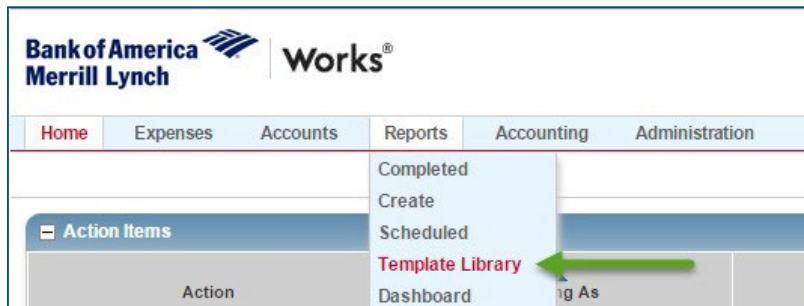


REPORTS IN WORKS

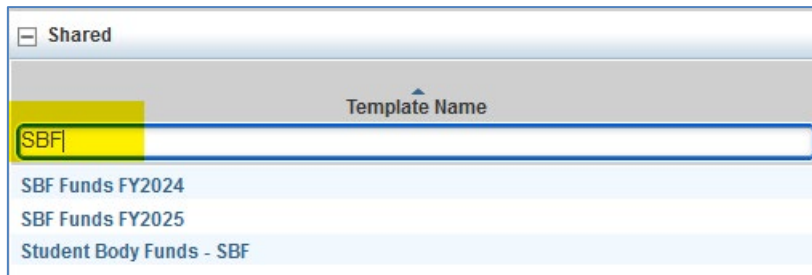
II. STUDENT BODY FUNDS REPORT

Student Body Funds Report exports all transactions coded to SBF for all current cardholders within your department/school with details to an EXCEL Spreadsheet. The date range can be modified. **** NOTE: Cardholders no longer with your school/department will not be viewable. Contact the PCard Accountant to pull a full report if needed. ****

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



2. In "Shared," type in "SBF." Templates have been created for FY2024 and FY2025. Select the fiscal year you require and choose "Modify/Run." FY2024 will pull dates 7/1/2023 to 6/30/2024. FY2025 will pull dates 7/1/2024 through 6/30/2025.



3. If you would like a more specific date range choose the "Student Body Funds-SBF" report, click on the calendar to update the date range.

The screenshot shows the filter configuration section of the report. It includes the following fields and options:

- 'Add filter:' dropdown menu.
- 'GL: Object (Account):' field with a red 'X' icon, a dropdown menu set to 'Is exactly', and a text box containing '115320'.
- 'Post Date:' field with a red 'X' icon, a date range '07/01/2023 - 06/30/2024', and a calendar icon.
- 'Transaction Type:' field with a red 'X' icon and several checkboxes: 'Cash advance' (checked), 'Misc Credit' (checked), 'Misc Debit' (checked), 'Purchase' (checked), 'Reimbursement' (checked), and 'Payment' (checked).

4. To save this template for future use, scroll down to the "SAVE TEMPLATE" section and click the Save box. Name the Template as you like in "Template Name."

Save Template

☒ Save Template to Template Library

Template Name:

Description:

Submit Report

5. Scroll to the bottom and click on "Submit Report"

6. Report will run for a few moments and a green check mark will appear when completed. Click on XLS to download the Excel report.

Completed Reports					
		Queued At	Report Name	Status	
☐	☐	05/17/2017 11:34 AM CDT	Student Body Funds	Ready ☒	XLS
☐	☐	05/17/2017 11:24 AM CDT	Student Body Funds	Ready	XLS
☐	☐	05/16/2017 01:31 PM CDT	Transaction Detail Report	Ready	XLS

