

## Replace SPCC Cardholder Billing Statement in Works with Updated Report:

### To Remove a Recurring UMW SPCC Cardholder Billing Statement

1. Hover over the **Reports** tab.
2. Select **Scheduled**.



3. Hover over the current scheduled report.
4. Select the dropdown arrow .



5. Choose **Remove from Schedule**.
6. Select **Ok**.

## To Reissue Your Scheduled UMW SPCC Cardholder Billing Statement to Include Comments:

1. Hover over the **Reports** tab.
2. Select **Template Library**.



3. In the *Shared* section at the bottom of the page, select the  arrow to travel to the last page.

Template Name	Category	Template Owner	Description
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.
DMBE-SWAM	transactionCategory	Support, Implementor_umwpcard	DMBE-SWAM
DMBE-SWAM-ALL	transactionCategory	Support, Implementor_umwpcard	DMBE-SWAM File - show ALL purchasing card transactions with or without DMBE-TIN match
Fixed Asset Report	transactionCategory	Ellis, Tania	Fixed Asset Report
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.

27 items      Show 10 per page      Page 1 of 3

4. Select the **UMW SPCC Cardholder Billing Statement**.

Template Name	Category
UMW Accounting Custom Script_updated	transactionCategory
UMW Audit Review	transactionCategory
UMW Card Listing	cardCategory
UMW Fund and Org Report	transactionCategory
UMW Mgr Approval Report	transactionCategory
UMW Reviewer Sign Off Report	transactionCategory
UMW SPCC Cardholder Billing Statement	transactionCategory

5. Select **Modify/Run**
6. Scroll to the bottom of the page and find the *Scheduling and Expiration* section.
7. Select **Recurring**.
8. Select the **Every billing cycle** option
  - a. Change to **plus 3 days**

 **Scheduling and Expiration**

**Job Name:**

**Schedule:**  Run Now

Run Later

Recurring  Report times will be Central time zone

Every  day(s) at

Every  at

Every month on the  at

Every billing cycle plus  day(s)

Every quarter starting

**Report Expiration after :**  day(s)

9. The report is set to expire after 7 days, this can be changed to 30 if desired. This report can be regenerated at any time.