Cognos GM: Listing and Budget vs Actual Reports

1. 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.

It is for use by departments, schools, Central Finance and the Research Office and uses the standard security model, restricting returned information to only the Projects and Awards the user has access to.

Using this report, you can reproduce any of the outputs from the following 18 reports (which will remain available for a limited time).

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2. To run the report

Navigate to Team content >Live > your school folder > Departmental (Shared) Reports folder.

Tip: Create a Report View to save commonly used parameters, and/or to set up a Schedule to run the report as required.

The default format for this report is set to PDF but it is available in other formats. To change the format, save or email the report:

- Select the ellipses ... to right of report name.
- Choose Run as
- When the panel opens, select the required format, then Run.
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Note: This report contains a number of re-prompt buttons that restrict the lists of values to only relevant values. When you use a re-prompt button, you will receive a message stating: *Working… Please Wait…*, then *Your report is running.*

Please be patient until the prompt page is regenerated.

Basic Report – Lists

At a basic level the user can 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.

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

Example of report run by Award Organisation:

![Grants Listing Report](image1)

*Note:* 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](image2)

Example of report run by Project Organisation:

![Grants Listing Report](image3)
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Note: All projects that belong to your Project Organisation are displayed, regardless of which Award Organisation owns the actual project.

Note: By selecting other optional parameters and report layout options the user can choose the data required, including budget, actual and commitments if desired.

Default options

There are a number of default options but 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].

The following optional layout options can be selected by the user:

Optional. Choose Layout Options.
Default is show Award No. for Award Org Report and Project Code for Project Org Report.

Note: At the bottom of the report (PDF) there is a page 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 and Actual/Expenditure for the awards and/or projects, depending on the information required, check either:

- Show B v A Page (breakdown by Project Code/Exp Cat)
- Show B v A Page (breakdown by Award/Exp Cat)
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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, for either the award or the project. To include Commitments, tick the Show commitments box as well.

Example of report run by Project Organisation, with optional selections of:

Show BvA Page (breakdown by Project Code/ExpCat), plus Show Commitments

Page after list pages if Show BvA page is ticked:

Note: if you want the financial information to show on same line, i.e. a summary report, select Show Budget to Actual, and Show Commitments (if required). This option would not give the Expenditure Category, unless ticked.

Example of report run by Project Organisation, with optional selections of:

Show Award Number, Show Budget to Actual and Show Commitments

Any of the other Show options can be selected, although some of these have dependencies on the layout option selected above.
Sponsor Type and/or Sponsor Name

The report can be run for selected Sponsor Type(s) and/or selected Sponsor Name(s). The user must first select **Show Sponsor Type** and/or **Show Sponsor Name** under **Layout options**. Then 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).

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 user can choose to run the report 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.

Saving selections

To **save and schedule** your selection parameters for all Cognos reports, refer to either **Creating a Report View** or to **Scheduling Reports**. To avoid confusion, remember to change the name of the report as soon as you copy it, particularly now that this report can be set to show completely different types of grant information.
### Reports being replaced

This table shows the layout options required in order to recreate the reports being replaced. Reports in Departmental (Shared) Reports Folder covered by GM2 Reporting course are marked with an asterisk.

**Note:** For all reports, you can select the Award or Project Organisation/s you wish to run the report for by first choosing [Click Here for Award Org/Project Org Selection](#) to populate the selection box. Leave blank if you wish to see the relevant information for all of your Award or Project Organisations.

