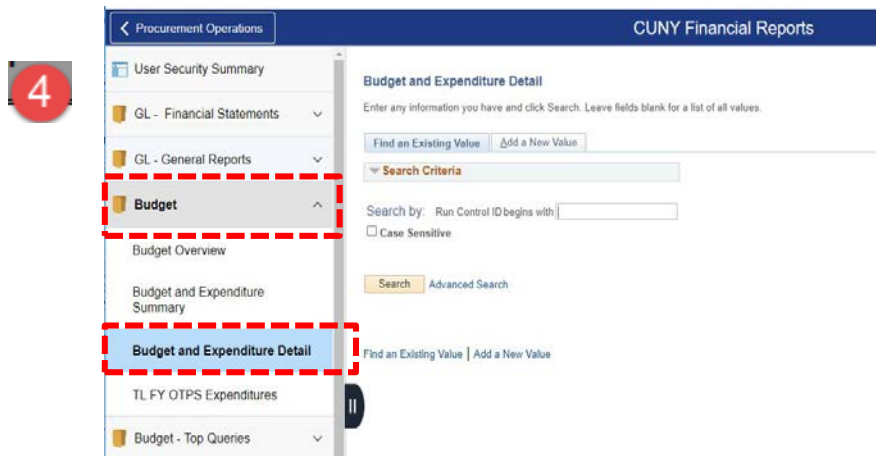
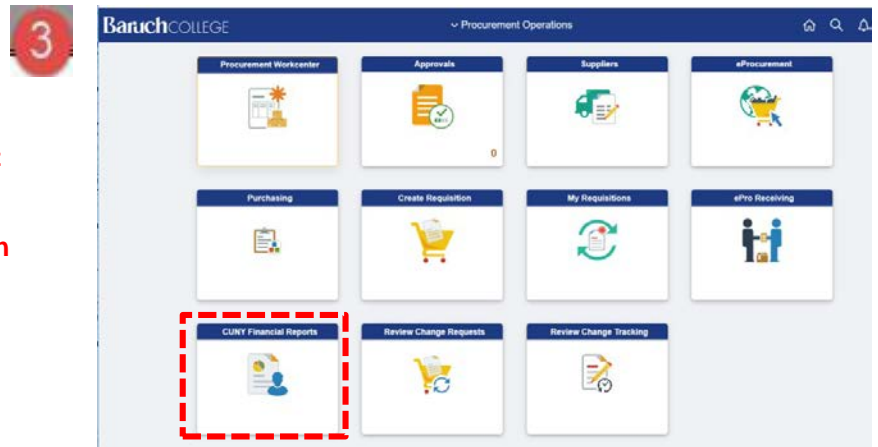
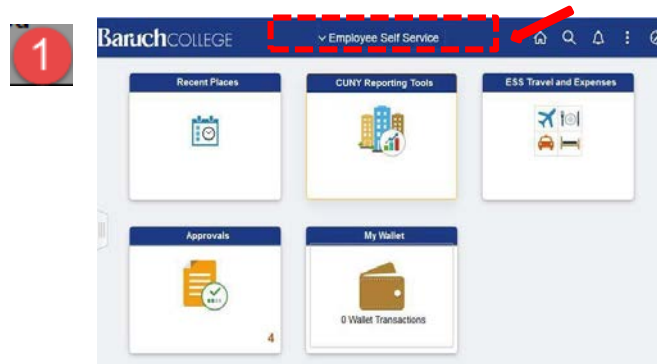


BUSINESS OBJECTIVE: This reporting tool enables Finance personnel to review summarized and detailed budgetary and expenditure information by Business Unit, Fiscal Year and *up to five* departments at a time. Data visualization is also provided with filter capabilities to track OTPS expenditures. This 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: Employee Self Service > select either **Procurement Operations, Travel and Expenses, or General Ledger and Budgeting** > CUNY Financial Reports > Budget > Budget and Expenditure Detail.



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 ControlID.

