

# **Grants: Listing and Budget vs Actual report**

#### **About this report**

This report has a variety of optional fields and is designed to replace a number of existing Grants reports. The objective is to allow users to customise the output to suit their own requirements.

To access Navigate to Content >Team content >Live > (your) school >

Departmental (Shared) Reports folder

Intended audience Departments, schools, Central Finance and the Research Office.

It uses the standard security model, restricting returned information to only the Projects and Awards the user has been granted access to

Report format The default format for this report is set to **PDF**, but can provide output

in all standard formats (including **Excel** and **HTML**). To select a different report format, or to save or email the report, use the **action** 

menu, on the right of the report name, then select Run as

Running the report There are a number of re-prompt buttons that restrict the lists of values

to only relevant values. When you use a re-prompt button, you receive a message stating: *Working... Please Wait...*, then *Your report is running*. Please be patient until the prompt page is re-generated.

Data options A number of views are available depending on the parameters selected. The views include:

 a basic report listing awards or projects, with optional fields available for selection

- a more detailed report that contains financial information (budget, actual, commitments) and/or sponsor information
- a report that lists the awards/projects ending within a specified number of days, or within a date range
- a report that lists all the awards/projects linked to selected PI
- a report that lists awards/projects where the Award Purpose(s) is selected

**Tips** Create a Report View to save commonly used parameters, or schedule this report to run at predetermined intervals

#### In this document:

- Basic Report
- Default options
- Optional layout selections
- Adding financial information
- Sponsor Type/Name
- Project numbers
- Task numbers
- Awards/projects ending
- Award creation date
- Running report by specific PI
- Running report by Award purpose



# **Basic Report - Lists**

Select to run the report by EITHER **Award organisation**(s) or **Project Organisation**(s).

If no other parameters are selected the report output will be a **list** of awards or projects, together with start and end dates.

Users with access to a single department can omit this step.

For users with wide access, ensure you select the Award Org/Project Org before running the report. Choose Click Here for Award Org/Project Org Selection to populate the selection box.

#### **Example of report run by Award Organisation:**

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

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

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

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

#### **Example of report run by Project Organisation:**

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

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



#### **Default options**

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

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

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

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

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

#### **Optional layout selections**

The following layout options can be selected by the user if required:

	1
Show Award Number	
Show Award Pl Name	
Show Award PI Employee Number	Show Project Short Code
☐ Show Award CRSID	Show Project Description
Show Award Purpose	Show Project PI Name
Show Award Role Name	☐ Show Project Status
Show Award Short Name	Show School
Show Award Status	Show Sponsor Name
Show Award Title	☐ Show Sponsor Number
Show Award Type	Show Sponsor Type
Show Billing Cycle	Show Task Number
	Show Task Name
Show Budget to Actual	Show B v A Page (breakdown by Project Code/Exp Cat)
☐ Show Commitments	Show B v A Page (breakdown by Project Pl/Project)
Show Expenditure Only	Show B v A Page (breakdown by Project Code/Task No.)
☐ Show Department	Show B v A Page (breakdown by Award/Exp Cat)
Show Direct/Indirect Budget	Show B v A Page (breakdown by Award/Task No.)
Show Direct/Indirect Expenditure	Show B v A Page (breakdown by Award PI/Award)
Show Expenditure Category	Show B V A Page (breakdown by Award/Award PI) - Replicates Award by PI report
Show Funding Ref	Show Negative Balance Remaining in Red (Show B to A must also be selected)
Show Payment Type	

**Note**: In **PDF** output format, there is a page at the end giving **Report Information**, which lists your selections. In **Excel**, it is shown as a separate worksheet.

# Adding financial information to basic list report

To add the budget, actual and commitments **as columns** to the basic list, tick **the Show Budget to Actual** and/ **Show Commitments** boxes in the **Layout Options**. You can also choose to **Show Expenditure Only**.

For more financial information, there are further options available which give a breakdown by either Task or by **Expenditure Category**. Select the relevant option depending on whether you are working with **Projects** or **Awards**:

Show B v A Page (breakdown by Project Code/Exp Cat) Show B v A Page (breakdown by Project Code/Task No.)

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Show B v A Page (breakdown by Project PI/Project)

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

Show B v A Page (breakdown by Award/Task No.)

Show B v A Page (breakdown by Award Pl/Award)

The report returns the same list as the basic list, but it includes **further pages** which give a breakdown of the budget and expenditure, per expense category, per task or per PI, for either the award or the project, depending on selected box(es).

