Print Transaction

1. To print the details of a specific transaction in Works, hover to the right of the document number for the transaction you would like to print.

2. Click the Print option and a new menu will appear.

3. From this screen, use the drop down menu to select to print either the transaction summary, transaction details or both the summary and details.

4. You can also choose additional fields to be included in the document by clicking on the fields under the Available column and using the right arrow to move the fields to the Included column.

5. The up and down arrows to the right of the Included column can be used to modify the order of the fields.

6. Once the appropriate selections have been made, click Print Preview from the bottom of the menu.

7. When the Print Preview screen appears, click Print at the top right of the screen to print your transaction.