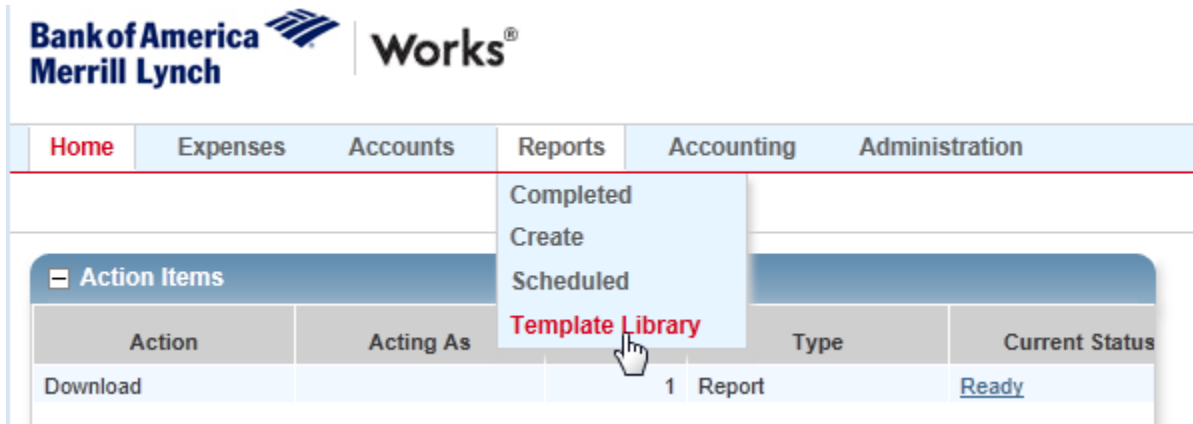


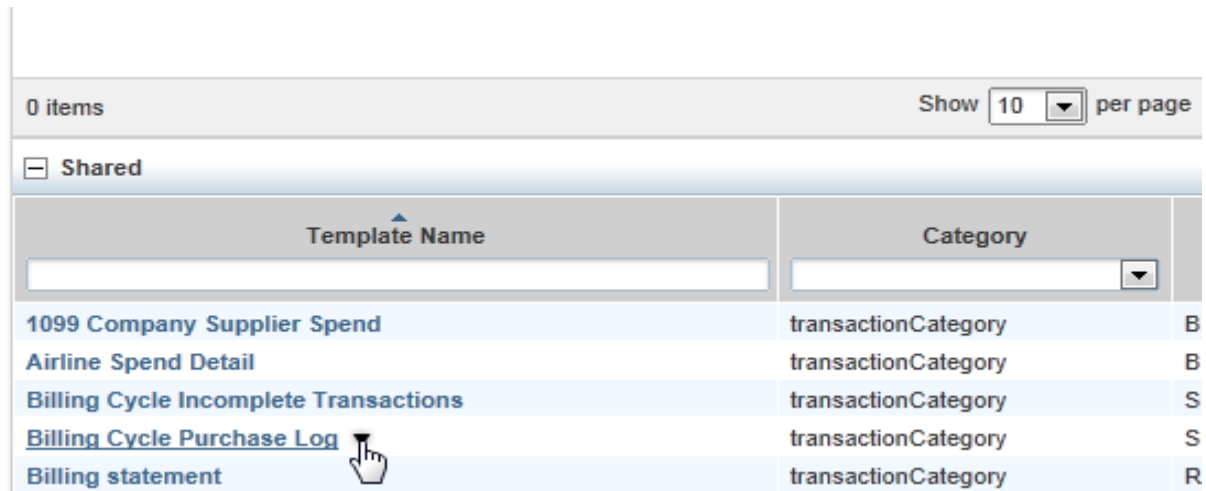
Appendix A

PRINTING THE BILLING CYCLE PURCHASE LOG WHEN THE CARDHOLDER HAS MORE THAN ONE ROLE (Approver, Accountant, Program Admin) IN LACARTE WORKS.

Click on **Reports – Template Library**




Click on **Billing Cycle Purchase Log**.



Click **Modify/Run**

0 items Show 10 per page

[-] Shared

Template Name	Category
1099 Company Supplier Spend	transactionCategory
Airline Spend Detail	transactionCategory
Billing Cycle Incomplete Transactions	transactionCategory
Billing Cycle Purchase Log	transactionCategory
 Modify / Run	transactionCategory
	transactionCategory

Scroll down Click on Add Filter drop down box.



