REPORTS IN WORKS

II. STUDENT BODY FUNDS REPORT

Student Body Funds Report exports all transactions coded to SBF for all current cardholders within your department/school with details to an EXCEL Spreadsheet. The date range can be modified. ** NOTE: Cardholders no longer with your school/department will not be viewable. Contact the PCard Accountant to pull a full report if needed. **

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

2. In "Shared," type in "SBF." Templates have been created for FY2024 and FY2025

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