The screenshot displays the 'CUNY Financial Reports' interface. On the left, a sidebar under 'General Ledger and Budgeting' lists categories: 'GL - Financial Statements', 'GL - General Reports', and 'Budget'. Under 'Budget', options include 'Budget Overview', 'Budget and Expenditure Summary', 'Budget and Expenditure Detail' (highlighted in blue), 'Department Expenditure Report', and 'TL FY OTPS Expenditures'. The main content area is titled 'Budget and Expenditure Detail' and contains a form with the following elements: a 'Find an Existing Value' button, an 'Add a New Value' button (highlighted with a red dashed box and callout 1), a 'Run Control ID' text input field containing 'BudExpRpt' (highlighted with a red dashed box and callout 2), and an 'Add' button (highlighted with a red dashed box and callout 3). Below the form, there is a secondary bar with 'Find an Existing Value' and 'Add a New Value' options.

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

Budget and Expenditure Detail

Run Control ID BudExpRpt Report Manager Process Monitor **Run** 5

*Business Unit BAR01 1

*Fiscal Year 2021 2

Personalize | Find | View All | First 1-2 of 2 Last

*Department		
1 10377	+ -	
2 60196	+ -	

4

Save Notify Add Update/Display

STEP#4: DO NOT change any of these values/options. Click OK.

Process Scheduler Request

User ID [REDACTED] Run Control ID BudExpRpt

Server Name [v] Run Date 12/01/2021 [calendar]

Recurrence [v] Run Time 2:09:06PM Reset to Current Date/Time

Time Zone [v]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget and Expenditure Report	CU_BUDEXPRPT	Application Engine	Web [v]	TXT [v]	Distribution

OK Cancel

↑

STEP#5: Click on ProcessMonitor

Budget and Expenditure Detail

Run Control ID BudExpRpt Report Manager Process Monitor Run

*Business Unit BAR01

*Fiscal Year 2021

Personalize | Find | View All | First 1-2 of 2 Last

*Department		
1 10377	+	-
2 60196	+	-

Save Notify Add Update/Display

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.

Process List Server List

View Process Request For

User ID [redacted] Type [] Last [] 1 Years [] Refresh

Server [] Name [] Instance From [] Instance To [] Report Manager

Run Status [] Distribution Status [] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4741829		nVision-ReportBook	RPTBOOK	[redacted]	12/01/2021 2:10:03PM EST	Success	Posted	Details
<input type="checkbox"/>	4741828		Application Engine	CU_BUDEXPRPT	[redacted]	12/01/2021 2:09:06PM EST	Success	Posted	Details

Go back to Budget and Expenditure Detail

Save Notify

Process List | Server List

Do NOT click on Details, Click on **Go Back to Budget and Expenditure Detail** link to retrieve the report.

STEP#7: Click on **Report Manager** hyperlink.

Budget and Expenditure Detail

Run Control ID BudExpRpt **Report Manager** Process Monitor Run

*Business Unit BAR01
*Fiscal Year 2021

Personalize Find View All First 1-2 of 2 Last

*Department		
1 10377	+	-
2 60196	+	-

Save Notify Add Update/Display

STEP#8: Click on **Administration** Tab and finally click on the hyperlink to open your report in Excel. **Do not** click on Detailshyperlink.

List Explorer **Administration** Archives

View Reports For
User ID [Redacted] Type [Dropdown] Last [Dropdown] 1 Days [Dropdown] Refresh
Status [Dropdown] Folder [Dropdown] Instance [Dropdown] to [Dropdown]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4268931	4741829	BAR01-Budget and Expenditure Detail-2021-12-01	12/01/2021 2:12:01PM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	4268928	4741828	Budget and Expenditure Report	12/01/2021 2:09:41PM	Text Files (*.txt)	Posted	Details

Select All Deselect All
Delete Click the delete button to delete the selected report(s)
Go back to Budget and Expenditure Detail
Save

List | Explorer | Administration | Archives

Make sure to click on Enable Editing and Enable Content once in MSFT Excel.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

