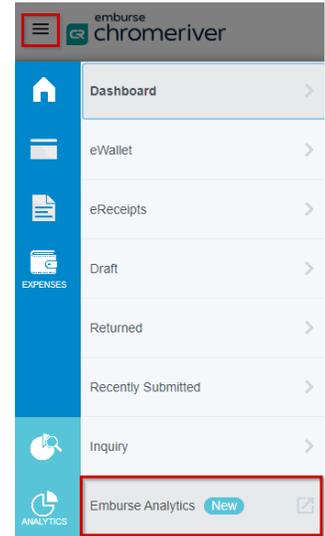


WVU/RC PCard Reconciliation Report

How to run the Credit Card Reconciliation Report 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* **West Virginia University**.

emburse analytics



All

Name

Emburse Analytics

West Virginia University

4. Double click on **WVU/RC PCard Reconciliation**.

5. Click on **Filters** to expand the report filters that can be used to narrow down results.

emburse analytics

Courtney Lynn Goodwin
West Virginia University

[UPGRADE TO PRO](#)

All / West Virginia University

Pcard Reconciliation report

Filters (0)

Expense Creator Full Name	is equal to	<input type="text"/>	+
Expense Creator Part Of HR Org Department	is equal to	<input type="text"/>	+
Expense Line Status Approved	is equal to	<input type="text"/>	+
Transaction Feed Name	is equal to	<input type="text"/>	+
Transaction Statement Date	is in range	Jan 1, 2024 until (before) Jan 15, 2024	+
Transaction Transaction Date	is in the past	<input type="text"/> days	+

1m ago UTC [Run](#)

WVU/RC PCard Reconciliation Report

6. Scroll down to **Transaction Transaction Date**, and, in the first box, select **“is in a range”**.

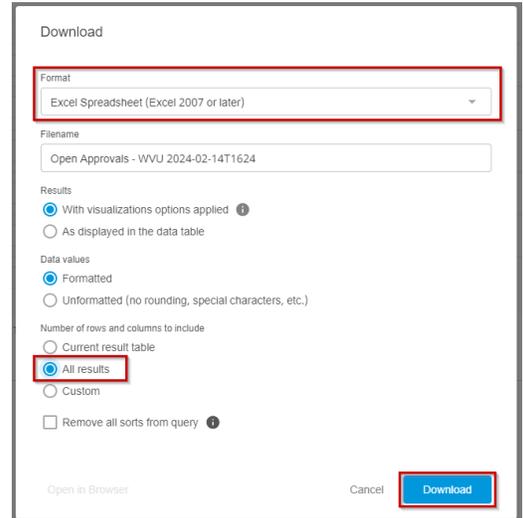
Enter the **Transaction Date Range** you would like to use.

7. Click on the **Run** button in the upper right corner.

8. Once you see data showing, click on the **Gear** icon next to the Run button and click **Download**.

WVU/RC PCard Reconciliation Report

9. *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.



Download

Format
Excel Spreadsheet (Excel 2007 or later)

Filename
Open Approvals - WVU 2024-02-14T1624

Results
 With visualizations options applied ⓘ
 As displayed in the data table

Data values
 Formatted
 Unformatted (no rounding, special characters, etc.)

Number of rows and columns to include
 Current result table
 All results
 Custom

Remove all sorts from query ⓘ

Open in Browser Cancel **Download**

10. When viewing the report, remove any columns not needed.
11. To only see transactions that are unreconciled, filter in the **Item Status** column to only show:
 - a. Draft Line Item
 - b. No Line Items
 - c. Not Used Transaction
 - d. Pending Line Item