

Instructions for Generating Bank of America Works Purchase Log Report

1. Log into Bank of America Works
2. Choose the "Reports" tab and select "Create"
3. Select "Spend" in the "Category" field.
4. Select "Choose from available templates" in the "Template" field
5. Select "Purchase Log" from the templates menu and click Ok.
6. The "Selected" field will show all the categories that will display on the report
7. You may choose additional categories from the "Available" field and add them to the "Selected" field if desired
8. Change the timeframe for the report (Dates will default to the most recently closed period) by clicking on the calendar icon and making a selection.
9. Select a format for the report (Excel is the default format)
10. You may choose to save the template for future use by checking the "Save Template" box and providing a name and description.
11. Select when you would like to run the report under "Scheduling and Expiration"
 - a. "Run Now" will produce the report immediately
 - b. "Run Later" allows you to determine a date in the future to run the report
 - c. "Reoccurring" allows you to set the report to run on multiple dates or at specific intervals such as: 16th of every month. Bank of America Works will send you an email each time a new report is ready for you to view.
 - d. Select an expiration for the report (7 days is the default)
12. Select "Submit Report"
13. If you chose the "Run Now" option, the report will generate immediately and be available to download under your "Completed Reports" dashboard. If you chose "Run Later", the report will generate of the specified date and you will receive an email when the report is ready. If you chose "Reoccurring", you will receive an email each time a new report is ready for you to view.