SECURITY WARNING Macros have been disabled. **Enable Content**

Further drill-down by ChartField

The City University of New York
Budget and Expenditure Report
CUNY School of Law - Budget Period 2019

Request BU: LAW55
Report ID: BUD_EXP
Layout: BUD_EXP_NTL_3
Run Date: 6/16/19 12:57 PM

Department: 10183 - Law & Paralegal Studies
Program Code: 70054 - Library
Funding Source: 80049 - Business Office/Fin Operations

Clear Filters Export Department

* Remaining PS budget does not include payrolls for the remaining of the fiscal year.
** Pending expenditures are outstanding transactions that will hit expenses.

Unrestricted Non-Tax Levy (12)	PS Regular	Overtime	PS Temp	Adjunct	Total PS	Supplies and Materials	Travel	Contractual Services	Equipment Acquisitions	Other OTPS	Total OTPS	Grand Total
Initial Allocation	-	-	-	-	-	-	-	-	-	-	-	-
Budget Adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Modified Budget (A)	-	-	-	-	-	-	-	-	-	-	-	-
Pre-encumbrances	-	-	-	-	-	-	-	-	-	-	-	-
Encumbrances	-	-	-	-	-	-	-	-	-	-	-	-
YTD Expenditures	-	-	-	-	-	-	-	-	-	-	-	-
Obligations (B)	-	-	-	-	-	-	-	-	-	-	-	-
Remaining Budget (A-B)	-	-	-	-	-	-	-	-	-	-	-	-
Pending Expenditures	-	-	-	-	-	-	-	-	-	-	-	-

The City University of New York
Budget and Expenditure Report
CUNY School of Law - Budget Period 2019

Request BU: LAW55
Report ID: BUD_EXP
Layout: BUD_EXP_NTL_3
Run Date: 6/16/19 12:57 PM

Department: All
Program Code: All
Funding Source: All

Clear Filters

* Remaining PS budget does not include payrolls for the remaining of the fiscal year.
** Pending expenditures are outstanding transactions that will hit expenses.

Unrestricted Non-Tax Levy (12)	PS Regular	Overtime	PS Temp	Adjunct	Total PS	Supplies and Materials	Travel	Contractual Services	Equipment Acquisitions	Other OTPS	Total OTPS	Grand Total
Initial Allocation	-	-	-	-	-	2,205,000	200,000	200,000	200,000	300,000	3,105,000	3,105,000
Budget Adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Modified Budget (A)	-	-	-	-	-	2,205,000	200,000	200,000	200,000	300,000	3,105,000	3,105,000
Pre-encumbrances	-	-	-	-	-	-	-	101	1,185	-	1,286	1,286
Encumbrances	-	-	-	-	-	-	-	890	2,150	-	3,040	3,040
YTD Expenditures	-	-	-	-	-	1,139,212	-	13,475	5,125	-	1,157,812	1,157,812
Obligations (B)	-	-	-	-	-	1,139,212	-	14,466	8,460	-	1,162,138	1,162,138
Remaining Budget (A-B)	-	-	-	-	-	1,065,788	200,000	185,534	191,540	300,000	1,942,862	1,942,862
Pending Expenditures	-	-	-	-	-	-	-	-	-	-	-	-

Restricted Expendable NT Levy (22)	PS Regular	Overtime	PS Temp	Adjunct	Total PS	Supplies and Materials	Travel	Contractual Services	Equipment Acquisitions	Other OTPS	Total OTPS	Grand Total
Initial Allocation	-	-	-	-	-	100,000	100,000	100,000	100,000	150,000	550,000	550,000
Budget Adjustments	-	-	-	-	-	-	-	-	-	-	-	-
Modified Budget (A)	-	-	-	-	-	100,000	100,000	100,000	100,000	150,000	550,000	550,000
Pre-encumbrances	-	-	-	-	-	-	-	-	-	-	-	-
Encumbrances	-	-	-	-	-	230	-	21,426	-	-	21,656	21,656
YTD Expenditures	-	-	-	-	-	2,652	-	214	-	-	2,866	2,866
Obligations (B)	-	-	-	-	-	2,882	-	21,640	-	-	24,522	24,522
Remaining Budget (A-B)	-	-	-	-	-	97,118	100,000	78,360	100,000	150,000	525,478	525,478
Pending Expenditures	-	-	-	-	-	-	-	-	-	-	-	-

