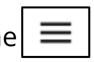
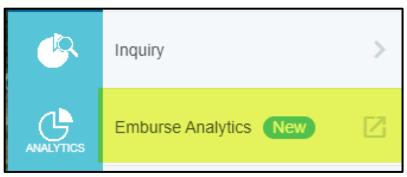
Mason Paid Expenses Report Quick Guide

Emburse Analytics is the reporting tool provided by Chrome River to users of this system. This guide provides the instructions necessary to run and download the monthly P-Card transactions to assist with the Banner Reconciliation.

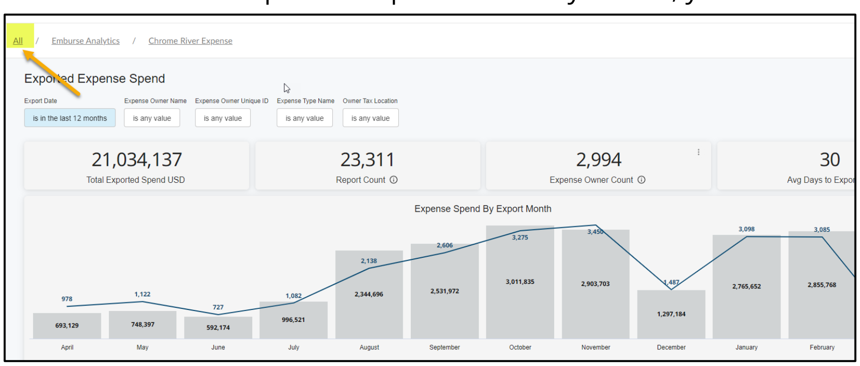
Step-By-Step:

1. If you already have access to Emburse Analytics, you will have access to this reporting. Check with your department's Finance person to see if there is already a reconciler with reporting access first before contacting the Mason Finance Gateway Admin MFGAdmin@gmu.edu regarding access. There is a limited number of licenses available.
2. Log into Mason Finance Gateway and select the  button in the top-left corner
3. If you have access, navigate to and select "Emburse Analytics".

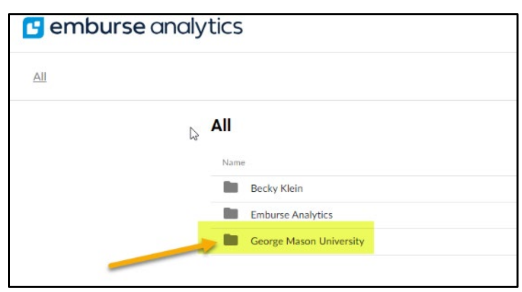


The landing screen shows the standardized Dashboard provided by Chrome River.

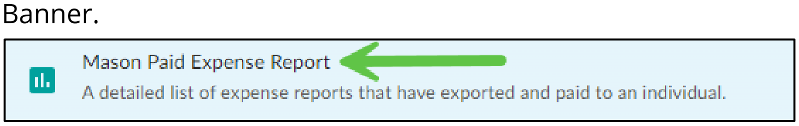
4. To access the Paid Expenses Report created by Mason, you can click on "All" in the top left-hand corner

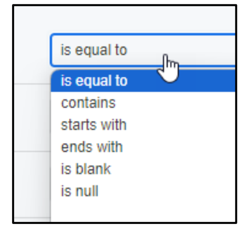


5. There are several different folders. Double-click on the George Mason University Folder:



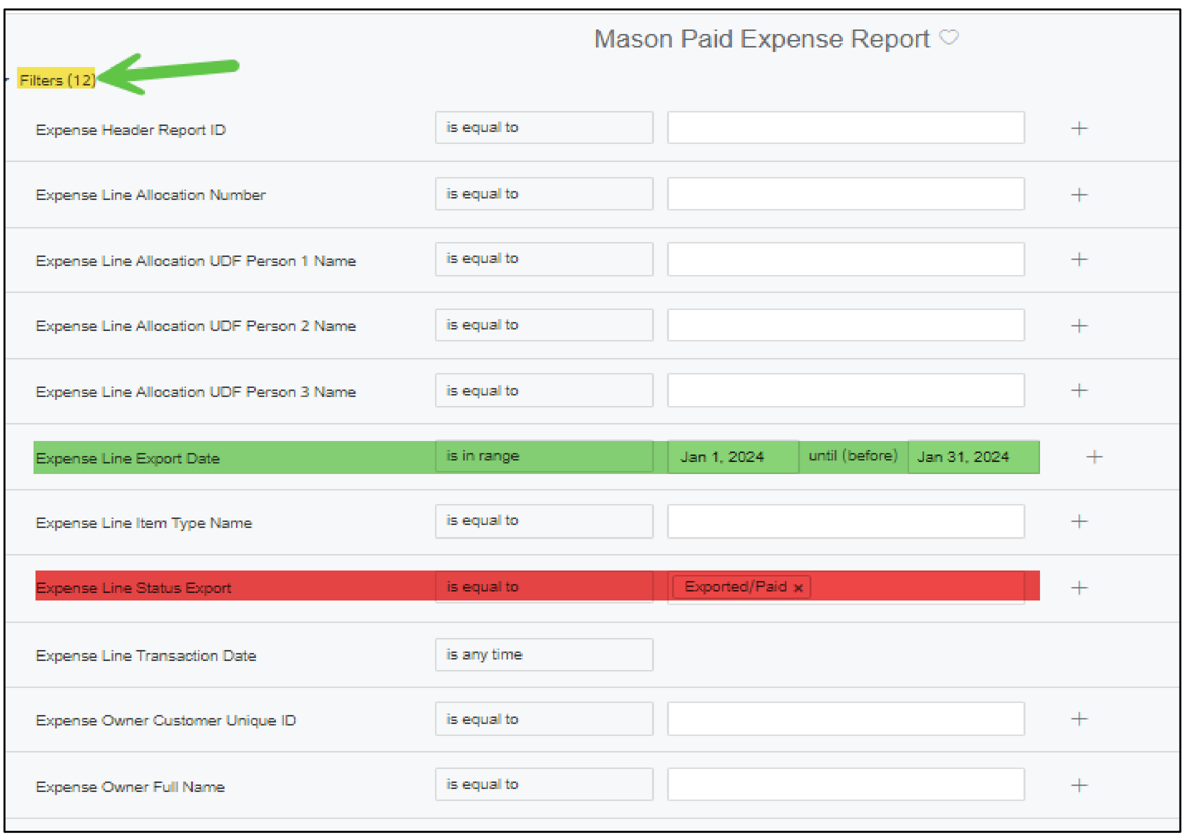
6. Select "Mason Paid Expense Report". This report will assist you with the monthly review of expenses that have been posted to Banner.





