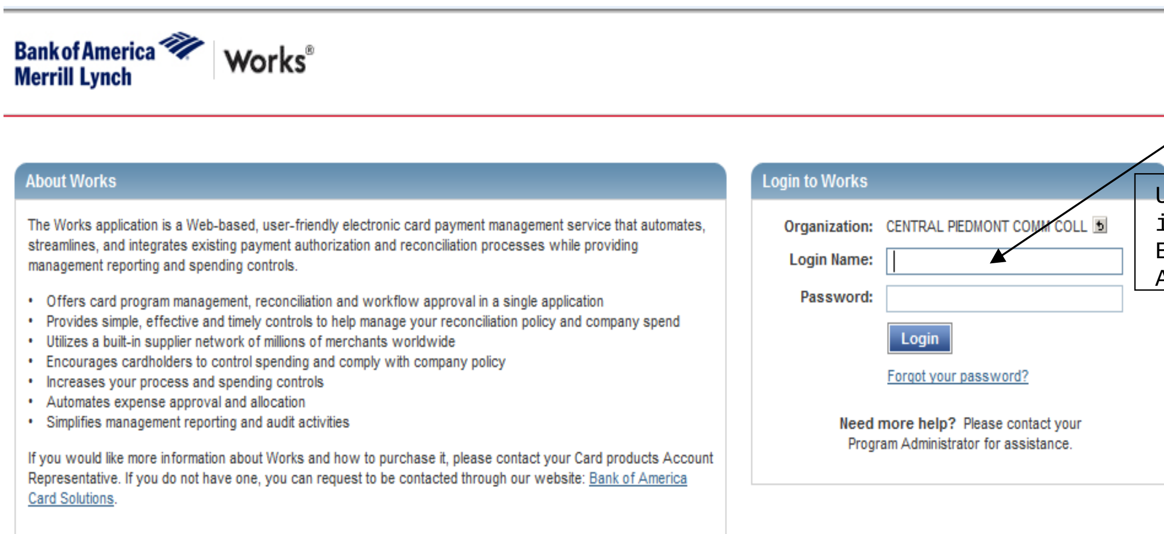
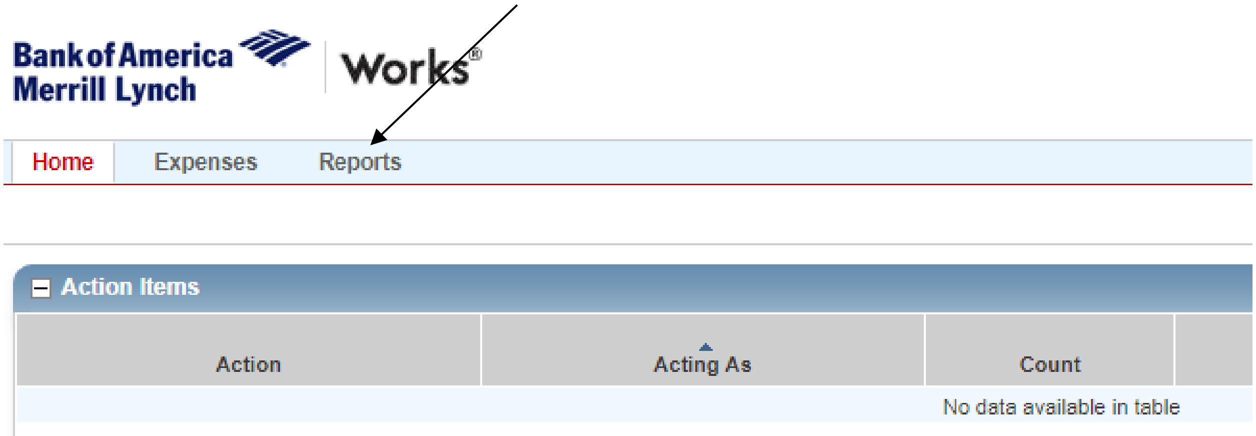
Steps to Create a Monthly Statement

- 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.

