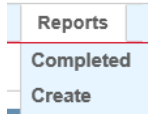


# WORKS reporting

Report to find: spend amounts, status of TXN, vendor lists, awaiting approver sign off etc.  
reports available in Excel or PDF

Sign into WORKS.



Located on the top tool bar: Reports choose create

Category: spend

Template: include shared reports: **GREAT PLAINS REPORT TEST 1**

Great Plains Report Test 1 support, works Great Plains Report Test 1

**Available**

- GL: Actv Desc
- GL: Fund
- GL: Fund Desc
- GL: Locn
- GL: Locn Desc
- GL: Orgn**
- GL: Orgn Desc
- GL: Prog
- GL: Prog Desc
- Item Description
- Item Exp Cat Comment
- Item GL Combination
- Item Number
- Item Price
- Item Tax
- Item Total
- Noncard Spend
- Total Card Spend
- Card**
- Card Account Number
- Card Account Relation

**Selected**

- Card Embossed Line 1 - Account Holder Name
- Card Last 4 Digits
- Post Date
- Vendor Name
- Billing cycle date - Payroll PPE MM\_DD\_YYYY
- Item GL Combination - GL COMBO
- Item Total
- Credit (Migrate if Credit in Item Total) -
- CH Signoff Date
- Mgr Signoff Date
- Acct Signoff Date
- Txn Number
- GL: Orgn

Remove Edit Add Constant

## Filters

Add filter:

Post Date: 05/02/2015 - 07/21/2015

Transaction Type:  Cash advance  Misc Credit  Misc Debit  Purchase

Adjust the timeframe requested

## Output Format

Formats:  Excel

Output Files:  Full Details  Summary Only

Click on excel and full detail

On bottom of page