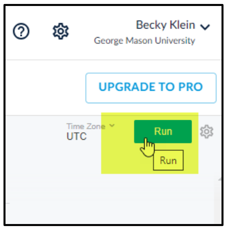
7. The report will begin loading data based upon the preset filters. However, you can change the data within those filters by expanding the filter range and clicking the arrow down. There are 12 filters to choose from to sort your data before you run the report. There are parameters available with each filter that assist you with your choice of how you want that information to filter. You can click the + to add additional choices to each filter

   a) **Expense Header Report ID**: is a searchable field on the MFG expense report #
   b) **Expense Line Allocation Number**: is a searchable field on paid expenses for the allocation chosen
   c) **Expense Line Allocation Person 1, 2, 3 Name**: is a searchable field on the L5 budget approver.
   d) **Expense Line Export Date**: is a searchable range based on the export date
   e) **Expense Line is Exported Yes or No**: "any value" will show you both pending and exported. "Yes" will show you exported transactions only (posted in Banner), and "No" will only show you pending transactions still in MFG.
   f) **Expense Line Item Type Name**: is a searchable field based on the expense line/tile used for the expense
   g) **Expense Line Status Report**: this field should be left with "is equal to Exported/Paid"
   h) **Expense Line Transaction Date**: is a searchable range based on the expense line/tile transaction date
   i) **Expense Owner Unique ID**: is a searchable field on the expense owner G#
   j) **Expense Owner Full Name**: is a searchable field on the expense owner full name (last, first)
   k) **Expense Payments Bank ID**: is a searchable field on the Banner generated invoice number (I#)

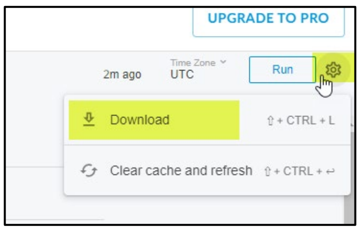


8. Now that the filter choices have been selected, the Report is ready to run and be downloaded to Excel.

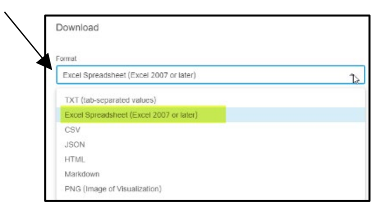
l) Select the "Run" button by clicking on it. You will find it in the upper right-hand corner below your name. The button turns blue when you make filter changes.



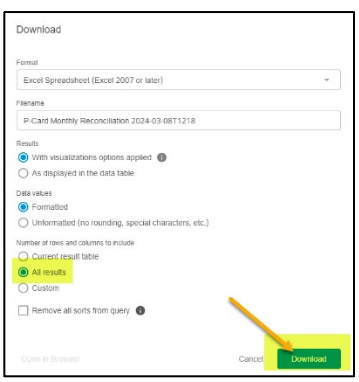
m) It takes a few moments for the report to run depending on the size and filters you selected. Bring your cursor to the gear next to the run button and then select Download.



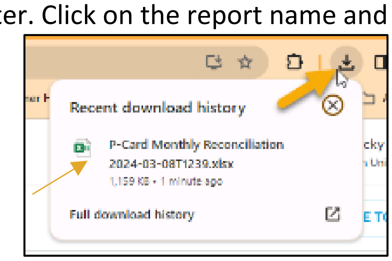
n) Under Format, click on the down arrow and select "Excel Spreadsheet".



o) Under "Number of rows and columns to include," select "All Results". Click download.



9. The Excel spreadsheet will be available in the downloads folder on your computer. Click on the report name and it will open in Excel.



10. Once the Excel report is open, you will need to change column R for the Full reports to a hyperlink. To do so, highlight the link and click on cell R2. This will

cause the first cell (R1) to become a hyperlink. Please note, you must be logged into MFG in order for those documents and hyperlink to populate.

11. The report is now ready for your review.