Works® Quick Reference Guide

Creating and Managing Reports
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About this Guide

This Works® quick reference guide provides the information needed to create and manage reports. Within this guide, you will learn how to:

- Create a report.
- Modify and/or rerun a report template.
- Add a report output type.
- Change a completed report’s expiration date.
- Delete a completed report.
- Remove a scheduled report.
- Delete a report template.

Each of the above topics includes step-by-step instructions for performing a specific task. You can review all of the tasks in this guide or review the task that is specific to your interest.

Note: You can print each topic individually for your convenience, if desired.
Introduction

This card provides the information needed to create a report within Works®.

Note: Report template requirements vary. The following procedure captures the most common steps to create a report.

Procedure

To create a report, complete the following:

1. Click **Reports > Create**. The Create Report screen displays.
2. Select the **Category** from the drop-down menu.
   
   Note: The selected category determines the available report templates.
3. Select the desired report **Template** from the drop-down menu.
   
   Note: There are three categories of reports:

   - **Standard Reports** are provided by Bank of America Merrill Lynch. These report templates can be altered and, if desired, saved for future use as new report templates.
   - **Recent Reports** are reports that were recently run. These reports can be created from Standard Reports or from custom template reports.
   - **Custom Template Reports** are reports created and saved by a user. These reports can be tagged for personal and/or company use.

<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a standard report</td>
<td>a. Click the drop-down menu arrow. A list of reports displays.</td>
</tr>
<tr>
<td></td>
<td>b. Select the desired report from within Standard Reports. The template details populate.</td>
</tr>
<tr>
<td></td>
<td>c. Go to step 4.</td>
</tr>
<tr>
<td>To... (continued)</td>
<td>Then...</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| Select a recently used report | a. Click the drop-down menu arrow. A list of reports displays.  
b. Select the desired report from within Recent Reports. The template details populate.  
c. Go to step 4. |
| Select a custom template report | a. Click the drop-down menu arrow. A list of reports displays.  
b. Click **Choose from all available templates**... The Select a Report window displays.  
c. Clear **Include Shared Reports**, if desired.  
d. Select the option for the desired **Template Name**.  
e. Click **OK**. The Create Report screen displays with the populated template details.  
f. Go to step 4. |

4. **Complete one** of the following:

<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
</tr>
</thead>
</table>
b. Go to step 5. |
| Run a Basic Report | a. Select **Basic** within the Report Options header. The screen populates selections for a Basic Report configuration (Figure 1).  
b. Do you wish to edit and/or delete report filters? |
| If... | Then... |
| Yes | i. Edit the filters, as desired.  
ii. Click the red X to delete filters, as desired.  
iii. Go to step c. |
| No | Go to step c. |
| c. Select each desired **Output Format**.  
**Note**: After the Output Format is selected, the section will expand, providing further options that will vary based on the selected output format.  
d. Select the **Summary Grouping** from the drop-down menu, if available and if desired.  
**Note**: Summary Grouping is enabled only with the Output Format PDF and/or the Output File selection Summary Only.  
e. Click **Submit Report**. The report is generated and accessible from **Reports > Completed**. This completes the procedure. |

**Notes:**

- To restore edited or deleted filters, click **Reset to defaults**.
- To use settings from the last report run, click **Use last run settings**.
Figure 1: Basic Report Template Example

5. Do you wish to add and/or remove columns?

<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Add columns | a. Select the desired column from the Available menu within Columns (Figure 2). A right arrow displays between the Available and Selected menus.  
    **Note:** To select multiple columns, hold the Ctrl button.  
    b. Click the right arrow. Each selected column displays to the Selected menu.  
    c. Go to step 6. |
| Remove columns | a. Select the desired column(s) from the Selected menu within Columns (Figure 2).  
    **Note:** To select multiple columns, hold the Ctrl button.  
    b. Click Remove. Each selected column moves to the Available menu.  
    c. Go to step 6. |
| No action needed | Go to step 6. |
6. Do you wish to edit a column?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>a. Select the desired column(s) from the <strong>Selected</strong> menu within Columns (Figure 2).&lt;br&gt;b. Click <strong>Edit</strong>. The Edit column window displays.&lt;br&gt;c. Enter the desired information.&lt;br&gt;Note: Information available for editing depends on the columns selected.&lt;br&gt;d. Click <strong>OK</strong>. The column is renamed and displays within the Selected menu.&lt;br&gt;e. Go to step 7.</td>
</tr>
<tr>
<td>No</td>
<td>Go to step 7.</td>
</tr>
</tbody>
</table>

