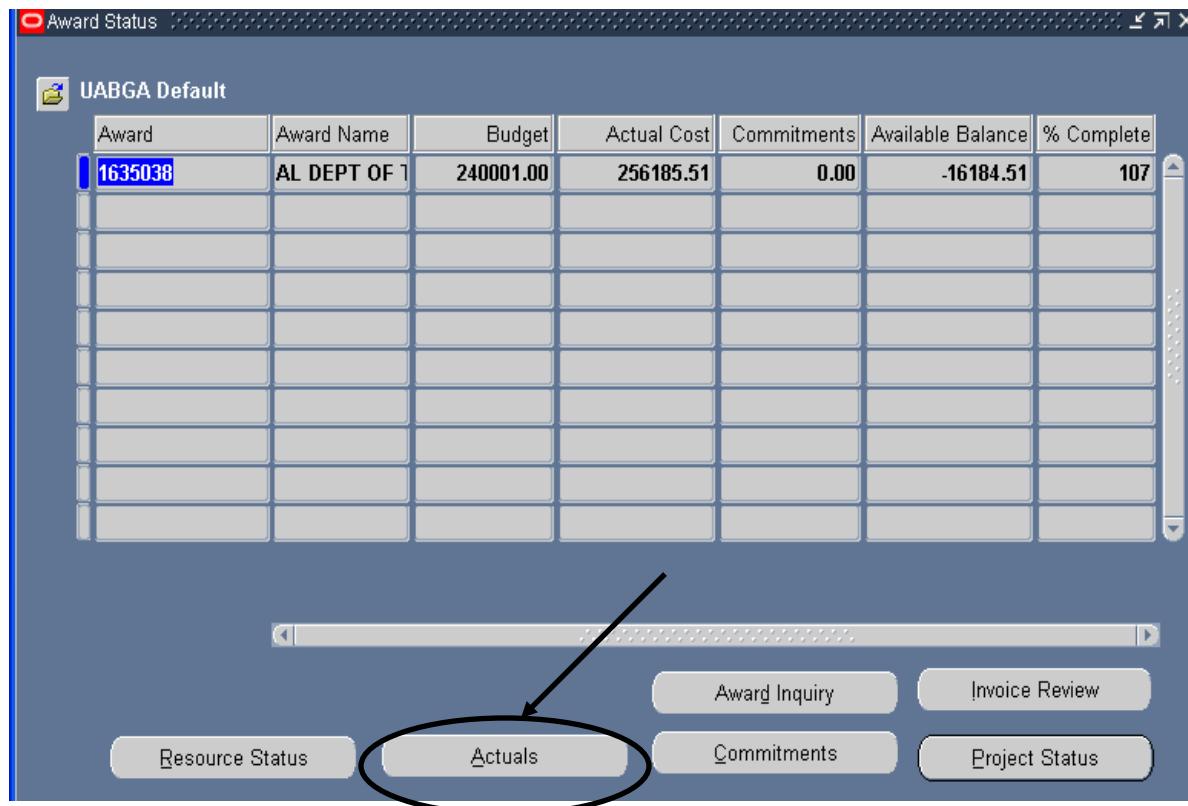


## UAB GA End User Award Status Inquiry Actuals

Information on all actual expenditures associated with an award is found by clicking the **ACTUALS** button.

1. From the **AWARD STATUS** window, click on the **ACTUALS** button.



This will open the **FIND EXPENDITURE ITEMS** screen.

2. Enter parameters to narrow the list of commitments returned, then click the **Find** button.  
**Note: To see all of the commitments related to this award, leave the form blank.**

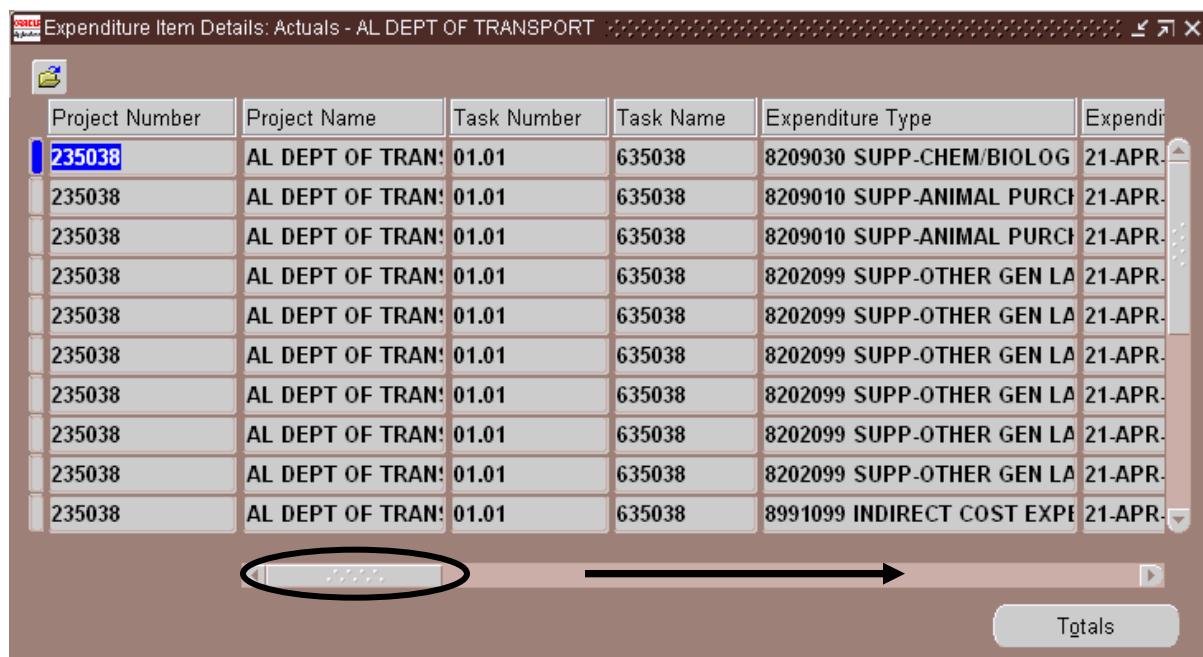
The screenshot shows the 'Find Expenditure Items' screen for award '1635038 - AL DEPT OF TRANSPORT'. It includes fields for Expenditure Item Date, Organization, Expenditure Type, Non-Labor Resource, and Non-Labor Resource Org. At the bottom are 'Clear' and 'Find' buttons. The 'Find' button is highlighted with a black arrow.

