

# GMS: Award Status Report (UFS)

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 $\rightarrow$ Run $\rightarrow$ 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 <b>Yes</b> if you would like to include all <i>Closed</i> and <i>On Hold</i> awards.

#### Example

Parameters							×
Award Number	RG12345						
From Award Organisation				]			
To Award Organisation				]			
Principal Investigator				]			
Include Closed Awards	N	No					
	<u>ا</u>		<i></i>				€
			_	_			
			<u>_</u>	<	<u>C</u> ancel	Clear	( <u>H</u> elp

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

Submit Request	Copy
Name	GMS: Award Status Report By Dept or Award - Excel Version (UFS)
Operating Unit	and the second s
Plin a	
Help ( <u>C</u> )	Sub <u>m</u> it Ca <u>n</u> cel

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

Refre	esh Data	Find Red	quests	Sub <u>m</u> it a New Request			
Request ID		Parent					
	Name		Phase	Status	Parameters		
17885119	GMS: Award Stat	us Report	Completed	Normal	RG67157, , , , N, Y, NO, N, , M		
17885117	GMS: Award Stat	us Report	Completed	Normal	RG <u>671</u> 57, , , , N, Y, NO, N, , I		
and second		tus P	and indicates and	and the second second	alar in a statement		
170000	U./IS: >.wa	Repon	L in, iete.	Normal	RG00431, , , , N, Y, 1, J, 1 , 1		
Hold	Request	View De	tail <u>s</u>		View Output		

#### 5. Click View Output.

## **Opening in excel**

Internet Explorer	Firefox						
You <b>must</b> click on <b>Save</b> or <b>Save as.</b> Do <b>NOT</b> click on <b>Open</b> at this point as this can cause the pivot tables in Excel not to calculate correctly.	Click on <b>Open With</b> ensuring the field populates with <b>Microsoft Excel (default).</b>						
Internet Explorer  What do you want to do with GMS_Award_Status_Report_By_De_140416.xls?  Size: 124 K8 Type: Microsoft Excel 2003 From: ufsfunc.admin.cam.ac.uk  Open The file won't be saved automatically.  Save Save Save Cancel  Cancel	Opening GMS_Award_Status_Report_By_De_140416.xls         You have chosen to open:         Image: GMS_Award_Status_Report_By_De_140416.xls         which is: Microsoft Excel 97-2003 Worksheet (322 kB)         from: https://ufsfunc.admin.cam.ac.uk         What should Firefox do with this file?         Image: Open with Image: Microsoft Excel (default)         Image: Save File         Image: Do this gutomatically for files like this from now on.         OK						
Once download is complete, click on <i>Open</i> . An example report output is shown below. The GMS_Award_Status_Report_By_De_140416 (3).xls download has completed.	Click OK						

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.

## Tab 1: Report Information

Report Name	GMS: Award Status I	Report By Dept or A	ward - 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 expense	ditures that have faile	ed funds checking			
- When printing please note t			have been configur	ed to print in A3. la	ndscape format
while the other tabs are confi		· · · · · · · · · · · · · · · · · · ·			
	0				
Reconciliation	Budget	Expenditure	Commitment	Total Cost	Funds Available
Award Summary Tal	b 5,759,119.00	3,111,435.05	18,857.23	3,130,292.28	2,628,826.72
Data Tal	F 750 110 00	!	10.057.00		2,020,020.72
Data Tal	b 5,759,119.00	3,111,435.05	18,857.23	3,130,292.28	2,628,826.72
Difference	-//	3,111,435.05 0.00	18,857.23	3,130,292.28 0.00	
	e 0.00	0.00	0.00	0.00	2,628,826.72 <u>0.00</u>
	e 0.00 Please ensure that t	0.00	0.00	0.00	2,628,826.72 0.00 nces between
	e 0.00 Please ensure that t the totals for the Av	0.00 the Reconciliation cl vard Summary Tab a	0.00	0.00	2,628,826.72 0.00 nces between
	e 0.00 Please ensure that t	0.00 the Reconciliation cl vard Summary Tab a	0.00	0.00	2,628,826.72 0.00 nces between
	e 0.00 Please ensure that t the totals for the Av output before open	0.00 the Reconciliation cl vard Summary Tab a ing.	0.00	0.00 here are no differences pl	2,628,826.72 0.00

#### Tab 2: Award Summary

Award Number	Award Organiation	Project Number(s)	Award Title	Sponsor	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		% budget spent
RG12345	ZZ_Ecology	ZZAG/123	DO PLANT VIRUSES COMPENSATE THEIR HOSTS BY HELPING ATTRACT POLLINATORS?	LEVERHULME TRUST	RPF-2012-66	7 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%
	Report Informati	on Awar	rd Summary Project Summa	iry 🖉 By Task	/ By Task	& Category 📈 By Task,	Category 8	. Type 🖉 Data	a / 🔁 /									

## **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		% budget spent
RG1234	5 ZZAG/123	DO PLANT VIRUSES	LEVERHULME TRUST											
		HOSTS BY HELPING		241,544.00	229,196.80	857.12	230,053.92	11,490.08	03-Sep-12	31-May-16	ACTIVE	1 (	97%	95%
		ATTRACT POLLINATORS?												
4 F FI	Report Inf	ormation / Award	Summary Project		By Task	By Task & Cate	egory 🖉 By	Task, Category (	& Туре 🏒	Data 🏑 💱	/			

