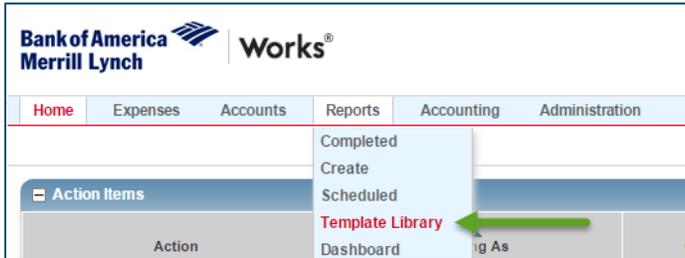


REPORTS IN WORKS Transaction Detail, Student Body Funds, Level 3 Reports.

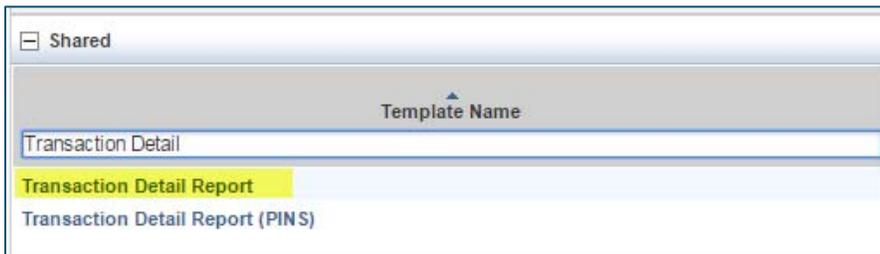
I. TRANSACTION DETAIL REPORT

Transaction Detail Report exports all transactions, for all cardholders, for whom you have visibility via proxy or approver status. Details are exported to an EXCEL Spreadsheet. Date range can be modified.

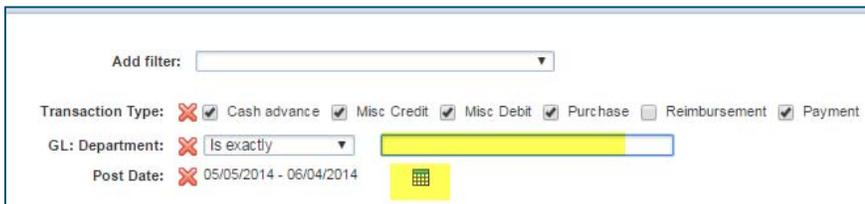
1. In WORKS, Navigate to Reports, choose Template Library:



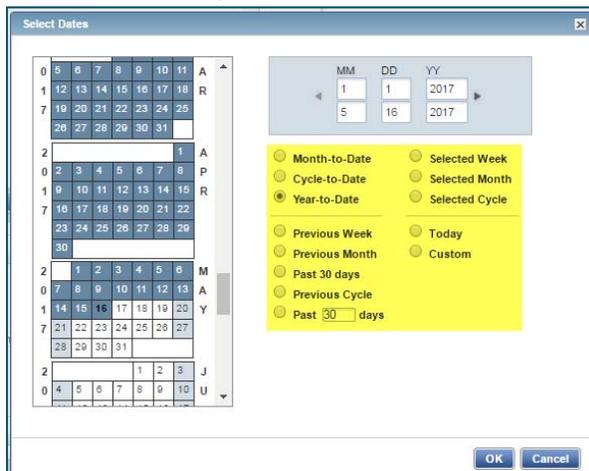
2. In Shared, type in "Transaction Detail." Choose the second report.



3. In the middle of the screen, input your Department/School's code in "GL: Department".



4. Click on the calendar to modify the date range you require. Select any of the standard options or manually enter the date range



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

Save Template

Save Template to Template Library

Template Name:

Description:



6. Scroll to the bottom and click submit.
7. 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
<input type="checkbox"/>	<input type="checkbox"/>	05/16/2017 12:42 PM CDT	Transaction Detail Report	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/16/2017 11:16 AM CDT	Student Body Funds	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/16/2017 11:15 AM CDT	Transaction Detail Report	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/15/2017 04:30 PM CDT	Spend by Cardholder	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/15/2017 04:27 PM CDT	Spend by Cardholder	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/15/2017 03:50 PM CDT	Spend by Cardholder	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/15/2017 03:49 PM CDT	Spend by Cardholder	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/15/2017 11:30 AM CDT	Spend by Cardholder	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/11/2017 10:48 AM CDT	Spend by Cardholder	Ready	✓ XLS
<input type="checkbox"/>	<input type="checkbox"/>	05/10/2017 04:46 PM CDT	Spend by Cardholder	Ready	✓ XLS

