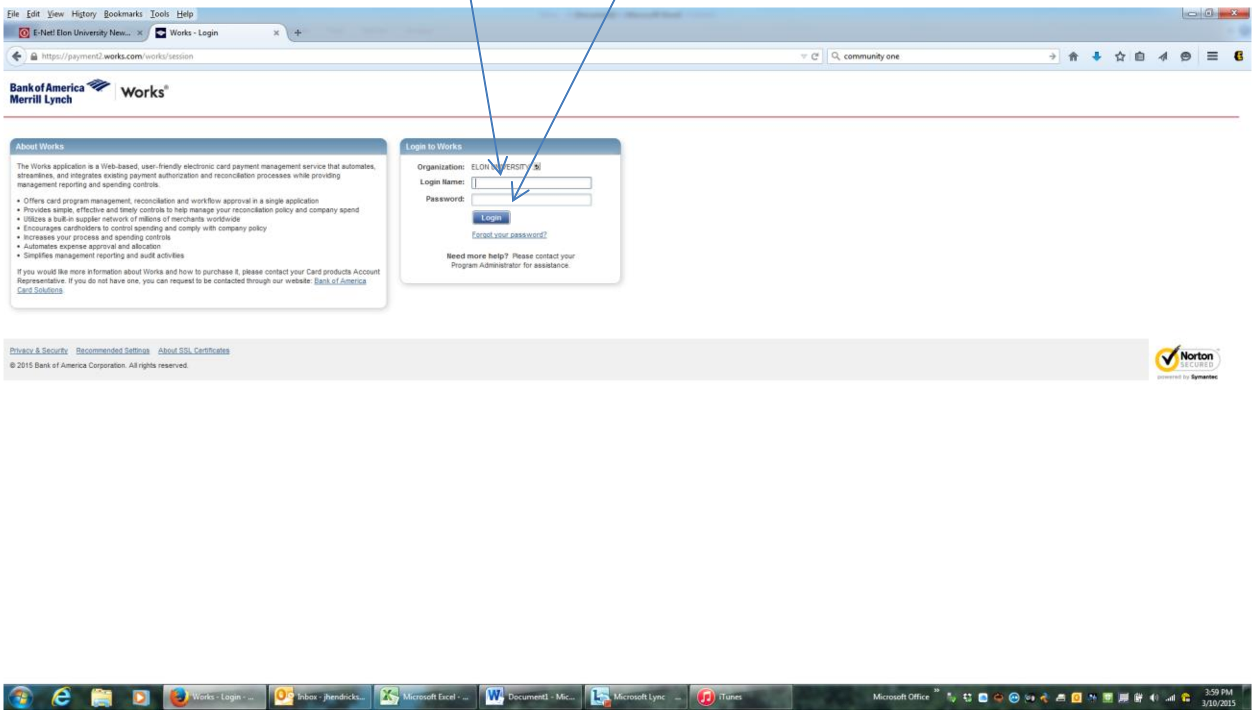
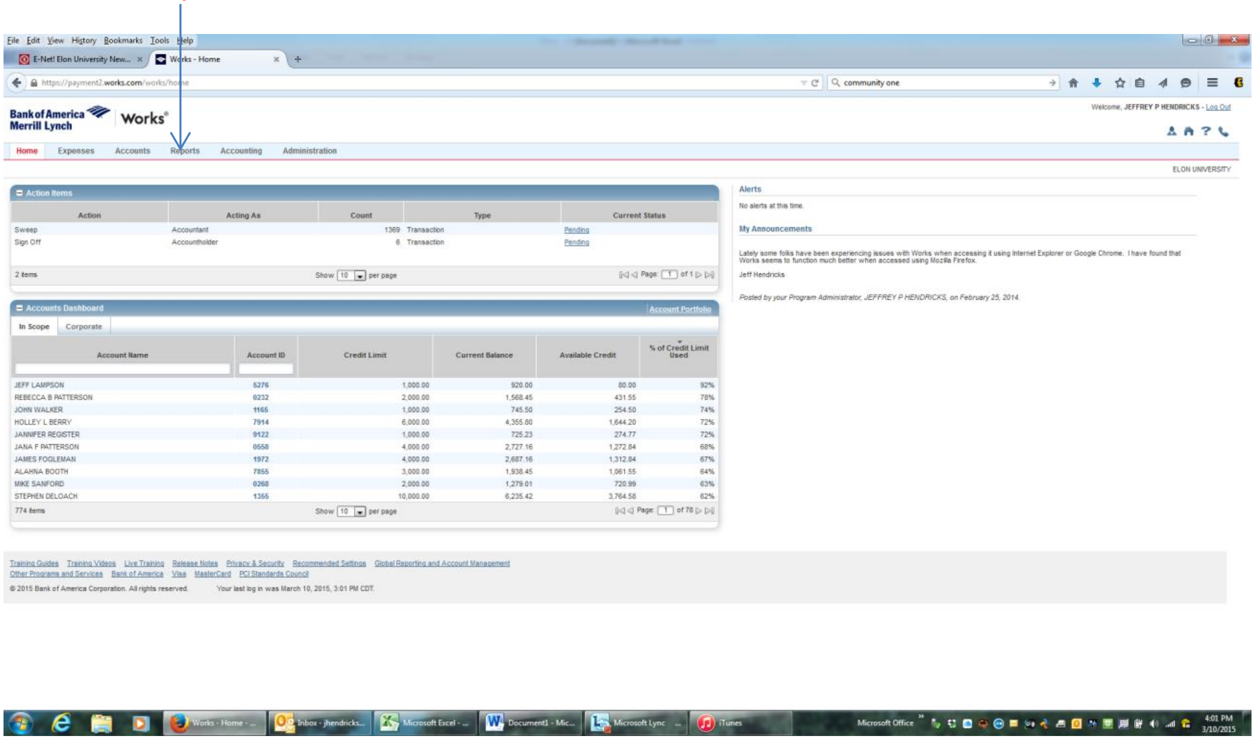
Running a Cardholder Monthly Spend Report

