



Actual Expenditure (billing report) Final

This report show expenditure against a specific award/s by transaction or General Ledger (GL) posting dates. It is useful for reviewing expenditure, particular for the final billing report and can be used to complete the annual expenditure statements for EC awards (Form Cs). 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

Layout options are user-centric and it is recommended that a report view is set up to save frequently used selections.

Run options

This report is best run to **HTML** or **Excel** due to number of columns. In **Excel** format, the report produces 3 worksheets (**Detail**, **Summary** and **Report Information**). In **HTML/PDF** format, page down to view the **Summary**. The last page displays the **Report Information**.

Parameters

- Award Number(s):** This report runs by award. The first mandatory field requires an Award number to be input in the Keywords box. Type in the Award number and select the magnifying glass to transfer it to the selection box. Ensure that the box is ticked even if only using one award. If more than one award is required, enter one at a time in the **Keywords** field and transfer to selection box. Tick **Select all**.
- Expenditure Category/Categories** and **Expenditure Type(s):** optional, select as required. If more than one choice is required, use keyboard shortcut, **Ctrl Click**. Keep **Ctrl** down and click on each selection as needed.
- Layout Options:** Add your preferences by ticking the box or leave the default selections. The default choices can be unticked if not required.
- Date range:** The default is **Earliest** to **Latest**. This means the report will run from the start date of the Award to the current date. If a particular range is required, choose from either the **transaction date** range (usually the actual date the entry was made) or the **GL date** range (picks up any changes made via interfaces, journals or other corrections.)

NB: This report has been updated and consolidated.

- To replicate the old **Final billing report**, leave the default options ticked:
 - Show Award Number
 - Show Expenditure Category Subtotal Row
 - Show Task No. Subtotal Row and
 - Show Transaction Source

2. To replicate the **Total billing report**, i.e. to display transaction lines with VAT combined (gross), ensure options below are ticked and UNTICK **Show Transaction Source**

Optional. Select Layout Options.
Default is Show Subtotal Rows for Expenditure Category and Task No., Show Award No. and Show Transaction Source (Net amount and VAT shown in separate Lines)

- Show Award Number
- Show Currency Code
- Show Expenditure Category Subtotal Row
- Show Expenditure Type Subtotal Row
- Show Task No. Subtotal Row
- Show Payroll Code
- Show PO Number
- Show Task No. and Subtotal on Summary Page
- Show Transaction ID
- Show Transaction Source

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

Extract of parameters screen:

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PLEASE NOTE! This report has been amended and enhanced at the request of ROO with optional parameter and layout options. It can be run in exactly the same way as the original report. To achieve this ignore the new parameter choices, leave the default options ticked (under Layout Options), select your Award Number(s) and Date Range as previously and the report output will remain unchanged.

Search and Select Award Number(s)
To search for multiple Award Numbers leave one space between each award: G112112 G112113 G112114

Keywords:

Select all
 G101009

Starts with any of these ke ▾

Case Insensitive

Optional. Select Expenditure Category/Categories

- BIG PROJECT COSTS
- BOILER REPAIR
- BUILDING REPAIR
- CARES PI STAFF COSTS
- COLLEGE COSTS
- CONSTRUCTION COSTS
- CONTINGENCY
- COORDINATION COSTS
- EC CLAIM ADJUSTMENT
- EC FW7 PRICE ADJUSTMENT
- EMBS CONTINGENCY
- EMBS OPENING BALANCES
- ENABLING WORKS
- EQUIPMENT
- ESTATES COSTS
- EXCEPTIONAL ITEMS
- EXTERNAL PAINTING
- FIRE PRECAUTION
- FURNISHINGS
- HEALTH & SAFETY
- INDIRECT COSTS
- INFRASTRUCTURE TECHNICIANS
- INTERNAL PAINTING
- MARIE CURIE MANAGEMENT

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

Optional. Select Expenditure Type(s)

