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1. Research reporting – Administrators

The data used in these reports is downloaded into Cognos from the University Finance System (UFS) overnight. Therefore, transactions and balances will be as at the end of the previous working day.

The majority of Grants reports are available from the *Departmental Shared* folder for users that have been given access to the Grants folder in Cognos.

E.g. Public Folders > LIVE > School > Departmental (Shared) Reports > Grants Reporting

These can broadly be attributed into the following categories.

Summary financial reports – cumulative project to date

- Projects by Organisation by PI
- Grants by Sponsor Type
- Research Council Statement School/Department version
- Project Enquiry

Summary reports for specific date ranges

- Project Enquiry
- Grant Actual Expenditure by Project Organisation
- Top Slice Postings
- Grant Expenditure by Month
- Year-end grant report by Project Organisation

Detailed listing of expenditure

- Detailed Expenditure Enquiry by Project
- Payroll Costs

Grants approaching their end dates

- FES List
- Grants Ended Enquiry Details
- 3-2-1 Grants Listing

All of the reports can be run in HTML, PDF, Excel 2007, Excel 2002, Excel 2000 single sheet, CSV, XML formats. They can also be distributed by email.

What is a project/award organisation?

These are set up in the grants module, and mapped to cost centres in the GL. Usually a department has a single project organisation, so it's a one-to-one mapping, but it's quite possible for a department to have multiple project organisations, and several departments have this set up (e.g. Chemistry, Engineering, CRUK CI, MRC Epidemiology).

When an award is set up by the Research Operations Office (ROO) it is linked to the selected organisation. This determines the *project org* and the *award org*. The project org determines which GL cost centre the project expenditure maps to in *M* Source of Funds in the GL.

Usually a project org will be the same as the award org. This would only be different if the award has more than one project associated to it, and the projects are not in the same departments. This can be changed during the life of the grant, for example, at year end for departmental mergers and movements.

2. Computer settings for Cognos users

Please refer to the IBM website for latest supported software, including web browsers, if you experience problems:

https://www.ibm.com/software/reports/compatibility/clarity-reports/report/html/prereqsForProduct?deliverableId=1330380859450#sw-17. Pop ups and Java Script should be enabled.

To enable PI reports (drill down)

To enable drill down reports Java script must be enabled in Adobe.

- Open Adobe and from the menu bar select Edit>preferences
- Tick the box at the top to *Enable Acrobat Java script*.

You may find if using Adobe reader 9 you have to do this each time your computer is rebooted.

Signing into Cognos

You need a Raven password, see https://raven.cam.ac.uk/ . In addition, you need to have completed the Cognos access form (URL https://www.finance.admin.cam.ac.uk/cognos-access-request).

Open your web browser and navigate to the Admin Reporting home page:

http://www.admin-reporting.cam.ac.uk/

- Click on the **Cognos Login** link to open the *Admin Reporting* page
- Click on the link *Log in to Cognos now* to open the *Raven Authentication* page
- In the User ID field, enter your CRSID
- In the password field, enter your Raven password.
- Click the **OK** button. Either the *Cognos Welcome* or the *Public Folders* page is displayed

UIS Cognos **PRODUCTION**Instance Please type your credentials for authentication. Namespace: openIdap User ID: Password: OK Cancel If you have forgotten your username or password please follow this link

UNIVERSITY OF

CAMBRIDGE

Signing out of Cognos

From any of the Cognos pages, click on the **Log Off** link at the top of the page and **Close** your browser window.

For further assistance on accessing Cognos, please contact the Reporting Help Desk: email: <u>FSG.System.Support@admin.cam.ac.uk</u>

3. Finding the grants reports

Once you have logged into Cognos, the *Public Folder* page will be the default home page, unless you change it.

Home

Once you have logged in, the Public Folders page displays as per the screen shot below.

IBM Cognos Conne	ection	cr602 Log Off	•,•	À•≟• <u>Launch</u> • 0 • IBM.
Public Folders	My Folders			< >
Public Folders			III 🗄 🖬	📽 💖 📑 😽 🗎 🍙 🛪 🗔 👫
			Ent	ries: 1 - 16 🔘 III H
Name 👌			Modified \diamond	Actions
🗌 🗀 LIVE			20 August 2015 09:07:21	More

There are various icons on this page, which will assist you when navigating Cognos.

lcon	Name	Function
<u>.</u>	My Area	Enables you to set up output preferences and review any reports you have scheduled. Refer to separate guidance.
Â-	Home	Displays the page you set as your Home page

It is important to ensure you have the right access to be able to run all relevant reports. You will have access to the Grants folder, the General Ledger folder or both depending on what you specified on the form.

IBM Cognes Connection		er602 Log Off 🐇	ar602 Loc Off 🕴 🕴 🕴 🗛 -			
Dablic Folders	My Folders			10		
Public Folders > LIVE > School of the Biological Sciences > Departmental (Shared) Repo		tal (Shared) Reports	📰 🐺 😂 📓 🖋 ۹ Entries: 1	- 2 O INNE		
Rame :			Modified :	Actions		
📋 📔 GL Reporting			29 September 2015 15:42:05	Mare		
📋 📋 Grants Reporting			19 July 2016 11:01:13	More		

Grants Reporting folder

The standard Grants reports are available in the **Departmental Shared** folder.

E.g. Public Folders > LIVE > School > Departmental (Shared) Reports

Reports in the *Departmental (Shared) Reports* folder are the standard Grants reports that are available to all Grants users, regardless of which school you are in. If you use your *named* departmental folder instead, the reports will be unique to that department. For most of the reports, you will need to look in the *Grants Reporting* folder. In some cases, widely used reports may also be in the *Other* folder.

IBM Cognos Convection	er602 (al.02)	$h \leftarrow a \leftarrow \text{ uses} \leftarrow u \leftarrow \text{ IBM},$
112 Public Folders Ny Folders		
Public Folders > LIVE > School of the Biological Sciences > Departmental (Shered) Reports > Grante Reporting	三 4 6 8	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		tries: 1 + 22 O (4)(40(34)(4)
Name 1	Modified ©	Actions
C(G) other	3 Merch 2017 14:59:42	more
D Set Gwin Litting	21 January 2016 15:41:1	6 🕅 🏲 🙀 More
📋 🐌 Activated grants with budget	14 January 2016 12:35:1	E More
🔲 🖥 🕨 Award Expenditure by Project Organisation All expenditure types year summary level	26 June 2017 19:52:34	🖂 🏲 🖬 More
Awaid Expendence by Project Organisation by year (summary level)	23 February 2017 08:12-1	29 🔟 🏲 🏛 Mort
Detailed Expenditure Enquiry by Project	24 May 2017 15:06:20	T P RE Mark.
E Sue	15 April 2015 10:53:59	🗇 🕨 🙀 Mare
C(1) Carts At 1	21 January 2016 14:38:4	E P RE More
This is an indicated your output profess	21 January 2016 14(17)5	E P RE More
I his icon indicates your output prefere	ence, which can	
be changed via My Area, My Prefere	nces.	

If you are unable to view folders or the list of *Departmental (Shared) Reports* for your school, please contact FSG.System.Support@admin.cam.ac.uk and ask them to check your set up.

Actions buttons

Each report has a selection of available actions that can be carried out against it. The Actions (visible on the right of the screen) available with the report are dependent on how each report has been created and saved by the author. (At the University, this is usually the Cognos reporting team).

lcon	Name	Function					
	Set properties	View information about the selected report. There are two tabs: General and Report view.					
	Run With Options	llows you to run the report, specify the output and input arameters. Advanced option enables you to run it a specified me.					
	Schedule	Enables you to schedule reports to run on a regular basis					
More	More	Provides the following functions in addition to those listed above Available actions: Set properties View report output versions View my permissions Run with options Ne Run with options View run history Alert me about new versions Copy Create a shortcut to this entry Add to bookmarks					

4. Running reports

Running a report

Once you have located the report you wish to run, click on the *blue arrow* to the right of the screen under *Options*.

Public	: Folder:	s > LIVE > School of the Biological Sciences > Departmental (Shared) Reports > \mathbf{Grants} Reporting	🗏 🗄 🗳 💖	🔓 🤸 🗎 🛊 🗙
			Entries: 1	- 21
		Name 🗧	Modified \$	Actions
		Other Reports	16 January 2015 13:51:45	More
	₩►	3-2-1 Grants Listing	16 January 2015 13:51:45	🚺 🖭 More
	₩ ►	Activated grants with budget	16 January 2015 13:51:45	🔲 🕨 📴 More
	₩►	Award Expenditure by Project Organisatiom All expenditure types year summary level	16 January 2015 13:51:45	🔲 🕨 📴 More
\sim	1	hunse hunselectrongisa why wear tell	2015.12	

A *Run with options* screen displays. This is where you can set/check the format and whether you wish to *view* the report, *print* the report or have it *emailed* to you.

NB: If you click on the report name to run it, you bypass the <i>Run</i> options. Therefore it is always	
recommended that you click on the blue arrow.	

	Select how you want to run and receive your report. Format: PDF	
All of the reports can be	Accessibility:	
run in HTML, PDF, Excel 2007. Excel 2007 Data.	Language: English (United Kingdom)	•
Excel 2002, CSV, XML formats, <i>and</i> be	Delivery: View the report now Print the report: 	
printed.	Printer location: Send me the report by email	Select a printer
	Prompt values: No values saved Prompt for values	
	Run Cancel	

Once you have made your selection, click *Run*, to display the parameters for the selected report. These must be completed before the report retrieves the relevant data.

Running a PDF report or to screen

If you have indicated that the report should be run to PDF, the following icons towards the top right of the screen will be useful:

lcon	Function
►	Returns to the list of reports. Use this and NOT the browser Back arrow
► Keep this version	Attach to and send an email
Þ	Run the same report with different parameters.
	Choose, from a dropdown list, other report formats (refer to section on converting to Excel below).
Add this report 🔻	Shortcut to add report to <i>My Folders</i> or <i>Add to Bookmarks</i> (refer to separate guidance)

Converting a PDF report to Excel

If you have run a report and reviewed the data and decided that it would be better in Excel, then instead of running the whole report again, you can easily convert it from PDF to Excel.

- 1. Once the report has run and the PDF is displayed, click on the View in PDF icon
- 2. Click *View in Excel Options* and then select the relevant option. (*View in Excel 2007 Format recommended*)



3. A pop up message will display giving the option to Open or Save. Click Open.

Do you want to open or save Projects by Organisation by PLxIsx from admin-reporting.cam.ac.uk?	Open	Save	•	Cancel	
bo you want to open of save rojects by organisation by rinks nonraumin-reporting canacture	open	Jave	•	Cancer	- î

4. An excel page will open with the report contents. You may need to *Enable Editing*.

5. Consolidated Grants Report

There is an ongoing project to consolidate the multitude of grants reports into a few reports where the user can customise the output to suit their own requirements. This section will be updated as the new consolidated reports are launched: *Last updated 20/01/2021*.

Cognos GM: Listing and Budget vs Actual Reports

To access the new report, navigate to **Public Folders >Live > your school folder > Departmental (Shared) Reports** folder.

This report is intended for use by departments, schools, Central Finance and the Research Office. It uses the standard security model, restricting returned information to only the Projects and Awards the user has been granted access to.

The default format for this report is set to **PDF**, but can provide output in all standard formats (including **Excel** and **HTML**). To select a different report format, or to save or email the report, use *Run with options*, on the right of the report selection line.

Note: This report contains a number of re-prompt buttons that restrict the lists of values to only relevant values. When you use a re-prompt button you will receive a message stating: *Working... Please Wait...*, then *Your report is running*. Please be patient until the prompt page is regenerated.

You can create a *Report View* to save commonly used parameters, or to schedule this report, see report view scheduling.

Basic Report – Lists

At a basic level the user can select to run the report by **EITHER** *Award organisation(s)* or *Project Organisation(s)*. If no other parameters are selected the report output will be a *list* of awards or projects, together with start and end dates.

Note: For users with wide access, ensure you select *the Award Org/Project Org* before running the report. Choose *Click Here for Award Org/Project Org Selection* to populate the selection box. Users with access to a single department can omit this step.

Grants Listing Report					
Award Organization	Award Number	Award Creation Date	Award Start Date	Award End Date	Award Close Date
PD_Plant Sciences	G100048	22-Mar-2019	1-Jan-2019	31-Jan-2021	31-Mar-2021
PD_Plant Sciences	G100497	15-Aug-2019	1-Jan-2019	31-Dec-2020	28-Feb-2021
PD_Plant Sciences	G101009	4-Jul-2019	1-Apr-2019	31-Mar-2021	31-May-2021
PD Plant Sciences	G101403	20-Jun-2019	1-Oct-2019	30-Sep-2023	30-Nov-2023

Example of report run by Award Organisation:

Note: If you select **Project Short Code** as an extra option, the list will display all projects, regardless of whether the project belongs to your department or not, as long as the Award Organisation is yours.

