

## 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:

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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"/>	<a href="#">Department Expenditure Report</a>	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](#)

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

View Process Request For

User ID:   Type:  Last  1 Days

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	<a href="#">Details</a>

10. Click on 'Details'

## Process Detail

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

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

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

11. Click on View Log/Trace

Report	
<b>Report ID:</b> 860555	<b>Process Instance:</b> 937570 <a href="#">Message Log</a>
<b>Name:</b> CU_DEPTEXP	<b>Process Type:</b> Application Engine
<b>Run Status:</b> Success	
Department Expenditure RptVer2	

Distribution Details	
<b>Distribution Node:</b> ReportNode	<b>Expiration Date:</b> 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