



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.

The screenshot shows a 'Parameters' dialog box with the following settings:

- From Project Organisation: ZZ_Ecology
- To Project Organisation: ZZ_Ecology
- Project Status: Active
- From Project Number: (empty)
- To Project Number: (empty)
- Principal Investigator: Darlow, Mrs Rebecca
- From Task Number: (empty)
- To Task Number: (empty)
- From Item Date: 01-Jan-2014
- To Item Date: 31-Jan-2014
- Expenditure Category: OVERHEADS
- Expenditure Type: Overhead Department (Research Grants)
- Expenditure Batch: (empty)
- Order By: Project Number





GMS Detailed Procedure
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Ref : XXACC_AFGRAEXR

Project Organisation From :  Task Range : All
 Project Organisation To : Expenditure Item Date Ran : All
 Project Number Range : Expenditure Category : OVERHEADS
 Project Status : Expenditure Type : Overhead Department
 Principal Investigator :  Expenditure Batch : All
 Project Organisation :
 Project Number :
 Project Name :
 Project Status :
 Principal Investigator : - Principal Investigator

Task Number : 1 / Task 1
 Expenditure Category : OVERHEADS
 Expenditure Type : Overhead Department

Award Number	Project Number	Task Num	Expenditure Type	Expenditure Item Date	Employee / Supplier	Comment	Invoice Number	PO Number	Burdened Cost
		1	Overhead Department	02-MAY-1997		Adjustment	22932		189.87
		1	Overhead Department	03-MAY-2000		Adjustment	22932		64.19
		1	Overhead Department	02-JUL-1997		Adjustment	22932		194.70
		1	Overhead Department	31-JUL-1997		Adjustment	22932		194.70
		1	Overhead Department	02-SEP-1997		Adjustment	22932		194.70
		1	Overhead Department	02-OCT-1997		Adjustment	22932		172.89
		1	Overhead Department	03-OCT-1997		Adjustment	22932		21.81

Details of the Award and Project number will be print here