Program Administrators initially create report templates and distribute via Works to users company-wide. Users may then access the report templates and configure them for their own use. Users can view up to three years of report data at any one time (For example, June 1, 2014 – June 1, 2017). This guide provides the information needed to create and manage reports, including how to:

- Create a report (Basic and Advanced views).
- Modify and/or rerun a report template.
- Add a report output type.
- Change a completed report's expiration date.
- Delete a completed report.
- Remove a scheduled report.
- Delete a report template.

1 Creating a Report

Report template requirements vary. The following procedure captures the most common steps to create a report.

To create a report, complete the following:

1. Click **Reports** > **Create**. The Create Report screen displays.
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** are provided by Bank of America Merrill Lynch. These report templates can be altered and saved for future use as new report templates.
   - **Recent Reports** are reports that were recently run. These reports can be created from Standard Reports or from custom template reports.
   - **Custom Template Reports** are reports created and saved by a user. These reports can be tagged for personal and/or company use.

   To select a standard report
   - Click the drop-down menu arrow. A list of reports displays.
   - Select the desired report from within Standard Reports. The template details populate.

   To select a recent report
   - Click the drop-down menu arrow. A list of reports displays.
   - Select the desired report from within Recent Reports. The template details populate.

   To select a custom template report
   - Click the drop-down menu arrow. A list of reports displays.
   - Click **Choose from all available templates...**. The Select a Report window displays.
   - Clear **Include Shared Reports**, if needed.
   - Select the option for the desired **Template Name**.
   - Click **OK**. The Create Report screen displays with the populated template details.

4. Complete **one** of the following:

   To run a Basic Report
   - Select **Basic** within the Report Options header.
   - Select each desired **Output Format**.

     Note: After the Output Format is selected, the section expands, providing further options.
   - Select the **Summary Grouping** from the drop-down menu, if needed.

     Note: Summary Grouping is enabled only with the Output Format **PDF** and/or the Output File selection, **Summary Only.**
   - Click **Submit Report**. The report is generated and accessible from **Reports** > **Completed**.

To run an Advanced Report	▪ Select **Advanced** within the Report Options header. The screen populates selections for an Advanced Report configuration. **Note**: Creating a report in the Advanced view provides additional column and filter configurations, the ability to schedule reports for other users, schedule reports to run at a future date and time, and save the report in the Template Library. ▪ Go to step 5.

5. Complete the following, as needed:

To Add Columns	▪ Select the desired column from the **Available** menu within the *Columns* section. A right arrow displays between the Available and Selected menus. **Note:** To select multiple columns, hold the **Ctrl** button. ▪ Click the right arrow. Each selected column displays in the Selected menu.
To Remove Columns	▪ Select the desired column(s) from the **Selected** menu within the *Columns* section. **Note:** To select multiple columns, hold the **Ctrl** button. ▪ Click **Remove**. Each selected column moves to the Available menu.
To edit a Column	▪ Select the desired column(s) from the **Selected** menu within the *Columns* section. ▪ Click **Edit**. The Edit column window displays. ▪ Edit the information. ▪ Click **OK**. The column is renamed and displays within the Selected menu.
To add a constant column to the report	▪ Select **Add Constant** from the **Selected** menu within the *Columns* section. ▪ The Add Constant Column window displays. ▪ Enter the desired **Custom Name**. ▪ Enter the desired **Value**. ▪ Click **OK**. The column displays within the Selected menu.
To reorder the columns within the Selected menu	▪ Select the desired column name from within the **Selected** menu within the *Columns* section. ▪ Move the column name to the desired position using the arrows on the right of the menu.

6. Complete the following, as needed:

To add columns containing a sorting order	▪ Select the desired column(s) from the **Selected** menu within the *Columns* section. A right arrow displays between the Selected and Column Sort menus. ▪ Click the right arrow. Each selected column copies to the Column Sort menu with the default sort order of A to Z.
To remove columns containing a sorting order	▪ Select the desired column from the **Column Sort** menu within the *Columns* section. ▪ Click **Remove**. Each selected column is removed from the Column Sort menu but remains in the Selected menu.

7. Complete the following to change the column sort, as needed:
   - Select the desired column from the **Column Sort** menu within the *Columns* section.
   - Click **Reverse Sort**. The order of selected columns changes.
8. Complete the following to change the order of the columns within the Column Sort menu, as needed.

   Note: The sort order determines the sequence in which the information is displayed.

   - Select the desired column name from within the Column Sort menu within the *Columns* section.
   - Move the column name to the desired position using the arrows on the right of the menu.
9. Complete the following to add, remove, and/or edit filters:

To add a filter	▪ Select a filter option from the **Add Filter** drop-down menu within Filters. The new filter displays below the existing filters. ▪ Set the filter's parameters, as needed. **Note:** The filter parameters are determined by the selected filter.
To remove a filter	Click the red **X** to delete a filter.

To edit a filter	Enter or select the desired filter information within Filters.

10. Select the desired **Output Format**:

Excel
- Select **Excel**. The Excel option expands.
- Select an **Output Files** option.

PDF
- Select **PDF**. The PDF option expands.
- Select an **Output Files** option.
- Select the paper size from the **Paper** drop-down menu.
- Select the **Orientation**.
- Select **Add Summary data in Header**, if needed.
- Select the signature location for **Add Signature Line**, if needed.
- Select the page break option from the **Insert Page Break** drop-down menu.

