Bank of America (BOA)
Scheduling/Running the BOA Statement of Account Report in Works

1. Log into the Works application (https://payment2.works.com/works/home).
2. Click on the "Reports" tab, and select "Template Library."
3. Go to the "Shared" section and click on "BOA Statement of Account." Select "Modify/Run."
   (This is the name of the report that you need to run, print out & submit with your documentation.
   No other report will be accepted).
4. Scroll down to the "Filters" section, and enter the last four digits of your card next to the "Is exactly" box.
5. Scroll to the "Save Template" section. Click the "Save Template to Template Library" box.
6. Under the "Scheduling and Expiration" section, click on "Recurring", then click on "Every billing cycle plus 1 day."
7. Click on "Submit Report."
8. If you have multiple cards, you will need to complete these steps for each card, changing the card's last 4 digits in #4 for each report. You will have a BOA Statement of Account report for each card in your "Action Items" box each month. Scheduling the report triggers the automated email that cardholders receive at the end of every cycle period as a reminder to log into Works.
9. The saved report(s) can now be viewed under the "Reports" tab, "Scheduled." **NOTE: You should only complete steps 3-8 as a one-time set-up to schedule the report(s); do not repeat these steps every cycle**.
10. Once the report is scheduled, it should appear in the "Action Items" box on the home page after the cycle period has ended each month (usually appears the 29th of the month). **Note: Make sure that you have inserted comments for each transaction prior to running the scheduled report so they appear on the statement**. **The scheduled report is set to run on a specific date/time each cycle and is simply a snapshot of what is in the Works application at that point in time.**
11. To generate the report, click on the "Ready" link under the "Current Status" column, then click on "PDF" under Output Type(s). The report must be printed out in PDF (not Excel) for the signature lines to appear. You will need to change the orientation from Portrait to Landscape and change the size to legal-sized paper so that your comments will fit on the page. Please note that the scheduled report expires after 7 days, at which time it will no longer be available to run from the "Action Items" box. See #12 for alternate instructions.
12. Instances in which you should not run the scheduled report:
    - If you need to generate a statement of account report before the scheduled report date;
    - The scheduled report has expired (see #11);
    - If you still need to review your transactions and insert comments.

    In these instances, run the "BOA Statement of Account" report from **Reports – Template Library**. The report can be found in the "Shared" section. Click on the report & select "Modify/Run." Be sure to set the post dates to match the cycle period that you need to print ("Filters" section), then scroll to the bottom & click on "Submit Report." Once the Status is "Ready" in the "Completed Reports" box, click on the PDF link and follow the steps in #11.

Updated 2/8/17