



Standard Cognos reports available

A summary of the standard reports in Cognos is listed below. Further detailed guidance notes on the reports that can be run for Grants and General Ledger within Cognos, are available on the Finance Division Home Page>Training >Guidance and FAQs>[Cognos](#).

In this document:

[Research Grants reports](#)

[General Ledger reports](#)

Folder	RESEARCH GRANTS	
Shared	Consolidated report replacing 18 old grants reports: Summary of all awards or projects in Department	<p>Grants: Listing and Budget V Actual Report</p> <p>This report has a variety of optional fields. At a basic level, select whether to run by Award 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. The financials (budget and expenditure, plus commitments) for each project/award can be added. Additional options include the PI (Award and/or Project), Sponsor Type, Sponsor Name, Funding Reference, Expenditure Category and Task Numbers. Further choices allow Task Number(s) to be excluded, and summary breakdowns displayed. Award or Project ending can be selected within a user specified number of days or for a user specified From or To date.</p>
Shared	Consolidated report replacing 15 old grants reports: Line by line expenditure for awards or projects	<p>Grants: Expenditure Enquiry</p> <p>As above, there are a variety of optional fields. The default options display the Task number, Expenditure category, Expenditure type, GL date, Transaction date, Expenditure comment, Supplier name, Invoice number, Expenditure amount, plus Commitment amount if selected. The exact date or range of dates, by either the GL date or the Transaction date, can be selected. The report can also be subtotaled by project code, expenditure category or type.</p>
Grants Reporting		<p>Project Enquiry</p> <p>A summary of actual burdened costs per task, analysed by both Expenditure Category and Expenditure Type (the same information as the Award Status Enquiry screen in CUFS).</p>
Grants Reporting	Summary, cumulative: These are a suite of reports that provide a top-level overview of your grants, project year to date	<p>Projects by Organisation by PI</p> <p>This is a useful summary report that could be given out to individual PIs. The report returns the following data, with cumulative project-to-date totals. There will be a separate page for each PI.</p>
Grants Reporting		<p>Award expenditure by Project Org All expenditure types year summary level (not part of GM2 course)</p> <p>A useful summary for checking overhead/indirect costs per sponsor type, by year, beginning 2007/8. One or more project organisations can be selected. Best run in Excel. This report also has two further worksheets/tabs that show the expenditure for the selected project organisation either by Award Number or by Project Number.</p>

Grants Reporting	Summary, specified date range: These are a suite of reports that provide a top-level overview of your grants, but allows date range to be specified	<p>Year End Grants (by date range)</p> <p>This report is sent out to Heads of Department along with their Departmental Summary Report at the end of each financial year for their review and sign-off, and is also copied to departmental Grants Contacts. However, the report can be run at any time, as required.</p> <p>The report</p> <ul style="list-style-type: none"> • displays grants that have been 'Open' in the current year • shows total actual costs analysed by expenditure type • includes data across all tasks (including Tasks 99 and 100) • for the current year, will provide cumulative totals to date
Grants Reporting	Information	<p>Activated grants with budget (not part of GM2 course)</p> <p>This can be run for a single department or multiples (dependent on access). Selection by a single Sponsor Type or multiples is also available. The report shows all grants that have been activated in the period selected by Creation Date. Included in this report: Award Number, Project Number, Sponsor Type, Name and Number, Funding Reference, Award Title, Award Start and End dates, Payment Type, Award Status, Award PI Name, Indirect Budget, Direct Budget, Total Budget, Award Purpose and Creation Date. (NB: In some cases, the Creation Date is after the Award End Date.)</p>
Other	Detail: These are a suite of reports that allow a detailed view of your grants, from various different perspectives	<p>Actual expenditure (Billing) final</p> <p>This report shows expenditure against a specific award/s by transaction or GL posting dates and is useful for reviewing final expenditure against Form Cs and the Final Expenditure Statements (FES). It provides detailed information such as Expenditure Category, Type and Comment, GL Period, Transaction Date, Invoice Number, Supplier Name, Payroll ID, Task Number and Amount. VAT is shown as a separate line.</p>
Other		<p>Actual expenditure (Billing) totals</p> <p>As above, but report subtotals each expenditure type. VAT is shown as gross.</p>
Grants Reporting		<p>Overheads by department by year (not documented, not part of GM2 course)</p> <p>Allows selection by single or multiple departments, as well as Award status. Preferred format Excel. This report produces four worksheets/tabs, with indirect costs summarised by project short code, cost centre, project organisation, PI. The totals for each fiscal year are shown from FY 2012-13.</p>
Grants Reporting		<p>Payroll Costs</p> <p>This report provides administrators with a summary of the charging of employees' salaries across all the awards in their department. Useful for:</p> <ul style="list-style-type: none"> • checking the Departmental suspense accounts • double-checking which grants individuals have been charged against • providing a block of payroll data for further analysis.
Grants Reporting	Grants end date with details: check your grants from a project end date perspective	<p>Grants Ended Enquiry Details</p> <p>The report comes in two parts</p> <ol style="list-style-type: none"> (1) A summary page of all the awards ending on that date. (2) A detailed page for each award, by project and by task number.
Other	Grants with GL reconciliation	<p>Grants transaction data with GL distribution details (not part of GM2 course)</p> <p>Displays details the grants module transactions that have been posted to a selected range of GL codes in a specified period. For each transaction, its source as well as the debit and credit entries where relevant, are shown.</p>