Example of report run by Award Organisation, with Project Short Code as extra option:

	Grants Listing Report									
Award Organization	Award Number	Project Short Code	Award Creation Date	Award Start Date	Award End Date	Award Close Date				
PD_Plant Sciences	G100048	PDAG/465	22-Mar-19	1-Jan-19	31-Jan-21	31-Mar-21				
PD_Plant Sciences	G100497	NMZM/404	15-Aug-19	1-Jan-19	31-Dec-20	28-Feb-21				
PD_Plant Sciences	G100497	PDAG/488	15-Aug-19	1-Jan-19	31-Dec-20	28-Feb-21				
PD_Plant Sciences	G101676	PDAG/492	21-Jun-19	1-May-19	30-Jun-20	30-Aug-20				
PD_Plant Sciences	G101701	PDAG/515	20-Jan-20	1-Jan-20	31-May-23	31-Jul-23				
PD_Plant Sciences	G101806	PDAG/524	3-Mar-20	1-May-20	6-Sep-23	6-Nov-23				
PD_Plant Sciences	G101832	NMZM/455	5-Jul-20	1-Jan-20	31-Dec-20	28-Feb-21				
PD_Plant Sciences	G101832	PGAG/541	5-Jul-20	1-Jan-20	31-Dec-20	28-Feb-21				
PD_Plant Sciences	G102801	PHZJ/663	12-Sep-19	1-Oct-19	31-Dec-22	28-Feb-23				
PD_Plant Sciences	G102821	PDAG/495	25-Jul-19	1-Jul-19	30-Apr-20	30-Jun-20				

Example of report run by Project Organisation:

Award Organization	Project Organization	Project Short Code	Project Start Date	Project End Date
PD_Plant Sciences	PD_Plant Sciences	PDAG/000	1-Aug-2001	31-Jul-2030
PD_Plant Sciences	PD_Plant Sciences	PDAG/183	1-Oct-2009	30-Sep-2015
NA_Engineering - D3 Structures	PD_Plant Sciences	PDAG/188	1-Jul-2010	1-Apr-2017
PD_Plant Sciences	PD_Plant Sciences	PDAG/189	1-Oct-2010	30-Apr-2019
PD_Plant Sciences	PD_Plant Sciences	PDAG/223	1-Oct-2012	30-Sep-2018
PD_Plant Sciences	PD_Plant Sciences	PDAG/226	13-Aug-2012	1-Oct-2021
PD_Plant Sciences	PD_Plant Sciences	PDAG/232	1-Oct-2012	30-Sep-2016
MA_Chemistry	PD_Plant Sciences	PDAG/240	1-Dec-2012	31-May-2017
PD_Plant Sciences	PD_Plant Sciences	PDAG/250	1-Oct-2013	30-Apr-2019

Note: All projects that belong to your Project Organisation are displayed, regardless of which Award Organisation owns the actual project.

Note: By selecting other optional parameters and report layout options the user can choose the data required, including budget, actual and commitments if desired.

Default options

There are a number of default options and **some** of these can be overridden by the user.

When running the report by *Award Organisation*, the default position:

- Excludes awards that have been closed [can be overridden by the user].
- Shows Award Number(s) [cannot be overridden by the user].

When running the report by *Project Organisation*, the default position:

- Excludes both awards and projects that have been closed [can be overridden by the user].
- Shows *Project Code(s)* [cannot be overridden by the user].

The following optional layout options can be selected by the user:

Optional. Choose Layout Options.	
Default is show Award No. for Award Org Report and Project Code for Pr	roject Org Report.
Show Award Number	
Show Award PI Name	
Show Award Status	
Show Award Title	
Show Budget to Actual	
Show Commitments	
Show Expenditure Category	
Show Project Short Code	
Show Project Description	
Show Project PI Name	
Show Project Status	
Show School	
Show Department	
Show Sponsor Name	
Show Sponsor Type	
Show Task Number	
Show Funding Ref	
Show B v A Page (breakdown by Project Code/Exp Cat)	
Show B v A Page (breakdown by Award/Exp Cat)	
Show Negative Balance Remaining in Red (Show B to A must also be selected)	
Select all Deselect all	

Note: At the bottom of the report (*PDF*) there is a page giving *Report Information*, which lists your selections. In *Excel*, it is shown as a separate worksheet.

Adding financial information to basic list report

To add the Budget and Actual/Expenditure for the awards and/or projects, depending on the information required, check either:

Show B v A Page (breakdown by Project Code/Exp Cat)	
Show B v A Page (breakdown by Award/Exp Cat)	

The report returns the same list as the basic list, but it includes **further pages** which give a breakdown of the budget and expenditure, per expense category, for either the award or the project. To include commitments, tick the **Show Commitments** box as well.

Example of report run by **Project Organisation**, with Optional selections of **Show BvA Page** (breakdown by Project Code/ExpCat), plus **Show Commitments**

Grants Listing Report									
Award Organization	Project Organization	Project Short Code	Project Start Date	Project End Date					
ZZ_Ecology	ZZ_Ecology	ZZAG/000	1-Aug-01	31-Jul-30					
YA_Cosmology	ZZ_Ecology	ZZAG/111	1-Jul-10	1-Apr-17					
ZZ_Ecology	ZZ_Ecology	ZZAG/112	1-Oct-10	30-Apr-19					
ZZ_Ecology	ZZ_Ecology	ZZAG/113	13-Aug-12	1-Oct-21					
ZZ_Ecology	ZZ_Ecology	ZZAG/114	1-Oct-12	30-Sep-16					
XA_Environmental Sciences	ZZ_Ecology	ZZAG/115	1-Dec-12	31-May-17					
ZZ_Ecology	ZZ_Ecology	ZZAG/116	1-Oct-13	30-Apr-19					
ZZ_Ecology	ZZ_Ecology	ZZAG/117	15-May-13	30-Sep-19					

	Grants: Budg	et v Actual by Projec	t Code & Exp	enditure C	ategory	
Project Short Code	Project End Date	Expenditure Category	Budget	Expenditure	Commitment	Balance Remaining
ZZAG/000	31-Jul-30 EX	CEPTIONAL ITEMS	0.00	5,887.50	0.00	(5,887.50)
	31-Jul-30 OT	HER COSTS	0.00	(457.40)	0.00	457.40
	31-Jul-30 ST	AFF COSTS	0.00	63.09	0.00	(63.09)
ZZAG/000 - Total			0.00	5,493.19	0.00	(5,493.19)
ZZAG/111	1-Apr-17 ES	STATES COSTS	2,434.37	2,434.37	0.00	0.00
	1-Apr-17 INE	DIRECT COSTS	6,542.15	6,542.15	0.00	0.00
	1-Apr-17 INF	FRASTRUCTURE TECHNICIANS	361.69	361.69	0.00	0.00
	1-Apr-17 PI	COSTS	21,752.20	21,752.20	0.00	0.00
	1-Apr-17 UN	IVERSITY FUNDED	(6,218.09)	(6,218.09)	0.00	0.00
ZZAG/111 - Total			24,872.32	24,872.32	0.00	0.00
ZZAG/112	30-Apr-19 EC	UIPMENT	75,614.00	75,614.24	0.00	(0.24)
	30-Apr-19 ES	TATES COSTS	60,368.00	60,368.00	0.00	0.00
	30-Apr-19 INI	DIRECT COSTS	186,700.00	186,700.00	0.00	0.00
	30-Apr-19 INF	FRASTRUCTURE TECHNICIANS	9,273.00	9,273.00	0.00	0.00
	30-Apr-19 OT	HER COSTS	111,001.00	123,000.76	0.00	(11,999.76)
	30-Apr-19 ST	AFF COSTS	180,385.00	168,385.00	0.00	12,000.00
	30-Apr-19 TR	AVEL AND SUBSISTENCE	8,000.00	8,000.00	0.00	0.00
	30-Apr-19 UN	IVERSITY FUNDED	(256,341.00)	(256,341.00)	0.00	0.00
ZZAG/112 - Total			375,000.00	375,000.00	0.00	(0.00)

Page after list pages if Show BvA page is ticked:

Note: if you want the financial information to show on same line, i.e. a summary report, select **Show Budget to Actual**, and **Show Commitments** (if required). This option would not give the **Expenditure Category**, unless ticked.

Example of report run by **Project Organisation**, with Optional selections of **Show Award Number**, **Show Budget to Actual** and **Show Commitments**:

		Grants	s Listing	and Bud	get v Act	ual Repo	rt		
Award Organization	Project Organization	Award Number	Project Short Code	Project Start Date	Project End Date	Budget	Expenditure	Commitment	Balance Remaining
ZZ_Ecology	ZZ_Ecology	RG00000(ZZAG)	ZZAG/000	1-Aug-01	31-Jul-30	0.00	5,493.19	0.00	(5,493.19)
XA_Cosmology	ZZ_Ecology	RG60000	ZZAG/111	1-Jul-10	1-Apr-17	24,872.32	24,872.32	0.00	0.00
ZZ_Ecology	ZZ_Ecology	RG60001	ZZAG/112	1-Oct-10	30-Apr-19	375,000.00	375,000.00	0.00	(0.00)
ZZ_Ecology	ZZ_Ecology	RG60002	ZZAG/113	13-Aug-12	1-Oct-21	2,716,612.57	2,701,356.72	7,917.51	7,338.34
ZZ_Ecology	ZZ_Ecology	RG60003	ZZAG/114	1-Oct-12	30-Sep-16	238,400.53	228,711.74	0.00	9,688.79
YA_Environmenta	I SZZ_Ecology	RG60004	ZZAG/115	1-Dec-12	31-May-17	325,387.95	299,781.73	0.01	25,606.21
ZZ_Ecology	ZZ_Ecology	RG60005	ZZAG/116	1-Oct-13	30-Apr-19	226,572.66	225,735.48	837.16	0.02
ZZ_Ecology	ZZ_Ecology	RG60006	ZZAG/117	15-May-13	30-Sep-19	591,848.00	596,715.51	0.00	(4,867.51)

Any of the other **Show** options can be selected, although some of these have dependencies on the layout option selected above.

Sponsor Type and/or Sponsor Name

The report can be run for selected Sponsor Type(s) and/or selected Sponsor Name(s). The user must first select **Show Sponsor Type** and/or **Show Sponsor Name** under **Layout options.** Then choose

Optional. Click here to select Sponsor Name/Sponsor Type.

This displays and populates the **Sponsor Type** and **Name** field boxes from which you can select the relevant data.

For **Sponsor Type** – you can select a single type, multiple (use **Ctrl+click**) or **Select All**

For **Sponsor Name** – you can use the Cognos Search and Select method, or choose the name from the field box underneath (individual, multiples or all).

Task Numbers

The user can choose to **exclude** Task Number(s). The user must first select **Show Task Number AND Show Budget to Actual** (**NOT** Show BvA page) under **Layout Options**. Then choose:

Optional. Click here to exclude task numbers.

Once the task number field box is populated, check the relevant box to **exclude** that task number(s).

Awards/Projects ending

The user can choose to run the report to show *Awards ending* (for Award Organisation Report) or *Projects ending* (for Project Organisation Report) within a user specified number of days or for a user specified *From* or *To* date.

- Entering number of days shows all awards/projects ending within the number of days entered from the date the report is run.
- Using a *From* date only shows all awards/projects ending after the date selected.
- Using a To date only shows all awards/projects ending before the date selected
- Using a *From* and *To* date shows all awards/projects ending within the date range selected.

If no dates are selected, the default is *Earliest date* to *Latest date*.

Award Creation Date

The user can opt to run the report for awards created within a date range specified by the user. A *From* date, a *To* date or a *From and To* date can be selected here.

- Using a *From* date only shows all awards created after the date selected.
- Using a To date only shows all awards created before the date selected
- Using a *From* and *To* date shows all awards created within the date range.

Saving selections

To **save and schedule** your selection parameters for all Cognos reports, refer to either <u>Creating a</u> <u>Report View</u> or to <u>Schedule a report *with report view setup*</u>. To avoid confusion, remember to change the name of the report as soon as you copy it, particularly now that this report can be set to show completely different types of grant information.

Cognos GM: Expenditure Enquiry Report

To access the new report, navigate to **Public Folders >Live > your school folder > Departmental (Shared) Reports** folder.

This report is intended for use by departments, schools, Central Finance and the Research Office. It uses the standard security model, restricting returned information to only the Projects and Awards the user has been granted access to. The default format for this report is set to **PDF**, but can provide output in all standard formats (including **Excel** and **HTML**). To select a different report format, or to save or email the report, use *Run with options*, on the right of the report selection line. This report works best when viewed in **Excel** format, but it is useful to run in **PDF** initially whilst deciding on layout and other selections.

Note: This report contains a number of re-prompt buttons that restrict the lists of values to only relevant values. When you use a re-prompt button you will receive a message stating: *Working... Please Wait...*, then *Your report is running*. Please be patient until the prompt page is regenerated.

Basic Report – Lists

At a basic level the user can select to run the report by either **Award organisation(s)** or **Project Organisation(s)**, and for **Expenditure only** or **Expenditure plus Commitments**. If no other parameters are selected the report output is expenditure detail for all expenses for all awards or projects belonging to the Award or Project Organisation. The columns include:

- Task Number
- Expenditure Category
- Expenditure Type
- GL Date
- Transaction Date
- Expenditure Comment
- Supplier Name
- Invoice Number
- Expenditure
- plus Commitment Amount (if selected).

