



Grants Expenditure by Month

This **Cognos, Grants** report returns each grant details on separate page, with total expenditure for month excluding PO commitments.

Navigate Cognos > Live > *your dept's School* > Departmental (Shared) Reports > Grants Reporting

Report parameters

Prompt

Provide values for the report you are about to run.

- ★ Indicates a required field.
- Points to missing information.

Please enter Grant numbers eg RG50326, multiples are allowed

Keywords:
Type one or more keywords separated by spaces.

RG12345

Options ▾

Results:

RG12345

[Select all](#) [Deselect all](#)

*** Choice:**

RG12345

[Select all](#) [Deselect all](#)

GL Date

From:

To:

Example report output

Grant Expenditure

Award Number	Award Title	Sponsor Name	GL Period Name	Expenditure Amount
RG12345	Research	Smith Industries	MAR-09	110.00
			MAY-09	2,661.59
			JUL-09	10,262.53
			AUG-09	10,789.90