Title:	Project Accounting-Expenditure Inquiry	Document ID: PA0020
Replaces:	Project Expenditure Inquiry, PA710	Date Modified: 08/07/2014

Purpose: This procedure details how to perform a Project Expenditure Inquiry-Project (a single project) or a Project Expenditure Inquiry-All (Across all Projects) in Oracle Projects module. The Projects *Find Project Expenditure Items or Find Expenditure Items* windows allows you to query expenditure details of a project. The search window displayed depends on if you choose Expenditure Inquiry-Project or Expenditure Inquiry-All. Information provided on this window;

- Expenditure item Project Burdened cost.
- Expenditure item supplier/employer name and number.
- Expenditure Organization, Category, Type, and Batch.
- Cost Distribution of expenditure item.
- Drilldown into Invoice Overview window to view invoice check payment and date.

For Questions Contact: Finance Customer Care at financecustomercare@ohio.edu or 740.597.6446.

ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.

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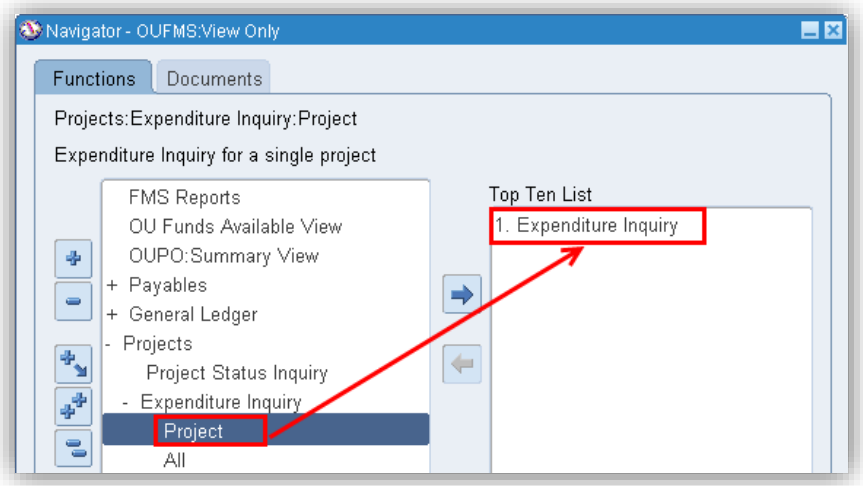
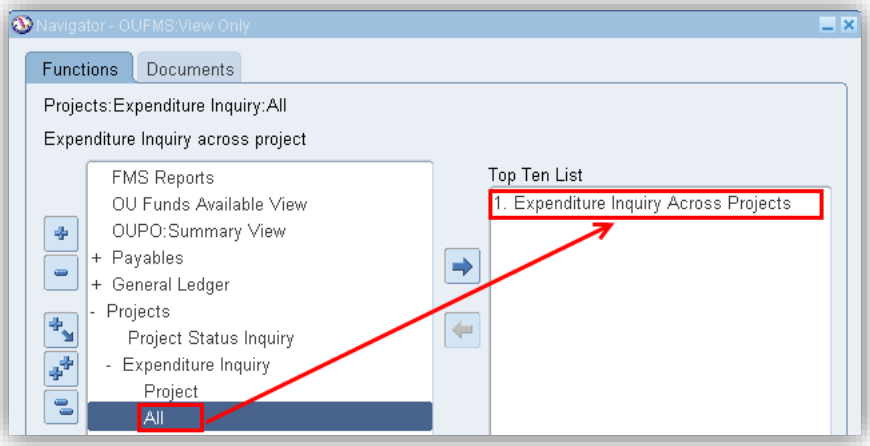
NAVIGATE TO EXPENDITURE INQUIRY-PROJECT/ALL WINDOW

1. Click **Projects** link. Next, click **Expenditure Inquiry** link, then you have two choices;
   - Click **Project** link (opens *Find Project Expenditure Items* window which displays as an Expenditure Inquiry on the Top Ten list), or
   - Click **All** link (opens *Find Expenditure Items* window which displays as an Expenditure Inquiry Across Projects on the Top Ten list). See distinctions next.
2. The *Find Project Expenditure Items* window or the *Find Expenditure Items* window, and the *Navigator* window are displayed. To add the *Expenditure Inquiry/ Expenditure Inquiry Across Project* window to the Top Ten List, verify the Projects>Expenditure Inquiry>Project or All link is highlighted in blue, then click the **Add to List** button . When you want to access the *Expenditure Inquiry* windows, click on the *Expenditure Inquiry* links in the Top Ten List.





