

Tip - PDF Reports

When running PDF reports in Works, change the **Paper** to US Tabloid Ledger to have the report align in a format that is easier to read and the number of pages will be less.

Output Format

Formats: Excel

PDF

Output Files: Full Details
 Summary Only

Paper: **US Letter** (dropdown menu)

Orientation: Portrait Landscape

Add Summary Data in Header

Add Signature Line to: Header Footer

Insert Page Break: **No Page Break** (dropdown menu)

Delimited Text
 Custom

Sample Report (456 pages)

Test Report				Company Name Friendly Business Company-MSudbay	
				Post Date Between 2010-05-09 00:00:00 and 2017-05-09 00:00:00	
				Report Owner Sudbay, Maureen	
				Report Time 2017-05-09 09:55:28	
				Transaction Type One of: Misc Credit or Misc Debit or Purchase or Payment	
Txn Number	Post Date	Purchase Date	CH Signoff Date	Amount	
CH Signoff Full Name	Mgr Signoff Date	Mgr Signoff Full Name			
Item Description	Item Total	GL: Program	GL: Fund		
GL: Business Unit	GL: Department	GL: Project	GL: Task		
		GL: Cost Center			
TXN0001001	08/11/2010	08/11/2010	09/08/2010		
Cardholder, Ryan	11/19/2010	Sudbay, Maureen		346.99	
MOTOR FREIGHT CARRIERS,AND CO. - Purchase	346.99	9999			60300
4100					
TXN0001002	08/11/2010	08/11/2010	09/08/2010		
Cardholder, Ryan	01/19/2012	Sumari, Pat		779.59	
AUTOMOTIVE PAINT SHOPS CO. - Purchase	194.90	4010			60150
3100		9999			
TXN0001002	08/11/2010	08/11/2010	09/08/2010		
Cardholder, Ryan	01/19/2012	Sumari, Pat		779.59	
AUTOMOTIVE PAINT SHOPS CO. - Purchase	389.80	4010			60150
3100		9999			
TXN0001002	08/11/2010	08/11/2010	09/08/2010		
Cardholder, Ryan	01/19/2012	Sumari, Pat		779.59	
AUTOMOTIVE PAINT SHOPS CO. - Purchase	194.89	4010			60150
3100		9999			
TXN0001003	08/11/2010	08/11/2010	09/08/2010		
Cardholder, Ryan	01/25/2012	Sumari, Pat		172.48	
ACCOUNTING,AUDITING AND BO CO. - Purchase	172.48	4010			60150
3100		9999			

Output Format

Formats: Excel

PDF

Output Files: Full Details
 Summary Only

Paper:

Orientation: Portrait Landscape

Add Summary Data in Header

Add Signature Line to: Header Footer

Insert Page Break:

Sample Report (156 pages)

Test Report											
Company Name: Friendly Business Company-MSubbay											
Post Date: Between 2010-05-09 00:00:00 and 2017-05-09 00:00:00											
Report Owner: Subbay, Maureen											
Report Time: 2017-05-09 09:55:28											
Transaction Type: One of: Misc Credit or Misc Debit or Purchase or Payment											
Txn Number	Item Total	Post Date	Purchase Date	CH Signoff Date	CH Signoff Full Name	Mgr Signoff Date	Mgr Signoff Full Name	Amount	Item Description	GL: Program	GL: Cost Center
		GL: Fund	GL: Business Unit	GL: Department	GL: Project	GL: Task	GL: Cost Center				
TXN00001001	346.99	08/11/2010	08/11/2010	09/05/2010	Cartholder, Ryan	11/19/2010	Subbay, Maureen	346.99	MOTOR FREIGHT CARRIERS AND CO. - Purchase	9999	
TXN00001002	194.90	08/11/2010	08/11/2010	09/05/2010	Cartholder, Ryan	01/19/2012	Sumart, Pat	779.59	AUTOMOTIVE PAINT SHOPS CO. - Purchase	4010	
TXN00001002	369.80	08/11/2010	08/11/2010	09/05/2010	Cartholder, Ryan	01/19/2012	Sumart, Pat	779.59	AUTOMOTIVE PAINT SHOPS CO. - Purchase	4010	
TXN00001002	194.89	08/11/2010	08/11/2010	09/05/2010	Cartholder, Ryan	01/19/2012	Sumart, Pat	779.59	AUTOMOTIVE PAINT SHOPS CO. - Purchase	4010	
TXN00001003	172.48	08/11/2010	08/11/2010	09/05/2010	Cartholder, Ryan	01/25/2012	Sumart, Pat	172.48	ACCOUNTING,AUDITING AND BO CO. - Purchase	4010	
TXN00001004	333.28	08/11/2010	08/11/2010	09/05/2010	Cartholder, Ryan	01/25/2012	Sumart, Pat	333.28	POSTAGE STAMPS CO. - Purchase	4010	
TXN00001005	850.00	08/11/2010	08/11/2010	04/06/2011	Cartholder, Ryan	04/06/2011	Sumart, Pat	850.00	COMPUTER NETWORK/INFORMATI CO. - Purchase	9999	
TXN00001006	415.72	08/11/2010	08/11/2010	04/06/2011	Cartholder, Ryan	04/06/2011	Sumart, Pat	415.72	BUSINESS SERVICES NOT ELSE CO. - Purchase	9999	
TXN00001007	778.04	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	778.04	POSTAGE STAMPS CO. - Purchase	9999	
TXN00001008	350.20	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	350.20	TRUCK AND UTILITY TRAILER CO. - Purchase	9999	
TXN00001009	663.29	08/11/2010	08/11/2010	04/27/2011	Cartholder, Ryan	01/25/2012	Sumart, Pat	663.29	STENOGRAPHIC SERVICES CO. - Purchase	9999	
TXN00001010	522.73	08/11/2010	08/11/2010	04/27/2011	Cartholder, Ryan	01/25/2012	Sumart, Pat	522.73	POSTAGE STAMPS CO. - Purchase	9999	
TXN00001011	445.31	08/11/2010	08/11/2010	04/27/2011	Cartholder, Ryan	01/25/2012	Sumart, Pat	445.31	BOOKS, PERIODICALS AND NEW CO. - Purchase	9999	
TXN00001012	26.32	08/11/2010	08/11/2010	04/27/2011	Cartholder, Ryan	01/25/2012	Sumart, Pat	26.32	BUSINESS SERVICES NOT ELSE CO. - Purchase	9999	
TXN00001013	156.25	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	156.25	POSTAGE STAMPS CO. - Purchase	9999	
TXN00001014	556.59	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	556.59	MEMBERSHIP CLUBS,(SPORTS,R CO. - Purchase	9999	
TXN00001015	372.42	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	372.42	WINDOW CLEANING SERVICES CO. - Purchase	9999	
TXN00001016	879.48	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	879.48	POSTAGE STAMPS CO. - Purchase	9999	
TXN00001017	781.07	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	781.07	DEPARTMENT STORES CO. - Purchase	9999	
TXN00001018	565.22	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	565.22	CLEANING AND MAINTENANCE,J CO. - Purchase	9999	
TXN00001019	693.47	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	693.47	POSTAGE STAMPS CO. - Purchase	9999	
TXN00001020	189.85	08/11/2010	08/11/2010	01/25/2012	Cartholder, Ryan	01/25/2012	Sumart, Pat	189.85	SCHOOLS AND EDUCATIONAL SE CO. - Purchase	9999	