

How to Print and Read a Detail Expenditure Status Report

The Detail Expenditure Status Report provides expenditure status detail by budget code and account number. For transaction detail see Expenditure Audit trail.

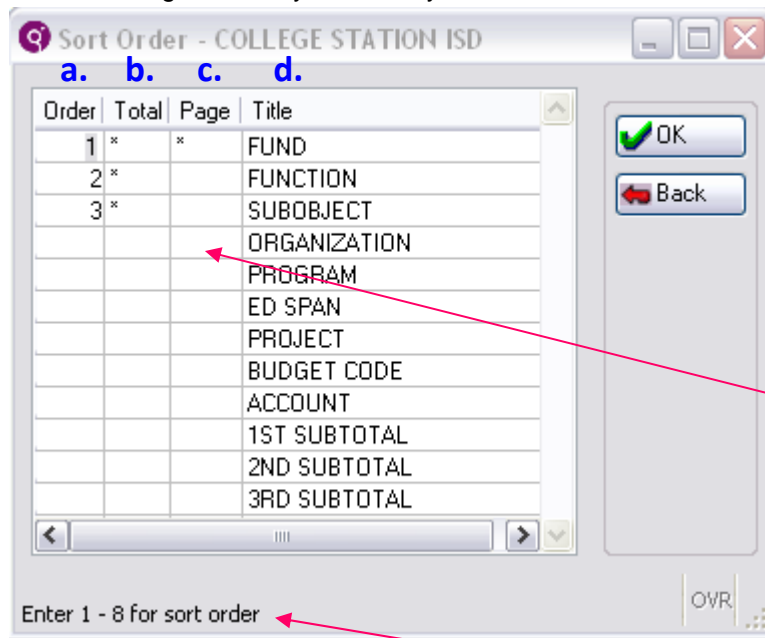
Open Finance Plus

Select

Reports → Fund Accounting → Financial Statements → Expenditure Status Reports → Detail Expenditure Status Report

The Detail Expenditure Status Report window will open.

1. **Sort** (Optional) - The **Sort** button opens a window for customizing a report's sort order. You can also specify additional totals and page breaks. You can enter or change settings in the window's first three columns, while the fourth column, Title, is display only. The columns include:
 - a. **Order** Defines the report's sort order, Enter #'s in the Order column
 - b. **Total** enter an asterisk (*) to indicate that you want to include a total for a particular Title.
 - c. **Page** enter an asterisk (*) to indicate that you want to include a page break for a particular Title.
 - d. **Title** Lists the parts budget code. When you enter a number in the first column and tab to the next row, the system re-orders the list accordingly.
 - e. Click **OK** to close the window when you finish. Your settings remain as the defaults until you close the current Expenditure Audit Trail Window or make changes. The system always defaults to the order in the screen shot to the right.



Example Sorts:

To Sort, Total, and Page break by Sub Object enter

<u>Order</u>	<u>Total</u>	<u>Page</u>	<u>Title</u>
1	*	*	SubObject

In this example, the report will

Sort 1st by Fund, 2nd by Function, 3rd by SubObject

Total on Fund, Function, and SubObject

Page Break on Fund

Figure 1 Sort Order - with System Defaults

TIP: Watch for Help at the bottom of the screens

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1. Enter any portion of the budget code to include in the report.
2. In the Account Field enter >6200 to select all accounts other than payroll
3. Tab to the Year Field and select the year needed (can be run for prior years to compare)
4. Tab to the Period Field
5. Select the Period needed
6. Select Ok

Detail Expenditure Status Report - COLLEGE STATION ISD

Date: 10/14/2009 Period: 2/10

Report Information

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

Report Criteria

Fund

FUNCTION

SUBJECT

ORGANIZATION 747

PROGRAM

ED SPAN

PROJECT

BUDGET CODE

Account >6200

Advanced

Additional Criteria

Year * 2010

Period * 2

Pre-encumbrance Detail

OK Back Sort

OVR.

Notes:

In this example the following was entered in the fields:

Organization:

Org 747 was entered in the Organization field, which will return only activity for organization 747.

Account:

Leave blank for all accounts,

Or

Enter >6200 for all non-payroll accounts 6200-6999 (For example, 6219, 6299, 6399, 6411, 6412, 6499, etc),

Or

Enter 61* for only payroll accounts 6100-6199 (for example, 6112, 6118, 6125, 6141, etc)

Period:

Select the starting and ending period.

