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:

Grants Transactions - Expenditure Detail by Award Organisation

Award Organization	Award Number	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure GBP
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jun-19	21-Jun-19	Nitrilotriacetic acid 99% NTA, C6H9NO6, CAS 1	FISHER SCIENTIFIC UK LTD	4153487211	10.15
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jun-19	21-Jun-19	Nitrilotriacetic acid 99% NTA, C6H9NO6, CAS 1	FISHER SCIENTIFIC UK LTD	4153487211	2.03
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Jul-19	18-Jun-19	AOX1 | Algal Alternative oxidase 1 Cyt c | Cytoc	AGRISERA AB	20190952	173.45
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Jul-19	18-Jun-19	PO3043982	AGRISERA AB	20190952	8.36
ZZ_Ecology	G101000	ZZAG/324	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	23-Oct-19	22-Oct-19	COVER GLASS ROUND dia 13 MM NO 1	VWR INTERNATIONAL LTD	5064264130	34.98
ZZ_Ecology	G101000	ZZAG/324	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	23-Oct-19	22-Oct-19	COVER GLASS ROUND dia 13 MM NO 1	VWR INTERNATIONAL LTD	5064264130	7.00
ZZ_Ecology	G101000	ZZAG/324	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Nov-19	23-Oct-19	SuperScript III RNase H- Reverse Transcriptase	BIOCHEMISTRY	1074390	168.95
ZZ_Ecology	G101112	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Dec-19	19-Nov-19	0.5kg parcel to Bristol	DHL INTERNATIONAL (UK) LTD	CBO3131959	6.57

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.

Show Subtotals on Detail Page.
Default is No.
* (•) Yes
( ) No
Select Subtotals. Default is All.
[ ] All
[x] Project Code
[ ] Expenditure Category
[ ] Expenditure Type
Select all Deselect all

> **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:

Grants Transactions - Expenditure Detail by Project Organisation

Project Organization	Award Number	Award Type	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure GBP
ZZ_Ecology	RG66666	Research	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	27-Oct-20	HP Z27n G2 - LED monitor - 27 Insi	INSIGHT DIRECT (UK) LTD	5041288	249.6
ZZ_Ecology	RG66666	Research	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	27-Oct-20	HP Z27n G2 - LED monitor - 27 Insi	INSIGHT DIRECT (UK) LTD	5041288	49.9
ZZ_Ecology	RG66666	Research	ZZAG/123	1	OTHER COSTS	OTHER COSTS/MISCEL	4-Dec-20	4-Dec-20	CONSULTANCY ON THE C-19	FARMING DATA LTD	1017	450.0
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 0000001 SMITH BJ ZZAG/123.01 RG66666 ADHA			4,818.4
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11115555 BUZZ LY ZZAG/123.01 RG66666 ADHA			3,102.0
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11123234 SMITH JW ZZAG/123.01 RG66666 ADHA			3,673.7
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11176766 COTTON WWP ZZAG/123.01 RG66666 ADHA			644.1
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11136454 MUNRO PQ ZZAG/123.01 RG66666 ADHA			3,902.4
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 12345678 JAMES D ZZAG/123.01 RG66666 ADHA			2,072.5
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 23456789 BROWN CH ZZAG/123.01 RG66666 ADHA			1,951.2
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	WAGES	31-Dec-20	26-Dec-20	CHRIS: 1 34567891 MACDONALD OLD ZZAG/123.01 RG66666 CHFA			1,826.6
ZZAG/123 - Total												**22,740.8**
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Qua	ACADEMIA LTD	513302	1,522.9
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Qua	ACADEMIA LTD	513302	304.6
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-32DT-AR T	RS COMPONENTS LTD	220094501	1,202.3
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-32DT-AR T	RS COMPONENTS LTD	220094501	240.4
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Pro	RS COMPONENTS LTD	220094501	388.5
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Pro	RS COMPONENTS LTD	220094501	77.7
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ1	BANNER GROUP LTD	6287010	112.7
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ1	BANNER GROUP LTD	6287010	22.5
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Prin	BANNER GROUP LTD	6294369	144.1
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Prin	BANNER GROUP LTD	6294369	28.8
ZZ_Ecology	RG86868	Research	ZZAG/456	2	POOLED LABOUR	PL TECHNICAL	31-Dec-20	1-Dec-20	Pooled Labour			377.2
ZZ_Ecology	RG86868	Research	ZZAG/456	7	TRAVEL AND SUBS	TRAVEL/HOME	1-Dec-20	17-Mar-20	Trip to meet OpenPlant partners an	WOOD, BARNEY	EXP/17/03/	46.9
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUND	UNIVERSITY FUNDED -	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(167.65
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUND	UNIVERSITY FUNDED -	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(41.92
ZZAG/456 - Total												**4,259.4**
Summary												**27,000.2**
6 Jan 21						1						14:43:34