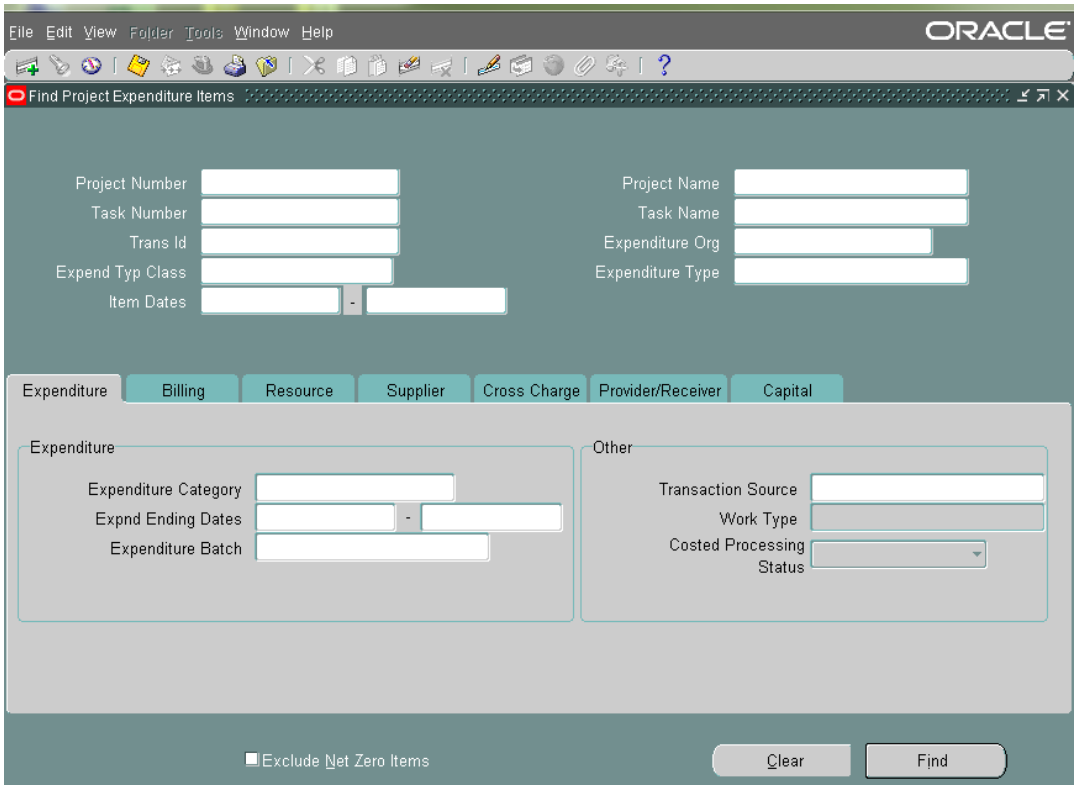
ENTER SEARCH CRITERIA ON FIND EXPENDITURE ITEMS OR FIND PROJECT EXPENDITURE ITEMS WINDOW

The *Find Project Expenditure Items* (**Expenditure Inquiry-Project** choice) or *Find Expenditure Items* (**Expenditure Inquiry-All** choice) window can be used to enter search criteria for expenditure items. The only difference between these two windows is that the *Operating Unit* field is on the *Find Expenditure Items* window. You can enter information in multiple fields and multiple tabs when you define the criteria for a search. You can enter a variety of criteria, including ranges for expenditure dates, project accounting dates, and general ledger dates, and expenditure types, categories, organizations, etc. Project, task numbers, and names can be combined with other search criteria to narrow the query results.

Decision:

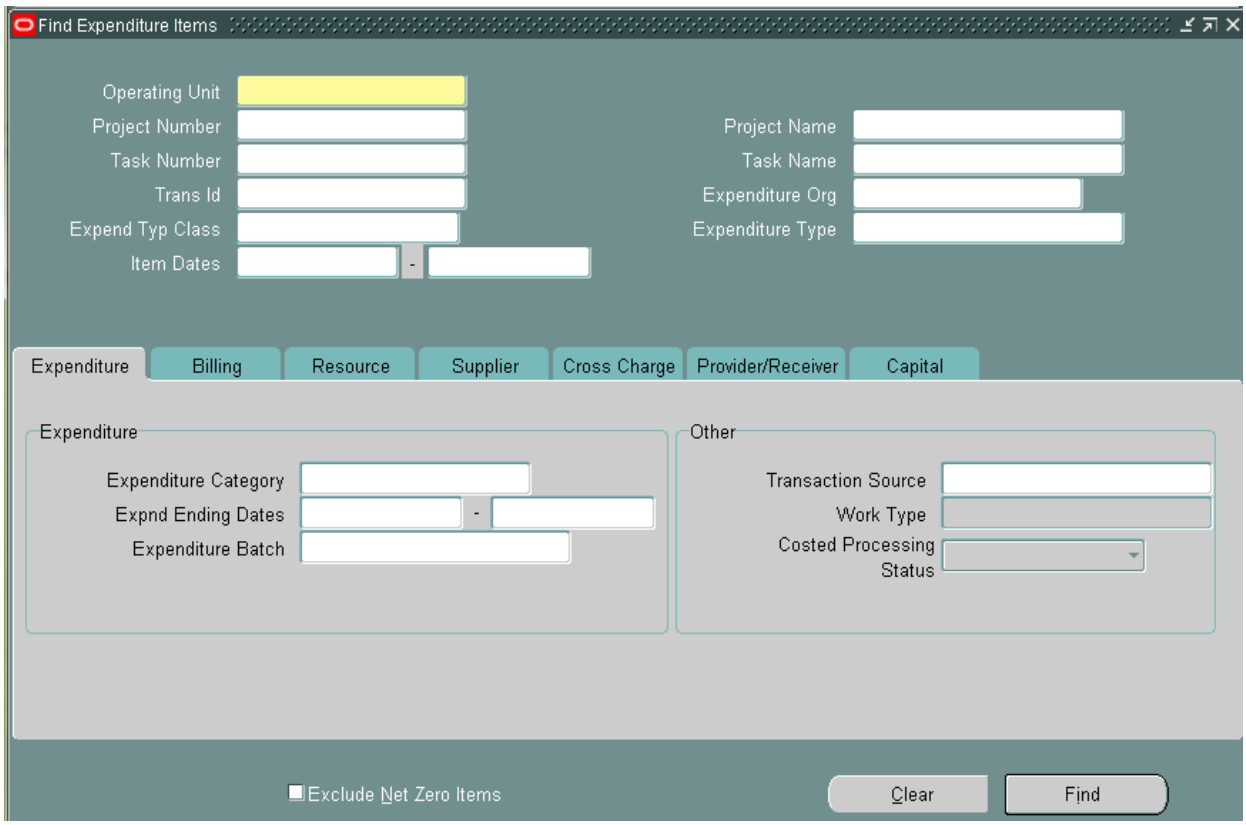
If you want to search for a particular project you can use either the *Find Project Expenditure Items* or the *Find Expenditure Items* window by clicking either **Expenditure Inquiry-Project** or **Expenditure Inquiry-All** respectively. On the *Find Project Expenditure Items* window you must enter either a project number or a project name.

