

# Setting up a Monthly Automated Unallowable Expense Report in MyReports

## Step 1:

- In MyReports on the Transactional Reports tab select **Transaction Detail Report**

The screenshot shows the MyReports interface for the University of California, San Francisco. The top navigation bar includes 'UCSF University of California, San Francisco' and 'MyReports'. Below this is a menu with tabs: Transactional Reports, Operational Reports, Management Reports, Faculty Portfolio, Portfolio Projections, Control Point Reports, HR Data Reports, Inquiries, Manage MyFavorites, and Support. The 'Transactional Reports' tab is active, displaying a list of reports. The 'Transaction Detail Report' is highlighted with a red box. Below the list, a description for the Transaction Detail Report is provided.

**Transactional Reports**

- [Accounts Payable/Purchase Order Inquiry Report \(AP/PO\)](#)  
Displays detailed line level information associated with a single Voucher, Vendor Invoice Number, or Purchase Order.
- [Asset Management Report](#)  
Used by Custodians, this report lists detailed information about capitalized assets to enable departments to perform their physical inventory. The report can also be used for basic inquiry, including the status of an asset.
- [Balance Sheet Report](#)  
Displays Asset and Liability account activity and balances for a selected date range. The report can be displayed at a summary Account level, or at a detail level including Fund, Dept ID, and Project.
- [Distribution of Payroll Expense Report \(DPE\)](#)  
Displays detailed payroll information for all transactions processed through the Payroll System at a level of detail not available in the GL Payroll Journal.
- [Purchase Order Lien Balance Report](#)  
Displays purchase orders with open balances for the specified search criteria, as of the close of the previous business day.
- [Transaction Detail Report](#)**  
Displays detailed transaction information including Payroll, Accounts Payable, Purchase Orders, Financial Journals, and Budget Journals. Facilitates research and reconciliation. Used for Step 1 in GL Verification and to review general ledger detail for a set of criteria.

## Step 2:

- In the Transaction Detail Report
  - Keep the default Date Range for one month
  - **Add the following list of Unallowable Expense Accounts**

51321 Spon proj equip >\$5K+	57253 Travel fundr, lobby, alumni
52310 Dietary (food)	57501 Cap lease principal - computer
52315 Furniture	57503 Cap lease principal non-comp
52601 Computers \$5K and above	57802 Parking permits/space
52602 Software \$5K and above	57808 ID card expenses
52603 Equipment \$5k+ non compute	57835 Advert - sales/public relations
52604 Interdept equipment transfers	57843 Donations/contributions
52605 Library materials capitalized	57851 Employee recog/award/bearh
52900 Bad Debt Expense-Sundry Debtor	58510 Interest expense - other
55601 Legal - general ops/advice	57970 MC-bad debt
55602 Legal - litigation/debt collect	57971 MC-bad debt-ctr ip pers pvt
55603 Legal - fines and penalties	59032 Loans-reserve for bad debts
57001 Telephone - lines/equipment	59135 Debt extinguishment costs
57025 Telephone - cellular	59140 STIP invest expense-current
57055 Mail sorting/mail delivery	59141 STIP invest expense-loan
57200 Business meetings excl alcoho	59142 STIP invest expense-plant
57250 Social activ /entmt/alcohol	59143 STIP invest expense-roi
57251 Social/civic membership & subsc	59144 STIP invest expense-rrpl

- Fund: **5018**
- **Project Award/Parents:** Add all recharge Projects
- Transaction Type: **Select All, except Budget Journal and PO**
- Check **Show Detail Columns** in Report
- Select **Actuals** for Columns Displayed
- Select your preferred **Report Output Selection**
  - **Unformatted Data** provides C Level details (recommended)
- Click **Save As MyFavorite**
- **Enter a name** for the saved report (ex. Monthly Unallowable Expenses)
  - Click **Save**

Transaction Detail Report

Report Date Filters

Report Date Range\*

Run Report

Report Date Range\*  
From Dec 2019 To Dec 2019

Chartstring Filters

★ Select from MyFavorites

BU*	Account <small>Level F <a href="#">Change Level</a></small>	Fund <small>Level E <a href="#">Change Level</a></small>	Dept ID ▲ <small>Level All <a href="#">Change Level</a></small>	Project ▲	Activity Pd	Function	Flexfield ▲
SFCMP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFMED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFFDN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFFPO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFHEA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFCHO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFCHF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFLPH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFBCP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFCF1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFJVA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFMGP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFRXB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFNGO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFOAK	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SFOFH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELALL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELCHO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELCMP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELHEA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ELWMC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dept ID Site	Project Award/Parent ▲	Project Manager/PI ▲	Project Use	Project Lab Owner ▲
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Report Specific Filters