The following selections are required:

Required: Select Award or Project Organisation

Required: Select School (can be single, all or multiples)

Required: Select Award or Project Organisation (can be single, all or multiples)

Required: Select Expenditure Only or Expenditure plus Open Commitments

Required: Show Subtotals on Detail Page [Default is No]

Note: As this is a **Detailed** report, it is advised that you use the optional selections such as **Award** or **Project number**, or **Date**, as the default output returns line by line details of all expenditure for all awards/projects during their lifetime.

Example of report run by Award Organisation, Expenditure only:

Grants Tra	ansac	tions - E	xpen	diture Det	ail by Award Organ	isation	E.				
Anant Organization	Acard Number	Project litert	Tasti Nariber	Expenditure Category	Expenditure Type	GL Date	Transaction Data	Expenditure Comment	Rappine Harrie	Vonce Namber	Especifiure GBP
ZZ_Ecology	G111111	22A0/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jun-13	21-Jun-11	Nerketiacatic acid 99% NTA, OBH9106, CAS	FREHER BOENTIFIC UK LTD	4153487211	. 10.15
22 Ecology	G111111	ZZAG/1721	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jat-1	21.Jun-13	Network and 19% NTA, CEMINOS, CAS	FREHER SCIENTIFIC UK LTD	4153487211	2.43
22 Ecology	GTTTTT	22AG/123	5	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-34-11	16-Jun-15	ADX1 Algue Alternative snidate 1 Cyt s Cyts	ADRISERA AB	20190952	173.45
22 Exclogy	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1.34-1	10-Jun 11	P03643982	AURISERA AU	20190952	0.36
22 Ecology	G121888	ZZAG/324	5	DTHER COSTS	OTHER COSTS/CONSUMABLES	23-Oct-11	22-0d-11	COVER GLASS ROUND dia 13 MM NO 1	VWR INTERNATIONAL LTD	5064264138	34.98
22_Ecology	G101000	ZZAG/394	5	OTHER COSTS	OTHER COSTS/CONSUMMELES	23-045-15	22-04-19	COVER GLASS ROUND (IN 13 MM NO.1	WWR INTERNATIONAL LTD	5064264130	7.00
22 Ecology	G101000	22AO/324	5	OTHER COSTS	OTHER COSTS/CONSUMABLES	3-0km-15	23-06-19	SuperScript II Rhase H-Revense Transcripteor	BIOCHEMISTRY	1074390	168.95
ZZ. Ecology	G191112	IZAGM6	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Dec-11	15-Nm-15	0.5kg parcel to Bristol	OHL INTERNATIONAL (UK) LTD	CB03131858	6.57

Note: If your department owns the **Award**, the report displays all projects that belong to **Award**, regardless of which department is running the **Project**.

Default options

There are a number of default options but some of these can be overridden by the user.

When running the report, the default positions are:

• Excludes awards/projects that have been closed [can be overridden by the user].

- Don't show subtotals on detail page [can be overridden by the user]
- Run report for Expenditure only [can be overridden by the user to include commitments]
- Shows Award/Project Code(s) [cannot be overridden by the user].

Show Subtotals on Detail Page

As indicated above, the default for this option is **No**. If you want subtotals to be included, select **Yes**. Then click on **Select School** or **Select Award/Project Organisation**, even if you've already done so.

The choice of which subtotals to include is defaulted to **All** if **Show Subtotals** set to **Yes**, but can be changed by the user.

Show Subtotals on Detail Page.
Default is No.
* 💽 Yes
No
Select Subtotals. Default is All.
I All
Project Code
Expenditure Category
Expenditure Type
Select all Deselect all

Note: The choice for Select Subtotals only appears if you click the Select School or Project/Award Organisation AFTER you've changed the Show Subtotals to Yes.

Example of report with Show Subtotals on Details Page set to Yes, and Project Number selected:

Project	Award	Award	Project	Task	Expenditure	Expenditure Type	GL Date	Transaction	Expenditure Comment	Supplier Name	Invoice	Expenditur
Organization	Humber	Туре	Short Code	Titornites	Category	In the second second		Date	Harry -		Téarrdani	GBP
Z_Ecology	R066666	Research	ZZAG/123	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	27-Oct-29	HP ZZ7n G2 - LEO monitor - 27	WH INSIGHT DIRECT (UK) LTD	5041298	249
II_Ecology	RG66666	Research	ZZAG/123	9	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	27-Oct-30	HP ZZIn G2 - LED monitor - 27	Iner INSIGHT DIRECT (UK) LTD	504 1298	49
ZZ_Ecology	RG66666	Research	ZZAG/123	5	OTHER COSTS	OTHER COSTSMISCEL	4-Dec-20	4-Dec-20	CONSULTANCY ON THE C-19	FARMING DATA LTD	5017	450
22. Ecology	RG68666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	21-Dec-20	26-Dec-20	CHRIS: 1 0000001 SM/TH BJ 2	ZAG/123 01.RG66666 ADHA		4.818
II_Ecology	RG66666	Research	ZZAG/123	9	STAFF COSTS	STIPENOS	31-Dec-20	26-Dec-30	CHRIS 1 11115555 BUZZ LY Z	ZAG/123 01 RIG66666 ADHA		3,102
Z Ecology	RG86666	Research	22AG/121	۹.	STAFF COSTS	STIPENDS	21-Dec-20	26-Dec-20	CHRIS: 1 11123234 SMITH JW	ZZAG/123.01 RG66666 ADHA		3.673
72 Ecology	RG66666	Research	ZZAG/123	9	STAFF COSTS	STIPENDS	31-Dec-20	26-Dac-20	CHRIS: 1 11176766 COTTON V	WWP ZZAG/123 01 R066666 ADH	A	644
12 Ecology	RG55556	Research	ZZAG/123	۹.	STAFF COSTS	STIPENOS	31-Dec-20	26-Dec-29	CHRIS. 1 11136454 MUNRO P	Q ZZAG/123 P1 RG66666 ADHA		3.902
12 Ecology	RG66666	Research	22AG/123	5	STAFF COSTS	STIPEND6	31-Dec-20	26-Dec-20	CHRIS 1 12345678 JAMES D	ZZAG/123.01 RG66666 ADHA		2.072
Z Ecology	RG66666	Research	ZZAG/123	9	STAFF COSTS	STIPENDS	31-Dec-20	25-Dec-20	CHRIS 1 23456789 BROWN C	H ZZAG/123 01 RG66665 ADHA		1.951
2 Ecology	RG66666	Research	22AG/123	5	STAFF COSTS	WAGES	31-Dec 20	26-Dec-20	CHRIS 1 345E7E91 MACDON/	4LD OLD 22AG/123 01 RG66666 0	HFA	1.826
ZAGI123 To	tal .											22,740.
Z Ecology	RG86868	Research	ZZAG456	5	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-mch - 2.0GHz	Que ACADEMIA LTD	\$13392	1.522
12 Ecology	RG86868	Research	IZAG/456	5	EQUIPMENT	EQUIPMENT	8-Dec-30	21-0:0-20	MacBook Pro 13-Inch - 2 0GHz	Que ACADEMIA LTD	113302	304
12 Ecology	RG86868	Research	22AGi456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems gen4-sLCD-32DT-	AR T RS COMPONENTS LTD	2200945019	1,202
ZZ Ecology	RG86868	Research	22AG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems genil-uLCD-32DT-	AR T RS COMPONENTS LTD	2200945011	240
12 Ecology	RG86868	Research	ZZAGH456	7	OTHER COSTS	OTHER COSTS/CONSU	5-Dec-20	30-http://20	4D Systems USB to UART - 40	PICRS COMPONENTS LTD	2200945015	388
Z Ecology	RG86868	Research	22AG:455	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30 Nev-20	4D Systems USB to UART - 40	PreRS COMPONENTS LTD	2200945015	77.
Z Ecology	RG86868	Research	22AG/458	7	OTHER COSTS	OTHER COSTS/CONSU	9-Dec-20	5-Oec-20	Brother Label Roll 50mm x 5m	C21(BANNER GROUP LTD	\$287010	112
IZ Ecology	RG86668	Research	22AG456	7	OTHER COSTS	OTHER COSTS/CONSU	3.04c-20	9-Oec-20	Brother Label Roll Strem x Sm	C2N BANNER GROUP LTD	\$257010	22
2 Ecology	RG86868	Research	22AG1456	7	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label	Prin BANNER GROUP LTD	\$254363	344
72 Ecology	RG86868	Research	22AG/456	7	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-30	9-Dec-20	Brother VC-500W Colour Label	Prin BANNER GROUP LTD	\$294369	28
ZZ Ecology	RG86868	Research	12AG456	2	POOLED LABOUR	PL TECHNICAL	35 Dec 29	1-Dec 20	Pooled Labour		and the second second second	377.
Z Ecology	RG86868	Research	22AG/466	7	TRAVEL AND SUBS	TRAVEL/HOME	1-Dec-20	17-Mar-20	Trip to meet OpenPlant partner	ani WOOD, BARNEY	EIP/17/03/	46
72 Ecslegy	RGB6868	Research	ZZAG456	906	UNIVERSITY FUND	UNIVERSITY FUNDED -	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct	1		(167.6
12 Ecology	RG86868	Research	ZZAG/466	500	UNIVERSITY FUND	UNIVERSITY FUNCED	31-Dec-20	1-Dec-20	Expenditure For FEC Non Diver	4		441.9
ZAG456 Ter	tal											4,25%
Summary												27,000.
6 Jan 21						1						14:43.3

Example of report with Show Subtotals on Details Page set to Yes, and Expense Category and Type selected:

Project Organization	Award Number	Award Type	Project Shot Code	Tack Number	Expenditure Category	Expenditure Type	OL Date	Transactive Date	Expenditure Comment	Supplier Marte	Norther	Espenditure GBP
22_Ecology	RGecan	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Cec-20	21-Oct-20	MacBook Pro 13-mch - 2.0GHz Goad	ACADEMA LTD	\$13362	1.522.99
ZZ_Ecology	RG86868	Research	ZZAG458	n i	EQUEMENT	EQUIPMENT	8-Oec 20	21-Oct-20	MacBook Pro 13-esch - 2 0GHz Quad	ACADEMIA LTD	\$13302	364 60
EQUIPMENT . Total												1,827.59
EQUIPMENT - Total												1,827.59
ZZ Ecology	R086868	Research	ZZA0/456	7	OTHER COSTS	OTHER COSTS/CC	1-Oec-20	30-Nev-20	4D Systems gen4-sLCD-320T-AR TF	TRS COMPONENTS LTD	2200945019	1,292.30
ZZ_Ecology	R086868	Research	22A(1456	7	OTHER COSTS	OTHER COSTS/CC	1-Ciec-20	30-New-20	4D Systems gen4-st.CD-320T-AR TF	TRS COMPONENTS LTD	2200945019	240.46
22 Ecology	RC89888	Renauch	ZZAGABE	0	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Prog	RS COMPONENTS LTD	2200945019	368.63
22 Ecology	PiC85868	Recearch	ZZAG458	7	OTHER COSTS	OTHER COSTS/CC	1-Oec-20	30-hev-20	4D Systems USB to UART - 4D Prog	RS COMPONENTS LTD	2200945019	77.71
22_Ecology	RG86868	Research	ZZAGUEE	7	OTHER COSTS	OTHER COSTS/CC	1-Oec-20	9-Dec -20	Brother Label Roll Stimm a Sm C2100	BANNER GROUP LTD	\$2870.10	112.76
ZZ_Ecology	RG00068	Repearch	22AG/456	7	OTHER COSTS	OTHER COSTS/CC	9-Dec 20	9-Dec-20	Brother Label Roll Stimm x Sm C2100	BAMER GROUP LTD	1207010	22.55
ZZ_Ecology	RG86868	Research	22AQ/456	7	OTHER COSTS	OTHER COSTS/CC	10-Oec-20	9-Dec 20	Brother VC-500W Colour Label Printe	BAMIER GROUP LTD	\$254369	544.11
ZZ Ecology	RIG86868	Research	ZZAG456	7	OTHER COSTS	OTHER COSTS/CC	10-Dec-20	9-Dec-20	Brother VC-500W Celeur Label Printe	BAMER GROUP LTD	\$294369	28.82
OTHER COSTS/CON	SUMABLE	5 Total										2,217.21
OTHER COSTS . Ten	at											2,217,23
II Ecology	RG86868	Research	ZZAG456	2	POOLED LABOUR	PL TECHNICAL	31-Dec-30	1-Dec-20	Poored Labour			377 27
PL TECHNICAL . Tet	÷.											317.21
POOLED LABOUR - 1	Fotal											377.27
ZZ Ecology	RG86868	Research	22AG/456	7	TRAVEL AND SUBS	TRAVELHOME	1-Dec 20	17-Mar 20	Trip to meet OpenPlant partners and	WOOD, BARNEY	EXP/17/03/26	46.90
TRAVEL/HOME - Tes	al											46.50
TRAVEL AND SUBSI	STENCE -	Total										46.90
ZZ_Ecology	RG86868	Recearch	ZZAG/45E	100	UNIVERSITY FUND	EUNIVERSITY FUNC	31-Ciec -20	1-Dec-20	Expenditure For FEC Non Direct			(167.65)
UNIVERSITY FUNDER	D. CHEST	Total										(167.65)
22 Ecslogy	AC86868	Research	ZZAG/458	500	UNIVERSITY FUND	UNIVERSITY FUNC	31-Clec-20	1-Dec-20	Expenditure For FEC Non Desci			(41.92)
UNIVERSITY FUNDER	D. DEPT	Total										(41.92)
UNIVERSITY FUNDER	D . Total											(209.57)
Summary				-								4,259.42

Layout

The following optional layout options can be selected by the user:

Optional: Select Layout Options
Show Award PI Name
Show Project PI Name
Show Award Purpose
Show Award Type
Show Award Status
Show Project Status
Show GL Period
Show CR and DR Source of Funds
Show Currency Code
Show Expenditure Batch
Show Invoice Date
Show PO Number
Show Payroll ID and Name
Show Sponsor Name
Show Sponsor Type
Show Transaction Source
Show Summary Page by Project Code
Show Summary Page by Award Number
Select all Deselect all

Note: At the bottom of the report (*PDF*) there is a page giving *Report Information*, which lists your selections. In *Excel*, it is shown as a separate worksheet.

