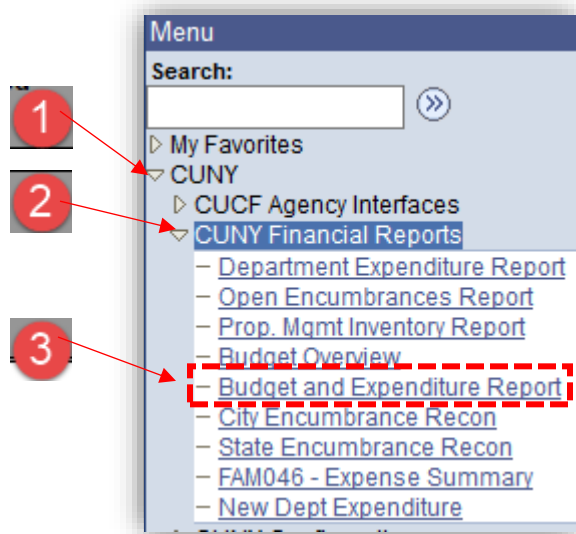


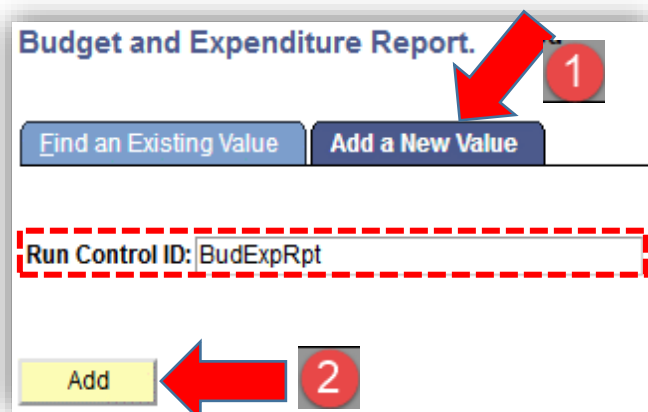
How to Run the Budget & Expenditure Report

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: CUNY > CUNY Financial Reports > Budget and Expenditure Report.



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 Control ID.



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 Report

Run Control ID: BudExpRpt [Report Manager](#) [Process Monitor](#) **Run** 5

*Business Unit 1

*Fiscal Year 2

| *Department | | |
|-------------|----------------------|---|
| 1 10182 | <input type="text"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| 2 80045 | <input type="text"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| 3 70054 | <input type="text"/> | <input type="button" value="+"/> <input type="button" value="-"/> |

3

Save

4

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

Process Scheduler Request

User ID 13126487 Run Control ID BudExpRpt

Server Name Run Date

Recurrence Run Time

Time Zone

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

OK **Cancel**

STEP#5: Click on Process Monitor

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.

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

[Go back to Budget and Expenditure Report.](#)

2

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

Budget and Expenditure Report

Run Control ID: BudExpRpt [Report Manager](#) [Process Monitor](#)

Process Instance:3557302

*Business Unit

*Budget Period

| Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Grid"/> | | | | First | 1-3 of 3 | Last |
|--|--|----------------------------------|----------------------------------|-------|----------|------|
| | *Department | | | | | |
| 1 | <input type="text" value="10182"/> <input type="button" value="Search"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | | | |
| 2 | <input type="text" value="80045"/> <input type="button" value="Search"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | | | |
| 3 | <input type="text" value="70054"/> <input type="button" value="Search"/> | <input type="button" value="+"/> | <input type="button" value="-"/> | | | |

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

List Explorer **Administration** Archives

View Reports For

User ID Type Last 1 Days

Status Folder Instance to

Report List

| Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Grid"/> | | | | | | | | First | 1-2 of 2 | Last |
|--|-----------|---------------|--|-----------------------|-------------------------------|--------|-------------------------|-------|----------|------|
| Select | Report ID | Prce Instance | Description | Request Date/Time | Format | Status | Details | | | |
| <input type="checkbox"/> | 3291626 | 3557303 | LAW55-Budget and Expenditure Report-2019-06-16 | 06/16/2019 12:57:37PM | Microsoft Excel Files (*.xls) | Posted | Details | | | |
| <input type="checkbox"/> | 3291623 | 3557302 | Budget and Expenditure Report | 06/16/2019 12:55:53PM | Text Files (*.txt) | Posted | Details | | | |

Select All Deselect All

Click the delete button to delete the selected report(s)

[Go back to Budget and Expenditure Report.](#)

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: 10102 - Law & Paralegal Studies
Program Code: 170054 - Library
Funding Source: 80045 - 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 | - | - | - | - | - | - | - | - | - | - | - | - |

| 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 | - | - | - | - | - | - | - | - | - | - | - | - |
| 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 | - | - | - | - | - | - | - | - | - | - | - | - |

