Grant Reports in Cognos

Finance Training

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1. Research reporting – Administrators

The data used in these reports is downloaded into Cognos from the University Finance System (UFS) overnight. Therefore, transactions and balances will be as at the end of the previous working day.

The majority of Grants reports are available from the *Departmental Shared* folder for users that have been given access to the Grants folder in Cognos.

E.g. Public Folders > LIVE > School > Departmental (Shared) Reports > Grants Reporting

These can broadly be attributed into the following categories.

Summary financial reports – cumulative project to date

- Projects by Organisation by PI
- Grants by Sponsor Type
- Research Council Statement School/Department version
- Project Enquiry

Summary reports for specific date ranges

- Project Enquiry
- Grant Actual Expenditure by Project Organisation
- Top Slice Postings
- Grant Expenditure by Month
- Year-end grant report by Project Organisation

Detailed listing of expenditure

- Detailed Expenditure Enquiry by Project
- Payroll Costs

Grants approaching their end dates

- FES List
- Grants Ended Enquiry Details
- 3-2-1 Grants Listing

All of the reports can be run in HTML, PDF, Excel 2007, Excel 2002, Excel 2000 single sheet, CSV, XML formats. They can also be distributed by email.

What is a project/award organisation?

These are set up in the grants module, and mapped to cost centres in the GL. Usually a department has a single project organisation, so it's a one-to-one mapping, but it's quite possible for a department to have multiple project organisations, and several departments have this set up (e.g. Chemistry, Engineering, CRUK CI, MRC Epidemiology).

When an award is set up by the Research Operations Office (ROO) it is linked to the selected organisation. This determines the *project org* and the *award org*. The project org determines which GL cost centre the project expenditure maps to in *M* Source of Funds in the GL.

Usually a project org will be the same as the award org. This would only be different if the award has more than one project associated to it, and the projects are not in the same departments. This can be changed during the life of the grant, for example, at year end for departmental mergers and movements.

2. Computer settings for Cognos users

Please refer to the IBM website for latest supported software, including web browsers, if you experience problems:

https://www.ibm.com/software/reports/compatibility/clarity-reports/report/html/prereqsForProduct?deliverableId=1330380859450#sw-17.

Pop ups and Java Script should be enabled.

To enable PI reports (drill down)

To enable drill down reports Java script must be enabled in Adobe.

- Open Adobe and from the menu bar select **Edit>preferences**
- Tick the box at the top to ***Enable Acrobat Java script.***

You may find if using Adobe reader 9 you have to do this each time your computer is rebooted.

Signing into Cognos

You need a Raven password, see **https://raven.cam.ac.uk/** . In addition, you need to have completed the Cognos access form (URL https://www.finance.admin.cam.ac.uk/cognos-access-request).

Open your web browser and navigate to the **Admin Reporting** home page:

http://www.admin-reporting.cam.ac.uk/

- Click on the **Cognos Login** link to open the *Admin Reporting* page
- Click on the link *Log in to Cognos now* to open the *Raven Authentication* page
- In the *User ID* field, enter your CRSID
- In the *password* field, enter your Raven password.
- Click the **OK** button. Either the *Cognos Welcome* or the *Public Folders* page is displayed

Signing out of Cognos

From any of the Cognos pages, click on the **Log Off** link at the top of the page and **Close** your browser window.

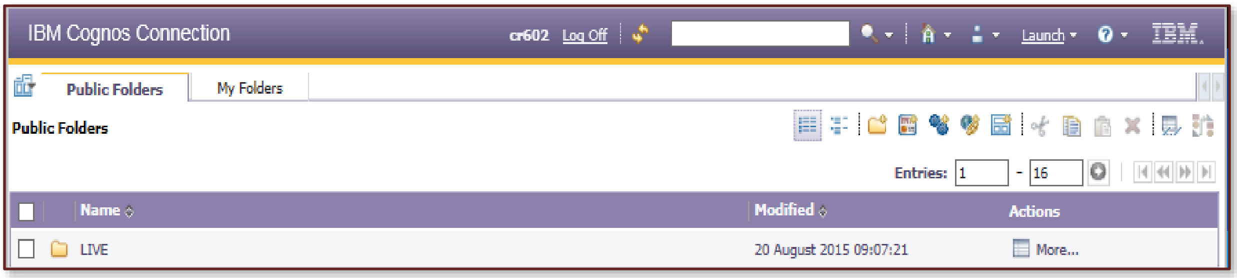
For further assistance on accessing Cognos, please contact the Reporting Help Desk:
email: FSG.System.Support@admin.cam.ac.uk

3. Finding the grants reports

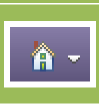
Once you have logged into Cognos, the *Public Folder* page will be the default home page, unless you change it.

Home

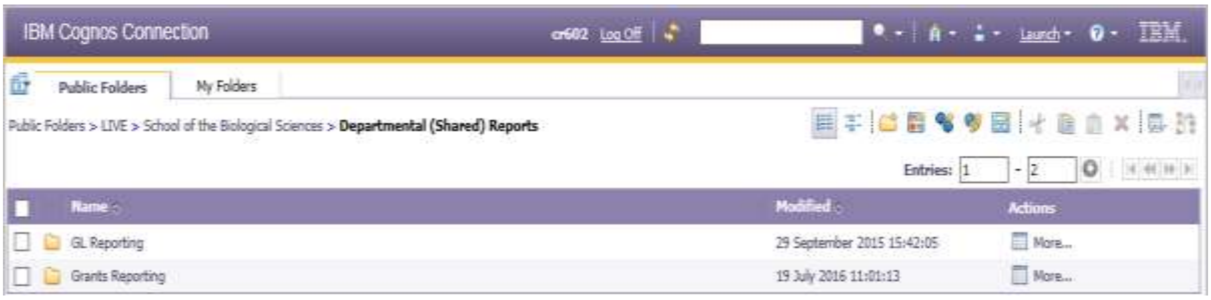
Once you have logged in, the Public Folders page displays as per the screen shot below.



There are various icons on this page, which will assist you when navigating Cognos.

Icon	Name	Function
	My Area	Enables you to set up output preferences and review any reports you have scheduled. Refer to separate guidance.
	Home	Displays the page you set as your *Home* page

It is important to ensure you have the right access to be able to run all relevant reports. You will have access to the Grants folder, the General Ledger folder or both depending on what you specified on the form.

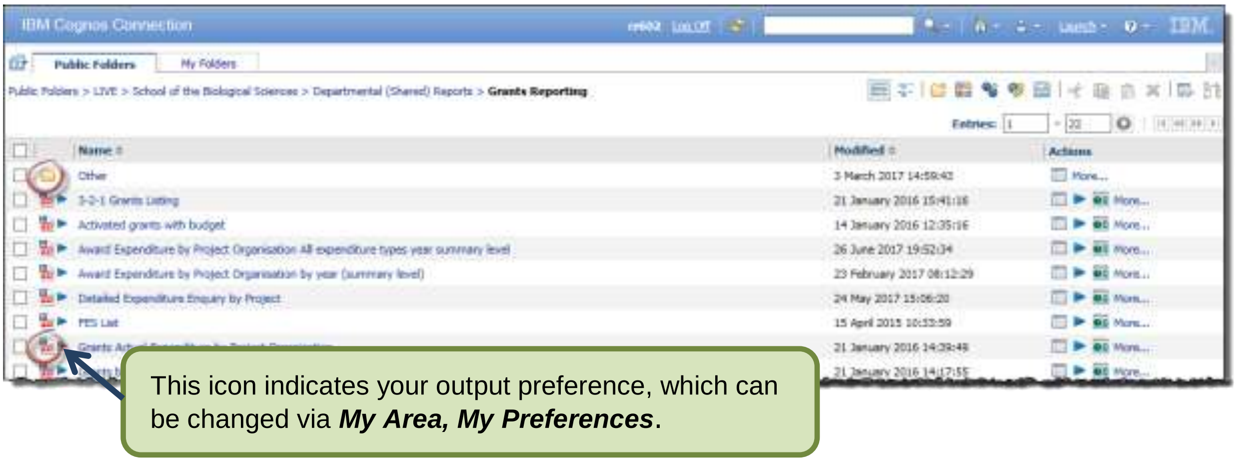


Grants Reporting folder

The standard Grants reports are available in the ***Departmental Shared*** folder.

E.g. Public Folders > LIVE > School > Departmental (Shared) Reports

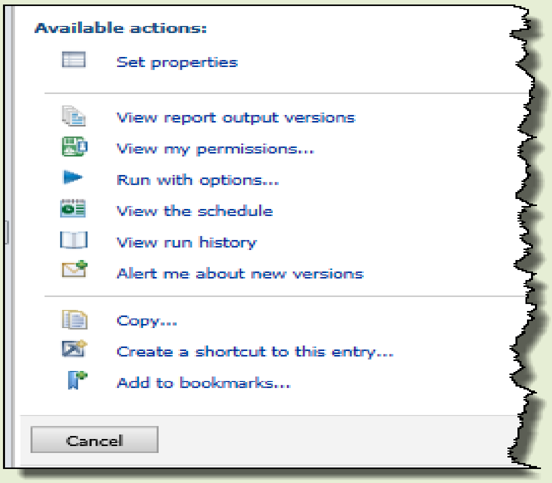
Reports in the ***Departmental (Shared) Reports*** folder are the standard Grants reports that are available to all Grants users, regardless of which school you are in. If you use your *named* departmental folder instead, the reports will be unique to that department. For most of the reports, you will need to look in the ***Grants Reporting*** folder. In some cases, widely used reports may also be in the ***Other*** folder.



If you are unable to view folders or the list of *Departmental (Shared) Reports* for your school, please contact FSG.System.Support@admin.cam.ac.uk and ask them to check your set up.

Actions buttons

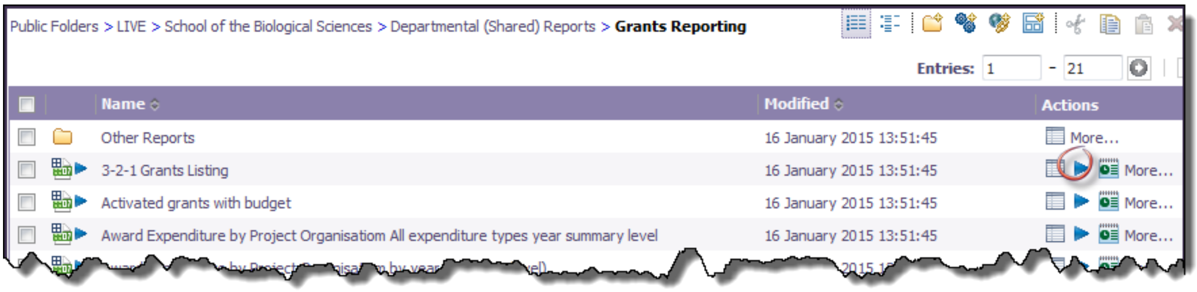
Each report has a selection of available actions that can be carried out against it. The Actions (visible on the right of the screen) available with the report are dependent on how each report has been created and saved by the author. (At the University, this is usually the Cognos reporting team).

Icon	Name	Function
	Set properties	View information about the selected report. There are two tabs: General and Report view.
	Run With Options	Allows you to run the report, specify the output and input parameters. Advanced option enables you to run it a specified time.
	Schedule	Enables you to schedule reports to run on a regular basis
More…	More	Provides the following functions in addition to those listed above… 

4. Running reports

Running a report

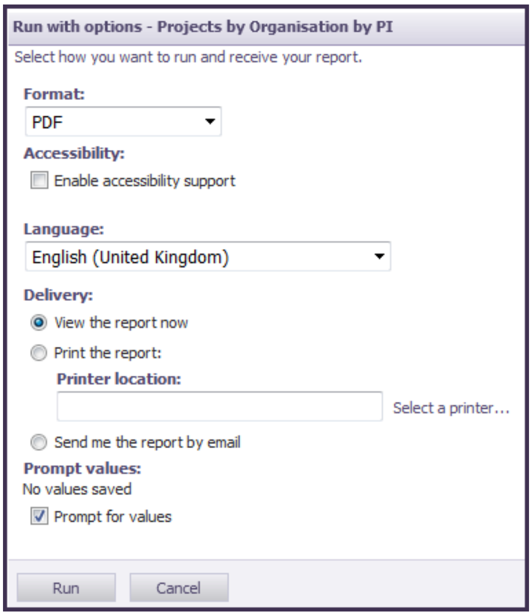
Once you have located the report you wish to run, click on the ***blue arrow*** to the right of the screen under ***Options.***



A ***Run with options*** screen displays. This is where you can set/check the format and whether you wish to *view* the report, *print* the report or have it *emailed* to you.

NB: If you click on the report name to run it, you bypass the ***Run*** options. Therefore it is always recommended that you click on the ***blue arrow*****.**

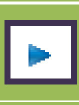
All of the reports can be run in HTML, PDF, Excel 2007, Excel 2007 Data, Excel 2002, CSV, XML formats, ***and*** be distributed by email and/or printed.