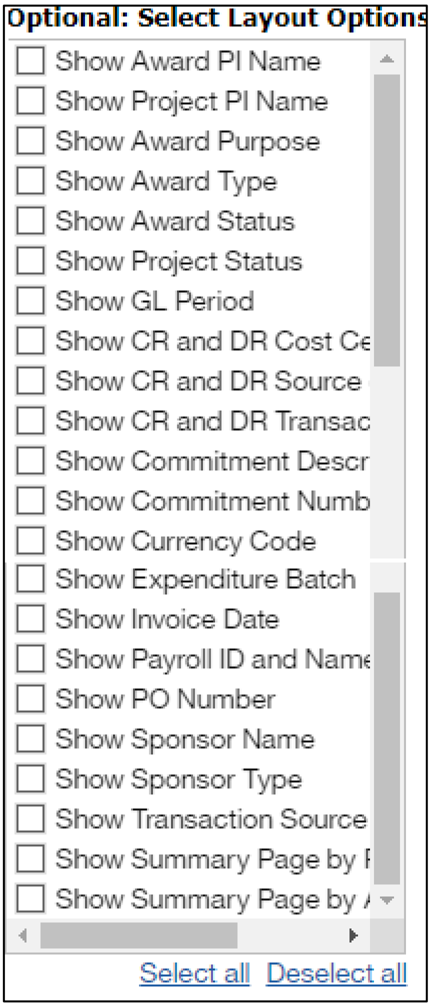
Expenditure Detail + Subtotal | Summary by Project Code | Report Information

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

Project Organization	Award Number	Award Type	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure GBP
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad-	ACADEMIA LTD	513302	1,522.99
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad-	ACADEMIA LTD	513302	304.60
EQUIPMENT - Total												**1,827.59**
EQUIPMENT - Total												**1,827.59**
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-320T-AR TFT	RS COMPONENTS LTD	2200945019	1,202.30
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-320T-AR TFT	RS COMPONENTS LTD	2200945019	240.46
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Progr	RS COMPONENTS LTD	2200945019	388.53
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Progr	RS COMPONENTS LTD	2200945019	77.71
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ100	BANNER GROUP LTD	6287010	112.76
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ100	BANNER GROUP LTD	6287010	22.55
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Printe	BANNER GROUP LTD	6294369	144.11
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Printe	BANNER GROUP LTD	6294369	28.82
OTHER COSTS/CONSUMABLES - Total												**2,217.23**
OTHER COSTS - Total												**2,217.23**
ZZ_Ecology	RG86868	Research	ZZAG/456	2	POOLED LABOUR	PL TECHNICAL	31-Dec-20	1-Dec-20	Pooled Labour			377.27
PL TECHNICAL - Total												**377.27**
POOLED LABOUR - Total												**377.27**
ZZ_Ecology	RG86868	Research	ZZAG/456	7	TRAVEL AND SUBS	TRAVEL/HOME	1-Dec-20	17-Mar-20	Trip to meet OpenPlant partners and a	WOOD, BARNEY	EXP/17/03/20	46.90
TRAVEL/HOME - Total												**46.90**
TRAVEL AND SUBSISTENCE - Total												**46.90**
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUNDE	UNIVERSITY FUNC	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(167.65)
UNIVERSITY FUNDED - CHEST - Total												**(167.65)**
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUNDE	UNIVERSITY FUNC	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(41.92)
UNIVERSITY FUNDED - DEPT - Total												**(41.92)**
UNIVERSITY FUNDED - Total												**(209.57)**
Summary												**4,259.42**

