PaymentNet®

HOW TO CREATE A REPORT

Overview

This Quick Reference document summarizes the process of creating a report instance from an existing Standard or Client Custom report.

Creating a report instance requires the following steps:

1. Select. Select an existing report from the Report List.
2. Rename. Create a unique report name for your report instance.
3. Update. Update any report settings you wish to change on your report.
4. Save. Save your changes so the new report will be available in the Report List.
5. Run. Run the report from any Report Detail page or, if the Quick Run option is enabled for a report, run the report with one click from the Report List.
6. Download. Download the report from the Available Downloads page.

To begin creating a report, select **Reports > Report List** from the PaymentNet menu.

Select

On the Report List page, choose a Standard or Client Custom report to use as a starting point for your report instance. Expand the Plus Icon to view details about the report.

Once you've identified the report you want to use, click the link in the Report Information column to access the details for that report.

Figure 1: Select an Existing Report

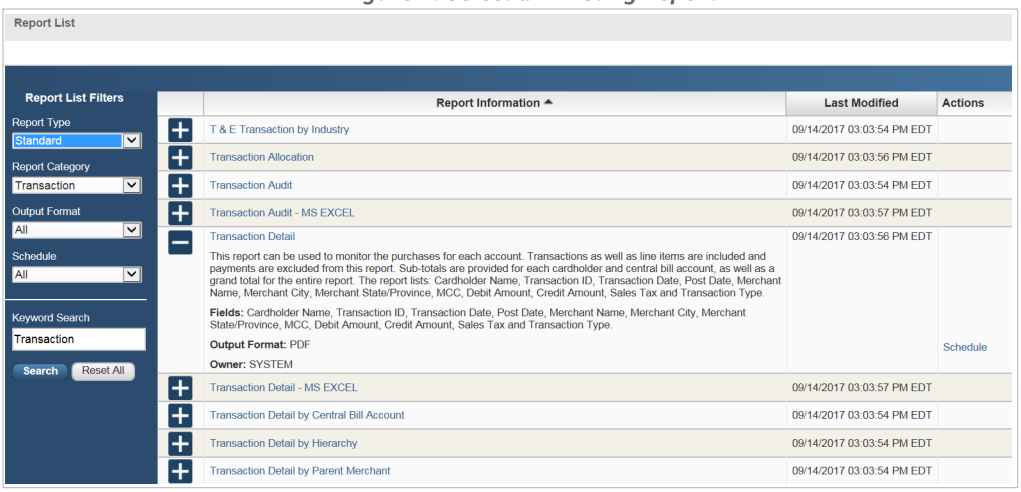

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Table 1: Report List Fields

Field	Description
Report List Filters	To narrow your search, use the Report List Filters and Keyword Search to filter the results dynamically. You can filter on Report Type, Report Category, Output Format, and Schedule, and enhance your search with keywords. Click **Reset All** to return to the default settings for each field. Tip: To view a list of your existing Standard reports, set the **Report Type** filter = **Standard**. To view a list of your Client Custom reports (if applicable), set the **Report Type** filter = **Client Custom**.
Plus Icon	Click the **Plus Icon** next to the report name to display the report summary in the Report Information column. The summary includes the report description, report fields, output format, and report owner.
Report Information	Click the report name link to view report details pertaining to that report. When the Plus Icon is expanded, the report summary also displays here.
Last Modified	Displays the date/time stamp when the report was last saved by the report owner.
Actions	Displays the available Action buttons for the user/report. The following buttons may be displayed: **Quick Run** - If the option was enabled for this report, the Quick Run button is displayed. **Delete** - If you own the report, the Delete button is displayed. Expand the Plus Icon to view the button. **Schedule** - The Schedule link displays for all reports. Expand the Plus Icon to view the link.

Rename

In order to save the report to the Report List for future use, update the Report Name field with a unique name. The Report Category field for the report you chose is also displayed. These fields are included in the persistent header that displays above each Report Detail screen.

