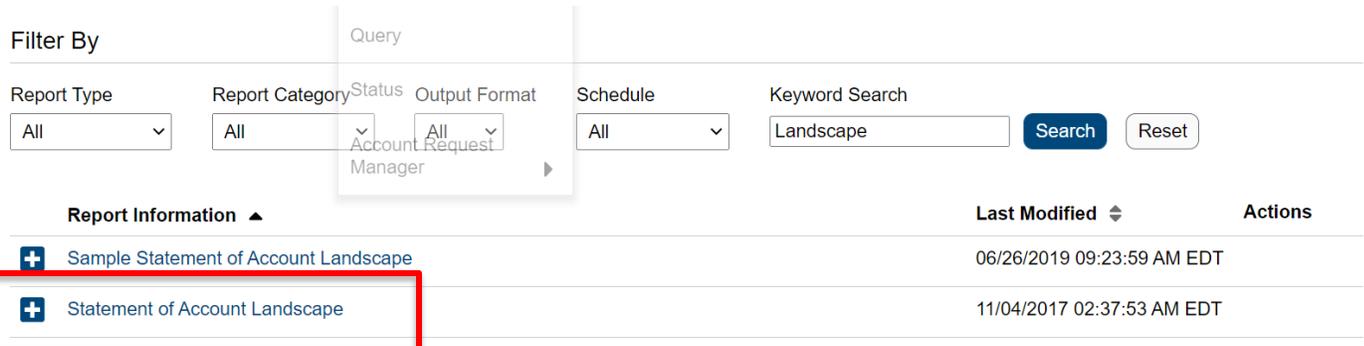


In this topic, you will learn how to schedule your Statement of Account Landscape Report and/or change report parameters as needed

Step	Directions									
1	<p>Within the dashboard, hover over Reports and Select Report List</p>  <p>MONTGOMERY COUNTY PUBLIC SCHOOLS</p> <p>Home Transactions Reports Accounts Employees Administration Help</p> <p>Welcome</p> <p>Report List</p> <p>Downloads</p> <p>Items Awaiting Your Action</p> <p>Account Summary</p>									
2	<p>Select the Statement of Account Landscape or Search in search bar for “Landscape.” <i>*If you are modifying your existing report, select the report you previously created with your name or identifying information in the title</i></p>  <p>Filter By</p> <p>Query</p> <p>Report Type: All</p> <p>Report Category: All</p> <p>Status: Account Request</p> <p>Output Format: All</p> <p>Schedule: All</p> <p>Keyword Search: Landscape</p> <p>Search Reset</p> <table border="1"> <thead> <tr> <th>Report Information ▲</th> <th>Last Modified ⇅</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>+ Sample Statement of Account Landscape</td> <td>06/26/2019 09:23:59 AM EDT</td> <td></td> </tr> <tr> <td>+ Statement of Account Landscape</td> <td>11/04/2017 02:37:53 AM EDT</td> <td></td> </tr> </tbody> </table>	Report Information ▲	Last Modified ⇅	Actions	+ Sample Statement of Account Landscape	06/26/2019 09:23:59 AM EDT		+ Statement of Account Landscape	11/04/2017 02:37:53 AM EDT	
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+ Statement of Account Landscape	11/04/2017 02:37:53 AM EDT									

3

Select the **Scheduling** Option **Skip this step if you are not scheduling your report to run monthly*

Filter Rows

Sort

Output Options

Scheduling

Report Recipients

To schedule a report for multiple people, search for the person or people you are scheduling on behalf of, click Add Recipient, then set the scheduled frequency of the report and click

4

In the **Report Recipients Section**, Select **“self”** from the drop down under **“Schedule For”** and check the box next to your name

Report Recipients

To schedule a report for multiple people, search for the person or people you are scheduled for. Save. A maximum of fifteen (15) recipients is allowed, including yourself if desired. To see the resulting dropdown menu.

Schedule For

Self

ID	Name	Role
<input checked="" type="checkbox"/>	Houser, Kimberly	Program Administrator

Remove

Run Schedule

In the **Run Schedule** select Monthly and **3**. You can click Run to run the report immediately or **Save** and the report will run automatically on the 3rd day of each month.

Run Schedule

You can schedule a report to run a single time or as a recurring event by selecting the appropriate radio button and clicking Save, or run it once immediately by clicking Run.