Once you have made your selection, click ***Run*****,** to display the parameters for the selected report. These must be completed before the report retrieves the relevant data.

Running a PDF report or to screen

If you have indicated that the report should be run to PDF, the following icons towards the top right of the screen will be useful:

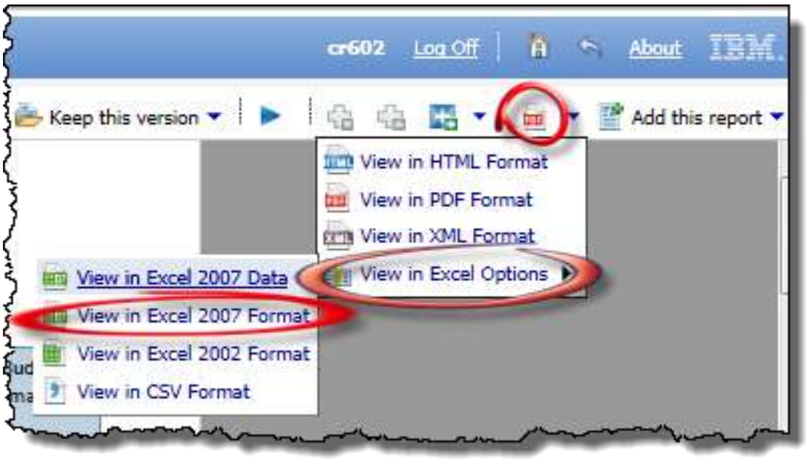
Icon	Function
	Returns to the list of reports. Use this and NOT the browser *Back arrow*
	Attach to and send an email
	Run the same report with different parameters.
	Choose, from a dropdown list, other report formats (refer to section on converting to Excel below).
	Shortcut to add report to ***My Folders*** or ***Add to Bookmarks*** (refer to separate guidance)

Converting a PDF report to Excel

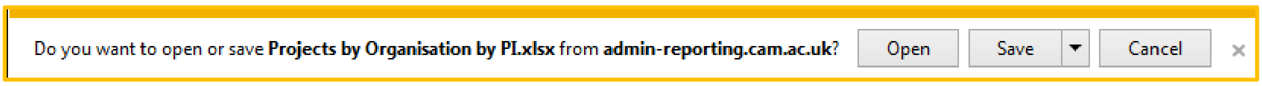
If you have run a report and reviewed the data and decided that it would be better in Excel, then instead of running the whole report again, you can easily convert it from PDF to Excel.

1. Once the report has run and the PDF is displayed, click on the ***View in PDF*** icon 

2. Click ***View in Excel Options*** and then select the relevant option. *(**View in Excel 2007 Format** recommended)*



3. A pop up message will display giving the option to ***Open*** or ***Save***. Click ***Open***.



4. An excel page will open with the report contents. You may need to *Enable Editing*.

5. Consolidated Grants Report

There is an ongoing project to consolidate the multitude of grants reports into a few reports where the user can customise the output to suit their own requirements. This section will be updated as the new consolidated reports are launched: *Last updated 20/01/2021*.

Cognos GM: Listing and Budget vs Actual Reports

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:

Grants Listing Report

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 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:

Grants Listing Report

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:

Grants Listing Report

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 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:

Optional. Choose Layout Options.
Default is show Award No. for Award Org Report and Project Code for Project Org Report.

- ☐ Show Award Number
- ☐ Show Award PI Name
- ☐ Show Award Status
- ☐ Show Award Title
- ☐ Show Budget to Actual
- ☐ Show Commitments
- ☐ Show Expenditure Category
- ☐ 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 Funding Ref
- ☐ Show B v A Page (breakdown by Project Code/Exp Cat)
- ☐ Show B v A Page (breakdown by Award/Exp Cat)
- ☐ 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:

- ☐ Show B v A Page (breakdown by Project Code/Exp Cat)
- ☐ 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.

*Example of report run by **Project Organisation**, with Optional selections of **Show BvA Page (breakdown by Project Code/ExpCat)**, plus **Show Commitments***

Grants Listing Report

Award Organization	Project Organization	Project Short Code	Project Start Date	Project End Date
ZZ_Ecology	ZZ_Ecology	ZZAG/000	1-Aug-01	31-Jul-30
YA_Cosmology	ZZ_Ecology	ZZAG/111	1-Jul-10	1-Apr-17
ZZ_Ecology	ZZ_Ecology	ZZAG/112	1-Oct-10	30-Apr-19
ZZ_Ecology	ZZ_Ecology	ZZAG/113	13-Aug-12	1-Oct-21
ZZ_Ecology	ZZ_Ecology	ZZAG/114	1-Oct-12	30-Sep-16
XA_Environmental Sciences	ZZ_Ecology	ZZAG/115	1-Dec-12	31-May-17
ZZ_Ecology	ZZ_Ecology	ZZAG/116	1-Oct-13	30-Apr-19
ZZ_Ecology	ZZ_Ecology	ZZAG/117	15-May-13	30-Sep-19

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)
ZZAG/000 - Total			**0.00**	**5,493.19**	**0.00**	**(5,493.19)**
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
ZZAG/111 - Total			**24,872.32**	**24,872.32**	**0.00**	**0.00**
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
ZZAG/112 - Total			**375,000.00**	**375,000.00**	**0.00**	**(0.00)**

Note: if you want the financial information to show on same line, i.e. a summary report, select ***Show Budget to Actual***, and ***Show Commitments*** (if required). This option would not give the ***Expenditure Category***, unless ticked.

*Example of report run by **Project Organisation**, with Optional selections of **Show Award Number**, **Show Budget to Actual** and **Show Commitments**:*

Grants Listing and Budget v Actual Report

Award Organization	Project Organization	Award Number	Project Short Code	Project Start Date	Project End Date	Budget	Expenditure	Commitment	Balance Remaining
ZZ_Ecology	ZZ_Ecology	RG00000(ZZAG)	ZZAG/000	1-Aug-01	31-Jul-30	0.00	5,493.19	0.00	(5,493.19)
XA_Cosmology	ZZ_Ecology	RG60000	ZZAG/111	1-Jul-10	1-Apr-17	24,872.32	24,872.32	0.00	0.00
ZZ_Ecology	ZZ_Ecology	RG60001	ZZAG/112	1-Oct-10	30-Apr-19	375,000.00	375,000.00	0.00	(0.00)
ZZ_Ecology	ZZ_Ecology	RG60002	ZZAG/113	13-Aug-12	1-Oct-21	2,716,612.57	2,701,356.72	7,917.51	7,338.34
ZZ_Ecology	ZZ_Ecology	RG60003	ZZAG/114	1-Oct-12	30-Sep-16	238,400.53	228,711.74	0.00	9,688.79
YA_Environmental	ZZ_Ecology	RG60004	ZZAG/115	1-Dec-12	31-May-17	325,387.95	299,781.73	0.01	25,606.21
ZZ_Ecology	ZZ_Ecology	RG60005	ZZAG/116	1-Oct-13	30-Apr-19	226,572.66	225,735.48	837.16	0.02
ZZ_Ecology	ZZ_Ecology	RG60006	ZZAG/117	15-May-13	30-Sep-19	591,848.00	596,715.51	0.00	(4,867.51)

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.

Cognos GM: Expenditure Enquiry Report

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. This report works best when viewed in **Excel** format, but it is useful to run in **PDF** initially whilst deciding on layout and other selections.

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.

Basic Report – Lists

At a basic level the user can select to run the report by either **Award organisation(s)** or **Project Organisation(s)**, and for **Expenditure only** or **Expenditure plus Commitments**. If no other parameters are selected the report output is expenditure detail for all expenses for all awards or projects belonging to the Award or Project Organisation. The columns include:

- Task Number
- Expenditure Category
- Expenditure Type
- GL Date
- Transaction Date
- Expenditure Comment
- Supplier Name
- Invoice Number
- Expenditure
- **plus** Commitment Amount (**if selected**).

The following selections are required:

Required: Select Award or Project Organisation
Required: Select School (can be single, all or multiples)
Required: Select **Award** or **Project** Organisation (can be single, all or multiples)
Required: Select **Expenditure Only** or **Expenditure plus Open Commitments**
Required: Show Subtotals on Detail Page [Default is **No**]

Note*:* As this is a **Detailed** report, it is advised that you use the optional selections such as **Award** or **Project number**, or **Date**, as the default output returns line by line details of all expenditure for all awards/projects during their lifetime.

Example of report run by Award Organisation, Expenditure only:

Grants Transactions - Expenditure Detail by Award Organisation

Award Organization	Award Number	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure GBP
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jun-19	21-Jun-19	Nitrilotriacetic acid 99% NTA, C6H9NO6, CAS 1	FISHER SCIENTIFIC UK LTD	4153487211	10.15
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jun-19	21-Jun-19	Nitrilotriacetic acid 99% NTA, C6H9NO6, CAS 1	FISHER SCIENTIFIC UK LTD	4153487211	2.03
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Jul-19	18-Jun-19	AOX1 | Algal Alternative oxidase 1 Cyt c | Cytoc	AGRISERA AB	20190952	173.45
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Jul-19	18-Jun-19	PO3043982	AGRISERA AB	20190952	8.36
ZZ_Ecology	G101000	ZZAG/324	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	23-Oct-19	22-Oct-19	COVER GLASS ROUND dia 13 MM NO 1	VWR INTERNATIONAL LTD	5064264130	34.98
ZZ_Ecology	G101000	ZZAG/324	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	23-Oct-19	22-Oct-19	COVER GLASS ROUND dia 13 MM NO 1	VWR INTERNATIONAL LTD	5064264130	7.00
ZZ_Ecology	G101000	ZZAG/324	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Nov-19	23-Oct-19	SuperScript III RNase H- Reverse Transcriptase	BIOCHEMISTRY	1074390	168.95
ZZ_Ecology	G101112	ZZAG/456	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Dec-19	19-Nov-19	0.5kg parcel to Bristol	DHL INTERNATIONAL (UK) LTD	CBO3131059	6.57

Note: If your department owns the **Award**, the report displays all projects that belong to **Award**, regardless of which department is running the **Project**.

Default options

There are a number of default options but some of these can be overridden by the user.

When running the report, the default positions are:

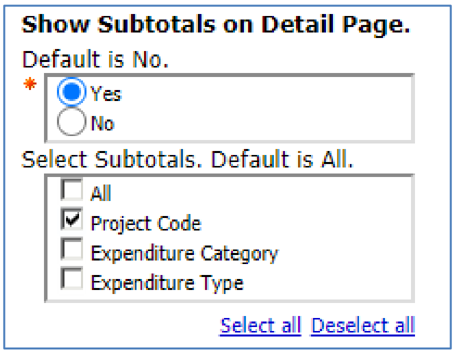
- Excludes awards/projects that have been closed [**can** be overridden by the user].

- Don't show subtotals on detail page [**can** be overridden by the user]
- Run report for Expenditure only [**can** be overridden by the user to include commitments]
- Shows **Award**/***Project Code(s)*** [**cannot** be overridden by the user].

Show Subtotals on Detail Page

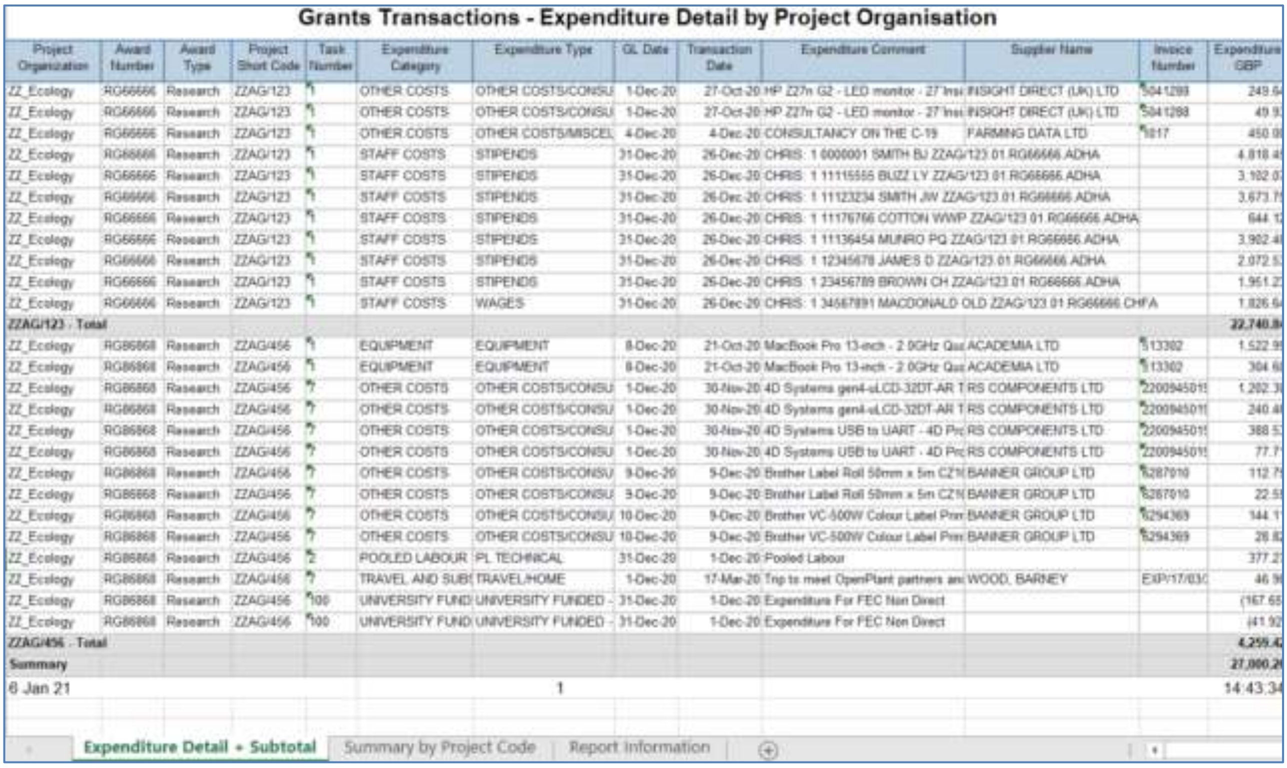
As indicated above, the default for this option is **No**. If you want subtotals to be included, select **Yes**. Then click on **Select School** or **Select Award/Project Organisation**, even if you've already done so.

