



Salary drill down

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

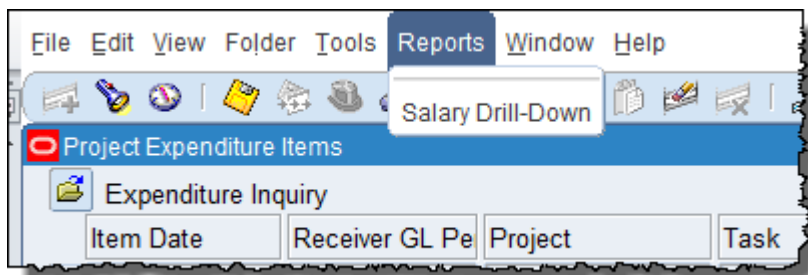
This functionality, part of the Expenditure Enquiry, allows users to view further details of the employer's pension, NI and levy costs, in addition to the individual's gross pay, for all postings from *CHRIS* (the HR module).

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.

Department	Payroll	Person Ref	Surname	Forename	Cost Code	Pay Cost	Pension Cost	NI Cost	Apprenticeship Levy	Total Cost
Ecology	Research & Stipends	30012345	Bloggs	Joe	ZZAG/111.01.RG66666.ABAE	2,324.80	559.45	166.64	0.00	3,050.89

Close this screen to return to the expenditure enquiry.