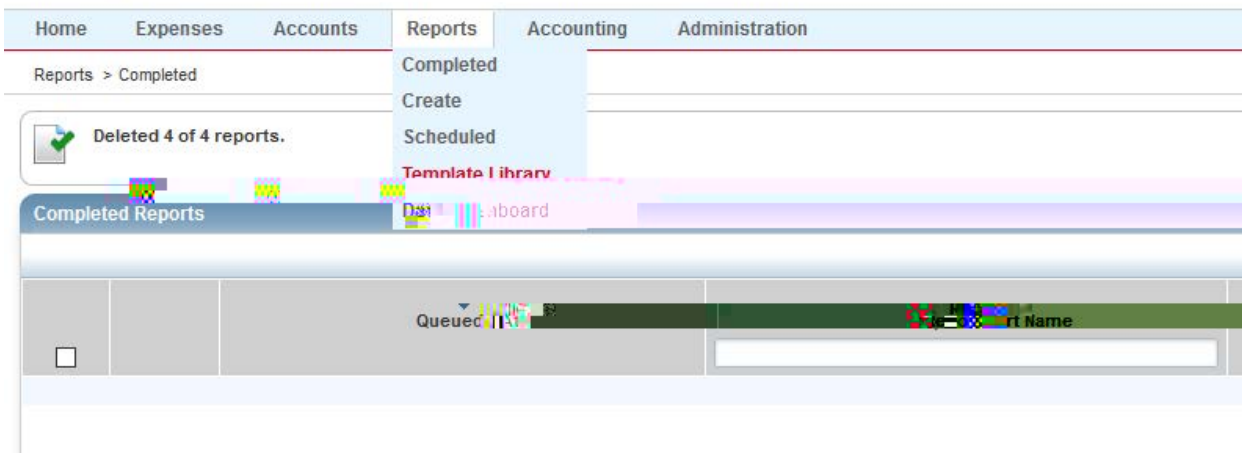


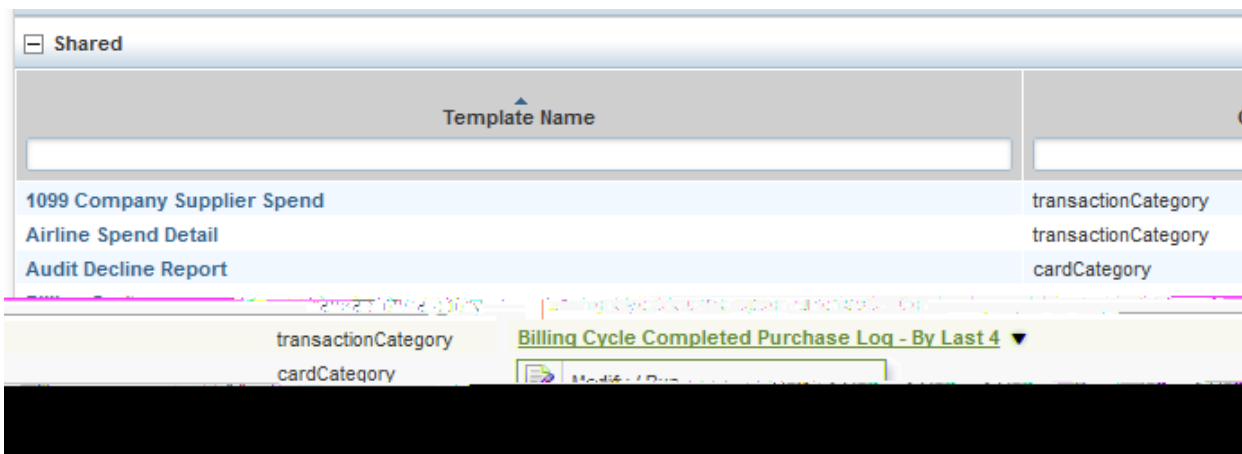


Instructions for Printing the P-Card Purchasing Log

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

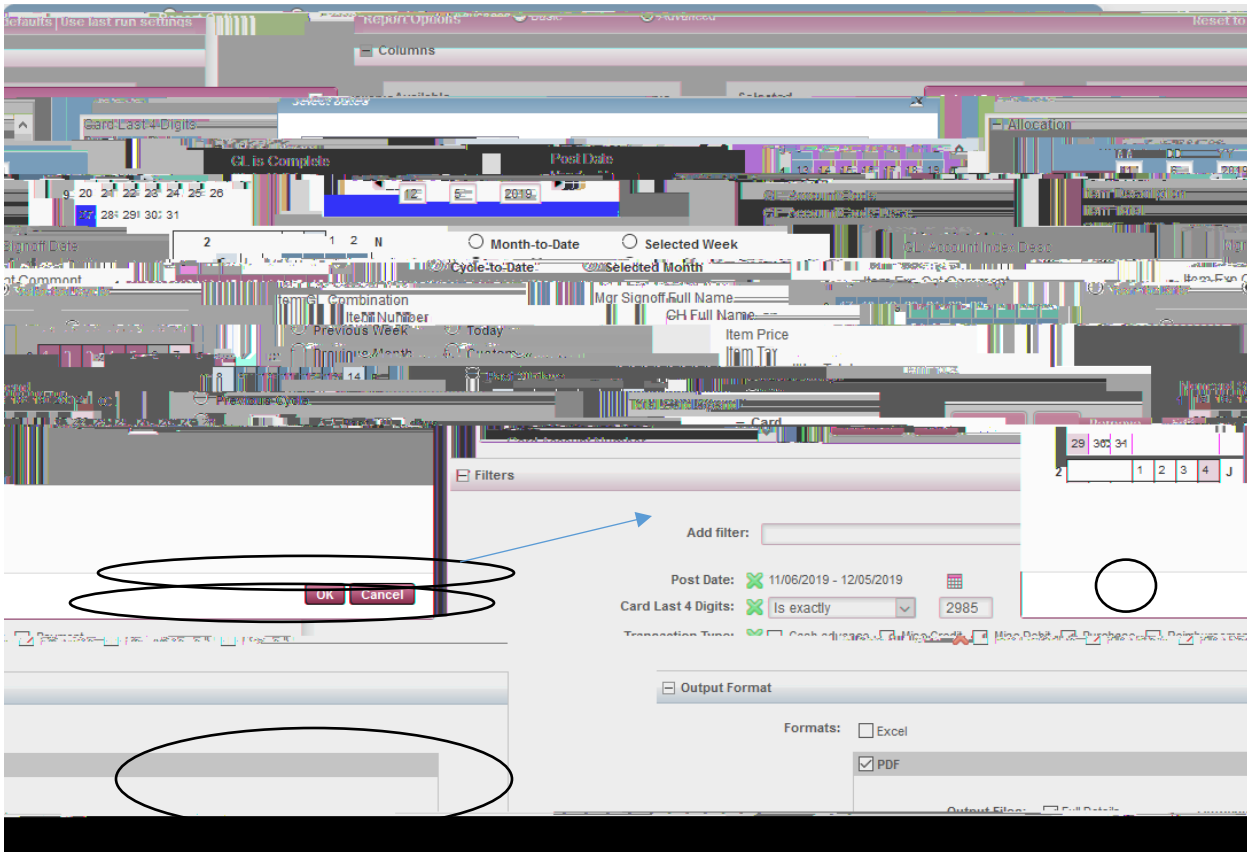


3. Click on Billing Cycle Purchase Log - By Last 4