Figure 2: Rename the Report

Table 2: Persistent Header Fields

Field	Description
Report Name	Enter an up to 100 character name for the report.
Report Category	Displays the name of the Report Category. This field is not editable.

Update

The Report Detail tabs display below the persistent header. These tabs can be visited and updated in any order. Review the report detail information and make changes per your requirements.

Filter Rows

Filter the column data that will be included on the report. Filterable fields are based on the report design. Any filter expressions that are currently associated with the report are displayed. You can include up to five filters per report.

If you include multiple filters, specify how the filter should be applied in relation to the other filters by selecting **And** or **Or** between each filter row.

Important: When reporting on certain data types, date fields may be required as a report column. For example, when reporting on transaction data, Post Date is a required column. When a required report column is missing, details will be provided in a system message.

Figure 3: Filter Report Data

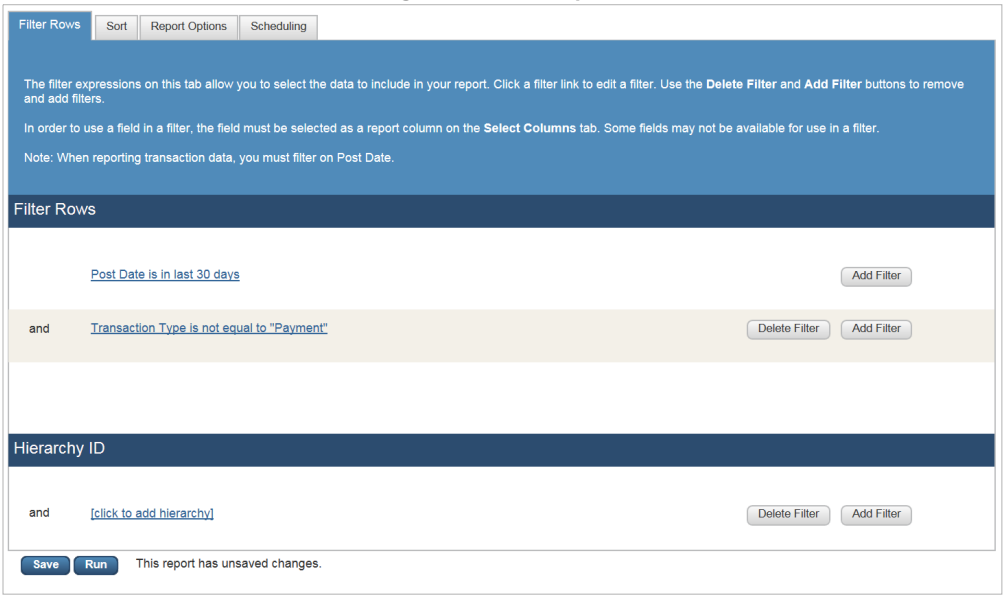

Table 3: Filter Fields

Section	Description
Filter Rows	To add a filter, click the **Add Filter** button. The **click to specify a filter** link will display in a new row. Click the link to launch the Specify Filter window. Specify a field to filter on from the drop down. Only fields that are selected for inclusion on the report that are also defined as filterable are provided in the list. The Operation and Value fields will automatically display; the values in those fields are dependent on the specified filter field, which will be one of five types: Date, Enumerator, String, Numeric, or Boolean. Complete the fields to define the filter. A preview of the filter will display as you construct it. Click **Continue** to add the filter or click **Cancel** to return to the Filter Rows screen. Click on an existing filter to edit it; to delete a filter, click the **Delete Filter** button.
Hierarchy ID	To add a hierarchy filter, click the **Add Filter** button in the Hierarchy ID section. The **click to add hierarchy** link will display in a new row. Click the link to launch the Specify Filter window. Specify the Hierarchy ID you want to filter on in the Hierarchy ID field. If you want the filter to include children, select the **Include Children** option. To view the Hierarchy for the organization, click the **Hierarchy ID** link. The Hierarchy window will display. Use the search feature to locate and select a particular hierarchy. Click on an existing filter to edit it; to delete a filter, click the **Delete Filter** button.