7. Open the downloaded Excel file to view your transactions. **To use the AutoSum function in Excel:** Click on the empty cell at the bottom of the "Amount" column, then click on the Auto Sum button in the taskbar Σ to select the data to total, hit Enter. The columns included in the total will be listed in the formula bar highlighted below.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DYMO Label ACROBAT											
IF ☐ ☒ ☐ fx =SUM(E2:E16) 2. click 3. Hit Enter for total 1. Click											
1	Vendor Name	Txn Number	Post Date	Amount	GL: Account	GL: Fund	GL: Department	GL: Program	GL: Class	GL: Grant/Project	CH Signoff Date
2	LEARNING A-Z, LLC	TXN00182982	4/4/2017	\$109.95	115320	101	1131	00000	00000	00000	4/7/201
3	C&C SMART FOODS	TXN00182983	4/4/2017	\$139.80	115320	101	1131	00000	00000	00000	4/7/201
4	STAPLES	TXN00183108	4/5/2017	(\$2.00)	115320	101	1131	00000	00000	00000	4/7/201
5	OFFICE DEPOT #1078	TXN00183639	4/10/2017	\$27.18	115320	101	1131	00000	00000	00000	4/12/201
6	OFFICE DEPOT #1078	TXN00183752	4/10/2017	\$32.75	115320	101	1131	00000	00000	00000	4/12/201
7	OREGON ZOO REGISTRATIO	TXN00183759	4/11/2017	\$404.00	115320	101	1131	00000	00000	00000	4/12/201
8	STAPLES	TXN00184718	4/19/2017	\$20.02	115320	101	1131	00000	00000	00000	4/21/201
9	OFFICE DEPOT #1078	TXN00184813	4/19/2017	\$24.28	115320	101	1131	00000	00000	00000	4/21/201
10	OFFICE DEPOT #1078	TXN00185081	4/21/2017	\$79.00	115320	101	1131	00000	00000	00000	4/28/201
11	OFFICE DEPOT #1078	TXN00185162	4/21/2017	\$23.36	115320	101	1131	00000	00000	00000	4/28/201
12	STAPLES	TXN00185460	4/24/2017	\$24.55	115320	101	1131	00000	00000	00000	4/28/201
13	STAPLES	TXN00185462	4/24/2017	(\$20.02)	115320	101	1131	00000	00000	00000	4/28/201
14	OFFICE DEPOT #1078	TXN00185767	4/27/2017	\$4.50	115320	101	1131	00000	00000	00000	4/28/201
15	STAPLES	TXN00185834	4/27/2017	\$109.30	115320	101	1131	00000	00000	00000	4/28/201
16	PORTLAND TIMBERS	TXN00186029	4/28/2017	\$480.00	115320	101	1131	00000	00000	00000	5/5/201
17				=SUM(E2:E16)							
18				SUM(number1, [							
19											

The total will appear in the first cell that was selected at the bottom of the Amount column.

Student Body Funds (5).xls [Compatibility Mode] - Excel												
Debra Watkins												
E17 : =SUM(E2:E16)												
	B	C	D	E	F	G	H	I	J	K	L	
1	Vendor Name	Txn Number	Post Date	Amount	GL: Account	GL: Fund	GL: Department	GL: Program	GL: Class	GL: Grant/Project	CH	Signoff Date
2	LEARNING A-Z, LLC	TXN00182982	4/4/2017	\$109.95	115320	101	1131	00000	00000	00000		4/7/201
3	C&C SMART FOOD52305588	TXN00182983	4/4/2017	\$139.80	115320	101	1131	00000	00000	00000		4/7/201
4	STAPLES	TXN00183108	4/5/2017	(\$2.00)	115320	101	1131	00000	00000	00000		4/7/201
5	OFFICE DEPOT #1078	TXN00183639	4/10/2017	\$27.18	115320	101	1131	00000	00000	00000		4/12/201
6	OFFICE DEPOT #1078	TXN00183752	4/10/2017	\$32.75	115320	101	1131	00000	00000	00000		4/12/201
7	OREGON ZOO REGISTRATIO	TXN00183759	4/11/2017	\$404.00	115320	101	1131	00000	00000	00000		4/12/201
8	STAPLES	TXN00184718	4/19/2017	\$20.02	115320	101	1131	00000	00000	00000		4/21/201
9	OFFICE DEPOT #1078	TXN00184813	4/19/2017	\$24.28	115320	101	1131	00000	00000	00000		4/21/201
10	OFFICE DEPOT #1078	TXN00185081	4/21/2017	\$79.00	115320	101	1131	00000	00000	00000		4/28/201
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15	STAPLES	TXN00185834	4/27/2017	\$109.30	115320	101	1131	00000	00000	00000		4/28/201
16	PORTLAND TIMBERS	TXN00186029	4/28/2017	\$480.00	115320	101	1131	00000	00000	00000		5/5/201
17				\$1,456.67								
18												
19												