To determine the amount spent on a particular expense during the month, choose the **Expenditures Only Report**. You have two options to execute this report:

1. Specify any combination of FOAPAL elements by entering them into their respective fields.
2. Leave FOAPAL element fields blank. Without any restrictions, the query will return a combination of all data for every Fund and Organization you have authority to see.

**Option 1: Specify a FOP combination.**

- In the Main Menu, enter the Fund and Orgn you would like to view.
- From the Report drop-down list, select **Expenditures Only Report**.
- Select **ENTER** to run the report.

The report will display *Summary by Account Detail*. Scroll to the Expenditure Account section you desire.
Option 2: Leave FOAPAL element fields blank.

- In the Main Menu, leave all fields blank.
- From the Report drop-down list, select Expenditures Only Report.
- Select ENTER to generate the report.

The report will display a Summary by Hierarchy. View the report by Account by selecting Acct from the By: drop down list located at the top of the screen.

The results will display the expenditure accounts for every Fund/Org combination you have authority to see. Scroll to the Expenditure Account section you desire.