

## AUD: Cost Audit Report

### **AUD: Cost Audit Report**

This report provides a breakdown of the summary figure posted in the GL from Research Grants journals (pre-approved batches).

# **Used For** Breaking down the overhead posting and other GL values with a Projects posting reference.

Responsibility:	<b>GM Grants Administrator</b>
Navigate:	Requests $\rightarrow$ Run $\rightarrow$ OK

Parameters						
From GL Account	Enter the GL code to be queries in the flexfield					
To GL Account	Enter the GL code to be queries in the flexfield					
From GL Period	Enter GL period					
To GL Period	Enter GL period					
From Interface Date	Enter Interface Date range (optional)					
To Interface Date	Enter Interface Date range (optional)					

### How to run the Cost Audit Report

Click on the *List of Values* and select the *AUD: Cost Audit Report* from the list. The flex field will open for the GL code you wish to query. Enter the *GL code* and click **OK**.

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The GL code will populate in the parameters. Enter the GL period from and to.

In the batch name parameter, enter in the batch details copied from the GL. Use the paste icon in the toolbar. Submit the request.

The report will give a listing of the project code, expenditure type and item date for each amount that makes up the GL posting.

#### Example report output

CAPSA Set o	f Books			Cost Audit	Report		Report Date: 23-MAR-2016 07:42
All amounts	are shown	in GBP	Exp. Item	Employee/	Period	Interface	Page: 1 of 5
Accounting	Flexfield:	U.ZZ.ZZA	A.AAAA.EZZH	.0000	Name		
ZZAG123 Clearing A	1 Account Flex	Other Costs field: U.Z	05-OCT-14 Z.ZZAA.AAAA	ZZ E cology .EZZH.0000	OCT-14	16-0CT-14	9.00
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ZZAG123 Clearing A	1 Account Flex	Other Costs field: U.Z	28-DEC-14 Z ZZAA.AAAA	ZZ E cology .EZZH.0000	JAN-15	08-JAN-15	22.78
ZZAG123 Clearing A	1 Account Flex	Other Costs field: U.Z	24-MAY-15 Z.ZZAA.AAAA	ZZ E cology .EZZH.0000	MAY-15	29-MAY-15	9.00
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