## **SETTING UP THE TRANSACTION LIST IN WORKS**

1. In Works, go to Reports > Create.
2. Make the following selections in the Create Report screen:

Category: Spend

Template: Billing Statement

Selected: Columns highlighted in the “Selected” column of Screenshot 1.

Filter: Transaction Type (select the types shown) and Post Date

Post Date: Dates to be included in the report.

Formats: Excel, PDF, Delimited. Full Details under each section.

Save Template to Library: Selected

Template Name: Choose a meaningful name (e.g. Transaction List)

Template Description: List of Transactions

Job Name: Will default to report name. You can edit this when you run it.

1. Click Submit.

SCREENSHOT 1:



SCREENSHOT 2:



SCREENSHOT 3:

