

# REPORTS IN WORKS

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

Created At	Report Name	Status
05/17/2017 12:45 PM CDT	Amazon - TXN Details	Ready <a href="#">XLS</a>
05/17/2017 12:45 PM CDT	Amazon - TXN Details:	

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	
1000	1238	00000	TXN00184401 4/17/2017 AMAZON.COM AMZN.COM/BI					10.00	\$29.70	\$52.30
			FISKARS 5 INCH LEFT HANDEDPOINTED- PCE							
			TXN00185174 4/24/2017 AMAZON.MKTPL ACE PMTS							
			Refit 3-in-1 Hand Strengthen Gr PCF							
			TXN00185174 4/24/2017 AMAZON.MKTPL							