

# Reports - Feature Overview

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## Overview

Reports is an extensive and powerful feature which allows an organisation to report on almost every field within their system. This level of depth creates the potential to have a suite of reports which can be utilised by different departments, bringing value to the whole business.

The user-friendly report builder makes adding report columns and filters a simple process, with all available fields being accompanied with an explanation to help a user define what they want from their report. A real time preview allows a user to envisage how their full report will display, without the need to amend and re-run each time a change is made. Pairing this with customisable charts results in a specific and easy to analyse report which can be communicated to other users within the organisation.

Reports can be exported in a variety of formats using the export options available within the product. Report exports can also be scheduled, which provides further control over when and how often certain reports are run and where they are distributed, ensuring that the right users receive the important information that they require.

## Benefits

- **Increased Productivity** - Simple and intuitive controls, alongside a real time preview provides users with a reports feature which is extremely powerful, yet quick and easy to use.
- **Reporting Flexibility** - Having a wide variety of data available to report on, you are able to create specific and detailed reports to help improve different areas of your organisation.
- **Reduced Administrative Burden** - By automating routine administrative tasks such as reporting, your organisation can produce accurate, detailed and useful system information with reduced manual input.
- **Communication Options** - Create reports in a number of different formats ensuring that the right type of information is communicated appropriately within the organisation.
- **Comprehensive Analysis** - Obtain a clear overview of your organisation's activities by using custom built reports to identify strengths, analyse high risk areas and pinpoint opportunities for improvement.

## Features

Feature
Compatible with all supported browser versions
Reports on entire data structure

Feature
Charts
Quick search allowing you to find fields efficiently
Flexible column layout
Easy to use filter grouping
Clear validation on calculated columns
Modern, intuitive and user friendly report builder
Automated report scheduling
Export reports to different formats (Excel, CSV, Flat File and Pivot)

## Implementation

There are no required prerequisites in order for your organisation to start using the Reports feature. Assure Expenses is already pre-populated with a list of standard reports which can be used immediately.

You may want to consider which users within your organisation will be using the reports feature and then provide reports access within the appropriate Access Roles. In most cases, it is system administrators and occasionally Line Managers who will be given this permission.

## Links

Frequently Asked Questions	<a href="#">Reports - User FAQs</a>
Creating a Report	<a href="#">Create a Report</a> <a href="#">Create a Static Column</a> <a href="#">Create a Calculated Column</a> <a href="#">Aggregate Functions</a> <a href="#">Criteria Definitions</a>
Additional Configuration	<a href="#">Wildcard Characters</a> <a href="#">Create a Report Chart</a> <a href="#">Create a Report Category</a> <a href="#">Create Copies of Existing Reports</a>
Run a Report	<a href="#">Run a Report</a> <a href="#">Temporary Report Changes</a>
Export a Report	<a href="#">Export a Report</a> <a href="#">Schedule a Report</a> <a href="#">Manage My Schedules</a>
Access Role	<a href="#">Manage Access Roles</a>

