



# Actual Expenditure (Billing Report) Final and Totals

This **Cognos** report shows expenditure against a specific award/s by transaction or GL posting dates and is useful for reviewing final expenditure against reports such as Form C's. 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

**Navigate**      **Cognos > Live > *your dept's School* > Departmental (Shared) Reports > Grants Reporting > Other Reports**

## Report parameters

Enter Award Number (e.g. RG12345)

**Keywords:**  
Type one or more keywords separated by spaces.

RG12345      Search

Options ▾

**Results:**

RG12345

[Select all](#) [Deselect all](#)

**Choice:**

RG12345

[Select all](#) [Deselect all](#)

Either enter transaction date (optional)

**From:**

2016

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	

Earliest date

OR enter GL date range (optional)

**From:**

2016

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	

Earliest date

**To:**

2016

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	

Latest date

**To:**

2016

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	

Latest date

**Example output of Actual Expenditure (billing report) Final – PDF format**

Actual Expenditure (Billing report) Detail for RG123456											
GL Date	OR		Transaction date								
Project Short Code	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Invoice Number	Supplier Name	Expenditure Comment	Payroll ID	Name	Task Number	Amount
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	4496445969	APPLE DISTRIBUTION INTERNATIONAL	?Unknown	N/A	N/A	1	59.60
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10758175	MISCO UK LTD T/A MISCO & WSTORE	?Unknown	N/A	N/A	1	36.79
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10763235	MISCO UK LTD T/A MISCO & WSTORE	?Unknown	N/A	N/A	1	34.79
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10758175	MISCO UK LTD T/A MISCO & WSTORE	Canon Legria HF R306 Camcorder	N/A	N/A	1	173.95
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10763235	MISCO UK LTD T/A MISCO & WSTORE	Canon Legria HF R306 Camcorder	N/A	N/A	1	173.95
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10758175	MISCO UK LTD T/A MISCO & WSTORE	DELIVERY	N/A	N/A	1	9.99

**Example output of Actual Expenditure (billing report) Total – excel format**

The excel format will download two sheets for the Grant. The first one is a complete listing of all expenditure as per screen shot below.

Actual Expenditure (Billing report) for RG12345												
GL Date	Transaction date On or after 1 Jan 2014											
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
	1	OTHER COSTS	OTHER COSTS/CONSUI	JUL-14	23-Jul-2014	632034	BIOCHEMISTRY	DRY ICE MONTHLY CHARGE-JUNE 2014		N/A	N/A	7.50
	1	OTHER COSTS	OTHER COSTS/CONSUI	JUL-14	27-Jul-2014		?Unknown	PGF JULY 2014		N/A	N/A	10.00
	1	OTHER COSTS	OTHER COSTS/CONSUI	JUL-14	31-Jul-2014	635770	Stem Cell Institute	GENE SERVICE JULY 2014		N/A	N/A	210.00
		OTHER COSTS/CONSUMABLES										227.50
	1	OTHER COSTS	OTHER COSTS/MISCELI	JUN-14	2-Jun-2014	IN024260	GENEFLOW LTD	Created by Allocation RNA/DNA/Protein Purification Kit		N/A	N/A	16.50
	1	OTHER COSTS	OTHER COSTS/MISCELI	JUN-14	2-Jun-2014	IN024260	GENEFLOW LTD	RNA/DNA/Protein Purification Kit		N/A	N/A	166.00
	1	OTHER COSTS	OTHER COSTS/MISCELI	JUN-14	5-Jun-2014		?Unknown	CC IMPORT VAT NORGEN BIOTEK CORP. CANADA		N/A	N/A	165.20
	1	OTHER COSTS	OTHER COSTS/MISCELI	JUL-14	31-Jul-2014	634641	BIOCHEMISTRY	POOL VEHICLE-JULY 2014		N/A	N/A	181.70
	1	OTHER COSTS	OTHER COSTS/MISCELI	AUG-14	5-Aug-2014	3004045097	AGLENT TECHNOLOGIES LDA UK LTD	Agilent High Sensitivity DNA Kit		N/A	N/A	536.00
		OTHER COSTS/MISCELLANEOUS										1,091.40
		OTHER COSTS										1,319.40
	1	POOLED LABOUR	PL TECHNICAL	MAR-14	1-Mar-2014		?Unknown	Pooled Labour		N/A	N/A	166.00
	1	POOLED LABOUR	PL TECHNICAL	JUL-14	1-Jul-2014		?Unknown	Pooled Labour		N/A	N/A	37.30
		PL TECHNICAL										224.30
		POOLED LABOUR										224.30
	1	RESEARCH FACILITE	MAJOR RES FACILITIES	JUL-14	27-Jul-2014		?Unknown	PGF USAGE 2 SQ METRES, 2.5 YEARS		N/A	N/A	12,852.00
		MAJOR RES FACILITIES - USAGE										12,852.00
		RESEARCH FACILITIES										12,852.00
	1	STAFF COSTS	STIPENDS	MAR-14	28-Feb-2014		?Unknown	CHRIS INFORMATION	30002088	NAME	CODE	2,789.00
	1	STAFF COSTS	STIPENDS	APR-14	31-Mar-2014		?Unknown	CHRIS INFORMATION	30002088	NAME	CODE	2,789.00

The second one is a summary of all expenditure by category as per screen shot below

<b>Actual Expenditure (Billing Report) Summary</b>				
<b>For RG123456</b>				
<b>Transaction date range</b>				
Project Short Code	Task Number	Expenditure Category	Expenditure Type	Amount
ZZAG/007	1	EQUIPMENT	EQUIPMENT	3,308.82
			<b>EQUIPMENT</b>	<b>3,308.82</b>
		<b>EQUIPMENT</b>		<b>3,308.82</b>
		OTHER COSTS	OTHER COSTS/CONSUMABLES	35.95
			<b>OTHER COSTS/CONSUMABLES</b>	<b>35.95</b>
		<b>OTHER COSTS</b>		<b>35.95</b>
		OVERHEADS	OVERHEAD CHEST	78.67
			<b>OVERHEAD CHEST</b>	<b>78.67</b>
			OVERHEAD DEPARTMENT	55.35
			<b>OVERHEAD DEPARTMENT</b>	<b>55.35</b>
		<b>OVERHEADS</b>		<b>134.02</b>
		POOLED LABOUR	PL TECHNICAL	582.69
			<b>PL TECHNICAL</b>	<b>582.69</b>
		<b>POOLED LABOUR</b>		<b>582.69</b>
		STAFF COSTS	SALARIES	4,331.72
			<b>SALARIES</b>	<b>4,331.72</b>
		<b>STAFF COSTS</b>		<b>4,331.72</b>
		TRAVEL AND SUBSISTENC	TRAVEL/CONFERENCE	731.37
			<b>TRAVEL/CONFERENCE</b>	<b>731.37</b>
			TRAVEL/FOREIGN	1,313.09
	<b>TRAVEL/FOREIGN</b>	<b>1,313.09</b>		
	TRAVEL/SUBSISTENCE	0.00		
	<b>TRAVEL/SUBSISTENCE</b>	<b>0.00</b>		
<b>TRAVEL AND SUBSISTENCE</b>		<b>2,044.46</b>		
ZZAG/007				
<b>Summary</b>				<b>10,437.66</b>