

In an effort to make the printed summary sheets from Works more uniform and consistent, we are asking all Works users to make the following changes when printing transactions/ reimbursements in Works.

The next time you log into Works, would you please do the following:

Select a transaction to print, choose PRINT, and then when you get to the first page that displays the print layout, please make your active columns as shown below.

Primary Accountholder
Date Purchased
Document
Vendor
Purchase Amount
GL01 Code
GL02 Code
In Expense Report
Account ID
Sign Off

Remove all other items listed. Select: **PRINT PREVIEW**. When you select the preview button, this will actually hold your print preferences for the current document as well as future documents; once done, this step will not have to be repeated.

When selecting your printer and print preferences, please be sure to print in the Portrait format.

Please don't hesitate to contact the Card Program office if you need help making these changes.

Thank you for your cooperation.