

## GMS: Actual Expenditure Enquiry Range Report (UFS)

This report provides a listing of actual expenditures for a range of projects in an Organisation or range of Organisations in a Department. It is available to Grants Administrators only. There are columns to indicate the purchase order and invoice number relating to that expenditure if applicable.

## **Used for**

Checking the expenditures posted to a range of projects, either by Principal Investigator or Department. Also used to produce data on overheads or pooled labour posted over a time period by PI or Department. Useful at month end for producing information for PIs, who do not have access to the Grants Module.

Responsibility: GM Grants Administrator Navigate: Requests → Run → OK

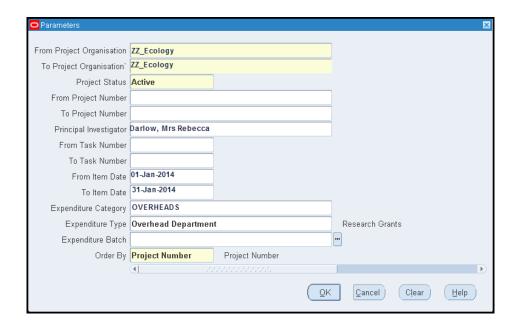
Parameters	
From Project Organisation	Enter or select your Organisation from the list or values
To Project Organisation	Enter or select your Organisation from the list or values
Project Status	This defaults as ALL but can be changed to report only on Active or Closed projects.
From Project Number	Leave blank for all projects or specify a range
To Project Number	Leave blank for all projects or specify a range
Principal Investigator	Leave blank for all or specify a Principal Investigator to report on their projects only
From Task Number	Leave blank for all tasks or specify a range of tasks
To Task Number	Leave blank for all tasks or specify a range of tasks
From Item Date	Leave blank for all expenditures from the start of the each project or enter a date range as required

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To Item Date	Leave blank for all expenditures from the start of the each project or enter a date range as required
Expenditure Category	Leave blank for all categories or select a single category as required.
Expenditure Type	If an Expenditure Category has been selected leave blank for all expenditure types for that category or specify a single expenditure type.
Expenditure Batch	Leave blank for all or enter a pre-approved batch name to report on that batch only.
Order By	Data on the report can be ordered by Award Number, Principal Investigator or Project Number.

## **Example**

To request all departmental overheads for January 13 generated on grants where Mrs Rebecca Darlow is the PI the following parameters would be selected.



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## **GMS** Detailed Procedure GMS Actual Expenditure Enquiry Range Report (UFS)

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Report Date : 18-MAR-2014 16:16:40 Page : 1 of 29

Ref : XXACC AFGRAEXR

Project Organisation From : Task Range : All Project Organisation To : Expenditure Item Date Ran : All Project Number Range Expenditure Category

- Principal Investigator

Expenditure Type : Overhead Department

Expenditure Batch : All

Details of the entered Principal Investigator parameters will print here

Project Organisation Project Number

Project Name Project Status

Project Status

Principal Investigator

Task Number : 1 / Task 1 : OVERHEADS Expenditure Category

Expenditure Type : Overhead Department

Award Project Task Expenditure Expenditure Employee / Comment Invoice PO Number Burdened Cost Number Type Item Date Supplier Number Number Overhead Department 02-MAY-1997 Adjustment 22932 189.87 Details of the Award and Overhead Department 03-MAY-2000 22932 64.19 Adjustment Project number will be Overhead Department 02-JUL-1997 Adjustment 22932 194.70 print here Overhead Department 31-JUL-1997 22932 194.70 Adjustment Overhead Department 02-SEP-1997 Adjustment 22932 194.70 22932 Overhead Department 02-OCT-1997 Adjustment 172.89 Overhead Department 03-0CT-1997 Adjustment

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