

Eden How-To

Running an Expenditure Detail Report for an Operating Budget

1. Open up Eden Menu. General Ledger \rightarrow Ledger End of Period \rightarrow Expenditure Reports \rightarrow Expenditure Detail



2. The Account Find window will pop up. You can either enter a complete account string (20 digits), or part of an account string following by "*".

Example: Complete account string (you want to see all the charges to 001-44-11001-9270):

| Account Find (QBE) | | |
|---|--------------------------|---|
| <u>F</u> ile <u>E</u> dit <u>Q</u> BE For <u>m</u> at | <u>T</u> ab <u>H</u> elp | |
| i 📔 🏂 🖬 🗹 🗟 🍞 🧭 | | |
| Main Activity Budget controls | Comments | |
| | | |
| Account # 001-44-11001-92 | 70 | |
| Title | | |
| | Status | Debit or credit |
| Account kind | Active No Resting | |
| Account class | No Period Rep. | |
| Report group 1 | Budget & CAFR | |
| Report group 2 | Budget Only | Standard account Exclude from CAFR/GASB export |
| Cash/Investment | | PA required |



Example: Partial account string (you want to see all the non-personnel charges to General Fund Admin budget. Non personnel charges always start with a 9):

| Count Find (QBE) |
|---|
| File Edit QBE Format Tab Help Main Activity Budget controls Comments |
| Account # 001-44-11001-91 |
| Account kind Active Credit Account class Active Debit or credit Account class No Posting Debit Report group 1 Budget & CAFR Debit CAFR Only Budget Only Standard account Budget Only No Available Exclude from CAFR/GASB export PA required PA required |

Here's a list of general codes to enter:

| Capital Engineering Division – general fund: | 001-44-21001-9* |
|---|------------------|
| Traffic Engineering Division – general fund: | 001-44-33001-9* |
| Traffic Engineering Division – gas tax fund | 206-44-33002-9* |
| Capital Engineering Division – gas tax fund | 206-44-48001-9* |
| Facilities Division – all funds | *-44-45002-9* |
| Garage Division – all funds | *-44-46001-9* |
| Parks division – downtown beautification – general fund | *001-44-11063-9* |
| Parks division – general fund | *001-44-47001-9* |
| Parks division – measure a | *241-44-11105-9* |
| Parks division – pt. san pedro medians | *234-44-11103-9* |
| Streets division – general fund | *001-44-48001-9* |
| Streets division – stormwater fund | *205-44-49002-9* |
| | |

3. Hit the lightning bolt funnel and the pop up window will go away

| e Account Find (QBE) | | | | |
|--|--|--|--|--|
| <u>F</u> ile <u>E</u> dit <u>Q</u> BE For <u>m</u> at <u>T</u> ab <u>H</u> elp | | | | |
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| Main Activity Budget controls Comments | | | | |
| | | | | |
| Account # 001-44-11001-98 | | | | |
| Account # 0014441100110 | | | | |



4. Make sure the current fiscal year is selected, starting period is "0", ending period is "15", and the "print document description is selected. The screen should look like this:

| Expenditure Detail | - 🗆 X |
|---|--|
| <u>File Edit Format Select H</u> elp | |
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| RICOH MP C4504ex | |
| Printing status: Offline Copies: 1 | |
| Print to location: BICOH MP C4504ex Collate | |
| Report Description | |
| Prints summary information for expenditure accounts and related transaction detail. You must limi year, and period range. To print a year-to-date report, enter the first period for the fiscal class as | t the report to a specific fiscal class, fiscal the Starting Period. |
| Subtitle | |
| | |
| | |
| Fiscal year 2018 Fiscal class fu Fiscal Year | |
| Starting period 0 C Ending period 15 C | |
| Select Accounts | Print Options |
| Use range | ☑ Include encumbrances |
| Starting account | Include pre-encumbrances Suppress accounts with all zeros |
| Ending account | Do not suppress redundant totals |
| | Print vendor information Put space between all sub-totals |
| Page break level 💈 😴 🗹 Print accounts | ☑ Print extra detail |
| Account titles NNY-NN-NNNN-NNNN | Print document description |
| Account totals NNY-NN-NNNNNNNNNNNNNNNNNNNNNNNNNNNNNNN | Sorting |
| | Sort 1 |
| | Soft 2 |
| | 0-+2 |
| | 5011.3 |
| Save report options as default | |
| Save report data as user default | |
| | GoldStandard (server) t ,;; |

5. Click magnifying glass + paper symbol to generate report. Export report as a PDF by clicking top left symbol of floppy disk and paper. Hit OK when window pops up

| Export | | × |
|---------------------|---|--------|
| Format: | | |
| Adobe Acrobat (PDF) | • | OK |
| Destination: | | Cancel |
| Disk file | • | |
| | | |
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