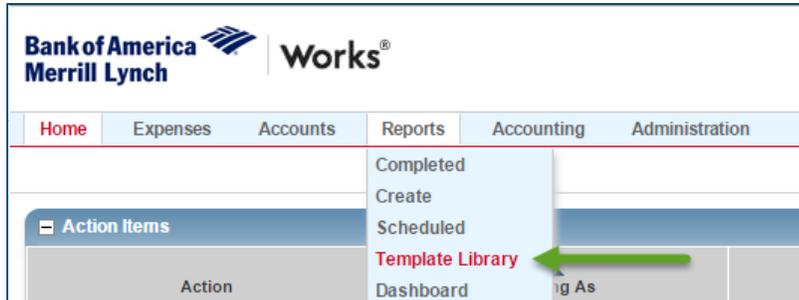
8. An Excel Report will open. Use filters to sort by chartfield and autosum to total cost columns. This report includes the month Batched to PeopleSoft-see column titled Batch Name. If this column is blank, that transaction has not yet been uploaded to PeopleSoft.

Txn Number	Card	Vendor Name	Amount	GL: Account	GL: Fun	GL: Progra	GL: Cla	GL: Grant/Proje	Post Da	PID	CRI	Batch Name	
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

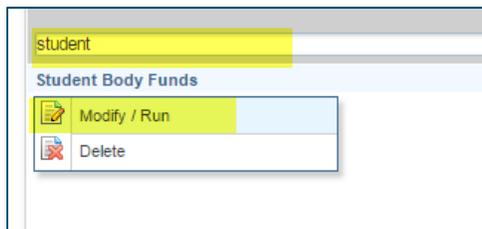
STUDENT BODY FUNDS REPORT

Student Body Funds Report exports all transactions coded to SBF for all cardholders within your department/school with details to an EXCEL Spreadsheet. Date range can be modified.

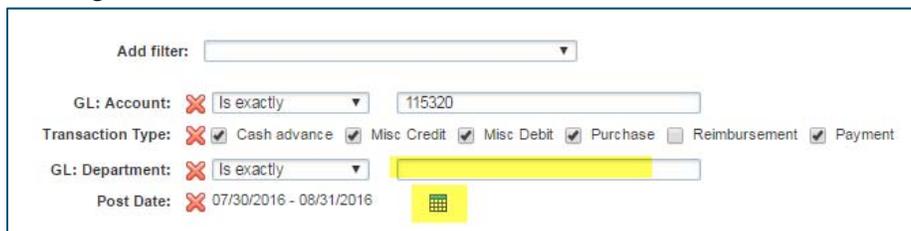
1. In WORKS, Navigate to Reports, choose Template Library:



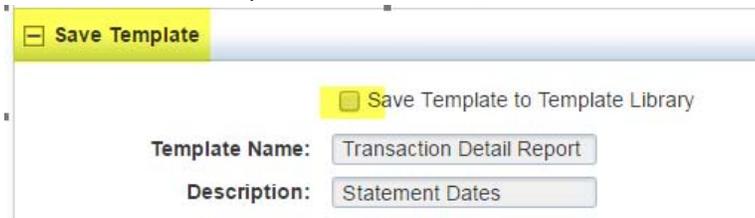
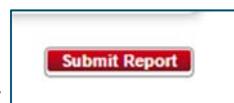
2. In Shared, type in "Student Body Funds." Choose "Modify/Run"



3. In GL: Department field, input your school/department code (XXXX). Click on the calendar to update the date range.

The screenshot shows the report configuration interface. It includes an 'Add filter:' dropdown, a 'GL: Account:' field with a dropdown set to 'Is exactly' and a text input containing '115320', a 'Transaction Type:' section with checkboxes for 'Cash advance', 'Misc Credit', 'Misc Debit', 'Purchase', 'Reimbursement', and 'Payment', a 'GL: Department:' field with a dropdown set to 'Is exactly' and a highlighted text input, and a 'Post Date:' field with a date range '07/30/2016 - 08/31/2016' and a calendar icon.

