Using Analytics in MyExpenses

The Analytics Module in MyExpenses can be used to run reports to view PCard and reimbursement activity. There are several reports available; however, the reports listed below will be most useful.

<u>Credit Card Reconciliation:</u>

- Why Use this Report?

  This report will show all PCard transactions for a specific time period. It will provide the status of each transaction, so you can see which cardholders still need to reconcile PCard charges.

- Which filters should I choose?

  There are a few different filter options that you can select before running the report. Any filter options not listed below should be left as is.

Filter Name	Description/How to Use
Statement Date	The date the transaction posted in US Bank's online system. This is the recommended filter to use to track down unreconciled transactions. **Note: the report will make you choose a date range for this parameter. If you want to include all US Bank charges, select 2/16/18 as the start date.
Transaction Date	The date of the transaction.
Feed Name	The PCard program name (WVU, WVU Research Corp, or WVU-Parkersburg). You would only need to choose this if you wanted to see a specific program. Remember to select US Bank rather than Citibank if you are not pulling all transactions.
Expense Owner	The cardholder's name. You could use the field if you wanted to only see PCard charges for a specific cardholder.
Line Item Status	This will filter based on whether the transaction has been reconciled or not. If you wanted to run the report to see only transactions that need submitted and/or approved, you would choose "not used" and "used". "Exported", "Paid", and "Partially Paid" mean that the report has been approved and sent to MAP.

- Which report columns do I need?

  The system will automatically include certain columns--these are the columns you will find most useful:

Included Columns by Default (in order of display)

Column Name	Description
Owner Name	The cardholder's name.
Submitted By	The person who submitted the report.
Statement Date	The date the transaction posted in US Bank's online system.
Feed Name	The PCard program name (WVU, WVU Research Corp, or WVU-Parkersburg).
Transaction Date	The date of the transaction.

Amount Spent (Conv)	Amount spent in USD. Remember to select this instead of "Amount Spent" because if the transaction occurred with a foreign vendor, the "Amount Spent" will be the original foreign currency.
Approval Status	The status of the reconciliation of the transaction: ▪ Approved- ready to export ▪ Draft- has been added to a draft report ▪ Exported- has been exported to MAP ▪ Not Used- has not been touched ▪ Paid- has exported/marked paid in MAP ▪ Partially Paid- has exported/marked paid in MAP ▪ Pending- waiting on approval at one of the steps ▪ Returned- has been returned/needs resubmitted ▪ Submitted- waiting on approval at one of the steps
Current Assigned	Person that is currently assigned to approve the transaction.
Report ID	ID of report if transaction has been added to a report.
Vendor Name	Vendor Name.

There are also many options for columns to add to the report, under the "Available Columns" section—these are the most useful:

Available Columns to Add (in order of display)

Column Name	Description
Export Date	Date report was exported to MAP.
HR Org Department (this is the 1st HR Org Option listed)	HR Org Name as it is displayed on the employee's HR record in MAP.
HR Org Department Extra Data 1 (this is the 3rd HR Org Option listed)	EBO Group name designated by the CBO for that funding or HR Org.

Expense Analysis:

❖ Why Use this Report?

This report will show all expenses submitted (PCard and reimbursements) for a specific time period. It will provide a large amount of detail, including every field of information completed (i.e. expense type, air class, travel location, travel dates, funding string, etc.).

❖ Which filters should I choose?

There are a few different options that you can select to filter before running the report. Any filter options not listed below should be left as is.

Filter Name	Description/How to Use
Submit Date	The date the report was submitted. **Note: the report will make you choose a date range for this parameter. If you want to include all reports, select 10/01/17 as the start date.
Transaction Date	The date of the transaction.
Entity Type/Entity Name	You could select HR Org Department and then choose your HR Org name in the "Entity Name" field.

Expense Category	This could be selected if you only wanted to see details on a specific type of expense/the icon chosen at the type of the report creation (i.e. airfare, lodging, supplies).
Firm Paid	"Firm Paid" means that it was a PCard transaction. Y = PCard expense; N= reimbursement. The filter will default to include both.
Expense Owner	Cardholder name or employee being reimbursed. You could use the field if you wanted to only see expenses for a specific employee.
Matter	This is the DA.Campus or Project.Task.Award used on the report(s). You could select this if you only wanted to see expenses for a specific funding source.
On-Select 1	This is the Fund or Expenditure Type used on the report(s). You could select this if you only wanted to see expenses for a specific funding source.
On-Select 2	This is the Line Item.Function or Expenditure Org used on the report(s). You could select this if you only wanted to see expenses for a specific funding source.

❖ Which report columns do I need?

The system will automatically include certain columns--these are the columns you will find most useful:

Included Columns by Default (in order of display)

Column Name	Description
Report ID	Unique ID of the report submitted.
Date Submitted	Date the report was submitted.
Report Name	Description employee entered in the Report Name field. If not entered, populates to the date/time of submission.
Transaction Date	The date of the transaction.
Merchant	PCard merchant name. If reimbursement, field is blank.
Expense	Icon chosen for expense (i.e. meal per diem, airfare, supplies, etc.)
Amount Converted	Amount submitted in USD.
Amount Approved	Amount approved in USD (i.e. if an approver reduced a reimbursement amount, that approved amount would display).
Matter Display	Campus.DA number/name or Project.Task.Award number/name
Check Date	Date reimbursement check was issued.

