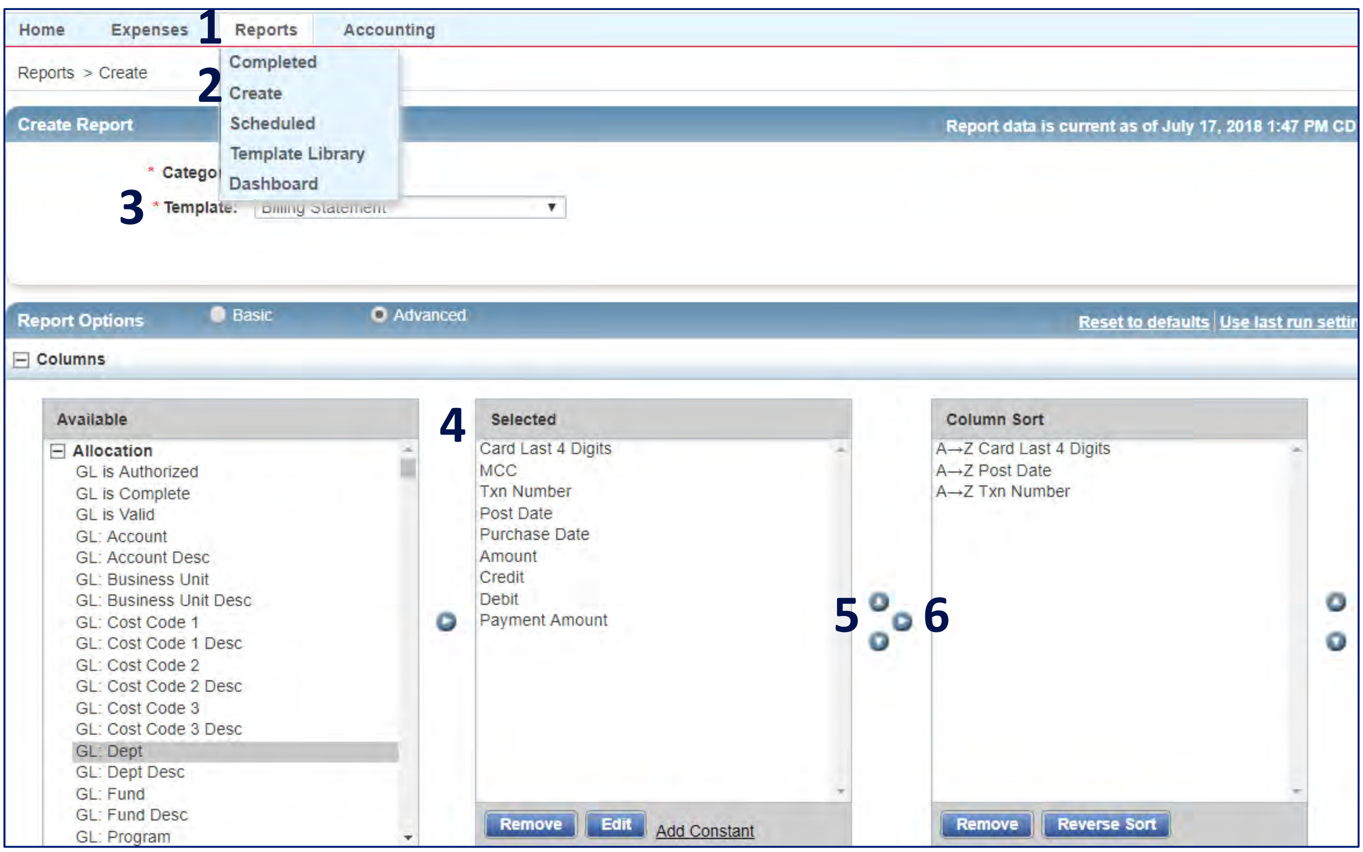
Bank of America Merrill Lynch | Works® | The University of North Carolina at Chapel Hill

Running Reports

Running a Report (Part 1 of 2)