# Tab 4: By Task

Award Mana	ager (All)							
				Data				
Award	🔟 Project 🚽	Task 🖵 T	ask Name	🚽 Budget	Expenditure	Commitments	Total Costs	Funds Available
RG12345	ZZAG/123	1 D	IRECT COSTS	217,544.00	205,778.28	790.13	206,568.41	10,975.59
		2 D	r Peck	24,000.00	23,418.50	66.99	23,485.49	514.51
		100 N	ION DIRECT COS	STS 0.00	0.02	0.00	0.02	-0.02
	ZZAG/123 Tota	I		241,544.00	229,196.80	857.12	230,053.92	11,490.08
RG12345 Tot	tal			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
► ► Repo	ort Information 🏑 /	Award Summary	Project Summa	ary By Task	By Task & Cate	egory 🖉 By Tas	k, Category 8	Type / Data /

## Tab 5: By Task & Category

Award Manag	ger (All)	*							
					Data				
Award	📧 Project	🚽 Task 🚽	Task Na 🗾	Expenditure Category	📲 Budget	Expenditure	Commitments	Total Costs	Funds Available
	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 CO	STS 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 To	tal	24,000.00	23,418.50	66.99	23,485.49	514.51
		100	NON DIREC	ESTATES COSTS	48,322.00	45,165.86	0.00	45,165.86	3,156.14
				INDIRECT COSTS	149,446.00	139,684.88	0.00	139,684.88	9,761.12
				INFRASTRUCTURE TECHNICIANS	5 7,423.00	6,938.18	0.00	6,938.18	484.82
				PLCOSTS	0.00	0.00	0.00	0.00	0.00
				UNIVERSITY FUNDED	-205,191.00	-191,788.90	0.00	-191,788.90	-13,402.10
			NON DIREC	CT COSTS Total	0.00	0.02	0.00	0.02	-0.02
	ZZAG/123 Tot	tal			241,544.00	229,196.80	857.12	230,053.92	11,490.08
RG12345 Tota	al				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
▶ ► Repo	rt Information	Award Summary	/ Project :	Summary 🟑 By Task 📜 By Task &	Category B	y Task, Categor	y & Type 🖉 Dat	a / 💱 /	

# Tab 6: By Task, Category & Type

						Data				
ward 🛍	Project 🗐	Task 🕂 Task I	Name 🚽	Expenditure Category	🚽 Expenditure Type		Expenditure	Commitments	Total Costs	Funds Availab
G12345	ZZAG/123	1 DIREC	T COSTS	OTHER COSTS	-	24,000.00	0.00	0.00	0.00	733.
					Other Costs/Consumable	5	22,364.22	790.13	23,154.35	0.
					Other Costs/Miscellaneo	us	112.25	0.00	112.25	0.
				STAFF COSTS	-	193,544.00	0.00	0.00	0.00	10,242.
					Stipends		163,473.37	0.00	163,473.37	0.
					Wages		19,828.44	0.00	19,828.44	0.
		DIREC	T COSTS Total			217,544.00	205,778.28	790.13	206,568.41	10,975.
		2 Dr Pe	ck	OTHER COSTS	-	24,000.00	0.00	0.00	0.00	514.
					Other Costs/Consumable	5	22,896.09	66.99	22,963.08	0.
					Other Costs/Miscellaneo	us	522.41	0.00	522.41	0.
		Dr Pe	ck Total			24,000.00	23,418.50	66.99	23,485.49	514.
		100 NON	DIRECT COSTS	ESTATES COSTS	-		0.00	0.00	0.00	3,156.
					Estates Costs - Chest	31,892.52	29,809.46	0.00	29,809.46	0.
					Estates Costs - Dept	16,429.48	15,356.40	0.00	15,356.40	0.
				INDIRECT COSTS	-		0.00	0.00	0.00	9,761.
					Indirect Costs - Chest	98,634.36	92,192.03	0.00	92,192.03	0.
			And An and A for	and a second second	- Start and the	το. ι ου,	192.85	0.00	7	
					د. y University Funded - Dept		-65.208.23	0.00	-65.208.23	0.
		NON	DIRECT COSTS	Total	onitersity randed bept	0.00		0.00	0.02	-0,
	ZZAG/123					241,544.00		857.12	230,053.92	11,490.
12345	•					241,544.00	•	857.12	230.053.92	11,490.
and To						241 544 00			230.053.02	11 /100

# Tab 7: Data

Award 🔳	Award Manager 🛛 💌	Pro	oject [	• T	ask 🔻	Task Name	v	Expenditure Category Cat	Expenditure Type	▼ BI	udget	Expenditure	Commitments	Total Costs	Funds Available
RG12345	Peck, Doctor Margaret;	; ZZ	AG/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 COST	rs	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
1. A.A.			÷					and a second	Indirect Costs - Chest		98634.36	92192.03	9	92192.03	
													0.0	0	
	) in the second s								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
M Report Information / Award Summary / Project Summary / By Task / By Task & Category / By Task, Category & Type Data / 2															