

*Viewing Grants in
CUFS*



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1. Introduction to Research Grants

Overview

Many Departments are awarded funds to carry out research on behalf of a **sponsor** (body external to the university). Each research grant is a discrete, ring-fenced area of activity. All detailed information about University of Cambridge research grants is held within the Grants module. This includes details such as the start and end dates, principal investigator, sponsor, terms and conditions, budget, expenditure and claims made to the sponsor. This information can only be accessed via the Grants inquiry screens.

A *grant* consists of two main parts:

- the **project** describes the way in which the funds are spent. A project consists of one or more **tasks**, which are used to break down the project into separate areas of activity if required. Although many grants consist of a single award and project, one award may fund several projects, and conversely, a project may have funding from several different awards.
- the **award** represents the sponsor funding

Goods and services are purchased and paid for to undertake the research using the *Purchasing* and *Accounts Payables* modules. Expenditures are recorded to the correct grants by filling in the project region of the distributions screens, it is necessary to specify the *Project*, *Task* and *Award* codes, as well as the expenditure type (e.g. Other Costs – Consumables) and expenditure organisation (department or research group). There is daily processing to pass data from these modules to the Grants module.

The award

Each individual source of funding is set up as an award in the grants module and allocated an award code (format **RG** and five numeric e.g. RG12345, or from Aug 2018 **G** and six numeric, e.g. G123456). The following details are stored on the award screens, and control how the award is to be spent.

- Period of research (start and end dates)
- Key member
- The award budget
- Budgetary control
- Overheads or non-direct costs
- Pooled labour
- How the sponsor is to be billed

Period of research

There are three key dates that govern the period of research.

The sponsors start date	when the research starts - after this date expenditures can be charged to the project.
The sponsors end date	when the research must finish - after this date no new expenditure can be incurred and this date cannot be extended without the permission of the sponsor.
The close date	is the date that the award is closed for making postings in the Grants module.

The award close date is normally set to be two months after the sponsors end date (the exception being EC awards where it is usually seven days). This period between the end and close dates allows any expenditure, which relates to research where the expenditure was incurred during the active phase of the grant to be reviewed and posted. The grant is considered active from the start date to the end date.

During the period between the end date and the close date, it is possible for the following grant transactions to take place in CUFS;

- Match an invoice to an existing purchase order, if the goods have been received prior to the end date, and approve for payment.
- Pay an invoice or travel claim which has an item date of on or before the end date (i.e. the expenditure was incurred within the active period of the grant).
- Post a grants journal for which the expenditure lines have an item date of on or before the end date (i.e. the expenditure was incurred within the active period of the grant).

Key member

The Principal Investigator is named on the award as the key member, and they can authorise other members of staff in their department to also be named on the award. Access to view grants information is controlled by means of key member security. Any individuals named explicitly in the key member's area on the grant will be able to view the grant, using the responsibility *Grants Investigator*. Thus, a Principal Investigator should be able to see all information about his or her own grants, but not those relating to anyone else, even in the same research group.

The award budget

The amount awarded by the sponsor to be spent undertaking the research is set up in the module as the *budget*, and is used as part of the funds checking calculation to determine the available funds when committing expenditures. The budget is set according to the sponsor's terms and conditions. The main types of expenditure, known as *Expenditure Categories* in the Grants module, are:

- Equipment
- Other costs
- Travel and subsistence
- Staff costs
- Pooled labour
- Research facilities
- Overheads or non-direct costs
- Exceptional items
- Contingency
- Co-ordination costs

Budgetary control

The award budget allows limits to be placed on the expenditure against each task and/or expenditure category. There are two types of budgetary control set up. These are *Absolute* and *Advisory*.

Absolute means that the amount set as the limit cannot be exceeded, whilst *Advisory* means that the amount is a guide but, provided there are funds available overall, can be exceeded.

These controls are decided by the funder and are part of the award set up in the Grants module. Each award must be checked to establish its particular controls. The usual variations are given below:

Absolute at award level, absolute at task level and absolute at expenditure category:

This restricts the expenditure to the budget which has been set at each task, as well as each expenditure category level (e.g. other costs) and will prevent any over spending at both task and expenditure category level. Once the budget has been spent, further transactions will fail funds checking.

Absolute at award level, absolute at task level and advisory at expenditure category:

This restricts expenditure to each task, within the overall award budget. However, it is possible to overspend an expenditure category if there are funds available on another category, as long as this is in line with sponsor rules.

Absolute at award level, advisory at task level and advisory at expenditure category:

This restricts the expenditure to the overall award budget, but it is possible to overspend on the task and/or the expenditure category, provided there are funds available on another task or category, and the sponsor rules allow that type of spend.

Overheads

Overheads relate to EC grants and some industry sponsors, who award overheads as a contribution towards the university's non-direct costs. When the research is applied for, an element of funding to provide for the indirect costs (overheads) incurred by the University of undertaking the research is also applied for from the sponsor. Not all sponsors agree to provide overhead funding e.g. Charities.

The indirect items include the cost of providing libraries, secretarial support, central admin, building maintenance and utilities. *Overheads* are charged as an expense to the sponsor and the departmental share is credited to a GL account. These grants have an overhead indicator that determines if the overheads' costs are charged to the award and if so what percentage is credited back to the Department and what is retained by the Chest. Overheads are charged monthly to the relevant task, usually specified by the sponsor.

Non – direct costs

Full Economic Costing (fEC) is the method of costing research grant applications and came into effect from 01 September 2005. The fEC is defined as "A price, which if recovered across an institution's full programme, would recover the total cost (direct, indirect and overhead) of the institution, including an adequate recurring investment in the institution's infrastructure."

Grants costed under fEC guidelines will not include overheads but will include the Principal Investigator/Co PI salary charges, plus:

- an Indirect cost rate
- an estate rate

These are known as Non-direct costs and help to fund similar items as Overheads. They are charged to task 100 each month as an expense to the project

Pooled labour

Some sponsors may provide a budget for Pooled labour; to pay for staff that cannot be charged directly to an individual project as their work is split within the department. Pooled labour is charged as an expense to the sponsor and credited to a departmental GL account.

Billing

The Cambridge Research Operations Office (ROO) is responsible for raising invoices for amounts due from sponsors. Departments should not bank any cheques received from sponsors or raise invoices to sponsors.

The project

The project (activity) that is being undertaken is set up with a project code (format departmental research (or appropriate) cost centre and three numeric characters e.g. XXAG/001) and linked to the award that is funding the activity. The following details are stored on the project screens, and *govern* how the project is to be spent. The project can be further broken down into tasks in order to manage the activity if required.

- | | |
|----------------------|------------------------|
| • Project budget | • Key members |
| • Tasks | • Transaction controls |
| • Period of research | |

Funds checking

Purchase orders and invoices are checked against the budget to calculate the available funds. If there are sufficient funds the expenditure can be posted. It is not possible to approve an order or invoice payment if there are insufficient funds.

Grants journals and costs which are imported into the Grants module (e.g. payroll) are *funds checked* in the Grants module and are flagged as a *Funds Check Failure* if there are insufficient funds. All transactions which have failed *funds check* are held in the suspense grant.

2. How Grants are reflected in the General Ledger

Departments that undertake research have at least one General Ledger cost centre to which the expenditure recorded in the Grants module will map. This ensures that a summary of the total grant expenditure is also recorded in the GL.

The standard cost centre is XXAG, where XX is the department code. The source of funds code for the expenditures will always be MA for research, the next letter indicating the sponsor type, and the last letter indicating the VAT status. If a department has several grants from the same sponsor type they will map onto the same source of funds code.

Sponsor types (HESA code)

British Academy	S
British Council	T
EU Government/EU Commission	C
EU Other	W
General Institution Funds	V
Health Depts./Authorities	Q
Other	R
Other HM Government Depts.	K
Overseas Charity	O
Overseas Govt/Educational	N
Overseas Nat/Public Corp	P
Overseas Private Ind/Comm	M
Research Council - AHRB	X
Research Council - BBSRC	J
Research Council - CCLRC	Y
Research Council - EPSRC	E
Research Council - ESRC	F
Research Council - MRC	I
Research Council - NERC	H
Research Council - STFC	Z
Royal Society	L
UK Charity (Medical)	A
UK Charity (Other)	B
UK Nat/Public Corp	U
UK Private Industry/Comm.	D

VAT types

Exempt	B
Outside scope	B
Standard rate	A
Zero rate	A
ECF7	C

VAT type **A**, any VAT is coded to the University VAT account to be reclaimed, VAT type **B**, any VAT is coded to the grant to be passed on to the sponsor. Horizon 2020 grants fall into this type.

VAT type **C**, relating to EC FP7 awards, that VAT cannot be either reclaimed or coded to the grant and is therefore passed on to the department as an expense.

Mapping code example

Expenditure charged to project GGAG/001 award RG27790 would map to the GL code

U.GG.GGAG.MAKB.EZZC.0000

The description of the code being:

University of Cambridge. English. ENGLISH: RESEARCH GRANT A. Research - Other HM Gover. Research Grants: Other Costs. Default

Posting of pooled labour

Some sponsors may provide a budget for pooled labour. This is to pay for staff that cannot be charged directly to an individual project as their work is split within the department.

Where this is the case, a central journal is processed at month end that posts this as expenditure to the grant. The charge is generated from the budget awarded by the sponsor, which is allocated over the life of the grant.

Debit : Award - Project - Task 100 – Pooled labour – Project org

Credit : Project Org cost centre – EZZY (source of funds) – AZZZ (transaction code)

Posting of payroll charges

Payroll charges are imported into the Grants module at month end. Payroll charges should not be transferred from one grant to another without the permission of Human Resources.

Posting of overheads

The overhead charges are generated by a grants process at the month end. Overheads are posted as expenditure to the grant, which maps across to the GL, split between the Chest and Department.

The Department's share is posted as a credit to the research cost centre, source of funds EDAA, transaction code LZAA. Expenditure against this account can be incurred at the discretion of the Head of Department. Any balances at the Year-end are brought forward.

Posting of non-direct costs

Grants awarded with costs calculated using the fEC methodology will not have overheads charged but will have an extra task (task 100) where the non-direct costs or “directly allocated costs” will be charged.

Central Research Accounting will process the non-direct costs as applicable each month. Departments will continue to be responsible for charging direct costs to the award.

Task 100 is for the use of the Research Operations Office (ROO)/Central Research Accounting only. Departments should not charge any expenditure to task 100.

Where the sponsor is not funding all of the cost of the research an entry will be posted as a negative value under task 100 on the category **University Funded** to reflect the funds the University is contributing to the research project. This means that 100% of the direct and non-direct costs will be charged to the award. The proportion of the costs the sponsor will not meet will be reflected under the *University Funded* expenditure category as a negative entry. The total costs on the award (including the *University Funded* category) will equal the total costs the sponsor will fund.

The budget for the non-direct costs will be split between the Chest and Department and the costs will be posted to GL codes as appropriate.

For task 100 (non-direct costs)

Expenditure category	Types
PI COSTS	PI Costs – Chest PI Costs – Dept
ESTATES COSTS	Estates Costs – Chest Estates Costs – Dept
INFRASTRUCTURE TECHNICIANS	Infrastructure Techs – Chest Infrastructure Techs – Dept
INDIRECT COSTS	Indirect Costs – Chest Indirect Costs – Dept

GL coding for non-direct costs (applications from 01 September 2005)

Awards costed on an fEC basis will not have an overhead budget and the burden schedule DRR 0 @ 0% will be used to ensure that overheads are not generated. Existing awards will continue to have overheads generated and posted to the departmental research cost centre and source of funds EDAA according to the agreement with the sponsor.

Non-direct costs will be posted to the departmental research cost centre and the source of funds EZ**. The last two letters of the source of funds code will reflect the sponsor type and VAT status of the award in the same way that mapped expenditure does. The transaction will be LZCE

Example *The Estate Costs for a BBSRC award in department EW would map to U. EW. EWAG. EZJB. LZCE*

3. Departmental menu options and overview

There are two CUFS departmental responsibilities.

- **GM Grants Administrator** Allows the user to view all grants in their department or group, adjust expenditures and request reports.
- **GM Grants Investigator** This is view only. Access is controlled to allow an individual to view grants and request reports where they have been named as a key member. The Principal Investigator is automatically set up as a key member. The addition of extra key members can be done by ROO on the authority of the PI. The departmental UFS Key Contact will also need to submit the appropriate *Access to UFS* form to the UFS Help Desk.

