

Running Dept Expenditure Report

1. Navigation: CUNY > CUNY Financial Reports > New Dept Expenditure

Run Control ID: [Report Manager](#) [Process Monitor](#)

Customize Find View All First 1-3 of 3 Last			
	*Business Unit		
1	COSPR <input type="text" value="Q"/>	+	-
2	COSEM <input type="text" value="Q"/>	+	-
3	COSNS <input type="text" value="Q"/>	+	-

Run All Department: Department

*Fiscal Year Date From To

2. 'Add a New Value' when running report for the first time
3. Enter the Business Unit(s) (xxxPR, xxxNS, xxxEM)
4. Select 'Run All Departments' or enter a Department ID
5. Enter the Fiscal Year
6. Click on 'Run'

Process Scheduler Request

User ID: Run Control ID:

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Department Expenditure RptVer2	CU_DEPTEXP	Application Engine	Web <input type="text" value="v"/>	TXT <input type="text" value="v"/>	Distribution
<input type="checkbox"/>	Department Expenditure Report	FAM22	PSJob	(None) <input type="text" value="v"/>	(None) <input type="text" value="v"/>	Distribution

7. Select 'Department Expenditure RptVer2'
8. Click on 'OK'

Run Control ID: expenditure_report

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Process Instance:937570

Customize Find View All [Print] [Grid]			
First [Left Arrow] 1-3 of 3 [Right Arrow] Last			
	*Business Unit		
1	COSPR <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	COSEM <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	COSNS <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Run All Department: Department

*Fiscal Year Date From 07/01/2014 To 06/30/2015

9. Click on 'Process Monitor' link

[Process List](#) [Server List](#)

View Process Request For

User ID: Type: Last 1 Days [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List									
Customize Find View All [Print] [Grid]									
First [Left Arrow] 1-10 of 10 [Right Arrow] Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	937570		Application Engine	CU_DEPTEXP	23146007	10/14/2014 1:34:23PM EDT	Success	Posted	Details

10. Click on 'Details'

Process Detail

Process	
Instance: 937570	Type: Application Engine
Name: CU_DEPTEXP	Description: Department Expenditure RptVer2
Run Status: Success	Distribution Status: Posted

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

Date/Time	Actions
Request Created On: 10/14/2014 1:35:17PM EDT	Parameters Transfer
Run Anytime After: 10/14/2014 1:34:23PM EDT	Message Log View Locks
Began Process At: 10/14/2014 1:35:24PM EDT	Batch Timings
Ended Process At: 10/14/2014 1:38:38PM EDT	View Log/Trace

11. Click on View Log/Trace

Report	
Report ID: 860555	Process Instance: 937570 Message Log
Name: CU_DEPTEXP	Process Type: Application Engine
Run Status: Success	
Department Expenditure RptVer2	

Distribution Details	
Distribution Node: ReportNode	Expiration Date: 11/28/2014

File List		
Name	File Size (bytes)	Datetime Created
AE CU DEPTEXP 937570.log	199	10/14/2014 1:38:38.617268PM EDT
DeptExpenditure 937570.xls	640,752	10/14/2014 1:38:38.617268PM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	23146007

12. Click on .xls file to open in Excel