

# Expense Journal for Specified Account

## Usage

This report show expenditures charged to a specified account. This report can be downloaded into Excel and sorted and sub-totaled by account to match summary balances report.

**FRE\_EXPEND\_ACCT - Journals for Specified Account**

Dept (Org):

Fund:

Class:

Account:

Fiscal Year:

Fiscal Year	Org	Fund	Class	Prog	Account	Account Descr	Monetary Amount	Journal	Date	Line #	Journal Line Description	PO or Voucher ID	Rpt Date	Report Title
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## Steps

1. Key in Department
2. Key in Fund Code
3. Key in a specific Class Code or a “%” if you want all
4. Key in Class
5. Click on View Results

## Report Fields

1. Org
2. Fund
3. Program
4. Class
5. Class Description
6. Account
7. Account Description
8. Monetary Amount
9. Journal
10. Date
11. Line #
12. Journal Line Description
13. PO or Voucher ID
14. Report Date
15. Report Title