

# Steps to Create a Monthly Statement

- The bank statement closes at midnight on the 25th of month unless it falls on a weekend. Print statement after 9 am on the first business day following the statement closing.
- Go to: <https://payment2.works.com/works/home>
- Login: Login Name will be your CP email address. Password will be your existing Works password.



**About Works**

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#).

**Login to Works**

Organization: CENTRAL PIEDMONT COMM COLL

Login Name:

Password:

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

Username is CP Email Address

- Select “**Reports**” tab.



Home Expenses **Reports**

Action Items			
Action	Acting As	Count	
No data available in table			

- A drop down box will display with 4 options: Completed, Create, Scheduled, and Template Library. Select “**Create**”.

Home Expenses Reports

Completed  
Create  
Scheduled  
Template Library  
Dashboard

Action Items

Action	Acting As	Count
No data available in table		

Home Expenses Reports

Reports > Create

Create Report

\* Category:

\* Template:

Select “Spend” from the drop box options:

Home Expenses Reports

Reports > Create

Create Report

\* Category:

\* Template:

Account

Request

Spend

[Training Guides](#) [Training Videos](#) [Security](#) [Recommended Settings](#)

Select “Choose from all available templates” from the dropdown box:

Bank of America  
Merrill Lynch Works®

Home Expenses Reports

Reports > Create

Create Report Report data is current as of 05/24/2016 2:07 PM CDT

\* Category:

\* Template:

Standard Reports

- Receipt Status
- Billing Statement
- Disputed Transactions
- GL Memo Statement
- Payable Allocation
- Payable Allocation Detail
- Spend By MCC
- Choose from all available templates...

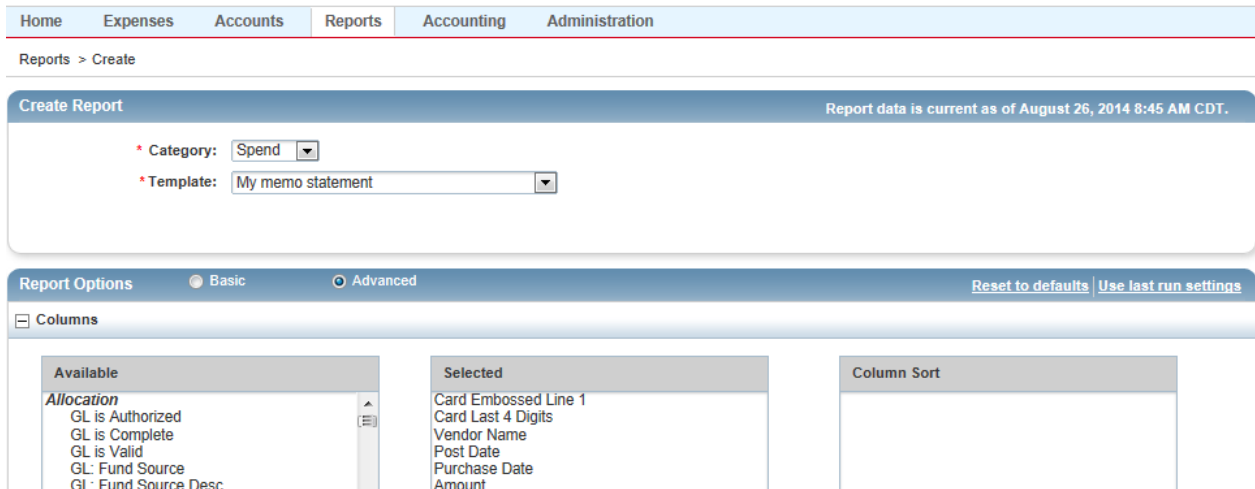
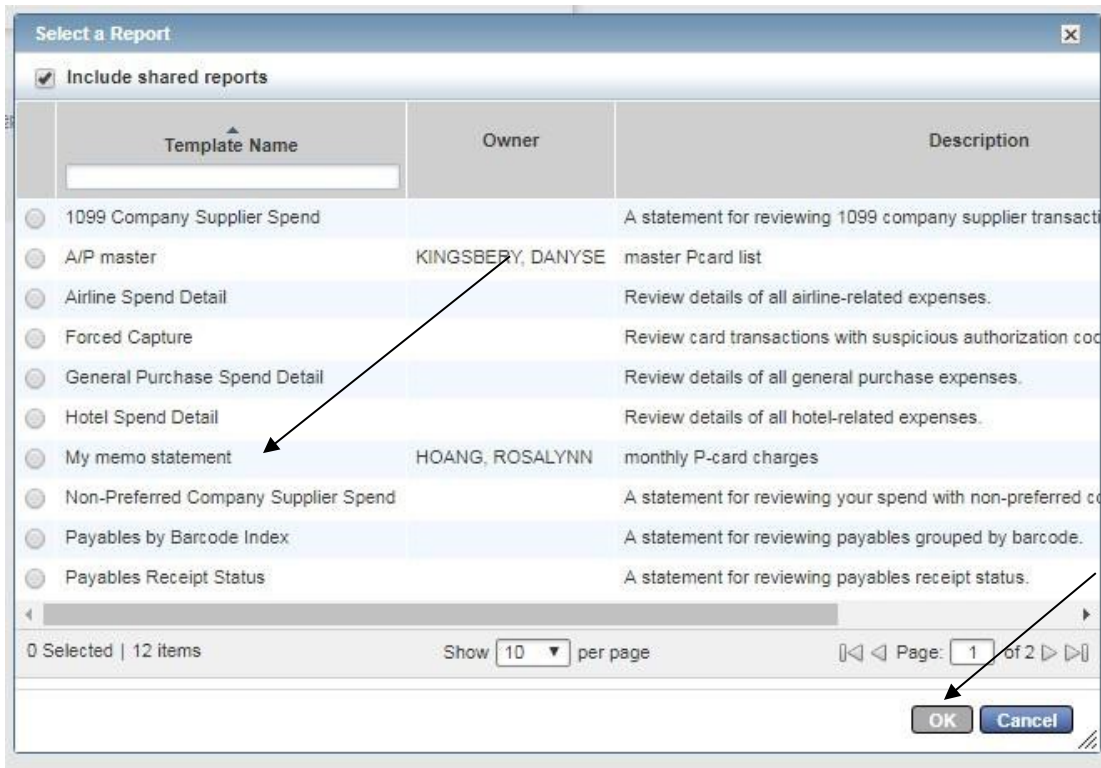
Changing report type may reset fields

