



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.

Parameters

Project Number ZZAG/123

Task Number

From Item Date 01-AUG-2011

To Item Date 01-MAR-2014

Expenditure Category

Expenditure Type

Expenditure Batch

OK Cancel Clear Help



Detailed Procedure
GMS Actual Expenditure Enquiry Report (UFS)

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 : Task will print here						
Expenditure Category : OTHER COSTS						
Expenditure Type : Other Costs/Miscellaneous						
Award Number	Task Num	Expenditure Type	Expenditure Item Date	Employee/Supplier	Comment	Burdened Cost

Details of the Award number will be listed here	1	Other Costs/Miscellane	16-JUL-2013	DELL CORPORATION LTD	[1016127682354\1] Optiplex 7010 MT: Base;OptiPlex 70	312.17
(Other Costs/Miscellaneous) Expenditure Type Sub Total :						312.17
(OTHER COSTS) Expenditure Category Sub Total :						312.17
Report Total :						312.17
