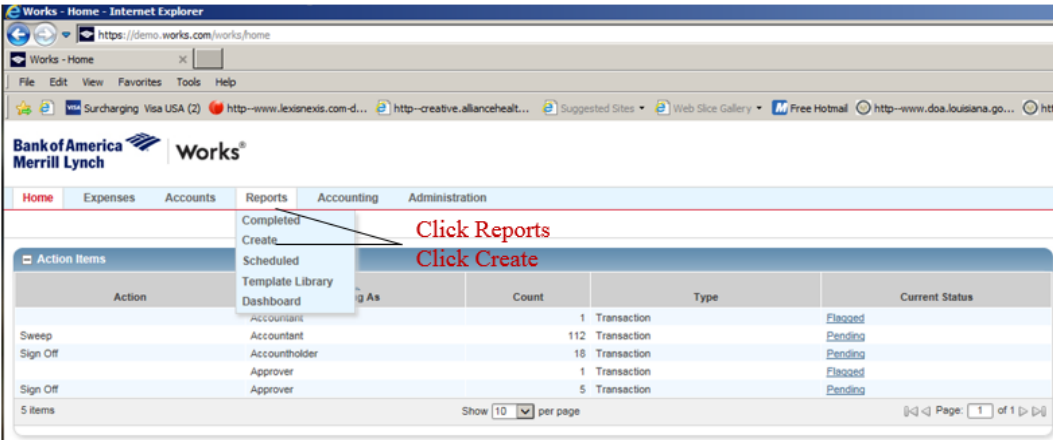


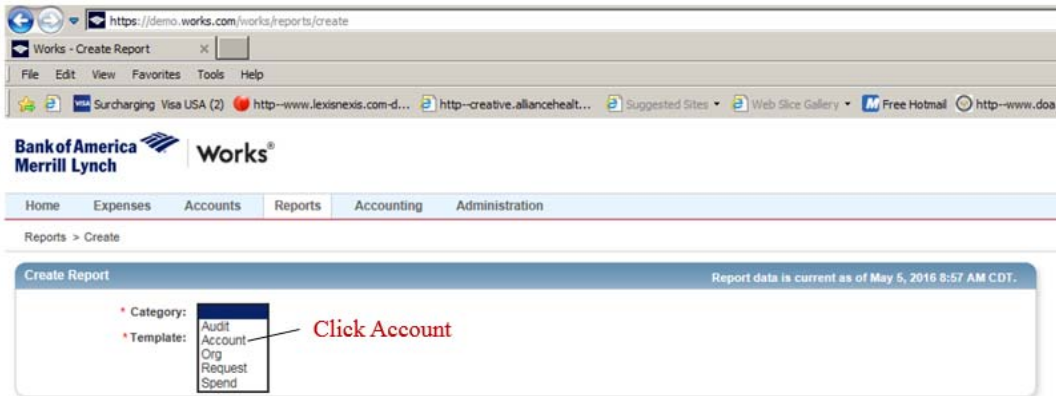
Works Reports

Card Status (Mandatory) (This is a real time report that includes your cardholders with limits and profiles)

