

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).

Department Expenditure Report

The screenshot shows the 'Department Expenditure Report' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. To the right of the tabs is a small box containing the number '2'. Below the tabs is a text input field labeled 'Run Control ID:' containing the text 'department_expenditure', which is also highlighted with a red box. Below the input field is a yellow 'Add' button, also highlighted with a red box.

[Find an Existing Value](#) | [Add a New Value](#)

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	<input type="text" value="CTY01"/>	<input type="button" value="🔍"/>
Run All Departments:	<input type="checkbox"/>	Department <input type="text"/>
*Fiscal Year	<input type="text" value="2016"/>	Date From 07/01/2015 To 06/30/2016

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

- Click "Save" and then 'Run'

Department Expenditure Report

Run Control ID: department_expenditure

[Report Manager](#) [Process Monitor](#)

Run

*Business Unit Department *Fiscal Year

*Date From *Date To

4

* Date From and Date To - Creation Dates of the Requisitions

Save Notify

Add Update/Display

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

Process Scheduler Request

5

User ID: 23146007

Run Control ID: department_expenditure

Server Name: Run Date:

Recurrence: Run Time:

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	CU_FAM22	CU_FAM22	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Department Expenditure Report	FAM22	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	FAM2221	FAM2221	Crystal	Web	PDF	Distribution

OK

Cancel

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

Department Expenditure Report

Run Control ID: department_expenditure 6 [Report Manager](#) [Process Monitor](#) Run
 Process Instance: 287060

*Business Unit: Department: *Fiscal Year:

*Date From: *Date To:

* Date From and Date To - Creation Dates of the Requisitions

Save Notify Add Update/Display

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

- Click on the 'Details' link

[NEW VIEW](#)

Process List Server List

View Process Request For

User ID: Type: Last Days Refresh 7

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	287060		PSJob	FAM22	23146007	04/10/2013 11:02:42AM EDT	Success	Posted	Details 8

Process Detail

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

Run	Update Process
Run Control ID: department_expenditure	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 04/10/2013 11:05:04AM EDT	Parameters Transfer
Run Anytime After: 04/10/2013 11:02:42AM EDT	Message Log
Began Process At: 04/10/2013 11:06:27AM EDT	Batch Timings
Ended Process At: 04/10/2013 11:06:52AM EDT	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	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.