



## Purchasing Department

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### Instructions for Printing the P-Card Purchasing Log

1. Log in to Works at <https://payment2.works.com/works/session>
2. Click on **Reports – Template Library**



The screenshot shows the Works software interface. At the top, there are navigation tabs: Home, Expenses, Accounts, Reports, Accounting, and Administration. Below these, there is a breadcrumb trail: Reports > Completed. A notification box indicates "Deleted 4 of 4 reports." with a green checkmark icon. A dropdown menu is open under the Reports tab, showing options: Completed, Create, Scheduled, Template Library (highlighted in red), and Dashboard. Below the navigation, there is a section titled "Completed Reports" with a table header including "Queued At" and "Report Name".

3. Click on **Billing Cycle Purchase Log - By Last 4**

The screenshot shows a list of report templates in the Works software. At the top, there is a "Shared" button. Below it is a search bar labeled "Template Name". A list of templates is displayed, with the following details:

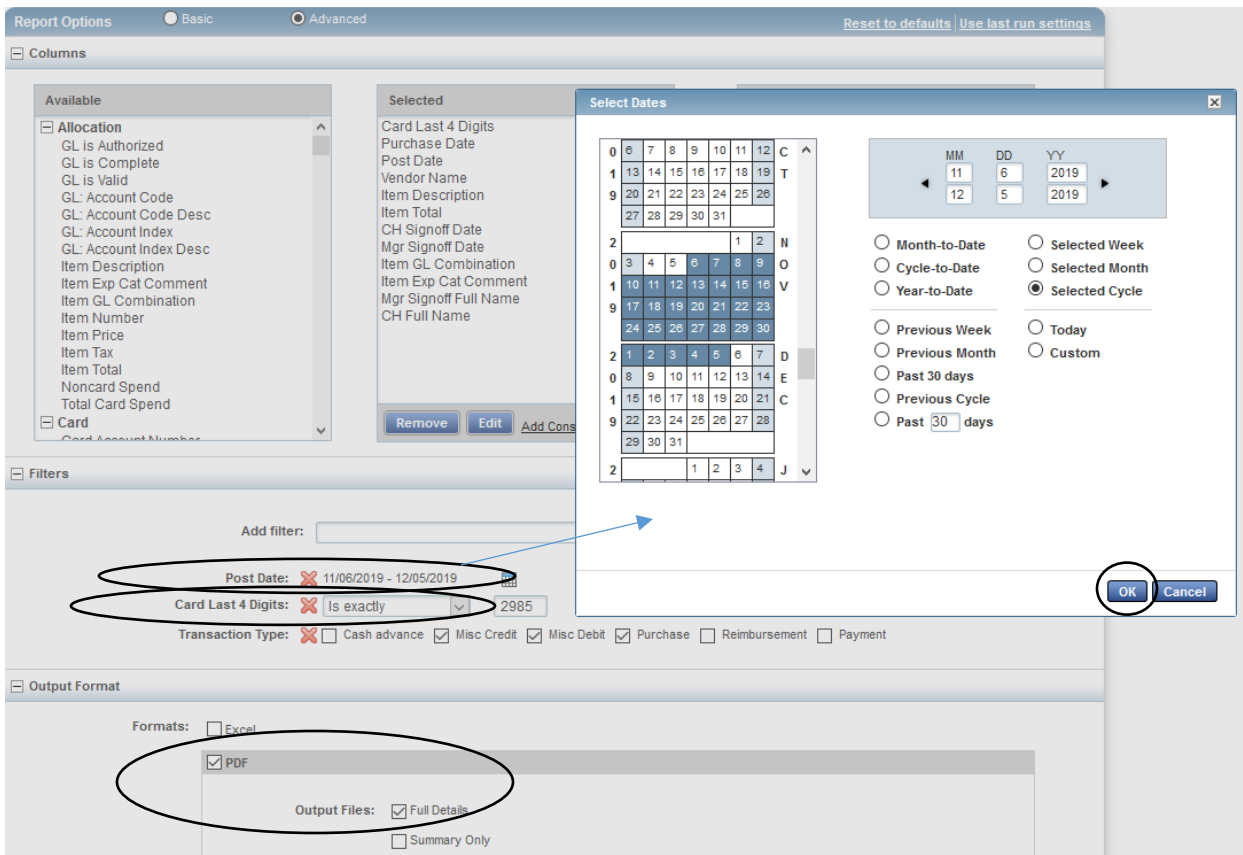
Template Name	Category
Billing Cycle Completed Purchase Log	transactionCategory
Billing Cycle Completed Purchase Log - By Last 4	transactionCategory
	cardCategory
	auditCategory
	cardCategory

For the "Billing Cycle Completed Purchase Log - By Last 4" template, a context menu is open, showing options: "Modify / Run" (with a document icon) and "Delete" (with a trash icon). A mouse cursor is pointing at the "Modify / Run" option.

