Running a Cardholder Monthly Spend Report

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



2. Click on "*Reports*"

| le <u>E</u> dit ⊻ie | w History Bookmarks Ic | ols Help | | | | in the second second | | | | - 6 - × |
|---------------------|--|-------------------|----------|---------------------|-----------------|------------------------|-----------------------------|---|---|---|
| E-Net! I | Elon University New × | Works - Home | × + | | | | | | | |
|) 🔒 https | s://payment2.works.com/wor | ks/home | | | | | | - C | Q, community one | → 佘 ♣ ☆ 自 ∢ ⊜ ☰ (|
| | | | | | | | | | | Welcome, JEFFREY P HENDRICKS - Log Out |
| errill Lyr | nch Work | s" | | | | | | | | AA? 5 |
| tome | Expenses Accounts | Reports Accountin | g Admini | stration | | | | | | |
| | | | | | | | | | | ELON UNIVERSITY |
| Action III | ems | 10 | | | | | | Alerts | | |
| | Action | Acting A | | Count | Type | Current | Status | No alerts at this time. | | |
| veep | | Accountant | | 1369 Transa | tion | Pending | | My Announcements | | |
| an Off | | Accountholder | | 6 Transa | tion | Pending | | | | |
| | | | | | | | | Lately some folks have been Works seems to function mu | experiencing issues with Works when acce the better when accessed using Mozilla Firefo | saing it using Internet Explorer or Google Chrome. I have found that or. |
| tems | | | | Show 10 er page | | 0.04 | Page: T of 1 > >0 | Jeff Hendricks | | |
| | | | | | | | | | | |
| Accounts | s Dashboard | | | | | | Account Portfolio | Posted by your Program Adr | ministrator, JEFFREY P HENDRICKS, on Fe | iruary 25, 2014. |
| In Scope | Corporate | | | | | | | | | |
| | 12.000 000000000000000000000000000000000 | 1.00 | | 740 P 2010 1 - 21 | | 100 Kara 100 ger 100 k | % of Credit Limit | | | |
| | Account Name | Ac | count ID | Credit Limit | Current Balance | Available Credit | Used | | | |
| IFF LAMPSO | DN | 5 | 276 | 1,000.00 | 920.00 | 80.00 | 92% | | | |
| EBECCA B R | ATTERSON | 0 | 232 | 2,000.00 | 1,568.45 | 431.55 | 78% | | | |
| HN WALKE | R | 1 | 165 | 1,000.00 | 745.50 | 254.50 | 74% | | | |
| DLLEY L BE | RRY | 7 | 914 | 6,000.00 | 4,355.80 | 1,644.20 | 72% | | | |
| INNIFER REC | GISTER | | 122 | 1,000.00 | 725.23 | 274.77 | 72% | | | |
| ANA P PAT IS | ERSON | | 000 | 4,000.00 | 2,727.16 | 1,2/2.84 | 0076 | | | |
| AND FOUL | ENAN . | | 772 | 4,000.00 | 2,667.16 | 1,312,84 | 6/% | | | |
| KE SANEOD | 25 | | 999 | 3,000.00 | 1,938.45 | 1,061.55 | 04% | | | |
| EDHEN DEL | DACH | | 165 | 10 000 00 | 6,235,42 | 3 764 58 | 82% | | | |
| | | | | Thur LO Lawrence | 0,230.42 | 10.09 | and The first of the follow | | | |
| 7.0.0000 | | | | Show to the beloade | | 19191 | ale 1 1 ac 10 15 151 | | | |

Training Guides Training Videos Live Training Release Notes Phrace & Security Recommended Settings Global Re Other Processons and Services Bank of America Visa MatterCard PCLBandards.Council 6 2015 Bank of America Corporation. Al rights reserved. Vour list to gin was larch 10, 2015, 3:01 PM CDT.

