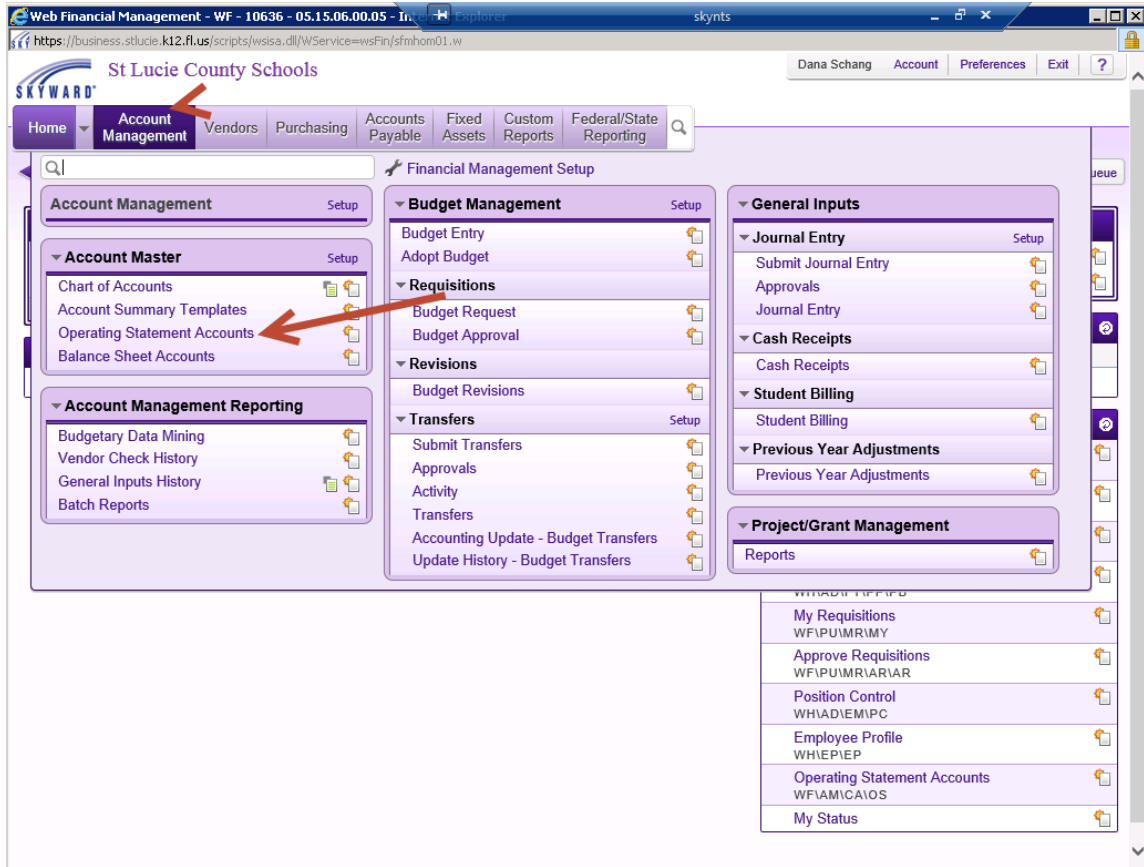
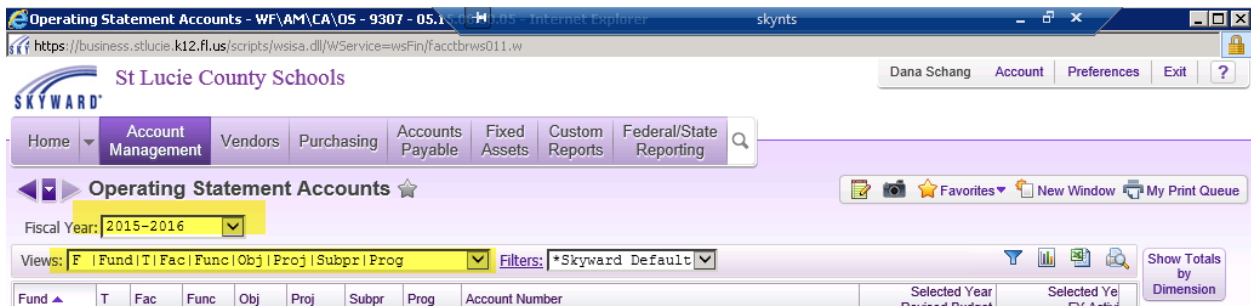


**Viewing your accounts by Project in the Operating Statement View:**

- Open Account Management
- Account Master
  - Click Operating Statement Accounts



- Once screen for Operating Accounts opens up make sure the following shows:
  - Fiscal Year 2015-2016
  - Views: See below
  - Click the Filters button to start adding filters for your projects.





