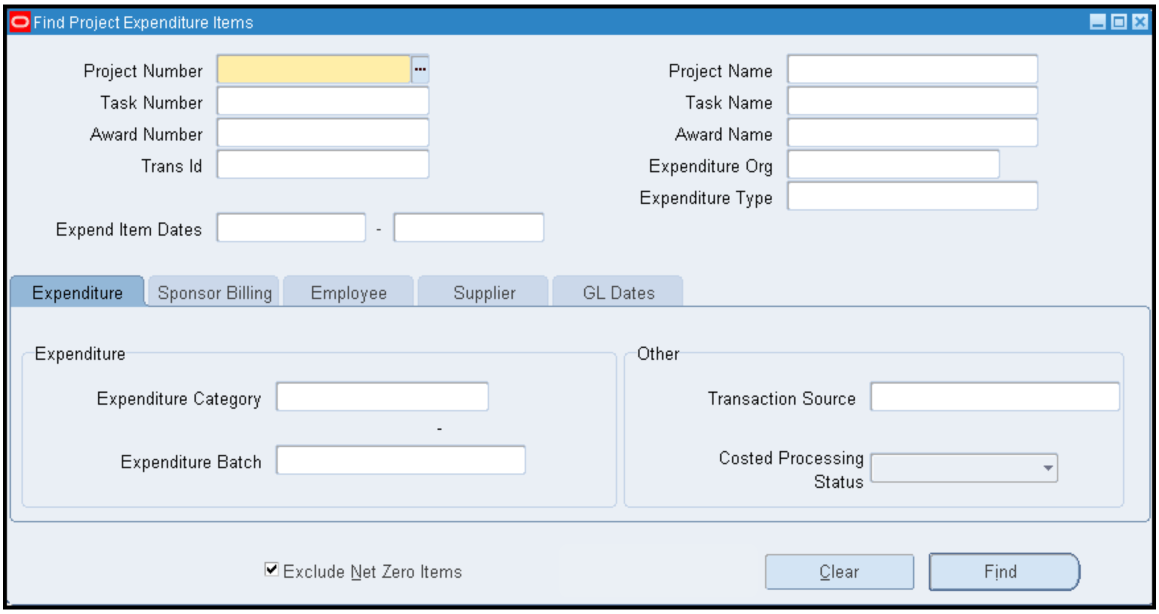
Expenditure enquiry

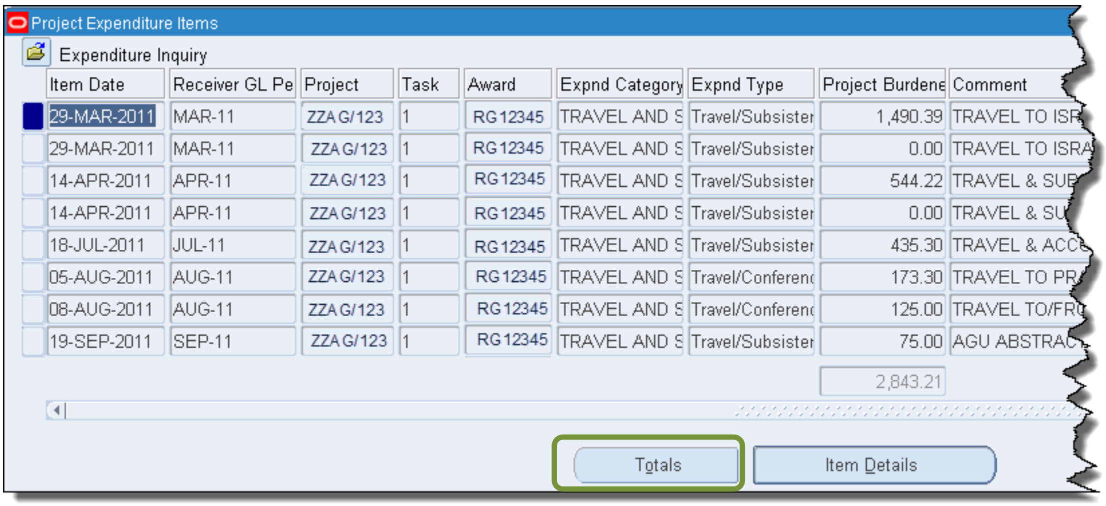
Responsibility: **GM Grants Administrator or GM Grants Investigator**
Navigate: **Expenditures → Expenditure Enquiry**

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.