There are also many options for columns to add to the report, under the "Available Columns" section. What you choose to add will depend on what level of detail you need. For example, if you wanted to see the air class, car rental size, hospitality guest names, etc., you would select to include those fields. The list below includes some less detailed options you may want to choose.

Available Columns to Add (in order of display)

Column Name	Description
Date Created	Date report was created.
Report Status	Status of report (submitted, pending, etc.).
Expense Owner	Cardholder name or employee being reimbursed.
Business Purpose	Description completed on the "business purpose" field on the Meal Per Diem Wizard.

Matter Number	Campus.Da number or Project.Task.Award number.
Matter Name	Campus.Da name or Project.Task.Award name.
Export Date	Date report was exported to MAP.
Is Firm Paid	Y = PCard expense; N= reimbursement.
Description	Description entered in the "Notes" field. This is where the business purpose is required for PCard transactions and certain reimbursement transactions.
On-Select 1 Code	Fund number or Expenditure Type number.
On-Select 1 Name	Fund name or Expenditure Type name.
On-Select 2 Code	Line item.Function number or Expenditure Org number.
On-Select 2 Name	Line item.Function name or Expenditure Org name.
HR Org Department (this is the 1st HR Org Option listed)	HR Org Name as it is displayed on the employee's HR record in MAP.
HR Org Department Extra Data 1 (this is the 3rd HR Org Option listed)	EBO Group name designated by the CBO for that funding or HR Org.
Departure and Return Date	Dates of Travel.
Business Purpose	Description filled out in the "Purpose of Trip".
Travel information (City, State, etc.)	Name of city, state, etc.
Report Type	Travel, PCard only, Employee reimbursement non-travel, etc.

Expense Report Tracking:

❖ Why Use this Report?

This report will show all workflow steps for a specific report or for all reports within a specific time period.

❖ Which filters should I choose?

There are a few different options that you can select to filter before running the report. Any filter options not listed below should be left as is.

Filter Name	Description/How to Use
Report ID	Report ID—if looking for one specific report.
Expense Owner	Cardholder name or employee being reimbursed.
Assigned	Name of employee currently assigned to approve a report.
Approver	Name of employee who approved at any step of the workflow.
In progress	You could select "Yes" to see reports that have not been approved all the way through the workflow or "No" to only see reports that have been approved/exported. The report will default to "All".
Create Date	Date the report was created.
Submit Date	The date the report was submitted. **Note: the report will make you choose a date range for this parameter. If you want to include all reports, select 10/01/17 as the start date.

- Which report columns do I need?

The system will automatically include certain columns--these are the columns you will find most useful:

Included Columns by Default (in order of display)

Column Name	Description
Report Name	Description employee entered in the Report Name field. If not entered, populates to the date/time of submission.
Report ID	Unique ID of the report submitted.
Expense Owner	Cardholder name or employee being reimbursed.
Created By	Name of employee who created the report.
Created Date	Date report was created.
Submit Date	Date report was submitted.
Assigned	Name of employee or approval group that is currently assigned to approve the report.
Approver	Name of employee who approved the report.
Line #	Number of the line of the report.
Expense Type	Icon chosen for expense (i.e. meal per diem, airfare, supplies, etc.).
Amount Spent	Amount spent.
Step	Step in the workflow process.
Approval Status	The status of the reconciliation of the transaction: ▪ Approved- ready to export ▪ Draft- has been added to a draft report ▪ Exported- has been exported to MAP ▪ Not Used- has not been touched ▪ Paid- has exported/marked paid in MAP ▪ Partially Paid- has exported/marked paid in MAP ▪ Pending- waiting on approval at one of the steps ▪ Returned- has been returned/needs resubmitted ▪ Submitted- waiting on approval at one of the steps
Rule Description	Name of the workflow step.
Assigned Date	Date approver was assigned the report to approve.
Completed Date	Date approver completed his/her approval.
Method	Method of approval-- email, "MERC" (approved directly in the system), "Auto" (system approved automatically).

There are also a few options for columns to add to the report, under the "Available Columns" section. The columns will most likely not be needed.

<u>Open Approvals:</u>

- Why Use this Report?

This report will show all reports that are pending approval. It could be used to see the reports a person or an EBO group must approve.

- Which filters should I choose?

It is suggested to leave the filters open.

❖ Which report columns do I need?

There are many columns that can be included in this report. The system will automatically include certain columns--these are the columns you will find most useful:

Included Columns by Default (in order of display)

Column Name	Description
Report Name	Description employee entered in the Report Name field. If not entered, populates to the date/time of submission.
Report ID	Unique ID of the report submitted.
Amount	Amount.
Submit Date	Date the report was submitted.
Calendar Days	Number of calendar days the report has been pending approval.
Rule Description	Name of the workflow step.

There are also many options for columns to add to the report, under the "Available Columns" section—these are the most useful:

Available Columns to Add (in order of display)

Column Name	Description
Route Date	Date report was sent to the current assigned approver.
Route Type	Individual approver or group approver.