



Actual Expenditure (billing report) - Final and Total versions

These two reports show expenditure against a specific award/s by transaction or General Ledger (GL) posting dates. They are useful for reviewing final expenditure against reports such as the annual expenditure statements for EC awards (Form Cs).

They provides detailed information such as:

- Expenditure category
- Expenditure type
- GL period
- Transaction date
- Supplier name
- Expenditure comment
- Payroll ID
- Task number
- Amount

Both reports are ran the same, and return the same values but the differences in presentation are listed in the table below.

<i>Actual Expenditure (Billing report) Final</i>	<i>Actual Expenditure (Billing report) totals</i>
Net amount and VAT shown in separate lines	Transactions show gross amount
Includes Award number in each line	Award number in heading only
Sub-totals by Expenditure Category and Task	Sub-totals by Expenditure Category/Type and Task
Second tab (in Excel) = summary per project, task NOT included	Second tab (in Excel) = summary per project, by task, expenditure category and type.

1. Running the reports

In Cognos these reports are found in the Grants Reporting > Other folder

Run options

The *Final* version Best run to Excel due to number of columns.

The *Total* version Can be run in either Excel or PDF formats, but occasionally the columns will run over two pages if a PDF.

In Excel format, the report produces two worksheets. In PDF format, page down to bottom to view the *Expenditure by Category* summary.

Parameters

Enter Award Number (e.g. RG12345)
 Keywords:
 Type one or more keywords separated by spaces.
 Search

Options
 Results:
 Choice:

Select all Deselect all
 Either enter transaction date (optional) OR enter GL date range (optional)

From:

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	31					

 Earliest date

To:

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	31					

 Latest date

2. Viewing the report output

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

Actual Expenditure (Billing report) Detail for RG12345														
GL Date	OR	Transaction date Between 1 Jun 2018 and 31 Jul 2018												
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 Blo	N/A	N/A	11	79.00
														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 Lond	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 Lond	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
														1,731.15
XXAG/976														1,810.15
														51,102.16
ZXAG/010														51,102.16
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14217276	1013213	BIOCHEMISTRY	AP INVOICE	"ETHANOL" Wash Bottle 500ml/€	N/A	N/A	9	8.70
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14218649	1013213	BIOCHEMISTRY	AP VARIANCE	"ETHANOL" Wash Bottle 500ml/€	N/A	N/A	9	0.22
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	13-Jun-18	14217277	1013213	BIOCHEMISTRY	AP INVOICE	Autoclave Bag Plain High	N/A	N/A	9	12.70
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	29-Jun-18	14244355	5063820934	VWR INTERNATIONAL LTD	AP INVOICE	MICROPLATE 96W CL RND ULT LO	N/A	N/A	9	265.33
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/MISCELLA	JUL-18	17-Jul-18	14346087	1015457	PATHOLOGY	AP INVOICE	Flow Cytometry recharges Jan-Ju	N/A	N/A	9	15.33
														410.84
ZYAG/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
														364.88
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUL-18	25-Jul-18	14352866	2872809	ONECALL	AP INVOICE	SSD, 2.5 inch SATA6GBPS, 850	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	SSD, 2.5 inch SATA6GBPS, 850	N/A	N/A	18	53.59
														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
ZYAG/233	RG68461	OTHER COSTS	OTHER COSTS/CONSUM	JUN-18	24-Jun-18	14234697		Unknown	AP INVOICE	PGF JUNE 2018	N/A	N/A	22	21.60
Summary														81,287.05
17 Jun 18														15,55.09

Second tab for **Final** report output is a **summary**, per project, of all expenditure by category and type