Layout options

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



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

If either of the above options is 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:

		OTHER COSTS/MISCELLANEOUS	450.0
	OTHER COSTS - Total		**749.5**
	STAFF COSTS	STIPENDS	20,164.6
		WAGES	1,826.6
	STAFF COSTS - Total		**21,991.2**
ZZAG/123 - Total			**22,740.8**
ZZAG/456	EQUIPMENT	EQUIPMENT	1,827.5
	EQUIPMENT - Total		**1,827.5**
	OTHER COSTS	OTHER COSTS/CONSUMABLES	2,217.2
	OTHER COSTS - Total		**2,217.2**
	POOLED LABOUR	PL TECHNICAL	377.2
	POOLED LABOUR - Total		**377.2**
	TRAVEL AND SUBSISTENCE	TRAVEL/HOME	46.9
	TRAVEL AND SUBSISTENCE - Total		**46.9**
	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	(167.6
		UNIVERSITY FUNDED - DEPT	(41.9
	UNIVERSITY FUNDED - Total		**(209.5**
ZZAG/456 - Total			**4,259.4**
ZZAG/789	OTHER COSTS	OTHER COSTS/CONSUMABLES	3,653.7
	OTHER COSTS - Total		**3,653.7**
ZZAG/789 - Total			**3,653.7**

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.

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

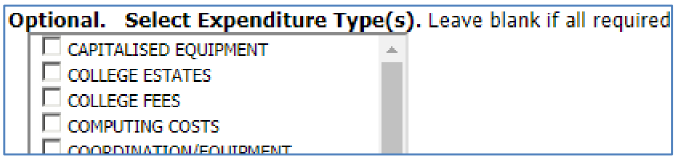
Depending on your initial selection of **Award** or **Project Organisation**, choose the relevant Award(s) or Project(s), bearing in mind this is a detailed, i.e. line by line, report.

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

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

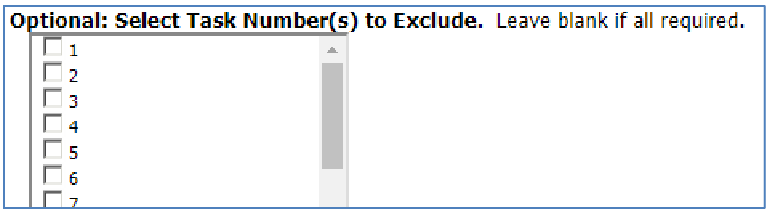
2 Expenditure Type

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.



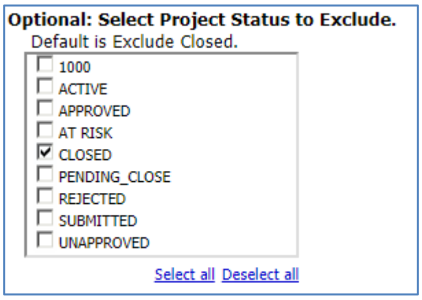
3 Task numbers

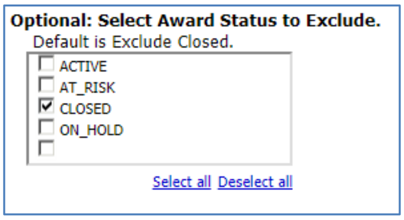
The user can choose to **exclude** Task Number(s) by ticking relevant box(es).



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**.