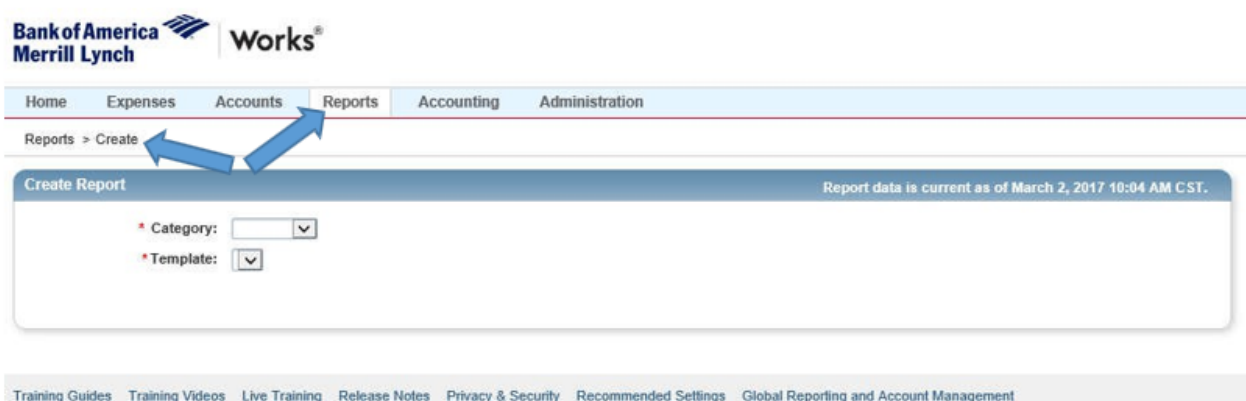


Georgia Department of Audits and Accounts - Works Open Georgia Report User Guide

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 Bank of America (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

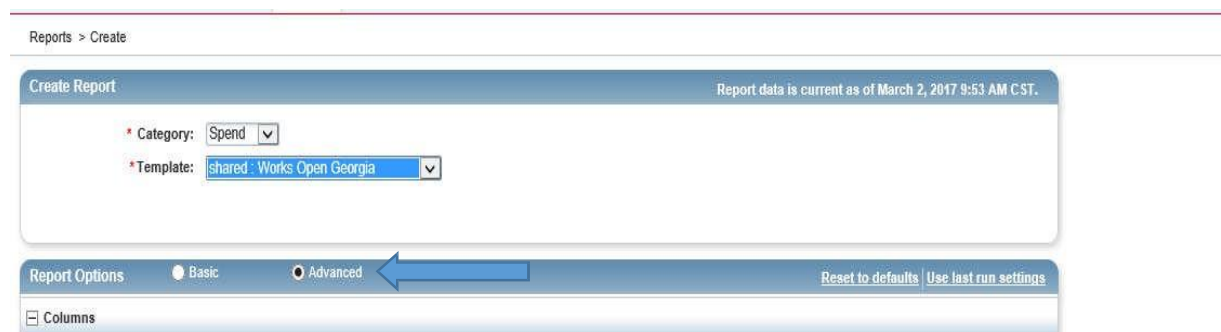
Step 2: From the main menu at the top under the Reports Option select Create