#### Summary page (after list pages) if Show BvA page is ticked:

	Grants: Bud	get v Actual by Project	t Code & Expe	enditure Ca	ategory	
Project Short Code	Project End Date	Expenditure Category	Budget	Expenditure	Commitment	Balance Remaining
ZZAG/000	31-Jul-30 E	XCEPTIONAL ITEMS	0.00	5,887.50	0.00	(5,887.50
	31-Jul-30 O	THER COSTS	0.00	(457.40)	0.00	457.40
	31-Jul-30 S	TAFF COSTS	0.00	63.09	0.00	(63.09)
ZZAG/000 - Total			0.00	5,493.19	0.00	(5,493.19)
ZZAG/111	1-Apr-17 E	STATES COSTS	2,434.37	2,434.37	0.00	0.00
	1-Apr-17 IN	IDIRECT COSTS	6,542.15	6,542.15	0.00	0.00
	1-Apr-17 IN	IFRASTRUCTURE TECHNICIANS	361.69	361.69	0.00	0.00
	1-Apr-17 P	COSTS	21,752.20	21,752.20	0.00	0.00
	1-Apr-17 U	NIVERSITY FUNDED	(6,218.09)	(6,218.09)	0.00	0.00
ZZAG/111 - Total			24,872.32	24,872.32	0.00	0.00
ZZAG/112	30-Apr-19 E	QUIPMENT	75,614.00	75,614.24	0.00	(0.24)
	30-Apr-19 E	STATES COSTS	60,368.00	60,368.00	0.00	0.00
	30-Apr-19 IN	IDIRECT COSTS	186,700.00	186,700.00	0.00	0.00
	30-Apr-19 IN	IFRASTRUCTURE TECHNICIANS	9,273.00	9,273.00	0.00	0.00
	30-Apr-19 O	THER COSTS	111,001.00	123,000.76	0.00	(11,999.76)
	30-Apr-19 S	TAFF COSTS	180,385.00	168,385.00	0.00	12,000.00
	30-Apr-19 T	RAVEL AND SUBSISTENCE	8,000.00	8,000.00	0.00	0.00
	30-Apr-19 U	NIVERSITY FUNDED	(256,341.00)	(256,341.00)	0.00	0.00
ZZAG/112 - Total			375,000.00	375,000.00	0.00	(0.00)

#### **Sponsor Type and/or Sponsor Name**

The report can be run for selected Sponsor Type(s) and/or selected Sponsor Name(s). **Show Sponsor Type** and/or **Show Sponsor Name** under **Layout options** must be ticked. Then, if specific sponsor required, choose

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

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

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

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

# **Project Numbers**

This report can also be used to display summary information on individual project(s) by selecting the relevant number(s). For breakdown by **Expenditure** or **Task**, ensure appropriate **Layout Options** are selected.



Optional. Click here to select Project Number(s)/Project PI Name(s)

Please note For Project Number selection: Run report by Project Organisation and Project Organisation(s) must be Specified OR Run Report by Award Organisation and 'Show Specified Short Code' under layout options and Award Project Organisation(s) must be specified.

Project PI Name(s)

Please note For Project Number(s)/Project PI Name(s)

**NB**: To populate this selection field:

- If the report is set up to run by Project Organisation, then the required Project Organisation(s) must be selected, or
- If running by Award Organisation, then the required Award Organisation(s) AND Show Project Short Code must be selected in the Layout Options.

#### **Example of Summary line with specific project selected:**

Project Organization	Award	Project Short Code	Award Pl Name	Project Name	Project Description	Project Pl Name		Project End Date	Budget	Expenditure	Commitment	Balance Remaining
	Number						Start Date					
ZZ_Ecology	G109999	ZZAG/123	SMITH, Professor Max		ENHANCING COBALAMIN (VITAMIN B12) BIOAVAILABILITY IN CULTURALLY APPROPRIATE FOODS IN INDIA	SMITH, Professor Max	1-Apr-19	31-Mar-22	280,915.00	240,389.59	0.00	40,525.41
									280,915.00	240,389.59	0.00	40,525.41
→ Grants Lis	Grants Listing Grants B v A by Project Code Grants B v A by Project_Task No Report Information											

