Running Expense Report Information

This guide will cover:

- Expense Report Information for Expense Report Status to show all expense reports which have been created, saved, submitted and fully processed and what stage of the process they are at.

Step One

Upon accessing WyoCloud from WyoWeb, navigate to Reports and Analytics.

- Click on the **Navigator** (three horizontal lines) in the upper left corner of the homepage.
- First click on **Tools** to expand (you may need to scroll within the navigator), then click **Reports and Analytics**.
Step Two

Navigate to the Transactional Reporting Table of Contents, where the Expense Report Information is located.

- Select the small **double arrow** above the search.

- From the drop down, select **Shared Folders**.
• All Shared Folders you currently have security access for will display. To locate the Transactional Table of Contents, begin by clicking on the **Custom** folder (you may need to scroll to locate it).

- Click **Dashboards**.
- Click **Table of Contents**.

![Table of Contents](image)

- To open the **Table of Contents**, click on the **title**.

![Table of Contents](image)

**Note:** You can set the Table of Contents as a favorite for easier navigation in the future. For directions see this [Quick Reference Guide](#).
Step Three
Running Expense Report Information

- Under the Expenses and P-Card heading on the Table of Contents, click on Expense Report Information. The report will open in a new browser tab.

The report will begin to automatically run a list of data for all expense reports and their corresponding status.

Step Four
Narrowing down the Expense Report Status

- You may use the following prompts to narrow the report to only display expense reports relevant to your needs. Note, in most cases you can leave the defaulted “Select Value” in any or all prompts.
  - **Expense Report Number** – Expense Report Number (i.e. EXP0006722953).
  - **Employee Name** – Employee name the expense report is for.
- **Expense Report Status** – Status of the Expense Report (i.e. Paid, Pending Individual Approval, Pending Manager Approval, Submitted, Withdrawn, Rejected, etc.).
- **Org Code** – When filtering by Organization number, the select data will only return expense report line items that have been charged to the selected organization number.
- **Project Number** – Project/grant number number charged if applicable.
- **Corporate Card** – Filter for p-card only expense reports or non-p-card expense reports (Yes = P-Card, No = Non P-Card).
- **Report Submission Date Between** – Filter for expense reports submitted between a specific date or date range.

After selecting desired prompts, click **Apply**.

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**Example of not filtering by organization number in the Org Code prompt:**

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Example of filtering by organization number in the Org Code prompt:

Step Five
Exporting the data to Excel
- The options to export and/or print are located at the bottom of the report.
  - It is recommended to export in a CSV file: Export > Data > CSV Format
  - Exporting to csv will allow the user to filter or find expense reports in any of the following columns

- The following columns are included:
  - **Organization Code**: Organization number
  - **Employee Name**: Employee whom the expense report was submitted under
  - **Expense Report Number**: Expense report number (note: a single report may appear on the report multiple times if multiple expense items are included on that single report)
  - **Corporate Card**: A Yes identifies if it is a p-card transaction.
  - **Report Submission Date**: This is a date when the report was submitted for approval.
  - **Payment Date**: This is a date when the payment was issued for reimbursements. P-Card (Corporate Card) transactions will be blank for the payment date.
  - **Expense Report Status**:
    - Saved: created but not submitted
    - Submitted: Expense Report expense is submitted
    - Pending Individual Approval: the report is waiting for the user’s approval, frequently because it was initially submitted by a delegate
    - Pending Manager Approval: submitted and waiting for approval prior to continuing to Payment Services. This approval could be the submitter’s manager or cost center approver.
    - Rejected: rejected back to the creator
    - Pending Expense Auditor Approval: waiting for Payment Services to audit
    - Ready for Payment Processing: fully approved and ready for payment
- Withdrawn: withdrawn from submission
- Paid: Payment is issued
  - Purpose: Expense Report purpose input at creation
  - Expense Type: Natural account expense description
  - Expense Location: Location where the expenses occur
  - Merchant Name: Company or an individual offering service for items for sale
  - Line Description: Description entered on the transaction line of the expense report at creation
  - Concatenated Segments: Account string the expense was allocated to. A combination of segments that identifies, segregates and categorizes transactional data
  - Project Number: Project number
  - Amount: Amount that an employee claimed for reimbursement or p-card transaction charge

Note: P-Card transactions that have not been added to an expense report will show up in this report as blank in the following columns: Org, Expense Report Number, Report Submission Date, Payment Date, Expense Report Status, Purpose, Line Description, Concatenated Segments, Project and Amount. Please note when filtering by any prompt, these transactions could be excluded. It is recommended you run the Outstanding P-Card Transactions report to view these transactions.

You have now navigated to and ran Expense Report Status.