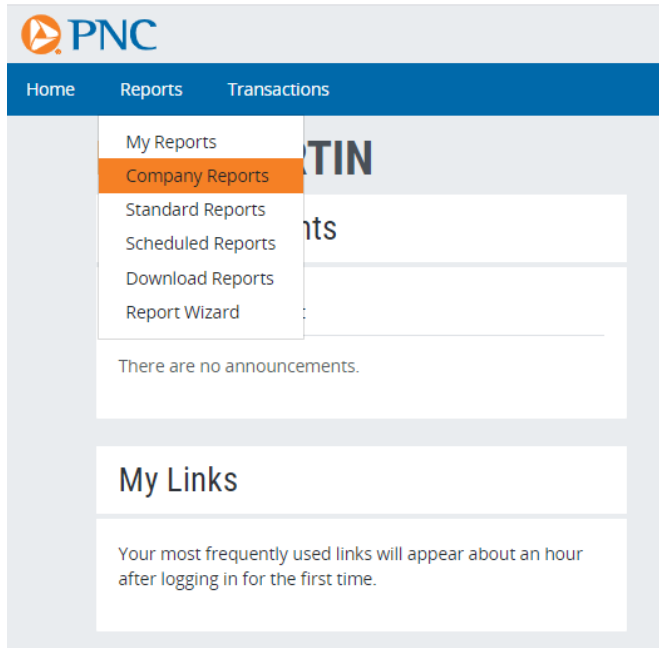


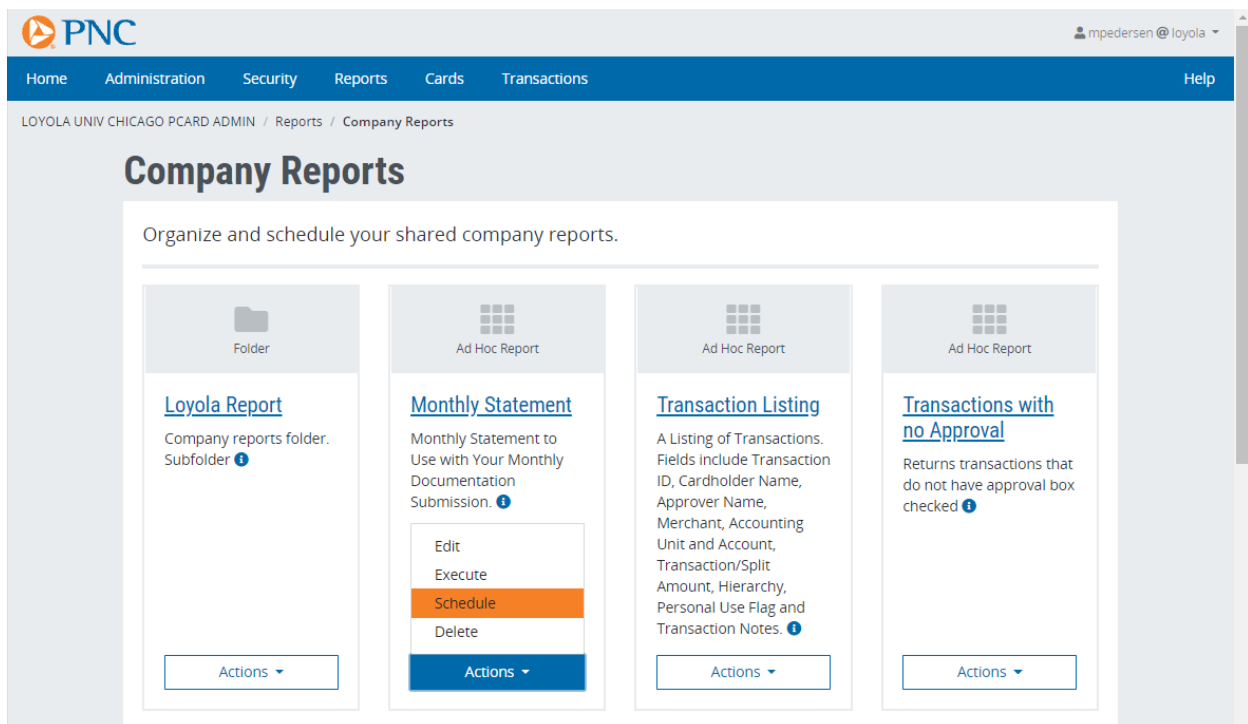
PNC ACTIVEPAY: SCHEDULING MONTHLY STATEMENTS FOR SUBMISSION

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

1. On the PNC Active Pay Home Page, select REPORTS > COMPANY REPORTS



2. Using the ACTIONS drop down menu under the section labeled Monthly Statement, select the "Schedule" option.



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.

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
<input checked="" type="checkbox"/>	RIVERA JR	MARTIN	XXXX-XXXX-XXXX-8604	False

Apply Filters

Filters: Range:

5. Scroll to the bottom of the screen. Check the SCHEDULE box to reveal the SCHEDULE REPORT section.

Submit Options

Run Save Schedule

Schedule Report

Schedule name (optional)

Schedule description (optional)

Point of contact email address(es) (optional)

Export type

6. Complete the fields in the SCHEDULE REPORT section as follows:
 - a. Schedule Name: this will be the name of the attached .ZIP file that you receive each month. We recommend using a name that you will recognize as your monthly ProCard report (PNC Report, ProCard Statement, Monthly Statement, etc.)
 - b. Export Type: select Adobe PDF
 - c. Frequency: select Monthly, with a start date of the first day of the following month. This will ensure that you receive your statement on the first day of every month. The system will set an end date automatically. Please note that you will be notified prior to the end date of your scheduled report by the Active Pay system to see if you want to extend the report for another year. You will be able to adjust the end date at that time.

- d. Encryption password: set a password for your .ZIP file using the password requirements listed. This password will not expire and is only used to access the statement that will be sent to you.


Password must meet the following requirements:


- Be at least 8 characters long
- Includes at least one letter
- Includes at least one number
- Doesn't include spaces or tabs
- Passwords match.

- e. Report Delivery Options: check the box next to Email and enter the email address you would like the report sent to in the Email Address box. If you would prefer not to receive a report file for months that you did not make any purchases, check the box next to “Don’t send me a report if there are zero records found.”

Report Delivery Options

Download

Email 

Email address 

There are no SFTP profiles configured for the organization. SFTP delivery cannot be enabled.

Don't send me a report if there are zero records found

7. Scroll the bottom of the screen and click SUBMIT to save your changes. A green bar will appear at the top of the screen confirming that your report has been saved.