Expenditure Enquiry Report Cognos GM: Expenditure Enquiry Report

**Purpose**
Display a line by line detailed view of Grants transactions for Actual Expenditure, Open Commitments or both.

**To access**
Navigate to Team content > Live > (your) school > Departmental (Shared) Reports folder.

**Intended audience**
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.

**Report format**
The default format for this report is set to PDF, but can provide output in all standard formats (including Excel and HTML). To select a different report format, or to save or email the report, use the ellipses…, on the right of the report name, then select Run as.

**Running the report**
There are a number of re-prompt buttons that restrict the lists of values to only relevant values. When you use a re-prompt button, you receive a message stating: *Working… Please Wait…*, then *Your report is running*. Please be patient until the prompt page is re-generated.

**Data options**
A number of views are available depending on the parameters selected. The views include basic lists, with various selection options or enhanced versions, with subtotals, and/or summary pages at the end.

**Tips**
Create a Report View to save commonly used parameters, or to schedule this report, see report view scheduling.

### Basic Report – Lists

At a basic level the user can select to run the report by either *Award organisation(s)* or *Project Organisation(s)*, and for *Expenditure Only*, *Expenditure plus Open Commitments* or *Open Commitments Only*. If no other parameters are selected the report output is expenditure detail for all expenses for all awards or projects belonging to the Award or Project Organisation. The columns include:

- Task Number
- Expenditure Category
- Expenditure Type
- GL Date
- Transaction Date
- Expenditure Comment
- Supplier Name
- Invoice Number
- Expenditure
- plus Commitment Amount (if selected)

**Mandatory selection parameters:**

- Select whether to run report by *Award* or *Project* Organisation
- Select the *School* (can be single, all or multiples)
- Select the *Award* or *Project* Organisation (can be single, all or multiples)
- Choose *Expenditure Only*, *Expenditure plus Open Commitments* or *Open Commitments Only*
- Choose Show Subtotals on Detail Page [Default is No]
**Note:** As this is a detailed report, it is advised that you use the **optional** selections such as **Award** or **Project number**, or **Date**, as the default output returns line by line details of all expenditure for all awards/projects during their lifetime.

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>Z2_Ecology</td>
</tr>
<tr>
<td>Z2_Ecology</td>
</tr>
<tr>
<td>Z2_Ecology</td>
</tr>
<tr>
<td>Z2_Ecology</td>
</tr>
<tr>
<td>Z2_Ecology</td>
</tr>
</tbody>
</table>

**NB:** If your department owns the **Award**, the report displays all projects that belong to **Award**, regardless of which department is running the **Project**.

**Default options**

There are a number of default options but some of these can be overridden by the user.

The default positions are:

- Excludes awards/projects that have been closed **[can be overridden by the user]**.
- Don’t show subtotals on detail page **[can be overridden by the user]**
- Run report for Expenditure only **[can be overridden by the user to include commitments]**
- Shows **Award/Project Code(s) [cannot be overridden by the user]**.

**Show Subtotals on Detail Page**

As indicated above, the default for this option is **No**. If you want subtotals to be included, select **Yes**. Then click on **Select School** or **Select Award/Project Organisation**, even if you've already done so.

The choice of which subtotals to include is defaulted to **All** if **Show Subtotals** set to **Yes**, but can be changed by the user.

**Note:** The choice for **Select Subtotals** only appears if you click the **Select School or Project/Award Organisation** AFTER you've changed the **Show Subtotals** to **Yes**.
Example of report with Show Subtotals on Details Page set to Yes, and Project Number selected:

