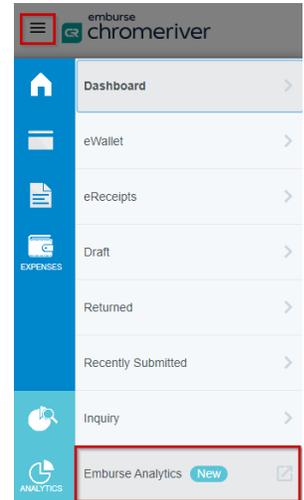


# Open Approvals Report

How to run the Open Approvals Report in Emburse Analytics – MyExpenses to see those report that have been submitted but have not yet been approved.

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

All

- Name
- Emburse Analytics
- West Virginia University

4. *Double click on Open Approvals.*

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

# Open Approvals Report

6. Scroll down to **Expense Line Status Approved** and select **“Pending”**.

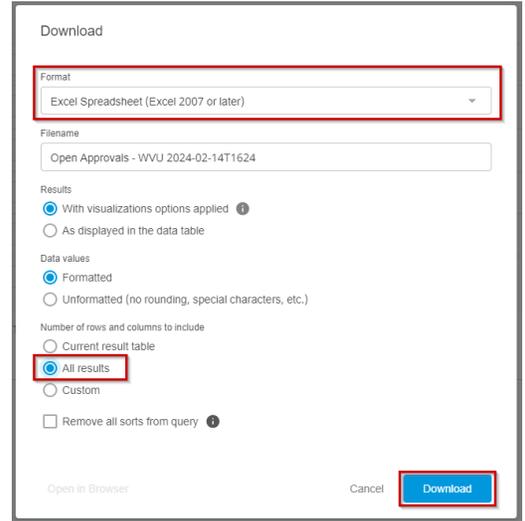
In **Expense Line Transaction Date**, select **“is in a range”** in the first box, and enter the **Transaction Date Range** you would like to use.

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**.

# Open Approvals Report

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.



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**

11. When viewing the report, remove any columns not needed.