Actual Expenditure (Billing Report) Summary			
For RG12345			
Transaction date range		OR GL Date Range	
Project Short Code	Expenditure Category	Expenditure Type	Amount
ZZAG/976	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	79.00
	OTHER COSTS		79.00
	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	666.70
	TRAVEL AND SUBSISTENCE	TRAVEL/SUBSISTENCE	1,064.45
			1,731.15
ZZAG/976			1,810.15
ZZAG/010	STAFF COSTS	STUDENT MAINTENANCE	51,102.16
	STAFF COSTS		51,102.16
ZZAG/010			51,102.16
ZZAG/254	OTHER COSTS	OTHER COSTS/CONSUMABLES	395.51
		OTHER COSTS/MISCELLANEOUS	15.33
	OTHER COSTS		410.84
ZZAG/254			410.84
ZZAG/223	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	364.88
	OTHER COSTS		364.88
	OTHER COSTS	OTHER COSTS/CONSUMABLES	34.96
	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37
	TRAVEL AND SUBSISTENCE		0.37
	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.49
	OTHER COSTS		96.49
	TRAVEL AND SUBSISTENCE	TRAVEL/CONFERENCE	122.15
	TRAVEL AND SUBSISTENCE		122.15
			353.91
	ZZAG/175		
ZZZG/342	OTHER COSTS	OTHER COSTS/ANIMALS	929.45
		OTHER COSTS/CONSUMABLES	8,751.91
	OTHER COSTS		9,681.36
	OTHER COSTS	OTHER COSTS/CONSUMABLES	613.42
		OTHER COSTS/MISCELLANEOUS	720.00
	OTHER COSTS		1,333.42
TRAVEL AND SUBSISTENCE	TRAVEL/HOME	327.17	
TRAVEL AND SUBSISTENCE		327.17	
		11,341.95	
ZZZG/342			11,341.95
ZZAG/366	OTHER COSTS	OTHER COSTS/CONSUMABLES	234.69
	OTHER COSTS		234.69
	OTHER COSTS	OTHER COSTS/CONSUMABLES	4,231.35
	OTHER COSTS		4,231.35
ZZAG/366			4,466.04
ZZZC/114	OTHER COSTS	OTHER COSTS/CONSUMABLES	494.24
	OTHER COSTS		494.24
ZZZC/114			494.24
Summary			81,287.05

