**Purpose of the Query:**
This query provides a list of project-related expenditures for a given agency. You can filter by Project ID and Accounting Date range. The query also displays related voucher data from Accounts Payable and Vendor details.

**Query Parameters:**
- The results will include Project expenditures that have an Analysis Type value on the following list:
  - ACT (Actual Cost)
  - LBR (General Ledger Labor Cost)
  - CLB (Cost Sharing Labor)
  - CAC (Cost Sharing Actuals)
  - GLE (GL Expense)
  - CFA (Cost Sharing F&A – from the Grants module)
  - SFA (Sponsor F&A – from the Grants module)
  - BCT (Billable Direct Entry Cost)
  - CGE (Cost Sharing GL Expense)
  - EHR (Equipment Hours Expense – Wildlife, Parks & Tourism only)
  - EQH (Equipment Hours – Wildlife, Parks & Tourism only)
  - DPR (Depreciation Expense – Wildlife, Parks & Tourism only)
  - TML (Truck Mileage Expense – Wildlife, Parks & Tourism only)
  - TRK (Truck Mileage – Wildlife, Parks & Tourism only)
  - VOL (Volunteer Hours – Wildlife, Parks & Tourism only)

**Prompt Values:**
- **Required Prompt Values**
  - Unit
  - Project ID
  - From Accounting Date
  - Through Accounting Date

**NOTE:** A single Project ID can be specified, or a wildcard (%) can be entered to run the query for all agency projects. If an agency has groups of projects that share a prefix, the prefix followed by the % sign can run the query for just that group.
Result Sorts:

1. Business Unit
2. Project ID
3. Fund
4. Activity ID
5. Account

Security:

- BU Security: Business Unit Security is applied. Agencies will only have access to those project-related transactions created with their agency business unit.

1. Navigate to Query Viewer and search for the query by name: Reporting Tools > Query > Query Viewer

2. Click on either the “HTML” or “Excel” link, depending on what type of report output format is preferred. For this job aid, “HTML” has been selected.

   This brings the user to the query parameter input page.

3. Enter the desired parameters:

   Remember: using a % sign in the “Project ID Like” field will display results for all projects.
4. Click the “View Results” button.

The results can be downloaded in an Excel Spreadsheet or a CSV Text File by using the links located directly above the results.

**Left side of the results page:**

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
<th>Activity</th>
<th>Amount</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/02/2013</td>
<td>0302</td>
<td>01028</td>
<td>30602013</td>
<td>5108.68</td>
<td>LBR</td>
</tr>
<tr>
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**Right side of the results page:**

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