

# Running a Cardholder Monthly Spend Report

## 1. Log into Works using your Works Login Name and Password

**About Works**

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending control
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#)

**Login to Works**

Organization: ELON UNIVERSITY

Login Name:

Password:

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

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## 2. Click on "Reports"

**Action Items**

Action	Accountant	Acting As	Count	Transaction	Type	Current Status
Sweep			1369	Transaction		Pending
Sign Off	Accountant	AccountHolder	6	Transaction		Pending

2 items Show 10 per page Page 1 of 1

**Accounts Dashboard**

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JEFF LAMPSON	5276	1,000.00	920.00	80.00	92%
REBECCA B PATTERSON	6232	2,000.00	1,568.45	431.55	78%
JOHN WALKER	1165	1,000.00	745.50	254.50	74%
HOLLEY L BERRY	7914	6,000.00	4,355.50	1,644.20	72%
JANNIFER REGISTER	9122	1,000.00	725.23	274.77	72%
JANA F PATTERSON	6668	4,000.00	2,727.16	1,272.84	68%
JAMES FOGLEMAN	1972	4,000.00	2,687.16	1,312.84	67%
ALANNA BOOTH	7855	3,000.00	1,938.45	1,061.55	64%
MIKE SANFORD	6258	2,000.00	1,279.61	720.39	63%
STEPHEN DELGACH	1355	10,000.00	6,235.42	3,764.58	62%

774 items Show 10 per page Page 1 of 78

**Alerts**

No alerts at this time.

**My Announcements**

Latest some folks have been experiencing issues with Works when accessing it using Internet Explorer or Google Chrome. I have found that Works seems to function much better when accessed using Mozilla Firefox.

