Viewing the Expenditure Inquiry Screen

PURPOSE

Use this procedure to view expenditures charged to a project.

TRIGGER

Perform this procedure when you need to see expenditures charged to a project.

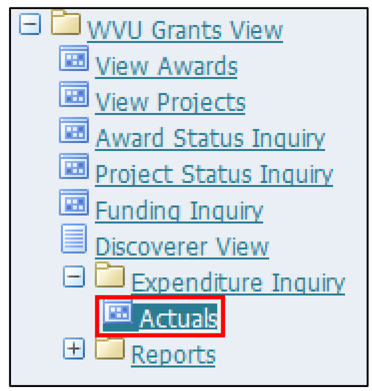
ASSISTANCE

If you need assistance, please report your issue to the Self Service Help Desk:

- http://it.wvu.edu/support/service-desk/selfservice

PROCEDURE

Navigator – WVU Grants View



1. Select ***WVU Grants View*** to go to the *Main Menu* screen.

2. Click on ***Expenditure Inquiry*** to expand the menu.

3. Click on **Actuals** to open the Project Expenditure Items screen.

Find Project Expenditure Items

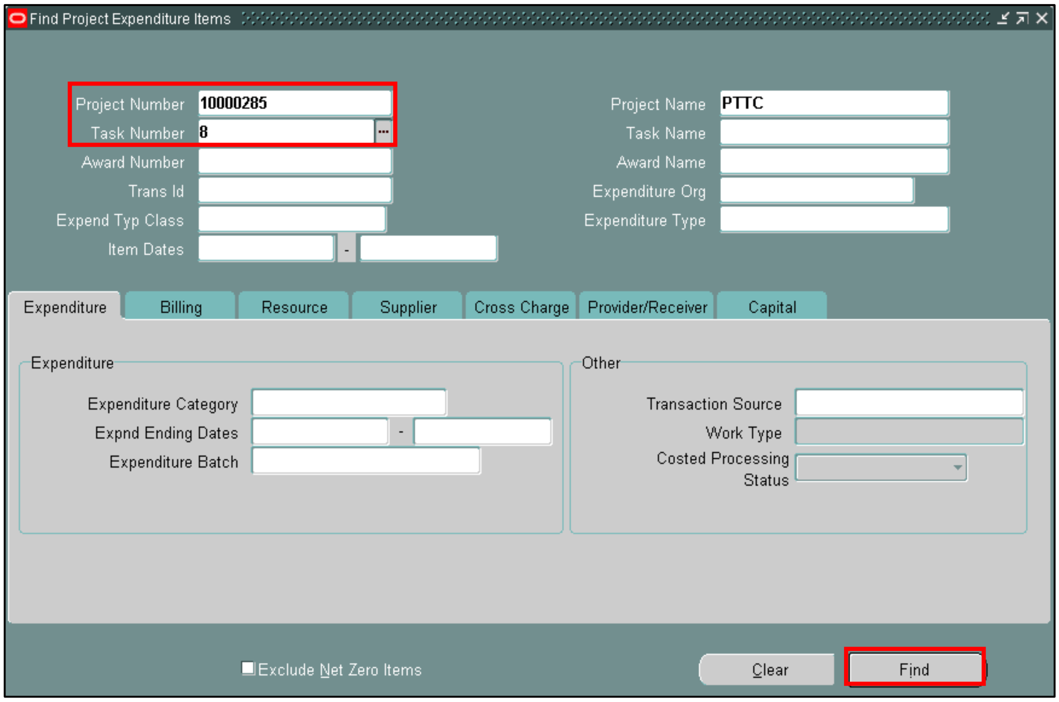
4. As required, complete one or more of the following fields:

Field Name	Description
Project Number	The project number identifies a particular sponsored activity at WVU. Project numbers are assigned sequentially by the Office of Sponsored Programs. **Example:** 10000285
Task Number	All projects will have at least one task, but some projects will have multiple tasks that are part of the project work. **Example:** 8

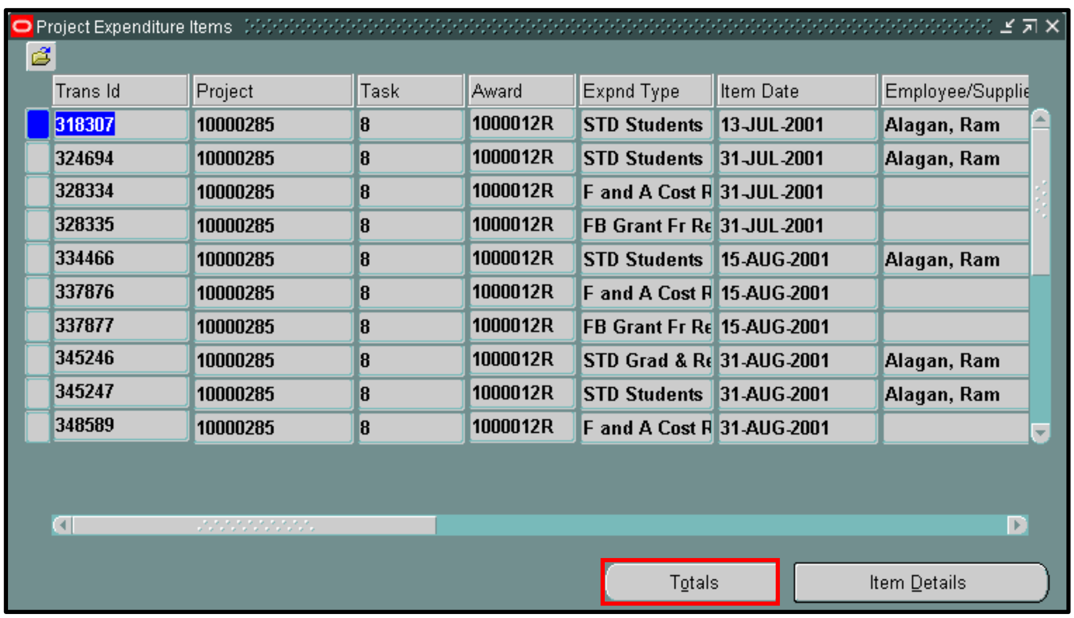
5. In the ***Project Number*** field, enter your project number, or click the list of values (LOV) button in that field to search.

6. Optionally, in the ***Task Number*** field, enter a task number.

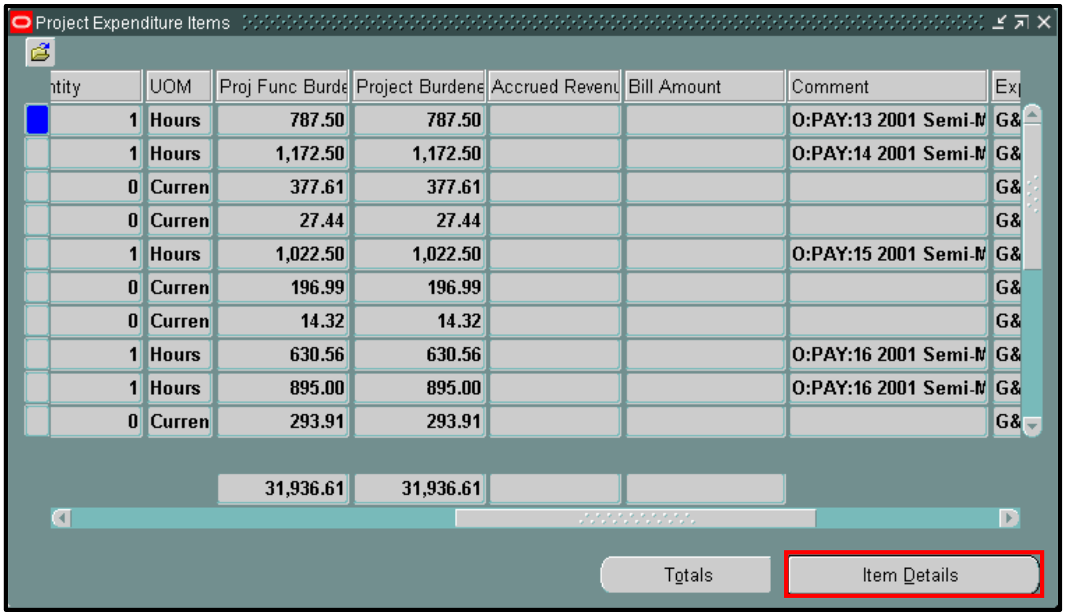
Project Expenditure Items



7. Click ***Find***.

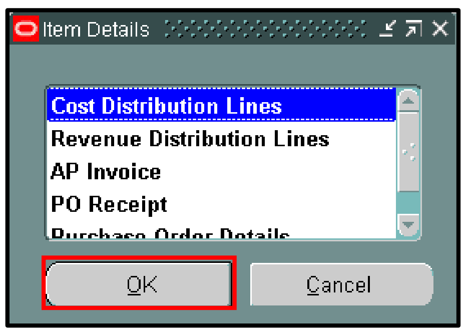


8. Click ***Totals*** and scroll to the right to see the expenditure totals.

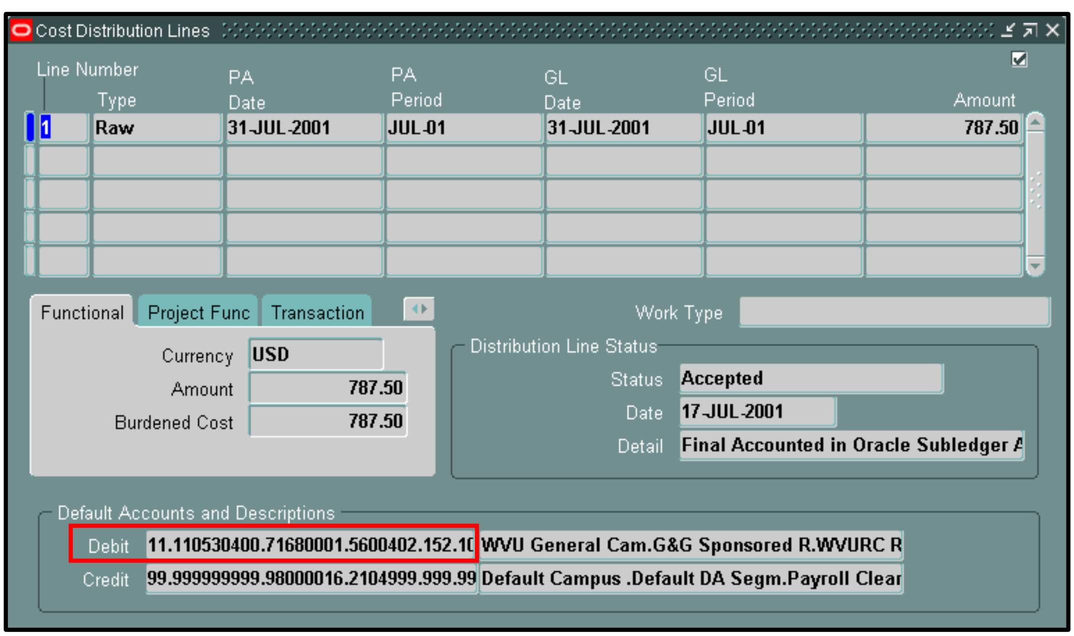


9. You can view the General Ledger account number to which that this transaction was "mapped." Click ***Item Details***.

10. Select ***Cost Distribution Lines***, and then click ***OK***.



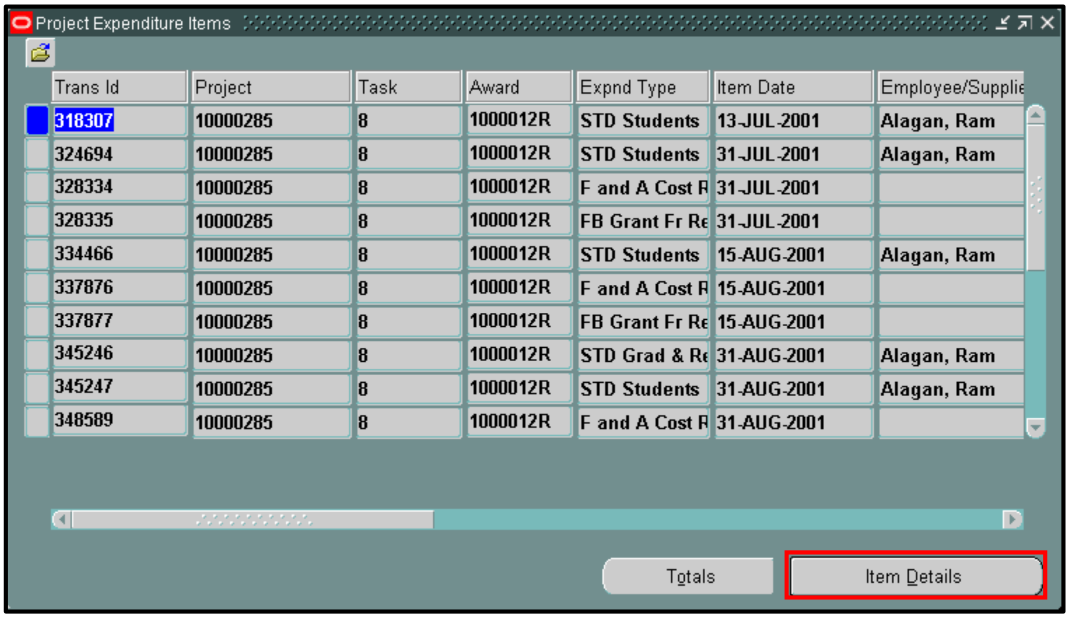
Cost Distribution Lines



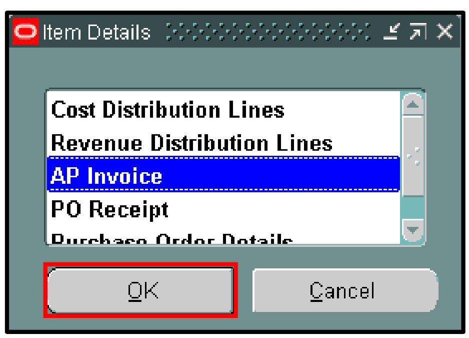
The *Debit* field contains the General Ledger account number to which this transaction was "mapped."

11. Click the ***X*** in the upper right corner to exit the **Cost Distribution Lines** screen.

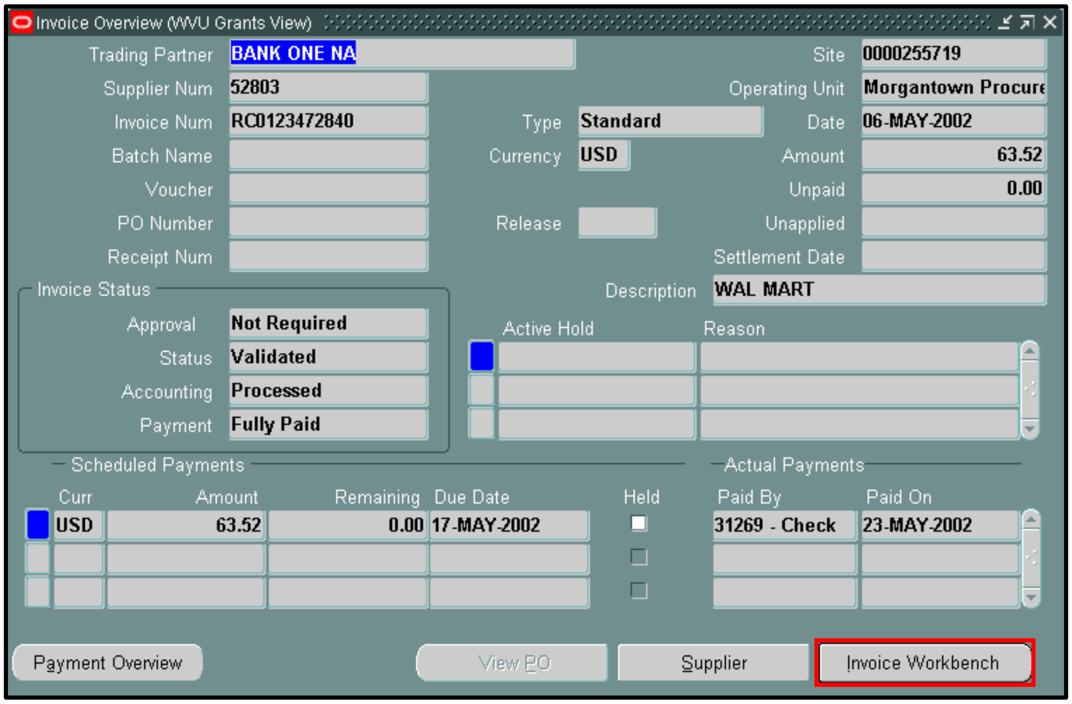
12. If the expense was processed through the Accounts Payable module, you can view the invoice. Click ***Item Details*** to see the invoice for the selected expenditure.



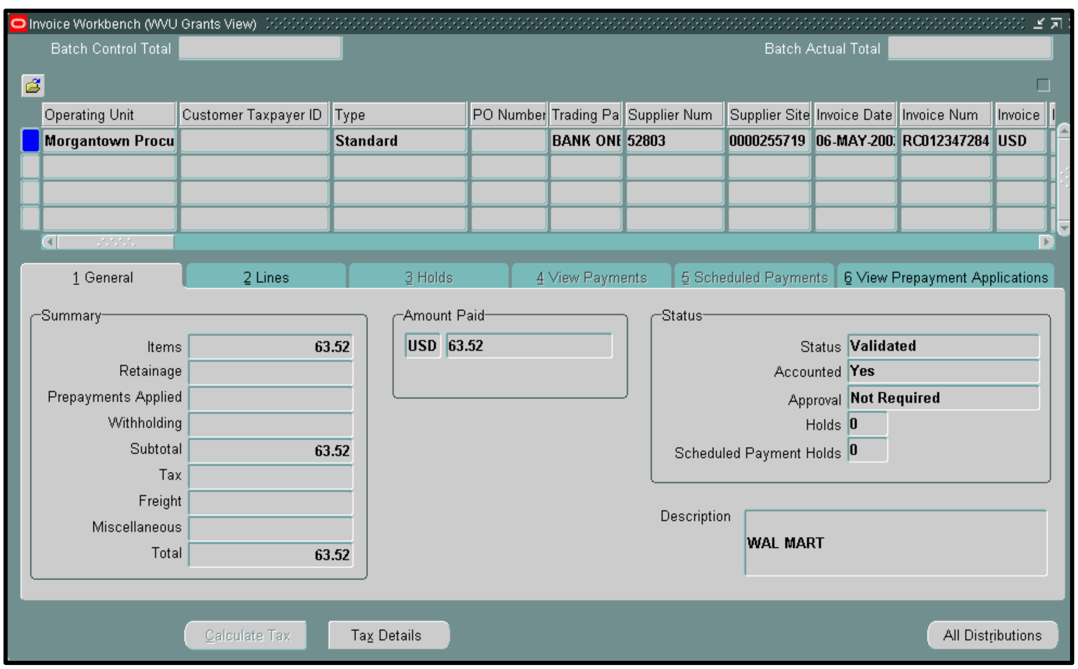
13. Select ***AP Invoice***, and then click ***OK***.



Invoice Overview

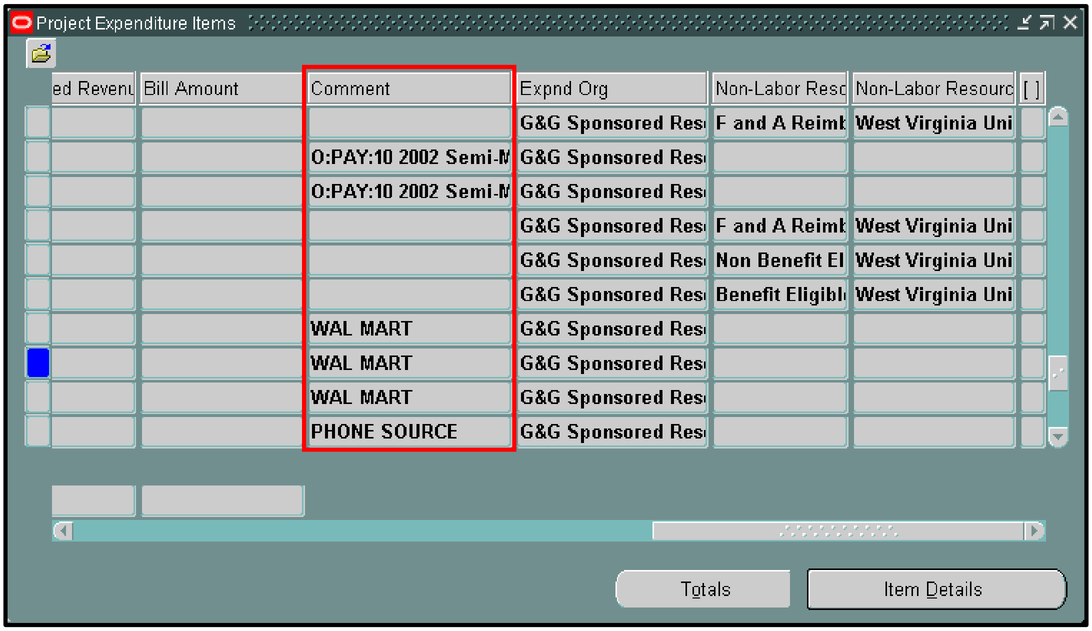


14. Click ***Invoice Workbench*** to view the invoice information.



15. Click the ***X*** in the upper right corner to exit the **Invoice Workbench**, **Invoice Overview**, and **Item Details** screens and return to the **Expenditure Items** screen.

16. To view comments (such as the actual vendor who was paid for a PCard purchase), scroll to the ***Comment*** field.



The *Comment* field contains the name of the vendor if the items were purchased with the procurement card.

17. You have completed this task.