Salary drill down function

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.)

Go to the **Reports** menu, and select **Salary Drill-Down**.
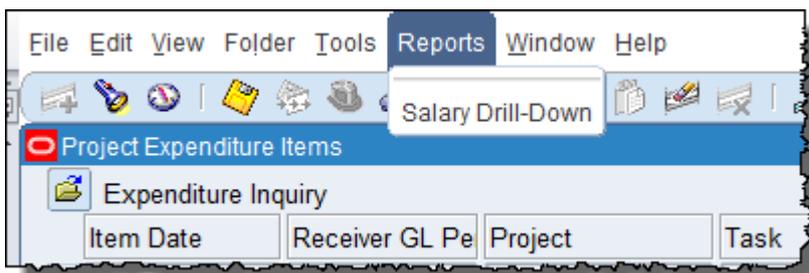
The staff cost details are displayed.

Close this screen to return to the **expenditure enquiry**. When prompted, select **OK**, followed by **Yes**, to close window.