CORP	\$13.84	09/28/2009	09/30/2009			5999	000-0000000	0

4. CLICK ON TRANSACTION

Reports

Select a Category:

☐ Cardholder/Employee ☒ Transaction ☐ Merchant ☐ Administration ☐ All

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.

5. NEXT, CLICK ON STATEMENT OF ACCOUNT

JPMorganChase Menu: All Reporting go Drexel University | help | home

Reports

Select a Category
☐ Cardholder/Employee ☒ Transaction ☐ Merchant ☐ Administration ☐ All

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

JPMorganChase Menu: All Reporting go Drexel University | help | home

Report Criteria For Statement of Account [Return to Report List](#)

Process Criteria > Bypass Criteria > Reset >

Find records where All of the following apply

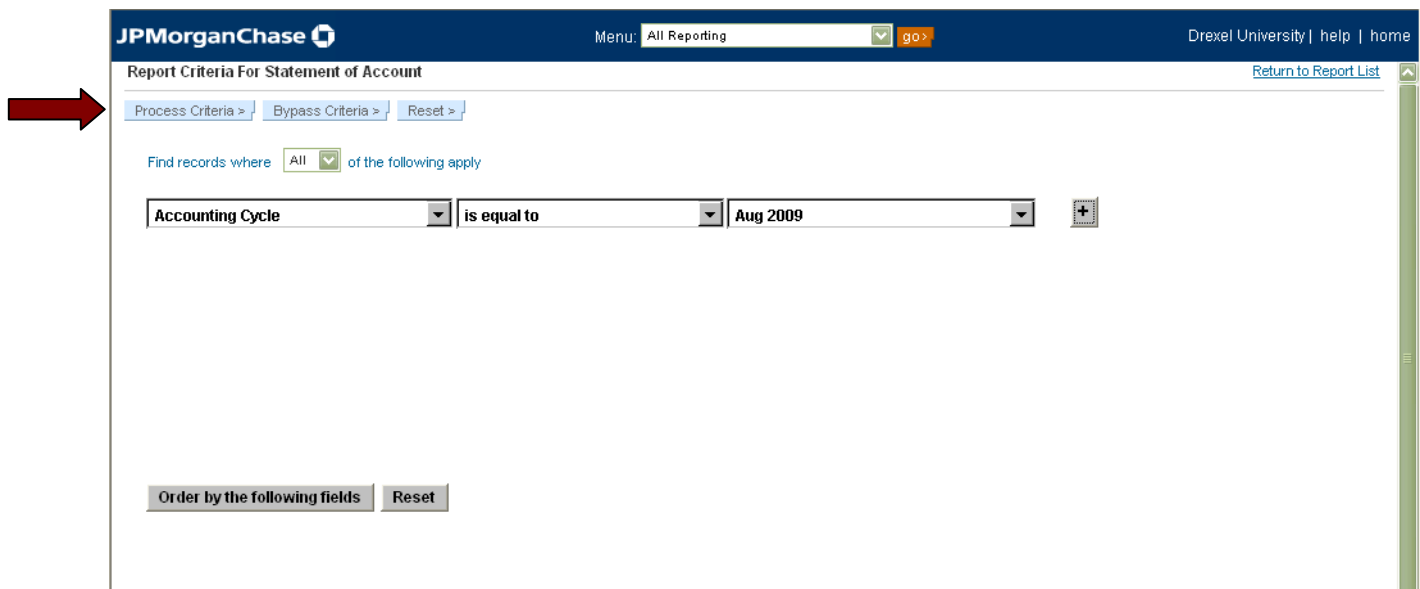
Accounting Cycle is equal to Sep 2009

Accounting Cycle is equal to

Sep 2009
Aug 2009
Jul 2009
Jun 2009
May 2009
Apr 2009
Mar 2009
Feb 2009
Jan 2009
Dec 2008

Order by the following fields Reset

7. CLICK ON PROCESS CRITERIA



JPMorganChase Menu: All Reporting go > Drexel University | help | home

Report Criteria For Statement of Account [Return to Report List](#)

