



Grants Expenditure by Month

About this report

This report can be run for a single grant or multiple grants, using the *RG/G* number and a specific date range. The report returns the total expenditure per month for each grant selected. If multiple awards are chosen, each one appears on separate page. *NB: Commitments are excluded.*

To access **Navigate to Team content > Live > (your) school > Departmental (Shared) Reports Folder > Grants Folder**

The screenshot shows the IBM Cognos Analytics interface. On the left, the 'Grants Reporting' folder is expanded, showing a list of reports. The 'Grant Expenditure by month' report is selected. On the right, a table shows the details of the selected report.

Name	Type	Last Accessed
Other	Folder	25/02/2022, 10:35
Award Expenditure by Project Organisation All expenditure types year summary level	Report View	25/02/2022, 10:35
Grant Expenditure by month	Report View	25/02/2022, 10:35
Grants Actual Expenditure by Project Organisation	Report View	25/02/2022, 10:35
Year End Grants Report (by date range)	Report View	25/02/2022, 10:35

Parameters

The 'Prompt' dialog box asks for values for the report. It includes a text input field for keywords and a 'Select all' checkbox.

Prompt
Provide values for the report you are about to run.
Please enter Grant numbers eg RG50326, multiples are allowed

Keywords:

Input keywords here

Select all

No Results

The 'GL Date' dialog box allows users to select a date range for the report. It includes two calendar pickers for 'From' and 'To' dates, and a time selection field.

GL Date

From:

2024

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Mon Tue Wed Thu Fri Sat Sun

1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

0 : 00

To:

2024

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Mon Tue Wed Thu Fri Sat Sun

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

23 : 59

Example of report (Excel format)

Grant Expenditure				
Award Number	Award Title	Sponsor Name	GL Period Name	Expenditure Amount
G222222	A study in the transformative effects of crystal healing	NERC	AUG-23	152,821.23
			SEP-23	233,587.05
			OCT-23	160,770.81
			NOV-23	201,265.59
			DEC-23	183,298.67
			JAN-24	215,428.98
			FEB-24	221,687.59
			MAR-24	133,064.79
			APR-24	19,927.89
			G222222	
Summary			Summary	1,521,852.60
26 Apr 24			- 1 -	09:26:07