Find Project Expenditure Items window.



If you want to search for other criteria spanning multiple projects, or for instance, querying a range of projects by dates or expenditure types, use the *Find Expenditure Items* window by clicking **Expenditure Inquiry-All.**

Find Expenditure Items window

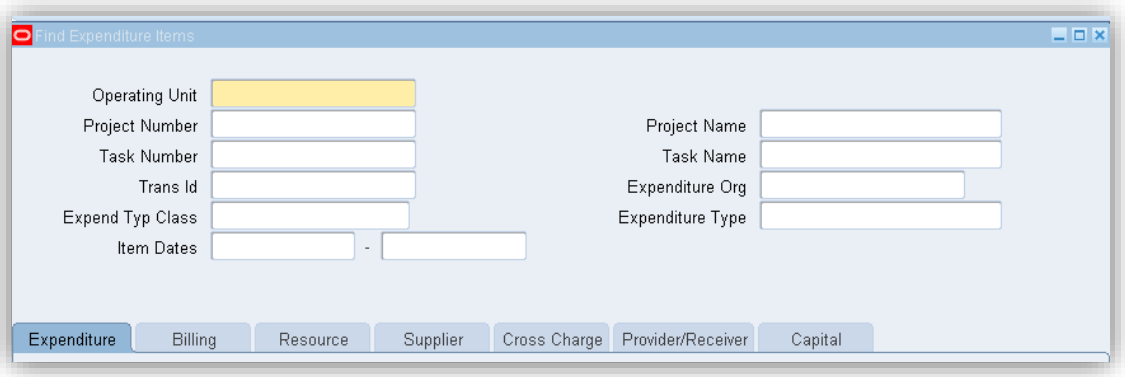


ATTN: YOU MAY SEARCH FROM ANY OF THE SEARCH CRITERIA FIELDS LISTED ON THE FIND EXPENDITURE ITEMS WINDOW. HOWEVER, THE SEARCH CRITERIA FIELDS LISTED BELOW WILL BE THE FIELDS MOST LIKELY USED.

The following document demonstrates use of the Find Expenditure Items window.

Find Expenditure Items-Search Header Level Fields

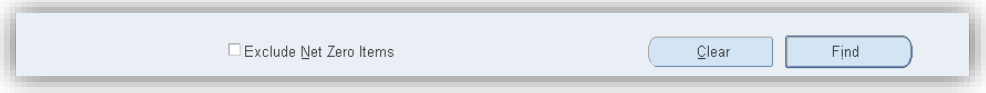
1. Enter the search criteria in any of the applicable fields in this section.
2. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.



Operating Unit field	Click on the LOV icon and the default is prefilled, **Ohio University Operations.** This is a mandatory field.
Project Number field	Enter the Project number (either key value or use LOV). If you chose **Expenditure Inquiry-Project** and are entering on the *Find Project Expenditure Items* window, you must enter a project number or a project name. Once you complete one of the fields, the other field is automatically filled with the matching information.
Project Name field	Enter the Project Name (either key value or use LOV). If you chose **Expenditure Inquiry-Project** and are entering on the *Find Project Expenditure Items* window, you must enter a project number or a project name. Once you complete one of the fields, the other field is automatically filled with the matching information.
Task Number field	Enter the specific Task/Subtask number (either key value or use LOV).
Task Name field	Enter the Task Name (either key value or use LOV). This is populated when Task Number is entered.
Trans Id field	Enter the Transaction ID (either key value or use LOV).
Expenditure Org field	Enter the Expenditure Organization (either key value or use LOV).
Expenditure Typ Class field	Enter the Expenditure Type Class (either key value or use LOV).
Expenditure Type field	Enter the Expenditure Type (either key value or use LOV).
Item Dates field	Enter Item Dates (either key value or use LOV). Leaving the Item Dates field blank will return results starting from the very beginning of the project.