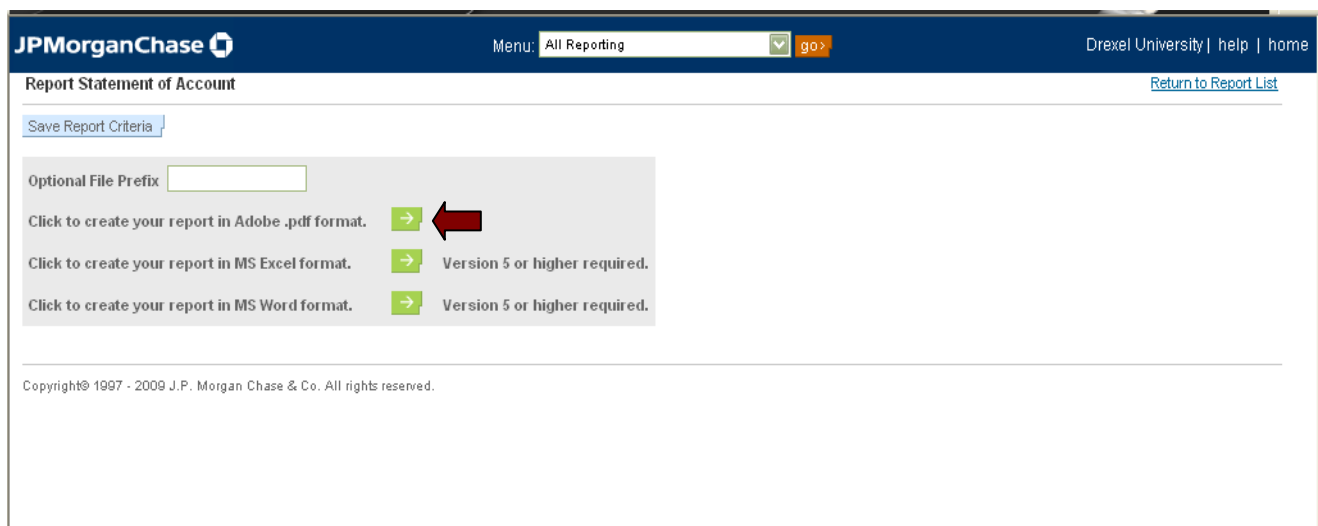
[Process Criteria >](#) [Bypass Criteria >](#) [Reset >](#)

Find records where All of the following apply

Accounting Cycle is equal to Aug 2009 +

Order by the following fields Reset

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



JPMorganChase Menu: All Reporting go > Drexel University | help | home

Report Statement of Account [Return to Report List](#)

[Save Report Criteria](#)

Optional File Prefix

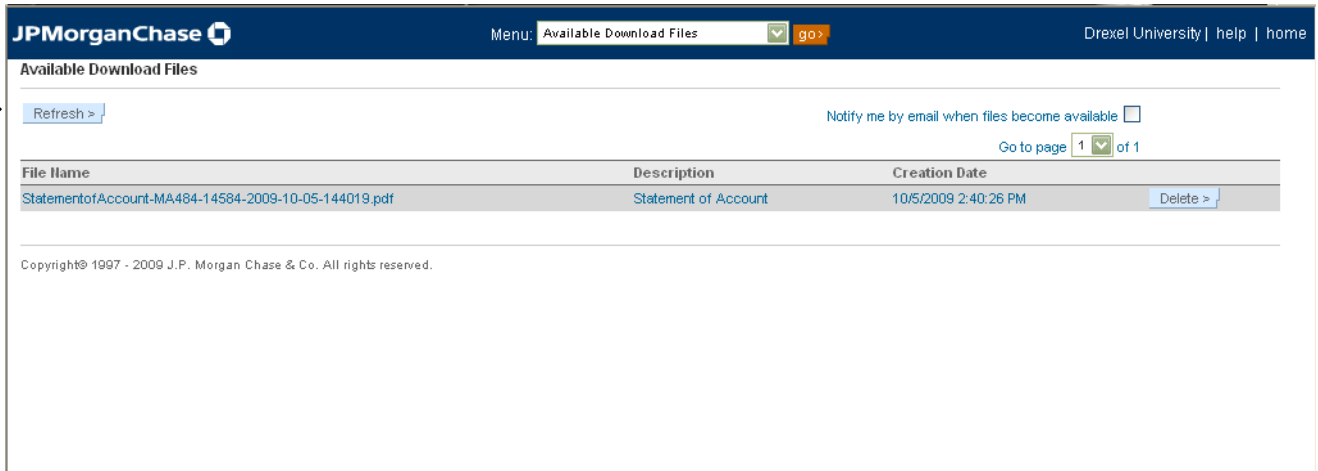
Click to create your report in Adobe .pdf format. →

Click to create your report in MS Excel format. → Version 5 or higher required.

