Reporting

You can access reports in Bank of America Works two ways:

1. Retrieving Completed Reports
2. Running Reports from Works Templates

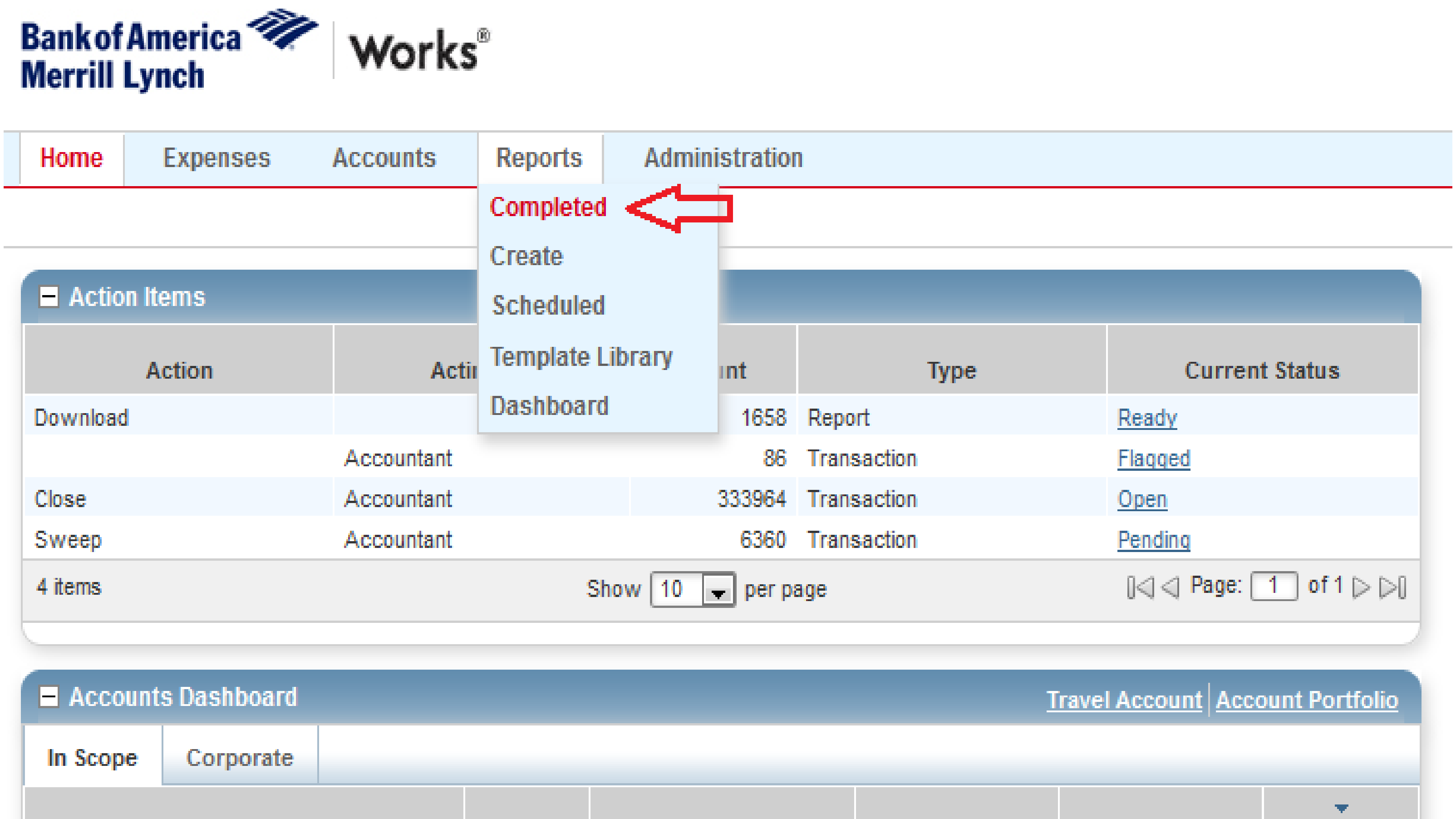
Please note: Your ability to create certain types of reports will depend on your role. For example: a cardholder may not have access to the same information as an auditor or approver. Please contact Corpcard@vcu.edu if you have questions about your access.

