1. [Reports] [Create]

Bank of America Merrill Lynch | Works®

Home	Expenses	Accounts	Reports	Accounting	Administration

Reports menu:
- Completed
- **Create**
- Scheduled
- Template Library
- Dashboard

☐ Action Items

Action	Acti...	...nt	Type	Current Status
Close	Accountant	339	Transaction	Open
Sweep	Accountant	1637	Transaction	Pending

2 items   Show [10 ▼] per page |◁ ◁ Page: [1] of 1 ▷ ▷|

☐ Accounts Dashboard   Account Portfolio

In Scope	Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
WES EDWARDS	0927	10,000.00	9,450.21	549.79	94%
TYSON OCHSNER	2700	5,000.00	4,238.26	761.74	84%
CURTIS COWELL	9194	10,000.00	8,355.82	1,644.18	83%
BOB HEINEMANN	8175	10,000.00	6,893.74	3,106.26	68%
JACOB REED	9623	10,000.00	6,853.21	3,146.79	68%
MARK R. WILKINS	4246	10,000.00	6,173.95	3,826.05	61%
SHYAM KONDURI	6408	2,500.00	1,395.34	1,104.66	55%
WAYNE BOVENSCHEN	2716	4,500.00	2,500.00	2,000.00	55%
LAURILYN HARRIS	7822	20,000.00	10,355.67	9,644.33	51%
BARBARA S. STOECKER	1533	5,000.00	2,488.30	2,511.70	49%

2035 items   Show [10 ▼] per page |◁ ◁ Page: [1] of 204 ▷ ▷|

2. [Spend] [Choose from all available templates]

Bank of America Merrill Lynch | **Works®**

Home	Expenses	Accounts	Reports	Accounting	Administration

Reports > Create

Create Report

* Category: Spend ▼

* Template: [_____] ▼ ⚠ C

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

Recent Reports
personal : Limit review
personal : Compliance Review Report Template
personal : Legder 9
shared : OSU Cardholder Statement - Allocation Detail
personal : Compliance Review Signoff Report
personal : Utilities1
personal : Carla's-Compliance Review Report Template
personal : Corrected split

Choose from all available templates...

3. Choose [OSU Cardholder Statement – Allocation Detail]. [OK]

Create Report   Report data is current as of January 8, 2015 10:50 AM CST.

* Category: Spend ▼

*Template: [   ] ▼

Select a Report   ☒

☑ **Include shared reports**

	Template Name	Owner	Description	Scope
○	Level 3 detail	James, Carla	Shows what was actually ...	personal
○	Level 3 detail	James, Carla	Shows what was actually ...	shared
○	Limit Audit	James, Carla	Limit Audit	personal
○	Limit review	James, Carla	Limit review	personal
○	MCC	James, Carla	MCC Codes	personal
○	Non-Preferred Company Supplier Sp...		A statement for reviewing ...	system
◉	OSU Cardholder Statement - Allocati...	Welch, Angie	OSU Cardholder Statement ...	shared
○	OSU Cardholder Statement - Level 3...	Support, Works	OSU Cardholder Statement ...	shared
○	OSU Vendor	James, Carla	OSU Vendor.	personal
○	Parking	James, Carla	Parking	personal

1 Selected | 50 items   Show 10 ▼ per page |◁ ◁ Page: 4 of 5 ▷ ▷|

[OK]   [Cancel]

4. Choose the little calendar by [Post Date]. Pop up box appears. Input dates. [OK]

Create Report   Report data is current as

* Category: Spend ▼

* Template: OSU Cardholder Statement - Allocation Detail ▼

Report Options   ○ Basic   ● Advanced   Reset

─ Filters

Transaction Type: ✗ ☑ Cash advance ☑ Misc Credit ☑ Misc Debit ☑ Purchase ☐ Reimbursement ☐ Payment

Card : ✗ 1 selected 🔍

Post Date: ✗ 11/21/2014 – 12/19/2014 ▦

─ Output Format

Select Dates   ☒

0	2	3	4	5	6	7	8	O
1	9	10	11	12	13	14	15	V
4	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
2		1	2	3	4	5	6	D
0	7	8	9	10	11	12	13	E
1	14	15	16	17	18	19	20	C
4	21	22	23	24	25	26	27	
	28	29	30	31				
2				1	2	3	J
0	4	5	6	7	8	9	10	A
1	11	12	13	14	15	16	17	N
5	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

Formats: ☐

☑

	MM	DD	YY
◄	11	21	2014
	12	19	2014	►

○ Month-to-Date   ○ Selected Week
○ Cycle-to-Date   ○ Selected Month
○ Year-to-Date   ○ Selected Cycle

○ Previous Week   ○ Today
○ Previous Month   ○ Custom
○ Past 30 days
● Previous Cycle
○ Past [unde] days

Summary Grouping: Ca

OK   Cancel

5. Choose magnifying glass by [Card]. Pop up box appears. Mark the box [Include Deactivated Accounts]. Find your person and check the box by the name. Click [OK].

Click [Submit Report]. The Completed Reports page opens. You can see your recent reports. Click on PDF and follow the normal [Open with] or [Save File] process.