Navigation from menu....

Expenditures	Enter Actuals This takes the user to the grants journal input screen to enter a journal between a grant and a GL code.
	Expenditure Enquiry Screen view of expenditures posted to a project. Drill down is available to view the GL mapping code of the transaction and if the expenditure is from AP, to the invoice overview screen. If transferring of non-AP expenditures from one grant to another is required, use the <i>Transfer 1</i> option from the <i>Tools</i> menu.
Award Budgets	Award Budgets Used to view the current award budget and history of budget changes.
Award Status	Gives a real-time view of budget, expenditures and commitments for an award. Able to drill down to projects funded by the award, to the award management screen and to details of invoices raised to the sponsor.
Project Status	Gives a view of budget, expenditures and uncommitted funds for a project. Drill down is available to actuals and commitments. <i>Data for this screen is updated overnight.</i>
Personal Profile	Profile options which include your preferred printer and number of report copies.
Requests	Menu and running of grants reports

4. Award Status enquiry and associated report

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Award Status

Award Status can be used to view summary details of an award and a breakdown of the award by each project being funded. Both expenditure and billing data can be viewed. The data in the screen view is updated during the day and is not dependent on any overnight processing. Expenditures that have failed funds checking or have been entered and saved but not approved are not included in the screen view.

Viewing a single award

1. Enter the award number, including the prefix of **RG** or **G** and click on the **Find** button.

If you don't know the award number, the project code can usually be entered in the short name field and then click on the **Find** button.

2. The award status screen shows a one line summary of the award. Further information is available from the buttons at the bottom of the screen.

Award	Award Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	% Complete
RG12345	ZZA G123	585,004.88	1,951,375.64	1,557,221.88	9,352.38	1,566,574.26	384,801.38	80

Buttons: Resource Status, Actuals, Award Inquiry, Invoice Review, Commitments, Project Status

3. To view the details of the award click on the **Award Inquiry** button.
4. Use the row of tabs to display more information about the award and sponsor.

Operating Unit: Cambridge University

Number: RG12345 Template

Short Name: ZZAG123

Full Name: REVOLUTION: RNA-BASED MECH

Start Date: 01-JAN-2009

Close Date: 07-JAN-2014

Purpose: Unique Revenue Hard Limit

Organization:

Award Amount: 1,951,375.64

Funding Source Name: EC FP7 ERC AIG

Funding Source Award Number: 233325

Pre-Award Date: 21-APR-2008

End Date: 31-DEC-2013

Award Type: Research Project (Stand)

Status: Active

Funded Amount: 1,951,375.64

Funding Summary

[EC]

Click to view the VAT status of the award

Number	Issue Date	Type	Description	Active	Billable	Flex-Field
1	06-JAN-2009	Award	SET UP AS PER AWARD LETTER DATED 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	...
2	17-AUG-2010	Award	BUDGET INCREASE DUE TO FX POLICY CH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	...
				<input type="checkbox"/>	<input type="checkbox"/>	...

Reports Project Funding

5. To view the award VAT status and whether a *Starting Certificate* is required click on the flex-field to the right of the screen (see screen shot above).

VAT types

Name	SOF last letter	Where the VAT is coded to
Exempt	B	Coded to the grant to be passed on to the sponsor
Outside scope	B	
Standard 20%	A	Coded to the University VAT account to be reclaimed from HMRC
Zero rate	A	
ECF7	C	Charged to the department as an expense as it can neither be reclaimed from HMRC nor the sponsor.

6. Click **OK** to close the flex-field and return to the main Award Management screen.

NB If the responsibilities for the Department are not listed in this section as a Key Responsibility, no-one in the department will be able to see the award. If you cannot see an award you know belongs to your department, contact ROO.

AWARD MANAGEMENT

VAT Status: **Outside Scope**

DRR Indicator: **DRR 0** Standard 66/34%

Starting Certificate Req'd: **N** No

Date Certificate Sent: []

FX Policy/Currency: **OLD** Pre FX Policy

Currency Rate: []

Total award currency budget: []

Key Responsibility 1: **CAPSA RGCS GRANTS ENQUIRY**

Key Responsibility 2: **CAPSA RGCS Grants Administrator**

Key Responsibility 3: **CAPSA RGCS Grants Superuser**

Key Responsibility 4: **CAPSA ZZ: GM ACCOUNTS OFFICE**

Key Responsibility 5: **CAPSA ZZ: GM GRANTS ADMINISTRATOR**

OK Cancel

7. To check the transaction controls for the award, use the **Budgetary Control** tab. This section details the award set up for expenditure rules. See Budgetary control (Section 1) for definition of *Absolute* and *Advisory*.

Installments Terms and Conditions **Budgetary Control** Funding

Levels

Award: **Absolute**

Tasks: **Absolute**

Resource Groups: **Absolute**

Resources: **None**

8. The **Personnel** tab is used to specify those individuals who have authorisation to view the award. At the very least, the *Principal Investigator* must be identified by name, as the *Award Manager*. Any additional authorised personnel must also be specified, by name, in this section, i.e. more than one PI.

NB If you have a Grants Investigator responsibility, you will NOT be able to view the Award unless your name has been added to this section.

9. To view the type of billing applicable to the award, click on the arrow box to display more tab options and select **Compliances**.

Installments Terms and Conditions Budgetary Control Funding Source Details Contacts **Personnel**

Number	Issue Date	Type	Description
1	06-JAN-2009	Award	SET UP AS PER AWARD LETTER DATED 1
2	17-AUG-2010	Award	BUDGET INCREASE DUE TO FX POLICY CH

Reports

- **Installments**
- Terms and Conditions
- Budgetary Control
- Funding Source Details
- Contacts
- Personnel
 - Compliances
 - Reports
 - References
 - Credit Receivers
 - Tax and Agency

10. The *Revenue Distribution Rule* will always be *Cost* but *Billing* could either be *Cost* or *Event*. *Cost* billing indicates that the bill is generated from the actual costs posted over a period (known as the *Billing Cycle*) and *Event* billing indicates that the bill is generated from a schedule of payments loaded on the Award. For *Event* billing the payment schedule can be viewed by clicking on the **Events** button.
11. Close the *Award Management* screen to return to the award status screen by clicking on the folder icon in the tool bar.
12. Select the drilldown buttons as required to view a breakdown of the summary data.

Award	Award Name	Revenue	Budget	Actual Cost	Commitment Amount	Total Cost	Available Balance	% Complete
RG12345	ZZAG123	585,004.88	1,951,375.64	1,557,221.88	9,352.38	1,566,574.26	384,601.38	60

- Resource status:** This displays Award Budget, Actual Costs, Commitment Amount, Total Cost and Available Balance by resource name.
- Actuals:** Enables you to search for actuals by expenditure type on the award.
- Commitments:** Enables you to search for commitments by expenditure type on the award.
- Project status:** Displays details of the projects being funded by the award. It also provides further drilldown buttons to view details for each project.
- Invoice review:** Shows the value of each bill generated and period it relates to as per screen shot below.

Award Number	Draft Invoice	Customer	Bill Split	Agreement	Invoice Currency	Invoice Amount	Invoice Status	Bill Through	Credited Number	Invoice Class
RG52879	1	EC FP7 ERC AIG	100	RG52879	EUR	593,083.44	Accepted in Receiv	30-SEP-2010		Invoice
RG52879	2	EC FP7 ERC AIG	100	RG52879	EUR	33.98	Accepted in Receiv	01-JAN-2012		Invoice
RG52879	3	EC FP7 ERC AIG	100	RG52879	EUR	(593,083.44)	Accepted in Receiv	29-FEB-2012		Invoice
RG52879	4	EC FP7 ERC AIG	100	RG52879	EUR	582,748.67	Accepted in Receiv	29-FEB-2012		Invoice
RG52879	5	EC FP7 ERC AIG	100	RG52879	EUR	537,359.98	Accepted in Receiv	28-MAR-2012		Invoice

13. The **Open** button will give the sponsor details and the **Lines** button will show a breakdown of the bill.

Searching for more than one award

To call up a list of awards, leave the *number* and *short name* blank and use the other fields to specify your search criteria. For example, for all pending awards select the status of *on hold*, or for all awards for a principal investigator, enter their name in the *key member* section.

The screenshot shows the 'Find Award Status' window. The 'Award' section includes fields for Operating Unit (Cambridge University), Key Member (Name, Number, Role), and Periods (Period Start, Period End). The 'Status' dropdown menu is open, showing options: Active, At Risk, Closed, and On Hold. A green box highlights the 'Status' field, and an arrow points to a text box that says 'Click in the status field and select from the pick list'.

GMS Award Status Report by Dept. or Award – Excel version

This report provides details on an individual award or all awards that are held by the department. This will produce one excel document with seven worksheets of data, which includes expenditure at award summary, project summary, task category and type level. Whether you run the report for a single award or for the departmental organisation, the report will run straight away, whereas the non-excel version, if run by organisation, runs overnight.

Used for month and year-end monitoring of awards

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Requests → Run → OK to Single Request

Report parameters

1. Complete the **Parameters** screen with the relevant information.

Parameters	
Award Number	Either complete with an award number held by your department or leave it blank to list all awards within the department
From Award Organisation	Enter or select your organisation from the list of values e.g. ZZ_Ecology
To Award Organisation	Enter or select your organisation from the list of values e.g. ZZ_Ecology
Principle Investigator	Leave blank or select from the list of values to produce a report by a named Principle Investigator.

Include Closed Awards	Change to Yes if you would like to include all <i>Closed</i> and <i>On Hold</i> awards.
-----------------------	--

Example

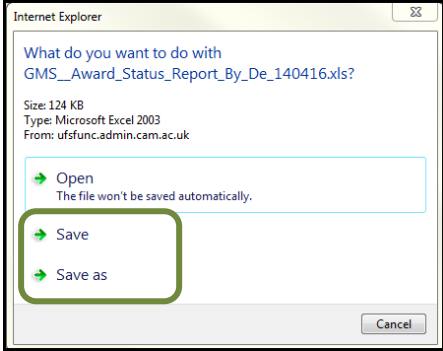
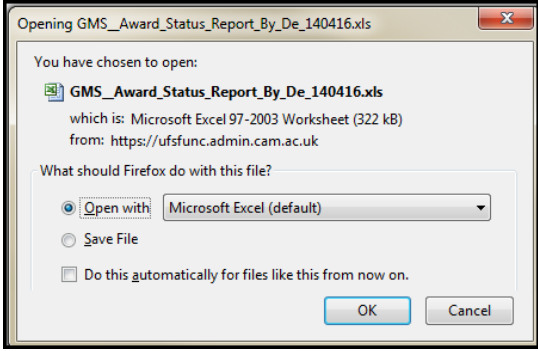
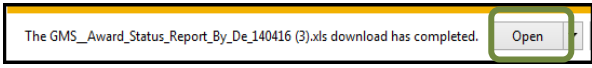
2. Once parameters have been entered, click on **OK** to display the **Submit Request** screen.
3. Click **Submit**, to display the **Requests** screen.

4. Click on **Refresh Data**, until the **Phase** and **Status** shows as **Completed** and **Normal**.

Request ID	Name	Parent	Phase	Status	Parameters
24421591	GMS: Award Status Report		Completed	Normal	RG12345, ZZ_Ecology
24421309	GMS: Expenditure by PA F		Completed	Normal	ZZ Ecology
24421305	Departmental Fund Allocat		Completed	Normal	AG

5. Click **View Output**.

Opening in excel

Internet Explorer	Firefox
<p>You must click on Save or Save as. Do NOT click on Open at this point as this can cause the pivot tables in Excel not to calculate correctly.</p>	<p>Click on Open With ensuring the field populates with Microsoft Excel (default).</p>
	
<p>Once download is complete, click on Open. An example report output is shown below.</p> 	<p>Click OK</p>

NB: Refer to guidance for 'Converting a report to the latest excel format' if you are using excel version 2003-2007. This will make the file significantly smaller once converted to xlsx.

