

GMS Actual Expenditure Enquiry Report Excel Version (UFS)

This report provides an Excel listing of expenditures based on the entered parameters. There are columns to indicate the purchase order and invoice number relating to that expenditure if applicable. It produces three worksheets of data.

Used for Checking the expenditures posted to a project.

Responsibility:GM Grants AdministratorNavigate:Requests \rightarrow Run \rightarrow OK

Report parameters

 Click in the list of values for the Name field and select GMS: Actual Expenditure Enquiry Report – Excel Versions (UFS). This will display the parameter fields for you to enter accordingly.

OSubmit Request								×	
Run this Request									
							Copy		
Namo	GMS	· Actual Expenditure En	quiry Report - F	vcel Ver	sion (LIF	121			
Operating Unit	Cante		iquity respond to			<u> </u>			
Parameters									
Language	Ame	Parameters							×
Languago									
		Project Number	ZZAG/123						
At these Times		Task Number							
Run the Job	As S	From Item Date	01-JAN-2015						
run the oob		To Item Date	01-APR-2016						
- Upon Completion		Expenditure Category							
opon completion	✓ Sa	Expenditure Type							
		Expenditure Batch							
Layout	GMS								
Notify								<i>(</i> ,	
Print to	AG_				<u>ο</u> κ	Cancel	Clear	Elb	
Help (<u>C</u>)					Submit		Cancel		

- 2. Click *OK* and then click *Submit*. This displays your *Requests* screen where you will need to click on *Refresh Data* to update the *Phase* and *Status* fields.
- 3. Once *Completed* click on *View Output*.

Opening in Excel

Internet Explorer	Firefox				
You must click on Save or Save as. Do NOT click on Open at this point as this can cause the pivot tables in Excel not to calculate correctly.	Click on Open With ensuring the field populates with Microsoft Excel (default).				
Internet Explorer What do you want to do with GMS_Award_Status_Report_By_De_140416.xls? Size 124 K8 Type: Microsoft Excel 2003 From: utsfunc.admin.cam.ac.uk Open The file won't be saved automatically. Save Save Save as	Opening GMS_Award_Status_Report_By_De_140416.xls You have chosen to open: GMS_Award_Status_Report_By_De_140416.xls which is: Microsoft Excel 97-2003 Worksheet (322 kB) from: https://ufsfunc.admin.cam.ac.uk What should Firefox do with this file? @ Open with Microsoft Excel (default) © Save File Do this <u>a</u> utomatically for files like this from now on. OK Cancel				
Once download is complete, click on Open . An example report output is shown below. The GMS_Award_Status_Report_By_De_140416 (3).xls download has completed.	Click OK				

NB: Refer to guidance for 'Converting a report to the latest excel format' if you are using excel version 2003-2007 (Award Status section). This will make the file significantly smaller once converted to xlsx.

Example report output

Tab 1: Report information

Report Name	GMS: Actual Expenditure Enquiry Report - Excel Version (UFS)				
Report Date	27-Apr-16 11:28				
Parameters Entered					
Project Number	ZZAG/123				
Task Number	All				
Item Date Range	01-JAN-15 to 01-APR-16				
Expenditure Category	All				
Expenditure Type	All				
Expenditure Batch	All				
Notes: - Commitments are excluded					
P Report Information	Project / Expenditure / 🞾 /				

Tab 2: Project

Project	ZZAG/123					
Description	DISEASE MODELING					
Organisation	ZZ_Ecology					
Award and Sponsor (s)	RG12345 (US DEPT OF AGRICULTURE (USDA))					
PI(s)	Kimberley, Professor Raymond					
Total Burdened Cost	41,301.65					
🕨 🕨 🛛 Report Information 📜 Project 🖉 Expenditure 🖉 💭						

