Generating Reports

Reminder: Your reports can be located in the Reporting Library. The Reporting Library is comprised of five components that allow you to view a list of reports and queries and the purpose of each.

Report and Query information is available:

- Directory
- SQR Library
- EBI Library
- Query Library
- nVision Library

Job Aid: [How Do I Use the Reporting Library?](#)

Emory Business Intelligence

Tip: SpeedType is now available as an excluded column in Revenue & Expense Transaction Detail and Labor Transaction Detail.

Tip: To learn how to add excluded columns to a report, watch our customizations e-learning, available in ELMS.

Job Aid: [How to Launch EBI eLearning](#)

Tip: You may be getting an error if you previously had a customization that included a SmartKey. Follow these instructions to clear your customization:

Job Aid: [Clearing Browser Cache and Clearing Customizations in EBI](#)
For more information on EBI reports, visit the EBI Website.

Compass Tips & Tricks archive is available on Compass Upgrade website homepage.