Example report output (individual award only)

Tab 1: Report Information

Report Name	GMS: Award Status Report By Dept or Award - Excel Version (UFS)				
Report Date	15-Apr-16 11:18				
Parameters Entered					
Award Organisation - From					
Award Organisation - To					
Award Number	RG12345				
Award Manager					
Include Closed Award(s)?	N				
Notes:					
- This report excludes expenditures that have failed funds checking					
- When printing please note that the Award and Project summary tabs have been configured to print in A3, landscape format while the other tabs are configured to print on A4.					
Reconciliation					
	Budget	Expenditure	Commitment	Total Cost	Funds Available
Award Summary Tab	5,759,119.00	3,111,435.05	18,857.23	3,130,292.28	2,628,826.72
Data Tab	5,759,119.00	3,111,435.05	18,857.23	3,130,292.28	2,628,826.72
Difference	0.00	0.00	0.00	0.00	0.00
Please ensure that the Reconciliation checks above show there are no differences between the totals for the Award Summary Tab and Data Tab. If there are differences please save the output before opening.					
Report Information / Award Summary / Project Summary / By Task / By Task & Category / By Task, Category & Type					

Tab 2: Award Summary

Award Number	Award Organisation	Project Number(s)	Award Title	Sponsor Reference	Award Manager(s)	Budget	Expenditure	Commitment	Total Cost	Funds Available	Start Date	End Date	Close Date	Status	Months Left as of 14-Apr-16	% time elapsed	% budget spent
RG12345	ZZ_Ecology	ZZAG/123	DO PLANT VIRUSES COMPENSATE THEIR HOSTS BY HELPING ATTRACT POLLINATORS?	LEVERHULME TRUST	RPF-2012-667 Peck, Doctor Margaret; Darlow, Doctor Rebecca	241,544.00	229,196.80	857.12	230,053.92	11,490.08	03/09/2012	31/05/2016	31-JUL-16	ACTIVE	1	97%	95%

Tab 3: Project Summary

Award Number	Project Number	Project Description	Award Sponsor	Budget	Expenditure	Commitment	Total Cost	Funds Available	Start Date	End Date	Status	Months Left as of 14-Apr-16	% time elapsed	% budget spent
RG12345	ZZAG/123	DO PLANT VIRUSES COMPENSATE THEIR HOSTS BY HELPING ATTRACT POLLINATORS?	LEVERHULME TRUST	241,544.00	229,196.80	857.12	230,053.92	11,490.08	03-Sep-12	31-May-16	ACTIVE	1	97%	95%

Tab 4: By Task

Award Manager (All)

Award	Project	Task	Task Name	Budget	Expenditure	Commitments	Total Costs	Funds Available
RG12345	ZZAG/123	1	DIRECT COSTS	217,544.00	205,778.28	790.13	206,568.41	10,975.59
		2	Dr Peck	24,000.00	23,418.50	66.99	23,485.49	514.51
		100	NON DIRECT COSTS	0.00	0.02	0.00	0.02	-0.02
ZZAG/123 Total				241,544.00	229,196.80	857.12	230,053.92	11,490.08
RG12345 Total				241,544.00	229,196.80	857.12	230,053.92	11,490.08
Grand Total				241,544.00	229,196.80	857.12	230,053.92	11,490.08

Tab 5: By Task & Category

Award Manager (All)

Award	Project	Task	Task Name	Expenditure Category	Budget	Expenditure	Commitments	Total Costs	Funds Available	
RG12345	ZZAG/123	1	DIRECT CO	OTHER COSTS	24,000.00	22,476.47	790.13	23,266.60	733.40	
				STAFF COSTS	193,544.00	183,301.81	0.00	183,301.81	10,242.19	
		DIRECT COSTS Total				217,544.00	205,778.28	790.13	206,568.41	10,975.59
		2	Dr Peck	OTHER COSTS	24,000.00	23,418.50	66.99	23,485.49	514.51	
				Dr Peck Total	24,000.00	23,418.50	66.99	23,485.49	514.51	
		100	NON DIRE	ESTATES COSTS	INDIRECT COSTS	48,322.00	45,165.86	0.00	45,165.86	3,156.14
					INFRASTRUCTURE TECHNICIANS	149,446.00	139,684.88	0.00	139,684.88	9,761.12
					PI COSTS	7,423.00	6,938.18	0.00	6,938.18	484.82
					UNIVERSITY FUNDED	0.00	0.00	0.00	0.00	0.00
					NON DIRECT COSTS Total	-205,191.00	-191,788.90	0.00	-191,788.90	-13,402.10
ZZAG/123 Total	241,544.00				229,196.80	857.12	230,053.92	11,490.08		
RG12345 Total				241,544.00	229,196.80	857.12	230,053.92	11,490.08		
Grand Total				241,544.00	229,196.80	857.12	230,053.92	11,490.08		

Tab 6: By Task, Category & Type

Award M: (All)		Data									
Award	Project	Task	Task Name	Expenditure Category	Expenditure Type	Budget	Expenditure	Commitments	Total Costs	Funds Available	
RG12345	ZZAG/123	1	DIRECT COSTS	OTHER COSTS	-	24,000.00	0.00	0.00	0.00	733.40	
					Other Costs/Consumables		22,364.22	790.13	23,154.35	0.00	
					Other Costs/Miscellaneous		112.25	0.00	112.25	0.00	
				STAFF COSTS	-	193,544.00	0.00	0.00	0.00	10,242.19	
					Stipends		163,473.37	0.00	163,473.37	0.00	
					Wages		19,828.44	0.00	19,828.44	0.00	
			DIRECT COSTS Total			217,544.00	205,778.28	790.13	206,568.41	10,975.59	
		2	Dr Peck	OTHER COSTS	-	24,000.00	0.00	0.00	0.00	514.51	
					Other Costs/Consumables		22,896.09	66.99	22,963.08	0.00	
					Other Costs/Miscellaneous		522.41	0.00	522.41	0.00	
			Dr Peck Total			24,000.00	23,418.50	66.99	23,485.49	514.51	
		100	NON DIRECT COSTS	ESTATES COSTS	-		0.00	0.00	0.00	3,156.14	
					Estates Costs - Chest	31,892.52	29,809.46	0.00	29,809.46	0.00	
					Estates Costs - Dept	16,429.48	15,356.40	0.00	15,356.40	0.00	
				INDIRECT COSTS	-		0.00	0.00	0.00	9,761.12	
					Indirect Costs - Chest	98,634.36	92,192.03	0.00	92,192.03	0.00	
					University Funded - Dept	-69,764.94	-65,208.23	0.00	-65,208.23	0.00	
			NON DIRECT COSTS Total			0.00	0.02	0.00	0.02	-0.02	
			ZZAG/123 Total			241,544.00	229,196.80	857.12	230,053.92	11,490.08	
RG12345	Total					241,544.00	229,196.80	857.12	230,053.92	11,490.08	
Grand Total						241,544.00	229,196.80	857.12	230,053.92	11,490.08	

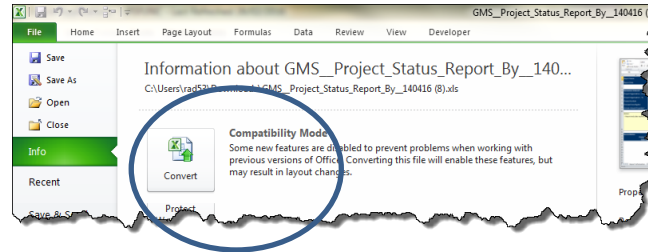
Tab 7: Data

Award	Award Manager	Project	Task	Task Name	Expenditure Category Cat	Expenditure Type	Budget	Expenditure	Commitments	Total Costs	Funds Available
RG12345	Peck, Doctor Margaret	ZZAG/123	1	DIRECT COSTS	OTHER COSTS	-	24000	0	0	0	733.4
						Other Costs/Consumables		22364.22	790.13	23154.35	0
						Other Costs/Miscellaneous		112.25	0	112.25	0
					STAFF COSTS	-	193544	0	0	0	10242.19
						Stipends		163473.37	0	163473.37	0
						Wages		19828.44	0	19828.44	0
			100	NON DIRECT COSTS	ESTATES COSTS	-		0	0	0	3156.14
						Estates Costs - Chest	31892.52	29809.46	0	29809.46	0
						Estates Costs - Dept	16429.48	15356.4	0	15356.4	0
					INDIRECT COSTS	-		0	0	0	9761.12
						Indirect Costs - Chest	98634.36	92192.03	0	92192.03	0
						University Funded - Dept	-69764.94	-65208.23	0	-65208.23	0
			2	Dr Peck	OTHER COSTS	-	24000	0	0	0	514.51
						Other Costs/Consumables		22896.09	66.99	22963.08	0
						Other Costs/Miscellaneous		522.41	0	522.41	0

Converting a report to the latest excel format

When running an excel version of an UFS report, if you are using excel version 2003-2007, you may wish to convert the file to xlsx to make it significantly smaller.

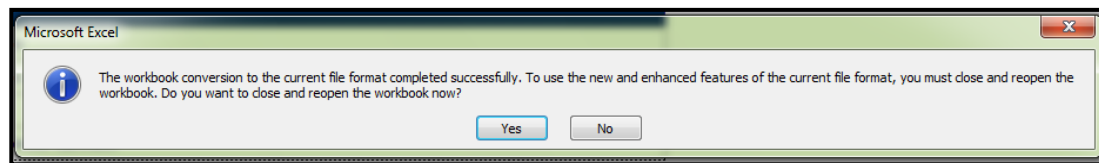
1. Once report has completed and opened into excel, navigate to **File, Info, Convert**.



2. Click **OK** to the message below.



3. Click **Yes** to confirm that you want to reopen the report in the updated format.



5. Project Status enquiry and associated report

You can review summary amounts and calculations by project, task, and resource using Project Status Inquiry (PSI). This screen is updated overnight only and does not include expenditures which have failed funds checking.

This function allows you to:

- Review the current status of your projects
- Drill down for more detailed review of a project and its tasks

Responsibility: GM Grants Administrator or GM Grants Investigator

Navigate: Project Status → Task Status → Resource Status

How to select projects

If you are using this screen with the GM Grants Investigator responsibility you will be able to view projects for which you are a key member.

1. Complete the **Number** field with the **project** number you wish to view.

Click on the **Find** button.

2. The **project status** screen shows the total budget, expenditure, commitments and remaining funds available for the project.

Project	Project Name	Over Budget	Project Budget	Actual Cost to I	Commitment to I	Total Cost	Funds Available	Fin % Cmp
ZZAG123	RG12345		69,121.00	23,198.50	0.00	23,198.50	45,922.50	34

3. Click on the **Task Status** button to view task-level summary amounts

4. From here you can drill down to Commitments, Actuals and Resource Status.

NB: Click in the relevant Task line first. By clicking on this button it will display actuals and commitments by resource by task.

Task	Task Name	Over Budget	Task Budget	Actual Cost to I	Commitment to I	Total Cost	Funds Available
100	DIRECT COSTS		147,237.16	79,619.55	295.98	79,915.53	67,321.63
	NON DIRECT C		202,416.64	192,379.63	0.00	192,379.63	10,037.21

Example of **Resource Status by Task**:

Resource	Resource Name	Over Budget	Resource Budget	Actual Cost to Date	Commitment to Date	Total Cost
EQUIPMENT	EQUIPMENT		2,500.00	0.00	0.00	
+ OTHER COSTS	OTHER COSTS *		8,700.00	9,866.31	295.98	10,162.29
+ STAFF COSTS	STAFF COSTS		127,037.16	65,129.22	0.00	65,129.22
+ TRAVEL AND SUBSIDIES	TRAVEL AND SUBSIDIES		9,000.00	4,624.02	0.00	4,624.02

Buttons: Events, Commitments, Actuals

Project actuals and commitments

Commitments

1. In the task status screen click on the **Resource Status** button to view the resources.
2. *Double click* on Resources that have "+" associated with the Resource. This opens up the list of resources. It is only possible to drill down from a resource.

Resource	Resource Name	Over Budget	Resource Budget	Actual Cost to Date	Commitment to Date	Total Cost
EQUIPMENT	EQUIPMENT		2,500.00	0.00	0.00	
- OTHER COSTS	OTHER COSTS *		8,700.00	9,866.31	295.98	10,162.29
Other Costs/Consumables	Other Costs/Consumables *		0.00	8,825.02	295.98	9,120.94
Other Costs/Miscellaneous	Other Costs/Miscellaneous *		0.00	1,041.29	0.00	1,041.29
+ STAFF COSTS	STAFF COSTS		127,037.16	65,129.22	0.00	65,129.22
+ TRAVEL AND SUBSIDIES	TRAVEL AND SUBSIDIES		9,000.00	4,624.02	0.00	4,624.02

Buttons: Events, Commitments, Actuals

3. To view project commitments, ensure you are in the lowest-level resource line and click on **Commitments**.
4. The **Find Commitments** screen displays. Enter search criteria for the search to be performed e.g. period, expenditure type or leave blank for a list of all commitments for that resource. Click on the **Find** button to view the list.

