How to Recreate the ODU Reconciliation Report

1. Click on 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 the page).

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

4. Look for the two red “x” marks in the Filters section; one of those will have a calendar icon next to it. Click the calendar.
5. Select Cycle to Date from the options.

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