7. Do you wish to add a constant column to the report?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>a. Select <strong>Add Constant</strong> from the <strong>Selected</strong> menu within Columns (Figure 2). The Add Constant Column window displays.&lt;br&gt;b. Enter the desired <strong>Custom Name</strong>.&lt;br&gt;c. Enter the desired <strong>Value</strong>.&lt;br&gt;d. Click <strong>OK</strong>. The column displays within the Selected menu.&lt;br&gt;e. Go to step 8.</td>
</tr>
<tr>
<td>No</td>
<td>Go to step 8.</td>
</tr>
</tbody>
</table>

8. Do you wish to reorder the columns within the Selected menu?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>a. Select the desired column name from within the <strong>Selected</strong> menu within Columns (Figure 2).&lt;br&gt;b. Move the column name to the desired position using the up and down arrows on the right of the menu.&lt;br&gt;c. Repeat steps a - b, as needed.&lt;br&gt;d. Go to step 9.</td>
</tr>
<tr>
<td>No</td>
<td>Go to step 9.</td>
</tr>
</tbody>
</table>
9. Do you wish to add and/or remove columns containing a sorting order?

<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Add columns   | a. Select the desired column(s) from the **Selected** menu within Columns (Figure 2). A right arrow displays between the Selected and Column Sort menus.  
   **Note:** To select multiple columns, hold the **Ctrl** button.  
b. Click the right arrow. Each selected column copies to the Column Sort menu with the default sort order of A to Z.  
c. Go to step 10. |
| Remove columns| a. Select the desired column from the **Column Sort** menu within Columns (Figure 2).  
   **Note:** To select multiple columns, hold the **Ctrl** button.  
b. Click **Remove**. Each selected column is removed from the Column Sort menu but remains in the Selected menu.  
c. Go to step 10. |
| No action needed| Go to step 10. |

10. Do you wish to change the column sort order?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Yes   | a. Select the desired column from the **Column Sort** menu within Columns (Figure 2).  
   **Note:** To select multiple columns, hold the **Ctrl** button.  
b. Click **Reverse Sort**. The order of selected columns changes.  
c. Go to step 11. |
| No    | Go to step 11. |

11. Do you wish to reorder the columns within the Column Sort menu?

**Note:** The sort order determines the sequence in which the information is displayed.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Yes   | a. Select the desired column name from within the Column Sort menu within Columns (Figure 2).  
b. Move the column name to the desired position using the up and down arrows on the right of the menu.  
c. Repeat steps a - b, as needed.  
d. Go to step 12. |
| No    | Go to step 12. |

12. Do you wish to add, remove, and/or edit filters?

<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Add a filter              | a. Select a filter option from the **Add Filter** drop-down menu within Filters (Figure 3). The new filter displays below the existing filters.  
b. Set the filter’s parameters, as desired.  
   **Note:** The filter parameters are determined by the selected filter.  
c. Repeat step a - b, as needed.  
d. Go to step 13. |
To... Then...
Remove a filter a. Click the red X to delete filters, as desired (Figure 3).
b. Go to step 13.
Edit a filter a. Enter or select the desired filter information within Filters (Figure 3).
   Note: Filters vary by report template.
b. Go to step 13.

![Filters Section Example](image)

Figure 3: Filters Section Example

13. Select the desired **Output Format** (Figure 4).

<table>
<thead>
<tr>
<th>For...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Excel  | a. Select **Excel**. The Excel option expands.  
b. Select the desired **Output Files**.  
c. Go to step 14. |
| PDF    | a. Select **PDF**. The PDF option expands.  
b. Select the desired **Output Files**.  
c. Select the desired paper size from the **Paper** drop-down menu.  
d. Select the desired **Orientation**.  
e. Select **Add Summary data in Header**, if desired.  
f. Select the signature location for **Add Signature Line**, if desired.  
g. Select the page break option from the **Insert Page Break** drop-down menu.  
h. Go to step 14. |
| Delimited Text | a. Select **Delimited Text**. The Delimited Text option expands.  
b. Select the desired **Output Files**.  
c. Select the desired **Delimiter** from the drop-down menu.  
d. Select the desired action **When delimiter occurs** from the drop-down menu.  
e. Select the **Newline Style** from the drop-down menu.  
f. Select **Include Headers**, if desired.  
g. Go to step 14. |
| Custom | a. Select **Custom**.  
b. Click **OK**. The Custom Script Name displays.  
   Note: Custom scripts can only be created, deleted, or edited by Bank of America Merrill Lynch.  
c. Go to step 14. |

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14. Select the **Summary Grouping** from the drop-down menu, if available and if desired.

   **Note:** Summary Grouping is enabled only with the Output Format selection PDF and/or the Output File selection Summary Only.

