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.

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

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