

Printing Your Visa P Card Billing Statement

Available on the 27th of each month, due to B.O. within 10 business days.

The screenshot shows the Bank of America website interface. The user is logged in as 'Home: Mingullon, Janie of Saint Mary's College of CA'. The 'Reports' section is active, displaying a table with the following data:

Action Required	Count	Type	Acting As	Current State
Sweep	244	Transaction	Accountant	Outstanding
Sign Off	9	Transaction	Cardholder	Pending
Close	1	Transaction	Accountant	Review
Download	1	Report		Ready

A red arrow points to the 'Download' button in the table. A red box with the number '1' and the text 'Click on Download' is overlaid on the arrow.

The screenshot shows the Bank of America website interface. The user is logged in as 'Home: Mingullon, Janie of Saint Mary's College of CA'. The 'Completed Reports' section is active, displaying a table with the following data:

Report Name	Submitted By	Report Submitted At	Report Enqueued At	Executed At	Status	New	Requested Export Ty
Billing Stmt	Mingullon, Janie	06/22/10 04:30 PM	06/22/10 04:30 PM	06/22/10 04:30 PM	Ready	✓	PDF

A red arrow points to the 'Billing Stmt' report. A red box with the number '2' and the text 'Select Billing Statement' is overlaid on the arrow.

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3 Click Download PDF

Report Name	Submitted By	Report Submitted At	Report Enqueued At	Executed At	Status	New	Requested Export Ty
Billing Stmt	Minguillon, Janie	06/22/10 04:30 PM	06/22/10 04:30 PM	06/22/10 04:30 PM	Ready	✓	PDF

Report Info

Name: Billing Stmt
Submitted By: Minguillon, Janie
Run For: Shirley-Ingham, Emma
Report Status: Ready
Report Submitted At: 06/22/10 04:30 PM
Enqueued for Processing At: 06/22/10 04:30 PM
Executed At: 06/22/10 04:30 PM
Available Until: 07/22/10 11:59 PM
Requested Formats: PDF
Available Formats: PDF

Add Another Format Download PDF Run Report Again

4 Select Open

File Download

Do you want to open or save this file?

Name: Billing Stmt.pdf
Type: Adobe Acrobat Document, 2.68KB
From: payment2.works.com

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Name: Billing Stmt
Submitted By: Minguillon, Janie
Run For: Shirley-Ingham, Emma
Report Status: Ready
Report Submitted At: 06/22/10 04:30 PM
Enqueued for Processing At: 06/22/10 04:30 PM
Executed At: 06/22/10 04:30 PM
Available Until: 07/22/10 11:59 PM
Requested Formats: PDF
Available Formats: PDF

Add Another Format Download PDF Run Report Again

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Billing Stmt

Company Name: Saint Mary's College of CA
Post Date: Between 2010-05-01 00:00:00 and 2010-05-31 23:59:59
Report Owner: Shirley-Ingham, Emma
Report Time: 2010-06-22 16:30:59
Transaction Type: One of: Misc Credit or Misc Debit or Purchase or Payment

Last 4 Digits	CH Last Name	Post Date	Vendor Name	Txn Number	Amount	GL: General Ledger	Receipt
9934	Shirley-Ingham	05/24/2010	ORIENTAL TRADING CO	TXN00001414	86.94	10-0-4112-2790-000	Yes
	Shirley-Ingham	05/28/2010	VENETIAN/PALAZZO RM RE	TXN00001436	122.08	10-4-4112-7502-000	Yes
	Shirley-Ingham	05/27/2010	VENETIAN/PALAZZO RM RE	TXN00001452	122.08	10-4-4112-7502-000	Yes
	Shirley-Ingham	05/31/2010	SYX TIGERDIRECT.COM	TXN00001468	499.99	10-1-3360-8599-588	Yes
	Shirley-Ingham	05/31/2010	COMPENDIUM INC 00 OF 00	TXN00001470	322.10	10-4-4112-7502-000	Yes
count: 5					1,152.19		
report count: 5					1,152.19		

5 Print Your Report File, Print

6 Attach original receipts for over \$25, in txn order and submit to Steve Kirkwood in the Business Office no later then 5 business days after the close of the billing cycle.

Note: Failure to submit timely reconciled monthly statements puts your card at risk of being suspended or canceled.

Shirley-Ingham, Emma 1 of 1 2010-06-22 16:30:59