- ACCOMMODATION CHARGES BLDG RPR
- ACOUSTIC SERVICES FEES
- ARCHAEOLOGY COSTS
- ARCHAEOLOGY FEES
- ARCHITECT FEES
- ARCHITECTURAL LIGHTING FEE
- ARCHITECTURAL LIGHTING FEES
- ARCHITECTURAL MODELS
- ASBESTOS CHARGES BLDG RPR
- ASBESTOS CONSULTANTS
- ASBESTOS COSTS HEALTH & SAFETY
- ASBESTOS INVESTIGATION&REMOVAL
- ASBESTOS WORKS
- AUDIT FEES
- AVA CONSULTANCY FEES
- AVA EQUIPMENT&INSTALLATION
- BIG CONSULTANCY COSTS
- BIG CONSULTANCY CSTS
- BIG CONSUMABLE CSTS
- BIG CONSUMABLES
- BIG CONTINGENCY
- BIG CONTINGENCY CSTS
- BIG HARDWARE COSTS
- BIG HARDWARE CSTS

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

Optional. Select Layout Options.
Default is Show Subtotal Rows for Expenditure Category and Task No., Show Award No. and Show Transaction Source (Net amount and VAT shown in separate Lines)

- Show Award Number
- Show Currency Code
- Show Expenditure Category Subtotal Row
- Show Expenditure Type Subtotal Row
- Show Task No. Subtotal Row
- Show Payroll Code
- Show PO Number
- Show Task No. and Subtotal on Summary Page
- Show Transaction ID
- Show Transaction Source

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

Either enter transaction date range (optional)

From:

2022

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec
		1	2	3	4
	6	7	8	9	10
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

Earliest date

To:

2022

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec
		1	2	3	4
	6	7	8	9	10
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

Latest date

OR enter GL date range (optional)

From:

2022

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec
		1	2	3	4
	6	7	8	9	10
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

Earliest date

To:

2022

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec
		1	2	3	4
	6	7	8	9	10
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

Latest date

[Finish](#) [Cancel](#)

Example of Actual Expenditure (billing report) Final (Excel format)

Actual Expenditure (Billing report) Detail														
Project Short Code	Award Number	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Transaction Business Key	Invoice Number	Supplier Name	Transaction Source	Expenditure Comment	Payroll ID	Name	Task Number	Amount
XXAG/976	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	30-Jul-18	14339081	EXP: ISMB CONFERENC	BLOGGS, JOE	AP INVOICE	Dropbox subscription for Joe Bic	N/A	N/A	11	79.00
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/FOREIGN	JUN-18	14-Jun-18	14195604	50932643	KEY TRAVEL LTD	AP INVOICE	Return flights to conference Lanc	N/A	N/A	11	561.30
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/FOREIGN	JUN-18	14-Jun-18	14210773	50940064	KEY TRAVEL LTD	AP INVOICE	Return flights to conference Lanc	N/A	N/A	11	105.40
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/SUBSISTENCE	JUL-18	30-Jul-18	14339080	EXP: ISMB CONFERENC	BLOGGS, JOE	AP INVOICE	Accommodation, taxis, rail travel	N/A	N/A	11	1,064.45
XXAG/976														1,731.15
														51,102.16
ZKAG/010														51,102.16
ZVAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14217276	1013213	BIOCHEMISTRY	AP INVOICE	"ETHANOL" Wash Bottle 500ml/ e	N/A	N/A	9	8.70
ZVAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14218649	1013213	BIOCHEMISTRY	AP VARIANCE	"ETHANOL" Wash Bottle 500ml/ e	N/A	N/A	9	0.22
ZVAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14217277	1013213	BIOCHEMISTRY	AP INVOICE	Autoclave Bag Blue High T	N/A	N/A	9	12.70
ZVAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	29-Jun-18	14244355	50638209j4	VWR INTERNATIONAL LTD	AP INVOICE	MICROPLATE 96W CL RND ULT LO	N/A	N/A	9	265.33
ZVAG/254	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	17-Jul-18	14346087	1015457	PATHOLOGY	AP INVOICE	Flow Cytometry recharges Jan-Jul	N/A	N/A	9	15.33
ZVAG/254														410.84
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14362377	7402459889	DELL CORPORATION LTD	AP INVOICE	[1021656846388]1 Dell 27 Mo	N/A	N/A	1	243.60
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14363213	7402459889	DELL CORPORATION LTD	AP NRTAX	[1021656846388]1 Dell 27 Mo	N/A	N/A	1	48.72
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14362376	7402459889	DELL CORPORATION LTD	AP INVOICE	[1021656846388]2 Dell Premie	N/A	N/A	1	60.47
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	25-Jul-18	14363212	7402459889	DELL CORPORATION LTD	AP NRTAX	[1021656846388]2 Dell Premie	N/A	N/A	1	12.09
ZZAG/223														364.88
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	25-Jul-18	14352866	2872809	ONECALL	AP INVOICE	550, 2.5 inch SATA6GBPS, 850 EVO, 1TB, Drive interface-SATA 6	N/A	N/A	18	267.94
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	25-Jul-18	14353410	2872809	ONECALL	AP NRTAX	550, 2.5 inch SATA6GBPS, 850 EVO, 1TB, Drive interface-SATA 6	N/A	N/A	18	53.59
ZZAG/223														321.53
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	12-Jun-18	14138704	08451706	TNT INTERNATIONAL	AP INVOICE	Import duty/clearance charges -	N/A	N/A	22	22.50
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	24-Jun-18	14234697		Unknown		PGF JUNE 2018	N/A	N/A	22	21.00
Summary														81,287.05