The choice of which subtotals to include is defaulted to **All** if **Show Subtotals** set to **Yes**, but can be changed by the user.



Note: The choice for **Select Subtotals** only appears if you click the **Select School or Project/Award Organisation AFTER** you've changed the **Show Subtotals** to **Yes**.

*Example of report with Show Subtotals on Details Page set to **Yes**, and **Project Number** selected:*



Grants Transactions - Expenditure Detail by Project Organisation

Project Organization	Award Number	Award Type	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure GBP
ZZ_Ecology	RG66666	Research	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	27-Oct-20	HP Z27n G2 - LED monitor - 27 Insi	INSIGHT DIRECT (UK) LTD	5041288	249.6
ZZ_Ecology	RG66666	Research	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	27-Oct-20	HP Z27n G2 - LED monitor - 27 Insi	INSIGHT DIRECT (UK) LTD	5041288	49.9
ZZ_Ecology	RG66666	Research	ZZAG/123	1	OTHER COSTS	OTHER COSTS/MISCEL	4-Dec-20	4-Dec-20	CONSULTANCY ON THE C-19	FARMING DATA LTD	1017	450.0
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 0000001 SMITH BJ ZZAG/123 01 RG66666 ADHA			4,818.4
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11115555 BUZZ LY ZZAG/123 01 RG66666 ADHA			3,102.0
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11123234 SMITH JW ZZAG/123 01 RG66666 ADHA			3,673.7
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11176766 COTTON WWP ZZAG/123 01 RG66666 ADHA			644.1
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 11136454 MUNRO PQ ZZAG/123 01 RG66666 ADHA			3,902.4
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 12345678 JAMES D ZZAG/123 01 RG66666 ADHA			2,072.5
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Dec-20	26-Dec-20	CHRIS: 1 23456789 BROWN CH ZZAG/123 01 RG66666 ADHA			1,951.2
ZZ_Ecology	RG66666	Research	ZZAG/123	1	STAFF COSTS	WAGES	31-Dec-20	26-Dec-20	CHRIS: 1 34567891 MACDONALD OLD ZZAG/123 01 RG66666 CHFA			1,826.6
ZZAG/123 - Total												**22,740.8**
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Qua	ACADEMIA LTD	513302	1,522.9
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Qua	ACADEMIA LTD	513302	304.6
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-32DT-AR T	RS COMPONENTS LTD	220094501	1,202.3
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-32DT-AR T	RS COMPONENTS LTD	220094501	240.4
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Pro	RS COMPONENTS LTD	220094501	388.5
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Pro	RS COMPONENTS LTD	220094501	77.7
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ1	BANNER GROUP LTD	6287010	112.7
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ1	BANNER GROUP LTD	6287010	22.5
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Prin	BANNER GROUP LTD	6294369	144.1
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CONSU	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Prin	BANNER GROUP LTD	6294369	28.8
ZZ_Ecology	RG86868	Research	ZZAG/456	2	POOLED LABOUR	PL TECHNICAL	31-Dec-20	1-Dec-20	Pooled Labour			377.2
ZZ_Ecology	RG86868	Research	ZZAG/456	7	TRAVEL AND SUBS	TRAVEL/HOME	1-Dec-20	17-Mar-20	Trip to meet OpenPlant partners an	WOOD, BARNEY	EXP/17/03	46.9
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUND	UNIVERSITY FUNDED -	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(167.65
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUND	UNIVERSITY FUNDED -	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(41.92
ZZAG/456 - Total												**4,259.4**
Summary												**27,000.2**
6 Jan 21						1						14:43:34

Expenditure Detail + Subtotal | Summary by Project Code | Report Information

*Example of report with Show Subtotals on Details Page set to **Yes**, and **Expense Category and Type** selected:*

Project Organization	Award Number	Award Type	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	Expenditure GBP
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad-	ACADEMIA LTD	513302	1,522.99
ZZ_Ecology	RG86868	Research	ZZAG/456	1	EQUIPMENT	EQUIPMENT	8-Dec-20	21-Oct-20	MacBook Pro 13-inch - 2.0GHz Quad-	ACADEMIA LTD	513302	304.60
EQUIPMENT - Total												**1,827.59**
EQUIPMENT - Total												**1,827.59**
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-320T-AR TFT	RS COMPONENTS LTD	2200945019	1,202.30
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems gen4-uLCD-320T-AR TFT	RS COMPONENTS LTD	2200945019	240.46
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Progr	RS COMPONENTS LTD	2200945019	388.53
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	1-Dec-20	30-Nov-20	4D Systems USB to UART - 4D Progr	RS COMPONENTS LTD	2200945019	77.71
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ100	BANNER GROUP LTD	5287010	112.75
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	9-Dec-20	9-Dec-20	Brother Label Roll 50mm x 5m CZ100	BANNER GROUP LTD	5287010	22.55
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Printe	BANNER GROUP LTD	5294369	144.11
ZZ_Ecology	RG86868	Research	ZZAG/456	7	OTHER COSTS	OTHER COSTS/CC	10-Dec-20	9-Dec-20	Brother VC-500W Colour Label Printe	BANNER GROUP LTD	5294369	28.82
OTHER COSTS/CONSUMABLES - Total												**2,217.23**
OTHER COSTS - Total												**2,217.23**
ZZ_Ecology	RG86868	Research	ZZAG/456	2	POOLED LABOUR	PL TECHNICAL	31-Dec-20	1-Dec-20	Pooled Labour			377.27
PL TECHNICAL - Total												**377.27**
POOLED LABOUR - Total												**377.27**
ZZ_Ecology	RG86868	Research	ZZAG/456	7	TRAVEL AND SUBS	TRAVEL/HOME	1-Dec-20	17-Mar-20	Trip to meet OpenPlant partners and a	WOOD, BARNEY	EXP/17/03/20	46.90
TRAVEL/HOME - Total												**46.90**
TRAVEL AND SUBSISTENCE – Total												**46.90**
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUNDE	UNIVERSITY FUNC	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(167.65)
UNIVERSITY FUNDED - CHEST - Total												**(167.65)**
ZZ_Ecology	RG86868	Research	ZZAG/456	100	UNIVERSITY FUNDE	UNIVERSITY FUNC	31-Dec-20	1-Dec-20	Expenditure For FEC Non Direct			(41.92)
UNIVERSITY FUNDED - DEPT - Total												**(41.92)**
UNIVERSITY FUNDED - Total												**(209.57)**
Summary												**4,259.42**

Layout

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

Optional: Select Layout Options

- ☐ Show Award PI Name
- ☐ Show Project PI Name
- ☐ Show Award Purpose
- ☐ Show Award Type
- ☐ Show Award Status
- ☐ Show Project Status
- ☐ Show GL Period
- ☐ Show CR and DR Source of Funds
- ☐ Show Currency Code
- ☐ Show Expenditure Batch
- ☐ Show Invoice Date
- ☐ Show PO Number
- ☐ Show Payroll ID and Name
- ☐ Show Sponsor Name
- ☐ Show Sponsor Type
- ☐ Show Transaction Source
- ☐ Show Summary Page by Project Code
- ☐ Show Summary Page by Award Number

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.

Extra layout options

- ☐ Show Summary Page by Project Code
- ☐ Show Summary Page by Award Number

If either of the above options is selected, an additional page/worksheet is added to the report output. This summarises the expenditure detail by **Expenditure Category** and **Type**.

Example of Show Summary Page by Project Code:

ZZAG/123	OTHER COSTS	OTHER COSTS/CONSUMABLES	299.57
		OTHER COSTS/MISCELLANEOUS	450.00
	OTHER COSTS - Total		**749.57**
	STAFF COSTS	STIPENDS	20,164.63
		WAGES	1,826.64
	STAFF COSTS - Total		**21,991.27**
ZZAG/123 - Total			**22,740.84**
ZZAG/456	EQUIPMENT	EQUIPMENT	1,827.59
	EQUIPMENT - Total		**1,827.59**
	OTHER COSTS	OTHER COSTS/CONSUMABLES	2,217.23
	OTHER COSTS - Total		**2,217.23**
	POOLED LABOUR	PL TECHNICAL	377.27
	POOLED LABOUR - Total		**377.27**
	TRAVEL AND SUBSISTENCE	TRAVEL/HOME	46.90
	TRAVEL AND SUBSISTENCE - Total		**46.90**
	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	(167.65)
		UNIVERSITY FUNDED - DEPT	(41.92)
	UNIVERSITY FUNDED - Total		**(209.57)**
ZZAG/456 - Total			**4,259.42**
ZZAG/789	OTHER COSTS	OTHER COSTS/CONSUMABLES	3,653.78
	OTHER COSTS - Total		**3,653.78**
ZZAG/789 - Total			**3,653.78**

Filtering information to enhance the basic report

Before running the report, you should ensure that only the data you require is returned. The following are optional, but you should at least choose the **Award** or **Project** number.

If **Award organisation** was selected originally:

Optional. Click here to Select Award No.(s), Expenditure Type(s), Task Number(s).

If **Project organisation** was selected originally:

Optional. Click here to Select Project No.(s), Expenditure type(s), Task Number(s).

Award/Project number

Depending on your initial selection of **Award** or **Project Organisation**, choose the relevant Award(s) or Project(s), bearing in mind this is a detailed, i.e. line by line, report.

Optional: Select Award Number(s). Leave blank if all required.

Optional: Select Project Number(s). Leave blank if all required.

Task numbers

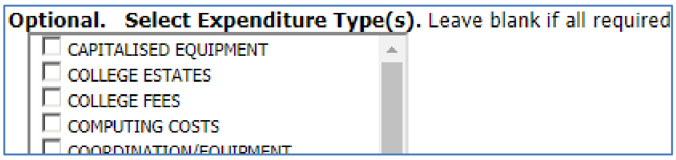
The user can choose to **exclude** Task Number(s) by ticking relevant box(es).

Optional: Select Task Number(s) to Exclude. Leave blank if all required.

- [ ] 1
- [ ] 2
- [ ] 3
- [ ] 4
- [ ] 5
- [ ] 6
- [ ] 7

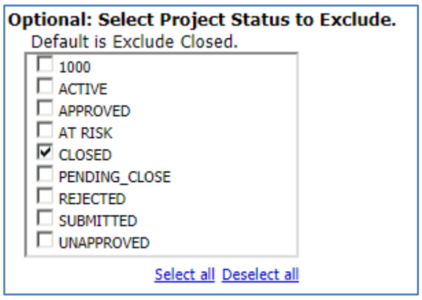
Expenditure Type

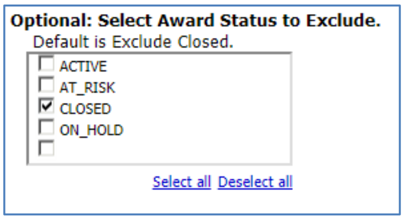
If you are investigating a particular category of expenditure, you can select here. This can be run across all department awards or projects if required by leaving award/project number blank in the relevant selection field.



Award/Project Status

The user can exclude status types. The default is to exclude closed awards/projects. This can be unticked if required.





Note: if the **Award/Project** status is incorrect, please email your RSA (Research Support Adviser). This can only be corrected by ROO staff.

Dates

You can choose the exact date or range of dates, either by the **GL date** or the **Transaction date**, but not both at the same time. The default is **Earliest date** to **Latest date**, i.e. all expenditure throughout life of Award/Project.

- Using a **From** date only - shows all expenditure after the date selected.
- Using a **To** date only - shows expenditure before the date selected
- Using a **From** and **To** date shows expenditure within the date range selected

Saving selections

To **save and/or schedule** your selection parameters, 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 as this report can be set to return information with different layouts and filters. You can set the report to run straight to **Excel** in your report view.