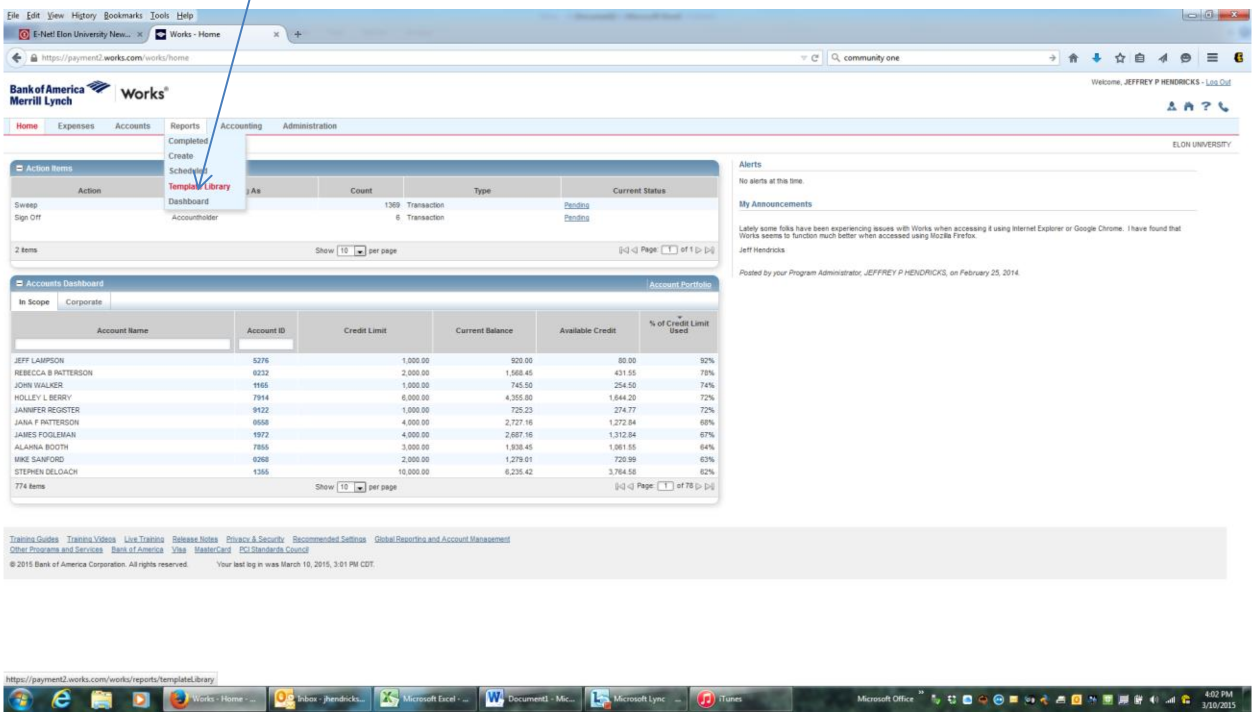
1. Log into Works using your Works Login Name and Password



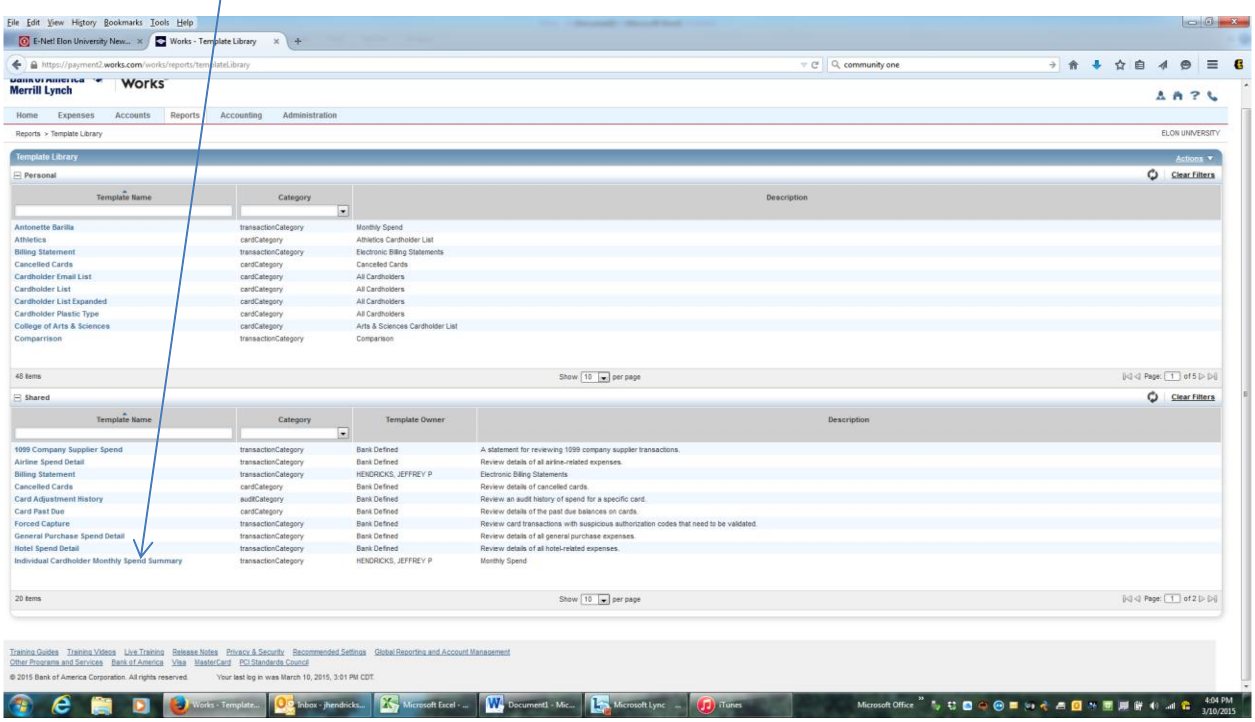
2. Click on "*Reports*"



