Expenditure Inquiry

Expenditure Inquiry provides a powerful search function to query expenditures for a project using the project number and various parameters. Search results can easily be exported into Excel.

1. Once the **Find PROJECT EXPENDITURE ITEMS** page is displayed, enter the *project number* in the **PROJECT NUMBER** field.

To see all expenditures for all tasks and awards associated with the project number entered, there is no need to enter additional parameters. However, results can be narrowed down further by providing additional information. The **PROJECT NAME** field will automatically populate once the cursor is moved out of the **PROJECT NUMBER** field.
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2. To view expenditures for a specific task, enter the **task number** in the **TASK NUMBER** field.

   ![Image of Expenditure Inquiry form showing task number and task name fields]

   If the project has multiple tasks, select the appropriate one from a list by using the **LOV BUTTON** next to the field. The **TASK NAME** field will automatically populate once the cursor is moved out of the **TASK NUMBER** field.

3. To view expenditures for a specific award, enter the **award number** in the **AWARD NUMBER** field.

   ![Image of Expenditure Inquiry form showing award number and award name fields]

   If the project has multiple awards, select the appropriate one from a list by using the **LOV BUTTON** next to the field. The **AWARD NAME** field will automatically populate once the cursor is moved out of the **AWARD NUMBER** field.
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Results can be further narrowed using any combination of the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYEE NAME</strong></td>
<td>Name of individual vendor (employee) receiving payment using project funds.</td>
</tr>
<tr>
<td><strong>EMPLOYEE NUMBER</strong></td>
<td>Employee ID number of individual employee (replaced SSN). Field will automatically populate once the cursor is moved from the EMPLOYEE NAME field.</td>
</tr>
<tr>
<td><strong>SUPPLIER NAME</strong></td>
<td>Name of vendor (non-employee) receiving payment using the project funds.</td>
</tr>
<tr>
<td><strong>SUPPLIER NUMBER</strong></td>
<td>Number issued by Procurement to identify vendors in the system. Field will automatically populate once the cursor is moved from the SUPPLIER NAME field.</td>
</tr>
<tr>
<td><strong>EXPENDITURE ORG</strong></td>
<td>Organization associated with the expenditure item. Remember that in Grants Accounting, this is used only to differentiate between Hospital (70) and Campus (10) projects.</td>
</tr>
<tr>
<td><strong>EXPEND TYP CLASS</strong></td>
<td>Includes Supplier Invoices, Burden Transactions, and Straight-Time Labor.</td>
</tr>
<tr>
<td><strong>EXPENDITURE CATEGORY</strong></td>
<td>Name of a category (labor, supplies, travel, equipment, indirect cost, etc.) used to track, complete, and account for project work. Field will automatically populate once the cursor is moved from the EXPENDITURE TYPE field.</td>
</tr>
<tr>
<td><strong>EXPENDITURE TYPE</strong></td>
<td>Defines the generic type of transfer, revenue, or expenditure</td>
</tr>
<tr>
<td><strong>NON-LABOR RESOURCE</strong></td>
<td>Currently not in use.</td>
</tr>
<tr>
<td><strong>RESOURCE ORG</strong></td>
<td>Currently not in use.</td>
</tr>
<tr>
<td><strong>TRANS ID</strong></td>
<td>Unique Identifier automatically generated by the system for each individual transaction.</td>
</tr>
<tr>
<td><strong>ITEM DATES</strong></td>
<td>Expenditure Item date- date the expense was actually incurred.</td>
</tr>
<tr>
<td><strong>EXPND ENDING DATES</strong></td>
<td>Currently not in use.</td>
</tr>
<tr>
<td><strong>EXPENDITURE BATCH</strong></td>
<td>Batch name assigned by the central user entering the batch.</td>
</tr>
<tr>
<td><strong>TRANSACTION SOURCE</strong></td>
<td>Currently not in use.</td>
</tr>
<tr>
<td><strong>ASSIGNMENT</strong></td>
<td>Currently not in use.</td>
</tr>
</tbody>
</table>

Each parameter has a LOV BUTTON which can be used to search for and select data from a list of available values.

**Important Note:**

It is not necessary to use all known parameters. In most cases, it may be best to choose only one other parameter to use with the project, task, and/or award (not including the default parameters). Otherwise, the search may become too narrow and may therefore not return any results.

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Updated on 10/1/2008
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By default Expenditure Inquiry will display all expenditures, including those that have not yet been “costed” (fully processed). This may cause timing differences with other forms and reports, which display only costed expenditures.

4. To display only fully processed expenditures, change the dropdown list near the bottom right of the form from Billing Status to Processing Status. Then, in the COSTED field, select Yes.

5. Once all necessary parameters have been entered, click the FIND button.
6. A screen will appear listing all expenditures that fit the parameters selected. Click the **TOTALS** button to get a total amount spent for these expenditures.

**Important Note:**

Costed (fully processed) items will be those items that have a check mark in the **COSTED** column. Items without this check mark may display in other commitment reports, but will not display in the Award Status Inquiry, Project Status Inquiry, Monthly Account Statements or PTA and Award Download reports, as they have not been fully processed.
For expenses related to supplier invoice payments, it is also possible to view Accounts Payable related information such as invoice number, check number and date paid.

1. Enter the search criteria. Then click **FIND**.

2. The search results will appear. Select the expense for which Accounts Payable information is needed, then click **ITEM DETAILS**.
3. A pop-up window will appear. Select **AP Invoice**. Then click **OK**.

The payment information is now displayed for review.
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Search results can also be exported into Excel. It is then possible to manipulate, add, remove, and rearrange data to meet individual user needs.

1. From the results screen, select **File**, then **Export** from the menu bar.

2. A file download pop-up box will appear. Click **SAVE**.
3. Save the export file onto the computer or a data storage device (i.e. disk). The file can then be opened and resaved as an Excel file.

4. Open file in Excel.
5. A **TEXT IMPORT WIZARD** pop-up box will appear. Click **FINISH**.

The data can now be saved and manipulated in Excel.