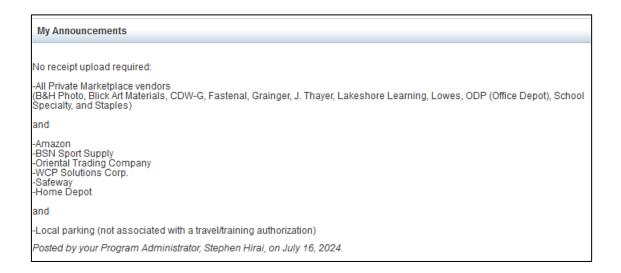
## **REPORTS IN WORKS**

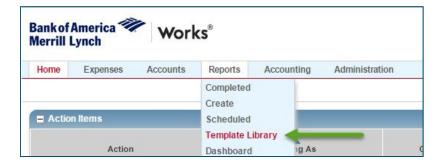
## III. LEVEL 3 VENDOR REPORTS

Level 3 Vendor Reports exports all transactions purchased from that specific vendor for all cardholders you have visibility to within your department/school. The report pulls details of each item purchased into an EXCEL Spreadsheet. The date range can be modified.

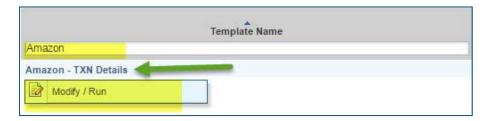
The list of Level 3 Vendors in WORKS reports can be found on the WORKS Home page, under "My Announcements"



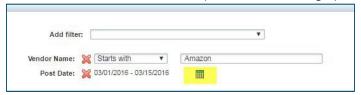
8. In WORKS, Navigate to Reports, choose Template Library:



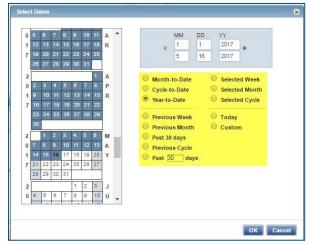
In Shared, type in the Level 3 Vendor name. Click on the report and select "Modify/Run"



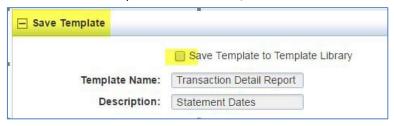
10. In the middle of the screen, update the date range you require by clicking on the calendar.



11. Select any of the standard options or manually enter the date range



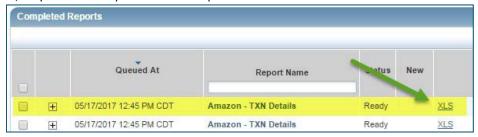
12. To save this template for future use, scroll down to the "SAVE TEMPLATE" section and click the Save box.



13. Scroll to the bottom and click "Submit Report".



14. Open the completed Excel Report



15. The Excel Report will list all transactions and the individual items purchased under each transaction.

Txn Number	Post Date	Vendor Name	Detail Description	Quantity	Detail Amount	Amount	GL: Account Rollup	GL: Department Rollup	GL: Grant/
TXN00184401	4/17/2017	AMAZON.COM AMZN.COM/BI	WESTCOTT SCHOOL KUMFY GRIPLEFT HAN PCE	10.00	\$22.60	\$52.30	541000	1238	00000
TXN00184401	4/17/2017	AMAZON.COM AMZN.COM/BI	FISKARS 5 INCH LEFT HANDEDPOINTED- PCE	10.00	\$29.70	\$52.30	541000	1238	00000
TXN00184730	4/19/2017	AMAZON MKTPLACE PMTS	3 Kinds of Decompression Toy Combin PCE	44.00	\$659.56	\$659.56	541000	1238	G1590
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	RitFit 3-in-1 Hand Strengthener Gri PCE	1.00	\$12.99	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Gaiam Kids Stay-N-Play Balance Ball PCE	6.00	\$114.18	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Inflated Stability Wobble Cushion / PCE	8.00	\$119.92	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Kore Patented WOBBLE Chair, Made in PCE	3.00	\$209.97	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Kore Patented WOBBLE Chair, Made in PCE	3.00	\$239.97	\$1,141.23	541000	1238	G1628
TXN00185174	4/24/2017	AMAZON MKTPLACE PMTS	Bouncy Bands for Chair (Blue suppor PCE	22.00	\$306.90	\$1,141.23	541000	1238	G1628