



QUICK REFERENCE - PRODUCING A STATEMENT IN WORKS

1. Choose **Reports** on the left side of the screen
2. In the expanded list, choose **Reports** again
3. Choose **Spend Reports**
4. **VERY IMPORTANT – NOTE TIME:** Look at the time indicated on the dialog line below the drop down box. **The statement will only reflect changes as of the time shown here.** Note that the time is Central time.
5. From the drop down, choose the bottom line, **Choose from all available templates**
6. **Include shared reports should be checked**
- 7a. If you are only responsible for your own credit card statement, choose **Cardholder Statement for individual cardholder**
 - Click on **Finish**. A new screen will appear.
 - In the first block – Choose Report Template – be sure the white block to the far right shows “Show Expert View”. If not, click on “Show Simple View” to simplify the screen view.
 - Go to "Add General and Column Filters" and review the date section. The **date** range by default will always be the current billing cycle; if you need to choose another billing cycle, click on **Date**, choose from the options available, and click on **Finish**.
 - Click on **Submit Report** on bottom right of the screen
 - Once you get the message ‘Report Queued’, click on **Download PDF**
 - Click on **Open**
 - **Print** in Landscape
- 7b. If you are responsible for more than one credit card (a Proxy), choose **Cardholder Statement for Proxies**, go through all the steps of #7a, with one additional step:
 - In addition to checking date range in the "Add General and Column Filters" screen, also select the cardholder whose statement you are printing by clicking on **Employee**, type in all or part of the cardholder’s name, click on **Find**, select the name by checking the selection box; then click on **Finish**.
8. Obtain required signatures and turn in your report with backup documentation (receipts, invoices, etc) attached to Accounts Payable.

Accounts Payable personnel are assigned by cardholder first name:

A-C – Glenda Frye x 4641

D-L – Sue Massey x 3834

M-N – Barbara Meredith x 5833

O-Z – Angie Downing x 1981