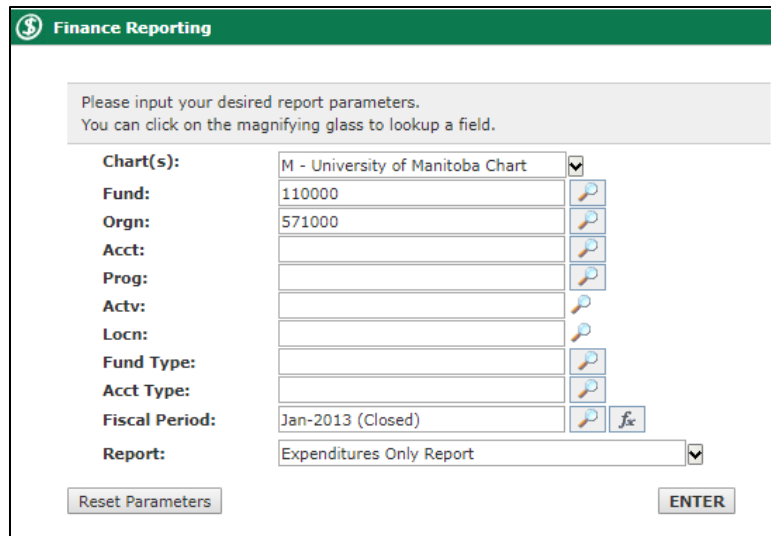


To determine the amount spent on a particular expense during the month, choose the **Expenditures Only Report**. You have two options to execute this report:

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.



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: 110000

Orgn: 571000

Acct:

Prog:

Actv:

Locn:

Fund Type:

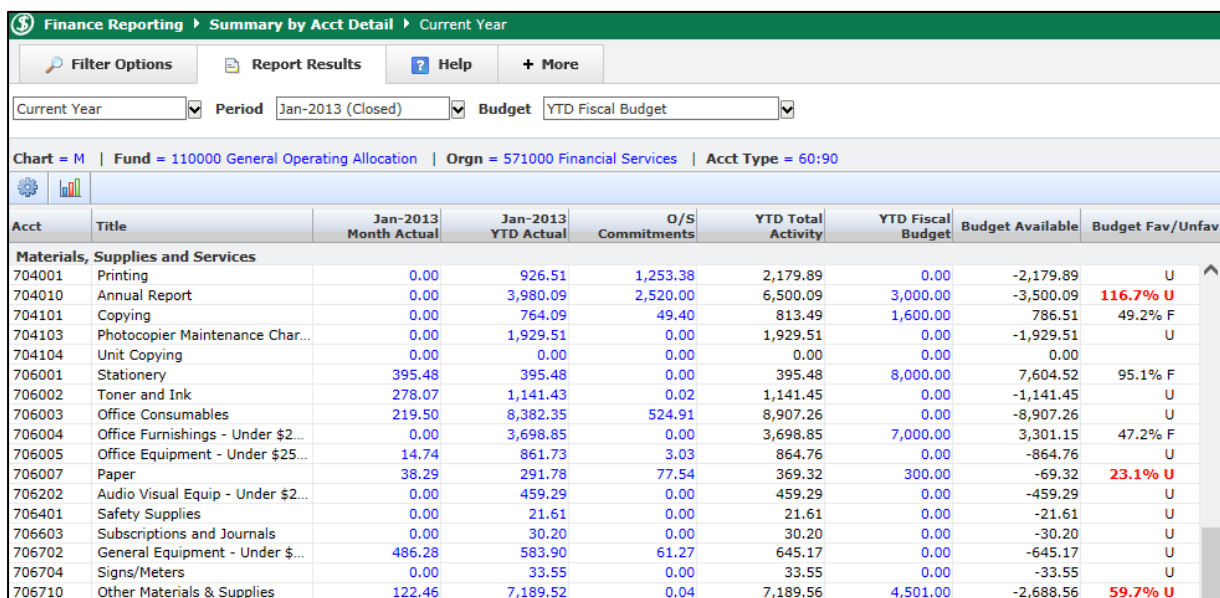
Acct Type:

Fiscal Period: Jan-2013 (Closed)

Report: Expenditures Only Report

Reset Parameters ENTER

The report will display *Summary by Account Detail*. Scroll to the Expenditure Account section you desire.



Acct	Title	Jan-2013 Month Actual	Jan-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Materials, Supplies and Services								
704001	Printing	0.00	926.51	1,253.38	2,179.89	0.00	-2,179.89	U
704010	Annual Report	0.00	3,980.09	2,520.00	6,500.09	3,000.00	-3,500.09	116.7% U
704101	Copying	0.00	764.09	49.40	813.49	1,600.00	786.51	49.2% F
704103	Photocopier Maintenance Char...	0.00	1,929.51	0.00	1,929.51	0.00	-1,929.51	U
704104	Unit Copying	0.00	0.00	0.00	0.00	0.00	0.00	U
706001	Stationery	395.48	395.48	0.00	395.48	8,000.00	7,604.52	95.1% F
706002	Toner and Ink	278.07	1,141.43	0.02	1,141.45	0.00	-1,141.45	U
706003	Office Consumables	219.50	8,382.35	524.91	8,907.26	0.00	-8,907.26	U
706004	Office Furnishings - Under \$2...	0.00	3,698.85	0.00	3,698.85	7,000.00	3,301.15	47.2% F
706005	Office Equipment - Under \$25...	14.74	861.73	3.03	864.76	0.00	-864.76	U
706007	Paper	38.29	291.78	77.54	369.32	300.00	-69.32	23.1% U
706202	Audio Visual Equip - Under \$2...	0.00	459.29	0.00	459.29	0.00	-459.29	U
706401	Safety Supplies	0.00	21.61	0.00	21.61	0.00	-21.61	U
706603	Subscriptions and Journals	0.00	30.20	0.00	30.20	0.00	-30.20	U
706702	General Equipment - Under \$...	486.28	583.90	61.27	645.17	0.00	-645.17	U
706704	Signs/Meters	0.00	33.55	0.00	33.55	0.00	-33.55	U
706710	Other Materials & Supplies	122.46	7,189.52	0.04	7,189.56	4,501.00	-2,688.56	59.7% U

