

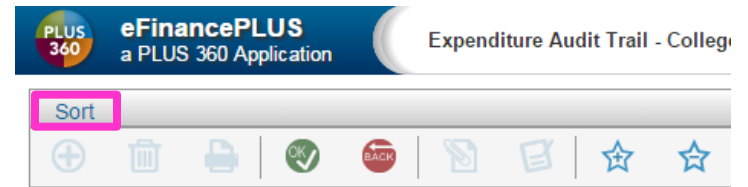
# Expenditure Audit Trail

Use this option to review encumbrances, expenditures, budget transfers, journal entries, etc. The Expenditure Audit Trail report lists budget units, accounts, transaction codes, vendor codes, budget allocations, transaction amounts, descriptions, balances, and totals.

To access the screen for entering selection criteria, select **Fund Accounting > Reports > Audit Trails > Expenditure Ledger Audit Trail**.

## To generate an Expenditure Audit Trail report:

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.



a.	b.	c.	d.
Order	Total	Page	Title
1	*	*	FUND
2	*		FUNCTION
3	*		SUBOBJECT
			ORGANIZATION
			PROGRAM
			ED SPAN
			PROJECT
			BUDGET CODE
			ACCOUNT
			1ST SUBTOTAL
			2ND SUBTOTAL
			3RD SUBTOTAL

Example Sorts:  
 To Sort, Total, and Page break by Sub Object enter  

Order	Total	Page	Title
1	*	*	SubObject

In this example, the report will  
 Sort 1<sup>st</sup> by Fund, 2<sup>nd</sup> by Function, 3<sup>rd</sup> by SubObject  
 Total on Fund, Function, and SubObject  
 Page Break on Fund

Figure 1 Sort Order - with System Defaults

2. In the window's **Report Criteria section**, identify the fund or budget code(s) to include in the report. See screen shot and notes box below for example.
3. In the **Additional Criteria section**, enter the year and period, and then check the desired checkboxes.
4. **Click OK** to open a Print window.
5. In the **Print window**, select the Printer, File, or Screen radio button to set a destination for the report.
6. **Click OK** to generate the report.
7. If the Notes box was checked, another Print window opens for the Transaction Notes report.
8. **Click OK** to generate the report.



Date: 12/01/2016 Period: 2/17

### 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  
 FUNCTION  
 SUBOBJECT  
 ORGANIZATION  
 PROGRAM  
 ED SPAN  
 PROJECT  
 BUDGET CODE: ????????747\*  
 Account: >6200  
 Budget Control Organization  
 Budget Control Account

### Additional Criteria

Year \*: 2010  
 Starting Period \*: 1  
 Ending Period \*: 2  
 Subtotal By Period:   
 Include Notes:   
 Include Warehouse Charge Detail:   
 Include Accounts With No Activity:   
 Include Pre-Encumbrance Detail:   
 Display Header and Detail for JE:

In this Example, the report will list items from Sept. thru Oct.  
 Period 1 = September  
 Period 2 = October

**Notes:**  
 Finance Plus has two (2) wild cards to help narrow down report results. See example in box below.  
 In this example the following was entered in the fields:  
**Budget Code:**  
 ????????747\* was entered in the Budget Code Field, which will return only activity for organization 747.  
**Account:**  
 >6200 was entered in the account field, which will return only activity for accounts greater than 6200. For example, 6219, 6299, 6399, 6411, 6412, 6499, 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)

Finance Plus has two (2) wild cards to help narrow down report results. The wild cards are: "?" and "\*"

Wildcard	Usage	Result
*	TEA*	Find TEA, TEAcher, TEAspoon, TEArjerker... All results start with TEA.
?	1?0	Find 100, 120, 130...190... All results start with a 1 and end with 0.
*	*TEA*	Find TEA, sTEAmroller, unTEAch, plaTEAuing... All results have TEA somewhere in them.

## 9. Report Features

a. The reports include several features that help to identify transactions.