6. *Summary financial reports – cumulative project to date*

Projects by Organisation by PI

This is a useful summary report that could be given out to individual PIs. It lists all projects belonging to the named PI. The report returns the following data, with cumulative project-to-date totals. There is a separate page for each PI.

Project by PI

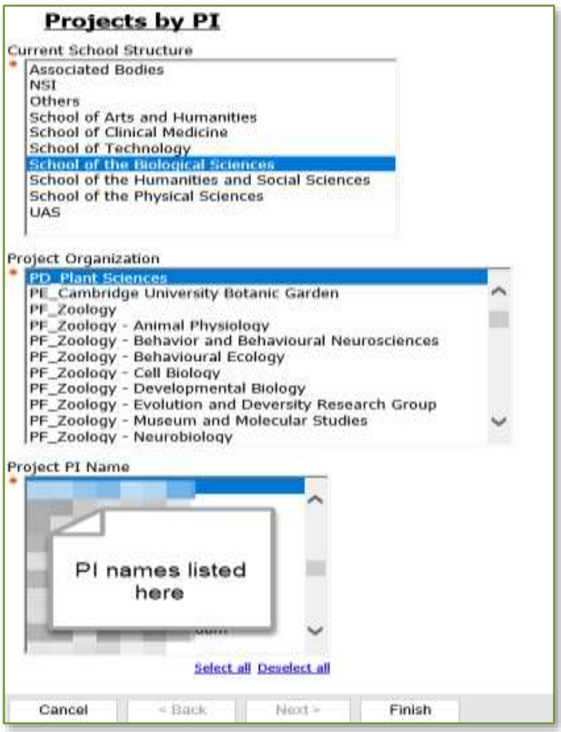
ZZ_Ecology: Moran, Dr Nancy

Project PI Name	Project Short Code	Project Description	Sponsor Name	Project Start Date	Project End Date	Task Numbe	Expenditure Category	Budget	Expenditure	Commitment	Budget Remaining
Moran, Dr Nancy	ZZAG/444	MICROBIOTA ENVIRONMENTS IN INSECTS	EIT FARMING	1-Jan-18	31-Dec-18	1	OTHER COSTS	14,380.53	8,800.20	1,467.39	4,112.94
							STAFF COSTS	3,318.58	135.08	0.00	3,183.50
							SUB CONTRACTING	4,424.78	2,568.44	0.00	1,856.34
	ZZAG/444 - Total							**22,123.89**	**11,503.72**	**1,467.39**	**9,152.78**
	ZZAG/666	IMICROBIOTA IN SOCIAL BEES AND PLANT POLYMERS	UNIVERSITY COLLEGE LONDON (FB BBSRC)	1-Feb-18	31-Jul-18	1	STAFF COSTS	11,931.25	11,931.25	0.00	0.00
							TRAVEL AND SUBSISTENCE	2,000.00	2,000.00	0.00	0.00
						100	ESTATES COSTS	3,992.50	0.00	0.00	3,992.50
							INDIRECT COSTS	10,931.25	0.00	0.00	10,931.25
							INFRASTRUCTURE TECHNICIANS	657.50	0.00	0.00	657.50
							PI COSTS	0.00	0.00	0.00	0.00
							UNIVERSITY FUNDED	(5,902.50)	0.00	0.00	(5,902.50)
	ZZAG/666 - Total							**23,610.00**	**13,931.25**	**0.00**	**9,678.75**
Moran, Dr Nancy - Total								**45,733.89**	**25,434.97**	**1,467.39**	**18,831.53**

Run options

These include:

- by Project Organisation– if you select a project organisation but no data is returned then this means that there are no open projects on that organisation
- by individual PI, all or multiples



Grants by Sponsor Type

This suite of reports has been replaced by the consolidated Grants report: GM Listing and Budget vs Actual Reports.

As a result, you can customise the report to display whatever information you need, provided the field is included in the Optional layout options. You must first decide whether it should be run by ***Award Organisation*** or by ***Project Organisation***.

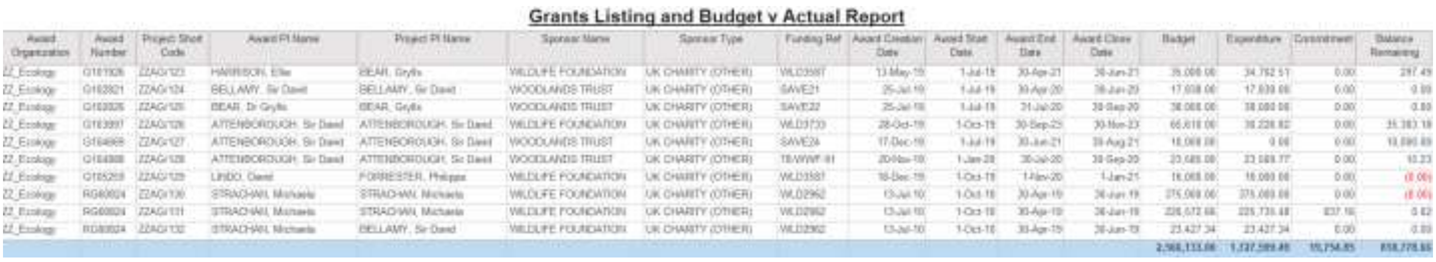
Refer to the section on Sponsor Type and Name in order to use these fields optimally. By running this optional function, a table is populated with all the Sponsor Names and Sponsor Types, which acts as a filter. You can select one sponsor name or type, multiples or all.

Suggested options:

For basic report showing Sponsor Type, by Award Organisation	• ***Show Award PI Name*** • ***Show Project Short Code*** • ***Show Budget to Actual*** • ***Show Project Short Code*** • ***Show Sponsor Type***
Additional fields that may be useful:	• ***Show Award Title*** • ***Show Commitments*** • ***Show Sponsor Name*** • ***Show Project PI Name*** • ***Show Funding Ref***

Note: If you choose to run the report by **Project Organisation**, you could choose ***Show Award Number*** instead of ***Show Project Short Code.***

Example of GM: Listing and Budget vs Actual Reports, with optional selections to show sponsor types



Grants Listing and Budget v Actual Report

Award Organization	Award Number	Project Short Code	Award PI Name	Project PI Name	Sponsor Name	Sponsor Type	Funding Ref	Award Creation Date	Award Start Date	Award End Date	Award Close Date	Budget	Expenditure	Commitment	Balance Remaining
ZZ_Ecology	[illegible]	ZZAG/123	HARRISON, Ellie	BEAR, Grylls	WILDLIFE FOUNDATION	UK CHARITY (OTHER)	WLD3587	13-May-19	1-Jul-19	30-Apr-21	30-Jun-21	[illegible]	34,752.51	0.00	[illegible]
ZZ_Ecology	G103821	ZZAG/124	BELLAMY, Sir David	BELLAMY, Sir David	WOODLANDS TRUST	UK CHARITY (OTHER)	SAVE21	25-Jul-19	1-Jul-19	30-Apr-20	30-Jun-20	[illegible]	[illegible]	0.00	0.00
ZZ_Ecology	[illegible]	ZZAG/125	BEAR, Dr Grylls	BEAR, Grylls	WOODLANDS TRUST	UK CHARITY (OTHER)	SAVE22	25-Jul-19	1-Jul-19	31-Jul-20	30-Sep-20	[illegible]	[illegible]	0.00	0.00
ZZ_Ecology	[illegible]	ZZAG/126	ATTENBOROUGH, Sir David	ATTENBOROUGH, Sir David	WILDLIFE FOUNDATION	UK CHARITY (OTHER)	WLD3730	28-Oct-19	1-Oct-19	30-Sep-23	30-Nov-23	[illegible]	[illegible]	0.00	[illegible]
ZZ_Ecology	[illegible]	ZZAG/127	ATTENBOROUGH, Sir David	ATTENBOROUGH, Sir David	WOODLANDS TRUST	UK CHARITY (OTHER)	SAVE24	17-Dec-19	1-Jul-19	30-Jun-21	31-Aug-21	[illegible]	0.00	0.00	[illegible]
ZZ_Ecology	[illegible]	ZZAG/128	ATTENBOROUGH, Sir David	ATTENBOROUGH, Sir David	WOODLANDS TRUST	UK CHARITY (OTHER)	TB/WWF 01	20-Nov-19	1-Jan-20	30-Jul-20	30-Sep-20	[illegible]	[illegible]	0.00	[illegible]
ZZ_Ecology	[illegible]	ZZAG/129	LINDO, David	FORRESTER, Philippa	WILDLIFE FOUNDATION	UK CHARITY (OTHER)	WLD3587	18-Dec-19	1-Oct-19	1-Nov-20	1-Jan-21	[illegible]	[illegible]	0.00	(0.00)
ZZ_Ecology	[illegible]	ZZAG/130	STRACHAN, Michaela	STRACHAN, Michaela	WILDLIFE FOUNDATION	UK CHARITY (OTHER)	WLD2962	13-Jul-10	1-Oct-18	30-Apr-19	30-Jun-19	[illegible]	[illegible]	0.00	(0.00)
ZZ_Ecology	[illegible]	ZZAG/131	STRACHAN, Michaela	STRACHAN, Michaela	WILDLIFE FOUNDATION	UK CHARITY (OTHER)	WLD2962	13-Jul-10	1-Oct-18	30-Apr-19	30-Jun-19	[illegible]	[illegible]	[illegible]	[illegible]
ZZ_Ecology	[illegible]	ZZAG/132	STRACHAN, Michaela	BELLAMY, Sir David	WILDLIFE FOUNDATION	UK CHARITY (OTHER)	WLD2962	13-Jul-10	1-Oct-18	30-Apr-19	30-Jun-19	23,427.34	23,427.34	0.00	0.00
												[illegible]	[illegible]	15,754.85	[illegible]

Research Council Statement

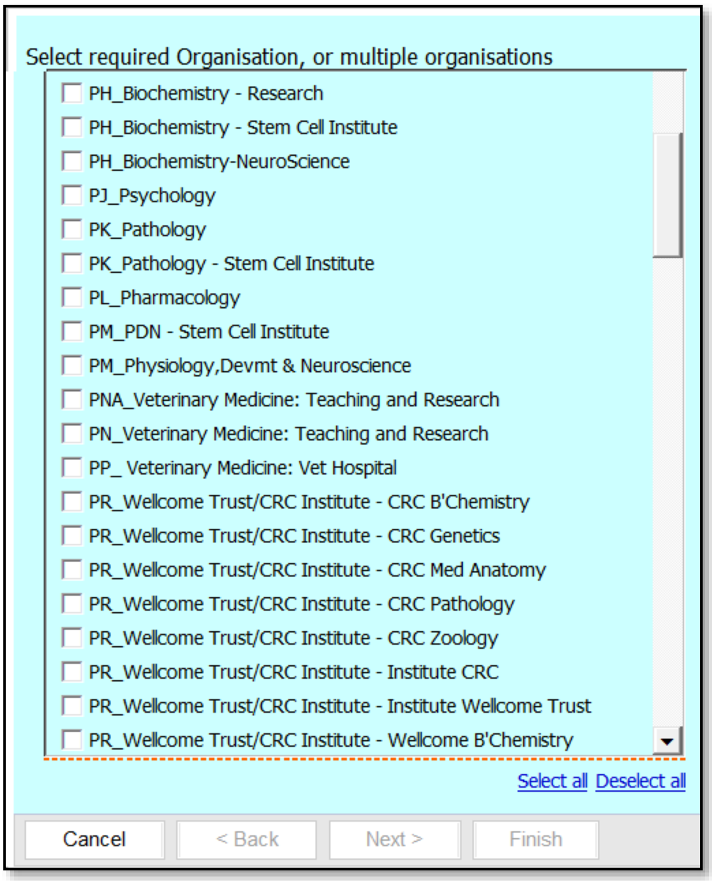
This report provides administrators with a listing of all the different types of Research Council Grants that are held within their department.

Research Council Grants

Award Number	Project Short Code	Sponsor Type	Award Organization	Award PI Name	Award Start Date	Award End Date	Award Status	Funding Ref	Budget
RG45774	ZZAG/168	RESEARCH COUNCIL - BBSRC	ZZ_Ecology	DARWIN, Professor C	1 Apr 2007	31 Mar 2012	ACTIVE	BB/ E527163/1	704,361.50
RG45774									**704,361.50**
RG46708	ZZAG/22	RESEARCH COUNCIL - BBSRC	ZZ_Ecology	SMITH, Dr AG	1 Oct 2006	30 Sep 2012	ACTIVE	BB/ D526110/1	650,664.00
RG46708									**650,664.00**
RG53958	ZZAG/336	RESEARCH COUNCIL - NERC	ZZ_Ecology	DAWKINS, Dr Richard	1 Oct 2008	30 Sep 2012	ACTIVE	NE/ G52441X/	82,624.98

Run options

- Single or multiple Award Organisation



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). Project start and end dates not included. Commitments are excluded.

