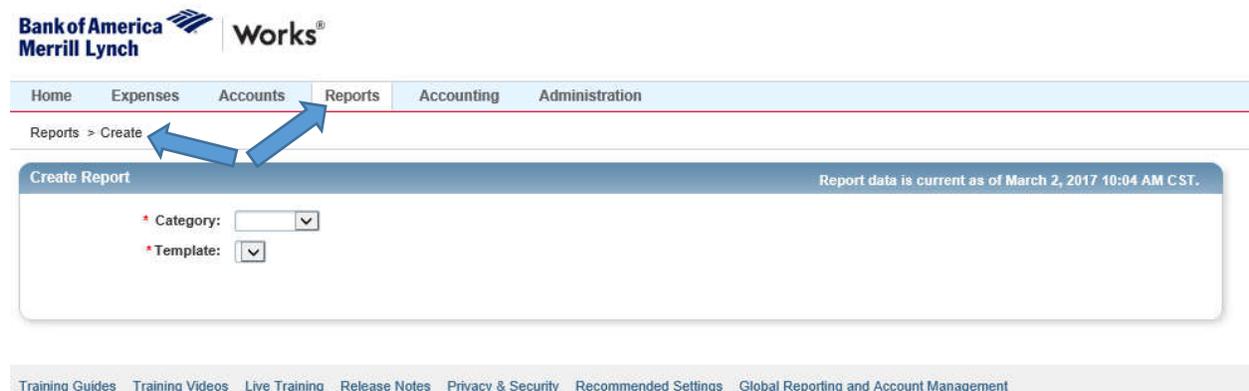


Georgia Department of Audits and Accounts - Works Open Georgia Report User Guide

This guide is designed to help you create, save and extract a report for submission of PCARD payments. The PCARD data file will be displayed with Payments data on the Georgia Department of Audits and Accounts' (DOAA) Open Georgia website for Transparency in Government Act (TIGA) reporting purposes. To be able to use this guide you must have access rights within the BOA Works application to create and run reports. For more information about the TIGA reporting process or other related information please see our website at www.audits.ga.gov/Resources/Tiga.html.

Step 1: Log into the BOA Website for Works

Step 2: From the main menu at the top under the Reports Option select Create



Bank of America Merrill Lynch Works®

Home Expenses Accounts Reports Accounting Administration

Reports > Create

Create Report Report data is current as of March 2, 2017 10:04 AM CST.

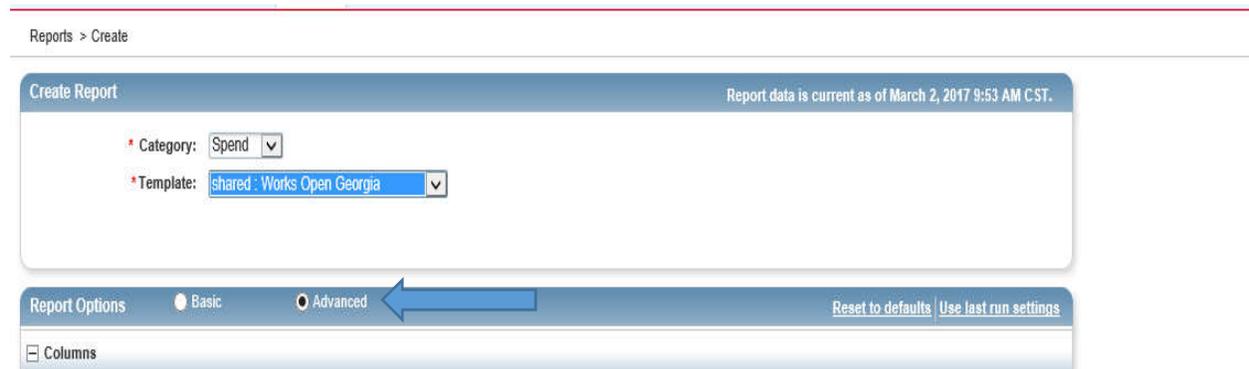
* Category:
* Template:

[Training Guides](#) [Training Videos](#) [Live Training](#) [Release Notes](#) [Privacy & Security](#) [Recommended Settings](#) [Global Reporting and Account Management](#)

Step 3: Select the correct Category and Template

During this step you will select “Spend” as the Category and “Works Open Georgia” as the Template. If you do not have Works Open Georgia defined as a template option you may select another template option such as “GL Memo Statement” to use throughout the remainder of the report creation process. Once you have set the Category and Template, select “Advanced” under Report Options.

