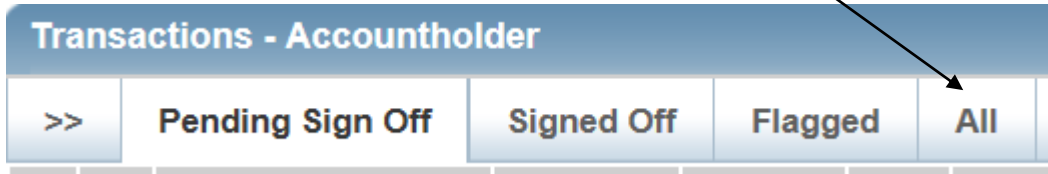

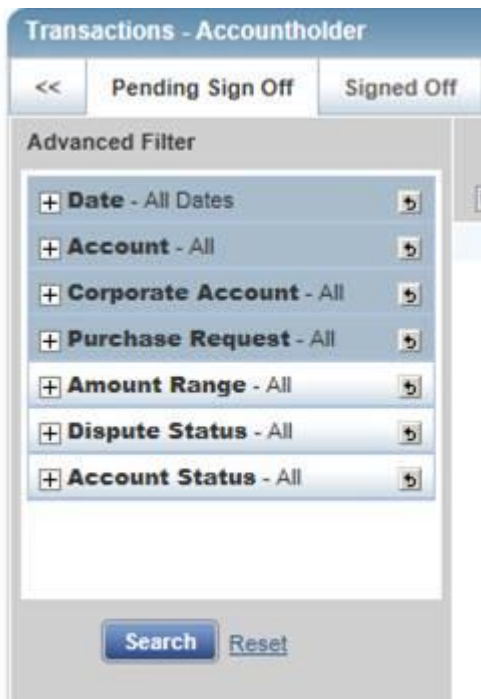


Setting Date Range to View Only Current Transactions in Works

Cardholders can set the date range for which they want to view transactions for the current billing cycle by selected Expenses – Transactions—then click on the “All” tab which is located at the end of the tool bar (see screenshot below).



- Click on the + sign in front of the Date filter (see screenshot below). Then click on the calendar icon 
- Select the “Cycle-to-Date” radio button to see current transactions. (See screenshot on next page). When doing this, you’ll see the calendar on the left adjust to the appropriate dates and the dates on the top (MM/DD/YY) will also adjust accordingly.
- Make sure that “Date Posted” is selected in the box next to “Apply to.” (as illustrated in screenshot on next page).
- Click “OK.”
- Click “Search” (on bottom of Advanced Filter pane).



Setting Date Range to View Only Current Transactions (Continued)

The screenshot displays the Bank of America Works interface. A 'Select Dates' dialog box is open, showing a calendar and date selection options. The date selection area shows MM: 11, DD: 28, YY: 2015. The 'Cycle-to-Date' option is selected. Below the date selection area, there are several radio button options: 'Month-to-Date', 'Cycle-to-Date' (selected), 'Year-to-Date', 'Selected Week', 'Selected Month', 'Selected Cycle', 'Previous Week', 'Today', 'Previous Month', 'Past 30 days', 'Previous Cycle', and 'Past 30 day'. An arrow points from the text below to the 'Past 30 day' option. The background shows a list of transactions with columns for amount, sales tax, vendor, and completion status.

You are encouraged to view your transactions & add comments as your transactions post, rather than waiting until the cycle period has ended.

Once the cycle period has passed, you will need to change your date selection to “Previous Cycle” to view your prior cycle period transactions. Click on “OK” and “Search.” The dates will change accordingly.

These date ranges will stay in place until you change them.

You can always view all of your transactions from October 2015 to the present in the “Signed Off” tab.