



## Cognos GM: Expenditure Enquiry Report

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

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

\*Reports in *Departmental (Shared) Reports Folder* covered by GM2 Reporting course

The reports listed above will remain available for a limited time.

To access the new report, navigate to **Public Folders >Live > your school folder > Departmental (Shared) Reports** folder.

This report is intended 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 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 **Run with options**, on the right of the report selection line. This report works best when viewed in **Excel** format, but it is useful to run in **PDF** initially whilst deciding on layout and other selections.

**Note:** This report contains a number of re-prompt buttons that restrict the 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*. Please be patient until the prompt page is regenerated.

### Saving selections

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To **save and/or schedule** your selection parameters, refer to either [Creating a Report View](#) or to [Schedule a report with report view setup](#). 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.

## 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** or **Expenditure plus Commitments**. If no other parameters are selected the report output is a *list* of awards or projects, including:

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

### The following selections are required:

Required: Select Award or Project Organisation

Required: Select School (can be single, all or multiples)

Required: Select **Award** or **Project** Organisation (can be single, all or multiples)

Required: Select **Expenditure Only** or **Expenditure plus Open Commitments**

Required: 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 Organisation	Award Number	Project/School Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure	GDP
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jan-19	21-Jan-19	Methioninic acid 99% NTA, C18H19O4, CAS 17538-91-0	CAS FISHER SCIENTIFIC UK LTD	4153487211	10.15	
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jan-19	21-Jan-19	Methioninic acid 99% NTA, C18H19O4, CAS 17538-91-0	CAS FISHER SCIENTIFIC UK LTD	4153487211	2.83	
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Jul-19	18-Jan-19	Algal Alternative oxidase 1 Cyt c   Cytoc	AGRISERA AB	20790952	173.45	
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Jul-19	18-Jan-19	PD3043882	AGRISERA AB	20790952	0.36	
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	34.90	
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	7.90	
ZZ_Ecology	G101000	ZZAG/324	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Nov-19	23-Oct-19	SuperScript III Reverse Transcriptase	BIOCHEMISTRY	1074390	168.95	
ZZ_Ecology	G101112	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Dec-19	19-Nov-19	5 kg parcel to Bristol	OHK INTERNATIONAL (UK) LTD	CB03131055	6.57	

**Note:** 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.

When running the report, 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  
 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 Organisation	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 Ins	FISIGHT DIRECT (UK) LTD	5041298	249.9			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	27-Oct-20	HP Z27n G2 - LED monitor - 27 Ins	FISIGHT DIRECT (UK) LTD	5041298	49.91			
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	450.08			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1600001 SMITH BJ	ZZAG/123 01 RG66666 ADHA		4,818.41			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 11115555 BUZZ LY	ZZAG/123 01 RG66666 ADHA		3,102.01			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 11123234 SMITH JW	ZZAG/123 01 RG66666 ADHA		3,673.71			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 111176766 COTTON WWP	ZZAG/123 01 RG66666 ADHA		644.11			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 111136454 MUNRO PG	ZZAG/123 01 RG66666 ADHA		3,902.41			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 112345678 JAMES D	ZZAG/123 01 RG66666 ADHA		2,072.51			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 123456789 BROWN CH	ZZAG/123 01 RG66666 ADHA		1,961.21			
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	WAGES	31-Dec-20	26-Dec-20	CHRIS: 134567891 MACDONALD OLD	ZZAG/123 01 RG66666 CHFA		1,826.91			
<b>ZZAG/123 - Total</b>												<b>22,740.81</b>			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad	ACADEMIA LTD	513362	1,522.91			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad	ACADEMIA LTD	513362	364.61			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-32DT-AR 1 RS	COMPONENTS LTD	220094501	1,202.31			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-32DT-AR 1 RS	COMPONENTS LTD	220094501	240.41			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Pr	RS COMPONENTS LTD	220094501	388.51			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Pr	RS COMPONENTS LTD	220094501	77.71			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m C2N	BANNER GROUP LTD	5287010	112.71			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m C2N	BANNER GROUP LTD	5287010	22.51			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Print	BANNER GROUP LTD	5294369	144.11			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Print	BANNER GROUP LTD	5294369	26.81			
ZZ_Ecology	RG66666	Research	ZZAG/456	2	POOLED LABOUR	PL TECHNICAL	31-Dec-20	1-Dec-20	Pooled Labour			377.21			
ZZ_Ecology	RG66666	Research	ZZAG/456	1	TRAVEL AND SUB	TRAVEL/HOME	1-Dec-20	17-Mar-20	Trip to meet OpenPlant partners and	WOOD, BARNEY	EXP157/030	46.91			
ZZ_Ecology	RG66666	Research	ZZAG/456	100	UNIVERSITY FUND	UNIVERSITY FUNDED -	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(167.65)			
ZZ_Ecology	RG66666	Research	ZZAG/456	100	UNIVERSITY FUND	UNIVERSITY FUNDED -	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(41.92)			
<b>ZZAG/456 - Total</b>												<b>4,259.41</b>			
<b>Summary</b>												<b>27,000.21</b>			
6 Jan 21							1					14,433.34			
Expenditure Detail + Subtotal												Summary by Project Code	Report Information		

