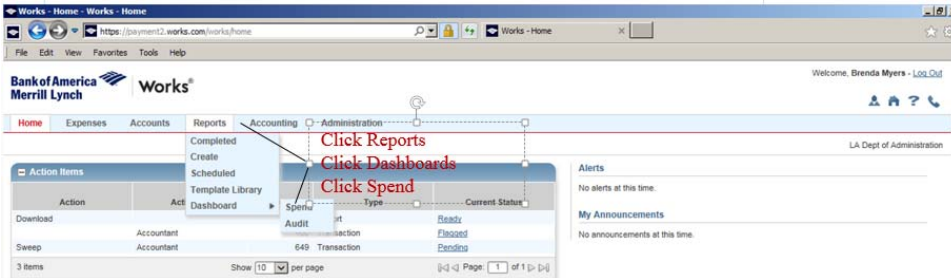


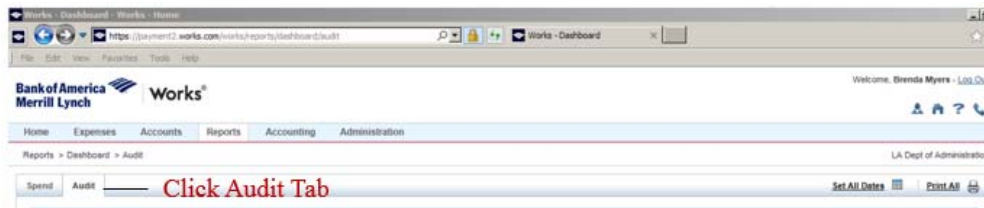
Works Reports

Same Day/Same Vendor (This report shows cardholders that made purchases above their single transaction limit set by the Agency)

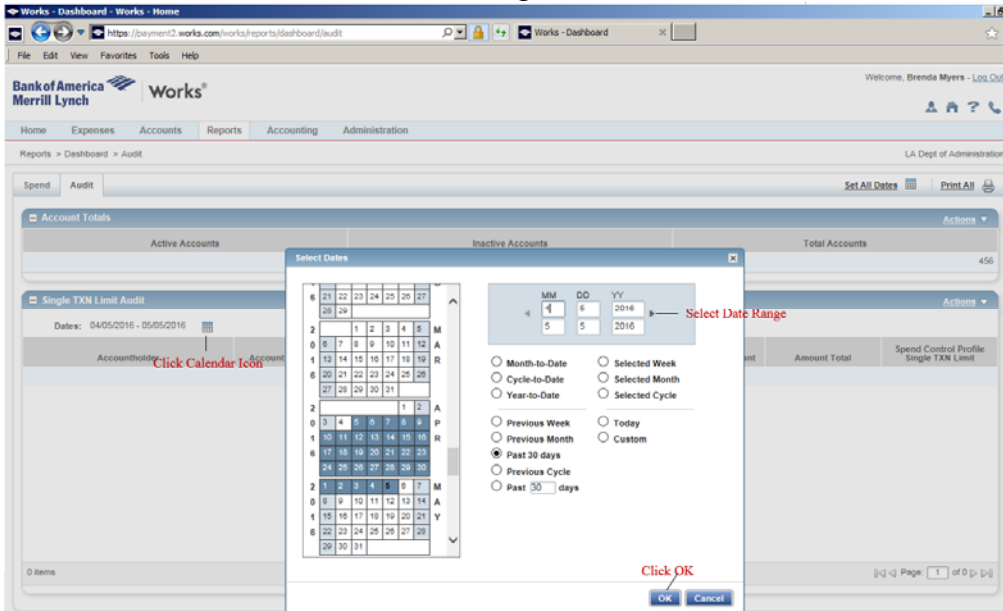
1. Click Reports
2. Click Dashboards
3. Click Audit