Tip:

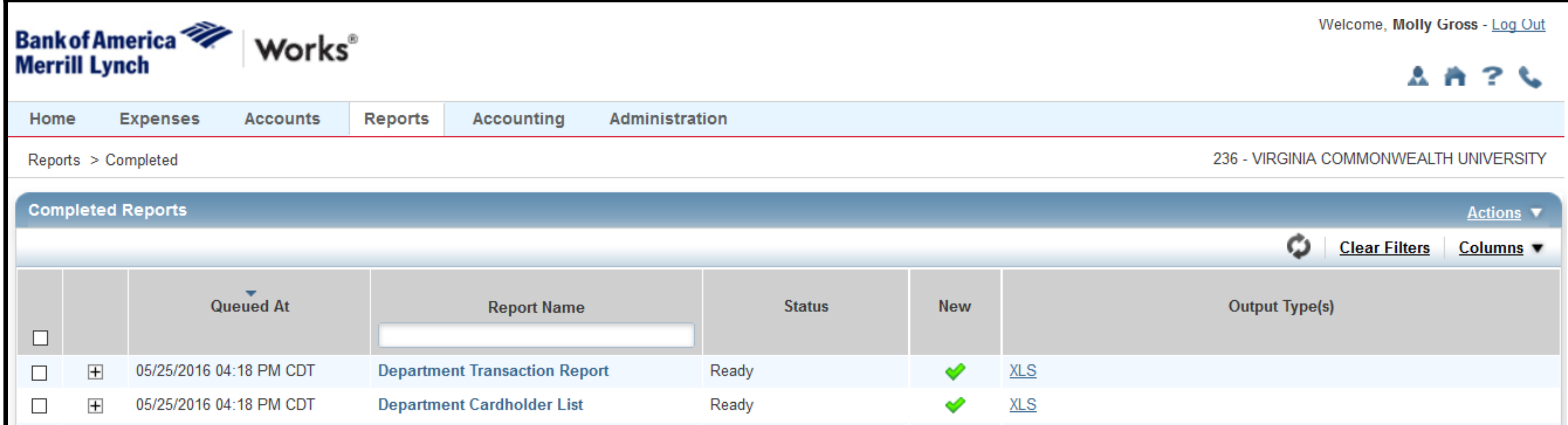
Works is optimized for Firefox and is not compatible with Google Chrome. The reporting functions in Works are not available in Google Chrome. Please use Firefox when pulling reports.

Option 1: Retrieving Completed Reports

- Click the “Reports” tab
- Choose “Completed”



Option 1: Retrieving Completed Reports –con't



A list of completed reports ready for download will appear.

This is a useful tool when you try to access a completed report only to discover that it has aged out and is no longer available. What you can access will depend on your role. The most popular report is the Department Transaction Report. The next example will detail how to re-run the Department Transaction Report.