3. Click on *"Template Library"*

| | ile Edit View History Bookmarks Iools | : Help | | | | and the state of t | | - 0 - X |
|--|---|---------------------------------------|--|---------------------------------|------------------|--|---|------------------------------------|
| | 🔞 E-Netl Elon University New 🗙 💽 | Works - Home × + | | | | | | |
| | https://payment2.works.com/works/l | home | | | | | v C 🔍 Q, community one 🔿 🏠 💺 | ☆ 🖻 🔺 😁 🗮 🕼 |
| | Rank of Amorica | | | | | | Webc | ame, JEFFREY P HENDRICKS - Los Out |
| | Merrill Lynch Works | | | | | | | 1 A 2 L |
| | Home Expanses Accounts | Reports Accounting Admini | istration | | | | | |
| | inite copenses recounts | Completed | | | | | | FLON UNIVERSITY |
| Calcolar bland Count Type Counted Status Action Davaboard 309 Tankacton Paridia Counted Status Paridia Coun | | Create | | | | | | LEON ON PERSIT |
| | = Action Items | Scheduled | | | | | Alerts | |
| Landon of memory Landon of memory Tenestion Participation gen of | Action | Templater Library | Count | Type | Current | Status | No alerta at this time. | |
| gr m Accountion I matchin Butchin tree is or | Sweep | Dashboard | 1369 Transactio | n | Pending | | My Announcements | |
| | Sign Off | Accountholder | 6 Transactio | n | Pending | | | |
| Image | | | | | | | Lately some folks have been experiencing issues with Works when accessing it using internet Explorer or Google Chr. Works seems to function much better when accessed using Mozilla Firefox. | ome. I have found that |
| Account law Account law Credit lamit Carrent Balance Available Credit Serie FF LAMPION BYR Constitution Serie Serie <td< td=""><td>2 tems</td><td></td><td>Show 10 per page</td><td></td><td>P D-8</td><td>Page: T of 1 > >0</td><td>Jeff Hendricks</td><td></td></td<> | 2 tems | | Show 10 per page | | P D-8 | Page: T of 1 > >0 | Jeff Hendricks | |
| Account Labeload Account Labeload< | | | | | | | | |
| Construit Account lume Account lume <td>C-December 200</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Posted by your Program Administrator, JEFFREY P HENDRICKS, on February 25, 2014.</td> <td></td> | C-December 200 | | | | | | Posted by your Program Administrator, JEFFREY P HENDRICKS, on February 25, 2014. | |
| In score Carrent Bance Account II Carrent Bance Available Credit Score PF1 AURON 37% 10000 9000 6000 97% PF1 AURON 37% 10000 9000 6000 97% ONIX MALER 37% 10000 9700 6000 97% ONIX MALER 156 100000 775.50 254.50 77% ONIX MALER 156 100000 775.20 274.77 77% AMER FROCIDIANA 1972 400000 2.767.76 1312.4 67% AMER FROCIDIANA 1972 400000 2.767.76 1312.4 67% AMER FROCIDIANA 1972 400000 2.767.76 1312.4 67% AMER FROCIDIANA 1972 4.00000 2.767.76 1312.4 67% AMER FROCIDIANA 1972 1.000.00 1.000.00 1.000.00 1.000.00 To the duct Addition 1000 1.000.00 1.000.00 1.000.00 1.000.00 To th | = Accounts Dashboard | | | | | Account Portfolio | | |
| Account lane Account la Accou | In Scope Corporate | | | | | | | |
| Account Nume Account Nume Current Nume Available Credit Number Credit EFF LANPSCH 5376 1000 00 950.00 600.00 970.00 EFF LANPSCH 5372 2.000 00 950.00 600.00 970.00 Omit WALKER 164 1.000 00 776.50 124.60 776. Omit WALKER 164 4.000 00 777.52 276.77 776. AMEEFE ACGESER 1.000 00 7.75.23 2.74.77 7.756. AMEEFE ACGESER 1.000 00 2.767.17 1.312.84 6.756. AMEEFE ACGESER 1.000 00 2.767.17 1.312.84 6.756. AMEEFE ACGESER 1.000 00 2.767.17 1.312.84 6.756. AMEEFE ACGESER 1.000 00 2.766.71 1.312.84 6.756. Thread Laneer 1.000 00 2.267.19 1.312.84 6.756. Thread Laneer 1.000 00 2.267.19 1.312.84 6.756. Thread Laneer (1.97.97 per Addr 1.000.00 2.267.19 6.756. | | | | | | % of Credit Limit | | |
| cpr (LAMPSON cpr (1,000 0 500 0 500 0 500 0 bitteC A in ModON cpr 2 2,000 0 1,566 4 cpr 1 71% bitteC A in ModON cpr 2 2,000 0 1,566 4 cpr 1 71% bitteC A in ModON cpr 2 2,000 0 1,566 4 cpr 1 71% bitteC A in ModON cpr 2 1,000 0 7,523 2,747 72% bitter A in ModON 592 2,000 0 7,723 6% 6% bitter A in ModON 592 2,000 0 2,267 1% 1,312,44 6% bitter A in ModON 593 2,000 0 2,267 1% 1,312,44 6% bitter A in ModON 594 2,000 0 2,267 1% 1,312,44 6% bitter A in ModON 594 2,000 0 1,278 1% 1,728 1% 6% rest A shore Table P in ModON 10,000 0 2,724 4% 1,718 1% 6% rest A shore Table P in ModON 10,000 0 2,724 1% 1,728 1% 6% | Account Name | Account ID | Credit Limit | Current Balance | Available Credit | Used | | |
| THEACA FARTHSON 422 2.000 00 1.04.46 41.05 706 OULLY LISBY 106 0.000 4.55.58 1.44.30 706 OULLY LISBY 794 6.000 00 4.55.58 1.44.30 726 AMARF RECORDERA 192 1000 00 2.72.78 1.272.44 645 ALANA FRITSON 595 4.000 00 2.77.78 1.272.44 645 ALANA FRITSON 595 4.000 00 2.77.78 1.272.44 645 ALANA FRITSON 195 4.000 00 2.77.78 1.272.44 645 ALANA FRITSON 195 4.000 00 2.77.78 1.272.44 645 ALANA FRITSON 195 3.000 00 1.531.45 1.641.55 645 ALANA FRITSON 195 1.000 00 6.232.62 3.746.58 645 At A Social Statistic Statist | IFFE LANDSON | 5275 | 1.000.00 | 920.05 | 50.00 | 97% | | |
| Onim Yun KKR 1165 1.000 00 76.55 254.60 74.6 Outry Lun KRY 194 0.000 00 476.55 174.50 74.50 Anameter B GOSTRR 1942 1.000 00 75.52 274.77 725. Anameter B GOSTRR 1942 1.000 00 75.52 274.77 725. Anameter B GOSTRR 1952 1.000 00 75.52 274.77 725. Anameter B GOSTRR 1952 2.000 00 2.007.16 1.322.84 67%. Anameter B GOSTRR 0.000 0 1.524.64 1.011.50 64%. Anameter B GOSTRR 0.000 0 1.524.64 1.011.50 64%. Anameter B GOSTRR 0.000 0 1.524.64 1.571.56 64%. Anameter B GOSTRR 1.500.06 1.577.64 2.728.94 64%. Anameter B GOSTRR 1.500.06 1.500.06 1.578.64 1.578.64 A meter S GOSTRR 1.500.06 1.500.06 1.500.06 1.578.64 | REBECCA B PATTERSON | 0232 | 2,000.00 | 1,568.45 | 431.55 | 78% | | |
