

JEFFERSON COUNTY
B of A CARDHOLDER USER AGREEMENT

You are being entrusted with a Jefferson County Bank of America Purchase Card, issued by Bank of America. The card is provided to you to purchase materials and/or T&E expenses for Jefferson County. It is not an entitlement nor reflective of title or position. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with all of the terms of this agreement.

1. I understand that I will be making financial commitments on behalf of Jefferson County and will strive to obtain the best value for the company.
2. I have read and will follow the Jefferson County Purchasing and T&E policy (included in personnel manual). Failure to comply with this Agreement will be considered as a misappropriation of Jefferson County funds and will result in sanctions up to and including termination.
3. I understand that under no circumstances will I use the card to make personal purchases for myself or for others. Using the card for personal charges will be considered misappropriation of Jefferson County funds and may result in termination of employment.
4. I agree that should I violate the terms of this Agreement and use the Bank of America Purchase Card for personal use or gain that I will reimburse Jefferson County for all incurred charges and any fees related to the collection of those charges.
5. The Bank of America Purchase Card is issued in my name. I will not allow any other person to use the card. I am responsible for any and all charges against the card.
6. The Bank of America Purchase Card is County property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect Jefferson County assets. This may include being asked to produce the card to validate its existence and account number.
7. If the card is lost or stolen, I will immediately notify Program Administrator Debbie Palmer by email or phone (541-325-5024), or Brandie McNamee (541-325-5014)
8. I will receive a notification to go online to get my Online Expense Report, which will report all purchasing activity during the statement period. As I am responsible for all charges (but not for payment) on the card. I will reconcile the statement and resolve any discrepancies by either contacting the supplier or Bank of America. I will attach all receipts as required and send a copy of the statement to my Authorized Approver.
9. I agree to surrender the Bank of America Purchase Card immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

Employee Name (Print)

Bank of America Purchase Card Account Number

Employee Signature

Date

HOW TO ACTIVATE AND SELECT YOUR PIN

- Call the activation phone number listed on your card.
- The computer operator will ask you for your 16-digit account number which is your credit card number.
- The computer operator will ask for your activation Code which is, 5 nines then last 4 of your social security number. For example: 9-9-9-9-2-4-6-8
- The last question that the computer operator will ask is for either a; phone number, address or zip code. Please enter one of the three options below.

Default Group Address

* Address Line 1:	<input type="text" value="66 SE D Street"/>
Address Line 2:	<input type="text" value="Suite E"/>
* City:	<input type="text" value="Madras"/>
* Postal Code:	<input type="text" value="97741"/>
* State:	<input type="text" value="Oregon"/>
* Country:	<input type="text" value="USA"/>
Phone:	<input type="text" value="(541) 325-5024"/>

THE ABOVE ADDRESS IS ALWAYS THE BILLING ADDRESS WHEN MAKING A PURCHASE
THE SHIP TO ADDRESS CAN BE DIFFERENT

HOW TO SET UP ALERTS AND CHANGE/CHECK YOUR PIN

In your web browser type: cardportal.works.com

[Click Register a Card](#)

BEFORE THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON FOR
THE COUNTY OF JEFFERSON

IN THE MATTER OF AMENDING)
COUNTY POLICY 800 TRAVEL &)
VEHICLE USE POLICIES)

Order No. 0-186-08

WHEREAS, Jefferson County has travel and vehicle use policies to address expenses incurred by Jefferson County employees while traveling on official County business; and

WHEREAS, the Board of County Commissioners finds that it would be in the best interest of the County to amend the county's travel and vehicle use policies to implement cost containment measures and create consistency with federal and state policies where applicable;

NOW, THEREFORE, IT IS ORDERED by the Jefferson County Board of Commissioners that County Policy 800 Travel and Vehicle Use Policies, as amended and attached as Exhibit A, is hereby adopted in its entirety.

DATED this 3rd day of December, 2008.