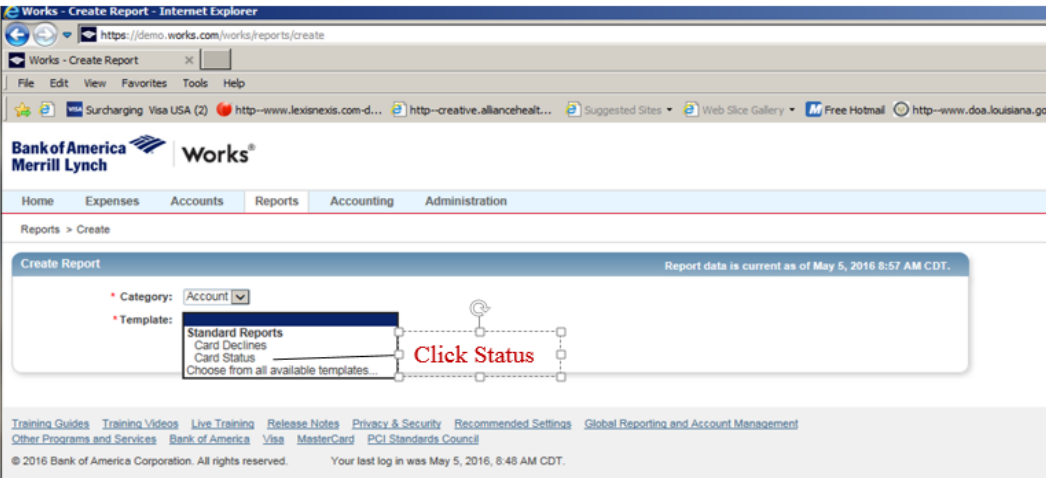
1. Click Reports
2. Click Create



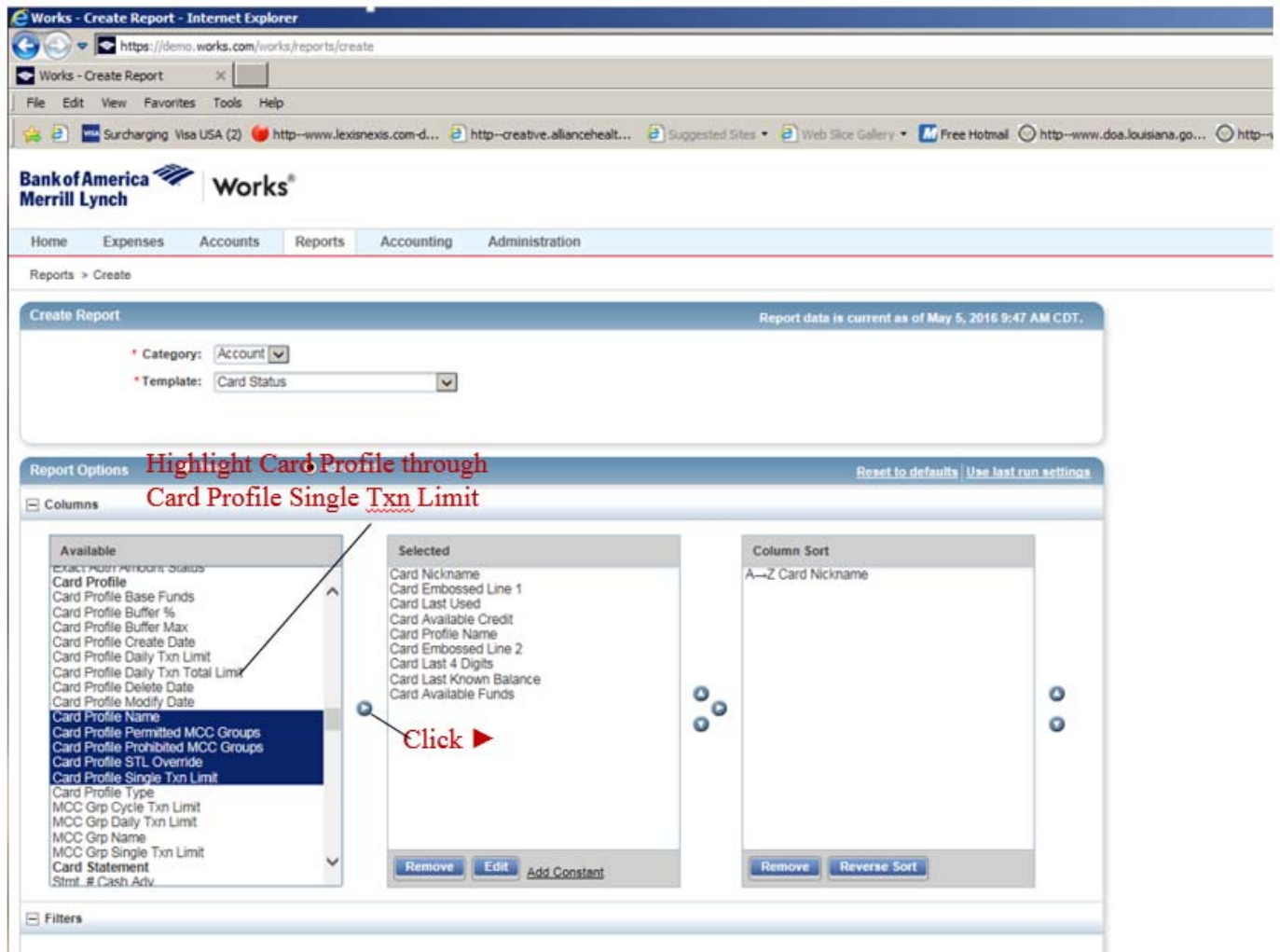
3. Click Account



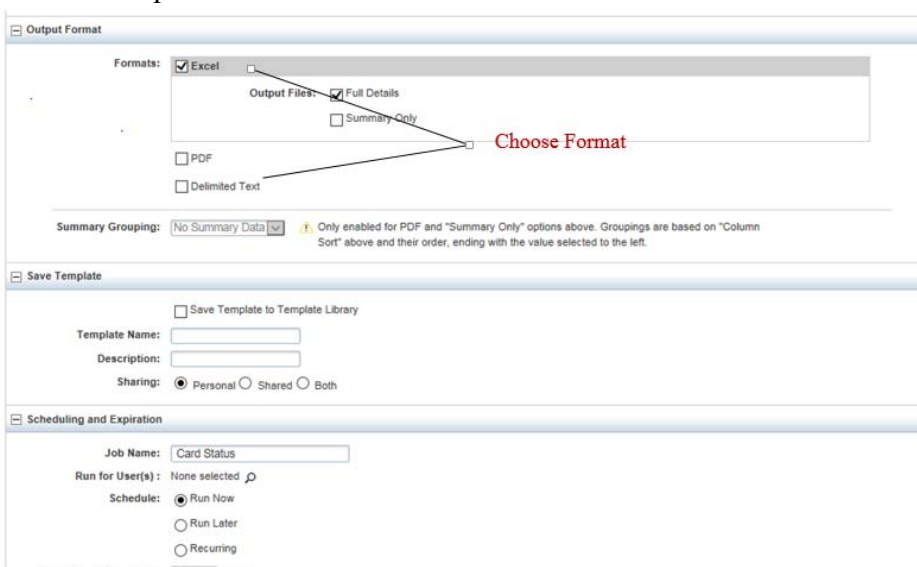
4. Click Card Status



5. Under “Available Columns” highlight Card Profile Name through Card Profile Single Txn Limit, click ► moves highlighted information to the selected column.



6. Scroll to Output Format



7. Click Submit Report

Formats: Excel

Output Files: Full Details
 Summary Only

PDF
 Delimited Text

Summary Grouping: No Summary Data 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)

Click Submit Report

8. Once Report generates, click the Format

Works - Completed Reports - Internet Explorer

Bank of America Merrill Lynch Works

Home Expenses Accounts Reports Accounting Administration

Reports > Completed

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

	Queued At	Report Name	Status	Now	Format
<input checked="" type="checkbox"/>	05/05/2016 09:21 AM CDT	Card Status	Ready	<input checked="" type="checkbox"/>	XLS

Click on the Format

9. Click Open

Works - Completed Reports - Internet Explorer

Bank of America Merrill Lynch Works

Home Expenses Accounts Reports Accounting Administration

Reports > Completed

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

	Queued At	Report Name	Status	Now	Format	Output Type(s)
<input checked="" type="checkbox"/>	05/05/2016 09:21 AM CDT	Card Status	Ready	<input checked="" type="checkbox"/>	XLS	

1 Selected | 1 Item

Click Open

Click Open

Do you want to open or save Card Status.xls from dmems.works.com?

10. Report generates

	A	B	C	D	E	F	G	H	I
	Card Nickname	Card Embossed Line 1	Card Last Used	Card Available Credit	Card Profile Name	Card Embossed Line 2	Card Last 4 Digits	Card Last Known Balance	Card Available Funds
2	ALTHEA CRAIG	ALTHEA CRAIG	8/18/2014	\$20,799.09	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	0087	\$4,200.91	\$20,799.09
