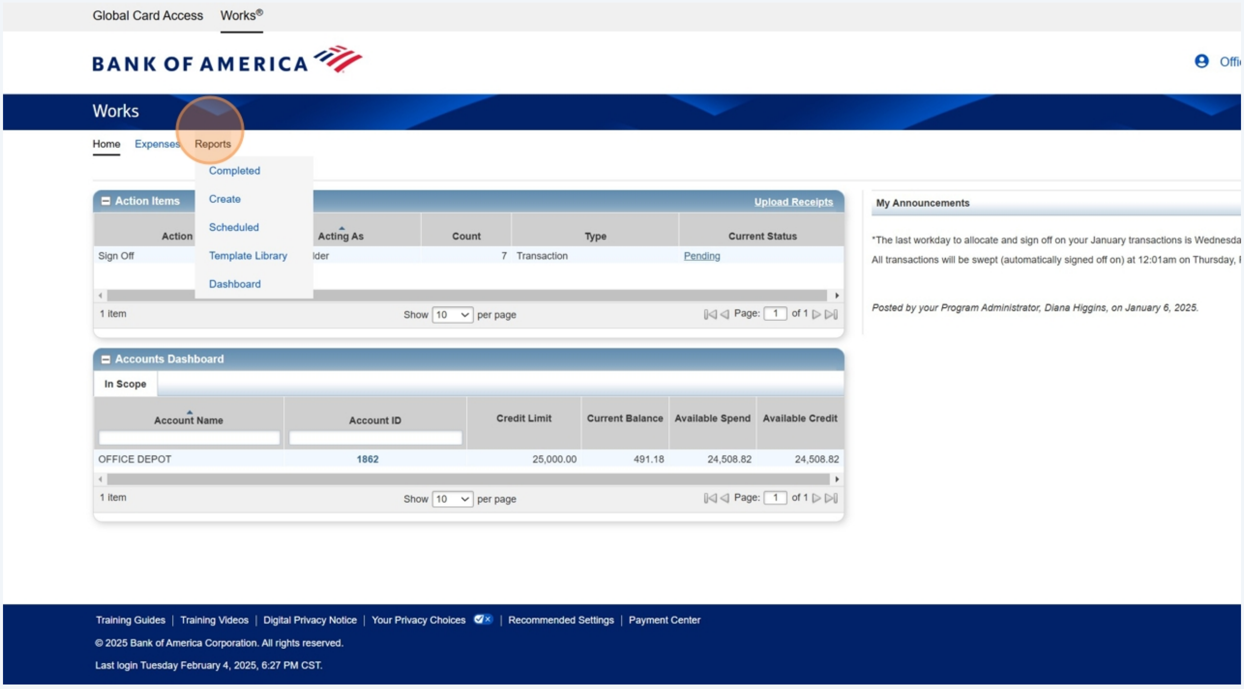
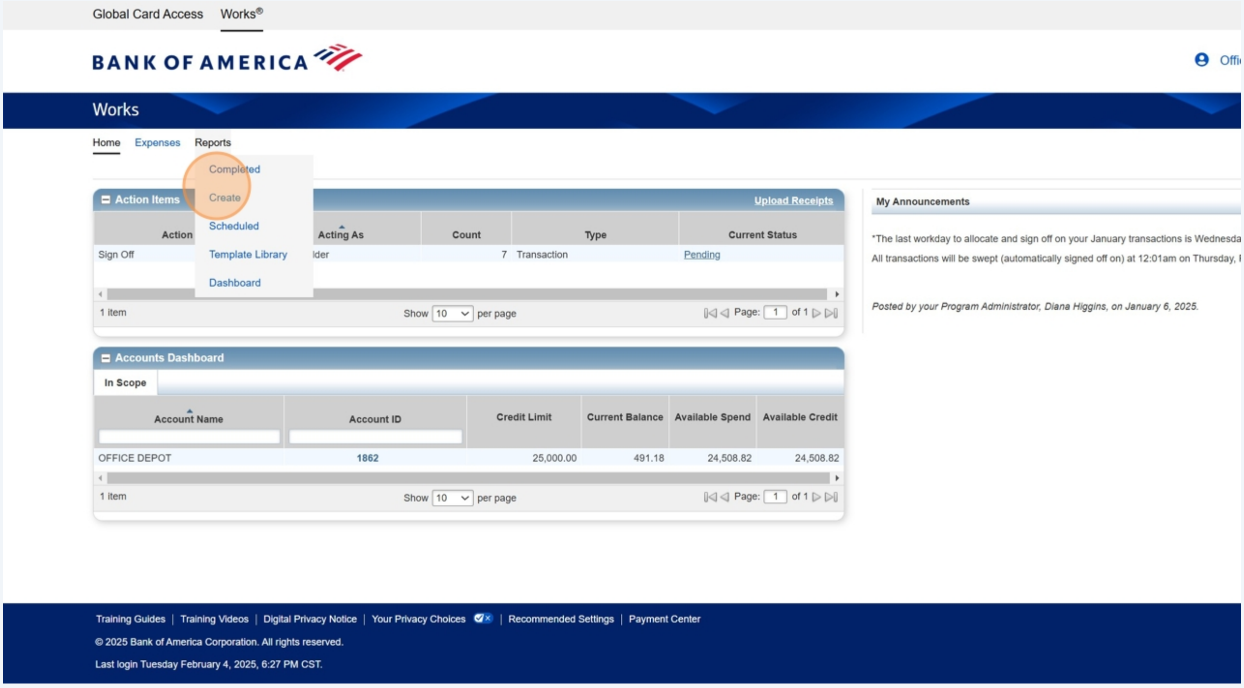
How to run the Bank of America Works Statement Report

