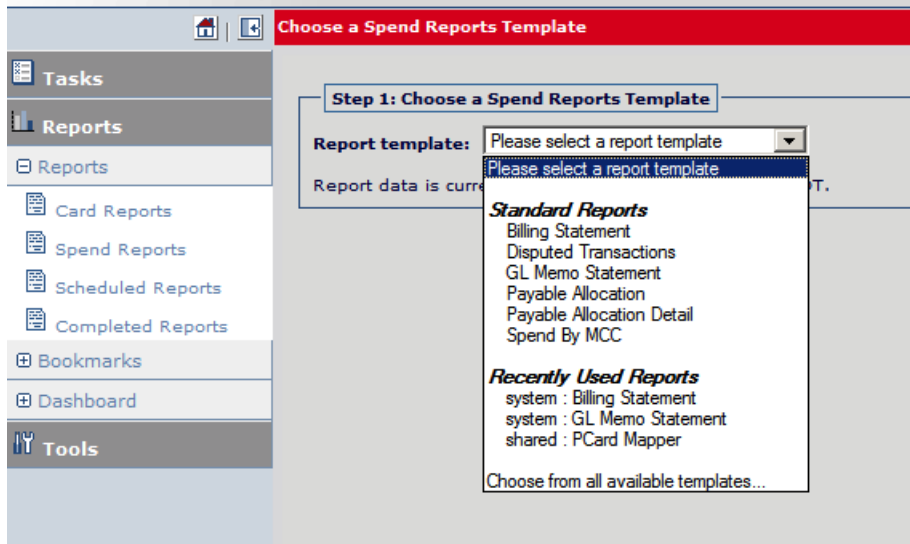


Generating a P-Card Statement

Click on "Reports", then "Spend Reports" then from the "Report template" dropdown select "Billing Statement"



Adjust the "Post Date" if a different range is needed then click on "Show Expert View"



From the "Available Columns" section add "Comp Supp Name" then select "Submit Report". Once the report runs you will be able to download it.

The screenshot shows the Bank of America Report Configuration page in Internet Explorer. The browser title is "Works - Windows Internet Explorer" and the address bar shows "https://payment2.works.com/wpm/action/core.viewTop?prevLoginTime=1249562825973". The page has a "Bank of America" logo and a "Report Configuration" header. A navigation menu on the left includes "Tasks", "Reports", "Tools", "Card Reports", "Spend Reports", "Scheduled Reports", "Completed Reports", "Bookmarks", "Dashboard", and "Tools".

Step 1: Choose Report Template
Report template: Billing Statement
A report containing the card activity that posted during a selected date range. This report is organized by the card, and as with all system reports, you are able to configure various report parameters to suit your requirements.
Report data is current as of August 6, 2009 4:09 AM CDT.
Buttons: Show Simple View, Use Last Run Settings, Reset To Defaults

Step 2: Choose the Export Format
Export as: PDF Excel Delimited Text
Paper size: US Letter (PDF only)
Orientation: Portrait Landscape (PDF only)

Step 3: Configure Report Columns
Available columns:
Total Item Tax
Transaction Status
Txn Number
Txn Payee ID
Type
Vendor Name
Transaction Detail
Air Arrival Date
Air Arrival Time
Air Camer Code
Air Conjunction Ticket Num
Air Coupon Number
Air Departure Date
Air Departure Time
Air Destination Code
Air Domestic/International
Air Endorsements/Restrictions
Air Fare Basis
Air Leg
Air Leg Future Reference 1
Air Leg Future Reference 2
Air Leg Future Reference 3
Air Leg Future Reference 4
Air Number of Legs
Air Origin Code
Air Refnum
Air Service Class
Air Stopover Code
Detail Amount
Detail Description
 Only show summary data

Included columns:
Last 4 Digits
MCC
Txn Number
Post Date
Purchase Date
Amount
Credit
Debit
Payment Amount
Comp Supp Name
Detail Description

Sort columns:
Last 4 Digits
Post Date
Txn Number

Buttons: Submit Report

11-10-09