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.

Predecessor	Predecessor Title	Fund	Title	Jan-2013 th Actual	Jan-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
		110	Unrestricted	30,369.90	-290,842,373.20	-67,527,112.08	-358,369,485.28	-464,056,936.87	105,687,451.59	22.8% F
		120	Internally Restricted	-8,188,188.17	-63,007,725.32	-12,750,740.48	-75,758,465.80	-113,769,490.12	38,011,024.32	33.4% F
		185	Budget Only Reserves	0.00	0.00	0.00	0.00	42,390,628.21	-42,390,628.21	100% U
		190	Provisions Fund	-44,500.00	-68,886,729.68	0.00	-68,886,729.68	2,852,718.00	-71,739,447.68	2514.0% F
		192	Provisions Funds Opening Bud...	0.00	0.00	0.00	0.00	-2,852,718.00	2,852,718.00	100% F
		195	Future Revenues Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		210	Trust Fund	-803,399.86	-15,614,393.30	-96,452.38	-15,710,845.68	0.00	-15,710,845.68	U
		290	Self Insured Fund	38,567.24	-651,140.22	0.00	-651,140.22	0.00	-651,140.22	U
		291	PRA Fund	-5,707.18	142,958.95	0.00	142,958.95	0.00	142,958.95	F
		292	Benefit Reserve Fund	0.00	-130,329.63	0.00	-130,329.63	0.00	-130,329.63	U
		29A	Federal Government Special F...	-296,955.85	-2,635,128.34	-424,866.08	-3,059,994.42	-4,113,269.12	1,053,274.70	25.6% F
		29B	Prov Government Special funds	-1,138,899.92	-30,606,819.51	-512,062.00	-31,118,881.51	-33,510,931.13	2,392,049.62	7.1% F
		29C	Industry Special funds	-3,583.58	7,108.05	-1,738.21	5,369.84	-18,923.15	24,292.99	128.4% F
		29D	Assoc & Fdnns Special funds	-518,700.93	-4,486,045.52	-337,278.13	-4,823,323.65	-9,784,539.10	4,961,215.45	50.7% F
		29E	Individual Special Funds	-111,840.23	-637,142.18	-35,919.10	-673,061.28	-1,621,127.91	948,066.63	58.5% F

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.

Predecessor	Predecessor Title	Acct	Title	Jan-2013 Month Actual	Jan-2013 YTD Actual	O/S Commitments	YTD Total Activity	YTD Fiscal Budget	Budget Available	Budget Fav/Unfav
Materials, Supplies and Services										
		704	Printing and Duplicating	144,321.13	1,750,624.78	138,211.66	1,888,836.44	918,275.00	-970,561.44	105.7% F
		706	Consumable Materials and Su...	4,040,878.96	53,120,985.91	4,359,680.71	57,480,666.62	78,499,698.96	21,019,032.34	26.8% F
		708	Telecommunications	537,265.85	5,289,846.34	352,441.51	5,642,287.85	3,835,565.00	-1,806,722.85	47.1% F
		710	Other Expenses (Non consum...	3,149,913.33	31,872,963.25	5,075,814.18	36,948,777.43	17,398,179.40	-19,550,598.03	112.4% F
		720	Cost of Goods Sold	1,632,695.27	14,181,100.43	0.00	14,181,100.43	15,475,715.00	1,294,614.57	8.4% F
		723	Interest and Late Payment Fees	93.22	1,570.73	0.00	1,570.73	0.00	-1,570.73	U
		724	Bank Charges	40,523.07	537,387.68	0.00	537,387.68	544,767.00	7,379.32	1.4% F
		775	Foreign Exchange	-5,006.96	-199,134.18	0.00	-199,134.18	0.00	199,134.18	F
		777	VISA Default Transactions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			Subtotal	9,540,683.87	106,555,344.94	9,926,148.06	116,481,493.00	116,672,200.36	190,707.36	0.2% F
Utilities, Taxes and Insurance										
		712	Utilities	1,772,185.21	10,168,152.21	864,787.31	11,032,939.52	16,330,744.00	5,297,804.48	32.4% F
		713	Insurance	20,153.46	2,082,423.36	1,057.29	2,083,480.65	3,733,768.00	1,650,287.35	44.2% F
		750	Property Taxes	101,265.61	519,562.46	0.00	519,562.46	1,000,000.00	480,437.54	48% F
			Subtotal	1,893,604.28	12,770,138.03	865,844.60	13,635,982.63	21,064,512.00	7,428,529.37	35.3% F