Tab 3: Expenditure

Project	Award	Task	Task Name	Expenditure Category	Expenditure Type	Expenditure Date	GL Posting Date	Ex
ZZAG/123	RG12345	1	DIRECT COSTS	OTHER COSTS	Other Costs/Consumables	31-JUL-15	31-JUL-15	AP,
ZZAG/123	RG12345	1	DIRECT COSTS	OTHER COSTS	Other Costs/Consumables	26-JUL-15	31-JUL-15	PD/
ZZAG/123	RG12345	1	DIRECT COSTS	STAFF COSTS	Stipends	31-JAN-15	31-JAN-15	CPG
ZZAG/123	RG12345	1	DIRECT COSTS	TRAVEL AND SUBSISTENCE	Travel/Home	31-AUG-15	01-SEP-15	AR
ZZAG/123	RG12345	1	DIRECT COSTS	TRAVEL AND SUBSISTENCE	Travel/Home	31-AUG-15	01-SEP-15	AP,
ZZAG/123	RG12345	100	NON DIRECT COSTS	ESTATES COSTS	Estates Costs - Chest	01-FEB-15	28-FEB-15	NÉ
ZZAG/123	RG12345	100	NON DIRECT COSTS	ESTATES COSTS	Estates Costs - Chest	01-JAN-15	31-JAN-15	N
ZZAG/123	RG12345	100	NON DIRECT COSTS	INDIRECT COSTS	Indirect Costs - Dept	01-FEB-15	28-FEB-15	NP
ZZAG/123	RG12345	100	NON DIRECT COSTS	INDIRECT COSTS	Indirect Costs - Dept	01-JAN-15	31-JAN-15	ND
ZZAG/123	RG12345	100	NON DIRECT COSTS	INFRASTRUCTURE TECHNICIANS	Infrastructure Techs - Chest	01-JUL-15	31-JUL-15	NĘ
ZZAG/123	RG12345	100	NON DIRECT COSTS	PI COSTS	PI Costs - Dept	01-JUN-15	30-JUN-15	NL.
ZZAG/123	RG12345	100	NON DIRECT COSTS	PI COSTS	PI Costs - Dept	01-MAY-15	31-MAY-15	ND
ZZAG/123	RG12345	100	NON DIRECT COSTS	UNIVERSITY FUNDED	University Funded - Dept	01-FEB-15	28-FEB-15	NL
ZZAG/123	RG12345	100	NON DIRECT COSTS	UNIVERSITY FUNDED	University Funded - Dept	01-JAN-15	31-JAN-15	N
han		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	······································		m	-	vana.	

