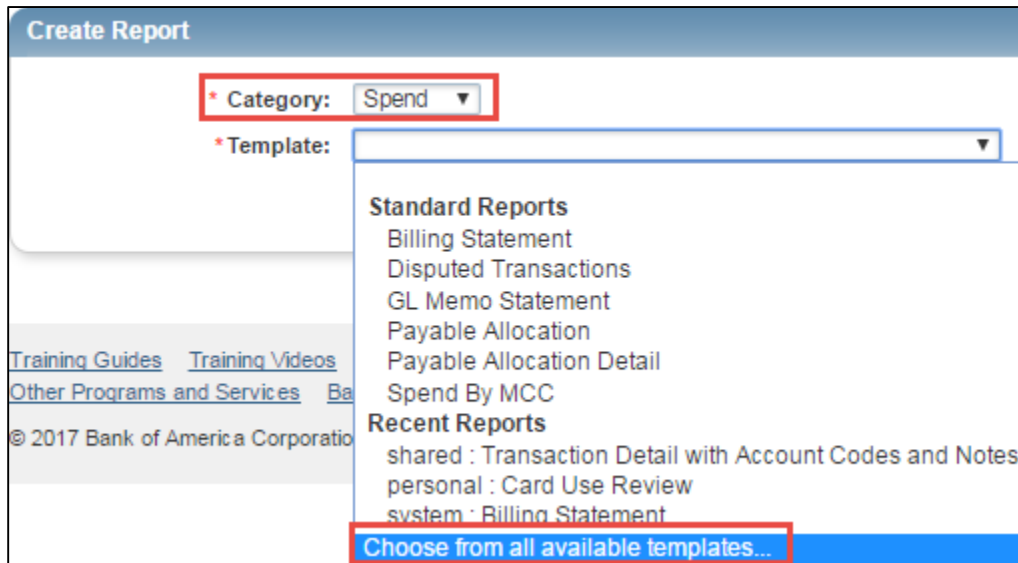
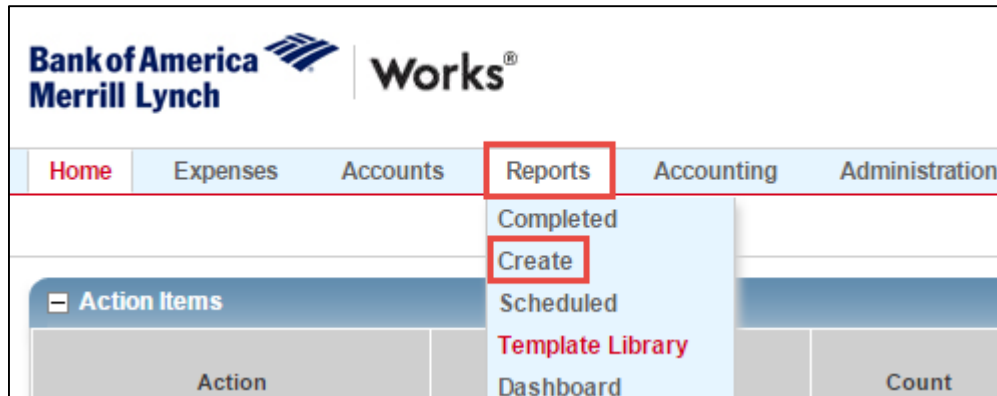


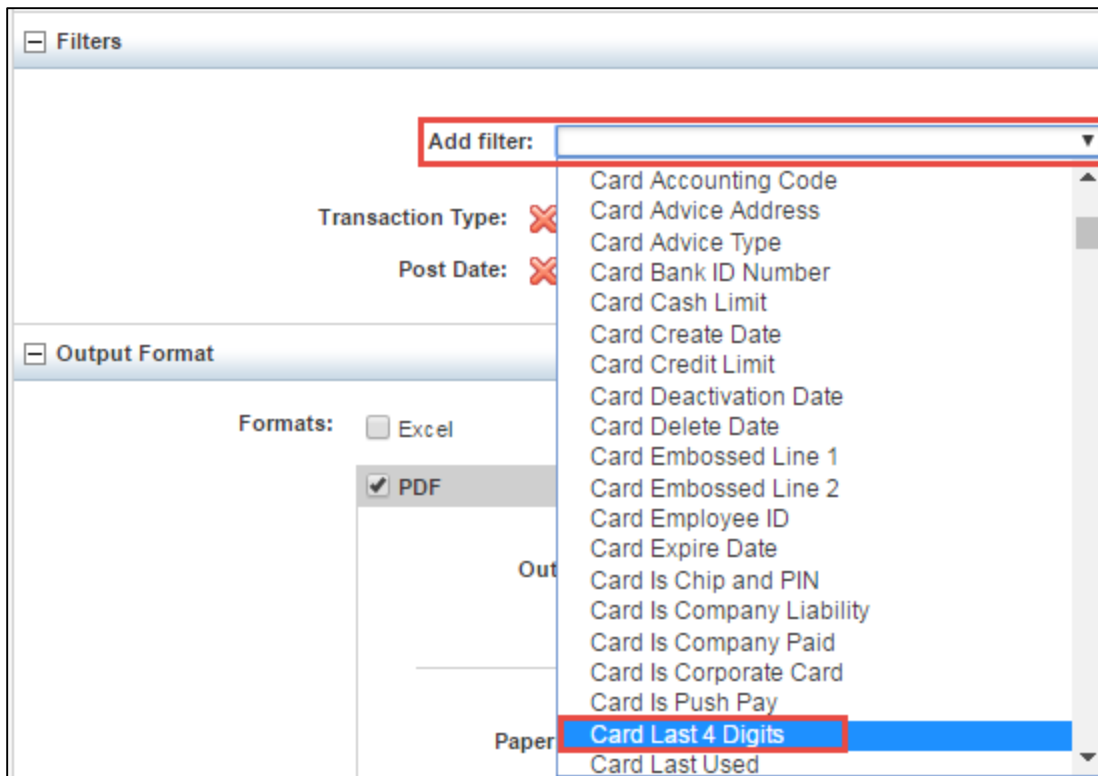
## Running Monthly Procurement Card Statements:


### 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**”.



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
- Selected Week
- Selected Month
- Selected Cycle
- Previous Week
- Previous Month
- Past 30 days
- Previous Cycle
- Past  days
- 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"**.

Home Expenses Accounts **Reports** Accounting Administration

Reports > Scheduled

### Scheduled Reports

Report Name	Submitted By
Billing Statement	TRAUTMAN, IAN
Billing Statement	TRAUTMAN, IAN
<b>Monthly Statement 5687</b>	TRAUTMAN, IAN

- View Full Details
- Modify / Run**
- Edit Recurrence
- Remove from Schedule

- 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.

Scheduling and Expiration

Job Name: Monthly Statement 5687

Run for User(s): None selected

Schedule:  Run Now  
 Run Later  
 Recurring

Report Expiration after: 7 day(s)

Submit Report

### Completed Reports

	Queued At	Report Name	Status	New	
<input checked="" type="checkbox"/>	06/19/2017 12:59 PM CDT	Monthly Statement 5687	Ready	<input checked="" type="checkbox"/>	<b>PDF</b>