# Working with Company Bill Statement Reports

When you are using Purchasing Cards, also known as P-Cards, the entire purchasing process is integrated with Company Bill Statements providing your company with more control and visibility.

Company Bill Statements are processed similarly to a regular expense report. An administrator sets up your Purchase Card settings and sets the timeframe for the report to run. Company Bill Statements are automatically created for each billing cycle and are accessible from your Open Reports.

Note that when you are working on a statement report, you will not be able to select quick expenses, or manually enter expenses.

1. To open a Company Bill Statement report, in the **My Tasks** section, under **Open Reports**, select the report.
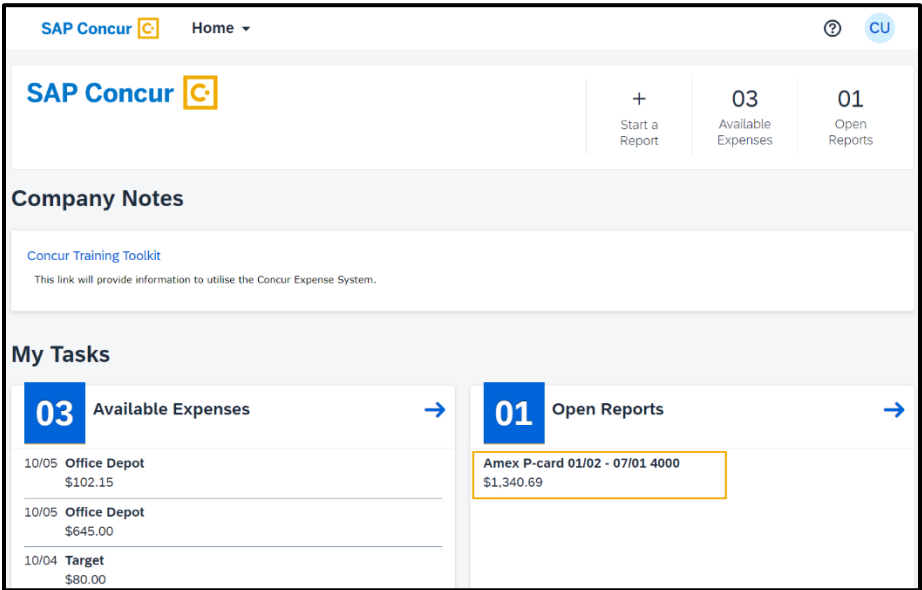
Your transactions are categorized, and exceptions are noted for each expense in the report. Depending on your configuration, you might need to edit some of the expenses before you attach the required receipts and submit the report.

Some transactions might not be assigned to an expense type.

2. To assign **Undefined** transactions to an expense type, open the expense.

3. Select the **Expense Type** dropdown arrow, and then select the appropriate expense type.

You might be required to attach receipts at the entry level using the **Add Receipt** button. Depending on your company's configuration you can also allocate your entry level expenses.

4. Select **Save Expense**.

You can review your credit card details by placing your mouse pointer over the **Payment Type** link.

5. To modify the automated report details, select the **Report Details** dropdown menu, and then select **Report Header**.

6. Modify the **Report Header** fields as needed.

    Note that the **Business Purpose** field is automatically pre-populated with the date range for the statement report.

Note: If your company has over 500 transactions within a statement period, an addendum report will automatically be created with a **:1** added to the Report Name.

Addendum reports might be created if a statement report has already been submitted, and additional transactions in the submitted statement date range are imported into your system.

7. Select **Save**.

8. To view or modify the approval workflow, select the **Report Details** dropdown menu, and then select **Report Timeline**.

Depending on your company configuration, you can modify the assigned **Manager Approval** or **Back Office Approval** that was assigned by your administrator using the **Edit** link.

Note: If you modify the Approval Flow, you can submit the report from within that pop-up window. Your administrator determines when you are allowed to submit the report. You might not be allowed to submit the report until after the period closes or even several days after it closes.

9. Select **Close**.

Note that you can continually update expense types and attach receipts throughout the statement period.

10. When you are finished with the report details, select **Submit Report**.

The Company Bill Statement report is now submitted for approval, and you are returned to the **Active Reports** screen.