

# Printing Detail Expenditure Status Report

1. Click *Fund Accounting*> Reports > Detail Expenditure Status Report. You will need to stroll down until you find it.

The screenshot displays the eFinancePlus application interface. On the left is a vertical navigation menu with icons and labels for various modules: Fund Accounting, Purchasing, Human Resources, Budget Preparation, Fixed Assets, Personnel Budgeting, Warehouse Inventory, and System Administration. The 'Fund Accounting' module is selected, and its sub-menu is displayed in the center. This sub-menu includes 'Entry & Processing', 'Periodic Routines', 'Reports', 'Reference Tables', 'State', and 'District-Defined'. The 'Reports' option is highlighted with a red box. To the right of the sub-menu is a large content area with a grid of report categories and specific reports. The categories include 'Revenue Budget Activity', 'Expenditure Comparison Reports', 'Expenditure Status Reports', 'Revenue Comparison Reports', 'Revenue Status Reports', and 'System Maintenance'. The 'Detail Expenditure Status Report' is highlighted with a red box under the 'Expenditure Status Reports' category.


Module	Sub-Module	Report Category	Report Name	
Fund Accounting	Reports	General Ledger Audit Trail		
		GL Transaction Analysis		
		Project Audit Trail		
		Project Transaction Analysis		
		Revenue Audit Trail		
		Revenue Transaction Analysis		
	Balance Sheets	Print Balance Sheets by Fund		
		Print Combining Balance Sheet		
		Print Consolidated Balance Sheet		
		Budget Control Reports	Budget Allocations	
Budget Control Status				
Expenditure Status Reports	Detail Expenditure Status Report			
	Expenditure Status Report			
	GASB Detail Expenditure Status Report			
	GASB Expenditure Status Report			
	GASB Summary Expenditure Status Report			
	Revenue Comparison Reports	Detail Exp Comparison Report		
		Expenditure Comparison Report		
		Summary Exp Comparison Report		
		Revenue Status Reports	Detail Revenue Status Report	
			GASB Revenue Status Report	
Revenue Status Report				
Summary Revenue Status Report				
System Maintenance	Project Status Detail Report			
	Project Status Report			
	Project Summary Report			
	Revenue Comparison Report			
	Summary Rev Comparison Report			

## Detail Expenditure Status Report - CON2011\_Live



Date: 07/21/2022 Period: 11/22

### Report Information

 This report will print expenditure status by fund, organization, and account number.

### Report Criteria

Fund	1992 - GENERAL FUND
FUNCTION	11
SUB-OBJECT	00
ORGANIZATION	001
PROGRAM	11000
BUDGET UNIT	1992110000111000
Account	>6200

Advanced Search

You do **NOT** have to  
populate every field

### Additional Criteria

Year *	2022
Period *	11
Pre-encumbrance Detail	<input checked="" type="checkbox"/>
Print Key Organization	<input type="checkbox"/>

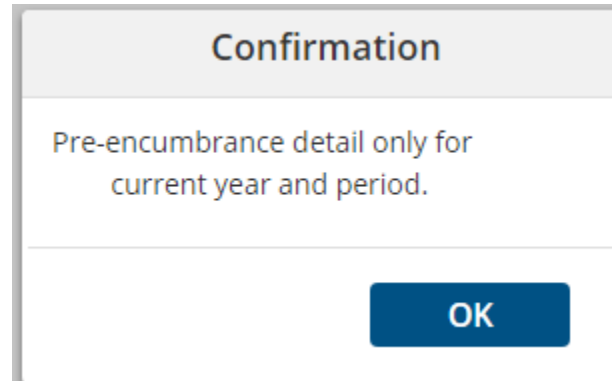
2. Enter any combination of the fund, function, sub-object, organization, or program intent code for the report you wish to run. When entering the fund, enter **ONLY** the first 4 positions of the budget code (ex. 1992)

## **OR**

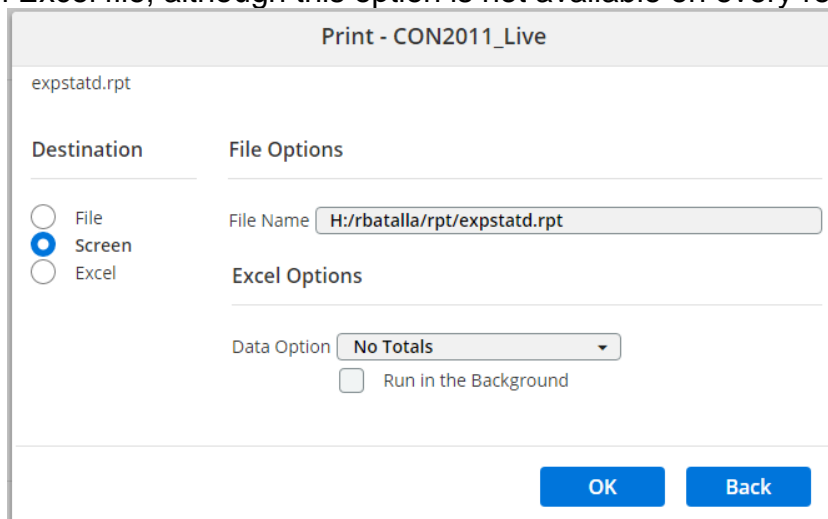
3. Enter the 16-digit budget unit.
4. Enter the account number (leave this blank to print all accounts, type one number to print a specific account, or enter the first two digits of the account followed by an asterisk to print a group of accounts, for example 63\*). You may also use the > symbol to print a group of accounts, for example, >6200 will show all accounts greater than 6200.
5. Tab to the *Year* field.
6. Select the year. The current year will automatically be displayed.
7. Select the period. The current period will automatically be displayed.
8. To include pre-encumbrance detail, check this box. There is no need to check *Print Key Organization* box.
9. Click blue check mark.

Revised Date: July 2022

10. The below message will ONLY appear if you are running the report for a previous period. Click *OK*



11. You have 3 options for saving and printing your report or document. You can print to *Screen*, which will immediately open the report on your screen in pdf format and you can then print as you would any other document. It will also save it on the *Documents* tab with a pdf extension and a file number. You can print to *File* which will place your report or document on the *Documents* tab with an rpt extension, and you can select it there at a later time to print. In some instances, you may be able to convert to an Excel file, although this option is not available on every report.

A print dialog box titled "Print - CON2011\_Live". It shows the filename "expstatd.rpt". Under "Destination", there are three radio buttons: "File", "Screen" (which is selected), and "Excel". To the right, under "File Options", there is a text field for "File Name" containing "H:/rbatalla/rpt/expstatd.rpt". Under "Excel Options", there is a dropdown menu for "Data Option" set to "No Totals" and a checkbox for "Run in the Background" which is unchecked. At the bottom right, there are two blue buttons: "OK" and "Back".

12. Once you have made your selection, Click *OK* and your report will generate.