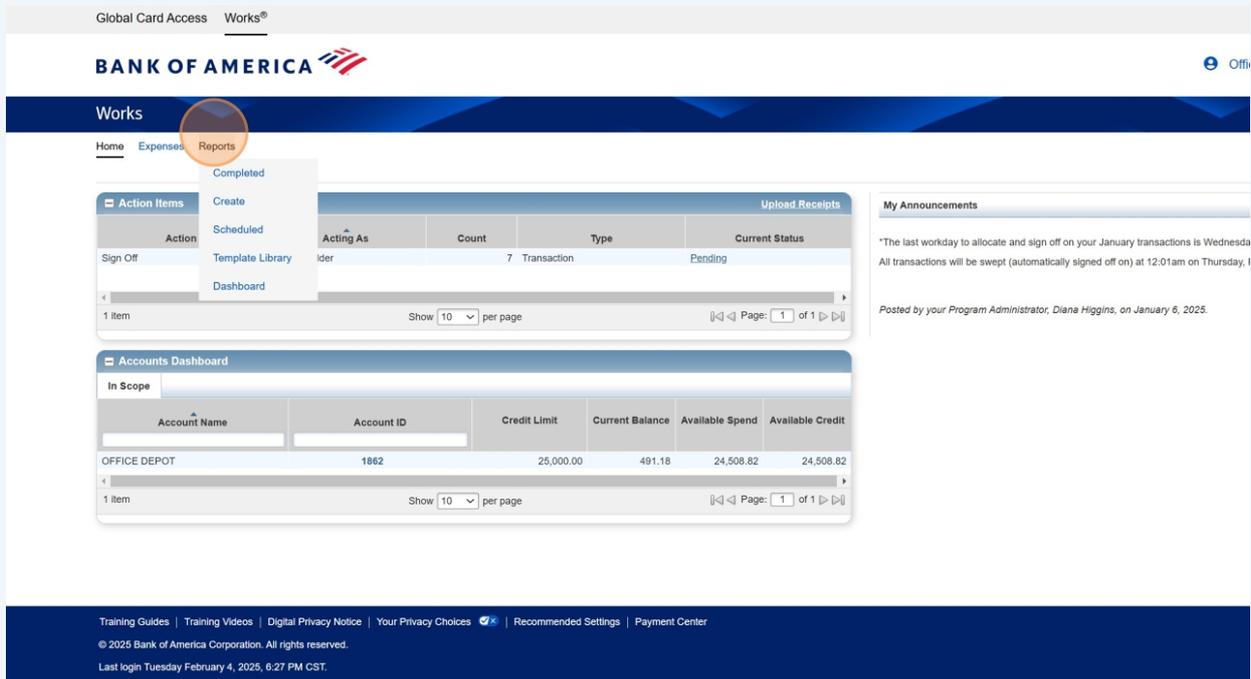


# How to run the Bank of America Works Statement Report

1 Navigate to Bank of America Works

2 Click "Reports"



The screenshot shows the Bank of America Works interface. At the top, there are links for 'Global Card Access' and 'Works®'. The Bank of America logo is prominently displayed. Below the logo, the 'Works' section is active, with a navigation menu including 'Home', 'Expenses', and 'Reports'. The 'Reports' menu is highlighted with a red circle, and a dropdown menu is visible with options: 'Completed', 'Create', 'Scheduled', 'Template Library', and 'Dashboard'. Below the menu, there are two main sections: 'Action Items' and 'Accounts Dashboard'. The 'Action Items' section contains a table with columns for 'Action', 'Acting As', 'Count', 'Type', and 'Current Status'. The 'Accounts Dashboard' section contains a table with columns for 'Account Name', 'Account ID', 'Credit Limit', 'Current Balance', 'Available Spend', and 'Available Credit'. On the right side, there is a 'My Announcements' section with a notice about January transactions. At the bottom, there is a footer with links for 'Training Guides', 'Training Videos', 'Digital Privacy Notice', 'Your Privacy Choices', 'Recommended Settings', and 'Payment Center'. The footer also includes copyright information for 2025 Bank of America Corporation and the last login time: 'Last login Tuesday February 4, 2025, 6:27 PM CST.'