Sort

Enter up to 5 sorts to use to organize the report data. Add the data in the order you want to see the data sorted on the report. Not all fields are available for sorting. If the report does not contain defined sort fields, you cannot add sort criteria.

Figure 4: Sort Report Data

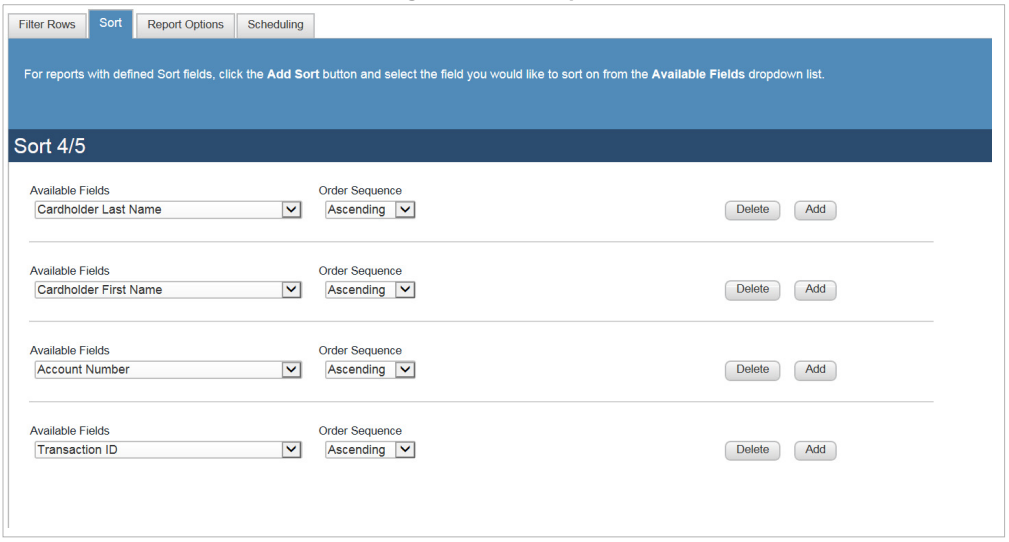

Table 4: Sort Fields

Sort	Description
Add	For reports with defined sort fields, you can enter up to 5 sorts to use to organize the report data. To add a sort, select a field to sort by from the **Available Fields** drop-down. Select Ascending or Descending from the Order Sequence drop-down. Only sortable fields that were selected for the report on the Select Columns tab are listed.
Edit	To edit an existing sort, change the value(s) in the Available Fields or Order Sequence drop-down for the sort row.
Delete	To delete a sort, click the **Delete** button for the sort row.

Report Options

Review the report options available for this report.

