Check Run Report

To create and save your individual department report, please follow the instructions below:

1: In Tyler select Tabs and open the reporting Tab.
2: Select all in the categories list on the right hand side.
3: Find the report named expense approval report, and double click.
4. Under Selection Criteria, type 01 in vendor set.
5. Under Selection Criteria , change payable status to paid.
6. Under Segment Filters: Filter 1 type Function.
7. Under Segment Filters: Filter 1 Values, Function click the blue box at the end.
8. A pop up box will open. Double click the functions/departments that you want to be included in the report. These are the four digits after the fund number in accounts numbers. For example finance is 6021.
9. Click OK in the top corner of the pop up box.
10. Under Payment Date Selection, type the payment date you are running the report for in both boxes. For this week's AP run the date would be 2/28/17.
11. Print options and columns can be change to your preferences.
12. Click Options at the top of the report parameters pop up box.
13. Click Save As, and create a title for this report you have created.
14. Click Run Report.

This report will now be saved and can be opened to include the above chosen parameters at any time. The date will always need to be updated. To access the saved report click options, click open, and your saved report will be listed.