WestVırginiaUniversity.

### **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	
	Environmentation	
	Emburse Analytics	
	West Virginia University	

4. Double click on Open Approvals.

5.	Click on Filters	🖪 emburse analytics			⑦ Courtney Lynn Goodwin ∨ West Virgisla University		
	to expand the	All / West Virginia University					UPGRADE TO PRO
	report filters that	Open Approvals - W	VU ♡			Viewer Time Zone ~ UTC	Run 🔅 🗅
	can be used to	Expense Header Submit Date	is any time				Â
	narrow down	Expense Line Allocation Currently Assigned Assigned To Group	is equal to		+		
	results.	Expense Line Allocation Currently Assigned Assigned To Person Customer Unique ID	is equal to		+		
		Expense Line Allocation Currently Assigned Assigned To Person Email Address	is equal to		+		
		Expense Line Allocation Currently Assigned Assigned To Person Full Name	is equal to		+		
		Expense Line Allocation Currently Assigned Assigned To Person Status	is equal to		+		
				Press "Run" to load	d this data		

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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.

Expense proved	Filters (13)				
nding".	Expense Line Is Parent Item (Yes / No)	Is	No		
	Expense Line Status Approved	is equal to	Pending x	+	
ie ate.	Expense Line Transaction Date	is in range	Feb 13, 2024         until (before)         Feb 13, 2024	+	
ange" in	Expense Owner Customer Unique ID	is on the day is in range is before	]	+	
d e <i>nter</i>	Expense Owner Full Name	is on or after is in the year is null		+	
n <b>Date</b> Ild like to	Expense Owner Status	is any time is not null matches a user attribute matches (advanced)		+	

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.

Format		
Excel Spreadsheet (Excel 2007 or later)		•
Filename		
Open Approvals - WVU 2024-02-14T1624		
Results		
<ul> <li>With visualizations options applied</li> </ul>		
<ul> <li>As displayed in the data table</li> </ul>		
Data values		
Formatted		
O Unformatted (no rounding, special characters, etc.)		
Number of rows and columns to include		
O Current result table		
<ul> <li>All results</li> </ul>		
O Custom		
Remove all sorts from query (		
_		
	Cancel	Download

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