Jeff Hendricks

Posted by your Program Administrator, JEFFREY P HENDRICKS, on February 23, 2014.

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### 3. Click on "Template Library"

The screenshot shows the Bank of America Works portal home page. The navigation menu includes Home, Expenses, Accounts, Reports, Accounting, and Administration. The 'Reports' dropdown menu is open, showing options like 'Completed', 'Create', 'Schedule', and 'Template Library'. A blue arrow points from the text '3. Click on "Template Library"' to the 'Template Library' link. Below the menu, there are sections for 'Action Items', 'Accounts Dashboard', and 'Alerts'. The 'Accounts Dashboard' table lists various account holders with their account IDs, credit limits, current balances, and available credits.

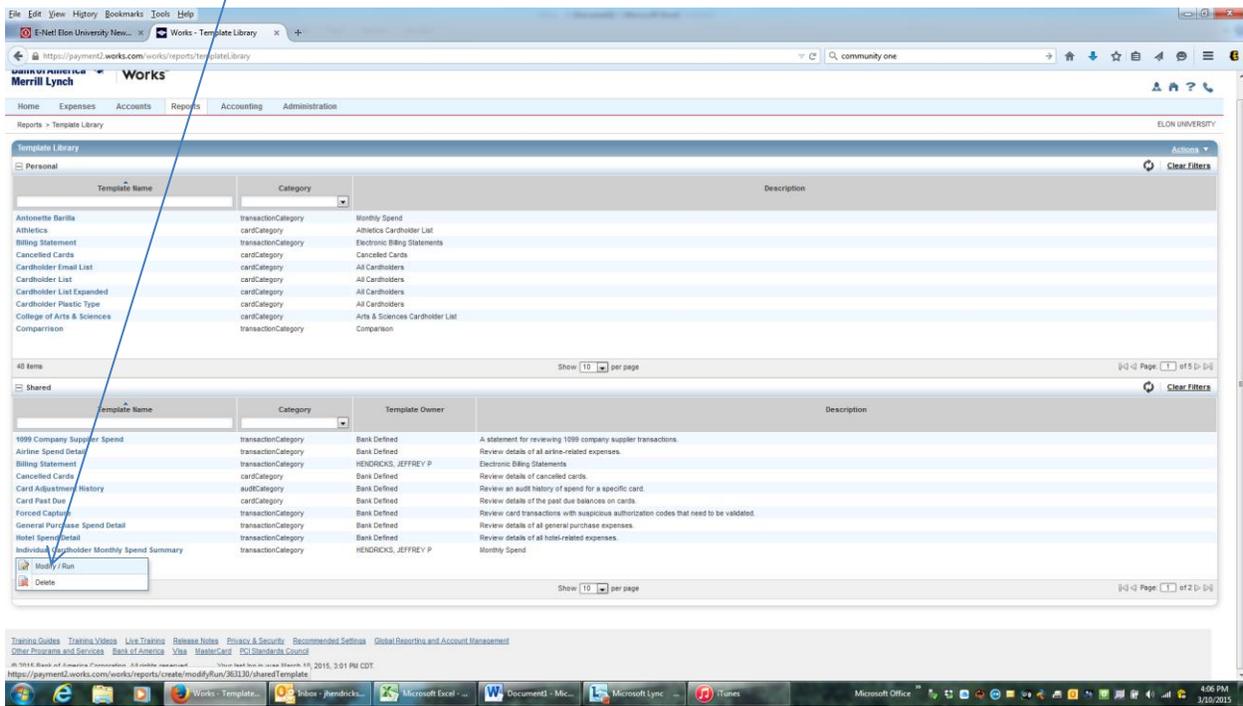
Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JEFF LABPSON	5376	1,000.00	820.00	80.00	82%
REBECCA B PATTERSON	6232	2,000.00	1,569.45	431.55	78%
JOHN WALKER	1165	1,000.00	745.50	254.50	74%
HOLLEY L BERRY	7914	6,000.00	4,355.80	1,644.20	72%
JANIFER REGISTER	9122	4,000.00	725.23	274.77	72%
JANA F PATTERSON	6558	4,000.00	2,727.16	1,272.84	68%
JAMES FOGLEMAN	1972	4,000.00	2,687.16	1,312.84	67%
ALAHNA BOOTH	7855	3,000.00	1,938.45	1,061.55	64%
MIKE SAFFORD	6268	2,000.00	1,275.61	729.39	63%
STEPHEN DELGACH	1355	10,000.00	6,235.42	3,764.58	62%

