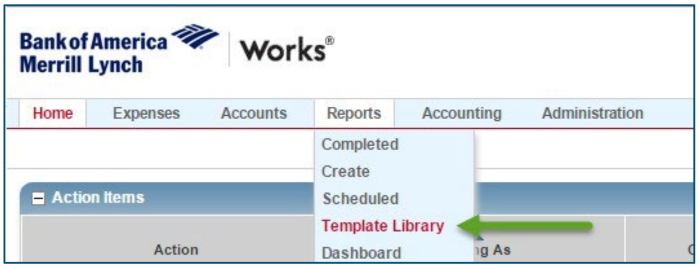
REPORTS IN WORKS

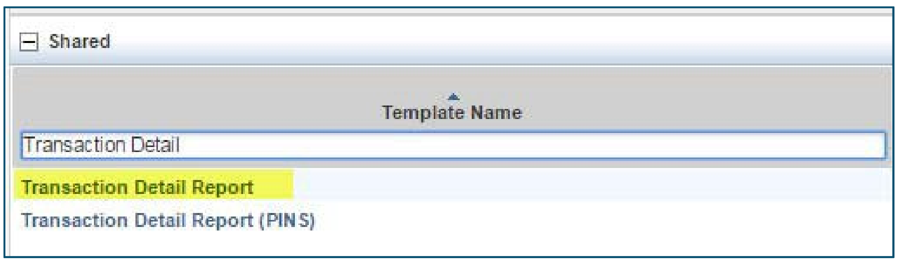
I. TRANSACTION DETAIL REPORT

Transaction Detail Report exports all transactions, for all cardholders, for whom you have visibility via Proxy or Reviewer status. Details are exported to an Excel Spreadsheet and the date range can be modified.

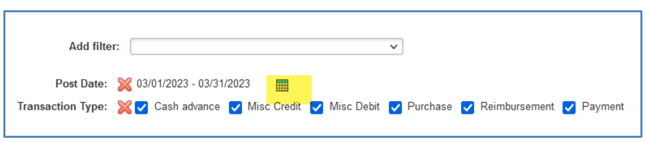
1. In WORKS, Navigate to Reports, choose Template Library:

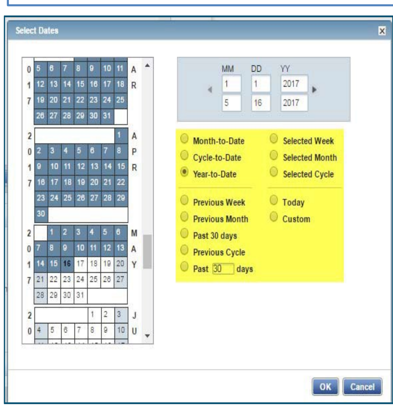


2. In the "Shared," library at the bottom of the page type in "Transaction Detail." Choose the second report.

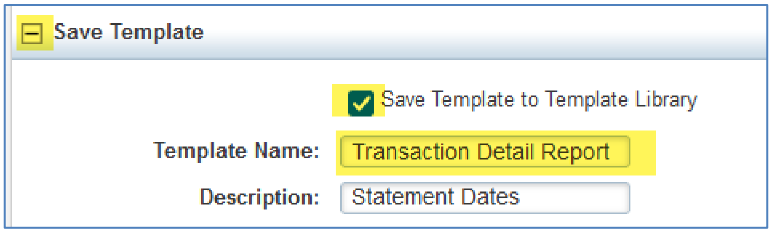


3. Click on the calendar to modify the date range you require. Select any of the standard options or manually enter the date range. For example, a report could be created for the full fiscal year 7/1 to 6/30 and saved.

