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 Administrator
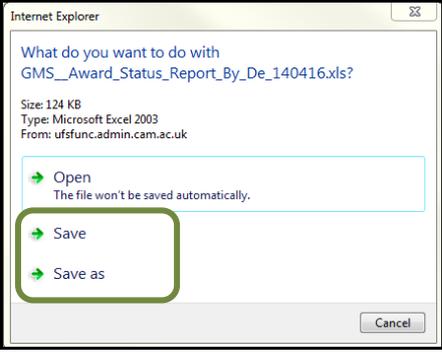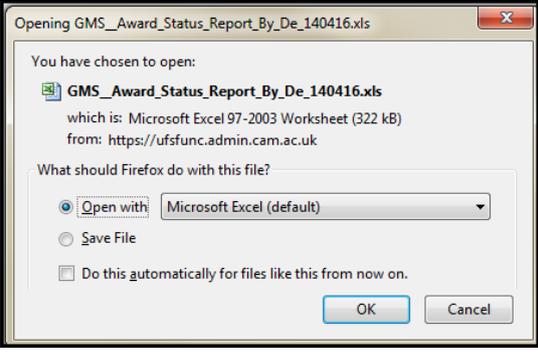**Navigate: Requests → Run → OK**

Report parameters

1. 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.
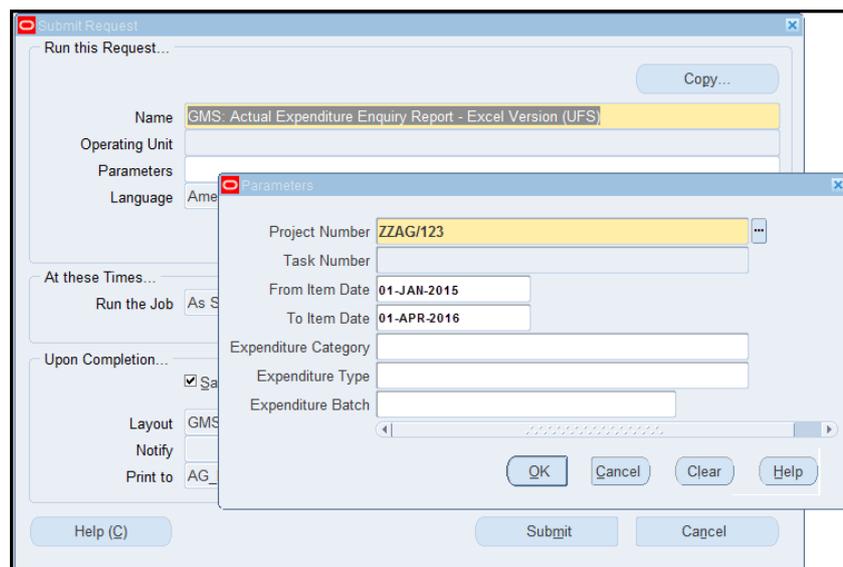
2. Click **OK** and then click **Submit**. This displays your **Requests** screen where you will need to click on **Refresh Data** to update the **Phase** and **Status** fields.

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).*
Once download is complete, click on *Open.* An example report output is shown below.	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

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	AP
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	NL
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	NL
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	NL
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

e	Expenditure Batch	Employee / Supplier	Comment	Invoice	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