

# How to run the Bank of America Works Statement Report

1 Navigate to Works

2 Click "Reports"

Global Card Access Works®

**BANK OF AMERICA**

**Works**

Home Expenses Accounts **Reports** Accounting Administration

Reports > Completed

 Created 1 report. Report can be viewed below.

Completed Reports

		Queued At	Report Name	Status	New
<input type="checkbox"/>					
<input type="checkbox"/>	+	10/07/2024 05:09 PM CDT	Lewis Clark State College Billing Statement	Ready	
<input type="checkbox"/>	+	10/07/2024 03:26 PM CDT	Statement Reconciliation report	Ready	
<input type="checkbox"/>	+	10/07/2024 08:00 AM CDT	Card Declines	Ready	<input checked="" type="checkbox"/>
<input type="checkbox"/>	+	10/02/2024 10:51 AM CDT	Lewis Clark State College Billing Statement	Ready	

### 3 Click "Create"

Global Card Access Works®

**BANK OF AMERICA**

## Works

Home Expenses Accounts Reports Accounting Administration

Reports > Completed

Created 1 report. Report can be viewed below.

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<input type="checkbox"/>	10/02/2024 10:51 AM CDT	Lewis Clark State College Billing Statement	Ready	

### 4 Select Spent


**BANK OF AMERICA**

## Works

Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report Report data is current as of October 7, 2024

\* Category: Spend  Changing report type may reset fields

\* Template:

5

Click on the Template drop down, and click on Lewis Clark State College Billing Statement.

If this is the first time running the report, click on "Choose from all available templates"

**BANK OF AMERICA**

### Works

Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report Report data is current as of October 7, 2023

\* Category: Spend

\* Template: [Dropdown Menu] ⚠ Changing report type may reset fields

6

Click this radio button.

<input type="radio"/>	1099 Company Supplier Spend		A statement for reviewing
<input type="radio"/>	Airline Spend Detail		Review details of all airlir
<input type="radio"/>	ALL - LC State Billing Statement	Waddington, Jessica	Monthly Pcard billing sta
<input type="radio"/>	Bank of America Monthly Statement	Support, works_lcsc	Summary Billing Stateme
<input type="radio"/>	BOA Works Transaction Data	Waddington, Jessica	BOA Works Transaction
<input type="radio"/>	Forced Capture		Review card transactions
<input type="radio"/>	General Purchase Spend Detail		Review details of all gen
<input type="radio"/>	Hotel Spend Detail		Review details of all hote
<input type="radio"/>	Icsc recon file	Support, works_lcsc	recon file
<input type="radio"/>	Lewis Clark State College Billing Statement	Waddington, Jessica	Monthly Pcard billing sta

0 Selected | 20 items Show 10 per page

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## 7 Click "OK"

g Statement	waddington, Jessica	Monthly Pcard billing statement
Monthly Statement	Support, works_lcsc	Summary Billing Statement
Transaction Data	Waddington, Jessica	BOA Works Transaction Data
		Review card transactions with suspicious authorization codes
Expense Detail		Review details of all general purchase expenses.
		Review details of all hotel-related expenses.
	Support, works_lcsc	recon file
College Billing Statement	Waddington, Jessica	Monthly Pcard billing statement

Show 10 per page Page: 1 of 2

OK Cancel

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## 8 Click the calendar icon


GL: GL Class Desc  
GL: Object  
GL: Object Desc  
Item Description  
Item Exp Cat Comment  
Item GL Combination  
Item Number  
Item Price

Remove Edit Add Constant

Remove Reverse Sort

Filters

Add filter:

Post Date:  

CH Last Name:

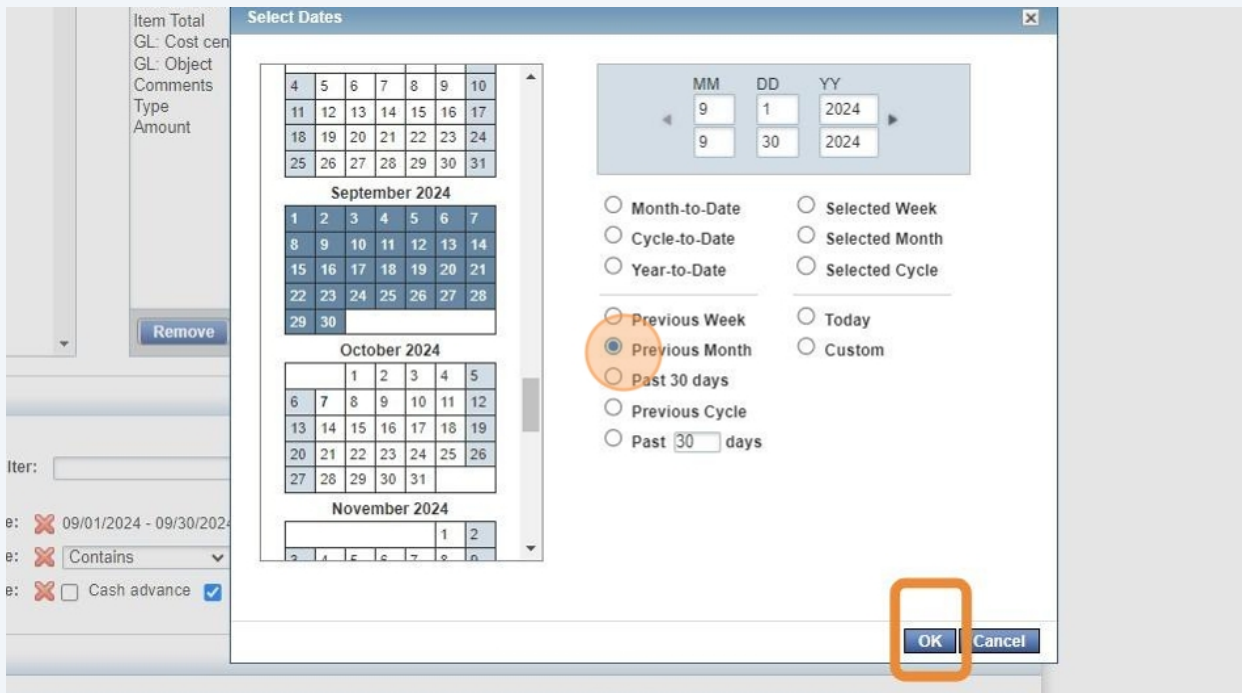
Transaction Type:  Cash advance  Misc Credit  Misc Debit  Purchase  Reimbursement  Payment

