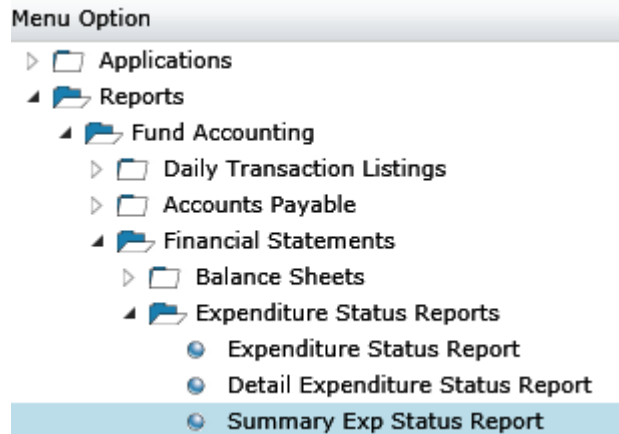# HOW TO RUN A SUMMARY EXPENDITURE REPORT BY PROJECT

Run a Summary Expenditure Status Report for specific projects:

Use this option to generate a report that includes the following information for the expenditure ledgers selected summarized by fund and function.
Budgets, Period Expenditures, Encumbrances Outstanding, Year-to-Date Expenditures, Available Balances, and Percentage of Budgets spent year to date.

To access the screen for entering selection criteria, select
Reports > Fund Accounting > Financial Statements > Expenditure Status Reports > Summary Exp Status Report

HOW TO RUN A SUMMARY EXPENDITURE REPORT BY PROJECT

FUND – Enter the Fund needed

ED SPAN-Enter the Ed Span needed
PROJECT – Enter the Proiect needed

Year-Select Year needed
Period – Select Period needed

Select Year and Period
Click OK

Notes:

In this example the following was entered in the fields:

FUND: 1994
ED SPAN: C
PROJECT: 01

Account: Blank

Period: Select the ending period.

Period	–	Date Range
1	-	September
2	-	October
3	-	November
4	-	December
5	-	January
6	-	February
7	-	March
8	-	April
9	-	May
10	-	June
11	-	July
12	-	August
13	-	08/1/YY – 08/31/YY (adjustments)

HOW TO RUN A SUMMARY EXPENDITURE REPORT BY PROJECT

```
COLLEGE STATION ISD                                                            PAGE NUMBER:     1
DATE: 01/16/2014                    COLLEGE STATION INDEPENDENT SCHOOL DIST     EXPSTA31
TIME: 13:07:23                         SUMMARY EXPENDITURE STATUS REPORT
```

```
SELECTION CRITERIA: orgn.fund='1994' and orgn.orgn6='01'
ACCOUNTING PERIOD:   4/14
```

ENCUMBRANCES OUTSTANDING = PURCHASE ORDERS THAT HAVE NOT BEEN PAID

```
FUND - 1994 - GENERAL FUND
```

		A	B	C	D	E	F
			PERIOD	ENCUMBRANCES	YEAR TO DATE	AVAILABLE	YTD/
FUNCTION	- - - - - TITLE - - - - -	BUDGET	EXPENDITURES	OUTSTANDING	EXP	BALANCE	BUD
11	INSTRUCTIONAL SERVICES	5,981,836.19	550,446.37	52,189.94	2,579,652.14	3,349,994.11	44.00
12		16,452.93	787.71		47,132.04	65,522.23	42.24
13		5,426.79	2,544.84			10	34.63
23		78,977.50	933.47		347,623.20	498,826.56	41.13
31		27,572.61	.00		138,973.89	206,455.67	40.23
33		8,419.67	.00		42,333.54	74,587.89	36.21
36		21,301.76	6,802.93		98,777.59	222,146.48	32.22
52		6,188.85	.00		26,308.87	27,338.81	49.04
TOTAL		714,786.48	63,258.89		3,297,504.09	4,481,200.85	42.86
TOTAL REPORT		7,841,963.83	714,786.48	63,258.89	3,297,504.09	4,481,200.85	42.86

YTD/BUD = % of Budget Spent

Text box overlaying the report:

A – Budget – Is the Current budget.
B – Period Expenditures – Total Expenditures for the period.
C – Encumbrances Outstanding – Open/Unpaid Purchase Orders.
D – Year to Date Exp – Year to Date total expenditures as of the date the report is generated.
E – Available Balance – Remaining budget balance. The Available Balance is the sum of:

             Budget – **A**
Less: Encumbrances Outstanding – **C**
Less: Year to Date Expenditures - **D**
=   Available Balance - **E**

F – YTD/BUD - % of Budget Spent as of the date the report is generated.