### 3 Click "Create"

Global Card Access Works®

**BANK OF AMERICA**

Works

Home Expenses Reports

**Action Items** Create

Action	Scheduled	Acting As	Count	Type	Current Status
Sign Off		ider	7	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 Spend	Available Credit
OFFICE DEPOT	1862	25,000.00	491.18	24,508.82	24,508.82

1 item Show 10 per page Page: 1 of 1

My Announcements

\*The last workday to allocate and sign off on your January transactions is Wednesday, January 8, 2025. All transactions will be swept (automatically signed off on) at 12:01am on Thursday, January 9, 2025.

Posted by your Program Administrator, Diana Higgins, on January 6, 2025.

Training Guides | Training Videos | Digital Privacy Notice | Your Privacy Choices | Recommended Settings | Payment Center

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### 4 Select the "Spend" option.

Global Card Access Works®

**BANK OF AMERICA**

Works

Home Expenses Reports

Reports / Create

Create Report Report data is current as of Feb

\* Category: Spend

\* Template:

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Last login Tuesday February 4, 2025, 6:27 PM CST.

5

Click on the Template drop down.

The screenshot displays the Bank of America Works interface. At the top, there is a navigation bar with 'Global Card Access' and 'Works®'. Below this is the Bank of America logo and a user profile icon labeled 'Offi'. A blue header bar contains the word 'Works'. Underneath, there are navigation links for 'Home', 'Expenses', and 'Reports'. A breadcrumb trail shows 'Reports / Create'. The main content area features a 'Create Report' form with a title bar that includes 'Report data is current as of Feb'. The form contains two dropdown menus: 'Category' (set to 'Spend') and 'Template'. A red circle highlights the 'Template' dropdown menu. At the bottom of the page, there is a footer with links for 'Training Guides', 'Training Videos', 'Digital Privacy Notice', 'Your Privacy Choices', 'Recommended Settings', and 'Payment Center'. Copyright information for 2025 Bank of America Corporation and a last login timestamp are also present.

6

Click on **Lewis Clark State College Billing Statement**. If this is the first time running the report, click on "Choose from all available templates"

Home / Reports / Create

### Create Report

\* **Category:** Spend

\* **Template:**

#### Standard Reports

- Receipt Status
- Billing Statement
- Disputed Transactions
- GL Memo Statement
- Payable Allocation
- Payable Allocation Detail
- Spend By MCC

