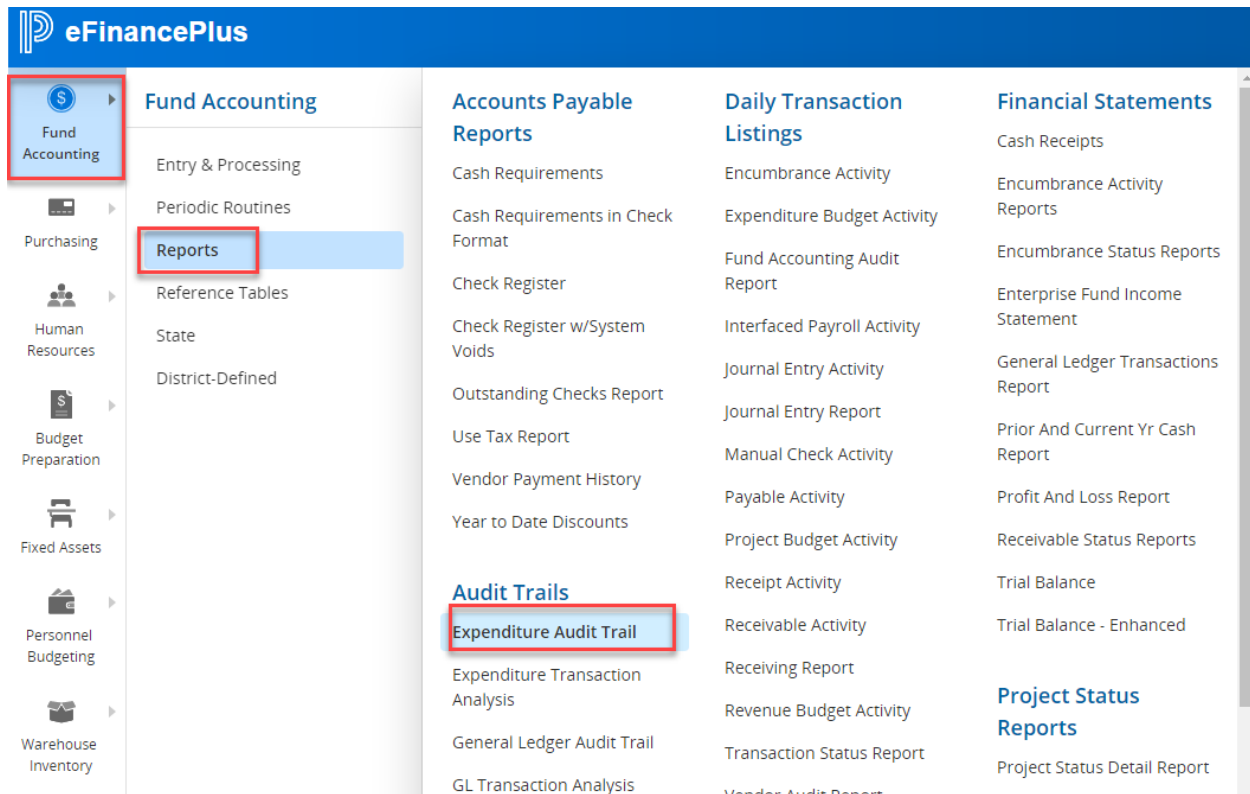


# Printing an Expenditure Audit Trail Report

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



Expenditure Audit Trail -  
CON2011\_Live

Report Information

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

Fund
1992 - GENERAL FUND

FUNCTION
11

SUB-OBJECT
00

ORGANIZATION
001

PROGRAM
11000

BUDGET UNIT
1992110000111000

Account
6399

Budget Control Organization

Budget Control Account

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

Additional Criteria

Year \*
2022

Starting Period \*
1

Ending Period \*
11

Subtotal By Period
☒

Include Notes
☒

Include Warehouse Charge Detail
☒

Include Accounts With No Activity
☒

Include Pre-Encumbrance Detail
☒

Display Header and Detail for JE
☒

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.

Print - CON2011\_Live

expaudit.rpt

Destination

☐ File

☒ Screen

☐ Excel

File Options

File Name

Excel Options

Data Option

☐ Run in the Background

OK Back

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