Note: The drop down menu displays only your recently used templates so you may need to select “Show All Templates” to see all available templates.



Reports > Create

Create Report Report data is current as of March 2, 2017 9:53 AM CST.

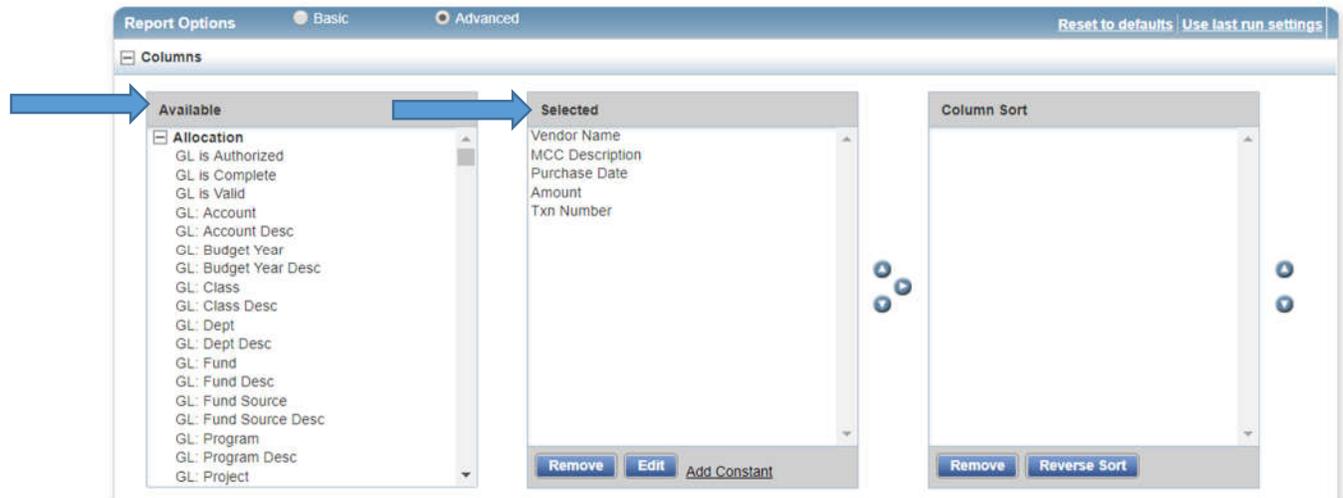
* Category: Spend
* Template: shared : Works Open Georgia

Report Options Basic Advanced [Reset to defaults](#) [Use last run settings](#)

Columns

Step 4. Selecting the required Available Fields

You will begin this step by removing any pre-populated fields shown in the “Selected” box that are associated with the template that you chose to use in Step 3 above. This can be completed by selecting the fields and clicking on the “Remove” button found at the bottom of the “Selected” box.



Next, locate the fields listed below in the “Available” box listing and add them to the selected listing in the exact order as they appear.

- Vendor Name
- MCC Description
- Purchase Date
- Amount
- Txn Number (Optional)

Note: “Column Sort” should be left blank.

Step 5. Verify Filters and Export Options

In the Filters section make sure the following settings are selected for the “Transaction Type”.

Filters

Add filter:

Post Date: 07/01/2018 - 06/30/2019

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

- Cash Advance
- Misc Credit
- Misc Debt
- Purchase

Note: Do not select Payment as these transactions represent your payments to BOA

Next, verify the “Post Date” range is set for the fiscal year dates required for the current submission period.

For submission purposes, we understand the “Post Date” range will not necessarily agree to your general ledger due to timing and posting date differences and will be noting on our Open Georgia website this is data that has not been audited and is for TIGA reporting purposes only.

Step 6. Set the Required Output Format

To complete this step set the “Output Format” to Delimited Text and set the “Summary Grouping” to No Summary Data.

Output Format

Formats: Excel
 PDF
 Delimited Text

Output Files: Full Details
 Summary Only

Delimiter: . (comma) ▾ When Delimiter Occurs: Quote entire field ▾ Include Headers
Newline Style: Unix style (LF) ▾

Summary Grouping: No Summary Data ▾ ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Next, set the “Delimited Text” “Delimiter” to (comma) and make sure “Include Headers” remains unchecked so that headers are not included in your submission file.

