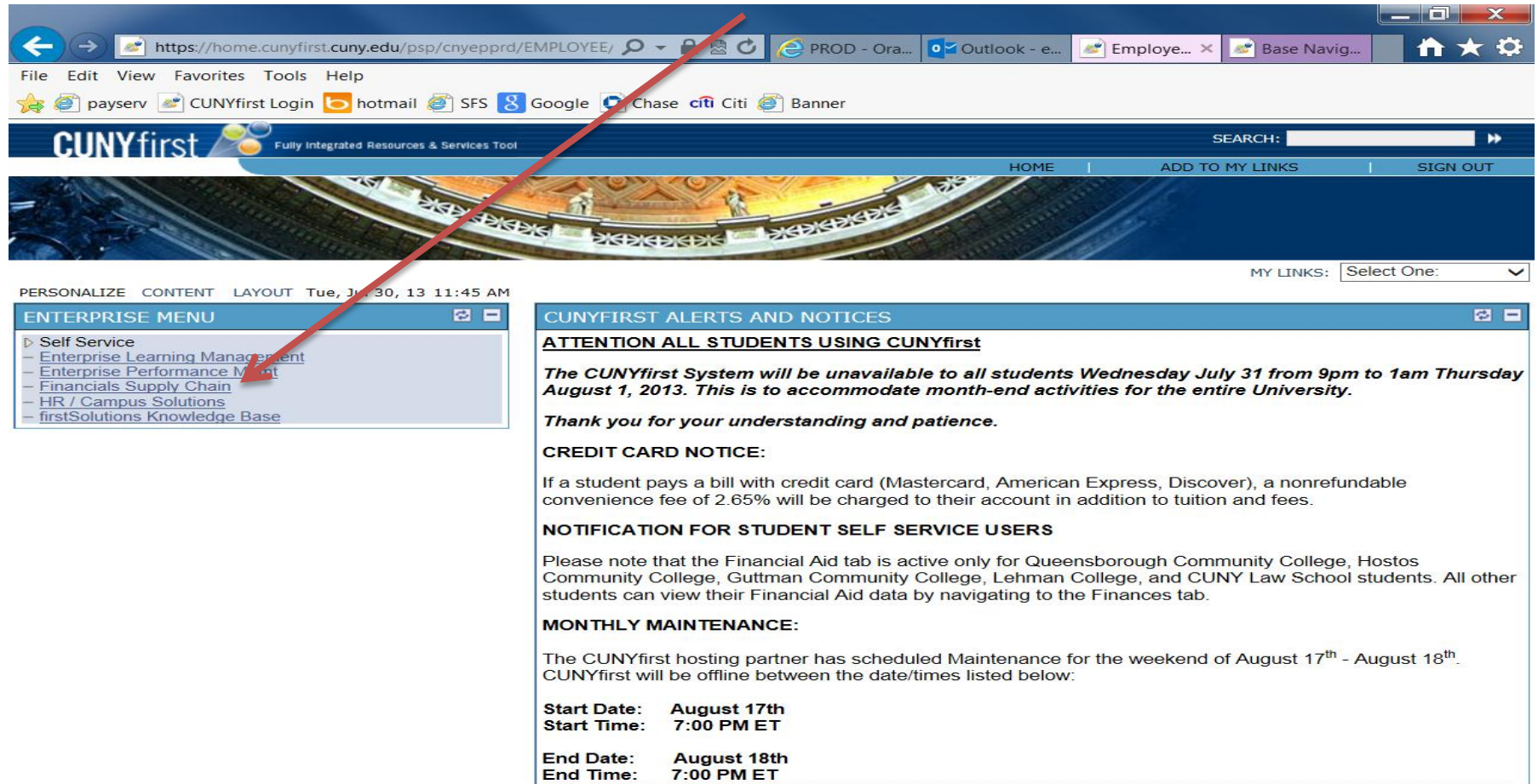


# Running Department Expenditure Detail Reports

Click “Financials Supply Chain”



The screenshot shows the CUNYfirst website interface. At the top, there is a browser window with the URL <https://home.cunyfirst.cuny.edu/psp/cnyepprd/EMPLOYEE/>. Below the browser window, there is a navigation bar with links for File, Edit, View, Favorites, Tools, and Help. The main header features the CUNYfirst logo and a search bar. A red arrow points from the text "Click 'Financials Supply Chain'" to the "Financials Supply Chain" link in the Enterprise Menu.

