

Run Department Travel & Expense Reports

1. Select "Financial Supply Chain"
2. Select "CUNY"
3. Select "CUNY Financial Reports"
4. Select "Department Expenditure Report"
5. If this is the FIRST time you are running a department expenditure report select the "Add a New Value" tab; if you are re-running an existing report, skip to step 8
6. Enter a "Run Control ID"; this ID should be descriptive enough so you can re-run the report at a later time (ex: ARCHFY2013, ETET1314, etc.) and may NOT contain any spaces
7. Enter the appropriate search criteria:
 - a. Business Unit – NYTEM
 - b. Department – Department Budget Code
 - c. Fiscal Year – this number indicates the end of the current Fiscal/Academic Year; example: current academic year is 2013-2014, fiscal year is 2014.
 - d. Date From/To - These dates should indicate what time period you would like to review. The default dates are for the full fiscal year. If you would like to narrow down the time span, change the dates for a smaller period of time, i.e.: one month, spring semester only, etc.
8. If you are re-running a report enter the existing "Run Control ID"; if you are running a report for the first time return to step 6
9. Update any search criteria if necessary.
10. Select "Run"
11. Select "OK"
12. Note the Process Instance
13. Select "Process Monitor"
14. Select "Refresh" until the Run Status shows as Success for your Process Instance
15. Select "FAM22" link for your Process Instance

16. Select "Instance # - FAM221 Success" link
17. Select "View Log/Trace"
18. Select "FAM221 Instance #.PDF" link
19. You may save or print the resulting report

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