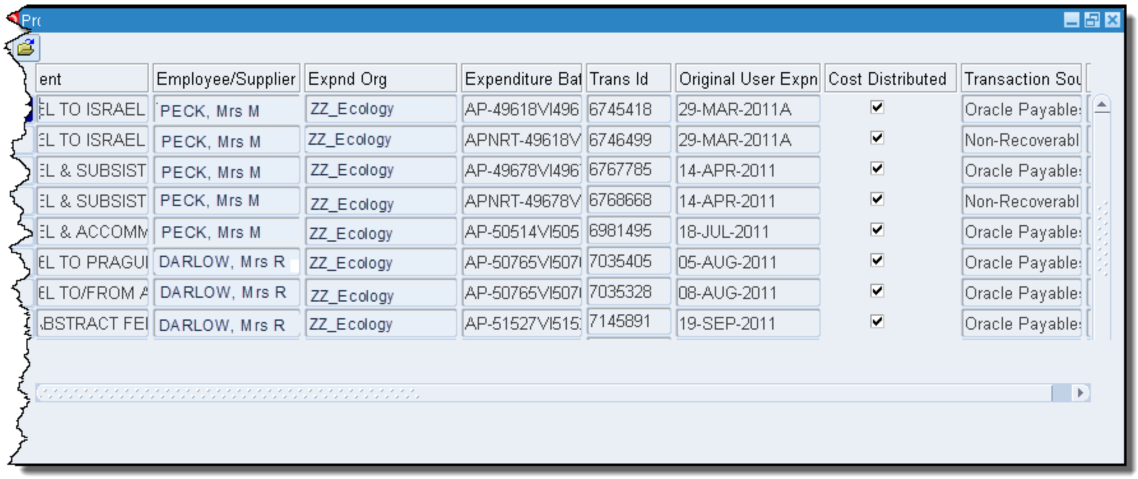


Project Expenditure Items

Expenditure Inquiry

Item Date	Receiver GL Pe	Project	Task	Award	Expnd Category	Expnd Type	Project Burdene	Comment
29-MAR-2011	MAR-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Subsister	1,490.39	TRAVEL TO ISR
29-MAR-2011	MAR-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Subsister	0.00	TRAVEL TO ISRA
14-APR-2011	APR-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Subsister	544.22	TRAVEL & SUB
14-APR-2011	APR-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Subsister	0.00	TRAVEL & SU
18-JUL-2011	JUL-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Subsister	435.30	TRAVEL & ACC
05-AUG-2011	AUG-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Conferenc	173.30	TRAVEL TO PR
08-AUG-2011	AUG-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Conferenc	125.00	TRAVEL TO/FR
19-SEP-2011	SEP-11	ZZAG/123	1	RG12345	TRAVEL AND S	Travel/Subsister	75.00	AGU ABSTRAC
							2,843.21	

Totals | Item Details



ent	Employee/Supplier	Expnd Org	Expenditure Bat	Trans Id	Original User Expn	Cost Distributed	Transaction Sou
EL TO ISRAEL	PECK, Mrs M	ZZ_Ecology	AP-49618VI496	6745418	29-MAR-2011A	✔	Oracle Payable:
EL TO ISRAEL	PECK, Mrs M	ZZ_Ecology	APNRT-49618V	6746499	29-MAR-2011A	✔	Non-Recoverabl
EL & SUBSIST	PECK, Mrs M	ZZ_Ecology	AP-49678VI496	6767785	14-APR-2011	✔	Oracle Payable:
EL & SUBSIST	PECK, Mrs M	ZZ_Ecology	APNRT-49678V	6768668	14-APR-2011	✔	Non-Recoverabl
EL & ACCOMM	PECK, Mrs M	ZZ_Ecology	AP-50514VI505	6981495	18-JUL-2011	✔	Oracle Payable:
EL TO PRAGUI	DARLOW, Mrs R	ZZ_Ecology	AP-50765VI507	7035405	05-AUG-2011	✔	Oracle Payable:
EL TO/FROM A	DARLOW, Mrs R	ZZ_Ecology	AP-50765VI507	7035328	08-AUG-2011	✔	Oracle Payable:
BSTRACT FEI	DARLOW, Mrs R	ZZ_Ecology	AP-51527VI515	7145891	19-SEP-2011	✔	Oracle Payable:

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!

