

## 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

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Home Expenses Accounts	Reports Accounting Administration
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3. Click on Billing Cycle Purchase Log - By Last 4

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	transactionCategory	Billing Cycle Completed Purchase Log - By Last 4	•
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## 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

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	Output Format	
	Formats:	Excel
		PDF
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5. Scroll down and click **Submit Report**.



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

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## 7. Click Open

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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.