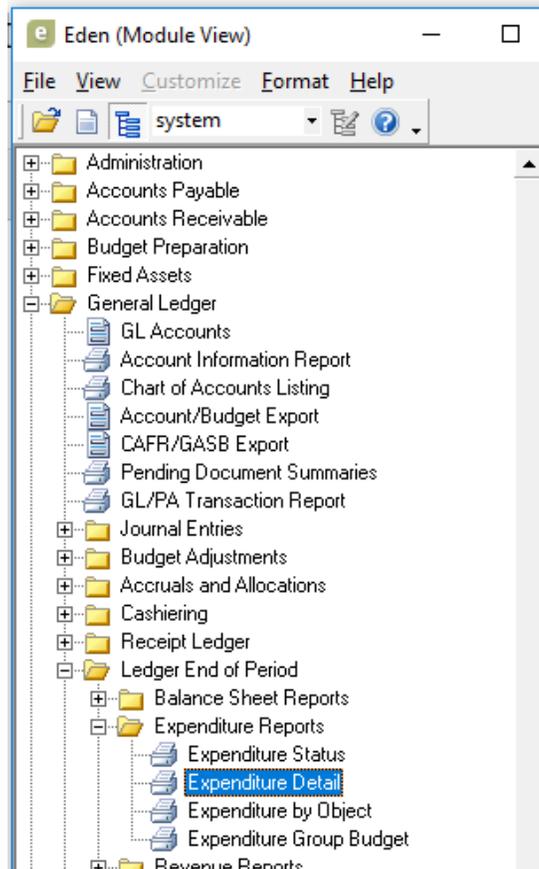


Eden How-To

Running an Expenditure Detail Report for an Operating Budget

August 2018 - TS

1. Open up Eden Menu. General Ledger → Ledger End of Period → Expenditure Reports → 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)

File Edit QBE Format Tab Help

Main Activity Budget controls Comments

Account #

Title

Account kind

Account class

Report group 1

Report group 2

Cash/Investment

Status

Active
 No Posting
 No Period Rep.
 Budget & CAFR
 CAFR Only
 Budget Only
 Not Available

