CHASE J.P.Morgan

Steps

1 | **Click Open Batch or Review**

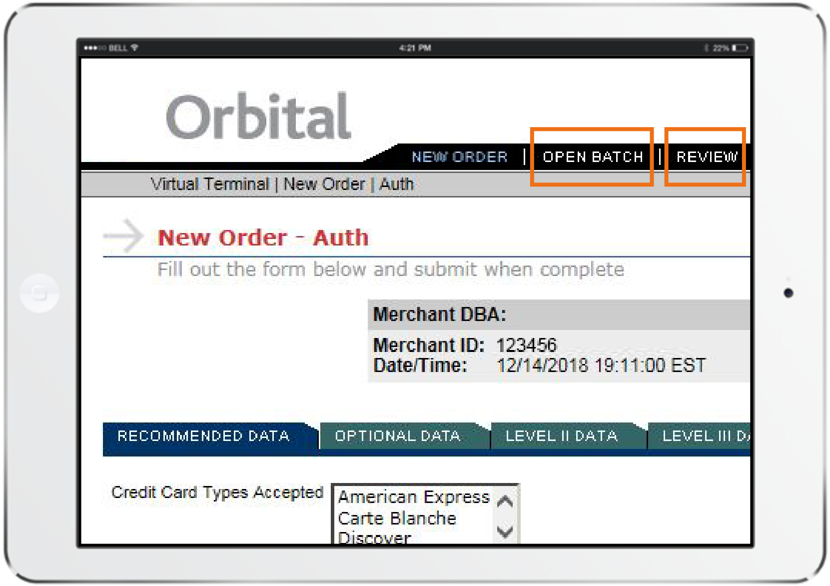
2 | Select search criteria

3 | Select Query Type from dropdown menu

4 | Click the Search button

5 | Click Reporting

6 | Click the Retrieve Report button



Step 1

Click Open Batch or Review

To view detail in an open batch, click the **Open Batch** tab at the top of the page. To view detail for a closed batch (already settled), click the **Review** tab.

Steps

1 | Click Open Batch or Review

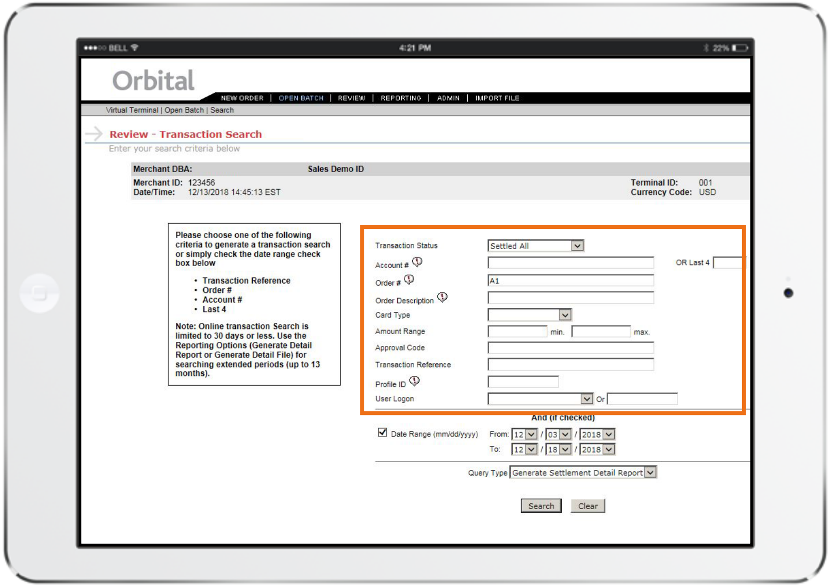
2 | **Select search criteria**

3 | Select Query Type from dropdown menu

4 | Click the Search button

5 | Click Reporting

6 | Click the Retrieve Report button



Step 2

Select search criteria

Enter or select the criteria for your report. In the example, **A1** is entered for the **Order #** criteria.

