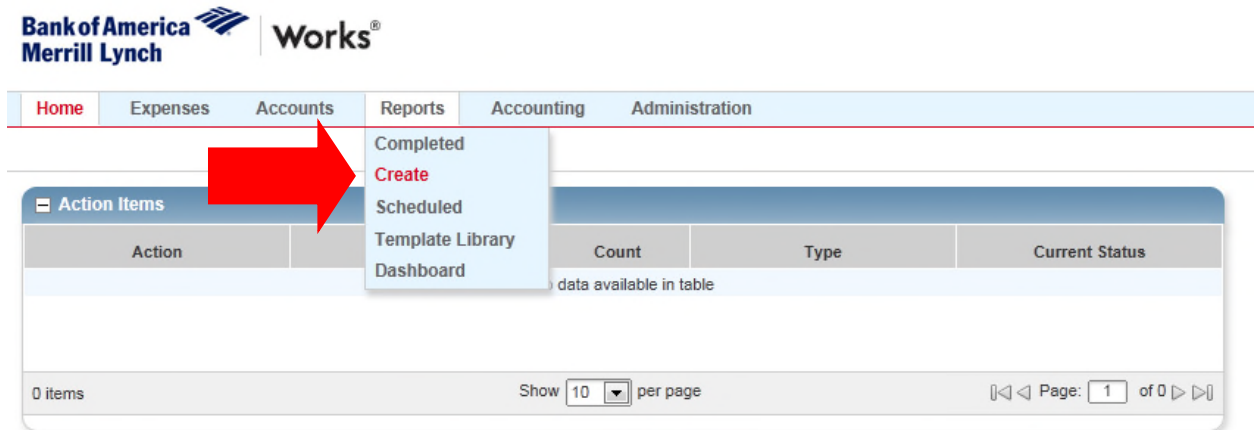


Printing a p-card statement from Works

- Navigate to <https://payment2.works.com/works/session>
- Login with your username and password
- Click on Create in the Reports dropdown menu



Bank of America Merrill Lynch | Works®

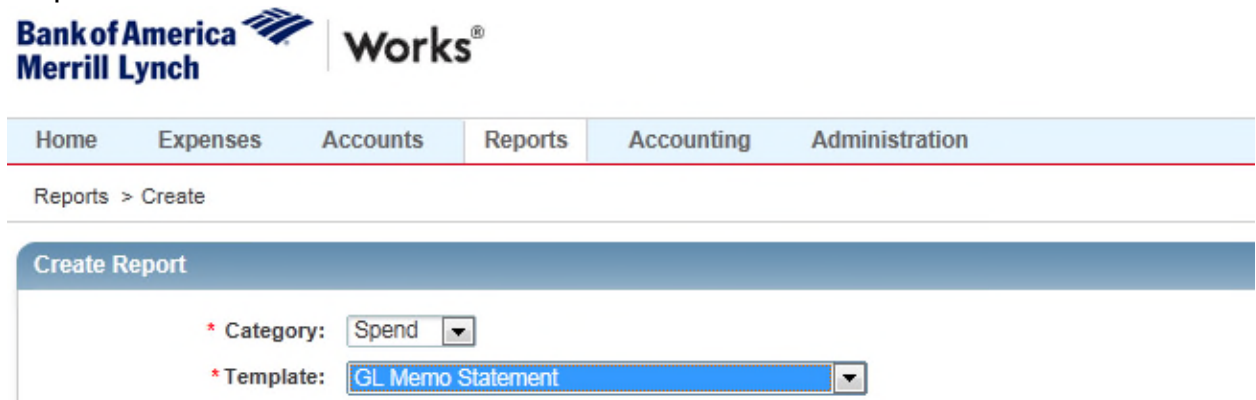
Home Expenses Accounts Reports Accounting Administration

Completed
Create
 Scheduled
 Template Library
 Dashboard

Action	Count	Type	Current Status
data available in table			

0 items Show 10 per page Page: 1 of 0

- Select Spend from the Category dropdown and GL Memo Statement from the Template dropdown:



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Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report

* Category: Spend

* Template: GL Memo Statement

- Adjust dates as needed under the Filter report options by clicking on the calendar icon:

Home Expenses Accounts Reports Accounting Administration

Reports > Create


Create Report Report data is current as of May 4, 2015 1:39 PM CDT.

* Category: Spend
 * Template: GL Memo Statement

Report Options Basic Advanced Reset to defaults Use last run settings

Filters

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

Post Date: 03/05/2015 - 04/03/2015 

- Click Submit Report at the bottom of the page. This will take you to your Completed Reports
- Click on PDF in the Output Type column:

Home Expenses Accounts Reports Accounting Administration

Reports > Completed

Created 1 report. Report can be downloaded from the table below.

Queued At	Report Name	Status	New	
05/04/2015 01:43 PM CDT	GL Memo Statement	Ready	<input checked="" type="checkbox"/>	PDF