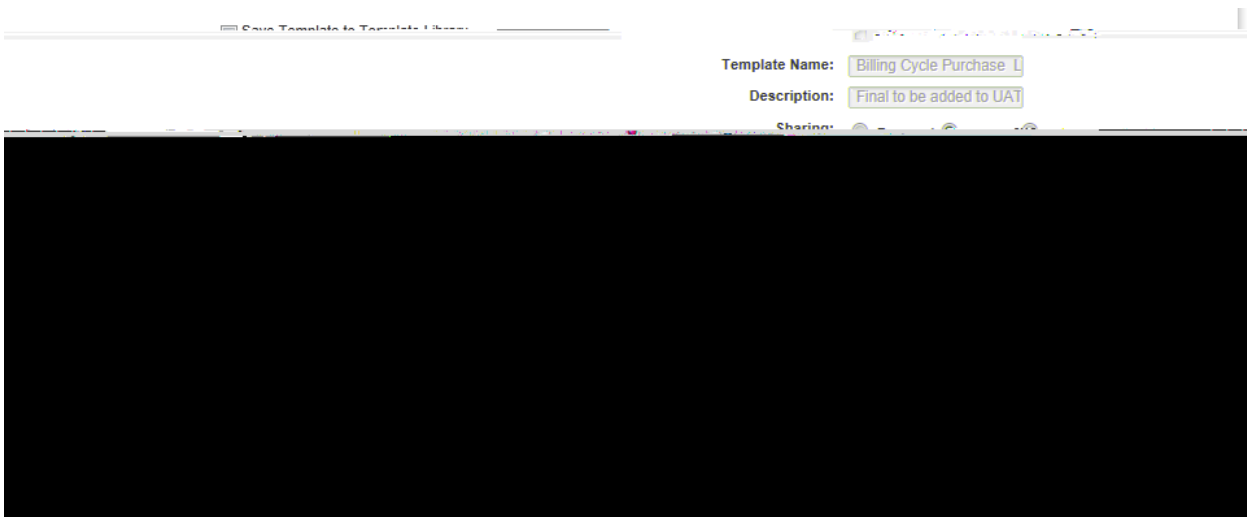


Then click **Modify / Run**

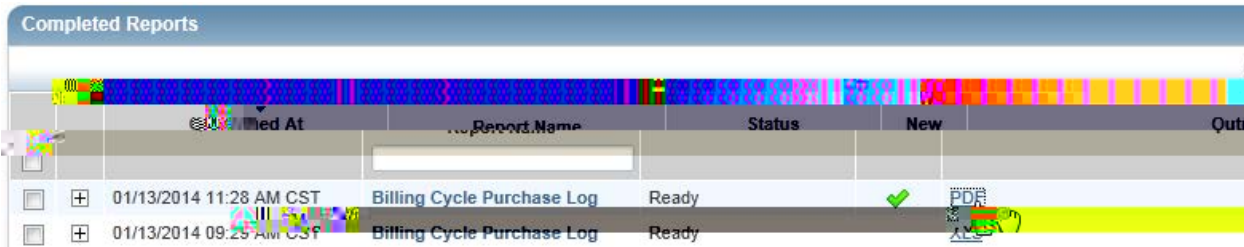
4. Set the Filters for your report
 - a. Select the date range for the correct Statement Period by clicking on **Post Date**
 - b. Enter the **Last 4 Digits** of your P-Card card number
