

P-Card Billing Statement Reports

A P-Card cycle runs from the 16th of the month to the 15th of the next month. Now that we no longer receive P-Card bank statements, you will need to run a monthly billing statement report to attach to your P-Card backup documentation before sending it to the fiscal office. Below are instructions on how to create the type of report needed.

To start, sign-on to ConnectCarolina. From the home page, click on “Finance” on the left of the screen. From the dropdown, click on “Works P-Card”.

Sign-in using your onyen and password.



About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#).

Login to Works

Organization: UNC Chapel Hill

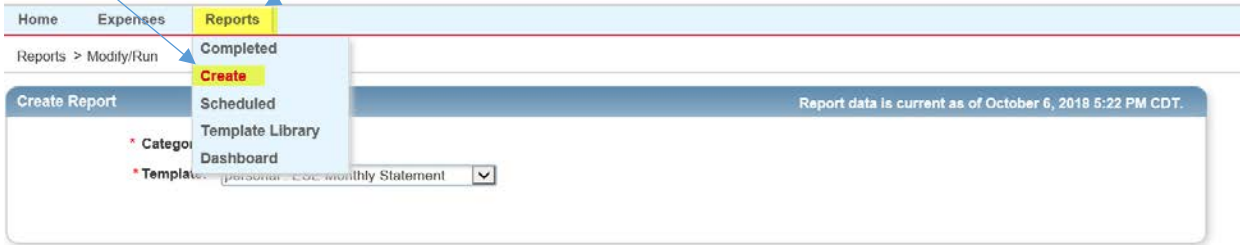
Login Name:

Password:

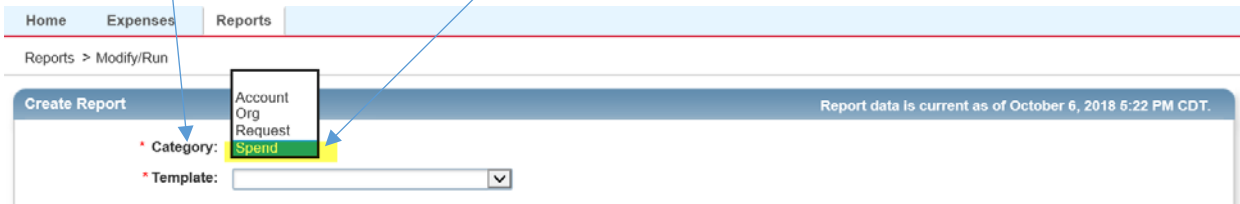
[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

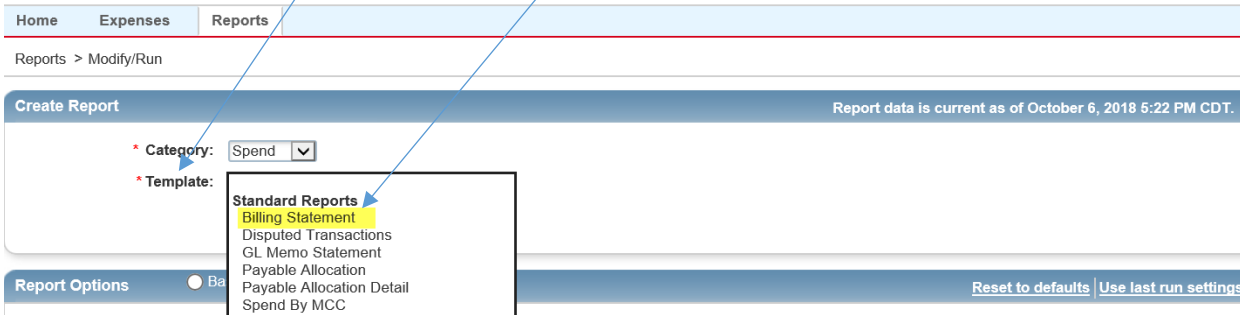
Run your mouse over the word "Reports" located on the light blue task bar. A dropdown list will open. Click on "Create".



From the "Category" drop down, click "Spend".

