Running Monthly Procurement Card 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”.
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.
Running Daily Reports:

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

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.