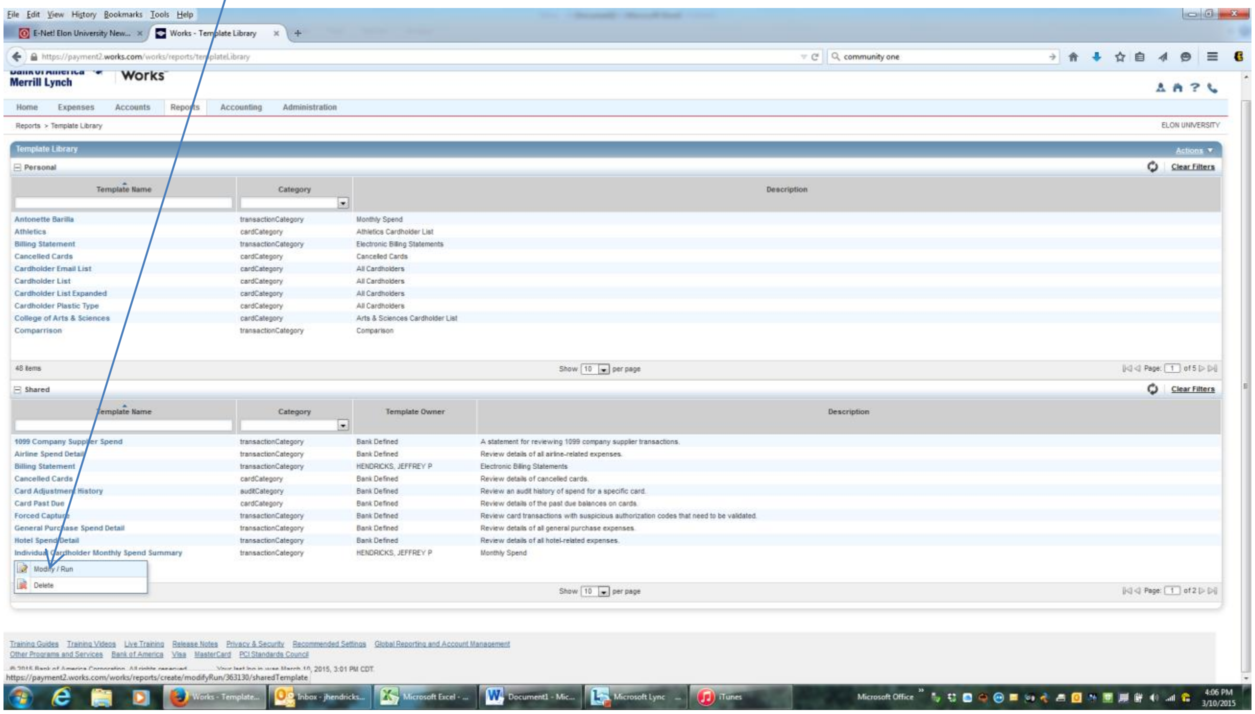
3. Click on “*Template Library*”



