Running New Department Expenditure Reports

1. **CUNYfirst Navigation**: Financials Supply Chain **>** CUNY **>** CUNY Financial Reports **>** New Dept. Expenditure

If you are running the reports for the first time, a new Run Control ID needs to be added.

2. Select '**Add a New Value**' tab, enter "**department_expenditure**" in the '**Run Control ID**' field and select the '**Add**' button.

Note: Next time you run this report; select **'Find an Existing Value'** and "**Search**" the same Run Control ID you created previously, (i.e. department_expenditure).

3. Enter the following criteria: **Business Unit (CTY01), Department (5-digit CUNYfirst department number), Fiscal Year (e.g. 2016)**

Note: Business Unit, Department and Fiscal Year are all required. Leave "Run All Departments" **unchecked**.

Run Control ID: department_expenditure   [3]   Report Manager Process Monitor   Run

Process Instance:1567236

*Business Unit CTY01

Run All Departments: ☐   Department

*Fiscal Year   2016   Date From 07/01/2015   To   06/30/2016

Save   Return to Search   Notify   Add   Update/Display

4. Click "**Save**" and then '**Run**'

5. Click the '**OK**' button on the "Process Scheduler Request" page to return to the "Run Control ID" page.

6. Click on the '**Process Monitor'** link to review status of processes being run.

7. Click the '**Refresh'** button repeatedly, until 'Run Status' changes to '**Success'** (i.e. Queued > Processing > Success).

8. Click on the **'Details'** link

Process Detail

Process

Instance:	287062	Type:	Crystal
Name:	FAM2221	Description:	FAM2221
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: department_expenditure

Location: Server

Server: PSNT

Recurrence:

Update Process

- ○ Hold Request
- ○ Queue Request
- ○ Cancel Request
- ○ Delete Request
- ○ Restart Request

Date/Time

Request Created On:	04/10/2013 11:05:04AM EDT
Run Anytime After:	04/10/2013 11:02:42AM EDT
Began Process At:	04/10/2013 11:06:27AM EDT
Ended Process At:	04/10/2013 11:06:52AM EDT

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace   9

9. Click the '**View Log/Trace'** link.

View Log/Trace

Report

Report ID: 1318472	**Process Instance:** 1430902	Message Log
Name: CU_DEPTEXP	**Process Type:** Application Engine	
Run Status: Success		

Department Expenditure RptVer2

Distribution Details

Distribution Node: ReportNode   **Expiration Date:** 10/15/2015

File List

Name		File Size (bytes)	Datetime Created
AE_CU_DEPTEXP_1430902.log		156	08/31/2015 3:42:33.771574PM EDT
DeptExpenditure__1430902.xls	10	7,760	08/31/2015 3:42:33.771574PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	10852132

10. Click the **'DeptExpenditure__xxx.xls'** link to open the report with Microsoft Excel.