**ENTERPRISE MENU**

- Self Service
- Enterprise Learning Management
- Enterprise Performance Management
- Financials Supply Chain**
- HR / Campus Solutions
- firstSolutions Knowledge Base

**CUNYFIRST ALERTS AND NOTICES**

**ATTENTION ALL STUDENTS USING CUNYfirst**

*The CUNYfirst System will be unavailable to all students Wednesday July 31 from 9pm to 1am Thursday August 1, 2013. This is to accommodate month-end activities for the entire University.*

*Thank you for your understanding and patience.*

**CREDIT CARD NOTICE:**

If a student pays a bill with credit card (Mastercard, American Express, Discover), a nonrefundable convenience fee of 2.65% will be charged to their account in addition to tuition and fees.

**NOTIFICATION FOR STUDENT SELF SERVICE USERS**

Please note that the Financial Aid tab is active only for Queensborough Community College, Hostos Community College, Guttman Community College, Lehman College, and CUNY Law School students. All other students can view their Financial Aid data by navigating to the Finances tab.

**MONTHLY MAINTENANCE:**

The CUNYfirst hosting partner has scheduled Maintenance for the weekend of August 17<sup>th</sup> - August 18<sup>th</sup>. CUNYfirst will be offline between the date/times listed below:

**Start Date:** August 17<sup>th</sup>  
**Start Time:** 7:00 PM ET

**End Date:** August 18<sup>th</sup>  
**End Time:** 7:00 PM ET

# Running Department Expenditure Detail Reports

Navigation:

1. CUNY

2. CUNY Financial Reports

3. Click “Department Expenditure Report”

The screenshot displays the CUNYfirst web application interface. The browser address bar shows the URL: <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/s>. The page features a top navigation bar with links for Home, Worklist, Add to Favorites, and Sign out. A left-hand menu is expanded, showing a search bar and a list of categories. The 'CUNY' category is selected, and the 'CUNY Financial Reports' sub-category is expanded, revealing the 'Department Expenditure Report' link. The main content area displays the 'CUNY Financial Reports' section with two links: 'Department Expenditure Report' and 'Open Encumbrances Report'. Red arrows indicate the navigation path from the 'CUNY' menu item to the 'CUNY Financial Reports' sub-menu, and then to the 'Department Expenditure Report' link.

Menu

Search:

- My Favorites
- CUNY
  - CUCF Agency Interfaces
  - CUNY Financial Reports
    - Department Expenditure Report
    - Open Encumbrances Report
  - GL Conversions
  - CUNY Conversion Dashboard
  - CUNY General Ledger Reports
  - Budget Processing & Interfaces
    - CUNY COA Crosswalk
  - Employee Self-Service
  - Manager Self-Service
  - Vendors
  - Purchasing
  - eProcurement
  - Services Procurement
  - Accounts Payable
  - Commitment Control
  - General Ledger
  - Allocations
  - Set Up Financials/Supply Chain
  - Enterprise Components
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
  - My Personalizations
  - My System Profile
  - My Dictionary
  - firstSolutions Knowledge Base

Main Menu > CUNY >

CUNY Financial Reports

Department Expenditure Report

Open Encumbrances Report

# Running Department Expenditure Detail Reports

“Department Expenditure Report” screen should look like this:

The screenshot shows the CUNYfirst web application interface. The browser address bar displays the URL: <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The page title is "Department Expenditure Report".

**Menu:**

- My Favorites
- CUNY
  - CUCF Agency Interfaces
  - CUNY Financial Reports
    - Department Expenditure Report
    - Open Encumbrances Report
  - GL Conversions
  - CUNY Conversion Dashboard
  - CUNY General Ledger Reports
  - Budget Processing & Interfaces
  - CUNY COA Crosswalk
- Employee Self-Service
- Manager Self-Service
- Vendors
- Purchasing
- eProcurement
- Services Procurement
- Accounts Payable
- Commitment Control
- General Ledger
- Allocations
- Set Up Financials/Supply Chain
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - My Personalizations
  - My System Profile
  - My Dictionary
  - firstSolutions Knowledge Base

**Department Expenditure Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Maximum number of rows to return (up to 300):

**Search by:** Run Control ID begins with

☐ Case Sensitive

[Search](#) [Advanced Search](#)

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

Page 3

# 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

The screenshot shows a web browser window with the URL <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The browser's address bar and tabs are visible. The page title is "Department Expenditure Report". The left sidebar contains a menu with various options, including "Department Expenditure Report" and "Open Encumbrances Report". The main content area has a search bar and two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is a text field labeled "Run Control ID:" containing the text "department\_expenditure". A yellow "Add" button is located below the text field. At the bottom of the page, there are links for "Find an Existing Value" and "Add a New Value".

