

Navigating Expense Reports

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

The screenshot displays the Microsoft Excel interface. The 'Home' tab is selected on the ribbon. The 'Sort & Filter' dropdown menu is open, showing options: 'Sort A to Z', 'Sort Z to A', 'Custom Sort...', 'Filter', 'Clear', and 'Reapply'. The 'Filter' option is highlighted with a red box. A tooltip for 'Filter (Ctrl+Shift+L)' is visible, explaining that it turns on filtering for the selected cells and allows narrowing data by clicking arrows in column headers.

	Fund	Ledger Account	Ledger	Accounting Date	Operational Transaction	Journal Number	Journal Sequence Number	Journal	Line Description	Debit Amount	Credit Amount
20514	1000FD	General Fund								8,300,756,204.29	8,327,966,564.
		1001FD	Tobacco							2,730.11	2,279.
20538		Securization Proceeds									
	1002FD	Behavioral Hlth & Recvry Serv								2,453,169,285.67	2,517,295,725.
23581	1003FD	Mental Health								251,305,749.06	236,788,738.
23621		Services Act									
	1004FD	Mhssa Prudent								127,106.00	127,106.
23636		Reserve									
	1005FD	Cd-Emergency								6,483,612.96	6,691,844.
23824		Shelter Grant									
	1006FD	Emerg Solns Gnt- St Of Ca								3,907,817.31	4,061,623.
24007	1007FD	Community Development Prog Tr								48,462,938.67	49,846,506.
24237	1008FD	Cd-Home								46,987,439.56	47,740,083.
24379		Investment Trust									
	1009FD	Cd-Other Funding								160,298.00	160,298.

- 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)

The screenshot displays the Microsoft Excel interface. The ribbon at the top includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, and Acrobat. The active cell is A1, and the formula bar shows the text "Kern - Balance Sheet Transaction Detail (Fund>LA>Ledger Subtotals)".

A filter dropdown menu is open for cell A1. The menu includes options for sorting (Sort A to Z, Sort Z to A, Sort by Color), sheet view, and text filters. The "Text Filters" section is expanded, showing a search box and a list of fund codes with checkboxes. The search box and the list items are highlighted with red boxes.

The spreadsheet data is as follows:

	Ledger Account	Ledger	Accounting Date	Operational Transaction	Journal Number	Journal Sequence Number	Journal	Line Description	Debit Amount	Credit Amount
									8,300,756,204.29	8,327,966,564.29
									2,730.11	2,279.11
									2,453,169,285.67	2,517,295,725.67
									251,305,749.06	236,788,738.06
									127,106.00	127,106.00
									6,483,612.96	6,691,844.96
									3,907,817.31	4,061,623.31
									48,462,938.67	49,846,506.67
									46,987,439.56	47,740,083.56
									160,298.00	160,298.00

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

32195	1018FD Fireworks Violations	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	0.00
32196	1018FD Fireworks Violations	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	0.00
32197	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	0.00
32198	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	0.00
32199	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	0.00
32200	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	0.00
32201	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	0.00
32202	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	0.00
32205	1018FD Fireworks Violations	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	69.00
32208	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	0.00
32211	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	25,138.00
	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 Monthly GL Conversion	1.00	0.00

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