~~JEFFERSON COUNTY COMMISSION~~



Bill Bellamy, Commission Chair



Mike Ahern, Commissioner



John Hatfield, Commissioner

Attest:



Donna Jansen

800. TRAVEL & VEHICLE USE POLICIES

810. TRAVEL POLICY

PURPOSE

Provide a method to reimburse expenses incurred by Jefferson County employees while traveling on official County business; Provide guidelines on the allowable use of County credit cards while traveling on official County business; Monitor expenditures for travel against budgeted amounts; and ensure that training opportunities are utilized.

SCOPE

All employees of Jefferson County who engage in any approved travel and training, including local seminars, conferences and educational programs. Departments may apply additional requirements so long as they are equal to or more restrictive than these standards. Departments wishing to impose more restrictive standards shall seek the advice of the County Administrative Officer and more restrictive standards are subject to approval of the Board of Commissioners. County elected and appointed officials, employees, volunteers, members of boards, commissions and citizen advisory committees are covered by this policy and are collectively referred to herein as "employee".

RESPONSIBILITY

Establishment and administration of this policy is the responsibility of the Board of County Commissioners (BOCC). Each department head/elected official is responsible for ensuring that employees, prior to departure on their first trip, review this policy to understand its intent and requirements. Employees are expected to be fiscally responsible with County funds.

POLICY

1. **Travel Authorization:** All out-of-state travel requires prior approval of the Board of County Commissioners.

2. **Monthly Report:** Each Department will submit a monthly report of all attendance at conferences, trainings, and meetings (outside of Jefferson, Deschutes and Crook counties) to the County Administrative Officer by the 10th of each month, who will provide that information to the Board of County Commissioners.

3. **Coordination of Travel.** Coordination of travel must occur when two, three or four employees travel on the same dates with the same itinerary to conduct the same business. If more than four employees travel on the same dates with the same itinerary to conduct the same official business, then coordination of travel is required for each group of four employees and for any fraction in excess of a multiple of four employees. When coordination of travel is required and a County vehicle is not used, only one employee may be reimbursed for mileage. Mileage incurred by an employee to pick up other employees to coordinate travel may be reimbursed.

4. **Modes of Travel.** Transportation shall be the most economical in terms of direct cost to the County and the employee's time away from their duty station.

a. **Air.** All commercial air travel shall be by the least expensive service available. Trips shall be scheduled to avoid unnecessary backtracking or overlapping, and, when possible, scheduled in advance to take advantage of discounts. Only coach or similar fare will be allowed. First-class will not be allowed. When airfare savings can be achieved by leaving a day earlier or staying a day longer, the County will pay the extra day of meals and lodging, if the extra day of meals and lodging provides an overall savings to the County.

i. An employee may be reimbursed for the mileage incurred by another person transporting the employee to the airport. The reimbursement may not exceed the reimbursement that would have been paid if the employee had parked at the airport.

- b. **County Vehicle.** County vehicles are recommended. Use of County vehicles must comply with the County's Vehicle Use Policy (811).
- c. **Personal Vehicle:** Personal vehicles may be used with the prior approval of the Department Head/Elected Official, subject to the following:

Insurance: In accordance with the Jefferson County Vehicle Use Policy, operators of personal vehicles on County business must have full liability insurance, including personal injury and property damage, in at least the minimum limits required under state law.

Other Requirements: The driver must possess a current, valid driver's license. Jefferson County reserves the right to require proof of insurance and driver's license. Jefferson County does not provide any coverage for any loss or damage to a personal vehicle.