**Column Headings** – See screen shot below with the following labels.

**A – Sorted By:** How the report is sorted based on the sort options chose. Defaults to Fund, Function, SubObject

**B – Totaled On:** Default totals on Fund, Function, SubObject, can be changed using the Sort option.

**C – Page Breaks On:** Default page break by Fund, can be changed using the Sort option.

**D – Budget Code:** Budget Unit

**E – Account:** The accounts associated with the Budget Unit will be listed in numerical order below the budget unit.

**F – Date:** Date of the transaction.

**G – T/C:** Transaction Code – Period. How, Where, and When the transaction was generated

The system-generated Transaction Codes include:			
11	Post Expenditure Budgets		
13	Adjust Expenditure Budgets	21	Accounts Payable
17	Add Encumbrances (PO)	22	Payroll Interface and Manual Payroll
18	Change Encumbrances (Change Order)	24	Receipts
19	Journal Entries	25	Expenditure Budget Transfer
20	Accounts Payable Manual/Void Checks	27	Project Budget Transfer

**H – PO:** Purchase Order number – line number of PO

**I – Reference:** Vendor check #, Journal entry #, Budget transfer #, Warehouse journal entry #, or Receipt #.

**L – Expenditures** – amount spent

**M – Encumbrances** – Purchase Orders transaction amounts

**M. 1.** – Trans Code 17 = PO has been added and should be a positive number.

**M. 2.** – Trans Code 21 = Check issued to vendor which reduces the amount encumbered and should be a negative number.

**O – Cumulative Balance:** Calculation field. (Budget – Expenditures – Encumbrances = Cumulative Balance)

**P – Total Period 1:** Totals for budget and account for period 1 (September). These totals are generated when the Subtotal By Period box is checked.

**Q – Total Period 2:** Totals for budget and account for period 2 (October). These totals are generated when the Subtotal By Period box is checked.

**R – Total:** The report default totals on Fund, Function, SubObject, and Account. Totals can be customized using the Sort window.

# Sample Expenditure Audit Trail Report

COLLEGE STATION ISD  
 DATE: 12/01/2016  
 TIME: 12:07:48

COLLEGE STATION INDEPENDENT SCHOOL DIST  
 EXPENDITURE AUDIT TRAIL

PAGE NUMBER: 4  
 AUDIT21

SELECTION CRITERIA: expledgr.key\_orgn like '\_\_\_\_\_747%' and expledgr.account>'6200'  
 ACCOUNTING PERIODS: 1/10 THRU 2/10