Add filter:


And scroll down and select **CH Full Name**

Add filter:

Transaction Type: ~~X~~

Post Date: ~~X~~

Formats: Excel PDF

Andrew Agosta (Andrew.Agosta@la...
Subject: Lacarte - Action needed <er...
soft Outlook  Delivered
Your message has been delivered to
Andrew Agosta (Andrew.Agosta@la...
Subject: Lacarte - Action needed <er...

Card Statement

- Stmt. Previous Balance

Card Status

- Card Current Balance

Cardholder

- CH Active
- CH Address 1
- CH Address 2
- CH City
- CH Country
- CH Create Date
- CH Delete Date
- CH Email
- CH First Name
- CH Full Name**
- CH Last Name

se R

Mon 1/1

The screen below appears:

POST DATE: If the date range is incorrect, click on the calendar icon. Click a date in the range you want, then click the **Selected Cycle** radial button below the MM DD YY range, and it will select the dates of the statement.

Also, select **Landscape** orientation to get a better page layout of the log.

Add filter:

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

Post Date: 12/06/2013 - 01/05/2014

CH Full Name: Is exactly

Type in your **full name**. Last Name first, then comma, then first name and middle initial if applicable. See the top right corner of your screen where it says Welcome to see if middle initial is applicable.

Add filter:

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

CH Full Name: Is exactly

Post Date: 12/06/2013 - 01/05/2014

Scroll down and click **Submit Report**.

Save Template to Template Library

Template Name:

Description:

Sharing: Personal Shared Both

Scheduling and Expiration



Job Name:

Run for User(s): None selected

Schedule: Run Now Run Later Recurring

Report Expiration after: day(s)

Report begins processing. Once completed click on **PDF**.

Completed Reports						
		Queued At	Report Name	Status	New	Output
<input type="checkbox"/>			<input type="text"/>			
<input type="checkbox"/>	+	01/13/2014 11:28 AM CST	Billing Cycle Purchase Log	Ready	✓	
<input type="checkbox"/>	+	01/13/2014 09:29 AM CST	Billing Cycle Purchase Log	Ready		

Click on **Open**.

Completed Reports Clear Filters

	Queued At	Report Name	Status	New	Output Type(s)
<input type="checkbox"/>	01/13/2014 11:28 AM CST	Billing Cycle Purchase Log	Ready	<input checked="" type="checkbox"/>	PDF
<input type="checkbox"/>	01/13/2014 09:29 AM CST	Billing Cycle Purchase Log	Ready		XLS
<input type="checkbox"/>	01/13/2014 08:41 AM CST	Billing Cycle Purchase Log	Ready		XLS
<input type="checkbox"/>	01/13/2014 08:19 AM CST	Billing Cycle Purchase Log	Ready		XLS
<input type="checkbox"/>	01/13/2014 08:15 AM CST	Billing Cycle Purchase Log	Ready		XLS
<input type="checkbox"/>	01/10/2014 03:54 PM CST	Billing Cycle Purchase Log	Ready		XLS
<input type="checkbox"/>	01/10/2014 03:50 PM CST	Billing Cycle Purchase Log	Ready		XLS
<input type="checkbox"/>	01/10/2014 08:28 AM CST	Billing Cycle Purchase Log	Ready		XLS
<input type="checkbox"/>	01/09/2014 03:08 PM CST	Billing statement	Ready		PDF
<input type="checkbox"/>	01/09/2014 03:07 PM CST	Billing statement	Ready		PDF

0 Selected | 21 items Show 10 per page Page: 1

Delete
Do you want to open or save **Billing Cycle Purchase Log.pdf** from **payment2.works.com**? Open Save Cancel ×

Billing Cycle Purchase Log appears in PDF form...Print the report and attach all receipts and documentation for your records and audit purposes.

Card Last 4 Digits		Purchase Date	Post Date	Vendor Name	Item Description	Item Total
CH Signoff Date	Mgr Signoff Date	Item GL Combination	Item Exp Cat Comment	Mgr Signoff Full Name		
0083	12/13/2013	12/16/2013	ASSOCIATION OF GOVERNMENT	Sharonne Bradford - Annual AGA Dues	95.00	
	12/17/2013	01/06/2014	4184182122-2890-01-4181102		ERWIN, SCOTT	
count: 1					95.00	
report count: 1					95.00	