### 4. Click on "Individual Cardholder Monthly Spend Summary"

The screenshot shows the Bank of America Works portal Template Library page. The page is divided into 'Personal' and 'Shared' sections. The 'Shared' section contains a table of templates. A blue arrow points from the text '4. Click on "Individual Cardholder Monthly Spend Summary"' to the entry in the 'Shared' section.

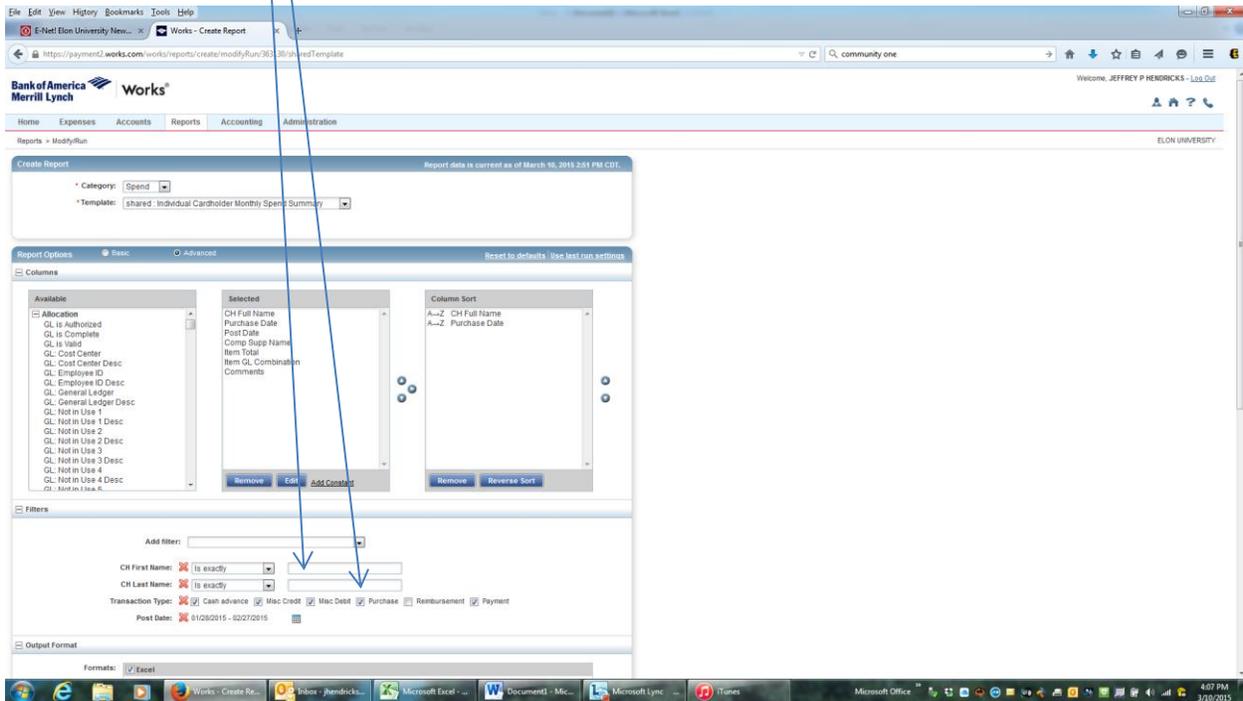
Template Name	Category	Template Owner	Description
1999 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1999 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Statement	transactionCategory	HENDRICKS, JEFFREY P	Electronic Billing Statements
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.
Card Adjustment History	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.
Foreign Cardholder	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Individual Cardholder Monthly Spend Summary	transactionCategory	HENDRICKS, JEFFREY P	Monthly Spend

