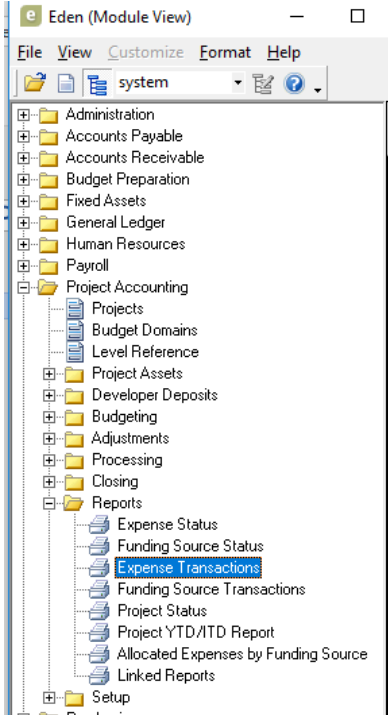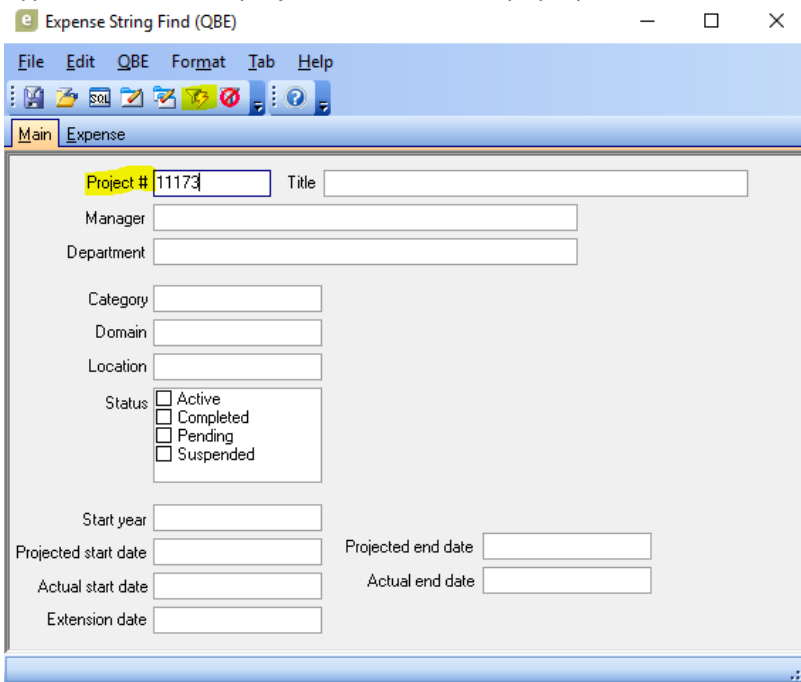DEPARTMENT OF
PUBLIC WORKS

Eden How-To
Running an Expenditure Detail Report for a Project
August 2018 - TS

1. Open Eden Menu. Open up Project Accounting → Reports → Expense Transactions

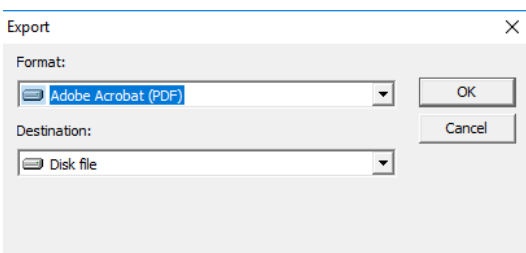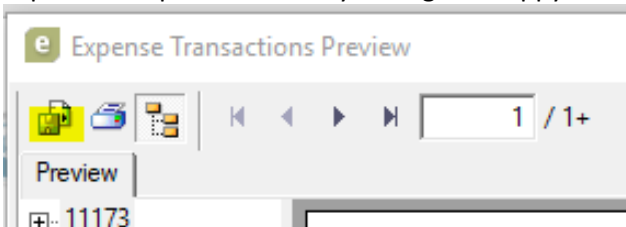2. Type in the desired project number in the pop up box, the click the lightning bolt funnel:

3. Make sure the screen looks as follows (delete the fiscal year section), and I like to put a start date of a really long time ago just to make sure I'm capturing everything. The end date should always be today's date. When you're done, click the magnifying glass on a piece a paper icon in the top left:
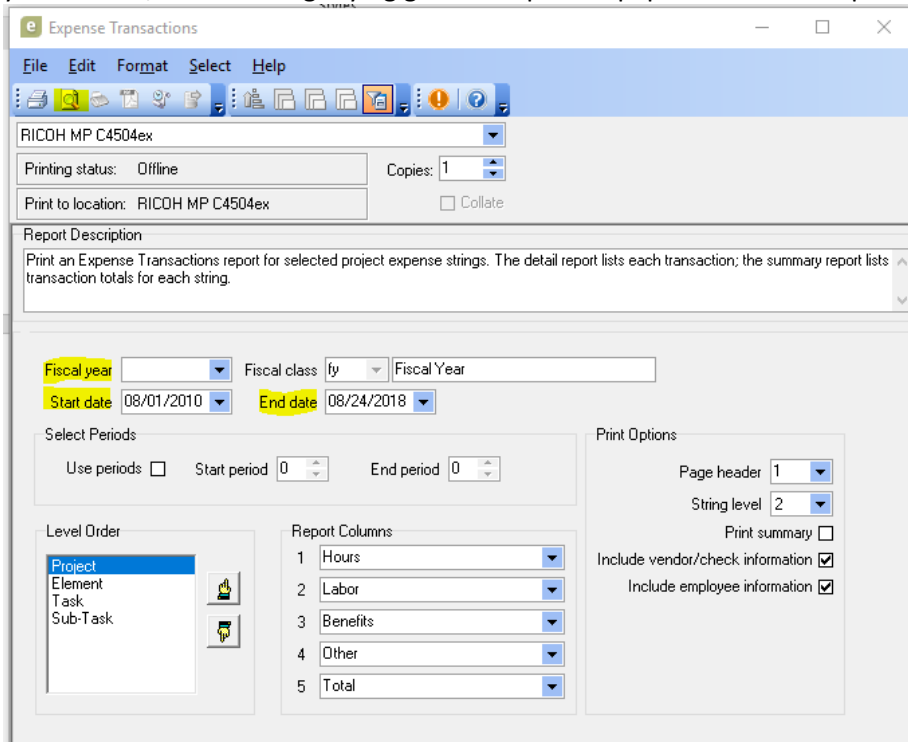
4. Export the report as a PDF by hitting the floppy disc document logo in the top left:

For export options select All