Find Commitments (Cambridge University) - PDAG/186, 1, Other Costs/Consumables

Supplier Name	<input type="text"/>	Supplier Number	<input type="text"/>
Expenditure Type	<input type="text"/>	Expenditure Organization	<input type="text"/>
Commitment Dates	<input type="text"/> - <input type="text"/>	Commitment Type	<input type="text"/>

Buttons: Clear, Find

Ensure you are in the lowest level line

5. The list of commitments will be displayed for that resource.

Supplier Name	Commitment Date	Commitment Type	Commitment Number	Quantity	UOM	Project Raw Cost	Project Burdened
UNIVERSITY COI	20-JUN-2012	Purchase Orders	1512845	0	EA	0.00	
UNIVERSITY COI	10-JUL-2012	Purchase Orders	1521810	0	EA	0.00	
UNIVERSITY COI	23-NOV-2012	Purchase Orders	1585068	0	EA	0.00	
UNIVERSITY COI	23-NOV-2012	Purchase Orders	1585068	0	EA	0.00	
UNIVERSITY COI	03-DEC-2012	Purchase Orders	1589781	0	EA	0.00	
UNIVERSITY COI	10-JUL-2012	Purchase Orders	1521810	0	EA	0.00	

Actuals

1. In the **task status** screen click on the **Resource Status** button to view the resources.
2. To view a listing of posted expenditure: from the Resource Status screen, double click on resources that have "+" associated with the resource to open up the list. It is only possible to drill down from a resource. This functionality is not available for a resource group. Select the resource that you wish to view the actual expenditures for and click on the Actuals button.

Resource	Resource Name	Over Budget	Resource Budget	Actual Cost to Date	Commitment to Date	Total Cost
EQUIPMENT	EQUIPMENT		2,500.00	0.00	0.00	
- OTHER COSTS	OTHER COSTS	*	8,700.00	9,866.31	295.98	10,162.29
Other Costs/Consumables	Other Costs/Consumables	*	0.00	8,825.02	295.98	9,120.99
Other Costs/Miscellaneous	Other Costs/Miscellaneous	*	0.00	1,041.29	0.00	1,041.29
+ STAFF COSTS	STAFF COSTS		127,037.16	65,129.22	0.00	65,129.22
+ TRAVEL AND SUBSIDIES	TRAVEL AND SUBSIDIES		9,000.00	4,624.02	0.00	4,624.02

3. The **Find** screen will open which is automatically populated with the current PA (project accounting) period.
4. If you wish to view expenditures for more than the current period, change the PA period. Use the parameters to request specific expenditures if required.

PA Periods: SEP-13 - SEP-13

Employee Name: Employee Number:

Supplier Name: Supplier Number:

Organization: Job Name:

Expenditure Type: Non-Labor Resource:

Non-Labor Resource Org:

Clear Find

5. Click on the **Find** button to view the **Expenditure Item Details** screen.

Expenditure Type	Expenditure Item Date	Employee/Supplier Name	Quantity	UOM
Other Costs/Consumables	08-JAN-2013	DHL INTERNATIONAL (UK)	6.57	Pounds
Other Costs/Consumables	08-JAN-2013	DHL INTERNATIONAL (UK)	0	Pounds
Other Costs/Consumables	24-FEB-2013		6.87	Pounds
Other Costs/Consumables	24-FEB-2013		6.6	Pounds
Other Costs/Consumables	27-FEB-2013	XMA LTD	64.61	Pounds
Other Costs/Consumables	27-FEB-2013	XMA LTD	60.68	Pounds
Other Costs/Consumables	27-FEB-2013	XMA LTD	60.68	Pounds
Other Costs/Consumables	27-FEB-2013	XMA LTD	0	Pounds

6. Click on the **AP Invoice** button to view the **invoice overview** screen for the expenditure line selected if required.

GMS Project Status Report by Dept or Project – Excel Version (UFS)

This report provides details on individual or all projects for a department, or PI, including those where the award funding the project is owned by a different department. The report produces one excel workbook with six worksheets of data. These include expenditure at project summary, task, category and type level.

Used for Month and Year End monitoring for a range of Projects

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Requests > Run > OK to Single Request

Report parameters

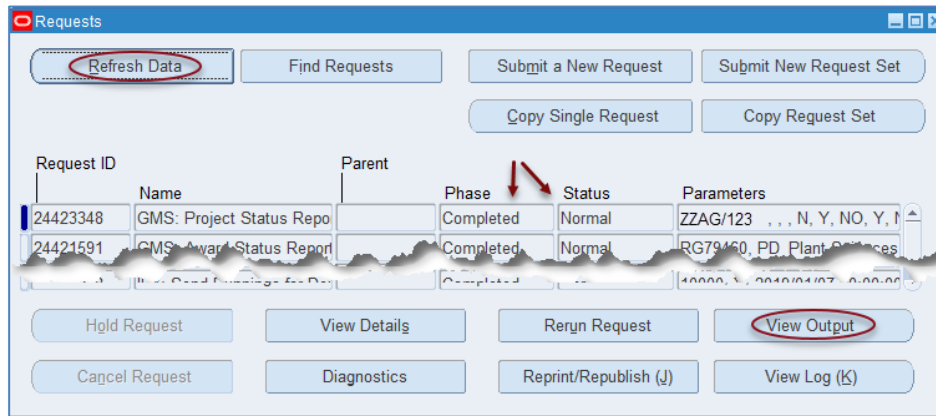
1. Complete the **Parameters** screen with the relevant information.

Parameters	
Project Number	Either complete with a project number held by your department or leave it blank
From Project Organisation	Enter or select your organisation from the list of values e.g. ZZ_Ecology
To Project Organisation	Enter or select your organisation from the list of values e.g. ZZ_Ecology
Principle Investigator	Leave blank or select from the list of values to produce a report by a named Principle Investigator.
Include Closed Projects	Change to Yes if you would like to include all Closed and On Hold awards.

2. Once parameters have been entered, click on **OK**.

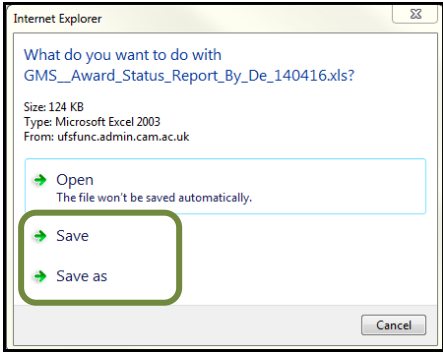
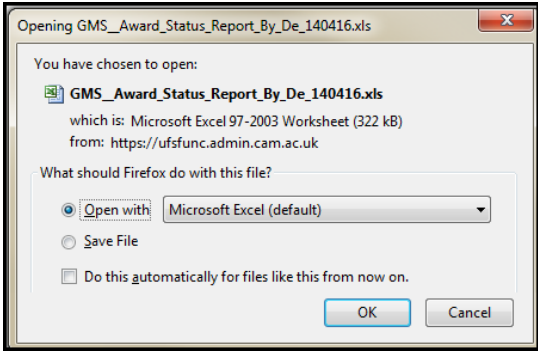
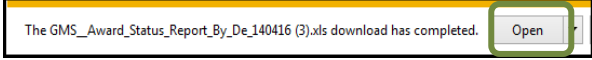
3. The **Submit Request** screen displays. Click **Submit**.

4. The **Requests** screen displays. Click on **Refresh Data**, until the **Phase** and **Status** shows as **Completed** and **Normal**.



5. Click **View Output**.

Opening in excel

Internet Explorer	Firefox
<p>You must click on Save or Save as. Do NOT click on Open at this point as this can cause the pivot tables in Excel not to calculate correctly.</p>	<p>Click on Open With ensuring the field populates with Microsoft Excel (default).</p>
	
<p>Once download is complete, click on Open. An example report output is shown below.</p> 	<p>Click OK</p>

NB: Refer to guidance for 'Converting a report to the latest excel format' if you are using excel version 2003-2007 (Award Status section). This will make the file significantly smaller once converted to **xlsx**.

Example report output (individual project only)

Tab 1: Report Information

Report Name	GMS: Project Status Report By Dept or Project - Excel Version (UFS)				
Report Date	15-Apr-16 11:35				
Parameters Entered					
Project Organisation - From					
Project Organisation - To					
Project Number	ZZAG/123				
Principal Investigator					
Include Closed Project(s)?	N				
Notes:					
- This report excludes expenditures that have failed funds checking					
- When printing please note that the Project tab has been configured to print in A3, landscape format while the other tabs are configured to print on A4.					
Reconciliation	Budget	Expenditure	Commitment	Total Cost	Funds Available
Project Tab	241,544.00	229,204.00	857.12	230,061.12	11,482.88
Data Tab	241,544.00	229,204.00	857.12	230,061.12	11,482.88
Difference	0.00	0.00	0.00	0.00	0.00
Please ensure that the Reconciliation checks above show there are no differences between the totals for the Project Tab and Data Tab. If there are differences please save the output before opening.					
Report Information / Project / By Task / By Task & Category / By Task Category & Type / Data					

Tab 2: Project

Project Number	Close Date	Project Organisation	PI Name(s)	Budget	Expenditure	Commitment	Total Cost	Funds Available	Start Date	End Date	Status	Months Left as of 14-Apr-16	% Time Elapsed	% Budget Spent
ZZAG/123	30-NOV-18	PD Plant Sciences	Parker, Professor H (PI)	2,383,733.47	1,205,051.20	6,754.56	1,211,805.76	1,171,927.71	01-Oct-12	30-Sep-18	Active	29	59%	51%

Report Information / Project / By Task / By Task & Category / By Task Category & Type / Data

Tab 3: By Task

PI (All)		Data										
Project	Task Number	Task Name	Budget	Expenditure	Commitment	Total Cost	Funds Available	%Spent				
ZZAG/123	1	HOLDING ACCOUNT	21,000.00	1,875.94	0.00	1,875.94	19,124.06	9%				
	4	EXTERNAL ROTATIONS	24,000.00	18,949.00	0.00	18,949.00	5,051.00	79%				
	15	UNIVERSITY & COLLEGE	1,772,890.00	884,388.81	0.00	884,388.81	888,501.19	50%				
	20	OTHER COSTS	47,500.00	35,095.42	0.00	35,095.42	12,404.58	74%				
ZZAG/123 Total			1,865,390.00	940,309.17	0.00	940,309.17	925,080.83	50%				
Grand Total			1,865,390.00	940,309.17	0.00	940,309.17	925,080.83	50%				

Report Information / Project / By Task / By Task & Category / By Task Category & Type / Data

Tab 4: By Task & Category

PI		(All)									
Data											
Project	Task Num	Task Name	Expenditure Category	Budget	Expenditure	Commitment	Total Cost	Funds Available	%Spent		
ZZAG/123	1	HOLDING ACCOUNT	OTHER COSTS	21,000.00	1,875.94	0.00	1,875.94	19,124.06	9%		
			STAFF COSTS	0.00	0.00	0.00	0.00	0.00	0%		
	4	EXTERNAL ROTATIONS	OTHER COSTS	24,000.00	18,949.00	0.00	18,949.00	5,051.00	79%		
			STAFF COSTS	0.00	0.00	0.00	0.00	0.00	0%		
	15	UNIVERSITY & COLLEGE	COLLEGE COSTS	0.00	0.00	0.00	0.00	0.00	0%		
			OTHER COSTS	0.00	0.00	0.00	0.00	0.00	0%		
			STAFF COSTS	1,772,890.00	884,008.81	0.00	884,008.81	888,881.19	50%		
			TRAVEL AND SUBSISTENCE	0.00	380.00	0.00	380.00	-380.00	0%		
	20	OTHER COSTS	OTHER COSTS	47,500.00	31,695.42	0.00	31,695.42	15,804.58	67%		
			STAFF COSTS	0.00	3,400.00	0.00	3,400.00	-3,400.00	0%		
ZZAG/123 Total				1,865,390.00	940,309.17	0.00	940,309.17	925,080.83	50%		
Grand Total				1,865,390.00	940,309.17	0.00	940,309.17	925,080.83	50%		