<table>
<thead>
<tr>
<th>Project Organization</th>
<th>Award Number</th>
<th>Award Type</th>
<th>Project Short Code</th>
<th>Task Number</th>
<th>Expenditure Category</th>
<th>Expenditure Type</th>
<th>GL Date</th>
<th>Transaction Date</th>
<th>Expenditure Comment</th>
<th>Supplier Name</th>
<th>Invoice Number</th>
<th>Expenditure GEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.0 Ecology</td>
<td>RG666666</td>
<td>Research</td>
<td>ZZAG/123</td>
<td></td>
<td>Other Costs</td>
<td>Consulting</td>
<td>1-Dec-20</td>
<td>27-Oct-20</td>
<td>HP 227n G2 - LED monitor - 27 in.; INSIGHT DIRECT (UK) LTD</td>
<td>£312680</td>
<td>345.9</td>
<td></td>
</tr>
<tr>
<td>22.0 Ecology</td>
<td>RG666666</td>
<td>Research</td>
<td>ZZAG/123</td>
<td></td>
<td>Other Costs</td>
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<td>27-Oct-20</td>
<td>HP 227n G2 - LED monitor - 27 in.; INSIGHT DIRECT (UK) LTD</td>
<td>£312680</td>
<td>117</td>
<td></td>
</tr>
<tr>
<td>22.0 Ecology</td>
<td>RG666666</td>
<td>Research</td>
<td>ZZAG/123</td>
<td></td>
<td>Staff Costs</td>
<td>Stipends</td>
<td>31-Dec-20</td>
<td>26-Dec-20</td>
<td>Chris 1 1116565 BLUZ LL 27 AG/13/31 RSG666666 ADHA</td>
<td>£312680</td>
<td>450</td>
<td></td>
</tr>
<tr>
<td>22.0 Ecology</td>
<td>RG666666</td>
<td>Research</td>
<td>ZZAG/123</td>
<td></td>
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<td>£312680</td>
<td>450</td>
<td></td>
</tr>
</tbody>
</table>

Example of report with Show Subtotals on Details Page set to Yes, and Expense Category and Type selected:
Layout options

The following optional layout options can be selected by the user:

- Show Award PI Name
- Show Project PI Name
- Show Award Purpose
- Show Award Start Date
- Show Award End Date
- Show Award Type
- Show Award Status
- Show Project Status
- Show GL Period
- Show CR and DR Cost Centres
- Show CR and DR Source of Funds
- Show CR and DR Transactions
- Show Currency Code
- Show Expenditure Batch
- Show Expenditure Comment – Default
- Show GL Date – Default
- Show GL Period
- Show Invoice Date
- Show Invoice Number – Default
- Show PO Number
- Show Payroll ID and Name
- Show Sponsor Name
- Show Sponsor Type
- Show Supplier Name – Default
- Show Transaction Date – Default
- Show Transaction Source
- Show Summary Page by Award Number
- Show Summary Page by Project Code
- Show Summary Page by Task Number
- Show Summary Page by Project & Task Number

NB: The default options can be unticked if not required. Choosing not to show some of the default options results in a reduced number of rows in the report output.

Note:
In PDF output format, there is a page at the end giving Report Information, which lists your selections.
In Excel, it is shown as a separate worksheet.

Extra layout options

Selecting any of the Show Summary Page options results in an additional page/worksheet being added to the report output.

- **Show Summary Page by Task Number**, replicates the Project Enquiry report
- **Show Summary page by Project and Task Number** replicates RG Number Enquiry/Award Number Enquiry reports

Example of Show Summary Page by Project Code:

![Example of Show Summary Page by Project Code](image-url)
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, or a Date range. The Award/Project status is another available option.

NB: Depending on whether Award or Project organisation was selected originally, the selection will display Award No(s) or Project No(s):

1. Award/Project number

Depending on your initial selection of Award or Project Organisation, choose the relevant Award(s) or Project(s), bearing in mind this is a detailed, i.e. line by line, report.

2. Task numbers

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

3. 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.
Expenditure Category/Categories

This option provides a further breakdown of the expenditure when required.

Award/Project PI(s)

The user can select an individual award or project PI or multiples

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). This can only be corrected by ROO staff.

Dates

You can choose the exact date or range of dates, either by 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

GL codes for Grants Expenditure

In order to trace the GL codes for Grants transactions, particularly Grants Journals, check the Show CR and DR Cost Centre, Show CR and DR Source of Funds and Show CR and DR Transactions boxes in the Layout Options.