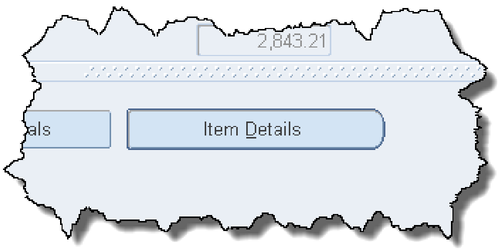
Information in the ***Comment*** field pulls through to the Sponsors billing report, which is run by Research Operations Office and used to provide data to the sponsor. Therefore it is important that this field is as detailed as possible, especially if it relates to staff expenses claims.

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.***

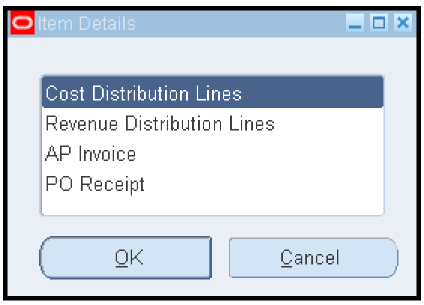
If there is a ***tick*** in the ***Cost Distributed*** field then this indicates that it has passed funds checking.

Viewing cost distribution lines and item details

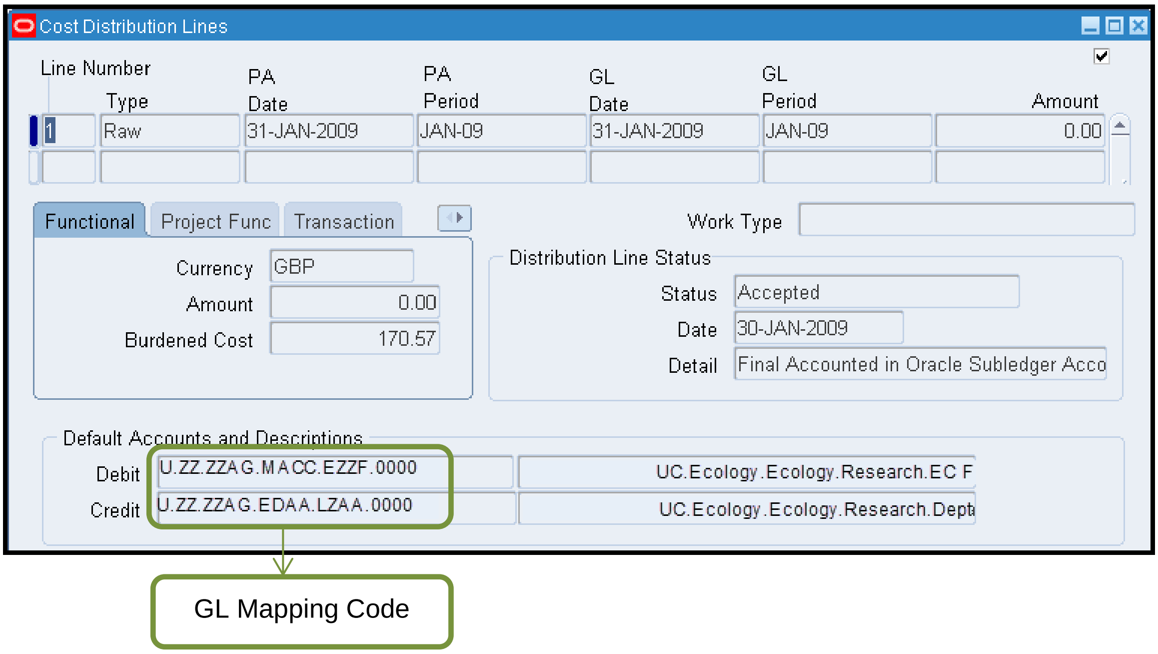
1. Select the appropriate record you wish to query by ensuring the cursor is in the relevant line and click on ***Item Details.***



