GMS: Expenditure by GL Period (UFS)

This report provides a list of actual expenditures for a range of projects in an Organisation or range of Organisations in a Department. There are also columns to indicate the purchase order and invoice number relating to that expenditure if applicable. This report selects data on the basis of the GL accounting period that expenditure records have been processed during and not by expenditure item date. For example, an invoice could be processed in the month of October 2018 with an expenditure item date of August 2018. On this report it would be included as October 2018 expenditure.

Please note: This report does not include funds check failures.

Used for Checking the expenditure posted to a range of projects, either by Principal Investigator, department or project if you require data which is physically posted during a GL accounting period rather than by item date. This report will be particularly useful for obtaining a breakdown of expenditure posted during a financial year.

Responsibility: GM Grants Administrator & GM Grants Investigator

Navigate: Requests → Run → OK

Report parameters

![Parameters](image)
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Project Organisation</td>
<td>Enter or select your Organisation from the list or values</td>
</tr>
<tr>
<td>To Project Organisation</td>
<td>Enter or select your Organisation from the list or values</td>
</tr>
<tr>
<td>Project Status</td>
<td>This defaults as <strong>ALL</strong> but can be changed to report only on <strong>Active</strong> or <strong>Closed</strong> projects.</td>
</tr>
<tr>
<td>From Project Number</td>
<td>Leave blank for all projects or specify a single project/range</td>
</tr>
<tr>
<td>To Project Number</td>
<td>Leave blank for all projects or specify a single project/range</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Leave blank for all or specify a <strong>Principal Investigator</strong> to report on their projects only</td>
</tr>
<tr>
<td>From Task Number</td>
<td>Leave blank for all tasks or specify a single task/range</td>
</tr>
<tr>
<td>To Task Number</td>
<td>Leave blank for all tasks or specify a single task/range</td>
</tr>
<tr>
<td>From GL Period</td>
<td>Leave blank for all expenditures from the start of the each project specified or enter a GL period as required in the format of <strong>OCT-18</strong></td>
</tr>
<tr>
<td>To GL Period</td>
<td>Leave blank for all expenditures from the start of the each project specified or enter a GL period as required in the format of <strong>JAN-18</strong></td>
</tr>
<tr>
<td>Expenditure Category</td>
<td>Leave blank for all categories or select a single category as required.</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>If an <strong>Expenditure Category</strong> has been selected leave blank for all expenditure types for that category or specify a single expenditure type.</td>
</tr>
<tr>
<td>Expenditure Batch</td>
<td>Leave blank for all or enter a journal batch name to report on that batch only.</td>
</tr>
<tr>
<td>Order By</td>
<td>Data on the report can be ordered by <strong>Award Number, Principal Investigator or Project Number.</strong></td>
</tr>
<tr>
<td>Page Break Per Project</td>
<td>This defaults to no (N), and can be changed to yes (Y) if a single project per page is required.</td>
</tr>
</tbody>
</table>
### Example report output

**GMS: Expenditure by GL Period (UFS)**

<table>
<thead>
<tr>
<th>Project Organisation</th>
<th>ZZEcology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>ZZAG123</td>
</tr>
<tr>
<td>Project Name</td>
<td>Saving Polar Bears</td>
</tr>
<tr>
<td>Project Status</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>David Akenborough</td>
</tr>
</tbody>
</table>

### Detailed Procedure

**Project Number:** ZZAG123  
**Project Name:** Saving Polar Bears  
**Project Status:** ACTIVE  
**Principal Investigator:** David Akenborough

Please Note: Expenditures that have failed funds checking will not be included in this report.

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Project Number</th>
<th>Task Number</th>
<th>Expenditure Type</th>
<th>Expenditure Category</th>
<th>Financial Year</th>
<th>Expenditure Description</th>
<th>Supplier</th>
<th>Invoice Number</th>
<th>PO Number</th>
<th>Burdened Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1244562</td>
<td>ZZAG123</td>
<td>1</td>
<td>Other Costs/Consumables</td>
<td>OTHER COSTS</td>
<td>2018/2019</td>
<td>Economic Impact Assessment</td>
<td>2018</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### Award Number: G1244562

**Project Number:** ZZAG123  
**Task Number:** 1  
**Expenditure Type:** Other Costs/Consumables  
**Expenditure Category:** OTHER COSTS  
**Financial Year:** 2018/2019  
**Expenditure Description:** Economic Impact Assessment  
**Supplier:** 2018  
**Invoice Number:** 1  
**PO Number:** 1  
**Burdened Cost:** 1

---

**Finance Training**

*Version 3.0*

**Page:** Page 3 of 3

---

**Detailed Procedure**

**GMS: Expenditure by GL Period (UFS)**  
**Report Date:** 10-DEC-2018  
**Page:** 2  
**Ref:** KXAC0_AF048024

---

**(PDAS/262) Project Sub Total:** 450.66

---

**Finance Training**

*Version 3.0*

**Page:** Page 3 of 3

---

**Detailed Procedure**

**GMS: Expenditure by GL Period (UFS)**  
**Report Date:** 10-DEC-2018  
**Page:** 2  
**Ref:** KXAC0_AF048024

---

**(PDAS/262) Project Sub Total:** 450.66

---

**Finance Training**

*Version 3.0*

**Page:** Page 3 of 3

---

**Detailed Procedure**

**GMS: Expenditure by GL Period (UFS)**  
**Report Date:** 10-DEC-2018  
**Page:** 2  
**Ref:** KXAC0_AF048024

---

**(PDAS/262) Project Sub Total:** 450.66

---

**Finance Training**

*Version 3.0*

**Page:** Page 3 of 3

---

**Detailed Procedure**

**GMS: Expenditure by GL Period (UFS)**  
**Report Date:** 10-DEC-2018  
**Page:** 2  
**Ref:** KXAC0_AF048024

---

**(PDAS/262) Project Sub Total:** 450.66