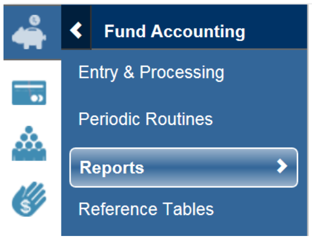
Expenditure Audit Trail

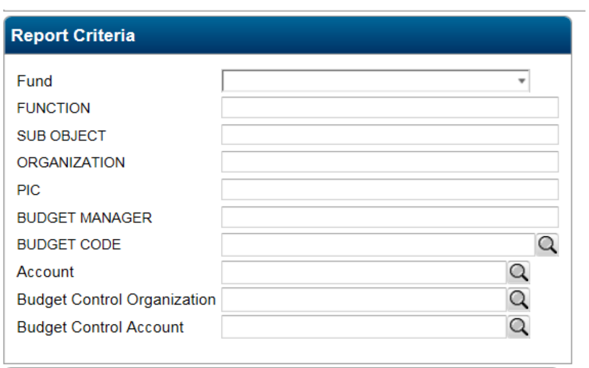
To view a detailed history of expenditures for an account for the current year, or for prior years, run the Expenditure Audit Trail report. The process for running this report is as follows:

- Select Fund Accounting > Reports:



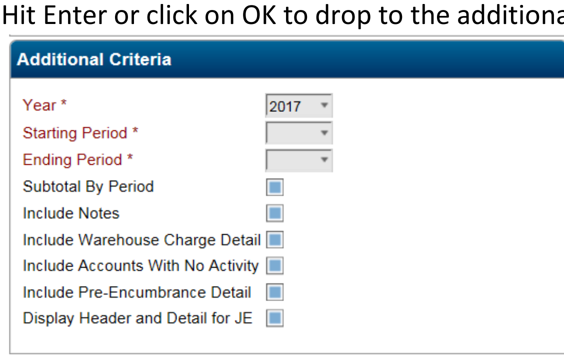
- Under Audit Trails, select Expenditure Audit Trail

- Enter fields to pull up the budget codes and accounts you wish to view in the Report Criteria section.



Note: You can tailor what accounts are pulled based on the criteria entered. You could pull only a specific account by entering the entire budget code and account. Alternately, you could enter only 2117 in the fund to run all your Title I activity or only PIC 25 to view only bilingual activity.

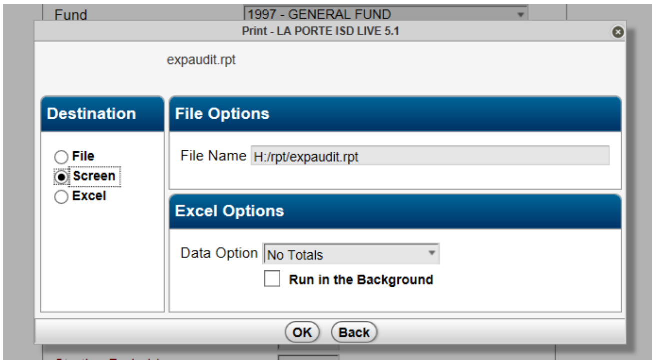
- Hit Enter or click on OK to drop to the additional criteria section:



The report will default to the current year and period. To run the report for all of a prior year, change the year to the year you want to view and change the ending period to 13 (12 months and any activity after June 30 coded back to the prior year).

You can also click the box next to Include Pre-Encumbrance Detail which will show new requisitions which have not made it through the approval process.

- Click OK again to run the report. A print window will come up. Select Screen to view as a pdf or Excel to have the report exported to excel.



- Depending on your individual computer image, you may need to click on one or more “warning” boxes before the report opens.
- The report should look something like this:

SUNGARD PUBLIC SECTOR
DATE: 04/07/2017
TIME: 10:34:57

LA PORTE ISD
EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 1
AUDIT21

SELECTION CRITERIA: orgn.fund='1997' and orgn.orgn1='11' and orgn.orgn2='00' and orgn.orgn3='001' and orgn.orgn4='11' and orgn.orgn5
ACCOUNTING PERIODS: 1/17 THRU 10/17