Output Format

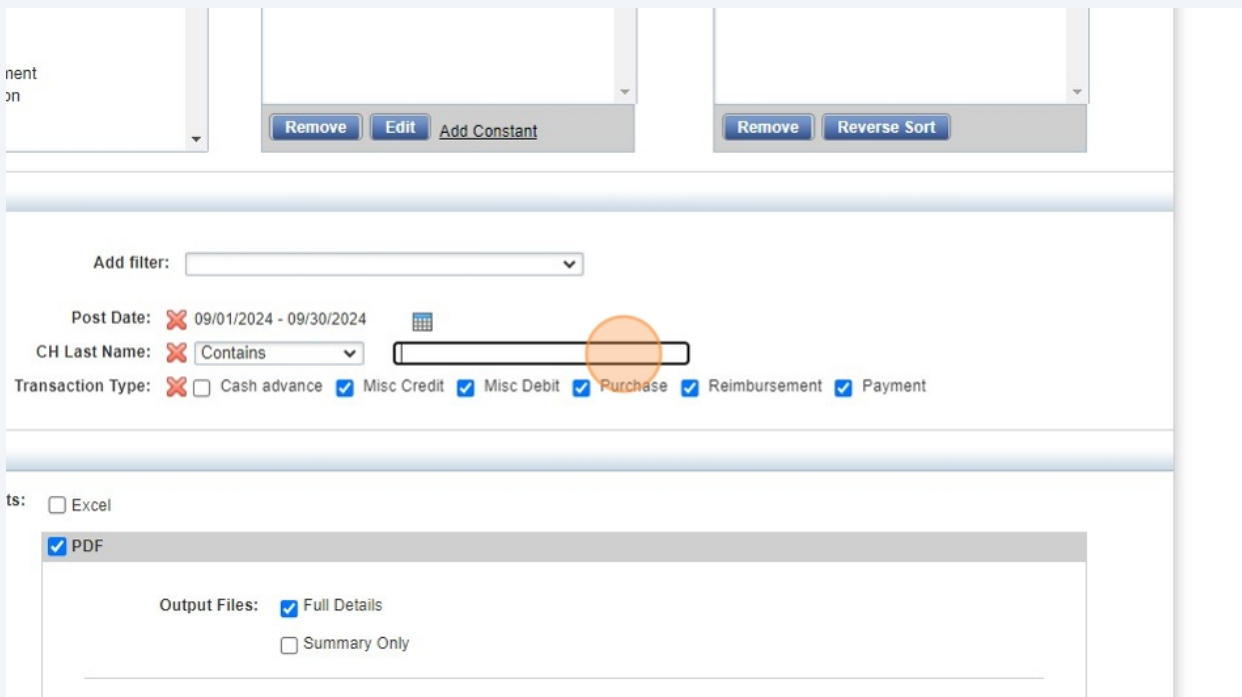
Formats:  Excel  PDF

Output Files:  Full Details  Summary Only

9 Click on the Previous Month radio button and then click OK

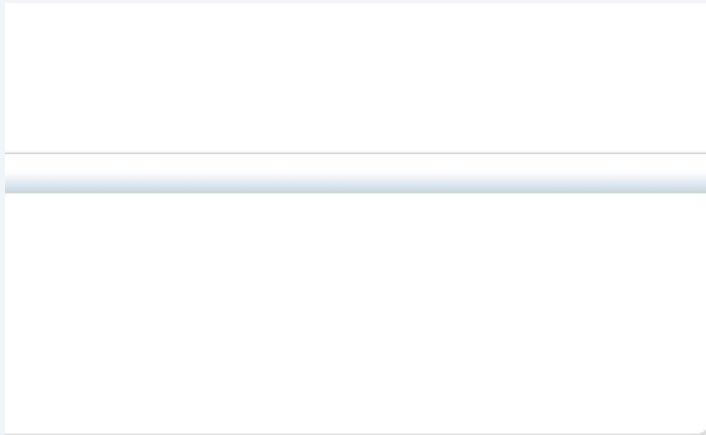
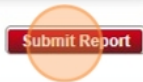



10 Click the "CH Last Name:" field.



11 Enter the cardholder last name

12 Click this button.

A screenshot of a web form with two empty input fields. The top field is a single-line text box, and the bottom field is a multi-line text box. Both fields are currently empty.

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

Administration Lewis-Clark State College

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[Clear Filters](#) [Columns](#)

Report Name	Status	New	Output Type(s)
rk State College Billing Statement	Ready	✔	<a href="#">PDF</a>
rk State College Billing Statement	Ready		<a href="#">PDF</a>
Reconciliation report	Ready		<a href="#">XLS</a>
ines	Ready	✔	<a href="#">PDF</a>
rk State College Billing Statement	Ready		<a href="#">PDF</a>
rk State College Billing Statement	Ready		<a href="#">PDF</a>
rk State College Billing Statement	Ready		<a href="#">PDF</a>
ines	Ready	✔	<a href="#">PDF</a>

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