

Removing reports scheduled for you by others

Corpcard updated the Department Transaction Report in 2016 to reflect the implementation of GL Allocations. The old report contained the column “Amount,” and the new report contains the column “Item Price.” Item price accurately shows the amount allocated to each index in the event of a split allocation.

In this example, the transaction total was **\$618.67** with an allocation to two separate indexes. However, the old report does not show the amounts to be different. The corrected report shows the correct allocations and amounts to each.

GL: Index	GL: Account	Post Date	Amount	Total Item Tax	Vendor Name
132118	620102	4/17/2019	\$618.67	\$0.00	VIRGINCOMMWLTHBKS#6200
132077	620102	4/17/2019	\$618.67	\$0.00	VIRGINCOMMWLTHBKS#6200
Total:			\$1,237.34		

GL: Index	GL: Account	Post Date	Item Price	Total Item Tax	Vendor Name
132118	620102	4/17/2019	\$502.00	\$0.00	VIRGINCOMMWLTHBKS#6200
132077	620102	4/17/2019	\$116.67	\$0.00	VIRGINCOMMWLTHBKS#6200
Total:			\$618.67		

Below are the instructions to check for and remove any out of date versions in Works:

1. Go to Reports>Scheduled.

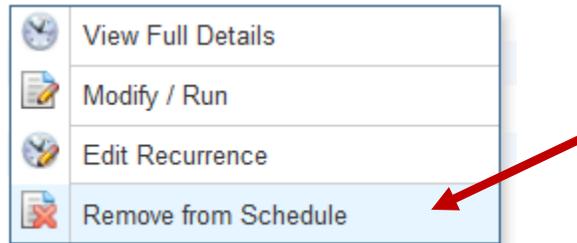
Your scheduled report queue should look like this:

Scheduled Reports	
Report Name	Submitted By
VCU Department Transaction Report	Gross, Molly

However, it may look like this:

Scheduled Reports	
Report Name	Submitted By
Department Transaction Report	STOCKTON, THELMA
VCU Department Transaction Report	Katchuk, Lauren
VCU Department Transaction Report	Gross, Molly

2. If more than one "Department Transaction Report" "Submitted by" any other user is listed you should remove it.
3. Click on the report you want to remove and choose "remove from schedule."



Do not remove the one scheduled for you by Molly Gross. That report is correct and should not be removed.

Please contact Corpcard@vcu.edu with questions.