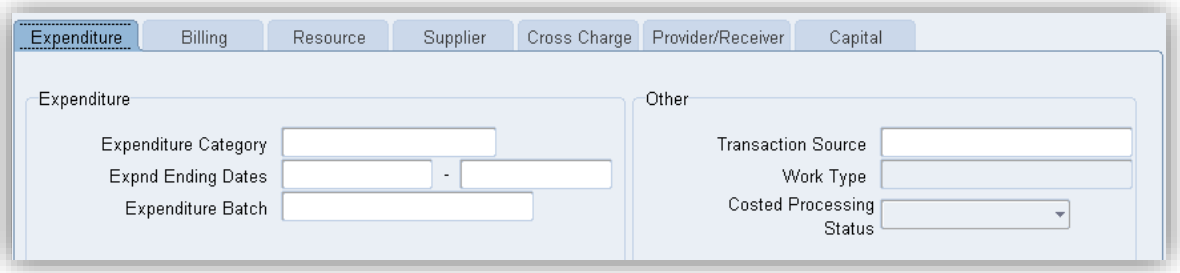
Find Expenditure Items-Other Options to Perform Query

At the bottom of the *Find Expenditure Items* window there are several options to aid in performing the query.



Exclude Net Zero Items	Click in this **checkbox** if you want to exclude net zero expenditure items from the queried results. Net zero items consist of an original item and a reversing item for the entire amount of the original item. Together, these two items net to zero.
Clear Button	Click the **Clear** button to clear all the entered data to start a new query.
Find Button	Click the **Find** button to initiate the query.

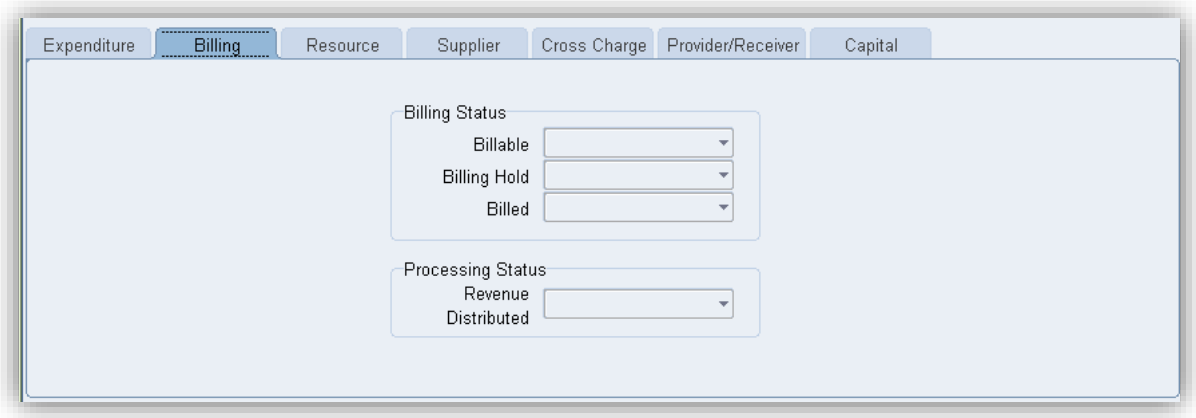
Find Expenditure Items-Search Expenditure Tab



1. Click the **Expenditure** tab.
2. Enter the search criteria in any of the applicable fields in this section.
3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

Expenditure Category field	Enter the Expenditure Category (either key value or use LOV). An expenditure category is a broad category of Natural Accounts. For example, the category Travel summarizes expenses in all related Natural Account codes; 400000, 400100, 400900, 410000, 413000, etc.
Expnd Ending Dates field	Enter the expenditure ending dates of the items you want to find. You can enter a date range, or either a start date or an end date.
Expenditure Batch field	Enter the expenditure batch name if you want to find expenditure items grouped and entered by batch.
Transaction Source field	Enter the specific Task/Subtask number (either key value or use LOV).

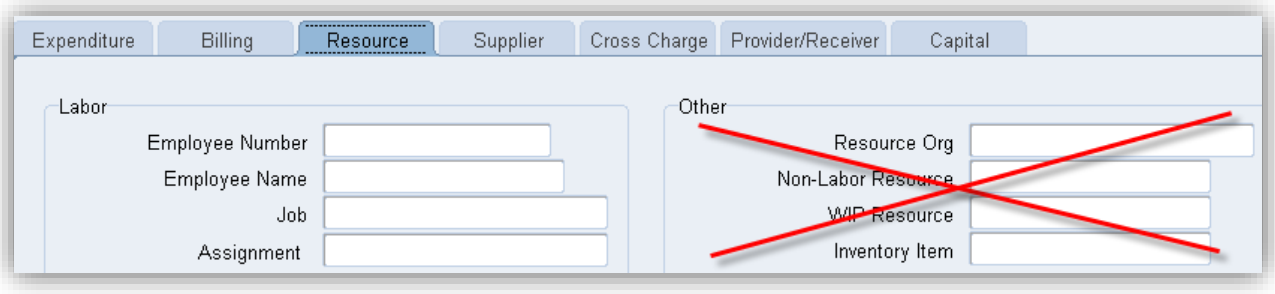
Find Expenditure Items-Search Billing Tab