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Transaction Type</p> <ul style="list-style-type: none"> <li>Budget Journal</li> <li>Cost Transfer</li> <li>Deposit</li> <li>Financial Journal - Other</li> <li>My Expense</li> <li>PCard</li> <li>PO</li> <li>Payroll</li> <li>Recharge</li> <li>Voucher</li> </ul> <p style="font-size: x-small; margin: 0;"><a href="#">Select All</a> <a href="#">Deselect All</a></p> </div>	<p>Source Code <input type="text"/></p> <p>Vendor <input type="text"/></p> <p>Journal Preparer ▲ <input type="text"/></p> <p>Journal ID ▲ <input type="text"/></p>	<p>Report Sort 1 <input type="text" value="None"/></p> <p>Report Sort 2 <input type="text" value="None"/></p> <p><input checked="" type="checkbox"/> Show Detail Columns in Report</p> <p><input type="checkbox"/> Show Benefit Detail Rows</p> <p>Columns Displayed <input type="text" value="Actuals"/></p> <p style="font-size: x-small; margin: 0;">Budget Liens</p>
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★ Save As MyFavorite

Report Output Selection

Run Report

On Screen HTML
 PDF
 Excel
 Unformatted Data

\* Required

▲ At least one of these fields must be selected

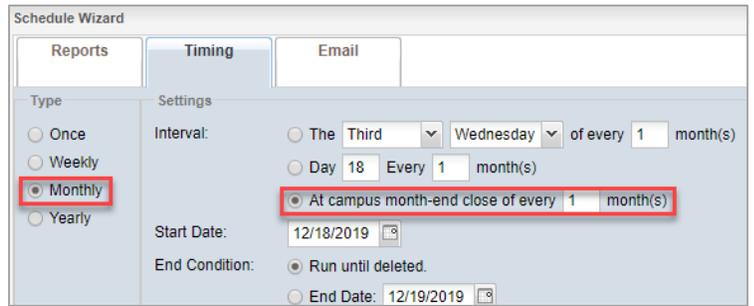
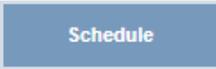
[Clear](#) [Cancel](#)

**Step 3:**

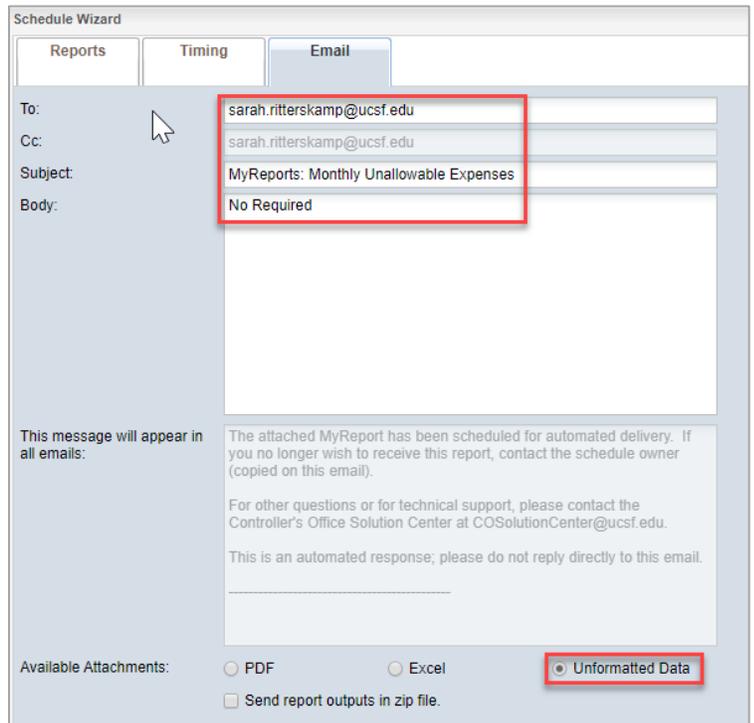
- Return to MyReports and select **Manage MyFavorites** tab
- If the report Monthly Unallowable Expenses does not appear on the list, exit MyReports and log back in
- **Check the box** in front of the report



- Select **Schedule**
  - Click **Next**
- On the Timing Tab:
  - Select **Monthly**
  - Select **At campus month-end close of every 1 month(s)**
    - Click **Next**

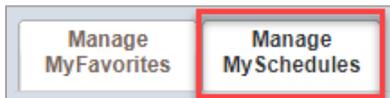


- Enter the email address you would like this report sent to each month
  - Your email will automatically be copied in the CC line
  - Update the Subject line if you prefer (ex. **MyReports: Monthly Unallowable Expenses**)
  - Add any additional language to the Body if needed
  - Select **Unformatted Data**
    - Click **Save**
- You will now receive the report via email automatically each monthly once the books are closed
  - At year-end you will receive the report at each stage of closing (Prelim, Interim, Final)



**Additional Notes:**

- To make any changes to the schedule click **Manage MySchedules** on the Manage MyFavorites tab



- To run the report ad-hoc, click **Select from MyFavorites** on the Transaction Detail Report page