| OLLIVI, LIKRIV 794 6.000 00 4.356.00 1.644.20 725. AMER FRADRISTICA 192.0 1.000 00 7.27.16 1.272.41 645. AMAR FRATRISTICA 192.0 4.000 00 2.77.16 1.272.41 645. ALAMA ROTIN 192.0 4.000 00 2.77.16 1.272.41 645. ALAMA ROTIN 192.0 4.000 00 2.87.16 1.321.4 645. ALAMA ROTIN 192.6 2.000 00 1.57.8.4 1.011.55 645. RE SAUCROD 0.56 1.000 00 6.27.8.2 3.746.45 625. THIMEN BLOACH 156.0 10.000 0 6.27.8.2 3.746.45 625. THIMEN BLOACH 156.0 10.000 0 6.27.8.2 3.746.45 625. THIMEN BLOACH 156.000 0 6.27.8.2 3.746.45 625. THIMEN BLOACH 156.000 0 6.27.8.2 3.746.45 625. THIMEN BLOACH 156.000 0 6.27.8.2 3.746.45 625. THIMEN BLOACH 156.0000 0 6.278.4 3.746.45 625. | JOHN WALKER | 1165 | 1,000.00 | 745.50 | 254.50 | 74% | | |
| AMPREF B GOSTER 94/2 1.000 00 77.5.23 274.77 77.56 AMPREF B GOSTER 4.000 00 2.78.77 1.72.54 676 AMREF B GOSTER 4.900 00 2.78.77 1.72.54 676 AMREF B GOSTER 4.900 00 2.78.77 1.72.54 676 AMREF B GOSTER 3.000 00 1.93.84 1.01.55 646 RC ANGOD 6.056 1.97.96 01 2.78.97 676 RC ANGOD 6.056 1.97.96 01 2.78.97 676 View 5.000 1.97.96 01 2.78.97 676 View 5.000 1.97.96 01 3.79.16 7.78.99 View 5.000 1.97.96 01 3.79.16 7.79.16 5.000 View 5.000 10.000 6.21.91 6.79.16 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 | HOLLEY L BERRY | 7914 | 6,000.00 | 4,355.80 | 1,644.20 | 72% | | |
| Ander PartBoth 666 4.000 00 2,772 r/6 1,272 24 605 Auder PartBoth 177 4.000 00 2,777 r/6 1,272 44 605 Auder PartBoth 177 4.000 00 2,877 r/6 1,324 4 605 Auder PartBoth 1786 3.000 00 1,593 44 1,501 55 645 Res Sandroft 1586 1.000 00 6,234 20 3,744 50 625 Titherin OLCACH 1586 1000 00 6,234 20 3,744 50 625 Are Amma Show 10 gr ange ange 1 g/d 2 page 1 g/75 10 g/d 1 g/d 2 page 1 g/75 10 g/d | JANNIFER REGISTER | 9122 | 1,000.00 | 725.23 | 274.77 | 72% | | |
| ALLES FOCULISMAN 1977 4.000 2.2667 /6 1.312.24 675 MAINA BOOT 756 1.302.04 1.312.24 675 ME SAVIDO 2004 1.277 61 722.99 675 ME SAVIDO 2004 1.277 61 722.99 675 1100 0.000 6.233 4.000 6.233 4.000 727 61 722.99 675 100 0.0000 0.000 0.0000 0.000 0.000 0.000 0.000 0.0000 | JANA F PATTERSON | 0558 | 4,000.00 | 2,727.16 | 1,272.84 | 68% | | |
| Augusta Tables Tables <thtables< th=""> <thtables< th=""> <thtables< t<="" td=""><td>JANES FOGLEMAN</td><td>1972</td><td>4,000.00</td><td>2,687.16</td><td>1,312.84</td><td>67%</td><td></td><td></td></thtables<></thtables<></thtables<> | JANES FOGLEMAN | 1972 | 4,000.00 | 2,687.16 | 1,312.84 | 67% | | |
| NRE SAVORD GOSS 2,200.00 1,270.01 726.99 GOS NRE SAVORD 1586 100.000 6,235.42 3,74.85 6% Tre terms Show 10 events 10 events 10 eVents 10 eVents 10 eVents Introduction Show 10 events Show 10 events 10 eVents 10 eVents 10 eVents 10 eVents | ALAHNA BOOTH | 7855 | 3,000.00 | 1,938.45 | 1,061.55 | 64% | | |
| Tip Mith (LOLCA)* 1356 10,000 6,234.02 3.746.85 62% 74 Arem Show (0 e) error page () | MIKE SANFORD | 0268 | 2,000.00 | 1,279.01 | 720.99 | 63% | | |
| 74 Eems Story 10 - pro page IQ 4 Page 1 of 75 10 - 00 | STEPHEN DELOACH | 1355 | 10,000.00 | 6,235.42 | 3,764.58 | 62% | | |
| Herin Golds Transm Videos Un Trainin Resear None Plancy A Security Recommended Setting Oblin Resorting and Account Measurement for Houseward Services Rest of Annexia Visua Mathematica Canad Tal Back of Annexa Canadam Visua Visua Mathematica Canad | 774 tems | | Show 10 e per page | | 044 P | lage: 1 of 78 > > | | |
| him Golds Tainin Vides Lin Tainin Beleas hims Bhary J.Scorth Becomender Setting Gold Rearing and Account Management In Thomas and Service Bank J.Anness Yau Materica City China Market Count (Setting and Account Management (Setting Account of Andre Service) - Vorum Heiter and Setting 13 (9) 19 (CIT | | | | | | | | |
| Netrik Goldes Takens Velens Live Takens Velens Binsch Schwick Stellung Glade Branching and Account Management for Houseman Elementar was Hashington (Classication Council 10) Bins of Andrea Carenton Andreas Heaven - Work Bits on a start Binst Binst Care Care Care Binst Binst Care Care Care Binst Binst Binst Care Care Care Binst B | | | | | | | | |
| anina Galdes Trainta Videos Lius Trainta. Release Ninos Rhavit A Society Becommendes Satistica Galda Resortina and Account Management In Programma Garcinas Rela Afrances Vina Manifest Childrandes Cound I Rela et Aneres Caronomo, An Andre Servero V. View Rela et as Manifest 2015. 301 PPI COT | | | | | | | | |
| Int Photometal Service 3 Resk Adversal Value Materials Reclamenta Service 310 PM CVT | Training Children Training Vislans Ing Training | Dalasse Motes Drivery & Security Dan | mmandart Satting Cinhal Departing and | Account Management | | | | |
| 2015 Bank of America Corporation. All rights reserved. Your least to in was Warch 10, 2015, 3:01 PM CDT. | Other Programs and Services Bank of America | Visa MasterCard PCI Standards Council | Contractional accounting of the State of the | Charles and and a second states | | | | |
| | 8 2015 Bank of America Corporation, All rights rese | erved. Your last log in was March 10 | 0. 2015. 3:01 PM CDT. | | | | | |