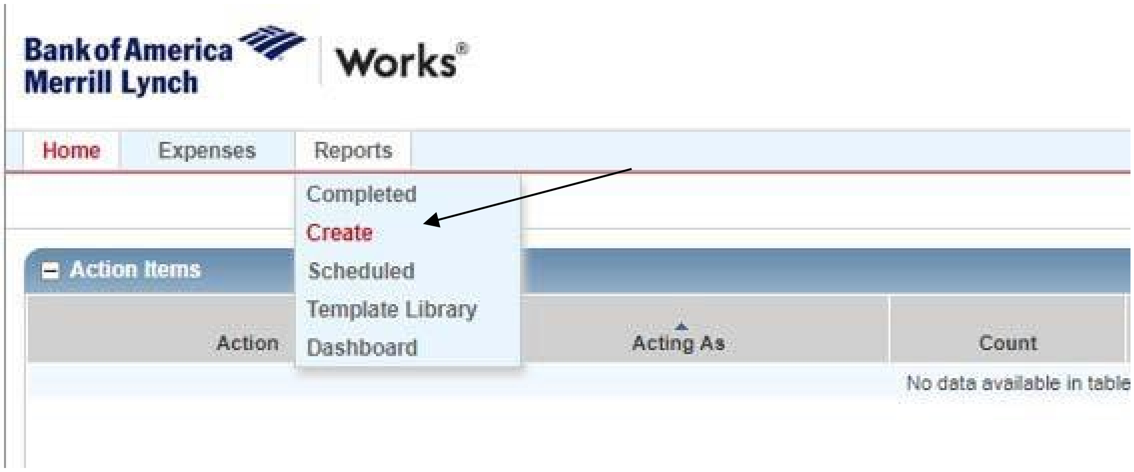


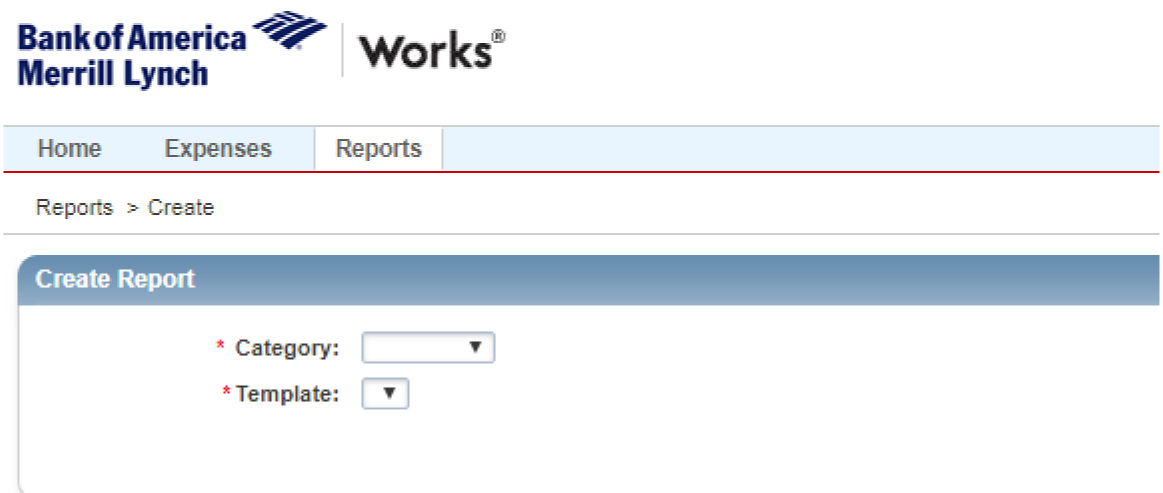
Username is CP Email Address

- Select **"Reports"** tab.