2. Select *Cost Distribution Lines*, and then click ***OK***



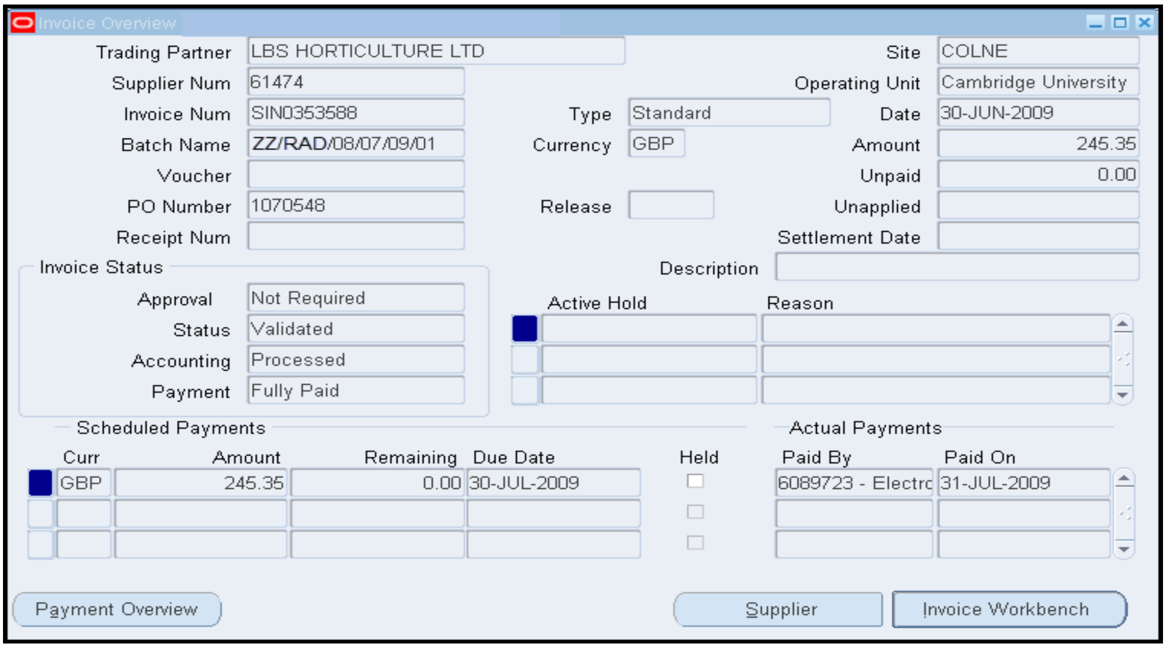
3. The GL mapping code of the transaction and GL and PA periods that the transaction has posted to can be viewed in this screen.



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

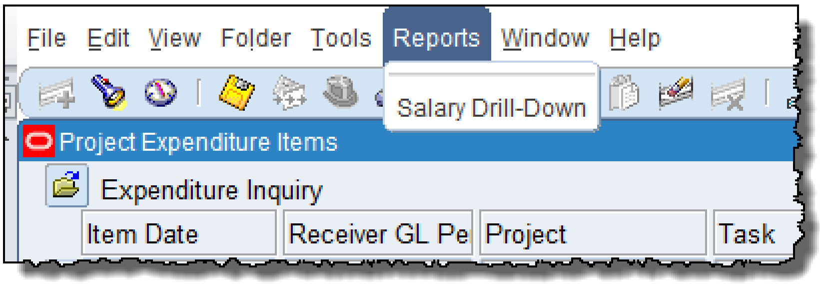
For all postings from *CHRIS* (the HR module), in addition to the individual's gross pay, further details of the employer's pension, NI and levy costs can also be viewed.

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

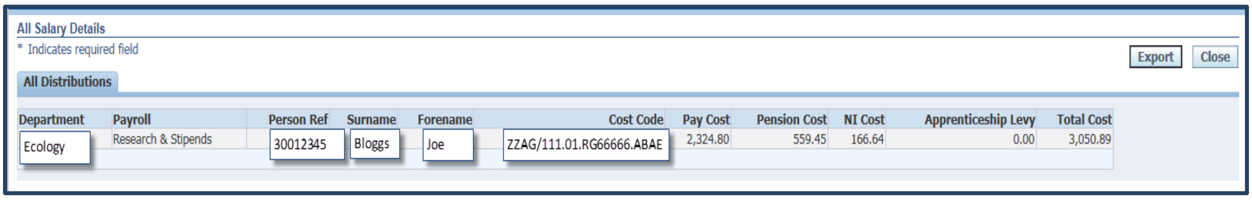
Click on the ***Find*** button, and select the appropriate record by ensuring the cursor is in the relevant line. Refer to the ***Comment*** or ***Expenditure Batch*** (will start with *CPG*) field to ensure the transaction is from *CHRIS.* (No results will be returned if a journal transaction is selected.)

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.