2	BRENDA MYERS	BRENDA MYERS	3/27/2014	\$11,361.78	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	5719	\$13,616.22	\$16,325.15
1	BRIAN BABIN	BRIAN BABIN	1/29/2014	\$23,857.90	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	5777	\$1,142.70	\$25,000.00
5	CHERIE COBB	CHERIE COBB	8/18/2014	\$21,492.23	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	5935	\$3,507.77	\$21,492.23
5	DONNA PALERMO	DONNA PALERMO	1/29/2014	\$23,624.67	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	3002	\$1,375.33	\$25,000.00
7	GLYNNA TORTORICH	GLYNNA TORTORICH	2/4/2014	(\$1,393.91)	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	9174	\$26,393.91	\$16,443.74
3	JAMES KARR	JAMES KARR	2/5/2014	\$15,026.57	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	3797	\$9,973.43	\$24,690.15
3	JAN CASSIDY	JAN CASSIDY	1/29/2014	\$24,433.42	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	1086	\$566.58	\$25,000.00
0	LA DEPT OF ADMINISTRATION	LA DEPT OF CORRECTIONS		(\$1,999,999.00)		LA DEPT OF CORRECTIONS	4568	\$134,898.45	\$0.00
1	MARY STEVENSON	MARY STEVENSON	9/3/2015	(\$10,516.94)	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	0184	\$35,516.94	\$11,017.54
2	NORMA KING	NORMA KING	1/23/2014	(\$5,347.56)	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	6314	\$30,347.56	\$25,000.00
3	ROB PARKER	ROB PARKER	8/18/2014	\$24,384.41	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	5218	\$615.59	\$24,384.41
4	SHELITA WOODS	SHELITA WOODS	2/10/2014	\$17,360.49	CL \$25,000/ STL None	LA DEPT OF ADMINISTRATION	6421	\$7,639.51	\$17,360.49

11. Review the report make sure all limits and profiles are correct. NOTE: Department Heads are required to review this report annually verifying cardholders and limits are approved by the agency.
12. Save the report and/or print the report as documentation that you ran the mandatory Status Report.