

# Understanding the Expense Detail Report from Eden

2/19/2018 – TS

Each charge shows up with 3 lines of detail & the amount is under "Expenditures"

FY 2017-18 Budget

FY 2017-18 YTD Expenses for 2/19/18 (the day I ran the report)

Account Number	Adjusted Appropriation	Expenditures	<del>Year-to-date Expenditures</del>	<del>Year-to-date Encumbrances</del>	<del>Balance</del>	<del>Prct Used</del>
001-44-46001-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
1/31/2018 aje GJ 12584		25.00				
Line Description: RCLS DEC FASTRAK FR F/A Document Description : 2018 RECLASSES FR FIXED ASSETS			25.00	0.00	-25.00	0.00
001-44-46001-9211 Travel and Conference	0.00	25.00	25.00	0.00	-25.00	0.00
001-44-46001-9212 Training & Instruction	580.00	0.00	0.00	0.00	580.00	0.00
1/22/2018 ap_invoice IN 12222017DPW		425.00				
Line Description: Dave Hulbert Document Description : ACCT. NO. 4246 0445 5564 9338						
Vendor: 26239 U. S. BANK Check # 328897						
001-44-46001-9212 Training & Instruction	580.00	425.00	425.00	0.00	155.00	73.28
001-44-46001-9221 Maintenance of Streets & Improvements	0.00	0.00	0.00	0.00	0.00	0.00
11/6/2017 ap_invoice IN 798423		81.78				
Line Description: Garage Document Description : ACCT. NO. C314969						
Vendor: 28183 DAIOHS FIRST CHOICE SERVICES Check # 327320						
001-44-46001-9221 Maintenance of Streets & Improvements	0.00	81.78	81.78	0.00	-81.78	0.00
001-44-46001-9224 Maintenance Due to Accidents	2,680.00	0.00	0.00	0.00	2,680.00	0.00
11/22/2017 ap_invoice IN ro number 1092		3,559.51				
Line Description: 2015 FORD Explorer- Document Description : CITY OF SAN RAFAEL						
Vendor: 33265 GMP CARS, LLC Check # 327594						

Ignore 4 right columns

All charges will have a description and Vendor name (what was entered in Eden)

Credit card charges will show up as a charge under the credit card holder's name and "U.S. Bank" as the vendor

Date the check was cut to the vendor (NOT the date of the invoice from the vendor)

Looking for charges for a specific Account Code? E.g. 001-44-11001-9270

Shortcut key "Ctrl-F" – opens "Find"

Search that specific account code "001-44-11001-9270" to jump to that page