Tab 5: By Task, Category & Type

PI		(All)									
Data											
Project	Task Num	Task Name	Expenditure Category	Expenditure Type	Budget	Expenditure	Commitment	Total Cost	Funds Available		
ZZAG/123	1	HOLDING ACCOUNT	OTHER COSTS	-	21,000.00	0.00	0.00	0.00	19,124.06		
				Other Costs/Consumables	0.00	80.00	0.00	80.00	0.00		
				Other Costs/Miscellaneous	0.00	1,795.94	0.00	1,795.94	0.00		
			STAFF COSTS	-	0.00	0.00	0.00	0.00	0.00		
				College Fees	0.00	0.00	0.00	0.00	0.00		
				Student Maintenance	0.00	0.00	0.00	0.00	0.00		
	1 Total				21,000.00	1,875.94	0.00	1,875.94	19,124.06		
	4	EXTERNAL ROTATIONS	OTHER COSTS	-	24,000.00	0.00	0.00	0.00	5,051.00		
				Other Costs/Consumables	0.00	12,625.00	0.00	12,625.00	0.00		
				Other Costs/Miscellaneous	0.00	6,324.00	0.00	6,324.00	0.00		
			STAFF COSTS	-	0.00	0.00	0.00	0.00	0.00		
				College Fees	0.00	0.00	0.00	0.00	0.00		
				Student Maintenance	0.00	0.00	0.00	0.00	0.00		
	4 Total				24,000.00	18,949.00	0.00	18,949.00	5,051.00		
	20	OTHER COSTS	OTHER COSTS	-	47,500.00	0.00	0.00	0.00	15,804.58		
Other Costs/Consumables				0.00	3,481.20	0.00	3,481.20	0.00			
Other Costs/Miscellaneous				0.00	28,214.22	0.00	28,214.22	0.00			
STAFF COSTS			-	0.00	0.00	0.00	0.00	-3,400.00			
			Student Maintenance	0.00	3,400.00	0.00	3,400.00	0.00			
			University Fees	0.00	0.00	0.00	0.00	0.00			
20 Total				47,500.00	35,095.42	0.00	35,095.42	12,404.58			
ZZAG/123 Total				92,500.00	55,920.36	0.00	55,920.36	36,579.64			
Grand Total				92,500.00	55,920.36	0.00	55,920.36	36,579.64			

Tab 6: Data

Project	PI	Task Num	Task Name	Expenditure Category	Expenditure Type	Budget	Expenditure	Commitment	Total Cost	Funds Available
ZZAG/123	Parker, Professor H	1	HOLDING ACCOUNT	OTHER COSTS	-	21000.00	0.00	0.00	0.00	19124.06
					Other Costs/Consumables	0.00	80.00	0.00	80.00	0.00
					Other Costs/Miscellaneous	0.00	1795.94	0.00	1795.94	0.00
				STAFF COSTS	-	0.00	0.00	0.00	0.00	0.00
					College Fees	0.00	0.00	0.00	0.00	0.00
					Student Maintenance	0.00	0.00	0.00	0.00	0.00
					University Fees	0.00	0.00	0.00	0.00	0.00
		4	EXTERNAL ROTATIONS	OTHER COSTS	-	24000.00	0.00	0.00	0.00	5051.00
					Other Costs/Consumables	0.00	12625.00	0.00	12625.00	0.00
					Other Costs/Miscellaneous	0.00	6324.00	0.00	6324.00	0.00
				STAFF COSTS	-	0.00	0.00	0.00	0.00	0.00
					College Fees	0.00	0.00	0.00	0.00	0.00
					Student Maintenance	0.00	0.00	0.00	0.00	0.00
		20	OTHER COSTS	OTHER COSTS	-	47500.00	0.00	0.00	0.00	15804.58
					Other Costs/Consumables	0.00	3481.20	0.00	3481.20	0.00
					Other Costs/Miscellaneous	0.00	28214.22	0.00	28214.22	0.00
				STAFF COSTS	-	0.00	0.00	0.00	0.00	-3400.00
					Student Maintenance	0.00	3400.00	0.00	3400.00	0.00

6. Award Budget Screen

This screen view, which is read only, gives details of the current award budget set up and budget history since the start of the award.

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Award Budgets/Budget History → Award Budgets

1. In order to view the budget details enter the *award number* and press the *tab* key to populate the project number field. Click on the **Find Draft** button.

2. The Award Budgets screen will populate with the budget details. To view the current budget, click on the **Details** button.
3. The *Task Budgets* Screen will be displayed. Select the task which you wish to view by clicking the line. The square to the left of the line will turn blue to indicate which line has been selected.

Task Number	Task Name	UOM	Quantity	Raw Cost	Burdened Cost
1	Task 1	Hours	0.00	0.00	1,947,555.13
4	TASK 4	Hours	0.00	0.00	3,820.51
Project Total			0.00	0.00	1,951,375.64

4. To view the details for that line click on the **Budget Lines** button. The resources and allocated budget will be listed on the **Budget Lines** screen.

The screenshot shows the 'Budget Lines' window with the following details:

- Version Number: Draft
- Task Number: 1
- View Lines For: Burdened Cost
- Version Name: VERSION 1
- Task Name: Task 1
- Periods For Totals: JAN-10
- Budget Periods: JAN-10

Resource	Amount Type	JAN-10	FEB-10	MAR-10	APR-10	Period Totals
OTHER COSTS	Burdened Cost	607,374.09				607,374.09
OVERHEADS	Burdened Cost	324,592.52				324,592.52
STAFF COSTS	Burdened Cost	1,002,428.99				1,002,428.99
TRAVEL AND SU	Burdened Cost	13,159.53				13,159.53
Totals	Burdened Cost	1,947,555.13	0.00	0.00	0.00	1,947,555.13

Change Reason: [] Comments: []

History of previous budget

1. Return to the **Award Budget** screen and click on the **History** button to view the previous budget versions. The top line will be checked as **Original** which means that it's the current budget. Each budget version will have a note of why the change was made in the Description field.

The screenshot shows the 'Budget Version History' window with the following details:

- Num: 2 (selected)
- Version Name: VERSION 1
- UOM: Hours
- Quantity: 0.00
- Raw Cost: 0.00
- Burdened Cost: 1,951,375.64
- Original:

Change Reason: Award

Description: BUDGET INCREASE DUE TO FX POLICY CHANGE

Entry Options:

- Entry Method: BEM for multi set ups
- Resource List: EC FW7 ERC

Baselined:

- By: PATEL, Ms. Meena
- Date: 17-AUG-2010 14:21:59

Buttons: Copy to ... Details

2. Select a budget version to view by clicking on the line (the square to the left of the line will turn blue to show that it has been selected), and then click on the **Details** button to view the budget lines.

7. Expenditure enquiry and reports

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Expenditures → Expenditure Enquiry

1. Enter the **project number** on which to perform expenditure enquiry.

2. Leave the remaining parameters blank as above to find all records for the project you have specified. If you wish to find a particular record, use the parameters to narrow the search.
3. Click on the **Find** button. The screen shot is split into two on the following page due to the amount of data.

Item Date	Receiver GL Pe	Project	Task	Award	Expnd Category	Expnd Type	Project Burden	Comment
29-MAR-2011	MAR-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Subsister	1,490.39	TRAVEL TO ISRA
29-MAR-2011	MAR-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Subsister	0.00	TRAVEL TO ISRA
14-APR-2011	APR-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Subsister	544.22	TRAVEL & SUB
14-APR-2011	APR-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Subsister	0.00	TRAVEL & SU
18-JUL-2011	JUL-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Subsister	435.30	TRAVEL & ACCO
05-AUG-2011	AUG-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Conferenc	173.30	TRAVEL TO PR
08-AUG-2011	AUG-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Conferenc	125.00	TRAVEL TO/FRI
19-SEP-2011	SEP-11	ZZAG/123	1	RG 12345	TRAVEL AND S	Travel/Subsister	75.00	AGU ABSTRAC
							2,843.21	

Item	Employee/Supplier	Expnd Org	Expenditure Bal	Trans Id	Original User Expn	Cost Distributed	Transaction Sou
EL TO ISRAEL	PECK, Mrs M	ZZ_Ecology	AP-49618V1496	6745418	29-MAR-2011A	<input checked="" type="checkbox"/>	Oracle Payable:
EL TO ISRAEL	PECK, Mrs M	ZZ_Ecology	APNRT-49618V	6746499	29-MAR-2011A	<input checked="" type="checkbox"/>	Non-Recoverabl
EL & SUBSIST	PECK, Mrs M	ZZ_Ecology	AP-49678V1496	6767785	14-APR-2011	<input checked="" type="checkbox"/>	Oracle Payable:
EL & SUBSIST	PECK, Mrs M	ZZ_Ecology	APNRT-49678V	6768668	14-APR-2011	<input checked="" type="checkbox"/>	Non-Recoverabl
EL & ACCOMM	PECK, Mrs M	ZZ_Ecology	AP-50514V1505	6981495	18-JUL-2011	<input checked="" type="checkbox"/>	Oracle Payable:
EL TO PRAGUI	DARLOW, Mrs R	ZZ_Ecology	AP-50765V1507	7035405	05-AUG-2011	<input checked="" type="checkbox"/>	Oracle Payable:
EL TO/FROM A	DARLOW, Mrs R	ZZ_Ecology	AP-50765V1507	7035328	08-AUG-2011	<input checked="" type="checkbox"/>	Oracle Payable:
ABSTRACT FEI	DARLOW, Mrs R	ZZ_Ecology	AP-51527V1515	7145891	19-SEP-2011	<input checked="" type="checkbox"/>	Oracle Payable:

- To total the expenditures, click on the **Totals** button on the expenditure item form and scroll to the Project Burdened Cost column to view the total.

Important Information!

Information in the **Comment** field pulls through to the Sponsors billing report, which is run by Research Operations Office and used to provide data to the sponsor. Therefore it is important that this field is as detailed as possible, especially if it relates to staff expenses claims.

If a comment field is blank or lacking in information as to who and what the expense relates to, then please investigate further by using the **Item Details** button or by referring to a colleague who entered the transaction or who incurred the expense. Once you have this information you must then update the **Comment** field by navigating to **Tools, Change Comment**, enter the detailed information as to what the expenditure relates to and click **OK**.

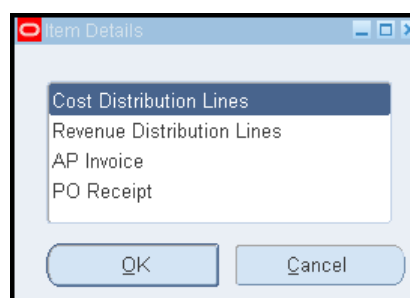
If there is a **tick** in the **Cost Distributed** field then this indicates that it has passed funds checking.

Viewing cost distribution lines and item details

- Select the appropriate record you wish to query by ensuring the cursor is in the relevant line and click on **Item Details**.



- Select **Cost Distribution Lines**, and then click **OK**



- The GL mapping code of the transaction and GL and PA periods that the transaction has posted to can be viewed in this screen.

The screenshot shows the 'Cost Distribution Lines' window. The table below has the following data:

Line Number	PA Date	PA Period	GL Date	GL Period	Amount
1	31-JAN-2009	JAN-09	31-JAN-2009	JAN-09	0.00

The 'Default Accounts and Descriptions' section is highlighted with a green box, showing the following data:

Debit	Credit
U.ZZ.ZZAG.MACC.EZZF.0000	U.ZZ.ZZAG.EDAA.LZAA.0000

An arrow points from the 'Debit' and 'Credit' rows to a box labeled 'GL Mapping Code'.

AP invoice details

Further details, such as the invoice number and batch number are available for expenditures that have been paid via the Accounts Payable module.

- Navigate to *Transaction Source*, as this will provide you with whether it was a transaction processed within the AP module.
- Select the expenditure item you wish to view and click on the *Item Details* button.
- Select *AP Invoice* from the list and click **OK**.
- The invoice overview screen relating to the selected expenditure item is displayed.

The screenshot shows the 'Invoice Overview' window. The 'Scheduled Payments' section is highlighted with a blue box, showing the following data:

Curr	Amount	Remaining	Due Date
GBP	245.35	0.00	30-JUL-2009

- Close this screen to return to the expenditure enquiry.