SORTED BY: FUND,FUNCTION,SUB OBJECT

TOTALED ON: FUND,FUNCTION,SUB OBJECT

PAGE BREAKS ON: FUND

FUND - 1997 - GENERAL FUND
BUDGET CODE - 1997110000111010 - GF LPHS BASIC EDU

ACCOUNT DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
1997-11-00-001-11-010-1997110000111010 - GF LPHS BASIC EDU									
6399 GENERAL SUPPLIES					.00	.00	.00	BEGINNING BALANCE	
06/30/16	11-1				12,000.00			POSTED FROM BUDGET SYSTEM	
07/13/16	17-1	170116-99		1001101 DICK BLICK COMPA			70.00	ESTIMATED SHIPPING/HANDLI	
07/19/16	17-1	170204-01		1001169 VESCO			73.58	MONITOR STANDS FOR REGIST	
07/19/16	17-1	170204-02		1001169 VESCO			160.93	FILE FOLDERS #SMD 10334	
07/19/16	17-1	170204-03		1001169 VESCO			449.50	ENVELOPES #UNV 35210	
07/25/16	17-1	170359-01		1001169 VESCO			27.80	TAPE DISPENSERS UNV15001	
07/25/16	17-1	170359-02		1001169 VESCO			69.96	MAGIC TAPE #810PLOK	
07/25/16	17-1	170359-03		1001169 VESCO			71.72	PENS #ZEB42220	
07/25/16	17-1	170359-04		1001169 VESCO			46.89	PENS SCHNEIDER #STW151101	
07/25/16	17-1	170359-05		1001169 VESCO			46.89	PENS SCHNEIDER #STW151103	
07/25/16	17-1	170359-06		1001169 VESCO			73.58	OFFICE STANDS #ASP30336	
07/26/16	21-1	170204-01	V195139	1001169 VESCO		73.58	-73.58	MONITOR STANDS FOR REGIST	
07/26/16	21-1	170204-02	V195139	1001169 VESCO		160.93	-160.93	FILE FOLDERS #SMD 10334	
07/26/16	21-1	170204-03	V195139	1001169 VESCO		449.50	-449.50	ENVELOPES #UNV 35210	
08/03/16	21-2	170359-01	V195243	1001169 VESCO		27.80	-27.80	TAPE DISPENSERS UNV15001	
08/03/16	21-2	170359-02	V195243	1001169 VESCO		69.96	-69.96	MAGIC TAPE #810PLOK	
08/03/16	21-2	170359-03	V195243	1001169 VESCO		71.72	-71.72	PENS #ZEB42220	
08/03/16	21-2	170359-04	V195243	1001169 VESCO		46.89	-46.89	PENS SCHNEIDER #STW151101	
08/03/16	21-2	170359-05	V195243	1001169 VESCO		46.89	-46.89	PENS SCHNEIDER #STW151103	
08/03/16	21-2	170359-06	V195243	1001169 VESCO		73.58	-73.58	OFFICE STANDS #ASP30336	
08/04/16	17-2	170486-01		1001169 VESCO			197.75	FILE FOLDERS # UNV 76300	
08/05/16	17-2	170512-01		1001169 VESCO			41.37	BATTERIES #C EVE E93FP8	
08/05/16	17-2	170512-02		1001169 VESCO			36.75	9 VOLT BATTERIES #EVE 522	
08/05/16	17-2	170512-03		1001169 VESCO			15.62	DOOR STOP #MAS00965 ORANG	
08/05/16	17-2	170512-04		1001169 VESCO			36.78	STAPLER #ACI1433	
08/05/16	17-2	170512-05		1001169 VESCO			78.15	POCKET FOLDER #UNV57116	
08/05/16	17-2	170512-06		1001169 VESCO			84.68	PAPER EASEL #UNV35601	
08/05/16	17-2	170512-07		1001169 VESCO			14.61	SUPER GLUE #LOC1364076	
08/16/16	21-2	170486-01	V195498	1001169 VESCO		197.75	-197.75	FILE FOLDERS # UNV 76300	
08/17/16	21-2	170512-01	V195498	1001169 VESCO		39.98	-41.37	BATTERIES #C EVE E93FP8	
08/17/16	21-2	170512-02	V195498	1001169 VESCO		35.52	-36.75	9 VOLT BATTERIES #EVE 522	
08/17/16	21-2	170512-03	V195498	1001169 VESCO		15.10	-15.62	DOOR STOP #MAS00965 ORANG	
08/17/16	21-2	170512-04	V195498	1001169 VESCO		35.55	-36.78	STAPLER #ACI1433	
08/17/16	21-2	170512-05	V195498	1001169 VESCO		75.53	-78.15	POCKET FOLDER #UNV57116	
08/17/16	21-2	170512-06	V195498	1001169 VESCO		81.84	-84.68	PAPER EASEL #UNV35601	

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION