Purchase Log (Bank of America Works generated)

To create a Monthly Purchase Card Log:

- Log-in to Works and select Reports from the top of the screen
- Select Create
- From the Category dropdown, select Spend
- From the Template dropdown, select Choose from all available templates
- For the first month, search “log” to locate the Purchase Log. For subsequent months, the Purchase Log should appear in Recent Reports.
- The template may be customized to meet each unit’s business needs.

Note: A cardholder may produce this log for his/her transactions. An approver may produce this log to show transactions for any cardholder that he/she approves.