Salary drill down

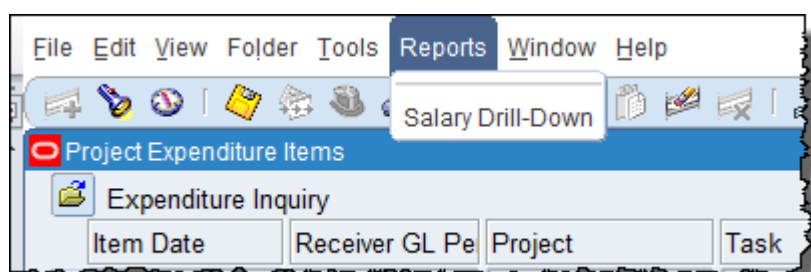
For all postings from *CHRIS* (the HR module), in addition to the individual's gross pay, further details of the employer's pension, NI and levy costs can also be viewed.

To limit search, after entering the *Project Number*, type *STAFF COSTS* in *Expenditure Category* field. *Expend Item Dates* can also be entered if known.

Click on the *Find* button, and select the appropriate record by ensuring the cursor is in the relevant line. Refer to the *Comment* or *Expenditure Batch* (will start with *CPG*) field to ensure the transaction is from *CHRIS*. (No results will be returned if a journal transaction is selected.)

Cancel the *Item details* box if it appears.

Go to the *Reports* menu, and select *Salary Drill-Down*.



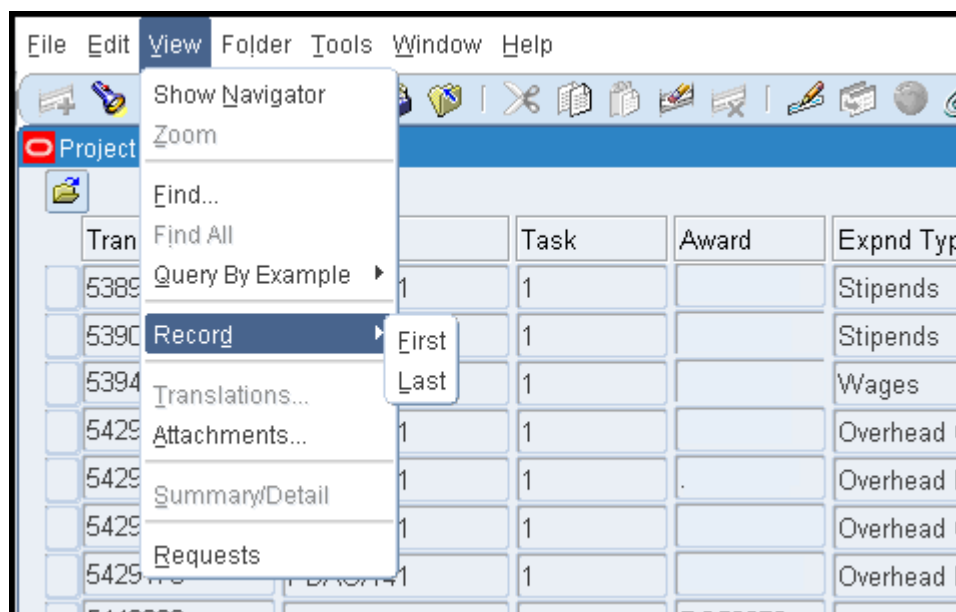
The staff cost details are displayed.

Department	Payroll	Person Ref	Surname	Forename	Cost Code	Pay Cost	Pension Cost	NI Cost	Apprenticeship Levy	Total Cost
Ecology	Research & Stipends	30012345	Bloggs	Joe	ZZAG/111.01.RG66666.ABAE	2,324.80	559.45	166.64	0.00	3,050.89

Close this screen to return to the expenditure enquiry.

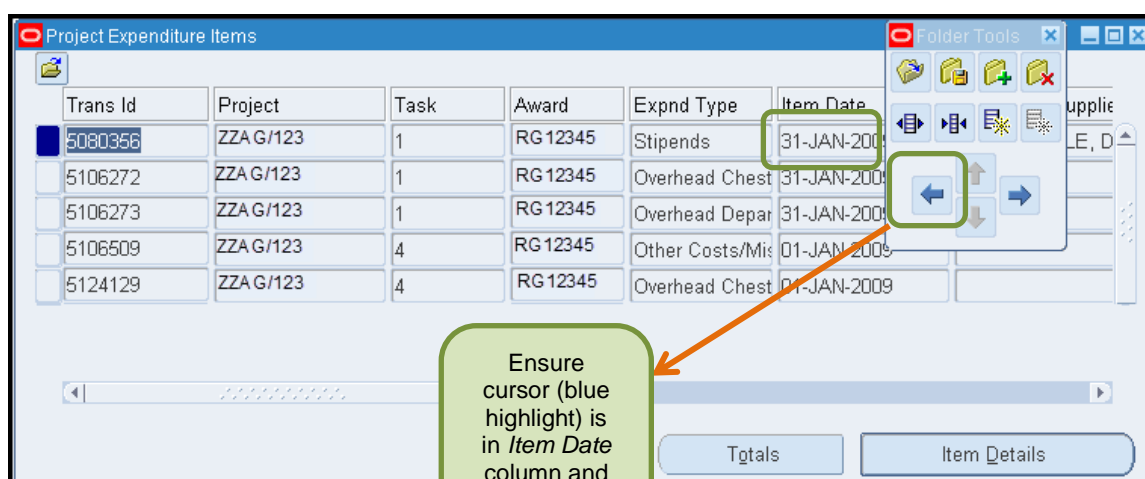
Customising the Expenditure Enquiry screen

To scroll to the bottom of the list quickly, click on the **View** menu and select **Record, Last**. Scroll back to the top using **View, Record, First**.

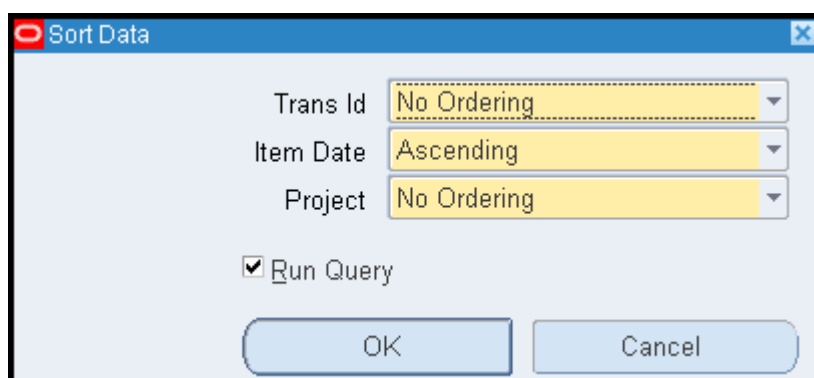


Data in the screen is automatically ordered by the Transaction ID which is assigned when the transaction is imported into the Grants module, rather than by the Item Date. If you would prefer the data to be ordered by item date, use folder tools to create your own folder view.

1. Click on the *folder tools* icon in the tool bar and move the item date column to the far left.

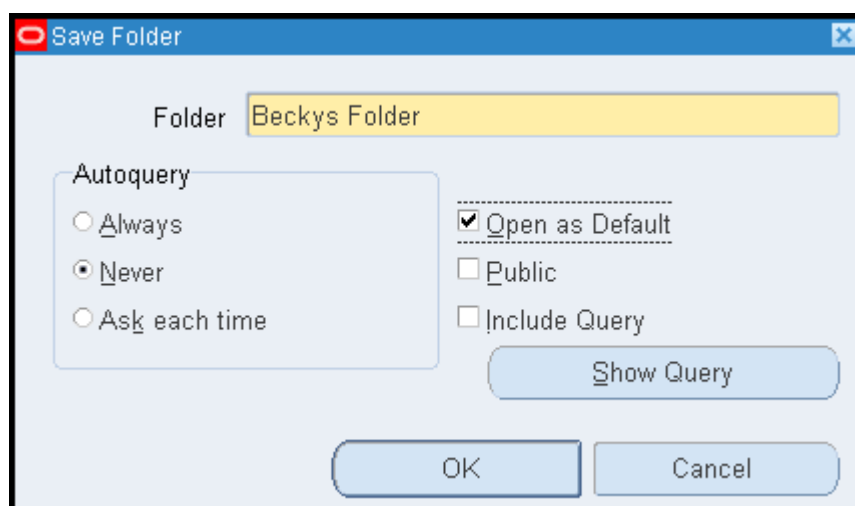


- Click on the *Folder* menu and select *Sort Data* from the list. Data can be ordered Ascending or Descending, leave Trans ID and Project as No Ordering and click **OK**.



- If you wish to save your folder, click on the *Folder* menu in the *Tool Bar* and select *Save as* from the list. You **MUST** always have *Autoquery* checked as **Never**, and **UNCHECK** both the **Include Query** and **Public** boxes.

NB: If the **Public** box is checked, the folder will be visible to all CUFS users, and if **Open as Default** is checked as well, your folder will be the default for **ALL** users!



- To print the screen or export the data to Excel, click on the **File** menu and select **Print** or **Export**. (Please note that in order to export you may need to do some preliminary set up on your PC. Please refer to the UFS web page for advice. The Export function is not available to Mac users).

Please Note: Expenditure Items for closed projects can be viewed in the screen.

GMS Actual Expenditure Enquiry Report Excel Version (UFS)

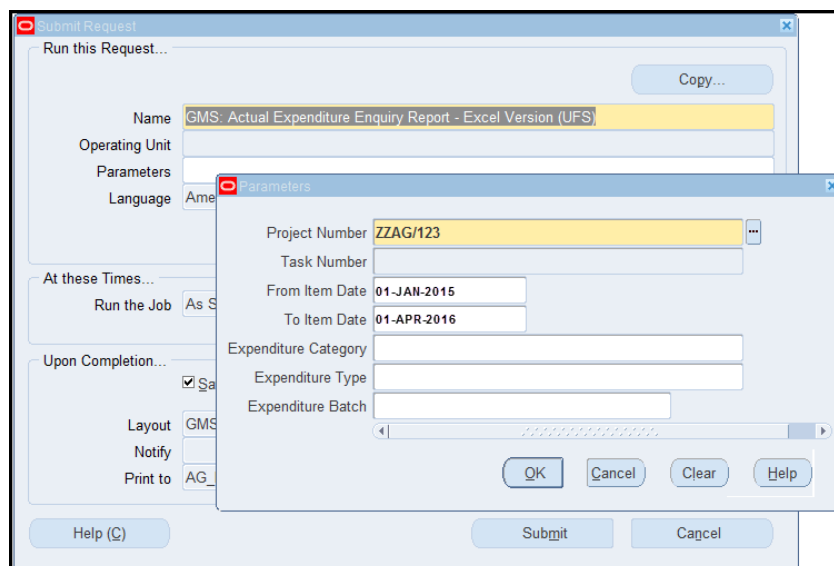
This report provides an Excel listing of expenditures based on the entered parameters. There are columns to indicate the purchase order and invoice number relating to that expenditure if applicable. It produces three worksheets of data.

Used for Checking the expenditures posted to a project.

Responsibility: GM Grants Administrator
Navigate: Requests → Run → OK

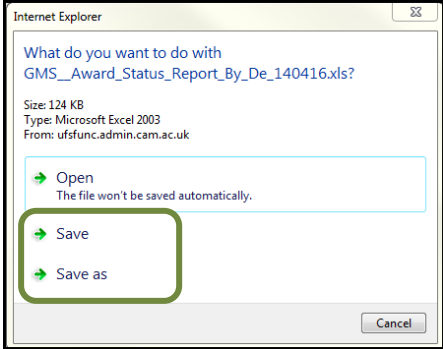
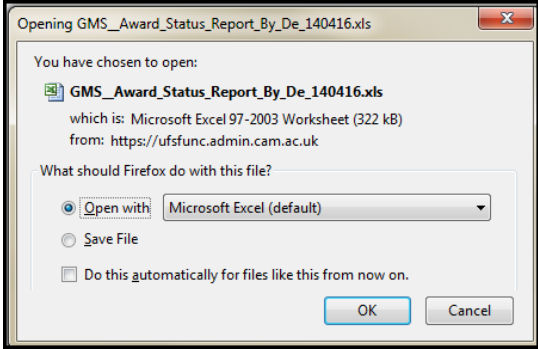
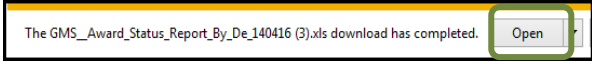
Report parameters

1. Click in the list of values for the *Name* field and select **GMS: Actual Expenditure Enquiry Report – Excel Versions (UFS)**. This will display the parameter fields for you to enter accordingly.



2. Click **OK** and then click **Submit**. This displays your **Requests** screen where you will need to click on **Refresh Data** to update the **Phase** and **Status** fields.
3. Once **Completed** click on **View Output**.

Opening in Excel

Internet Explorer	Firefox
<p>You must click on Save or Save as. Do NOT click on Open at this point as this can cause the pivot tables in Excel not to calculate correctly.</p>	<p>Click on Open With ensuring the field populates with Microsoft Excel (default).</p>
	
<p>Once download is complete, click on Open. An example report output is shown below.</p> 	<p>Click OK</p>

NB: Refer to guidance for 'Converting a report to the latest excel format' if you are using excel version 2003-2007 (Award Status section). This will make the file significantly smaller once converted to xlsx.

Example report output

Tab 1: Report information

Report Name	GMS: Actual Expenditure Enquiry Report - Excel Version (UFS)
Report Date	27-Apr-16 11:28
Parameters Entered	
Project Number	ZZAG/123
Task Number	All
Item Date Range	01-JAN-15 to 01-APR-16
Expenditure Category	All
Expenditure Type	All
Expenditure Batch	All
Notes:	
- Commitments are excluded	
<p>▶ Report Information Project Expenditure </p>	

Tab 2: Project

Project	ZZAG/123
Description	DISEASE MODELING
Organisation	ZZ_Ecology
Award and Sponsor (s)	RG12345 (US DEPT OF AGRICULTURE (USDA))
PI(s)	Kimberley, Professor Raymond
Total Burdened Cost	41,301.65
<p>▶ Report Information Project Expenditure </p>	

Tab 3: Expenditure

Project	Award	Task	Task Name	Expenditure Category	Expenditure Type	Expenditure Date	GL Posting Date	Ex
ZZAG/123	RG12345	1	DIRECT COSTS	OTHER COSTS	Other Costs/Consumables	31-JUL-15	31-JUL-15	AP
ZZAG/123	RG12345	1	DIRECT COSTS	OTHER COSTS	Other Costs/Consumables	26-JUL-15	31-JUL-15	PD
ZZAG/123	RG12345	1	DIRECT COSTS	STAFF COSTS	Stipends	31-JAN-15	31-JAN-15	CP
ZZAG/123	RG12345	1	DIRECT COSTS	TRAVEL AND SUBSISTENCE	Travel/Home	31-AUG-15	01-SEP-15	AP
ZZAG/123	RG12345	1	DIRECT COSTS	TRAVEL AND SUBSISTENCE	Travel/Home	31-AUG-15	01-SEP-15	AP
ZZAG/123	RG12345	100	NON DIRECT COSTS	ESTATES COSTS	Estates Costs - Chest	01-FEB-15	28-FEB-15	NE
ZZAG/123	RG12345	100	NON DIRECT COSTS	ESTATES COSTS	Estates Costs - Chest	01-JAN-15	31-JAN-15	NE
ZZAG/123	RG12345	100	NON DIRECT COSTS	INDIRECT COSTS	Indirect Costs - Dept	01-FEB-15	28-FEB-15	ND
ZZAG/123	RG12345	100	NON DIRECT COSTS	INDIRECT COSTS	Indirect Costs - Dept	01-JAN-15	31-JAN-15	ND
ZZAG/123	RG12345	100	NON DIRECT COSTS	INFRASTRUCTURE TECHNICIANS	Infrastructure Techs - Chest	01-JUL-15	31-JUL-15	NE
ZZAG/123	RG12345	100	NON DIRECT COSTS	PI COSTS	PI Costs - Dept	01-JUN-15	30-JUN-15	NE
ZZAG/123	RG12345	100	NON DIRECT COSTS	PI COSTS	PI Costs - Dept	01-MAY-15	31-MAY-15	ND
ZZAG/123	RG12345	100	NON DIRECT COSTS	UNIVERSITY FUNDED	University Funded - Dept	01-FEB-15	28-FEB-15	NE
ZZAG/123	RG12345	100	NON DIRECT COSTS	UNIVERSITY FUNDED	University Funded - Dept	01-JAN-15	31-JAN-15	NE

Expenditure Batch	Employee / Supplier	Comment	Invoice	Purchase Order	Burdened Cost
AP-584246VI584247	INFORMATION SERVICES	Hosting of servers 38	883545		1,710.00
PD/DH/10/08/15-1		PGF SPACE 1sq metre 1 year			5,394.70
CPG0006627PJ434938	Parker, Doctor Helen	CHRIS: 1 10105079			4,200.86
AP-589193VI589194	PANTHER TAXIS LTD	TAXIS AUGUST 2015	619095		37.40
AP-589193VI589194	PANTHER TAXIS LTD	TAXIS AUGUST 2015	619095		3.74
ND_ZZAG/123_960173PJ479973		Expenditure For FEC Non Direct			180.11
ND_ZZAG/123_927993PJ443984		Expenditure For FEC Non Direct			180.12
ND_ZZAG/123_960179PJ479973		Expenditure For FEC Non Direct			289.02
ND_ZZAG/123_927999PJ443984		Expenditure For FEC Non Direct			289.03
ND_ZZAG/123_1122171PJ582170		Expenditure For FEC Non Direct			24.65
ND_ZZAG/123_1089879PJ577193		Expenditure For FEC Non Direct			37.73
ND_ZZAG/123_1057465PJ573075		Expenditure For FEC Non Direct			37.74
ND_ZZAG/123_960191PJ479973		Expenditure For FEC Non Direct			-319.74
ND_ZZAG/123_928011PJ443984		Expenditure For FEC Non Direct			-319.75

GMS: Expenditure by GL Period (UFS)

This report provides a listing of actual expenditures for a range of projects in an Organisation or range of Organisations in a Department and is available to Grants Administrators only. There are also columns to indicate the purchase order and invoice number relating to that expenditure if applicable. This report selects data on the basis of the GL accounting period that expenditure records have been processed during and **not by expenditure item date**. For example, an invoice could be processed in the month of October 08 with an expenditure item date of July 08. On this report it would be included as October 08 expenditure.

Please note: This report does not include funds check failures.

Used for Checking the expenditure posted to a range of projects, either by Principal Investigator, department or project if you require data which is physically posted during a GL accounting period rather than by item date. **This report will be particularly useful for obtaining a breakdown of expenditure posted during a financial year.**

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Requests → Run → OK

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values
To Project Organisation	Enter or select your Organisation from the list or values
Project Status	This defaults as ALL but can be changed to report only on Active or Closed projects.
From Project Number	Leave blank for all projects or specify a range
To Project Number	Leave blank for all projects or specify a range
Principal Investigator	Leave blank for all or specify a Principal Investigator to report on their projects only
From Task Number	Leave blank for all tasks or specify a range of tasks
To Task Number	Leave blank for all tasks or specify a range of tasks
From GL Period	Leave blank for all expenditures from the start of each project specified or enter a GL period as required, in the format of JUN-17
To GL Period	Leave blank for all expenditures from the start of each project specified or enter a GL period as required, in the format of JUN-17
Expenditure Category	Leave blank for all categories or select a single category as required.
Expenditure Type	If an Expenditure Category has been selected leave blank for all expenditure types for that category or specify a single expenditure type.
Expenditure Batch	Leave blank for all or enter a journal batch name to report on that batch only.
Order By	Data on the report can be ordered by Award Number, Principal Investigator or Project Number.
Page Break Per Project	This defaults to No (N), but can be changed to Yes (Y) if a single project per page is required.

Example

GMS: Expenditure by GL Period (UFS)

Report Date : 17-APR-2018 11:04:24
Page : 1 of 52
Ref : XXACC_AFGRAXP

Project Organisation From : ZZ_Ecology Task Range : All
Project Organisation To : ZZ_Ecology GL Date Range : All
Project Number Range: ZZAG/123 to ZZAG/123 Expenditure Category : All
Project Status : All Expenditure Type : All
Principal Investigator : PBN Expenditure Batch : All

Please Note: Expenditures that have failed funds checking will not be included in this report

Project Organisation
Project Number
Project Name
Project Status
Principal Investigator

Task Number : 1/ DIRECT COSTS
Expenditure Category : OTHER COSTS
Expenditure Type : Other Costs/Consumables

Award Number	Project Number	Task Num	Expenditure Type	Expenditure Item Date	Employee / Supplier	Comment	Invoice Number	PO Number	Burdened Cost
RG12345	ZZAG/123	1	Other Costs/Consumables	28-Apr-16	GONVILLE & CAIUS COLLEGE	GUEST ROOM 2 NIGHTS - PIERRE SOUROILLE -			17.66
RG12345	ZZAG/123	1	Other Costs/Consumables	28-Apr-16	GONVILLE & CAIUS COLLEGE	GUEST ROOM 2 NIGHTS - PIERRE SOUROILLE -	187542		88.34
RG12345	ZZAG/123	1	Other Costs/Consumables	11-May-16	LIFE TECHNOLOGIES LTD (I	Oligo(dT)20 Primer			26.74
RG12345	ZZAG/123	1	Other Costs/Consumables	11-May-16	LIFE TECHNOLOGIES LTD (I	Oligo(dT)20 Primer	2752923	2303550	133.71
RG12345	ZZAG/123	1	Other Costs/Consumables	12-May-16	LIFE TECHNOLOGIES LTD (I	Dynabeads Pr otein G for Immunoprecipitati	2754630	2303550	191.47
RG12345	ZZAG/123	1	Other Costs/Consumables	12-May-16	LIFE TECHNOLOGIES LTD (I	Dynabeads Pr otein G for Immunoprecipitati			38.29
RG12345	ZZAG/123	1	Other Costs/Consumables	15-Jun-16	NEW ENGLAND BIOLABS (UK)	FokI	987910	2324950	22
RG12345	ZZAG/123	1	Other Costs/Consumables	15-Jun-16	NEW ENGLAND BIOLABS (UK)	FokI			4.4
RG12345	ZZAG/123	1	Other Costs/Consumables	24-May-16	SIGMA-ALDRICH CO LTD	Oligo ref:94 9782 SGJ_Traes_1, TGT TTG CAT	8104419385	2310749	2
RG12345	ZZAG/123	1	Other Costs/Consumables	24-May-16	SIGMA-ALDRICH CO LTD	Oligo ref:94 9783 SGJ_Traes_10, GGC CCA TG	8104419385	2310749	2.2
RG12345	ZZAG/123	1	Other Costs/Consumables	24-May-16	SIGMA-ALDRICH CO LTD	Oligo ref:94 9784 SGJ_Traes_11, AAG TAA AT	8104419385	2310749	2.2

8. Other Grants reports in CUFS

GMS: Commitment Enquiry Report (UFS)

This report provides a listing of commitments, which are either requisitions, approved Purchase Orders and validated AP invoices waiting for Secondary Invoice Approval, either for a single Project or for a PI.

Used for Checking outstanding commitments, particularly useful at month end for producing information for PIs who do not have access to the Grants module. Also used at the end of a Project to check that there are no outstanding commitments before the final claim is sent to the Sponsor.

Responsibility: GM Grants Administrator or GM Grants Investigator
Navigate: Requests → Run → OK

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values.
To Project Organisation	Enter or select your Organisation from the list or values.
Principal Investigator	Leave blank for all or specify a Principal Investigator for their commitments only.
Project Number	Leave blank for all projects or specify a single project number.
Task Number	Either specify a single task number or leave blank for all tasks.
Order By	Data on the report can be ordered by Award Number, Principal Investigator or Project Number.

Example To request commitments for a specific Project the following parameters would be selected. To request all commitments for an individual PI, leave the *Project number* blank and enter the PI name in the relevant field.

