DEPARTMENT EXPENSE REPORTS

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 10

Bowie State University
September 2010
DEPARTMENT EXPENSE REPORTS

Overview

BSU has developed two customized expense reports designed for departmental users

- Department Expense Summary
- Transaction Activity Log

The Department Expense Summary is used to review the balances for departments or projects at the class level. The Activity Log is used to view detail transactions for departments or projects at the class level.

Objectives

By the end of this session you will be familiar with

- How to run an Expense Summary for your Department or Project
- How to drill from the Expense Summary to the Activity Log
- How to customize the Activity Log
- Terms and definition used in the reports
- How to send your reports to a printer or to an Excel Spreadsheet
Department Expense Summary

Navigate to the BSU Expense Summary component. From here you will be able to review the expenses for your department.

Navigation

- Bowie FIN Customizations
- Commitment Control
- BSU Expense Budget Inquiry

The top section provides a place to specify the search criteria to look up your budget detail. The fields provided allow you to search for specific accounting period. These fields include the following:

- **Unit**
  - This will be BSU, the only business unit used.

- **Department**
  - Your Department number.

- **Fiscal Year**
  - The fiscal year you want to examine.

- **Accounting Period**
  - 1-12 (use 12 to obtain a year-to-date summary)

- **Project**
  - Use this to report for a specific project/grant.

Click **Fetch**, to view the Department Expense Summary.

Note: when you enter the Department number, the Fiscal Year option is not available.

The department summary will be displayed.
Navigation

- Bowie FIN Customizations
- Commitment Control
- BSU Expense Budget Inquiry
- Enter search Criteria
- Click Fetch

The report is organized by class.

Click the box in the Y column to see the activity log for Year-to-Date transactions.

Click the box in the M column to see the activity log for Month-to-Date transactions.

Navigation

- Bowie FIN Customizations
- Commitment Control
- BSU Expense Budget Inquiry
- Enter search Criteria
- Click Fetch
- Click M box

Click **Return** to display the main page after you have reviewed the information.
Project Expense Summary

The Project Expense Summary may be obtained by entering a project number in the project field without a department.

Navigation

- Bowie FIN Customizations
- Commitment Control
- BSU Expense Budget Inquiry
- Enter search Criteria
- Click Fetch

The Year-to-Date and Year-to-Date activity logs can be viewed by clicking the Y or M button in front of each Class line.