1 Navigate to Bank of America Works

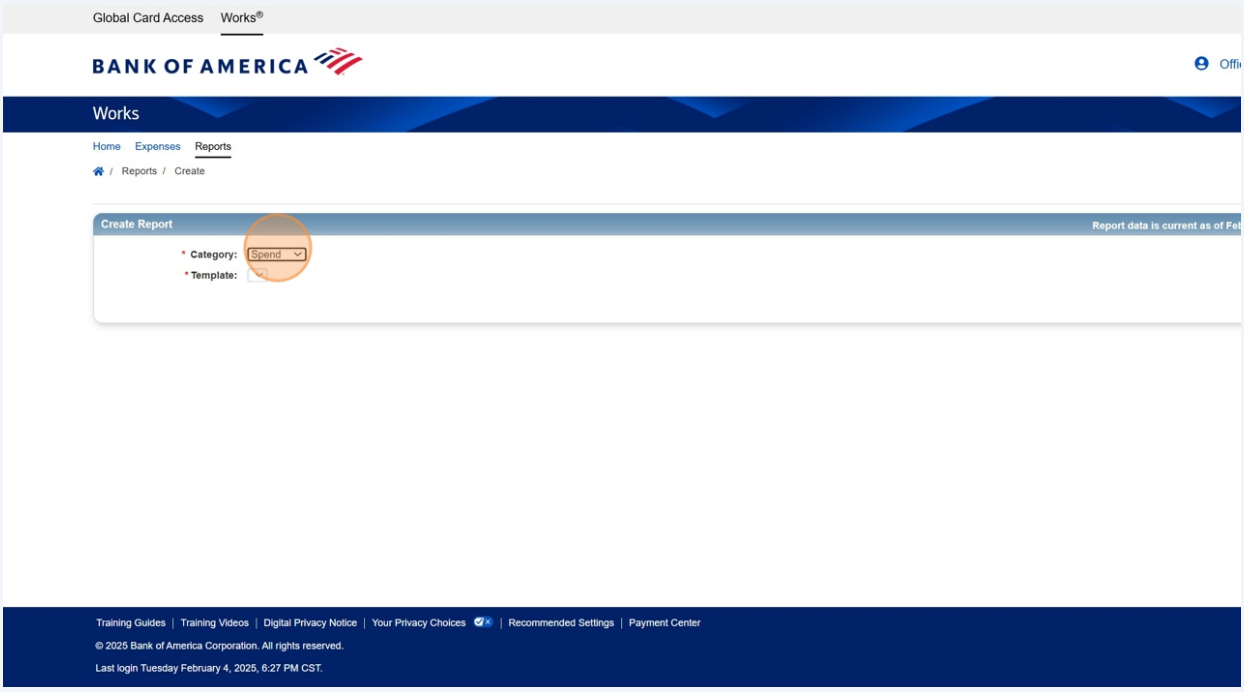
2 Click "Reports"



