



Actual Expenditure (billing report) Final and Total

These reports show expenditure against a specific award/s by transaction or General Ledger (GL) posting dates and are useful for reviewing final expenditure against reports such as the annual expenditure statements for EC awards (Form Cs). It provides detailed information such as:

Expenditure Category	Supplier Name
Expenditure Type	Expenditure comment
GL Period	Payroll ID
Transaction Date	Task Number
Invoice Number	Amount

The running of the reports is the same, as is the total. The differences are given in table below:

<i>Actual Expenditure (Billing report) Final</i>	<i>Actual Expenditure (Billing report) totals</i>
Net amount and VAT shown in separate lines	Transactions show gross amount
Includes Award number in each line	Award number in heading only
Sub-totals by Expenditure Category & Task	Sub-totals by Expenditure Category/Type & Task
Second tab (Excel) = summary per project, task NOT included	Second tab (Excel) = summary per project, by task, expenditure category and type.



These reports are currently found in the *Grants Reporting >Other* folder.

Run options

The *Final* version of this report is best run to Excel due to number of columns. The *Total* version can be run in either, but occasionally the columns run over two pages. In Excel format, the report produces two worksheets. In PDF format, page down to view the *Expenditure by Category* detail.

Parameters

Enter Award Number (e.g. RG12345)
Keywords:
 Type one or more keywords separated by spaces.

Options ▾

Results:

Choice:

Either enter transaction date (optional)

From:

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Earliest date

To:

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Latest date

OR enter GL date range (optional)

From:

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Earliest date

To:

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Latest date

Example of Actual Expenditure (billing report) Final (Excel format)

Actual Expenditure (Billing report) Detail for RG12345														
GL Date	OR	Transaction date Between 1 Jun 2018 and 31 Jul 2018												
Project Short Code	Award Number	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Transaction Business Key	Invoice Number	Supplier Name	Transaction Source	Expenditure Comment	Payroll ID	Name	Task Number	Amount
XXAG/976	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	30-Jul-18	14339081	EXP: ISMB CONFERENCE	BLOGGS, JOE	AP INVOICE	Dropbox subscription for Joe Blo	N/A	N/A	11	79.00
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/FOREIGN	JUN-18	14-Jun-18	14195604	50932643	KEY TRAVEL LTD	AP INVOICE	Return flights to conference Lond	N/A	N/A	11	561.30
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/FOREIGN	JUN-18	14-Jun-18	14210773	50940064	KEY TRAVEL LTD	AP INVOICE	Return flights to conference Lond	N/A	N/A	11	105.40
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/SUBSISTENCE	JUL-18	30-Jul-18	14339080	EXP: ISMB CONFERENCE	BLOGGS, JOE	AP INVOICE	Accommodation, taxis, rail travel	N/A	N/A	11	1,064.45
XXAG/976														1,731.15
														1,810.15
ZXAG/010														51,102.16
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14217276	1013213	BIOCHEMISTRY	AP INVOICE	"ETHANOL" Wash Bottle 500ml/€	N/A	N/A	9	8.70
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14218649	1013213	BIOCHEMISTRY	AP VARIANCE	"ETHANOL" Wash Bottle 500ml/€	N/A	N/A	9	0.22
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14217277	1013213	BIOCHEMISTRY	AP INVOICE	Autoclave Bag Plain High-Temp	N/A	N/A	9	12.70
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	29-Jun-18	14244355	5063820934	VWR INTERNATIONAL LTD	AP INVOICE	MICROPLATE 96W CL RND ULT LO	N/A	N/A	9	265.33
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	17-Jul-18	14346087	1015457	PATHOLOGY	AP INVOICE	Flow Cytometry recharges Jan-Ju	N/A	N/A	9	15.33
ZYAG/254														410.84
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14362377	7402459889	DELL CORPORATION LTD	AP INVOICE	[1021656846388\1] Dell 27 Mo	N/A	N/A	1	243.60
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14363213	7402459889	DELL CORPORATION LTD	AP NRTAX	[1021656846388\1] Dell 27 Mo	N/A	N/A	1	48.72
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14362376	7402459889	DELL CORPORATION LTD	AP INVOICE	[1021656846388\2] Dell Premie	N/A	N/A	1	60.47
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14363212	7402459889	DELL CORPORATION LTD	AP NRTAX	[1021656846388\2] Dell Premie	N/A	N/A	1	12.09
ZZAG/223														364.88
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	25-Jul-18	14352866	2872809	ONECALL	AP INVOICE	SSD, 2.5 inch SATA6GBPS, 850	N/A	N/A	18	267.94
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	25-Jul-18	14353410	2872809	ONECALL	AP NRTAX	EVO, 1TB, Drive Interface:SATA 6	N/A	N/A	18	53.59
ZZAG/223														321.53
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	12-Jun-18	14138704	08451706	TNT INTERNATIONAL	AP INVOICE	Import duty/clearance charges -	N/A	N/A	22	22.50
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	24-Jun-18	14234597		Unknown	AP INVOICE	PGF JUNE 2018	N/A	N/A	22	21.90
Summary														81,287.05
17 Aug 18														15,550.9

