How to Get All the Smartkey Data on One Page for Expense Reports

Login to Compass

Next from the menu, select Reporting Tools

Next, select Query Viewer on the right under the Query Folder

On the next screen that appears, type in ALL CAPS as shown and then click the Search Button:

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with EU_EX_EMPLOYEE_SHEETS*
Click on Favorite as shown above. From now on, whenever you go to the query functions, you will see this query.

Click “HTML” as shown.

On the next screen:

Type in the first date on which you entered the report in the field “Begin Creation Date” in this format: mm/dd/yyyy.

If you edited or changed the report on a later date, type in that later date in the “End creation date” field in this format: mm/dd/yyyy. If no editing took place, then “Begin Creation Date” will equal “End creation date”

If you type in a 7 digit Emory University employee ID and hit “View Results”, you will retrieve every report you entered on that date or in that date range for that person.
If you need to retrieve just one expense report, skip the employee ID field and enter in the “Expense Report ID”.

**EU_EX_EMPLOYEE_SHEETS - Employee Ex Sheets**

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Name</th>
<th>Report ID</th>
<th>Approval Level</th>
<th>Report Descr</th>
<th>Creation Date</th>
<th>Trans Date</th>
<th>Expense Type</th>
<th>Description</th>
<th>Header GL Unit</th>
<th>Distrib GL Business Unit</th>
<th>Account</th>
<th>Smart Key</th>
<th>Amount</th>
<th>Payment Type</th>
</tr>
</thead>
</table>

Print and attach to report with all supporting documentation (checklist, employee signature, PI signature (for grants) or dept chair signature for all non-grant expenses, receipts, conversion rates, etc...