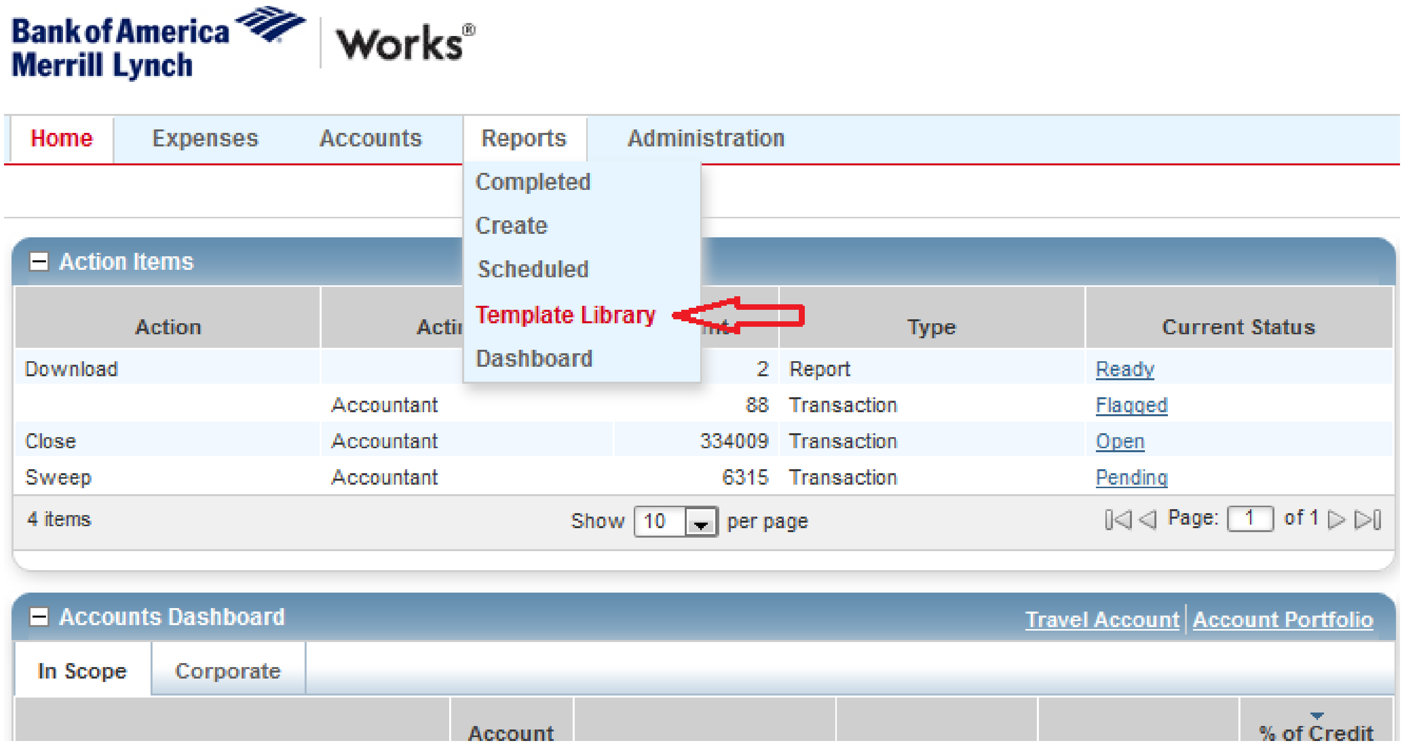
Update:

The Department Transaction Report has been updated to reflect GL Allocations. The old report contained the column "Amount." The new report contains the column "Item Price." Item price accurately shows the amount allocated to each index in the event of a split allocation. This will assist you in your reconciliation.

Option 2: Running Reports from a Template

To create a report from a template:

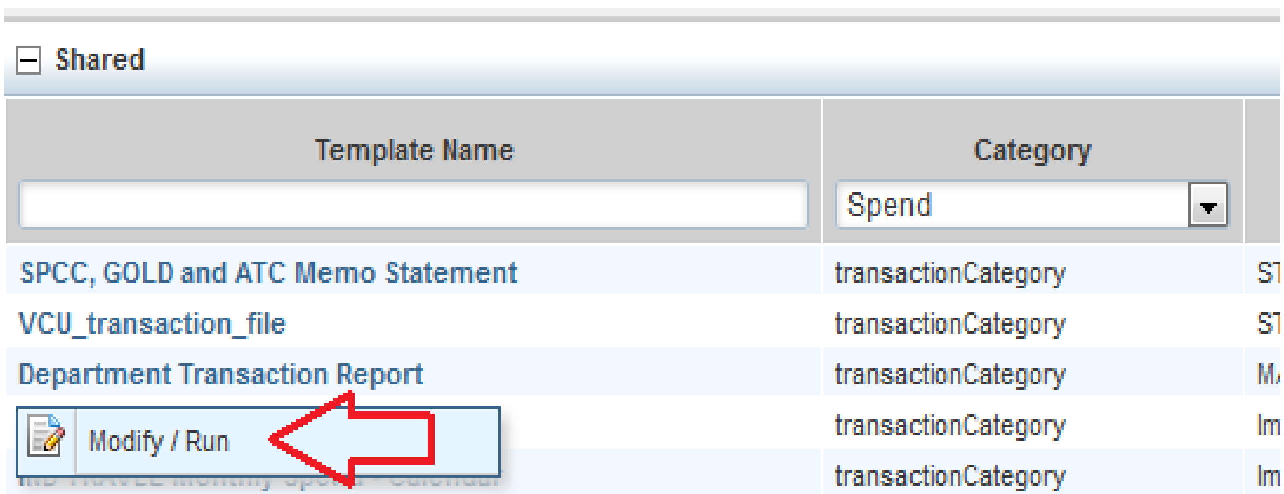
- Click the “Reports” tab
- Choose “Template Library”