Step 3: Select the correct Category and Template

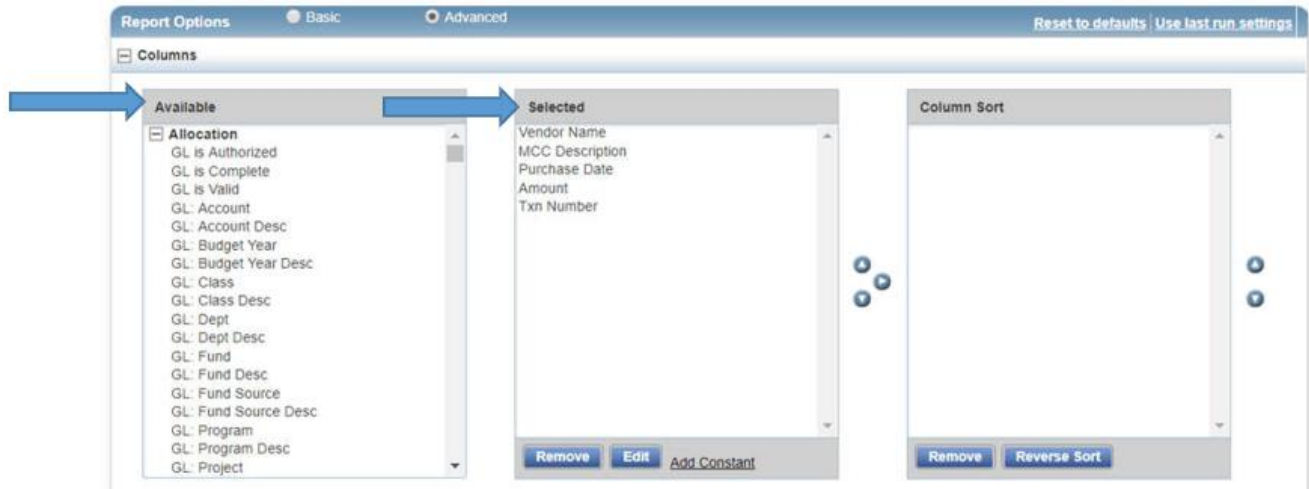
During this step you will select "Spend" as the Category and "Works Open Georgia" as the Template. If you do not have Works Open Georgia defined as a template option you may select another template option such as "GL Memo Statement" to use throughout the remainder of the report creation process. Once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



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 Debt ☒ 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: When Delimiter Occurs: Include Headers: ☐

Newline Style:

Summary Grouping: 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: When Delimiter Occurs:
Newline Style: ☐ Include Headers

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:

☐ Save Template to Template Library

Template Name:
Description:
Sharing: ☐ Personal ☒ Shared ☐ Both

☐ Scheduling and Expiration

Job Name:
Run for User(s):
Schedule: ☒ Run Now ☐ Run Later ☐ Recurring
Report Expiration after: day(s)

- 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

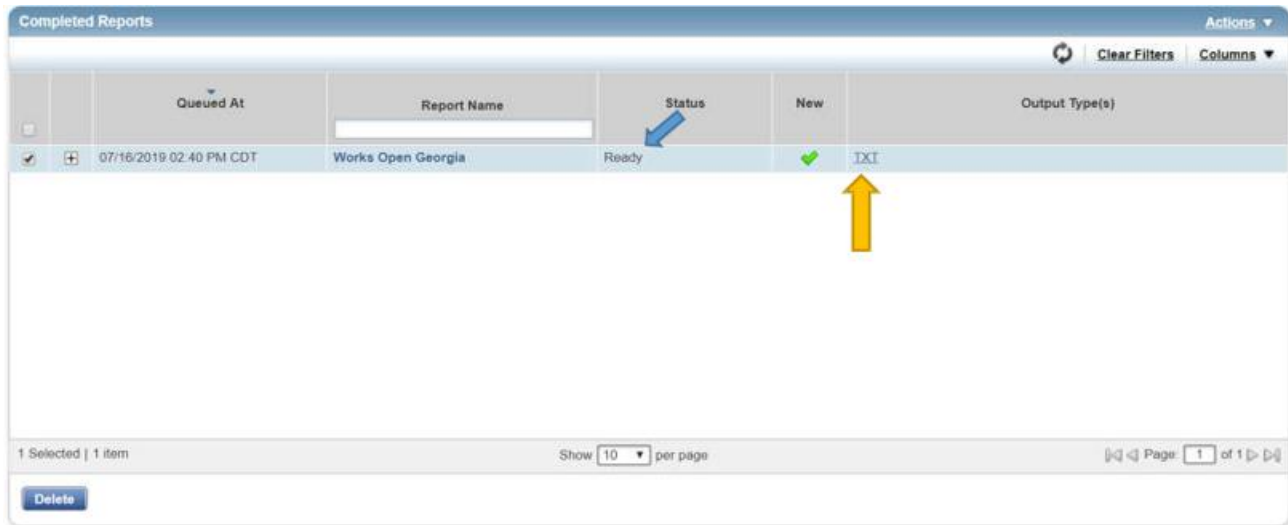
Under the "Scheduling and Expiration" section set the Job Name as "Works Open Georgia" and set the Schedule to "Run Now". In doing so, your job name will be the same as your template for ease of use and the job will be set to run once processed.

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

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.



Completed Reports						Actions
	Queued At	Report Name	Status	New	Output Type(s)	
☒	07/16/2019 02:40 PM CDT	Works Open Georgia	Ready	☒	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.