**Works Report**

To run a Transaction Summary report in Works you will need to follow the instructions below.

1. Login in to Works
2. Select the Reports tab on the left hand side of the screen.
3. Click on the plus sign next to Reports to expand the folder.
4. Select Spend Reports from the list.
5. Once you select Spend Reports you will be required to choose a Spend Reports template. Under the Report Template drop down box select Choose from all available templates.
6. A pop up box will appear titled Select a Report, select Transaction Summary (Owner Sooner, Boomer) then select Finish.
7. The next page that will appear will be your Report Configuration page. From here you will only need to worry about selecting the Post Date (Date).
8. Another dialog box will appear so that you may choose the dates for the report. If you are running the report for the current billing cycle, click the radial button next to Selected Cycle and click anywhere within the cycle and the dates for that cycle will automatically be highlighted (example: select July 6th to select the June/July cycle). Click Finish.
9. You will be brought back to the Report Configuration page and you will select Submit Report on the bottom right hand corner of the page.
10. When you submit the report you will be brought to the Report Queued page. Be aware that the report could take a bit more time to run than it did in previous systems.
11. When it runs you can select open in XLS.