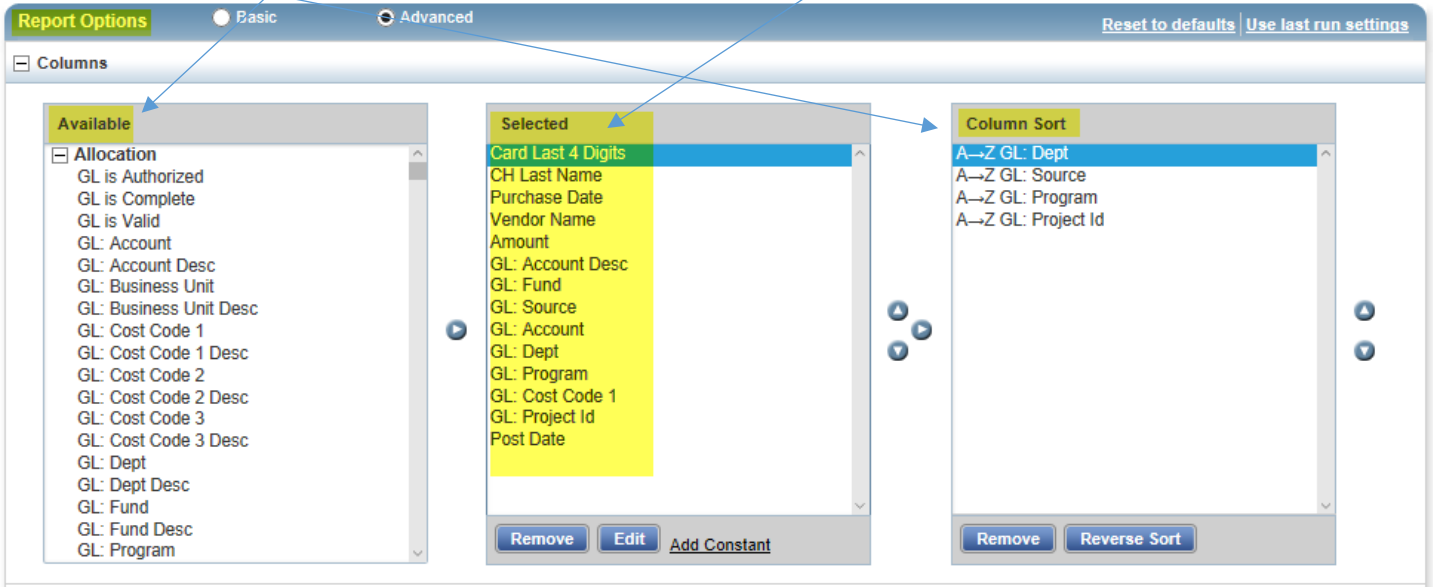


On the drop down for "Template", click "Billing Statement".

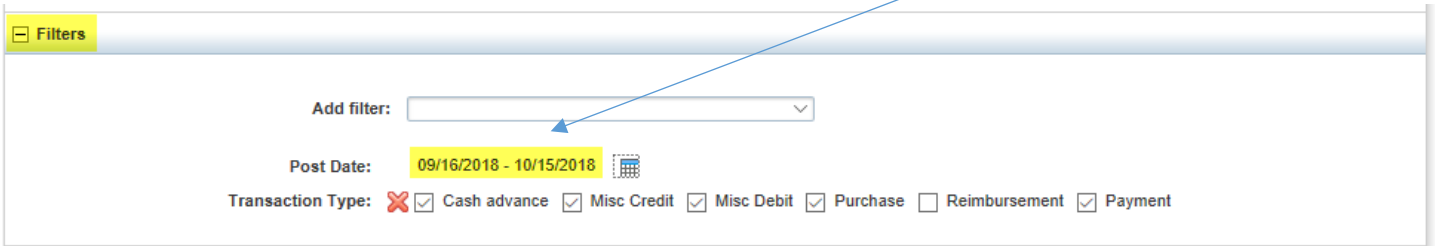


In the "Report Options" section, under the "Available" column, locate the items highlighted in the "Selected" column and move them over to the "Selected" column as shown below. Remove all other items in the "Selected" column if not on the list below. Sort the selected items as shown in the lineup below by clicking a category in the list and then click on the arrow buttons to the right side of the column. This will be the order in which the information will display in each column on the report.