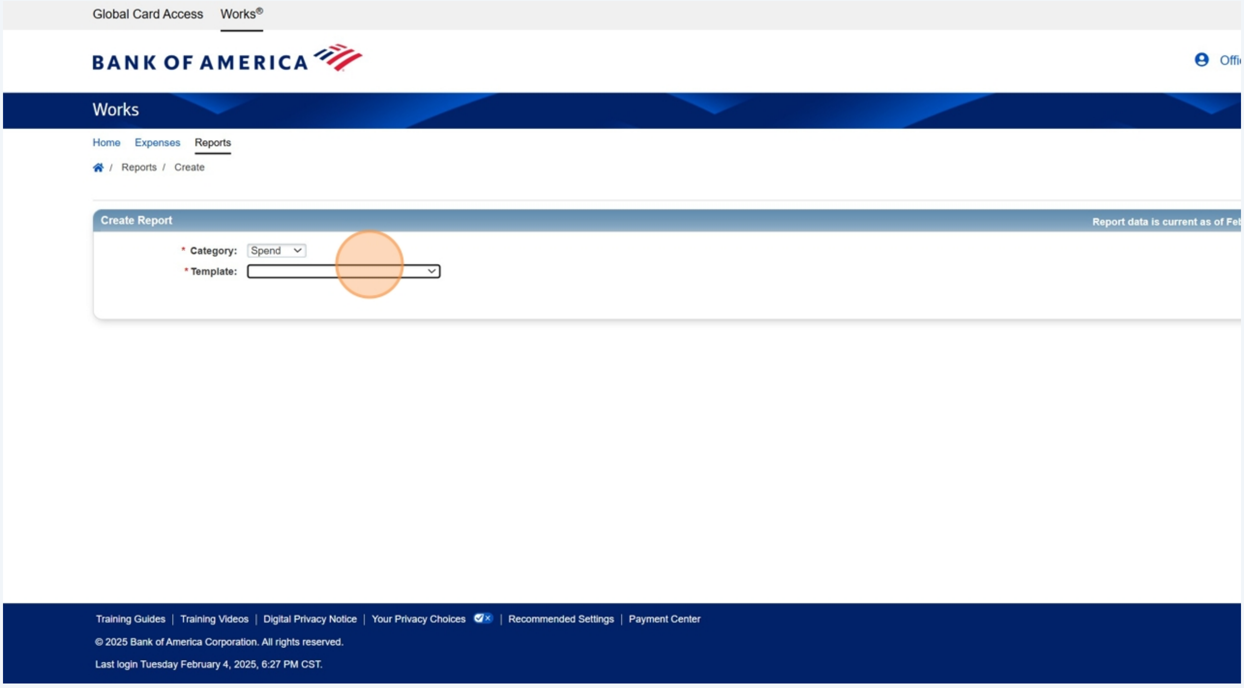
3 Click "Create"



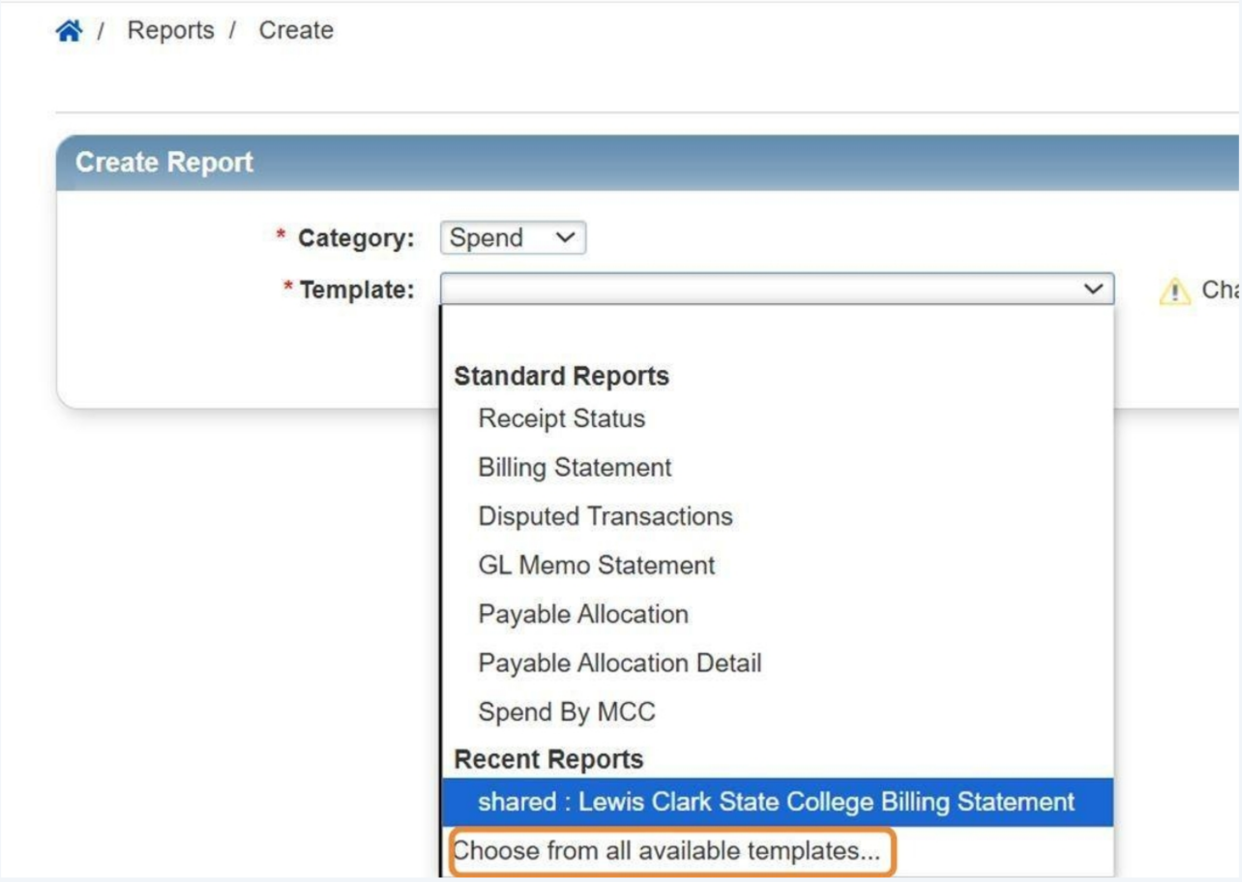
4 Select the "Spend" option.



