

## Running Department Expenditure Reports

1. **CUNYfirst Navigation:** Financials Supply Chain > CUNY > CUNY Financial Reports > Budget > Department Expenditure Report

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'. 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

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[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"/>
		<input type="button" value="🔍"/>
*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

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\* 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

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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	<a href="#">Distribution</a>
<input checked="" type="checkbox"/>	<a href="#">Department Expenditure Report</a>	FAM22	PSJob	(None)	(None)	<a href="#">Distribution</a>
<input type="checkbox"/>	FAM2221	FAM2221	Crystal	Web	PDF	<a href="#">Distribution</a>

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 "FAM22" link

Process Name
<a href="#">FAM22</a>

**View Process Request For**

User ID  Type  Last  1 Days Refresh 7

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List** 8 Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4661466		PSJob	<a href="#">FAM22</a>	10852132	06/17/2021 10:04:59AM EDT	Success	Posted	<a href="#">Details</a>

## Process Detail

Process Name FAM22

Refresh

Main Job Instance 4661466

Left | Right

- 4661466 - FAM22 Success
- 4661467 - CU FAM22 Success
- 4661468 - FAM2221 Success 9
- 4661469 - CU FAM22 LST Success

9. Click on 'FAM2221 Success'

## 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	<a href="#">Parameters</a>	Transfer
Run Anytime After:	04/10/2013 11:02:42AM EDT	<a href="#">Message Log</a>	
Began Process At:	04/10/2013 11:06:27AM EDT	Batch Timings	
Ended Process At:	04/10/2013 11:06:52AM EDT	<a href="#">View Log/Trace</a>	10

10. Click the 'View Log/Trace' link.

View Log/Trace

Report			
Report ID	4194778	Process Instance	4661468 <a href="#">Message Log</a>
Name	FAM2221	Process Type	Crystal
Run Status	Success		

FAM2221

Distribution Details			
Distribution Node	ReportNode	Expiration Date	08/01/2021

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">CRW_FAM2221_4661468.log</a>		06/17/2021 10:13:36.782547AM EDT
<a href="#">FAM2221_4661468.PDF</a>	8,875	06/17/2021 10:13:36.782547AM EDT
<a href="#">pssqltrace.trc</a>	573	06/17/2021 10:13:36.782547AM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	10852132

11. Click the 'FAM2221' link to open the report .