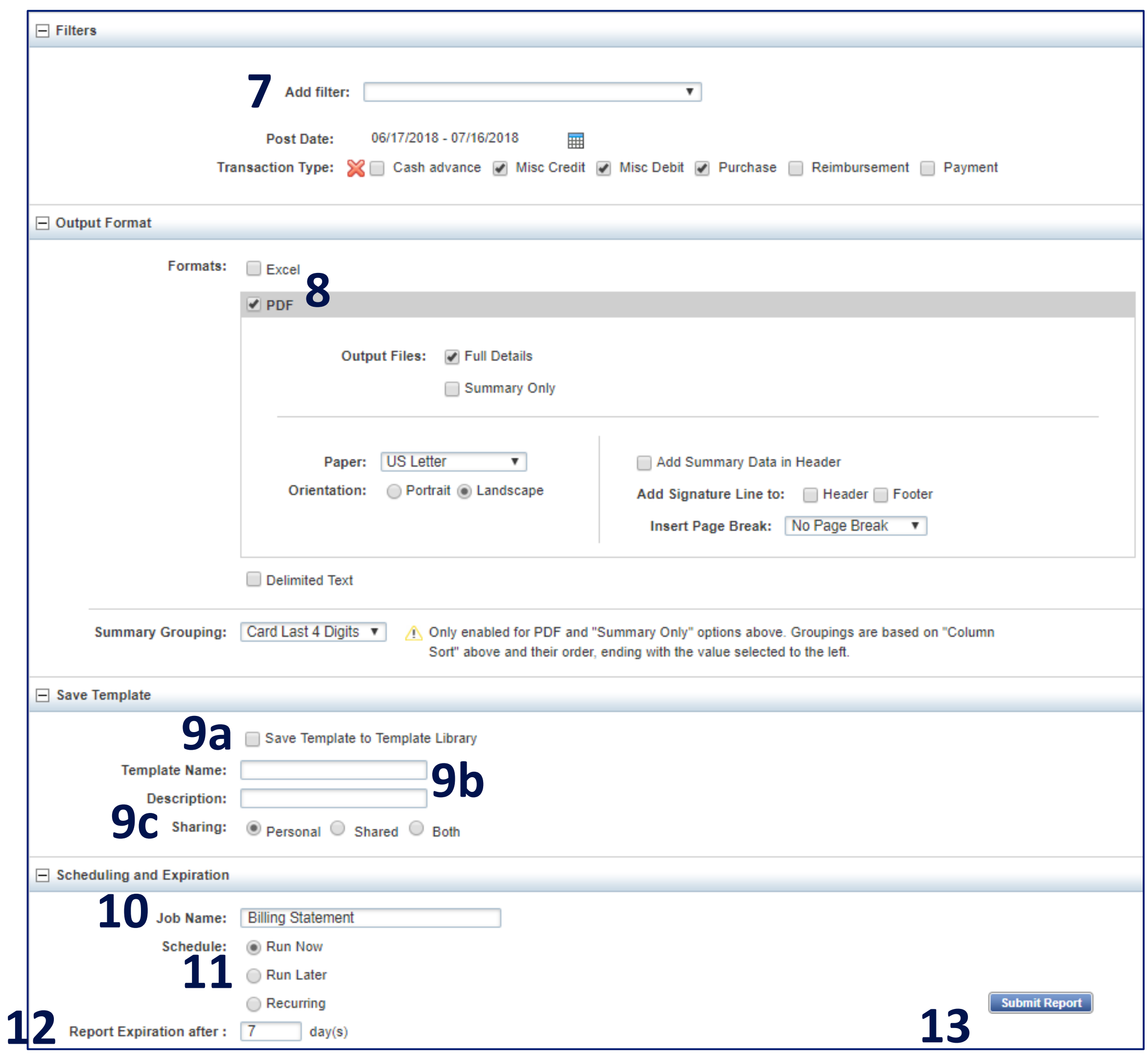
1. In Works, click **Reports>Create**
2. Select the Category from the drop-down menu.
3. Select the report Template from the drop-down menu.
   Note: There are three categories of reports:
   Standard Reports: Provided by Bank of America Merrill Lynch and can be customized by users
   Recent Reports: Reports that were recently run
   Custom Template Reports: Created and saved by a user



4. Review the items in the Selected box that will be included in the report.
   To Add Items: Select the item from the Available box on the left, and click the right arrow to the right of the Available box to add to Selected.
   To Remove Items: Select the item from the Selected box and click Remove.
5. To reorder the columns that will be included, select an item in the Selected box and use the up and down arrows to the right of the box to move item up or down in the order.
6. To sort the items in a column, select the item in the Selected box and click the right arrow to the right of the Selected box to include it in the Column Sort box.

Running a Report (Part 2 of 2)

7. Add any desired filters using the Add filter dropdown.
   Result: The new filter displays below the existing filters and the system allows you to set the filter's parameters as needed (Ex: Is exactly, Contains, Ends with, etc.).
8. Select the desired Output Format by checking either **Excel** or **PDF.**
9. If report should be saved as a template for future use:
   a. Select **Save Template to Template Library** within Save Template.
   b. Enter a Template Name and Template Description.
   c. Select the desired Sharing option.
10. Enter a descriptive Job Name in the Job Name field.
11. Select the desired Schedule option (Run Now, Run Later, or Recurring).
12. Modify the Report Expiration timeframe if necessary.
13. Click **Submit Report.**



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General Features of Reports in Works

- Users can access a variety of report templates as well as create their own in Works.
- Existing report templates in Works can be modified to meet the needs of users.
- Reports can be exported in Excel or PDF format.
- Completed reports are stored in Works.
- Reports can be scheduled to run automatically on a recurring basis.
- Reports that may be particularly useful to UNC employees include:
  - Expense report (instructions included below)
  - Accountholder Profiles Report (instructions included below)

Additional Tips and Considerations

To Run a Billing Statement Report: In Works, click Reports > Create
Category: Spend
Template: Billing Statement
Report Options: Can add/remove columns to be included in report

To Run a Card Profile/Status Report: In Works, click Reports > Create
Category: Account
Template: Card Status
Report Options: Can add/remove columns to be included in report

To Access or Delete Completed Reports: In Works, click Reports > Completed
To Delete a Completed Report: Select the check box for each desired Report Name > click Delete > click OK

To Run, Modify, or Delete Report Templates: In Works, click Reports > Template Library
To Run or Modify a Report Template: Hover over the Template Name > click the dropdown arrow>click Modify/Run
To Delete a Report Template: Hover over the Template Name > click the dropdown arrow>click Delete

To Cancel Scheduled Reports: In Works, click Reports > Scheduled > click the Report Name > select Remove from Schedule > click OK
Note: Canceling a scheduled report removes the report for all users

For More Information

For more information, check out the following training resources created by Bank of America Merrill Lynch:

- **Creating Reports Computer-Based Training:** http://training.works.com/support/resources/videos/Creating_Reports.htm
- **Works User's Guide:** http://training.works.com/support/resources/guides/pm_user_guide_APJ81.pdf
- **Creating and Managing Reports Quick Reference Card:** http://training.works.com/support/resources/guides/CreatingAndManagingReports_QRG_APJ81.pdf

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