15. Do you wish to save the report template for future use?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Yes   | a. Select **Save Template to Template Library** within Save Template (Figure 5).  
       | b. Enter a **Template Name**.  
       | c. Enter a **Template Description**.  
       | d. Select the desired **Sharing** option.  
       | e. Go to step 16. |
| No    | Go to step 16. |

16. Enter the **Job Name** within Scheduling and Expiration (Figure 6). After the report is complete, this is the report name.
17. Do you wish to have this report run for a specific user?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Yes   | a. Click the Run for Users(s) search icon within Scheduling and Expiration (Figure 6). The Select User(s) window displays.  
       | b. Select each desired user Name. 
       | Note: To have the report run for yourself, you must select your name.  
       | c. Click OK. Run for User(s) displays the number of users selected.  
       | d. Go to step 18.  
| No    | Go to step 18. |

18. Complete one of the following:

<table>
<thead>
<tr>
<th>To...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Schedule the report to run now | a. Select the option Run Now within Scheduling and Expiration (Figure 6).  
  | b. Go to step 19. |
| Schedule the report to run later | a. Select the option Run Later within Scheduling and Expiration (Figure 6). The Run Later option expands.  
  | b. Select the run date.  
  | c. Select the run time from the drop-down menus  
  | Note: Select hours, minutes, and AM/PM from the respective drop-down menus.  
  | d. Go to step 19. |
| Schedule the report to run recurring | a. Select the option Recurring within Scheduling and Expiration (Figure 6). The Recurring option expands.  
  | b. Select the desired frequency.  
  | c. Enter frequency details.  
  | d. Go to step 19. |

19. Enter the number of days for Report Expiration after day(s) within Scheduling and Expiration (Figure 6).

20. Click Submit Report. The report is generated. To view a completed report, go to Reports > Completed. This completes the procedure.
Modifying and/or Rerunning Report Templates

Introduction

This card provides the information needed to modify and/or rerun a report template within Works®.

Procedure

To modify and/or rerun a report template, complete the following:

1. Click Reports > Completed. The Completed Reports screen displays.
   
   **Note:** This procedure can also be completed from:
   
   ▪ Reports > Scheduled.
   ▪ Reports > Template Library.

2. Click the desired Report Name. A menu displays.
   
   **Note:** If modifying a report from the Template Library, click the desired Template Name.


4. Do you wish to modify the report template?

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| Yes   | a. Edit the report template, as desired.  
   **Note:** For details on completing a report template, refer to Creating Reports.  
   b. Go to step 5. |
| No    | Go to step 5. |

5. Click Submit Report. The Completed Reports screen displays a confirmation message, and the report is listed.

This completes the procedure.
Adding Report Output Types

Introduction

This card provides the information needed to add a report output type for a completed report within Works®.

Procedure

To add a report output type, complete the following:

1. Click Reports > Completed. The Completed Reports screen displays.
2. Click the desired Report Name. A menu displays.
3. Select Add Output Type. The Add Output Type window displays.
4. Select each desired Output Type.
5. Click OK. The Completed Reports screen displays a confirmation message, and the new report output is listed within the Output Type(s) column.

   **Note:** To view the new report output, click the output type within the Output Type(s) column.

This completes the procedure.
Changing Completed Report Expiration Dates

Introduction

This card provides the information needed to change a completed report expiration date within Works®.

Note: When a report expires, it can no longer be viewed or modified and must be recreated within Works. Refer to Creating Reports for more information.

Procedure

To change a completed report expiration date, complete the following:

1. Click Reports > Completed. The Completed Reports screen displays.
2. Click the desired Report Name. A menu displays.
4. Select the desired date from the calendar.
5. Click OK. The Completed Reports screen displays a confirmation message, and the new report expiration date is listed within the Available Until column.

This completes the procedure.
Deleting Completed Reports

Introduction

This card provides the information needed to delete a completed report within Works®.

Procedure

To delete a completed report, complete the following:

1. Click Reports > Completed. The Completed Reports screen displays.
2. Select the check box for each desired Report Name. The action buttons are enabled.
3. Click Delete. The Delete Report screen displays.
4. Click OK. The Completed Reports screen displays a confirmation message, and the report is deleted.

This completes the procedure.
Removing Scheduled Reports

Introduction

This card provides the information needed to remove a scheduled report within Works®.

Procedure

To remove a scheduled report, complete the following:

1. Click Reports > Scheduled. The Scheduled Reports screen displays.
2. Click the desired Report Name. A menu displays.
4. Click OK. The Scheduled Reports screen displays a confirmation message, and the report is removed.

Note: Removing a scheduled report removes the report for all users.

This completes the procedure.
Deleting Report Templates

Introduction

This card provides the information needed to delete a report template within Works®.

Note: Only report owners can delete report templates.

Procedure

To delete a report template, complete the following:

1. Click **Reports > Template Library**. The Template Library screen displays.
2. Select the desired **Template Name**. A menu displays.
3. Select **Delete**. The Delete Template window displays.
4. Click **OK**. The Template Library screen displays a confirmation message, and the report template is deleted.

   Note: If the template was shared, deleting the template deletes it for all users.

This completes the procedure.