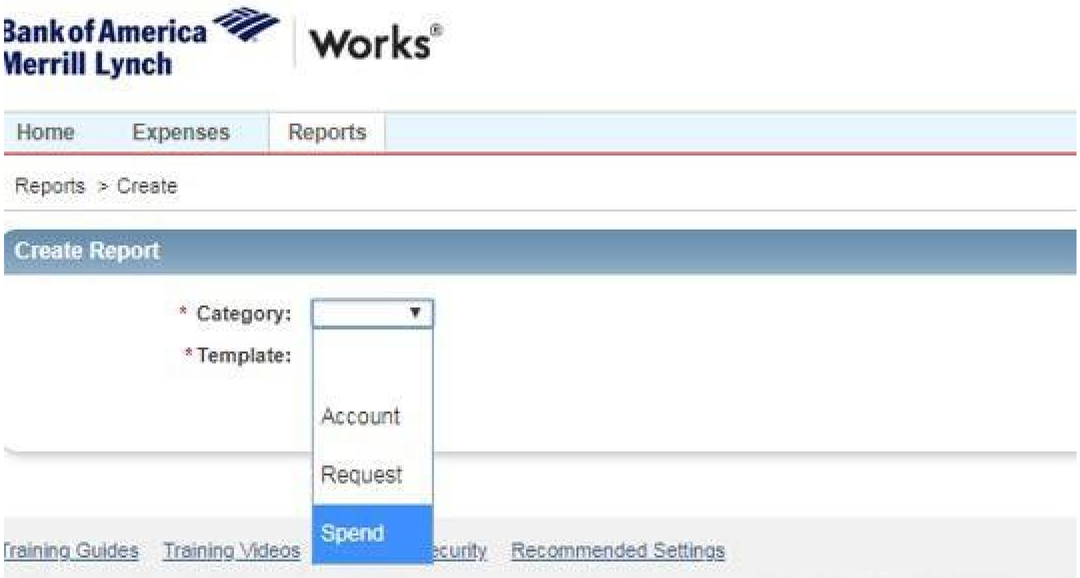


- A drop down box will display with 4 options: Completed, Create, Scheduled, and Template Library. Select **"Create".**