Once filter is set up you will see the following screen.

The budget will show as well as Activity, Encumbrances and the Available funds

Operating Statement Accounts

Fiscal Year: 2015-2016

Views: F | Fund | T | Fac | Func | Obj | Proj | Subpr | Prog | Filters: 0231-10100

Fund	T	Fac*	Func	Obj	Proj*	Subpr	Prog	Selected Year Revised Budget*	Selected Year FY Activity	Selected Year Encumbered	Selected Year Available Funds	Type	S	Group Code	Category Code	Qu
▶ 1000	E	0231	5100	3330	10100	00000	00000	711.00	0.00	0.00	711.00	Expense		01-02-		
▶ 1000	E	0231	5100	3700	10100	00000	00000	1,829.10	0.00	0.00	1,829.10	Expense		01-02-		
▶ 1000	E	0231	5100	3902	10100	00000	00000	5,167.60	4.23	1,464.00	3,699.37	Expense		01-02-		
▶ 1000	E	0231	5100	3920	10100	00000	00000	1,628.44	0.00	0.00	1,628.44	Expense		01-02-		
▶ 1000	E	0231	5100	3930	10100	00000	00000	3,355.25	0.00	0.00	3,355.25	Expense		01-02-		
▶ 1000	E	0231	5100	5100	10100	00000	00000	10,672.84	332.17	2,694.79	7,645.88	Expense		01-02-		
▶ 1000	E	0231	5100	5200	10100	00000	00000	521.80	0.00	0.00	521.80	Expense		01-02-		
▶ 1000	E	0231	5100	6220	10100	00000	00000	113.00	0.00	0.00	113.00	Expense		01-02-		
▶ 1000	E	0231	5100	6420	10100	00000	00000	656.45	0.00	0.00	656.45	Expense		01-02-		
▶ 1000	E	0231	5100	6920	10100	00000	00000	749.50	0.00	0.00	749.50	Expense		01-02-		
▶ 1000	E	0231	5100	7300	10100	00000	00000	292.87	0.00	0.00	292.87	Expense		01-02-		
▶ 1000	E	0231	5100	7500	10100	00000	00000	2,372.58	0.00	0.00	2,372.58	Expense		01-02-		
▶ 1000	E	0231	6130	5100	10100	00000	00000	847.90	0.00	0.00	847.90	Expense		01-02-		
▶ 1000	E	0231	7300	3330	10100	00000	00000	334.96	0.00	0.00	334.96	Expense		01-02-		
▶ 1000	E	0231	7300	3720	10100	00000	00000	3,505.66	0.00	314.22	3,191.44	Expense		01-02-		
▶ 1000	E	0231	7300	3900	10100	00000	00000	104.52	0.00	0.00	104.52	Expense		01-02-		
▶ 1000	E	0231	7300	5100	10100	00000	00000	37.95	0.00	0.00	37.95	Expense		01-02-		
▶ 1000	E	0231	7900	3500	10100	00000	00000	1,733.84	0.00	0.00	1,733.84	Expense		01-02-		
▶ 1000	E	0231	7900	3540	10100	00000	00000	400.00	0.00	156.74	243.26	Expense		01-02-		

200 19 records displayed Account: [ ]

Each cost strip has an arrow next to it, click this arrow and you will get a list of items for that cost strip to see what has been paid, what purchase orders are pending etc.

▶ 1000 E 0231 5100 3902 10100 00000 00000 5,167.60 4.23 1,464.00 3,699.37 Expense 01-02-

Expand All Collapse All Modify Details (displaying 9 of 9) View Printable Details

- ▶ Monthly Account Activity Display Options
- ▶ Detail Account Activity View
- ▶ Account Encumbrance Activity
- ▶ Purchase Orders Using This Account
- ▶ Invoices
- ▶ Credit Card Transactions Using This Account
- ▶ Account Budget Activity
- ▶ Account Descriptions
- ▶ Account Information

*All items can be opened to see what has been paid or open in each cost strip.*