Summary

Insights

Budget_Details

PreENC_Activity

ENC_Activity

EXP_Activity

AP_ExpRep_Pend_Trans

Insights

OTPS Department Dashboard

Total Budget
\$3,655,000

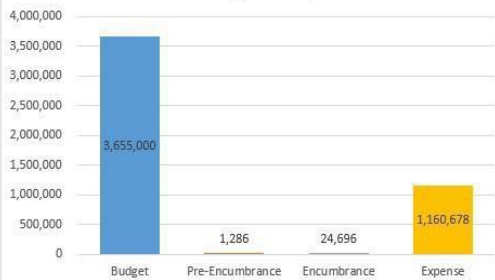
Total Obligations
\$1,186,660

Total Available Budget
\$2,468,340

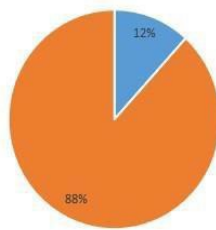
Clear filters

Department	Program Code	Funding Source	Fund	Category
<ul style="list-style-type: none"> Business Office/Fin Operations Law & Paralegal Studies Library 	<ul style="list-style-type: none"> PC not applicable 	<ul style="list-style-type: none"> FS not applicable 	<ul style="list-style-type: none"> 12 22 	<ul style="list-style-type: none"> Contractual Services Equipment Acquisitions Other OTPS Supplies and Materials

OTPS Budget vs Expenses



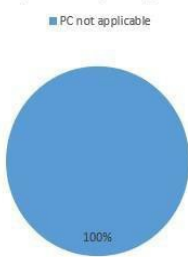
OTPS Expenses by Fund



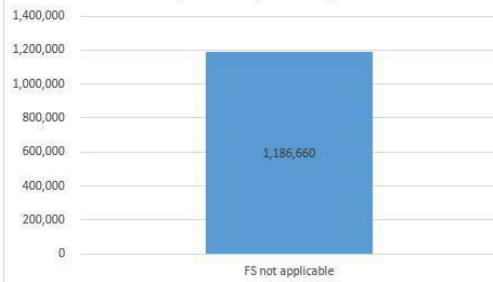
Top 10 Vendors

Vendor	Amount
VILLA ROMA RESORT & CONFERENCE CENTER	1,006,000
165 W 26th Rest LLC	115,565
Clara Moisello	8,056
BULLFROG FILMS INC.	6,525
(blank)	6,337
Aviana Consultants LLC	5,307
Andrew Landauro	5,000
Apple Inc	3,693
School Pride LTD	2,501
AVANTI POLAR LIPIDS INC	559

