

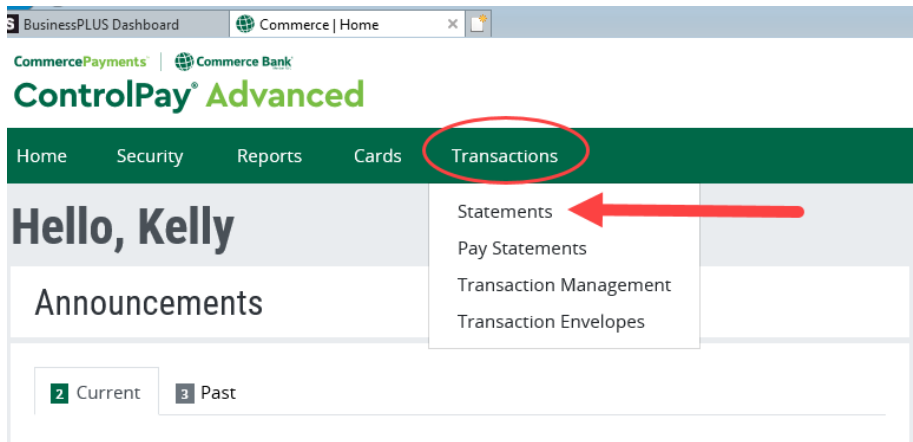


## SAF P Card Statements in Commerce Bank

To find statements:

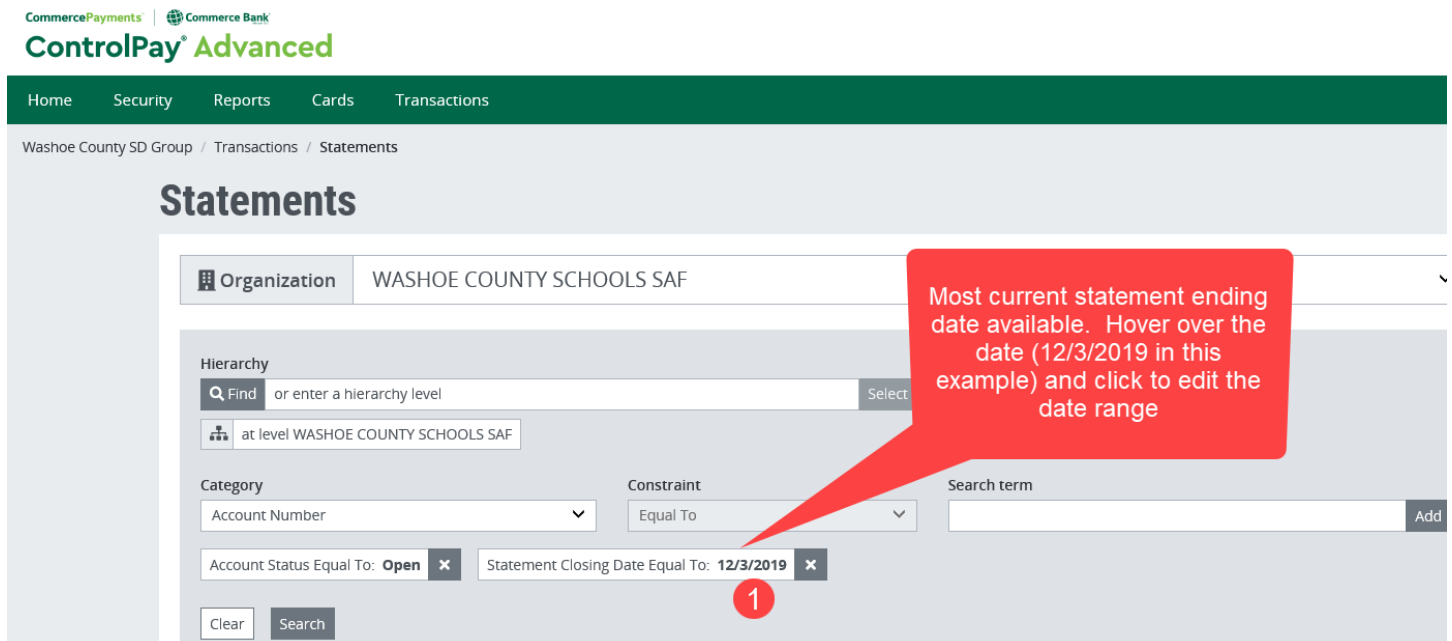
From Green Menu Bar, navigate to Transactions.

Scroll down and click on Statements.



A statement date will be shown in the Search Criteria area, these are always Tuesdays. The statement closes on Tuesday, is available Wednesday, and if you have activity, Business will debit your checking account on Friday.

1. To change the statement closing date, click on the date.
2. This will bring the date to the area where you can edit by using the pull down to select another date.
3. Select the new date, then click Add and Search.



# Statements

Organization WASHOE COUNTY SCHOOLS SAF

### Hierarchy

Find or enter a hierarchy level

at level WASHOE COUNTY SCHOOLS SAF

Limit search to my cards

### Category

Statement Closing Date

### Constraint

Equal To

### Search term

12/3/2019

Account Status Equal To: **Open**



# Statements

Organization WASHOE COUNTY SCHOOLS SAF

### Hierarchy

Find or enter a hierarchy level

at level WASHOE COUNTY SCHOOLS SAF

### Category

Statement Closing Date

### Constraint

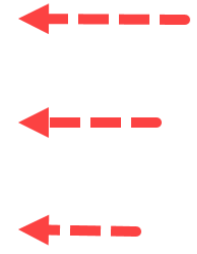
Equal To

Account Status Equal To: **Open**

### Select a Value

- 12/3/2019
- 11/26/2019
- 11/19/2019
- 11/12/2019
- 11/5/2019
- 10/29/2019
- 10/22/2019
- 10/15/2019
- 10/8/2019
- 10/1/2019
- 9/24/2019
- 9/17/2019
- 9/10/2019
- 9/3/2019
- 8/27/2019
- 8/20/2019
- 8/13/2019
- 8/6/2019
- 7/30/2019
- 7/23/2019
- 7/16/2019
- 7/9/2019
- 7/2/2019
- 6/25/2019
- 6/18/2019
- 6/11/2019
- 6/4/2019
- 5/28/2019
- 5/21/2019

**3**  
Select any of these dates



Continued....

If you have activity, a line will be generated with your card info.

4. To see the statement, select the row your card is in to bring up the action icons.
5. Click on the Download Statement action icon.
6. Follow the prompts to open the statement.

^ Collapse

### Cards (0/20 selected)

Select a row to perform an action.

Click anywhere in this row

< 1 > 10

Select	Card Number	Employee ID	Last Name	First Name	Type	Receipts	Statement Date
<input type="checkbox"/>			SAF		Individual	No	12/3/2019

### Cards (0/20 selected)

Recent Authorizations **Download Statement** Payments Transactions

< 1 > 10

Select	Card Number	Employee ID	Last Name	First Name	Type	Receipts	Statement Date
<input type="checkbox"/>			SAF		Individual	No	12/3/2019

### Cards (0/20 selected)

Recent Authorizations **Download Statement** Payments Transactions

< 1 > 10

Select	Card Number	Employee ID	Last Name	First Name	Type	Receipts	Statement Date
<input type="checkbox"/>			SAF		Individual	No	12/3/2019
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Do you want to open or save Statement-SAF-2268-12-3-2019.pdf (45.2 KB) from controlpayadvanced.com? **Open** Save Cancel

Once statement is open, print and make your entries to SchoolBooks to correspond with the charges. (See School Books job aid.)

Follow all SAFPM procedures for recording and reporting SAF entries.