Steps for Creating Monthly P-card Billing Statement

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***In the Navigation bar: Navigate to "Configurable Reports"**
Click on "Reports"

Select the type of report you want to generate from the options listed: SPEND REPORTS

Step 1: Choose a "Spend Reports" @ Report Template
Click on: ("choose from all available templates……")

Select a Report:
Select: "my memo statement"
Click on: "finish

Click on the tab: Show expert view

Step 2: Choose the export Format:
PDF (only)

Step 3: Configure Report Columns
***DO NOT CHANGE DATA**

Step 4: Add General and Column Filters
@ "add filter" drill down on blue arrow
Under Card
Drill down and click on the word "card"

Under "Post date"
Select date range
Under "Card"
Select your card

Step 5: Bookmarking
Leave vacant

Step 6: Scheduling and Expiration
Leave vacant
CLICK: Submit Report (open and print your monthly billing statement)

Standard Reports Retirement

What you need to know

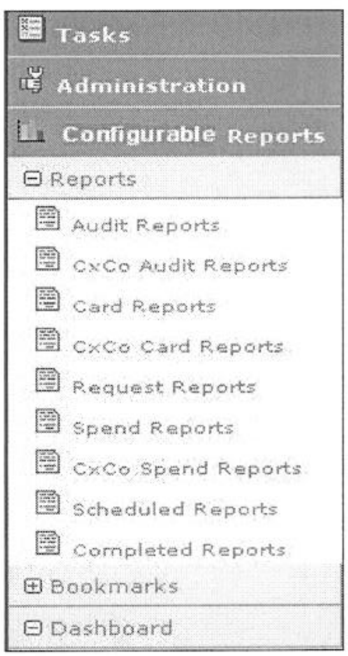
To improve reporting efficiency, Standard Reports will no longer be available after the end of Q1, 2010, and all customers will use configurable **Reports** to access their reports and create report templates.

The purpose of this document is to help you become familiar with configurable Reports and to assist you in creating report templates you can bookmark for future use.

Creating a Configurable Report in Expert View

First-Time Setup

Under **Configurable Reports**, select **Reports,** then select the type of report you want to generate from the options listed under the Reports navigation menu.



Configurable reports are divided into the following types and the type determines what data can be included in the report. Please note that some data elements exist in more than one report type (For example, "account number" is available in Audit, Card, and Spend reports).

Audit Reports – display data specific to audit reports
CxCo Audit Reports – display data specific to audit reports used within multiple companies/across multiple instances of Works

Card Reports – display data specific to cards
CxCo Card Reports – display data specific to cards used within multiple companies/across multiple instances of Works

Request Reports – display data specific to purchase requests

* **Spend Reports** – display data specific to spend
CxCo Spend Reports – display data specific to spend within multiple companies/across multiple instances of Works

Note: Cross-Company (CxCo) report options display only if your organization is licensed to use this feature.

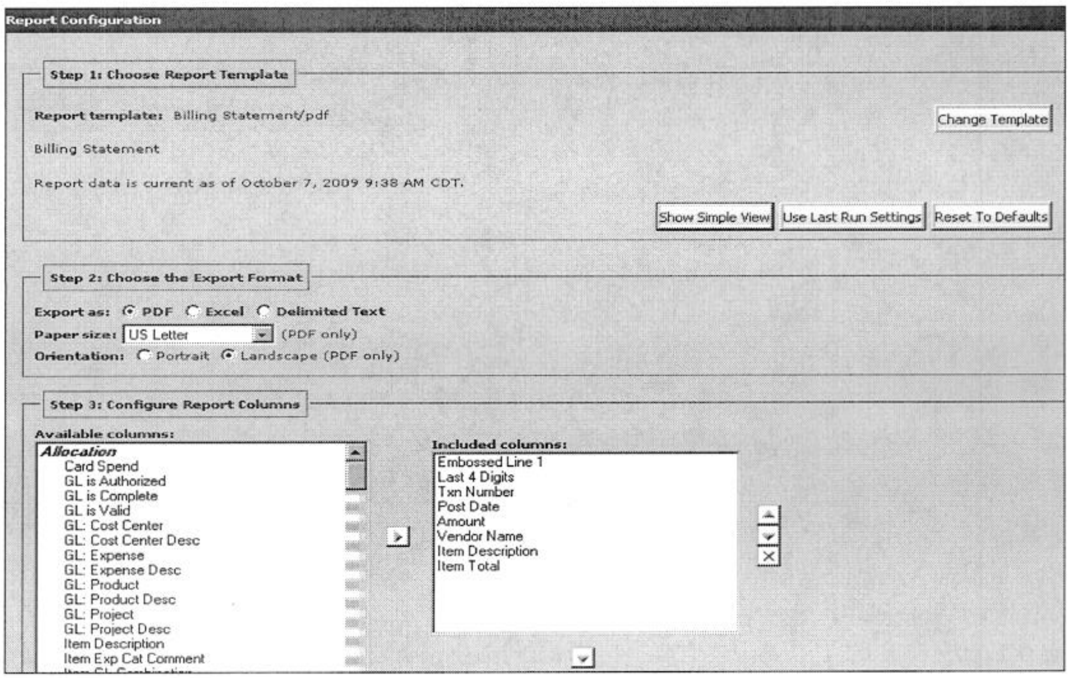
Step 1: Choose a report template

1. Click on the **Report template** drop down menu to select a report template. (If the template does not appear on the drop-down, select * "Choose from all available templates…" and find your report there. If another Administrator has shared it with the company, you may need to check "Include Shared Reports" to view it.)