- i. **Mileage Reimbursement:** With the exception of tolls and parking expenses, reimbursement of mileage is inclusive of all expenses associated with the operation of a personally owned or leased vehicle. Mileage expenses for the use of a personal vehicle will be paid as follows:
 1. If an employee receives prior approval to use a personal vehicle and an appropriate County vehicle is unavailable the rate shall be the rate established on www.gsa.gov "If no Government Owned Vehicle available".
 2. If an employee receives prior approval to use a personal vehicle and an appropriate County vehicle is available the rate shall be the rate established on www.gsa.gov "If Government Owned Vehicle available".
 3. In determining if an appropriate vehicle is available the County shall consider winter driving conditions and number of employees traveling. Employees shall provide documentation that an appropriate vehicle was not available.
 4. In instances where personal automobile usage exceeds the cost of airfare, reimbursement will be limited to the cost of traveling to the same destination by coach class airfare.
 5. Mileage shall be paid based on the Oregon Department of Transportation (ODOT) mileage chart (www.oregon.gov) for all locations within the State of Oregon.
- d. **Rental Vehicle:** The cost of rental vehicles is reimbursable, but only under exceptional circumstances related to business necessity, not personal convenience. Use of a rental vehicle at County expense must receive approval in advance from the County Administrative Officer or Board of County Commissioners.
- e. **Personal Airplanes:** Personal airplanes may be used with the prior approval of the Department Head/Elected Official. With the exception of airport fees and parking expenses, reimbursement of mileage is inclusive of all expenses associated with the operation of a personally owned, rented or leased airplane. Mileage expenses for the use of a personal airplane will be the rate established on www.gsa.gov "private airplane", or the actual expense of fuel and airplane rent, whichever is lower.
- 5. **Meals:** An employee traveling on County business may receive reimbursements (or use a County credit card) for meals based on an actual cost basis to include the cost of the meal, beverages (excluding alcohol) and gratuities up to 15% (rounded to the nearest higher dollar) of meal costs. Receipts will be required. Reimbursement (or charges for meals on a County credit card) shall not exceed:
 - a. The rates established on www.gsa.gov using the M&IE (Meals & Incidental Expense) Breakdown, excluding incidentals for the employee's destination.
 - i. When a conference offers meals in conjunction with the conference program, but does not include those meals in the registration fee, the maximum levels should not apply.
 - ii. Excess meal expense shall be considered because of location or other unusual circumstances. The County Administrative Officer or Board of County Commissioners must grant prior approval.

- iii. Meals are not required to be reduced or eliminated due to meals served on airlines. Similarly, meals are not required to be reduced for continental breakfasts which may be included in the lodging rate or registration fee of a meeting, conference, convention or formal training session.
 - iv. Employees may choose to spend more for one meal and less for another providing that the total amount does not exceed the combined total of the M&IE (Meals & Incidental Expense), excluding incidentals for the employees' destination.
 - v. "7 & 7 Rule". Breakfast may not be claimed unless departure from the employee's duty station is made prior to 7:00 AM, and dinner may not be claimed unless return to the employee's duty station is after 7:00 PM. The employee may not stop for a meal just to meet the "7 & 7 rule".
6. **Lodging:** Department heads/elected officials are urged to exercise prudent management to ensure that the best lodging values are obtained. Employees shall always secure the most cost effective government rate available. It is the intent of this policy that any lodging expense paid in advance shall be made payable to the vendor, not the employee. Itemized receipts shall be required for all lodging.
- A. Department heads/elected officials are encouraged to only authorize overnight lodging for employees who would otherwise need to leave their work station prior to 5:00 AM or would not arrive back to their workstation until after 10:00 PM.
 - B. In the event that the employee chooses to be accompanied by his/her spouse or family member, the lodging invoice must bear a notation, signed by an authorized representative of the hotel/motel, as to the single room rate, including appropriate adjustment on any tax. The employee is responsible for the difference between the single and double room rate.
7. **Incidental Expenses:** Amounts paid for expenses such as taxis, parking, business telephone calls, fees, etc. are reimbursable. Receipts must be submitted to be reimbursed. One personal long distance phone call up to three (3) minutes in length is permitted each day unless the employee receives a Cell Phone Allowance (Policy 417).
8. **Special Check Requests:** A request for a special travel-related check carries a \$20.00 fee. This fee is charged by the Finance Department to defray the associated costs of preparing the check outside of the normal cycle.
9. **Ineligible Expenses.** The County shall pay none of the following expenses:
- a. Travel paid for by any other individual or organization
 - b. Liquor or alcohol
 - c. Valet Services (unless mandatory at lodging or business location)
 - d. Any expenses for spouse or guest
 - e. Tour bus fees or sightseeing tours unless specifically work related and a benefit to Jefferson County.
 - f. Mileage if traveling as a passenger in a privately owned car
 - g. Trip Insurance
 - h. Any personal expenditures for entertainment or other purposes
 - i. Fines for parking violations or traffic violations
 - j. Mini-bar and amenities charges
 - k. Porter services
 - l. In-room movies
10. **Combining Personal Travel / County Business:** When an employee wishes to combine official county travel with holiday, weekend, vacation or other personal travel, the employee shall only incur costs or be reimbursed for costs necessary for the county's

