


NEW DEPARTMENT EXPENDITURE REPORT

To Run the New Department Expenditure Report:

- Go to CUNY Financials
- CUNY
- CUNY Financial Reports (click on more)
- New Department Expenditure Report

 New Dept Expenditure
New Dept Expenditure

- Tab (Add a new Value)

Run Control ID:



- Run Control ID= Deptexpendreport (NO SPACES)
- (Enter Business unit, Department Code, FY)

Run Control ID:

departmentexpend

Report Manager

Process Monitor

*Business Unit 
Run All Departments: Department 
*Fiscal Year Date From 07/01/2014 To 06/30/2015

- Click on RUN
- Make Sure Department Expenditure Rpt Ver2 is Checked.
Department Expenditure RptVer2
 - CU_DEPTEXP
 - Application Engine
 - Distribution
- Click OK
- Go to Process Monitor Link: Process Monitor
- Click reset until line says SUCCESSFUL and POSTED

1260834 Application Engine CU_DEPTEXP 10850745 05/11/2015 9:55:12AM EDT Success Posted

- Click on Details on that line
- Click link that says View Log/Trace
- Open up: DeptExpenditure_1260834.xls