http://pymetil.actiol.com/webs/report.htmplatel.htmy D 😥 http:://webs/files/looper.ltmplatel.htmy
Decoment - Mic. 🔩 Microoft Lync ... 🔞 Tures
Microoft Office * 1, 12 🗅 🖗 🕲 🗉 👾 🗞 🛋 🖄 🗮 🖉 1 🖉 4 🛋 🕿 402 PM

4. Click on "Individual Cardholder Monthly Spend Summary"

| dtemplateLibrary | | | | 🐨 🧭 🔍 community one | → 合 ♣ ☆ 自 ∢ ⊜ ☰ |
|------------------|---------------|---------------------------------|---|---------------------|------------------------------|
| | | | | | LA? L |
| ts Accounting | Administratio | à | | | |
| | | | | | ELON UNIVERSIT |
| | | | | | Actions • |
| | | | | | Clear Filters |
| | Category | | | Description | |
| | | • | | | |
| transactio | tionCategory | Monthly Spend | | | |
| cardCates | legory | Athletics Cardholder List | | | |
| transactio | tionCetegory | Electronic Billing Statements | | | |
| cardCates | tegory | Cancelled Cards | | | |
| cardCates | tegory | All Cardholders | | | |
| cardCates | legory | All Cardholders | | | |
| cardCateg | tegory | All Cardholders | | | |
| cardCates | legory | All Cardholders | | | |
| cardCateg | tegory | Arts & Sciences Cardholder List | | | |
| transaction | tionCategory | Comparison | | | |
| | | | Show 10 er page | | [id] d] Page: 1 of 5 [> [id] |
| | | | | | Clear Filters |
| | Category | Template Owner | | Description | |
| transactio | tionCategory | Bank Defined | A statement for reviewing 1099 company supplier transactions. | | |
| transaction | tionCategory | Bank Defined | Review details of all airline-related expenses. | | |
| transaction | tionCategory | HENDRICKS, JEFFREY P | Electronic Billing Statements | | |
| cardCateg | legory | Bank Defined | Review details of cancelled cards. | | |
| auditCateg | tegory | Bank Defined | Review an audit history of spend for a specific card. | | |
| cardCateg | legory | Bank Defined | Review details of the past due balances on cards. | | |
| transactio | tionCategory | Bank Defined | Review card transactions with suspicious authorization codes that need to be va | alidated. | |
| transactio | tionCategory | Bank Defined | Review details of all general purchase expenses. | | |
| transactio | tionCategory | Bank Defined | Review details of all hotel-related expenses. | | |
| transaction | tionCategory | HENDRICKS, JEFFREY P | Monthly Spend | | |
| | | | Show 10 per page | | d d Page 1 of 2 ⊳ ⊳ |
| Dansacoo | our calegory | PENLIPALIKS, JEFFRET P | Show 10 - per page | | |

5. Click on "Modify/Run"

| plateLibrary | | | → 俞 ♣ ☆ 自 永 ອ 目 |
|--|--|--|--|
| | | | 1021 |
| Accounting Administration | | | A 11 1 1 |
| | | | ELON UNIVERSIT |
| | | | Actions * |
| | | | Clear Filters |
| Category | - | Description | |
| transactionCategory | Monthly Spend | | |
| cardCategory | Athletics Cardholder List | | |
| transactionCategory | Electronic Billing Statements | | |
| cardCategory | Cancelled Cards | | |
| cardCategory | All Cardholders | | |
| cardCategory | Arts & Sciences Cardholder List | | |
| a monotoni compary | Comparison | | |
| | | and a second | |
| | | Show 10 💌 per page | [k] <] Page: [1] of 5 [> [> |
| | | :snow <u>to </u> er page | 04 4 Page: 11 of5 ⊳ ⊃ |
| Category | Template Owner | unow (U i je) pri page | jad Rask <u>i</u> of Sp.p. Ø <u>Clear Altern</u> |
| Category | Template Owner | John (U) per alger Description A statement for revenuing 1080 company suppler transactions. | ki⊲ Paper [*] of S ⊳ p Q Stear Filter |
| Category transactionCategory transactionCategory | Template Owner Bank Defined Bank Defined | Loter () () () () () () () () () () () () () | vid Anget_1 455 p ♥ SteerZitter |
| Category transactionCategory transactionCategory transactionCategory | Template Owner Bank Defined Bank Defined HENDRICKS, JEFFREY P | Astement for revenuing 1090 company suppler transactions. Review databal of alarias-related expenses. Destruce Ding Statements | dd Heet]_dd55 p Q Steathing |
| Category TransactionCategory transactionCategory cardicategory | E Template Owner Bank Defined Bank Defined MENDRCKS, JFFREY P Bank Defined | Description A statement for reviewing 1099 company suppler transactions. Review data of a larke-related expenses. Electrono Bing Statements Proview data data considerated. | dd faet_1 d5 p ∳ Ster7iter |
| Category transactionCategory transactionCategory cardCategory aud/Category aud/Category | Template Owner Bank Defined Bank Defined HENDRICKS, JEFFREY P Bank Defined | Astement for revenuing 1090 company suppler transactions. Reven details of autoin-creater agences. Exection Ding Statements Reven details of accorded cards. Reven actual statements Reven actual stat | dd Heet 11 455 p Q Steathing |
| Category transactionCategory transactionCategory transactionCategory catGCategory audiCategory catGCategory catGCategory | Bank Defined Bank Defined Bank Defined HENDRICKS, JEFFREY P Bank Defined Bank Defined Bank Defined | Description Astatement for reviewing 1099 company suppler transactions. Review details of a allow-related expenses. Description Review detail of concole dante. Review details of the and constances (cand. Review details of the and constances (cand. | dd faet_1 d5 p ∳ Sterfiter |
| Category ImmaactionCategory ImmaactionCategory cardCategory cardCategory cardCategory transactionCategory transactionCategory | Template Owner Eank Defined Bank Defined Bank Defined Bank Defined Bank Defined Bank Defined Bank Defined | Astement for revenuing 1090 company suppler transactions. Reven details of a larke-related expenses. Detection Dillog Solaments Reven and with Salaments Reven and with Salaments Reven and with Salaments Reven and with Salaments with salament salaments Reven and With salaments Rev | dd poet tits : O Ceneriller |
| Category TransactionCategory transactionCategory cardCategory aud/Category transactionCategory transactionCategory transactionCategory | Template Owner Bank Defined Bank Defined HitNPRCKS, JEFFREY P Bank Defined Bank Defined Bank Defined Bank Defined Bank Defined | Description A statement for reviewing 1090 company suppler transactions. Review details of a atrian-induce operanes. Description A statement for reviewing 1090 company suppler transactions. Review details of the atrian-induce operanes. Description Review details of the advected atrian | dd faet_1 d5 p ∳ Steer Men |
| Category ImmactionCategory ImmactionCategory researctionCategory audiCategory transactionCategory transactionCategory transactionCategory | Template Owner Bank Defined | A statement for revenuing 1090 company suppler transactions. Reven details of a traine-indeet openanes Reven and with trained revenues Reven and with trained revenues Reven and with trained revenues Reven with a traine-indeet openanes. Reven with a traine-indeet openanes. Reven with the traine-indeet openanes. | ikid pase ifiki |
| Category Presentin Category Presentin Category Resention Category audit Category audit Category Presention Category Presention Category Presention Category Presention Category | Template Owner Bask Defined Bas | Description Attenent for reviewing 1090 company suggler branactions. Review detable of a tarline-indeet operanse. Description A statement for reviewing 1090 company suggler branactions. Review and with Buseminis Review and Buseminis Review and | dd heet_1 dd be Q Seechier |
| | Accounting Administration | Accounting Administration Category InstructionCollegory Administration InstructionCollegory Administration Administration InstructionCollegory Administration Adminis | Accounting Administration Category Description TransactionCategory Records Category Educations cardCategory Educations cardCategory Educations cardCategory Categories cardCategory Additionation cardCategory Addition cardCategory Addition cardCategory Addition cardCategory Addition cardCategory Addition cardCategory Category cardCategory Category cardCategory Category cardCategory Category cardCategory Category cardCategory Category cardCategory cardCatego |

