



Department Expenditure Report

Department Expenditure Detail Report

Why do I need to look at the Department Expenditure Report?

- To track your spending
- If a vendor inquires about payment for a PO
- This report does not display travel expenses

Department Expenditure Detail Report

This screenshot shows the main menu of the CUNYfirst system. On the left, a search box is present above a tree view of menu items. A red arrow points to the 'CUNY' folder. The main menu area on the right is titled 'Main Menu >' and contains several folders: 'CUNY', 'CUCF Agency Interfaces', 'GL Conversions', and 'Budget Processing & Interfaces'. The 'CUNY' folder is expanded to show sub-items: 'CUNY Financial Reports', 'CUNY Conversion Dashboard', and 'Budget Processing & Interfaces'. The 'CUNY Financial Reports' sub-item is further expanded to show 'Department Expenditure Report' and 'Open Encumbrances Report'.

This screenshot shows the 'CUNY Financial Reports' folder selected in the main menu. The left-hand search and tree view now shows 'CUNY Financial Reports' expanded, with 'Department Expenditure Report' and 'Open Encumbrances Report' listed. A red arrow points to the 'Department Expenditure Report' item in the tree view. The main menu area now displays 'Main Menu > CUNY >' and 'CUNY Financial Reports' expanded to show 'Department Expenditure Report'.

This screenshot shows the 'Department Expenditure Report' interface. At the top, the title 'Department Expenditure Report' is displayed. Below it are two buttons: 'Find an Existing Value' and 'Add a New Value'. A red arrow points to the 'Add a New Value' button. Below the buttons is a text input field labeled 'Run Control ID:'. At the bottom of the interface, there is a yellow 'Add' button, which is highlighted with a red box. The left-hand search and tree view shows 'Department Expenditure Report' selected.

Add a New Value only for the first time

Department Expenditure Detail Report

Department Expenditure Report

Run Control ID: AGDER

[Report Manager](#) [Process Monitor](#)

Run

6

*Business Unit Department *Fiscal Year

*Date From *Date To

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

5

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

Department Expenditure Report

Enter any information you have and click Search. Leave fields blank for a

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

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Department Expenditure Detail Report

Process Scheduler Request

User ID: 10861606 Run Control ID: AGDER

Server Name: Run Date: 07/26/2013

Recurrence: Run Time: 2:49:29PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Department Expenditure Report	FAM22	PSJob	(None) <input type="button" value="v"/>	(None) <input type="button" value="v"/>	Distribution

Department Expenditure Report

Run Control ID: AGDER  [Process Monitor](#)

*Business Unit: LAGPR Department: 80045 *Fiscal Year: 2014

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

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

Department Expenditure Detail Report

Process List

Server List

View Process Request For

User ID: Type: Last Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	414298			FAM22	07/26/2013 2:49:29PM EDT	Success	Posted	Details

- ❑ Click the **Refresh** button frequently until the Run & distribution status changes from Processing & N/A to Success and Posted

Process Detail

Process Name: FAM22

Main Job Instance: 414298

Left | Right

- [414298 - FAM22 Success](#)
- [414299 - CU FAM22 Success](#)
- [414300 - FAM2221 Success](#)
- [414301 - CU FAM22 LST Success](#)

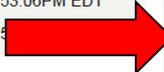
Department Expenditure Detail Report

Process Detail

Process	
Instance:	414300
Type:	Crystal
Name:	FAM2221
Description:	FAM2221
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: AGDER	<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: 09/26/2013 2:51:24PM EDT	Parameters Transfer
Run Anytime After: 07/26/2013 2:49:29PM EDT	Message Log
Began Process At: 09/26/2013 2:53:06PM EDT	Batch Timings
Ended Process At: 09/26/2013 2:53:17.447525PM EDT	View Log/Trace



View Log/Trace

Report		
Report ID:	372596	Message Log
Name:	FAM2221	
Process Instance:	414300	
Process Type:	Crystal	
Run Status:	Success	
FAM2221		

Distribution Details	
Distribution Node:	ReportNode
Expiration Date:	11/10/2013

File List		
Name	File Size (bytes)	Datetime Created
CRW_FAM2221_414300.log	0	09/26/2013 2:53:17.447525PM EDT
FAM2221_414300.PDF		09/26/2013 2:53:17.447525PM EDT
pssqltrace.trc	506	09/26/2013 2:53:17.447525PM EDT



Distribute To	
Distribution ID Type	*Distribution ID
User	10861606

Department Expenditure Detail Report



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

Run Date: 9/26/2013

Business Unit: LaGuardia Community College (LAGPR)

Department: 80045 - Business Office/Fin Operations

Fund: 10 / Major Purpose: 355 / Operating Unit: 9999 / Funding Source: 999999 / Program Code: 99999 / Special Initiatives: 9999

Budget Account: 80061 - Supplies and Materials General

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
52805	Services-Catering	MBJ LIC CO-001 - (1000002954)	0000002583	1/1/1	0000002028		7/11/2013			135.00	135.00	135.00	0.00

Total Budget \$5,912.00
Outstanding Pre-Encumbrance for the FY 0.00
Outstanding Encumbrance for the FY: 135.00
Total Expenditure by Budget Account: 0.00
Current Budget Balance Available: 5,777.00

Budget Account: 80067 - Data Processing Supplies

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
51003	IT Supplies	S3 LLC-001 - (1000003820)	0000002600	1/1/1	0000002030	00003814	9/12/2013	201309240857550	9/24/2013	276.00	276.00	0.00	276.00

Total Budget \$4,715.00
Outstanding Pre-Encumbrance for the FY 0.00
Outstanding Encumbrance for the FY: 0.00
Total Expenditure by Budget Account: 515.00
Current Budget Balance Available: 4,200.00

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)

Department Expenditure Detail Report

1. **Department** - Your department number.
2. **Budget Account** (80000 series)
3. **Account Number** (50000 series) - Expense Account Number
4. **Vendor Name (#)**
5. **Req ID** – The requisition ID the end user created to initiate the purchasing process.
6. **PO ID** - Purchase Order number.
7. **Voucher ID** - Is created when Accounts payable processes the purchase order for payment. The items must be received prior to Accounts Payable processing the voucher for payment.

Department Expenditure Detail Report

8. Payment # - Payment has been sent to vendor. If the payment number begins with the current year then the payment was issued by EFT (electronic payment). If not, then the vendor was sent a check.

9. Gross Pre-Encumbered Amt - When you create a requisition the money is reflected in the Pre-encumbered Amount.

10. Gross Encumbered Amt - When the purchasing department sources the requisition into a PO the money is reflected in Gross Encumbrance Amount.

11. Outstanding Encumbrance - This is the amount of money that is owed to the vendor. Once the PO has been paid the money will move from the Outstanding Encumbrance to the Expenditure Amount.

12. Expenditure Amt. - Amount that has been paid to the vendor.

Comments / Suggestions

If there is material on this training guide that is confusing or if you have a suggestion as to how to improve it

**Please Contact:
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budget@lagcc.cuny.edu or at ext. 5388**