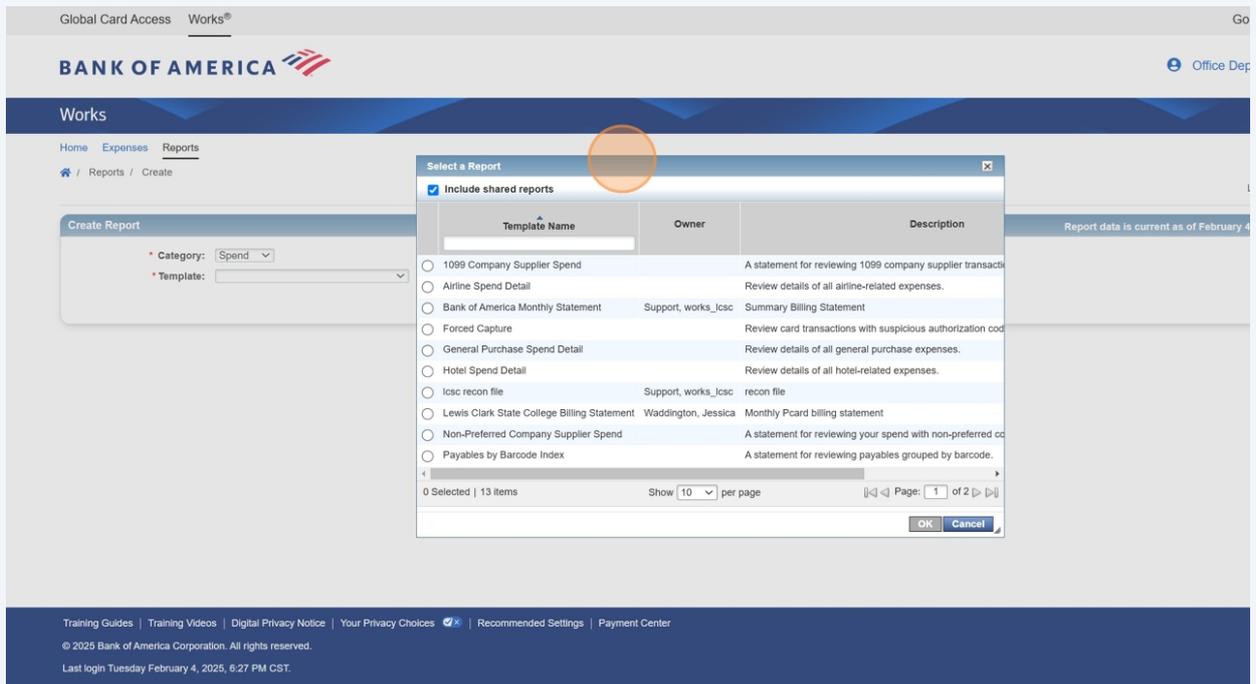
#### Recent Reports

shared : Lewis Clark State College Billing Statement

Choose from all available templates...

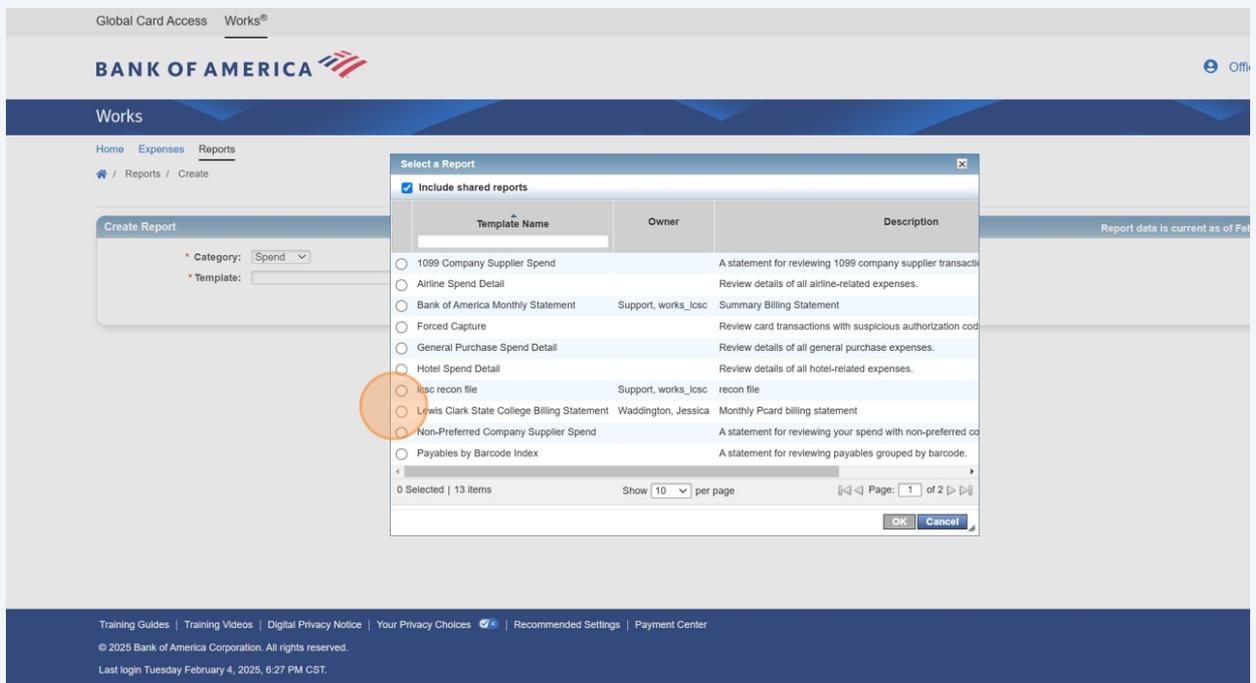
7

After clicking on "Choose from all available templates" the template window will open