1. Click the **Billing** tab.
2. Enter the search criteria in any of the applicable fields in this section.
3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

Billable field	Click the dropdown arrow. Choose *Yes, No*, or leave blank. For example, click *Yes* to view only billable expenditures.
Billable Hold field	Click the dropdown arrow. Choose *Yes, No, Both, Once*, or leave blank. Choose *Yes* to view expenditure items that are on hold indefinitely. Choose *No* to view items that are not on hold. Choose *Both* to view items that are on both one-time hold, and on hold indefinitely. Choose *Once* to view expenditure items that are on one-time hold.
Billed field	Click the dropdown arrow. Click *Yes, No*, or leave blank. Choose *Yes* to view expenditure items that have appeared on an invoice, regardless of invoice status. When you choose this option, Oracle Projects retrieves expenditure items from project invoices that have a status of Unapproved, Approved, Released, and Accepted.
Revenue Distributed field	Click the dropdown arrow. Choose *Yes, No*, *Partial*, or leave blank. Choose *Yes* to view only revenue-distributed expenditure items. Choose *Partial* to view expenditure items that have partially distributed revenue due a hard limit on the agreement.

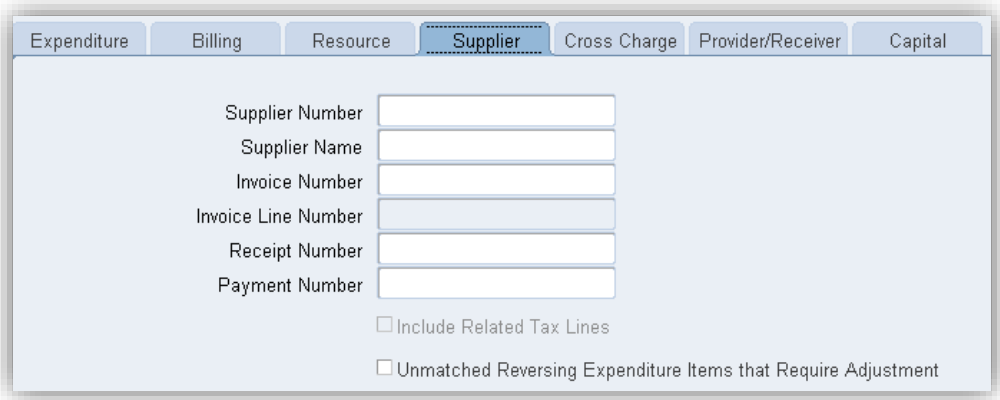
Find Expenditure Items-Search Resource Tab



1. Click the **Resource** tab.
2. Enter the search criteria in any of the applicable fields in this section. OU does not use the *Other* section fields.
3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

Employee Number field	Enter the Employee Number (either key value or use LOV).
Employee Name field	Enter the Employee Name (either key value or use LOV).
Job field	Enter name of the position (either key value or use LOV).
Assignment field	OU does not use this field.

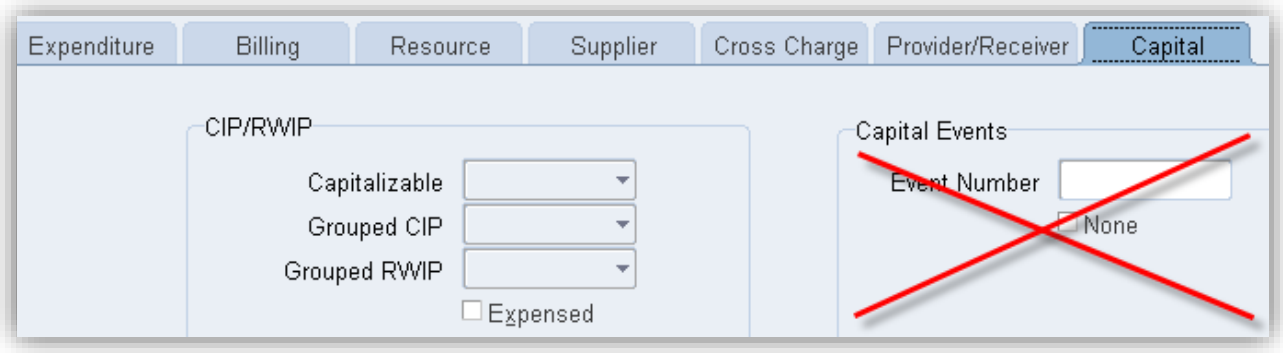
Find Expenditure Items-Search Supplier Tab



1. Click the **Supplier** tab.
2. Enter the search criteria in any of the applicable fields in this section.
3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

Supplier Number field	Enter the Supplier number (either key value or use LOV).
Supplier Name field	Enter the Supplier name (either key value or use LOV).
Invoice Number field	Enter the Invoice number (either key value or use LOV).
Invoice Line Number field	Enter the Invoice Line number (either key value or use LOV).
Receipt Number field	Enter the Receipt number (either key value or use LOV).
Payment Number field	Enter the Payment number (either key value or use LOV).
Unmatched Reversing Expenditure Items that Require Adjustment	Click in this **checkbox** if you want to search for unmatched reversing expenditure items from Oracle Purchasing and Oracle Payables that require a manual adjustment.