Project Enquiry

ZZAG/115

Between 1 Aug 2017 and 30 Sep 2017

Task Number	Task Name	Expenditure Category	Expenditure Type	Amount
000001	DIRECT COSTS	OTHER COSTS	OTHER COSTS/CONSUMABLES	0.00
		STAFF COSTS	SALARIES	72,892.28
			WAGES	3,469.35
000001				76,361.63
000100	NON DIRECT COSTS	ESTATES COSTS	ESTATES COSTS - CHEST	945.77
			ESTATES COSTS - DEPT	189.15
		INDIRECT COSTS	INDIRECT COSTS - CHEST	2,255.00
			INDIRECT COSTS - DEPT	450.99
		UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	(640.15)
			UNIVERSITY FUNDED - DEPT	(128.03)
000100				3,072.73
Summary				79,434.36

Run options

- Can be run for either a single project or multiple projects but **single** recommended. *(If run for multiple projects, then data for all projects will be consolidated into just **one** summary, and a list of the projects selected will be displayed at the top of the report.)*

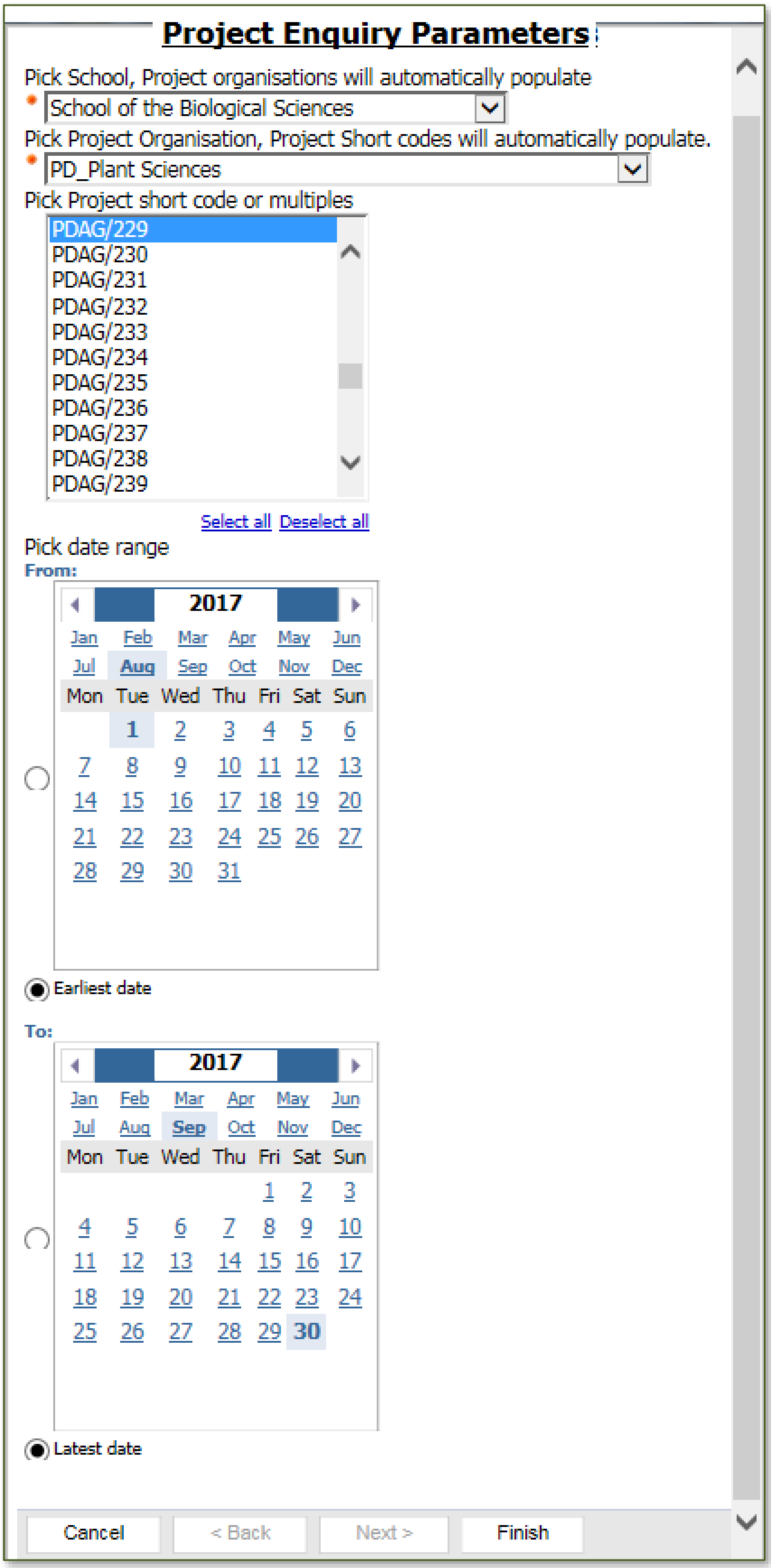
Project Enquiry

ZZAG/115, ZZAG/116, ZZAG/118, ZZAG/222, ZZAG/223, ZZAG/243, ZZAG/333

Between 1 Aug 2017 and 30 Sep 2017

Task Number	Task Name	Expenditure Category	Expenditure Type	Amount
000001	DIRECT COSTS	OTHER COSTS	OTHER COSTS/CONSUMABLES	261.29

- Can be run for all costs on the project to date (select **Earliest date** and **Latest date**) or a particular date range specified, (as in the example above).

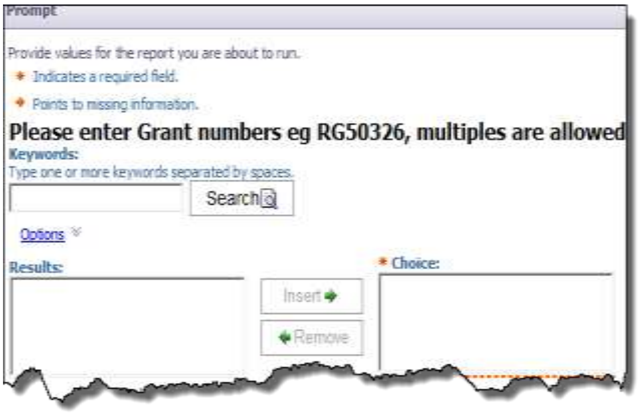

Project Enquiry Parameters
Pick School, Project organisations will automatically populate
School of the Biological Sciences
Pick Project Organisation, Project Short codes will automatically populate.
PD_Plant Sciences
Pick Project short code or multiples
PDAG/229
PDAG/230
PDAG/231
PDAG/232
PDAG/233
PDAG/234
PDAG/235
PDAG/236
PDAG/237
PDAG/238
PDAG/239
Select all
Deselect all
Pick date range
From:
2017
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 31
Earliest date
To:
2017
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
Cancel
< Back
Next >
Finish

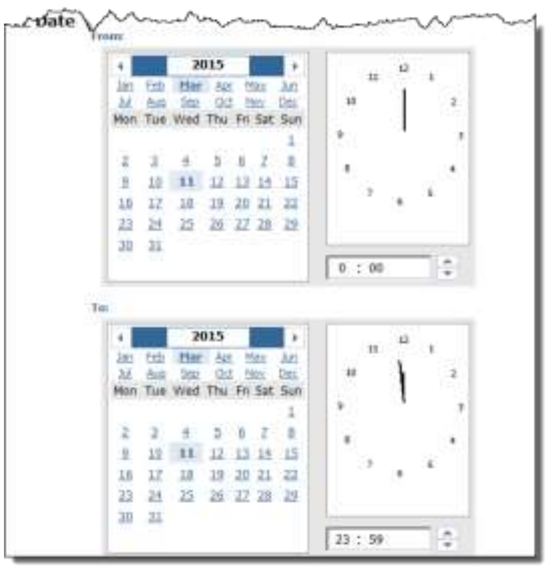
7. Summary reports for a specific date range

Grant Expenditure by Month

This can be run for a single grant or multiple grants, using the *RG/G* number and a specific date range. The report returns the total expenditure per month for each grant selected. If multiple awards are chosen, each one appears on separate page. *NB: Commitments are excluded*.

Parameters





Example of report

Grant Expenditure

Award Number	Award Title	Sponsor Name	GL Period Name	Expenditure Amount
RG12345	Research xxxxx	BBSRC	JAN-17	13,466.94
			FEB-17	13,682.09
			MAR-17	16,819.72
			APR-17	14,795.65
			MAY-17	13,555.78
			JUN-17	19,718.37
			JUL-17	18,638.08
			AUG-17	15,897.12
RG 12345			RG 12345	126,573.75
Summary			Summary	126,573.75

Grants Actual Expenditure by Project Organisation

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.

The report is formatted into three sections:

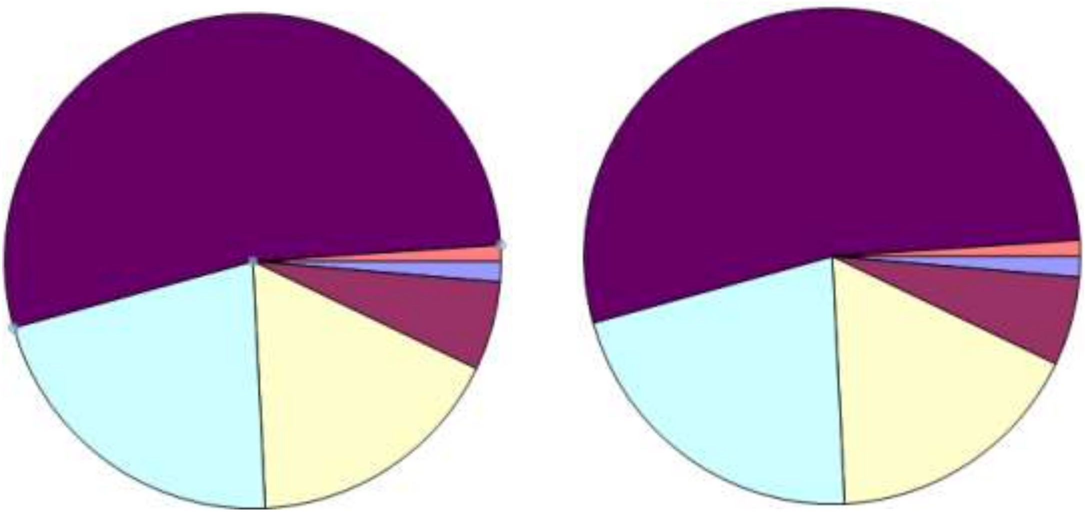
Section1 Actual Expenditure by Expenditure Type (pie chart and tabular format)

Section 2 Actual Expenditure by Sponsor Type (pie chart and in tabular format)

Section 3 Combined expenditure by sponsor type by expenditure category (tabular format only)

Grants Actual Expenditure by Project Organisation by Expenditure Type

Report start date 1 Mar 2013 **Report end date** 31 Mar 2013

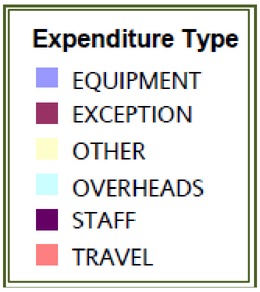


ZZ Ecology

Grand Total

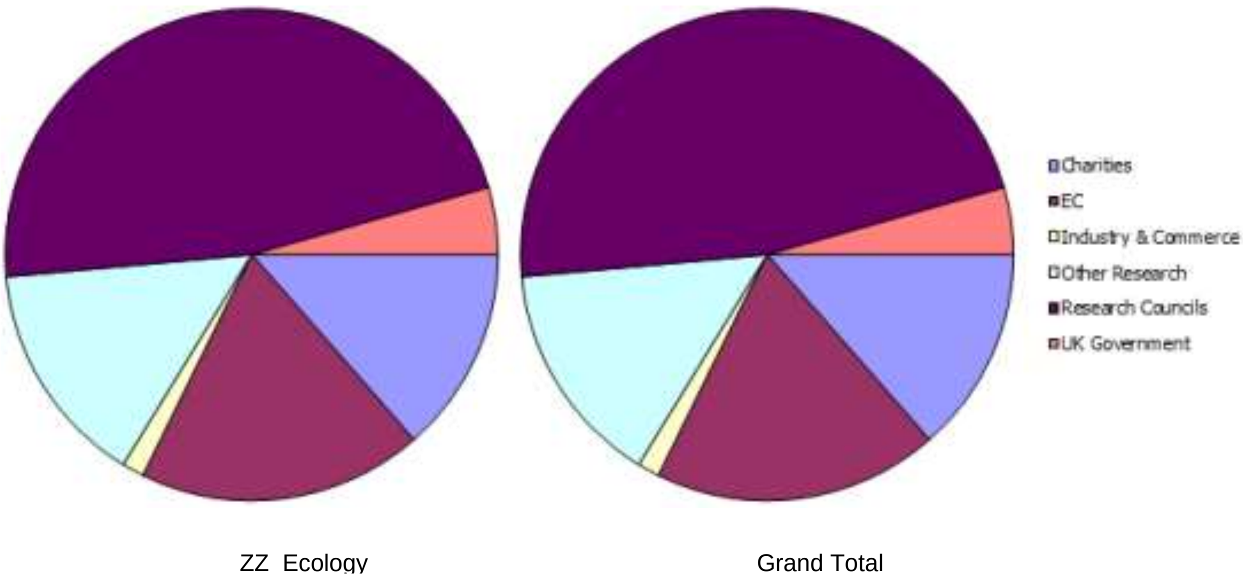
Project Organisation by Expenditure Type