Delimited Text

Output Files: Full Details
 Summary Only

Delimiter: . (comma) ▾ When Delimiter Occurs: Quote entire field ▾ Include Headers
Newline Style: Unix style (LF) ▾

Summary Grouping: No Summary Data ▾ ⚠ Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Step 7. Saving Your Report for Future Use

After you have completed the steps above you will then name and save the report for future use as follows:

- Check Save Template to Template Library under the “Save Template” section
- Name the report “Works Open Georgia” under the Template Name
- Select “Shared” as your Sharing option

Under the “Scheduling and Expiration” section set the Job Name as “Works Open Georgia” and set the Schedule to “Run Now”. In doing so, your job name will be the same as your template for ease of use and the job will be set to run once processed.

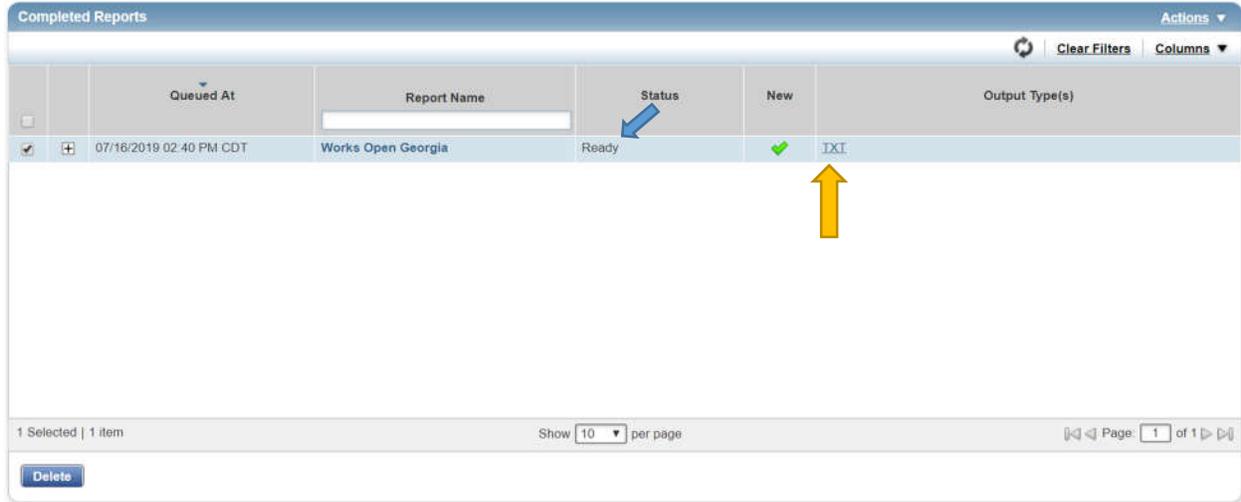
Once you are ready to submit the report, press the Submit Report button at the bottom of the screen.

The screenshot displays a web-based configuration interface for saving a report template and scheduling its execution. It is divided into two main sections: 'Save Template' and 'Scheduling and Expiration'. In the 'Save Template' section, there is a checkbox for 'Save Template to Template Library' which is currently unchecked. Below this, the 'Template Name' is set to 'Works Open Georgia' and the 'Description' is 'Report'. The 'Sharing' options are 'Personal', 'Shared' (which is selected), and 'Both'. The 'Scheduling and Expiration' section shows the 'Job Name' as 'Works Open Georgia'. The 'Run for User(s)' is set to 'None selected'. The 'Schedule' options are 'Run Now' (selected), 'Run Later', and 'Recurring'. The 'Report Expiration after' is set to '7 day(s)'. At the bottom right of the form, there is a blue button labeled 'Submit Report'. Blue arrows are overlaid on the image to highlight the 'Save Template to Template Library' checkbox, the 'Job Name' field, and the 'Submit Report' button.

Step 8. Downloading Your Report

After you submit the report in step 7 above, you will then be directed to a screen that will show the status of the report you submitted. When it is ready for viewing, you will be notified in the “Status” column.

Once the “Status” shows “Ready”, click the TXT link to save the file to a local folder.



| | Queued At | Report Name | Status | New | Output Type(s) |
|-------------------------------------|-------------------------|--------------------|--------|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | 07/18/2019 02:40 PM CDT | Works Open Georgia | Ready | <input checked="" type="checkbox"/> | TXT |

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

[Delete](#)

After the file is saved to a local folder, you are now ready to login to the DOAA Payments site and submit the PCARD file. For submission instructions and other related information visit our website at www.audits.ga.gov/Resources/Tiga.html.

If there are any issues in creating this report, you may contact Roger Boyd, Director IT Services at 404.657.5116 or at boyd@audits.ga.gov.