Click to create your report in MS Word format. → Version 5 or higher required.

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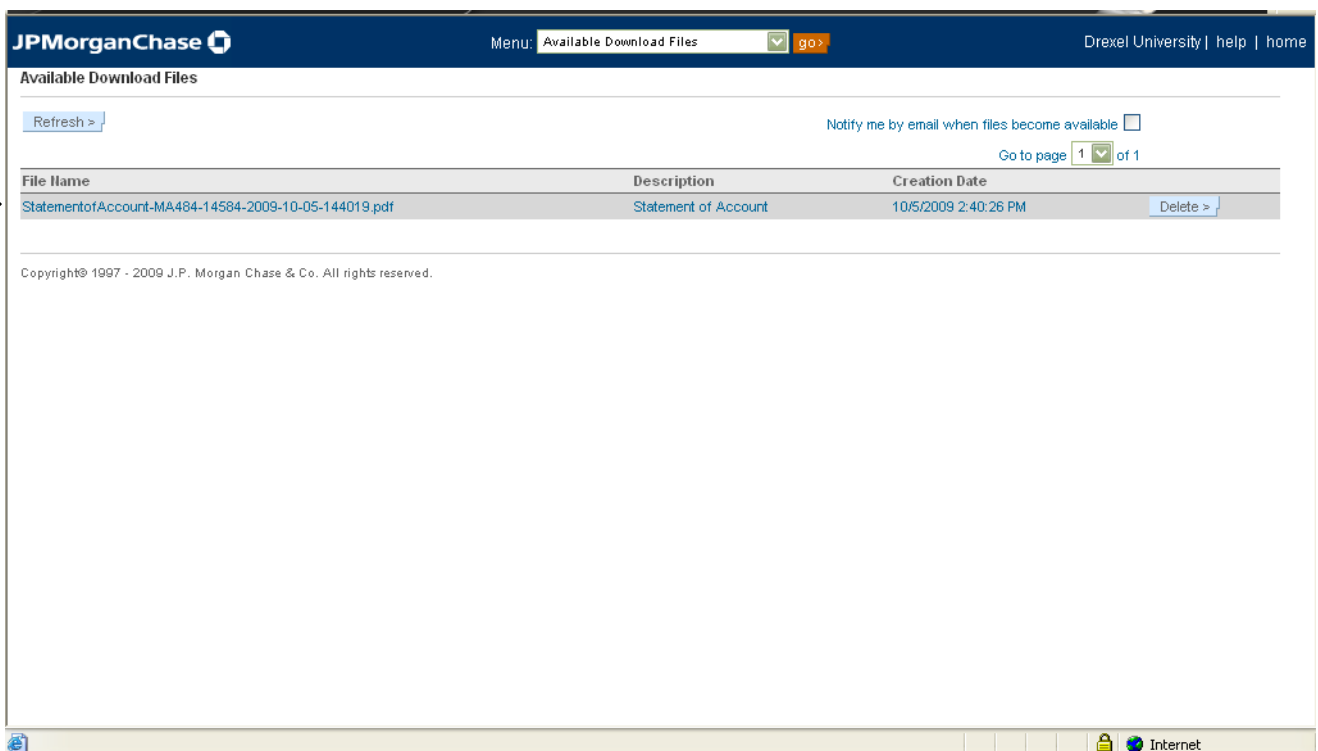
9. YOU MAY NEED TO CLICK **REFRESH** TO SEE YOUR REPORT-
REPORT USUALLY APPEARS QUICKLY BUT COULD TAKE A FEW MINUTES



The screenshot shows the JPMorgan Chase website interface. At the top, there is a blue header with the JPMorgan Chase logo on the left, a menu dropdown set to 'Available Download Files' in the center, and links for 'Drexel University | help | home' on the right. Below the header, the page title is 'Available Download Files'. On the left side, there is a blue button labeled 'Refresh >'. On the right side, there is a checkbox for 'Notify me by email when files become available' and a pagination control showing 'Go to page 1 of 1'. Below these elements is a table with three columns: 'File Name', 'Description', and 'Creation Date'. The table contains one row with the following data: 'StatementofAccount-MA484-14584-2009-10-05-144019.pdf' in the File Name column, 'Statement of Account' in the Description column, and '10/5/2009 2:40:26 PM' in the Creation Date column. To the right of the table row is a blue button labeled 'Delete >'. At the bottom of the page, there is a copyright notice: 'Copyright© 1997 - 2009 J.P. Morgan Chase & Co. All rights reserved.'

