

## MEMORANDUM

**TO:** School District Business Officials

**FROM:** Melanie Cooper  
Finance Director

**DATE:** April 2, 2026

**RE:** Proviso 1.21

In response to recent security concerns and recommendations from Bank of America, the South Carolina Department of Education is implementing an alternative reporting method for districts participating in the Bank of America P-Card program.

**Effective immediately**, districts may post the **Works billing statement** in place of the Bank of America billing statement to satisfy the requirements of **Proviso 1.21**, provided that:

- The Works billing statement is **complete** and accurately reflects **all credit card transactions** listed on the Bank of America statement.
- The statement is posted **within 30 days** after any portion of the balance due is paid.
- All **credit card numbers** remain fully **redacted** prior to posting.

This approach meets the transparency requirements outlined in the proviso while significantly reducing fraud risk and enhancing security.

If you have questions regarding this change or need assistance with Works reporting, please contact *Card Digital Services (Works Help Desk)* - 1.888.715.1000 opt. 2 then 4 or email [carddigitalservices@bofa.com](mailto:carddigitalservices@bofa.com) and [Austin.grainger@bofa.com](mailto:Austin.grainger@bofa.com).

Thank you for your cooperation in maintaining compliance and safeguarding district financial information.

## Works Billing Statement Report

- 1.) Login to the Works platform.
- 2.) On the toolbar select the Reports tab → Create.

The screenshot shows the Bank of America Works platform navigation menu. The 'Reports' tab is selected, and a dropdown menu is open showing options: Completed, Create, Scheduled, Template Library, and Dashboard. Below the menu, there is a table with columns: Amount, Type, and Current Status. The table contains one row: 18, Expense Report, Pending. At the bottom, there is a pagination control showing '1 item', 'Show 10 per page', and navigation arrows.

- 3.) Category dropdown – select “spend” and “Billing Statement” for the template.

Home / Reports / Create

The screenshot shows the 'Create Report' form. It has two dropdown menus: '\* Category:' with 'Spend' selected, and '\* Template:' with 'Billing Statement' selected.

- 4.) Insert the Cardholder Full name field into the selected fields.

The screenshot shows the field selection interface. It has two columns: 'Available' and 'Selected'. The 'Available' column lists various fields, with 'CH Full Name' highlighted. The 'Selected' column lists the fields currently in the report, including 'CH Full Name'. At the bottom, there are buttons for 'Remove', 'Edit', and 'Add Constant'.

5.) Insert the Vendor name field and move to selected fields.

The screenshot shows two columns: 'Available' and 'Selected'. In the 'Available' column, the following fields are listed: Swept By User Full Name, Tax Code, Tax Owed, Tax Status, Taxable Amount, Total Item Price, Total Item Tax, Transaction Status, Txn Number, Txn Payee ID, Txn/Reim Receipts Uploaded, Type, Vendor Name (highlighted), Transaction Detail (expanded), Air Arrival Date, Air Arrival Time, Air Carrier Code, Air Conjunction Ticket Num, Air Coupon Number, and Air Departure Date. In the 'Selected' column, the following fields are listed: CH Full Name, Card Last 4 Digits, MCC, Txn Number, Post Date, Purchase Date, Vendor Name (highlighted), Amount, Credit, Debit, and Payment Amount. At the bottom of the 'Selected' column, there are three buttons: 'Remove', 'Edit', and 'Add Constant'.

6.) Filter the date column to align with your billing statement and select “pdf” and “excel”.

The screenshot shows a report configuration interface. At the top, there is a 'Filters' section with an 'Add filter:' dropdown menu. Below this, the 'Post Date' is set to '01/01/2026 - 01/31/2026'. The 'Transaction Type' section includes checkboxes for 'Cash advance' (checked), 'Misc Credit' (checked), 'Misc Debit' (checked), 'Purchase' (checked), 'Reimbursement' (unchecked), and 'Payment' (checked). Below the filters, there is an 'Output Format' section. Under 'Formats', 'Excel' and 'PDF' are both checked. For each format, there are 'Output Files' options: 'Full Details' (checked) and 'Summary Only' (unchecked).

7.) Select “save template to template library” & select “shared”. This will allow other program admins to run the report easily from your Works template library.

Save Template

Save Template to Template Library

Template Name:

Description:

Sharing:  Personal  Shared  Both

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Scheduling and Expiration

Job Name:

Run for User(s):

Schedule:  Run Now  
 Run Later  
 Recurring

Report Expiration: after  day(s)

[Submit Report](#)

- 8.) Submit Report.
- 9.) Once the report run's – select the hyper link for the PDF/excel to download.

[Home](#) / [Reports](#) / [Completed](#)

Created 1 report. Report can be downloaded from the table below.

Completed Reports						
		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/04/2026 11:35 AM CST	<a href="#">Billing Statement</a>	Ready	<input checked="" type="checkbox"/>	<a href="#">RAW</a>   <a href="#">PDF</a>   <a href="#">XLS</a>