



## ***GMS: Actual Expenditure Enquiry Range Report (UFS)***

This report provides a listing of actual expenditures for a range of projects in an Organisation or range of Organisations in a Department. It is available to Grants Administrators only. There are columns to indicate the purchase order and invoice number relating to that expenditure if applicable.

**Used for** Checking the expenditures posted to a range of projects, either by Principal Investigator or Department. **Also used to produce data on overheads or pooled labour posted over a time period by PI or Department.** Useful at month end for producing information for PIs, who do not have access to the Grants Module.

**Responsibility:** GM Grants Administrator  
**Navigate:** Single requests → Run → OK

Parameters	
From Project Organisation*	Enter or select your Organisation from the list or values
To Project Organisation*	Enter or select your Organisation from the list or values
Project Status*	This defaults as ALL but can be changed to report only on Active or Closed projects.
From Project Number	Leave blank for all projects or specify a range
To Project Number	Leave blank for all projects or specify a range
Principal Investigator	Leave blank for all or specify a Principal Investigator to report on their projects only
From Task Number	Leave blank for all tasks or specify a range of tasks
To Task Number	Leave blank for all tasks or specify a range of tasks
From Item Date	Leave blank for all expenditures from the start of the each project or

	enter a date range as required
To Item Date	Leave blank for all expenditures from the start of the each project or enter a date range as required
Expenditure Category	Leave blank for all categories or select a single category as required. <b>Use this field to specify Overheads or Non Direct costs if this is purpose of running this report</b>
Expenditure Type	If an Expenditure Category has been selected leave blank for all expenditure types for that category or specify a single expenditure type.
Expenditure Batch	Leave blank for all or enter a pre-approved batch name to report on that batch only.
Order By*	Data on the report can be ordered by Award Number, Principal Investigator or Project Number.

\*mandatory fields

**Example**

To request all departmental overheads for January 13 generated on grants where Mrs Rebecca Darlow is the PI the following parameters would be selected.

The screenshot shows a 'Parameters' dialog box with the following values:


- From Project Organisation: ZZ\_Ecology
- To Project Organisation: ZZ\_Ecology
- Project Status: Active
- From Project Number: (empty)
- To Project Number: (empty)
- Principal Investigator: Darlow, Mrs Rebecca
- From Task Number: (empty)
- To Task Number: (empty)
- From Item Date: 01-Jan-2014
- To Item Date: 31-Jan-2014
- Expenditure Category: OVERHEADS
- Expenditure Type: Overhead Department
- Expenditure Batch: (empty)
- Order By: Project Number




GMS Detailed Procedure  
GMS Actual Expenditure Enquiry Range Report (UFS)

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Report Date : 18-MAR-2014 16:16:40  
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Ref : XXACC\_AFGRAEXR

Project Organisation From :  Task Range : All  
 Project Organisation To : Expenditure Item Date Ran : All  
 Project Number Range : Expenditure Category : OVERHEADS  
 Project Status : Expenditure Type : Overhead Department  
 Principal Investigator : Expenditure Batch : All  
 Project Organisation :  
 Project Number :  
 Project Name :  
 Project Status :  
 Principal Investigator : - Principal Investigator

Task Number : 1 / Task 1  
 Expenditure Category : OVERHEADS  
 Expenditure Type : Overhead Department

Award Number	Project Number	Task Num	Expenditure Type	Expenditure Item Date	Employee / Supplier	Comment	Invoice Number	PO Number	Burdened Cost
	1	1	Overhead Department	02-MAY-1997		Adjustment	22932		189.87
	1	1	Overhead Department	03-MAY-2000		Adjustment	22932		64.19
	1	1	Overhead Department	02-JUL-1997		Adjustment	22932		194.70
	1	1	Overhead Department	31-JUL-1997		Adjustment	22932		194.70
	1	1	Overhead Department	02-SEP-1997		Adjustment	22932		194.70
	1	1	Overhead Department	02-OCT-1997		Adjustment	22932		172.89
	1	1	Overhead Department	03-OCT-1997		Adjustment	22932		21.81