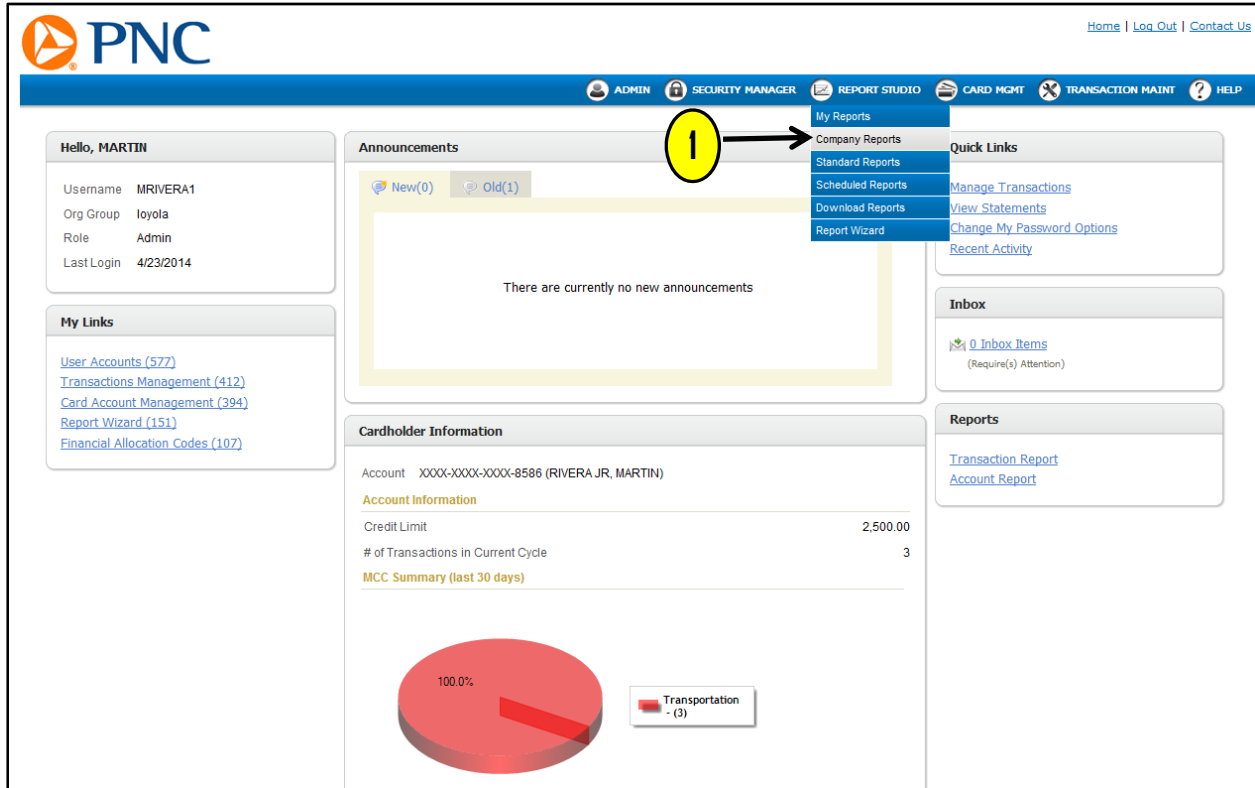


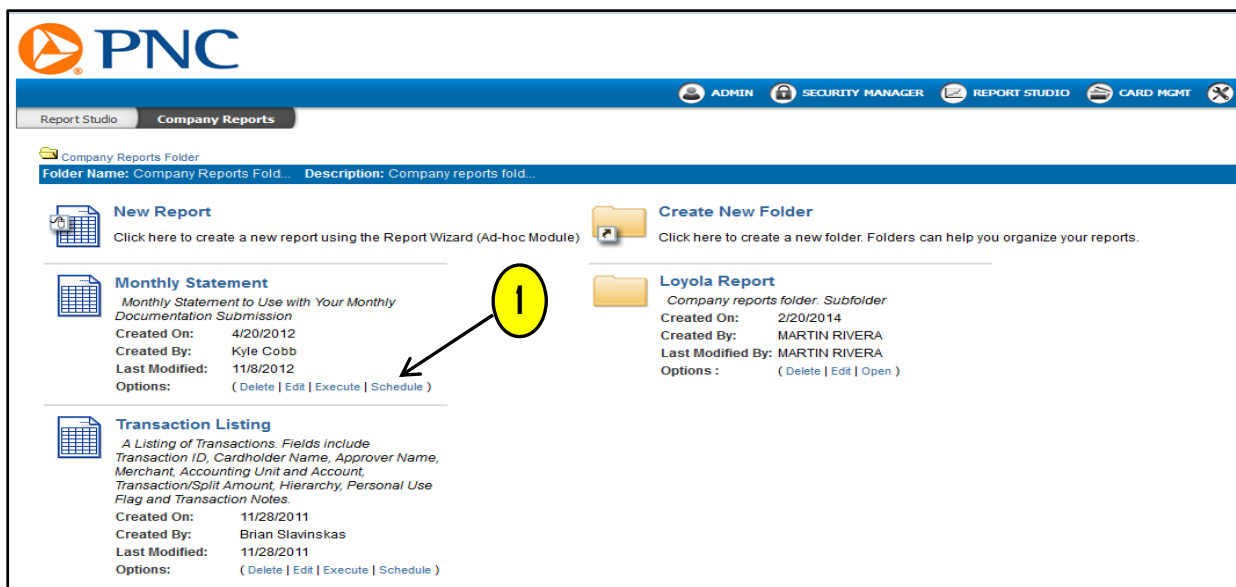
PNC ACTIVEPAY: SCHEDULING MONTHLY STATEMENTS FOR SUBMISSION

Cardholders can use the ad hoc reporting tool to schedule the monthly ProCard statement and be delivered via email to the cardholder's LUC email.

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



Select the '**SCHEDULE**' link in the section labeled '*Monthly Statement*'.



1. CARD FILTERS:

- Click the box to the left of the cardholder name under 'SELECT'.
- In the Filters drop down menu(s), select: 'TRANSACTION POSTING.DT', 'PERIOD' and 'PREVIOUS MONTH'

2. SCHEDULE INFORMATION:

- Nickname:** The nickname will be in the subject line of the email when received (e.g. Monthly Statement)
- Frequency:** select 'MONTHLY' from the drop down menu.
- Start Date:** Select the day for the statement to be delivered. Please note: Monthly submissions are due the second Friday of the month.
- Export Type:** Select PDF.
- Email to:** Enter your LUC email.
- Click **Submit** when complete.

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 | Period | Previous Month

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

Schedule Information

Nickname: Martin's P Card

*Frequency: Monthly

*Start Date: 6/26/2014

Export Type: Pdf

*Delivery: Download Email Only Create If Records Found

Email To: mrivera1@luc.edu
(For Multiple Addresses Use a Semicolon ; ; to Separate Them)

