

How to Run Monthly Statement

The Cardholder Statement report RPT121 (Central Bill) includes card transaction and diverted transaction information, when applicable. It also includes split and optional line item detail.

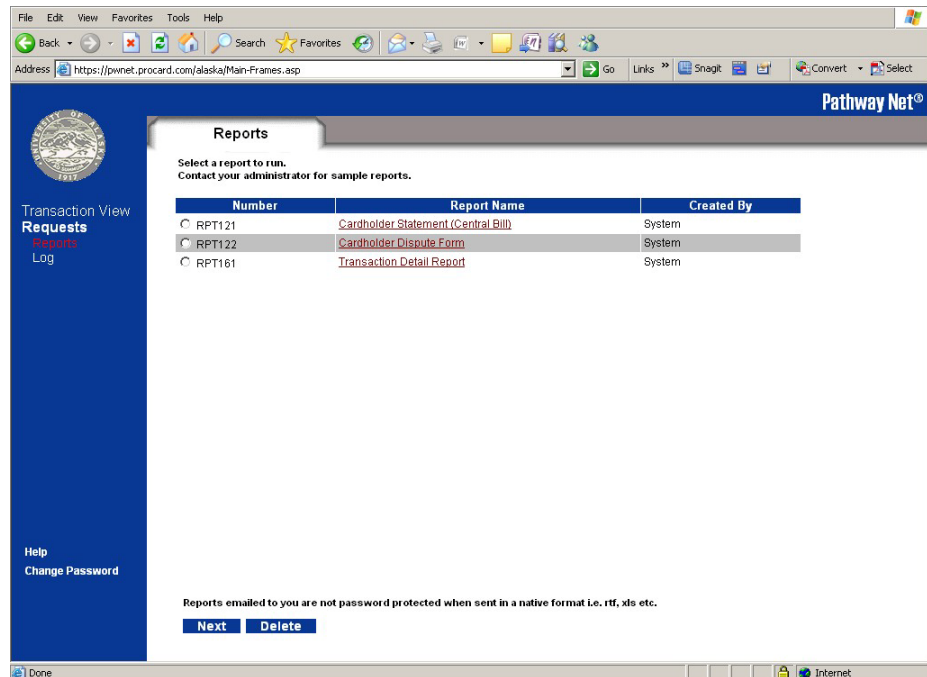
A statement of account is printed monthly by the reconciler for each cardholder who had activity on their account. The cardholder must sign the statement, attach backup (logs, receipts, etc.), forward it to their approving official for approval and file it for future reference. *A copy is also sent to the Procurement Office monthly for audit purposes.*

When the monthly credit card statement is printed, the person responsible for reconciliation will sign their initials on the transaction log to indicate that the item posted to the credit card statement matches the transaction, as detailed in the log. Any discrepancies identified should be promptly investigated with "action taken" recorded in the remarks section of the Purchasing Card Log.

Procedure to run and download Cardholder Statement:

In the menu bar, click on **Requests** and then on **Reports**, causing the **Reports** select tab to appear.

Select the RPT121 Cardholder Statement (Central Bill) by clicking on the radio button for that report, then on **Next**.



The screenshot shows a web browser window displaying the Pathway Net application. The browser's address bar shows the URL: <https://pwnet.procard.com/alaska/Main-Frames.asp>. The application interface has a blue header with the Pathway Net logo. A left sidebar contains navigation links: Transaction View, Requests, Reports, and Log. The main content area is titled "Reports" and contains the following text: "Select a report to run. Contact your administrator for sample reports." Below this is a table with three columns: "Number", "Report Name", and "Created By".

Number	Report Name	Created By
<input type="radio"/> RPT121	Cardholder Statement (Central Bill)	System
<input checked="" type="radio"/> RPT122	Cardholder Dispute Form	System
<input type="radio"/> RPT161	Transaction Detail Report	System

At the bottom of the main content area, there are two buttons: "Next" and "Delete". A footer note states: "Reports emailed to you are not password protected when sent in a native format i.e. rtf, xls etc."

