

HOW TO PRINT THE GL MEMO STATEMENT FROM WORKS

REPORTS

→ Template Library

The screenshot shows the Bank of America Works portal interface. At the top, there is a navigation bar with 'Home', 'Expenses', and 'Reports' tabs. The 'Reports' tab is active, and a dropdown menu is open, showing options: 'Completed', 'Create', 'Scheduled', 'Template Library', and 'Dashboard'. An arrow points to the 'Template Library' option. Below the navigation bar, there is a 'My Announcements' section with the text 'No announcements at this time.' The main content area features two tables. The first table, titled 'Action Items', has columns for 'Acting As', 'Count', 'Type', and 'Current Status'. It contains one row with 'Sign Off' as the action, 'Authholder' as the acting as, a count of '9', 'Transaction' as the type, and 'Pending' as the current status. The second table, titled 'Accounts Dashboard', has columns for 'Account Name', 'Account ID', 'Credit Limit', 'Current Balance', 'Available Credit', and '% of Credit Limit Used'. It contains two rows: 'JANANN DUNCAN' with account ID 9052, credit limit 20,000.00, current balance 4,379.20, available credit 15,620.80, and 21% of credit limit used; and 'MARCIA JONES' with account ID 7917, credit limit 70,000.00, current balance 1,662.79, available credit 68,337.21, and 2% of credit limit used. At the bottom of the page, there are links for 'Training Guides', 'Training Videos', 'Privacy & Security', and 'Recommended Settings', along with a copyright notice for 2015 Bank of America Corporation and a log-in timestamp of May 15, 2015, 12:34 PM CDT.

Works - Home
https://payment2.works.com/works/home
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Bank of America Merrill Lynch Works®

Home Expenses Reports

Completed
Create
Scheduled
Template Library
Dashboard

Action Items

Acting As	Count	Type	Current Status
Authholder	9	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JANANN DUNCAN	9052	20,000.00	4,379.20	15,620.80	21%
MARCIA JONES	7917	70,000.00	1,662.79	68,337.21	2%

2 items Show 10 per page Page: 1 of 1

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- ➔ Choose: CSU GL Memo Stmt, owner: Marcia Jones, description: monthly Works report
- ➔ Hover your mouse over to access the black drop down arrow
- ➔ Click "Modify/Run"

The screenshot shows the 'Works - Template Library' page. At the top, there's a navigation bar with 'Home', 'Expenses', and 'Reports'. Below that, the 'Template Library' section is divided into 'Personal' and 'Shared' categories. The 'Personal' section is currently empty, displaying 'No data available in table'. The 'Shared' section contains a table with 19 items. The table has columns for 'Template Name', 'Category', 'Template Owner', and 'Description'. The row for 'CSU GL Memo Stmt' is highlighted, and a white arrow points to the 'Modify / Run' button in its row. The footer of the page includes links for 'Training Guides', 'Training Videos', 'Privacy & Security', and 'Recommended Settings', along with a timestamp: 'https://payment2.works.com/works/reports/templateLibrary# bur last log in was May 15, 2015, 12:34 PM CDT.'

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.
CSU GL Memo Stmt	transactionCategory	JONES, MARCIA	Monthly Works report
	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
	transactionCategory	Bank Defined	Review details of all general purchase expenses.
GL memo statement	transactionCategory	JONES, MARCIA	Monthly visa statement
GL memo Stmt	transactionCategory	JONES, MARCIA	Monthly Works report
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.

- **If you are running the report for another cardholder, then:
 - ➔ Cardholder: click on employee, search/select the cardholder
 - ➔ Post Date: make sure the right cycle dates are posted

The screenshot displays the 'Works - Create Report' web application interface. At the top, the browser address bar shows the URL: <https://payment2.works.com/works/reports/create/modifyRun/135495/sharedTemplate>. The page header includes the Bank of America Merrill Lynch logo and the 'Works' brand name. A navigation bar contains 'Home', 'Expenses', and 'Reports' tabs. The main content area is titled 'Create Report' and includes a status message: 'Report data is current as of May 15, 2015 12:33 PM CDT.' Below this, there are two dropdown menus: 'Category' set to 'Spend' and 'Template' set to 'shared: CSU GL Memo Stmt'. The 'Report Options' section has 'Basic' selected over 'Advanced'. Under 'Columns', there are two lists: 'Selected' (including Item GL Combination, Card Last 4 Digits, Post Date, Credit, Debit, MCC, Item Tax, Item Price, Item Description, Comments) and 'Column Sort' (including Item GL Combination, Card Last 4 Digits, Post Date, Comments). The 'Filters' section shows 'Add filter:' with a dropdown, 'Cardholder: 1 selected' (with a white arrow pointing to it), 'Transaction Type' with checkboxes for Cash advance, Misc Credit, Misc Debit, Purchase, Reimbursement, and Payment, and 'Post Date: 12/16/2009 - 01/15/2010'. The 'Output Format' section has 'Excel' and 'PDF' (checked) options. The footer shows the URL: <https://payment2.works.com/works/reports/templateLibrary#>.

Works - Create Report

https://payment2.works.com/works/reports/create/modifyRun/135495/sharedTemplate

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Add filter: [dropdown]

Cardholder: ✗ 1 selected

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

Post Date: ✗ 04/16/2015 - 05/15/2015

Output Format

Formats: Excel

PDF

Output Files: Full Details Summary Only

Paper: US Letter

Orientation: Portrait Landscape

Add Summary Data in Header

Add Signature Line to: Header Footer

Insert Page Break: No Page Break

Delimited Text

Summary Grouping: No Summary Data

Save Template

Save Template to Template Library

Template Name: CSU GL Memo Stmt

Description: Monthly Works report

Scheduling and Expiration

Job Name: CSU GL Memo Stmt

Schedule: Run Now Run Later Recurring

Report Expiration after: 7 day(s)

Submit Report

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➔ Submit Report- located in the bottom right corner

Works - Completed Reports

https://payment2.works.com/works/reports/completed?serverMessage=report.message.completed.success&serverMessageType=processing&redirectMessage=true

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Bank of America Merrill Lynch Works

Welcome, Test Jane - Log Out

Home Expenses Reports

Reports > Completed CSU

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

Completed Reports

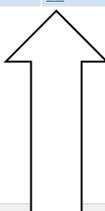
	Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	05/15/2015 12:40 PM CDT	CSU GL Memo Stmt	Ready	<input checked="" type="checkbox"/>	PDF

1 Selected | 1 item Show 10 per page Page: 1 of 1

Delete

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REPORT QUEUED

- ➔ Click to Download PDF
- ➔ Open Document
- ➔ Print and attach to your VISA Packet