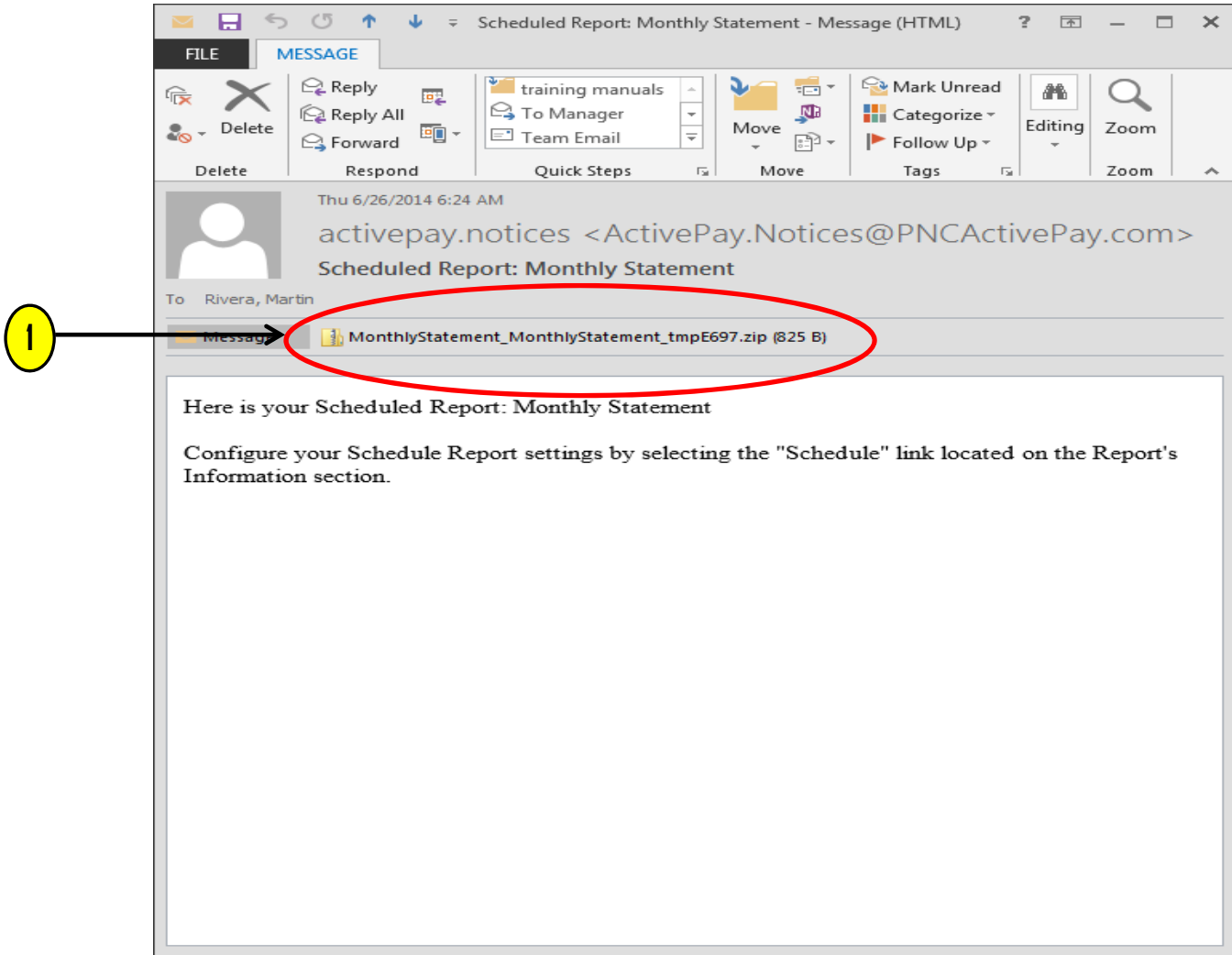
Encryption Password: * This password is used to encrypt your data. You will need it to be able to read the output file. If you leave this field blank, your password from the logon page will be used.

Confirm Password:

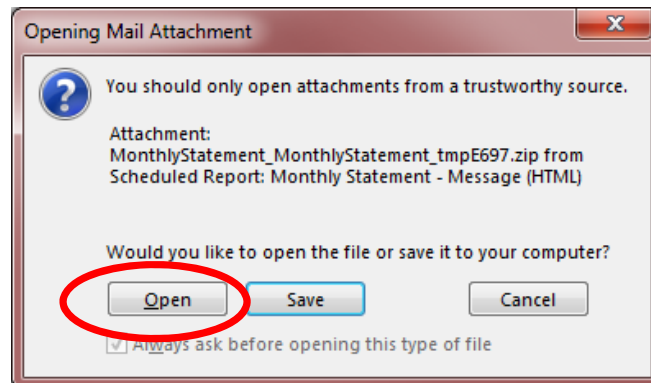
Run Save Schedule

An email will be sent from activepay.notices@pncactivepay.com with your report.