business portion of the trip. A county vehicle may never be used when combining personal travel and county business. State law prohibits public employees from using government rates, discounts, or contract services for personal expenses; personal expenses must be obtained at the rates generally available to non-public employees.

- 11. Violation of Travel Policy:** Any violation of this policy or any misrepresentations by an employee may result in disciplinary action up to and including termination of employment with Jefferson County.

811. VEHICLE USE POLICY

PURPOSE

To provide guidelines for vehicle use while on County business.

SCOPE

This policy applies to all employees and departments of Jefferson County. Departments may apply additional requirements so long as they are equal to or more restrictive than these standards. County elected and appointed officials, employees, volunteers, members of boards, commissions and citizen advisory committees are covered by this policy and are collectively referred to herein as "employee".

POLICY

1. **Valid Driver's License Required:** All authorized persons operating a County vehicle or operating personal vehicles while on County business must possess a current, valid driver's license. The County reserves the right to require proof of such license in a manner determined suitable by the County.

Suspended License: No employee may operate a County vehicle or operate a personal vehicle while on County business with a suspended driver's license. Any employee who normally operates a County vehicle or who operates a personal vehicle on County business shall notify their supervisor immediately if their driver's license has been suspended.

Provisional License: An employee obtaining a provisional license to operate vehicles while that employee's normal driver's license has been suspended must provide proof of such provisional license to Human Resources. Human Resources shall determine whether the employee may operate a County vehicle or operate his/her personal vehicle on County business under the provisional license and notify the Department Head.

2. **Insurance:** Operators of personal vehicles on County business must have full liability insurance (personal injury and property damage) in at least the minimum limits required under state law. The County reserves the right to require proof of such insurance in a manner determined suitable by the County.
3. **Use of County Vehicles:** Only County employees may operate a County vehicle as authorized by the employee's department head. Persons who are not employed by the County shall not be allowed to ride in a County vehicle unless it is specifically for the benefit of Jefferson County. County vehicles shall be operated only in the conduct of County business except in the event of an emergency. An employee utilizing a County vehicle on non-County business shall notify their supervisor of such incident as soon as is reasonably practical. This sub-section shall not apply to Sheriff's Department's citizen "Ride-a-Longs".
4. **Commuting with County Vehicles:** For the exclusive benefit of the County, certain Jefferson County employees are authorized to operate a County vehicle for commuting between their place of residence and their job site. A listing of positions authorized for such use is attached to this policy as Addendum 811-A. In no event shall such vehicle be utilized for personal use at any time, except as outlined in the section of this policy entitled *Use of County Vehicles*. It shall be the responsibility of department heads and elected officials to ensure that this policy be strictly enforced.
5. **Operating Expenses:** Employees and elected officials using their personal vehicle on County business will be reimbursed at the per mile rate as established by County Travel Policy (810)