* SELECT: My memo statement

The Report Configuration page displays the template name at the top of the page. Select the Show Expert View button to give you configuration options. ***Note:*** *If you are in Expert View, the **Show Simple View** button is visible. This allows the user to create a report, using a view and configuration options they are comfortable with.*

Report Configuration page in Expert View



Step 2: Choose an Export Format

Select PDF format to export the data and automatically sum columns where applicable. If you prefer to have the data in Excel or Delimited Text format, choose that option. If applicable, select the paper size and orientation of the report (page layout).

OMIT →

Step 3: Configure Report Columns

Add the appropriate fields for your report to the **Included columns** list and remove all other fields from the list. Modify your **Sort columns** as necessary.

Note:

- To add to the list of Included columns, select a field from the list of Available columns and click .
- To remove a field from the list of Included columns, select from the list of Included columns and click .
- Use or buttons to the right of the **Sort Columns** list to adjust how the data is sorted. Click above that list to add a column.

Step 4: Filter Report Data

AT ADD FILTER DRILL DOWN ONTHE SELECT ARROW

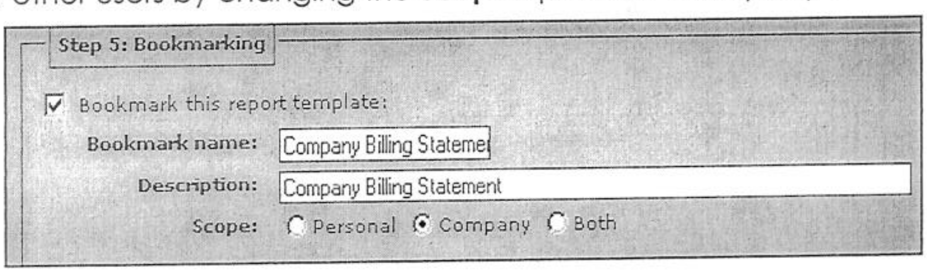
UNDER CARD:
Drill down and click onto the word "card"