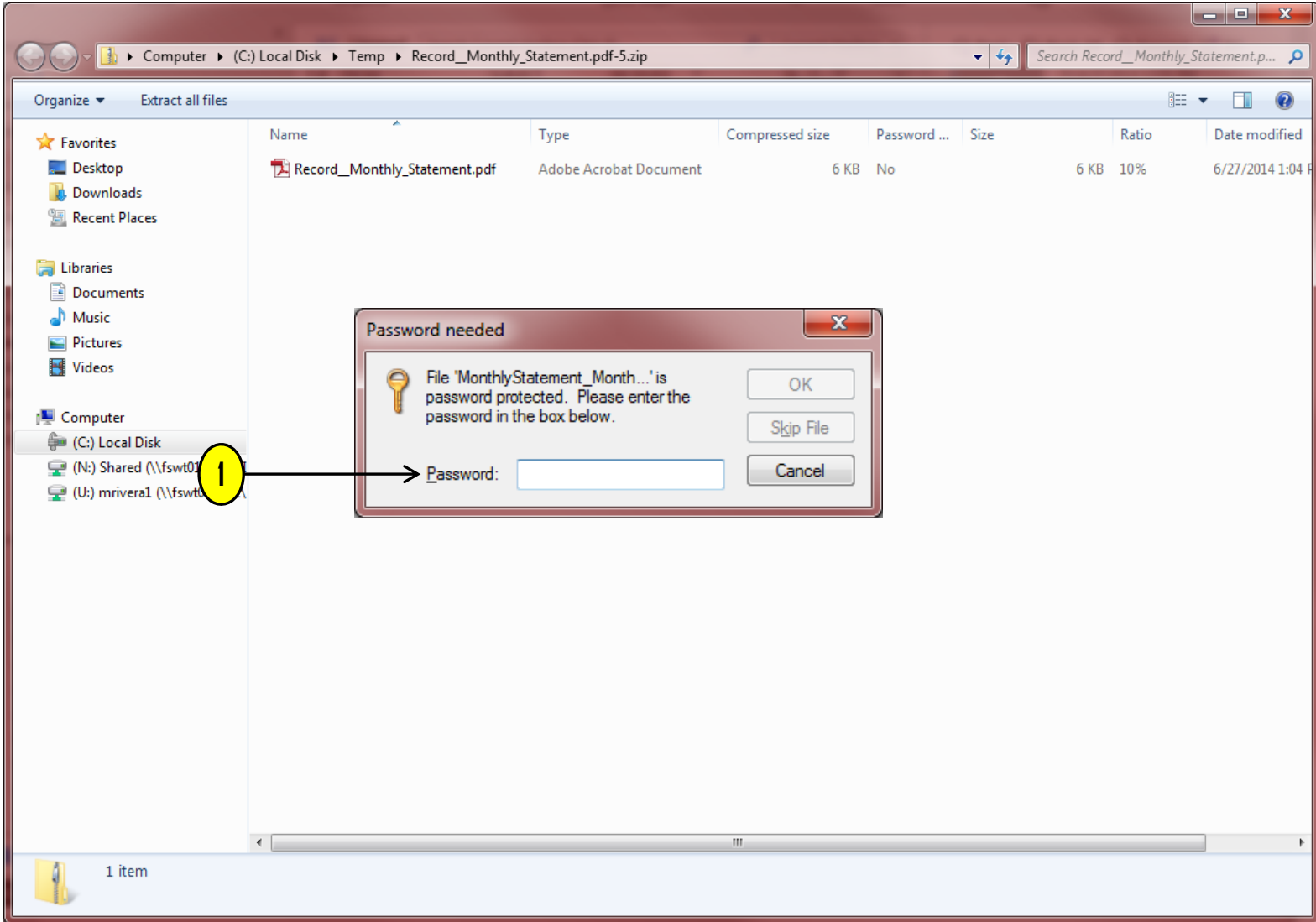
1. Click on the attachment in the email.



Select 'OPEN' in the new window.



After clicking on the PDF icon, a box will appear asking for a 'PASSWORD'. The required password is the same one used when logging in www.pncactivepay.com.



STATEMENT FOR MONTHLY SUBMISSION



Monthly Statement

First Name	Last Name	Posting Date	Merchant Name	Transaction Amount	Sales Tax	Accounting Unit	Account Code	Note
MARTIN	RIVERA JR	1/9/2013	PARKING GARAGE	5.00	0.00	100808	6426	parking at the Maywood Campus for ProCard Training session