REPORTS IN WORKS

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TRANSACTION DETAIL REPORT

Transaction Detail Report exports all transactions, for all cardholders, for whom you have visibility via Proxy or Reviewer status. Details are exported to an Excel Spreadsheet and the date range can be modified.

1. In WORKS, Navigate to Reports, choose Template Library:

Bankof America 🖤 Works® Merrill Lynch							
Home Expenses Accounts			Reports	Accounting	Administration		
Action Items			Completed Create Scheduled				
Action			Template L Dashboard	ibrary ag As			

2. In the "Shared," library at the bottom of the page type in "Transaction Detail." Choose the second report.

E Shared	
Template Name	
Transaction Detail	
Transaction Detail Report	
Transaction Detail Report (PINS)	

3. Click on the calendar to modify the date range you require. Select any of the standard options or manually enter the date range. For example, a report could be created for the full fiscal year 7/1 to 6/30 and saved.



4. To save this template for future use, scroll down to the "SAVE TEMPLATE" section and check the Save box. The name can be updated as you like in "Template Name."

	Save Template to Template Library
Template Name:	Transaction Detail Report
Description:	Statement Dates

6. The Completed Reports page will open and a green check mark will appear when your report is ready. Click on XLS to view your report.

	Queued At	Report Name	Status	New	
Ŧ	05/16/2017 12:42 PM CDT	Transaction Detail Report	Ready	4	XLS
Ŧ	05/16/2017 11:16 AM CDT	Student Body Funds	Ready		XLS
Ŧ	05/16/2017 11:15 AM CDT	Transaction Detail Report	Ready	*	XLS
Ŧ	05/15/2017 04:30 PM CDT	Spend by Cardholder	Ready		XLS
Ŧ	05/15/2017 04:27 PM CDT	Spend by Cardholder	Ready	*	XLS
Ŧ	05/15/2017 03:50 PM CDT	Spend by Cardholder	Ready		XLS
Ŧ	05/15/2017 03:49 PM CDT	Spend by Cardholder	Ready		XLS
+	05/15/2017 11:30 AM CDT	Spend by Cardholder	Ready		XLS
Ŧ	05/11/2017 10:48 AM CDT	Spend by Cardholder	Ready		XLS
(±	05/10/2017 04:46 PM CDT	Spend by Cardholder	Ready		XLS

7. An Excel Report will open. Use filters to sort by chartfield and auto sum to total cost columns. This report includes the month Batched to PeopleSoft-see column titled Batch Name. If this column is blank, that transaction has not yet been uploaded to PeopleSoft.

Txn Number 💌	Card 💌	Vendor Name	Amount	GL: Accour 🔻	GL: Fur 🔻	GL: 🔽	GL: Progra 💌	GL: Cla 🔻	GL: Grant/Proje -	Post Da 💌	PID 💌	CRI	Batch Nan
TXN00083918	0007	OFFICE DEPOT #1078	\$86.24	541000	101	5552	25720	99999	00000	5/16/2014	PM007455	PM007455	JUNE2014
TXN00083939	0007	OFFICEMAX CT IN#936299	\$25.42	541000	101	5552	25720	99999	00000	5/16/2014			JUNE2014
TXN00084842	0091	CADILLAC CAFE	\$33.44	531800	101	5431	23293	99999	00000	5/28/2014			JUNE2014
TXN00084229	0246	FRED-MEYER #0600	\$66.74	541000	101	3217	11313	05000	00000	5/21/2014			JUNE2014
TXN00082948	0339	HEAVENLY DONUTS	\$27.98	531800	205	1148	33000	99999	G1321	5/5/2014			JUNE2014

Additional sorting options:

8. Sort by Grant or Cardholder name. In the filter section use the dropdown menu to choose the additional filter.

E Filters		
	Add filter: 🗸	
Tran	Post Date: 💥 07/01/2023 - 06/30/2024 📰 ction Type: 💥 🗹 Cash advance 💟 Misc Credit 🗹 Misc Debit 💟 Purchase 💟 Reimbursement 💟 Payment	

9. Choose "GL: Project" to pull transactions for a single grant



10. Enter the Grant number in the search box:

- Filters	
Add filte	И: V
Post Date:	💥 07/01/2023 - 06/30/2024 🏢
Transaction Type:	💥 🗹 Cash advance 🗹 Misc Credit 🔽 Misc Debit 🗹 Purchase 🔽 Reimbursement 🗹 Payment
GL: Project:	Sexactly G2094

11. Click on "Submit Report"

To search for transactions for a specific cardholder, scroll down the filter list to the "Cardholder" section and select "CH Last Name"

 Filters 			
Add filter: Post Date: 💥 Transaction Type: 💥 CH Last Name: 🙀		Stmt. Previous Balance Card Status Card Current Balance Cardholder	urchase 🥑 Reimbursement 🕑 Payment
Output Format		CH Active CH Address 1	
Formats:	Z Excel	CH Address 2 CH City	
	OL	CH Country CH Create Date CH Delete Date	
	PDF	CH Email	
🗌 Delimited Text		CH First Name CH Full Name	
Summary Grouping:	No Summary Data	CH Last Name ptions	s above. Groupings are based on "Column

Any of the segment options on the filter can be used to sort data.