

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: '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+	57501	Cap lease principal - computer
52310	Dietary (food)	57503	Cap lease principal non-comp
52315	Furniture	57802	Parking permits/space
52601	Computers \$5K and above	57808	ID card expenses
52602	Software \$5K and above	57835	Advert - sales/public relations
52603	Equipment \$5k+ non compute	57843	Donations/contributions
52604	Interdept equipment transfers	57851	Employee recog/award/bearh
52605	Library materials capitalized	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
57253	Travel fundr, lobby, alumni		

- 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*
 From To

Run Report

Chartstring Filters

★ [Select from MyFavorites](#)

BU*	Account <small>Level F Change Level</small>	Fund <small>Level E Change Level</small>	Dept ID ▲ <small>Level All Change Level</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"/>

Report Specific Filters

Transaction Type Budget Journal Cost Transfer Deposit Financial Journal - Other My Expense PCard PO Payroll Recharge Voucher <small>Select All Deselect All</small>	Source Code <input type="text"/> Vendor <input type="text"/> Journal Preparer ▲ <input type="text"/> Journal ID ▲ <input type="text"/>	Report Sort 1 <input type="text" value="None"/> Report Sort 2 <input type="text" value="None"/> <input checked="" type="checkbox"/> Show Detail Columns in Report <input type="checkbox"/> Show Benefit Detail Rows Columns Displayed <input type="text" value="Actuals"/> <input type="text" value="Budget"/> <input type="text" value="Liens"/>
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★ Save As MyFavorite

Report Output Selection
 On Screen HTML PDF Excel **Unformatted Data**

Run Report

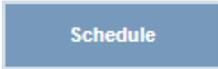
* Required ▲ At least one of these fields must be selected
[Clear](#) [Cancel](#)

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



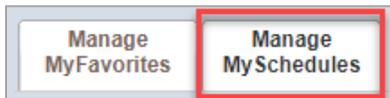
- Select **Schedule**
 - Click **Next**
- On the Timing Tab:
 - Select **Monthly**
 - Select **At campus month-end close of every 1 month(s)**
 - Click **Next**



- 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