5. Click on "Modify/Run"

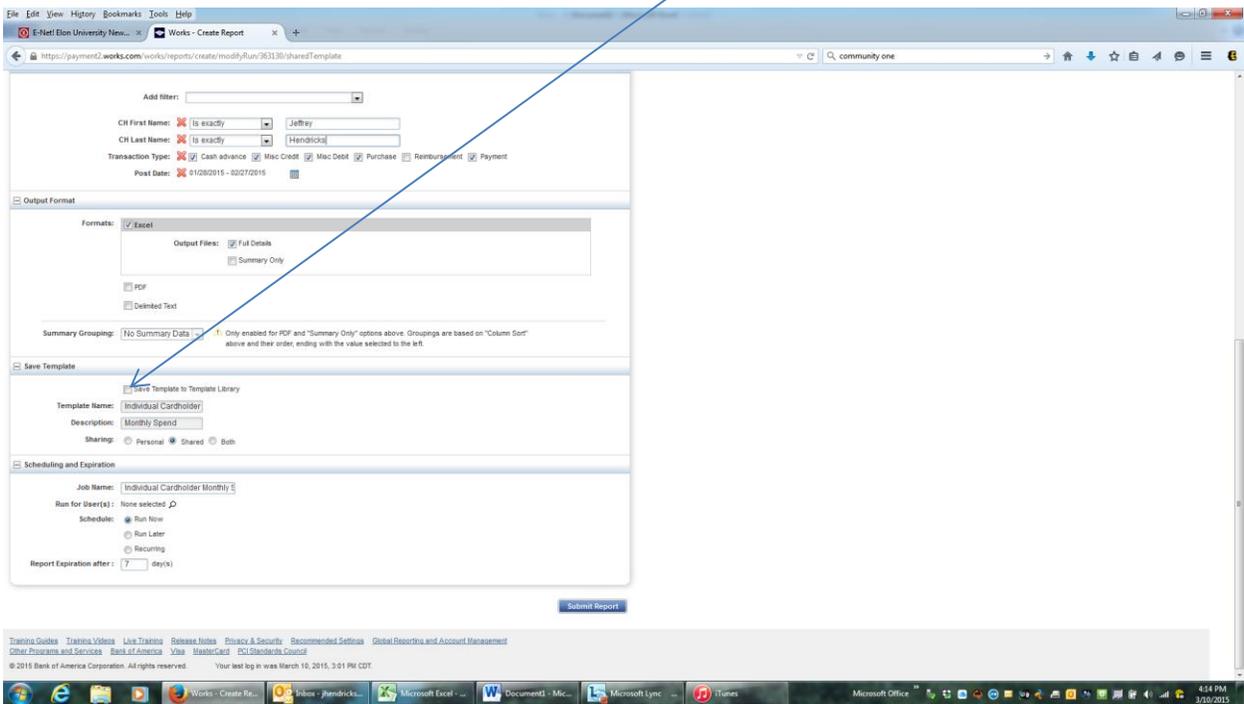


6. Enter Cardholder First Name exactly as it appears on the card

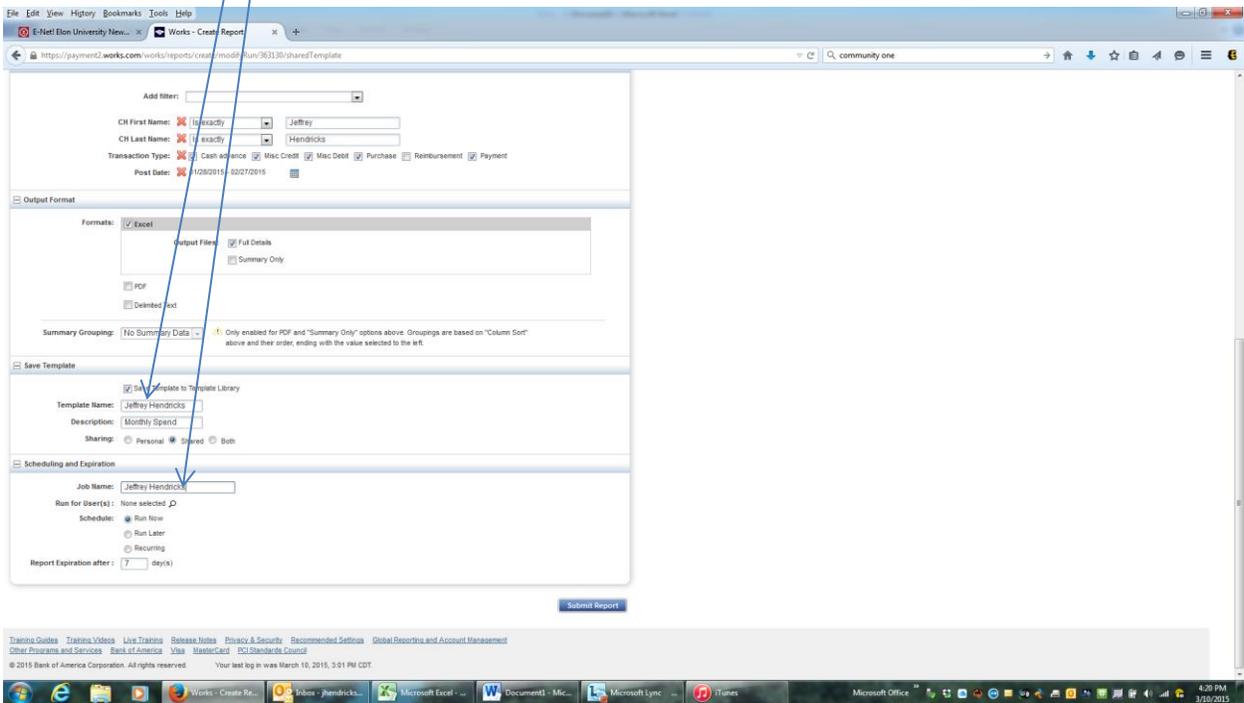
7. Enter Cardholder Last Name exactly as it appears on the card