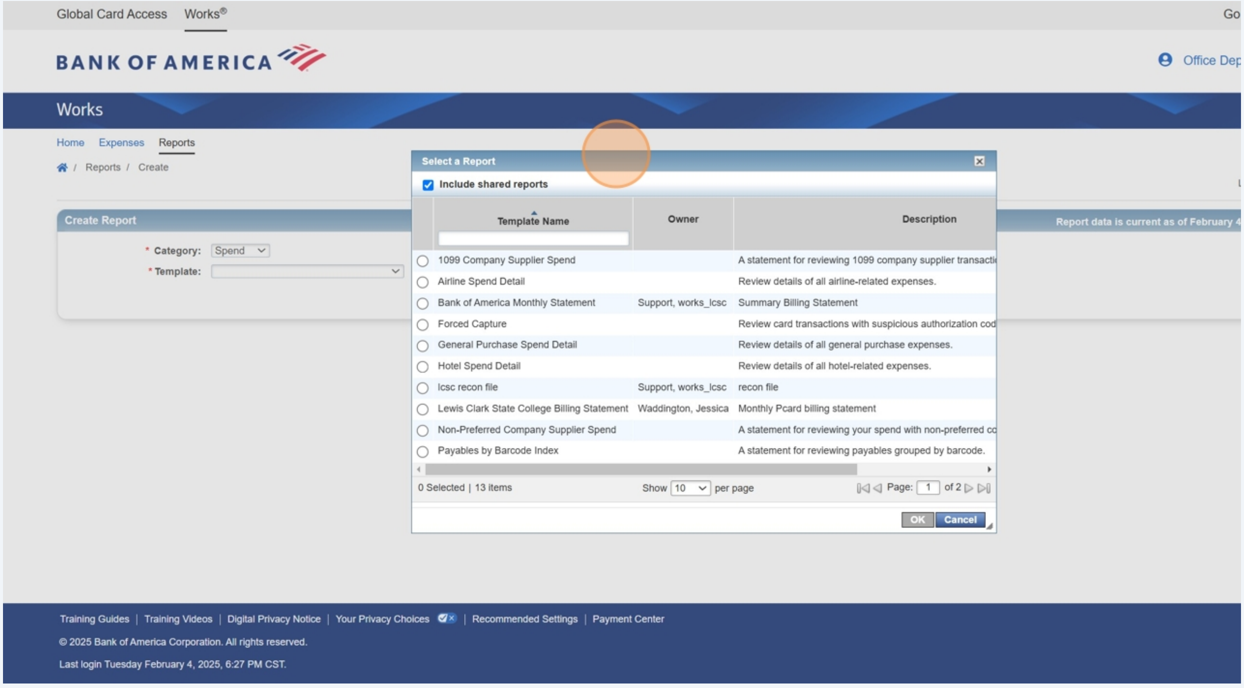
5 Click on the Template drop down.