Amount	EQUIPMENT	EXCEPTION	OTHER	OVERHEADS	STAFF	TRAVEL	Total Amount
ZZ_Ecology Division A	17,887	4,825	174,355	38,229	138,111	16,280	389,687
Grand Total	17,887	4,825	174,355	38,229	138,111	16,280	389,687



Grants Actual Expenditure by Project Organisation by Sponsor

Report start date *1 Mar 2013* Report end date *31 Mar 2013*



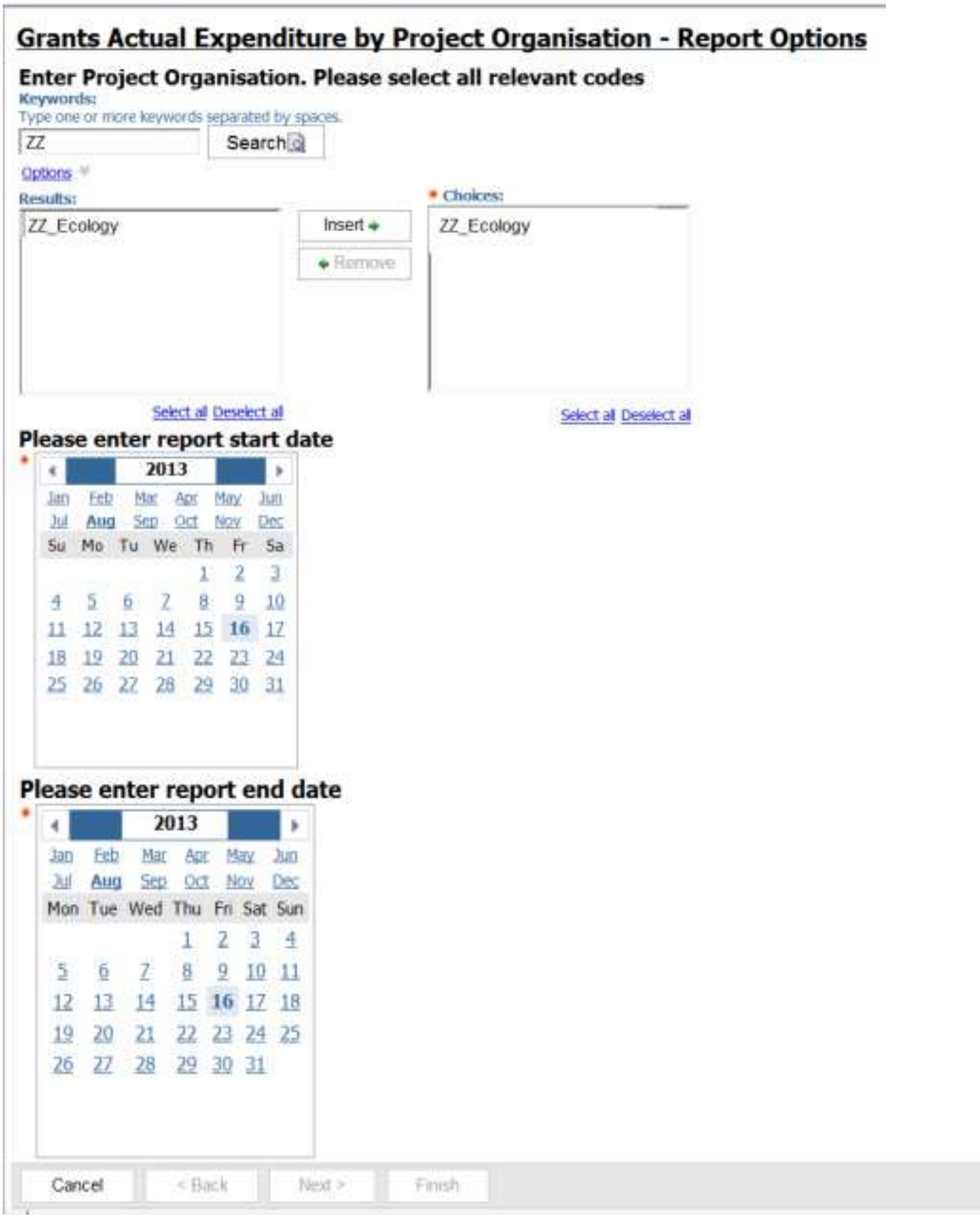
Project Organisation by Sponsor

Amount	Charities	EC	Industry & Commerce	Other Research	Research Councils	Total
ZZ_Ecology Division A	24,088.10	23,745.73	228,726.83	21,493.24	91,632.64	389,686.54
Grand Total	24,088.10	23,745.73	228,726.83	21,493.24	91,632.64	389,686.54

GL Date	GL Period Name	Project Organization	Super Category	Sponsor Type	Expenditure Category (customised)	Expenditure Type	Amount
1 Mar 2013	MAR-13	ZZ_Ecology Division A	Charities	UK CHARITY (OTHER)	TRAVEL	TRAVEL/FOREIGN	211.40
1 Mar 2013	MAR-13	ZZ_Ecology Division A	EC	EU GOVERNMENT/EU COMMISSION	OTHER	OTHER COSTS/CONSUMABLES	64.80
1 Mar 2013	MAR-13	ZZ_Ecology Division A	EC	EU GOVERNMENT/EU COMMISSION	TRAVEL	TRAVEL/CONFERENCE	459.19
1 Mar 2013	MAR-13	ZZ_Ecology Division A	Industry & Commerce	UK PRIVATE INDUSTRY/COMM.	OTHER	OTHER COSTS/CONSUMABLES	539.39

Run options

- Enter your Department code in the search field
- Select the required Project Organisation(s) from the results box and insert them into the Choices box
- Enter the dates you wish the report to cover


Grants Actual Expenditure by Project Organisation - Report Options
Enter Project Organisation. Please select all relevant codes
Keywords:
Type one or more keywords separated by spaces.
ZZ
Search
Options
Results:
ZZ_Ecology
Insert
Remove
Choices:
ZZ_Ecology
Select all Deselect all
Select all Deselect all
Please enter report start date
2013
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
Su Mo Tu We Th Fr Sa
Please enter report end date
2013
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
Mon Tue Wed Thu Fri Sat Sun
Cancel
< Back
Next >
Finish

Year End Grants Report (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 is not restricted to year end, and can be run at any time.

The report:

- 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)
- provides cumulative totals to date for the current year.

Run options

This report is best run to Excel.

Report parameters

Grants Year end Report

Report period start *1 Aug 2013 0:00* **Report period end** *31 Jul 2014 0:00*
Project Organisation ZZ_Ecology

						EC FW7 PRICE ADJUSTMENT	EQUIPMENT	ESTATES COSTS	INDIRECT COSTS	INFRASTRUCTURE TECHNICIANS	OTHER COSTS	OVERHEADS	OVERHEADS MC FIXED	
						Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actua
ZZ	RG00000(P	INTERFACE TABLE REJECTIONS	ZZAG/000	RSD	Suspense						0.00			
	RG12345	THE FUNCTION AND SUBSTRAT	ZZAG/123	Sponsor Name	PI Name			0.00	0.00		87,465.18			
	RG54321	CONTROL OF PLANT MEIOSIS	ZZAG/124	Sponsor Name	PI Name			2,269.32	5,768.08		24,185.63			
	RG98765	REGULATION AND EVOLUTION	ZZAG/125	Sponsor Name	PI Name						75,186.39	35,927.88		
	RG56789	EVOLUTION FUNCTION AND DE	ZZAG/126	Sponsor Name	PI Name			0.00	0.00	0.00	0.15			
	RG85236	UNIVERSITY RESEARCH FELLO	ZZAG/127	Sponsor Name	PI Name			14,029.97	33,414.30	1,757.40	9,430.03			
	RG32589	THE FUNCTION AND SUBSTRAT	ZZAG/128	Sponsor Name	PI Name		(945.82)	0.00	0.00	0.00	945.82			

PI COSTS	POOLED LABOUR	RESEARCH FACILITIES	STAFF COSTS	SUB CONTRACTING	TRAVEL AND SUBSISTENCE	UNIVERSITY FUNDED	Total(Expenditure Category)		
tual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	**Actual current year**	**Bfd Balance**	**Cumulative Total**
	0.00		12,992.24				**12,992.24**	**0.00**	**12,992.24**
0.00			47,457.66			0.00	**134,922.84**	**1,865,661.61**	**2,000,584.45**
			7,031.40			(2,721.21)	**36,533.22**	**397,942.81**	**434,476.03**
			106,088.76		0.00		**217,203.03**	**1,734,009.71**	**1,951,212.74**
			0.00			0.00	**0.15**	**257,746.43**	**257,746.58**
			23,774.69			(17,948.46)	**64,457.93**	**360,017.36**	**424,475.29**
	0.00	0.00	0.00		0.00	214.64	**214.64**	**282,032.06**	**282,246.70**

8. Detailed listings of expenditure

Detailed Expenditure Enquiry by Project

As the name suggests, this report provides a detailed listing of all expenditures charged to a project from CHRIS, Accounts Payable (AP) and by journal.

It can be used to identify 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.

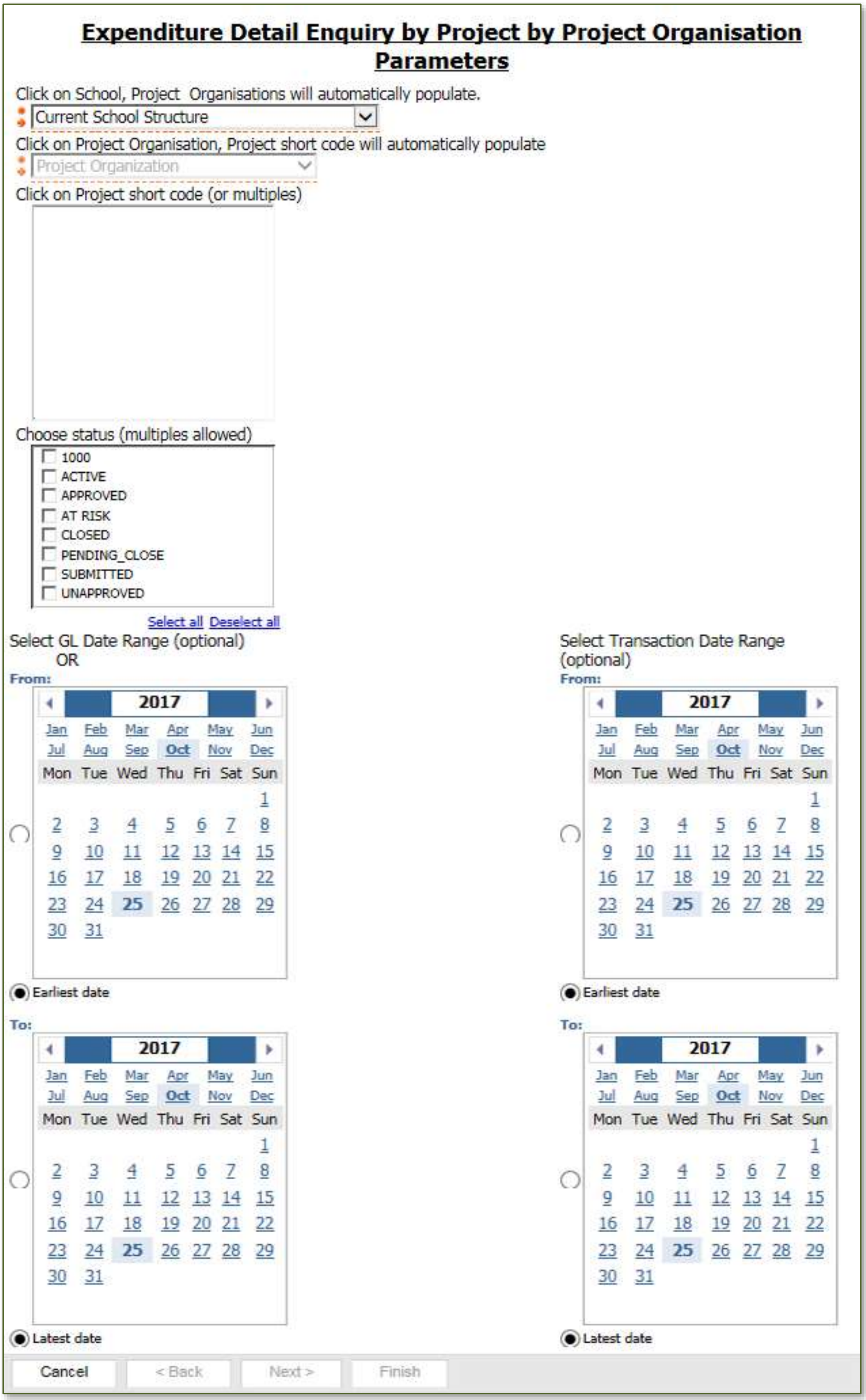
Run options include:

- individual or multiple project codes;
- single, all or a selection of project statuses;
- specific date range by either GL or Transaction, or project-to-date.