6. **Vehicle Maintenance:** It shall be the responsibility of the department head or elected official to insure that County vehicles assigned to his/her department are serviced and maintained in good mechanical condition.
7. **Safety:** County employees operating a vehicle or operating a personal vehicle on County business shall operate such vehicles in a safe and competent manner and in strict compliance with all traffic laws and regulations. The driver and all passengers must wear seatbelts and headlights should be used during all hours for improved safety. Hitchhikers may not be picked up under any circumstances.
8. **Accidents/Vandalism/Theft:** An employee involved in an accident while operating a County vehicle or operating a personal vehicle on County business must notify his/her supervisor and Human Resources immediately. The employee must complete a *Jefferson County Incident & Accident Report Form* within 48 hours of the incident. This form is available at Human Resources. An employee operating a personal vehicle on County business is required to use his/her own insurance to cover accidents, vandalism and theft.
9. **Traffic Violations:** An employee who receives a traffic citation while operating a County vehicle or while operating a personal vehicle on County business is responsible for all fines, court costs, etc. An employee who receives any traffic citation or is in any accident involving the alleged use of alcohol or other intoxicants or drugs while operating a County vehicle or while operating a personal vehicle on County business, must notify his/her supervisor and Human Resources within 48 hours of the incident.
10. **Use of Intoxicants:** No person may operate a County vehicle if that person has consumed alcohol or other intoxicants. If alcohol, drug use, or impairment is demonstrated to be the contributing cause of a vehicle accident or violation, it shall be grounds for separate disciplinary action up to and including termination of employment.
11. **Use of Tobacco:** Smoking is prohibited in all county owned vehicles (see policy 416).
12. **Violation of Vehicle Policy:** Any violation of this policy or any misrepresentations by an employee may result in disciplinary action up to and including termination of employment with Jefferson County.

Bank of America Monthly Report Instructions

<https://payment2.works.com/works/session>



About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#)

Login to Works

Organization: Jefferson County

Login Name:

Password:

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

Login Name and Temporary Password are assigned when your account is set up. If you forget either one contact finance.

Bank of America Merrill Lynch Works

Welcome, KARLA HOOD - [Log Out](#)

Home Expenses Accounts Reports Accounting Administration

Jefferson County

Action	Acting As	Count	Type	Current Status
Close	Accountant	70	Transaction	Open
Sweep	Accountant	139	Transaction	Pending
Sign Off	Accountholder	1	Transaction	Pending

3 items Show 10 per page Page: 1 of 1

Alerts

No alerts at this time.

My Announcements

No announcements at this time.

Works Announcements

Welcome to the new Work!

The new UI gives our comprehensive card management process on simplified

Under the HOME tab you will find ACTION ITEMS. To SIGN OFF on your Credit Card Transactions click on Pending.

Bank of America Merrill Lynch Works

Welcome, KARLA HOOD - [Log Out](#)

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

Jefferson County

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Allocation	Vendor	Comp(Vai)Auth	Amount Allocated	Receipt
<input checked="" type="checkbox"/> TXN00007412	5120	done	01/02/2014	12/30/2013	HOOD, KARLA	314.97	101-133-520--	SW OFFICE SUPPLY/CASCA	<input checked="" type="checkbox"/>	314.97	Unknown

1 Selected | 1 item Show 10 per page Page: 1 of 1

[Retry Automatch](#) [Mass Allocate](#) [Add to Expense Report](#) [Attach](#) [Receipt](#) [Sign Off](#)

Training Guides Training Videos Live Training Release Notes Privacy & Security Recommended Settings Global Reporting and Account Management Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

