WORKS REPORTING

Transactions That Have Hit Your Budget

- 1. Login to WORKS and go to Reports > Create
- Category = Spend
 Template = Choose from all available templates
 Template Name = Great Plains Report Test 1
- 3. Under Report Options, in the Available box, scroll down to the Export Batch heading
- 4. Click on Batch Name, then click on the blue arrow to add this to your Selected section

Report Options	Basic	Adv	vanced	
– Columns				
Available Expense Category Exp Cat Create Date Exp Cat Delete Date Exp Cat Description Exp Cat Modify Date Exp Cat Name Exp Folder Create Date Exp Folder Create Date Exp Folder Receipts Faxed Exp Folder Receipts Uploaded Exp Folder Receipts Uploaded Exp Tathe Batch Date Batch Name C Orig Transaction		*	0	Selected Card Embossed Line 1 - Account Holder Name Card Last 4 Digits Post Date Vendor Name Billing cycle date - Payroll PPE MM_DD_YYYY Item GL Combination - GL COMBO Item Total Credit (Migrate if Credit in Item Total) - CH Signoff Date Mgr Signoff Date Acct Signoff Date Acct Signoff Date
		4		Txn Number
Air Computer R Air Currency Co Air Customer C	deservation System	Ŧ		Remove Edit Add Constant

- 5. Under Filters, update your post date by clicking on the calendar icon and input your date range
- 6. Under Output Format, ensure that Excel and Full Details are checked
- 7. Scroll down and click on Submit Report
- 8. When your report is ready, click on XLS to view your report in excel. Column M contains the batch name
 - No batch name = transaction has not hit your budget
 - Batch name is just a PC number ex: PC000179 = transaction is currently in a batch and will hit your budget soon
 - Batch name is PC number and date ex: PC000179 06102019 = transaction has hit your budget