



# Detailed Expenditure Enquiry by Project

This **Cognos, Grants** report provides a detailed listing of all expenditures charged to a project from CHRIS, AP and by journal.

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

## Report Parameters

**Expenditure Detail Enquiry by Project by Project Organisation Parameters**

Click on School, Project Organisations will automatically populate.  
• School of the Biological Sciences

Click on Project Organisation, Project short code will automatically populate  
• ZZ\_Ecology

Click on Project short code (or multiples)  
ZZAG7123

Choose status (multiples allowed)

- 1000
- ACTIVE
- APPROVED
- AT RISK
- CLOSED
- PENDING\_CLOSE
- SUBMITTED
- UNAPPROVED

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

Select 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

OR

Select Transaction 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

**Example report output**

Grants Transactions - Expenditure Detail Query by Project Organisation											
Project Organization	Award Number	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure
ZZ_ECOLOGY	RG47008	ZZAG/015	100	UNIVERSITY FUNDED	UNIVERSITY FUNDED - DEPT	30 Sep 2007	1 Sep 2007	Expenditure For FEC Non Direct			(155.70)
ZZ_ECOLOGY	RG47008	ZZAG/015	1	EQUIPMENT	EQUIPMENT	25 Oct 2007	15 Oct 2007	Computer systems AS PER ATTACHED QUOTE	AVANTEK COMPUTER LTD	11795	3,468.00
ZZ_ECOLOGY	RG47008	ZZAG/015	1	EQUIPMENT	EQUIPMENT	25 Oct 2007	15 Oct 2007		AVANTEK COMPUTER LTD	11795	606.90
ZZ_ECOLOGY	RG47008	ZZAG/015	1	EQUIPMENT	EQUIPMENT	29 Oct 2007	23 Oct 2007	HP OFFICEJET PRO K5400	XMA LTD	U5/1387355	132.98
ZZ_ECOLOGY	RG47008	ZZAG/015	1	EQUIPMENT	EQUIPMENT	29 Oct 2007	23 Oct 2007		XMA LTD	U5/1387355	23.27