Steps for Creating Monthly P-card Billing Statement

Go to: https://payment2.works.com

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*In the Navigation bar: Navigate to “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 first tab to change from “Show Expert View” to “Show Simple 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)
### Select a report

#### Step 2: Choose a Spend Reports Template

<table>
<thead>
<tr>
<th>Template</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner's Journal</td>
<td>Monthly Spend Report</td>
</tr>
<tr>
<td>Mail Order</td>
<td>Monthly Spend Report</td>
</tr>
<tr>
<td>MCC-51059</td>
<td>Monthly Spend Report</td>
</tr>
<tr>
<td>MCC-51059-2</td>
<td>Monthly Spend Report</td>
</tr>
</tbody>
</table>

#### Alerts

- Tax Audit
- Invoice Processing Status
- Source Code Details
- Supplier Spend Details
- Workforce Details

#### Options

- Include report:
  - Owner's Journal
  - Mail Order
  - MCC-51059
  - MCC-51059-2

#### Actions

- Print
- Cancel

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**Note:** This page appears to be a screenshot of a software interface, possibly for managing reports or financial data. The specific context is not clear from the image alone.