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| Security Role | **BOR\_EX\_REPORTS** |
| Responsibility/Role |  |
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## EX.070.017 - Running the Expense Transactions by Unit Report

#### Trigger:

#### Concept

This topic demonstrates how to run the Expense Transactions by Business Unit Report. This report lists all expense transactions by a business unit.

The Expense Transaction by Business Unit Report displays the following information:

Employee ID/Name

Sheet ID

Reference

Business Purpose

Department

Account

Alternate Account

Project ID

Amount

The parameters for this report include the business unit and accounting dates. This report can also be run in the Self Service Portal (EX.070.062).

**Topic Objective:**

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

- Run the Expense Transaction by Business Unit Report.

|  |
| --- |
| Assumptions |
|  |

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

#### Additional Information

#### Procedure

For this topic, run the Expense Transaction by Business Unit report from 6/1/2007 through today.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Manage Accounting** link. |
|  | Click the **Print Reports** link. |
|  | Click the **Expense Trans by Bus Unit** 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\_BU**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Enter "**27000**" in the **GL Unit** field.  You can also search for your GL Unit ID by clicking the "Look-up" button next to this field. |
|  | You can limit your returned results by specifing the dates you wish to include in your report.  For this exercise, we are interested in all transactions that were submitted between 06/01/07 and the current date. In most date fields in the PeopleSoft system, you can use the letter "t" as a shortcut for the current date. |
|  | Enter "**06012007**" in the **From Date** field. |
|  | Enter "**t**" in the **Through Date** field. |
|  | 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 Unit** 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 Unit Report** topic. This report lists all expense transactions by a business unit.  **End of Procedure.** |