Expenditure Enquiry Report

This report has a variety of optional fields as was designed to replace a number of Grants reports. The objective is to allow users to customise the output to suit their own requirements.

For use by departments, schools, Central Finance and the Research Office - it uses the standard security model, restricting returned information to only the Projects and Awards the user has been granted access to.

The reports listed below will remain available for a limited time only.

<table>
<thead>
<tr>
<th>Using this report you can reproduce any of the outputs from the following 15 reports:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Detailed Commitment Enquiry</td>
</tr>
<tr>
<td>• Detailed Expenditure Enquiry by multiple project organisations</td>
</tr>
<tr>
<td>• Detailed Expenditure Enquiry by Project</td>
</tr>
<tr>
<td>• Detailed Expenditure Enquiry by Project Organisation v2</td>
</tr>
<tr>
<td>• Detailed Expenditure Enquiry by project with commitments</td>
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<tr>
<td>• Detailed Expenditure Enquiry by project with commitments 2</td>
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<tr>
<td>• Detailed Expenditure Enquiry by project with commitments 2 JP</td>
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<tr>
<td>• Detailed Expenditure Enquiry by project with commitments 2 with PO number</td>
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<tr>
<td>• Detailed Expenditure Enquiry by Project with Currency</td>
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<tr>
<td>• Detailed Expenditure Enquiry by Project with invoice number</td>
</tr>
<tr>
<td>• Detailed Expenditure Enquiry by Project with PO number</td>
</tr>
<tr>
<td>• Expenditure Detail Enquiry by Project Organisation</td>
</tr>
<tr>
<td>• Expenditure Enquiry by Project Organisation</td>
</tr>
<tr>
<td>• Expenditure report by project org by task no by date range by transaction type by status</td>
</tr>
<tr>
<td>• R12 test Expenditure report by project org by task no by date range by transaction type by status v2</td>
</tr>
</tbody>
</table>

Tip: Save time in the future by saving your report parameters and/or schedule the report. This can be done by Creating a Report View and Scheduling reports.

To avoid confusion, remember to change the name of the report as soon as you copy it, particularly as this report can be set to return information with different layouts and filters. You can set the report to run straight to Excel in your report view.

1. Run the report

   Navigate to Public Folders >Live > your school folder > Departmental (Shared) Reports folder.
2. **Select your required output format**

The default format for this report is set to **PDF**, but it works best when viewed in **Excel**. However, it is useful to run in PDF initially whilst deciding on your preferred layout and other selections.

To choose a different report format:

- Select the **ellipses** ... to right of report name.
- Choose **Run as**
- When the panel opens, select the required format, then **Run**.

3. **Specify your basic parameters**

**Note**

This report contains a number of re-prompt buttons that restrict lists of values to only relevant values.

When you use a re-prompt button, you will receive a message stating: **Working... Please Wait... >**, then **Your report is running**, until the prompt page is regenerated.

Specify the required parameters for the report:

- Decide if you want the report to run by **Award organisation(s)** or **Project Organisation(s)**
- Select the **School** (can be single, all or multiples).
- Specify which **Award** or **Project Organisations** to include (can be single, all or multiples)
- Include **Expenditure only** (the default) or **Expenditure plus Commitments**.
- **Show Subtotals on Detail Page** (default is NO; see below if you wish to change this).

Other defaults for this report are:

- Excludes awards/projects that have been closed - **can** be overridden by the user.
- Shows **Award/Project Code(s)** - **cannot** be overridden by the user.

**Subtotals**

The default for this option is **No**, to change this:

- Select **Yes**.
- Click on either **Select School** or **Select Award/Project Organisation**, even if you have already done so.
The basic default report format

If no other parameters specified, the report will return line-by-line detail of all expenditure for all awards/projects during their lifetime.

We recommend you use the optional parameters such as Award or Project number, or Date to refine the results further.

The basic report will include the following columns:

- Task number
- Expenditure category
- Expenditure type
- GL date
- Transaction date
- Expenditure comment
- Supplier name
- Invoice number
- Expenditure
- plus Commitment amount (if selected).

Example of report run by Award Organisation, Expenditure only

<table>
<thead>
<tr>
<th>Grants Transactions - Expenditure Detail by Award Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Organisation</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>22_Ecology</td>
</tr>
<tr>
<td>22_Ecology</td>
</tr>
<tr>
<td>22_Ecology</td>
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</tbody>
</table>

Note: If your department owns the Award, the report displays all projects that belong to Award, regardless of which department is running the Project.
4. Refine your report – optional parameters

**Layout options**

Users have a list of additional fields that can be shown on the report.

**Extra page options**

If either of these two options are selected, an additional page/worksheet is added to the report output.

This summarises the expenditure detail by **Expenditure Category** and **Type**.

*Example of Show Summary Page by Project Code*

![Summary Table Example]
Filtering information to enhance the basic report

Before running the report, you should ensure that only the data you require is returned. The following are optional, but you should at least choose the Award or Project number.

**Award number**
If Award organisation was selected originally

- Optional. Click here to Select Award No.(s), Expenditure Type(s), Task Number(s).
- Choose the required Award(s)

**Optional: Select Award Number(s). Leave blank if all required.**

**Project number**
If Project organisation was selected originally

- Optional. Click here to Select Project No.(s), Expenditure type(s), Task Number(s).
- Choose the required Project(s)

**Optional: Select Project Number(s). Leave blank if all required.**

**Task numbers**
The user can choose to exclude Task Number(s) by ticking relevant box(es).

**Expenditure Type**
If you are investigating a particular category of expenditure, you can select here.
This can be run across all department awards or projects if required by leaving award/project number blank in the relevant selection field.

**Award/Project Status**
The user can exclude status types. The default is to exclude closed awards/projects. This can be unticked if required.

**Note:** if the Award/Project status is incorrect, please email your RSA (Research Support Adviser) as this can only be corrected by ROO staff.
**Dates**

You can choose the exact date or range of dates, by either the **GL date** or the **Transaction date**, but not both at the same time.

The default is **Earliest date to Latest date**, i.e. all expenditure throughout life of Award/Project.

- Using a **From** date only - shows all expenditure after the date selected.
- Using a **To** date only - shows expenditure before the date selected

Using a **From** and **To** date shows expenditure within the date range selected.

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**Note:** Your selections will be summarised on your report under **Report Information**.

- On the PDF version this is a separate end page
- In Excel, it is shown as a separate worksheet/tab.
Example of report with Show Subtotals on Details Page set to Yes, and Project Number selected:

<table>
<thead>
<tr>
<th>Project Organisation</th>
<th>Award Number</th>
<th>Award Type</th>
<th>Project Short Code</th>
<th>Task Number</th>
<th>Expenditure Category</th>
<th>GL Date</th>
<th>Transaction Date</th>
<th>Expenditure Comment</th>
<th>Supplier Name</th>
<th>Invoice Number</th>
<th>Expenditure GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z2_Ecology</td>
<td>RG06995</td>
<td>Research</td>
<td>ZZAG123</td>
<td></td>
<td>OTHER COSTS/CONSULT</td>
<td>1-Dec-20</td>
<td>24-Nov-13</td>
<td></td>
<td></td>
<td>1030283</td>
<td>6,972.08</td>
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Example of report with Show Subtotals on Details Page set to Yes, and Expense Category and Type selected:

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