## UAB GA End User Award Status Inquiry Actuals

A description of the search parameters is detailed below.

<b>Expenditure Item Date</b>	Starting date range of expenditure items search.
-	Ending date range of expenditure items search.
<b>Organization</b>	Organization associated with the expenditure item.
<b>Expenditure Type</b>	Object code.
<b>Non-Labor Resource</b>	Non-labor resource. Not applicable.
<b>Non-Labor Resource Org</b>	Organization providing non-labor resource. Not applicable.
<b>Clear (button)</b>	Erases data from fields.
<b>Find (button)</b>	Searches for data based on parameters entered.

3. The **EXPENDITURE ITEM DETAILS: ACTUALS** window will appear, listing the expenditures that meet the desired parameters for the selected award. To review more information regarding the commitments related to this award, scroll to the right using the scroll bar at the bottom of this window.



The screenshot shows a software application window titled "Expenditure Item Details: Actuals - AL DEPT OF TRANSPORT". The window contains a grid of data with the following columns: Project Number, Project Name, Task Number, Task Name, Expenditure Type, and Expenditure Item Date. All rows show the same values: Project Number 235038, Project Name AL DEPT OF TRAN, Task Number 01.01, Task Name 635038, Expenditure Type 8209030 SUPP-CHEM/BIOLOG, and Expenditure Item Date 21-APR-13. A scroll bar is located at the bottom right of the grid. A red oval has been drawn around the scroll bar area.

Project Number	Project Name	Task Number	Task Name	Expenditure Type	Expenditure Item Date
235038	AL DEPT OF TRAN	01.01	635038	8209030 SUPP-CHEM/BIOLOG	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8209010 SUPP-ANIMAL PURCH	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8209010 SUPP-ANIMAL PURCH	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8202099 SUPP-OTHER GEN LA	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8202099 SUPP-OTHER GEN LA	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8202099 SUPP-OTHER GEN LA	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8202099 SUPP-OTHER GEN LA	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8202099 SUPP-OTHER GEN LA	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8202099 SUPP-OTHER GEN LA	21-APR-13
235038	AL DEPT OF TRAN	01.01	635038	8991099 INDIRECT COST EXP	21-APR-13

A description of the **EXPENDITURE ITEM DETAILS: ACTUALS** window columns is detailed below.

