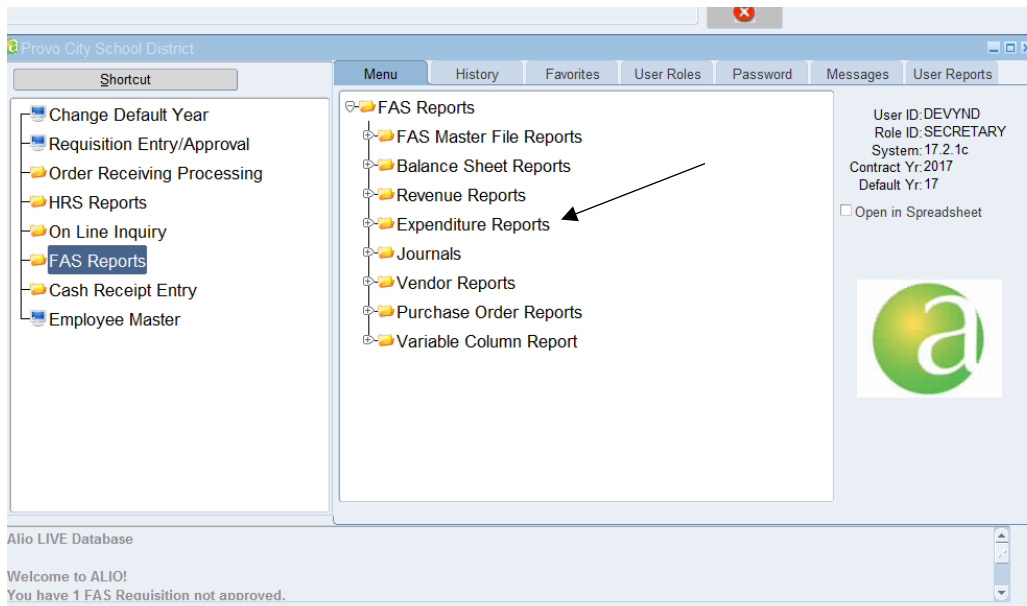
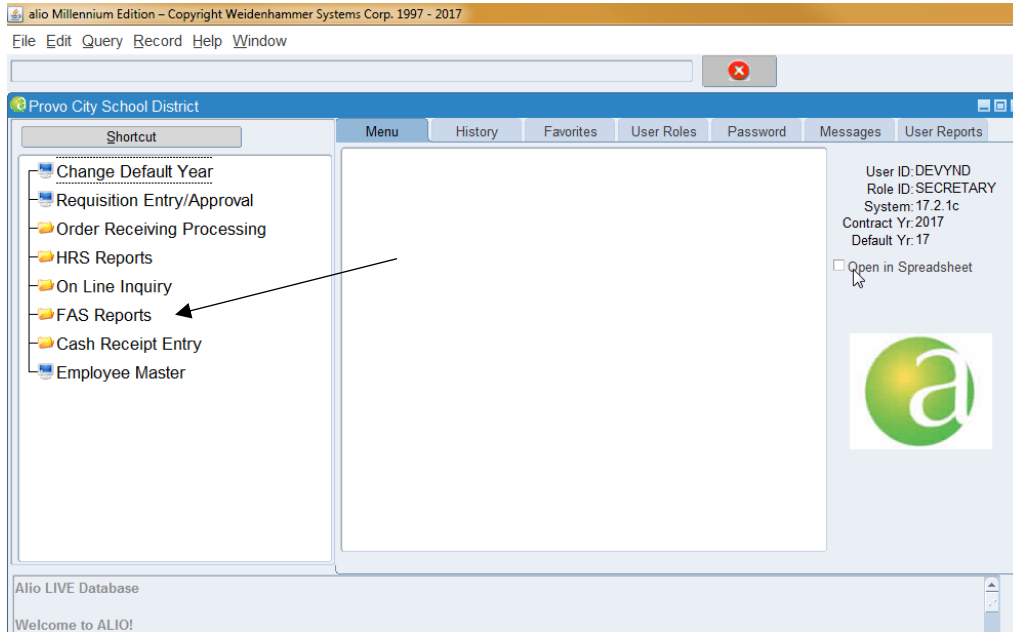
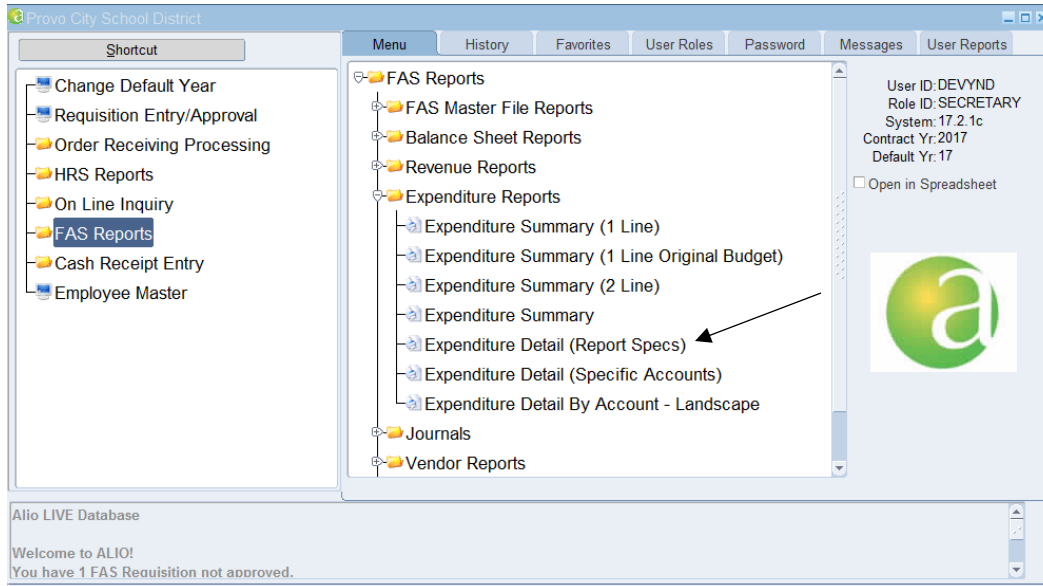