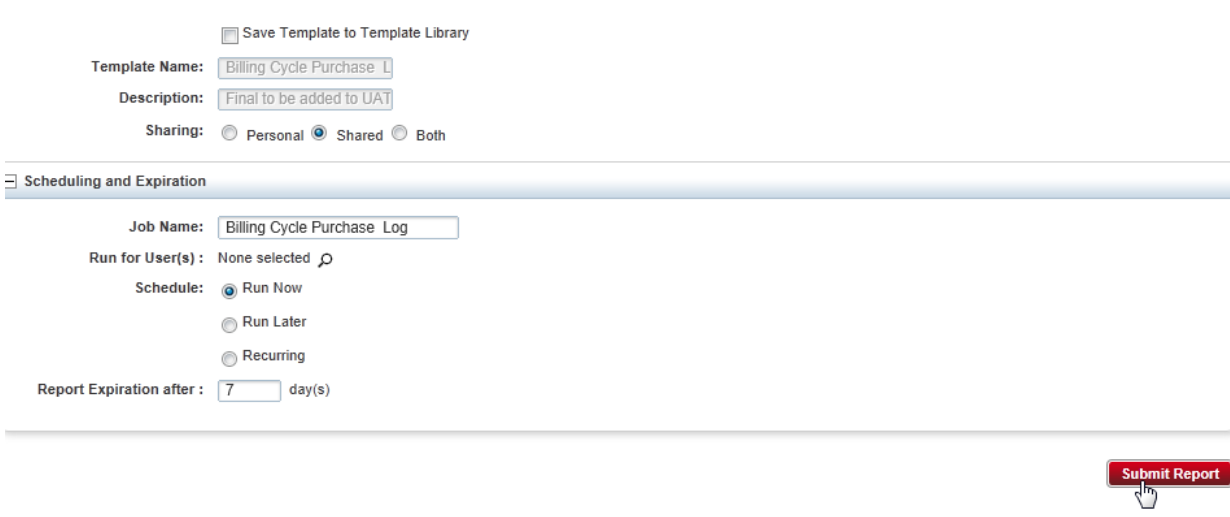
Then click **Modify / Run**

4. Set the Filters for your report

- a. Select the date range for the correct Statement Period by clicking on **Post Date**
- b. Enter the **Last 4 Digits** of your P-Card card number
- c. Make sure the Format is set to **PDF** and **Full Details**



5. Scroll down and click **Submit Report**.



6. The report begins processing. Once completed, click on **PDF**.

	Queued At	Report Name	Status	New	Output
<input type="checkbox"/>	01/13/2014 11:28 AM CST	Billing Cycle Purchase Log	Ready	<input checked="" type="checkbox"/>	<a href="#">PDF</a>
<input type="checkbox"/>	01/13/2014 09:29 AM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>

7. Click **Open**

	Queued At	Report Name	Status	New	Output Type(s)
<input type="checkbox"/>	01/13/2014 11:28 AM CST	Billing Cycle Purchase Log	Ready	<input checked="" type="checkbox"/>	<a href="#">PDF</a>
<input type="checkbox"/>	01/13/2014 09:29 AM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>
<input type="checkbox"/>	01/13/2014 08:41 AM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>
<input type="checkbox"/>	01/13/2014 08:19 AM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>
<input type="checkbox"/>	01/13/2014 08:15 AM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>
<input type="checkbox"/>	01/10/2014 03:54 PM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>
<input type="checkbox"/>	01/10/2014 03:50 PM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>
<input type="checkbox"/>	01/10/2014 08:28 AM CST	Billing Cycle Purchase Log	Ready	<input type="checkbox"/>	<a href="#">XLS</a>
<input type="checkbox"/>	01/09/2014 03:08 PM CST	Billing statement	Ready	<input type="checkbox"/>	<a href="#">PDF</a>
<input type="checkbox"/>	01/09/2014 03:07 PM CST	Billing statement	Ready	<input type="checkbox"/>	<a href="#">PDF</a>

0 Selected | 21 items      Show 10 per page      Page: 1

Do you want to open or save **Billing Cycle Purchase Log.pdf** from **payment2.works.com**?                       

8. The Billing Cycle Purchase Log appears in PDF form. Print the report and attach all receipts and documentation for your records and audit purposes.