

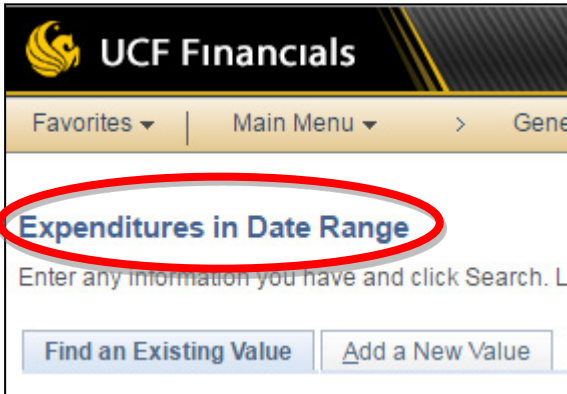
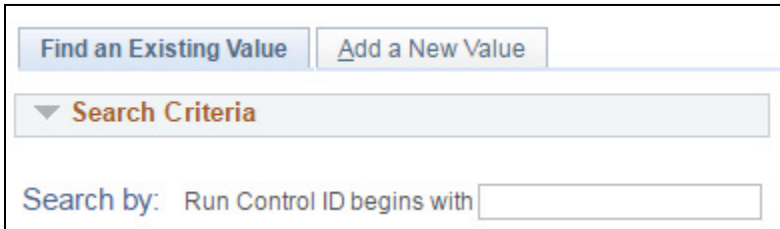


ADDY NOTES



Running an Expenditure Report

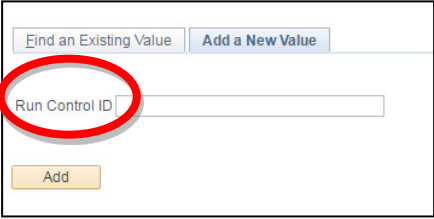
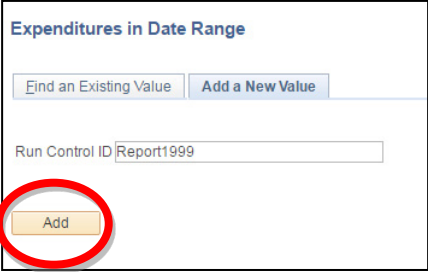
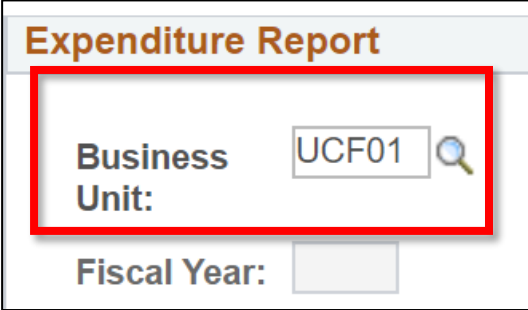
This Addy Note explains how to run an Expenditure Report, which you can then view as either an Adobe Acrobat document or as an Excel spreadsheet.

Step	Action
1.	<p>Navigate to: Main Menu > General Ledger > UCF GL Reports > Expenditures within Date Range.</p> 
	<p>Note: If you have never created a run control, create one following Steps 2 through 4. You will only need to perform this process one time, and you can use the run control you create each subsequent time you want to run this report.</p> <p>If you already have created a run control:</p> <ol style="list-style-type: none"> Click the Seach button. Pick a run control from the list that populates Proceed to Step 5 below.
2.	<p>Click the Add a New Value tab.</p> 



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Step	Action
3.	<p>Name your Run Control in the Run Control ID field.</p>  <p>Note: Run Control IDs are case-sensitive and must be entered without using spaces. Choose a name for your Run Control carefully, because the system will not allow you to change or delete the name after it is saved.</p>
4.	<p>Click Add.</p> 
5.	<p>In the Business Unit field, enter UCF01.</p> 



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Step	Action
6.	<p>In the Fiscal Year field, enter four digits for the fiscal year on which you are inquiring.</p> <p><i>Note: This field is only available for data entry if in the Group By selection area, the radio button next to the By Department option is selected. If it is not selected, the Fiscal Year field will be greyed out and unavailable for data entry.</i></p> <div data-bbox="305 695 699 919" style="border: 1px solid black; padding: 5px;"> <p>Expenditure Report</p> <p>SetID: <input type="text" value="UCF01"/> </p> <p>Fiscal Year: <input type="text"/></p> </div> <div data-bbox="305 957 1382 1381" style="border: 1px solid black; padding: 5px;"> <p>Expenditure Report</p> <p>Business Unit: <input type="text" value="UCF01"/> </p> <p>Fiscal Year: <input type="text" value="2020"/></p> <p>From Date: <input type="text" value="04/01/2020"/> </p> <p>Through Date: <input type="text" value="04/17/2020"/> </p> <p style="text-align: center;">Run Report by Department OR by Project ID</p> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>Group By</p> <p><input checked="" type="radio"/> By Department</p> <p>Or</p> <p><input type="radio"/> By Project</p> </div> <p>Dept From: <input type="text"/> To: <input type="text"/> </p> <p>Project From: <input type="text"/> To: <input type="text"/></p> </div>



