Extract List of all Expenditures

1. Type FGITRND into the search field, then press Enter

2. Enter Org#, Press Enter to populate Fund and Program THEN click ‘Go’ button

3. You will be directed to the Detail Transaction page and prompted to enter a Query

4. Leave Account field blank to query all account codes
   Enter 7% to query for operating budget expenses
   Enter 6% to query salary and benefits

5. Enter YTD in Field to retrieve list of expenses paid year to date
   Enter %BD to retrieve list of original budget and any budget adjustments

6. Use Add Another field drop down box to query additional fields

7. Select Go button or press F8 to execute query
Extract List of all Expenditures

1. Click on 'Related' tab located in the top right corner.
2. Select 'Export' to extract data into an Excel spreadsheet. The Excel file name will be FGITRNDF and will appear as a download file at the bottom of the page.
3. Click on the FGITRNDF file to open.
4. To save spreadsheet, click 'File' tab, then select Save As.
5. In 'Save as type' field, located below the File name field, change the file type from CSV to Excel.

Click on Excel file to open.
Extract List of all Expenditures

On 'Home' tab, in the 'Number' section click the expand arrow to bring up the 'Format Cells' box in order to format date.

Go to 'Data' tab, Sort & Filter section. Select row 3, then select Filter create sort option for data. You can sort data by date, vendor name, amount, etc.

To save file as an Excel file choose 'File', 'Save As', then change file type from CSV to Excel in the 'Save as type' field by selecting drop down arrow on right.