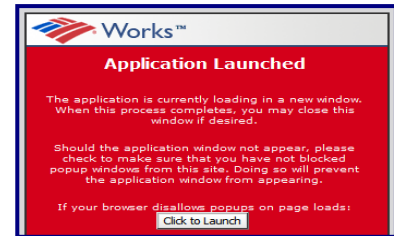


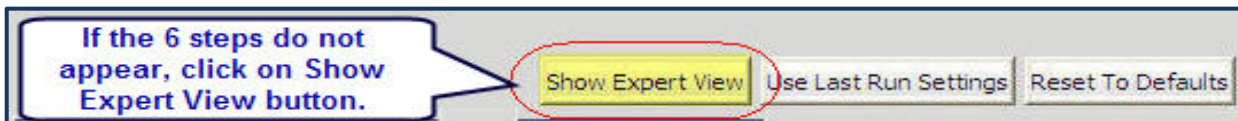
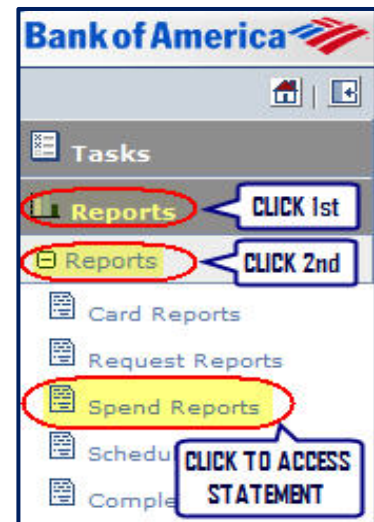
1. Access Works, using the following web address:  
<https://payment2.works.com/wpm/bookmark>
2. If a launch window appears, choose "Click to Launch" to proceed to the login screen.
3. When prompted, enter your Works username and password. This will be SLU followed by your W # and your Works password.



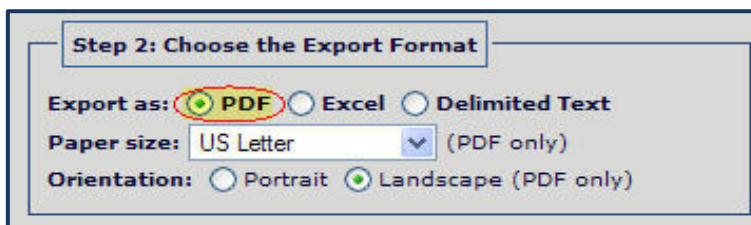
User:

Password:

4. From the menu on the left side of your screen, click on **Reports**, then **Reports**, then **Spend Reports**.
5. Choose **Step 1**. Click on the pull-down menu and click on **GL Memo Statement**. Six (6) steps should appear. If not, click on **Select Expert View**. The steps should then appear.



6. Under **Step 2**, make sure **"Export As"** is selected as PDF.



## REVIEWING & PRINTING YOUR P-CARD STATEMENT

7. Scroll down to **Step 4**. Click on **Date** and select **Previous Cycle**. This is the most recent billing cycle and will be the one you are working. Click **Finish** when done.

**Step 4: Add General and Column Filters**

Add filter: choose a filter...

Transaction Type:  Cash advance  
 Misc Credit  
 Misc Debit  
 Purchase  
 Reimbursement  
 Payment

Post Date:  Date... 12/05/2009 - 01/05/2010

**Select dates:**

2		1	2	3	4	5	D	
0	6	7	8	9	10	11	12	E
0	13	14	15	16	17	18	19	C
9	20	21	22	23	24	25	26	
	27	28	29	30	31			
2				1	2		J	
0	3	4	5	6	7	8	9	A
1	10	11	12	13	14	15	16	N
0	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							

MM DD YYYY  
<< 12 / 5 / 2009 >>  
1 / 5 / 2010

Year-to-date  
 Month-to-date  
 Cycle-to-date  
 Past 30 days  
 Last month  
 Past  days

Selected week  
 Selected month  
 Selected cycle  
 Previous cycle  
 Other

Finish Cancel

8. After you return to the previous page, click on **Submit Report** button.

Submit Report

9. The report will be processed through the **Report Queue**. When completed, it will allow you to print your PDF statement. Click on **Download PDF**.

**Report Queued**

You may now download your report: [Download PDF](#)

Your statement will appear after download has been completed.