## Navigating Expense Reports

1. On the "Home" tab, select the "Sort & Filter" option, then select "Filter"

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3 Cost Center	5005						S Clear	Turn on filterin	g for the selected	
4 Year	2025							cells.		
5 Period	Year Kara Darent Account Sati						کر Reapply	Then, click the	arrow in the column	
6	Balance Sheet							header to narro	w down the data.	
7 Ledger								(?) Tell me mo	re	
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19 Recurring Journal	No									
20 Intercompany Journ	nal No	Ladara	Assessed as Data	On another all Tanana stiller	In concert Manual and	laward Carrier	Investigation of the second se	Line December	Dable Amount	Con dia America
Fund	Ledger Account	Ledger	Accounting Date	Operational Transaction	Journal Number	Journal Sequence Number	Journal	Line Description	Debit Amount	Credit Amount
20514 1000FD General Fund	1								8,300,756,204.29	8,327,966,564
20538 Securization Proceed	s								2,730.11	2,279
1002FD Behavioral HI 23581 Recvry Serv	lth &								2,453,169,285.67	2,517,295,725
1003FD Mental Health 23621 Services Act	h								251,305,749.06	236,788,738
1004FD Mhsa Pruden	it								127,106.00	127,106
1005FD Cd-Emergeno	су								6,483,612.96	6,691,844
1006FD Emerg Solns	Gnt-								3,907,817.31	4,061,623
1007FD Community									48,462,938.67	49,846,506
24237 Development Prog Tr 1008FD Cd-Home									46,987,439.56	47,740,083
24379 Investment Trust 1009FD Cd-Other Fur	nding								160,298.00	160,298

2. You can click on cell A1 to bring up a filter to search for the desired criteria (Fund, Cost Center, etc. depending on which report is ran)

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1000FD General Fund										
1001FD Tobacco Securization Pro	-									
	No									
- 1003FD Mental Health Services A	No									
- I004FD Mhsa Prudent Reserve	No									
→ 1005FD Cd-Emergency Shelter Gr	No									
	Ledger Account	Ledger	Accounting Date	Operational Transaction	Journal Number	Journal Sequence	Journal	Line Description	Debit Amount	Credit Amount
· · · · ·	Lougor Horotani	200301				Number				
									8,300,756,204.29	8,327,966,564.3
OK Cancel									2,730.11	2,279.3
+ 1002FD Behavioral Hlth & 23581 Recvry Serv									2,453,169,285.67	2,517,295,725.
+ 1003FD Mental Health									251,305,749.06	236,788,738.
+ 1004FD Mhsa Prudent									127,106.00	127,106.0
+ 1005FD Cd-Emergency 23824 Shelter Grant									6,483,612.96	6,691,844.0
+ 24007 St Of Ca									3,907,817.31	4,061,623.
+ 24237 Development Prog Tr									48,462,938.67	49,846,506.
+ 21370 Investment Trust									46,987,439.56	47,740,083.
+ 24300 Source									160,298.00	160,298.0

## 3. Once the desired filter has been selected, the sub-menus will automatically expand, providing you all information.

1018FD Fireworks Violations 95	1000:Cash in Treasury	Kern County : Actuals	8/31/2024	JE2500003	JRNL_2025_P02 Aug_0000001	JE2500003 - Kern County - 08/31/2024 - FY25 August Monthly GL Conversion	27.71	0.0
1018FD Fireworks Violations 96	1000:Cash in Treasury	Kern County : Actuals	9/30/2024	JE2500004	JRNL_2025_P03 Sep_0000001	JE2500004 - Kern County - 09/30/2024 - FY25 September Monthly GL Conversion	27.71	0.1
1018FD Fireworks Violations	1000:Cash in Treasury	Kern County : Actuals	10/31/2024	JE2500005	JRNL_2025_P04 Oct_0000001	JE2500005 - Kern County - 10/31/2024 - FY25 October Monthly GL Conversion	10.33	0.1
1018FD Fireworks Violations	1000:Cash in Treasury	Kern County : Actuals	11/30/2024	JE2500006	JRNL_2025_P05 Nov_0000001	JE2500006 - Kern County - 11/30/2024 - FY25 November Monthly GL Conversion	23.61	0.1
1018FD Fireworks Violations	1000:Cash in Treasury	Kern County : Actuals	1/31/2025	JE2500008	JRNL_2025_P07 Jan_0000001	JE2500008 - Kern County - 01/31/2025 - FY25 January Monthly GL Conversion	29.53	0.1
1018FD Fireworks Violations	1000:Cash in Treasury	Kern County : Actuals	2/28/2025	JE2500009	JRNL_2025_P08 Feb_0000001	JE2500009 - Kern County - 02/28/2025 - FY25 February Monthly GL Conversion	15.04	0.1
1018FD Fireworks Violations	1000:Cash in Treasury	Kern County : Actuals	3/31/2025	JE2500010	JRNL_2025_P09 Mar_0000001	JE2500010 - Kern County - 03/31/2025 - FY25 March Monthly GL Conversion	22.26	0.0
1018FD Fireworks Violations	1000:Cash in Treasury	Kern County : Actuals	4/30/2025	JE2500011	JRNL_2025_P10 Apr_0000001	JE2500011 - Kern County - 04/30/2025 - FY25 April Monthly GL Conversion	23.44	0.1
1018FD Fireworks Violations 05	1075:Interest Receivable	Kern County : Actuals	7/31/2024	JE2500002	JRNL_2025_P01 Jul_0000002	JE2500002 - Kern County - 07/31/2024 - FY25 July Monthly GL Conversion	0.00	69.1
1018FD Fireworks Violations	3200:Designation Account Unassigned	Kern County : Actuals	10/31/2024	JE2500005	JRNL_2025_P04 Oct_0000001	JE2500005 - Kern County - 10/31/2024 - FY25 October Monthly GL Conversion	25,137.00	0.1
1018FD Fireworks Violations	3201:Fund Balance Available	Kern County : Actuals	10/31/2024	JE2500005	JRNL_2025_P04 Oct_0000001	JE2500005 - Kern County - 10/31/2024 - FY25 October Monthly GL Conversion	0.00	25,138.0
1018FD Fireworks Violations	3201:Fund Balance Available	Kern County : Actuals	1/31/2025	JE2500008	JRNL_2025_P07 Jan_0000001	JE2500008 - Kern County - 01/31/2025 - FY25 January	1.00	0.1

4. If you have any problems with the reports or locating the information you need, please contact <u>PadronM@kerncounty.com</u> for assistance.