4. Click on “*Individual Cardholder Monthly Spend Summary*”

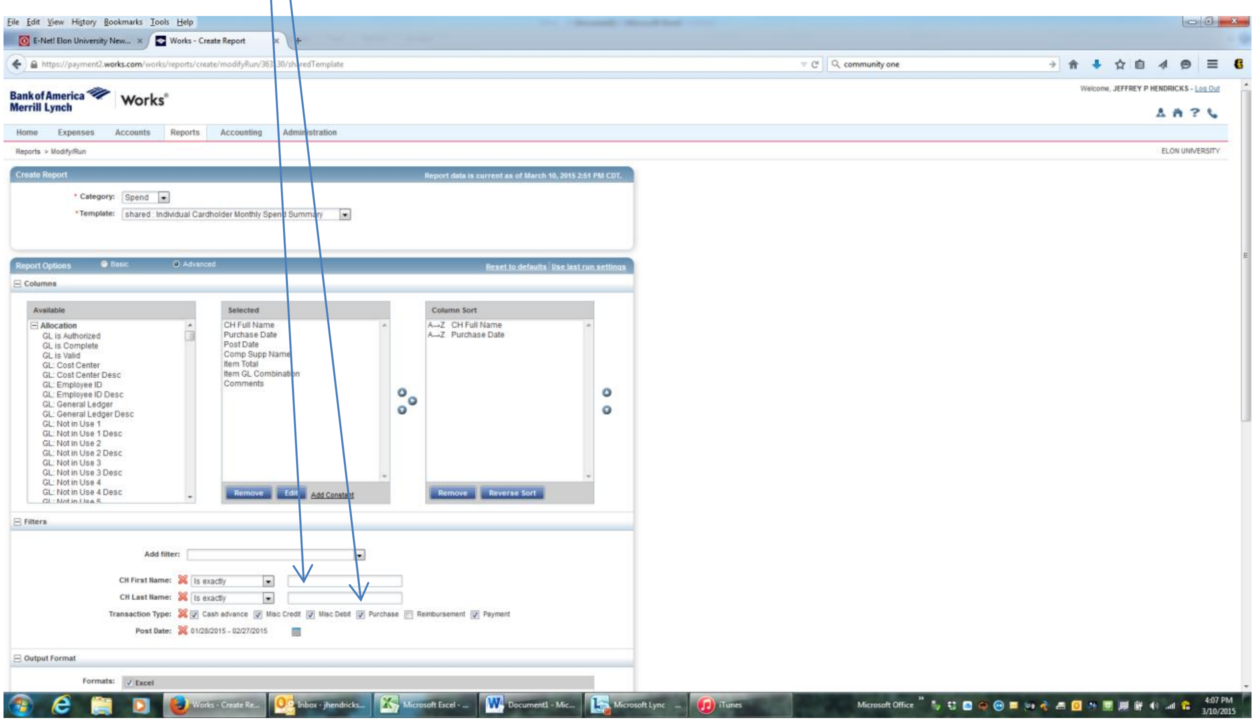


5. Click on "*Modify/Run*"

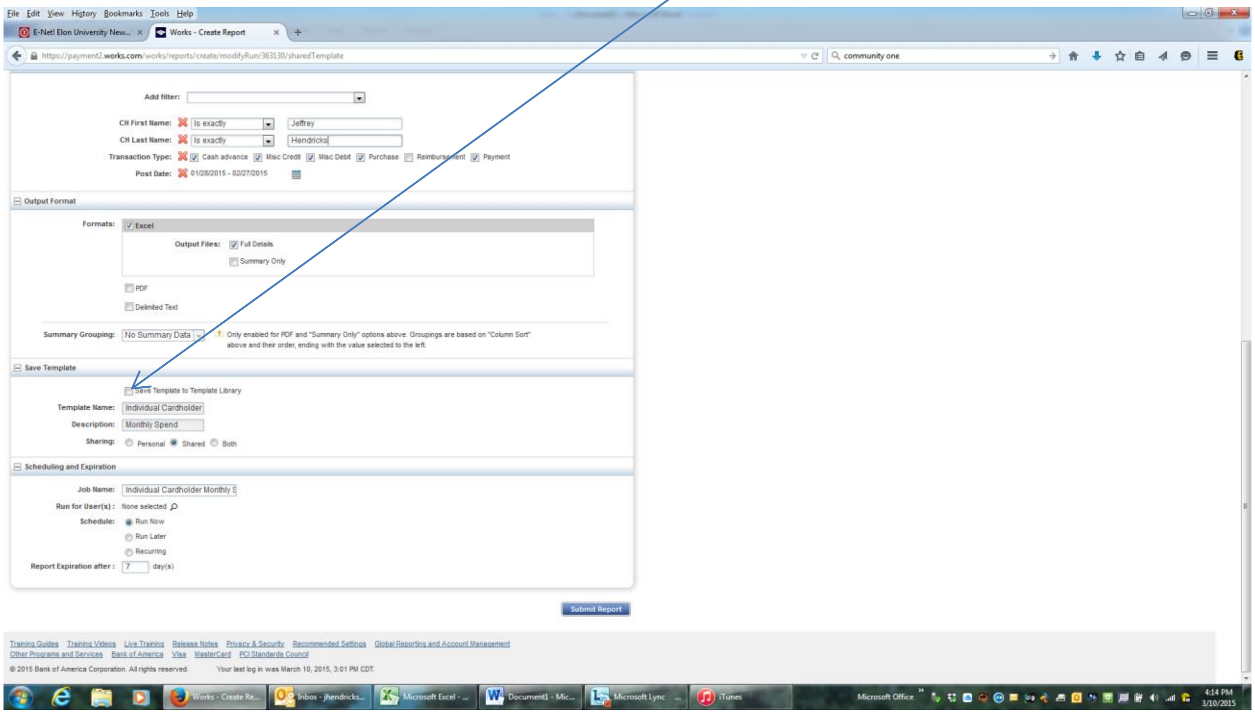


6. Enter Cardholder First Name exactly as it appears on the card

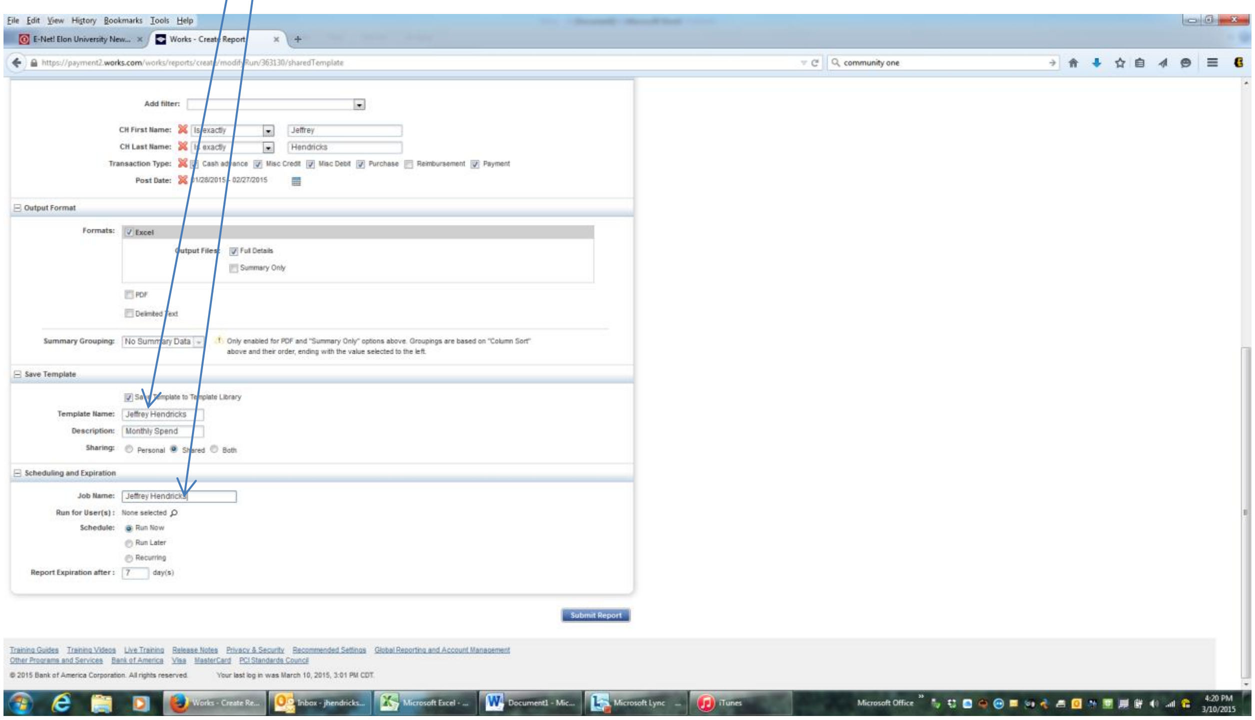
7. Enter Cardholder Last Name exactly as it appears on the card



