Expenditure Type Locator – Version 2.1   Quick Guide

July 12, 2010

Location

The Expenditure Type Locator (Version 2.1) is located on the COA Handbook Website at
http://www.yale.edu/coa/et/index.html
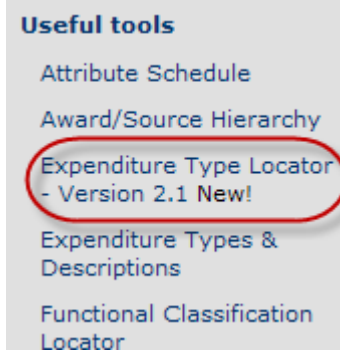
Version 2.1 provides a more user-friendly means to search for Expenditure Types by name, number, or hierarchy value. This new version includes the advanced ability to search by detailed Expenditure Type text descriptions.
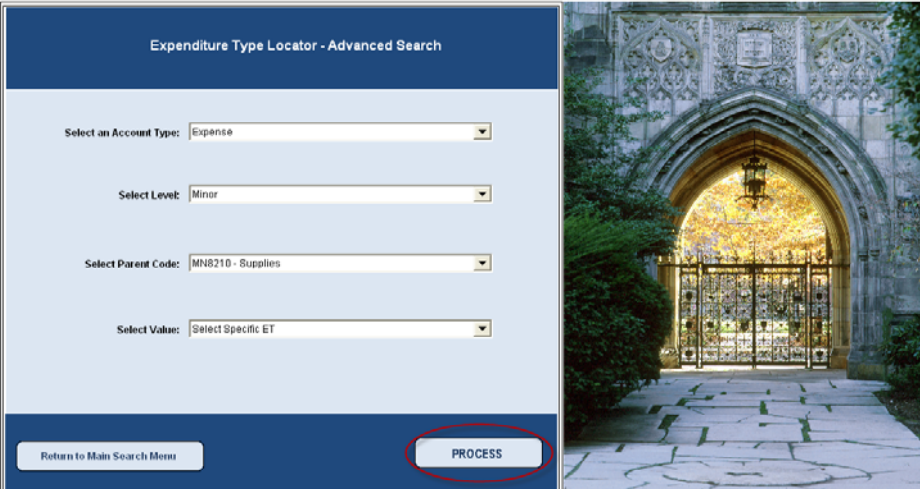
Initial Search Home Screen:

How to Process:

The initial Main Search Menu page offers users the ability to accomplish most Expenditure Type searches.

Available searches include:

1. **Search by Account Type:** You may limit your search to a specific Account Type. This parameter will default to "All," but users can select from the following choices:

   - Expenses
   - Revenue
   - Interfund Transfers
   - Assets or Liabilities

2. **Search Exp Type Names by KeyWord:** Enter a keyword that is contained in the name of the Exp Type or the ET description, and then click on the search button ⌕.

3. **Search by Exp Type Number:** Enter an Exp Type number, or the beginning of an Exp Type Number (ex: 822100 or 822), and then click on the search button ⌕.

4. **View Full ET Hierarchy Button:** This provides a full ET Hierarchy List. This report can be printed by selecting "File" and "Print", or Exported to Excel by selecting "File" and "Export", Remember to select File Type=Excel

5. **Advanced Search:**

This provides the ability to use more parameters to refine a search. The additional parameters include:

a. ***Account Type:*** All (default), Expenses, Revenue, Interfund Transfers, Assets or Liabilities.
b. ***Exp Type Hierarchy Level:*** All (default), Master, Major, or Minor.
c. ***Exp Type Parent Code:*** All (default) and will provide drop down list based on Account Type and Hierarchy Level chosen above.
d. ***Specific Expenditure Type:*** All (default) and will provide drop down list of Expenditure Types based on Account Type, Hierarchy Level, and Parent Code parameters chosen above.
e. Click "***Process***" button.

Search Results Screen

Expenditure Type List

| Print | Export to Excel | New Search | Advanced Search |

Expenditure Type #	Expenditure Type Name	Account Type	MTDC Flag	ET Minor	ET Major	ET Master	ET Description
820099	Bgt-Materials	Expense	No	MN8200 - Materials	MR8200 - Materials and Supplies	MS8000 - Non Salaries	Used to budget general materials and supplies costs.
820400	Film, Slides, Tapes & Recordings	Expense	Yes	MN8200 - Materials	MR8200 - Materials and Supplies	MS8000 - Non Salaries	Films, slides, tapes, recordings and materials and supplies for developing these items, which are not to be incorporated into the University Library.
821000	Supplies-Office	Expense	Yes	MN8210 - Supplies	MR8200 - Materials and Supplies	MS8000 - Non Salaries	Purchase of general office supplies (pads, paper, pens, pencils, cleaners) from outside vendors or University stockrooms.
821010	Supplies-Office-Procard	Expense	Yes	MN8210 - Supplies	MR8200 - Materials and Supplies	MS8000 - Non Salaries	Office Supplies purchased on a purchasing card
821099	Bgt-Supplies	Expense	No	MN8210 - Supplies	MR8200 - Materials and Supplies	MS8000 - Non Salaries	
821200	Supplies-Laboratory	Expense	Yes	MN8210 - Supplies	MR8200 - Materials and Supplies	MS8000 - Non Salaries	Small laboratory equipment, including tungsten, lamps, gauges, meters, lenses, culture dishes and all related supplies used in laboratory testing, teaching or research. Not including electronic parts.
821210	Supplies-Laboratory-Procard	Expense	Yes	MN8210 - Supplies	MR8200 - Materials and Supplies	MS8000 - Non Salaries	Laboratory Supplies purchased on a purchasing card

Search Results Options:

1. ***Print Option:*** After choosing the print option you be given the option to print a full list of your search results, or a list containing just the Expenditure Type Number and Name fields.

Expenditure Type List - Print Choices

- ⦿ Print Full List with Description   ○ Print Full List without Description
- ○ Print ET Number, Name with Description   ○ Print ET Number and Name without Description

Expenditure Type #	Expenditure Type Name	Account Type	MTDC Flag	ET Minor	ET Major	ET Master
820099	Bgt-Materials	Expense	No	MN8200 - Materials	MR8200 - Materials and Supplies	MS8000 - N

2. ***Export to Excel:*** Provides you with an Excel file containing your search results
3. ***New Search:*** Returns you to a refreshed Main search screen
4. ***Advanced Search:*** Returns you to a refreshed Advanced search screen

Helpful Hint

When entering a query, do not press the Enter key because your input will seem to disappear. If this does happen, go back into the search criteria field and use the Back Space key to erase the "comma" character that pressing the Enter key produced. This is a known problem with any Brio tool.