

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.

| Award | Award Name | Budget | Actual Cost | Commitments | Available Balance | % Complete |
|---------|--------------|-----------|-------------|-------------|-------------------|------------|
| 1635038 | AL DEPT OF T | 240001.00 | 256185.51 | 0.00 | -16184.51 | 107 |
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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.

Find Expenditure Items - AL DEPT OF TRANSPORT

Expenditure Item Date: [] - []

Organization: []

Expenditure Type: []

Non-Labor Resource: []

Non-Labor Resource Org: []

Buttons: Clear, Find

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A description of the search parameters is detailed below.

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

- 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.

| 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- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8209010 SUPP-ANIMAL PURCI | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8209010 SUPP-ANIMAL PURCI | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8202099 SUPP-OTHER GEN LA | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8202099 SUPP-OTHER GEN LA | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8202099 SUPP-OTHER GEN LA | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8202099 SUPP-OTHER GEN LA | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8202099 SUPP-OTHER GEN LA | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8202099 SUPP-OTHER GEN LA | 21-APR- |
| 235038 | AL DEPT OF TRAN: | 01.01 | 635038 | 8991099 INDIRECT COST EXPE | 21-APR- |

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

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

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

| Project Number | PA Period | Raw Cost | Burdened Cost | Revs | 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 |
| | | 4011.30 | 4300.12 | | |