Detailed Procedure  
GM Expenditure Enquiry Report

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	RG00868	Research	ZZAG456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad-ACADEMA LTD		513302	1,522.99
ZZ_Ecology	RG00868	Research	ZZAG456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad-ACADEMA LTD		513302	304.60
<b>EQUIPMENT - Total</b>												<b>1,827.59</b>
<b>EQUIPMENT - Total</b>												<b>1,827.59</b>
ZZ_Ecology	RG00868	Research	ZZAG456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-320T-AR TP1RS COMPONENTS LTD		2200945019	1,202.30
ZZ_Ecology	RG00868	Research	ZZAG456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-320T-AR TP1RS COMPONENTS LTD		2200945019	240.46
ZZ_Ecology	RG00868	Research	ZZAG456	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	RG00868	Research	ZZAG456	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	RG00868	Research	ZZAG456	7	OTHER COSTS	OTHER COSTS/CC	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ100 BANNER GROUP LTD		8287016	112.76
ZZ_Ecology	RG00868	Research	ZZAG456	7	OTHER COSTS	OTHER COSTS/CC	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ100 BANNER GROUP LTD		8287016	22.55
ZZ_Ecology	RG00868	Research	ZZAG456	7	OTHER COSTS	OTHER COSTS/CC	19-Dec-20	9-Dec-20	Brother VC-500W Colour Label Printe BANNER GROUP LTD		8294368	144.11
ZZ_Ecology	RG00868	Research	ZZAG456	7	OTHER COSTS	OTHER COSTS/CC	19-Dec-20	9-Dec-20	Brother VC-500W Colour Label Printe BANNER GROUP LTD		8294368	28.82
<b>OTHER COSTS/CONSUMABLES - Total</b>												<b>2,217.23</b>
<b>OTHER COSTS - Total</b>												<b>2,217.23</b>
ZZ_Ecology	RG00868	Research	ZZAG456	5	POOLED LABOUR	PL TECHNICAL	31-Dec-20	1-Dec-20	Pooled Labour			377.27
<b>PL TECHNICAL - Total</b>												<b>377.27</b>
<b>POOLED LABOUR - Total</b>												<b>377.27</b>
ZZ_Ecology	RG00868	Research	ZZAG456	7	TRAVEL AND SUBS	TRAVEL/HOME	1-Dec-20	17-Mar-20	Trip to meet OpenPlant partners and a WOOD, BARNEY		EXP17/03/20	46.90
<b>TRAVEL/HOME - Total</b>												<b>46.90</b>
<b>TRAVEL AND SUBSISTENCE - Total</b>												<b>46.90</b>
ZZ_Ecology	RG00868	Research	ZZAG456	100	UNIVERSITY FUNDE	UNIVERSITY FUND	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(167.65)
<b>UNIVERSITY FUNDED - CHEST - Total</b>												<b>(167.65)</b>
ZZ_Ecology	RG00868	Research	ZZAG456	100	UNIVERSITY FUNDE	UNIVERSITY FUND	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(41.92)
<b>UNIVERSITY FUNDED - DEPT - Total</b>												<b>(41.92)</b>
<b>UNIVERSITY FUNDED - Total</b>												<b>(209.57)</b>
<b>Summary</b>												<b>4,259.42</b>

## Layout

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

**Optional: Select Layout Options**

- Show Award PI Name
- Show Project PI Name
- Show Award Purpose
- Show Award Type
- Show Award Status
- Show Project Status
- Show GL Period
- Show CR and DR Source of Funds
- Show Currency Code
- Show Expenditure Batch
- Show Invoice Date
- Show PO Number
- Show Payroll ID and Name
- Show Sponsor Name
- Show Sponsor Type
- Show Transaction Source
- Show Summary Page by Project Code
- Show Summary Page by Award Number

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

**Note:** At the bottom of the report (*PDF*) there is a page giving **Report Information**, which lists your selections. In **Excel**, it is shown as a separate worksheet.