Figure 5: Specify Report Options

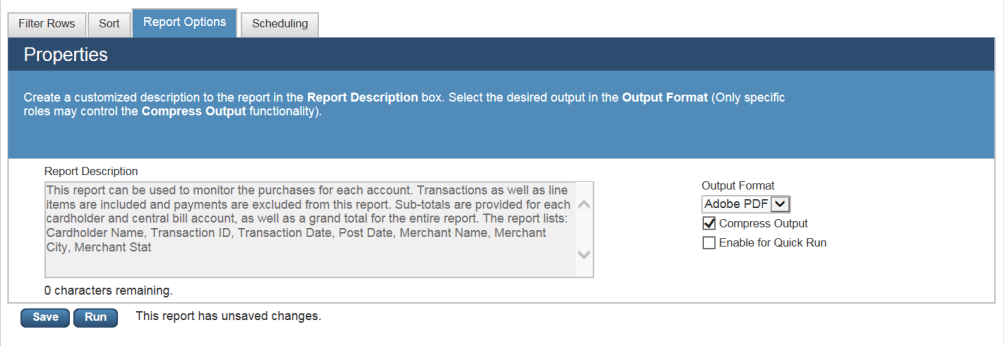

Table 5: Report Option Fields

Properties	Description
Report Description	The report description is displayed, but not editable.
Output Format	Specify the output format from the drop-down (**Adobe PDF**, **MS Excel**, or **CSV**). **Note:** Reports are formatted differently based on Report Type. For Standard reports, the output optimization is pre-defined. Client Custom reports are optimized based on client requirements. For template-based reports, the output is automatically optimized. **Tip:** You can use the Report Type filter on the Report List to determine which Report Type applies: **Standard**, **Client Custom**, or **Template**.
Compress Output	This option is only available to select roles. If the report contains sensitive information, this checkbox is automatically selected. If the report does not contain sensitive information, select the checkbox to compress the report output.
Enable for Quick Run	Enable this feature so you can run the report with one click from the Report List. Select **Enable for Quick Run** and save the report. On the Report List, The Quick Run button will be displayed in the Actions column for the report.

Scheduling

Decide whether you want to schedule the report. You can specify to run the report on a specific future date or on a recurring schedule.

Figure 6: Schedule the Report

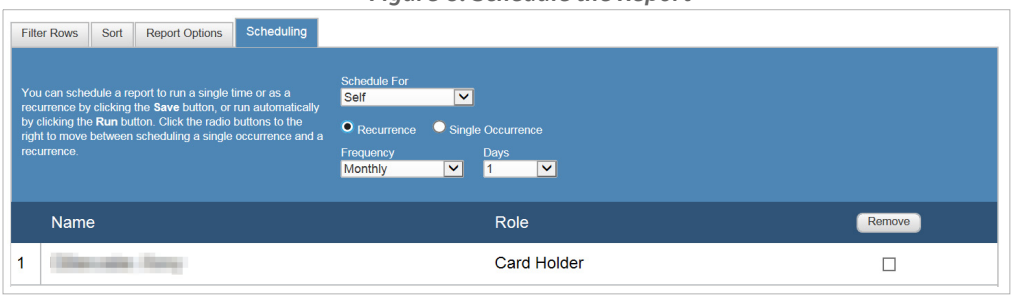

Table 6: Schedule Fields

Field	Description
Schedule For	**None** - (default) Do not schedule the report. **Self** - Select to schedule the report for yourself. Your user name and role will automatically display in the Name section. **Multiple Recipients** (Available to Program Administrators only) - Select to schedule the report for up to 15 individuals. If you select this option, the Add Self button is automatically displayed. Click **Add Self** to schedule the report for yourself and up to 14 other individuals. Your user name and role will automatically display in the Name section.
Recurrence or Single Occurrence	To run the report on a specific date, select **Single Occurrence**. To run the report on a recurring basis, select **Recurrence**.
Frequency	**Single Occurrence** Enter the date of the occurrence in MM/DD/YYYY format or use the calendar icon to select the date and click **Save**. The report is scheduled for the specified date. After the specified date, the Schedule For setting returns to None. **Recurrence** By default, the Frequency and Days drop-down fields display. The name of the Days field will vary based on the Frequency you specify in the drop-down. The available frequencies are **Daily**, **Weekly**, **Monthly**, **Quarterly**, and per **Cycle** (if Cycles were previously enabled for your Organization). Code the fields in combination based on how often you want to run the report. For example, if you want the report to run every Tuesday, select **Weekly** in the Frequency field drop-down and **Tuesday** in the Days field drop-down.

Save

Click the **Save** button in the persistent footer on any Report Details page at any time to save the report. Once the report is saved with a unique name, it will be available in the Report List.

You can run an updated report without saving it, but your changes will not be available the next time you access the report.

Run

Click the **Run** button in the persistent footer on any Report Details page to run the report.

If you enabled the Quick Run option for a report, you can run the report by clicking the **Quick Run** button in the Actions column for the report on the Report List.

Download

Once a report or other type of output (mapper, export, or MVL) is run manually or automatically and displays with a status of Successful on the Available Downloads screen, you can download the output to your local machine to review the contents.

A link to the output will display in the Output column once the status changes to Successful.

Select **Reports > Downloads** from the PaymentNet menu to access the Available Downloads screen.