EXPENSE REPORT: Reports Library
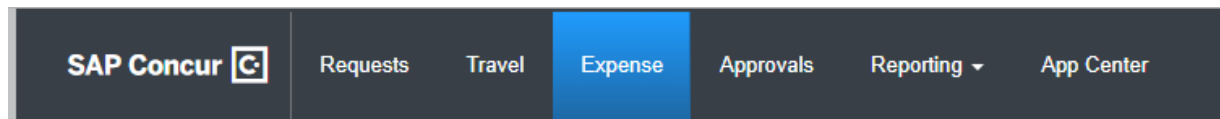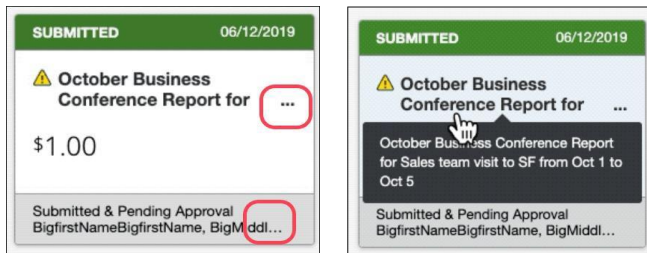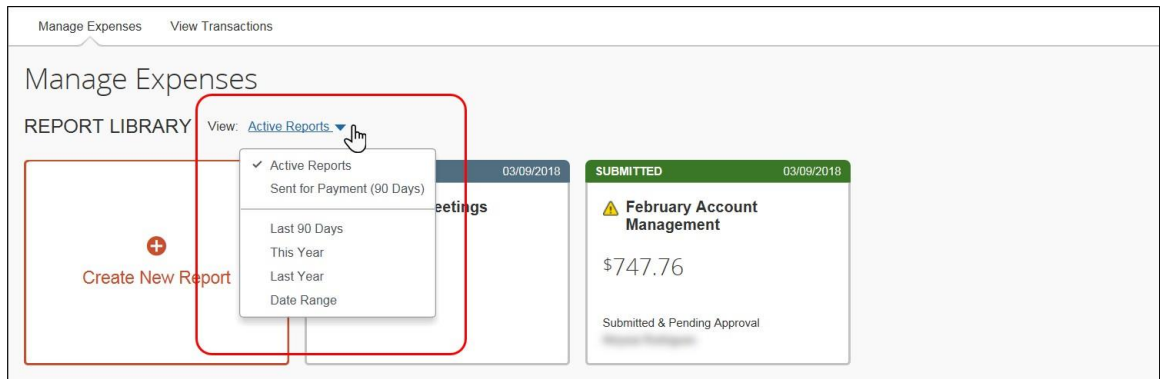
Reports Library

Your active reports and the library are combined so all reports are available on one page. The active reports appear by default, but you can easily view other reports.
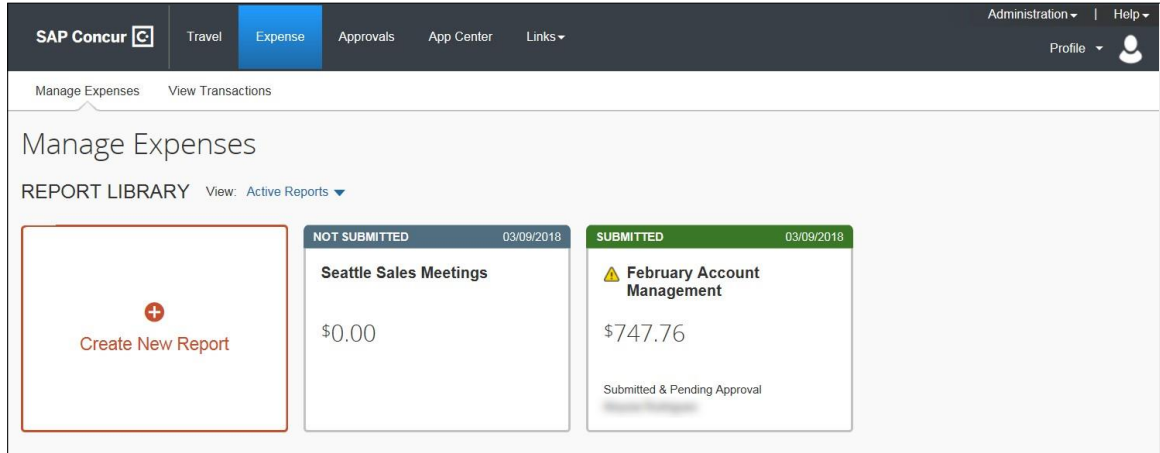
NOTE: If the report name or text is too long for the report tile, an ellipsis appears on the tile. When you click on the ellipsis, a tooltip appears with the full text.

From the **View** list, select one of the predefined options or define a custom date range.

For example, select *This Year*. The reports from this year appear.

To sort, click the column headings.

To return to the active reports, select *Active Reports* in the **View** list.