Steps

1 | Click Open Batch or Review

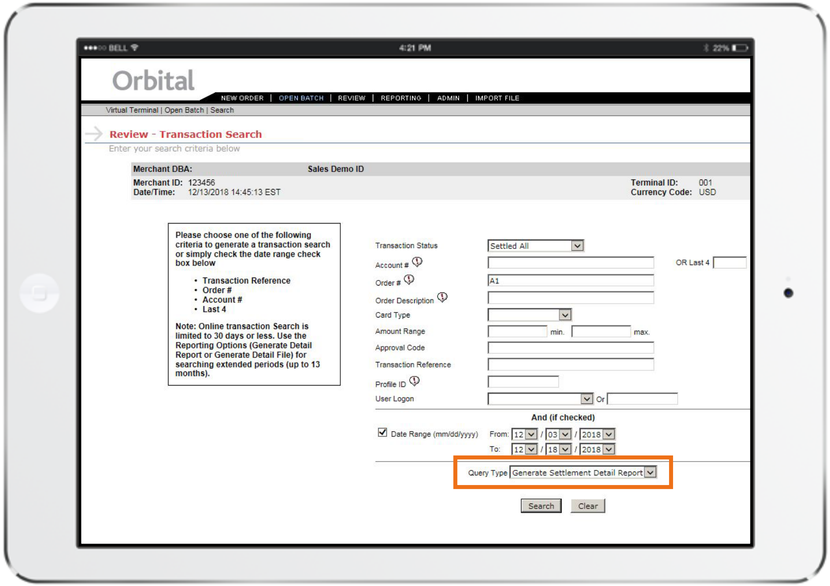
2 | Select search criteria

3 | **Select Query Type from dropdown menu**

4 | Click the Search button

5 | Click Reporting

6 | Click the Retrieve Report button



Step 3

Select Query Type from dropdown menu

From the **Query Type** dropdown menu at the bottom of the page, select **Generate Detail File** to open an Excel spreadsheet or **Generate Detail Report** to open a PDF.

Steps

1 | Click Open Batch or Review

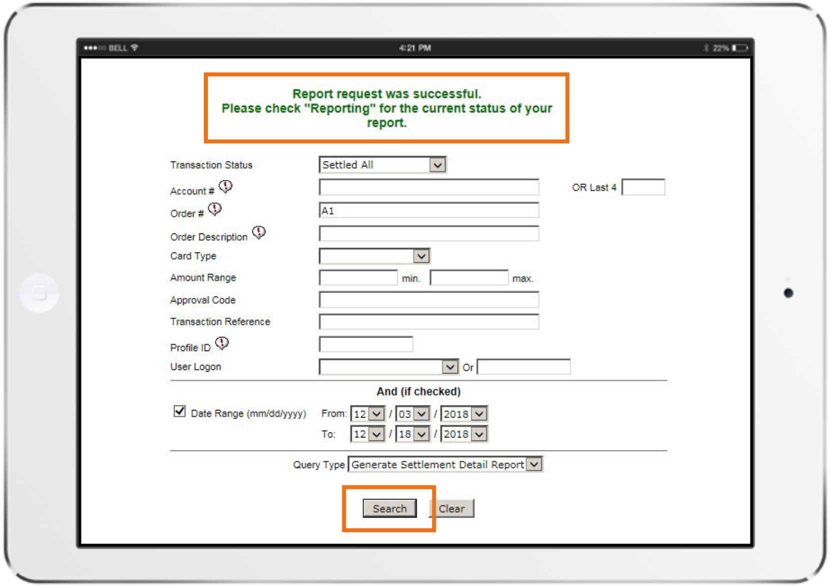
2 | Select search criteria

3 | Select Query Type from dropdown menu

4 | **Click the Search button**

5 | Click Reporting

6 | Click the Retrieve Report button



Step 4

Click the Search button

Click the **Search** button. *Report request was successful* will display on your page in green.

Steps

1 | Click Open Batch or Review

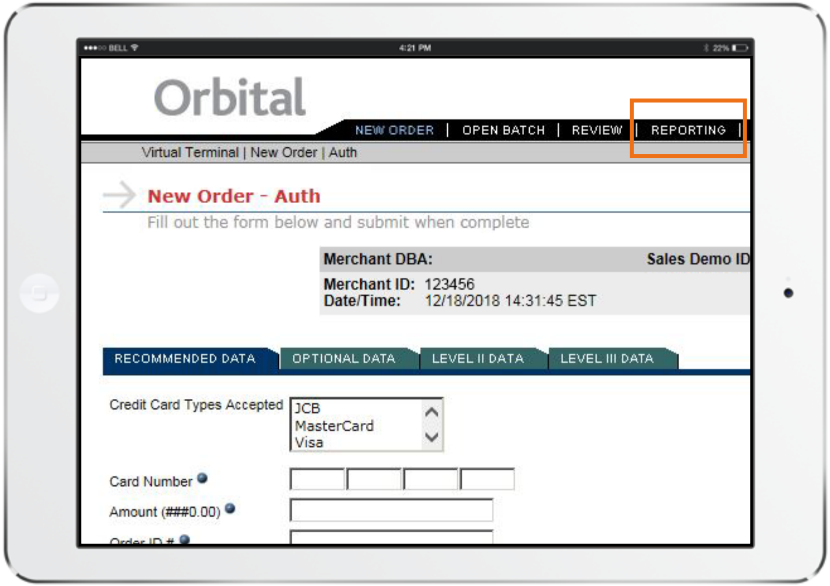
2 | Select search criteria

3 | Select Query Type from dropdown menu

4 | Click the Search button

5 | **Click Reporting**

6 | Click the Retrieve Report button



Step 5

Click Reporting

Click the **Reporting** tab at the top of the page to view reports that you have created.

Steps

1 | Click Open Batch or Review

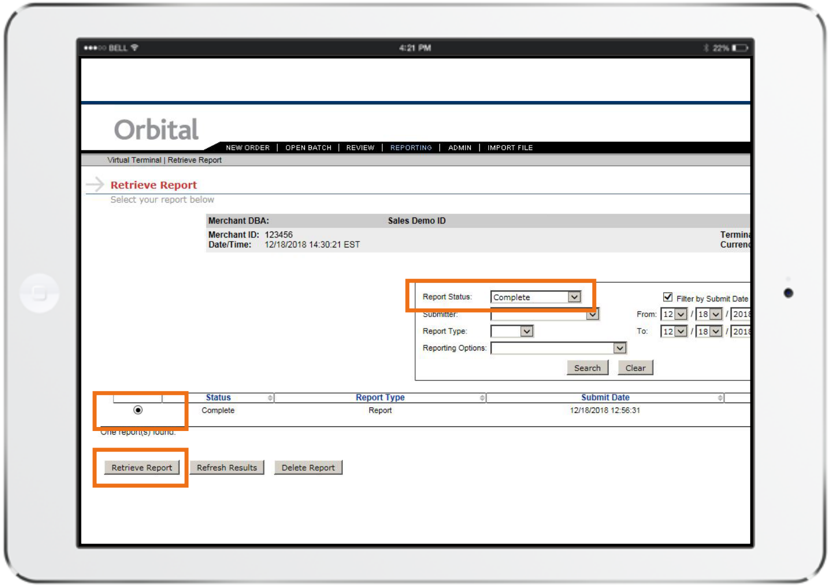
2 | Select search criteria

3 | Select Query Type from dropdown menu

4 | Click the Search button

5 | Click Reporting

6 | **Click the Retrieve Report button**



Step 6

Click the Retrieve Report button

Once your report is listed in the **Status** column as **Complete**, select the report's **Radio** button and click the **Retrieve Report** button to be prompted to open or save the report. Pop-up windows will need to be enabled for this feature to work.