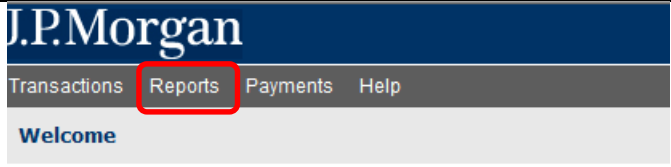
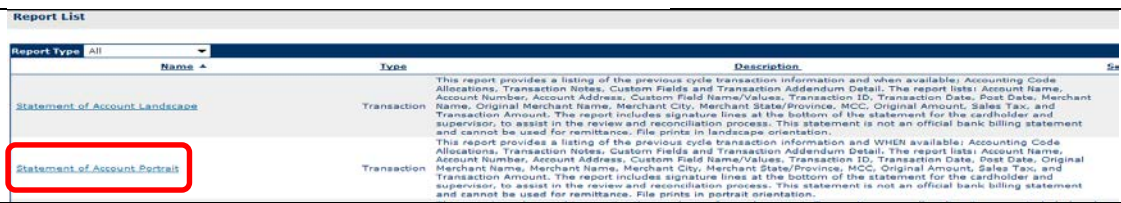


PRINTING MONTHLY STATEMENTS

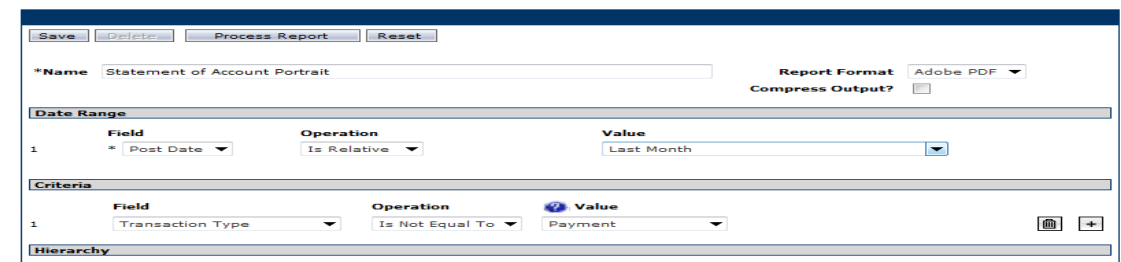
1. In PaymentNet 4, Mouse over "Reports" and CLICK on Create.



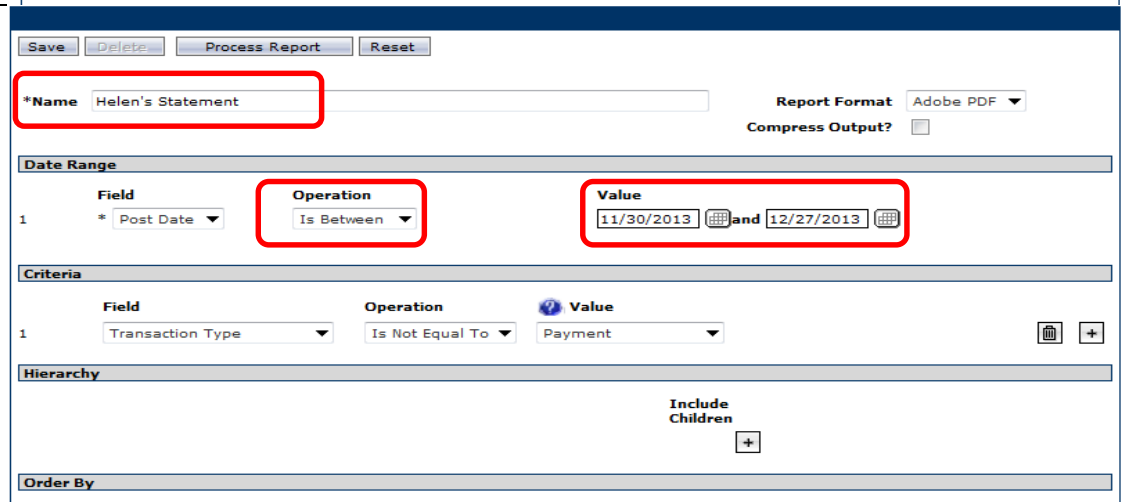
2. From the Report List CLICK on Statement of Account Portrait.



