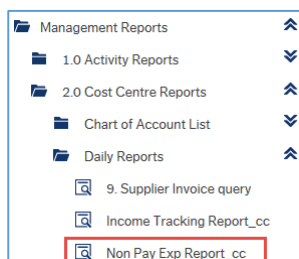


HOW TO TRACK NON PAY EXPENDITURE AGAINST BUDGET

To view how Non Pay Spend is performing against Budget, run the Report: Non Pay Exp Report_cc.

Note: This Report contains Actual spend + outstanding purchase orders measured against Year-to-Date or Annual Budget.



Selection criteria

Cost Centre like: XXXX
 Project like:
 Account like:
 Project not in list:
 Period between: 201800 and 201812

Results

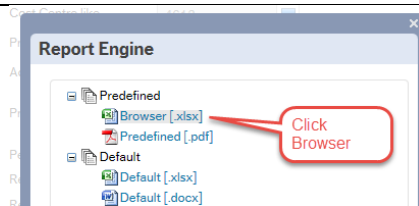
Search: Detail level: Level 2 - Project Copy to clipboard

#	Account	Account (T)	Oct (1)	Nov (1)	Dec (1)	Jan (1)	Feb (1)	Mar (1)	Total Actuals (1)	O/S Purchase Orde	Total Committed Expenditure (1)	Budget (1)	Variance to Budget (1)
Σ3	NPAY_1B	Utilities & Maintenance Supplies & Services	0	149	0	0	0	0	149	165	314	0	-314
Σ3	NPAY_1D	Laboratory Supplies & Services	10,457	16,278	3,540	0	0	0	30,275	2,716	32,991	0	-32,991
Σ3	NPAY_1E	Consumables & Office Expenses	743	671	208	0	0	0	1,623	0	1,623	0	-1,623
Σ3	NPAY_1F	Travel & Subsistence	0	0	111	0	0	0	111	33	144	0	-144
Σ3	NPAY_1G	Computing & Audio Visual	158	817	250	0	0	0	1,225	2,676	3,901	0	-3,901
Σ3	NPAY_1H	Equipment	3,345	971	0	0	0	0	4,316	980	5,295	0	-5,295
Σ3	NPAY_1J	Miscellaneous & Other Costs	0	0	700	0	0	0	700	0	700	100,000	99,300
Σ2	NA	Departmental	14,704	18,887	4,809	0	0	0	38,400	6,568	44,968	100,000	55,032
Σ1	XXXX	XXXX	14,704	18,887	4,809	0	0	0	38,400	6,568	44,968	100,000	55,032
Σ			14,704	18,887	4,809	0	0	0	38,400	6,568	44,968	100,000	55,032

No.	Item	Details
1	Selection Criteria	Enter your cost centre number in the Cost Centre like box. If you have any other information that you would like to filter with, e.g. project or order no, then enter the information in the relevant boxes. If you wish to bring back all information, leave the boxes blank. Click Search.
2	Period between	The Report will default to the current 12 month period. If you need to include a different period(s), change the period dates, e.g. 201800 to 201806 (March). The Budget column will return the value of months in Budget that you request in the dates. E.g. 201806, will return 6 months budget.
3	Account	If you wish to filter on a certain account code, enter the code in the Account box.
4	Project	Project like: Enter a specific Activity code Project not in List: To exclude 1 or more Activity codes from your report, click on the blue box and chose the codes you wish to exclude. Click ok.

Export to Excel	If you wish to Export the Report to Excel, click Export:
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HOW TO TRACK NON PAY EXPENDITURE AGAINST BUDGET



You will be asked to Open or Save.



Save to your server drive or open and then save from Excel.

The exported file does not bring the selection criteria with it, so you should include dates on the file name.