Extra layout options

Show Summary Page by Project Code	V
Show Summary Page by Award Number	

If either of the above options is selected, an additional page/worksheet is added to the report output. This summarises the expenditure detail by **Expenditure Category** and **Type**.

Example of Show Summary Page by Project Code:

ZZAG/123	OTHER COSTS	OTHER COSTS/CONSUMABLES	299.57
		OTHER COSTS/MISCELLANEOUS	450.00
	OTHER COSTS - Total		749.57
	STAFF COSTS	STIPENDS	20,164.63
		WAGES	1,826.64
	STAFF COSTS - Total		21,991.27
ZZAG/123 - Total			22,740.84
ZZAG/456	EQUIPMENT	EQUIPMENT	1,827.59
	EQUIPMENT - Total		1,827.59
	OTHER COSTS	OTHER COSTS/CONSUMABLES	2,217.23
	OTHER COSTS - Total		2,217.23
	POOLED LABOUR	PL TECHNICAL	377.27
	POOLED LABOUR - Total		377.27
	TRAVEL AND SUBSISTENCE	TRAVEL/HOME	46.90
	TRAVEL AND SUBSISTENCE - Tot	al	46.90
	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	(167.65)
		UNIVERSITY FUNDED - DEPT	(41.92)
	UNIVERSITY FUNDED - Total		(209.57)
ZZAG/456 - Total			4,259.42
ZZAG/789	OTHER COSTS	OTHER COSTS/CONSUMABLES	3,653.78
	OTHER COSTS - Total		3,653.78
ZZAG/789 - Total			3,653.78

Filtering information to enhance the basic report

Before running the report, you should ensure that only the data you require is returned. The following are optional, but you should at least choose the **Award** or **Project** number.

If Award organisation was selected originally:

Optional. Click here to Select Award No.(s), Expenditure Type(s), Task Number(s).

If **Project organisation** was selected originally:

Optional. Click here to Select Project No.(s), Expenditure type(s), Task Number(s).

Award/Project number

Depending on your initial selection of **Award** or **Project Organisation**, choose the relevant Award(s) or Project(s), bearing in mind this is a detailed, i.e. line by line, report.

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Optional: Select Award Number(s). Leave blank if all required.
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Optional: Select Project Number(s). Leave blank if all required.

Task numbers

The user can choose to **exclude** Task Number(s) by ticking relevant box(es).



Expenditure Type

If you are investigating a particular category of expenditure, you can select here. This can be run across all department awards or projects if required by leaving award/project number blank in the relevant selection field.

Optional. Select I	xpenditure	Type(s). Leave	blank if a	l required
CAPITALISED EQU	JIPMENT		1		
COLLEGE ESTATE	s				
COLLEGE FEES					
COMPUTING COS	rs				

Award/Project Status

The user can exclude status types. The default is to exclude closed awards/projects. This can be unticked if required.

Optional: Select Project Status to Exclude.	Optional: Select Award Status to Exclude.
Default is Exclude Closed.	Default is Exclude Closed.
1000	ACTIVE
ACTIVE	AT_RISK
APPROVED	CLOSED
AT RISK	ON_HOLD
CLOSED	
PENDING_CLOSE	Select all Deselect all
REJECTED	<u>Scieccan</u> <u>Descieccan</u>
SUBMITTED	
UNAPPROVED	
Select all Deselect all	

Note: if the **Award/Project** status is incorrect, please email your RSA (Research Support Adviser). This can only be corrected by ROO staff.

Dates

You can choose the exact date or range of dates, either by the **GL date** or the **Transaction date**, but not both at the same time. The default is **Earliest date** to **Latest date**, i.e. all expenditure throughout life of Award/Project.

- Using a **From** date only shows all expenditure after the date selected.
- Using a **To** date only shows expenditure before the date selected
- Using a From and To date shows expenditure within the date range selected



			- 21	221			
	Jan.	Feb	110	40	- H	lav.	240
	Jul Mon	Hall The	See Wed	00 Thu	Fri	Sat	Dec Sur
F					1	2	1
į	4	5	2	2	8	2	10
	11	12	13	14	15	15	17
	18	12	29	21	22	22	25
	-	inter i	22	14.00	Sec.	-	
	eter	data data	2	201 021	12		
100	eter a Jan Jai	deta Telo Aut	21 21 1111 1111	201 501 012	22	101	Jul -
1	eter a Jan Jal Mon	deta Edd Edd Anti Tue	21 Elim Sico Wed	201 3021 302 013 Thu	Fri	int Sat	June Decision State
	eter a Jan Jal Mon	deta Esto Auto Tue	24 Etar Sico Wed	20 921 90 90 90 7hu	En L	Sat 2	June Des Sur 3
10 ·····	eter a Jan Jal Mon	ta teta Esti Aut Tue	AL All See Wed	20 921 90 90 7hu 2	En I	Sat 2	June Des Sur 10
10	etest Jan Jul Mon Jl	deta Edd Auti Tue 5 12	21 Har Sco Wed	21 302 011 7bu 2 14	11 II I	Sat 2 15	11 11 11 11 11 12
	etest A Jan Jul Mon 11 18	deta Toto Anti Ture 5 12 19	All Elar Sec Und 13 20	21 3021 300 7 14 21	11 II I	10x 10x 15 15 15 23	11 11 11 11 11 12 24

Saving selections

To **save and/or schedule** your selection parameters, refer to either <u>Creating a Report View</u> or to <u>Schedule a report *with report view setup*</u>. To avoid confusion, remember to change the name of the report as soon as you copy it, particularly as this report can be set to return information with different layouts and filters. You can set the report to run straight to **Excel** in your report view.

6. Summary financial reports – cumulative project to date

Projects by Organisation by PI

This is a useful summary report that could be given out to individual PIs. It lists all projects belonging to the named PI. The report returns the following data, with cumulative project-to-date totals. There is a separate page for each PI.

				Projec	t by PI						
ZZ_Ecology: Morar	n, Dr Nancy										
Project PI Name	Project Short Code	Project Description	Sponsor Name	Project Start Date	Project End Date	Task Numbe	Espenditure Category	Budget	Expenditure	Commitment	Budget Remaining
Moran, Dr Nancy	ZZAG/444	MICROBIOTA	EIT FARMING	1-Jan-18	31-Dec-18	1	OTHER COSTS	14,380.53	8,800.20	1,467.39	4,112.94
		ENVIRONMENTS IN					STAPP COSTS	3,318.58	135.08	0.00	3,183.50
		INSECTS					SUB CONTRACTING	4,424.78	2,568.44	0.00	1,856.34
	ZZAG/444 - T	otal						22,123.89	11,503.72	1,467.39	9,152.78
	Z2AG/866	IMICROBIOTA IN SOCIAL	UNIVERSITY COLLEGE LONDON	1-Peb-18	31-Jul-18	1	STAFF COSTS	11,951.25	11,931.25	0.00	0.00
	Commission and Commis	BEES AND PLANT	(F8 B8SRC)	. onweren			TRAVEL AND SUBSISTENCE	2,000.00	2,000.00	0.00	0.00
		POLYMERS				100	ESTATES COSTS	3,992.50	0,00	0.00	3,992.50
							INDIRECT COSTS	10,931.25	0.00	0.00	10,931.25
							INFRASTRUCTURE TECHNICIANS	657.50	0.00	0.00	657.50
							PI COSTS	0.00	0.00	0.00	0.00
							UNIVERSITY FUNDED	(5,902.50)	0.00	0.00	(5,902.50
	22A6/666 - Te	otal						23,610.00	13,931.25	0.00	9,678.75
Moran, Dr Nancy - Tota	4							45,733.89	25,434.97	1,467.39	18,831.53

Run options

These include:

- by Project Organisation- if you select a project organisation but no data is returned then this means that there are no open projects on that organisation
- by individual PI, all or multiples



Grants by Sponsor Type

This suite of reports has been replaced by the consolidated Grants report: GM Listing and Budget vs Actual Reports.

As a result, you can customise the report to display whatever information you need, provided the field is included in the Optional layout options. You must first decide whether it should be run by *Award Organisation* or by *Project Organisation*.

Refer to the section on Sponsor Type and Name in order to use these fields optimally. By running this optional function, a table is populated with all the Sponsor Names and Sponsor Types, which acts as a filter. You can select one sponsor name or type, multiples or all.

Suggested options:

For basic report showing Sponsor Type, by Award Organisation	 Show Award PI Name Show Project Short Code Show Budget to Actual Show Project Short Code Show Sponsor Type
Additional fields that may be useful:	 Show Award Title Show Commitments Show Sponsor Name Show Project PI Name Show Funding Ref

Note: If you choose to run the report by Project Organisation, you could choose Show Award Number instead of Show Project Short Code.

Example of GM: Listing and Budget vs Actual Reports, with optional selections to show sponsor types

					Grants Listi	ng and Budget	v Actual	Report							
Aured Organization	Avoid Number	Project Short Cade	Award Ft Mone	Project Pi Name	Sporage Marse	Sporase Type	Funding Ref	Award Creatiler Date	Aused Stat Date	August End	Award Clinew Date	Badget	Expenditure	Connerver	Datatos Remaining
Ecologi	GTETICE	1240/323	HARRISON, Eller	REAL BYR	WILLOUPE FOUNDATION	AK CHARTY (OTHER)	WEDDINFT	13 May-19	1.34-18	30-Apr-21	20-241-21	78.000.00	34,792,57	0.00	297.49
2. Einiogr	0183321	2240/104	BBU AWY. BY David	BELLARY, Gr Davit	WOODLANDS TRUST	UK CHARTY (OTHER)	6AVE21	25-3al-19	1.34.18	30 Apr (20	18-241-22	17,018.00	12,039.08	6.00	0.00
7 Pandage	0103035	JZAG/128	IDEAH, Dr Grylle	ODAR, Grytte	WOODLANDS TRUET	UK DHARITY (OTHER)	SAV622	25-Jul 18	1.04-05	21,34,20	38-Sap 20	38.088.08	38,090.06	0.00	0.80
Ecology	0163997	2240/128	ATTENDORTGOD, Sylband	ATTENBOROUGH. Sie David	WELDLIFE FOUNDATION	UK CHARTY (OTHER)	W6.09730	28-04-19	100-11	30-Dep-23	30-Hor-23	66,818,00	38,228,82	0.00)	25,282,18
Z Erskoge	GTERE	22MG+127	ATTENEOROLOB. Sir Dawl	ATTENBOROLIGH, SH Dawl	WOODLANDS TITUST	UK CHARTY (COHERL	SAV/E28	17.Dec-19.	7-3-4-19	30.1e.21	28 Aug 21	10,008.08	0.00	0.00	10,090,89
2.Ezokigy	0154308	ZZAG/128	ATTENDORSCOP, II- David	ATTINDOROUGH, Sc David	VIOCIDIANDIS TRUET	OK DHARITY (OTHER)	TEANINT III	2014a-10	1.4+20	30-24-20	30-Gep-20	10,685.00	33.169.17	0.00;	10.23
f. Ecology	Q125258	1224(3103	LPIDO, Oand	PORRESTER, Philippe	WILDLIFE FOUNDATION	UK CHARTY (OTHER)	WK.D3587	18-Dec 19	1.04-11	14(m-20	1.bm21	18,068.00.	10.000.00	0.00,	(0.00)
2 Enilogy	RGROOM	22AQ(100	STRACHWI, Muhaela	STRAD-WA Numero	WUDLIFE FOONDWITCH	UK CHARTY (OTHER)	WL02952	(3-Jai 10	1.04118	30-Apr-10	26-141.19	375.008.000	275.009.00	0.00	(8.06)
2 Excitage	RG60001	UZZAG/1111	UTRACHAIL Munaets	STRADWI, Michaele	WILDLIFE POCHEATION	OK CHARTY (OTHER)	WK.02962	13-24-10	10018	30-Ap-10	36-Jan-19	204,672.68	225,728.48	807.46	0.42
2 Ecology	RONDOW	2240/100	STRACHWIL Michaela	DELLAWY, Sir David	VIEDUPE POUNDATION	UR CHARTY (OTHER)	WEIDING	13-24-10	1-0x5-16	33-Apr-15	28-Jan-73	25,427,34	23,427,34	6.00	4.89
												2,568,133,06	1 127 104 40	10,754.85	858,778,85

Research Council Statement

This report provides administrators with a listing of all the different types of Research Council Grants that are held within their department.

Research Council Grants

Award Number	Project Short Code	Sponsor Type	Award Organization	Award PI Name	Award Start Date	Award End Date	Award Status	Funding Ref	Budget
RG45774	ZZAG/168	RESEARCH COUNCIL - BBSRC	ZZ_Ecology	DARWIN, Professor C	1 Apr 2007	31 Mar 2012	ACTIVE	BB/ E527163/1	704,361.50
RG45774									704,361.50
RG46708	ZZAG/22	RESEARCH COUNCIL - BBSRC	ZZ_Ecology	SMITH, Dr AG	1 Oct 2006	30 Sep 2012	ACTIVE	BB/ D526110/1	650,664.00
RG46708									650,664.00
RG53958	ZZAG/336	RESEARCH COUNCIL - NERC	ZZ_Ecology	DAWKINS, Dr Richard	1 Oct 2008	30 Sep 2012	ACTIVE	NE/ G52441X/	82,624.98

Run options

• Single or multiple Award Organisation

Se	elect required Organisation, or multiple organisations
	PH_Biochemistry - Research
	PH_Biochemistry - Stem Cell Institute
	PH_Biochemistry-NeuroScience
	PJ_Psychology
	PK_Pathology
	PK_Pathology - Stem Cell Institute
	PL_Pharmacology
	PM_PDN - Stem Cell Institute
	PM_Physiology,Devmt & Neuroscience
	PNA_Veterinary Medicine: Teaching and Research
	PN_Veterinary Medicine: Teaching and Research
	PP_ Veterinary Medicine: Vet Hospital
	PR_Wellcome Trust/CRC Institute - CRC B'Chemistry
	PR_Welcome Trust/CRC Institute - CRC Genetics
	PR_Wellcome Trust/CRC Institute - CRC Med Anatomy
	PR_Wellcome Trust/CRC Institute - CRC Pathology
	PR_Wellcome Trust/CRC Institute - CRC Zoology
	PR_Wellcome Trust/CRC Institute - Institute CRC
	PR_wellcome Trust/CRC Institute - Institute wellcome Trust PR_Wellcome Trust/CRC Institute - Wellcome P/Chemister
	Select all Deselect all
	Cancel < Back Next > Finish

Project Enquiry

A summary of actual burdened costs per task, analysed by both Expenditure Category and Expenditure Type (the same information as the *Award Status Enquiry* screen in CUFS). Project start and end dates not included. Commitments are excluded.

ZZAG/115 Between 1 A	ug 2017 and 30 Se	p 2017		
Task Number	Task Name	Expenditure Category	Expenditure Type	Amount
000001	DIRECT COSTS	OTHER COSTS	OTHER COSTS/CONSUMABLES	0.00
		STAFF COSTS	SALARIES	72,892.28
			WAGES	3,469.35
000001				76,361.63
000100	NON DIRECT COSTS	ESTATES COSTS	ESTATES COSTS - CHEST	945.77
			ESTATES COSTS - DEPT	189.15
		INDIRECT COSTS	INDIRECT COSTS - CHEST	2,255.00
			INDIRECT COSTS - DEPT	450.99
		UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	(640.15
			UNIVERSITY FUNDED - DEPT	(128.03
000100				3,072.73
C				70 434 30

Run options

• Can be run for either a single project or multiple projects but **single** recommended. (If run for multiple projects, then data for all projects will be consolidated into just **one** summary, and a list of the projects selected will be displayed at the top of the report.)

1	Project Enqu	uiry		
ZAG/115, Z	ZAG/116, ZZAG/1	18, ZZAG/222, ZZAG/223,	ZZAG/243, ZZAG/333	
etween 1 A	ug 2017 and 30 :	Sep 2017		
setween 1 A Task Number	ug 2017 and 30 : Task Name	Expenditure Category	Expenditure Type	Amount

• Can be run for all costs on the project to date (select **Earliest date** and **Latest date**) or a particular date range specified, (as in the example above).



7. Summary reports for a specific date range

Grant Expenditure by Month

This 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*.

Parameters





Example of report

GL Period Name	Expenditure Amount
JAN-17	13,466.94
FEB-17	13,682.09
MAR-17	16,819.72
APR-17	14,795.65
MAY-17	13,555.78
JUN-17	19,718.37
JUL-17	18,638.08
AUG-17	15,897.12
RG 12345	126,573.75
Summary	126,573.75
	Summary

Grants Actual Expenditure by Project Organisation

This report uses charts as well as tables to display summary information relating to expenditure by type and by sponsor. It can be run across either a single or range of project organisations and for a specified date range.

The report is formatted into three sections:

- Section1 Actual Expenditure by Expenditure Type (pie chart and tabular format)
- Section 2 Actual Expenditure by Sponsor Type (pie chart and in tabular format)
- Section 3 Combined expenditure by sponsor type by expenditure category (tabular format only)





			Proj	ect Organisat	ion by Ex	penditure	Туре
Amount	EQUIPMENT	EXCEPTION	OTHER	OVERHEADS	STAFF	TRAVEL	Total Amount
ZZ_Ecology Division A	17,887	4,825	174,355	38,229	138,111	16,280	389,687
Grand Total	17,887	4,825	174,355	38,229	138,111	16,280	389,687



Grants Actual Expenditure by Project Organisation by Sponsor

Report start date 1 Mar 2013 Report end date 31 Mar 2013

ZZ_Ecology

Grand Total

Project Organisation by Sponsor

Amount	Charities	EC	Industry & Commerce	Other Research	Research Councils	Total
ZZ_Ecology Division A	24,088.10	23,745.73	228,726.83	21,493.24	91,632.64	389,686.54
Grand Total	24,088.10	23,745.73	228,726.83	21,493.24	91,632.64	389,686.54

GL Date	GL Period Name	Project Organization	Super Category	Sponsor Type	Expenditure Category (customised)	Expenditure Type	Amount
1 Mar 2013	MAR-13	ZZ_Ecology Division A	Charities	UK CHARITY (OTHER)	TRAVEL	TRAVEL/FOREIGN	211.40
1 Mar 2013	MAR-13	ZZ_Ecology Division A	EC	EU GOVERNMENT/EU COMMISSION	OTHER	OTHER COSTS/CONSUMABLES	64.80
1 Mar 2013	MAR-13	ZZ_Ecology Division A	EC	EU GOVERNMENT/EU COMMISSION	TRAVEL	TRAVEL/CONFERENCE	459.19
1 Mar 2013	MAR-13	ZZ_Ecology Division A	Industry & Commerce	UK PRIVATE INDUSTRY/COMM	OTHER	OTHER COSTS/CONSUMABLES	539.39

Run options

- Enter your Department code in the search field •
- Select the required Project Organisation(s) from the results box and insert them into the • Choices box
- Enter the dates you wish the report to cover •

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Eco	ology						insert 🔹	ZZ_Ecology	
						I	+ Remove		
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lan	Feb	Mar	Apr	Mar	()	un			
Jul	Aug	Sep	Oct	No	Y D	20			
Su	Mo	ru W	e T	h I	fr -	5a			
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18	19	20 2	1 2	2	13	24			
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lan	Feb	Mar	An	N	av.	Jun			
24	Aug	Sep	00	N	ov.	Des			
Mon	Tue	Wed	Thu	Fri	Sat	Sun			
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5	б	7	8	9	10	11			
12	13	14	15	16	17	18			
10	20	21	22	22	74	25			
26	77	28	20	30	31	19,22			
6.22	6.6	- 10	6,2	222	10.0				

Year End Grants Report (by date range)

A copy of this report is formally sent out to Heads of Department along with their *Departmental Summary Report* at the end of each financial year for their review and sign-off. Copies are also electronically sent out to the departmental Grants contacts. However, the report is not restricted to year end, and can be run at any time.

The report:

- picks up grants that have been Open in the current year
- shows total actual burdened costs analysed by expenditure type
- includes data across all tasks (including Tasks 99 and 100)
- provides cumulative totals to date for the current year.

Run options

This report is best run to Excel.

Report parameters



Please select report options

												<u>Gran</u>	ts Year e	nd Repor	<u>t</u> 5
Re	port perio	d start	1 Aug 2013 0:00	Report	period end	31 Jul 2014 (0:00								-5
Pro	ject Orga	nisation	ZZ_Ecology												
							EC FW7 PRICE ADJUSTMENT	EQUIPMENT	ESTATES COSTS	INDIRECT COSTS	INFRASTRUCTURE TECHNICIANS	OTHER COSTS	OVERHEADS	OVERHEADS MC FIXED	
							Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	r Actual
ΖZ	RG00000(F	INTERFACE	TABLE REJECTION	ZZAG/000	RSD	Suspense						0.00			\geq
	RG12345	THE FUNCT	ION AND SUBSTRA	1 ZZAG/123	Sponsor Name	PI Name			0.00	0.00		87,465.18			$ \geq$
	RG54321	CONTROL	OF PLANT MEIOSIS	ZZAG/124	Sponsor Name	PI Name			2,269.32	5,768.08		24,185.63			
	RG98765	REGULATIO	ON AND EVOLUTION	ZZAG/125	Sponsor Name	PI Name						75,186.39	35,927.88		
	RG56789	EVOLUTIO	N FUNCTION AND DE	ZZAG/126	Sponsor Name	PI Name			0.00	0.00	0.00	0.15			5
	RG85236	UNIVERSIT	Y RESEARCH FELLO	ZZAG/127	Sponsor Name	PI Name			14,029.97	33,414.30	1,757.40	9,430.03			1
	RG32589	THE FUNCT	ION AND SUBSTRA	ZZAG/128	Sponsor Name	PI Name		(945.82)	0.00	0.00	0.00	945.82			
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ς_	PICUSIS	PUOLED LABOUR	RESEARCH FACILITIES	STAFF CUSTS	SUB CONTRACTING	TRAVEL AND SUBSISTENCE	UNIVERSITY FUNDED		i otai(Expe	inditure Category)
ştu	al current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Bfd Balance	Cumulative Total
1		0.00		12,992.24				12,992.24	0.00	12,992.24
Σ	0.00			47,457.66			0.00	134,922.84	1,865,661.61	2,000,584.45
<u> </u>				7,031.40			(2,721.21)	36,533.22	397,942.81	434,476.03
>				106,088.76		0.00		217,203.03	1,734,009.71	1,951,212.74
ζ				0.00			0.00	0.15	257,746.43	257,746.58
5				23,774.69			(17,948.46)	64,457.93	360,017.36	424,475.29
>		0.00	0.00	0.00		0.00	214.64	214.64	282,032.06	282,246.70
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	Land and a second secon								<u>A</u>	m A
			- Warner						Y	

8. Detailed listings of expenditure

Detailed Expenditure Enquiry by Project

As the name suggests, this report provides a detailed listing of all expenditures charged to a project from CHRIS, Accounts Payable (AP) and by journal.

It can be used to identify individual invoices (to provide copies to auditors/Research Operations Office) as it includes both the supplier name and their invoice number. VAT on invoices for non-reclaimable grants is separately identified.

Run options include:

- individual or multiple project codes;
- single, all or a selection of project statuses;
- specific date range by either GL or Transaction, or project-to-date.

This report is best run to Excel.

Project Organization	Award Number	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Suppler Name	Invoice Number	PO Number	Expenditure
ZZ_Ecology	R012345	ZZAG/432	5	POOLED LABOUR	PL TECHNICAL	31-Jan-14	1-Jat-14	Pooled Labour				869.61
ZZ_Ecology	RG12345	ZZAG1432	1	STAFF COSTS	STPENDS	31-Jan-14	31-Jan-14	CHRIS: 1 30001111 SOAP J ZZAG/43	2.01.RG12345.ABAE			3,134.99
ZZ_Ecolegy	RG12345	ZZAG432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Feb-14	27-Jan-14	OLIGÓ	INTEGRATED DNA TECHN	6488107	1802465	8.12
ZZ_Ecolegy	RG12345	ZZAG/432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	7-Feb-14	6-Feb-14	EVEA CC-HE contract uplift Blac	APPLE DISTRIBUTION NT	14508437790	1809450	45.60
ZZ_Ecology	RG12345	ZZ4/5/432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	13-Feb-14	6-Feb-14	MAC 27-Inch	APPLE DISTRIBUTION NT	14508553609	1809450	2,074.00
ZZ_Ecology	RG12345	2240/432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	13-Feb-14	6-Feb-14	MAC 27*	APPLE DISTRIBUTION INT	14500593609	1809450	414.50
ZZ Ecology	RG12345	ZZA0/432	1	STAFF COSTS	STIPENOS	28-Feb-14	28-Feb-14	CHRIS: 1 30001111 SOAF J ZZAG/43	2.01.RG12345 ABAE	Traterial	1	1,199.97
ZZ_Ecolegy	R012345	ZZA0/432	500	ESTATES COSTS	ESTATES COSTS - CHEST	28-Feb-14	1-Feb-14	Expenditure For FEC Non Direct				963.63
ZZ Ecology	RG12345	ZZAG/432	100	ESTATES COSTS	ESTATES COSTS - DEPT	25-Feb-14	1-Feb-14	Expenditure For FEC Non Direct				160.81
ZZ_Ecology	RG12045	201.0.432	5100	NDRECT COSTS	NORECT COSTS - CHEST	24-Feb-14	1-feb-14	Expenditure For FEC Non Direct	and the ground	-		2.705.85
ZZ_Ecology	RG54321	ZZAG/123	ri -	OTHER COSTS	OTHER COSTSICONSUMABLES	23-up-17	13-0ct-17	(Lartid 105355412-ConfigurationD'3	SIGNA-ALDAK LTD	810523(w21	2627643	90.00
Summary												2,348,168.78
25 Oct 17							1					11:05:09



Payroll Costs

This report provides administrators with a summary of the charging of employees' salaries across all the awards in their department.