Example report output

Project Number	: ZZAG/123
Award Number	: RG12345
Task Number	: 1
Principal Investigator	: Danow, Mrs Rebecca
Expenditure Category	: OTHER COSTS
Expenditure Type	: Other Costs/Consumables

Date	Supplier	Type	PO Invoice/ Number	Description	Qty	Status	Commitment
18-SEP-2015	RS COMPONENTS LTD	PO Number	2157433	16w IC socket stamped contacts - Priced Each (Supp	0	APPROVED	-0.01
18-SEP-2015	RS COMPONENTS LTD	PO Number	2157433	5 way 2 row extended header,0.1in pitch - Priced E	0	APPROVED	0.01
23-SEP-2015	LASER 2000 (UK) LTD	Requisition	1044790	Complete part Number:LED-CFP/VFP/mCherry-3X-A-000-	1	INCOMPLETE	1,636.80
01-FEB-2016	MISCO UK LTD T/A MISCO & WSTORE	PO Number	2237803	Raspberry Pi RPi Premium Jumper Wires 40pk (Male/M	1	APPROVED	3.12
01-FEB-2016	MISCO UK LTD T/A MISCO & WSTORE	PO Number	2237803	Raspberry Pi RPi Premium Jumper Wires 40pk (Male/F	1	APPROVED	3.12
01-FEB-2016	MISCO UK LTD T/A MISCO & WSTORE	PO Number	2237803	Raspberry Pi RPi Premium Jumper Wires 40pk (Female	1	APPROVED	3.12
15-FEB-2016	RS COMPONENTS LTD	PO Number	2248078	Termi-Block 2 way pcb r/a- Priced Each (In a Pack	10	APPROVED	6.85
15-FEB-2016	RS COMPONENTS LTD	PO Number	2248078	Relay DPDT- Priced Each - This product must be ord	5	APPROVED	10.69
16-FEB-2016	THORLABS LTD	PO Number	2248641	SM2 Retaining Ring for Dia=26#34; Lens Tubes and M	1	APPROVED	5.35
(Other Costs/Consumables) Expenditure Type Sub Total :							1,669.05
(OTHER COSTS) Expenditure Category Sub Total :							1,669.05
(35) Task Number Sub Total :							1,669.05

GMS: Department Overhead Analysis (UFS)

This report provides a breakdown of departmental overheads charged across a range of projects for a specific time period. The parameters can also be used to request information by PI or by sponsor type.

Used for Reporting on overheads generated for month and year-end

Responsibility: GM Grants Administrator

Navigate: Requests > Run > OK

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values
To Project Organisation	Enter or select your Organisation from the list or values
Project Principal Investigator	Leave blank for all or select from the list of values to produce a report for a Principal Investigator.
Award Sponsor Category	Leave blank for all sponsors or select a category of sponsor from the list of values.
From Expenditure Item Date	Entered the date range as required. This field must be entered.
To Expenditure Item Date	Entered the date range as required. This field must be entered.
Order By	The report will automatically order by sponsor category. Within the category, data can be ordered by Award Number, Principal Investigator or Project Number.

Example To request overheads for a PI using the following parameters

On each data line, the report includes the PA Date, which is the month in which the overheads were posted in the Grants module, and the GL Date which is the month that they are posted in the GL. The inclusion of both dates is to assist with reconciliation between the two modules. *The sponsor category code is the third letter from the source of funds code.*

Example output of report

GMS: Department Overhead Analysis (UFS) Report Date : 11-JAN-2019 12:07:56
Page : 1 of 2
Ref : XXACC_AFRBURDN

Project Organisation - From : ZZ_Ecology
Project Organisation - To : ZZ_Ecology
Principal Investigator : Armani, Dr Giorgio
Award Sponsor Category : All
Expenditure Item Date - From : 01-OCT-2018 to 30-NOV-2018
Order By : Project Number

Expenditure Item Date : OCT2018

Sponsor Category : EUROPEAN COMMISSION Sponsor Category Code : C

Sponsor : ECH2020 EUROPEAN RESEARCH COUNCIL (ERC)

Award	Project	Task	Expenditure Item Date	PA Date	GL Date	Principal Investigator	Sponsor	Spon Cat	Dept. Overhead
RG12345	PDAG666	1	31-OCT-2018	30-NOV-2018	30-NOV-2018	Armani, Dr G	ECH2020 EUROPEAN RESEARC	C	220.44
		1	05-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	4.51
		1	08-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	5.72
		1	10-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	6.12
		1	15-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	56.25
		1	15-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	24.29
		1	16-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	5.63
		1	18-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	5.40
		1	18-OCT-2018	30-NOV-2018	30-NOV-2018		ECH2020 EUROPEAN RESEARC	C	509.41
		1	23-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	0.40
		1	26-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	1,012.01
		1	26-OCT-2018	30-NOV-2018	30-NOV-2018		ECH2020 EUROPEAN RESEARC	C	17.17
		1	03-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	9.56
		1	31-OCT-2018	30-NOV-2018	30-NOV-2018		ECH2020 EUROPEAN RESEARC	C	21.68
		1	26-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	171.32
		1	28-OCT-2018	31-OCT-2018	31-OCT-2018		ECH2020 EUROPEAN RESEARC	C	0.02
(ECH2020 EUROPEAN RESEARCH COUNCIL (ERC)) Sponsor Sub Total :									2,069.93
(EUROPEAN COMMISSION) Sponsor Category Sub Total :									2,069.93
(OCT-2018) Expenditure Item Month Sub Total :									2,069.93
									2,611.21

GMS: Department Overhead Analysis (UFS) Report Date : 11-JAN-2019 12:07:56
Page : 2 of 2

AUD: Cost Audit Report

This report provides a breakdown of the summary figure posted in the GL from Research Grants journals (pre-approved batches).

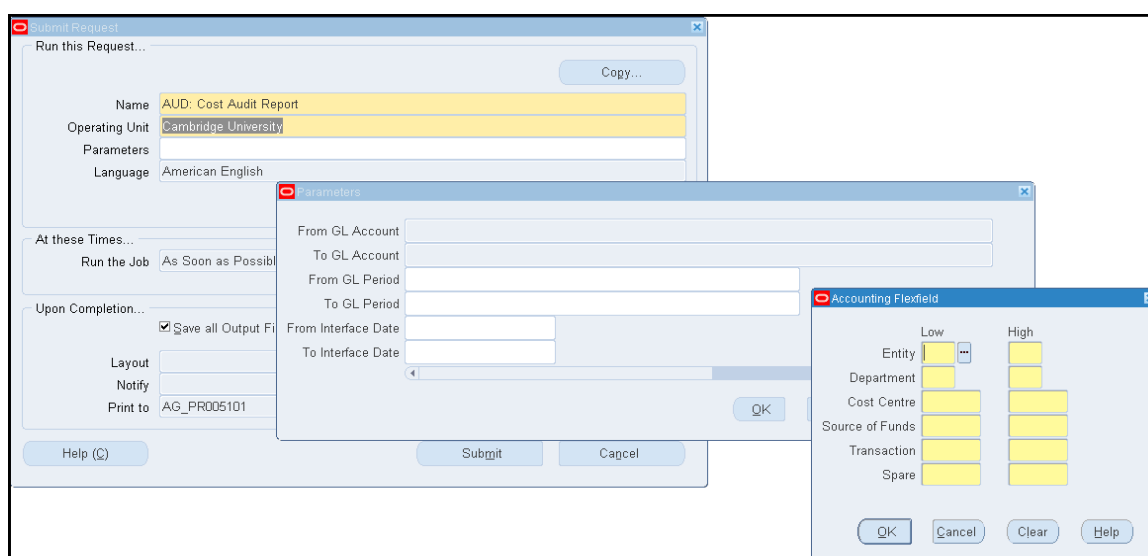
Used For Breaking down the overhead posting and other GL values with a Projects posting reference.

Responsibility: GM Grants Administrator
Navigate: Requests → Run → OK

Parameters	
From GL Account	Enter the GL code to be queries in the flexfield
To GL Account	Enter the GL code to be queries in the flexfield
From GL Period	Enter GL period
To GL Period	Enter GL period
From Interface Date	Enter Interface Date range (optional)
To Interface Date	Enter Interface Date range (optional)

How to run the Cost Audit Report

Click on the *List of Values* and select the *AUD: Cost Audit Report* from the list. The flex field will open for the GL code you wish to query. Enter the *GL code* and click **OK**.



The GL code will populate in the parameters. Enter the GL period from and to.

The screenshot shows a 'Submit Request' dialog box with a 'Parameters' sub-dialog open. The 'Parameters' dialog has the following fields:

- From GL Account: U.ZZ.ZZAA.AAAA.EZZH.0000
- To GL Account: U.ZZ.ZZAA.AAAA.EZZH.0000
- From GL Period: SEP-13
- To GL Period: NOV-14
- From Interface Date: (empty)
- To Interface Date: (empty)

The 'Submit Request' dialog box has the following fields:

- Name: AUD: Cost Audit Report
- Operating Unit: Cambridge University
- Parameters: (empty)
- Language: American English
- At these Times... Run the Job: As Soon as Possible
- Upon Completion... Save all Output Files
- Layout: (empty)
- Notify: (empty)
- Print to: AG_PR005101

In the batch name parameter, enter in the batch details copied from the GL. Use the paste icon in the toolbar. Submit the request.

The report will give a listing of the project code, expenditure type and item date for each amount that makes up the GL posting.

GMS: Department Non-direct Cost Analysis (UFS)

This report provides a breakdown of departmental non-direct costs charged across a range of projects for a specific time period. The parameters can be used to request information by department or sub-department, PI or sponsor category.

If data is required on both the chest and department share of non-direct costs the report GMS: Actual Expenditure Enquiry – Range - Report (UFS) should be used.

Used For Reporting on non-direct costs generated at Month and Year End

Responsibility: GM Grants Administrator
Navigate: Requests → Run → OK

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values
To Project Organisation	Enter or select your Organisation from the list or values
Project Principal Investigator	Leave blank for all or select from the list of values to produce a report for a Principal Investigator
Award Sponsor Category	Leave blank for all sponsors or select a category of sponsor from the list of values.
From Expenditure Item Date	Enter the date range as required. This field must be entered.
To Expenditure Item Date	Enter the date range as required. This field must be entered.
Order By	The report will automatically total the data by sponsor category. Within the category data can be ordered by Award Number, Principal Investigator or Project Number.

Example To request non-direct costs for Aug – Nov 13 use the following parameters. Enter the date range for the month required from the first to the last day.

The screenshot shows a 'Parameters' dialog box with the following configuration:

- From Project Organisation: PD_Plant Sciences
- To Project Organisation: PD_Plant Sciences
- Project Principal Investigator: (empty)
- Award Sponsor Category: (empty)
- From Expenditure Item Date: 01-AUG-2017
- To Expenditure Item Date: 31-AUG-2017
- Order By: Project Number

The report will subtotal by sponsor category by month, with a total for each month. The sponsor category code, which is an optional parameter, is the third letter of the source of funds code where the income is posted to in the GL, and is shown on the report. Non-direct costs are posted to the departmental research cost centre, the source of funds code (SOF)

indicated on the report, transaction code LZCE. This report has been designed to be easily converted into a spreadsheet for further analysis.

GMS: Department Non-direct Cost Analysis by GL period (UFS)

This report provides a breakdown of departmental non-direct costs charged across a range of projects for a range of G/L periods. Data is selected from the G/L period that the posting was processed in rather than the Grants module expenditure item date. The parameters can be used to request information by department or sub-department, PI or sponsor category.

If data is required on both the chest and department share of non-direct costs the report GMS: Actual Expenditure Enquiry – Range - Report (UFS) should be used.

Used For Reporting on non-direct costs generated at Month and Year End

Responsibility: GM Grants Administrator
Navigate: Requests → Run → OK

Parameters	
From Project Organisation	Enter or select your Organisation from the list or values
To Project Organisation	Enter or select your Organisation from the list or values
Project Principal Investigator	Leave blank for all or select from the list of values to produce a report for a Principal Investigator
Award Sponsor Category	Leave blank for all sponsors or select a category of sponsor from the list of values.
From GL Date	Enter the GL period to report from. This field must be entered.
GL Date	Enter the GL period to report to. This field must be entered.
Order By	The report will automatically total the data by sponsor category. Within the category data can be ordered by Award Number, Principal Investigator or Project Number.

Example To request non-direct costs January – July 2017 use the following parameters. Enter the months (GL periods) required or select from list.

Parameters

From Project Organisation **PD_Plant Sciences**

To Project Organisation **PD_Plant Sciences**

Project Principal Investigator

Award Sponsor Category

From GL Date **JAN-17**

GL Date **JUL-17**

Order By **Project Number** Project Number

OK Cancel Clear Help