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

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



| https://payment2.work | ss.com/works/reports/create/modifyRun/363130/sharedTemplate | → ♠ ♣ ☆ 目 4 9 |
|------------------------|---|---------------|
| | Add filter: | |
| Tra | And Real And | |
| | Post Date: 💥 01/26/2015 - 02/27/2015 | |
| .t Format | | |
| Formats: | V Excel Output Flex: If ful Details If Summy Only | |
| | rer Detretet Ted | |
| Summary Grouping: | No Summary Data . (1) Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left. | |
| Template | | |
| | Save Template to Template Library | |
| Template Name: | Individual Cardholder | |
| Description: | Monthly Spend | |
| Sharing: | O Personal 🖲 Shared O Both | |
| uling and Expiration | | |
| Job Name: | Individual Cardholder Monthly S | |
| Run for User(s): | None selected D | |
| Schedule: | Run Now | |
| | () Run Later | |
| | © Recurring | |
| ort Expiration after : | 7 dey(s) | |
| | Submit Report | |
| | | |
| des Training Videos | Live Training Release Notes Privacy & Security Recommended Settings Global Reporting and Account Management | |
| 110 214 04174.00 02 | In Construction of the International Construction Construction | |

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

| ttps://payment2.works.com/works/reports/creat/modif ² Run/363130/sharedTemplate | ↓ ☆ 自 ∢ | |
|--|---------|--|
| | | |
| Add filter: | | |
| CH First Name: 💥 Is exactly 💽 Jeffrey | | |
| CH Last Name: X 1/ exactly Hendricks | | |
| Transaction Type: 🐹 🔰 Cash adhance 😰 Misc Credit 😰 Misc Debit 😰 Purchase 📺 Reimbursement 😰 Payment | | |
| | | |
| Format | | |
| Formats: U.Excel | | |
| Output Filest 🔟 Ful Details | | |
| Summary Only | | |
| E POF | | |
| E Delimited Text | | |
| ummary Grouping: No Summary Data . Only enabled for POF and "Summary Only" options above. Groupings are based on "Column Sort" | | |
| above and their order, ending with the value selected to the left. | | |
| emplate | | |
| IV Sav Zimplate to Template Library | | |
| Template Name: Jeffrey Hendricks | | |
| Description: Monthly Spend | | |
| Sharing: O Personal 🖲 Selared O Both | | |
| sling and Expiration | | |
| Job Name: Jeffrey Hendrick | | |
| Run for User(s): None selected O | | |
| O Run Later | | |
| © Recurring | | |
| rt Expiration after: 7 day(s) | | |
| | | |
| Submit Report | | |
| des Trainin Videns I ve Trainin Delasse Mote Divary & Saruthy Dannemanded Sations Global Deportion and Annual Management | | |
| ims and Services Bank of America Visa MasterCard PCI Standards Council | | |

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.

| O E-Net! Elon University New × E Works - Create Report × + | | | |
|---|----------------|---------------------|-----------------|
| A https://payment2.works.com/works/reports/create/modifyRun/363130/sharedTemplate | | ⊤ C Q community one | → 佘 ↓ ☆ 自 ∢ ⊜ 三 |
| Add filter: Cit First Name: K Is exactly a Jettray Cit Last Name: K Is exactly b Herdrid:a Transaction Type: K I Can advance IV Nac Cost IV Inc. Lott IV Part Name: K 1020015-02272015 | | | |
| Output Format | | | |
| Contract Contrect Contract Contract Contract Contract Contract Contract Contrac | | | |
| above and their order, ending with the value selected to the left. | | | |
| jante remeane El Sere Tangade la Tangade Laray Template Name: Jaffery Handbiola Description: Munity Spind Daming: © Personal @ Danta | | | |
| Scheduling and Expiration | | | |
| Job Name [Jeffley Hendficks] Run for User(e); Nore selected p Schedule: $@$ Rin Nov © Rin Later © Rin Later © Rin Later | | | |
| Report Expiration after: 7 day(s) | Submit R. port | | |
| skins Guides Takins Woles Liv Takins Brissek Notes Prinsek A Security Recommended Selfues Gibbs Bearing and Account Ukasaement The Pharman and Security Bask of Anexies Value Market California and Account Ukasaement Wole Bask of Anexies Additionation of Additionationation of Additional Value (PCP) | Submit Rusort | | |

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

| https://payment2.works.com/works/reports/create/modifyRun/363130/sharedTemplate | | → ☆ ↓ ☆ 自 々 ⊝ 三 |
|---|------|-----------------|
| Add titler: CH frast Name: Standby CH Last Name: Standby Transaction type: Standby Standby Standb | | |
| utput Format | | |
| Formatic Deput Press Ordput Frees Ordput Press Ordput Pre | | |
| and the second of the second o | | |
| 127 Save Terminate to Terminate I brany | _ | |
| Template Name: (Leffer Handhids Description: Middhid Spand Sharing: O Personal @ Shared © Both | | |
| cheduling and Expiration | | |
| Job Banes [JitfleyHendrots] Ban for Sec(1): Non-stacks D Schedudie: @ An Nite @ An III | | |
| Report Expiration after : 7 day(s) | | |
| Salamit Reg | Tool | |
| a Oakes Takina Videos Linz Takina Balesse Tideo Pharcy & Scontz Recommended Settings Global Reports and Account Management Program and Services Sets of America Video Matericary PCI Standards Council | | |

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.