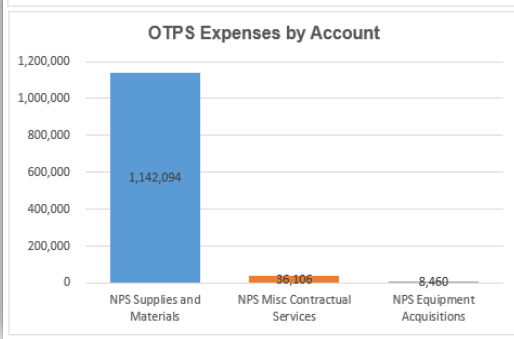
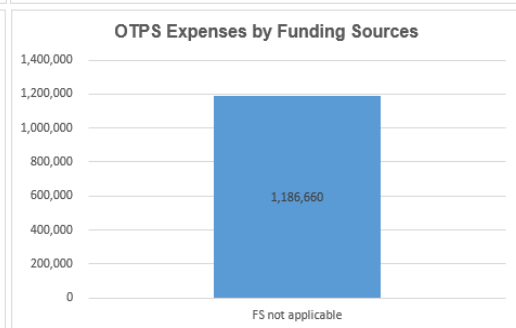
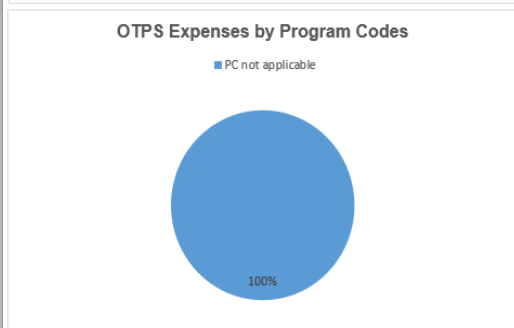
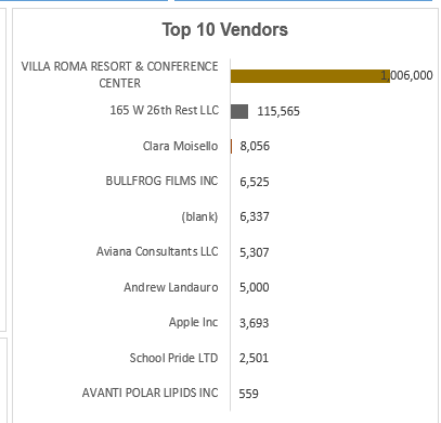
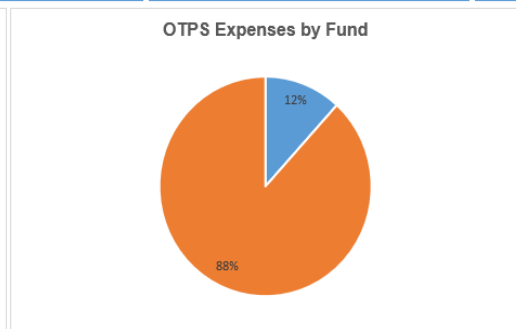
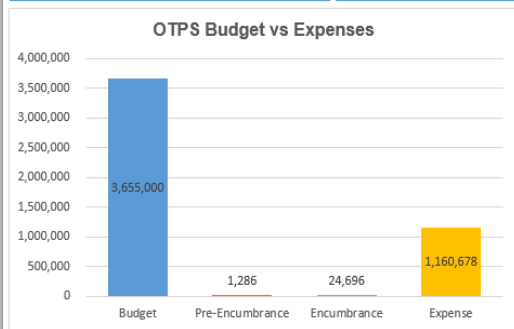
- Summary
- Insights
- Budget_Details
- PreENC_Activity
- ENC_Activity
- EXP_Activity
- AP_ExpRep_Pend_Trans

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 | PC not applicable | 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 |



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 | 10856293 | Ugo Fanselli | 50,000.00 | 80120 | NPS Supplies and Materials | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Travel | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | Ugo Fanselli | 50,000.00 | 80121 | NPS Travel | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Contractual Services | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | 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 | 10856293 | Ugo Fanselli | 50,000.00 | 80123 | NPS Equipment Acquisitions | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Other OTFS | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | Ugo Fanselli | 50,000.00 | 80124 | Fringe Benefits | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Supplies and Materials | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | Ugo Fanselli | 50,000.00 | 80120 | NPS Supplies and Materials | 70054 | Library | 12 | Unrestricted F |
| Travel | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | Ugo Fanselli | 50,000.00 | 80121 | NPS Travel | 70054 | Library | 12 | Unrestricted F |
| Contractual Services | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | Ugo Fanselli | 50,000.00 | 80122 | NPS Misc Contractual Services | 70054 | Library | 12 | Unrestricted F |
| Equipment Acquisitions | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | Ugo Fanselli | 50,000.00 | 80123 | NPS Equipment Acquisitions | 70054 | Library | 12 | Unrestricted F |
| Other OTFS | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | Ugo Fanselli | 50,000.00 | 80124 | Fringe Benefits | 70054 | Library | 12 | Unrestricted F |
| Supplies and Materials | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | 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 | 10856293 | Ugo Fanselli | 50,000.00 | 80121 | NPS Travel | 80045 | Business Office/Fin Operations | 12 | Unrestricted F |
| Contractual Services | 2019 | LAW55 | 0000791677 | | 3/14/2019 | 10856293 | 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 | 10856293 | 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 | 10856293 | 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 | 10856293 | 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 | 10856293 | Ugo Fanselli | 50,000.00 | 80120 | NPS Supplies and Materials | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Travel | 2019 | LAW55 | NTL0792061 | | 7/1/2018 | 10856293 | Ugo Fanselli | 50,000.00 | 80121 | NPS Travel | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Contractual Services | 2019 | LAW55 | NTL0792061 | | 7/1/2018 | 10856293 | Ugo Fanselli | 50,000.00 | 80122 | NPS Misc Contractual Services | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Equipment Acquisitions | 2019 | LAW55 | NTL0792061 | | 7/1/2018 | 10856293 | Ugo Fanselli | 50,000.00 | 80123 | NPS Equipment Acquisitions | 10182 | Law & Paralegal Studies | 22 | Restricted Ex |
| Other OTFS | 2019 | LAW55 | NTL0792061 | | 7/1/2018 | 10856293 | Ugo Fanselli | 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 Pnide LTD | Approved | 2,501.00 | 00120 | | | 0.00 |
| Contractual Services | 00000006 | 5/7/2019 | 0000001170 | Andrew Landauro | 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 Britz | Approved | 30.00 | 00122 | | | 0.00 |
| Contractual Services | 00000010 | 5/22/2019 | 0000002204 | Amaldo Britz | 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.