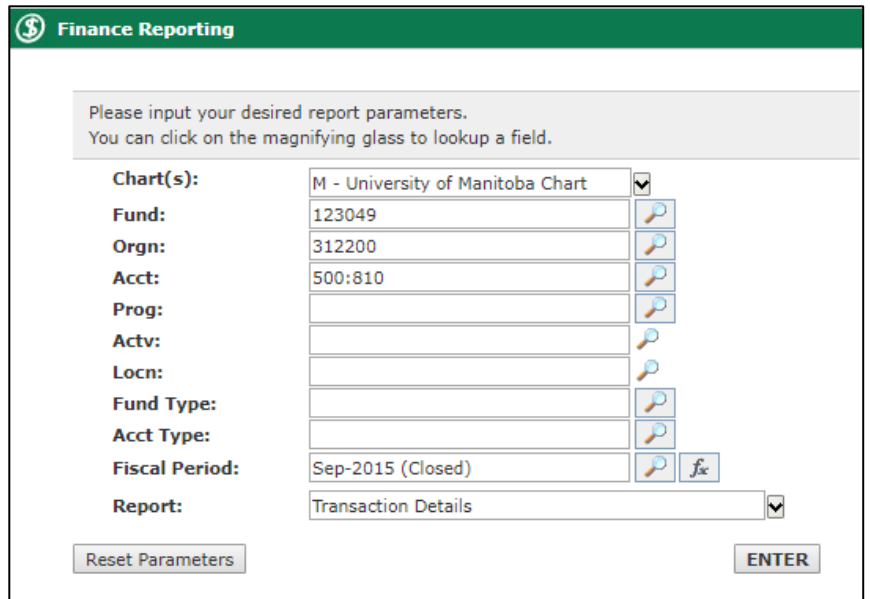


To display a listing of all expenditure transactions processed against a FOP or combination of FOAP elements:

- In the Main Menu, enter the Fund and Organization you would like to view.

Note: In the Transaction Details and Document Query reports invoices and cheques will often display control account lines - FOAPs that include Account codes such as 101101 and 210101. These are behind-the-scenes control accounts that must occur for every invoice and cheque. These lines do not affect your FOPs. To ensure that you do not view these detail lines, you can restrict your query by specifying an Account, an Account range or an Account Type of 50 or higher.

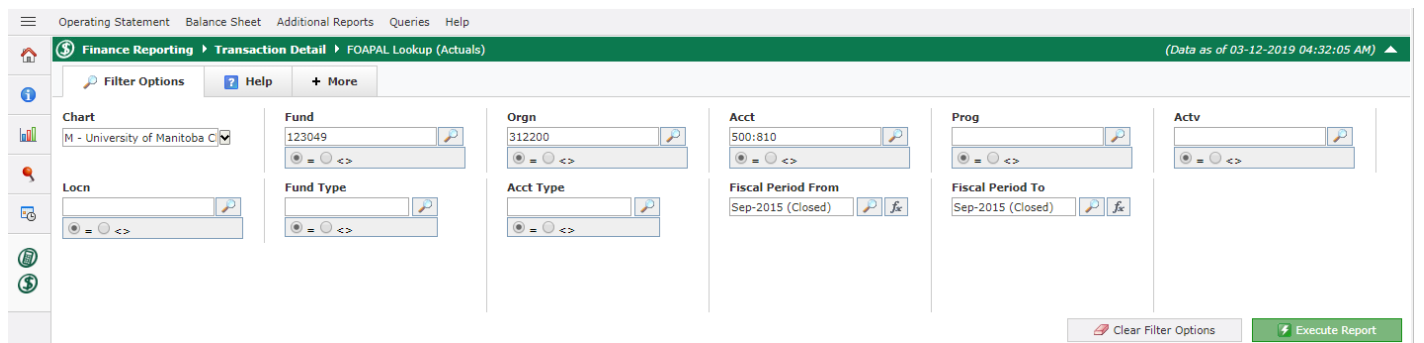


Finance Reporting

Please input your desired report parameters.
You can click on the magnifying glass to lookup a field.