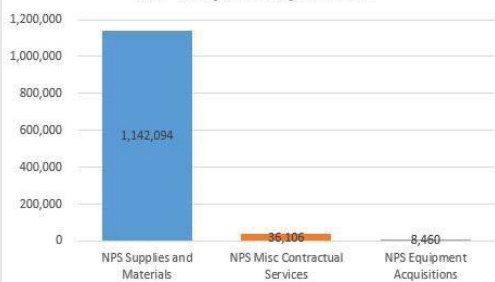
OTPS Expenses by Program Codes



OTPS Expenses by Funding Sources



OTPS Expenses by Account



Budget_Details

Category	Budget Period	Unit	Journal ID	Date	User	User Name	Description	Sum Amount	Budget Account	Budget Acct Descr	Dept	Dept Descr	Fund	Fund Descr
Supplies and Materials	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80120	NPS Supplies and Materials	10182	Law & Paralegal Studies	22	Restricted Ex
Travel	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80121	NPS Travel	10182	Law & Paralegal Studies	22	Restricted Ex
Contractual Services	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80122	NPS Misc Contractual Services	10182	Law & Paralegal Studies	22	Restricted Ex
Equipment Acquisitions	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80123	NPS Equipment Acquisitions	10182	Law & Paralegal Studies	22	Restricted Ex
Other OTFS	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80124	Fringe Benefits	10182	Law & Paralegal Studies	22	Restricted Ex
Supplies and Materials	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80120	NPS Supplies and Materials	70054	Library	12	Unrestricted F
Travel	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80121	NPS Travel	70054	Library	12	Unrestricted F
Contractual Services	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80122	NPS Misc Contractual Services	70054	Library	12	Unrestricted F
Equipment Acquisitions	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80123	NPS Equipment Acquisitions	70054	Library	12	Unrestricted F
Other OTFS	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80124	Fringe Benefits	70054	Library	12	Unrestricted F
Supplies and Materials	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80120	NPS Supplies and Materials	80045	Business Office/Fin Operations	12	Unrestricted F
Travel	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80121	NPS Travel	80045	Business Office/Fin Operations	12	Unrestricted F
Contractual Services	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80122	NPS Misc Contractual Services	80045	Business Office/Fin Operations	12	Unrestricted F
Equipment Acquisitions	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80123	NPS Equipment Acquisitions	80045	Business Office/Fin Operations	12	Unrestricted F
Other OTFS	2019	LAW55	0000791677		3/14/2019	Ugo Fanselli		50,000.00	80124	Fringe Benefits	80045	Business Office/Fin Operations	12	Unrestricted F
Supplies and Materials	2019	LAW55	000792145		5/21/2019	Ugo Fanselli		2,000,000.00	80120	NPS Supplies and Materials	80045	Business Office/Fin Operations	12	Unrestricted F
Supplies and Materials	2019	LAW55	NTL0792061		7/1/2018	Ugo Fanselli	Budget Load	50,000.00	80120	NPS Supplies and Materials	10182	Law & Paralegal Studies	22	Restricted Ex
Travel	2019	LAW55	NTL0792061		7/1/2018	Ugo Fanselli	Budget Load	50,000.00	80121	NPS Travel	10182	Law & Paralegal Studies	22	Restricted Ex
Contractual Services	2019	LAW55	NTL0792061		7/1/2018	Ugo Fanselli	Budget Load	50,000.00	80122	NPS Misc Contractual Services	10182	Law & Paralegal Studies	22	Restricted Ex
Equipment Acquisitions	2019	LAW55	NTL0792061		7/1/2018	Ugo Fanselli	Budget Load	50,000.00	80123	NPS Equipment Acquisitions	10182	Law & Paralegal Studies	22	Restricted Ex
Other OTFS	2019	LAW55	NTL0792061		7/1/2018	Ugo Fanselli	Budget Load	50,000.00	80124	Fringe Benefits	10182	Law & Paralegal Studies	22	Restricted Ex