#### Example with Show B v A Page (breakdown by Project Code/Exp Cat)

	Grants: Bud	lget v Actual by Project	Code & Exp	enditure	Category	
Project Code	Project End Date	Expenditure Category	Budget	Expenditure	Commitment	Balance Remaining
ZZAG/123	31-Mar-22	ESTATES COSTS	29,852.50	28,837.11	0.00	1,015.39
	31-Mar-22	INDIRECT COSTS	114,047.50	110,168.36	0.00	3,879.14
	31-Mar-22	INFRASTRUCTURE TECHNICIANS	5,607.42	5,416.71	0.00	190.71
	31-Mar-22	OTHER COSTS	42,511.25	9,083.14	0.00	33,428.11
	31-Mar-22	PI COSTS	20,255.00	19,566.07	0.00	688.93
	31-Mar-22	POOLED LABOUR	6,712.71	5,780.39	0.00	932.32
	31-Mar-22	RESEARCH FACILITIES	15,789.86	15,789.86	0.00	0.00
	31-Mar-22	STAFF COSTS	111,306.25	110,636.77	0.00	669.48
	31-Mar-22	TRAVEL AND SUBSISTENCE	5,061.25	2,951.21	0.00	2,110.04
	31-Mar-22	UNIVERSITY FUNDED	(70,228.74)	(67,840.03)	0.00	(2,388.71)
ZZAG/123 - Total			280,915.00	240,389.59	0.00	40,525.41
Overall - Total			280,915.00	240,389.59	0.00	40,525.41

#### Example of Show B v A Page (breakdown by Project Code/Task No.)

Grants: Budget v Actual by Project Code & Task Number						
Project Code	Project End Date	Task Number	Budget	Expenditure	Commitment	Balance Remaining
ZZAG/123	31-Mar-22	1	158,878.75	122,671.12	0.00	36,207.63
	31-Mar-22	2	22,502.57	21,570.25	0.00	932.32
	31-Mar-22	100	99,533.68	96,148.22	0.00	3,385.46
ZZAG/123 - Total			280,915.00	240,389.59	0.00	40,525.41
Overall - Total			280,915.00	240,389.59	0.00	40,525.41

#### **Task Numbers**

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

Optional. Click here to exclude task numbers.

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



#### Awards/Projects ending

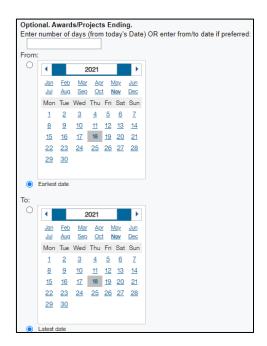
The report can be used to show **Awards ending** (for Award Organisation Report) or **Projects ending** (for Project Organisation Report) within a user specified number of days or for a user specified **From** or **To** date.

• Entering number of days shows all awards/projects ending within the number of days entered from the date the report is run.



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

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



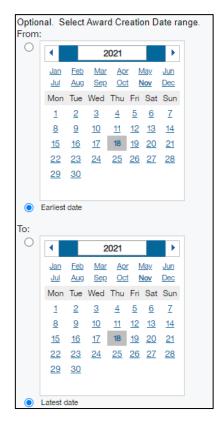
#### **Award Creation Date**

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

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

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## Running report by specific PI(s)

As with other outputs for this report, you first need to decide whether to run by **Award** or by **Project** Organisation. Decide what information should be included by checking the appropriate box(es) in the report layout. In order to select a specific PI (or multiple PIs), page down to

Optional. Click here to select Project Number(s)/Project PI Name(s)

To populate the field:

If running by **Award** Organisation: ensure you have selected the **Award Organisation(s)** required AND **Show Project PI Name** 

If running by Project Organisation: ensure you have selected the Project Organisation(s) required. If selecting multiple PIs, it is recommended that you tick Show B v A Page (breakdown by Project PI/Project or Show B v A Page (breakdown by Award PI/Award) so that the projects/awards are then grouped by PI after the summary list pages. You can check both Show Award PI and Show Project PI, and then breakdown by either.

# Example of report run by Project Organisation for selected Pls



#### **Report information**



# Cognos Detailed Procedure Grants: Listing and Budget vs Actual report

Parameters Entered	
Run Report for Award Organisation or Project Organisation?	Project Organisation
Department	None selected
Project Organisation(s) selected	Project Organisation(s): ZZ_Ecology
Award Status excluded from report	Excludes CLOSED
Project Status excluded from report	Excludes CLOSED
Report Layout Options	Show Award Number, Show Award PI Name, Show Budget to Actual, Show Commitments, Show Project Description, Show Project PI Name, Show B v A Page (breakdown by Project PI/Project)

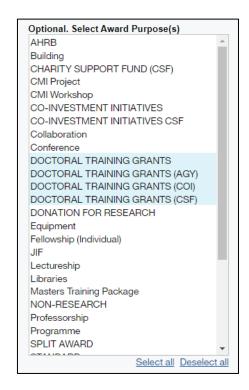
#### Example of output when breakdown by Award PI checked

Layout Options: Award PI, Project PI, Project Short Code, Actual/Budget and Commitment



#### Running report by Award Purpose(s)

After selecting layout options required, choose the Award Purpose(s) to return a list of relevant awards. More than one purpose can be selected.



#### Example of GMS Listing report, by Project Org, with Doctoral Grants selected

Layout selections include:

Show Award Number, Award PI Name, Budget to Actual, Commitments, Project PI Name

