

## GMS Actual Expenditure Enquiry Report (UFS)

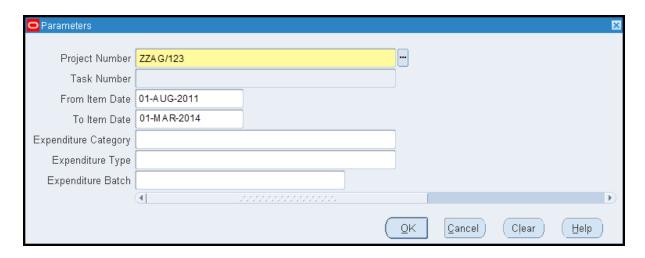
This report provides a listing of expenditures depending on how the parameters have been selected. There are columns to indicate the purchase order and invoice number relating to that expenditure if applicable.

**Used for** Checking the expenditures posted to a project.

Responsibility: GM Grants Administrator & GM Grants Investigator Navigate: Requests → Run → OK

Parameters	
Project Number	Enter a project number in this field. A single project number must be entered.
Task	Either specify a single task number or leave blank for all tasks.
From Item Date	Leave blank for all expenditures from the start of the project or enter a date range as required.
To Item Date	Leave blank for all expenditures from the start of the project or enter a date range as required.
Expenditure Category	Leave blank for all categories or select a single category as required.
Expenditure Type	If an Expenditure Category has been selected leave blank for all expenditure types for that category or specify a single expenditure type.
Expenditure Batch	Leave blank for all or enter a pre-approved batch name to report on that batch only.

**Example** To request all costs between 01 Aug 2011 and 1 Jan 2014 for project ZZAG/123 the following parameters would be selected.



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GMS: Actual Expenditure Inquiry Report (UFS) Report Date: 18-MAR-2014 16:00:40 (Excluding Commitments) Page : 1 of 1 Ref : XXACC AFGRAEXI Expenditure Category : All Item Date Range : 01-AUG-11 to 01-MAR-14 Expenditure Batch : All Expenditure Type : All Project Name Details of the Project and Project Number Task will print here Task Number/Name Expenditure Category : OTHER COSTS Expenditure Type : Other Costs/Miscellaneous Award Task Expenditure Expenditure Employee/ Invoice Number PO Number Comment Burdened Cost Number Num Type Item Date Supplier Other Costs/Miscellane 16-JUL-2013 DELL CORPORATION LTD [1016127682354\1] Optiplex 7010 MT: Base;OptiPlex 70 312.17 Details of the Award (Other Costs/Miscellaneous) Expenditure Type Sub Total : 312.17 number will be (OTHER COSTS) Expenditure Category Sub Total : 312.17 listed Report Total : 312.17

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