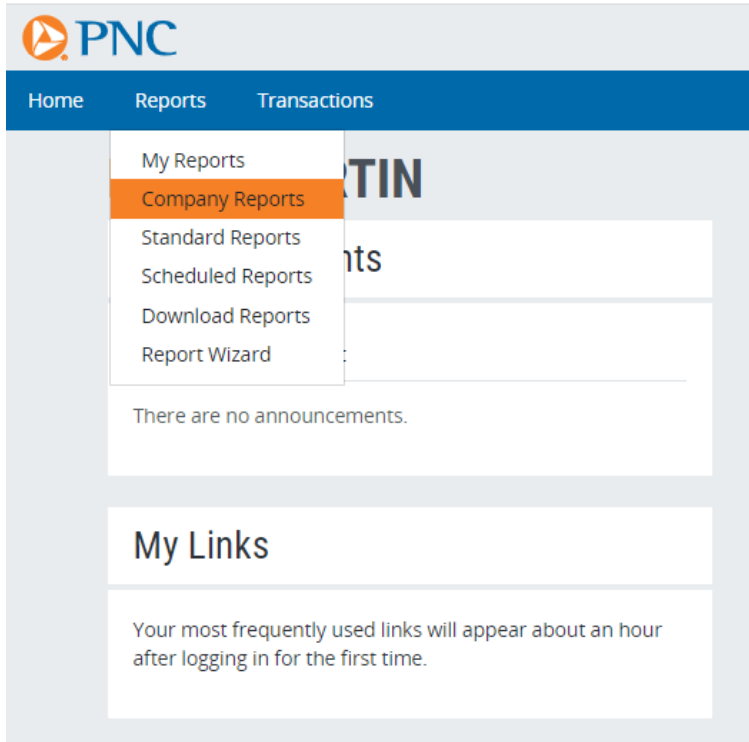# PNC ACTIVEPAY: GENERATING MONTHLY STATEMENTS FOR SUBMISSION

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 Active Pay Home Page, select REPORTS > COMPANY REPORTS

2. Select the MONTHLY STATEMENT from the list of ad hoc reports.
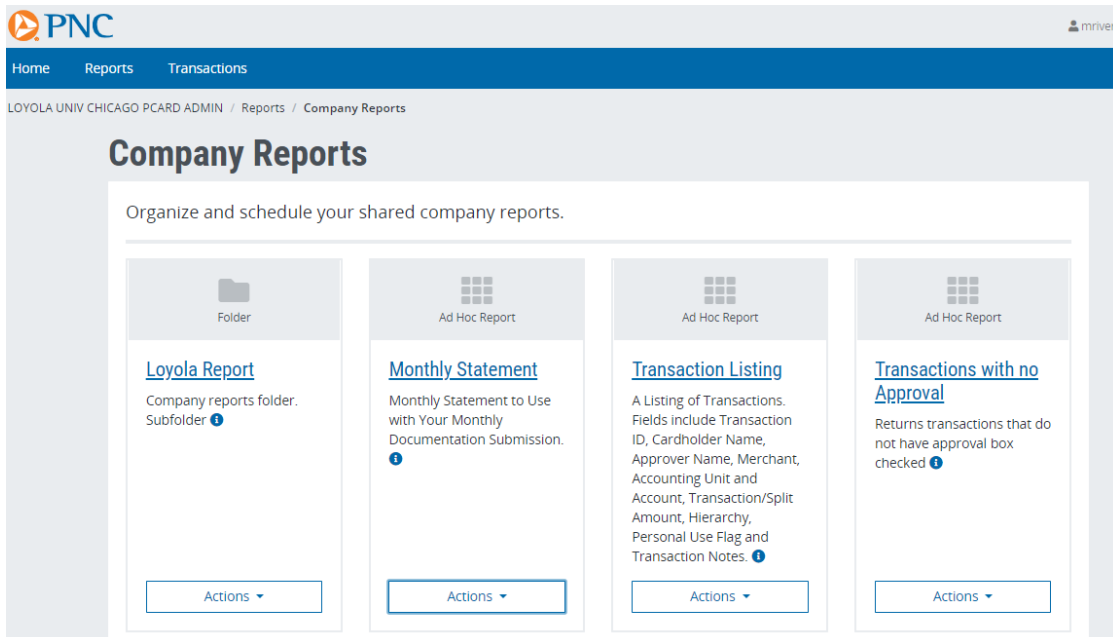
To generate a statement for the previous calendar month, follow the steps below; to generate a statement prior to previous month, please skip to step 8.

3. Check the box to the left of the cardholder name under CARD FILTERS.
4. In the Apply Filters drop down menus, select TRANSACTION POSTING DT, PERIOD and PREVIOUS MONTH.
5. Scroll to the bottom of the screen. Check the RUN box and click SUBMIT to run the statement.

7. Using the FORMAT drop down menu, select "Adobe PDF" and click the EXPORT button to download a PDF copy of the monthly statement.

Home   Reports   Transactions   Help

LOYOLA UNIV CHICAGO PCARD ADMIN / Reports / Report Wizard

Report Wizard

Monthly Statement Record

Select a row to perform an action.

Format ❓ | Adobe PDF (.PDF) ▾ | Export

First Name	Last Name	Posting Date	Merchant Name	Trans. Amount	Sales Tax	Accounting Unit	Account Code	Cardholder Note
MARTIN	RIVERA JR	9/2/2019	UNITED VACATIONS	1,298.65	0.00	100807	6310	ROUNDTRIP FLIGHT FROM ORD TO LAX & LOD
MARTIN	RIVERA JR	9/2/2019	FEDEX 789489677555	68.15	0.00	101301	6220	replacement card shipping to Rome Center for

Back to Report

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

To generate a statement for a custom date range, follow the steps below:

8. Check the box to the left of the cardholder name under CARD FILTERS.
9. In the Filters drop down menus, select: TRANSACTION POSTING DT, CUSTOM and enter the calendar date range in the FROM and TO fields (for example 06/01/2021 – 06/30/2021)

Report Wizard

Step 1: Select Your Focus
Step 2: Select Your Fields
Step 3: Group Your Fields
Step 4: Apply Filters
Step 5: Format Your Report
Step 6: Run Your Report

˅ Step 6: Run Your Report

Report Context
Card Filters

Select	Last Name	First Name	Account Number	Is Proxy
☑	RIVERA JR	MARTIN	XXXX-XXXX-XXXX-8604	False

Apply Filters

Filters	Range		
Transaction.Posting Dt ˅	Custom ˅	06/01/2021 📅	06/30/2021 📅

Settings

Report name
| Monthly Statement |

Save to
| My Reports Folder ˅ |

Report description
| Monthly Statement to Use with Your Monthly Documentation Submission. |

Records per page
| 26 |

Submit Options
☑ Run ☐ Save ☐ Schedule

[Previous] [**Submit**]

Please only enter one calendar month in the date range. Statements submitted with multiple months on the same PDF statement will be returned to sender by the PCA.

10. Scroll to the bottom of the screen. Check the RUN box and click SUBMIT to run the statement.

11. Using the FORMAT drop down menu, select "Adobe PDF" and click the EXPORT button to download a PDF copy of the monthly statement.
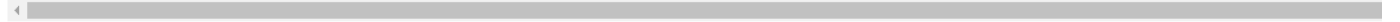
Report Wizard

Monthly Statement Record

Select a row to perform an action.

Format ❓   Adobe PDF (.PDF) ▾   **Export**

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