4. Click Audit Tab



5. Click on Calendar Icon, choose date range, click OK.



6. Under Actions Tab click ▼, choose output format for report

Bank of America Merrill Lynch Works®

Welcome, Brenda Myers - Log Out

Home Expenses Accounts Reports Accounting Administration

Reports > Dashboard > Audit LA Dept of Administration

Spend Audit Set All Dates Print All

Account Totals

Active Accounts	Inactive Accounts	Total Accounts
161	295	456

Single TXN Limit Audit

Dates: 01/05/2015 - 05/05/2016

Accountholder	Account ID	Vendor Name	MCC	Date Purchased	Transaction Count	Amount
WEIMER, JESSICA	0538	DMI DELL K-12/GOV/T	5045	11/12/2015	5	54,999.18
MELANCON, PHILIP	4200	ALLEN SYSTEMS GROUP	7399	09/03/2015	2	52,473.00
WEIMER, JESSICA	0538	Q-MATIC CORPORATION	7399	07/30/2015	1	48,032.32
FUSELIER, KAREN W	0230	LENOVO GROUP	5969	09/03/2015	3	47,937.00
MELANCON, PHILIP	4200	DMI DELL K-12/GOV/T	5045	10/29/2015	3	45,813.88
MELANCON, PHILIP	4200	ASSETWORKS INC.	7399	10/15/2015	1	43,384.32
WEIMER, JESSICA	0538	MYTHICS INC	5045	09/01/2015	1	41,662.46
FUSELIER, KAREN W	0230	AMERICAN OFFICE MACHINES	5044	06/10/2015	1	41,181.00
FUSELIER, KAREN W	0230	PRESIDIO NETWORKED SOLUT	7399	07/16/2015	1	40,024.14
EDWARDS, DONYELLE	0894	SHI CORP	5045	08/27/2015	1	39,971.52

404 Items Show 10 per page Page 1 of 41

At Actions Click

Select Format to run Report

7. Click Open

Works - Dashboard - Works - Home

https://payment2.works.com/works/reports/dashboard/audit

File Edit View Favorites Tools Help

Bank of America Merrill Lynch Works®

Welcome, Brenda Myers - Log Out

Home Expenses Accounts Reports Accounting Administration

Reports > Dashboard > Audit LA Dept of Administration

Spend Audit Set All Dates Print All

Account Totals

Active Accounts	Inactive Accounts	Total Accounts
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Single TXN Limit Audit

Dates: 01/05/2015 - 05/05/2016

Accountholder	Account ID	Vendor Name	MCC	Date Purchased	Transaction Count	Amount Total	Spend Control Profile Single TXN Limit
WEIMER, JESSICA	0538	DMI DELL K-12/GOV/T	5045	11/12/2015	5	54,999.18	5,000.00
MELANCON, PHILIP	4200	ALLEN SYSTEMS GROUP	7399	09/03/2015	2	52,473.00	5,000.00
WEIMER, JESSICA	0538	Q-MATIC CORPORATION	7399	07/30/2015	1	48,032.32	5,000.00
FUSELIER, KAREN W	0230	LENOVO GROUP	5969	09/03/2015	3	47,937.00	5,000.00
MELANCON, PHILIP	4200	DMI DELL K-12/GOV/T	5045	10/29/2015	3	45,813.88	5,000.00
MELANCON, PHILIP	4200	ASSETWORKS INC.	7399	10/15/2015	1	43,384.32	5,000.00
WEIMER, JESSICA	0538	MYTHICS INC	5045	09/01/2015	1	41,662.46	5,000.00
FUSELIER, KAREN W	0230	AMERICAN OFFICE MACHINES	5044	06/10/2015	1	41,181.00	5,000.00
FUSELIER, KAREN W	0230	PRESIDIO NETWORKED SOLUT	7399	07/16/2015	1	40,024.14	5,000.00
EDWARDS, DONYELLE	0894	SHI CORP	5045	08/27/2015	1	39,971.52	5,000.00

404 Items Show 10 per page Page 1 of 41

Click Open

Do you want to open or save **exportfile.xls** from **payment2.works.com**?

