

Use this guide to run a scheduled Works report demand or to refresh report data

Works Cardholder Statement, Authorization of P-Card Expense form, and Sign off Status (XLS) report are examples of scheduled reports you can run on demand using this guide.

From the Works Home Screen

1. Select **Reports/Scheduled**.

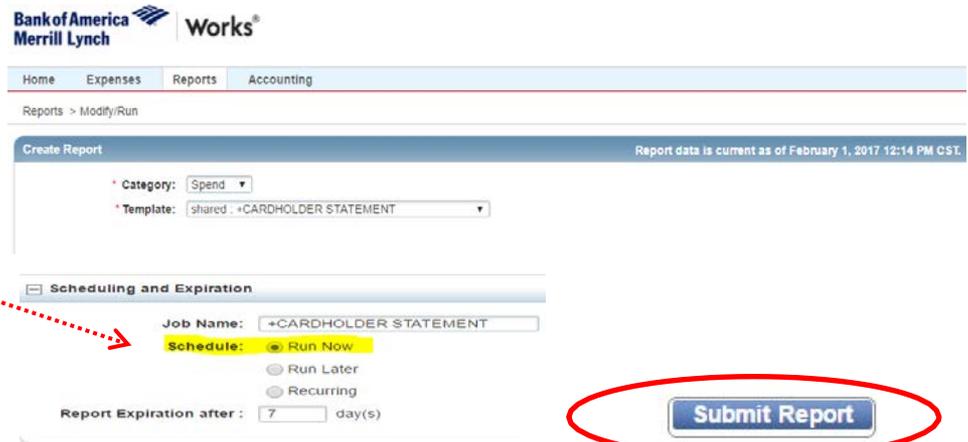


2. Select the report name and then select **Modify/Run**.



The Works **Create Report** template appears. Scroll down to **Scheduling and Expiration** field.

3. Select **Run Now** option and **Submit Report**.



You'll be directed back to Completed Reports queue.

4. Select **PDF (or XLS)** to view the report.

