

# 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](mailto: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.



# VCU

# Option 1: Retrieving Completed Reports

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



Navigation tabs: Home | Expenses | Accounts | **Reports** | Administration

Dropdown menu under Reports:

- Completed** (indicated by a red arrow)
- Create
- Scheduled
- Template Library
- Dashboard

**Action Items**

Action	Accountant	Amount	Type	Current Status
Download		1658	Report	<a href="#">Ready</a>
	Accountant	86	Transaction	<a href="#">Flagged</a>
Close	Accountant	333964	Transaction	<a href="#">Open</a>
Sweep	Accountant	6360	Transaction	<a href="#">Pending</a>

4 items      Show  per page      Page:  of 1

**Accounts Dashboard**      [Travel Account](#) | [Account Portfolio](#)

In Scope      Corporate

Account	% of Credit
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# Option 1: Retrieving Completed Reports –con’t

Bank of America  
Merrill Lynch

Works®

Welcome, Molly Gross - [Log Out](#)

Home

Expenses

Accounts

Reports

Accounting

Administration

Reports > Completed

236 - VIRGINIA COMMONWEALTH UNIVERSITY

Completed Reports

Actions ▾

🔄

[Clear Filters](#)

[Columns ▾](#)

<input type="checkbox"/>		Queued At	Report Name	Status	New	Output Type(s)
<input type="checkbox"/>	+	05/25/2016 04:18 PM CDT	<a href="#">Department Transaction Report</a>	Ready	✓	<a href="#">XLS</a>
<input type="checkbox"/>	+	05/25/2016 04:18 PM CDT	<a href="#">Department Cardholder List</a>	Ready	✓	<a href="#">XLS</a>

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”



Navigation tabs: Home | Expenses | Accounts | **Reports** | Administration

Dropdown menu from Reports:

- Completed
- Create
- Scheduled
- Template Library** (highlighted with a red arrow)
- Dashboard

**Action Items**

Action	Accountant	Amount	Type	Current Status
Download		2	Report	<a href="#">Ready</a>
	Accountant	88	Transaction	<a href="#">Flagged</a>
Close	Accountant	334009	Transaction	<a href="#">Open</a>
Sweep	Accountant	6315	Transaction	<a href="#">Pending</a>

4 items | Show 10 per page | Page: 1 of 1



**Accounts Dashboard** | [Travel Account](#) | [Account Portfolio](#)

In Scope	Corporate	Account	% of Credit
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## 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

Shared		
Template Name	Category	
<input type="text"/>	Spend 	
SPCC, GOLD and ATC Memo Statement	transactionCategory	ST
VCU_transaction_file	transactionCategory	ST
Department Transaction Report	transactionCategory	M.
 Modify / Run	transactionCategory	Im
	transactionCategory	Im

## 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.

Reports > Modify/Run


**Create Report**Report data is current as of May 25, 2016 7:44 AM CDT.

\* Category:   
\* Template:

**Report Options**  
☒ Basic ☐ Advanced [Reset to defaults](#) [Use last run settings](#)

**Filters**  
Transaction Type: ☒ Cash advance ☒ Misc Credit ☒ Misc Debit ☒ Purchase ☐ Reimbursement ☐ Payment  
**Post Date:** ☒ 04/16/2016 - 05/13/2016 

**Output Format**  
Formats: ☒ Excel  
Output Files: ☒ Full Details ☐ Summary Only  
☐ PDF  
☐ Delimited Text

Summary Grouping:   Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Adjust the date by clicking  
the calendar icon

## 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 seven days.

Submit Report

Reports > Completed



Created 1 report. Report can be downloaded from the table below.

### Completed Reports

		Queued At	Report Name	Status	New	
<input type="checkbox"/>			<input type="text"/>			
<input type="checkbox"/>	<input type="checkbox"/>	12/11/2014 09:10 AM CST	Department Transaction Report	Ready	<input checked="" type="checkbox"/>	<a href="#">XLS</a>

## 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.

**Report Options** ☐ Basic ☒ **Advanced** [Reset to defaults](#) [Use last run settings](#)

**Columns**

**Available**

- Allocation
  - GL is Authorized
  - GL is Complete
  - GL is Valid
  - GL: Account
  - GL: Account Desc
  - GL: Agency Code
  - GL: Agency Code Desc
  - GL: Dept Number
  - GL: Dept Number Desc
  - GL: Index
  - GL: Index Desc
  - Item Description
  - Item Exp Cat Comment
  - Item GL Combination
  - Item Number
  - Item Price
  - Item Tax

**Selected**

- Card Embossed Line 1
- Card Last 4 Digits
- GL: Index
- GL: Account
- Post Date
- Item Price
- Total Item Tax
- Vendor Name
- CH Signoff Date
- CH Signoff Full Name
- Mgr Signoff Date
- Mgr Signoff Full Name
- Comments

[Remove](#) [Edit](#) [Add Constant](#)

**Column Sort**

- A→Z Card Embossed Line 1
- A→Z Card Last 4 Digits
- A→Z Post Date
- A→Z GL: Account

[Remove](#) [Reverse Sort](#)

**Filters**

Add filter:

Transaction Type: ☒ Cash advance ☒ Misc Credit ☒ Misc Debit ☒ Purchase ☐ Reimbursement ☐ Payment

Post Date: ☒ 04/16/2016 - 05/13/2016



## 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](mailto:CorpCard@vcu.edu) and a Program Administrator will be able to provide you with information and insight based on your needs.