 - c. Make sure the Format is set to **PDF** and **Full Details**



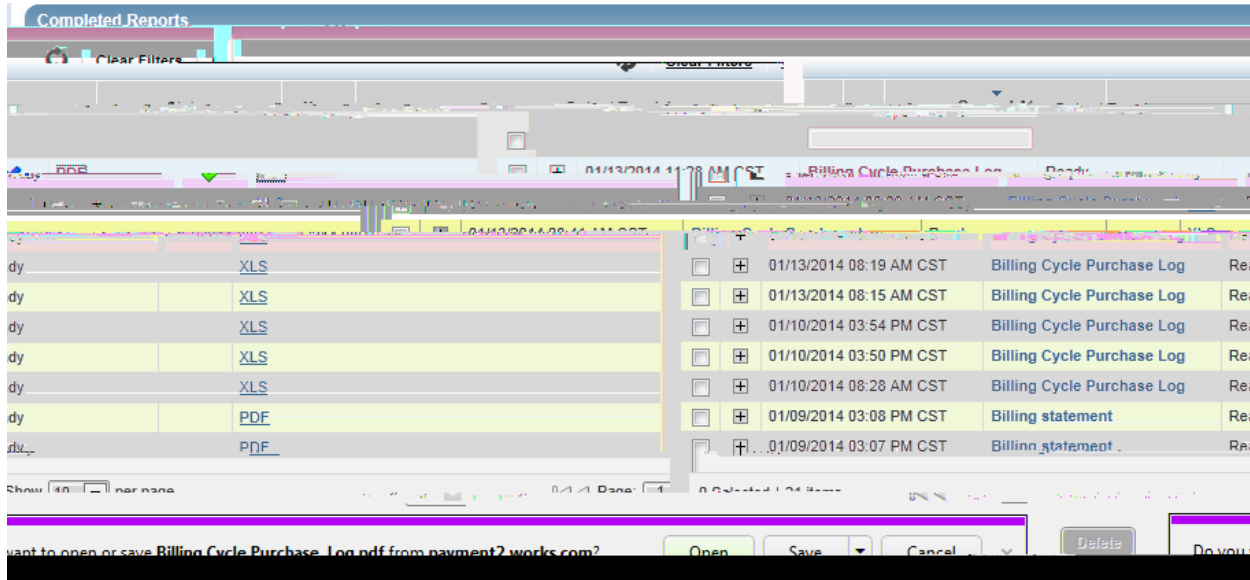
5. Scroll down and click **Submit Report**.



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



7. Click Open



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.