Chart(s):	M - University of Manitoba Chart	
Fund:	123049	
Orgn:	312200	
Acct:	500:810	
Prog:		
Actv:		
Locn:		
Fund Type:		
Acct Type:		
Fiscal Period:	Sep-2015 (Closed)	
Report:	Transaction Details	

- From the **Report** drop-down list, select **Transaction Details**.
- Select **ENTER** to generate the report.
- Further specify your criteria in the filter options. Click **Execute Report**.



Operating Statement Balance Sheet Additional Reports Queries Help

Finance Reporting > Transaction Detail > FOAPAL Lookup (Actuals) (Data as of 03-12-2019 04:32:05 AM)

Filter Options Help + More

Chart M - University of Manitoba C	Fund 123049	Orgn 312200	Acct 500:810	Prog	Actv
Locn	Fund Type	Acct Type	Fiscal Period From Sep-2015 (Closed)	Fiscal Period To Sep-2015 (Closed)	

The report will display with a list of all transactions for the Period you selected.

Finance Reporting > Transaction Detail > FOAPAL Lookup (Actuals) (Data as of 22-01-2018 04:39:04 AM)

Filter Options Report Results Help + More

Chart = H Fund = 123049 Vehicle Account | Orgn = 312200 Animal Science | Acct = 500:810

Row #	Fund	Orgn	Acct	Prog	Actv	Locn	Acct Name	Tran Date	Actv Date	User ID	Document	Description	Document Text	PO #	Inv./Ref. #	Chk. #	Date Cashed	Amount
1	123049	312200	534508	0000			Internal Mileage Inc.	30-09-2015	05-10-2015	MBAKER	30338353	Dodge Caravan Use May-Sept/15	Dodge Caravan Use May...					4,598.00
2	123049	312200	534508	0000			Internal Mileage Inc.	30-09-2015	05-10-2015	MBAKER	30338350	Suburban Use-May/14/15	Suburban Use-May 14/15					27.00
3	123049	312200	534508	0000			Internal Mileage Inc.	30-09-2015	05-10-2015	MBAKER	30338347	Suburban Use May-Sept/15	Suburban Use May-Sept/...					1,190.50
4	123049	312200	713900	1100			Misc Travel - Local (...)	09-09-2015	09-09-2015	FMBATCH	11417566	U S Bank Canada	GL REF: Fuel for dept veh...		RN208918/...	0133		63.50
5	123049	312200	713901	1100			Misc Travel - Dome...	09-09-2015	09-09-2015	FMBATCH	11417566	GST for 4/104 Calculation	GL REF: Fuel for dept veh...		RN208918/...	0133		-1.00
6	123049	312200	713901	1100			Misc Travel - Dome...	09-09-2015	09-09-2015	FMBATCH	11417566	GST for 4/104 Calculation	GL REF: Fuel for dept veh...		RN208918/...	0133		-1.14
7	123049	312200	713901	1100			Misc Travel - Dome...	09-09-2015	09-09-2015	FMBATCH	11417566	U S Bank Canada	GL REF: Fuel for dept veh...		RN208918/...	0133		44.19
8	123049	312200	713901	1100			Misc Travel - Dome...	09-09-2015	09-09-2015	FMBATCH	11417566	U S Bank Canada	GL REF: Fuel for dept veh...		RN208918/...	0133		38.64
9	123049	312200	713900	1100			Misc Travel - Local (...)	09-09-2015	09-09-2015	FMBATCH	11417566	U S Bank Canada	GL REF: Fuel for dept veh...		RN208918/...	0133		50.00
10	123049	312200	713900	1100			Misc Travel - Local (...)	09-09-2015	09-09-2015	FMBATCH	11417566	GST for 4/104 Calculation	GL REF: Fuel for dept veh...		RN208918/...	0133		-1.29
11	123049	312200	713900	1100			Misc Travel - Local (...)	09-09-2015	09-09-2015	FMBATCH	11417566	GST for 4/104 Calculation	GL REF: Fuel for dept veh...		RN208918/...	0133		-1.63

View the [Transaction Detail Excel Template/Macro](#) to format your Excel output into a more manageable list of transactions for reconciling.