This report is best run to Excel.

Grants Transactions - Expenditure Detail Query by Project Organisation

Project Organization	Award Number	Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	PO Number	Expenditure
ZZ_Ecology	RG12345	ZZAG/432	1	POOLED LABOUR	PL TECHNICAL	31-Jan-14	1-Jan-14	Pooled Labour				869.61
ZZ_Ecology	RG12345	ZZAG/432	1	STAFF COSTS	STIPENDS	31-Jan-14	31-Jan-14	CHRIS: 1 30001111 SOAP J ZZAG/432.01.RG12345.ABAE				3,134.99
ZZ_Ecology	RG12345	ZZAG/432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	1-Feb-14	27-Jan-14	OLIGO	INTEGRATED DNA TECHN	6488107	1802468	8.12
ZZ_Ecology	RG12345	ZZAG/432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	7-Feb-14	6-Feb-14	EMEA CC-HE contract uplift iMac	APPLE DISTRIBUTION INTE	4508437790	1809450	45.60
ZZ_Ecology	RG12345	ZZAG/432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	13-Feb-14	6-Feb-14	iMAC 27-inch	APPLE DISTRIBUTION INTE	4508593609	1809450	2,074.00
ZZ_Ecology	RG12345	ZZAG/432	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	13-Feb-14	6-Feb-14	iMAC 27"	APPLE DISTRIBUTION INTE	4508593609	1809450	414.80
ZZ_Ecology	RG12345	ZZAG/432	1	STAFF COSTS	STIPENDS	28-Feb-14	28-Feb-14	CHRIS: 1 30001111 SOAP J ZZAG/432.01.RG12345.ABAE				3,199.97
ZZ_Ecology	RG12345	ZZAG/432	100	ESTATES COSTS	ESTATES COSTS - CHEST	28-Feb-14	1-Feb-14	Expenditure For FEC Non Direct				963.63
ZZ_Ecology	RG12345	ZZAG/432	100	ESTATES COSTS	ESTATES COSTS - DEPT	28-Feb-14	1-Feb-14	Expenditure For FEC Non Direct				160.81
ZZ_Ecology	RG12345	ZZAG/432	100	INDIRECT COSTS	INDIRECT COSTS - CHEST	28-Feb-14	1-Feb-14	Expenditure For FEC Non Direct				2,705.85
ZZ_Ecology	RG54321	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	23-Oct-17	13-Oct-17	{CartId' 105355412~ConfigurationID'3	SIGMA-ALDRICH CO LTD	810523[illegible]	2827643	90.00
Summary												2,349,168.70
25 Oct 17							1					11:05:09


Expenditure Detail Enquiry by Project by Project Organisation Parameters
Click on School, Project Organisations will automatically populate.
Current School Structure
Click on Project Organisation, Project short code will automatically populate
Project Organization
Click on Project short code (or multiples)
Choose status (multiples allowed)
1000
ACTIVE
APPROVED
AT RISK
CLOSED
PENDING_CLOSE
SUBMITTED
UNAPPROVED
Select all Deselect all
Select GL Date Range (optional)
OR
From:
2017
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
Mon Tue Wed Thu Fri Sat Sun
Earliest date
To:
Latest date
Select Transaction Date Range (optional)
From:
Earliest date
To:
Latest date
Cancel
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Payroll Costs

This report provides administrators with a summary of the charging of employees' salaries across all the awards in their department.

Useful for:

- checking the departmental suspense accounts
- double-checking which grants individuals have been charged against
- providing a block of payroll data for further analysis

ZZ_Ecology Staff Cost for JUL-18

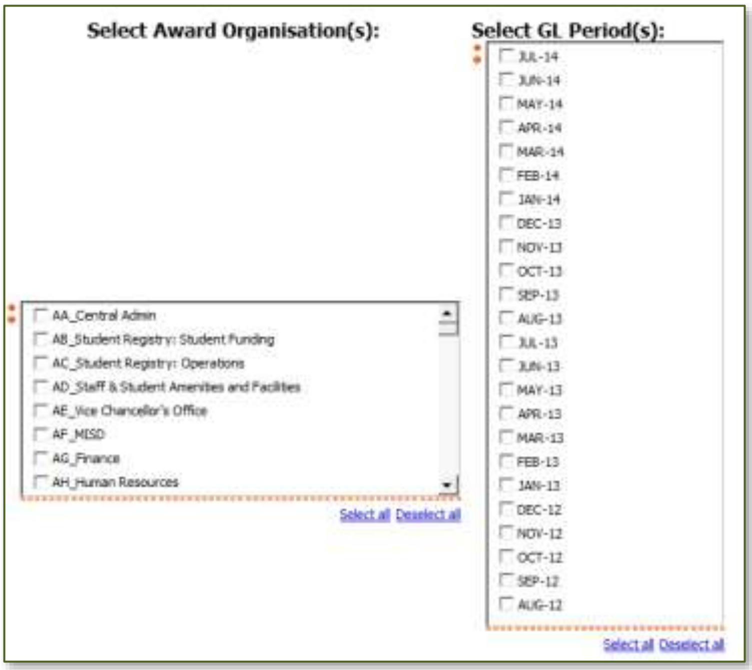
Award Number	Project Short Code	Expenditure Category	Expenditure Type	Task Number	Expenditure Comment	Payroll ID	Name	Code	Amount	GL Date	GL Period Name
RG00000(ZZAG)	ZZAG/000	STAFF COSTS	STIPENDS	1	CHRIS: 1 30031921 SMITH M ZZAG/421.01.RG86921.ADHA A task-level transaction control has been violated	30031921	SMITH M ZZAG/421.01.RG86921.ADHA A task-level transaction control has been violated		0.00	31-Jul-18	JUL-18
RG00000(ZZAG)	ZZAG/000	STAFF COSTS	STIPENDS	1	CHRIS: 1 30033288 BLOGGS J ZZAG/404.01.RG91309.ADZA Award status does not permit new transactions	30033288	BLOGGS J ZZAG/404.01.RG91309.ADZA Award status does not permit new transactions		0.00	31-Jul-18	JUL-18
RG00000(ZZAG)	ZZAG/000	STAFF COSTS	STIPENDS	1	CHRIS: 1 30033416 BROWN C ZZAG/425.01.RG92534.ADHA Award is not associated with the project	30033416	BROWN ZZAG/425.01.RG92534.ADHA Award is not associated with the project		0.00	31-Jul-18	JUL-18
RG00000(ZZAG)	ZZAG/000	STAFF COSTS	STUDENT MAINTENANCE	1	CHRIS: 1 30026887 GREEN A ZZAG/346.02.RG84376.FAAE	30026887	DAVIS CJ	ZZAG/346.02.RG88888.FAAE	0.00	31-Jul-18	JUL-18
RG12345	ZZAG/226	STAFF COSTS	SALARIES	1	IT SUPPORT SCIENTIFIC COMPUTING MAY TO JULY 2018 HENRY JONES	N/A	N/A	N/A	2,751.45	31-Jul-18	JUL-18
RG12345	ZZAG/226	STAFF COSTS	STIPENDS	1	CHRIS: 1 10092076 HENRY JONES ZZAG/226.01.RG12345.ADHA	10092076	HENRY JONES	ZZAG/226.01.RG12345.ADHA	879.12	31-Jul-18	JUL-18
RG98745	ZZAG/431	STAFF COSTS	STIPENDS	1	Alison White 112 Hours	N/A	N/A	N/A	2,303.84	31-Jul-18	JUL-18
RG66666	ZZZM/351	STAFF COSTS	STIPENDS	1	CHRIS: 1 30024901 MCARTNEY S ZZZM/351.01.RG66666.ADHA	30024901	MCARTNEY S	ZZZM/351.01.RG66666.ADHA	511.44	31-Jul-18	JUL-18
Summary									6,445.85		

Run options

The report can be run by:

- single or multiple ***Award Organisations***
- single or multiple ***GL Periods***

Parameters



Actual Expenditure (billing report) Final and Total

These reports show expenditure against a specific award/s by transaction or General Ledger (GL) posting dates and are useful for reviewing final expenditure against reports such as the annual expenditure statements for EC awards (Form Cs). It provides detailed information such as:

Expenditure Category	Supplier Name
Expenditure Type	Expenditure comment
GL Period	Payroll ID
Transaction Date	Task Number
Invoice Number	Amount

The running of the reports is the same, as is the total. The differences are given in table below:

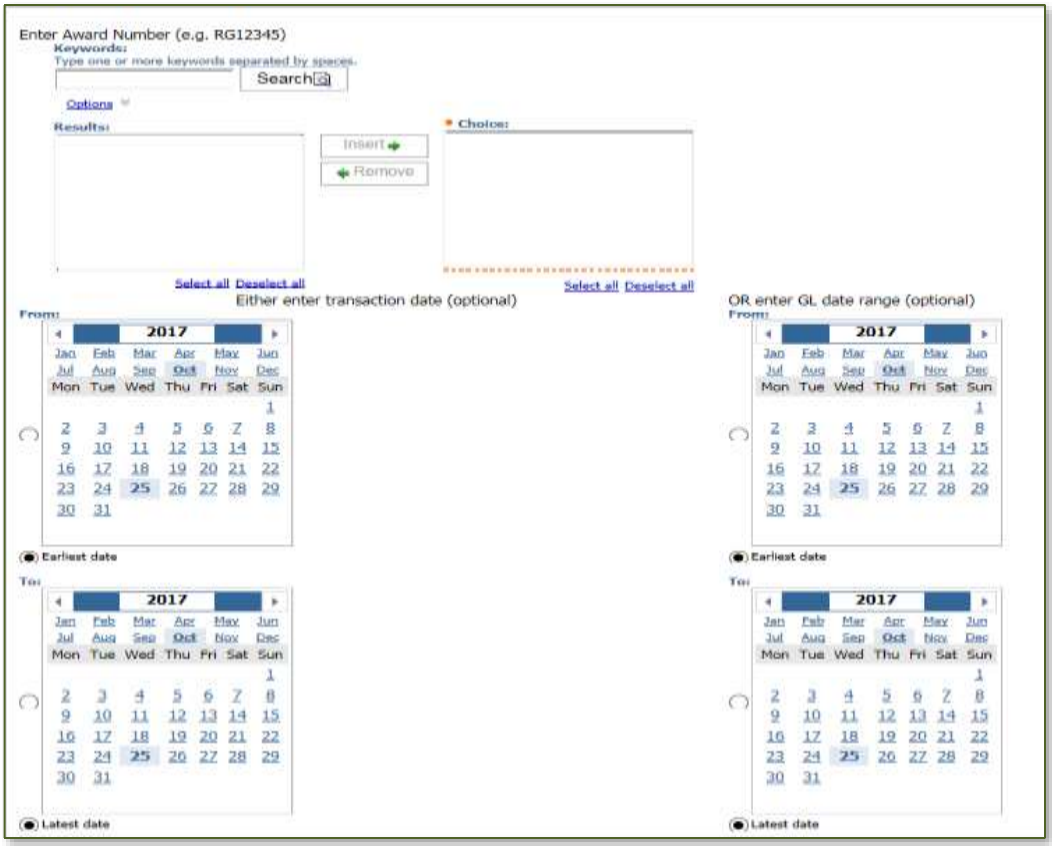
Actual Expenditure (Billing report) Final	***Actual Expenditure (Billing report) totals***
Net amount and VAT shown in separate lines	Transactions show gross amount
Includes Award number in each line	Award number in heading only
Sub-totals by Expenditure Category & Task	Sub-totals by Expenditure Category/Type & Task
Second tab (Excel) = summary per project, task NOT included	Second tab (Excel) = summary per project, by task, expenditure category and type.

These reports are currently found in the *Grants Reporting >Other* folder.

Run options

The *Final* version of this report is best run to Excel due to number of columns. The *Total* version can be run in either, but occasionally the columns run over two pages. In Excel format, the report produces two worksheets, in PDF format, page down to view the *Expenditure by Category* detail.

