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

This **UFS, Grants** 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 will produce one excel document with six worksheets of data, which includes 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.

Example

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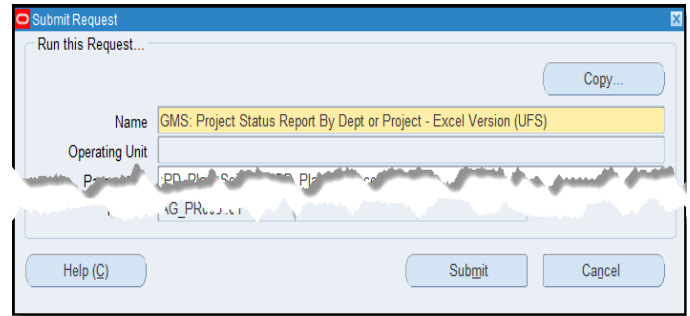
3. Click **Submit**, to display the *Requests* screen.

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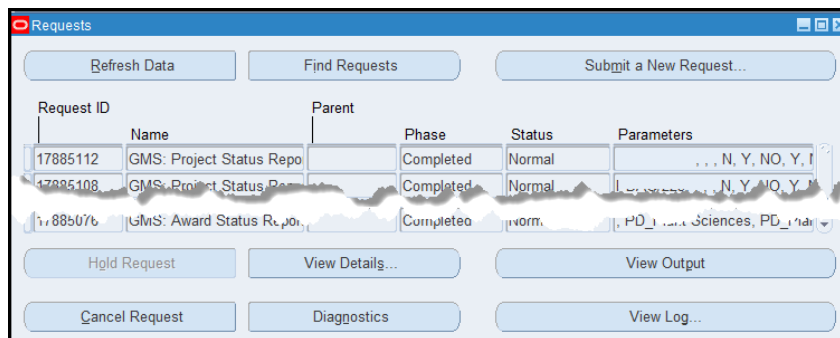
5. Click **View Output**.

Opening in Excel

Internet Explorer	Firefox
<u>You must</u> 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.	Click on **Open With** ensuring the field populates with *Microsoft Excel (default).* .
Once download is complete, click on **Open.** An example output is on page	Click **OK**

Refer to page 5 on 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 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)						

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

Project	Task Number	Task Name	Expenditure Category	Budget	Expenditure	Commitment	Total Cost	Funds Available	%Spent
					Data				
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%

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

Tab 5: By Task, Category & Type

Project	Task Number	Task Name	Expenditure Category	Expenditure Type	Budget	Expenditure	Commitment	Total Cost	Funds Available
						Data			
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
				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
	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
				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	-3,400.00
				Student Maintenance	0.00	3,400.00	0.00	3,400.00	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

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

Tab 6: Data

Project	PI	Task Number	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
					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
					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	-3400.00
					Student Maintenance	0.00	3400.00	0.00	3400.00	0.00

Report Information / Project / By Task / By Task & Category / By Task Category & Type / **Data**
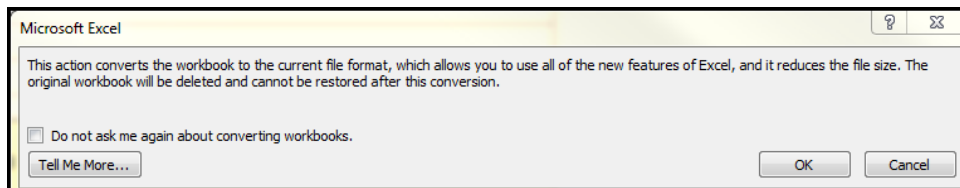
Converting a report to the latest excel format

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.

Pre-Requisites   Report completed and opened into excel

1. Navigate to **File, Info, Convert**
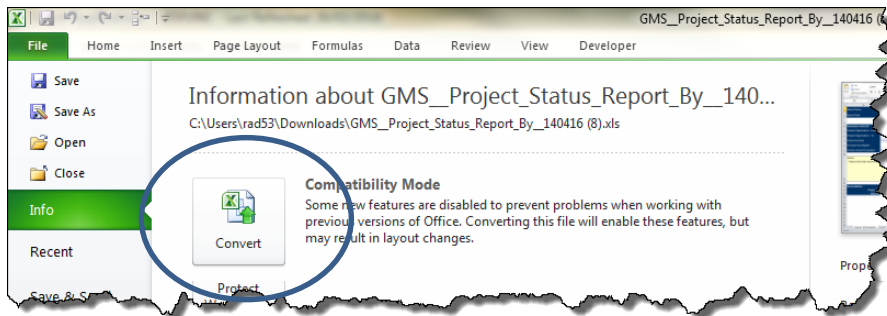
2. Click **OK** to the message below.

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