Find Expenditure Items-Search Capital Tab



1. Click the **Capital** tab.
2. Enter the search criteria in any of the applicable fields in this section.
3. Click the **Find** button or enter more search criteria. Your search results will display in the *Expenditure Items* window.

CIP/RWIP	
Capitalizable field	Click the **dropdown arrow**. Choose ***Yes, No,*** or **leave blank.** Choose *Yes* to view only capitalizable expenditure items.
Grouped CIP field	Click the **dropdown arrow**. Choose ***Yes, No,*** or **leave blank.** Choose *Yes* to view expenditure items that have been grouped into asset lines.
Expensed checkbox	Click in this **checkbox** if you want to view only expensed expenditure items.

INITIATE A NEW SEARCH

ATTN: AFTER YOU INITIATE YOUR SEARCH, IF YOU WANT TO RETURN TO THE *FIND EXPENDITURE ITEMS* WINDOW TO ADD MORE SEARCH CRITERIA TO NARROW DOWN YOUR SEARCH, OR TO START A NEW SEARCH, CLICK ON THE FIND ICON . THE *FIND EXPENDITURE ITEMS* WINDOW DISPLAYS.

CREATE PERSONALIZED FOLDERS WITH FOLDER TOOLS

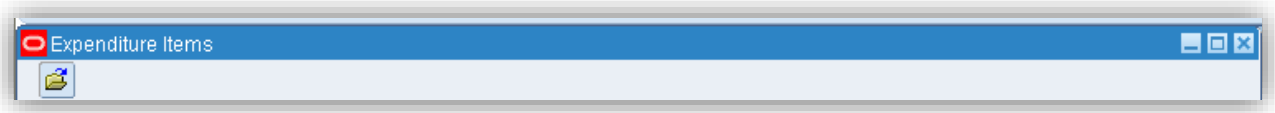
Refer to the *Folder Tools* section of the Oracle Navigation document to learn about Folder Tools and creating a new folder. Most inquiry windows are folders. However, folders are provided only with the core Oracle application forms. The *Folder Tools* allow you to customize the form layout and content displaying only the fields and records you want to view. You have access to all the records of an *OUFMS: View Only* user but you can create a customized folder to retrieve only a subset of records and display those in a specific layout. You define and run queries based on your own search criteria. Finance can customize and make public recommended views of specific windows/folders for your use. You have the option to make your own folder customizations private or public, and to make the folder the default layout for a particular form/window.

OPEN PREDEFINED PROJECT FOLDERS CREATED BY FINANCE

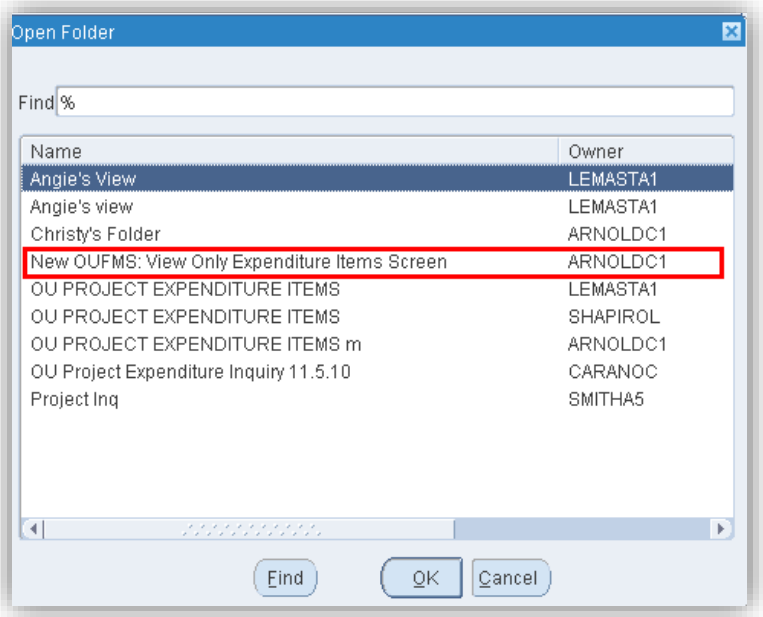
Grants and Contracts Accounting staff created a recommended view of the Expenditure Items window that you can access in the Projects>Expenditure Inquiry module. Follow these directions to open the predefined folder/window.

ATTN: YOU MUST COMPLETE A SEARCH FIRST SO THE EXPENDITURE ITEMS WINDOW OPENS BEFORE THE FOLDER TOOLS OPTION IS FUNCTIONAL.

