Setting up a Monthly Automated Unallowable Expense Report in MyReports

Step 1:

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

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 extingishment 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 membship & 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**

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**
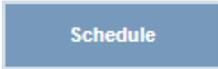
- Enter the email address you would like this report sent to each month
  - Your email will automatically be copied in the CC line
  - Update the Subject line if you prefer (ex. **MyReports: Monthly Unallowable Expenses)**
  - Add any additional language to the Body if needed
  - Select **Unformatted 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
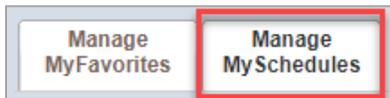
- To run the report ad-hoc, click **Select from MyFavorites** on the Transaction Detail Report page