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The screenshot shows the 'Allocation Details' window for transaction TXN00007412. At the top, it displays 'Purchase Amount: 314.97', 'Allocation Total: 314.97 | 100%', and 'Variance: 0.00'. The main table has columns for 'Value', 'Description', 'GL01: Fund', 'GL02: Department', 'GL03: Class', 'GL04: Object', and 'GL05: Activity Code'. Three rows are visible: 'Desk Calendar' (4.25), 'W-2 Forms/Envelopes & 1099 Misc Forms/Enve' (252.70), and 'Additional W-2 Forms and Envelopes' (58.00). Below the table are buttons for 'Remove', 'Add', and 'Duplicate'. The 'Reference & Tax' section shows 'Sales Tax Included' and 'Adjust Amount' checkboxes. The 'Transaction Detail' section is for '5021 (COMMERCIAL FURNITURE)'. At the bottom, there is a 'Comments' section and 'Save' and 'Close' buttons. Red annotations 1-5 and 'a' are placed over the 'Add' button, the 'Value' column, the 'Description' column, the 'GL05: Activity Code' column, and the 'Save' and 'Close' buttons respectively.

1. If this charge needs to be split select '**Add**'. Choose the number of additional lines needed.
2. Amount will automatically be entered here. If the charge is to be split the amounts will need to be entered manually. Note- The example shows 2 additional lines added.
 - a. Notice at the top of the screen above **GL05: Activity Code**, there is "**Variance**". This will be **0.00** if the amounts are entered correctly.
3. Select Description line- default description will color blue- Type the description in. You do not need to keep any of the default description. When the report is ran the first line will automatically be the name of Vendor and the 2nd line will be the description you entered.
4. Enter the correct **GL** and **Activity Code** (if required).
5. Select **Save**, then **Close**.

Saved updates to transaction.

Transactions - Accountholder												
>> Pending Sign Off Signed Off Flagged All Clear Filters Columns												
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Allocation	Vendor	Comp/Val/Auth	Amount Allocated	Receipt
<input checked="" type="checkbox"/>	TXN00007412	5120	none	01/02/2014	12/30/2013	HOOD, KARLA	314.97	multiple	SW OFFICE SUPPLY/CASCA	✓✓✓	314.97	Unknown

1 Selected | 1 item Show 10 per page Page: 1 of 1

1. Sign off will be **“none”** at this time.
2. Allocation will show correct **GL #** or will show **“Multiple”** if it is a split.
3. If description, charge \$ amount and GL are entered correct there will be 3 green check marks.
4. Receipt at this time is **‘unknown’**.
 - a. Check mark box to select line, (if you select the box above in the gray area it will select all of the boxes if you have multiple)
 - b. Select **“Receipt”**

Receipt

No receipt
 Yes, I have the receipt

Comments:

Select **‘Yes, I have the receipt’**.

If you do not have a receipt, fill out Lost/Missing Receipt Form and attach to report. Select ‘Yes, I have the receipt’ and enter information into comments – Example- “Receipt was not provided by vendor. Lost/Missing Receipt Form attached.”

Select **“OK”**. Box will close.

Bank of America Merrill Lynch Works®

Welcome, KARLA HOOD - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder Jefferson County

Updated receipt status on 1 transaction.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Allocation	Vendor	Comp Val Auth	Amount Allocated	Receipt
<input checked="" type="checkbox"/>	TXN00007412	5120	none	01/02/2014	12/30/2013	HOOD, KARLA	314.97	multiple	SW OFFICE SUPPLY/CASCA	✓ ✓ ✓	314.97	Yes

1 Selected | 1 item Show 10 per page Page: 1 of 1

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Sign Off

The transaction is ready to be signed off at this time. Select 'Sign Off'.

Confirm Sign Off

Sign off 1 transaction(s).

Comments:

OK Cancel

Make sure the number of transactions is correct.

Select 'OK'

Confirm Sign Off box will disappear.