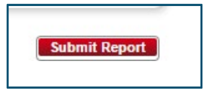




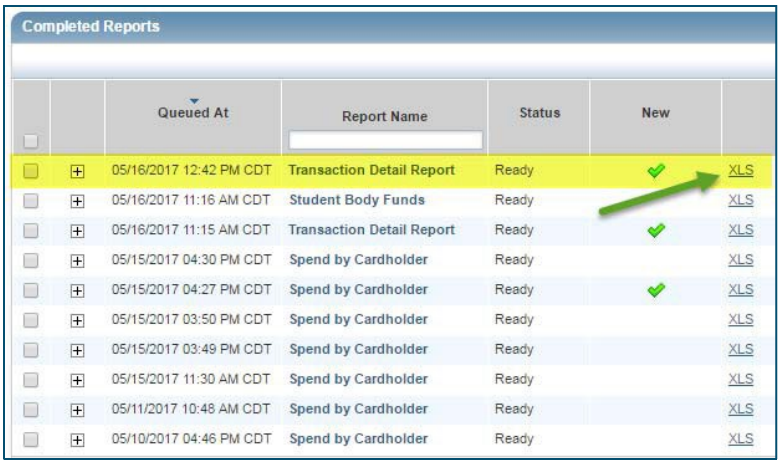
4. To save this template for future use, scroll down to the "SAVE TEMPLATE" section and check the Save box. The name can be updated as you like in "Template Name."



5. Scroll to the bottom and click submit.



6. The Completed Reports page will open and a green check mark will appear when your report is ready. Click on XLS to view your report.



Completed Reports

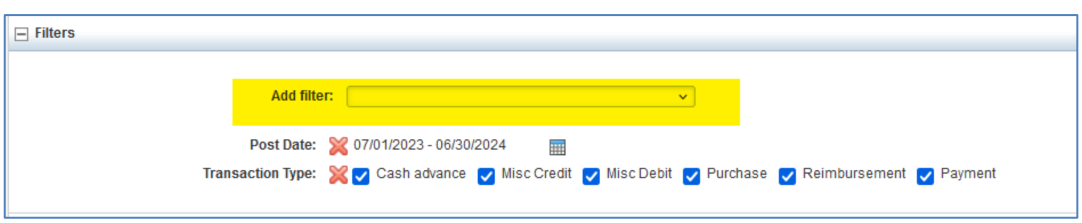
		Queued At	Report Name	Status	New	
		05/16/2017 12:42 PM CDT	Transaction Detail Report	Ready	✔	XLS
		05/16/2017 11:16 AM CDT	Student Body Funds	Ready		XLS
		05/16/2017 11:15 AM CDT	Transaction Detail Report	Ready	✔	XLS
		05/15/2017 04:30 PM CDT	Spend by Cardholder	Ready		XLS
		05/15/2017 04:27 PM CDT	Spend by Cardholder	Ready	✔	XLS
		05/15/2017 03:50 PM CDT	Spend by Cardholder	Ready		XLS
		05/15/2017 03:49 PM CDT	Spend by Cardholder	Ready		XLS
		05/15/2017 11:30 AM CDT	Spend by Cardholder	Ready		XLS
		05/11/2017 10:48 AM CDT	Spend by Cardholder	Ready		XLS
		05/10/2017 04:46 PM CDT	Spend by Cardholder	Ready		XLS

7. An Excel Report will open. Use filters to sort by chartfield and auto sum to total cost columns. This report includes the month Batched to PeopleSoft-see column titled Batch Name. If this column is blank, that transaction has not yet been uploaded to PeopleSoft.

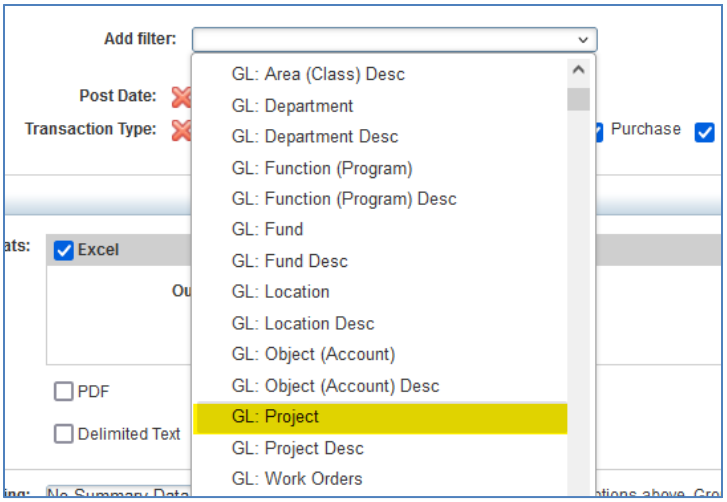
Txn Number	Card	Vendor Name	Amount	GL: Accoui	GL: Fui	GL: [	GL: Progra	GL: Cla	GL: Grant/Proje	Post Da	PID	CRI	Batch Nan
TXN00083918	0007	OFFICE DEPOT #1078	$86.24	541000	101	5552	25720	99999	00000	5/16/2014	PM007455	PM007455	JUNE2014
TXN00083939	0007	OFFICEMAX CT IN#936299	$25.42	541000	101	5552	25720	99999	00000	5/16/2014			JUNE2014
TXN00084842	0091	CADILLAC CAFE	$33.44	531800	101	5431	23293	99999	00000	5/28/2014			JUNE2014
TXN00084229	0246	FRED-MEYER #0600	$66.74	541000	101	3217	11313	05000	00000	5/21/2014			JUNE2014
TXN00082948	0339	HEAVENLY DONUTS	$27.98	531800	205	1148	33000	99999	G1321	5/5/2014			JUNE2014