| - | | | |
|--|---------------------|-------------|---|
| ttps://payment2.works.com/works/report/create/modifyRun/363130/sharedTemplate | T C Q community one | → 俞 ♣ ☆ 目 ∢ | 9 |
| Transaction type: 6 V ash advance V lisc Lindit V fusc babi V furchase Remoursement V Hyment | | | |
| Post Date: 💥 01/28/0015 - 02/27/2015 | | | |
| Format | | | |
| | | | |
| Formate: VExcel | | | |
| Output Files: V Ful Details | | | |
| Summary Oply | | | |
| Pipe. | | | |
| Line Contraction of the Contract | | | |
| Contract Con | | | |
| ummary Grouping: No Summary Data 🐷 () Only enabled for POF and "Summary Only" options above. Groupings are used on "Column Soft" | | | |
| above and their order, ending with the value selected to the left. | | | |
| emplate | | | |
| | | | |
| C Save Template to Template Library | | | |
| Template Name: Jeffrey Hendricks | | | |
| Description: Monthly Spend | | | |
| Sharing: O Personal O Shared O Both | | | |
| uling and Expiration | | | |
| | | | |
| Joo name: Jeimey Hendricks | | | |
| Run for Bser(s) : None selected () | | | |
| © Run Later | | | |
| Recurring Report prices will be Central time zone | | | |
| Every 1 - days at Midnight - | | | |
| Every Supray - at Midnight - | | | |
| Even unorth on the 1St + at Midnight + | | | |
| Every biling cycle plus 1 day(s) | | | |
| C Every quarter starting January w 1st w | | | |
| rrt Expiration after: 7 day(s) | | | |
| | | | |
| N | | | |
| Sui, tit Report | | | |
| | | | |
| des Tranina Videos Live Training Release Notes Envacy & Security Recommended Settings Global Reporting and Account Management | | | |
| ITTE BOU SETVICES BEING ULAMETICE VIES INSIGNCE/UP PCI STRING/CE COUNCE | | | |

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.

| | | | | | / | |
|--|---|---|---------------------------|--|-------------------------|--|
| Elle Edit View Higtory Bookmarks Iools Help | V | | | off the distance of the second s | | - 6 - × |
| 🔞 E-Net! Elon University New 🗙 💽 Works - Scheduled Repo | orts X + | - Anna and A | | | | |
| A https://payment2.works.com/works/reports/scheduled?serve | rMessage=report.message.scheduled.succe | s&serverMessageType=suc | cess&undirectMessage=true | | | → 佘 ♣ ☆ 自 ∢ ⊝ ☰ (|
| Participanti and Participanti and | | / | 1 | | | Welcome, JEFFREY P HENDRICKS - Log Out |
| Merrill Lynch Works" | | | | | / | 1.871 |
| Home Expenses Accounts Reports Account | ing Administration | | | | | |
| Reports > Scheduled | | | | | | ELON UNIVERSITY. |
| | | | | | | |
| Removed 1 report. | | | | | | 18. |
| Scheduled Reports | | | | | | Actions 🔻 |
| | | | | | | Clear Filters |
| ReportName | Submitted By | For Users | Recurrence | Last Run | Next Run | Created Date |
| K | | | V | | V | |
| Jeffrey Hendricks | HENDRICKS, JEFFREY P | N | Cycle | | 03/29/2015 12:00 AM CDT | 03/10/2015 03:32 PM CDT |
| | | | | | | |
| 1 Barn | | | Show 10 💌 per page | | | id⊲ Page (▲ of to b) |

5 t3 ■ @ @ = Se & # 0 M B # # 40 all & 4:33 PM

Training Guides Training Veless Luke Training Belease Notes Princy & Security Recommended Settinus Global Reporting and Account Managem Other Programs and Services Bank of America Visa MasterCard RCI Sandards Council @ 2015 Bank of America Concountion, Arithmet reserved Voor Satt is in van Satter 10, 2015, 301 PM CDT.

😰 🤌 📋 🚺 🙋 Works - Schedule... 💁 Interdicks... 🏠 Microsoft Excel - ... 🗰 Documenti - Mic... 🔛 Microsoft Lync

- 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"*.