Folder	GENERAL LEDGER							
Shared	<p>GL Financial Summary:</p> <p>This report has replaced the previous suite of reports. It provides a top-level overview of your departmental accounts by source of funds and/or cost centres. It can be run for prior financial years.</p>	<p>Obtain an overview of how the department/school is running. Can be used to monitor balances of all sources of funds/cost centres within a department.</p> <p>This report allows users to customise the output to suit their requirements and includes Cost Centre Analysis, if required, as well as an income and expenditure breakdown.</p> <p>It is suggested that a user Report View be set up in Cognos for regular use of this report as selecting parameters can be time consuming.</p> <p>Default display:</p> <ul style="list-style-type: none"> • Source of Funds Code • Source of Funds • Annual Chest Allocation • Balance b/f • Income YTD • Expenditure YTD • Surplus / Deficit • Overdrawn / Cash in Hand • Money on Deposit • CUEF • Other Investments • Total • Balance Sheet Entries • Reconciliation to UFS • Revaluations in Year <p>Additional outputs:</p> <table border="1" data-bbox="564 846 1040 1133"> <tr> <td data-bbox="564 846 1040 913">Can select Summary Field values for:</td> <td data-bbox="1040 846 1517 913">Can select Show Cost Centre Analysis for:</td> </tr> <tr> <td data-bbox="564 913 1040 1133"> <ul style="list-style-type: none"> • Summary Field 2 • Summary Field 2 Description • Summary Field 3 • Summary Field 3 Description • Summary Field 4 • Summary Field 4 Description </td> <td data-bbox="1040 913 1517 1133"> <ul style="list-style-type: none"> • CC Analysis Owner • CC Analysis Owner Full Name • CC Analysis Category 1 • CC Analysis Category 2 • CC Analysis Category 3 • CC Analysis Category 4 </td> </tr> </table> <p>Select Show 'Wide' Income and Expenditure Breakdown for:</p> <table border="1" data-bbox="564 1191 1040 1357"> <tr> <td data-bbox="564 1191 1040 1357"> <ul style="list-style-type: none"> • Income – Chest Allocation • Income – Interest & Dividends Received • Income – Other • Expenditure – Stipends </td> <td data-bbox="1040 1191 1517 1357"> <ul style="list-style-type: none"> • Expenditure – Stipends Casual • Expenditure – Wages • Expenditure – Scholarships • Expenditure – Non Pay </td> </tr> </table>	Can select Summary Field values for:	Can select Show Cost Centre Analysis for:	<ul style="list-style-type: none"> • Summary Field 2 • Summary Field 2 Description • Summary Field 3 • Summary Field 3 Description • Summary Field 4 • Summary Field 4 Description 	<ul style="list-style-type: none"> • CC Analysis Owner • CC Analysis Owner Full Name • CC Analysis Category 1 • CC Analysis Category 2 • CC Analysis Category 3 • CC Analysis Category 4 	<ul style="list-style-type: none"> • Income – Chest Allocation • Income – Interest & Dividends Received • Income – Other • Expenditure – Stipends 	<ul style="list-style-type: none"> • Expenditure – Stipends Casual • Expenditure – Wages • Expenditure – Scholarships • Expenditure – Non Pay