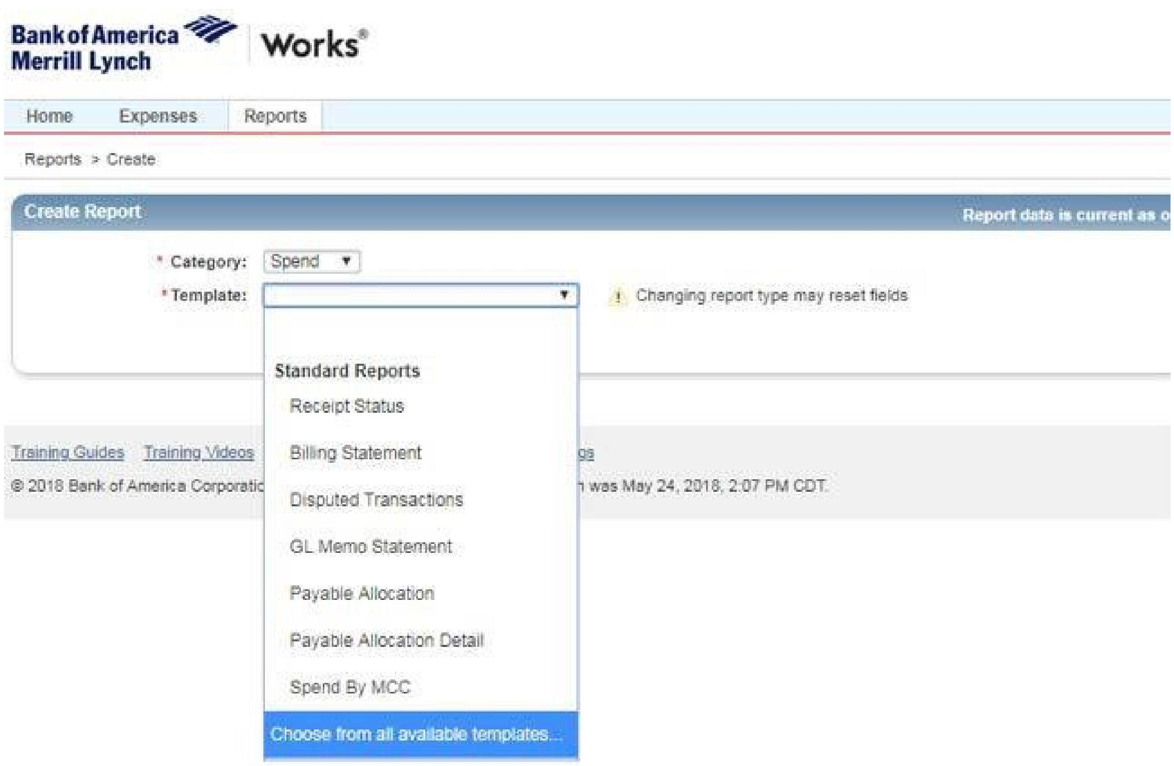




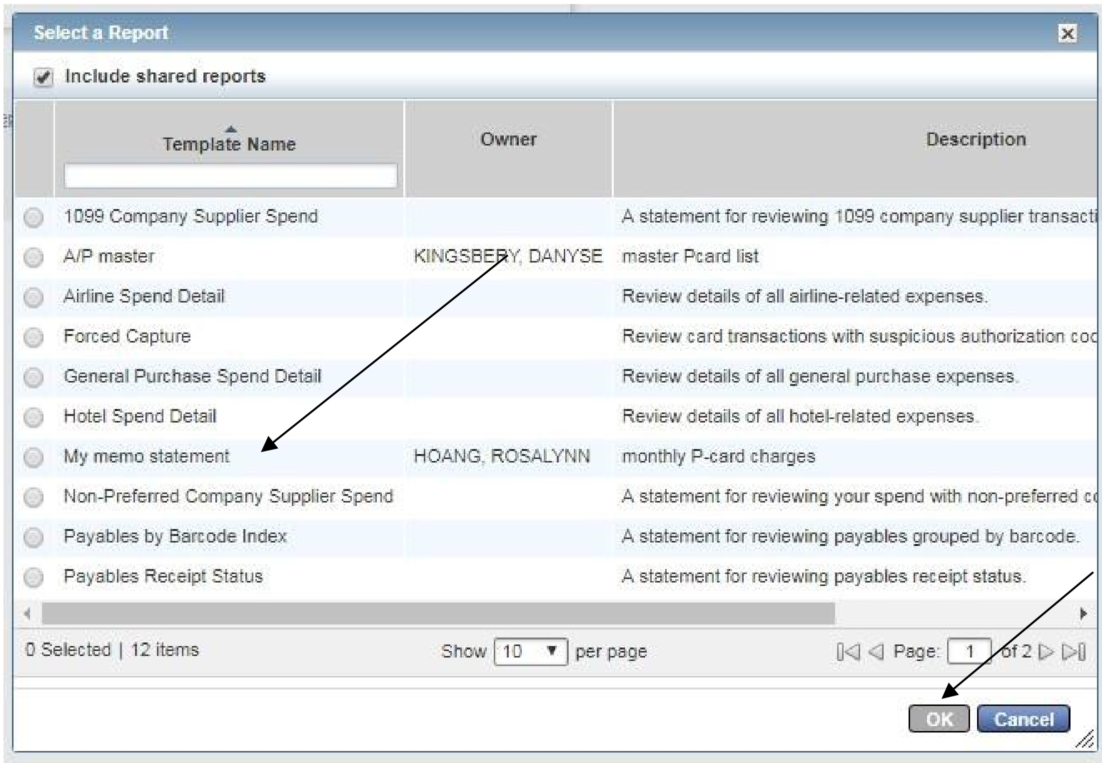
Select **“Spend”** from the drop box options:

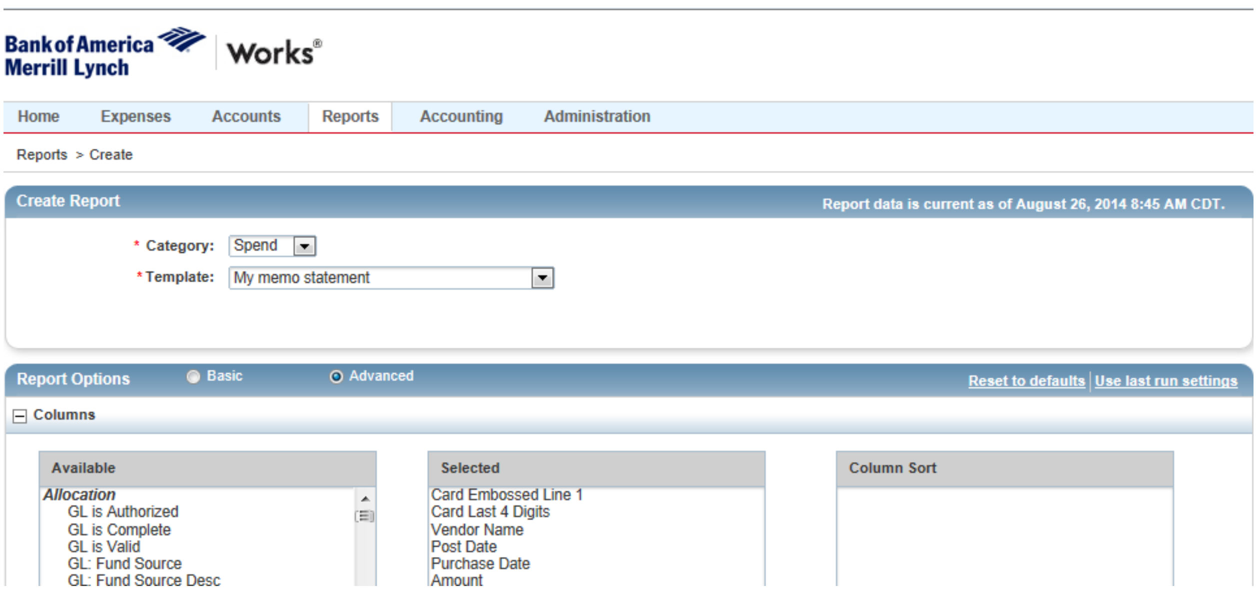


Select “Choose from all available templates” from the dropdown box:

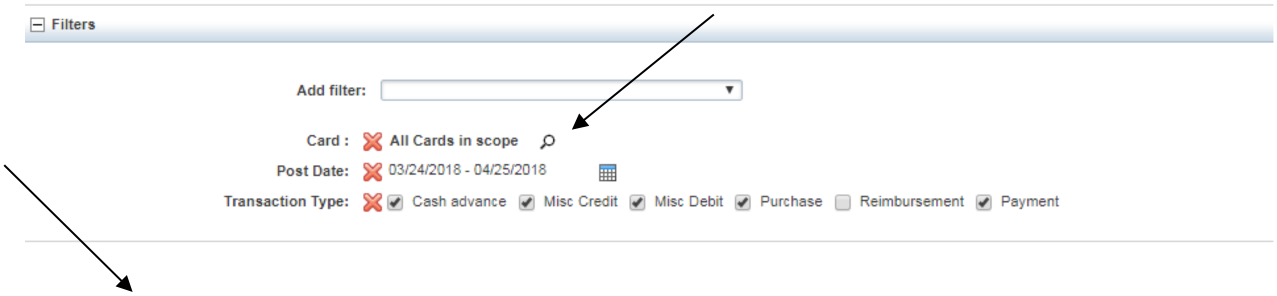


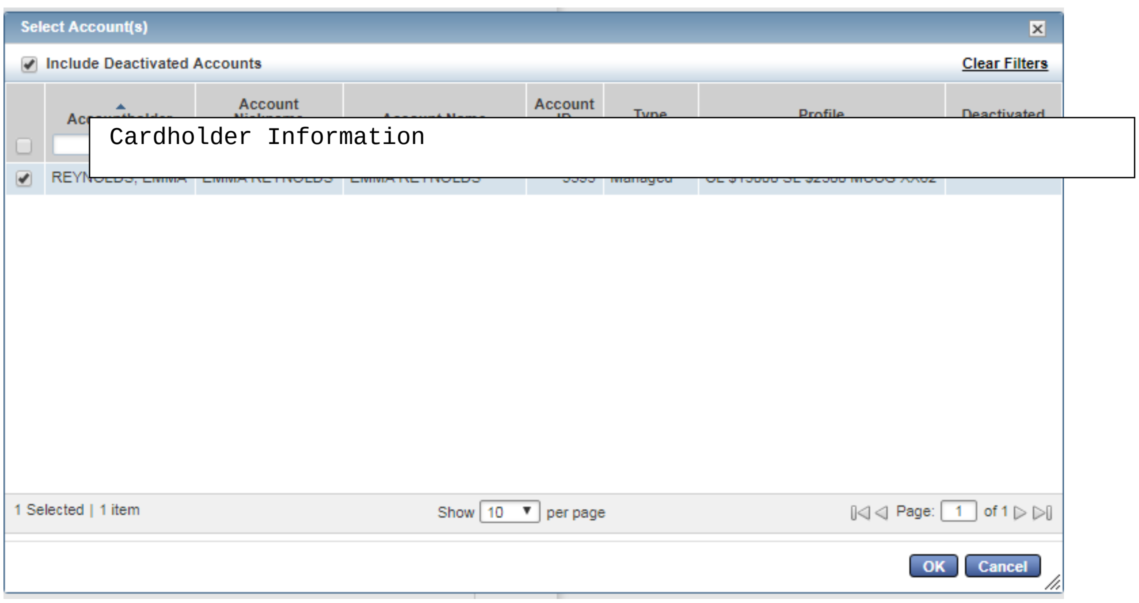
Select “My memo statement” option and click OK.