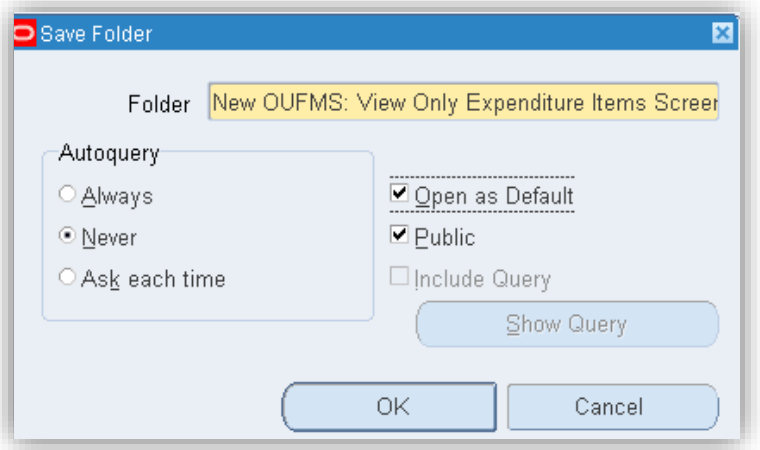
1. Click on the Toolbar Menu **Folder>Open**. The *Open Folder* window displays the predefined folder definition/s. You can also click on the *Open Folder* icon located in the upper-left corner of the window.



2. Click on **New OUFMS: View Only Expenditure Items Screen** created by ARNOLDC1.



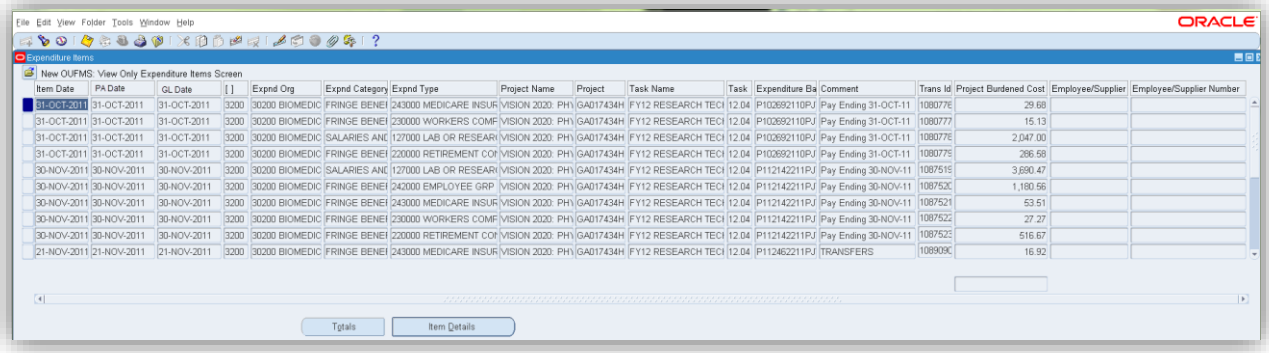
3. Click **OK** button. The new folder definitions are displayed on the form/window.
4. If you want to make this your default view, click on the Toolbar Menu **Folder>Save As.** The **Save Folder** window displays.
5. Click the **Open as Default** checkbox.



6. Click **Ok**.
7. Complete these same steps for all the forms/windows listed in the ATTN: section.

VIEW EXPENDITURE ITEMS WINDOW

View expenditure items displayed in the main grid.

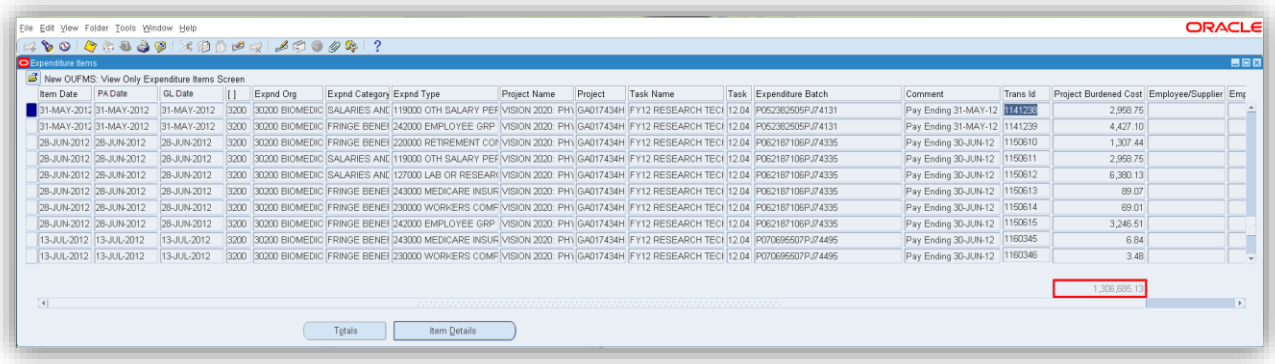


Field	Description
Item Date	The date the expenditure was incurred.
PA Date	The date the expenditure was expensed to the Project.
GL Date	The date the expenditure was transferred to the GL.
[ ]	Fund to which the project expense was charged.
Expenditure Org	The organization to which the goods/services were expensed.
Expenditure Category	Expenditures are grouped and summarized into expenditure categories which may include several natural account codes.
Expenditure Type	The expenditure type is the natural account code expensed.
Project Name	The Project name.
Project Number	The Project number.
Task Name	The Task name
Task Number	The Task number.
Expenditure Batch	The Batch number associated with the expense. The initials at the beginning of the number indicate the type of expense (P, JE, or AP).
Comment	Expenditure description.
Trans Id	The Oracle assigned transaction Identification
Project Burdened Cost	The total expenditure cost for that particular expense goods/services.
Employee/Supplier	Name of the employee or supplier associated with the expenditure item.
Employee/Supplier Number	The employee or supplier number associated with the expenditure item.

