Log in to SUNY BI and select Account Summary from the Financials Dashboard.

Enter the Account # and FY, and click Search.
In the PSR/TS Expenditures Total column, click the amount (underlined and in blue).
Select Payroll Info from the dropdown menu.

A new table will open, displaying information in each of the columns shown below.

To view the expended transactions for an individual employee, click the amount in the Payroll Transaction Amount column for that employee (underlined and in blue), then select Expenditure by Line in the dropdown menu.
A new table will open, displaying information in each of the columns shown below.

To view the pay period for an expended transaction, click the amount in the Expended column (underlined and in blue), then select Expended Details in the dropdown menu.
A new table will open, displaying information in each of the columns shown below.