Detail Summary Report Information

Second tab of the report output is a **summary**

Actual Expenditure (Billing Report) Summary			
Project Short Code	Expenditure Category	Expenditure Type	Amount
ZZAG/123	OTHER COSTS	OTHER COSTS/CONSUMABLES	17,158.06
		OTHER COSTS/MISCELLANEOUS	668.45
	OTHER COSTS		17,826.51
	STAFF COSTS	STIPENDS	121,990.31
		WAGES	16,004.37
	STAFF COSTS		137,994.68
	TRAVEL AND SUBSISTENCE	TRAVEL/HOME	26.90
		TRAVEL/SUBSISTENCE	2,924.31
	TRAVEL AND SUBSISTENCE		2,951.21
	POOLED LABOUR	PL TECHNICAL	6,712.71
	POOLED LABOUR		6,712.71
	RESEARCH FACILITIES	SMALL RES FACILITIES - USAGE	15,789.86
	RESEARCH FACILITIES		15,789.86
	ESTATES COSTS	ESTATES COSTS - CHEST	23,882.00
		ESTATES COSTS - DEPT	5,970.50
	ESTATES COSTS		29,852.50
	INDIRECT COSTS	INDIRECT COSTS - CHEST	91,238.00
		INDIRECT COSTS - DEPT	22,809.50
	INDIRECT COSTS		114,047.50
	INFRASTRUCTURE TECHNICIANS	INFRASTRUCTURE TECHS - CHEST	4,485.94
		INFRASTRUCTURE TECHS - DEPT	1,121.48
	INFRASTRUCTURE TECHNICIANS		5,607.42
	PI COSTS	PI COSTS - CHEST	16,204.00
		PI COSTS - DEPT	4,051.00
	PI COSTS		20,255.00
	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	(56,165.98)
		UNIVERSITY FUNDED - DEPT	(14,041.50)
	UNIVERSITY FUNDED		(70,207.48)
ZZAG/123			280,829.91
Overall - Total			280,829.91

Third tab is the Report Information

Report Information	
Report Name	Actual Expenditure (Billing report) Final
Run By	Christine Rogerson
Report Date	27 Jun 2022 12:11:49
Parameters Entered	
Award Numbers	G676767
GL Date	None Selected
Transaction Date	None Selected
Expenditure Category/Categories	None Selected
Expenditure Type(s)	None Selected
Layout Options	Show Award Number, Show Expenditure Category Subtotal Row, Show Task No. Subtotal Row, Show Transaction Source