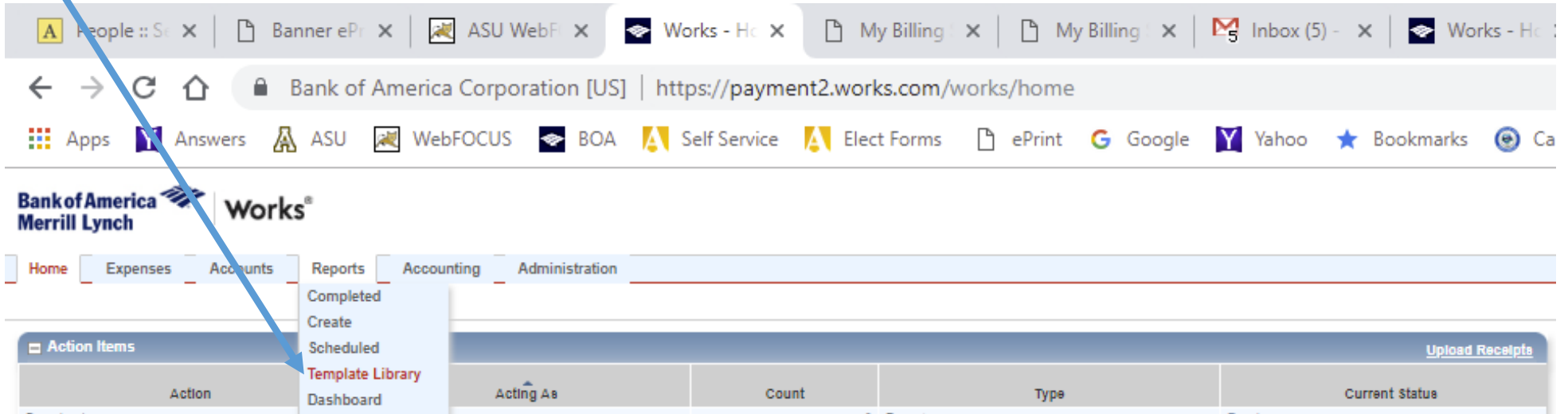


# REPORT TO PROVIDE APPROVERS TO COMPLETE ONLINE APPROVALS

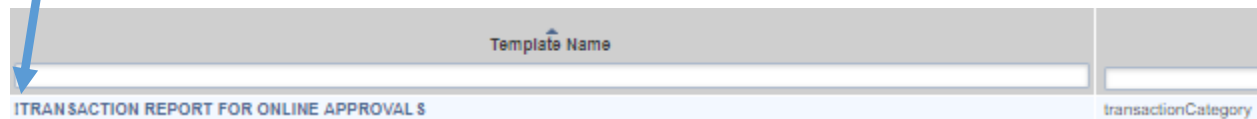
SIGN IN TO WORKS WITH YOUR RECONCILER USER NAME AND PASSWORD

- CLICK ON REPORTS TAB > SELECT "TEMPLATE LIBRARY"



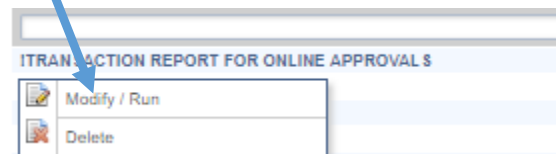
The screenshot shows the Bank of America Works portal interface. The browser's address bar displays "Bank of America Corporation [US] | https://payment2.works.com/works/home". The navigation menu includes "Home", "Expenses", "Accounts", "Reports", "Accounting", and "Administration". The "Reports" menu is expanded, showing options: "Completed", "Create", "Scheduled", "Template Library", and "Dashboard". A blue arrow points from the instruction above to the "Template Library" option. Below the menu, a table header is visible with columns: "Action", "Acting As", "Count", "Type", and "Current Status".

- HOVER YOUR MOUSE OVER AND CLICK ON REPORT TITLE "TRANSACTION REPORT FOR ONLINE APPROVALS"



The screenshot shows a table row with a "Template Name" column. The first row contains the text "TRANSACTION REPORT FOR ONLINE APPROVALS" and a "transactionCategory" column. A blue arrow points from the instruction above to the report title.

- HOVER YOUR MOUSE OVER AND CLICK ON "MODIFY/RUN"



The screenshot shows a table row with the report title "TRANSACTION REPORT FOR ONLINE APPROVALS". A context menu is open over the row, showing two options: "Modify / Run" and "Delete". A blue arrow points from the instruction above to the "Modify / Run" option.

SCROLL TO BOTTOM OF PAGE AND CLICK ON "SUBMIT REPORT"

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

Insert Page Break:

Delimited Text

Summary Grouping:   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

Save Template to Template Library


Template Name:

Description:

Sharing:  Personal  Shared  Both

Scheduling and Expiration

Job Name:

Run for User(s): None selected 

Schedule:  Run Now

Run Later

Recurring


Report Expiration after:  day(s)

- A “COMPLETED REPORTS” SECTION WILL APPEAR STATING Awaiting Processing or Processing 1 Submitted report.

Completed Reports					
		Queued At	Report Name	Status	New
		10/17/2018 01:01 PM CDT	ITRANSACTION REPORT FOR ONLINE APPROVAL S	Awaiting Processing (+)	

- ONCE THE REPORT IS COMPLETED YOU WILL HAVE A LINK LABELED “PDF”. CLICK ON “PDF” TO OPEN AND PRINT REPORT IN LANDSCAPE VIEW.

Created 1 report. Report can be downloaded from the table below.

Completed Reports					
		Queued At	Report Name	Status	New
		10/17/2018 01:01 PM CDT	ITRANSACTION REPORT FOR ONLINE APPROVAL S	Ready	 <a href="#">PDF</a>

- **PLEASE USE THIS REPORT FOR COMPILING RECEIPTS/DOCUMENTATION, ALLOCATING TRANSACTIONS AND PROVIDING TRANSACTION DOCUMENTATION TO YOUR APPROVERS ONLY; DO NOT SUBMIT THIS REPORT TO THE PCARD OFFICE.**

- **Print the final reconciliation report from WebFocus Dashboard.** The report requires the cardholder and reconciler signatures only. You may have the approver sign the report as well, but the approvers name printed on the report will suffice as an electronic signature.

- PLEASE NOTE: IF THERE ARE TRANSACTIONS HIGHLIGHTED IN RED THOSE TRANSACTIONS HAVE NOT BEEN APPROVED ONLINE. THE FINAL REPORT YOU SUBMIT WILL HAVE THE APPROVERS NAME PRINTED BY THE SYSTEM AND NO HIGHLIGHTED TRANSACTIONS.