PreENC_Activity

Category	Req ID	Req Date	Req Status	Req Budget Status	PO ID	PO Date	Vendor ID	Vendor Name	Amount	Open Pre-Enc. Flag	Budget Period	Fiscal Year	GL Business Unit	AP Business Unit
Contractual Services	0000000004	4/9/2019	Approved	Valid					956.46	N	2019	2019	LAW55	LAW55
Contractual Services	0000000004				0000000001	4/9/2019	0000001299	Clara Moisello	(956.46)	N	2019	2019	LAW55	LAW55
Equipment Acquisitions	0000000005	4/10/2019	Approved	Valid					159.98	N	2019	2019	LAW55	LAW55
Equipment Acquisitions	0000000005	4/10/2019	Approved	Valid					1,990.00	N	2019	2019	LAW55	LAW55
Equipment Acquisitions	0000000005				0000000002	4/10/2019	0000001299	Clara Moisello	(159.98)	N	2019	2019	LAW55	LAW55
Equipment Acquisitions	0000000005				0000000002	4/10/2019	0000001299	Clara Moisello	(1,990.00)	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000201	5/16/2019	Approved	Valid					89.97	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000201	5/16/2019	Approved	Valid					139.95	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000201				0000000009	5/16/2019	0000002013	The Imprint Source LLC	(89.97)	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000201				0000000009	5/16/2019	0000002013	The Imprint Source LLC	(139.95)	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000202	5/16/2019	Approved	Valid					89.97	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000202	5/16/2019	Approved	Valid					139.99	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000202				0000000003	5/16/2019	0000002013	The Imprint Source LLC	(89.97)	N	2019	2019	LAW55	LAW55
Supplies and Materials	0000000202				0000000003	5/16/2019	0000002013	The Imprint Source LLC	(139.99)	N	2019	2019	LAW55	LAW55
Contractual Services	0000000203	5/16/2019	Approved	Valid					659.95	N	2019	2019	LAW55	LAW55
Contractual Services	0000000203				0000000006	5/16/2019	0000002205	AVANTI POLAR LIPIDS INC	(659.95)	N	2019	2019	LAW55	LAW55
Equipment Acquisitions	0000000204	5/16/2019	Approved	Valid					5,125.00	N	2019	2019	LAW55	LAW55
Equipment Acquisitions	0000000204				0000000007	5/16/2019	0000001299	Clara Moisello	(5,125.00)	N	2019	2019	LAW55	LAW55
Contractual Services	0000000205	5/16/2019	Approved	Valid					170.00	N	2019	2019	LAW55	LAW55
Contractual Services	0000000205	5/16/2019	Approved	Valid					59.95	N	2019	2019	LAW55	LAW55
Contractual Services	0000000205				0000000008	5/16/2019	0000002204	Arnaldo Britz	(59.95)	N	2019	2019	LAW55	LAW55

ENC_Activity

Category	PO ID	PO Date	PO Status	PO Budget Status	Voucher ID	Voucher Entered Date	Vendor ID	Vendor Name	Journal ID	Journal Date	Travel Authorization ID	Expense Report
Contractual Services	0000000001	4/9/2019	Dispatched	Valid			0000001299	Clara Moisello				
Contractual Services	0000000001				00000001	4/12/2019	0000001299	Clara Moisello				
Contractual Services	0000000001				00000002	4/12/2019	0000001299	Clara Moisello				
Equipment Acquisitions	0000000002	4/10/2019	Approved	Valid			0000001299	Clara Moisello				
Equipment Acquisitions	0000000002	4/10/2019	Approved	Valid			0000001299	Clara Moisello				
Supplies and Materials	0000000003	5/16/2019	Dispatched	Valid			0000002013	The Imprint Source LLC				
Supplies and Materials	0000000003	5/16/2019	Dispatched	Valid			0000002013	The Imprint Source LLC				
Supplies and Materials	0000000003	5/16/2019	Dispatched	Valid			0000002013	The Imprint Source LLC				
Supplies and Materials	0000000003				00000009	5/22/2019	0000002013	The Imprint Source LLC				
Supplies and Materials	0000000003				00000009	5/22/2019	0000002013	The Imprint Source LLC				
Supplies and Materials	0000000003				00000009	5/22/2019	0000002013	The Imprint Source LLC				
Contractual Services	0000000005	5/16/2019	Dispatched	Valid			0000001248	BULLFROG FILMS INC				
Contractual Services	0000000006	5/16/2019	Dispatched	Valid			0000002205	AVANTI POLAR LIPIDS INC				
Equipment Acquisitions	0000000007	5/16/2019	Dispatched	Valid			0000001299	Clara Moisello				
Equipment Acquisitions	0000000007				00000008	5/22/2019	0000001299	Clara Moisello				
Contractual Services	0000000008	5/16/2019	Dispatched	Valid			0000002204	Arnaldo Britz				
Contractual Services	0000000008	5/16/2019	Dispatched	Valid			0000002204	Arnaldo Britz				
Contractual Services	0000000008				00000010	5/22/2019	0000002204	Arnaldo Britz				
Contractual Services	0000000008				00000010	5/22/2019	0000002204	Arnaldo Britz				
Supplies and Materials	0000000009	5/16/2019	Dispatched	Valid			0000002013	The Imprint Source LLC				
Supplies and Materials	0000000009	5/16/2019	Dispatched	Valid			0000002013	The Imprint Source LLC				