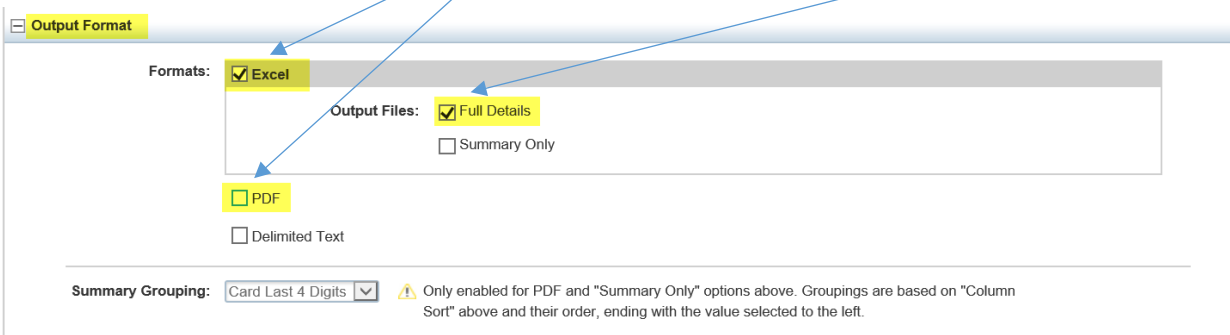
In the "Column Sort" column, move the "GL: Source", "GL: Program" and "GL: Project ID to sort on the Excel report.



In the "Filters" section, enter the cycle period to run in the "Post Date" box. Example: 09/16/2018 – 10/15/2018. Leave all of the boxes checked in the "Transaction Type". It does not matter if the "Reimbursement" box is not checked.



In the "Output Format" section, check the "Excel" box. Then put a check mark in the "Full Details" box, next to the Output Files:. Be sure to uncheck the "PDF" box.



In the “Save Template” section, put a check mark in the box next to “Save Template to Template Library”. This will allow you to run the same report each month. In the “Template Name” box, name the template “Billing Statement” and in the “Description” box, put in “Billing Cycle Statement”.

Save Template

Save Template to Template Library

Template Name:

Description:

In the “Scheduling and Expiration” section, put in “Period mm/dd/yy – mm/dd/yy”. Click on the “Run Now” radio button next to “Schedule”. You can set how many days you want to keep the report before it expires. Then click the “Submit Report” button to run the report.

Scheduling and Expiration

Job Name:

Schedule: Run Now
 Run Later
 Recurring

Report Expiration after: day(s)

Submit Report

To view the report, click on the “XLS” under the “Output Type(s)” column.

Reports > Completed UNC Chapel Hill

Created 1 report. Report can be downloaded from the table below.

Queued At	Report Name	Status	New	Output Type(s)	Submitted By
10/06/2018 05:47 PM CDT	Period 9/16/18 - 10/15/18	Ready	<input checked="" type="checkbox"/>	XLS	Smith, Kitoko

The next time you go to run the monthly billing statement report, you will click On “Template Library” instead of “Create”. From there, you will locate your report template you created” and then filter the date for the cycle period you are closing.