3. This is the screen that comes up for this report.



4. Change the "Name" to something easy for you to pick every month.

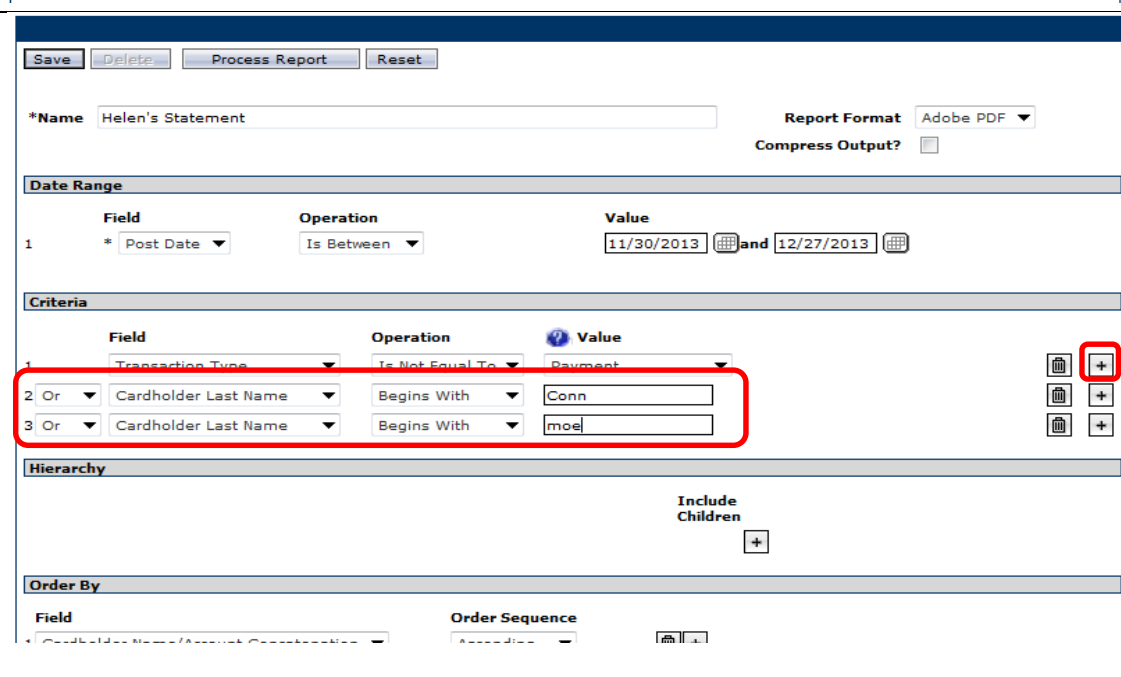


Change the operation to "Is Between".
Enter the "statement dates".

If you only run statements for yourself you are done "programming" go to Step 6.

For statements for multiple cardholders go to Step 5.

5. Multiple Statement Printing



Under the Criteria section, CLICK on the "+" icon.

Change the first field to "Or". This will ensure that all statements print even if someone didn't have any purchases during the month.

Change the "Field" to "Cardholder Last Name".

Change the "Operation" to "Begins With" – Type the "first few letters of the name". Repeat as necessary for every cardholder statement needed.

6. **CLICK** on "Save".
The report is now in your list of reports. You will need to change the dates each month you run your statement. Everything else stays the same.

7. **CLICK** on "Process Report". This will start the report running and take you to Reports - Download.

8. The report status will be Submitted.

Transactions Reports Payments Help

Available Downloads

Refresh Delete Selected

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Exports (screen view downloads) will be removed automatically after 7 days. Reports (screen view downloads) will be removed a check the box and click the Delete button.

My Downloads Only		Name	Category	Run By	Hierarchy ID	Created	Status
<input type="checkbox"/>		Helen's Statement	Report	--	--	02/16/2014 12:28:53 AM	Submitted
<input type="checkbox"/>		Statement of Account Portrait Helen.pdf	Report	--	--	02/14/2014 01:41:42 PM	Successful
<input type="checkbox"/>		Statement of Account Helen.pdf	Report	--	--	01/30/2014 08:27:34 PM	Successful
<input type="checkbox"/>		Helen's Statement.pdf	Report	--	--	01/29/2014 03:10:14 PM	Successful

9. In a couple minutes **CLICK** on "Refresh".
The report will change to "Successful" and the link for the report will become active.
Note: The report goes from "Submitted" to "Processing" to "Successful".

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My Downloads Only		Name	Category	Run By	Hierarchy ID	Created	Status	M
<input type="checkbox"/>		Helen's Statement.pdf	Report	--	--	02/16/2014 12:28:53 AM	Successful	
<input type="checkbox"/>		Statement of Account Portrait Helen.pdf	Report	--	--	02/14/2014 01:41:42 PM	Successful	

10. **CLICK** on the report name to open and print it.
The report will be automatically deleted in 35 days or you can delete it yourself.

Available Downloads

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My Downloads Only		Name	Category	Run By	Hierarchy ID	Created	Status	M
<input type="checkbox"/>		Helen's Statement.pdf	Report	--	--	02/16/2014 12:28:53 AM	Successful	
<input type="checkbox"/>		Statement of Account Portrait Helen.pdf	Report	--	--	02/14/2014 01:41:42 PM	Successful	