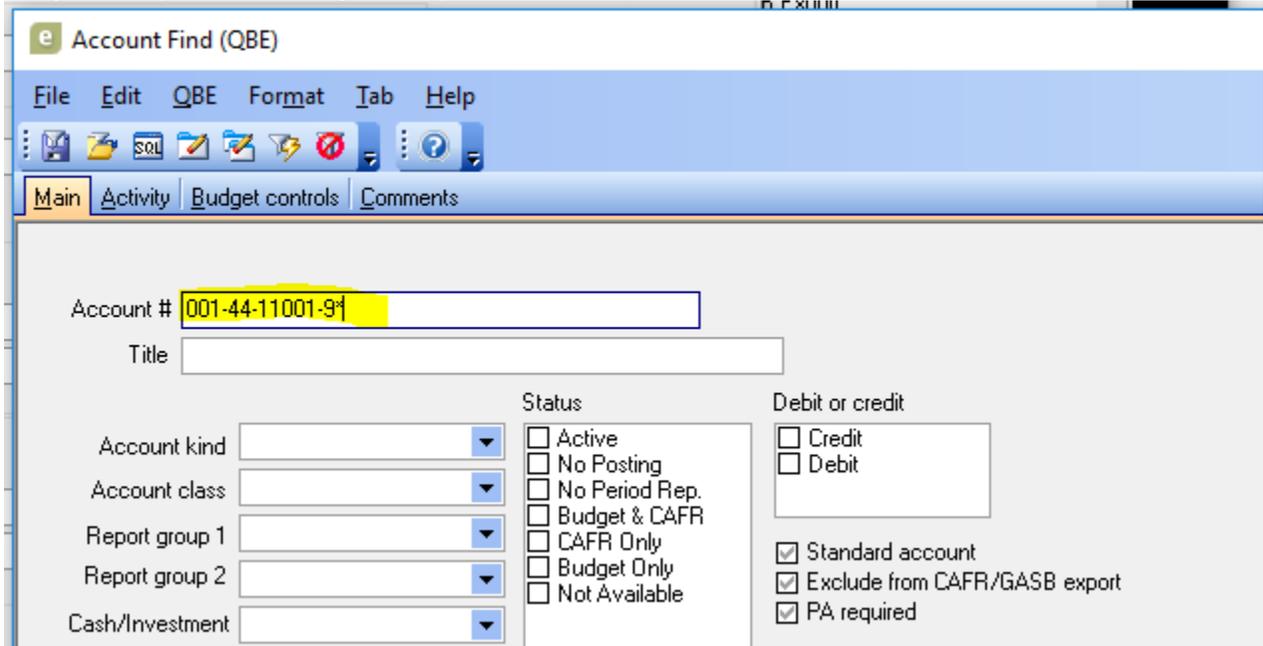
Debit or credit

Credit
 Debit

Standard account
 Exclude from CAFR/GASB export
 PA required



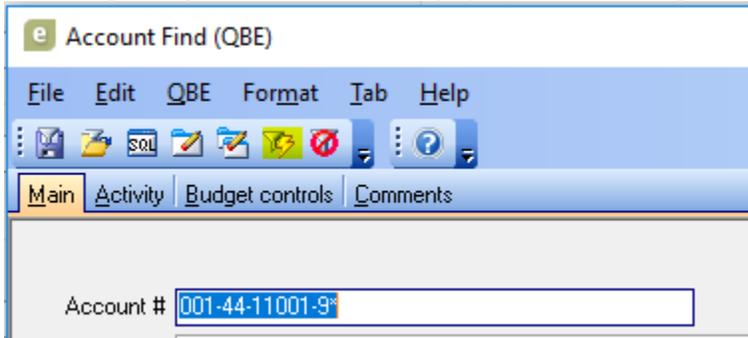
Example: Partial account string (you want to see all the non-personnel charges to General Fund Admin budget. Non personnel charges always start with a 9):



Here's a list of general codes to enter:

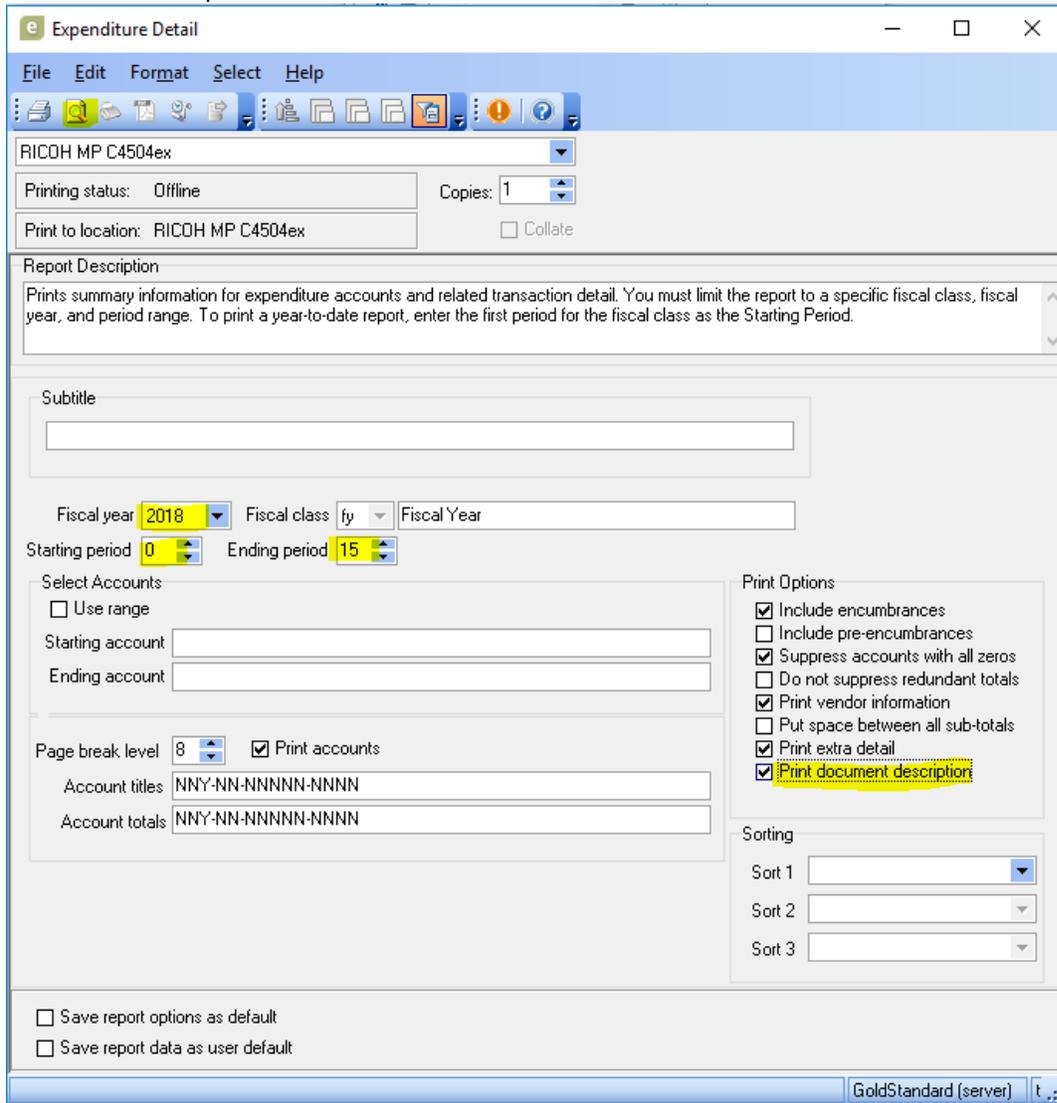
- Capital Engineering Division – general fund: **001-44-21001-9***
- Traffic Engineering Division – general fund: **001-44-33001-9***
- Traffic Engineering Division – gas tax fund: **206-44-33002-9***
- Capital Engineering Division – gas tax fund: **206-44-48001-9***
- Facilities Division – all funds: ***-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





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:



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

