WORKS REPORTING

Transaction Signoff History

- 1. Log into WORKS and go to Reports > Create
- Category = Spend
 Template = Choose from all available templates
 Template Name = Great Plains Report Test 1
- 3. Under Filters, update your post date by clicking on the calendar icon, inpu7.315I Nau

71 c3 inche Go

er Ou71.3put F

view your report in excel. If any c