Works Reports Training Script

Slide 1

Welcome to Works Reporting training presented by the Department of Financial Services, Office of Florida Financial Education.

Over the past year, the Florida Department of Financial Services has been working closely with Bank of America, preparing to implement Works to meet Florida's needs for managing our growing purchasing card expenditures. Works will replace the current PCard module in FLAIR with an internet-based and internet accessible solution that will increase functionality for all Users. This training video is designed to help each individual, regardless of their role, to become more familiar with the reports feature in Works.

Please remember, we will be using the icons located in the top, right corner throughout this training to help you identify the roles that pertain to the material being discussed

Slide 2

Information is easily accessible in Works. Works offers many reporting features to help you obtain, sort and distribute information quickly. The reporting feature will allow you to create, maintain, and schedule reports to run at any time to help you analyze your information to make the best decisions. Over the next several minutes you will learn how to use the reporting features of Works

All items related to reports can be found under the reports tab from the Works homepage or available from any screen.

Slide 3

Once you click on the reports tab, located at the top, middle of the navigation bar, a drop down will appear with several options.

1. Completed Reports- Will show you all the reports that you have run which have not expired. Reports generally expire after 7 days.
2. Create Reports- Will allow you to create a report by generating your own template or using a standard template. A template is a shortcut and allows you to save a report framework that you commonly use.
3. Scheduled Reports- Will allow you to view all reports that you have scheduled for the future.
4. Template Library- Displays all the existing templates: This includes the ones you created and the report templates provided by Bank of America.

5. Dashboard- Dashboard displays commonly requested information in a graph or table for easy viewing. Spend reports and Audit reports can be viewed on the dashboard. The dashboard is a snapshot to give you a quick view of trends.

Slide 4

Before we learn to how to create reports, it is important to know that since Works is a role based program, the information that you will have access to will be based on your assigned role.

To create a report, you will click the “Reports” tab on the navigation bar, and select “Create” from the drop down.

Once there, you will select a category for the report. All the templates associated with that category will be available in a drop down list. Category options will be limited depending on your role.

The “Standard Reports” section includes templates provided by Works, and include common reports like a billing statement for an accountholder or a Card Status Report for a Scoped Administrator. You will be able to modify these templates to meet your needs.

“Recent Reports” shows all reports that have been recently run. These reports can be reports created by you, or a standard report.

By checking the “Basic” option, the report will run with the preset features of the template. If you choose advance, you will be able to format the report for your needs.

Once you select a template, the “Available” field contains a list of all information that can be added to a report. Please note, all information that is available to export from Works is listed in this column. You can add any item from the “Available” field into the “Selected” and “Column Sort” fields.

The “Selected” field helps the you visualize the information you are requesting in the report and allows you to prioritize the information in the order in which it will display on the report.

The “Column Short” field allows you to sort the information before generating the report.

Fields can be removed from the “Selected” or “Column Sort” if the chosen field is no longer needed, using the remove button.

Slide 5

For example, if you wanted to see spend data, you would pull a template from the “Spend” category such as “Receipt Status” or “Billing Statement.”

If you wanted to obtain Accountholder information, you would choose the category “Account” and select “Card Status”, which would give you information pertaining to the status accountholder’s account. The reporting function is dynamic and flexible. You will always be able to add columns to these standard templates to gather the information you need.

Slide 6

Once you have selected the information and layout for the report, filters can also be added to help with formatting. Using a filter will limit records that meet specific search criteria. Depending on the template, you may have different filter options.

The first filter allows you choose a particular data field to filter. Please note, you must choose from a data field that you are using under your "Selected" Column. So for example, You might choose to you add a filter for the "Purchase Date".

The "Expiration Folder Create Date" allows you to control the dates to include in your report. This filter is preset to pull the last 30 days, but you can adjust the dates up to 24 months.

Next, select the desired format from either Excel, PDF, Delimited Text File, or all three, in the "Output Format" section. The report can be arranged as a summary, giving you only the specific highlighted details or a detailed report giving you all the information of the selected columns, or both.

Additionally, in the "Output Format" section, you can change the paper size and orientation as either portrait or landscape, as well as add page breaks. This Works option helps you finalize the presentation of data; this will be helpful if you export the report as a PDF.

Slide 7

You can save a report as your own template by checking the "Save Template to Template Library" box. Saving templates can save you time when pulling the same, or a similar report, in the future.

In order to save the template, you must add the "Template Name", which should be a brief description of the report. We suggest that you name your report templates using the first 4 characters of your OLO then add a name after the OLO.

Under the "Scheduling and Expiration" section, you can schedule a report to run immediately, at a later point in time, or on a reoccurring schedule in the future.

Reports in Works are set to expire, and will need to be re-run, after 7 days unless you change this setting when creating the report. You can delay the expiration up to 999 days. We will go over scheduling reports in more detail later in this training.

Once all sections have been completed, select "Submit Report" to run the report

Slide 8

Once you submit a report, the results will be saved in the Completed tab, under the Reports tab.

You will be able to locate a report by the report name and date queued.

The queued at date indicates when the report was created.

The report name is the name assigned to the report when it is generated.

Output Types indicate the formats in which the reports can be displayed.

You can use the ”Columns” option in the top right corner to add or remove other fields to the completed tabs display.

Report information can also be found by clicking the expansion button to the left of the queued at column.

Reports can be deleted from the completed tab by simply checking the box in the first column and selecting the delete tab at the bottom

Slide 9

One of the most helpful features of Works’ Reporting options is scheduling reports. It will save you from having to manually run reoccurring reports; all while Works has the report ready for you when you need it! And scheduling a report can be done in just one step.

You can schedule a report while you are creating the report.

You will assign a job name. The job name will be referred to as the “Report Name” under your “Scheduled Reports”.

Run Now: Runs the report immediately.

Run Later: Delays the report from being run until the time assigned by the user.

Recurring: Allows you to schedule reports to run at specific times in the future.

Please note, when you schedule a report to run at a specific time, Works uses Central time zone.

Once a report is ready to be reviewed, you will receive an email notification letting you know it is ready. The Scoped Administrator for your group can set users preferences to receive the notification email immediately, daily, weekly or never.

Slide 10

You can find your scheduled reports in the “Scheduled Reports” tab under the “Reports” tab at the top of the page.

The “Scheduled Reports” screen shows all reports that are scheduled to run. Reports are listed by and can be sorted by the “Report Name”, or the name of the person who submitted the report. You can also see information such as:

1. How frequently the report is scheduled to be run
2. The last time the report was run
3. When the report is scheduled to be run next and
4. When the report was created.

Additional information can also be obtained by clicking on the report name. You can:

1. View the full details of the report
2. Modify or run the report

3. Edit the reoccurrence of the report, or
4. Remove/delete the scheduled report.

Slide 11

The “Templates” tab is located under the “Reports” tab at the top of the page.

Remember earlier, when you finished building your report that Works provided you an option to save the report as a template? Here, you can find the templates that you have created, as well as the templates provided by Bank of America located under “Shared” templates.

Templates can be sorted by the template name or the category.

Under the shared template section, you can see who owns the template, as well as the description assigned to the template.

Select a template by clicking on the name of the report and selecting “Modify/Run”.

Slide 12

To recap, using the reports tool in Works helps you to access information more easily.

You can export the information as a PDF, as an Excel spreadsheet, or as a Delimited Text File.

You can schedule reports to run at any of time of day on a daily, weekly or monthly basis.

You will be able to save, and some roles will be able share templates.

All of which should help you do your job more quickly.

For more information, please see the Office of Florida Financial Education Training website at https://myfloridacfo.com/Division/AA/Training/FinancialEd.htm