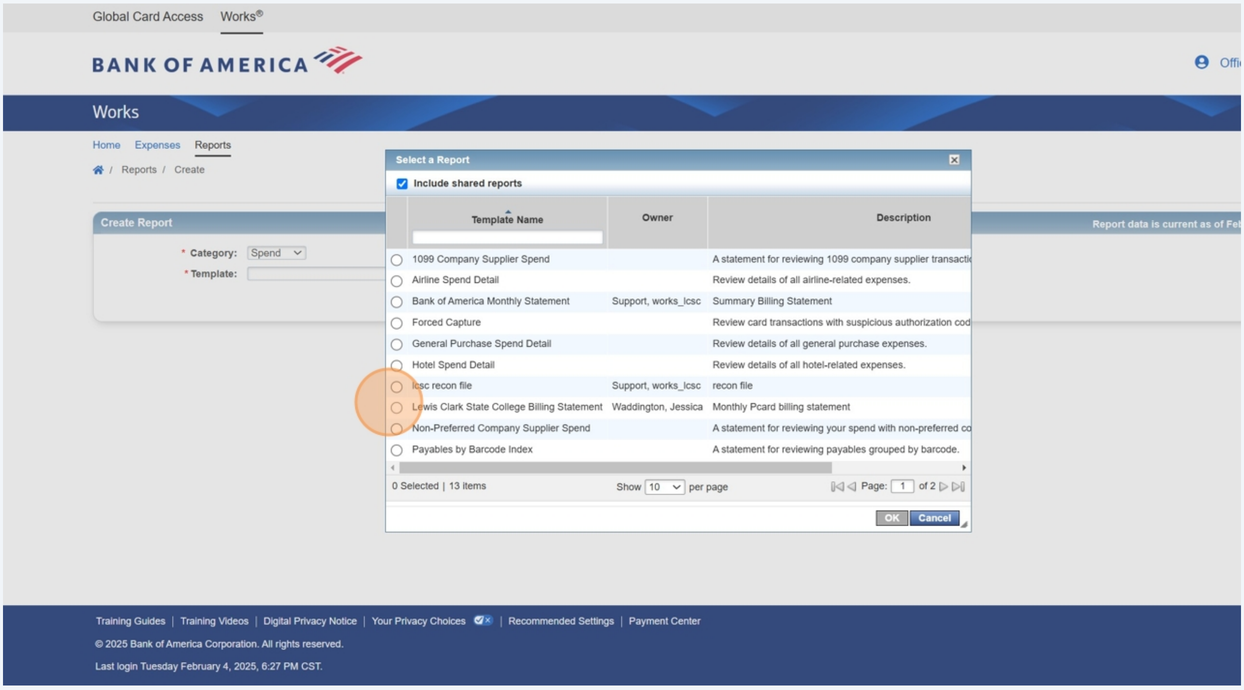
6 Click on **Lewis Clark State College Billing Statement**. If this is the first time running the report, click on "Choose from all available templates"



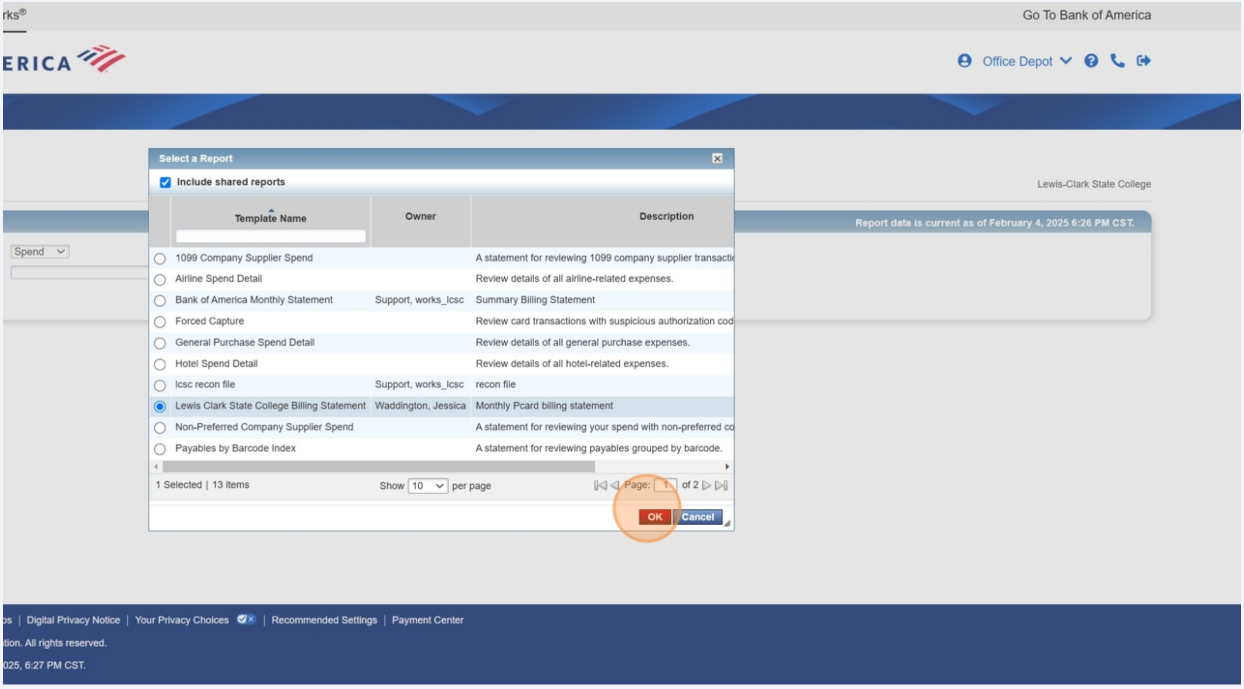
7 After clicking on "Choose from all available templates" the template window will open