	cillbio/cc/oupplici	comment	mvoice	Purchase Order	Burdened Cost
AP-584246VI584247	INFORMATION SERVICES	Hosting of servers 38	883545		1,710.00
PD/DH/10/08/15-1		PGF SPACE 1sq metre 1 year			5,394.70
CPG0006627PJ434938	Parker, Doctor Helen	CHRIS: 1 10105079			4,200.86
AP-589193VI589194	PANTHER TAXIS LTD	TAXIS AUGUST 2015	619095		37.40
AP-589193VI589194	PANTHER TAXIS LTD	TAXIS AUGUST 2015	619095		3.74
ND_ZZAG/123_960173PJ479973		Expenditure For FEC Non Direct			180.11
ND_ZZAG/123_927993PJ443984		Expenditure For FEC Non Direct			180.12
ND_ZZAG/123_960179PJ479973		Expenditure For FEC Non Direct			289.02
ND_ZZAG/123_927999PJ443984		Expenditure For FEC Non Direct			289.03
ND_ZZAG/123_1122171PJ582170		Expenditure For FEC Non Direct			24.65
ND_ZZAG/123_1089879PJ577193		Expenditure For FEC Non Direct			37.73
ND_ZZAG/123_1057465PJ573075		Expenditure For FEC Non Direct			37.74
ND_ZZAG/123_960191PJ479973		Expenditure For FEC Non Direct			-319.74
ND_ZZAG/123_928011PJ443984		Expenditure For FEC Non Direct			-319.75
			•		~ ~
	P-584246V1584247 D/DH/10/08/15-1 PG0006627PJ434938 P-589193V1589194 D_ZZAG/123_960173PJ479973 ID_ZZAG/123_960173PJ479973 ID_ZZAG/123_927993PJ443984 ID_ZZAG/123_927999PJ443984 ID_ZZAG/123_122171PJ582170 ID_ZZAG/123_1057465PJ573075 ID_ZZAG/123_1057465PJ573075 ID_ZZAG/123_960191PJ479973 ID_ZZAG/123_928011PJ443984	P-584246VI584247 INFORMATION SERVICES D/DH/10/08/15-1 PG0006627PJ434938 PR00006627PJ434938 Parker, Doctor Helen P-589193VI589194 PANTHER TAXIS LTD ID_ZZAG/123_960173PJ479973 PANTHER TAXIS LTD ID_ZZAG/123_960173PJ479973 ID ID_ZZAG/123_900179PJ479973 ID ID_ZZAG/123_90179PJ479973 ID ID_ZZAG/123_1122171PJ582170 ID ID_ZZAG/123_1089879PJ577193 ID ID_ZZAG/123_90019IPJ479973 ID ID_ZZAG/123_90191PJ479973 ID ID_ZZAG/123_900191PJ479973 ID	P-584246VI584247INFORMATION SERVICESHosting of servers 38D/DH/10/08/15-1PGF SPACE 1sq metre 1 yearPG0006627PJ434938Parker, Doctor HelenCHRIS: 1 10105079P-589193VI589194PANTHER TAXIS LTDTAXIS AUGUST 2015ID_ZZAG/123_960173PJ479973Expenditure For FEC Non DirectID_ZZAG/123_960173PJ479973Expenditure For FEC Non DirectID_ZZAG/123_90179PJ479973Expenditure For FEC Non DirectID_ZZAG/123_90179PJ479973Expenditure For FEC Non DirectID_ZZAG/123_1122171PJ582170Expenditure For FEC Non DirectID_ZZAG/123_1089879PJ577193Expenditure For FEC Non DirectID_ZZAG/123_9011PJ479973Expenditure For FEC Non DirectID_ZZAG/123_9011PJ443984Expenditure For FEC Non DirectID_ZZAG/123_1089879PJ577193Expenditure For FEC Non DirectID_ZZAG/123_9011PJ443984Expenditure For FEC Non DirectID_ZZAG/123_9011PJ443984Expenditure For FEC Non DirectID_ZZAG/123_92011PJ443984Expenditure For FEC Non DirectID_ZZAG/123_92011PJ443984Expenditure For FEC Non Direct	P-584246VI584247INFORMATION SERVICESHosting of servers 38883545D/DH/10/08/15-1PGF SPACE 1sq metre 1 yearPG0006627PJ434938Parker, Doctor HelenCHRIS: 1 10105079P-589193VI589194PANTHER TAXIS LTDTAXIS AUGUST 2015619095P-589193VI589194PANTHER TAXIS LTDTAXIS AUGUST 2015619095ID_ZZAG/123_960173PJ479973Expenditure For FEC Non DirectID_ZZAG/123_90179PJ479973Expenditure For FEC Non DirectID_ZZAG/123_90179PJ479973Expenditure For FEC Non DirectID_ZZAG/123_1122171PJ582170Expenditure For FEC Non DirectID_ZZAG/123_1089879PJ577193Expenditure For FEC Non DirectID_ZZAG/123_9013PJ479973Expenditure For FEC Non DirectID_ZZAG/123_1089879PJ577193Expenditure For FEC Non DirectID_ZZAG/123_9013PJ443984Expenditure For FEC Non DirectID_ZZAG/123_1089879PJ577193Expenditure For FEC Non DirectID_ZZAG/123_9013PJ443984Expenditure For FEC Non DirectID_ZZAG/123_9013PJ443984Expenditure For FEC Non DirectID_ZZAG/123_9013PJ443984Expenditure For FEC Non DirectID_ZZAG/123_9013PJ443984Expenditure For FEC Non DirectID_ZZAG/123_92011PJ443984Expenditure For FEC Non DirectID_ZZAG/123_92011PJ443984Expenditure For FEC Non Direct	P-584246VI584247 INFORMATION SERVICES Hosting of servers 38 883545 D/DH/10/08/15-1 PGF SPACE 1sq metre 1 year PGF SPACE 1sq metre 1 year PG0006627PJ434938 Parker, Doctor Helen CHRIS: 1 10105079 619095 P.589193VI589194 PANTHER TAXIS LTD TAXIS AUGUST 2015 619095 ID_ZZAG/123_960173PJ479973 Expenditure For FEC Non Direct 619095 ID_ZZAG/123_90179PJ479973 Expenditure For FEC Non Direct 619095 ID_ZZAG/123_90179PJ479973 Expenditure For FEC Non Direct 619095 ID_ZZAG/123_90179PJ479973 Expenditure For FEC Non Direct 619095 ID_ZZAG/123_122171PJ582170 Expenditure For FEC Non Direct 619095 ID_ZZAG/123_1089879PJ577193 Expenditure For FEC Non Direct 61905 ID_ZZAG/123_1057465PJ573075 Expenditure For FEC Non Direct 61905 ID_ZZAG/123_9011PJ443984 Expenditure For FEC Non Direct 61905 ID_ZZAG/123_1089879PJ577193 Expenditure For FEC Non Direct 61905 ID_ZZAG/123_9011PJ443984 Expenditure For FEC Non Direct 61905 ID_ZZAG/123_9011PJ443984 Expenditure For FEC Non Direct