[Training Guides](#) [Training Videos](#)

© 2016 Bank of America Corporation

was May 24, 2016, 2:07 PM CDT.

Select “My memo statement” option and click OK.



Under the Filters section, click on the **magnifying glass** icon next to “Card”.  
 Select your name and click OK. If you need to pull reports for any  
 deactivated cards, be sure to check the box “Include Deactivated Accounts.”

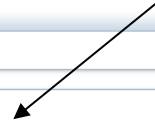
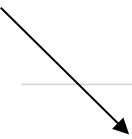
Filters

Add filter:

Card :  All Cards in scope

Post Date:  03/24/2018 - 04/25/2018

Transaction Type:  Cash advance  Misc Credit  Misc Debit  Purchase  Reimbursement  Payment



Select Account(s)

Include Deactivated Accounts Clear Filters

Account	Account Nickname	Account Name	Account ID	Type	Profile	Deactivated
<input type="checkbox"/>		Cardholder Information				
<input checked="" type="checkbox"/>	REYNOLDS, EMILY	EMILY REYNOLDS	0000	managed	02-975000-02-92500-0000-0002	

1 Selected | 1 item      Show 10 per page      Page: 1 of 1

OK Cancel

Verify the dates match the date range for the months P-card reconciliation. Click on the **calendar icon** next to “Post Date” if a different date range is desired. Click **OK**.

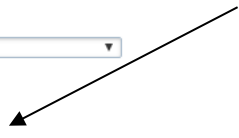
Filters

Add filter:

Card :  All Cards in scope

Post Date:  03/24/2018 - 04/25/2018

Transaction Type:  Cash advance  Misc Credit  Misc Debit  Purchase  Reimbursement  Payment



Select Dates

2				1	2	3	M
0	4	5	6	7	8	9	A
1	11	12	13	14	15	16	R
8	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
2	1	2	3	4	5	6	A
0	8	9	10	11	12	13	P
1	15	16	17	18	19	20	R
8	22	23	24	25	26	27	28
	29	30					
2				1	2	3	M
0	6	7	8	9	10	11	A
1	13	14	15	16	17	18	Y
8	20	21	22	23	24	25	26
	27	28	29	30	31		
2				1	2		J
0	3	4	5	6	7	8	U

MM DD YY  
3 24 2018  
4 25 2018

Month-to-Date     Selected Week  
 Cycle-to-Date     Selected Month  
 Year-to-Date     Selected Cycle  
 Previous Week     Today  
 Previous Month     Custom  
 Past 30 days  
 Previous Cycle  
 Past 30 days

OK Cancel

OUTPUT FORMAT:  
Select "PDF" if not already selected.

Output Format

Formats:  Excel  PDF

Output Files:  Full Details  Summary Only

Paper: US Letter

Orientation:  Portrait  Landscape

Add Summary Data in Header

Add Signature Line to:  Header  Footer

Insert Page Break: No Page Break

Delimited Text

Summary Grouping: No Summary Data

⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

- Click on "Submit Report".

Submit Report

Completed Reports						
		Queued At	Report Name	Status	New	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/24/2018 02:35 PM CDT	My memo statement	Ready	<input checked="" type="checkbox"/>	<a href="#">PDF</a>

- To open the report, click PDF.
- The report will generate and look similar to the following.

<i>My memo statement</i>				
Card Embossed Line 1	Card Last 4 Digits	Vendor Name	Post Date	Purchase Date
Amount				Payment Amount
0.00				0.00
report count:	0			