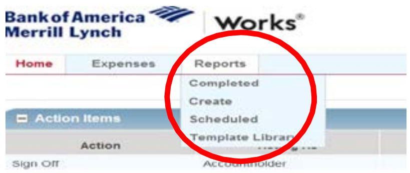
Run A Works Report

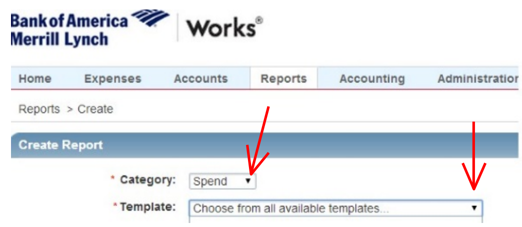
From the Works Home Screen **select Reports** and **Create:**



Select **Spend** as the **Category** type.

From the drop down arrow select:

Choose from all available templates

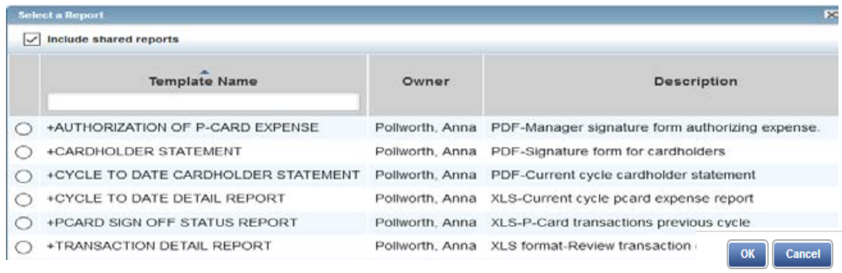


Select a Works report template with + appearing in front of the report name.
Select Ok.

Example: ***+PCARD SIGN OFF STATUS*** OR ***+TRANSACTION DETAIL*** will provide allocation detail in Excel format.

+Authorization of P-Card Expense is the manager signature form scheduled for approvers. (PDF format)

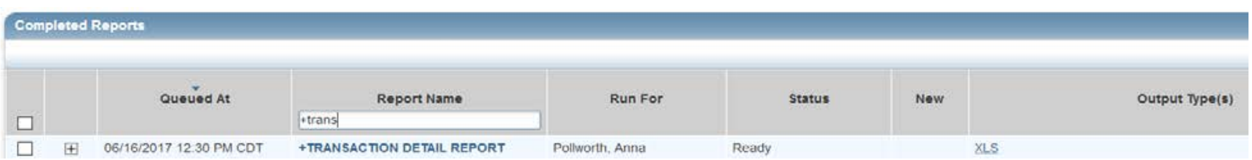
+Cardholder Statement is the cardholder signature form scheduled for university cardholders. (PDF format)



Report Options template will appear.
You can adjust date range or card view if necessary.
Run the report as-is to view previous cycle data.

- Scroll down the Report Options template to lower right of screen and select 

- You'll be directed to the Works **Completed report queue.** Select **<u>XLS</u>** to view/print the report.

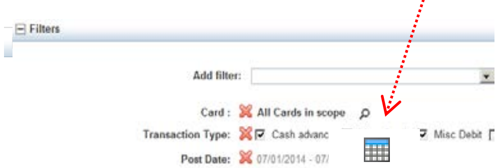


Note: The Works statement cycle usually begins on the first of the month and ends on the last day of the month, but not always. For example, if the last day of the month is a weekend or holiday, the billing cycle closes on the Friday before. To accommodate for the ever-changing cycle period, use 'cycle' rather than 'month' option to ensure your Works reporting data matches billing statement period.

Report Options: Adjust Date Range

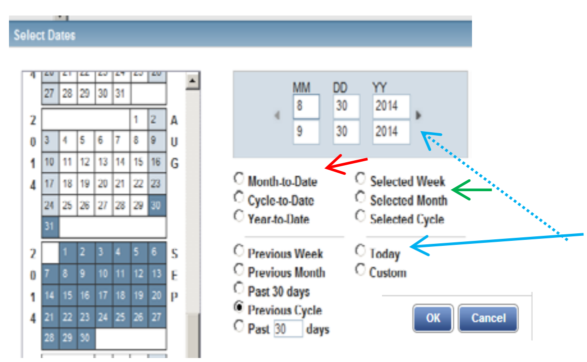
To adjust the date range to provide a different billing cycle period or any custom date range of your choice, scroll down to the **Filters** section of the **Report Options** template:

- Select the **Post Date Calendar Icon**  (appears to the right of the Post Date entry)



Select your date option by *cycle period*:

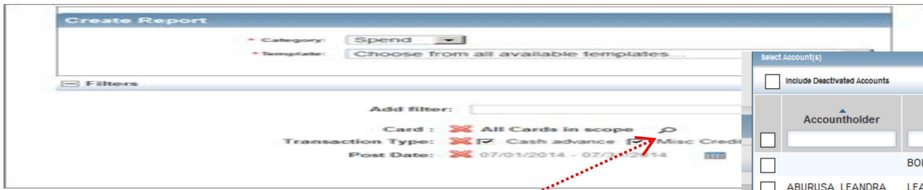
- *Cycle to Date* to view current transactions-
- *Selected Cycle* to for a past billing cycle of your choice
- *Custom* to select your own date range by MM/DD/YY
  *Enter custome dates in MM/DD/YY field
- Select Ok to complete date selection.

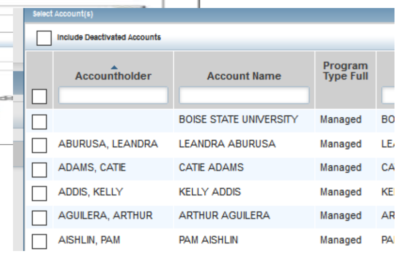


Run A Works Report

Report Options: Select Specific Card or Cards: (Skip this step card if you want to view data for all cards assigned to you).
Use this option if you need to run a cardholder statement for a specific account.

You can adjust the Card filter if you need to run a report for a specific card or set of cards.

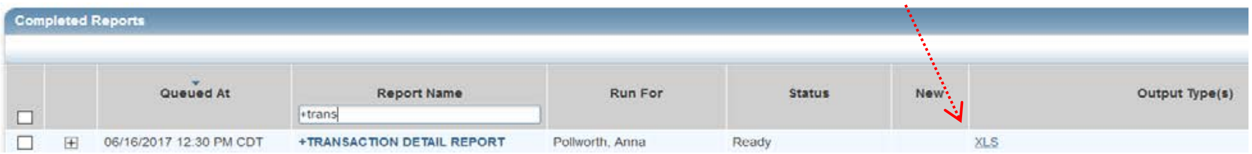




- Select the **All Cards in scope** filter icon
- Select the accountholder(s) for your report:
- Select Ok to complete

Scroll down the Report Options template to lower right of screen and select 

- You'll be directed to the Works **Completed report queue.** Select **<u>XLS</u>** to view/print the report. (PDF option will appear for some reports)



Note: Reports can be scheduled for specific users. Contact the University P-Card Administrator for assistance with scheduling reports.