CARD PROGRAM
COLUMN SETTINGS

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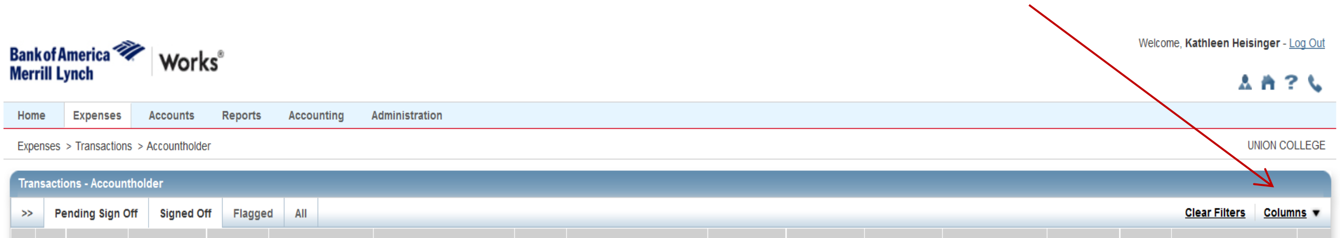
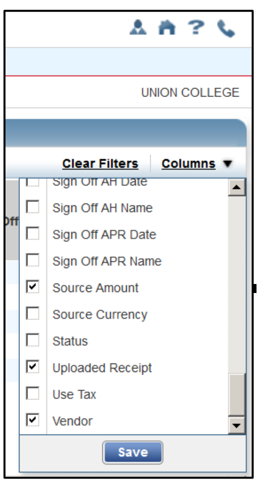
All columns in Works can be set to the user's specifications and needs. Your card administrator has set up your columns for you when you first were given access to Works, but these columns can be changed to the setting of your choice.

To Add or Remove Columns

When you are on a screen of action (I.e. Transactions Pending sign off) you can add or remove columns from your screen by selecting the column button on the right hand side of the screen.



Select the drop down arrow to add or remove columns.



- Add or remove the checkmark to make your column selections.
- A blank box means- the column is not selected to view.
- A checkmark in the box means -the column title is selected.

Helpful columns to include when changing your columns:

- Uploaded Receipts
- Account Code and Object Code
- Source amount (international currency)
- Expense Report
- Flag

Changing Column Order

All columns are set up for a Drag and Drop function. Just hold down the left click button of your mouse over the column title you would like to move (this grabs the column) then drag that column to the position you prefer. Once you have the column in the place of your choice release the left click button. Your column will now be in the new location on your screen. This change is saved as a default so you don't need to change it each time you log into Works.