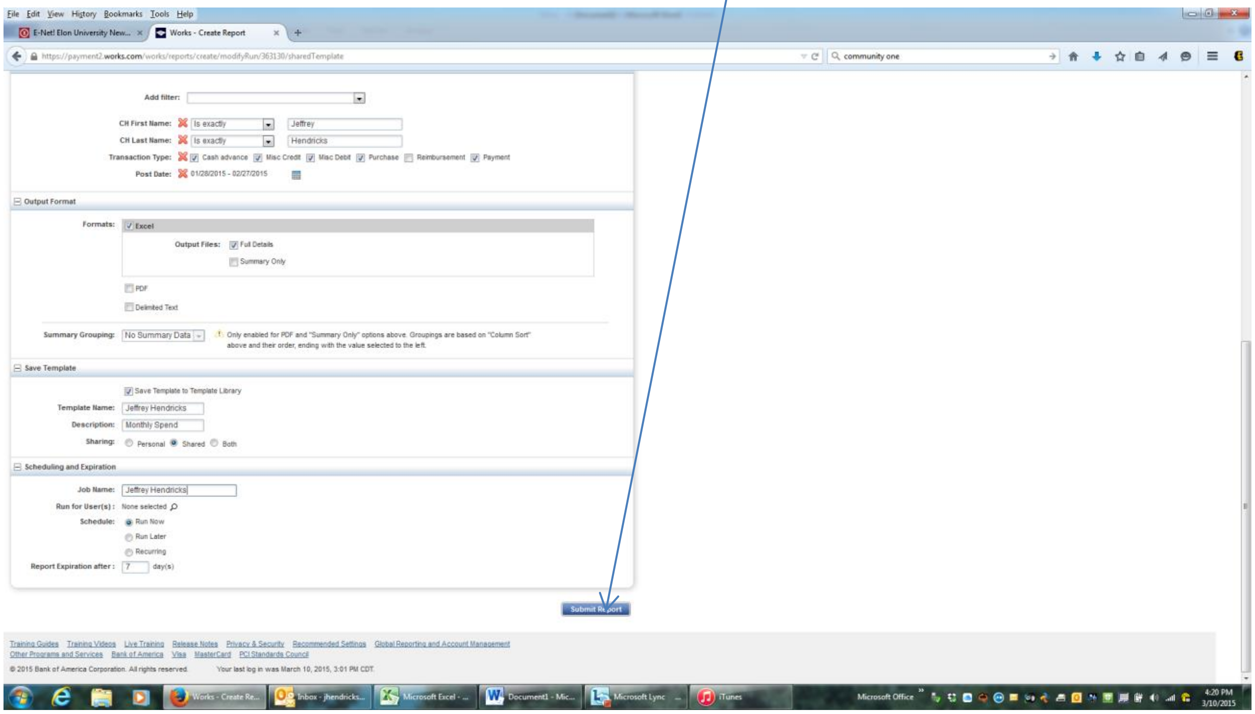
8. **Scroll down to the "*Save Template*" section and click the check box**



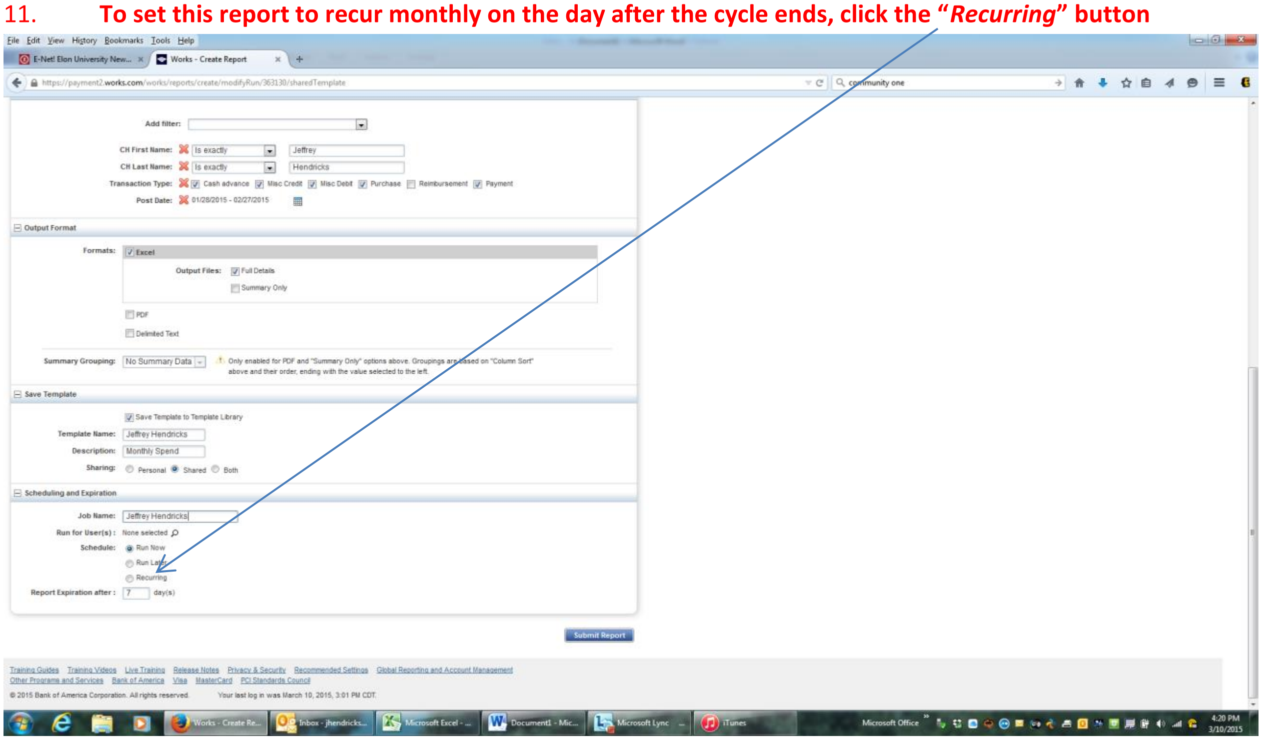
9. **Clear out these two boxes and type the cardholder's name**