Useful for:

- checking the departmental suspense accounts
- double-checking which grants individuals have been charged against
- providing a block of payroll data for further analysis

					ZZ_Ecology Staff C	ost fo	r JUL-18				
Award lumber	Project Short Code	Expenditure Category	Expenditure Type	Task Number	Experialitare Comment	Payrot D	Nate	Coda	Arrest	GL Date	GL Permit Name
RG00500(ZZAG)	ZZAG/005	STAFF COSTS	STIPENES	1	CHRS: 1 30031821 SMITH M ZZAG421.01 RG50521 A2HA A task-level transaction control has been violated	30031921	SMITH V ZZAGH21 01 RG88921 ADHA A task-level transaction control has been stutated		3.02	31-Jak18	JUL-18
R00000(ZZA0)	ZZ40/000	STAFF COSTS	STIPENDS	ų.	CHRIS 1 10033285 BLOGOS J ZZACH44.91.R091300 ADZA Award status does not permit new transactions	30033286	BLOOGS J 2ZAGr404.01.R091308.ADZA Award atatus does not pernit new transactions		0.00	31-Jui-18	JUL-18
RG00990(ZZAO)	ZZAG/008	STAFF COSTS	STIPENDS	1	CHRIS 1 30033416 BROWN C ZZACH425 01 R092534 ADHA Award is not associated with the project	30033416	BROWN ZZAG425 01 RO92534 ADHA Award is not associated with the project		9.00	31-Jui-18	JUL-18
RG00000(ZZAG)	ZZ4G/000	STAFF COSTS	STUDENT MAINTENANCE	1	CHRIS 1 30026087 GREEN A ZZAG/346.02 R084376 FAAE	30025887	DAVIS CJ	ZZAG/346 82 RG68888 / AAE	0.08	31.Jul-18	JUL-18
RG12345	ZZAG/226	STAPF COSTS	SALARES	1	IT SUPPORT SCENTIFIC COMPUTING MAY TO JULY 2018 HENRY JOINES	N64	. NA	NA	2,751.45	31-Jai-18	JUL-58
RD12345	ZZAQ/228	STAFF COSTS	STIPENDS	1	CHRIS: 1 10082076 HENRY JONES ZZAG/228.01.RG12345 ADHA	10092078	I HENRY JONES	22AG/226.01 R012345.ADHA	679.12	31-Jai-18	JUL-58
R088745	ZZAG/431	STAFF COSTS	STIPENDS	10.0	Alison White 112 Hours	764	NA.	ма	2,303.84	31-Jui-18	JUL-18
RG6666	ZZZWODI	STAFF COSTS	STIPENDS	1.5	CHRIS: 1 30024901 MCARTNEY S 222W351 01 R066666 ADHA	30024901	MCARTNEY S	ZZZW353.01,R366666,ADHA	: \$5.44	31-Jak 18	301-18
Summary	10		hi y						6,445.85		

Run options

The report can be run by:

- single or multiple Award Organisations
- single or multiple GL Periods

Parameters



Actual Expenditure (billing report) Final and Total

These reports show expenditure against a specific award/s by transaction or General Ledger (GL) posting dates and are useful for reviewing final expenditure against reports such as the annual expenditure statements for EC awards (Form Cs). It provides detailed information such as:

Expenditure Category	Supplier Name
Expenditure Type	Expenditure comment
GL Period	Payroll ID
Transaction Date	Task Number
Invoice Number	Amount

The running of the reports is the same, as is the total. The differences are given in table below:

Actual Expenditure (Billing report) Final	Actual Expenditure (Billing report) totals
Net amount and VAT shown in separate lines	Transactions show gross amount
Includes Award number in each line	Award number in heading only
Sub-totals by Expenditure Category & Task	Sub-totals by Expenditure Category/Type & Task
Second tab (Excel) = summary per project, task NOT included	Second tab (Excel) = summary per project, by task, expenditure category and type.

These reports are currently found in the *Grants Reporting* >Other folder.

Run options

2

The *Final* version of this report is best run to Excel due to number of columns. The *Total* version can be run in either, but occasionally the columns run over two pages. In Excel format, the report produces two worksheets, in PDF format, page down to view the *Expenditure by Category* detail.

Parameters

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		and the second second										1 (Tan) (the Report of Long State	distant of the				

Example of Actual Expenditure (billing report) Final (Excel format)

				A	ctual E	xpenditu	re (Billing rep	ort) Detail for	RG1234	5				
GL Date		O	R	Trans	action	date Betw	een 1 Jun 201	8 and 31 Jul 20	18					
Project Short. Code	Ausrd Number	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Transaction Business Key	invoice Number	Suppler Name	Transactor Source	Experiment Contract	Payral C	Name	Task	Amust
XXA0/976	RG68461	OTHER COSTS	OTHER COSTSMISCELLA	JUE-18	30-Jui-18	14339061	EXP: ISHE CONFERENCE	BL0005, J0E	AP INVOICE	Dropbex subscripton for Joe Blogge	:MA	MA.	11	79.00
														72.00
XXA/5/976	R068461	TRAVEL AND SUBS	TRAVELIFOREION	JUN-18	14-Jun-18	14195604	51632643	KEY TRAVEL LTD	AP INVOICE	Return flights to conference Landon	M/A	N/A	<u>11</u>	561.30
XXAG/976	RG66461	TRAVEL AND SUBS	TRAVEL/FOREIGN	10%-18	14-Jun-18	14210773	30940064	KEY TRAVEL LTD	AP INVOICE	Return flights to conference London	1676	N/A	511	105.40
XXAG/979	AC68481	TRAVEL AND SUBS	TRAVELISUBSISTENCE	JUL-10	30-34-18	54330080	EXP ISING CONFERENCE	BL0005 10E	AP INVOICE	Accommodation, taxis, nat travel and	MA.	88(A.	711	1,084.45
														1,731.15
XXAG/076														1,010.15
														51,102.16
ZXAG/010														51,102.18
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMA	104-18	13-Jun-18	14217278	5010213	BIOCHEMISTRY	AP INVOICE	"ETHANOL" Wash Bothe 500m/ each	M/A	16/A	5	8.70
ZYAGQ54	RG68461	OTHER COSTS	OTHER COSTS/CONSUMA	31-MUL	13-Jun-18	14215649	1013213	BIOCHERISTRY	AP VARIANCE	"ETHANOL" Wash Both 500m2 each	.N/A	N/A	5	0.22
ZYAQ254	R068461	OTHER COSTS	OTHER COSTS/CONSUMA	1JUN-18	13-Jun-18	14217277	5813213	BOCHEWISTRY	AP INVOICE	Autocieve Bag Plain High-Terrp, 410r	N/A	NGA.	5	12.70
ZYA0/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMA	JUN-18	13-Jus-18	14218650	No13213	BIOCHEMISTRY	AP VARIANCE	Autoclave Bag Plain High-Temp, 410r	N/A	N/A	5	0.12
ZYAG254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMA	10%-18	29-Jun-18	14220140	10105052560	SIGMA-ALDRICH CO LTD	AP INVOICE	DIMETHINE SULFOXIDE, STERLE-PILT	16/A	NGA.	5	108.24
ZYAG/254	R068461	OTHER COSTS	OTHER COSTS/CONSUMA	JUL-18	29-Jub-18	14344355	5063620934	VWR INTERNATIONAL LTD	AP INVOICE	MICROPLATE 98W CL RHD ULT LOW	NA.	MA.	2	265.33
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/MGCELLAN	101-18	17-Jul-18	14346667	1015457	PATHOLOGY	AP INVOICE	Flow Cytometry recharges Jan-Jun't	N/A	NA.	5	15.33
														410.54
ZYAG/254														410.54
ZZ40/023	RG68461	OTHER COSTS	OTHER COSTS/MISCELLAJ	JUL-18	25-Jul-18	14362377	7402459889	DELL CORPORATION LTD	AP INVOICE	[1021656846389/1] Del 27 Meritor	16A.	N/A	1	243.60
ZZAG923	RG66461	OTHER COSTS	OTHER COSTS/MISCELLAN	105-18	25-Jak 18	14343213	7412459009	DELL CORPORATION LTD	AP NRTAX	[1023656846300/1] Dell 27 Meritor	M/A	NOA.	5	68.72
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/WECELLAN	101-18	25-34-10	14382378	7402459889	DELL CORPORATION LTD	AP INVOICE	(10218566463882) Del Pramer Wire	44A	NA.	5	82.47
ZZ#6/021	R066461	OTHER COSTS.	OTHER COSTS/MISCELLA)	JUL-18	25-Jul-18	14363212	7482459888	DELL CORPORATION LTD	AP NRTAX	(1021656846388/2) Del Premier Wire	WA.	Nota.	5	12.09
al contractor								and the second second		1				354.80
ZZ4G/221	RG68461	OTHER COSTS	OTHER COSTS/CONSUMA	(JUC-18	25-Jui-18	54353866	2672809	ONECALL	AP INVOICE	SSD. 2.5 Inch SATA8G8P5, 850 EVO, 1TB; Drive Interface SATA 6	N/A	AGA.	18	287.94
22AG/023	R088461	OTHER COSTS	OTHER COSTS/CONSUMA	JUL-18	25-Jui-18	14353410	2872809	ONECALL	AP NRTAX	SSD, 2.5 inch SATA8GBPS, 650 EVO, 118; Drive Interface SATA 6	N/A.	NGA.	718	53.59
6 . B	Detail	Summary	۲							stened and the second stables of				

For RG12345			
Transaction date rane	Between 1 Jun 2019 and 21 J	1 2019 OB CL Date B	2000
Transaction date rang	e between 1 Jun 2018 and 31 Ju	UZU16 OK GL Date K	ange
Project Short Code	Expenditure Category	Expenditure Type	Amount
ZZALARINE	OTHER COSTS	OTHER COSTS/MISCELLA/NEOUS	79.00
	TRAVELAND SUBSISTENCE	TRAVE FOREIGE	79.06
	TRAVEL AND BUDDIDIENCE	TRAVELTORESH	1.054.45
	TRAVEL AND SUBSISTENCE	THAT LOOD DO TENCE	1,731,41
ZZAG/976			1,810,15
ZZAQ/010	STAFF COSTS	STUDENT MAINTENANCE	51,102,16
	STAFF COSTS		51,102.16
ZZAG/010			51,192.16
ZZAG(254	OTHER COSTS	OTHER COSTS/CONSUMABLES	395.51
	1 10 10 10 10 10 10 10 10	OTHER COSTSANSCELLAMEOUS	15.33
	OTHER COSTS		410.84
ZZAG/254			410.84
ZZAG/223	OTHER COSTS	OTHER COSTS/MISCELLAMEOUS	364.88
	OTHER COSTS	and the second s	364.81
- Street and	P-In genetics	and the second s	and mark
1 Sugar Contraction of the	LINCR COSTS	and the second state and an advertised on the second	.34.94
	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37
	TRAVEL AND SUBSISTENCE		0.37
	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.48
	OTHER COSTS		96.41
	TRAVEL AND SUBSISTENCE	TRAVEL/COMPERENCE	122.15
	TRAVEL AND SUBSISTENCE		122.11
ZZAGH75			353.91
ZZZ0/342	OTHER COSTS	OTHER COSTSIANMALS	929.45
		OTHER COSTS/CONSUMABLES	B.751.91
	OTHER COSTS		9,681,36
	OTHER COSTS	OTHER COSTS/CONSUMABLES	613.42
	OTHER DOCTOR	OTHER COSTSMISCELLANEOUS	720.00
	TRAVELAND COSTS	TRANE MONE	1,333.4
	TRAVELAND SUBSISTENCE	IRROCUTORE	347 1
7726/343	TRAVEL AND SUBSITIENCE		11.11
7740,058	OTHER COSTS	OTHER COSTS/CONSUMABLES	734.65
	OTHER COSTS		214.01
	OTHER COSTS	OTHER COSTS/CONSUMABLES	421135
	OTHER COSTS		4,231,35
ZZAG/066			4,486.04
ZZZC/114	OTHER COSTS	OTHER COSTS/CONSUMABLES	494.24
	OTHER COSTS		494.20
ZZZC/114			494.20
Summary			81,287,05

Second tab (Final) is a summary, per project, of all expenditure by category and type

Example of Actual Expenditure (billing report) Total (Excel format)

Page 1 worksheet is a complete listing of all expenditure as per screen shot below.