Bank of America Merrill Lynch Works®

Welcome, KARLA HOOD - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder Jefferson County

Signed off 1 transaction. View Details

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Allocation	Vendor	Comp Val Auth	Amount Allocated	Receipt
No data available in table												

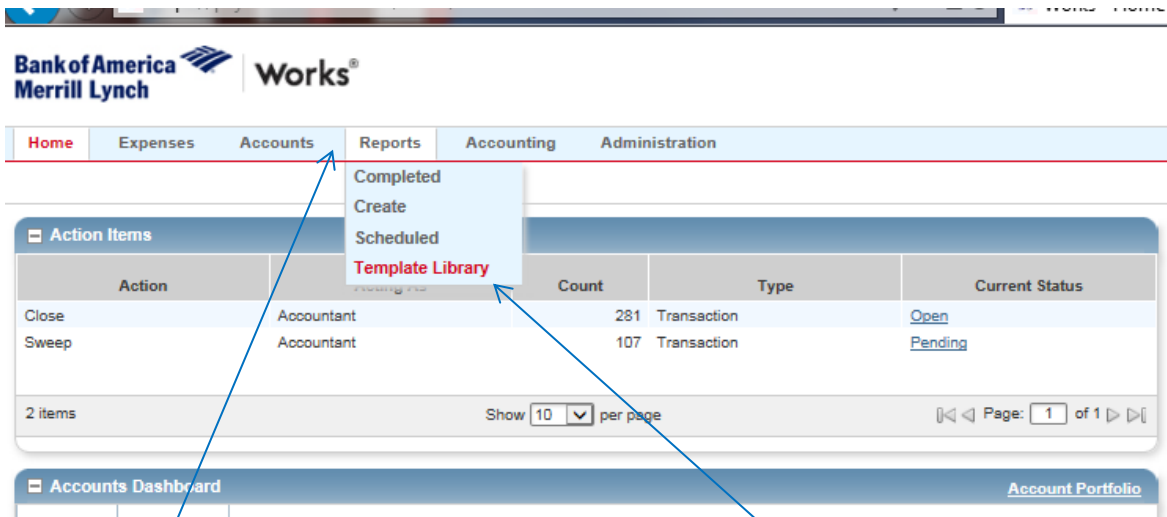
0 Selected | 0 items Show 10 per page Page: 1 of 0

Retry Automatch Mass Allocate Add to Expense Report Attach Receipt Sign Off

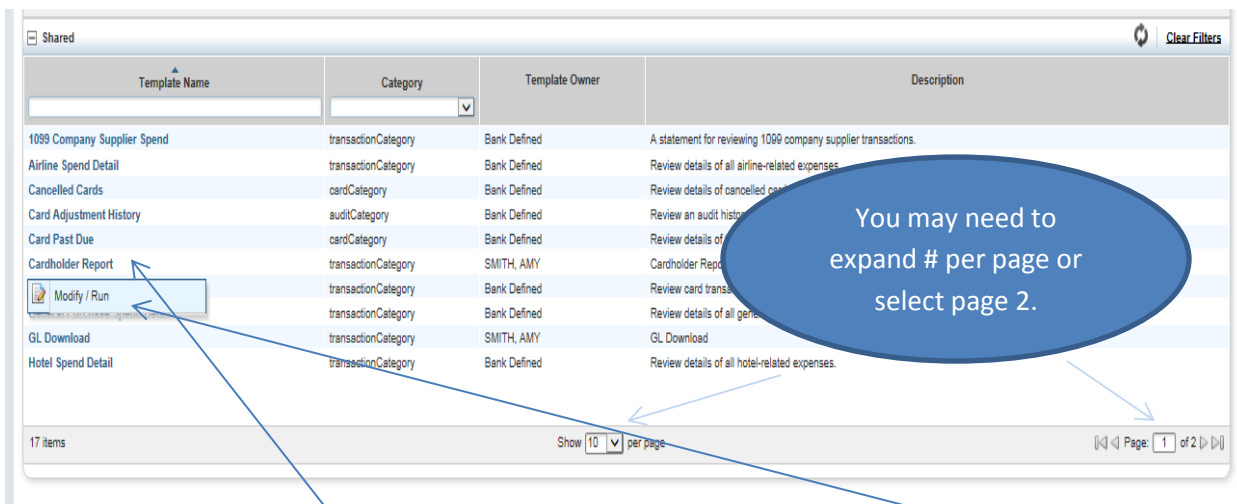
Sign Off Complete. Pending Sign Off will be empty when the Sign Off of all pending transactions has been completed.