The next screen is the screen you'll use to set the date range for your statement. After selecting the "Post" or "Transaction" date type, you may select the date range either by manually entering the specific start and end dates in the date range fields (User Defined), or by selecting a cycle type (Billing, Month, Statement) and selecting the specific month for your report in the **Cycle to populate the Date Range** field.

The screenshot shows a web browser window with the address bar displaying "https://pwnet.procard.com/alaska/Main-Frames.asp". The page title is "Pathway Net®". The main content area is titled "Reports" and "RPT121: Cardholder Statement (Central Bill)". Below this, it says "Set the Date Range for your Report." There are two main options: "a. Select a Date Type:" with a dropdown menu set to "Post Date", and "b. Enter a Date Range:" with "Start Date:" and "End Date:" fields both set to "3/1/2010". A note next to the end date says "Must be 35 days or less". Below these is an "OR" option: "Select a Cycle Type:" with a dropdown menu set to "Statement", followed by "then, Select" and a "Cycle to populate the Date Range:" dropdown menu with options for "March 2010", "February 2010", and "January 2010". At the bottom of the form are buttons for "Next", "Finish", and "Cancel". The page number "RPT121-1" is visible in the bottom right corner.

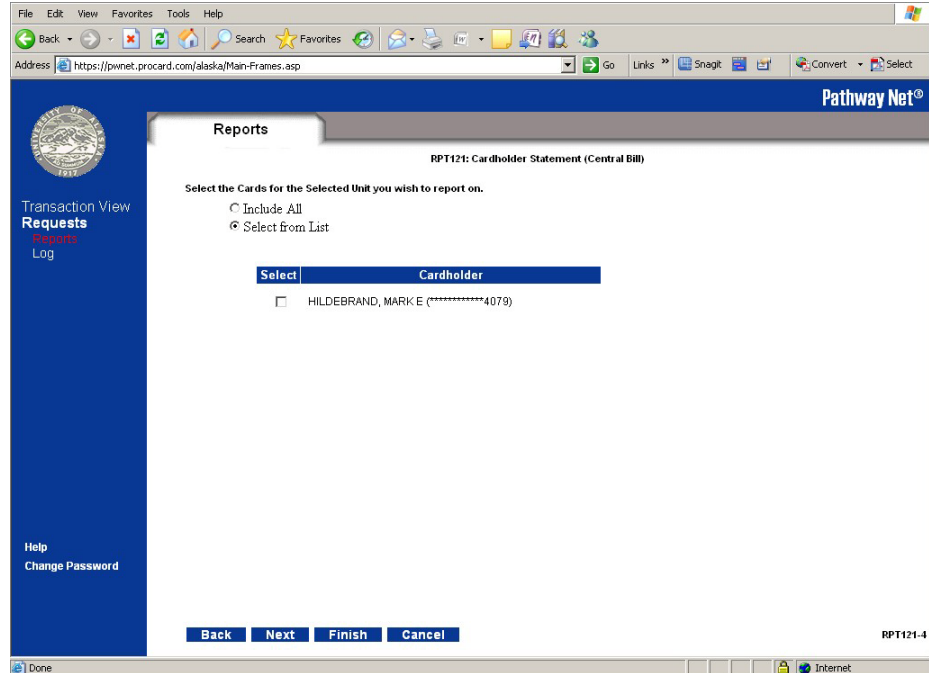
After you've selected your date range, click on **Next**.

At the next screen, select the unit you wish to run the statement for. In most cases there will only be one selection possible, yourself.

After you've selected the unit you wish to report on, click on **Next**.

