

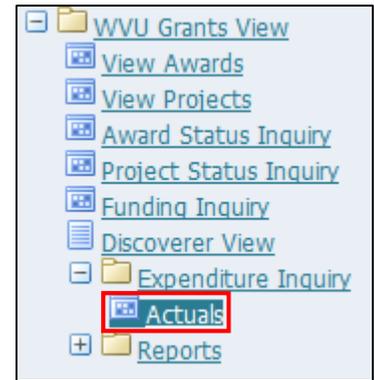
Viewing the Expenditure Inquiry Screen

PURPOSE	TRIGGER	ASSISTANCE
Use this procedure to view expenditures charged to a project.	Perform this procedure when you need to see expenditures charged to a project.	<p>If you need assistance, please report your issue to the Self Service Help Desk:</p> <ul style="list-style-type: none"> 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	<p>The project number identifies a particular sponsored activity at WVU. Project numbers are assigned sequentially by the Office of Sponsored Programs.</p> <p>Example: 10000285</p>
Task Number	<p>All projects will have at least one task, but some projects will have multiple tasks that are part of the project work.</p> <p>Example: 8</p>

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

Find Project Expenditure Items

Project Number: 10000285
 Task Number: 8
 Award Number:
 Trans Id:
 Expend Typ Class:
 Item Dates: -

Project Name: PTTC
 Task Name:
 Award Name:
 Expenditure Org:
 Expenditure Type:

Expenditure | Billing | Resource | Supplier | Cross Charge | Provider/Receiver | Capital

Expenditure
 Expenditure Category:
 Expnd Ending Dates: -
 Expenditure Batch:

Other
 Transaction Source:
 Work Type:
 Costed Processing Status:

Exclude Net Zero Items

Clear Find

7. Click **Find**.

Project Expenditure Items

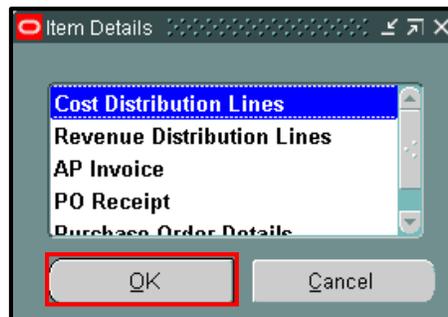
Trans Id	Project	Task	Award	Expnd Type	Item Date	Employee/Supplier
318307	10000285	8	1000012R	STD Students	13-JUL-2001	Alagan, Ram
324694	10000285	8	1000012R	STD Students	31-JUL-2001	Alagan, Ram
328334	10000285	8	1000012R	F and A Cost R	31-JUL-2001	
328335	10000285	8	1000012R	FB Grant Fr Re	31-JUL-2001	
334466	10000285	8	1000012R	STD Students	15-AUG-2001	Alagan, Ram
337876	10000285	8	1000012R	F and A Cost R	15-AUG-2001	
337877	10000285	8	1000012R	FB Grant Fr Re	15-AUG-2001	
345246	10000285	8	1000012R	STD Grad & Re	31-AUG-2001	Alagan, Ram
345247	10000285	8	1000012R	STD Students	31-AUG-2001	Alagan, Ram
348589	10000285	8	1000012R	F and A Cost R	31-AUG-2001	

Totals Item Details

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

Entity	UOM	Proj Func Burde	Project Burdene	Accrued Revent	Bill Amount	Comment	Exp
	1 Hours	787.50	787.50			O:PAY:13 2001 Semi-M	G&
	1 Hours	1,172.50	1,172.50			O:PAY:14 2001 Semi-M	G&
	0 Curren	377.61	377.61				G&
	0 Curren	27.44	27.44				G&
	1 Hours	1,022.50	1,022.50			O:PAY:15 2001 Semi-M	G&
	0 Curren	196.99	196.99				G&
	0 Curren	14.32	14.32				G&
	1 Hours	630.56	630.56			O:PAY:16 2001 Semi-M	G&
	1 Hours	895.00	895.00			O:PAY:16 2001 Semi-M	G&
	0 Curren	293.91	293.91				G&
		31,936.61	31,936.61				

- You can view the General Ledger account number to which that this transaction was “mapped.” Click **Item Details**.
- Select **Cost Distribution Lines**, and then click **OK**.



Cost Distribution Lines

Line Number	Type	PA Date	PA Period	GL Date	GL Period	Amount
1	Raw	31-JUL-2001	JUL-01	31-JUL-2001	JUL-01	787.50

Functional: Project Func Transaction
 Currency: USD
 Amount: 787.50
 Burdened Cost: 787.50

Distribution Line Status:
 Status: Accepted
 Date: 17-JUL-2001
 Detail: Final Accounted in Oracle Subledger A

Default Accounts and Descriptions:
 Debit: 11.110530400.71680001.5600402.152.10 WVU General Cam.G&G Sponsored R.WWURC R
 Credit: 99.99999999.98000016.2104999.999.99 Default Campus .Default DA Segm.Payroll Clear

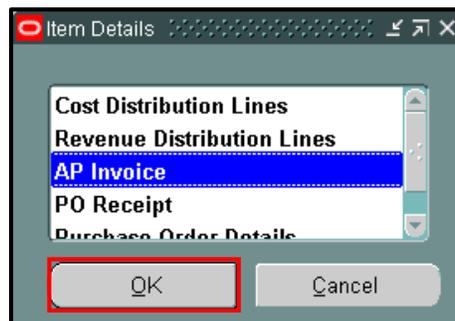
The *Debit* field contains the General Ledger account number to which this transaction was “mapped.”

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.

Trans Id	Project	Task	Award	Expnd Type	Item Date	Employee/Supplier
318307	10000285	8	1000012R	STD Students	13-JUL-2001	Alagan, Ram
324694	10000285	8	1000012R	STD Students	31-JUL-2001	Alagan, Ram
328334	10000285	8	1000012R	F and A Cost R	31-JUL-2001	
328335	10000285	8	1000012R	FB Grant Fr Re	31-JUL-2001	
334466	10000285	8	1000012R	STD Students	15-AUG-2001	Alagan, Ram
337876	10000285	8	1000012R	F and A Cost R	15-AUG-2001	
337877	10000285	8	1000012R	FB Grant Fr Re	15-AUG-2001	
345246	10000285	8	1000012R	STD Grad & Re	31-AUG-2001	Alagan, Ram
345247	10000285	8	1000012R	STD Students	31-AUG-2001	Alagan, Ram
348589	10000285	8	1000012R	F and A Cost R	31-AUG-2001	

Totals **Item Details**

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



Invoice Overview

Trading Partner: **BANK ONE NA** Site: **0000255719**
 Supplier Num: **52803** Operating Unit: **Morgantown Procure**
 Invoice Num: **RC0123472840** Type: **Standard** Date: **06-MAY-2002**
 Batch Name: _____ Currency: **USD** Amount: **63.52**
 Voucher: _____ Unpaid: **0.00**
 PO Number: _____ Release: _____ Unapplied: _____
 Receipt Num: _____ Settlement Date: _____

Invoice Status:
 Approval: **Not Required**
 Status: **Validated**
 Accounting: **Processed**
 Payment: **Fully Paid**

Description: **WAL MART**

Scheduled Payments				Actual Payments		
Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
<input checked="" type="checkbox"/> USD	63.52	0.00	17-MAY-2002	<input type="checkbox"/>	31269 - Check	23-MAY-2002
<input type="checkbox"/>				<input type="checkbox"/>		
<input type="checkbox"/>				<input type="checkbox"/>		

Buttons: **Payment Overview** | **View PO** | **Supplier** | **Invoice Workbench**

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

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
<input checked="" type="checkbox"/> Morgantown Procu		Standard		BANK ONE	52803	0000255719	06-MAY-2002	RC012347284	USD

Summary:

Items	63.52
Retainage	
Prepayments Applied	
Withholding	
Subtotal	63.52
Tax	
Freight	
Miscellaneous	
Total	63.52

Amount Paid: **USD 63.52**

Status:
 Status: **Validated**
 Accounted: **Yes**
 Approval: **Not Required**
 Holds: **0**
 Scheduled Payment Holds: **0**

Description: **WAL MART**

Buttons: **Calculate Tax** | **Tax Details** | **All Distributions**

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.

ed Revent	Bill Amount	Comment	Expnd Org	Non-Labor Resc	Non-Labor Resourc
			G&G Sponsored Res	F and A Reimk	West Virginia Uni
		O:PAY:10 2002 Semi-M	G&G Sponsored Res		
		O:PAY:10 2002 Semi-M	G&G Sponsored Res		
			G&G Sponsored Res	F and A Reimk	West Virginia Uni
			G&G Sponsored Res	Non Benefit El	West Virginia Uni
			G&G Sponsored Res	Benefit Eligibl	West Virginia Uni
		WAL MART	G&G Sponsored Res		
		WAL MART	G&G Sponsored Res		
		WAL MART	G&G Sponsored Res		
		PHONE SOURCE	G&G Sponsored Res		

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

17. You have completed this task.