8

Click this radio button for the **Lewis Clark State College Billing Statement** report



## 9 Click "OK"

The screenshot shows the ERICA system interface. A "Select a Report" dialog box is open, displaying a list of report templates. The "Lewis Clark State College Billing Statement" report is selected. An orange circle highlights the "OK" button at the bottom right of the dialog. The background shows the ERICA logo and navigation links like "Go To Bank of America" and "Office Depot".

Template Name	Owner	Description
<input type="radio"/> 1099 Company Supplier Spend		A statement for reviewing 1099 company supplier transactions.
<input type="radio"/> Airline Spend Detail		Review details of all airline-related expenses.
<input type="radio"/> Bank of America Monthly Statement	Support, works_jcsc	Summary Billing Statement
<input type="radio"/> Forced Capture		Review card transactions with suspicious authorization codes.
<input type="radio"/> General Purchase Spend Detail		Review details of all general purchase expenses.
<input type="radio"/> Hotel Spend Detail		Review details of all hotel-related expenses.
<input type="radio"/> Jcsc recon file	Support, works_jcsc	recon file
<input checked="" type="radio"/> Lewis Clark State College Billing Statement	Waddington, Jessica	Monthly Pcard billing statement
<input type="radio"/> Non-Preferred Company Supplier Spend		A statement for reviewing your spend with non-preferred companies.
<input type="radio"/> Payables by Barcode Index		A statement for reviewing payables grouped by barcode.

## 10 The report will open. Click on the calendar icon

The screenshot shows the ERICA system interface for report configuration. The "Filters" section is visible, with a calendar icon highlighted by an orange circle next to the "Post Date" field. The "Output Format" section shows "PDF" selected.

**Filters**

Add filter:

Post Date:  

CH Last Name:

CH First Name:

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

**Output Format**

Formats:  Excel  PDF

Output Files:  Full Details  Summary Only

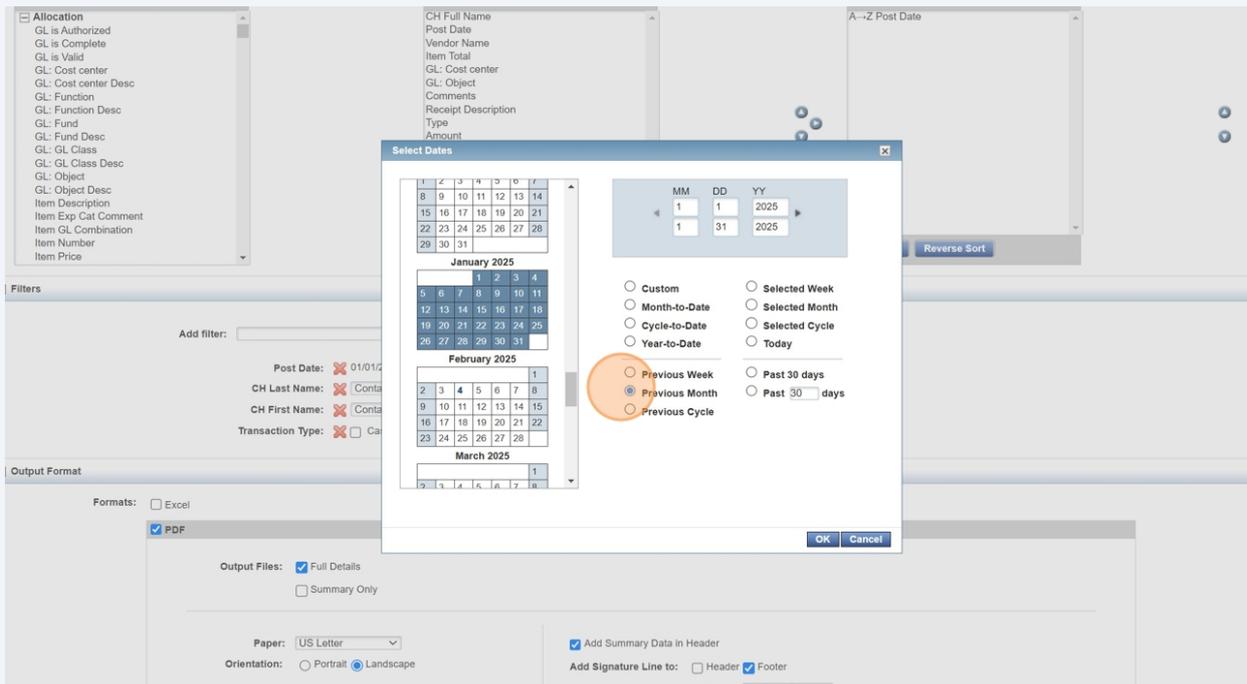
Paper:

Orientation:  Portrait  Landscape

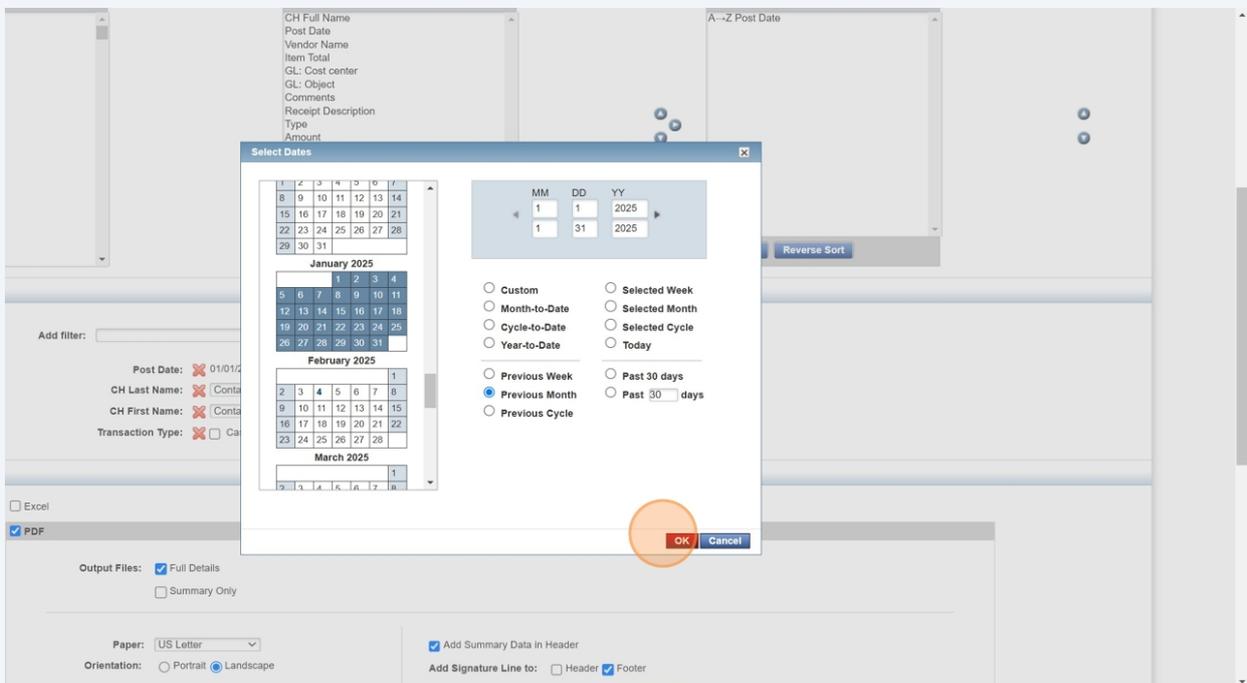
Add Summary Data in Header

Add Signature Line to:  Header  Footer

11 Click the "Previous Month" field, or other desired date range.



12 Click "OK"



# 13

## Enter the last or first name of the P-Cardholder or Department Card

The screenshot shows a report configuration interface with several sections:

- Allocation:** A list of fields including GL: is Authorized, GL: is Complete, GL: is Valid, GL: Cost center, GL: Cost center Desc, GL: Function, GL: Function Desc, GL: Fund, GL: Fund Desc, GL: GL Class, GL: GL Class Desc, GL: Object, GL: Object Desc, Item Description, Item Exp Cat Comment, Item GL Combination, Item Number, and Item Price.
- CH Full Name:** A list of fields including Post Date, Vendor Name, Item Total, GL: Cost center, GL: Object, Comments, Receipt Description, Type, and Amount.
- A--Z Post Date:** A list of fields including Post Date.
- Filters:** A section with an "Add filter:" dropdown, a "Post Date:" field with a date range of 01/01/2025 - 01/31/2025, and fields for "CH Last Name:" and "CH First Name:" both set to "Contains". Below these are "Transaction Type:" checkboxes for Cash advance, Misc Credit, Misc Debit, Purchase, Reimbursement, and Payment.
- Output Format:** A section with "Formats:" options for Excel and PDF (selected). Under "Output Files:", "Full Details" is selected and "Summary Only" is unselected. "Paper:" is set to "US Letter" and "Orientation:" is set to "Landscape". There are checkboxes for "Add Summary Data in Header" and "Add Signature Line to:" with "Header" unselected and "Footer" selected.

# 14

## Click Submit Report

The screenshot shows the same report configuration interface as above, but with the "Submit Report" button highlighted in a red circle. The "Output Format" section is expanded, showing the following options:

- Output Files:** "Full Details" (checked) and "Summary Only" (unchecked).
- Paper:** "US Letter" (selected).
- Orientation:** "Portrait" (unchecked) and "Landscape" (checked).
- Add Summary Data in Header:** (checked).
- Add Signature Line to:** "Header" (unchecked) and "Footer" (checked).
- Insert Page Break:** "No Page Break" (selected).

Below the "Output Format" section, there are several other options:

- Delimited Text
- No Summary Data:** A dropdown menu with a warning icon and text: "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."
- Save Template to Template Library
- Lewis Clark State College E:** A dropdown menu with "Monthly Pcard billing staten" selected.
- Lewis Clark State College Billing Stater:** A dropdown menu with "Run Now" selected.
- Run Later
- Recurring
- after  day(s)

At the bottom right, there is a red "Submit Report" button. The footer of the page contains the following text:

Digital Privacy Notice | Your Privacy Choices | Recommended Settings | Payment Center  
on. All rights reserved.  
25, 6:27 PM CST.

15

The Completed Reports screen will load. When your report is ready, click on the PDF link to open and download the report.

The screenshot displays the RICA web interface. At the top, there is a navigation bar with the RICA logo and a "Go To Bank of America" link. Below this, the user is identified as "Lewis-Clark State College". The main content area features a table of reports. The table has columns for "Queued At", "Report Name", "Status", "New", and "Output Type(s)". A single report is listed: "Lewis Clark State College Billing Statement" with a status of "Ready" and a green checkmark in the "New" column. A "PDF" link is visible in the "Output Type(s)" column, highlighted by an orange circle. The table also includes "Clear Filters" and "Columns" options. At the bottom of the table, there is a pagination control showing "Show 10 per page" and "Page: 1 of 1". The footer contains links for "Digital Privacy Notice", "Your Privacy Choices", "Recommended Settings", and "Payment Center", along with a copyright notice.

Queued At	Report Name	Status	New	Output Type(s)
8 PM CST	Lewis Clark State College Billing Statement	Ready	✓	PDF