

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 'Financials Supply Chain' link in the Enterprise Menu to the main content area.

ENTERPRISE MENU

- Self Service
 - Enterprise Learning Management
 - Enterprise Performance Mgmt
 - 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 17th - August 18th. CUNYfirst will be offline between the date/times listed below:

Start Date: August 17th
Start Time: 7:00 PM ET

End Date: August 18th
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 shows a web browser window with the URL <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/s>. The browser's address bar and tabs are visible at the top. Below the browser window, the CUNYfirst application interface is shown. On the left, a vertical menu is expanded, showing a search bar and a list of items. The 'CUNY' item is selected, and its sub-items are visible. The 'CUNY Financial Reports' item is highlighted, and its sub-items are expanded, showing 'Department Expenditure Report' and 'Open Encumbrances Report'. On the right, the main content area displays the 'CUNY Financial Reports' section, with the 'Department Expenditure Report' link highlighted. Red arrows point from the text instructions on the left to the corresponding elements in the screenshot: from '1. CUNY' to the 'CUNY' menu item, from '2. CUNY Financial Reports' to the 'CUNY Financial Reports' menu item, and from '3. Click “Department Expenditure Report”’ to the 'Department Expenditure Report' link in the main content area.

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:

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

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): 300

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

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 displays the CUNYfirst web application interface. The browser address bar shows the URL: <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/c>. The application header includes the CUNYfirst logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. The left sidebar menu is expanded, showing various system components. The 'Department Expenditure Report' option is highlighted. The main content area is titled 'Department Expenditure Report' and features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing a 'Run Control ID' field with the text 'department_expenditure' and a yellow 'Add' button below it. Red arrows indicate the steps: one points from the instruction 'Add a New Value' to the corresponding tab, and another points from 'Add' to the yellow button. The bottom of the page shows a navigation bar with a left arrow, a page number '4', and a right arrow.

Running Department Expenditure Detail Reports

Add the following criteria (all criteria are required)

1.Business Unit: YRKPR

2.Department code: Enter the 5 digit CUNYFIRST department code you wish to review

3.Fiscal Year: type (i.e. “2014”)

4.Date From and Date To: Use 07/01/2013-06/30/2014 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. A red arrow points from the "Department Expenditure Report" item in the menu to the "Save" button at the bottom of the page, labeled with a red box containing the number 5.

The main content area contains the following fields and controls:

- Run Control ID:** department_expenditure
- Buttons:** "Report Manager", "Process Monitor", and "Run". A red arrow points from a red box containing the number 6 to the "Run" button.
- *Business Unit:** YRKPR
- Department:** 10017 (labeled with a red box containing the number 2)
- *Fiscal Year:** 2014 (labeled with a red box containing the number 3)
- *Date From:** 07/01/2013 (labeled with a red box containing the number 4)
- *Date To:** 06/30/2014
- * Date From and Date To - Creation Dates of the Requisitions**
- Buttons:** "Save", "Notify", and "Add".

The page number "5" is visible in the bottom right corner.

Running Department Expenditure Detail Reports

1. Make sure the box is checked.

2. Click “OK”

The screenshot shows a web browser window with the URL <https://fscm.cunyfirst.cuny.edu/psp/cnyfsprd/EMPLOYEE/ERP/>. The browser's address bar and tabs are visible. The main content area displays the 'Process Scheduler Request' dialog. On the left, a 'Menu' tree is expanded to 'CUNY Financial Reports' > 'Department Expenditure Report'. A red arrow points to the 'Department Expenditure Report' in the 'Process List' table. The 'Process List' table has columns: Select, Description, Process Name, Process Type, *Type, and *Format. The row for 'Department Expenditure Report' is selected, and the 'Select' checkbox is checked. Below the table, the 'OK' button is highlighted with a red arrow. The 'Run Control ID' is 'Department_Expenditure'. The 'Run Date' is '07/30/2013' and the 'Run Time' is '12:59:43PM'. The 'Server Name' and 'Recurrence' fields are empty. The 'Time Zone' field is also empty. The 'Reset to Current Date/Time' button is visible.