Red arrows indicate the steps: one arrow points from the "Add a New Value" button in the main content area to the "Add" button in the sidebar, and another arrow points from the "Add" button in the sidebar to the "Add" button in the main content area.

# 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"

The screenshot shows the CUNYfirst web application interface for running a Department Expenditure Report. The browser address bar shows the URL: <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The page title is "Department Expenditure Report".

On the left is a "Menu" sidebar with a search bar and a list of navigation items. Item 5 points to the "Set Up Financials/Supply Chain" link in the menu.

The main content area contains the report configuration form. Item 1 points to the "\*Business Unit" field with the value "GRDPR". Item 2 points to the "Department" field with the value "10017". Item 3 points to the "\*Fiscal Year" field with the value "2014". Item 4 points to the "\*Date From" field with the value "07/01/2013". Item 6 points to the "Run" button. Item 5 also points to the "Save" button.

Below the form, there is a note: "\* Date From and Date To - Creation Dates of the Requisitions". At the bottom right, there is an "Add" button.

At the bottom right of the page, the number "5" is displayed.

# Running Department Expenditure Detail Reports

The screenshot shows a web browser window with the URL <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The browser's address bar and tabs are visible at the top. Below the browser window, a menu on the left side lists various financial reports. The 'Department Expenditure Report' is selected, and a red arrow points to the 'OK' button at the bottom of the menu. Another red arrow points to the 'Department Expenditure Report' entry in the 'Process List' table.

**Menu**

- ▼ CUNY Financial Reports
  - Department Expenditure Report
  - Open Encumbrances Report
- ▶ GL Conversions
- ▶ CUNY Conversion Dashboard
- ▶ CUNY General Ledger Reports
- ▶ Budget Processing & Interfaces
- CUNY COA Crosswalk
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Vendors
- ▶ Purchasing
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Accounts Payable
- ▶ Commitment Control
- ▶ General Ledger
- ▶ Allocations
- ▶ Set Up Financials/Supply Chain
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- My Personalizations
- My System Profile
- My Dictionary
- firstSolutions Knowledge

**Process Scheduler Request**

User ID: 10854489 Run Control ID: Department\_Expenditure

Server Name:  Run Date: 07/30/2013

Recurrence:  Run Time: 12:59:43PM [Reset to Current Date/Time](#)

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	<a href="#">Department Expenditure Report</a>	FAM22	PSJob	(None)	(None)

[OK](#) [Cancel](#)

1. Make sure the box is checked.

2. Click “OK”

# Running Department Expenditure Detail Reports

Click "Process Monitor"

The screenshot displays a web browser window at the URL <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/>. The browser's address bar and tabs are visible at the top. Below the browser window, a navigation menu on the left lists various system functions. The 'Department Expenditure Report' is selected in the menu. A red arrow points from the text 'Click "Process Monitor"' to the 'Process Monitor' link in the report header. The report header includes a 'Run Control ID' of 'Department\_Expenditure' and a 'Run' button. Below the header, the report parameters are set: '\*Business Unit' is 'GRDPR', '\*Department' is '70054', and '\*Fiscal Year' is '2014'. The date range is set from '07/01/2013' to '06/30/2014'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Add'.

Menu

- ▼ CUNY Financial Reports
  - Department Expenditure Report
  - Open Encumbrances Report
- ▶ GL Conversions
- ▶ CUNY Conversion Dashboard
- ▶ CUNY General Ledger Reports
- ▶ Budget Processing & Interfaces
  - CUNY COA Crosswalk
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Vendors
- ▶ Purchasing
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Accounts Payable
- ▶ Commitment Control
- ▶ General Ledger
- ▶ Allocations
- ▶ Set Up Financials/Supply Chain
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- ▶ My Personalizations
- ▶ My System Profile
- ▶ My Dictionary
- ▶ firstSolutions Knowledge

Department Expenditure Report

Run Control ID: Department\_Expenditure

Report Manager Process Monitor Run

Process Instance:348755

\*Business Unit GRDPR \*Department 70054 \*Fiscal Year 2014

\*Date From 07/01/2013 \*Date To 06/30/2014

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

Save Return to Search Previous in List Next in List Notify Add



# 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”.)

The screenshot shows the CUNYfirst web application interface. The browser address bar displays the URL: <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The page title is "Employee-facing r... Department Ex...". The browser's address bar shows several tabs: "Employee-facing r...", "Department Ex...", and "Outlook (2) - emil...". The browser's address bar also shows several icons: "payserv", "CUNYfirst Login", "hotmail", "SFS", "Google", "Chase", "Citi", and "Banner".