Additional sorting options:

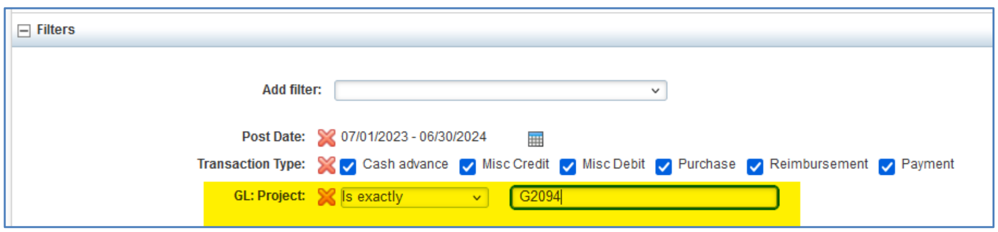
8. Sort by Grant or Cardholder name. In the filter section use the dropdown menu to choose the additional filter.



9. Choose "GL: Project" to pull transactions for a single grant

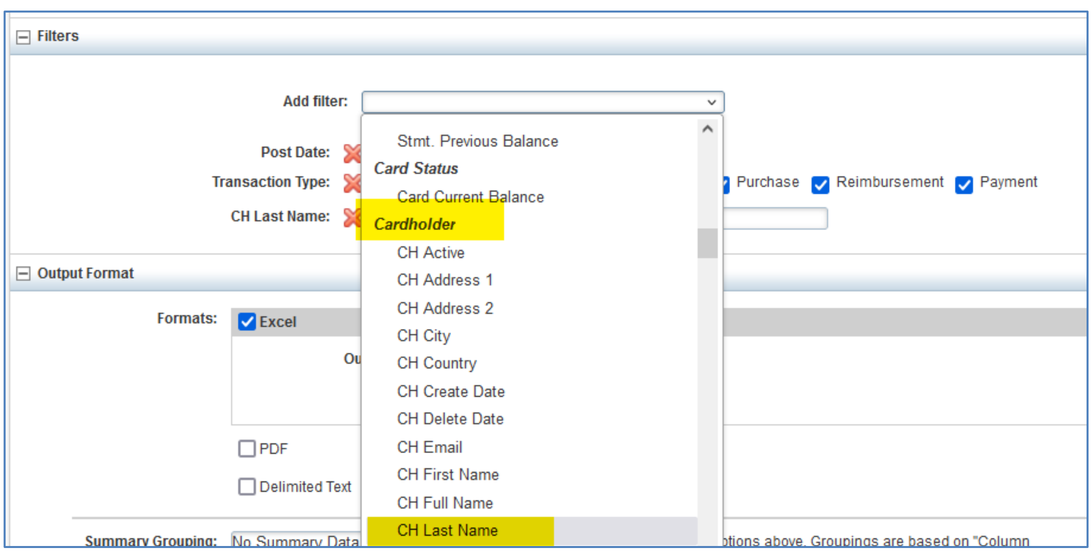


10. Enter the Grant number in the search box:



11. Click on "Submit Report"

To search for transactions for a specific cardholder, scroll down the filter list to the "Cardholder" section and select "CH Last Name"



Any of the segment options on the filter can be used to sort data.