| Edit View History Bookmarks Tools Help | / | | | and the second second | and the second se | |
|---|---|--|--|---|--|---|
| E Mult Dan Universite Many | | | | | | |
| E-Net: Elon University New V Works - Home | 1 | | | | | |
| https://payment2.works.com/ orks/home | | | | | | マ ご Q. community one → 合 ↓ ☆ 自 オ ● |
| nkof America Works | / | | | | | Welcome, JEFFREY P HENDRICKS -] |
| errill Lynch | | | | | | A A 3 |
| me Expenses Accounts Reports | counting Adminis | stration | | | | |
| Completed | | | | | | ELON UNIV |
| Create | _ | | | | | Alasta |
| Action Items Scheduled | | | | | | ARTIS |
| Action Template Librar | 1.4.5 | Count | Time | Current | Status | No sierts at this time. |
| Dashboard | | 1 Report | | Ready | | Ny Announcements |
| | | 1340 Treesed | 80 | Pending | | |
| veep Accountant | | 1.34U 11800kBUS | | | | |
| in Off Accounted | | 6 Transact | ion . | Pending | | Lately some folks have been experiencing issues with Works when accessing it using internet Explorer or Google Chrome. I have found that |
| veep Accountant gn Off Accountholder tems | | 6 Transact Show 10 e per page | ion . | Pending Brd of F | Page: 1 of 1 > >0 | Lately some folks have been experiencing issues with Works when accessing it using Internet Explorer or Google Chrome. Thave found that Works seems to function much before when accessed using Modils Prefixe. Just Hendricks |
| weep Accountant ign Off Accountholder items | | 6 Transact | ion . | Pending 84 < F | Page: To of 1 D D | Lately some folks have been experiencing assues with Works when accessing trusting Internet Explorer or Google Chrome. Have found that Works assets to function much before when accessed using Mozilla Freitox. Jeff Hindricks Characterize Chrome Science (STEREND) (Internet/Origin and Stereor M. 1994). |
| neep Accountant Accountant Accountant Accountant Accountant Accountant Accountant Accountant Accountant Accounts Accounts Destaboard | | 6 Transact | on . | Pending jidi⊲i f | Page: 🚺 of 1 D D) | Landy same fails have been experiencing traces with Works when preserving using Mennet Explore or Google Chrone. Have found that Works assess to include numb better when accessed using Mobile Pretex. Jeff Hendrolas Politied by your Program Administrator, JEFFREY PHENDRICKS, on February 25, 2014. |
| eres Accountant forms Accountballer 2 Accounts Dashboard n Scope Corporate | | 6 Transact Show 10 per page | en. | Pending jidi⊲i f | Page: 1 of 1 b b) Account Portfolio | Land) save faits that here required by those a bit White schema processing Lasting Internet Evaluation of Google Chrome. Have found that Works arows to Autocion much better when accessed using Wozlika Prefex. Jeff Hendricks Postele By your Program Administrator, JEFFREY P. HENDRICKS, on Petroary 25, 2014. |
| Account functions Account function Account function Account function Account function Account function | Account ID | 6 Transact Show 10 per page | on Carrent Balance | Pending jidi di f Available Credit | Page: 1 of 1 b b) Account Portfolio | Landy same fails that be been experiencing layers with Works when preventing it using Mennet Explore or Google Chrone. Have found that Works assess to function much better when accessed using Mobile Prebex. Jeff Hendricks Posited by your Program Administrator, JEPFREY PHENCHICKS, on Petruary 25, 2014. |
| etg Accounts Openhoard Accounts Openhoard Account Rame #1 Jamnon | Account ID | 6 Transct 6 Transct Show 10 per page | corrent Balance | Pending (ici) Available Credit | Page: of 1 > >>> Account Bortfalia So of Credit Limit Used | Landy save fails that here required by those a bit fibris when accessing a using Mennet Explore or Google Chrome. Have found that Works areas to inclusion much better when accessed using Wozlia Prefex. Jeff Hendrasia. Posited by your Program Administrator, JEFFREY P.HENCHICKS, on Petruary 25, 2014. |
| Heg Accounts Dashboard Accounts Dashboard Accounts Dashboard Accounts Rame | Account ID 5275 0232 | Credit Limit | current Balance 920.00 1, 268.45 | Pendins (ind <) / Available Credit 60.00 431.55 | Page: to of 1 > > > > > > > > > > > > > > > > > > | Landy own fibit buy been separaticity trues with Works when processing a using Mannet Explore or Google Chrone. Have found that Works even the Mannot Batter when accessed using Mobile Fretox. Jeff Hondrasa Posted by your Program Administrator, JEPPREY PHENCHICKI, on Petrueny 23, 2014. |
| reeg Accounted proff Account Accounted Account Duckboard Account Rame Account Rame FLAMPSON RECCA PROTINGNON INVALCER | Account ID 5276 0232 1165 | Credit Limit | current Balance 920.00 1,668.65 745.50 | Pending (c) <) F Available Credit 60.00 43155 254.50 | Page: of 1 b b() Account Portfolio St of Credit Limit Used 92% 78% 78% | Land yoan fals two teen experiences two sets all to this when accessing using Mennet Explore or Google Chrone. Have found that Works asoms to include that when accessed using Vazila Pretex. Jeff Hendralas. Posted by your Program Administrator, JEPPREY PHENCHICKS, on Petruary 25, 2014. |
| verge Acceluration brt Acceluration reme Acceluration Acceluration Acceluration Acceluration Acceluration Acceluration Acceluration Acceluration Acceluration FEACAGE Acceluration FEACAGE Acceluration FEACAGE Acceluration Acceluration Acceluration | Account 10 5275 0222 1165 7914 | Credit Limit Credit Limit 0,000 00 1,000 00 | current Balance 920.00 1,568.45 745.50 4,558.00 | Pendits Pendits Pen | Page of 1 b bi Account Portfolio % of Circlet Limit Used 92% 78% 72% | Landy own fibit buy been separaticity layers with Works when processing a using Mannet Euplone or Google Chrone. Have found that Works assess to build on nucl before when accessed using Mobile Fretox. Jeff Hondrata. Posted by your Program Administrator, JEFFREY PHENCHICKI, on Petruary 23, 2014. |
| Account A | Account 10 5276 0222 1165 7914 9122 | Credit Limit 1,000 00 2,000 00 1,000 00 1,000 00 1,000 00 1,000 00 | en Current Balance 920 00 1,568 45 745 50 4,355 00 725 23 | Pending 0:0 <0 F Available Credit 00.06 431 55 254 50 1.044 20 274.77 | Page 1 1 D D) Account Portfolio % of Credit Limit Used 72% 72% 72% | Land yoan fals two keen experiencing twose all tolks when accessing using Mennet Explore or Google Chrone. Have found that Works asoms to the total much better when accessed using Mozile Prefex. Jeff Hendrolas Posted by your Program Administrator, JEFFREY PHENCHICKS, on Petruary 25, 2014. |
| Verge Accountiolaer terms | Account ID 5276 0222 1165 7914 9122 0059 | Credit Limit 1000 0 1000 0 1000 0 1000 0 1000 0 1000 0 1000 0 1000 0 1000 0 1000 0 | current Balance Current Balance 1.06.45 745.50 725.23 2,277.16 | Pendina (i-d < 17 Available Credit 60.00 431.55 254.50 274.77 1,272.64 | Peer I of to by Account Portfolio 5. of Credit Limit Used 785, 725, 725, 725, 725, 725, 725, 725, 72 | Landy own fibit buy been experiencing were with Works when processing using Mernet Explore or Google Chrone. Have found that Works even the Mercelon much better when accessed using Mobile Fretox. Jeff Hondrata Plated by your Program Administrator, JEFFREY PHENCHICKI, on Petruary 23, 2014. |
| Verg Account Moder Normality Account Moder Account Subservit Account Moder Account Subservit Account Moder Receive Corporate Convert Moder FLAMPSON Convert Moder Becker Moder Convert Moder Maccount Nume Convert Moder Maccount Record Convert Moder Maccount Nume Convert Moder Maccount Nume Convert Moder Maccount Record Convert Moder Maccount Nume Convert Moder | Account 10 5276 6232 1965 7914 9122 0656 1972 | Credit Limit 1,000 00 2,000 00 4,000 00 4,000 00 4,000 00 | Current Balance 920.00 1,568.45 4,555.00 4,555.00 2,277.16 2,267.16 | Panding (c) <) (c) | Page: 1 of 1 b b() Account Portfolio % of Circlet Limit Used 78% 72% 61% 72% 61% 62% | Land yoan fals two teen experiencing teases all tribs when accessing using Mernet Explore or Google Chrone. Have found that Works asome touch that the second using Musils Pretex. Jeff Hendrolas Posted by your Program Administrator, JEFFREY PHENCHICKS, on Petrvary 25, 2014. |
| 489 A Columbia Accounts Databloard Account Subabloard 5 Soge Corporate Kecount Subabloard Corporate ECCA In ACTORSON F ECCA In ACTORSON S NWER RECTSON S NWER RECTSON S SES OFTER S MARKER S SES OFTER S SES OFTER S SES FOLGEMAN S | Account 10 5276 6222 1165 7914 9122 0658 1972 7855 | Credit Limit 1,000 00 1,000 00 1, | current Balance 920 00 920 00 920 00 920 00 920 00 725 23 725 20 725 20 725 725 20 725 725 725 725 725 725 725 725 725 725 | Panding §-(| Page | Landy own fibit buy been experiencing were with Works when processing using Mernet Explore or Google Chrone. Have found that Works assess to build on nuch better when accessed using Mobile Fretox. Jeff Hondrata Plated by your Program Administrator, JEFFREY PHENCHICKI, on February 23, 2014. |
| Account Dashbard Account Name | Account (0) 5276 0222 1165 7914 9122 0056 1972 1975 1975 0298 | | co Current Balance 920.00 1.584.4 4.356.00 1.584.4 4.356.00 7.75.20 2.777.1 2.877.4 1.598.4 1.598.4 1.598.4 1.598.4 | Pandha jid-d T Aveilable Credit 80.00 41155 22454 155 22470 127244 151224 15125 12724 15125 12724 15125 12724 | Page: of 1 D D() Account Portfolio s of Credit Lanit Used 52% 78% 78% 78% 78% 78% 78% 78% 66% 67% 64% 67% 64% 65% 65% 65% 65% 65% 65% 65% 65% 65% 65 | Landy own fibit hav been experiencing ways with Works when processing Landy because Explore or Google Chrone. Have found that Works are the thorizon much fibtr when accessed using Mostla Protoc. Jeff Hendricka Posted by your Program Administrator, JEPPREY PHENCHICHS, on Petruary 25, 2014. |
| verg Accounts Dashboard fers | Account 10 5276 6232 1965 7944 9122 6658 1972 7865 6288 1355 | Credit Limit 1000 0 1000 0 | er Current Balance 1984 44 7658 2,877 44 2,887 44 1,598 44 1,298 44 1,298 44 1,298 44 | Pandha ig d of 7 Available Credit 0000 15440 15440 15440 15442 13124 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 13154 131555 131555 131555 131555 1315555 13155555 1315555555555 | Page: of 1 Det Account Portfolio Account Portfolio of Caretit Limit Sed 72% 72% 72% 72% 72% 62% | Landy own fibit buy been expendiculty loves with Works when processing using Mernet Datione or Google Chone. Have found that Works assess to behavior hunch better when accessed using Mobile Fretox. Jeff Hendridas Posted by your Program Administrator, JEPPREY PHENCHICKS, on February 25, 2014. |

