Click "Financials Supply Chain"

Running Department Expenditure Detail Reports

Navigation:

1. CUNY

2. CUNY Financial Reports

3. Click "Department Expenditure Report"

Running Department Expenditure Detail Reports

"Department Expenditure Report" screen should look like this:

Running Department Expenditure Detail Reports

1. Select "Add a New Value" tab, and type "**Department_Expenditure**" in the Run Control ID field.

2. Select the "Add" button

Running Department Expenditure Detail Reports

Add the following criteria (all criteria are required)

1. Business Unit: GRDPR
2. Department code: the 5 digit CUNYFIRST given code
3. Fiscal Year: type (i.e. "2014")
4. Date From and Date To: Use 07/01/2013-06/30/2013 for the current fiscal year
5. Click "Save" first
6. And then click "Run"

Running Department Expenditure Detail Reports

1. Make sure the box is checked.

2. Click "OK"

Running Department Expenditure Detail Reports

Click "Process Monitor"

Running Department Expenditure Detail Reports

Click "Refresh" until the "Run Status" changes from "Processing" to "Success".

(*the report will not be ready until the "Run Status" shows "Success".)

Running Department Expenditure Detail Reports

Click the most recent "Success" "FAM22" link which appears on the top of the list.

Running Department Expenditure Detail Reports

Click "FAM2221 Success" link

Running Department Expenditure Detail Reports

Click "View log/Trace" link

Running Department Expenditure Detail Reports

Click the PDF link

Running Department Expenditure Detail Reports

This report shows current budget and current expenses. If there is no expense in the account, there is no detail information for this account in the report.