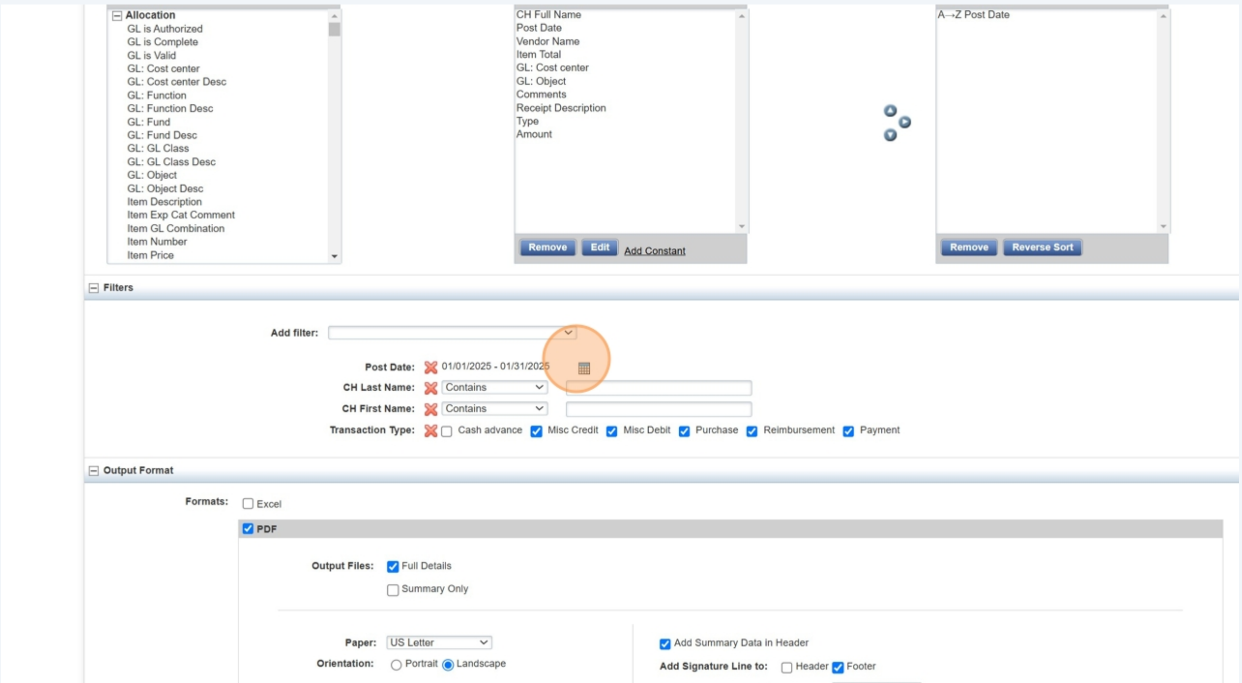
8 Click this radio button for the **Lewis Clark State College Billing Statement** report



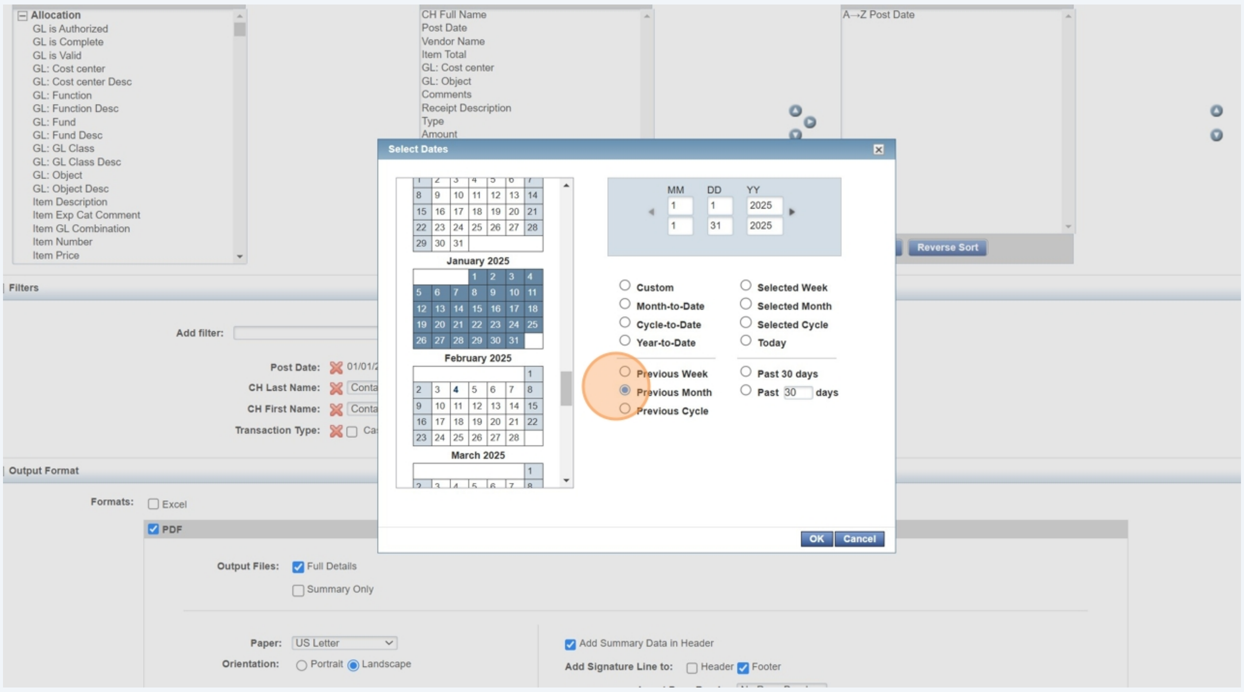
9 Click "OK"