<table>
<thead>
<tr>
<th>Report being replaced</th>
<th>Minimum parameter choices to replicate old report</th>
<th>Additional notes</th>
</tr>
</thead>
</table>
| *3-2-1 List*          | For 3-2-1 List, select **Run report by Award Organisation** Under Choose Layout options select the following options:  
  - Show Award PI Name  
  - Show Award Status  
  - Show Project Short Code  
  - Show Sponsor Name  
  For 3-2-1 List by Project, select **Run report by Project Organisation** | Refer to section on Awards/Projects ending to add days. |
| 3-2-1 Grants Listing  | Select **Run report by Project Organisation** Under Choose Layout options select the following:  
  - Show Award Number  
  - Show Award Status  
  - Show Award Title  
  - Show Budget v Actual  
  - Show Commitments  
  - Show Project PI Name  
  - Show Sponsor Name  
  - Show B v A Page (breakdown by Award/Exp Cat) | Able to run by Award Organisation and/or add additional parameter choices, if desired. |
| 3-2-1 List by Project |                                                   |                  |
| Grants ending in the 3-2-1 months following the run date |                                                   |                  |
| *Actual v Budget Grants* |                                                   |                  |
| Actual v Budget Grants by Project Organisation |                                                   |                  |
| Departmental Actual v Budget by Project |                                                   |                  |
| *FES List*            | Select **Run report by Award Organisation** Under Choose Layout options select the following:  
  - Show Award PI Name  
  - Show Award Status  
  - Show Project Short Code  
  - Show Sponsor Name | Able to run by Project Organisation, if preferred. Refer to section on Awards/Projects ending to add days. |
<p>| | | |
|                       |                                                   |                  |</p>
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<th>Detailed Procedure: GM Listing and Budget vs Actual Reports</th>
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<tr>
<td>Select <strong>Run report by Award Organisation</strong> &lt;br&gt;Under <strong>Choose Layout</strong> options select the following options:</td>
</tr>
<tr>
<td>For Grants by Sponsor Type (with Budget) report: &lt;br&gt;• Show Award PI Name &lt;br&gt;• Show Project Short Code &lt;br&gt;• Show Budget to Actual &lt;br&gt;• Show Project Short Code &lt;br&gt;• Show Sponsor Type</td>
</tr>
<tr>
<td>For Grants by Sponsor Type (with Budget and end date) report: &lt;br&gt;• Show Award PI Name &lt;br&gt;• Show Award Title &lt;br&gt;• Show Project Short Code &lt;br&gt;• Show Budget to Actual &lt;br&gt;• Show Commitments &lt;br&gt;• Show Sponsor Name &lt;br&gt;• Show Sponsor Type</td>
</tr>
<tr>
<td>For Grants by Sponsor Type (with Budget) with related information report include the following in addition to the above: &lt;br&gt;• Show Project PI Name &lt;br&gt;• Show Task Number</td>
</tr>
<tr>
<td>Select <strong>Run report by Award Organisation</strong> &lt;br&gt;Under <strong>Choose Layout</strong> options select the following:</td>
</tr>
<tr>
<td>For Grants End Date Enquiry report: &lt;br&gt;• Show Award Status &lt;br&gt;• Show Budget to Actual &lt;br&gt;• Show Commitments</td>
</tr>
<tr>
<td>For Awards Ending with Budget remaining report, add the following to the above: &lt;br&gt;• Show Sponsor Name &lt;br&gt;• Show Project Short Code</td>
</tr>
<tr>
<td>Able to run by <strong>Project Organisation</strong> and/or add additional parameter choices, if desired.</td>
</tr>
<tr>
<td>Refer to section on <strong>Sponsor Type and Name</strong> to run report.</td>
</tr>
<tr>
<td>Able to run by <strong>Project Organisation</strong> and/or add additional parameter choices, if desired.</td>
</tr>
<tr>
<td>Refer to section on <strong>Awards/Projects ending to add days.</strong></td>
</tr>
</tbody>
</table>
**Grants Summary Information**
- Grants Summary Information excluding Task 100
- Grants Summary Information excluding Task 100 by expenditure category
- Grants Summary Information with expenditure category

**Projects Ending List by Project Organisation**

Select **Run report by Project Organisation**
Under **Choose Layout** options select the following options:
- Show Award Number
- Show Award PI Name
- Show Budget to Actual
- Show Commitments
- Show Project PI Name
- Show Project Short Code
- Show Sponsor Name
- Show Task Number

For Grants Summary Information with expenditure category, add the following to the above:
- Show Expenditure Category
- Show Project Description

Select **Run report by Project Organisation**
Under Choose Layout options select the following:
- Show Award Number
- Show Award PI Name
- Show Award Status
- Show Budget to Actual
- Show Commitments
- Show Project PI Name
- Show Sponsor Name

Able to run by **Award Organisation** and/or add additional parameter choices, if desired.

To exclude Task 100, refer to section on **Task Numbers** above.

Under **Awards/Projects Ending**, enter the number of days from the date of report run that you wish to see projects ending.

*Reports in Departmental (Shared) Reports Folder covered by GM2 Reporting course*