Option 2: Running Reports from a Template- con't

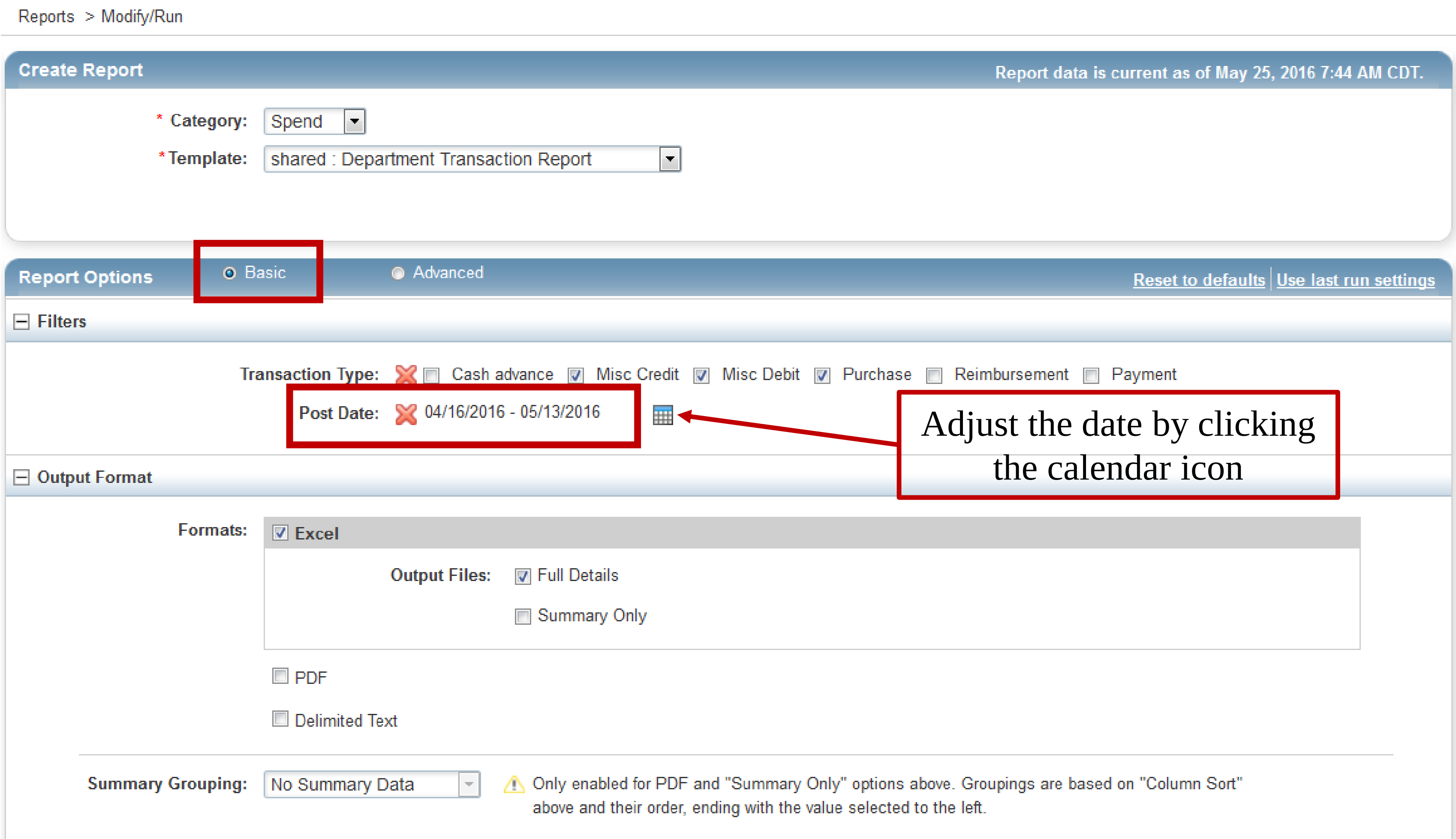
Under the Template Library you will have access to a range of reports. Under the "Shared" section of the Template Library :