The CUNYfirst logo is visible in the top left corner. The page has a navigation bar with links: "Home", "Worklist", "Add to Favorites", and "Sign out". There are also links for "New Window", "Help", and "Customize Page".

The left sidebar contains a "Menu" section with a search bar and a list of navigation items. The "Department Expenditure Report" is highlighted. Other items include "My Favorites", "CUNY", "CUCF Agency Interfaces", "CUNY Financial Reports", "GL Conversions", "CUNY Conversion Dashboard", "CUNY General Ledger Reports", "Budget Processing & Interfaces", "CUNY COA Crosswalk", "Employee Self-Service", "Manager Self-Service", "Vendors", "Purchasing", "eProcurement", "Services Procurement", "Accounts Payable", "Commitment Control", "General Ledger", "Allocations", "Set Up Financials/Supply Chain", "Enterprise Components", "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", "My Personalizations", "My System Profile", "My Dictionary", and "firstSolutions Knowledge Base".

The main content area has a "Process List" tab selected. Below it is a "View Process Request For" form. The form contains fields for "User ID" (10854489), "Type" (Last), "Days" (1), "Server", "Name", "Instance", "Run", "Distribution", and "Status". There is a "Refresh" button and a "Save On Refresh" checkbox.

Below the form is a "Process List" table. The table has columns: "Select", "Instance", "Seq.", "Process Type", "Process Name", "User", "Date/Time", "Run Status", "Distribution Status", and "Details". The table shows two rows of data.

Select	Instance	Seq.	Process Type	Process Name	User	Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	349681		PSJob	FAM22	10854489	07/31/2013 11:01:17AM EDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	348755		PSJob	FAM22	10854489	07/30/2013 12:59:43PM EDT	Success	Posted	<a href="#">Details</a>

Below the table are links for "Go back to Department Expenditure Report", "Save", "Notify", "Process List", and "Server List".



# Running Department Expenditure Detail Reports

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

The screenshot shows a web browser window with the URL <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The browser's address bar and tabs are visible at the top. Below the browser window, the application interface is shown. On the left is a 'Menu' sidebar with a tree structure. The 'CUNY Financial Reports' section is expanded, and 'Department Expenditure Report' is selected. A red arrow points from the 'FAM22' link in the 'Process List' table to the 'Department Expenditure Report' link in the menu. The main content area has tabs for 'Process List' and 'Server List'. The 'Process List' tab is active, showing a 'View Process Request For' form and a table of process requests. The table has columns for 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', and 'Run Status'. The first row is highlighted, and a red arrow points to the 'FAM22' link in the 'Process Name' column. Below the table is a link to 'Go back to Department Expenditure Report'.

Menu

- ▼ CUNY Financial Reports
  - Department Expenditure Report
  - Open Encumbrances Report
  - ▶ GL Conversions
  - ▶ CUNY Conversion Dashboard
  - ▶ CUNY General Ledger Reports
  - ▶ Budget Processing & Interfaces
  - CUNY COA Crosswalk
  - ▶ Employee Self-Service
  - ▶ Manager Self-Service
  - ▶ Vendors
  - ▶ Purchasing
  - ▶ eProcurement
  - ▶ Services Procurement
  - ▶ Accounts Payable
  - ▶ Commitment Control
  - ▶ General Ledger
  - ▶ Allocations
  - ▶ Set Up Financials/Supply Chain
  - ▶ Enterprise Components Worklist
  - ▶ Tree Manager
  - ▶ Reporting Tools
  - ▶ PeopleTools
  - My Personalizations
  - My System Profile
  - My Dictionary
  - firstSolutions Knowledge

