

Printing an Expenditure Audit Trail Report

This report presents a detailed list of budget and expenditure transactions for an account within a particular budget unit.

1. Click Fund Accounting > Reports > Expenditure Audit Trail

The screenshot shows the eFinancePlus navigation interface. The 'Fund Accounting' menu item is highlighted with a red box. Under 'Fund Accounting', the 'Reports' sub-menu item is also highlighted with a red box. Within the 'Reports' sub-menu, the 'Expenditure Audit Trail' report is highlighted with a red box. The interface is organized into four main columns: Fund Accounting, Accounts Payable Reports, Daily Transaction Listings, and Financial Statements. The 'Expenditure Audit Trail' report is located under the 'Audit Trails' section of the 'Accounts Payable Reports' column.

Fund Accounting	Accounts Payable Reports	Daily Transaction Listings	Financial Statements
Entry & Processing	Cash Requirements	Encumbrance Activity	Cash Receipts
Periodic Routines	Cash Requirements in Check Format	Expenditure Budget Activity	Encumbrance Activity Reports
Reports	Check Register	Fund Accounting Audit Report	Encumbrance Status Reports
Reference Tables	Check Register w/System Voids	Interfaced Payroll Activity	Enterprise Fund Income Statement
State	Outstanding Checks Report	Journal Entry Activity	General Ledger Transactions Report
District-Defined	Use Tax Report	Journal Entry Report	Prior And Current Yr Cash Report
	Vendor Payment History	Manual Check Activity	Profit And Loss Report
	Year to Date Discounts	Payable Activity	Receivable Status Reports
	Audit Trails	Project Budget Activity	Trial Balance
	Expenditure Audit Trail	Receipt Activity	Trial Balance - Enhanced
	Expenditure Transaction Analysis	Receivable Activity	
	General Ledger Audit Trail	Receiving Report	
	GL Transaction Analysis	Revenue Budget Activity	Project Status Reports
		Transaction Status Report	Project Status Detail Report
		Vendor Audit Report	

Expenditure Audit Trail - CON2011_Live

Report Information

i This report will summarize the budgeted amount and all encumbrance and expenditure activity. In addition, the report provides the beginning and ending balance.

Report Criteria

You do NOT have to populate every field

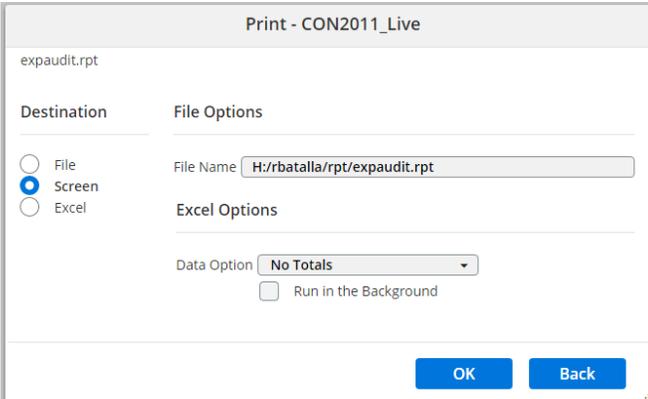
Fund	1992 - GENERAL FUND
FUNCTION	11
SUB-OBJECT	00
ORGANIZATION	001
PROGRAM	11000
BUDGET UNIT	1992110000111000
Account	6399
Budget Control Organization	
Budget Control Account	

Additional Criteria

Year *	2022
Starting Period *	1
Ending Period *	11
Subtotal By Period	<input checked="" type="checkbox"/>
Include Notes	<input checked="" type="checkbox"/>
Include Warehouse Charge Detail	<input checked="" type="checkbox"/>
Include Accounts With No Activity	<input checked="" type="checkbox"/>
Include Pre-Encumbrance Detail	<input checked="" type="checkbox"/>
Display Header and Detail for JE	<input checked="" 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** Enter the 16-digit budget unit.
3. 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*).
4. Tab to the *Year* field.
5. Select the year. The current year will automatically be displayed.
6. Select the starting period. Period 1 will automatically display in the starting period.
7. Enter the ending period. The current period will automatically display in the ending period.
8. In the next six criteria, check or uncheck the boxes to detail the report as needed.
9. Click blue check mark.

10. 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.



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