
The P-Card Monthly Packet Cover Page is the report named, “Transaction Allocation”, which is located in the Reports area drop-down box in PaymentNet, under “Create”.

A.) Under Report Type, select “transaction”

B.) Locate “Transaction Allocation” (reports are listed in alpha order)
   *There is an internal scroll bar located in Pnet, remember to scroll down before you page over to find the report.

C.) Click on the report title “Transaction Allocation” to bring in criteria boxes to perform a query for the listing of the transactions that were posted in a specific month

D.) Select from the boxes drop-down menu the criteria needed to get your Monthly Statement Report –
   Your criteria should be: postdate – is between – your selected month (such as Sept 1 – Sept 30)
   *Use calendar function

E.) If you need to add another line of criteria, go into the Criteria area, otherwise delete this section with the garbage can icon and proceed to F.)

To add criteria such as a cardholder last name, Under Criteria in the Field drop down select Cardholder Last Name – Contains – type in last name

F.) After criteria is selected click on the ‘Process report’ button
G.) Reports will show in the Reports “Downloads” section on the Menu bar.

J.) Click on the ‘Refresh Button’ until the report status changes from ‘Submitted’ to “Processing’ to ‘Successful’.

K.) Click on report name to open and print.
**Please note the completed package must be submitted to Business Managers by the 15th of the following month for approval.**