Recurring Single Occurrence

Frequency	Days
Monthly	3

 This report has unsaved changes.

Run Save

5 **Optional:** to change the parameters of the report for a custom one-time report, Go to the **Filter Rows** tab

Filter Rows Sort Output Options Scheduling

Add and order the filter expressions to include in your report. Click filter links to edit a filter. To use a field in a filter it must have been added. Some fields may not be available for use in filter.

Note: When reporting transaction data, you must filter on Post Date.

Filters Added

5a Click: **Post Date is in the Last Month**

Rules **Criteria**

Post Date is in Last Month

and Transaction Type is not equal to "Payment"

Hierarchy ID

5b Select the necessary option. Note that the options, when selected populate additional fields. To create a report by a date range, for example, select **Is Between** and enter the **Start Date** and **End Date** you wish to be displayed in the report

Select a report field to filter on. Not all fields are available to use for filtering. Then select an operator and specify the appropriate

Required Fields*

Field to Filter On * Operation Start Date* and End Date*

Post Date Is Between [Date Field] [Date Field]

MM/DD/YYYY MM/DD/YYYY

Preview Filter Expression

Post Date is between and

5c

Once you have selected your desired options, click **Run**. ****Important:** Do not save – this is a one-time option

Filters Added

Rules	Criteria
	Post Date is between 07/01/2020 and 07/31/2020
and	Transaction Type is not equal to "Payment"

Hierarchy ID

Rules	Hierarchy ID
and	[click to add hierarchy]

This report has unsaved changes.

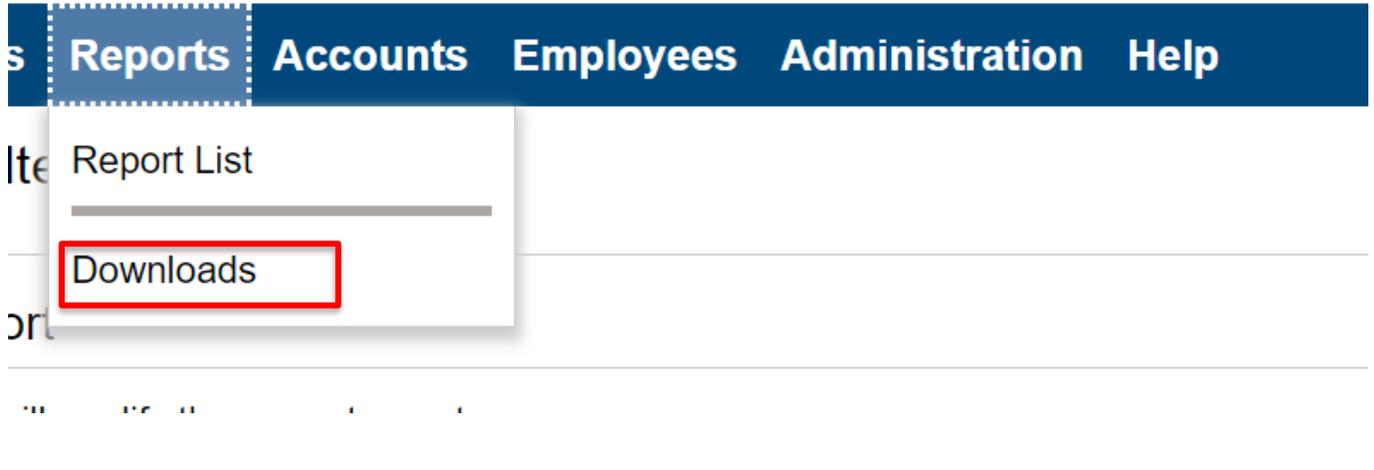
If you see this pop-up, click **OK**

www.paymentnet.jpmorgan.com says

Your changes will be lost if you continue without saving. Click OK to continue. Click Cancel to return to the page and Save your changes.

6

To view your report, go back to the main tab, hover over **Reports** and select **Downloads**. It may take your report several minutes after submitting to indicate Successful. Once it indicates successful, you can click on the report name and open the zip file.



7

To receive a notification when a scheduled report has been completed or to receive email notifications when transactions are ready for your review, click **My Profile** (top right)



You can check the boxes and Save your choices as needed

Options for E-mail notifications:

- Reports
- Transactions for Review (New)
- Transactions for Review (Rejected)
- Transactions for Approval
- Import Files
- Export Files
- Payments
- Manners