

Expense – Current Year Journal Voucher Detail

Usage

This report joins current year's expenditures by Period from specified Department, Fund, and Class with matching Vendor, AP Unit, Voucher, Invoice, and Purchase Order. Functionality increases if report is downloaded into Excel, sorted, and sub-totaled. For reconciliation purposes, this report is recommended over Expense Journals.

FRE_EXPENSE_DTL - Journal Voucher Expense Detail

From Period:

To Period:

From Dept:

To Dept:

Fund Like:

Class Like:

Steps

1. Key in From Period (Period 1 = July; Period 2 = August; Period 3 = September; Period 4 = October; Period 5 = November; Period 6 = December; Period 7 = January; Period 8 = February; Period 9 = March; Period 10 = April; Period 11 = May; Period 12 = June)
2. Key in To Period (see above)
3. Key in From Dept or partial
4. Key in To Dept or partial
5. Key in a specific Class Code or a “%” if you want all
6. Key in a Fund completely or partial
7. Click on View Results

Report Fields

- | | |
|---------------|-------------------|
| 1. Year | 11. Jrnل Date |
| 2. Period | 12. Jrnل Line |
| 3. Dept | 13. Jrnل Ln Descr |
| 4. Account | 14. Jrnل Line Amt |
| 5. Acct Descr | 15. Vendor Name |
| 6. Fund | 16. AP Unit |
| 7. Class | 17. Voucher |
| 8. Project | 18. Invoice |
| 9. Source | 19. PO |
| 10. Jrnل ID | |