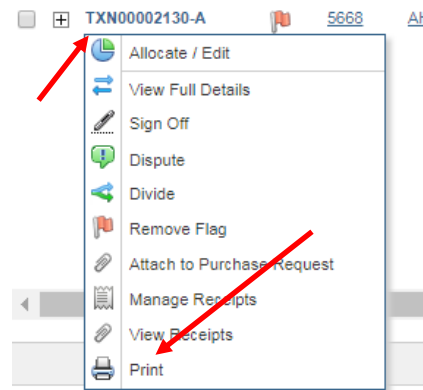


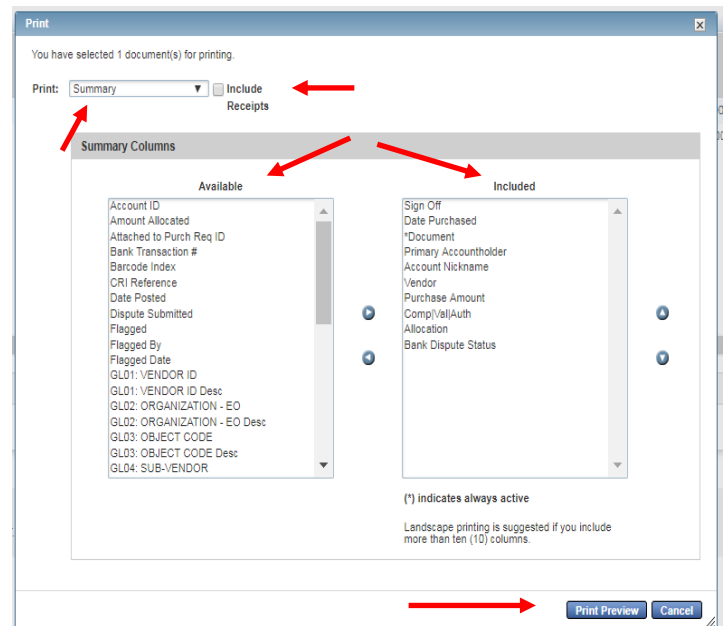
Works® – Printing a Transaction & Supporting Documentation

1. Click **Expenses > Transaction**. Please note if the transaction is not in your Pending Sign Off queue, you will need, you may need to use your advanced filter or locate the transaction in your other queues based on the stage the transaction is in.
2. Click **Document (TXN)** of the desired transaction. The single-action menu displays.
3. Select **Print**. The Print window displays.
4. Select one of the following from the **Print** menu options:

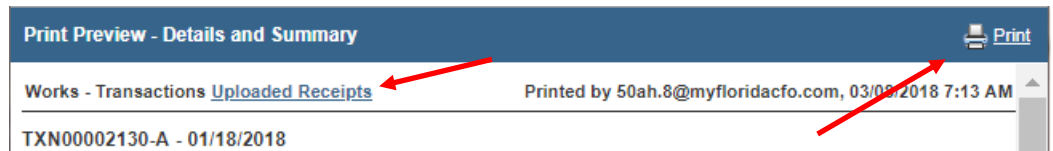


- Click **Summary** to print specific columns of information and their order.
- Click **Details** to print all available details for the selected transaction.
- Click **Details & Summary** to print both versions of the transaction detail, with specific column order.

5. Select **Include Receipts** to print the supporting documentation attached to the transaction.
6. Select an item in the **Available** column, as desired.
 - To remove an item, select an item in the **Included** column, then click the left arrow.
 - To change the order, select an item in the **Included** column, then click the up or down arrows.



7. Click **Print Preview**.
8. Click **Print** in the right corner of the Print Preview window.



9. Click **Print**. The Transaction details print.
10. Click the **Uploaded Receipts** link to print the image attached to the transaction. The receipt image opens in a separate window.
11. Click the print icon. The supporting documentation prints.