File Name	Description	Creation Date
StatementofAccount-MA484-14584-2009-10-05-144019.pdf	Statement of Account	10/5/2009 2:40:26 PM

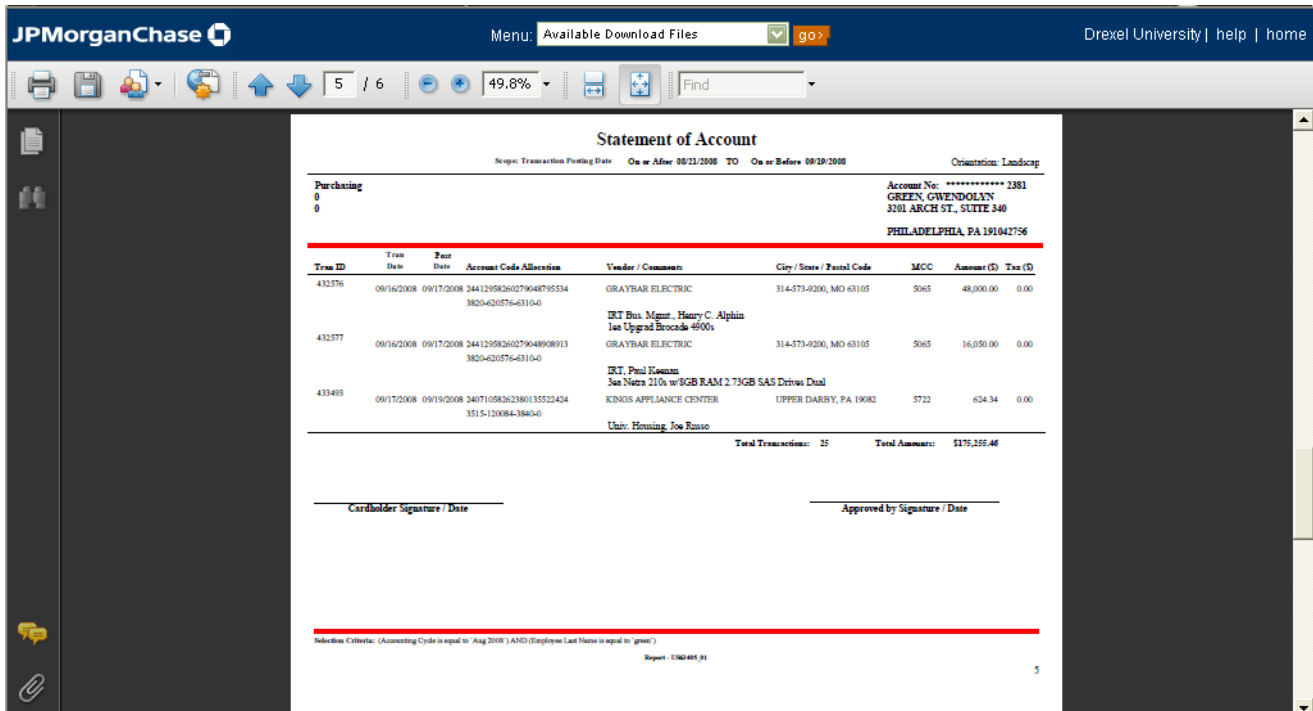
10. CLICK ON FILE NAME (BLUE LINK) TO OPEN STATEMENT OF ACCOUNT



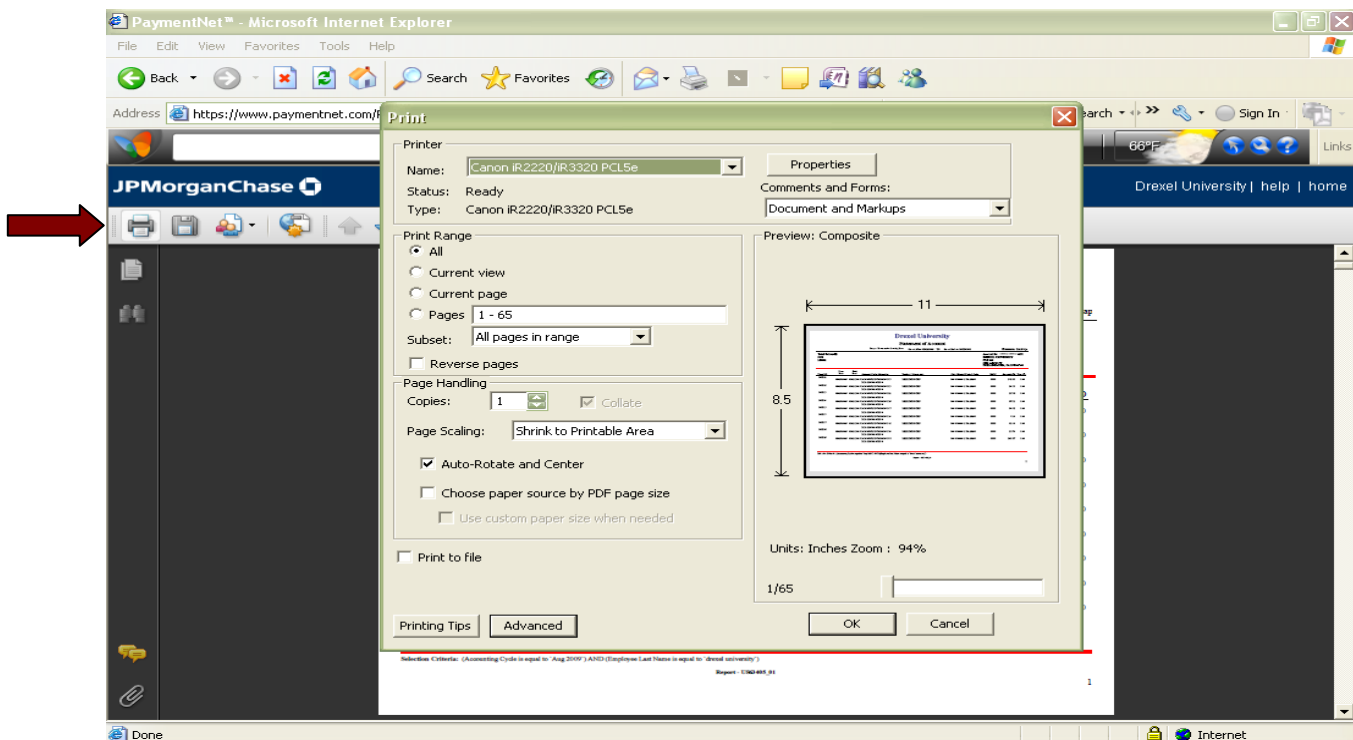
This screenshot is identical to the one above, showing the JPMorgan Chase 'Available Download Files' page. The red arrow in this image points to the blue link 'StatementofAccount-MA484-14584-2009-10-05-144019.pdf' in the 'File Name' column of the table.

File Name	Description	Creation Date
StatementofAccount-MA484-14584-2009-10-05-144019.pdf	Statement of Account	10/5/2009 2:40:26 PM

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

**DO NOT FORWARD COPIES OF RECEIPTS UNLESS REQUESTED
BY ONE OF THE PCARD ADMINISTRATORS**

Statement of Account

Scope: Transaction Posting Date On or After 09/11/2008 TO On or Before 09/19/2008 Orientation: Landscape

Purchasing 0 0 Account No: ***** 2381 GREEN, GWENDOLYN 3201 ARCH ST., SUITE 340 PHILADELPHIA, PA 191042756

Trans ID	Trans 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	314-573-0200, MD 63105	5065	48,000.00	0.00
432577	09/16/2008	09/17/2008	24412958260279048908913 3820-620576-6310-0	IRT Bus Maint. Henry C. Alphin 1st Upgrad Brocade 4600s	314-573-0200, MD 63105	5065	16,050.00	0.00
433409	09/17/2008	09/19/2008	240710592623801135522424 3515-120084-3860-0	IRT, Paul Korman 3rd News 210s w/8GB RAM 2.73GB SAS Drive Dual KINGS APPLIANCE CENTER	UPPER MERY, PA 19082	5722	624.34	0.00
				Univ. Housing, Joe Russo				
Total Transactions: 25						Total Amount: \$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: UNO405_01 5

THE END.....