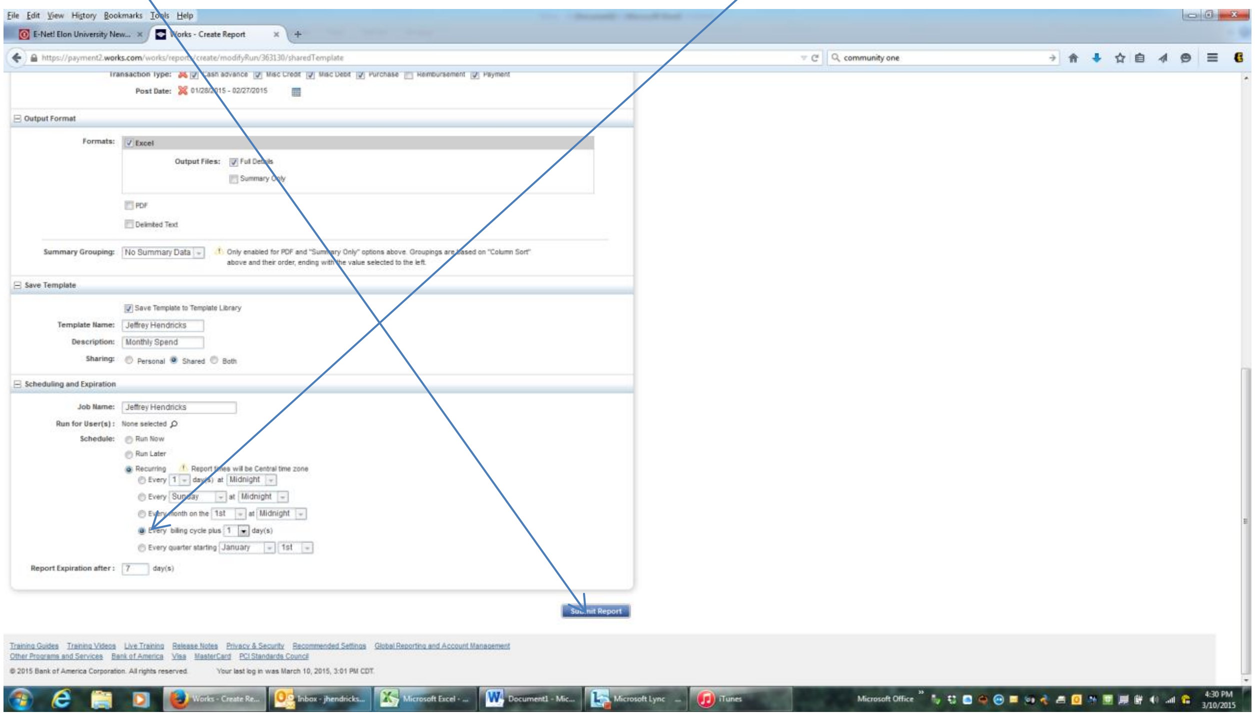
10. If you want to run this as a one-time report, click the "*Submit Report*" button. If you want to set this report as a recurring monthly report, skip to step 11.