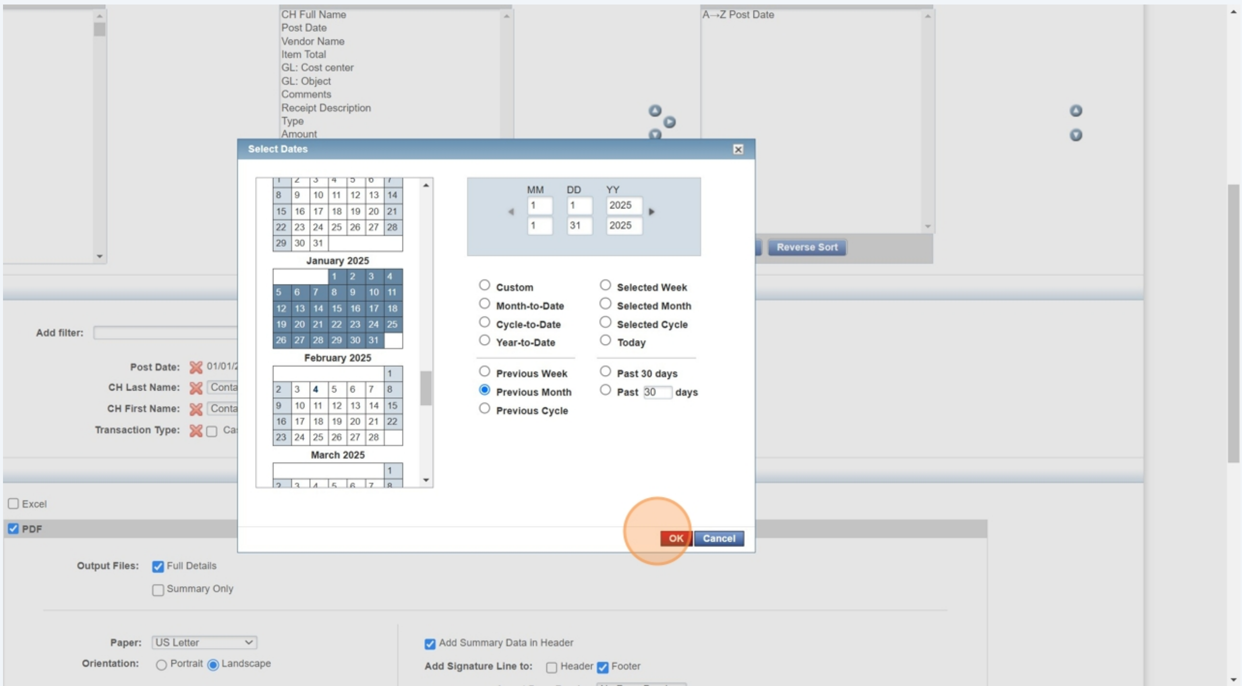
10 The report will open. Click on the calendar icon



