Cognos GM: Listing and Budget vs Actual Reports

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 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 ellipses…, 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

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:

<table>
<thead>
<tr>
<th>Award Organisation</th>
<th>Award Number</th>
<th>Award Creation Date</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Award Close Date</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>Award Organisation</th>
<th>Award Number</th>
<th>Project Short Code</th>
<th>Award Creation Date</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Award Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD_Plant Sciences</td>
<td>G100048</td>
<td>PDAG/465</td>
<td>22-Mar-19</td>
<td>1-Jan-19</td>
<td>31-Jan-21</td>
<td>31-Mar-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G100497</td>
<td>NMZM/404</td>
<td>15-Aug-19</td>
<td>1-Jan-19</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G100497</td>
<td>PDAG/486</td>
<td>15-Aug-19</td>
<td>1-Jan-19</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101676</td>
<td>PDAG/492</td>
<td>21-Jun-19</td>
<td>1-May-19</td>
<td>30-Jun-20</td>
<td>30-Aug-20</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101701</td>
<td>PDAG/515</td>
<td>26-Jan-20</td>
<td>1-Jan-20</td>
<td>31-May-23</td>
<td>31-Jul-23</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101800</td>
<td>PDAG/524</td>
<td>3-Mar-20</td>
<td>1-May-20</td>
<td>6-Sep-23</td>
<td>6-Nov-23</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101832</td>
<td>NMZM/455</td>
<td>5-Jul-20</td>
<td>1-Jan-20</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101832</td>
<td>PDAG/541</td>
<td>5-Jul-20</td>
<td>1-Jan-20</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G102801</td>
<td>PHZJ/403</td>
<td>12-Sep-19</td>
<td>1-Oct-19</td>
<td>31-Dec-22</td>
<td>28-Feb-23</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G102821</td>
<td>PDAG/495</td>
<td>25-Jul-19</td>
<td>1-Jul-19</td>
<td>30-Apr-20</td>
<td>30-Jun-20</td>
</tr>
</tbody>
</table>

Example of report run by Project Organisation:

<table>
<thead>
<tr>
<th>Award Organisation</th>
<th>Project Organisation</th>
<th>Project Short Code</th>
<th>Project Start Date</th>
<th>Project End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA_Engineering - D3 Structures</td>
<td>PD_Plant Sciences</td>
<td>PDAG/188</td>
<td>1-Jul-2010</td>
<td>1-Apr-2017</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>PD_Plant Sciences</td>
<td>PDAG/189</td>
<td>1-Oct-2010</td>
<td>30-Apr-2019</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>PD_Plant Sciences</td>
<td>PDAG/223</td>
<td>1-Oct-2012</td>
<td>30-Sep-2018</td>
</tr>
<tr>
<td>MA_Cheistry</td>
<td>PD_Plant Sciences</td>
<td>PDAG/260</td>
<td>1-Dec-2012</td>
<td>31-May-2017</td>
</tr>
</tbody>
</table>

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].

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

- Show Award Number
- Show Award Purpose
- Show Award PI Name
- Show Award Status
- Show Award Title
- Show Award Type
- Show Budget to Actual
- Show Commitments
- Show Expenditure Category
- Show Funding Ref
- Show Project Short Code
- Show Project Description
- Show Project PI Name
- Show Project Status
- Show School
- Show Department
- Show Sponsor Name
- Show Sponsor Type
- Show Task Number
- Show Task Name

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**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.

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**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.)
- 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 PI/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).
Detailed Procedure
GM Listing and Budget vs Actual Reports

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

<table>
<thead>
<tr>
<th>Grants: Budget v Actual by Project Code &amp; Expenditure Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Short Code</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>ZZAG/000</td>
</tr>
<tr>
<td>ZZAG/000 - Total</td>
</tr>
<tr>
<td>ZZAG/111</td>
</tr>
<tr>
<td>ZZAG/111 - Total</td>
</tr>
<tr>
<td>ZZAG/112</td>
</tr>
<tr>
<td>ZZAG/112 - Total</td>
</tr>
</tbody>
</table>

**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 OR Run Report by Award Organisation and Show Project Short Code’ under layout options and Award Organisation(s) must be specified.

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:

<table>
<thead>
<tr>
<th>Project Organisation</th>
<th>Award Number</th>
<th>Project Stk Code</th>
<th>Project No.</th>
<th>Project Description</th>
<th>Project Site Date</th>
<th>Budget</th>
<th>Expenditure</th>
<th>Commitment</th>
<th>Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZJAG/123</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.

Optional. Awards/Projects Ending. Enter number of days (from today's Date) OR enter from/to date if preferred:

From:

- 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.
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 PIs

<table>
<thead>
<tr>
<th>Award Organisation</th>
<th>Project Organisation</th>
<th>Award Number</th>
<th>Award Title</th>
<th>Project PI Name</th>
<th>Project Description</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Budget</th>
<th>Expenditure</th>
<th>Unmatched Amount</th>
<th>Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Test 2</td>
<td>1</td>
<td>Test Project</td>
<td>Test PI Name</td>
<td>Test Project Description</td>
<td>01/01/2022</td>
<td>31/12/2022</td>
<td>10000</td>
<td>8000</td>
<td>2000</td>
<td>0</td>
</tr>
<tr>
<td>Test 3</td>
<td>Test 4</td>
<td>2</td>
<td>Test Project</td>
<td>Test PI Name</td>
<td>Test Project Description</td>
<td>01/01/2022</td>
<td>31/12/2022</td>
<td>15000</td>
<td>12000</td>
<td>3000</td>
<td>0</td>
</tr>
</tbody>
</table>

Report information

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