Second tab for **Final** report output is a **summary**, per project, of all expenditure by category and type

Actual Expenditure (Billing Report) Summary			
For RG12345			
Transaction date range		OR GL Date Range	
Project Short Code	Expenditure Category	Expenditure Type	Amount
ZZAG/976	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	79.00
	OTHER COSTS		79.00
	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	666.70
	TRAVEL AND SUBSISTENCE	TRAVEL/SUBSISTENCE	1,064.45
			1,731.15
ZZAG/976			1,810.15
ZZAG/010	STAFF COSTS	STUDENT MAINTENANCE	51,102.16
	STAFF COSTS		51,102.16
ZZAG/010			51,102.16
ZZAG/254	OTHER COSTS	OTHER COSTS/CONSUMABLES	395.51
		OTHER COSTS/MISCELLANEOUS	15.33
	OTHER COSTS		410.84
ZZAG/254			410.84
ZZAG/223	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	364.88
	OTHER COSTS		364.88
			364.88
ZZAG/175	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	34.90
	OTHER COSTS		0.37
	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37
	TRAVEL AND SUBSISTENCE		96.49
	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.49
	OTHER COSTS		122.15
	TRAVEL AND SUBSISTENCE	TRAVEL/CONFERENCE	122.15
	TRAVEL AND SUBSISTENCE		353.91
			929.45
			8,751.91
ZZAG/175			9,681.36
ZZAG/342	OTHER COSTS	OTHER COSTS/CONSUMABLES	613.42
	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	720.00
	OTHER COSTS		1,333.42
	TRAVEL AND SUBSISTENCE	TRAVEL/HOME	327.17
	TRAVEL AND SUBSISTENCE		327.17
ZZAG/342			11,341.95
ZZAG/366	OTHER COSTS	OTHER COSTS/CONSUMABLES	234.69
	OTHER COSTS		234.69
	OTHER COSTS	OTHER COSTS/CONSUMABLES	4,231.35
	OTHER COSTS		4,231.35
ZZAG/366			4,466.04
ZZAG/114	OTHER COSTS	OTHER COSTS/CONSUMABLES	494.24
	OTHER COSTS		494.24
ZZAG/114			494.24
Summary			81,287.05

Example of Actual Expenditure (billing report) Total (Excel format)