					Actual	Expendit	ure (Billing rep	orty for KG12345				
GL Date	e		Transaction of	date B	etween 1	Jun 2018	and 31 Jul 2018).	1	
Project Short	Task Normer	Expenditure Category	Expenditure Type	OL Period	Transaction Date	Invoice Number	Suppler Name	Expenditure Comment	Payroli D	Hare	Code	Anourt
OGAG/578	11	OTHER COSTS	OTHER COSTEMISCELLANEOU	JUL-18 :	30-141-18	EXP. ISMB CONFER	Bloggs. Joe	Dropbox subscription for Joe Blaggs.	66'A	NIA.	ALA.	79.00
		OTHER COST 54	VISCELLANEOUS									79.00
	OTHER O	OSTS										79.00
CKAG/\$75	11	TRAVEL AND SU	TRAVELFOREIGN	JUN-18	14-Jun-12	\$0932843	KEY TRAVEL LTD	Return Rights to conference Landon Heathrow - Offere International	1004	10.0	MW.	561.30
CIAG/978	11	TRAVEL AND SU	TRAVEL/FOREIGN	JU94-18	14-Jun-18	\$1040064	KEY TRAVEL LTD	Return fights to conference Landon Heathrow - Othere International	N/A	NIA-	MA.	105.40
	1	TRAVELIFOREIG	No. 2012 Contract Contractory									666.70
CCAG/978	51	TRAVEL AND SU	TRAVEL/SUBSISTENCE	JUL-18	30-Jai-18	EXP ISHE CONFER	Bloggs, Joe	Accommodation, taxis, nal have and subsistence for attending the I	N/A	NUA.	N/A	1,064.45
		TRAVELISUBSIS	TENCE				No.					1,064.45
	TRAVEL	AND SUBSISTEM	CE							-		1,731.15
1			1									1,810.15
CKAG/97E												1,810.15
		STUDENT MAINT	TENANCE									\$1,102.10
	STAFF C	OSTS								-	1	51,102.10
											1	51,102.16
CKAG/010												51,102.10
CYA0/254	5	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-348-18	5813213	BIOCHEWISTRY	"ETHANOL" Wash Both 500ml each £ 4.35	19/A	NSA:	164	8.90
CYA5254	5	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-Jun-18	1013213	BOCHEMETRY	Autoclave Bag Pain High-Temp, 410mm x 630mm, pi/100	NO	NUA.	14/4	13.62
EYA0/254	5	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	25-Jun-18	\$105652568	SOMA-ALDRICH CO LTD	DIMETHYN, SULFCXIDE, STERILE-FILTEREDA	N/A	BUA :	MA.	108.24
2YA8254	5	OTHER COSTS	OTHER COSTE/CONSUMABLES	JUL-18	29-Jun-18	5063820934	VWR INTERNATIONAL LTD	MICROPLATE 96W CLIRND ULT LOW LID NO 5T	N/A	REA.	161A	295.33
		OTHER COST ST	CONSUMABLES		10000000	and the second sec					-	395.51
ZYA0/254	5	OTHER COSTS	OTHER COSTS/WISCELLANEOU	JUL-18	17-Jul-18	5815457	PATHOLOGY	Flow Cytometry recharges Jan-Jun 18 Prof. Martinez-Arias	19/A	N/A	<u>16'A</u>	15.33
		OTHER COSTS #	VISCELLANEOUS								1	15.33
	OTHER	COSTS										410.54
												410.84
CYAG214												410.04
ZA0/223	5	OTHER COSTS	OTHER COSTS/WISCELLANEOU	JUL-18	25-Jul-18	7482456689	DELL CORPORATION LTD	[1021656646388(1) Del 27 Mantes (SE27178 - 69cm(27*) 6lack: Ba	19/A	NSA.	164	292.33
ZAG(22)	5	OTHER COSTS	OTHER COSTEMISCELLANEOU	JUL-18	25-Jul-18	7402459009	DELL CORPORATION LTD	[10216566463892] Del Premier Wireless Keyboard and Nouse - KM	NA	NIA.	ANA.	T2 56
	Sec. 19	OTHER COSTS	VISCELLANEOUS									364.88

Actual E	xpenditure	e (Billing Report) Summary	
For RG1	2345			
Transacti	ion date ran	ge Between 1 Jun	2018 and 31 Jul 2018	
Project Short Co	ode Task Number	Expenditure Category	Expenditure Type	Amount
XXAG/976	11	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	79.00
			OTHER COSTS/MISCELLANEOUS	79.00
		OTHER COSTS		79.00
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	666.70
			TRAVEL/FOREIGN	666.70
			TRAVEL/SUBSISTENCE	1,064.45
			TRAVEL/SUBSISTENCE	1,064.45
		TRAVEL AND SUBSISTENCE		1,731.15
	511			1,810.15
XXAG/976				1,810.15
ZYAG/039	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	141.64
			OTHER COSTS/CONSUMABLES	141.64
			OTHER COSTS/MISCELLANEOUS	900.00
			OTHER COSTS/MISCELLANEOUS	900.00
		OTHER COSTS		1,041.64
	13			1,041.64
ZYAG/039				1,041.64
ZZAG/175	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	134.90
			OTHER COSTS/CONSUMABLES	134.90
		OTHER COSTS		134.90
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37
			TRAVEL/FOREIGN	0.37
		TRAVEL AND SUBSISTENCE		0.37
	13			135.27
	14	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.49
			OTHER COSTS/MISCELLANEOUS	96.49
		OTHER COSTS		96.49
		TRAVEL AND SUBSISTENCE	TRAVEL/CONFERENCE	122.15
			TRAVEL/CONFERENCE	122.15
		TRAVEL AND SUBSISTENCE		122.15
	14			218.64
ZZAG/175				353.91
Summary				3,205.70
		-		-,

Page 2 is a summary of all expenditure by category as per screen shot below.



This report is also used by ROO for completion of Form Cs (annual expenditure statements for EC awards) as well as for final expenditure statements/reports to other sponsors at the end of a grant to detail the costs and prepare the final invoice.

9. Grants approaching their end dates

Grants Ended Enquiry Details

This report provides a list of awards that end on a specified date. The report comes in two parts

(1) A summary page of all the awards ending on that date

List of Awards Ending on 31 Dec 2012

Award Organisation: ZZ_Ecology

Award Number	Award PI Name	Award Status	Award Start Date	Award End Date	Award Close Date	Budget	Expenditure	Commitment	Funds Available
RG22334	SMITH, Doctor AG	ACTIVE	1 Jan 2009	31 Dec 2012	28 Feb 2013	1,343,108.79	1,269,337.28	15,483.39	58,288.12
RG54632	DAWKIN, Dr Richard	ACTIVE	1 Jan 2010	31 Dec 2012	28 Feb 2013	69,000.00	64,855.27	350.25	3,794.48

(2) A detailed page for each award (RG/G number), by project and by task number.

List of Awards Ending on31 Dec 2012

ZZ_Ecology

Award Number	Award Pl Name	Project Short Code	Task Number	Award End Date	Award Close Date	Expenditure Category	Budget	Expenditure	Commitment	Funds Available
RG22334	SMITH,	ZZAG/	1	31 Dec 2012	28 Feb 2013	OTHER COSTS	7,500.00	(4,366.83)	163.83	11,703.00
	Doctor AG	324		31 Dec 2012	28 Feb 2013	STAFF COSTS	57,447.00	47,622.82	0	9,824.18
			1				64,947.00	43,255.99	163.83	21,527.18
			100	31 Dec 2012	28 Feb 2013	ESTATES COSTS	21,415.00	21,243.24	0	171.76
				31 Dec 2012	28 Feb 2013	INDIRECT COSTS	53,994.00	53,560.91	0	433.09
				31 Dec 2012	28 Feb 2013	INFRASTRUCTURE TECHNICIANS	3,247.00	3,220.96	0	26.04
				31 Dec 2012	28 Feb 2013	PLCOSTS	5,056.00	5,015.46	0	40.54
				31 Dec 2012	28 Feb 2013	UNIVERSITY FUNDED	0.00	0.00	0	0.00
			100				83,712.00	83,040.57	0	671.43
		ZZAG/3	24				148,659.00	126,296.56	163.83	22,198.61

Run options

• Single or multiple Award Organisation

The date the award is ending must be known in order to run this report.

Run parameters

Please Select School: NSI Plansciated Bodies NSI Planscoated Bodies NSI Planscoated Bodies School of Technology School of Arts and Humanities School of Technology School of Arts and Humanities School of He Biological Sciences PR_School of the Biological Sciences PR_School of the Biological Sciences PR_School of the Biological Sciences PR_School of Developmental Biology PC_Conforces PR_Combiology PF_Zoology - Relindencial Support Serv PC_Sonicy PF_Zoology - Behavioural Behavioural Neurosciences PF_Zoology - Relinded Sciences PF_Zoology - Relindencial Support Serv PF_Zoology - Neurobiology PF_Zoology - Relindencial Support Serversciences PF_Zoology - Neurobiology PF_Zoology - Neurobiology	Grant	s Ended Enquiry
PA_School of the Biological Sciences PB_SBS: University Biomedical Support Serv CC_Genetics PC_Genetics - Stem Cell Institute PD_Plant Sciences PE_Zoology - Animal Physiology PF_Zoology - Behavior and Behavioural Neurosciences PF_Zoology - Behavior and Behavioural Neurosciences PF_Zoology - Veulation and Deversity Research Group PF_Zoology - Veulation and Deversity Research Group PF_Zoology - Veulation and Community Ecology PF_Zoology - Neurobiology PF_Zoology - Population and Community Ecology PF_Zoology - Neurobiology PF_Zoology - Neurobiology PF_Zoology - Neurobiology PF_Zoology - Neurobiology PF_Zoology - Population and Community Ecology PF_Biochemistry - North Studies Studies PH_Biochemistry - Nume Acid Chem Fac PH_Biochemistry - Nume Acid Chem Fac PH_Biochemistry - Potein Studies. Cell Biol. PH_Biochemistry - Stane Studies. Cell Biol. PH_Biochemistry - Potein Studies. Cell Biol. PH_Biochemistry - Potein Studies. Cell Biol. PH_Biochemistry - Potein Studies. Cell Biol. PH_Biochemistry - Stane Studies. Cell Biol. PH_Biochemistry - Stane Studies. Cell Biol. <t< th=""><th>• Please Select School:</th><th>Others School of Clinical Medicine Associated Bodies NSI ?Unknown School of Technology School of Arts and Humanities UAS School of the Humanities and Social Sciences</th></t<>	• Please Select School:	Others School of Clinical Medicine Associated Bodies NSI ?Unknown School of Technology School of Arts and Humanities UAS School of the Humanities and Social Sciences
Awards Ending - Specify date: 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 31 31 31 31	Please Select Award Organisation(s):	 PA_School of the Biological Sciences PB_SBS: University Biomedical Support Serv PC_Genetics PC_Genetics - Stem Cell Institute PD_Plant Sciences PE_Cambridge University Botanic Garden PF_Zoology PF_Zoology - Animal Physiology PF_Zoology - Behavior and Behavioural Neurosciences PF_Zoology - Behavior and Behavioural Neurosciences PF_Zoology - Cell Biology PF_Zoology - Cell Biology PF_Zoology - Developmental Biology PF_Zoology - Evolution and Deversity Research Group PF_Zoology - Nuseum and Molecular Studies PF_Zoology - Neurobiology PF_Zoology - Neurobiology PF_Zoology - Neurobiology PF_Zoology - Population and Community Ecology PG_Anatomy PH_Biochemistry PH_Biochemistry - Cadiovascular Biology PH_Biochemistry - Cadiovascular Biology PH_Biochemistry - Stem Cell Institute PH_Biochemistry - Protein & Nucleic Acid Chem PH_Biochemistry - Protein Synthesis, Cell Biol. PH_Biochemistry - Research PH_Biochemistry - Stem Cell Institute PH_Biochemistry - NeuroScience PJ_Psychology
Mon Tue Wed Thu Fri Sat Sun Awards Ending - Specify date: 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 31	•	Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
<u>JU</u> JI	Awards Ending - Specify date:	Mon Tue Wed Thu Fri Sat Sun 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

3-2-1 List: Grants Ending within a specified period & FES List

These reports have been replaced by the Consolidated GM Listing and Budget vs Actual Reports. In the past, the 3-2-1 report did not require a specified end date, but rather allowed the user to specify how many days forward was required e.g. ending within 7 days, 30 days, 90days, 180 etc. The FES List, on the other hand, required users to specify a time period. Both reports did not give any financial details.