### Extra layout options

- Show Summary Page by Project Code
- Show Summary Page by Award Number

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:

ZZAG/123	OTHER COSTS	OTHER COSTS/CONSUMABLES	299.57
		OTHER COSTS/MISCELLANEOUS	450.00
	<b>OTHER COSTS - Total</b>		<b>749.57</b>
	STAFF COSTS	STIPENDS	20,164.63
	WAGES	1,826.64	
<b>STAFF COSTS - Total</b>		<b>21,991.27</b>	
<b>ZZAG/123 - Total</b>			<b>22,740.84</b>
ZZAG/456	EQUIPMENT	EQUIPMENT	1,827.59
	<b>EQUIPMENT - Total</b>		<b>1,827.59</b>
	OTHER COSTS	OTHER COSTS/CONSUMABLES	2,217.23
	<b>OTHER COSTS - Total</b>		<b>2,217.23</b>
	POOLED LABOUR	PL TECHNICAL	377.27
	<b>POOLED LABOUR - Total</b>		<b>377.27</b>
	TRAVEL AND SUBSISTENCE	TRAVEL/HOME	46.90
	<b>TRAVEL AND SUBSISTENCE - Total</b>		<b>46.90</b>
	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	(167.65)
		UNIVERSITY FUNDED - DEPT	(41.92)
<b>UNIVERSITY FUNDED - Total</b>		<b>(209.57)</b>	
<b>ZZAG/456 - Total</b>			<b>4,259.42</b>
ZZAG/789	OTHER COSTS	OTHER COSTS/CONSUMABLES	3,653.78
	<b>OTHER COSTS - Total</b>		<b>3,653.78</b>
<b>ZZAG/789 - Total</b>			<b>3,653.78</b>

## 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.

If **Award organisation** was selected originally:

[Optional. Click here to Select Award No.\(s\), Expenditure Type\(s\), Task Number\(s\).](#)

If **Project organisation** was selected originally:

[Optional. Click here to Select Project No.\(s\), Expenditure type\(s\), Task Number\(s\).](#)

### 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.

### Task numbers

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

[Optional: Select Task Number\(s\) to Exclude.](#) Leave blank if all required.

<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5
<input type="checkbox"/>	6
<input type="checkbox"/>	7

## 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.

**Optional. Select Expenditure Type(s).** Leave blank if all required

<input type="checkbox"/>	CAPITALISED EQUIPMENT
<input type="checkbox"/>	COLLEGE ESTATES
<input type="checkbox"/>	COLLEGE FEES
<input type="checkbox"/>	COMPUTING COSTS
<input type="checkbox"/>	COORDINATION/EQUIPMENT

## Award/Project Status

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

**Optional: Select Project Status to Exclude.**  
Default is Exclude Closed.

<input type="checkbox"/>	1000
<input type="checkbox"/>	ACTIVE
<input type="checkbox"/>	APPROVED
<input type="checkbox"/>	AT RISK
<input checked="" type="checkbox"/>	CLOSED
<input type="checkbox"/>	PENDING_CLOSE
<input type="checkbox"/>	REJECTED
<input type="checkbox"/>	SUBMITTED
<input type="checkbox"/>	UNAPPROVED

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

**Optional: Select Award Status to Exclude.**  
Default is Exclude Closed.

<input type="checkbox"/>	ACTIVE
<input type="checkbox"/>	AT_RISK
<input checked="" type="checkbox"/>	CLOSED
<input type="checkbox"/>	ON_HOLD

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

**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

**Optional: Select GL Date Range**

From: 

To: 

Earliest date  Latest date

**Optional: Select Transaction Date Range**

From: 

To: 

Earliest date  Latest date