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:

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

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.
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 transaction was “mapped.” Click **Item Details**.

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