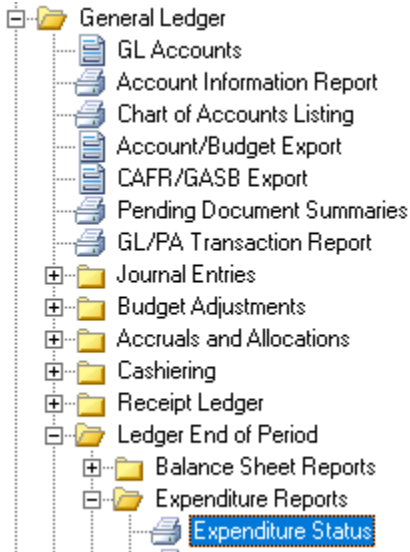


# Eden How-To

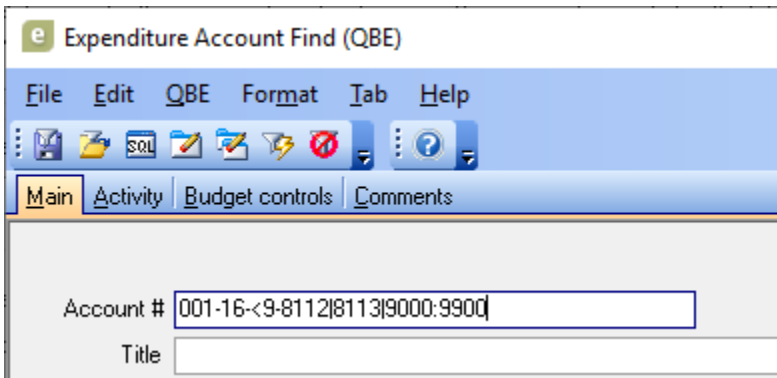
## Budget status report

March 2021 - TS

1. Open Eden Menu. General Ledger → Ledger End of Period → Expenditure Status



2. When QBE window pops up, enter the following under “Account #”



**001-16-<8-8112|8113|9000:9900**

If “16” is not your department code, replace it in the string above with another department code e.g. “44” for Public Works instead of “16” for Community Development.

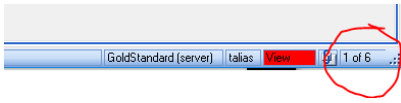
If you want a different fund other than general fund i.e., “001” – replace “001” in the string above with the three digit code of the fund you would like. E.g. “603” for Building Maintenance Fund instead of “001” for General Fund.

3. Hit the lightning bolt funnel at the top. The pop-up window will disappear





- If there are multiple vendors with the name you searched, multiple vendor profiles will return in your search. For instance, the bottom right corner of the screen says "1 of X"



- Make sure your Expenditure Status window looks like this (see check boxes under "Print Options" and the Y's and N's next to Account titles and Account totals. Then click the magnifying glass next to the print button in the top left.

