This guide provides step by step instructions to change date parameters on Works reports. Date parameters default to the past 30 days. The following steps show how to adjust those dates for the previous cycle.

1. In the Expenses > Transactions section, to the left of the Pending Sign Off tab, there are two right pointing arrows. Click on those.

2. At the top, a list of filters with Date shows the top. The date range can be adjusted by clicking on the calendar icon. (If calendar icon is not showing, click the “+” next to the word “Date” to display the icon.)

3. A pop-up window will open. To see transactions for the most recently completed cycle, click the radial button next to Previous Cycle and then click OK.
4. To apply the date selection to the transactions on the screen, click on Search at the bottom left of the Advanced Filter menu.

5. These steps can be modified to search for a specified number of days, a particular time frame (using custom), and several other options located in the window from Step 3.