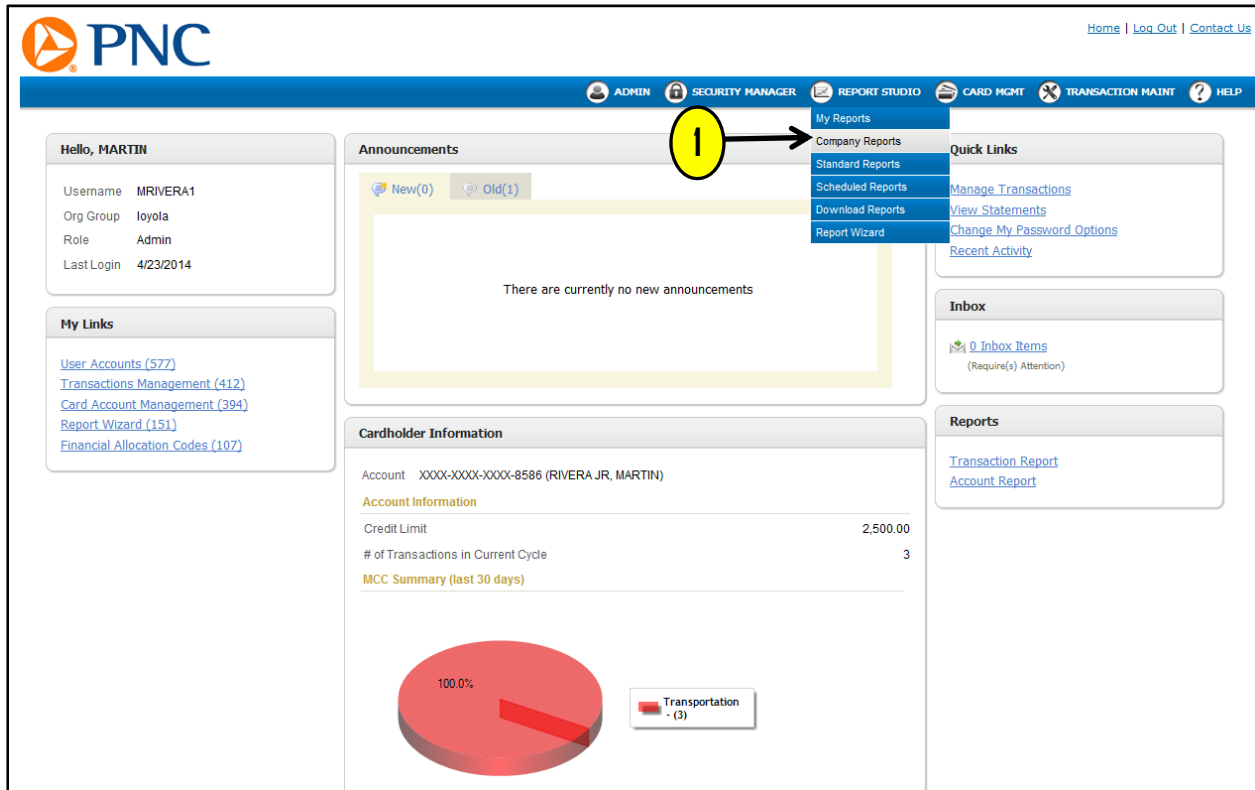


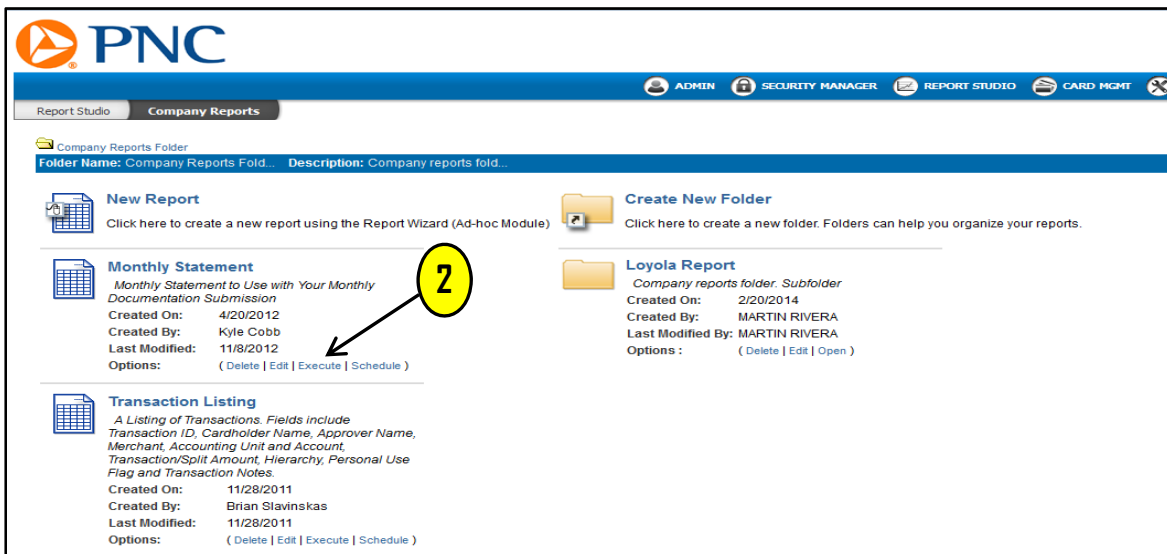
# PNC ACTIVEPAY: GENERATING MONTHLY REPORTS FOR SUBMISSION

Cardholders can use the ad hoc reporting tool to create the monthly transaction statement for submission, along with supporting documentation, to the Procurement Card Administrator (PCA) with supporting documentation.

## 1. On the PNC ActivePay Home Page, select **REPORT STUDIO> COMPANY REPORTS**



## 2. Select the 'EXECUTE' link in the section labeled 'Monthly Statement'.



To generate a statement for the **previous calendar month**, follow the steps below;  
**\*To generate a statement prior to last month, please skip to next page.**

1. Click the box to the left of the cardholder name under 'SELECT'.
2. In the Filters drop down menu(s), select: 'TRANSACTION POSTING.DT', 'PERIOD' and 'PREVIOUS MONTH'
3. Scroll to the bottom; check the 'RUN' box than click on 'SUBMIT'

**Skip to page 4 after clicking 'SUBMIT'.**

The screenshot displays the PNC Report Wizard interface. At the top, the PNC logo and navigation links (Home, Log Out, Contact) are visible. The main navigation bar includes 'ADMIN', 'SECURITY MANAGER', 'REPORT STUDIO', 'CARD MGMT', and 'TRANSACTION MAINT'. The 'Report Wizard' section is active, showing a sidebar with steps: Step 1: Select your focus, Step 2: Select your fields, Step 3: Grouping and Aggregation, Step 4: Apply Filters, Step 5: Design and Layout, and Step 6: Run, Save, and Schedule. The 'Working Reports' table lists a report named 'Monthly Statement' with creation time '4/23/2014 3:26:45 PM' and focus 'Transactions by Financial Code Group (LOYOLA UNIV CHICAGO PCARD ADMIN)'. The 'Step 6: Run, Save, and Schedule' section includes 'Report Context' (Hierarchy and Cards), 'Card Filters' (a table with columns: Select, Last Name, First Name, Account Number, Is