

Scheduling Monthly Reports for the First Time for Grants

To schedule your report for reconciling and auditing purposes, please follow the steps below:

- Select Reports>Create
- Category: **Spend**
- Template: **Choose from all available templates...**
- Search for **Monthly Statements wSign Offs** and click on radio button next to report, click **OK**
- Scroll down to **Filters** section (Below the three columns section)
 - On the line for the **Card Last 4 Digits** add the last 4 digits of your card in second white box
 - Verify the date range you want is correct. If not, click on the calendar and change the date range to the month you would like.
- Scroll down to **Save Template** section and check the box **Save Template to Template Library**.
 - Under **Template Name**, add the last 4 digits of card after the report name.
 - Then select under **Sharing**, the **Personal** radio button.
- Next, go to **Scheduling and Expiration**, after the report name in the **Job Name** add the last 4 digits of the card.
 - Under **Schedule**, select **Recurring**
 - Then select **Every billing cycle plus 1 day**
- Click **Submit Report**

This will set up your monthly scheduled report to send to Grants for Procurement Cards.

To run the report manually:

- Navigate to Reports>Scheduled
- In **Scheduled Reports** select the monthly report to run
- Click **Modify / Run**
- Verify the date range is the what is wanted on the report. It will always default to last month's report.
- Under **Scheduling and Expiration>Schedule**, click on the **Run Now** radio button
- Click **Submit Report**
- Once the report is completed, click on the **PDF** link to download the file.

You can run this report for every card you need a report for.