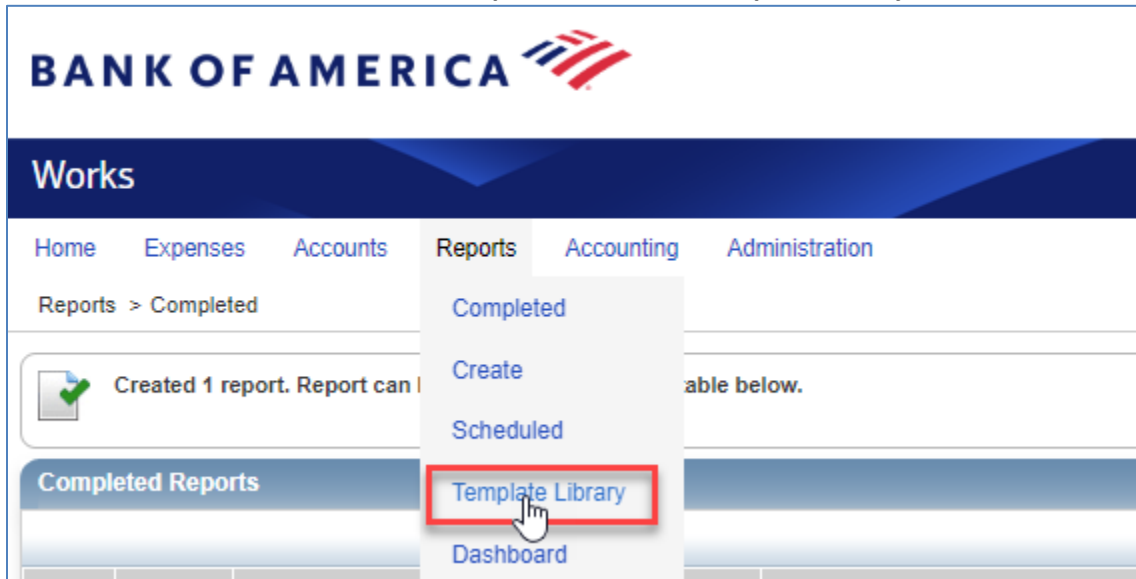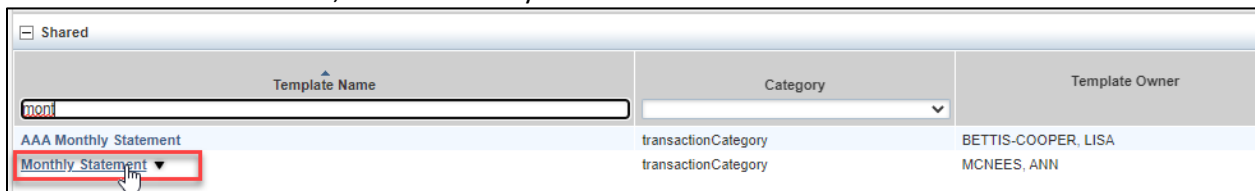# Running One Monthly Statement:

To run one month statement:
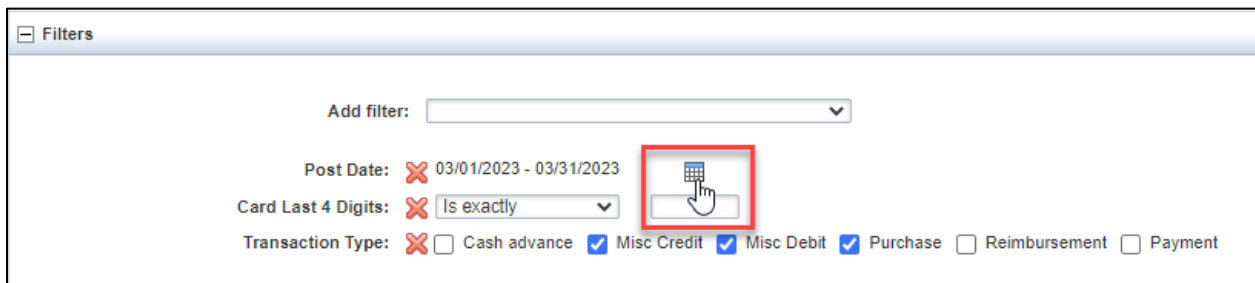
1) From the Works main menu, click on "**Reports**" and then "**Template Library.**"

2) Under the "**Shared**" section, Search Monthly statement

3) Scroll down to the Filters section, change the month that you are wanting to run the report for by clicking the ▦ icon next to "**Post Date**". Click on Selected Month on the right and then click on the month you want to run. Click OK

Select Dates

0	5	6	7	8	9	10	11	E
2	12	13	14	15	16	17	18	B
3	19	20	21	22	23	24	25
	26	27	28

MM	DD	YY
3	1	2023
3	31	2023

- 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 30 days

- Today
- Custom

OK   Cancel

4) Add the last 4 digits of the card you want for the report.

Filters

Add filter: [   ] ▼

Post Date: ✖ 03/01/2023 - 03/31/2023

Card Last 4 Digits: ✖ Is exactly ▼ 1234

Transaction Type: ✖ ☐ Cash advance ☑ Misc Credit ☑ Misc Debit ☑ Purchase ☐ Reimbursement ☐ Payment

5) Scroll down to Scheduling and Expiration. Add the Month Year to the Job Name and click Submit report.

Scheduling and Expiration

Job Name: [Monthly Statement March 2023]

Run for User(s): None selected 🔍

Schedule: ● Run Now
○ Run Later
○ Recurring

Report Expiration: after 7 day(s)

Submit Report

6) This will take to you Completed Reports page. The report may take a few minutes and say Awaiting Processing.

Completed Reports

		Queued At	Report Name	Status
☐				
☐	⊞	04/04/2023 11:27 AM CDT	Monthly Statement	Awaiting Processing (+)

7) You can refresh this page by clicking the refresh button.
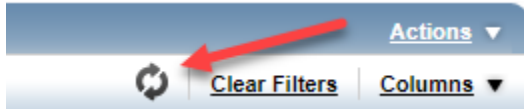
8) Once the report is complete, you will see a green arrow under the status column. Click on the PDF link. This will open the pdf document and you can print or save the pdf from there.

	Queued At	Report Name	Status	New	
+	04/04/2023 11:27 AM CDT	Monthly Statement	Ready	✔	PDF