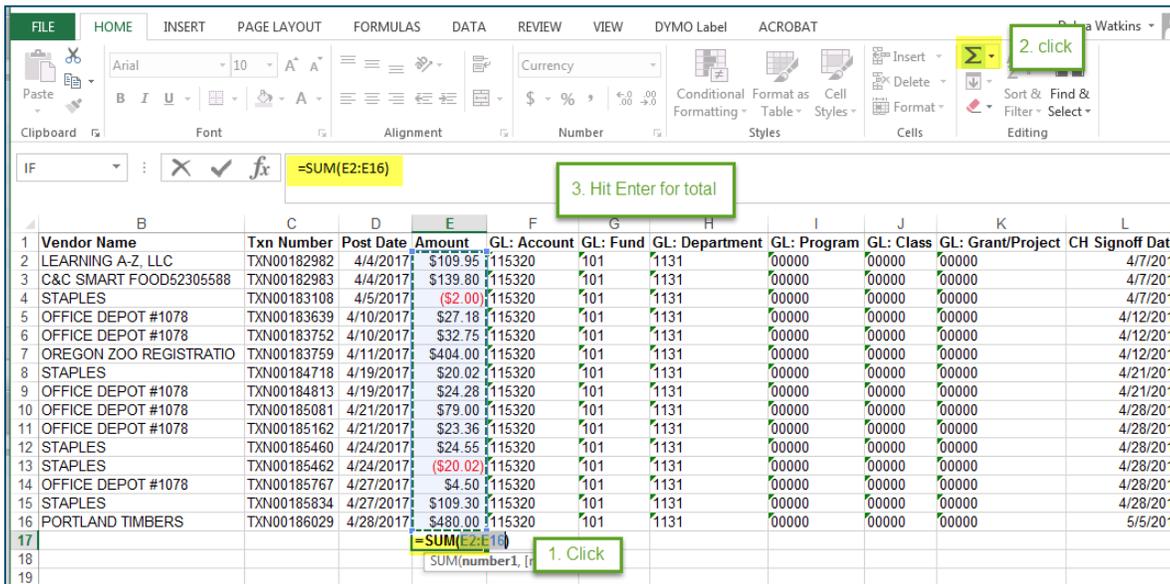
4. To save this template for future use, scroll down to the "SAVE TEMPLATE" section and click the Save box.

The screenshot shows the 'Save Template' section. A yellow highlight is on the 'Save Template' header. Below it, there is a checkbox labeled 'Save Template to Template Library' which is checked. The 'Template Name:' field contains 'Transaction Detail Report' and the 'Description:' field contains 'Statement Dates'.

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.

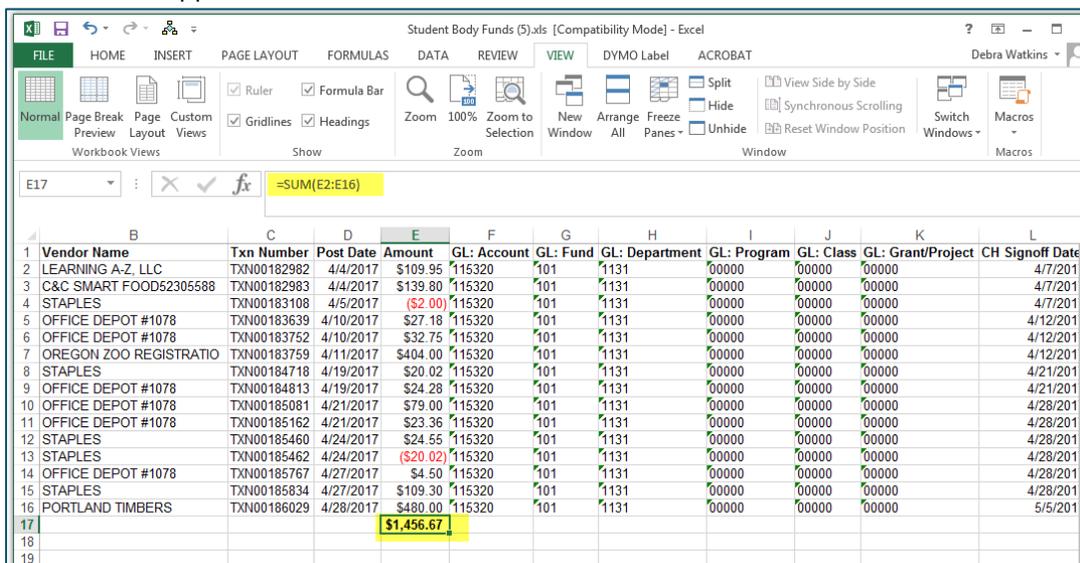
Completed Reports				
	Queued At	Report Name	Status	Download
<input type="checkbox"/>	05/17/2017 11:34 AM CDT	Student Body Funds	Ready	XLS
<input type="checkbox"/>	05/17/2017 11:24 AM CDT	Student Body Funds	Ready	XLS
<input type="checkbox"/>	05/16/2017 01:31 PM CDT	Transaction Detail Report	Ready	XLS

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  to select the data to total, hit Enter. The columns included in the total will be listed in the formula bar highlighted below.



Vendor Name	Txn Number	Post Date	Amount	GL: Account	GL: Fund	GL: Department	GL: Program	GL: Class	GL: Grant/Project	CH Signoff Date
LEARNING A-Z, LLC	TXN00182982	4/4/2017	\$109.95	115320	101	1131	00000	00000	00000	4/7/201
C&C SMART FOODS2305588	TXN00182983	4/4/2017	\$139.80	115320	101	1131	00000	00000	00000	4/7/201
STAPLES	TXN00183108	4/5/2017	(\$2.00)	115320	101	1131	00000	00000	00000	4/7/201
OFFICE DEPOT #1078	TXN00183639	4/10/2017	\$27.18	115320	101	1131	00000	00000	00000	4/12/201
OFFICE DEPOT #1078	TXN00183752	4/10/2017	\$32.75	115320	101	1131	00000	00000	00000	4/12/201
OREGON ZOO REGISTRATIO	TXN00183759	4/11/2017	\$404.00	115320	101	1131	00000	00000	00000	4/12/201
STAPLES	TXN00184718	4/19/2017	\$20.02	115320	101	1131	00000	00000	00000	4/21/201
OFFICE DEPOT #1078	TXN00184813	4/19/2017	\$24.28	115320	101	1131	00000	00000	00000	4/21/201
OFFICE DEPOT #1078	TXN00185081	4/21/2017	\$79.00	115320	101	1131	00000	00000	00000	4/28/201
OFFICE DEPOT #1078	TXN00185162	4/21/2017	\$23.36	115320	101	1131	00000	00000	00000	4/28/201
STAPLES	TXN00185460	4/24/2017	\$24.55	115320	101	1131	00000	00000	00000	4/28/201
STAPLES	TXN00185462	4/24/2017	(\$20.02)	115320	101	1131	00000	00000	00000	4/28/201
OFFICE DEPOT #1078	TXN00185767	4/27/2017	\$4.50	115320	101	1131	00000	00000	00000	4/28/201
STAPLES	TXN00185834	4/27/2017	\$109.30	115320	101	1131	00000	00000	00000	4/28/201
PORTLAND TIMBERS	TXN00186029	4/28/2017	\$480.00	115320	101	1131	00000	00000	00000	5/5/201
			=\$SUM(E2:E16)							
			\$1,456.67							