Period – Date Range

- | | | |
|----|---|----------------------------------|
| 1 | - | September |
| 2 | - | October |
| 3 | - | November |
| 4 | - | December |
| 5 | - | January |
| 6 | - | February |
| 7 | - | March |
| 8 | - | April |
| 9 | - | May |
| 10 | - | June |
| 11 | - | July |
| 12 | - | August |
| 13 | - | 08/1/YY – 08/31/YY (adjustments) |

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Sample Detail Expenditure Status Report

COLLEGE STATION ISD
 DATE: 10/14/2009
 TIME: 11:16:07

COLLEGE STATION INDEPENDENT SCHOOL DIST
 DETAIL EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA21

SELECTION CRITERIA: orgn.orgn3='747'
 ACCOUNTING PERIOD: 2/10

SORTED BY: SUBOBJECT,ACCOUNT
 TOTALED ON:
 PAGE BREAKS ON:

FUND - 1990 - GENERAL FUND

A **B** **C** **D** **E**

Budget Codes and Accounts in order according to the Sort By:

	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	
1990-41-00-747-99-0-47 6112 GEN ADM-PUBLIC RELATIONS	.00	.00	.00	.00	.00	
1990-41-00-747-99-0-47 6112 GEN ADM-PUBLIC RELATIONS	86,169.99	.00	.00	13,930.84	72,239.15	
1 A - Budget - Is the Current budget.	NS 1,500.00	.00	.00	.00	1,500.00	
1 B - Period Expenditures - Total Expenditures for the period selected by budget unit and account.	NS 26,563.62	.00	.00	.00	26,563.62	
1 C - Encumbrances Outstanding - Open/Unpaid Purchase Orders.	NS 540.00	.00	.00	220.00	320.00	
1 D - Year to Date Exp - Year to Date total expenditures as of the date the report is generated.	NS 550.00	.00	.00	.00	550.00	
1 E - Available Balance - Remaining budget balance. The Available Balance is the sum of:	NS 1,654.77	.00	.00	195.60	1,459.17	
Budget - A	NS 4,129.20	.00	.00	686.12	3,443.08	
Less: Encumbrances Outstanding - C	NS 339.85	.00	.00	27.86	311.99	
Less: Year to Date Expenditures - D	NS .00	.00	.00	.00	.00	
= Available Balance - E	NS 81.96	.00	.00	.00	81.96	
Budget - A	NS 620.03	.00	.00	332.81	287.22	
Less: Encumbrances Outstanding - C	NS 176.72	.00	.00	16.80	159.92	
Less: Year to Date Expenditures - D	NS 68.40	.00	.00	11.32	57.08	
= Available Balance - E	NS .00	.00	.00	.00	.00	
Budget - A	NS .00	.00	.00	.00	.00	
Less: Encumbrances Outstanding - C	NS .00	.00	.00	.00	.00	
Less: Year to Date Expenditures - D	TE .00	.00	.00	.42	-.42	
= Available Balance - E	NS 1,804.00	.00	.00	.00	1,804.00	
Budget - A	NS 546.00	.00	.00	.00	546.00	
Less: Encumbrances Outstanding - C	NS 2,295.00	.00	.00	.00	2,295.00	
Less: Year to Date Expenditures - D	NS .00	59.99	.00	59.99	-59.99	
= Available Balance - E	NS 3,497.00	.00	.00	.00	3,497.00	
Budget - A	NS .00	.00	.00	.00	.00	
Less: Encumbrances Outstanding - C	NS .00	.00	.00	.00	.00	
Less: Year to Date Expenditures - D	NS .00	.00	.00	.00	.00	
= Available Balance - E	IN .00	.00	.00	.00	.00	
Budget - A	IN 16,719.00	.00	.00	30.38	16,688.62	
Less: Encumbrances Outstanding - C	FO 7,590.00	2,120.00	261.95	2,576.45	4,751.60	
Less: Year to Date Expenditures - D	FO .00	.00	.00	.00	.00	
= Available Balance - E	1990-41-PR-747-99-0-47 6495 GEN ADM-PUB REL-PUB INFO	.00	.00	100.00	-100.00	
Budget - A	1990-41-PR-747-99-0-47 6499 GEN ADM-PUB REL-PUB INFO	8,145.00	30.00	410.00	1,125.00	6,610.00
Less: Encumbrances Outstanding - C	1990-41-VL-747-99-0-47 6399 GEN ADM-VOLUNTEE-PUB INF	6,180.00	.00	.00	.00	6,180.00
Less: Year to Date Expenditures - D	1990-41-VL-747-99-0-47 6499 GEN ADM-VOLUNTEE-PUB INF	.00	.00	.00	.00	.00
= Available Balance - E	TOTAL REPORT	169,170.54	2,209.99	671.95	19,313.59	149,185.00

Important: Review Available Balance Column for negative balances. Remember any negative balances are off-set by the other account balances. Ideally a transfer should be made to correct any negative balances.