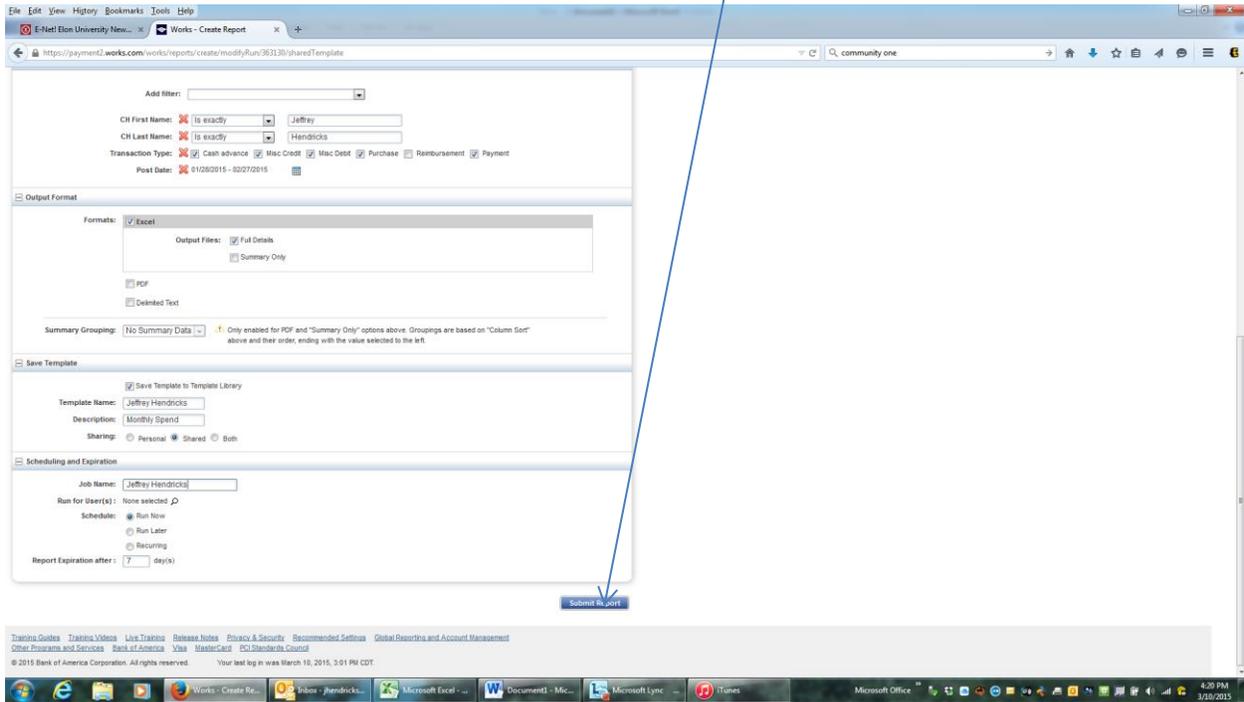
8. Scroll down to the "Save Template" section and click the check box



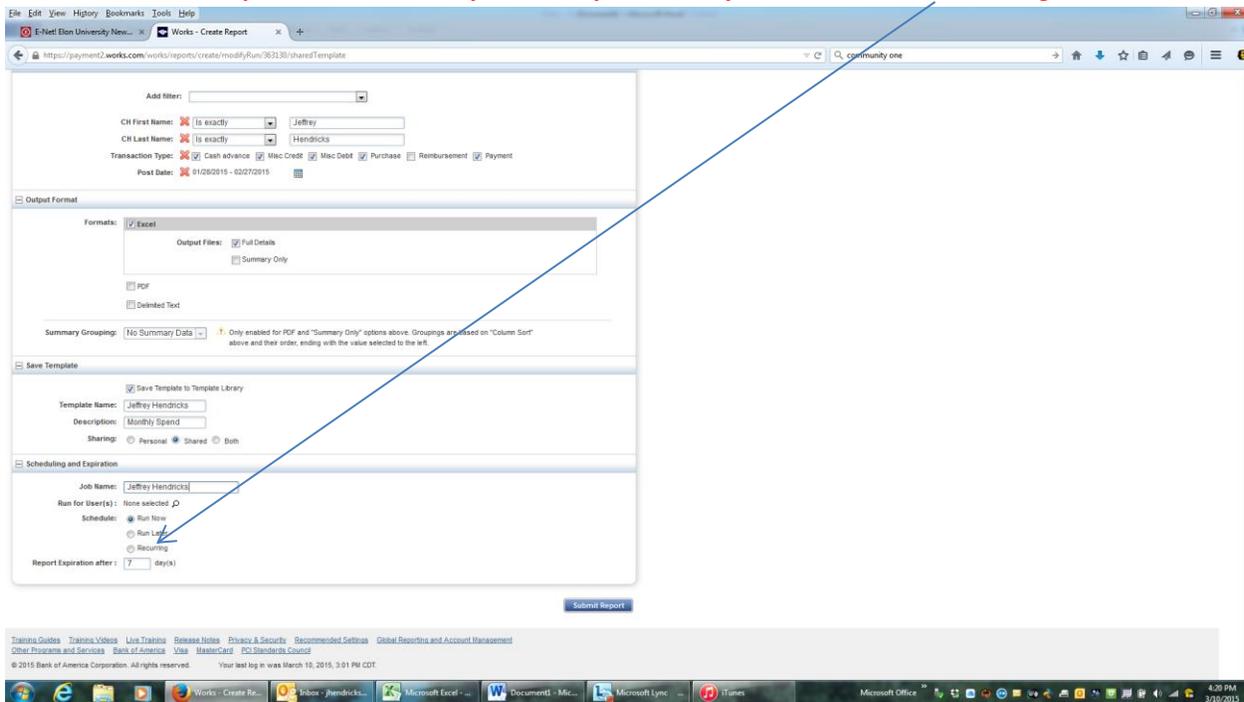
9. Clear out these two boxes and type the cardholder's name



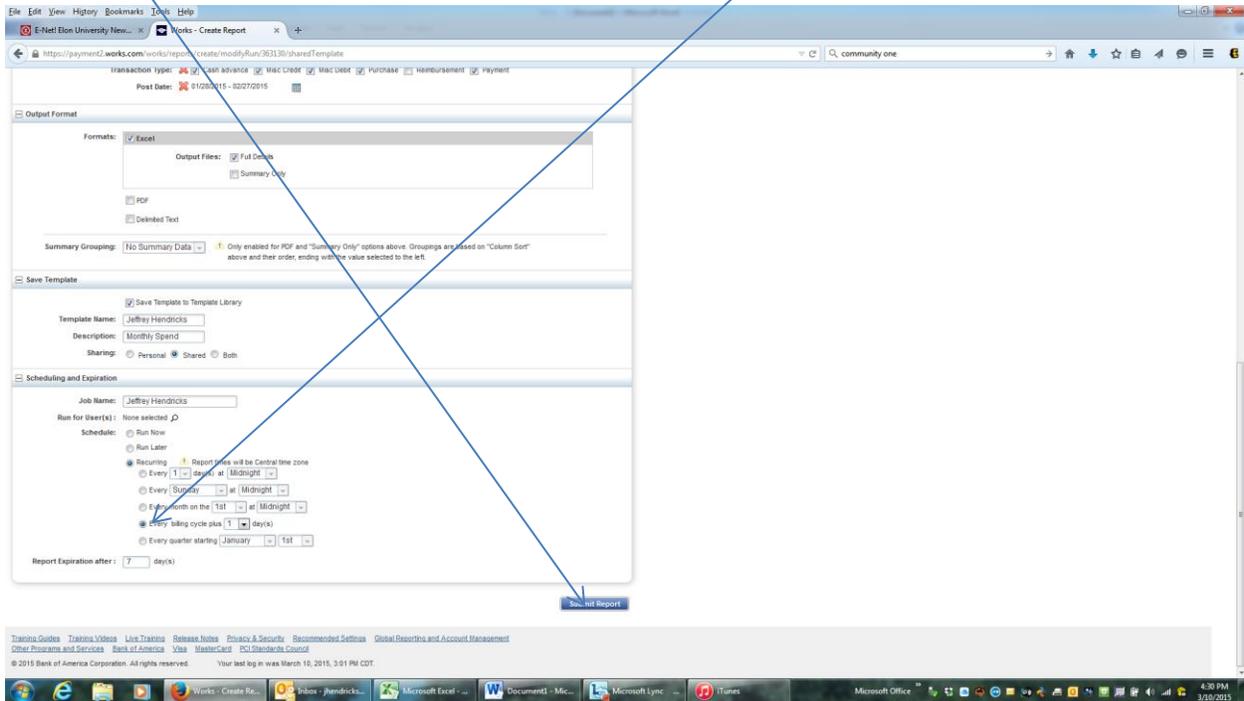
10. If you want to run this as a one-time report, click the **“Submit Report”** button. If you want to set this report as a recurring monthly report, skip to step 11.



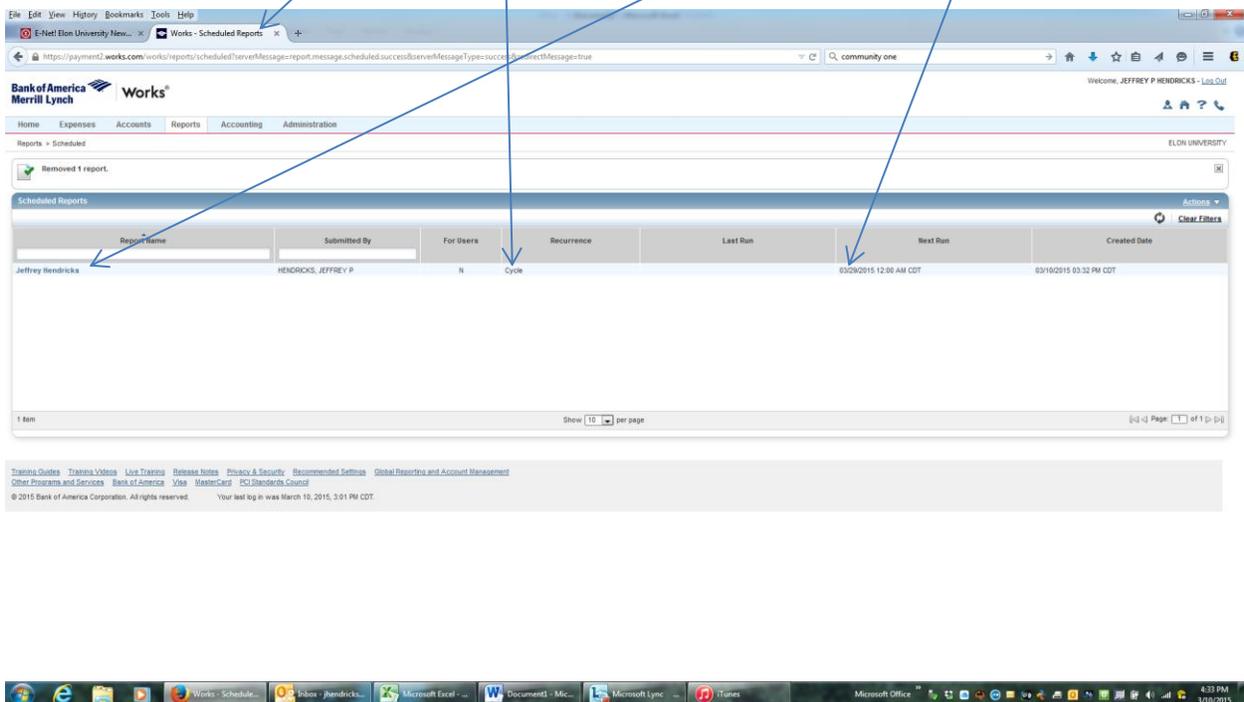
11. To set this report to recur monthly on the day after the cycle ends, click the **“Recurring”** button



12. To set this report to run the day after each cycle ends, click the **“Every Billing Cycle plus 1 day(s)”** button. This will automatically set this report to run one day after the end of each billing cycle. Then click the **“Submit Report”** button.



13. You will then be taken to the Scheduled Reports screen. You will see the name of the report you just created, the recurrence is set for every cycle, and the next time the report will run is the day after the current cycle ends.

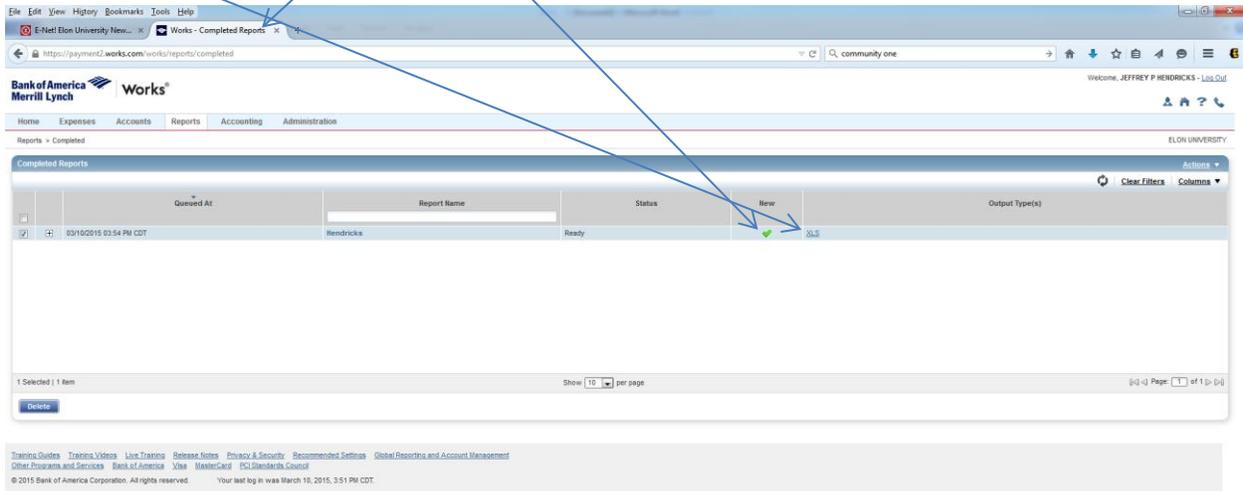


14. To schedule this report for others, repeat this process using the other person's name.
15. The day after the cycle ends, when this report has run, you will receive an email from the Works system telling you that reports are ready for download. To retrieve the report(s), log into Works and click on "Reports", the "Completed".

