



# Cognos GM: Listing and Budget vs Actual Reports

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## About this report

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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 <b>Team content &gt;Live &gt; (your) school &gt; Departmental (Shared) Reports</b> 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 <b>PDF</b> , but can provide output in all standard formats (including <b>Excel</b> and <b>HTML</b> ). To select a different report format, or to save or email the report, use the <b>ellipses...</b> , on the right of the report name, then select <b>Run as</b>
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: <i>Working... Please Wait...</i> , then <i>Your report is running</i> . 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: <ul style="list-style-type: none"><li>• a <b>basic report</b> listing awards or projects, with <b>optional fields</b> available for selection</li><li>• a more detailed report that contains <b>financial</b> information (budget, actual, commitments) and/or <b>sponsor</b> information</li><li>• a report that lists the <b>awards/projects ending</b> within a specified number of days, or within a date range</li></ul>

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

## Basic Report – Lists

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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:**

<b>Grants Listing Report</b>					
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:**

<b>Grants Listing Report</b>						
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:**

<b>Grants Listing Report</b>				
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].

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

<input type="checkbox"/> Show Award Number
<input type="checkbox"/> Show Award PI Name
<input type="checkbox"/> Show Award Status
<input type="checkbox"/> Show Award Title
<input type="checkbox"/> Show Budget to Actual
<input type="checkbox"/> Show Expenditure Only
<input type="checkbox"/> Show Commitments
<input type="checkbox"/> Show Expenditure Category
<input type="checkbox"/> Show Project Short Code
<input type="checkbox"/> Show Project Description
<input type="checkbox"/> Show Project PI Name
<input type="checkbox"/> Show Project Status
<input type="checkbox"/> Show School
<input type="checkbox"/> Show Department
<input type="checkbox"/> Show Sponsor Name
<input type="checkbox"/> Show Sponsor Type
<input type="checkbox"/> Show Task Number
<input type="checkbox"/> Show Task Name
<input type="checkbox"/> Show Funding Ref
<input type="checkbox"/> Show B v A Page (breakdown by Project Code/Exp Cat)
<input type="checkbox"/> Show B v A Page (breakdown by Project Code/Task No.)
<input type="checkbox"/> Show B v A Page (breakdown by Award/Exp Cat)
<input type="checkbox"/> Show B v A Page (breakdown by Award/Task No.)
<input type="checkbox"/> Show Negative Balance Remaining in Red (Show B to A r

**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**.

<input type="checkbox"/> Show B v A Page (breakdown by Project Code/Exp Cat)
<input type="checkbox"/> Show B v A Page (breakdown by Project Code/Task No.)
<input type="checkbox"/> Show B v A Page (breakdown by Award/Exp Cat)
<input type="checkbox"/> Show B v A Page (breakdown by Award/Task No.)

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, or per task, for either the award or the project, depending on selected box.

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

Grants: Budget v Actual by Project Code & Expenditure Category						
Project Short Code	Project End Date	Expenditure Category	Budget	Expenditure	Commitment	Balance Remaining
ZZAG/000	31-Jul-30	EXCEPTIONAL ITEMS	0.00	5,887.50	0.00	(5,887.50)
	31-Jul-30	OTHER COSTS	0.00	(457.40)	0.00	457.40
	31-Jul-30	STAFF COSTS	0.00	63.09	0.00	(63.09)
<b>ZZAG/000 - Total</b>			<b>0.00</b>	<b>5,493.19</b>	<b>0.00</b>	<b>(5,493.19)</b>
ZZAG/111	1-Apr-17	ESTATES COSTS	2,434.37	2,434.37	0.00	0.00
	1-Apr-17	INDIRECT COSTS	6,542.15	6,542.15	0.00	0.00
	1-Apr-17	INFRASTRUCTURE TECHNICIANS	361.69	361.69	0.00	0.00
	1-Apr-17	PI COSTS	21,752.20	21,752.20	0.00	0.00
	1-Apr-17	UNIVERSITY FUNDED	(6,218.09)	(6,218.09)	0.00	0.00
<b>ZZAG/111 - Total</b>			<b>24,872.32</b>	<b>24,872.32</b>	<b>0.00</b>	<b>0.00</b>
ZZAG/112	30-Apr-19	EQUIPMENT	75,614.00	75,614.24	0.00	(0.24)
	30-Apr-19	ESTATES COSTS	60,368.00	60,368.00	0.00	0.00
	30-Apr-19	INDIRECT COSTS	186,700.00	186,700.00	0.00	0.00
	30-Apr-19	INFRASTRUCTURE TECHNICIANS	9,273.00	9,273.00	0.00	0.00
	30-Apr-19	OTHER COSTS	111,001.00	123,000.76	0.00	(11,999.76)
	30-Apr-19	STAFF COSTS	180,385.00	168,385.00	0.00	12,000.00
	30-Apr-19	TRAVEL AND SUBSISTENCE	8,000.00	8,000.00	0.00	0.00
	30-Apr-19	UNIVERSITY FUNDED	(256,341.00)	(256,341.00)	0.00	0.00
<b>ZZAG/112 - Total</b>			<b>375,000.00</b>	<b>375,000.00</b>	<b>0.00</b>	<b>(0.00)</b>

### 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.

**NB:** To activate this selection field, the report must be set up to run by Project Organisation, and the Project Organisation selected, or if running by Award Organisation, then the Show Project Short Code must be selected in the Layout Options.

[Optional. Click here to select Project Number\(s\)](#)

Run report by Project Organisation and Project Organisation(s) must be selected or Show Project Short Code must be selected under Layout Options and Award Organisation(s) must be specified.

Example of Summary line with specific project selected:

Project Organisation	Award Number	Project Short Code	Award PI Name	Project Name	Project Description	Project PI Name	Project Start Date	Project End Date	Budget	Expenditure	Commitment	Balance Remaining
ZZ_Ecology	0109999	ZZAG123	SMITH, Professor Max	ZZAG403	ENHANCING COBALAMIN (VITAMIN B12) BIOAVAILABILITY IN CULTURALLY APPROPRIATE FOODS IN INDIA	SMITH, Professor Max	1-Apr-19	31-Mar-22	260,915.00	246,389.59	0.00	40,525.41
									<b>260,915.00</b>	<b>246,389.59</b>	<b>0.00</b>	<b>40,525.41</b>



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

<b>Grants: Budget v Actual by Project Code &amp; Expenditure Category</b>						
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)
<b>ZZAG/123 - Total</b>			<b>280,915.00</b>	<b>240,389.59</b>	<b>0.00</b>	<b>40,525.41</b>
<b>Overall - Total</b>			<b>280,915.00</b>	<b>240,389.59</b>	<b>0.00</b>	<b>40,525.41</b>

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

<b>Grants: Budget v Actual by Project Code &amp; Task Number</b>						
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
<b>ZZAG/123 - Total</b>			<b>280,915.00</b>	<b>240,389.59</b>	<b>0.00</b>	<b>40,525.41</b>
<b>Overall - Total</b>			<b>280,915.00</b>	<b>240,389.59</b>	<b>0.00</b>	<b>40,525.41</b>

**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**.

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

From:

2021

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Earliest date

To:

2021

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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.

Optional. Select Award Creation Date range.

From:

2021

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Earliest date

To:

2021

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Latest date