Ready to print the report....

Please Note: Data entered does not immediately upload into the report function of the Works Program. It can be anywhere from an hour to several hours before the data is available.



Select **Reports** to open the drop down menu, from the menu select **Template Library**.



Click on **'Cardholder Report'**, this will open a 1 line drop down menu **"Modify/Run"**.
Click here.

You will only need to know the 'Filters' section (middle of page) and the 'Submit Report' button (bottom of page) of the Create Report section.

To ensure that all of your data will be printed correctly in your report, check the date and time that the 'Report data is current'



Reports > Modify/Run

Create Report Report data is current as of January 7, 2014 3:41 PM CST.

Category: Spend
Template:

Report Options: Basic | Advanced

Columns

Available	Selected	Column Sort
Allocation	Amount	A→Z Post Date
GL is Authorized	Vendor Name	
GL is Complete	Item GL Combination	
GL is Valid	Receipt Status	
GL: Activity Code	Purchase Date	
GL: Activity Code Desc	Item Description	
GL: Class	Item Total	
GL: Class Desc	Receipt Comment	
GL: Department	Post Date	
GL: Department Desc		
GL: Fund		
GL: Fund Desc		
GL: Object		
GL: Object Desc		
Item Description		
Item Exp Cat Comment		
Item GL Combination		
Item Number		
Item Price		
Item Tax		
Item Total		

Filters

Add filter:

Cardholder: All Users in scope

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Post Date: 02/21/2012 - 03/20/2012

Output Format

Formats: Excel PDF

Output Files: Full Details Summary Only

Paper: US Letter
Orientation: Portrait Landscape

Add Signature Line to: Header Footer

Insert Page Break: No Page Break

Summary Grouping: No Summary Data

Save Template

Save Template to Template Library

Template Name: Cardholder Report
Description: Cardholder Report
Sharing: Personal Shared Both

Scheduling and Expiration

Job Name: Cardholder Report
Run for User(s): None selected
Schedule: Run Now Run Later Recurring
Report Expiration after: 7 day(s)

Submit Report

Select Users

Last Name	First Name	Middle Name	Group
HOOD	KARLA		H Finance/Tax

Select Correct Name and Click 'OK'

If your name does not appear here....Click on icon and follow here.....

Click on calendar icon and follow...

Select Dates

3	20	21	22	23	24	25	26			
	27	28	29	30	31					
2										
0	3	4	5	6	7	8	9			
1	10	11	12	13	14	15	16			
3	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
2	1	2	3	4	5	6	7			
0	8	9	10	11	12	13	14			
1	15	16	17	18	19	20	21			
3	22	23	24	25	26	27	28			
	29	30	31							
2										
0	5	6	7	8	9	10	11			
1	12	13	14	15	16	17	18			
4	19	20	21	22	23	24	25			
	26	27	28	29	30	31				

MM DD YY
11 21 2013

Select Previous Cycle and click 'OK'

Submit Report

Home > Expenses > Accounts > Reports > Accounting > Administration

Reports > Completed

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

Completed Reports					
	Queued At	Report Name	Status	New	Output Type(s)
+	01/07/2014 04:18 PM CST	Cardholder Report	Ready	✓	PDF
+	01/07/2014 03:40 PM CST	Cardholder Report	Ready		PDF
+	01/07/2014 12:33 PM CST	Cardholder Report	Ready		PDF

Selected | 3 items Show 10 per page

Once the report has been processed it is in a PDF format and is ready to open. Click on [PDF](#). Select **OPEN** at the bottom of your screen.

Review your report for accuracy. Print. Attach all receipts and required documents. Sign/Date and turn in to your Supervisor/Department Manager for approval.

Congratulations you have completed another month of Bank of America Reporting!!