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Step	Action
7.	<p>In the From Date and Through Date, enter the dates on which you are inquiring.</p> <div data-bbox="323 554 719 823" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Fiscal Year: <input type="text" value="2010"/></p> <p>From Date: <input type="text" value="01/19/2011"/> <input type="button" value="B1"/></p> <p>Through Date: <input type="text" value="01/19/2011"/> <input type="button" value="B1"/></p> </div> <p><i>Note: To avoid receiving an error message, make sure the date range falls within the fiscal year that you entered in the Fiscal Year field in Step 6. As a reminder, UCF's fiscal year runs from July 1 through June 30.</i></p>
8.	<p>Select the Department or Project radio button.</p> <div data-bbox="303 1062 662 1356" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Run Report by Department</p> <p>Group By</p> <p><input checked="" type="radio"/> By Department</p> <p>OR</p> <p><input type="radio"/> By Project</p> </div>



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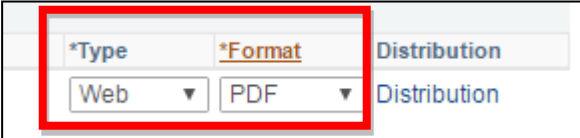

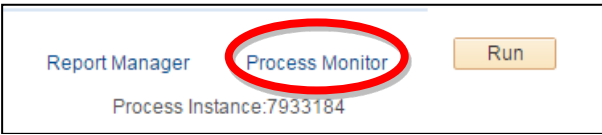
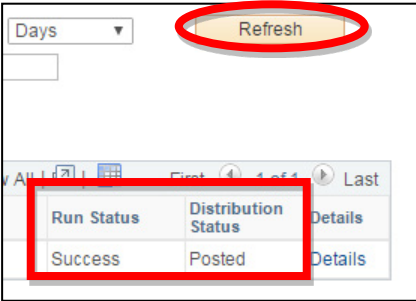


Step	Action
<p>9.</p>	<p>Enter the department or project number in the From and To fields as follows:</p> <ul style="list-style-type: none"> To run a report for a single department or project, enter the number for the department or project in both the From and To fields. Utilize the Department fields for Department and Project fields for projects. To run a report for a range of departments or projects, enter the department or project numbers in the corresponding From and To fields. Utilize the Department fields for Department and Project fields for projects. <i>Note: The search range is limited to the first two digits of the Department or Project.</i> <div data-bbox="305 919 938 1062" style="border: 1px solid black; padding: 5px;"> <p>Dept From: <input type="text"/> <input type="button" value="🔍"/> To: <input type="text"/> <input type="button" value="🔍"/></p> <p>Project From: <input type="text"/> <input type="button" value="🔍"/> To: <input type="text"/> <input type="button" value="🔍"/></p> </div>
<p>10</p>	<p>Click Run.</p> <div data-bbox="305 1188 938 1327" style="border: 1px solid black; padding: 5px;"> <p>Report Manager Process Monitor <input type="button" value="Run"/></p> </div>
<p>11</p>	<p>Click the Server Name drop-down arrow and select PSUNX.</p> <div data-bbox="305 1419 812 1663" style="border: 1px solid black; padding: 5px;"> <p>Process Scheduler Request</p> <p>User ID addy</p> <p>Server Name <input type="text"/> ▼</p> <p>Recurrence <input type="text"/> ▼</p> <p>Time Zone <input type="text"/> 🔍</p> </div>



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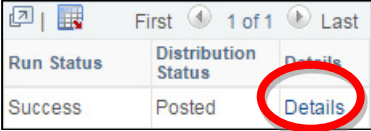
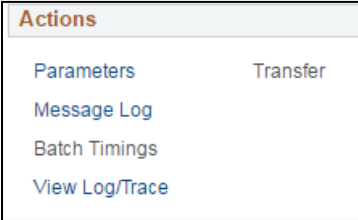


Step	Action
12	<p>Verify that the Type is Web and the Format is PDF.</p>  <p>Note: In the Format dropdown list, you can select CSV instead to download the report into Excel.</p>
13	<p>Click OK.</p> 
14	<p>Click Process Monitor.</p> 
15	<p>If necessary, click Refresh repeatedly until the Run Status displays Success and the Distribution Status is Posted. (You may also select from the Run Status dropdown list located underneath Actions (to the left), select Success, and hit Refresh).</p> 



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Step	Action
16	<p>Click Details.</p> 
17	<p>Click View Log/Trace.</p> 
18	<p>Click the file ending in .PDF to open your report as a PDF, or select the file ending in .XML to open your report in Excel.</p> 