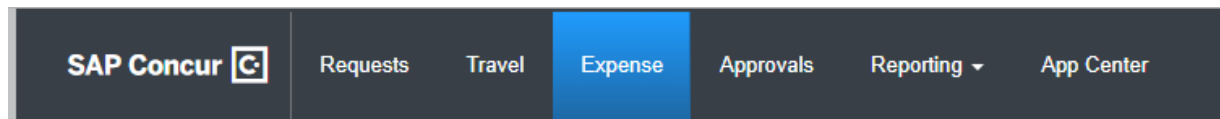


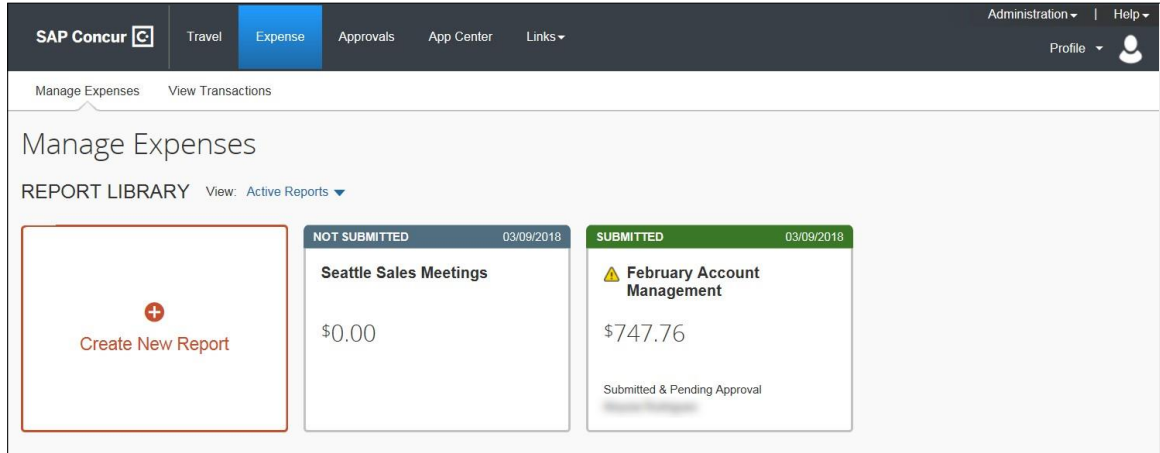
EXPENSE REPORT: Reports Library



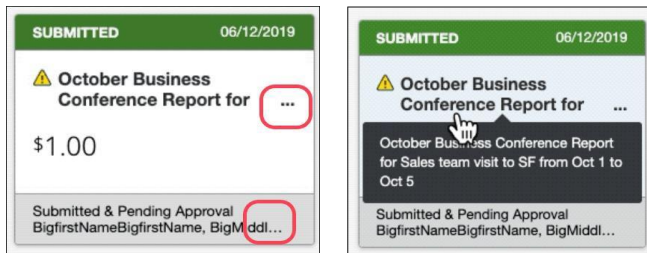
CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

Reports Library

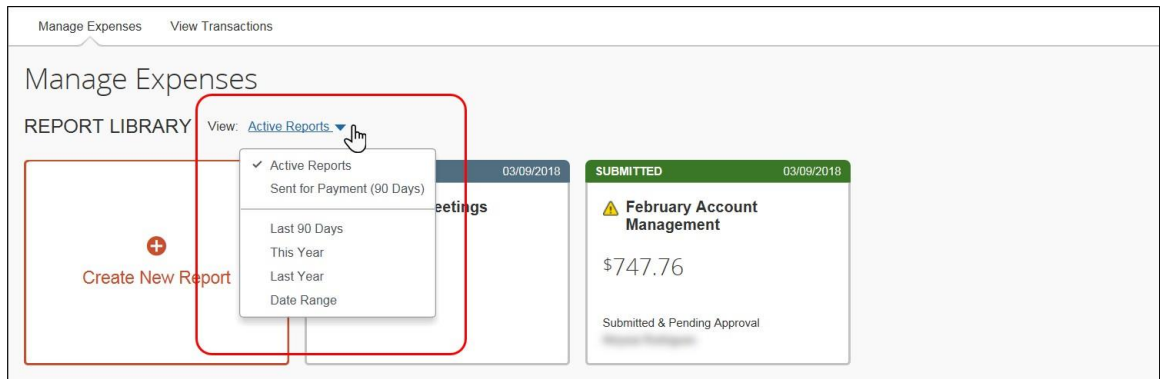
Your active reports and the library are combined so all reports are available on one page. The active reports appear by default, but you can easily view other reports.



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.

Manage Expenses View Transactions

Manage Expenses

REPORT LIBRARY View: **This Year** ▼

Create New Report

Report Name	Status	Report Date ▼	Amount	Requested
Seattle Sales Meetings ID: DC40647044474BC8B9A5	Not Submitted	03/09/2018	\$0.00	\$0.00
February Account Management ID: 03717B0BB3FE4360B7EE	Submitted & Pending Approval	02/06/2018	\$747.76	\$747.76

To sort, click the column headings.

Manage Expenses View Transactions

Manage Expenses

REPORT LIBRARY View: **This Year** ▼

Create New Report

Report Name	Status	Report Date ▼	Amount	Requested
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February Account Management ID: 03717B0BB3FE4360B7EE	Submitted & Pending Approval	02/06/2018	\$747.76	\$747.76

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

Manage Expenses View Transactions

Manage Expenses

REPORT LIBRARY View: **Active Reports** ▼

Create New Report

- Active Reports
- Sent for Payment (90 Days)
- Last 90 Days
- This Year
- Last Year
- Date Range

Seattle Sales Meetings ID: DC40647044474BC8B9A5	03/09/2018	SUBMITTED 03/09/2018
February Account Management \$747.76 Submitted & Pending Approval		