

Actual Expenditure (Billing Report) Final and Totals

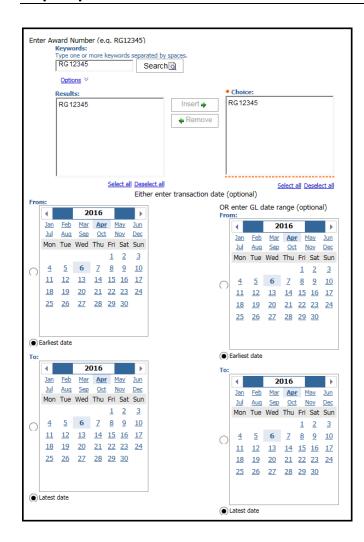
This **Cognos** report shows expenditure against a specific award/s by transaction or GL posting dates and is useful for reviewing final expenditure against reports such as Form C's. It provides detailed information such as:

Expenditure Category	Supplier Name		
Expenditure Type	Expenditure comment		
GL Period	Payroll ID		
Transaction Date	Task Number		
Invoice Number	Amount		

Navigate

Cognos > Live > your dept's School > Departmental (Shared) Reports > Grants Reporting > Other Reports

Report parameters

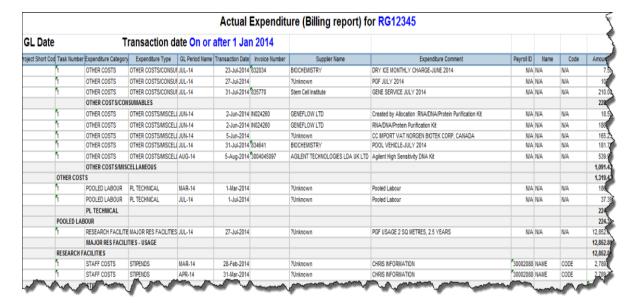


Example output of Actual Expenditure (billing report) Final – PDF format

	Actual Expenditure (Billing report) Detail for RG123456										
GL Dat	e	OI	R		Transaction date						
Project Short Code	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Invoice Number	Supplier Name	Expenditure Comment	Payroll ID	Name	Task Number	Amount
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	4496445969	APPLE DISTRIBUTION INTERNATIONAL	?Unknown	N/A	N/A	1	59.60
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10758175	MISCO UK LTD T/A MISCO & WSTORE	?Unknown	N/A	N/A	1	36.79
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10763235	MISCO UK LTD T/A MISCO & WSTORE	?Unknown	N/A	N/A	1	34.79
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10758175	MISCO UK LTD T/A MISCO & WSTORE	Canon Legria HF R306 Camcorder	N/A	N/A	1	173.95
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10763235	MISCO UK LTD T/A MISCO & WSTORE	Canon Legria HF R306 Camcorder	N/A	N/A	1	173.95
ZZAG/227	OTHER COSTS	OTHER COSTS/ CONSUMABLES	JAN-13	16 Jan 2013	M10758175	MISCO UK LTD T/A MISCO & WSTORE	DELIVERY	N/A	N/A	1	9.99

Example output of Actual Expenditure (billing report) Total – excel format

The excel format will download two sheets for the Grant. The first one is a complete listing of all expenditure as per screen shot below.



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The second one is a summary of all expenditure by category as per screen shot below

Actual Expenditure (Billing Report) Summary For RG123456									
									Transaction date range
Project Short Code	Task Number	Expenditure Category	Expenditure Type	Amount					
ZZAG/007	1	EQUIPMENT	EQUIPMENT	3,308.82					
			EQUIPM ENT	3,308.82					
		EQUIPMENT		3,308.82					
		OTHER COSTS	OTHER COSTS/CONSUMABLES	35.95					
			OTHER COSTS/CONSUMABLES	35.95					
		OTHER COSTS	35.95						
		OVERHEADS	OVERHEAD CHEST	78.67					
			OVERHEAD CHEST	78.67					
			OVERHEAD DEPARTMENT	55.35					
			OVERHEAD DEPARTMENT	55.35					
		OVERHEADS		134.02					
		POOLED LABOUR	PL TECHNICAL	582.69					
			PL TECHNICAL	582.69					
		POOLED LABOUR		582.69					
		STAFF COSTS	SALARIES	4,331.72					
			SALARIES	4,331.72					
		STAFF COSTS		4,331.72					
		TRAVEL AND SUBSISTENC	TRAVEL/CONFERENCE	731.37					
			TRAVEL/CONFERENCE	731.37					
			TRAVEL/FOREIGN	1,313.09					
			TRAVEL/FOREIGN	1,313.09					
			TRAVEL/SUBSISTENCE	0.00					
			TRAVEL/SUBSISTENCE	0.00					
		TRAVEL AND SUBSISTENCE		2,044.46					
	1								
ZZAG/007									
Summary									