Proxy), 'Search Criteria' (a table with columns: Actions, Search Term, Type, Value), and 'General Report Information' (fields for Records per page, Report Name, Report Description, and File Report In). The 'Run' checkbox is checked, and the 'Submit' button is visible. Three yellow callout boxes with numbers 1, 2, and 3 point to the 'SELECT' checkbox, the filter dropdowns, and the 'Run' checkbox/Submit button, respectively.

To generate a statement prior to last month follow the steps below:

1. Click the box to the left of the cardholder name under 'SELECT'.
  2. In the Filters drop down menu(s), select: 'TRANSACTION POSTING.DT', 'CUSTOM' and enter the calendar date range in the 'FROM' and 'TO' fields (e.g. 03/01/2013 – 03/31/2013)
- Please enter one calendar month in the date range. Statements submitted with multiples months on the same PDF statement will be returned to sender by the PCA**
3. Scroll to the bottom; check the 'RUN' box than click 'SUBMIT'.

Monthly Statement 4/23/2014 12:25:36 PM Transactions by Financial Code Group (LOYOLA UNIV CHICAGO PCARD ADMIN)

**Step 6: Run, Save, and Schedule**

**Report Context:**

Hierarchy  Cards

**Card Filters**

Select	Last Name	First Name	Account Number	Is Proxy
<input checked="" type="checkbox"/>	RIVERA JR	MARTIN	XXXX-XXXX-XXXX-8586	False

Filters: Transaction.Posting Dt  From: 03/01/2013 To: 03/31/2013

**Search Criteria**

Actions	Search Term	Filter Type	Value
- No search terms have been added. -			

**General Report Information**


\*Records per page 25

\*Report Name Monthly Statement

\*Report Description Monthly Statement to Use with Your Monthly Documentation Submission

File Report In Company Reports Folder

Run  Save  Schedule

1. Using the drop-down menu, select '**PDF**' and click either the link labeled '**EXPORT**' or the  icon to open the statement.