SORTED BY: FUND,FUNCTION,SUBOBJECT **A.**

TOTALED ON: FUND,FUNCTION,SUBOBJECT **B.**

PAGE BREAKS ON: FUND **C.**

FUND - 1990 - GENERAL FUND

BUDGET CODE - 199041PR74799047 - GEN ADM-PUB REL-PUB INFO **D.**

ACCOUNT **E.**

DATE <b>F.</b>	T/C <b>G.</b>	PO <b>H.</b>	REFERENCE <b>I.</b>	VENDOR <b>J.</b>	BUDGET <b>K.</b>	EXPENDITURES <b>L.</b>	ENCUMBRANCES <b>M.</b>	DESCRIPTION <b>N.</b>	CUMULATIVE BALANCE <b>O.</b>
6399	GENERAL SUPPLIES		(cont'd)						
09/01/09	11-1				7,590.00			POSTED FROM BUDGET SYSTEM	
09/04/09	17-1	00000441-01		12589 PCM-G INC			288.10	7692822 ADOBE ACAD CLP DE	
09/04/09	17-1	00000441-02		12589 PCM-G INC			21.35	7689854 ADOBE CLP CS4 DES	
09/11/09	17-1	00000762-01		7520 SHI GOVERNMENT S			70.00	POWERDIRECTOR8 DELUXE - E	
09/11/09	17-1	00000762-02		7520 SHI GOVERNMENT S			23.00	POWERDIRECTOR DELUXE CD -	
09/11/09	17-1	00000790-01		1670 MICROAGE INC - D			45.00	V470 BLUETOOTH MOUSE	
09/11/09	17-1	00000790-02		1670 MICROAGE INC - D			53.00	MS OFFICE 2007	
09/11/09	17-1	00000793-01		1670 MICROAGE INC - D			1,799.00	6930P T9550 2.66G 4GB 250	
09/11/09	17-1	00000793-02		1670 MICROAGE INC - D			189.00	1 SMART BUY 12 CELL ULTRA	
09/11/09	17-1	00000793-03		1670 MICROAGE INC - D			34.00	NYLON CASE	
09/18/09	17-1	W0909037-01		7402 WALMART COMMUNIT			27.00	#26COMM.SUP.C.GLENEWINKEL	
09/21/09	21-1		222051	5325 BCS CHAMBER		120.00	.00	IMPACT LUNCH 8/25/09	
09/23/09	21-1	00000441-01	222248	12589 PCM-G INC		288.10	-288.10	7692822 ADOBE ACAD CLP DE	
09/23/09	21-1	00000441-02	222248	12589 PCM-G INC		21.35	-21.35	7689854 ADOBE CLP CS4 DES	
09/29/09	21-1	W0909037-01	222648	7402 WALMART COMMUNIT		27.00	-27.00	#26COMM.SUP.C.GLENEWINKEL	
<b>P. TOTAL PERIOD 1</b>					7,590.00	456.45	2,213.00		4,920.55
10/06/09	17-2	00001903-01		9713 OFFICE MAX NORTH			<b>M. 1.</b> 128.95	5 FULL COLOR 24X36 09-10	
10/06/09	17-2	00001903-02		9713 OFFICE MAX NORTH			40.00	20 COLOR 11X17 POSTERS 09	
10/07/09	21-2	00000790-01	222887	1670 MICROAGE INC - D		45.00	-45.00	V470 BLUETOOTH MOUSE	
10/07/09	21-2	00000790-02	222887	1670 MICROAGE INC - D		53.00	-53.00	MS OFFICE 2007	
10/13/09	21-2	00000793-01	223309	1670 MICROAGE INC - D		1,799.00	-1,799.00	6930P T9550 2.66G 4GB 250	
10/13/09	21-2	00000793-02	223309	1670 MICROAGE INC - D		189.00	-189.00	1 SMART BUY 12 CELL ULTRA	
10/13/09	21-2	00000793-03	223309	1670 MICROAGE INC - D		34.00	-34.00	NYLON CASE	
10/14/09	21-2	00001903-01	223338	9713 OFFICE MAX NORTH		128.95	<b>M. 2.</b> -128.95	5 FULL COLOR 24X36 09-10	
10/14/09	21-2	00001903-02	223338	9713 OFFICE MAX NORTH		40.00	-40.00	20 COLOR 11X17 POSTERS 09	
10/16/09	17-2	00002435-01		431 MYRA'S GALLERY A			126.62	CSISD PHOTO WITH GOLD PLA	
10/20/09	21-2	00002435-01	223670	431 MYRA'S GALLERY A		126.62	-126.62	CSISD PHOTO WITH GOLD PLA	
10/21/09	17-2	00002567-01		2192 RADIO SHACK			100.00	MICROPHONE NEEDED FOR COM	
10/27/09	21-2	00002567-01	224142	2192 RADIO SHACK		36.99	-100.00	MICROPHONE NEEDED FOR COM	
10/28/09	21-2		224102	9713 OFFICE MAX NORTH		2.18	.00	#97 PR SUP B.FRENCH	
<b>Q. TOTAL PERIOD 2</b>					.00	2,454.74	-2,120.00		4,585.81
<b>R. TOTAL GENERAL SUPPLIES</b>					7,590.00	2,911.19	93.00		4,585.81