1. Use the horizontal scroll bar to view the information in the main grid fields.
2. Use the vertical scroll bar in order to view more expenditure items brought up by the query, if the query produced a long list of expenditure items.
3. Click **on the row** to view more expenditure details. A blue rectangle will display in the far left-hand side of the row.
4. Click on the **Item Details** button. See the section below.

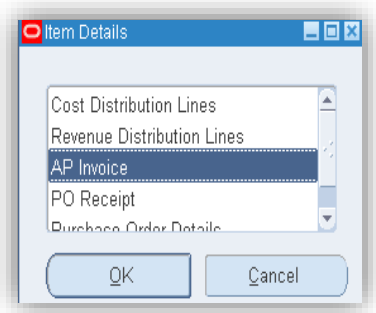
Totals Button

Click the **Totals** button to calculate and display the totals in the *Project Burdened Cost* column for the expenditure items returned based on your query.



Item Details Button/Item Details Window Options

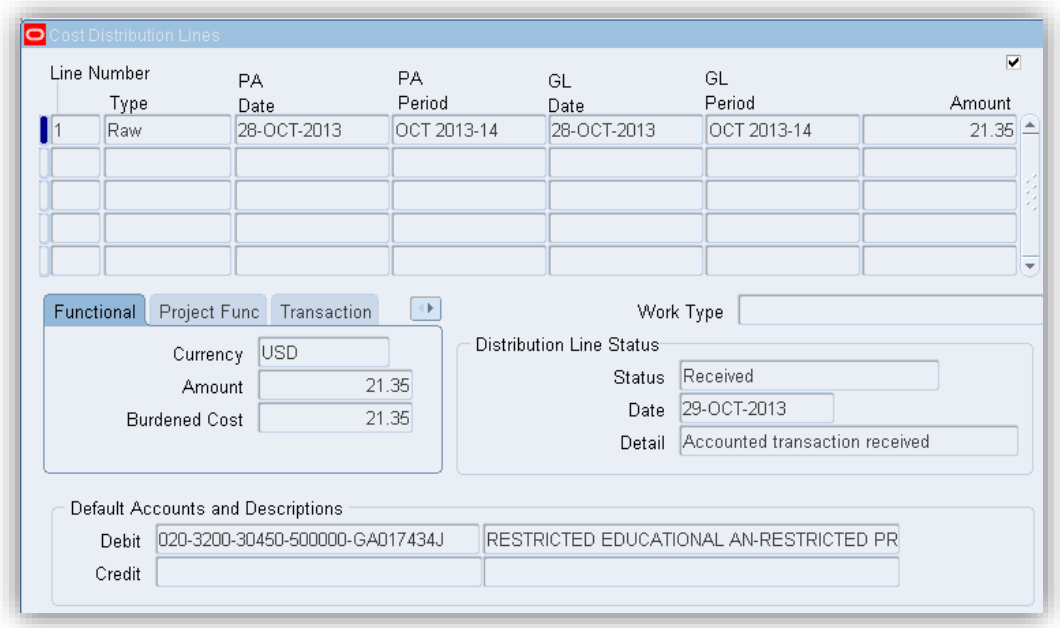
After you click on an expenditure item, click the **Item Details** button to select a window for reviewing the details of that particular expenditure item. From this window, you can drill down to **Cost Distribution Lines** and **AP Invoice**. The PO Receipt and Purchase Order Details options are not available from this particular window. However, when you drill down to the **AP Invoice** option, the *Invoice Overview* window displays. From the *Invoice Overview* window you can drill down into the View PO option which displays PO information and the *Payment Overview* window.



The Item Details Pop-up Window	
Option	**Description**
Cost Distribution Lines	Choose *Cost Distribution Lines* to view individual transactions and the debit and credit GL accounts for each expenditure item. **Note:** The Cost Distribution Lines window does not display the credit account for supplier invoice expenditure items interfaced from Oracle Payables.
AP Invoice	Choose *AP Invoice* to drill down to the Invoice Overview window in Oracle Payables. This option is enabled for expenditure items that show information in the *Employee/Supplier* field

Cost Distribution Lines

View individual transactions and the default debit and credit GL accounts for each expenditure item. Also, view PA and GL period, and Distribution Line Status date and detail.



Field	Description
PA Date/PA Period	Project Accounting date and period
GL Date/GL Period	General Ledger date and period
Amount	Expenditure amount
Distribution Line Status	Status of the transaction.
Status Date	Date the transaction was processed in Oracle.
Debit	Account number debited
Credit	Account number credited
Account Description	Description of the debit and credit accounts

AP Invoice Option Drill Down Into Invoice Overview Window

Drill down to the Invoice Overview window in Oracle Payables. This option is enabled for expenditure items whose expenditure type class is Supplier Invoices. This option is enabled for expenditure items that show information in the *Employee/Supplier* field of the *Expenditure Items* window.

If the invoice is matched to a purchase order, then you can drill down to the purchase order. For more details regarding the *Invoice Overview* window, the *Invoice Workbench*, the *Payment Overview*, and the *View PO* windows, refer to the *Invoice Inquiry* document.