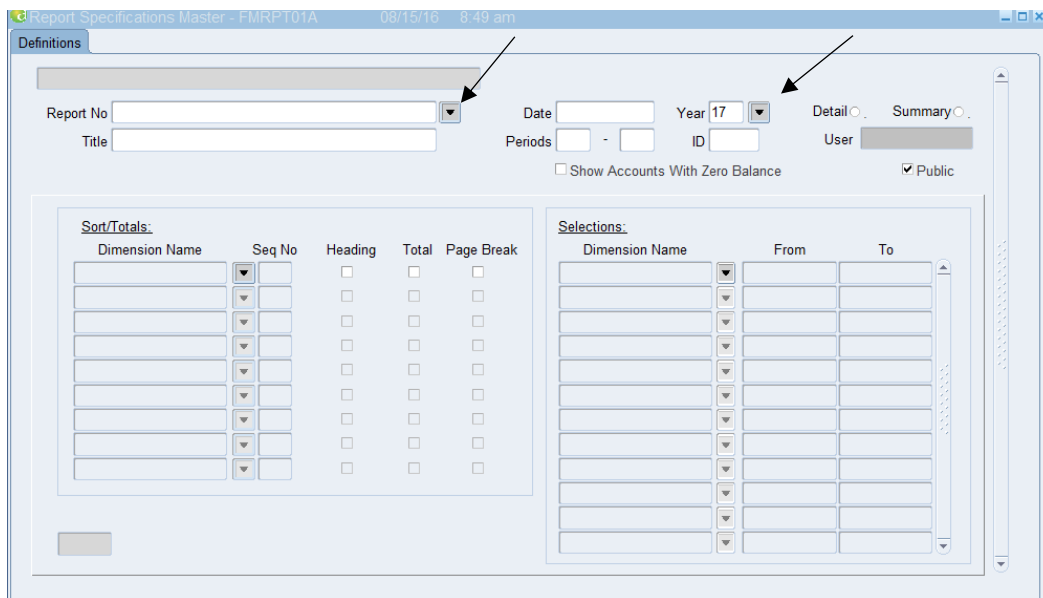
Expenditure Detail Reporting

Occasionally a principal or secretary will want to see expenditure detail (i.e. annual Trustlands reports or other audit requests). The Expenditure Detail report will give you information about all transactions in a program. Double click on FAS Reports and then double click on Expenditure Reports. Select Expenditure Detail (Report Specs)





The first thing you need to look at is the year. If you are wanting a report on the current year, you can leave the year alone, but if you are looking for prior years, please select the year first. Once you have the correct year, click on the Report drop down



A new screen will pop up. The only information that you need to enter is the cutoff date. Make sure your date format is MMDDYYYY with no punctuation. Then click on Submit Query.

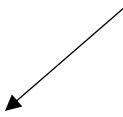
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Module: fjexd01a 04/21/15 9:57 am Spreadsheet Ready

Expenditure Detail By Account

Enter values for the parameters

Destination Type	<input type="text" value="Cache"/>
Destination Name	<input type="text"/>
Destination Format	<input type="text" value="PDF"/>
Copies	<input type="text" value="1"/>
Include Budget Detail	<input type="text" value="No"/>
Cut Off Date	<input type="text"/>
Sum Encumbrances	<input type="text" value="No"/>
Sum Payments	<input type="text" value="No"/>
Sum Journals	<input type="text" value="No"/>



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Module: fjexd01a 04/21/15 9:57 am Spreadsheet Ready

Expenditure Detail By Account

Enter values for the parameters

Destination Type	<input type="text" value="Cache"/>
Destination Name	<input type="text"/>
Destination Format	<input type="text" value="PDF"/>
Copies	<input type="text" value="1"/>
Include Budget Detail	<input type="text" value="No"/>
Cut Off Date	<input type="text" value="03172017"/>
Sum Encumbrances	<input type="text" value="No"/>
Sum Payments	<input type="text" value="No"/>
Sum Journals	<input type="text" value="No"/>

It will take a few minutes, but then you will have a detail report of all expenditures from your Trustlands.