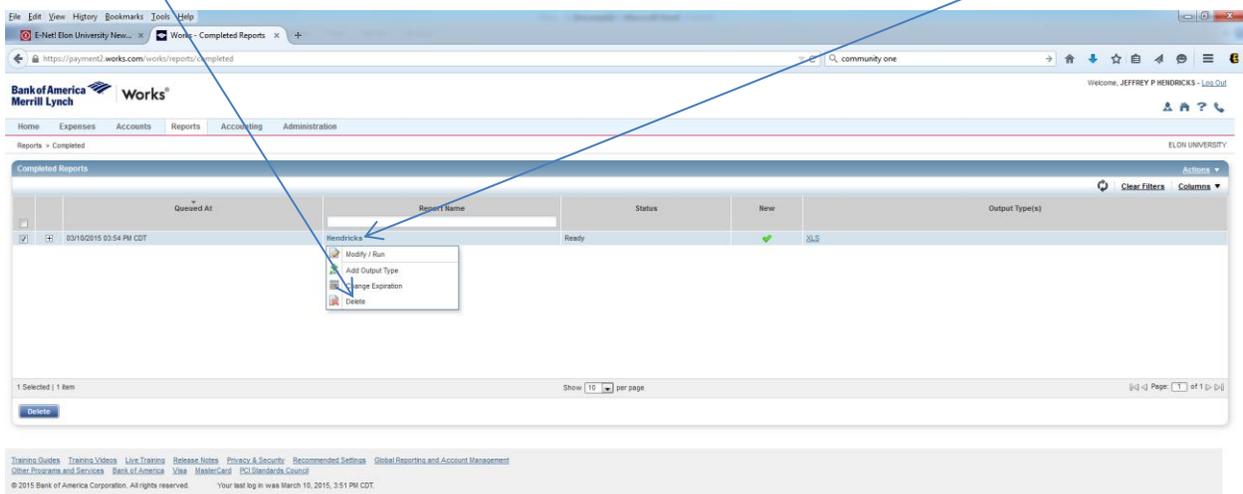
The screenshot shows the Bank of America Works portal interface. The 'Reports' menu is open, showing options like 'Create', 'Scheduled', 'Template Library', and 'Dashboard'. Below the menu is a table of reports with columns for Action, Count, Type, and Current Status. The 'Accounts Dashboard' table is also visible, showing account details for various users.

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
JEFF LAIPSON	5376	1,000.00	820.00	80.00	82%
REBECCA B PATTERSON	0232	2,000.00	1,560.45	431.55	78%
JOHN WALKER	1165	1,000.00	745.50	254.50	74%
HOLLEY L BERRY	7914	6,000.00	4,355.80	1,644.20	72%
JANNIFER REGOSTER	9622	1,000.00	725.23	274.77	72%
JANIA F PATTERSON	0568	4,000.00	2,727.16	1,272.84	68%
JAMES FOGLEMAN	1972	4,000.00	2,687.16	1,312.84	67%
ALAHNA BOOTH	7855	3,000.00	1,938.45	1,061.55	64%
MIKE SANFORD	0268	2,000.00	1,279.61	720.39	63%
STEPHEN DELGACH	1365	10,000.00	6,235.42	3,764.58	62%

16. You will be taken to the “Completed Reports” screen. All your completed reports will be listed here. All new reports will have a green check mark in the “New” column. To open your report in excel format, click on the XLS in the “Output Types” column.



17. After you have downloaded the report, if you wish to delete it from the list, click on the report name then click “delete” in the dropdown box.



18. You will be asked if you want to delete the report(s). If you do, click "OK" and the report will be deleted from the Completed Reports list. Deleting the report from the Completed Reports list will not delete it from the Scheduled Reports list.