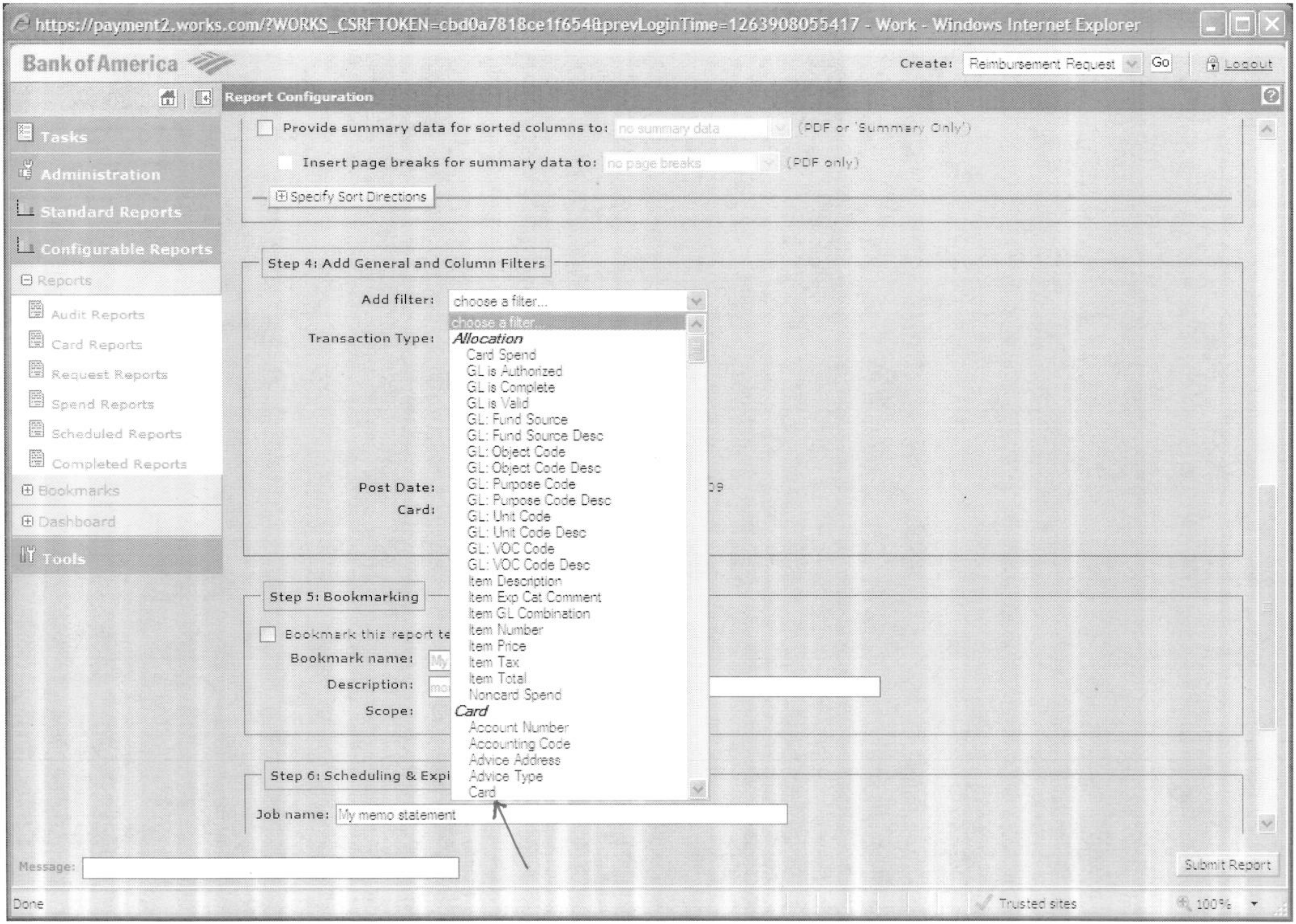
OMIT →

Step 5: Bookmarking

Bookmark your report with a title (ex. "*Company Billing Statement*") and enter a description. **Bookmarking saves the template for future use.**

Note: Program Administrators and Accountants can make reports visible for other users by changing the **Scope** option to "Company".

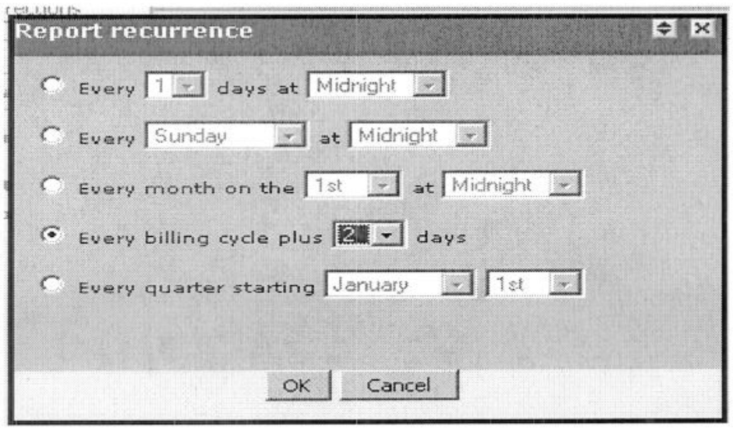



https://payment2.works.com/?WORKS_CSRFTOKEN=cbd0a7818ce1f654&prevLoginTime=1263908055417 - Work - Windows Internet Explorer
Bank of America
Create: Reimbursement Request
Go
Logout
Report Configuration
Tasks
Administration
Standard Reports
Configurable Reports
Reports
Audit Reports
Card Reports
Request Reports
Spend Reports
Scheduled Reports
Completed Reports
Bookmarks
Dashboard
Tools
Provide summary data for sorted columns to: no summary data (PDF or 'Summary Only')
Insert page breaks for summary data to: no page breaks (PDF only)
Specify Sort Directions
Step 4: Add General and Column Filters
Add filter: choose a filter...
Transaction Type:
Post Date:
Card:
choose a filter...
Allocation
Card Spend
GL is Authorized
GL is Complete
GL is Valid
GL: Fund Source
GL: Fund Source Desc
GL: Object Code
GL: Object Code Desc
GL: Purpose Code
GL: Purpose Code Desc
GL: Unit Code
GL: Unit Code Desc
GL: VOC Code
GL: VOC Code Desc
Item Description
Item Exp Cat Comment
Item GL Combination
Item Number
Item Price
Item Tax
Item Total
Noncard Spend
Card
Account Number
Accounting Code
Advice Address
Advice Type
Card
Step 5: Bookmarking
Bookmark this report te
Bookmark name:
Description:
Scope:
Step 6: Scheduling & Expi
Job name: My memo statement
Message:
Submit Report
Done
Trusted sites
100%

OMIT → **Step 6: Schedule the report (Optional)**

You have the option to schedule your report to run automatically based on the settings chosen such as Date and Time. Select an option or click **OK** to return to the previous page.

Program Administrators can also schedule reports for other users by selecting the "Employees" button and selecting the User(s) they wish to schedule the report for.



Step 7: Click Submit Report to save the template. This generates the report.

Manually Running a Report

Under **Configurable Reports**, select **Reports** and then select the type of report you want to generate from the options listed under the Reports Navigation menu.

1. Select a template from the drop down list. (If it does not appear on the drop-down, select "Choose from all available templates..." and find your report there. If another Administrator has shared it with the company, you may need to check "Include Shared Reports" to view it.)
2. The template is set up to default to PDF format. If you prefer the data in another format, choose that option.
3. Follow instructions in **Steps 3** and **4** above.
4. Click Submit Report.