



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 UFS Home Page>Training >Documentation & FAQs>Cognos or via the link below.

<http://www.finance.admin.cam.ac.uk/training/docs/cognos>

Cognos Folder	RESEARCH GRANTS	
Shared	Summary, cumulative: <i>These are a suite of reports that provide a top-level overview of your grants, project year to date</i>	<p>Grants by Sponsor Type (with budget) This can be run by Department or multiples (dependent on access), Sponsor Type or multiples (optional), Award Status also multiple (optional), Sponsor Name or multiples (optional). The report returns the following information, excluding commitments and Budget.</p>
Shared		<p>Project Enquiry 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>
Shared		<p>Projects by Organisation by PI 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>
Shared		<p>Research Council Statement School/Department version This report provides administrators with a listing of all the different types of Research Council Grants that are held within their department.</p>
Shared		<p>Award expenditure by Project Org All expenditure types year summary level Allows selection of more than one project organisation. Lists total of expenditure by Expenditure Type per year, starting 2007/8, subtotalled by Sponsor Type. 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>
Shared		<p>Award expenditure by Project Org by year A useful summary for checking overhead/indirect costs per sponsor type, by year, beginning 2007/8. One or more project organisations can be selected. Run in Excel to show all columns on one page.</p>
Shared	Summary, specified date range: <i>These are a suite of reports that provide a top-level overview of your grants, but allows date range to be specified</i>	<p>Grants Expenditure by Month This can be run for a single grant or multiple grants, using the RG number and for a specific date range. The report returns each grant details on separate page, with total expenditure for month excluding PO commitments.</p>
Shared		<p>Top Slice postings by Project Organisation (Not used since 2011) This report shows transactions that have been posted by Research Accounting to the award expenditure type 'Top Slice' for a specified period. These items are required to be posted to awards funded by Research Councils.</p>
Shared		<p>Year End Grants (by date range) A copy of this report is formally 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. Copies are also electronically sent out to the departmental Grants Contacts. However, the report can be run at any time as a preview. The report</p> <ul style="list-style-type: none"> • picks up grants that have been 'Open' in the current year • shows total actual 'burdened' 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

Shared	Information	<p>Activated grants with budget</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	<p>Detail: <i>These are a suite of reports that allow a detailed view of your grants, from various different perspectives</i></p>	<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.</p>
Other		<p>Actual expenditure (Billing) totals</p> <p>As above, but report subtotals each expenditure type.</p>
Shared		<p>Detailed Expenditure Enquiry by Project</p> <p>As the name suggests a detailed listing of all expenditures charged to a project from CHRIS, AP and by journal. Useful for identifying individual invoices (to provide copies to auditors/Research Operations Office) as it includes both the Supplier name and their invoice number. VAT on invoices for non-reclaimable grants is separately identified.</p> <p>Run options include:</p> <ul style="list-style-type: none"> • individual or ranges of project codes • all or just a selection of project statuses • a specific date range or project-to-date
Shared		<p>Grants Actual Expenditure by Project Org</p> <p>This report uses charts as well as tables to display summary information relating to expenditure by type and by sponsor. It can be run across either a single or range of project organisations and for a specified date range.</p>
Shared		<p>Overheads by dept by year</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>
Shared		<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.
Shared		<p>3-2-1 Grants Ended Enquiry Details</p> <p>Provides a list by award organisation of awards ending within a specified number of days, e.g. 90, 180 etc. It does not include any financial information.</p>
Shared	<p>FES List</p> <p>This report provides administrators with a list of awards that are due to end within a specified time period. Particularly useful for identifying EC grants that only have 7 days between their End and Close dates, thus allowing administrators to plan ahead.</p>	
Shared	<p>Grants Ended Enquiry Details</p> <p>The report comes in two parts</p> <p>(1) A summary page of all the awards ending on that date</p> <p>(2) A detailed page for each award, by project and by task number.</p>	

Cognos Folder	GENERAL LEDGER											
Many of the Cognos reports that are in the GL Reporting folder are being phased out. It is advised that you only use the new reports												
Shared	<p>GL Financial Summary Report: <i>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.</i></p> <p><i>It can be run for prior financial years.</i></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 <i>Cost Centre Analysis</i>, if required, as well as an income and expenditure breakdown.</p> <p>It is suggested that a user <i>Report View</i> be set up in Cognos for regular use of this report as selecting parameters can be time consuming.</p> <p>Default display:</p> <table border="0"> <tr> <td> <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 </td> <td> <ul style="list-style-type: none"> • Money on Deposit • CUEF • Other Investments • Total • Balance Sheet Entries • Reconciliation to UFS • Revaluations in Year </td> </tr> </table> <p>Additional outputs:</p> <table border="0"> <tr> <td>Can select Summary Field values for:</td> <td>Can select Show Cost Centre Analysis for:</td> </tr> <tr> <td> <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> <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> <tr> <td colspan="2">Select Show 'Wide' Income and Expenditure Breakdown for:</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Income – Chest Allocation • Income – Interest & Dividends Rec'd • Income – Other • Expenditure – Stipends </td> <td> <ul style="list-style-type: none"> • Expenditure – Stipends Casual • Expenditure – Wages • Expenditure – Scholarships • Expenditure – Non Pay </td> </tr> </table>	<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 	<ul style="list-style-type: none"> • Money on Deposit • CUEF • Other Investments • Total • Balance Sheet Entries • Reconciliation to UFS • Revaluations in Year 	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 	Select Show 'Wide' Income and Expenditure Breakdown for:		<ul style="list-style-type: none"> • Income – Chest Allocation • Income – Interest & Dividends Rec'd • 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 Report: <i>compare budget and actual expenditure to give a variance, i.e. current position.</i></p> <p><i>Whilst the old reports are still available, they will be phased out.</i></p>	<p>The Cognos GL: Budget to Actual report provides summary General Ledger posting information. It incorporates the new functionality and financial processes (<i>Plan upload, Cost centre categorisation</i>). The plan includes the central Chest budget allocations. Data a day old, as with all Cognos reports.</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><i>In some instances, the total of the Actual column will give a more accurate variance between Income and Expenditure, than the variance column which is totalled on a line by line basis.</i></p> <p>Default display:</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> • Cost centre code • Transaction code • Plan YTD • Variance YTD </td> <td> <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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Shared	<p>GL Journal Transactions</p>	<p>Actual Journal Lines Detail by SoF and CC</p> <p>Valuable for analysing transactional data for year-end reporting. It contains numerous columns and is therefore better suited to running in Excel.</p>										