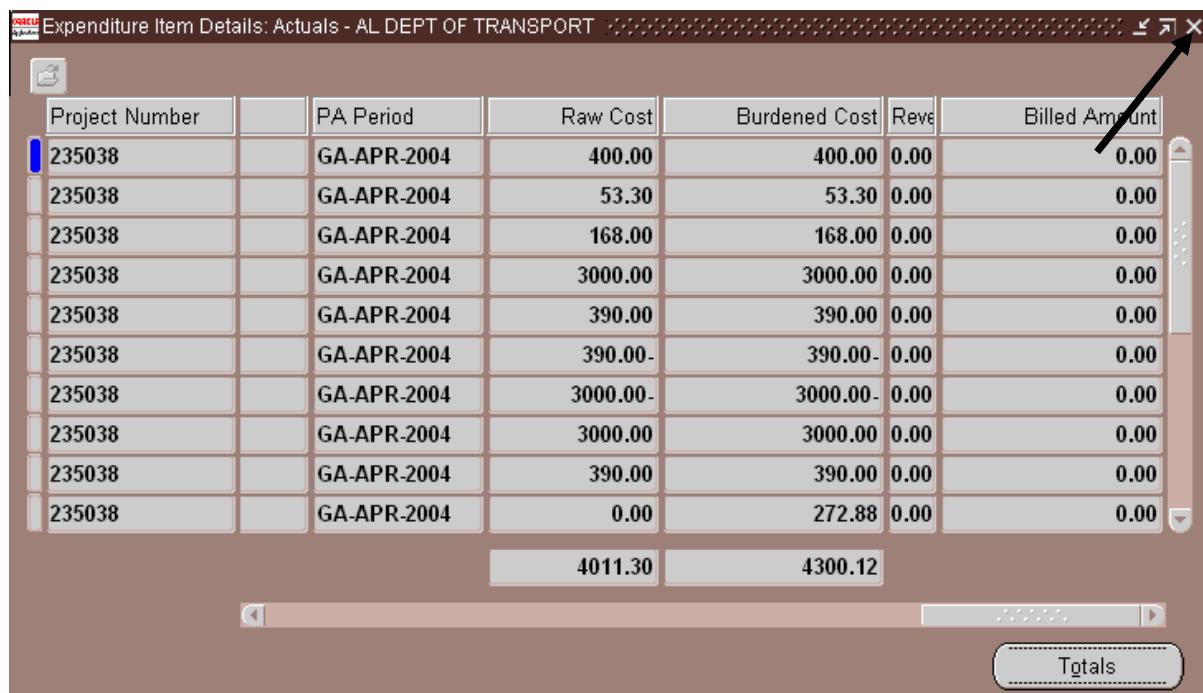
<b>PROJECT NUMBER</b>	Project number to which specified expenditure is tied.
<b>PROJECT NAME</b>	Name of project identified by number in the previous column.
<b>TASK NUMBER</b>	Task number to which specified expenditure is tied.
<b>TASK NAME</b>	Name of task identified by number in the previous column.
<b>EXPENDITURE TYPE</b>	Object code number and description.
<b>EXPENDITURE ITEM DATE</b>	The date upon which the expenditure was incurred.
<b>EXPENDITURE GROUP</b>	Name to track pre-approved expenditures groups. May see abbreviations for Accounts Payable (AP) or Burden Schedule (BS).

## UAB GA End User Award Status Inquiry Actuals

<b>EXPENDITURE ORGANIZATION</b>	Organization incurring expenditure. Remember that in Grants Accounting, this is used only to differentiate between Hospital (70) and Campus (10) projects.
<b>QUANTITY</b>	Expenditure items quantity.
<b>UNIT OF MEASURE</b>	Expenditure items unit of measure.
<b>TRANSACTION SOURCE</b>	Includes Accounts Payable, Grants Oracle Labor Distribution, and Miscellaneous.
<b>ORIGINAL TRANSACTION REF</b>	This will be the unique requisition number or purchase order number.
<b>SUPPLIER INVOICE NUM</b>	Invoice number issued by the Supplier for payment.
<b>ORIGINAL TRANSACTION REF</b>	
<b>PA PERIOD</b>	Accounting period during which expenditure item date falls.
<b>RAW COST</b>	Expenditure item direct cost.
<b>BURDENED COST</b>	Expenditure item direct cost and expenditure item indirect cost.
<b>BILLED AMOUNT</b>	Amount billed to the granting agency for this expenditure.
<b>REVENUE AMOUNT</b>	
<b>TOTALS (BUTTON)</b>	Calculates the numeric totals for the <b>RAW COST</b> and <b>BURDENED COST</b> columns.

It is possible to export the results into an Excel spreadsheet. Click [here](#) to learn how.

4. Click on the X in the top, right-hand corner to return to the main **AWARD STATUS** window.



The screenshot shows a software interface titled "Expenditure Item Details: Actuals - AL DEPT OF TRANSPORT". The window contains a grid of data with the following columns: Project Number, PA Period, Raw Cost, Burdened Cost, Rev, and Billed Amount. The data consists of 10 rows, all of which have a Project Number of 235038 and a PA Period of GA-APR-2004. The Raw Cost values range from 400.00 to 0.00, while the Burdened Cost, Rev, and Billed Amount values are mostly 0.00, with some variations like 53.30 and 390.00. At the bottom of the grid, there are two summary values: 4011.30 and 4300.12. A "Totals" button is located at the bottom right. The window has standard OS X-style scroll bars and a close button in the top right corner.

Project Number	PA Period	Raw Cost	Burdened Cost	Rev	Billed Amount
235038	GA-APR-2004	400.00	400.00	0.00	0.00
235038	GA-APR-2004	53.30	53.30	0.00	0.00
235038	GA-APR-2004	168.00	168.00	0.00	0.00
235038	GA-APR-2004	3000.00	3000.00	0.00	0.00
235038	GA-APR-2004	390.00	390.00	0.00	0.00
235038	GA-APR-2004	390.00	390.00	0.00	0.00
235038	GA-APR-2004	3000.00	3000.00	0.00	0.00
235038	GA-APR-2004	3000.00	3000.00	0.00	0.00
235038	GA-APR-2004	390.00	390.00	0.00	0.00
235038	GA-APR-2004	0.00	272.88	0.00	0.00