This guide provides step by step instructions for recreating the ODU Reconciliation Report. This same process works with other Works reports.

1. Click Reports in the top left area of your Works home page & select Template Library from the dropdown menu.

2. Type Reconciliation in the white Template Name box under Shared (about halfway down page).

3. Click “ODU – Reconciliation Report” and select Modify/Run from the dropdown.

4. The post date defaults to the most recently completed cycle. Click calendar icon and adjust by cycle if needed.

5. Scroll to bottom & click Submit Report. The report will show in the Completed Reports queue.