Page 1 (Totals report output) is a complete listing of all expenditure

Actual Expenditure (Billing report) for RG12345													
GL Date		Transaction date Between 1 Jun 2018 and 31 Jul 2018											
Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Invoice Number	Supplier Name	Expenditure Comment	Payroll ID	Name	Code	Amount	
XXAG/976	11	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUN-18	30-Jul-18	EXP: ISMB CONFER	Bloggs, Joe	Dropbox subscription for Joe Bloggs.	N/A	N/A	N/A	79.00	
		OTHER COSTS										79.00	
XXAG/976	11	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	JUN-18	14-Jun-18	50932643	KEY TRAVEL LTD	Return flights to conference London Heathrow - O'Hare International	N/A	N/A	N/A	561.30	
XXAG/976	11	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	JUN-18	14-Jun-18	50940064	KEY TRAVEL LTD	Return flights to conference London Heathrow - O'Hare International	N/A	N/A	N/A	105.40	
		TRAVEL AND SUBSISTENCE										666.70	
XXAG/976	11	TRAVEL AND SUBSISTENCE	TRAVEL/SUBSISTENCE	JUL-18	30-Jul-18	EXP: ISMB CONFER	Bloggs, Joe	Accommodation, taxis, rail travel and subsistence for attending the	N/A	N/A	N/A	1,064.45	
		TRAVEL AND SUBSISTENCE										1,064.45	
		TRAVEL AND SUBSISTENCE										1,731.15	
XXAG/976												1,810.15	
		STUDENT MAINTENANCE										51,102.16	
		STAFF COSTS										51,102.16	
ZZAG/010												51,102.16	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-Jun-18	1013213	BIOCHEMISTRY	"ETHANOL" Wash Bottle 500ml/ each £ 4.35	N/A	N/A	N/A	8.92	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-Jun-18	1013213	BIOCHEMISTRY	Autoclave Bag Plain High-Temp, 410mm x 630mm, pk/100	N/A	N/A	N/A	13.02	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	29-Jun-18	6105652568	SIGMA-ALDRICH CO LTD	DIMETHYL SULFOXIDE, STERILE-FILTERED&	N/A	N/A	N/A	108.24	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUL-18	29-Jun-18	5063820934	VWR INTERNATIONAL LTD	MICROPLATE 96W CL RND ULT LOW LD IND ST	N/A	N/A	N/A	265.33	
		OTHER COSTS	OTHER COSTS/CONSUMABLES									395.51	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	17-Jul-18	1015457	PATHOLOGY	Flow Cytometry recharges Jan-Jun'18: Prof. Martinez-Arias	N/A	N/A	N/A	15.33	
		OTHER COSTS										15.33	
ZYAG/254												410.84	
ZZAG/223	1	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	25-Jul-18	7402459889	DELL CORPORATION LTD	[102165668463881] Dell 27 Monitor SE2717H - 69cm(27") Black: Ba	N/A	N/A	N/A	292.32	
ZZAG/223	1	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	25-Jul-18	7402459889	DELL CORPORATION LTD	[102165668463882] Dell Premier Wireless Keyboard and Mouse - KM	N/A	N/A	N/A	72.56	
		OTHER COSTS										364.88	
		OTHER COSTS										364.88	
ZZAG/223	22	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	12-Jun-18	08451706	TNT INTERNATIONAL	Import duty/clearance charges - LAB, invoice no. 08451706	N/A	N/A	N/A	22.50	
ZZAG/223	22	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	24-Jun-18		?Unknown	PGF JUNE 2018	N/A	N/A	N/A	21.00	
ZZAG/223	22	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUL-18	29-Jul-18		?Unknown	LIQUID NITROGEN JULY 2018	N/A	N/A	N/A	10.40	

Page 2 (*Totals* report output) is a summary, per project, by task, expenditure category and type

Actual Expenditure (Billing Report) Summary					
For RG12345					
Transaction date range Between 1 Jun 2018 and 31 Jul 2018					
Project Short Code	Task Number	Expenditure Category	Expenditure Type	Amount	
XXAG/976	11	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	79.00	
			OTHER COSTS/MISCELLANEOUS	79.00	
		OTHER COSTS			79.00
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	666.70	
			TRAVEL/FOREIGN	666.70	
			TRAVEL/SUBSISTENCE	1,064.45	
			TRAVEL/SUBSISTENCE	1,064.45	
		TRAVEL AND SUBSISTENCE			1,731.15
					1,810.15
					1,810.15
XXAG/976					
ZYAG/039	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	141.64	
			OTHER COSTS/CONSUMABLES	141.64	
		OTHER COSTS	OTHER COSTS/MISCELLANEOUS	900.00	
			OTHER COSTS/MISCELLANEOUS	900.00	
			OTHER COSTS		1,041.64
			1,041.64		
			1,041.64		
ZYAG/039					
ZZAG/175	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	134.90	
			OTHER COSTS/CONSUMABLES	134.90	
		OTHER COSTS			134.90
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37	
			TRAVEL/FOREIGN	0.37	
	TRAVEL AND SUBSISTENCE			0.37	
				135.27	
	14	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.49	
			OTHER COSTS/MISCELLANEOUS	96.49	
		OTHER COSTS			96.49
TRAVEL AND SUBSISTENCE		TRAVEL/CONFERENCE	122.15		
		TRAVEL/CONFERENCE	122.15		
TRAVEL AND SUBSISTENCE			122.15		
			218.64		
			353.91		
ZZAG/175					
Summary				3,205.70	



This report is also used by ROO for completion of Form Cs (annual expenditure statements for EC awards) as well as for final expenditure statements/reports to other sponsors at the end of a grant to detail the costs and prepare the final invoice.