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



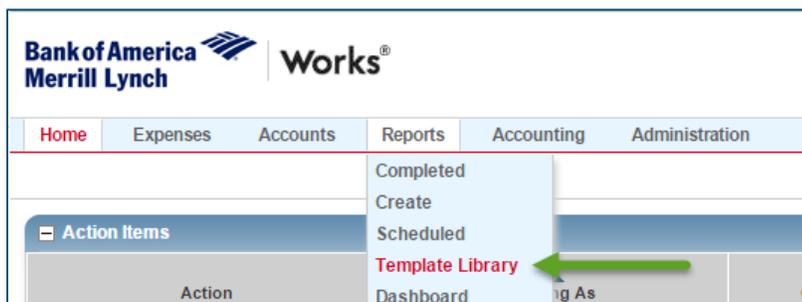
Vendor Name	Txn Number	Post Date	Amount	GL: Account	GL: Fund	GL: Department	GL: Program	GL: Class	GL: Grant/Project	CH Signoff Date
LEARNING A-Z, LLC	TXN00182982	4/4/2017	\$109.95	115320	101	1131	00000	00000	00000	4/7/201
C&C SMART FOODS2305588	TXN00182983	4/4/2017	\$139.80	115320	101	1131	00000	00000	00000	4/7/201
STAPLES	TXN00183108	4/5/2017	(\$2.00)	115320	101	1131	00000	00000	00000	4/7/201
OFFICE DEPOT #1078	TXN00183639	4/10/2017	\$27.18	115320	101	1131	00000	00000	00000	4/12/201
OFFICE DEPOT #1078	TXN00183752	4/10/2017	\$32.75	115320	101	1131	00000	00000	00000	4/12/201
OREGON ZOO REGISTRATIO	TXN00183759	4/11/2017	\$404.00	115320	101	1131	00000	00000	00000	4/12/201
STAPLES	TXN00184718	4/19/2017	\$20.02	115320	101	1131	00000	00000	00000	4/21/201
OFFICE DEPOT #1078	TXN00184813	4/19/2017	\$24.28	115320	101	1131	00000	00000	00000	4/21/201
OFFICE DEPOT #1078	TXN00185081	4/21/2017	\$79.00	115320	101	1131	00000	00000	00000	4/28/201
OFFICE DEPOT #1078	TXN00185162	4/21/2017	\$23.36	115320	101	1131	00000	00000	00000	4/28/201
STAPLES	TXN00185460	4/24/2017	\$24.55	115320	101	1131	00000	00000	00000	4/28/201
STAPLES	TXN00185462	4/24/2017	(\$20.02)	115320	101	1131	00000	00000	00000	4/28/201
OFFICE DEPOT #1078	TXN00185767	4/27/2017	\$4.50	115320	101	1131	00000	00000	00000	4/28/201
STAPLES	TXN00185834	4/27/2017	\$109.30	115320	101	1131	00000	00000	00000	4/28/201
PORTLAND TIMBERS	TXN00186029	4/28/2017	\$480.00	115320	101	1131	00000	00000	00000	5/5/201
			\$1,456.67							

II. LEVEL 3 VENDOR REPORTS

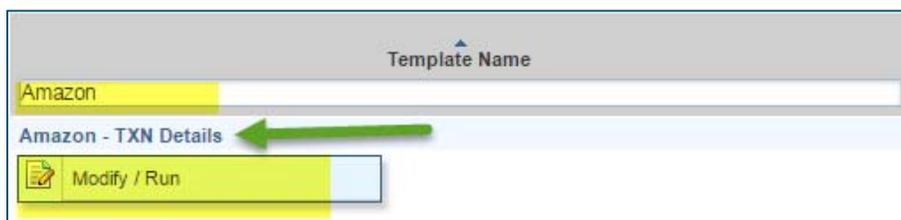
Level 3 Vendor Reports exports all transactions purchased from that specific vendor for all cardholders you have visibility to within your department/school, with details of each item purchased to an EXCEL Spreadsheet. Date range can be modified. The list of Level 3 Vendors in WORKS reports are:

Amazon - TXN Details
BSN Sport Supply - TXN Details
CDW Government - TXN Details
Fastenal - TXN Details
Fisher Scientific - TXN Details
Grainger - TXN Details
Home Depot - TXN Details
Independent Stationers- TXN Details
Lowe's - TXN Details
Metro Office Solutions - TXN Details
Office Depot - TXN Details
OfficeMax - TXN Details
Oriental Trading - TXN Details
Safeway - TXN Details
School Specialty- TXN Details
Staples - TXN Details
WCP Solutions - TXN Details

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



9. 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.

Add filter:

Vendor Name: Starts with

Post Date: 03/01/2016 - 03/15/2016

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

Select Dates

MM DD YY
1 1 2017
5 16 2017

- Month-to-Date
- Cycle-to-Date
- Year-to-Date
- Previous Week
- Previous Month
- Past 30 days
- Selected Week
- Selected Month
- Selected Cycle
- Today
- Custom
- Past days

OK Cancel

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

Save Template

Save Template to Template Library

Template Name:

Description:

13. Scroll to the bottom and click submit.

14. Open the completed Excel Report

Queued At	Report Name	Status	New
05/17/2017 12:45 PM CDT	Amazon - TXN Details	Ready	XLS
05/17/2017 12:45 PM CDT	Amazon - TXN Details	Ready	XLS

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 support PCE	22.00	\$306.90	\$1,141.23	541000	1238	G1628