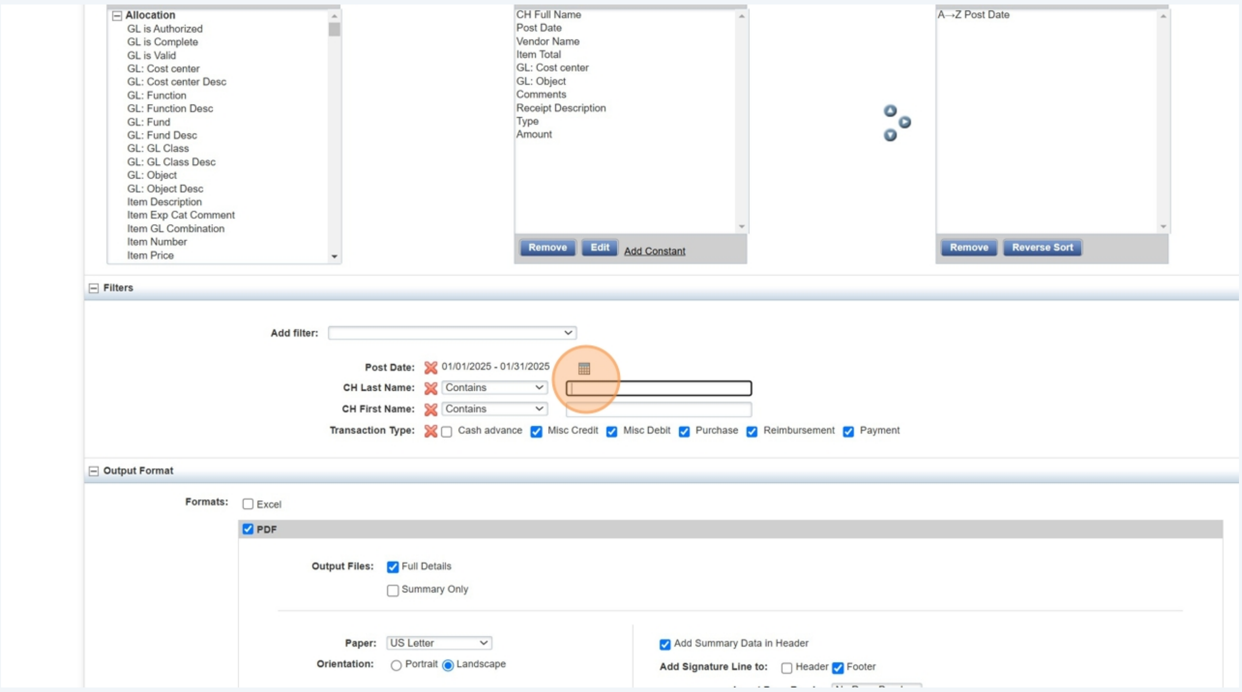
11 Click the "Previous Month" field, or other desired date range.



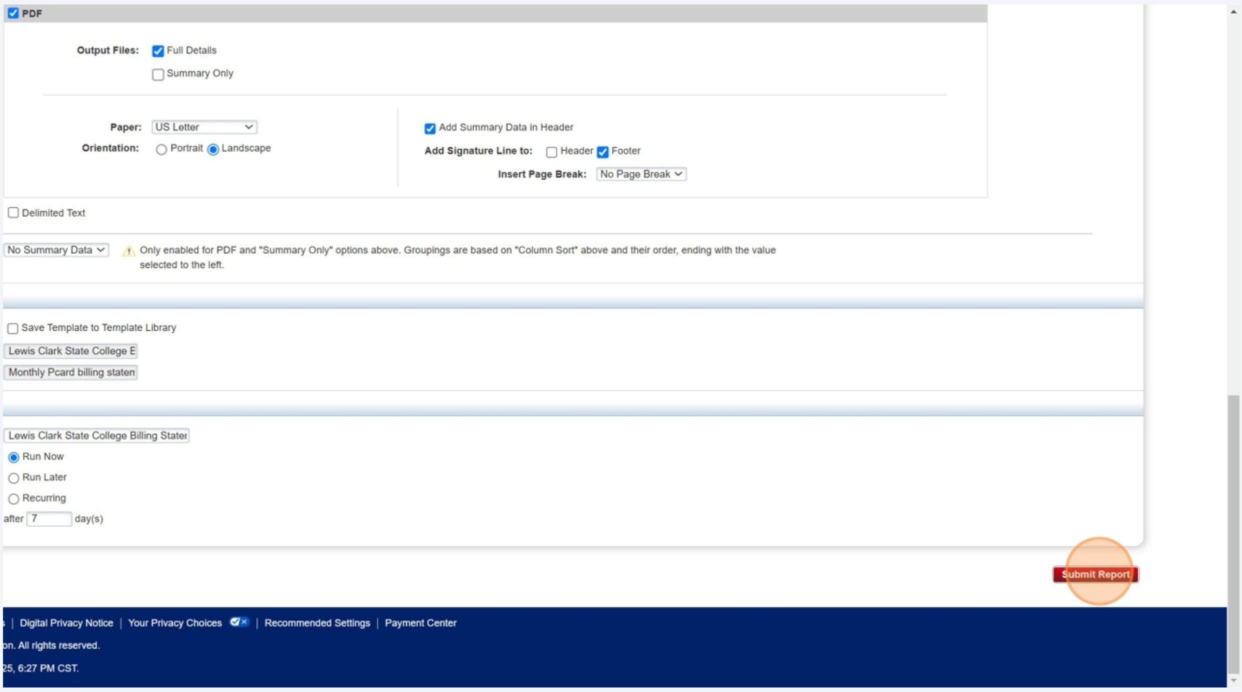
12 Click "OK"



13 Enter the last or first name of the P-Cardholder or Department Card



14 Click Submit Report



15 The Completed Reports screen will load. When your report is ready, click on the PDF link to open and download the report.