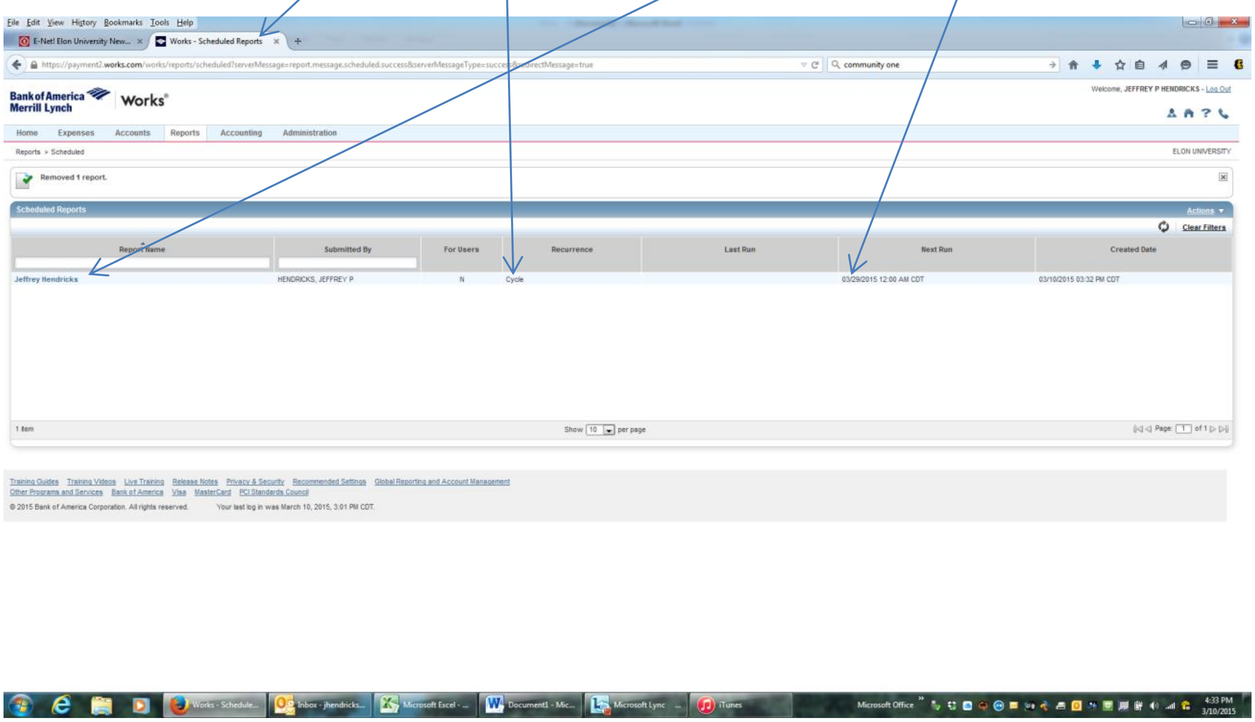
11. To set this report to recur monthly on the day after the cycle ends, click the "*Recurring*" button



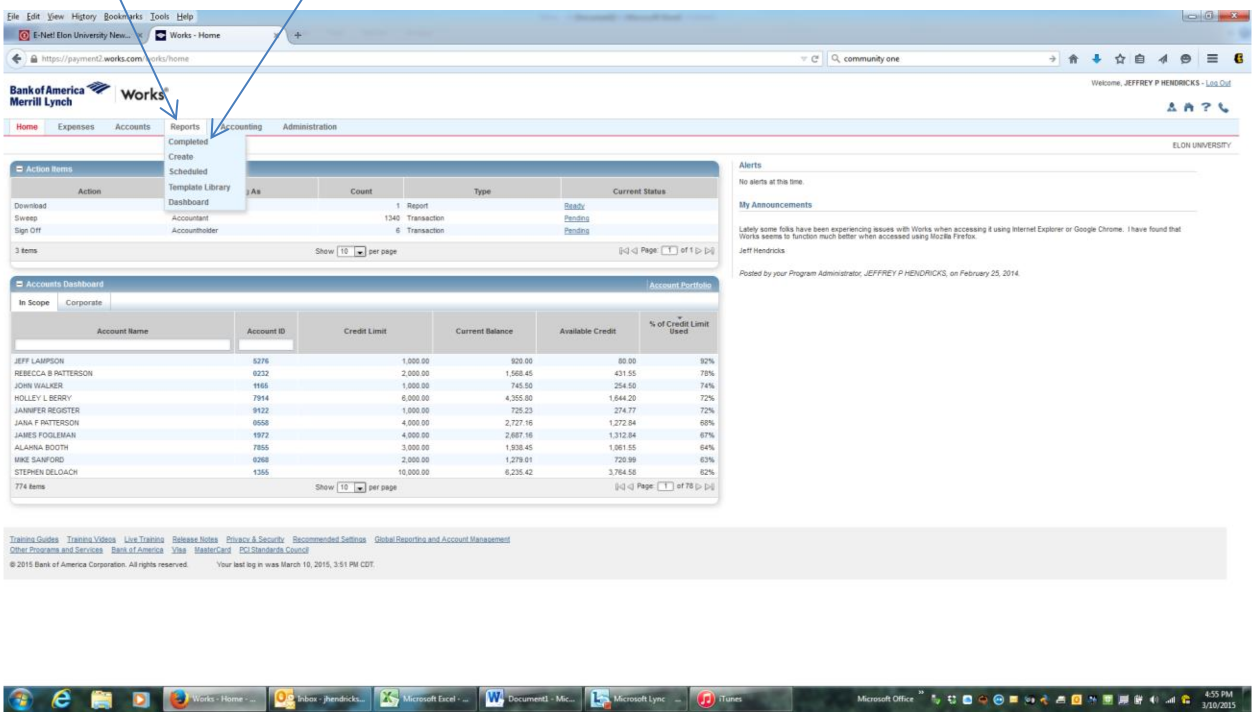
12. To set this report to run the day after each cycle ends, click the "*Every Billing Cycle plus 1 day(s)*" button. This will automatically set this report to run one day after the end of each billing cycle. Then click the "*Submit Report*" button.