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

Page 1 (Totals report output) is a complete listing of all expenditure

Actual Expenditure (Billing report) for RG12345													
GL Date		Transaction date Between 1 Jun 2018 and 31 Jul 2018											
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	
XXAG/976	11	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	30-Jul-18	EXP: ISMB CONFER	Bloggs, Joe	Dropbox subscription for Joe Bloggs.	N/A	N/A	N/A	79.00	
		OTHER COSTS/MISCELLANEOUS										79.00	
		OTHER COSTS										79.00	
XXAG/976	11	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	JUN-18	14-Jun-18	50932643	KEY TRAVEL LTD	Return flights to conference London Heathrow - O'Hare International	N/A	N/A	N/A	561.30	
XXAG/976	11	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	JUN-18	14-Jun-18	50940064	KEY TRAVEL LTD	Return flights to conference London Heathrow - O'Hare International	N/A	N/A	N/A	105.40	
		TRAVEL/FOREIGN										666.70	
XXAG/976	11	TRAVEL AND SUBSISTENCE	TRAVEL/SUBSISTENCE	JUL-18	30-Jul-18	EXP: ISMB CONFER	Bloggs, Joe	Accommodation, taxis, rail travel and subsistence for attending the t	N/A	N/A	N/A	1,064.45	
		TRAVEL/SUBSISTENCE										1,064.45	
		TRAVEL AND SUBSISTENCE										1,731.15	
												1,810.15	
XXAG/976		STUDENT MAINTENANCE										1,810.15	
		STAFF COSTS										51,102.16	
												51,102.16	
												51,102.16	
ZXAG/010												51,102.16	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-Jun-18	1013213	BIOCHEMISTRY	"ETHANOL" Wash Bottle 500ml/ each € 4.35	N/A	N/A	N/A	8.92	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-Jun-18	1013213	BIOCHEMISTRY	Autoclave Bag Plain High-Temp, 410mm x 630mm, pk/100	N/A	N/A	N/A	13.02	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	29-Jun-18	8105652568	SIGMA-ALDRICH CO LTD	DIMETHYL SULFOXIDE, STERILE-FILTERED&	N/A	N/A	N/A	108.24	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUL-18	29-Jun-18	5063820934	VWR INTERNATIONAL LTD	MICROPLATE 96W CL RND ULT LOW LD IND ST	N/A	N/A	N/A	265.33	
		OTHER COSTS/CONSUMABLES										395.51	
ZYAG/254	9	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	17-Jul-18	1015457	PATHOLOGY	Flow Cytometry recharges Jan-Jun'18: Prof. Martinez-Arias	N/A	N/A	N/A	15.33	
		OTHER COSTS/MISCELLANEOUS										15.33	
		OTHER COSTS										410.84	
												410.84	
ZYAG/254												410.84	
ZZAG/223	1	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	25-Jul-18	7402459889	DELL CORPORATION LTD	[1021656846388]1] Dell 27" Monitor SE2717H - 69cm(27") Black: Ba	N/A	N/A	N/A	292.32	
ZZAG/223	1	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	25-Jul-18	7402459889	DELL CORPORATION LTD	[1021656846388]2] Dell Premier Wireless Keyboard and Mouse - KM	N/A	N/A	N/A	72.56	
		OTHER COSTS/MISCELLANEOUS										364.88	
												364.88	
ZZAG/223	22	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	12-Jun-18	08451706	TNT INTERNATIONAL	Import duty/clearance charges - LAB, invoice no. 08451706	N/A	N/A	N/A	22.50	
ZZAG/223	22	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	24-Jun-18		?Unknown	PGF JUNE 2018	N/A	N/A	N/A	21.00	
ZZAG/223	22	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUL-18	29-Jul-18		?Unknown	LIQUID NITROGEN JULY 2018	N/A	N/A	N/A	10.40	

Page 2 (*Totals* report output) is a summary, per project, by task, expenditure category and type

Actual Expenditure (Billing Report) Summary					
For RG12345					
Transaction date range Between 1 Jun 2018 and 31 Jul 2018					
Project Short Code	Task Number	Expenditure Category	Expenditure Type	Amount	
XXAG/976	11	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	79.00	
			OTHER COSTS/MISCELLANEOUS	79.00	
		OTHER COSTS			79.00
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	666.70	
			TRAVEL/FOREIGN	666.70	
			TRAVEL/SUBSISTENCE	1,064.45	
			TRAVEL/SUBSISTENCE	1,064.45	
		TRAVEL AND SUBSISTENCE			1,731.15
					1,810.15
					1,810.15
XXAG/976				1,810.15	
ZYAG/039	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	141.64	
			OTHER COSTS/CONSUMABLES	141.64	
		OTHER COSTS	OTHER COSTS/MISCELLANEOUS	900.00	
			OTHER COSTS/MISCELLANEOUS	900.00	
			OTHER COSTS		1,041.64
			1,041.64		
			1,041.64		
ZYAG/039				1,041.64	
ZZAG/175	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	134.90	
			OTHER COSTS/CONSUMABLES	134.90	
		OTHER COSTS			134.90
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37	
			TRAVEL/FOREIGN	0.37	
	TRAVEL AND SUBSISTENCE			0.37	
				135.27	
	14	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.49	
			OTHER COSTS/MISCELLANEOUS	96.49	
		OTHER COSTS			96.49
TRAVEL AND SUBSISTENCE		TRAVEL/CONFERENCE	122.15		
		TRAVEL/CONFERENCE	122.15		
TRAVEL AND SUBSISTENCE			122.15		
			218.64		
			353.91		
ZZAG/175				353.91	
Summary				3,205.70	



This report is used by ROO for completion of Form Cs (annual expenditure statements for EC awards) as well as for final expenditure statements/reports to other sponsors at the end of a grant to detail the costs and prepare the final invoice.