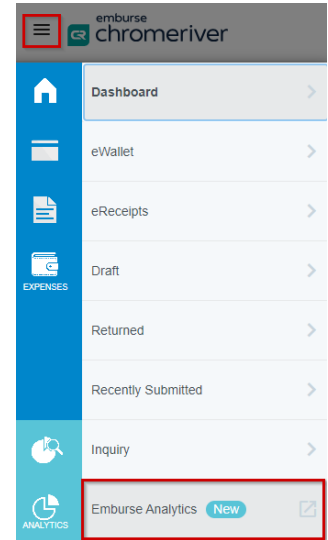


# Running Reports in Emburse Analytics

How to run reports in Emburse Analytics - MyExpenses.

1. *Log into MyExpenses.*
2. *Click on the 3 lines* in the top left-hand corner and from the drop down click on **Emburse Analytics**.



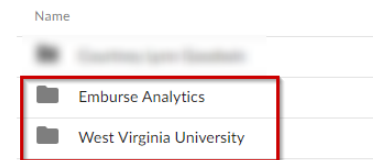
3. *Click on All*, and then *double click* either **Emburse Analytics** for standard reporting or **West Virginia University** for custom built reports.

emburse analytics



**Emburse Analytics** will give you the option of Expense and Reference reports. Depending on the reporting type you need, *double click* the applicable option.

All



4. Once you locate the report you would like to run, *double click* on the report name.

**Chrome River Expense**

Name	Model	Updated
Compliance / Risk Assessment Last 12 Months Dashboard used to track Compliance policy exceptions and 'risky' spend. V1.02		Wed Jul 13 2022
Exported Expense Spend Dashboard used to monitor exported spend. The default filters will show data for last 12 months and the filters can be adjusted as needed. V1.02		Wed Jul 13 2022
Non-Exported Spend Dashboard used to monitor all non-exported spend and ensure timely processing of expenses. Includes credit card transactions not yet added to Expense reports. V1.02		Thu Sep 22 2022
Accruals / Unexported Spend A detailed list of unexported expenses. This includes unused credit card transactions, draft reports, pending reports, and approved reports that have not yet been exported. V1.03	Chrome River Expense	Tue Oct 17 2023

Answer Tracking

# Running Reports in Emburse Analytics

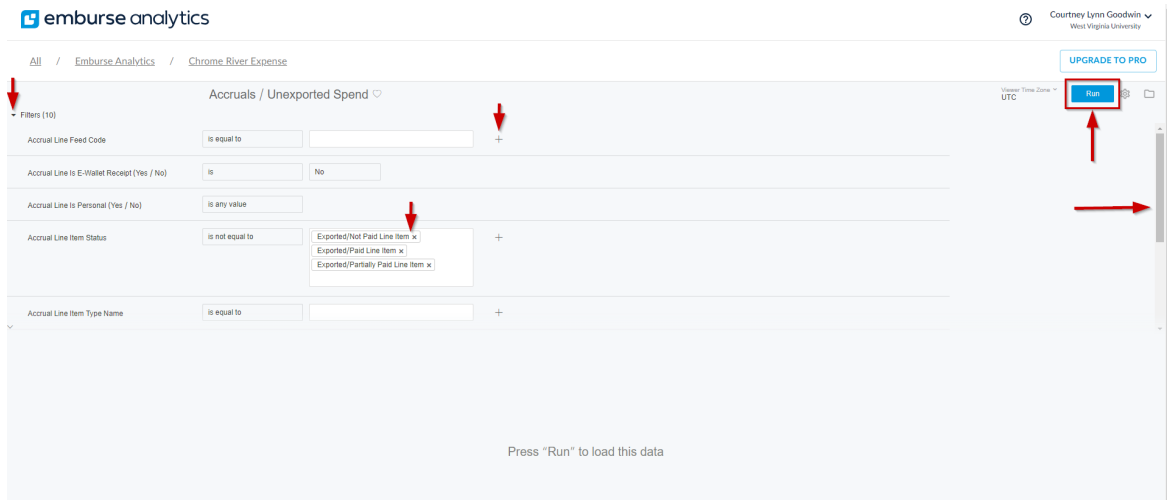
5. The report **Filters** can be found in the top section of the report and can be expanded by using the *arrow* beside the word **Filter**.

By *clicking* on the **+** sign by the filters parameters, you can add additional criteria for that field's search.

By *clicking* a **X** beside a field or by a parameter selected, that will remove the selection made.

On the righthand side of the report, there is a scroll bar that will allow you to scroll through the available filters.

Once any applicable filters are completed, *select* **Run**, and the report results will appear at the bottom on the screen.

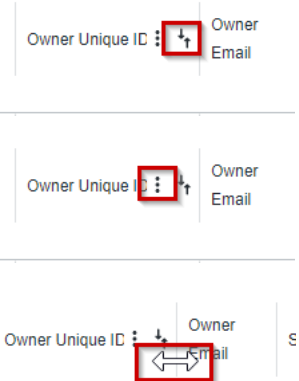


6. For columns, you can sort the columns by selecting the arrows to the right of the column name.

You can select the three dots to the right of the column name to see column options.

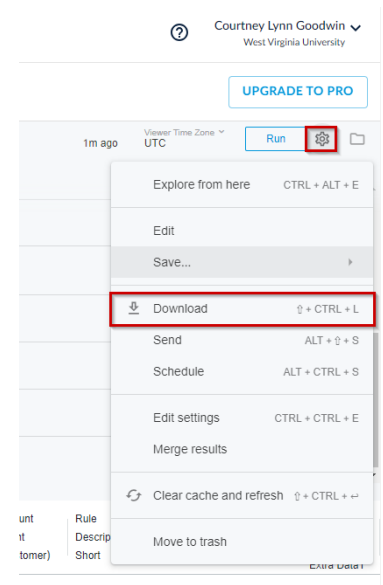
The width of the columns can also be adjusted by hovering over the column separators and holding down you mouse to drag the column width larger or smaller.

Unwanted columns can be removed once the report is exported to Excel.



# Running Reports in Emburse Analytics

7. To export the data once it's displayed, *click* on the **Gear** icon next to the Run button and *click* **Download**.



10. Change the **Format** to an **Excel Spreadsheet**.
  - a. In the number of rows and column to include, *select* **All results** and then *click* **Download**.
  - b. All other options are left as is.