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

Time Zone:

Process List

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

Running Department Expenditure Detail Reports

Click "Process Monitor"

The screenshot displays a web browser window with 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 menu on the left side lists various financial reports, with "Department Expenditure Report" selected. A red arrow points from the text "Click 'Process Monitor'" to the "Process Monitor" link in the report configuration area. The main content area shows the "Department Expenditure Report" configuration, including a "Run Control ID" of "Department_Expenditure", a "Run" button, and a "Process Instance" number of "348755". Below this, there are input fields for "Business Unit" (GRDPR), "Department" (70054), "Fiscal Year" (2014), "Date From" (07/01/2013), and "Date 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”. It may take a minute or two)

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 interface includes a menu on the left with options like "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", and "firstSolutions Knowledge Base".

The main area has tabs for "Process List" and "Server List". The "Process List" tab is active, showing a "View Process Request For" section with fields for "User ID" (10854489), "Type", "Last", "1", "Days", and a "Refresh" button. Below this is a "Process List" table with columns: "Select", "Instance", "Seq.", "Process Type", "Process Name", "User", "Run Date/Time", "Run Status", "Distribution Status", and "Details".

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

At the bottom of the page, there are links for "Go back to Department Expenditure Report", "Save", "Notify", "Process List", and "Server List". The page number "8" is displayed at the bottom right.

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. The main content area has a 'Process List' tab selected. Above the list is a 'View Process Request For' section with search filters for User ID, Type, Last, Name, Instance, Run Status, and Distribution Status. Below this is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, and Run Status. A red arrow points to the first row of the table, which has a 'Success' status and a 'FAM22' link. At the bottom of the page, there is a link that says '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"/>	348338		PSJob	FAM22	10854489	07/30/2013 12:59:43PM EDT	Success
<input type="checkbox"/>	348411		PSJob	FAM22	10854489	07/30/2013 9:57:59AM EDT	Success
<input type="checkbox"/>	348400		PSJob	FAM22	10854489	07/30/2013 9:53:32AM EDT	Success
<input type="checkbox"/>	348391		PSJob	FAM22	10854489	07/30/2013 9:49:18AM EDT	Success
<input type="checkbox"/>	348383		PSJob	FAM22	10854489	07/30/2013 9:46:06AM EDT	Success
<input type="checkbox"/>	348356		PSJob	FAM22	10854489	07/30/2013 9:41:29AM EDT	Success
<input type="checkbox"/>	348347		PSJob	FAM22	10854489	07/30/2013 9:38:02AM EDT	Success
<input type="checkbox"/>	348338		PSJob	FAM22	10854489	07/30/2013 9:32:52AM EDT	Success

Go back to Department Expenditure Report

Running Department Expenditure Detail Reports

Click
“FAM2221 Success” link

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

Main Job Instance: 348755

Left | Right

- 348755 - FAM22 Success
- 348756 - CU_FAM22 Success
- 348757 - FAM2221 Success
- 348758 - CU_FAM22_LST Success

Refresh

Return

Running Department Expenditure Detail Reports

The screenshot displays the CUNY Financial Reports web application interface. On the left is a 'Menu' sidebar with various navigation options. The main content area is titled 'Process Detail' and contains several sections: 'Process', 'Run', 'Update Process', 'Date/Time', and 'Actions'. A red arrow points from the 'View Log/Trace' link in the 'Actions' section to the 'View Log/Trace' link in the 'Date/Time' section.

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

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

Process

Instance:	348757	Type:	Crystal
Name:	FAM2221	Description:	FAM2221
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID:	Department_Expenditure
Location:	Server
Server:	PSNT
Recurrence:	

Update Process

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Date/Time

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
Ended Process At:	07/30/2013 1:02:15PM EDT

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- Batch Timings
- [View Log/Trace](#)

Click "View log/Trace"
link

Running Department Expenditure Detail Reports

Click the **PDF** link

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
CRW_FAM2221_348757.log	0	07/30/2013 1:02:15.299981PM EDT
FAM2221_348757.PDF	51,324	07/30/2013 1:02:15.299981PM EDT
pssqltrace.trc	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 CUNYfirst Department Expenditure Report.

URL: <https://pubsub.cunyfirst.cuny.edu/psreports/cnyfsprd/313737/I>

File Edit Go to Favorites Help

Icons: payserv, CUNYfirst Login, hotmail, SFS, Google, Chase, Citi, Banner



The City University of New York

Department Expenditure Report

Fiscal Year: 2014

Run Date: 7/30/2013

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