

How to Run a Billing Statement in the Reports Section of the Bank of America Works System

After logging into the system,

1. Select **Reports** from the menu on the left and again from the sub-menu
2. Select **Spend Reports**
3. Use the drop-down menu under **Choose a Spend Report Template**
4. Select **Choose from all available templates**
5. Select 1st L&C Billing Statement
6. You should see a Report Configuration page listing 5 Steps. If you don't, selection **Expert View** at the upper right.
7. When the template appears, Skip Sections #1 – 3
8. Section #4:
 - Add Filter: Under Select a Filter drop-down menu, choose **Card Holder Last name** from the Card Holder section.
A blank box will appear, in which you should enter the last name of the card holder requesting the billing statement.
 - Post Date: This asks for the billing cycle you want to print. It defaults to the last billing cycle. You can also go into the Date prompt and request previous cycles. The cycles always run from the 25th to the 24th of each month.
9. Skip Sections #5 & 6
10. Select **Submit Report** box is located at the far right lower corner.
11. You should see that your report has been queue by the text at the top of the page.
12. Click on the Download PDF button. Your billing statement will appear in Adobe Reader.
13. Go to the View option in Adobe and Rotate the report to the landscape view.
14. Print, attached receipts for the transactions that are list, and submit to Steve Kirkwood at MSC 31, in the Business Office.

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