8. Report generates

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW POWERPIVOT

Cut Copy Paste Format Painter Clipboard

Arial 10 Font

Alignment

Currency Number

Conditional Formatting

H16 : X ✓ fx 5000

	A	B	C	D	E	F	G	H	I
1	Accountholder	Account ID	Vendor Name	MCC	Date Purchased	Transaction Count	Amount Total	Spend Control Profile	Single TXN Limit
2	WEIMER, JESSICA	0538	DMI DELL K-12/GOVT	5045	11/12/2015	5	\$54,999.18		\$5,000.00
3	MELANCON, PHILIP	4200	ALLEN SYSTEMS GROUP	7399	9/3/2015	2	\$52,473.00		\$5,000.00
4	WEIMER, JESSICA	0538	Q-MATIC CORPORATION	7399	7/30/2015	1	\$48,032.32		\$5,000.00
5	FUSELIER, KAREN W	0230	LENOVO GROUP	5969	9/3/2015	3	\$47,937.00		\$5,000.00
6	MELANCON, PHILIP	4200	DMI DELL K-12/GOVT	5045	10/29/2015	3	\$45,813.88		\$5,000.00
7	MELANCON, PHILIP	4200	ASSETWORKS INC.	7399	10/15/2015	1	\$43,384.32		\$5,000.00
8	WEIMER, JESSICA	0538	MYTHICS INC	5045	9/1/2015	1	\$41,662.46		\$5,000.00
9	FUSELIER, KAREN W	0230	AMERICAN OFFICE MACHINES	5044	6/10/2015	1	\$41,181.00		\$5,000.00
0	FUSELIER, KAREN W	0230	PRESIDIO NETWORKED SOLUT	7399	7/16/2015	1	\$40,024.14		\$5,000.00
1	EDWARDS, DONYELLE	0894	SHI CORP	5045	8/27/2015	1	\$39,971.52		\$5,000.00
2	WEIMER, JESSICA	0538	DMI DELL K-12/GOVT	5045	10/10/2015	3	\$39,518.06		\$5,000.00
3	FUSELIER, KAREN W	0230	SHI CORP	5045	8/22/2015	3	\$37,967.74		\$5,000.00
4	MELANCON, PHILIP	4200	SHI CORP	5045	8/12/2015	2	\$37,623.45		\$5,000.00
5	EDWARDS, DONYELLE	0894	DMI DELL K-12/GOVT	5045	12/30/2015	1	\$36,753.00		\$5,000.00
6	MELANCON, PHILIP	4200	DMI DELL K-12/GOVT	5045	10/30/2015	1	\$36,740.44		\$5,000.00
7	FUSELIER, KAREN W	0230	SAS INSTITUTE INC	5734	7/21/2015	1	\$36,667.00		\$5,000.00
8	MELANCON, PHILIP	4200	THOMSON WEST TCD	8999	7/2/2015	1	\$36,461.88		\$5,000.00
9	FUSELIER, KAREN W	0230	DMI DELL K-12/GOVT	5045	9/30/2015	3	\$36,454.79		\$5,000.00
10	HART, JANELLE R.	9903	SIRIUS COMPUTER SOLUTION	5045	2/29/2016	3	\$36,299.25		\$5,000.00
11	WEIMER, JESSICA	0538	ORBITALDATA	4816	7/30/2015	1	\$36,000.00		\$5,000.00
12	WEIMER, JESSICA	0538	SU LLC	5046	1/4/2016	1	\$35,758.00		\$5,000.00
13	MELANCON, PHILIP	4200	DMI DELL K-12/GOVT	5045	12/21/2015	3	\$35,526.10		\$5,000.00
14	WEIMER, JESSICA	0538	JAMA SOFTWARE, INC	7372	1/29/2016	1	\$35,400.00		\$5,000.00
15	EDWARDS, DONYELLE	0894	SHI CORP	5045	7/25/2015	1	\$34,275.39		\$5,000.00
16	FUSELIER, KAREN W	0230	INSTANT INFO SYSTEMS	8999	10/23/2015	1	\$34,162.75		\$5,000.00
17	WEIMER, JESSICA	0538	REI MATTHEW BENDER &CO	5969	9/15/2015	3	\$32,936.50		\$5,000.00
18	FUSELIER, KAREN W	0230	SOURCECORP MANAGEMENT	7399	12/22/2015	2	\$32,740.00		\$5,000.00
19	EDWARDS, DONYELLE	0894	SOURCECORP MANAGEMENT	7399	12/16/2015	1	\$32,687.19		\$5,000.00

9. Address with cardholders every transaction in the report

10. Save the report and/or print the report including documentation of all findings