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| Security Role | **BOR\_EX\_REPORTS** |
| Responsibility/Role |  |
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## EX.070.016 - Running the Expense Transactions by Department Rpt

#### Trigger:

#### Concept

This topic demonstrates how to run the Expense Transactions by Department Report. This report lists all expense transactions billed to a department.

The Expense Transaction by Department Report displays the following information:

Employee ID/Name

Sheet ID

Reference

Business Purpose

Account

Alternate Account

Project ID

Amount

The parameters for this report are Business Unit, Department, and Accounting Dates. This report can also be run in the Self Service Portal, (EX.070.061).

**Topic Objective:**

Upon completion of this topic, you will be able to:

- Run the Expense Transaction by Department report.

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| Assumptions |
|  |

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| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, run the Expense Transaction by Department report for Department 1011011, from 5/1/2007 through today. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **Print Reports** link. |
|  | Click the **Expense Transaction by Dept** link. |
|  | If you wish to use an existing Run Control, you can search for this value on the**Find an Existing Value** tab.  For this exercise, we will add a new run control. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**EX\_Transactions\_by\_Dept**" in the **Run Control ID** field, or a relevant entry. |
|  | Click the **Add** button. |
|  | From this page you can select your GL Unit, the Department you wish to run the report for, and the dates you want to include in the report. |
|  | Enter "**27000**" in the **GL Unit**field, or relevant entry.  You can also search by your GL Unit by clicking the "Look-up" button next to this field. |
|  | Click the **Look up Department (Alt+5)** button. |
|  | Click an entry in the **Description** column. |
|  | Enter "**05012007**" in the **From Date**field, or a relevant entry. |
|  | Enter "**t**" in the **Through Date**field to populate the current date, or a relevant entry. |
|  | Click the **Save** button because this is a new Run Control. |
|  | Click the **Run** button. |
|  | You can run the report either to the Web or to the Window. You can specify this output by clicking the **Type**drop-down list.  For this exercise, we will run the report to the Web. |
|  | Click the **OK** button to run the report. |
|  | Click the **Report Manager** link. |
|  | Click the **Administration** tab. |
|  | Click the **Refresh** button until the Status displays **Posted**. |
|  | Click the **Expense Transactions by Dept** entry in the **Description** column. |
|  | The report is displayed in a new window.  You can print the report using your browser's print button. |
|  | Congratulations. You have just completed the **Running the Expense Transactions by Department Report** topic. This report lists all expense transactions billed to a department.  **End of Procedure.** |