



## Find Project Expenditure Items Window

### → Expenditure Tab

<b>Expenditure Category</b>	Enter the Expenditure Category (either key value or use LOV).
<b>Expnd Ending Dates</b>	Enter the expenditure ending dates of the items you want to find. You can enter a date range, or either a start date or an end date.
<b>Expenditure Batch</b>	Enter the expenditure batch name if you want to find expenditure items grouped and entered by batch.
<b>Transaction Source</b>	Enter the specific Task/Subtask number (either key value or use LOV).

### → Billing Tab

<b>Billable</b>	Click the dropdown arrow. Choose Yes, No, or leave blank. <i>For example, click Yes to view only billable expenditures.</i>
<b>Billing Hold</b>	Click the dropdown arrow. Choose Yes, No, Both, Once, or leave blank. <ul style="list-style-type: none"> <li>• Choose Yes to view expenditure items that are on hold indefinitely.</li> <li>• Choose No to view items that are not on hold.</li> <li>• Choose Both to view items that are on both one-time hold, and on hold indefinitely.</li> <li>• Choose Once to view expenditure items that are on one-time hold.</li> </ul>
<b>Billed</b>	Click the dropdown arrow. Click Yes, No, or leave blank. <ul style="list-style-type: none"> <li>• Choose Yes to view expenditure items that have appeared on an invoice, regardless of invoice status. <ul style="list-style-type: none"> <li>○ Expenditure items that have a status of Unapproved, Approved, Released, and Accepted are returned.</li> </ul> </li> </ul>
<b>Revenue Distributed</b>	Click the dropdown arrow. Choose Yes, No, Partial, or leave blank. <ul style="list-style-type: none"> <li>• Choose Yes to view only revenue-distributed expenditure items.</li> <li>• Choose Partial to view expenditure items that have partially distributed revenue.</li> </ul>

### → Resource Tab

<b>Employee Number</b>	Enter the Employee Number (either key value or use LOV).
<b>Employee Name</b>	Enter the Employee Name (either key value or use LOV).
<b>Job</b>	Enter Job name (either key value or use LOV).
<b>Assignment</b>	Enter Assignment name (either key value or use LOV).



## FINANCIAL AFFAIRS

The University of Alabama at Birmingham

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### → Supplier Tab

<b>Supplier Number</b>	Enter the Supplier Number (either key value or use LOV).
<b>Supplier Name</b>	Enter the Supplier Name (either key value or use LOV).
<b>Invoice Number</b>	Enter the Invoice Number (either key value or use LOV).
<b>Invoice Line Number</b>	Enter the Invoice Line Number (either key value or use LOV).
<b>Receipt Number</b>	Enter the Receipt Number (either key value or use LOV).
<b>Payment Number</b>	Enter the Payment Number (either key value or use LOV).