



Cognos GM: Listing and Budget vs Actual Reports

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

Using this report you can reproduce any of the outputs from the following 18 reports:

3-2-1 Grants Listing *
3-2-1 List
3-2-1 List by project
Actual v Budget Grants
Actual v Budget Grants by Project Organisation
Awards ending with budget remaining
Departmental Actual v Budget Grants by Project
FES List *
Grants by Sponsor Type (with Budget and end date)
Grants by Sponsor Type (with Budget) *
Grants by Sponsor Type (with Budget) with related information
Grants End Date Enquiry
Grants ending in the 3-2-1 months following the run date
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

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

The reports listed above will remain available for a limited time.

To access the new report, navigate to **Public Folders >Live > your school folder > Departmental (Shared) Reports** folder.

This report is intended for use by 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.

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 **Run with options**, on the right of the report selection line.

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.

You can create a [Report View](#) to save commonly used parameters, or to schedule this report, see [report view scheduling](#).

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:

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

Note: If your department is the owner of a project that is linked to an award that is not owned by your department, that award will be listed here.

Example of report run by Project Organisation:

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

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.

<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 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 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 Award/Exp Cat)
<input type="checkbox"/> Show Negative Balance Remaining in Red (Show B to A must also be selected)

[Select all](#) [Deselect all](#)

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:

<input type="checkbox"/> Show B v A Page (breakdown by Project Code/Exp Cat)
<input type="checkbox"/> Show B v A Page (breakdown by Award/Exp Cat)

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.

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 [Schedule a report with report view setup](#). 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.

Report being replaced	Minimum parameter choices to replicate old report	Additional notes
<ul style="list-style-type: none"> • 3-2-1 List* • 3-2-1 Grants Listing • 3-2-1 List by Project • Grants ending in the 3-2-1 months following the run date 	<p>For 3-2-1 List, select Run report by Award Organisation</p> <p>Under Choose Layout options select the following options:</p> <ul style="list-style-type: none"> • Show Award PI Name • Show Award Status • Show Project Short Code • Show Sponsor Name <p>For 3-2-1 List by Project, select Run report by Project Organisation</p>	<p>Refer to section on Awards/Projects ending to add days.</p>
<ul style="list-style-type: none"> • Actual v Budget Grants • Actual v Budget Grants by Project Organisation • Departmental Actual v Budget by Project 	<p>Select Run report by Project Organisation</p> <p>Under Choose Layout options select the following:</p> <ul style="list-style-type: none"> • Show Award Number • Show Award PI Name • 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) 	<p>Able to run by Award Organisation and/or add additional parameter choices, if desired.</p>
<ul style="list-style-type: none"> • FES List* 	<p>Select Run report by Award Organisation</p> <p>Under Choose Layout options select the following:</p> <ul style="list-style-type: none"> • Show Award PI Name • Show Award Status • Show Project Short Code • Show Sponsor Name 	<p>Able to run by Project Organisation, if preferred.</p> <p>Refer to section on Awards/Projects ending to add days.</p>

<ul style="list-style-type: none"> Grants by Sponsor Type (with Budget)* Grants by Sponsor Type (with Budget and end date) Grants by Sponsor Type (with Budget) with related information 	<p>Select Run report by Award Organisation</p> <p>Under Choose Layout options select the following options:</p> <p>For <i>Grants by Sponsor Type (with Budget)</i> report:</p> <ul style="list-style-type: none"> • Show Award PI Name • Show Project Short Code • Show Budget to Actual • Show Project Short Code • Show Sponsor Type <p>For <i>Grants by Sponsor Type (with Budget and end date)</i> report:</p> <ul style="list-style-type: none"> • Show Award PI Name • Show Award Title • Show Project Short Code • Show Budget to Actual • Show Commitments • Show Project Short Code • Show Sponsor Name • Show Sponsor Type <p>For <i>Grants by Sponsor Type (with Budget) with related information</i> report include the following in addition to the above:</p> <ul style="list-style-type: none"> • Show Project PI Name • Show Task Number 	<p>Able to run by Project Organisation and/or add additional parameter choices, if desired.</p> <p>Refer to section on Sponsor Type and Name to run report.</p>
<ul style="list-style-type: none"> Grants End Date Enquiry Awards Ending with Budget Remaining 	<p>Select Run report by Award Organisation</p> <p>Under Choose Layout options select the following:</p> <p>For <i>Grants End Date Enquiry</i> report:</p> <ul style="list-style-type: none"> • Show Award Status • Show Budget to Actual • Show Commitments <p>For <i>Awards Ending with Budget remaining</i> report, add the following to the above:</p> <ul style="list-style-type: none"> • Show Sponsor Name • Show Project Short Code 	<p>Able to run by Project Organisation and/or add additional parameter choices, if desired.</p> <p>Refer to section on Awards/Projects ending to add days.</p>

Detailed Procedure
GM Listing and Budget vs Actual Reports

<ul style="list-style-type: none"> • Grants Summary Information • Grants Summary Information excluding Task 100 • Grants Summary Information excluding Task 100 by expenditure category • Grants Summary Information with expenditure category 	<p>Select Run report by Project Organisation</p> <p>Under Choose Layout options select the following options:</p> <ul style="list-style-type: none"> • 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 <p>For <i>Grants Summary Information with expenditure category</i>, add the following to the above:</p> <ul style="list-style-type: none"> • Show Expenditure Category • Show Project Description 	<p>Able to run by Award Organisation and/or add additional parameter choices, if desired.</p> <p>To exclude Task 100, refer to section on Task Numbers above.</p>
<ul style="list-style-type: none"> • Projects Ending List by Project Organisation 	<p>Select Run report by Project Organisation</p> <p>Under Choose Layout options select the following:</p> <ul style="list-style-type: none"> • Show Award Number • Show Award PI Name • Show Award Status • Show Budget to Actual • Show Commitments • Show Project PI Name • Show Sponsor Name 	<p>Able to run by Award Organisation and/or add additional parameter choices, if desired.</p> <p>Under Awards/Projects Ending, enter the number of days from the date of report run that you wish to see projects ending.</p>

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