- Hover your mouse over Department Transaction report
- Click the downward arrow
- Select Modify/Run



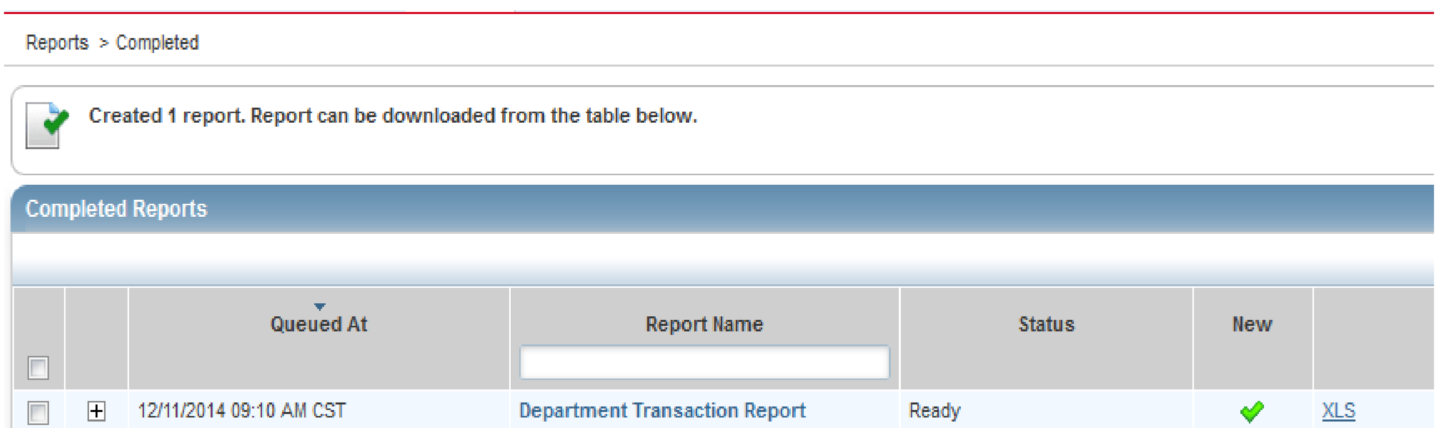
Option 2: Running Reports from a Template- con’t

To run the basic report, under “Report Options” select the “Basic” button and you will be given simple limited options to run your report. You can adjust your filter to determine the type of transactions you would like to appear on your report.