EXP_Activity

Category	Voucher ID	Voucher Entered Dt	Vendor ID	Vendor Name	Vchr Approval Status	Amount	Budget Account	Payment Reference ID	Payment Date	Payment Amount
Contractual Services	00000001	4/12/2019	0000001299	Clara Moisello	Approved	1,458.23	00122			0.00
Contractual Services	00000002	4/12/2019	0000001299	Clara Moisello	Approved	1,458.23	00122	0000000002	6/1/2019	1,458.23
Supplies and Materials	00000004	4/30/2019	0000001506	GENESIS ELECTRIC MOTOR CORP	Approved	1.00	00120			0.00
Supplies and Materials	00000005	4/30/2019	0000001893	School Pride LTD	Approved	2,501.00	00120			0.00
Contractual Services	00000006	5/7/2019	0000001170	Andrew Landaur	Approved	5,000.00	00122	0000000002	5/21/2019	5,000.00
Contractual Services	00000007	5/16/2019	0000000020		Approved	5,000.00	00122	0000000004	6/3/2019	5,000.00
Equipment Acquisitions	00000008	5/22/2019	0000001299	Clara Moisello	Approved	5,125.00	00123			0.00
Supplies and Materials	00000009	5/22/2019	0000002013	The Imprint Source LLC	Approved	89.97	00120			0.00
Supplies and Materials	00000009	5/22/2019	0000002013	The Imprint Source LLC	Approved	139.99	00120			0.00
Supplies and Materials	00000009	5/22/2019	0000002013	The Imprint Source LLC	Approved	149.95	00120			0.00
Contractual Services	00000010	5/22/2019	0000002204	Amaldo Britez	Approved	30.00	00122			0.00
Contractual Services	00000010	5/22/2019	0000002204	Amaldo Britez	Approved	184.00	00122			0.00
Contractual Services	00000011	5/22/2019	0000002205	AVANTI POLAR LIPIDS INC	Approved	559.00	00122			0.00
Supplies and Materials	00000012	5/22/2019	0000001248	BULLFROG FILMS INC	Approved	54.12	00120			0.00
Supplies and Materials	00000013	5/22/2019	0000000052	VILLA ROMA RESORT & CONFERENCE CENTER	Approved	1,000.00	00120			0.00
Supplies and Materials	00000013	5/22/2019	0000000052	VILLA ROMA RESORT & CONFERENCE CENTER	Approved	4,000.00	00120			0.00
Supplies and Materials	00000014	5/22/2019	0000000040	Apple Inc	Approved	3,626.55	00120			0.00
Supplies and Materials	00000015	5/22/2019	0000001101	165 W 26th Rest LLC	Approved	115,487.21	00120			0.00
Supplies and Materials	00000016	5/22/2019	0000000052	VILLA ROMA RESORT & CONFERENCE CENTER	Approved	1,001,000.00	00120			0.00
Supplies and Materials	00000017	5/22/2019	0000001248	BULLFROG FILMS INC	Approved	6,471.33	00120			0.00
Supplies and Materials	00000018	5/22/2019	0000000042	Aviana Consultants LLC	Approved	166.32	00120			0.00

AP_ExpRep_Pend_Trans

Category	GL Unit	Travel Auth ID	Expense Report ID	ER Descr	ER Line #	ER Status	Budget Line Status	Employee ID	Employee Name	ER Creation Date	Acctg Date	Amount	Budget Account	Expense Account	Expe

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.