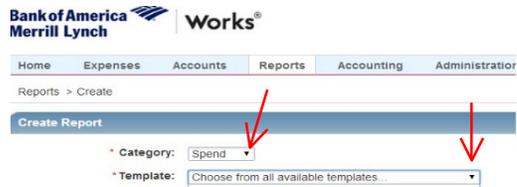


Create a Works Cardholder Statement (for yourself, or others)

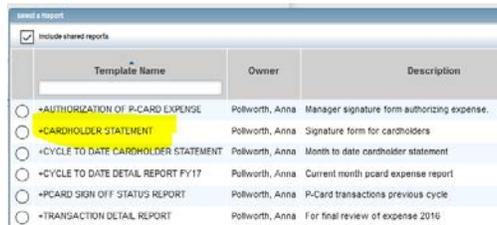
- From the Works Home Screen **select Reports** and **Create**:



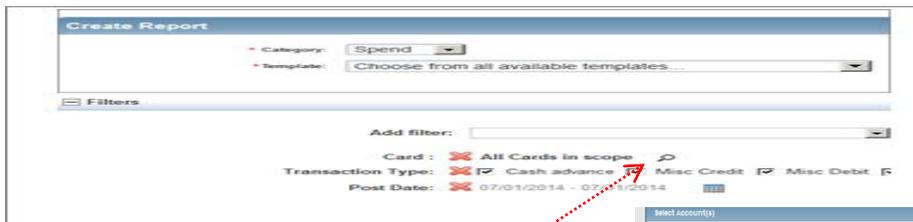
- Select **Spend** as the **Category** type. From the drop down arrow select **Choose from all available templates**



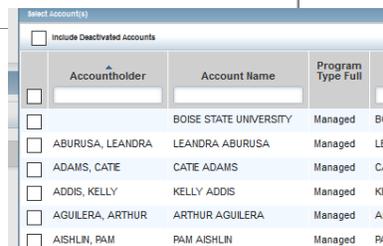
- Select **+Cardholder Statement** to capture previous month expense. (Select **+Cycle to Date Cardholder Statement** to view your current month expense).



- If you have more than one card, or if you need to run the report for a cardholder assigned to you, select the 'All Cards in scope' filter. (If you have just one card assigned to you, you can skip this step)



- Select the **All Cards in scope** filter icon 
- Select the **accountholder** for your report from the **accountholder list** that appears 



Deactivated accounts:
Select "Include Deactivated Accounts" to include transactions from recently closed cards. Select both the recently deactivated and current account. Select OK to close

- Select  (Scroll down template to lower right of screen)

- You'll be directed back to **Completed report queue**. Select **PDF** to view/print the report.

