

Configurations, Reporting, Accounting, & Profiles

Getting the most out of your Works Setup

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Agenda & Objectives

Configurations

Reviewing available configurations in Works

- Automated alerts
- Online Reconciliation
- Managing Users, Groups, and other Program Management Tools

Reporting

Reviewing configurable reports in Works

- Templates
- Customizing output & formats
- Filters
- Scheduling Recurring Reports

Accounting

Reviewing Scoped Accountant view of Transactions

- Discuss benefits of online reconciliation and accounting export from Works

Profiles

Reviewing Spend Control Profiles

- Available settings
- MCC Groups & Customizing MCCs

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Questions & Wrap Up

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