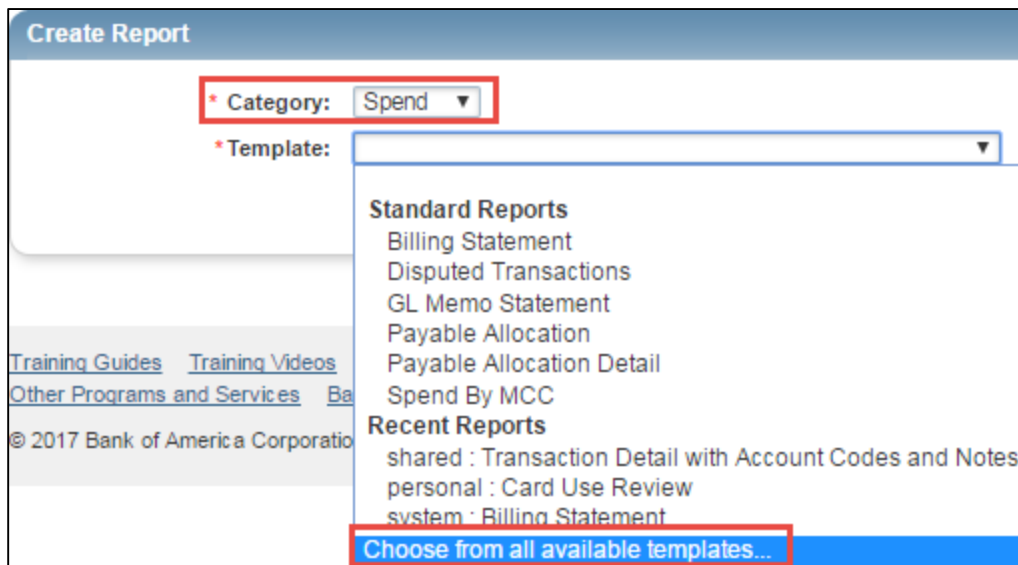
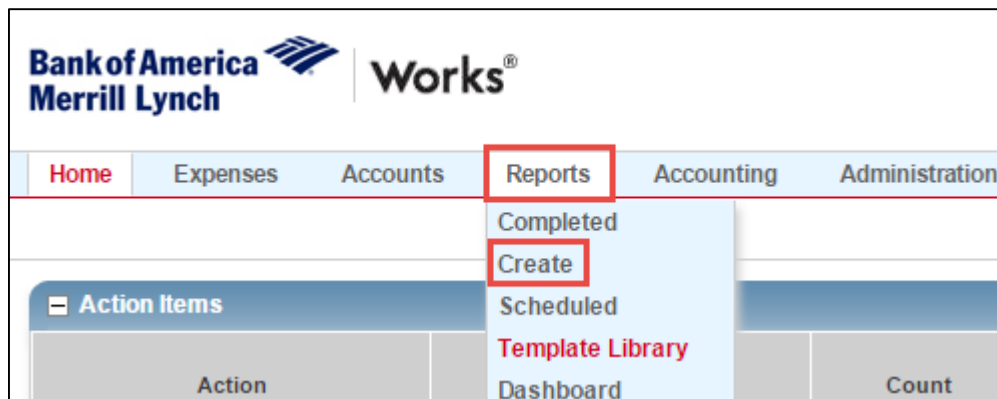


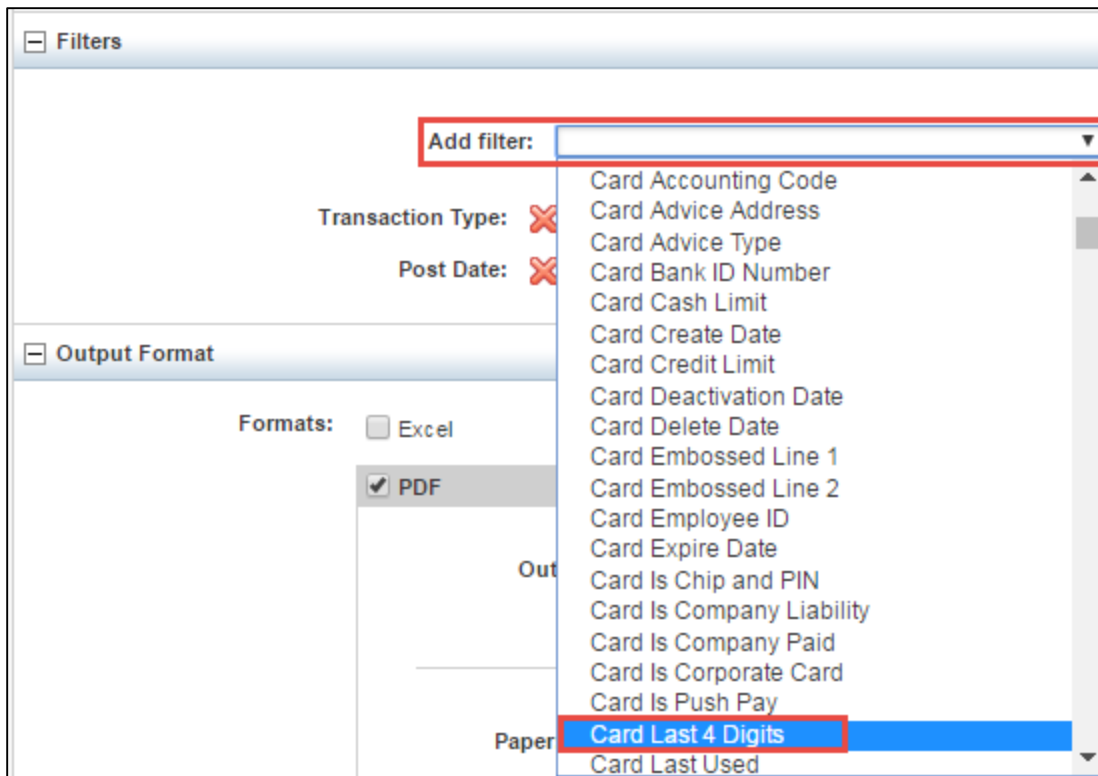
Running Monthly Statements:


Creating Scheduled Reports:

- 1) From the Works main menu, click on “**Reports**” and then “**Create**”. On the following screen under the “**Template**” option, select “**Choose from all available templates**” and then select the “**Monthly Statement**” option.



- 2) Under the “**Filters**” section, make sure that the “**Card Last 4 Digits**” filter is present, typing in the last 4 digits of your procurement card into the field. If the filter is not present, select “**Add Filter**”, and find the “**Card Last 4 Digits**” filter under the “**Card**” subheading.



3) Change the dates that you are wanting to run the report for by clicking the  icon next to “**Post Date**”.



Select Dates

0	2	3	4	5	6	7	8	P
1	9	10	11	12	13	14	15	R
7	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
2		1	2	3	4	5	6	M
0	7	8	9	10	11	12	13	A
1	14	15	16	17	18	19	20	Y
7	21	22	23	24	25	26	27	
	28	29	30	31				
2				1	2	3		J
0	4	5	6	7	8	9	10	U
1	11	12	13	14	15	16	17	N
7	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
2						1		J
0	2	3	4	5	6	7	8	U

MM	DD	YY
4	29	2017
5	31	2017

- Month-to-Date
- Cycle-to-Date
- Year-to-Date
- Previous Week
- Previous Month
- Past 30 days
- Previous Cycle
- Past days
- Selected Week
- Selected Month
- Selected Cycle
- Today
- Custom

OK Cancel

4) In the “Scheduling and Expiration” section, type the last 4 digits of your card after the monthly statement name and then select “Recurring” and then “Every billing cycle plus 1 day” and “Submit” the report. This will make the report run automatically every month. You can follow these steps to create a template for every card that you possess if you are the cardholder for multiple accounts.

Scheduling and Expiration

Job Name: Monthly Statement 5687

Run for User(s): None selected

Schedule:

- Run Now
- Run Later
- Recurring ⚠ Report times will be Central time zone
 - Every 1 day(s) at Midnight
 - Every Sunday at Midnight
 - Every month on the 1st at Midnight
 - Every billing cycle plus 1 day(s)
 - Every quarter starting January 1st

Report Expiration after: 7 day(s)

Submit Report

Running Daily Reports:

- 1) Select **"Scheduled"** under the **"Reports"** heading. Then find the monthly report you just created and hit **"Modify/Run"**.

The screenshot shows a navigation bar with 'Home', 'Expenses', 'Accounts', 'Reports', 'Accounting', and 'Administration'. Below the navigation bar is a breadcrumb trail 'Reports > Scheduled'. A section titled 'Scheduled Reports' contains a table with columns 'Report Name' and 'Submitted By'. The table lists three reports: 'Billing Statement', 'Billing Statement', and 'Monthly Statement 5687', all submitted by 'TRAUTMAN, IAN'. A context menu is open over the 'Monthly Statement 5687' row, with options: 'View Full Details', 'Modify / Run', 'Edit Recurrence', and 'Remove from Schedule'. The 'Modify / Run' option is highlighted with a red box.

- 2) Change the dates of the report in the **"Filter"** section and then scroll to the bottom and under the **"Scheduling and Expiration"** section select **"Run Now"** and **"Submit"** the report. After a minute you should see a **"PDF"** option available to click on and view the report.

The screenshot shows the 'Scheduling and Expiration' configuration page. The 'Job Name' is 'Monthly Statement 5687'. The 'Run for User(s)' is 'None selected'. Under the 'Schedule' section, the 'Run Now' radio button is selected. The 'Report Expiration after' is set to '7 day(s)'. A 'Submit Report' button is located at the bottom right of the page.

The screenshot shows the 'Completed Reports' table. The table has columns: 'Queued At', 'Report Name', 'Status', and 'New'. The first row shows the report 'Monthly Statement 5687' with a status of 'Ready' and a green checkmark in the 'New' column. A 'PDF' link is visible in the bottom right corner of the row.