How to Run the Budget & Expenditure Report

**BUSINESS OBJECTIVE:** This reporting tool enables Finance personnel to review summarized and detailed budgetary and expenditure information by Business Unit, Fiscal Year and **up to five** departments at a time. Data visualization is also provided with filter capabilities to track OTPS expenditures. This report is available for Tax-Levy and Non-Tax Levy entities. Macros need to be enabled at the user’s PC before they can interact with the report. Excel 2016 or greater is required.

**STEP#1:** From the Enterprise Menu, click on the *Financials Supply Chain* link.

Navigate to: CUNY > CUNY Financial Reports > Budget and Expenditure Report.

**STEP#2:** Create a New Run Control ID. e.g.: **BudExpRpt** and click on Add. This is a one-time step. Next time, you will just search for created Run Control ID.
**STEP#3:** Select Applicable Business Unit (Tax-Levy or Non-Tax-Levy), enter applicable Fiscal Year, and up to five Department Numbers (use the “+” icon to add more department numbers), click on Save then click on Run.

**STEP#4:** DO NOT change any of these values/options. Click OK.
**STEP#5:** Click on Process Monitor

**STEP#6:** Click on Refresh periodically until Run Status and Distribution Status go from Processing and N/A to Success and Posted. It may take between 4-7 minutes to complete.

Do NOT click on Details, Click on Go Back to Budget and Expenditure Report link to retrieve the report.
**STEP#7:** Click on **Report Manager** hyperlink.

**STEP#8:** Click on **Administration** Tab and finally click on the hyperlink to open your report in Excel. **Do not** click on Details hyperlink.
Make sure to click on Enable Editing and Enable Content once in MSFT Excel.

Further drill-down by ChartField
N/A for NTL Business Units but applicable for TL entities. Pending expenditures are outstanding transactions that will hit expenses such as My Wallet trans and Credit Card transaction, again for TL ONLY.