Delimited Text
- Select **Delimited Text**. The Delimited Text option expands.
- Select an **Output Files** option.
- Select the **Delimiter** from the drop-down menu.
- Select an action **When delimiter occurs** from the drop-down menu.
- Select the **Newline Style** from the drop-down menu.
- Select **Include Headers**, if needed.

Custom
- Select **Custom**.
- Click **OK**. The Custom Script Name displays.

  Note: Custom scripts can only be created, deleted, or edited by Bank of America Merrill Lynch.

11. Select the **Summary Grouping** from the drop-down menu, if needed.

    Note: Summary Grouping is available only with the Output Format selection PDF and/or the Output File selection Summary Only.

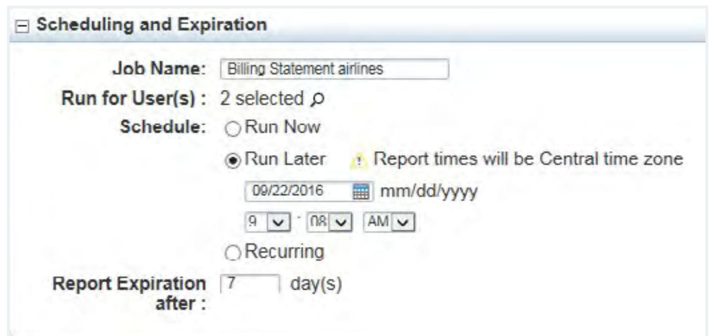
12. Complete the following to save the report template for future use, if needed:
    - Select **Save Template to Template Library** within Save Template.
    - Enter a **Template Name** and a **Template Description**.
    - Select the desired **Sharing** option.

13. Enter the **Job Name** within Scheduling and Expiration.

14. Complete the following to have the report run for a specific user, as needed:
    - Click the **Run for Users(s)** search icon ( ) within Scheduling and Expiration. The Select User(s) window displays.
    - Select each user **Name**.

    Note: To have the report run for yourself, you must select your name.

    - Click **OK**. **Run for User(s)** displays the number of users selected.



15. Complete **one** of the following options to **Schedule**:

Run Now
Select the option **Run Now** within Scheduling and Expiration.

Run Later
- Select the option **Run Later** within Scheduling and Expiration. The Run Later option expands.
- Select the run date.
- Select the run time from the drop-down menus.

  Note: Select hours, minutes, and AM/PM from the respective drop-down menus.

Recurring
- Select the option **Recurring** within Scheduling and Expiration. The Recurring option expands.
- Select the desired frequency.
- Enter frequency details.

16. Enter the number of days for **Report Expiration after ___ day(s)** within Scheduling and Expiration.

17. Click **Submit Report**. The report is generated. To view completed reports, go to **Reports** > **Completed**.

2 Modifying and/or Rerunning Report Templates

To modify and/or rerun a report template, complete the following:

1. Click **Reports** > **Completed**. The Completed Reports screen displays.

   Note: This procedure can also be completed from:

   - **Reports** > **Scheduled**.
   - **Reports** > **Template Library**.
2. Click the **Report Name**. A menu displays.

   Note: If modifying a report from the Template Library, click the **Template Name**.
3. Select **Modify / Run**. The report template displays.
4. Edit the report template, as needed.
5. Click **Submit Report**. A confirmation message displays.

3 Adding Report Output Types

To add a report output type, complete the following:

1. Click **Reports** > **Completed**. The Completed Reports screen displays.
2. Click the **Report Name**. A menu displays.
3. Select **Add Output Type**. The Add Output Type window displays.
4. Select an Output Type.
5. Click **OK**. A confirmation message displays, and the new report output is listed within the Output Type(s) column.

   Note: To view the new report output, click the output type within the Output Type(s) column.

4 Changing Completed Report Expiration Dates

When a report expires, it can no longer be viewed or modified and must be recreated within Works.
To change a completed report expiration date, complete the following:

1. Click **Reports** > **Completed**. The Completed Reports screen displays.
2. Click the **Report Name**. A menu displays.
3. Select **Change Expiration**.
4. Select the desired date from the calendar.
5. Click **OK**. A confirmation message displays, and the new expiration date displays within the Available Until column.

5 Deleting Completed Reports

To delete one or more completed reports, complete the following:

1. Click **Reports** > **Completed**. The Completed Reports screen displays.
2. Select the check box for each desired **Report Name**.
3. Click **Delete**. The Delete Report screen displays.
4. Click **OK**. A confirmation message displays.

6 Removing Scheduled Reports

To remove a scheduled report, complete the following:

1. Click **Reports** > **Scheduled**. The Scheduled Reports screen displays.
2. Click the **Report Name**. A menu displays.
3. Select **Remove from Schedule**. The Confirm Schedule Removal window displays.
4. Click **OK**. The Scheduled Reports screen displays a confirmation message, and the report is removed.

   Note: Removing a scheduled report removes the report for all users.

7 Deleting Report Templates

Only report owners can delete report templates.

To delete a report template, complete the following:

1. Click **Reports** > **Template Library**. The Template Library screen displays.
2. Select the **Template Name**. A menu displays.
3. Select **Delete**. The Delete Template window displays.
4. Click **OK**. The Template Library screen displays a confirmation message, and the report template is deleted.

   Note: If the template was shared, deleting the template deletes it for all users.