Process List

View Process Request For

User ID: 10854489 Type: Last 1 Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status
<input type="checkbox"/>	348799		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 12:59:43PM EDT	Success
<input type="checkbox"/>	348411		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 9:57:59AM EDT	Success
<input type="checkbox"/>	348400		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 9:53:32AM EDT	Success
<input type="checkbox"/>	348391		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 9:49:18AM EDT	Success
<input type="checkbox"/>	348383		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 9:46:06AM EDT	Success
<input type="checkbox"/>	348356		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 9:41:29AM EDT	Success
<input type="checkbox"/>	348347		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 9:38:02AM EDT	Success
<input type="checkbox"/>	348338		PSJob	<a href="#">FAM22</a>	10854489	07/30/2013 9:32:52AM EDT	Success

Go back to Department Expenditure Report

# Running Department Expenditure Detail Reports

The screenshot shows a web browser window with the URL <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The browser's address bar and tabs are visible at the top. Below the browser window, a sidebar menu is open, displaying a list of navigation options. The 'CUNY Financial Reports' section is expanded, showing sub-items like 'Department Expenditure Report', 'Open Encumbrances Report', 'GL Conversions', 'CUNY Conversion Dashboard', 'CUNY General Ledger Reports', 'Budget Processing & Interfaces', 'CUNY COA Crosswalk', 'Employee Self-Service', 'Manager Self-Service', 'Vendors', 'Purchasing', 'eProcurement', 'Services Procurement', 'Accounts Payable', 'Commitment Control', 'General Ledger', 'Allocations', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'firstSolutions Knowledge'. A red arrow points from the 'FAM2221 Success' link in the menu to the corresponding link in the Process Detail list.

**Menu**

- ▼ CUNY Financial Reports
  - Department Expenditure Report
  - Open Encumbrances Report
  - ▶ GL Conversions
  - ▶ CUNY Conversion Dashboard
  - ▶ CUNY General Ledger Reports
  - ▶ Budget Processing & Interfaces
  - CUNY COA Crosswalk
  - ▶ Employee Self-Service
  - ▶ Manager Self-Service
  - ▶ Vendors
  - ▶ Purchasing
  - ▶ eProcurement
  - ▶ Services Procurement
  - ▶ Accounts Payable
  - ▶ Commitment Control
  - ▶ General Ledger
  - ▶ Allocations
  - ▶ Set Up Financials/Supply Chain
  - ▶ Enterprise Components
  - ▶ Worklist
  - ▶ Tree Manager
  - ▶ Reporting Tools
  - ▶ PeopleTools
  - My Personalizations
  - My System Profile
  - My Dictionary
  - firstSolutions Knowledge

**Process Detail**

**Process Name:** FAM22 Refresh

**Main Job Instance:** 348755

Left | Right

- 348755 - FAM22 Success
- 348756 - CU\_FAM22 Success
- 348757 - FAM2221 Success
- 348758 - CU\_FAM22\_LST Success

Return

# Running Department Expenditure Detail Reports

The screenshot displays the CUNY Financial Reports web application interface. On the left is a navigation menu with the following items: CUNY Financial Reports (expanded), Department Expenditure Report (selected), Open Encumbrances Report, GL Conversions, CUNY Conversion Dashboard, CUNY General Ledger Reports, Budget Processing & Interfaces, CUNY COA Crosswalk, Employee Self-Service, Manager Self-Service, Vendors, Purchasing, eProcurement, Services Procurement, Accounts Payable, Commitment Control, General Ledger, Allocations, Set Up Financials/Supply Chain, Enterprise Components, Worklist, Tree Manager, Reporting Tools, PeopleTools, My Personalizations, My System Profile, My Dictionary, and firstSolutions Knowledge. The main content area is titled "Process Detail" and contains several sections: "Process" with fields for Instance (348757), Type (Crystal), Name (FAM2221), and Description (FAM2221); Run Status (Success) and Distribution Status (Posted); "Run" section with Run Control ID (Department\_Expenditure), Location (Server), Server (PSNT), and Recurrence; "Update Process" section with radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request; "Date/Time" section with Request Created On (07/30/2013 1:01:06PM EDT), Run Anytime After (07/30/2013 12:59:43PM EDT), Began Process At (07/30/2013 1:02:05PM EDT), and Ended Process At (07/30/2013 1:02:15PM EDT); and "Actions" section with links for Parameters, Message Log, Batch Timings, and View Log/Trace. A red arrow points from the "View Log/Trace" link in the Actions section to the text "Click 'View log/Trace' link" on the left.