Home Expenses Reports UNC Chapel Hill

Reports > Template Library

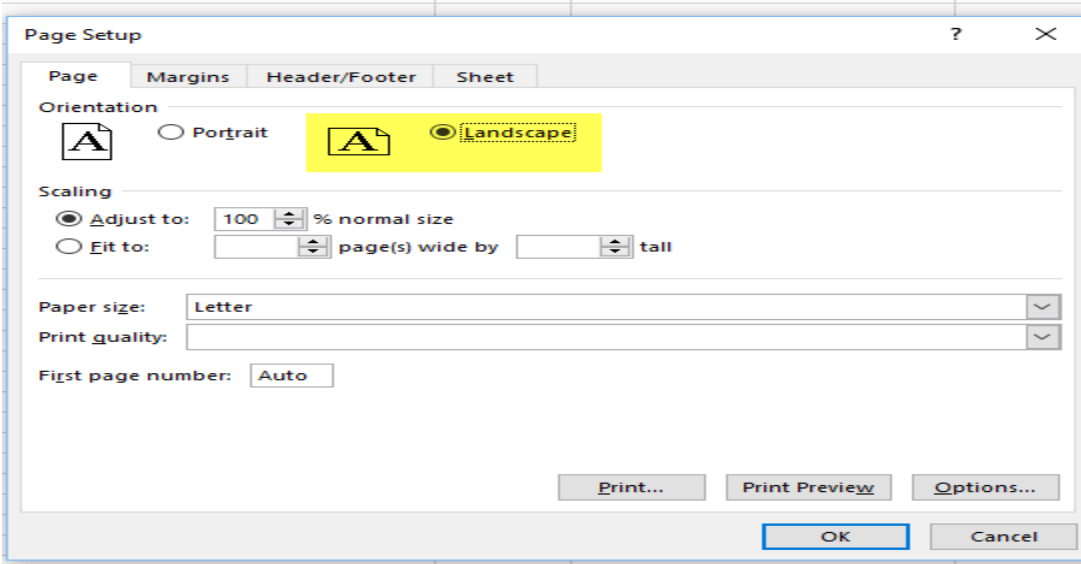
Template Library

Personal

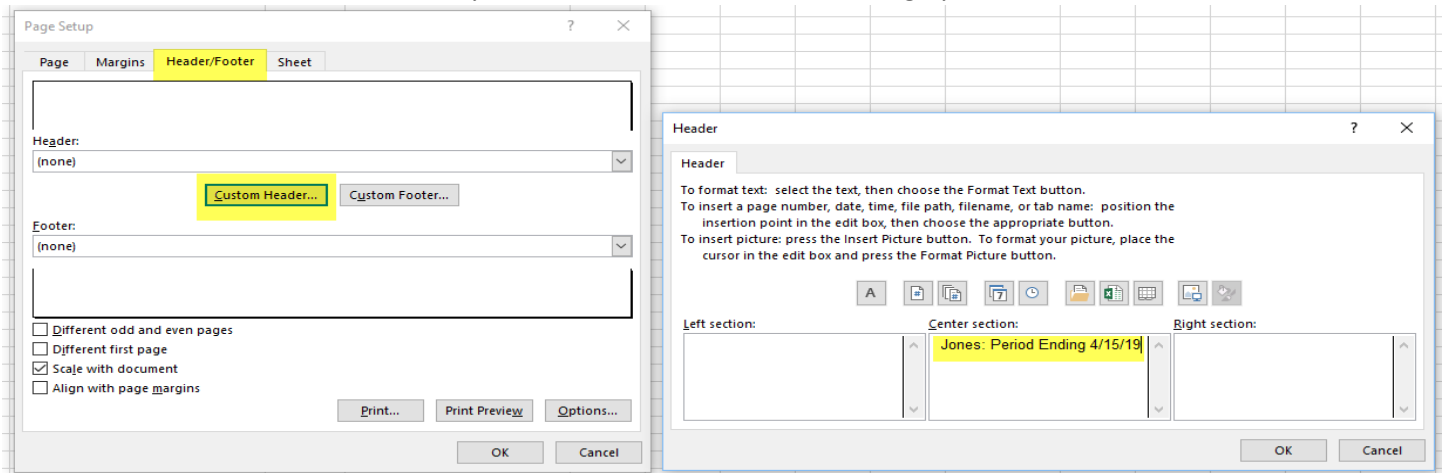
Template Name	Category	Description
Billing Statement	transaction-Category	Billing Cycle Report
ESE Cycle To Date	transaction-Category	Fiscal Team
ESE Monthly Statement	transaction-Category	Fiscal Team

You can add a header row to put in your name and the period of the cycle reporting on, or you can go into “Page Setup” and do the following:

- Page Tab – Click “Landscape”



- Header/Footer Tab – Click “Custom Header”
 - Middle section, enter your last name and the Period Ending Cycle



Here is the final product of the report.

Jones: Period Ending 4/15/19

Card Last 4 Digits	CH Last Name	Purchase Date	Vendor Name	Amount	GL: Account Desc	GL: Fund	GL: Source	GL: Account	GL: Dept	GL: Program	GL: Cost Code 1	GL: Project Id	GL: Post Date
1234	Jones	4/11/2019	WELLINGTON LABORATORIES	\$1,400.00	Supplies-Educational/Research	29210	12001	537210	483001	H4ABC			4/15/2019
1234	Jones	3/29/2019	SCP SCIENCE	\$1,249.57	Supplies-Educational/Research	28210	71085	537210	483001		H4DABCDEF		3/28/2019
1234	Jones	4/1/2019	WTC WATERS CORP	\$258.00	Supplies-Educational/Research	28210	71085	537210	483001		H4DABCDEF		4/2/2019
1234	Jones	4/2/2019	WTC WATERS CORP	\$335.19	Supplies-Educational/Research	28210	71085	537210	483001		H4DABCDEF		4/3/2019
1234	Jones	4/4/2019	WTC WATERS CORP	\$140.25	Supplies-Educational/Research	25210	49000	537210	483001			5123456	4/5/2019