Expenditure enquiry

1. Enter the **project number** on which to perform expenditure enquiry.

2. Leave the remaining parameters blank as above to find all records for the project you have specified. If you wish to find a particular record, use the parameters to narrow the search.

3. Click on the **Find** button. The screen shot is split into two on the following page due to the amount of data.
4. To total the expenditures, click on the **Totals** button on the expenditure item form and scroll to the Project Burdened Cost column to view the total.

**Important Information!**

Information in the **Comment** field pulls through to the Sponsors billing report, which is run by Research Operations Office and used to provide data to the sponsor. Therefore it is important that this field is as detailed as possible, especially if it relates to staff expenses claims.

If a comment field is blank or lacking in information as to who and what the expense relates to, then please investigate further by using the **Item Details** button or by referring to a colleague who entered the transaction or who incurred the expense. Once you have this information you must then update the **Comment** field by navigating to **Tools**, **Change Comment**, enter the detailed information as to what the expenditure relates to and click **OK**.

If there is a **tick** in the **Cost Distributed** field then this indicates that it has passed funds checking.

**Viewing cost distribution lines and item details**

1. Select the appropriate record you wish to query by ensuring the cursor is in the relevant line and click on **Item Details**.

2. Select **Cost Distribution Lines**, and then click **OK**
3. The GL mapping code of the transaction and GL and PA periods that the transaction has posted to can be viewed in this screen.

AP invoice details

Further details, such as the invoice number and batch number are available for expenditures that have been paid via the Accounts Payable module.

1. Navigate to **Transaction Source**, as this will provide you with whether it was a transaction processed within the AP module.

2. Select the expenditure item you wish to view and click on the **Item Details** button.

3. Select **AP Invoice** from the list and click **OK**.

4. The invoice overview screen relating to the selected expenditure item is displayed.

5. Close this screen to return to the expenditure enquiry.
Salary drill down

For all postings from CHRIS (the HR module), in addition to the individual’s gross pay, further details of the employer’s pension, NI and levy costs can also be viewed.

To limit search, after entering the Project Number, type STAFF COSTS in Expenditure Category field. Expend Item Dates can also be entered if known.

Click on the Find button, and select the appropriate record by ensuring the cursor is in the relevant line. Refer to the Comment or Expenditure Batch (will start with CPG) field to ensure the transaction is from CHRIS. (No results will be returned if a journal transaction is selected.)

Cancel the Item details box if it appears.

Go to the Reports menu, and select Salary Drill-Down.

The staff cost details are displayed.

Close this screen to return to the expenditure enquiry.