Training Gades Training Videos Live Training Release Notes Prinzry & Security Recommends Satinas Gabal E Other Prevares and Enviros Bank of America Video MatherCard Or Clistophort Council © 2015 Bank of America Corporation. All rights reserved. Your last log is was March 10, 2015, 351 PM CDT.

😰 🤌 🚆 🖸 🔞 Works-Home - 🛛 🔨 blow- Jundvicks 🔀 Microsoft Excel - 🛛 🗰 Excurnent - Mic. 🕞 Microsoft Lync - 🔞 Tunes Microsoft Office " 🖕 53 🗈 42 😂 🕸 45 🗷 🖉 9 🗷 🖉 42 🖛 453 PM

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 <u>XLS</u> in the "*Output Types*" column.

| \sim | | | | | |
|--|--|------------------------|-----------|----------------|---------------------------------------|
| e Edit View Higtory Bookmarks Jools Help Enet Elon University New × Works - Completed Reports | × | | | | |
| A https://payment2.works.com/works/reports/completed | | | ≂ C | ÷ ♠ · | ↓ ☆ 自 々 ⊕ Ξ |
| Bank of America 🌮 🗤 💷 | | | | 1 | Welcome, JEFFREY P HENDRICKS - Los Ou |
| Merrill Lynch WOrks | | | | | AA?S |
| Home Expenses Accounts Reports Accounting | Administration | $\langle \rangle$ | | | |
| Reports > Completed | | | | | ELON UNIVERSITY |
| Completed Reports | | | | | Actions 🗸 |
| Queued At | Report Name | Status | New | Output Type(s) | Clear Filters Columns • |
| ☑ (Ξ) 03/10/2015 03:54 PM CDT | Hendricks | Ready | A . > X12 | | |
| 150mm/111mm | | Show (1) (a) for store | | | Solid Page (7) of 10,000 |
| Delate | | Supa [10] Ma hala | | | 14 4 - 40 CT - 10 PT |
| fraining.Guddes Irahina.Videos Live.Trahing Belease.Netes Privacy.&.See Jihar.Poszams.and.Services Bank.of.America Viba MasterCard PCI/Band | with: Recommended Settings: Global Reporting and Account Management and Council | | | | |
| F2015 Bank of America Corporation. All rights reserved. Your last log in w | as March 10, 2015, 3:51 PM CDT | | | | |
| | | | | | |

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.

🛞 🤌 🛗 Taran Macanal Office 🖞 💱 🕻 🖉 🕹 🖉 🕷 🖉 🕷 🖉 🕷 🖉 🕷 🖉 🖉 🐇 🖉 🐇 🖉 🐇 🖉 🐇 🖉 🐇 🖉 🐇 🖉 🐇 🖉 🐇 🖉 🐇 🍕 🖉 👘 🖉 🐇 🍕 🖉 👘 🖉 🐇 🍕 🖉 👘 🖉 🐇 🍕 🖉



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.

| Elle Edit View Higtory Bookmarks Iools Help | | the descent of | formal first second | / | | | | 0 0 × X |
|---|--|---------------------|---------------------|--|-----------------------------------|------------------------|-----------------|---------------|
| 🔯 E-Netl Elon University New × 💽 Works - Completed Reports 🗙 + | | | | / | | | | - 0 |
| A https://payment2.works.com/works/reports/completed | | | | | ⊤ C ^e Q, community one | → A 4 | ☆自∢ | ⊜ ≡ 6 |
| Bankof America 🍽 Works* | | | | | W | elcome, JEFFREY P HEND | RICKS - Log Out | |
| | | | | | | Δ. | A ? 5 | |
| Home Expenses Accounts Reports Accounting Administr | ation | | | | | | | |
| Reports > Completed | | | | | | | E | ON UNIVERSITY |
| Completed Reports | | | | | | | | Actions - |
| | | | | | | | Clear Filters | Columns T |
| Queued At | Report Name | | Status | New | | Output Type(s) | | |
| THE REPORT OF A DRIVE OF T | Nerdicke | Deathy | | | W 5 | | | |
| | | | / | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | Delete Report | × | | | | | |
| | | Delete 1 report(s). | | | | | | |
| | | | | | | | | |
| 1 Selected (1 tem | | | V | | | | [<] <] Page: [| |
| Delete | | | OK Cancel | | | | | |
| | | 1 | | | | | | |
| Training Guides Training Videos Live Training Release Notes Privacy & Security Recomm | ended Settings Global Reporting and Account Management | | | | | | | |
| Other Programs and Services Eank of America Visa MasterCard POIStandards Council © 2015 Bank of America Corporation, All rights reserved. Your last log in was March 10, 2 | 015. 3.51 PM CDT | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | Contraction of the local division of the | Microsoft Office 39 | | | 5:07 PM |