How to run Weekly Works Reports after initial setup

- Log in to Works

- Click Reports > Template Library
- Find Report titled “School Pcard Weekly Report” in the top section under Personal Library

- Select report and hit Modify/Run
• **Change dates to reflect the Monday prior – Sunday.**
  - You will run this report every Monday so if you were running the report of Dec 17, 2018 you would select Monday December 10, 2018 – Sunday December 16, 2018.

• **Verify GL Cost Center is your site number**
  - If it is not your site number change it to reflect the correct number
• **Hit Submit Report**

You will be brought to the completed reports screen. You will need to wait a minute for the report to run. You will know the report it complete once a check mark and XLS shows up under the output type(s) you can select that.

• **Click on XLS**
Select the open button

This will open up an excel sheet.

- Click on the enable editing button.
- Modify your column width so you can see all of the data.
- Sort the sheet by GL Fund and total by each fund.
  - This will give you the total amount that will be pulled from your internal checking account by ACH for your internal PCard Purchases

Print out your report for your records.