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Shared	<p>GL: Budget to Actual Summary</p> <p>As above, provides top level overview of departmental accounts, but includes the Budget (Chest allocation) as well as the departmental plan (if loaded)</p>	<p>The returned data is cumulative for the financial year up to and including period selected.</p> <p>Default fields for BvA option</p> <p>This option displays columns in the following order: the annual plan (for reference), and then for each account combination - YTD plan, actual and variance.</p> <table border="1" data-bbox="564 1594 1040 1818"> <tr> <td data-bbox="564 1594 1040 1818"> <ul style="list-style-type: none"> • Cost centre code • Cost centre (description) • Source of Funds code • Source of funds (Description) • Annual Plan Income • Annual Plan Expenditure • Annual Plan Surplus/Deficit </td> <td data-bbox="1040 1594 1517 1818"> <ul style="list-style-type: none"> • YTD Plan Expenditure • YTD Plan income • YTD Plan Surplus/Deficit • YTD Variance Income • YTD Variance Expenditure • YTD Variance Plan Surplus/Deficit </td> </tr> </table> <p>Default fields for I&E option</p> <p>This tab shows the same data grouped in a different format: Income (Annual, YTD Plan, Actual and Variance) Expenditure (Annual, YTD Plan, Actual and Variance), and Surplus/Deficit (Annual, YTD Plan, Actual and Variance).</p>	<ul style="list-style-type: none"> • Cost centre code • Cost centre (description) • Source of Funds code • Source of funds (Description) • Annual Plan Income • Annual Plan Expenditure • Annual Plan Surplus/Deficit 	<ul style="list-style-type: none"> • YTD Plan Expenditure • YTD Plan income • YTD Plan Surplus/Deficit • YTD Variance Income • YTD Variance Expenditure • YTD Variance Plan Surplus/Deficit 				
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<p>Shared</p>	<p>GL Budget to Actual Compares budget and actual expenditure to give a variance, i.e. current position</p>	<p>The Cognos GL: Budget to Actual report provides summary General Ledger posting information. It incorporates the new functionality and financial processes (Plan upload, Cost centre categorisation). The plan includes the central Chest budget allocations.</p> <p>The report has a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about the current period or YTD vs Annual variances.</p> <p>It can be customised to mimic the CUFS Transaction Code Balances report.</p> <p>Default display:</p>		
		<table border="0"> <tr> <td data-bbox="564 510 1040 672"> <ul style="list-style-type: none"> • Cost centre code • Transaction code • Plan YTD • Variance YTD </td> <td data-bbox="1040 510 1519 672"> <ul style="list-style-type: none"> • Source of Funds code • Annual Plan • Actual YTD </td> </tr> </table>	<ul style="list-style-type: none"> • Cost centre code • Transaction code • Plan YTD • Variance YTD 	<ul style="list-style-type: none"> • Source of Funds code • Annual Plan • Actual YTD
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<p>Shared</p>	<p>GL Journal Transactions</p>	<p>Provides detailed GL journal line information. It contains numerous columns and is therefore better suited to running in Excel. Output can be customised by user.</p> <p>Default display:</p>		
		<table border="0"> <tr> <td data-bbox="564 824 1040 969"> <ul style="list-style-type: none"> • GL Date • Period name • • Department code • Cost Centre code </td> <td data-bbox="1040 824 1519 969"> <ul style="list-style-type: none"> • Source of funds code • Transaction code • Journal line description • Accounted amount </td> </tr> </table>	<ul style="list-style-type: none"> • GL Date • Period name • • Department code • Cost Centre code 	<ul style="list-style-type: none"> • Source of funds code • Transaction code • Journal line description • Accounted amount
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