Report Studio Report Wizard

ADMIN SECURITY MANAGER REPORT STUDIO CARD MGMT

Back To Report

Record: Monthly Statement

Export

Comma-delimited, Logical Headers  
Comma-delimited, Logical Headers  
Comma-delimited, No Headers  
Excel 2007(xlsx)  
Excel 97 - 2003(xls)  
Fixed Width  
**PDF**  
Tab-delimited, Logical Headers  
Tab-delimited, No Headers

Merchant Name	Transaction Amount	Sales Tax	Accounting Unit	Account Code	Note
ZIPCAR INC.	25.00	0.00	100808	6310	membership fee for zip car
ZIPCAR INC.	17.92	0.00	100808	6310	Charge for ProCard training in Maywood. (Car picked up from Oak Park green line stop)
PANERA BREAD #788	10.23	0.00	100808	6310	Lunch during training session at Maywood
MARTIN RIVERA JR 3/12/2013 PARKING GARAGE	5.00	0.00	100808	6426	Parking at Maywood Campus for ProCard Training
MARTIN RIVERA JR 3/13/2013 CTA-CHICAGO STATE 11025	10.00	0.00	100808	6310	CTA card for train to Maywood





Below is the image of a correct statement ready for submission.

PNC		Monthly Statement						
First Name	Last Name	Posting Date	Merchant Name	Transaction Amount	Sales Tax	Accounting Unit	Account Code	Note
MARTIN	RIVERA JR	3/11/2013	ZIPCAR INC.	25.00	0.00	100808	6310	membership fee for zip car
MARTIN	RIVERA JR	3/11/2013	ZIPCAR INC.	17.92	0.00	100808	6310	Charge for ProCard training in Maywood. (Car picked up from Oak Park green line stop)
MARTIN	RIVERA JR	3/12/2013	PANERA BREAD #788	10.23	0.00	100808	6310	Lunch during training session at Maywood
MARTIN	RIVERA JR	3/12/2013	PARKING GARAGE	5.00	0.00	100808	6426	Parking at Maywood Campus for ProCard Training
MARTIN	RIVERA JR	3/13/2013	CTA-CHICAGO STATE 11025	10.00	0.00	100808	6310	CTA card for train to Maywood

**IMPORTANT NOTE:** If monthly documentation contains a billing statement similar to the example below, the monthly submission will be sent back to the sender as **INCOMPLETE** along with request for correct documentation.

Reasons for billing statements **NOT** accepted:

- **Incorrect date range.** Billing cycle (28<sup>th</sup> of the month to the 27<sup>th</sup>) rather than required calendar month (1<sup>st</sup> of the month to 31<sup>st</sup>)
- **Missing the Justification/business purpose column found on correct statements.**
- **Does not contain budget information (Accounting Unit and Account Code).**

**PNC BANK**  
 PO BOX 828702  
 PHILADELPHIA PA 19182-8702

**MEMO STATEMENT**

<b>ACCOUNT NUMBER</b>	XXXX XXXX XXXX 8586
<b>STATEMENT DATE</b>	03-27-13
<b>TOTAL ACTIVITY</b>	\$86.95

**\*\* MEMO STATEMENT ONLY \*\***  
**DO NOT REMIT PAYMENT**

MARTIN RIVERA JR  
 TAX EXEMPT E9989-4408-06  
 820 N MICHIGAN AVE  
 CHICAGO IL 60611-2147

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**CARDHOLDER SUMMARY**

MARTIN RIVERA JR XXXX XXXX XXXX 8586	Purchases And Other Debits	+	Cash Advances	-	Credits	=	Total Activity
Cardholder Total	\$86.95		\$0.00		\$0.00		\$86.95

**CARDHOLDER ACTIVITY**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-28	02-27	24431063059900000016509	METRA UNION STATION CHICAGO IL Purch ID 00001650 Sales Tax \$0.00	4.75
02-28	02-27	24755423059730595228522	PARKING GARAGE MAYWOOD IL Purch ID Sales Tax \$0.00	5.00
02-28	02-27	24412893058980003791948	TAXICAB TRANSPORTATION CHICAGO IL Purch ID 514100 Sales Tax \$0.00	9.05
03-11	03-08	24231683068200654273639	ZIPCAR INC. 866-494-7227 MA Purch ID VTYAA6DDFD53 Sales Tax \$0.00	17.92
03-11	03-07	24231683067200671625010	ZIPCAR INC. 866-494-7227 MA Purch ID VSJAA4EF8C85 Sales Tax \$0.00	25.00
03-12	03-11	24755423071730714623458	PARKING GARAGE MAYWOOD IL Purch ID Sales Tax \$0.00	5.00
03-12	03-11	24427333070720004630800	PANERA BREAD #788 RIVER FOREST IL Purch ID 01403680788VPTY7000431126 Sales Tax \$0.00	10.23
03-13	03-11	24053303071787111000352	CTA-CHICAGO STATE 11025 CHICAGO IL	10.00

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