How to Run a Report

To run a report, you just need to generate a query for the information you want. The main report created and ran in our PaymentNet system is the Reconciliation report, used to encapsulate all transactions from the previous month.

Purchasing Card Reconciliation Report

This report is used to capture all transactions used on the Pcard in a given month. It is meant to replace any handmade or previously required logs of Pcard usage. This is the only report needed to track cardholder activity, and is one part of the 3-part End of Month documentation requirements (i.e. 3 parts = Pcard Reconciliation Report + Bank Statement + Itemized Documentation).

Go to the "Reporting" module tab, click on 'Create', filter the "report type" to 'custom', and select the 'Purchasing Card Reconciliation Report'.

Next you need to query the desired data. To run a report on the desired time frame you can input the values several different ways, but the easiest is to leave "Field" as it is, change the "Operation" to 'Cycle Is', change "Value" to '(the previous month's dates from the choices provided)', and then just hit 'Process Report'.
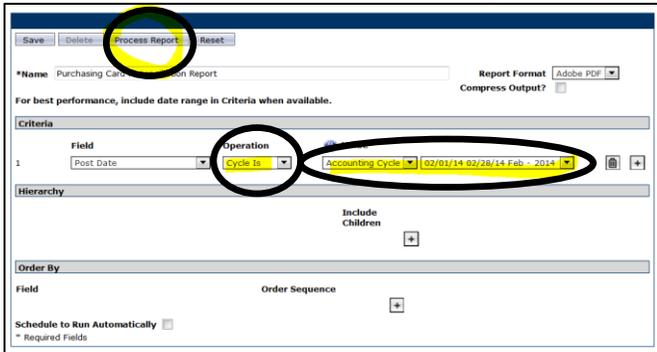
NOTE: If you are setting up a complex report or just want to save the setup of the report you have created, you can select 'Save' and name this report. Then you can access this saved setup whenever you like from the "Reports" tab by filtering for 'My Saved Reports'. This is not necessary to run the reconciliation report, but can be a helpful tool in complex queries of any kind.
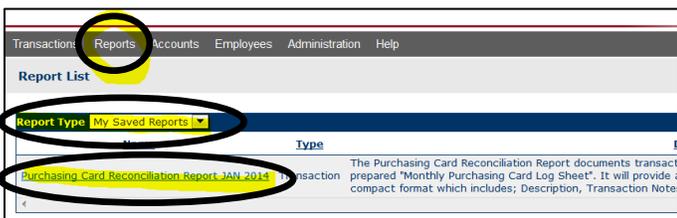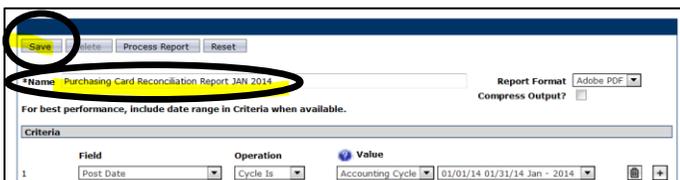
The report that was run was sent to a page where you can download it from and then the screen auto navigates to that same page. You can also access this page by going to "Reports" and 'Download' from the top navigation tabs. At first the report will be "submitted" and not available yet. You will need to wait for about a minute and then hit 'Refresh' to see if it is ready.

Once the "Status" changes to "successful" and the name of the report becomes a hyperlinked file name, you can click on that hyperlink to download the file.

Once clicked on, the system will ask you if you want to 'Open with (PDF)' or 'Save File', you can choose either. Open this file and you have your report. The same process can be applied to any report listed, not just the Reconciliation report.

JPMC Links on Topic:
- Creating a Report
- Downloading a Report