

Job Aid PC3

Printing Monthly Statement Detail Report in Works®

<https://payment2.works.com/works>

1. Log into **WORKS®** .
2. Select **Reports** from the **Menu Bar** at the top of the page.
3. Select **Create** from the dropdown menu.
4. At **Create Report**, ***Category:** select **Spend** from the dropdown arrow and ***Template:** select **Choose form all available templates...**
5. At the **Select a Report** screen go to page 2 and select **Monthly.Statement Detail Report – Owner Pam Barnes** and click **OK**.
6. At **Report Options –Columns** – No changes to be made in this section as the items in the Selected column are pre-set.
7. **Filters** –
Cardholders: Your name
Transaction Type: Check: Cash advance, Misc Credit, Misc Debit, Purchase, and Payment
Post Date: Will be the current date range per email from the P-Card Program Manager
8. **Output Format** – Check: **PDF**
 Output Files: **Full Details**
 Paper: **US Letter**
 Orientation: **Landscape**
9. **Save Template** – You may save your template and give it a name and description.
10. **Scheduling and Expiration** – Reports will remain in queue for seven (7) days unless you change the **Report Expiration Date**.
11. **Submit Report**. (bottom right of page)
12. After **Submitting Report** the system will bring up the **Completed Reports** screen (this may take a minute to process), then click on **PDF** and **Open Report** and **Print** – Remember to print **Orientation as Landscape**.