With the new report, users can customise what is listed, whilst still specifying the period or days forward required.

Refer to the section on Awards/Projects ending to add days or period required.

Suggested Options:

For a basic report, by Award Organisation	 Show Award PI Name Show Award Status Show Project Short Code Show Sponsor Name
Additional fields that may be useful:	 Show Project PI Name Show Budget to Actual Show Commitments

Note: If you choose to run the report by **Project Organisation**, you could choose **Show Award Number** instead of **Show Project Short Code.** The dates will work on the Project End Date, rather than the Award End Date.

Example of GM: Listing and Budget vs Actual Reports, with optional selections to show Grants ending within 60 days

				Grants	Listing and Budget v A	ctual F	Report						
Jowerd Organization	Project Organization	Jiward Number	Project Mort Code	Jover of PE Name	Sprendor Name	Award: Status	Award End Date	Project Start Dote	Project lind Date	Austget	Expenditure	Consitment	Balance Remaining
YZ_Environment Science	22_Endogy	0101111	PEAG/484	SPOCK; Profilarer	WOOBLANDS TRUST	ACTIVE	13/14/20	1-May-20	1-Nov-20	211,000.00	7,298.55	0.00	17,701.45
22_Ecology	21 Leology	0105153	PDA0/959	BROWN, Dr David	ATTENBOROUGH FOUNDATION	ACTIVE	3-Nov-20	1-00-19	1-Nov-20	16.000,00	16,000.00	0.00	10.00)
72_Exempt	22, Lastingy	804448	POWO/222	SMITH, Dr Mary	FCD.	ACTIVE	30-Nre-20	3-(art-13)	10-tony-20	184,074.00	368,623.63	515.46	13,936.93
ZZ_Ecology	22_Exchagy	RG88599	POAG/333	SMITH, Dr Mary	NYT FOUNDWIDN	ACTIVE	30-Nov-20	1-Dec 10	30-Nov-20	300.000.00	267,639.09	0.00	32,360.31
12_Leology	22 Ecology	80390309	POAG/454	8LOGOS, Prof. Ine	CITY OF LONDON	ACTIVE	29-Dec-30	30-Dec 58	29-Dec-20	10.423.08	9.543.70	0.00	1,229.39

10. Creating a Grants Enquiry portal page

Within Cognos you will automatically have a *Public Folder* and a *My Folders* set up.

If you are mainly using Cognos for running Grants reports then you can add a *Grants Enquiry* tab to your screen.

The *Grants Enquiry* tab is useful as it enables Grants Administrators to view the information, as displayed to PIs when they login to Cognos. PIs can only view the PI Grants Enquiry report for awards where they are the named key member.

Accessing the PI report

- 1. Having logged in, you will be looking at the ii) Public Folders My Folders Cognos home page (Public Folders, Public Folders unless you have created a personalised LIVE home page). Click on the *Live* folder link. Page Tabs 2. Click on Page Tabs folder towards the Name 🔅 bottom of the list to display the two options Grants Enquiry as per screen shot Reports
- 3. Click in the box on the left for *Grants Enquiry*.
- 4. To add this to your Cognos pages, click on the *More* action button at the far right hand side for the Grants Enquiry line and click *Add to my portal tabs*.
- 5. A third tab (*Grants Enquiry*) will appear on your screen.
- 6. To access the PI reports click on the *Grants Enquiry* page tab > *Reports* tab.
- Click on *PI Grants Enquiry* (use *PI Grants Enquiry mac,* if accessing from a Mac machine) and select the department code (*Award Organization*) from the drop down list, scroll to the bottom of the page and click *Finish*.



8. A listing of PI names will be displayed. Click on the relevant name to access the summary view of all awards linked to that PI. The budget and expenditure figures will be **cumulative** from the start of the award to the end of the previous working day (data is downloaded into Cognos from the University Finance System overnight).

Clicking on any of the blue links allows you to drill down for further information.



Top Tip: If there is a missing award/project, the cause is either the PI is not named on that award, or the award belongs to another department.

Drilling down for further information

Further information available:

- summary view of expenditure categories (budgets)
- expenditure by type
- listing of individual expenditure items and commitments

Click on the *Award Number* to break the summary view down by *Expenditure Category* (budget heading). The budget and expenditure figures will be **cumulative** from the start of the award.

A	В	С	D	E	F	G	Н
		PI Grants	Enquir	У			
XX_EXPERIMENTAL PUNTING	BOLL, Doct	orT					
Award PI Name	Award Number	Award End Date	Budget	Expenditure	Commitment	Surplus/(Deficit)	Award Status
AHMED, Ms. Z	RG12345	28 February 2011	110,000.00	109,000.00	0.00	1,000.00	ON_HOLD
BAKER, Doctor A	RG12346	30 November 2009	100,000.00	50,000.00	0.00	50,000.00	ACTIVE
BOLL, Doctor T	RG12347	25 February 2011	300,000.00	299,999.00	0.00	1.00	ON_HOLD
DESHIA, Professor J	RG12348	30 September 2012	20,000.00	15,000.00	0.00	5,000.00	ACTIVE
ELGAR, Mr. R	RG12349	30 June 2013	180,000.00	90,000.00	0.00	90,000.00	ACTIVE
FIENNES, Professor X	RG12350	31 March 2013	45,000.00	0.00	0.00	45,000.00	ACTIVE
GOOLE, Doctor E							

The award *Details* are shown below the selected PI's list of awards, in the same report.



Award Start D	ate: 1 July 2008 A	ward End Dat	te: 30 June 2013 Award Close	Date: 31 Aug	iust 2013		
Sponsor Name	e: POPPLETON COL	LEGE OF TECI	1 & MED		,		
Award Number	Project Short Code	Task Number	Expenditure Category	Budget	Expenditure	Commitment	Funds Available
RG12349	XXAG/432	1	OTHER COSTS	0.00	0.00	0.00	0.00
			STAFF COSTS	180,000.00	90,000.00	0.00	90,000.00
			TRAVEL AND SUBSISTENCE	0.00	0.00	0.00	0.00
1		1		180,000.00	90,000.00	0	90,000.00
1		100	ESTATES COSTS	4,000.00	3,000.00	0.00	1,000.00
1			INDIRECT COSTS	5,000.00	4,000.00	0.00	1,000.00
1			INFRASTRUCTURE TECHNICIANS	1,250.00	1,000.00	0.00	250.00
1			PLCOSTS	15,000.00	12,000.00	0.00	3,000.00
1			UNIVERSITY FUNDED	(25,250.00)	(20,000.00)	0.00	(5,250.00)
1		100		0.00	0.00	0	0.00
1	XXAG/432			180,000.00	90,000.00	0	90,000.00
RG12349				180,000.00	90,000.00	0	90,000.00

The Task Number is used to break the project down into smaller work areas if required. Where the award/project has a task 100, this is reserved for central processing to reflect the Non Direct Costs associated with the award.

Click on the *Award Number* again to view the expenditure by Expenditure Type. This is the lowest level budget heading. The report opens in a new tab.

Annual Start	Date: 1 July 2008	Award Fod D	star 10 hour 1911 Award Class	in Date: 11 Annual 1011			
Award Manbe	Prosect Short Code	Talk Number	Expenditure Category	Expervitive Type	Conventionent Number	Anout	
R012349	XXAON32	5	OTHER COSTS	OTHER COSTS MISCELLANEOUS		0.0	
1000-001	\smile		OTHER COSTS			8.8	
			STAFF COSTS	COLLEGE FEES		40,000 0	
				STUDENT MARITENANCE		50,000.0	
			STAFF COSTS			10,805.0	
			TRAVEL AND SUBSISTENCE	TRAVELFOREION		0.0	
			TRAVEL AND SUBSISTENCE	*		0.0	
		5				50,000.0	
		100	estates costs	ESTATES COSTS - CHEST		2,500.0	
				ESTATES COSTS - DEPT		500 B	
			ESTATES COSTS			3,606.0	
			ADMECT COSTS	INDRECT COSTS - CHEST		3,000.0	
				NDIRECT COSTS - DEPT		t,000.0	
			INDIPECT COSTS			4,000.0	
			INFRASTRUCTURE TECHNICIANS INFRASTRUCTURE TECHS - OHEST		t	800.0	
				INFRASTRUCTURE TECHS - DEPT		200.0	
			INFRASTRUCTURE TECHNICIAN	15		1,000.0	
			PLCOSTS.	PLOSTS - CHEST		10,000.0	
				PLCOSTS - DEPT		2,000.0	
			PLCOSTS			5,706.4	
			UNIVERSITY FUNDED	UNIVERSITY FUNCED - CHEST		(16,300.00	
				UNIVERSITY PUNCED - DEPT		(3,700.00	
			UNIVERSITY FUNDED			(20,009,09	
		500				0.0	
	XXAG-402						
8082388						10,000.0	

For a listing of expenditure items and commitments, click on the *Project Code* from the report shown above. Expenditure items are displayed in date order within each Expenditure Type. The report opens in a new tab.

Grants Transactions										
Code	Expendence Calegory	Equalidad Type	Award	Taria Number	Expenditure Constant	Signifier fillene	Invites Butter	Equilian	Conversionet Amount	OL Date
KXAG433	STAFF COSTS	COLLEGE FEES	R012348		COLLEGE FEES BALANCE/CORP.	COLLEGE	SHIP OVER BALANCE	100.00	0.00	1 Feb 3011
NEAG432	STAPP COSTS	COLLEGE FEET	mo12148		COLLEGE FEES - Seith	CHINET'S COLLEGE	52,500005439	1,094.00	0.00	13 Cel 2010
XXAGM33	STAFF COSTS	COLLEGE FREE	(4012549	1	2009/10 FEEE - Smith	CHRIST'S COLLEGE	20093/10 FEES	8,474.00	0.00	8 Cet 2000
XXAGM32	STAPF COSTS	COLLEGE FIELD	PO12348	1	SMITH COLLEGE FEES	ORIET'S COLLEGE	FEES 2000/45WTH	6,427.00	0.00	1 Jan 2000
COLLEGE FEES								16.695.09	8,89	
KKA0432	STAFF COSTS	STREET MAINTERANCE	R012348		CHARLE 1 20000999 SMITH PROCE	A04832.01 A012348	1	1,133.60	0.00	30 Apt 3011
XXAGM33	STAPP COSTS	STLEENT MAINTENANCE	PO12349		CHINES IN JODGOODES SAMITHE PROVIDE	GHELOW IS SERVICE		1,132.50	0.00	31 May 2011
XXAON32	STAFF COSTS	STUDENT MAINTENANCE	R012349		CHRIS. 1 20000999 SMITH PROCE	AGV#32.01.R012348		1,132.00	0.00	30 Apr 2011
STUDERT MAINTENAIKE								31,422.48	0.00	
STAFF COSTS								13,117.40	8,00	
KKA0432	TRAVEL AND SLESSE	TRAVELFOREIGH	R012348		EXPERIMENTS of Property - EXP	CHES, HR D	ENP10/07/9/0	(105.50)	0.00	1 Sept 2010
VXAGM13	TRAVES AND SLREET	TRAVEL/FOREIGN	RG12340	1.1	EXPERIMENTS of Proprietory - EXP	JONES, NR D	EMPHREIME	165.58	0.00	19 44 3010
TRAVEL FOR	IDGH		official processing of				and the standard of	0.00	8,98	
TRAVEL AND SUBSECTENCE								8,00	0,09	
XXAO432	UNIVERSITY PURCED	LINE-EPISITY FUNCED - OH	ER012340	100	Expenditure For FEC Non-Direct			(277.99)	0.00	30 Apr 2011
NKAG432	UNIVERSITY PURCED	UNIVERSITY PURCED - CH	EPOT2349	100	Expenditure For PEC Non Deect			(277 58)	0.00	31 May 2011
VKAGM32	LINIVERSITY FUNDED	UNIVERSITY FUNCED - CH	E-R012348	106	Expenditure For FEC Non Direct			(277.59)	0.00	30 Apr 3011
REAGANT	LINVERSITY PLADED	UNIVERSITY PUNCES - CH	E/012349	100	Expenditure For FEC Non Exect			(277.50)	6.00	31 Mar 2011
KKAO4632	UNIVERSITY PURDED	UNINERTOTY PURCED - CH	E.PIO12349	100	Expenditure File FEC Non Direct			(277.60)	0.00	20 Feb 2011
XXAON32	UNIVERSITY PURDED	UNIVERSITY FUNCED - OH	E R012348	100	Expenditure For FIC Non Direct			(277.50)	0.00	01 Jan 2011
HXAGH32	LINIVERSITY PLADED	UNIVERSITY PURCED - OH	EPIOT2349	100	Expenditure For PEC Nati David			C277 500	0.00	21 Day 2010

This enquiry tab only shows awards belonging to the Award Organisation. Projects headed by the PI but where the award is held by another department are NOT included.

11.General Cognos functionality

Please refer to the Cognos manual and/or web pages for general functions. Useful tools are:

- Setting up shortcuts
- Copying reports
- Scheduling reports
- Creating a Report View (saving your selected parameters for future use)
- Scheduling a report with report view