

# REPORTS IN WORKS

## III. LEVEL 3 VENDOR REPORTS

Level 3 Vendor Reports exports all transactions purchased from that specific vendor for all cardholders you have visibility to within your department/school. The report pulls details of each item purchased into an EXCEL Spreadsheet. The date range can be modified.

The list of Level 3 Vendors in WORKS reports can be found on the WORKS Home page, under “My Announcements”

**My Announcements**

No receipt upload required:

- All Private Marketplace vendors (B&H Photo, Blick Art Materials, CDW-G, Fastenal, Grainger, J. Thayer, Lakeshore Learning, Lowes, ODP (Office Depot), School Specialty, and Staples)
- and
- Amazon
- BSN Sport Supply
- Oriental Trading Company
- WCP Solutions Corp.
- Safeway
- Home Depot
- and
- Local parking (not associated with a travel/training authorization)

*Posted by your Program Administrator, Stephen Hirai, on July 16, 2024.*

8. In WORKS, Navigate to Reports, choose Template Library:

**Bank of America**  
**Merrill Lynch**

**Works®**

Home	Expenses	Accounts	Reports	Accounting	Administration
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Action Items

Completed

Create

Scheduled

**Template Library**

Dashboard

Action

ing As

9. In Shared, type in the Level 3 Vendor name. Click on the report and select “Modify/Run”

Template Name

Amazon

Amazon - TXN Details

Modify / Run

10. In the middle of the screen, update the date range you require by clicking on the calendar.

Add filter:

Vendor Name:  Starts with  Amazon

Post Date:  03/01/2016 - 03/15/2016

11. Select any of the standard options or manually enter the date range

Select Dates

MM DD YY  
1 1 2017

5 16 2017

☐ Month-to-Date  
☐ Cycle-to-Date  
☒ Year-to-Date  
☐ Previous Week  
☐ Previous Month  
☐ Past 30 days  
☐ Past 30 days  
☐ Selected Week  
☐ Selected Month  
☐ Selected Cycle  
☐ Today  
☐ Custom

OK Cancel

12. To save this template for future use, scroll down to the "SAVE TEMPLATE" section and click the Save box.

☐ Save Template to Template Library

Template Name:  Transaction Detail Report

Description:  Statement Dates

13. Scroll to the bottom and click "Submit Report".

14. Open the completed Excel Report

Completed Reports					
		Queued At	Report Name	Status	New
<input type="checkbox"/>	<input type="checkbox"/>	05/17/2017 12:45 PM CDT	Amazon - TXN Details	Ready	<a href="#">XLS</a>
<input type="checkbox"/>	<input type="checkbox"/>	05/17/2017 12:45 PM CDT	Amazon - TXN Details	Ready	<a href="#">XLS</a>

15. The Excel Report will list all transactions and the individual items purchased under each transaction.

Txn Number	Post Date	Vendor Name	Detail Description	Quantity	Detail Amount	Amount	GL: Account Rollup	GL: Department Rollup	GL: Grant
TXN00184401	4/17/2017	AMAZON.COM AMZN.COM/BI	WESTCOTT SCHOOL KUMFY GRIPLEFT HAN PCE	10.00	\$22.60	\$52.30	541000	1238	00000
TXN00184401	4/17/2017	AMAZON.COM AMZN.COM/BI	FISKARS 5 INCH LEFT HANDEDPOINTED- PCE	10.00	\$29.70	\$52.30	541000	1238	00000
TXN00184730	4/19/2017	AMAZON MKTPLACE PMTS	3 Kinds of Decompression Toy Combin PCE	44.00	\$659.56	\$659.56	541000	1238	G1590
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	RitFit 3-in-1 Hand Strengthener Gri PCE	1.00	\$12.99	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Gaiam Kids Stay-N-Play Balance Ball PCE	6.00	\$114.18	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Inflated Stability Wobble Cushion / PCE	8.00	\$119.92	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Kore Patented WOBBLER Chair, Made in PCE	3.00	\$209.97	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Kore Patented WOBBLER Chair, Made in PCE	3.00	\$239.97	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Bouncy Bands for Chair (Blue support PCE	22.00	\$306.90	\$1,141.23	541000	1238	G1628