Menu

- ▼ CUNY Financial Reports
  - Department Expenditure Report
  - Open Encumbrances Report
- ▶ GL Conversions
- ▶ CUNY Conversion Dashboard
- ▶ CUNY General Ledger Reports
- ▶ Budget Processing & Interfaces
- ▼ CUNY COA Crosswalk
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Vendors
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- ▶ eProcurement
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- ▶ Commitment Control
- ▶ General Ledger
- ▶ Allocations
- ▶ Set Up Financials/Supply Chain
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- ▶ My Personalizations
- ▶ My System Profile
- ▶ My Dictionary
- ▶ firstSolutions Knowledge

Process Detail

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Process	
Instance:	348757
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: 07/30/2013 1:01:06PM EDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 07/30/2013 12:59:43PM EDT	<a href="#">Message Log</a>
Began Process At: 07/30/2013 1:02:05PM EDT	Batch Timings
Ended Process At: 07/30/2013 1:02:15PM EDT	<a href="#">View Log/Trace</a>

# Running Department Expenditure Detail Reports

Click the **PDF** link

The screenshot shows a web application interface for running Department Expenditure Detail Reports. The browser address bar displays the URL: <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The browser tabs include Outlook - e..., Employee-f..., Employee-f..., and Departm... x. The browser's address bar shows the URL. The browser's address bar shows the URL. The browser's address bar shows the URL.

**Menu**

- ▼ CUNY Financial Reports
  - Department Expenditure Report
  - [Open Encumbrances Report](#)
- ▶ GL Conversions
- ▶ CUNY Conversion Dashboard
- ▶ CUNY General Ledger Reports
- ▶ Budget Processing & Interfaces
- [CUNY COA Crosswalk](#)
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Vendors
- ▶ Purchasing
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Accounts Payable
- ▶ Commitment Control
- ▶ General Ledger
- ▶ Allocations
- ▶ Set Up Financials/Supply Chain
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)
- [firstSolutions Knowledge](#)

**View Log/Trace**

**Report**

**Report ID:** 313737 **Process Instance:** 348757 [Message Log](#)

**Name:** FAM2221 **Process Type:** Crystal

**Run Status:** Success

FAM2221

**Distribution Details**

**Distribution Node:** ReportNode **Expiration Date:** 09/13/2013

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">CRW_FAM2221_348757.log</a>	0	07/30/2013 1:02:15.299981PM EDT
<a href="#">FAM2221_348757.PDF</a>	51,324	07/30/2013 1:02:15.299981PM EDT
<a href="#">pssqltrace.trc</a>	506	07/30/2013 1:02:15.299981PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	10854489

# 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.

Browser window showing the report URL: <https://pubsub.cunyfirst.cuny.edu/psreports/cnyfsprd/313737/I>

File Edit Go to Favorites Help

★ payserv CUNYfirst Login hotmail SFS Google Chase Citi Banner

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The City University of New York  
Department Expenditure Report  
Fiscal Year: 2014

Run Date: 7/30/2013

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Business Unit: (GRDPR)  
Department: 70054 - Library

Fund: 10 / Major Purpose: 251 / Operating Unit: 9999 / Funding Source: 999999 / Program Code: 99999 / Special Initiatives: 9999

Budget Account: 80120 - NPS Supplies and Materials

Account	Description	Vendor Name (#)	Req ID	Line/Schedule/Distrib #	PO ID	Voucher ID	Last Activity Date	Payment #	Payment Date	Gross Pre-Encumbered Amt	Gross Encumbered Amt	Outstanding Enc	Expenditure Amt
51401	Books	CASALINI L-001 - (2000010968)	0000000005	1/1/1	0000000001		7/23/2013			38.57	38.57	38.57	0.00
51401	Books	CASALINI L-001 - (2000010968)	0000000005	2/1/1	0000000001		7/23/2013			75.76	75.76	75.76	0.00
51401	Books	CASALINI L-001 - (2000010968)	0000000005	3/1/1	0000000001		7/23/2013			28.93	28.93	28.93	0.00
51401	Books	CASALINI L-001 - (2000010968)	0000000005	4/1/1	0000000001		7/23/2013			16.20	16.20	16.20	0.00
Total Budget					\$6,000.00								
Outstanding Pre-Encumbrance for the FY:					0.00								
Outstanding Encumbrance for the FY:					159.46								
Total Expenditure by Budget Account:					0.00								
Current Budget Balance Available:					5,840.54								

---

Note: Total Budget = Original + Adjusted Budget  
Current Budget Balance Available = Total Budget - (Outstanding Pre-Encumbrance for the FY + Outstanding Encumbrance for the FY + Total Expenditure)

Page 1 of 1