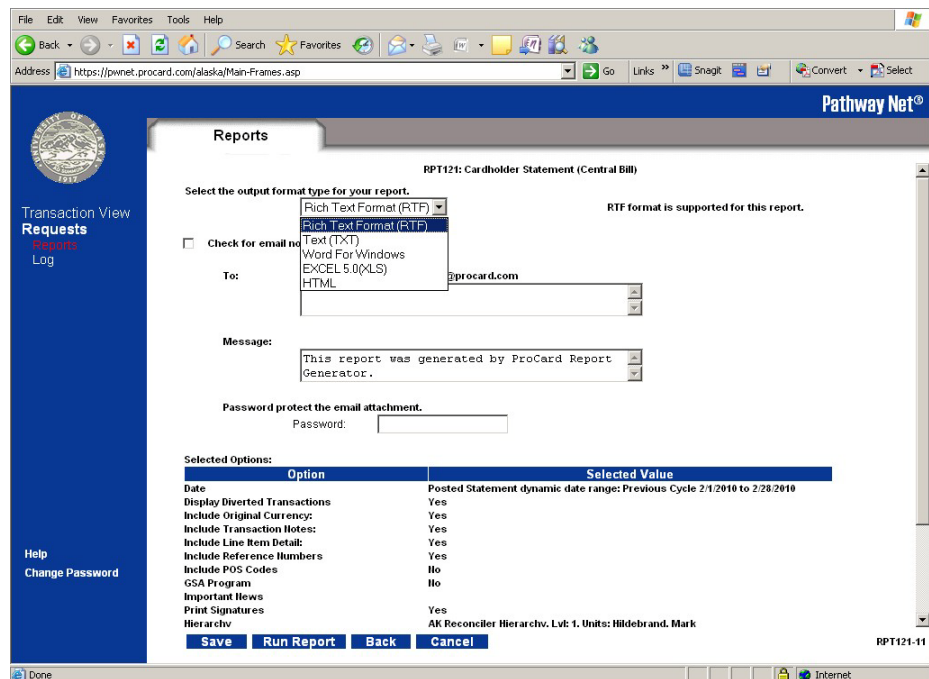
The screenshot shows the same web browser window as the previous one, but at a different step in the process. The page title is "Pathway Net®". The main content area is titled "Reports" and "RPT121: Cardholder Statement (Central Bill)". Below this, it says "Select the Hierarchy you wish to report on." with a dropdown menu set to "AK Reconciler Hierarchy". To the right, it says "Select the Starting Level you wish to report on." with a dropdown menu set to "1". Below these are two columns: "Select the Starting Level Unit you wish to report on." and "Unit". Under "Select the Starting Level Unit you wish to report on.", there is a radio button next to "1 - Hildebrand, Mark". Under "Unit", there is a radio button next to "Hildebrand, Mark". At the bottom of the form are buttons for "Back", "Next", "Finish", and "Cancel". The page number "RPT121-3" is visible in the bottom right corner.

At the next screen, select the cardholder you wish to run the statement for. In most cases there will only be one selection possible, yourself.



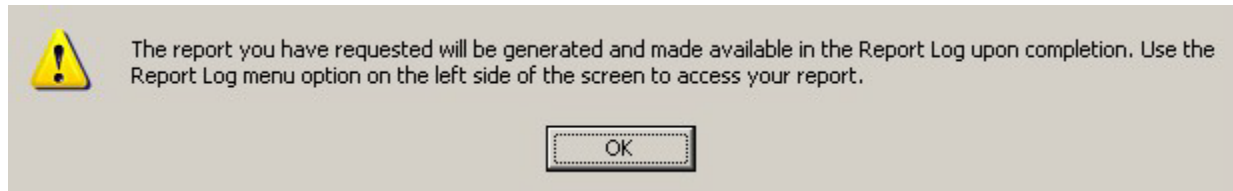
At this point, by repeatedly clicking on next, you will be taken through a series of screens where you may “Select from List” Card Product Types, States, Cities, Account Statuses, MCC Group Code, and MCC Actions you wish to include (or omit from) in your statement. However, to ensure a complete statement including all transactions, you may leave the default of “Include All” selected as you click on next through the screens, until you reach the final screen.

At the final cardholder statement run screen, select the output type by clicking on the scroll box and making the selection (Rich Text Format RTF recommended).



After you have selected your output type, click on **Run Report**.

When you click on “Run Report”, the follow message will appear.



Click **OK**.

To download, view, and print your statement, click on **Log** under **Requests** in the left menu bar. Then under the **Index of /Cardholders Name**, left click on the hyperlink to the newly created cardholder statement, and the following message will appear, prompting you to either open and save the document, or cancel the action.