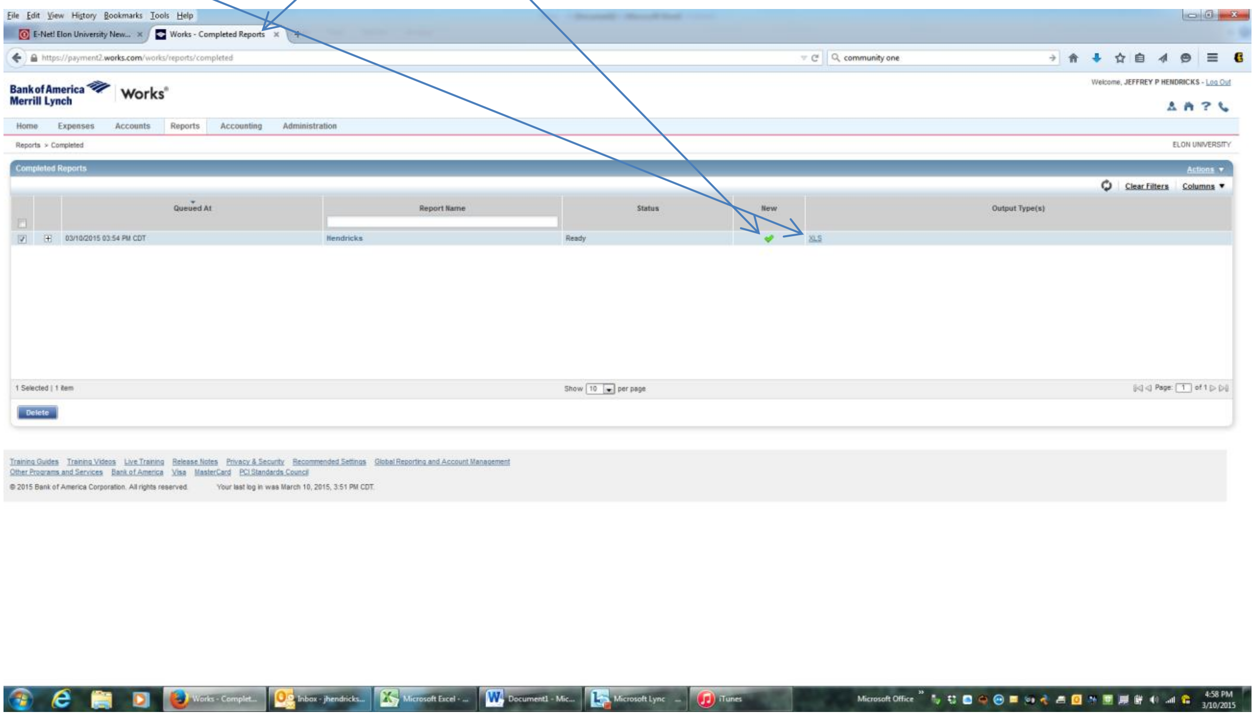
13. You will then be taken to the Scheduled Reports screen. You will see the name of the report you just created, the recurrence is set for every cycle, and the next time the report will run is the day after the current cycle ends.



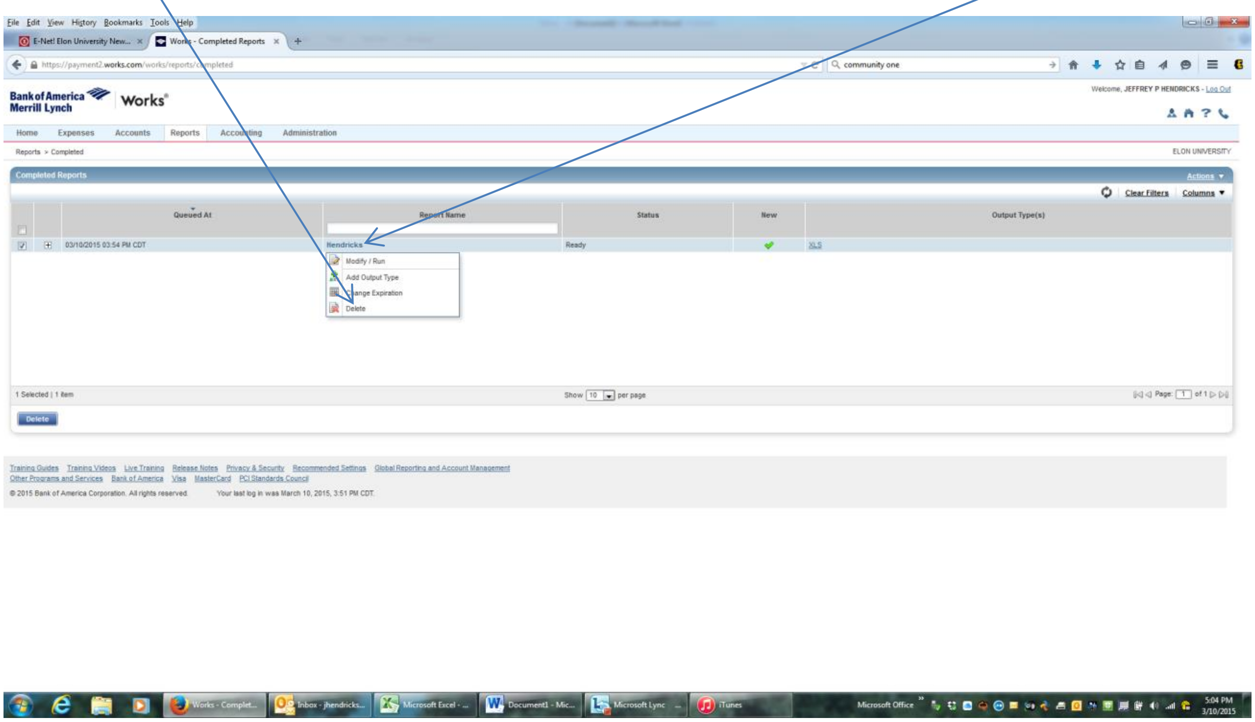
14. **To schedule this report for others, repeat this process using the other person's name.**
15. **The day after the cycle ends, when this report has run, you will receive an email from the Works system telling you that reports are ready for download. To retrieve the report(s), log into Works and clock on "*Reports*", the "*Completed*".**



16. You will be taken to the "*Completed Reports*" screen. All your completed reports will be listed here. All new reports will have a *green check mark* in the "*New*" column. To open your report in excel format, click on the XLS in the "*Output Types*" column.



17. After you have downloaded the report, if you wish to delete it from the list, click on the report name then click "*delete*" in the dropdown box.



18. You will be asked if you want to delete the report(s). If you do, click "*OK*" and the report will be deleted from the Completed Reports list. Deleting the report from the Completed Reports list will not delete it from the Scheduled Reports list.