

Generating Monthly Cardholder Statements

Purpose

This document instructs cardholders how to create and download monthly statements from Bank of America’s Works system.

Responsibility

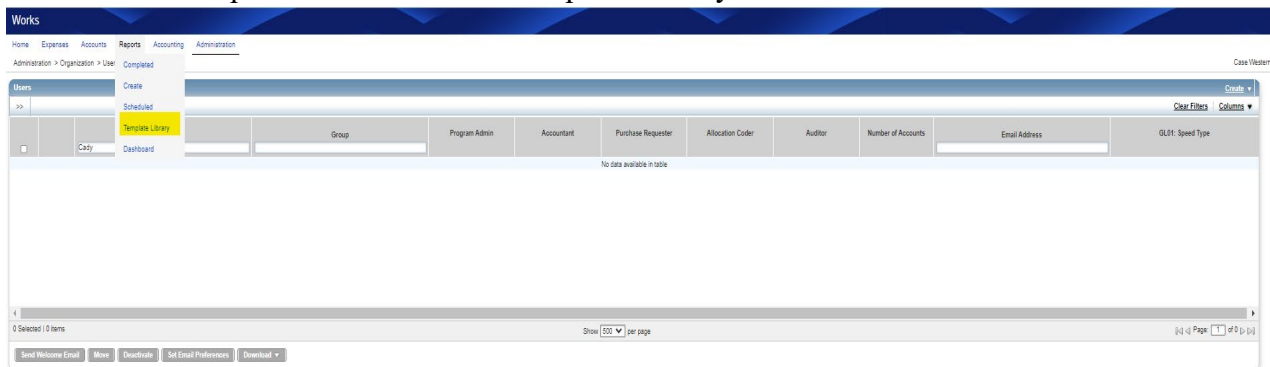
- **University Office:** Procurement & Distribution Services
- **Official:** Chief Procurement Officer
- **Team:** PCard Team
- **Role that Completes the Process:** PCard Cardholder
- **Process Auditor/Frequency:** Customer Care Manager/Bi-Annually
- **Established:** 08/01/2023

