

PaymentNet Statement of Account

Menu: **ALL REPORTING** GO

Select a category:

Cardholder/Employee ● **Transaction** Merchant Administration

Select a report:

Statement of Account (PeopleSoft)

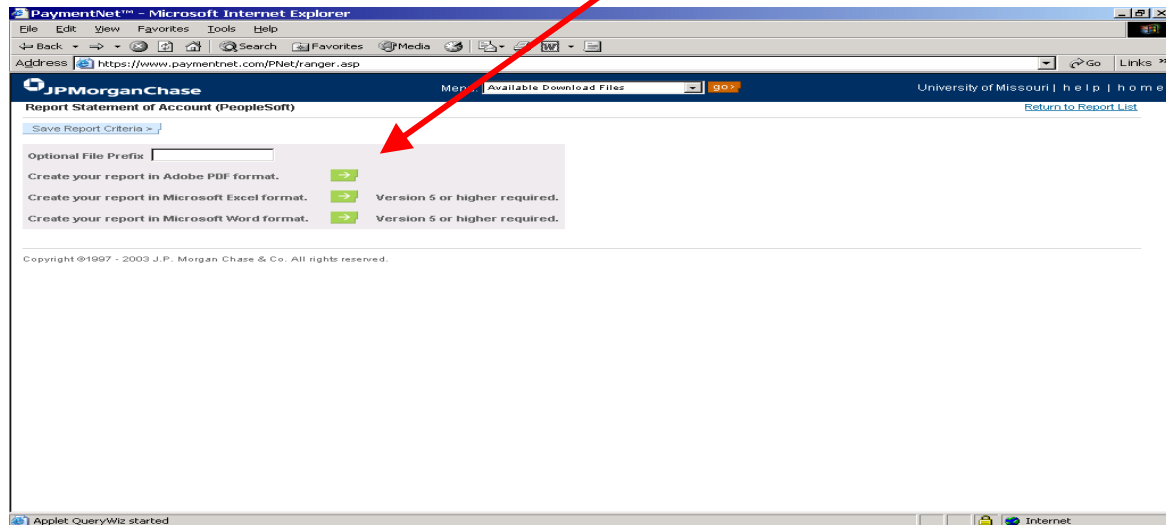
Find records where the following apply:

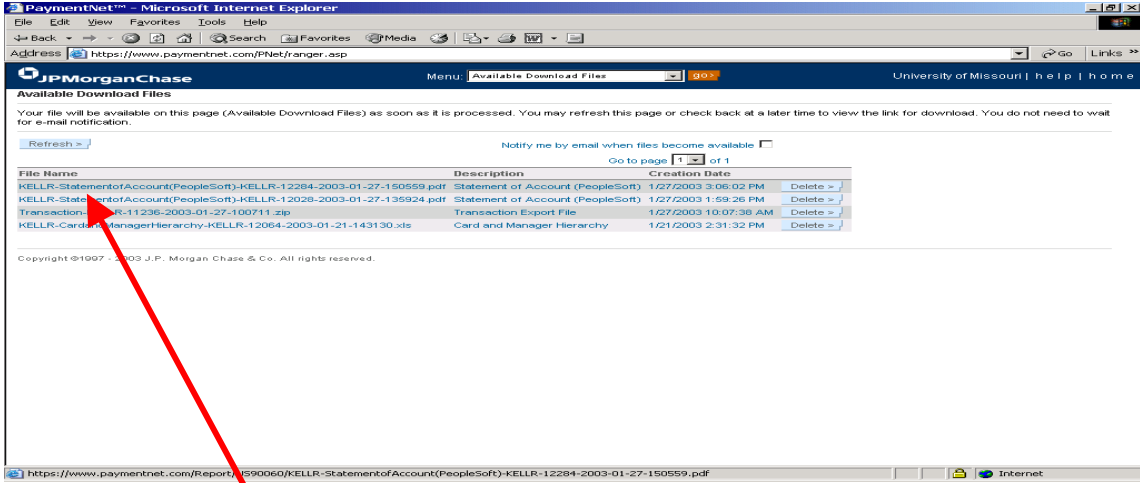
ACCOUNTING CYCLE	IS EQUAL TO	DEC 2000	Click one time ↓ ⋮ ↑ Click second time
ACCNT NUMBER	BEGINS WITH	5405	
EMPLOYEE LAST NAME	IS EQUAL TO	KEY LASTNAME	

Click Process Criteria.

Click either of the following to view your report for Adobe or Word format:

Click to view your report in Adobe PDF format. ([Recommended](#))





- Click on **REFRESH** to access your report. Reports are listed with the most current report first. Click on the file name to open the report into the selected format.

University of Missouri
Statement of Account (PeopleSoft)

Scope: Transaction Posting Date On or After 02/26/2002 TO On or Before 03/25/2002 Orientat

Jennifer Alexander Account No:*****
 Brenda Reifschneider
 1105 Carrie Francke Dr.
 Columbia, MO 65211

Tran ID	Tran Date	Post Date	Reference No./ MoCode & PS Account	Vendor / Comments	City / State / Postal Code	MCC	Amount
589671	03/14/2002	03/15/2002	68432862073000520914193 CG682 730500	SIGMA-ALDRICH	800-325-3010, MO 00000	5969	\$35.00
Total Transactions: 1						Total Amounts:	\$35.00

 Cardholder Signature / Date Reviewed by Signature / Date Approved by Signature / Date

Print and then **send** to **Campus Procurement, 209 Woods Hall** in the **Red Pouch** that is provided.

If you need assistance contact Rick Kell @ 314-516-5361

Revised Instructions as of JAN 2003