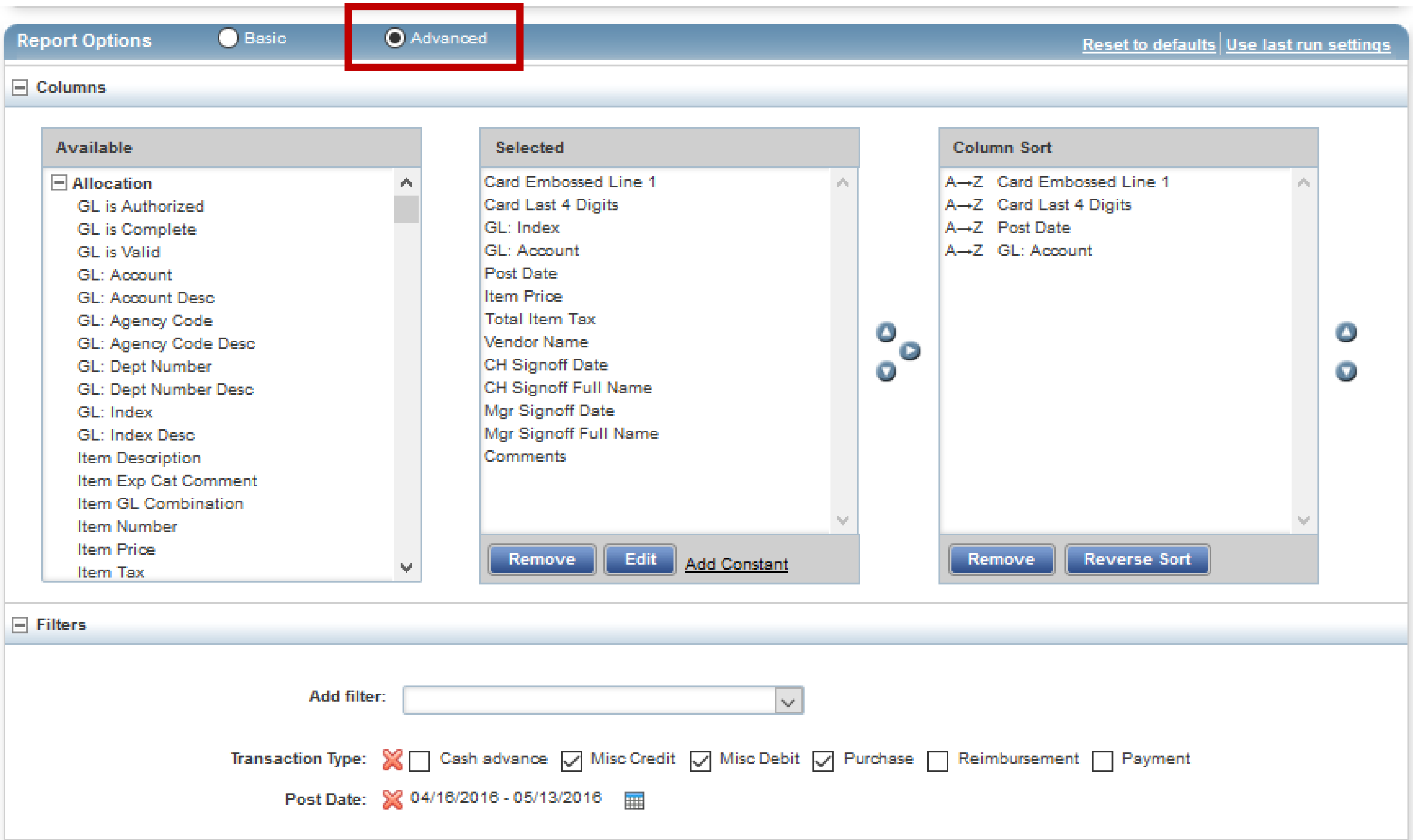
Option 2: Running Reports from a Template- con't

- Once you are satisfied with your settings, click Submit Report.
- The report will generate and live in your completed folder for <u>seven</u> days.



Option 2: Running Reports from a Template- con't

You also have the option to run a report in "Advanced" mode. To run an "Advanced" report, under "Report Options" select the "Advanced" button and you will be given a multitude of options to build your report out of available data types.



Advanced Options

- You can add filters to your report under the “Filters” section of the site.
- You can adjust the “Post Date” range by clicking on the calendar to help you isolate transactions. This is helpful for running historical reports.
- You can schedule reports to automatically generate based on a schedule of your choosing.

Tip:

If you want to run advanced reports, please contact CorpCard@vcu.edu and a Program Administrator will be able to provide you with information and insight based on your needs.