Associated Systems/Computer Programs

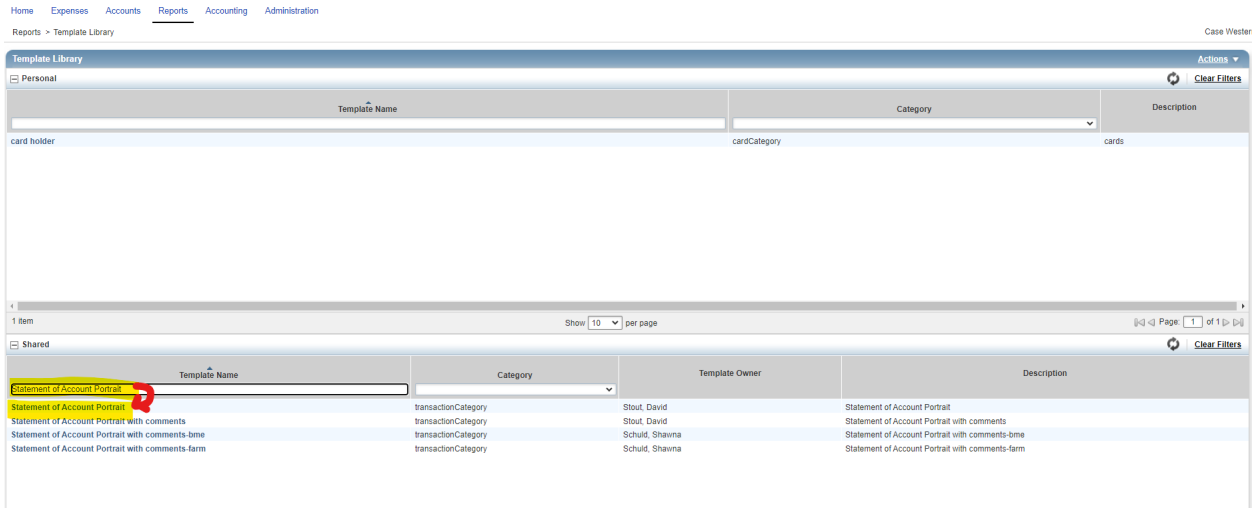
- Bank of America’s Work system

Steps

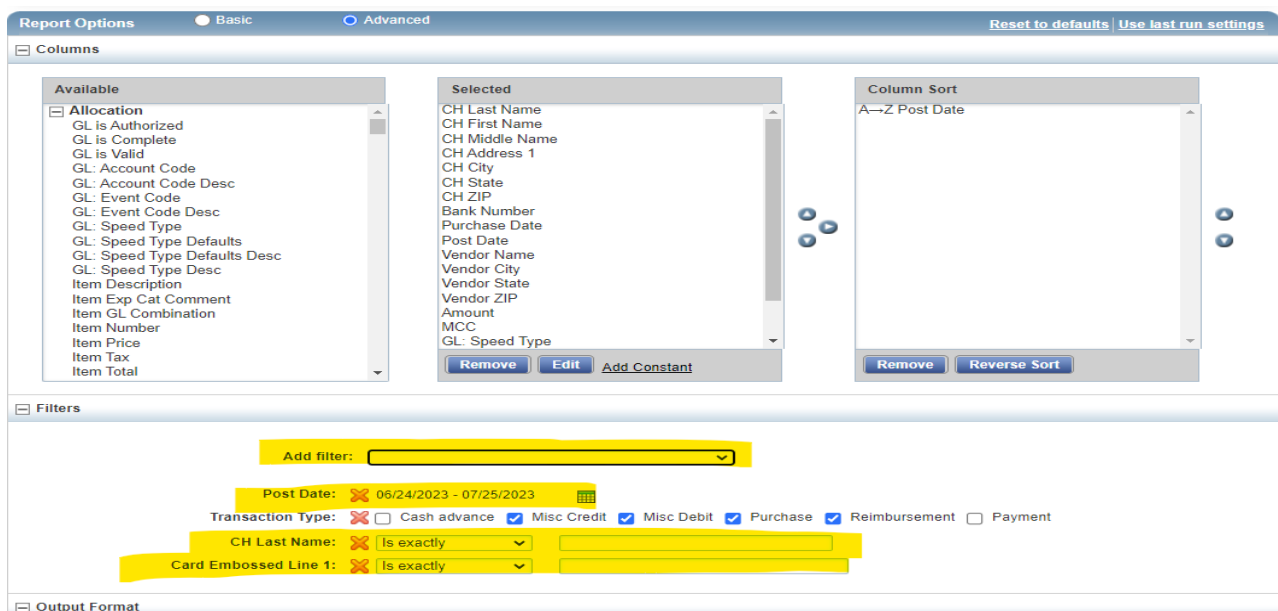
1. Login to the Works system at <https://payment2.works.com/works/organization/users>.
2. Hover over the reports tab & click on “Template Library”.



3. Type “Statement of Account Portrait” into the shared template search bar & click the name “Statement of Account Portrait”.
4. Once the drop-down appears, click “Modify/Run”.



5. To filter the date:
 - Click the drop-down box next to “Add Filter”.
 - Click the calendar icon and change the post date to the range provided in the audit notification email.
 - If the cardholder’s PCard is being Audited, enter the cardholders last name into the “CH Last Name” box.
 - If the cardholder’s DCard is being Audited, enter the department name that is on the physical DCard into the “Card Embossed Line 1” box.



6. Scroll to the bottom of the screen and click the “Submit Report” button.

Delimited Text

Output Files: Full Details
 Summary Only

Delimiter: (comma)

When Delimiter Occurs:

Include Headers

Newline Style:

Summary Grouping:
⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

Save Template to Template Library
 Template Name:
 Description:
 Sharing: Personal Shared Both

Scheduling and Expiration

Job Name:
 Run for User(s): None selected
 Schedule: Run Now
 Run Later
 Recurring
 Report Expiration: after day(s)

Submit Report

7. Once you see a green checkmark, the statement is ready to be downloaded. Click “PDF” and your computer will download the statement.

8. You and your approver are required to sign the monthly statement and submit it back to the Auditor before the assigned deadline.

Completed Reports	Queued At	Report Name	Status	New	Output Type(s)
<input type="checkbox"/>	08/01/2023 11:59 AM CDT	Statement of Account Portrait	Ready	✔	PDF XLS TXT