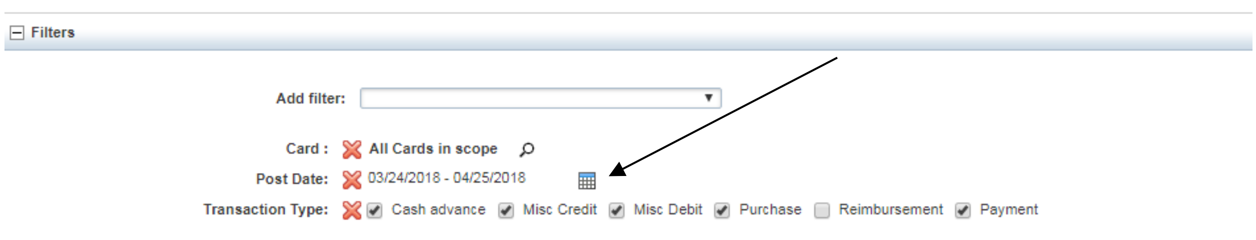


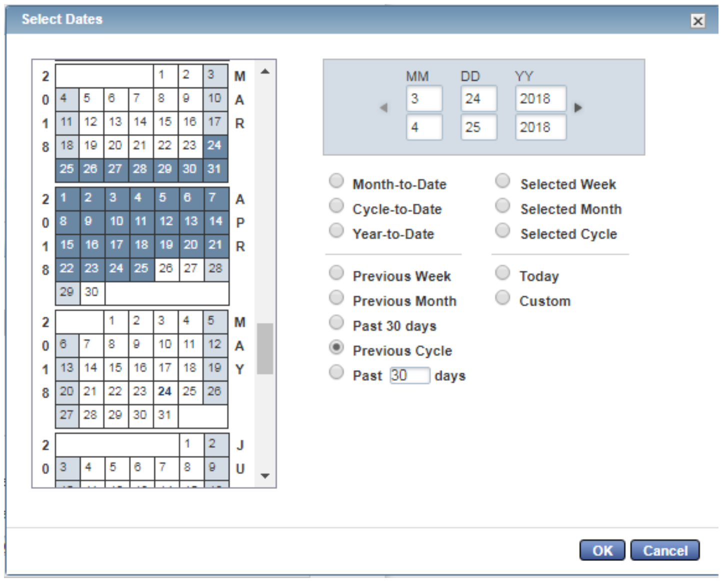
Under the Filters section, click on the **magnifying glass** icon next to “Card”. Select your name and click OK. If you need to pull reports for any deactivated cards, be sure to check the box “Include Deactivated Accounts.”





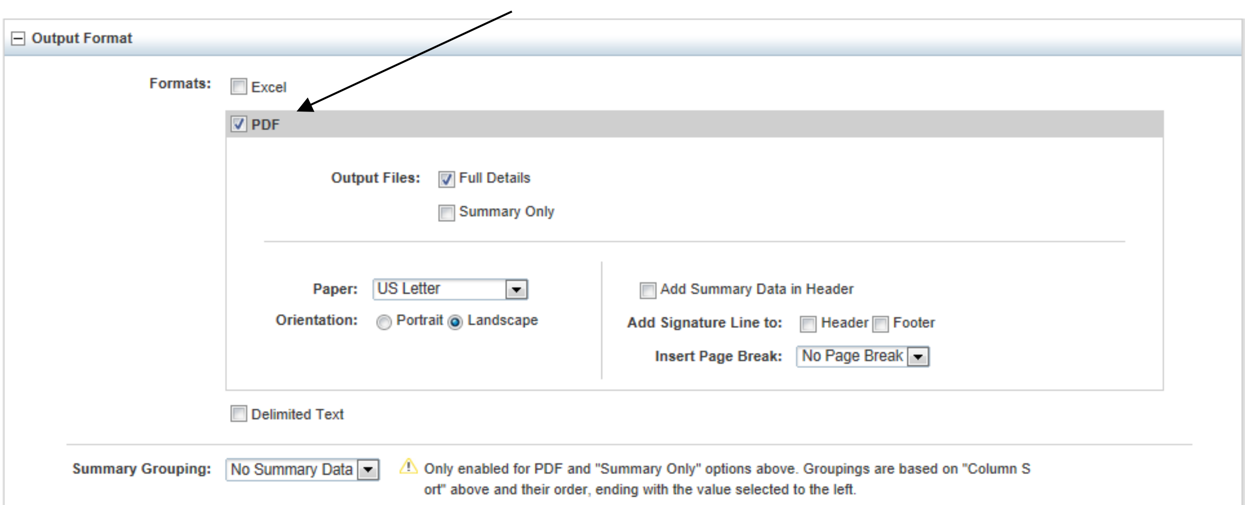
Verify the dates match the date range for the months P-card reconciliation. Click on the **calendar icon** next to "Post Date" if a different date range is desired. Click **OK**.





OUTPUT FORMAT:

Select “PDF” if not already selected.



- Click on **“Submit Report”.**

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