Parameters



Example of Actual Expenditure (billing report) Final (Excel format)

Actual Expenditure (Billing report) Detail for RG12345

GL Date OR Transaction date Between 1 Jun 2018 and 31 Jul 2018

Project Short Code	Award Number	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Transaction Business Key	Invoice Number	Supplier Name	Transaction Source	Expenditure Comment	Payroll ID	Name	Task Number	Amount
XXAG/976	RG68461	OTHER COSTS	OTHER COSTS/MISCELLAN	JUL-18	30-Jul-18	14339081	EXP: ISMB CONFERENCE	BLOGGS, JOE	AP INVOICE	Dropbox subscription for Joe Bloggs	N/A	N/A	11	79.00
														79.00
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/FOREIGN	JUN-18	14-Jun-18	14195604	58832643	KEY TRAVEL LTD	AP INVOICE	Return flights to conference London	N/A	N/A	11	561.30
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/FOREIGN	JUN-18	14-Jun-18	14210773	58940064	KEY TRAVEL LTD	AP INVOICE	Return flights to conference London	N/A	N/A	11	105.40
XXAG/976	RG68461	TRAVEL AND SUBS	TRAVEL/SUBSISTENCE	JUL-18	30-Jul-18	14339080	EXP: ISMB CONFERENCE	BLOGGS, JOE	AP INVOICE	Accommodation, taxis, rail travel and	N/A	N/A	11	1,064.45
														1,731.15
XXAG/976														**1,810.15**
														51,102.16
ZXAG/010														**51,102.16**
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUN-18	13-Jun-18	14217276	1813213	BIOCHEMISTRY	AP INVOICE	"ETHANOL" Wash Bottle 500ml each	N/A	N/A	5	8.70
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUN-18	13-Jun-18	14218649	1813213	BIOCHEMISTRY	AP VARIANCE	"ETHANOL" Wash Bottle 500ml each	N/A	N/A	5	0.22
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUN-18	13-Jun-18	14217277	1813213	BIOCHEMISTRY	AP INVOICE	Autoclave Bag Plain High-Temp, 410r	N/A	N/A	5	12.70
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUN-18	13-Jun-18	14218650	1813213	BIOCHEMISTRY	AP VARIANCE	Autoclave Bag Plain High-Temp, 410r	N/A	N/A	5	0.32
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUN-18	28-Jun-18	14226146	8105652568	SIGMA-ALDRICH CO LTD	AP INVOICE	DIMETHYL SULFOXIDE, STERILE-FILT	N/A	N/A	5	108.24
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUL-18	29-Jun-18	14244355	5863820934	VWR INTERNATIONAL LTD	AP INVOICE	MICROPLATE 96W CL RND ULT LOW	N/A	N/A	5	265.33
ZYAG/254	RG68461	OTHER COSTS	OTHER COSTS/MISCELLAN	JUL-18	17-Jul-18	14346087	1815457	PATHOLOGY	AP INVOICE	Flow Cytometry recharges Jan-Jun'1	N/A	N/A	5	15.33
														410.84
ZYAG/254														**410.84**
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLAN	JUL-18	25-Jul-18	14362377	7482459889	DELL CORPORATION LTD	AP INVOICE	[1021656846388|1] Dell 27 Monitor |	N/A	N/A	1	243.60
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLAN	JUL-18	25-Jul-18	14363213	7482459889	DELL CORPORATION LTD	AP NRTAX	[1021656846388|1] Dell 27 Monitor |	N/A	N/A	1	48.72
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLAN	JUL-18	25-Jul-18	14362376	7482459889	DELL CORPORATION LTD	AP INVOICE	[1021656846388|2] Dell Premier Wire	N/A	N/A	1	60.47
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/MISCELLAN	JUL-18	25-Jul-18	14363212	7482459889	DELL CORPORATION LTD	AP NRTAX	[1021656846388|2] Dell Premier Wire	N/A	N/A	1	12.09
														364.88
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUL-18	25-Jul-18	14353866	2872809	ONECALL	AP INVOICE	SSD, 2.5 inch SATA6GBPS, 850 EVO, 1TB; Drive interface:SATA 6	N/A	N/A	18	267.94
ZZAG/223	RG68461	OTHER COSTS	OTHER COSTS/CONSUMAI	JUL-18	25-Jul-18	14353416	2872809	ONECALL	AP NRTAX	SSD, 2.5 inch SATA6GBPS, 850 EVO, 1TB; Drive interface:SATA 6	N/A	N/A	18	53.59

Detail Summary

Second tab (***Final***) is a ***summary,*** per project, of all expenditure by category and type

Actual Expenditure (Billing Report) Summary

For RG12345

Transaction date range Between 1 Jun 2018 and 31 Jul 2018 **OR GL Date Range**

Project Short Code	Expenditure Category	Expenditure Type	Amount
ZZAG/976	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	79.00
	OTHER COSTS		**79.00**
	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	666.70
		TRAVEL/SUBSISTENCE	1,064.45
	TRAVEL AND SUBSISTENCE		**1,731.15**
ZZAG/976			**1,810.15**
ZZAG/010	STAFF COSTS	STUDENT MAINTENANCE	51,102.16
	STAFF COSTS		**51,102.16**
ZZAG/010			**51,102.16**
ZZAG/254	OTHER COSTS	OTHER COSTS/CONSUMABLES	395.51
		OTHER COSTS/MISCELLANEOUS	15.33
	OTHER COSTS		**410.84**
ZZAG/254			**410.84**
ZZAG/223	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	364.88
	OTHER COSTS		**364.88**
	[illegible]	[illegible]	[illegible]
	OTHER COSTS		**34.96**
	TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37
	TRAVEL AND SUBSISTENCE		**0.37**
	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.49
	OTHER COSTS		**96.49**
	TRAVEL AND SUBSISTENCE	TRAVEL/CONFERENCE	122.15
	TRAVEL AND SUBSISTENCE		**122.15**
ZZAG/175			**353.91**
ZZZG/342	OTHER COSTS	OTHER COSTS/ANIMALS	929.45
		OTHER COSTS/CONSUMABLES	8,751.91
	OTHER COSTS		**9,681.36**
	OTHER COSTS	OTHER COSTS/CONSUMABLES	613.42
		OTHER COSTS/MISCELLANEOUS	720.00
	OTHER COSTS		**1,333.42**
	TRAVEL AND SUBSISTENCE	TRAVEL/HOME	327.17
	TRAVEL AND SUBSISTENCE		**327.17**
ZZZG/342			**11,341.95**
ZZAG/366	OTHER COSTS	OTHER COSTS/CONSUMABLES	234.69
	OTHER COSTS		**234.69**
	OTHER COSTS	OTHER COSTS/CONSUMABLES	4,231.35
	OTHER COSTS		**4,231.35**
ZZAG/366			**4,466.04**
ZZZC/114	OTHER COSTS	OTHER COSTS/CONSUMABLES	494.24
	OTHER COSTS		**494.24**
ZZZC/114			**494.24**
Summary			**81,287.05**

Example of Actual Expenditure (billing report) Total (Excel format)

Page 1 worksheet is a complete listing of all expenditure as per screen shot below.

Actual Expenditure (Billing report) for RG12345

GL Date **Transaction date Between 1 Jun 2018 and 31 Jul 2018**

Project Short Code	Task Number	Expenditure Category	Expenditure Type	GL Period Name	Transaction Date	Invoice Number	Supplier Name	Expenditure Comment	Payroll ID	Name	Code	Amount
XXAG/976	11	OTHER COSTS	OTHER COSTS/MISCELLANEOU	JUL-18	30-Jul-18	EXP: ISMB CONFER	Bloggs, Joe	Dropbox subscription for Joe Bloggs	N/A	N/A	N/A	79.00
		OTHER COSTS/MISCELLANEOUS										**79.00**
	OTHER COSTS											**79.00**
XXAG/976	11	TRAVEL AND SU	TRAVEL/FOREIGN	JUN-18	14-Jun-18	50932643	KEY TRAVEL LTD	Return flights to conference London Heathrow - O'Hare Internationa	N/A	N/A	N/A	561.30
XXAG/976	11	TRAVEL AND SU	TRAVEL/FOREIGN	JUN-18	14-Jun-18	50940064	KEY TRAVEL LTD	Return flights to conference London Heathrow - O'Hare Internationa	N/A	N/A	N/A	105.40
		TRAVEL/FOREIGN										**666.70**
XXAG/976	11	TRAVEL AND SU	TRAVEL/SUBSISTENCE	JUL-18	30-Jul-18	EXP: ISMB CONFER	Bloggs, Joe	Accommodation, taxis, rail travel and subsistence for attending the I	N/A	N/A	N/A	1,064.45
		TRAVEL/SUBSISTENCE										**1,064.45**
	TRAVEL AND SUBSISTENCE											**1,731.15**
11												**1,810.15**
XXAG/976												**1,810.15**
		STUDENT MAINTENANCE										**51,102.16**
	STAFF COSTS											**51,102.16**
2												**51,102.16**
ZXAG/010												**51,102.16**
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-Jun-18	1013213	BIOCHEMISTRY	"ETHANOL" Wash Bottle 500ml each £ 4.35	N/A	N/A	N/A	8.82
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	13-Jun-18	1013213	BIOCHEMISTRY	Autoclave Bag Plain High-Temp, 410mm x 630mm, pk/100	N/A	N/A	N/A	13.82
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUN-18	29-Jun-18	3185652588	SIGMA-ALDRICH CO LTD	DIMETHYL SULFOXIDE, STERILE-FILTERED&	N/A	N/A	N/A	108.24
ZYAG/254	9	OTHER COSTS	OTHER COSTS/CONSUMABLES	JUL-18	29-Jun-18	5063820934	VWR INTERNATIONAL LTD	MICROPLATE 96W CL RND ULT LOW LID IND ST	N/A	N/A	N/A	265.33
		OTHER COSTS/CONSUMABLES										**395.51**
ZYAG/254	9	OTHER COSTS	OTHER COSTS/MISCELLANEOU	JUL-18	17-Jul-18	1015457	PATHOLOGY	Flow Cytometry recharges Jan-Jun'18: Prof. Martinez-Arias	N/A	N/A	N/A	15.33
		OTHER COSTS/MISCELLANEOUS										**15.33**
	OTHER COSTS											**410.84**
9												**410.84**
ZYAG/254												**410.84**
ZZAG/223	1	OTHER COSTS	OTHER COSTS/MISCELLANEOU	JUL-18	25-Jul-18	7402459889	DELL CORPORATION LTD	[10216568463881\1] Dell 27 Monitor | SE2717H - 69cm(27") Black: Ba	N/A	N/A	N/A	292.32
ZZAG/223	1	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	JUL-18	25-Jul-18	7402459889	DELL CORPORATION LTD	[10216568463881\2] Dell Premier Wireless Keyboard and Mouse - KM	N/A	N/A	N/A	72.56
		OTHER COSTS/MISCELLANEOUS										**364.88**

Page 2 is a summary of all expenditure by category as per screen shot below.

Actual Expenditure (Billing Report) Summary

For RG12345

Transaction date range Between 1 Jun 2018 and 31 Jul 2018

Project Short Code	Task Number	Expenditure Category	Expenditure Type	Amount
XXAG/976	11	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	79.00
			OTHER COSTS/MISCELLANEOUS	**79.00**
		OTHER COSTS		**79.00**
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	666.70
			TRAVEL/FOREIGN	**666.70**
			TRAVEL/SUBSISTENCE	1,064.45
			TRAVEL/SUBSISTENCE	**1,064.45**
		TRAVEL AND SUBSISTENCE		**1,731.15**
	11			**1,810.15**
XXAG/976				**1,810.15**
ZYAG/039	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	141.64
			OTHER COSTS/CONSUMABLES	**141.64**
			OTHER COSTS/MISCELLANEOUS	900.00
			OTHER COSTS/MISCELLANEOUS	**900.00**
		OTHER COSTS		**1,041.64**
	13			**1,041.64**
ZYAG/039				**1,041.64**
ZZAG/175	13	OTHER COSTS	OTHER COSTS/CONSUMABLES	134.90
			OTHER COSTS/CONSUMABLES	**134.90**
		OTHER COSTS		**134.90**
		TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN	0.37
			TRAVEL/FOREIGN	**0.37**
		TRAVEL AND SUBSISTENCE		**0.37**
	13			**135.27**
	14	OTHER COSTS	OTHER COSTS/MISCELLANEOUS	96.49
			OTHER COSTS/MISCELLANEOUS	**96.49**
		OTHER COSTS		**96.49**
		TRAVEL AND SUBSISTENCE	TRAVEL/CONFERENCE	122.15
			TRAVEL/CONFERENCE	**122.15**
		TRAVEL AND SUBSISTENCE		**122.15**
	14			**218.64**
ZZAG/175				**353.91**
Summary				**3,205.70**

Page1 **Page2**

This report is also used by ROO for completion of Form Cs (annual expenditure statements for EC awards) as well as for final expenditure statements/reports to other sponsors at the end of a grant to detail the costs and prepare the final invoice.

9. Grants approaching their end dates

Grants Ended Enquiry Details

This report provides a list of awards that end on a specified date. The report comes in two parts

(1) A summary page of all the awards ending on that date

List of Awards Ending on 31 Dec 2012

Award Organisation: **ZZ_Ecology**

Award Number	Award PI Name	Award Status	Award Start Date	Award End Date	Award Close Date	Budget	Expenditure	Commitment	Funds Available
RG22334	SMITH, Doctor AG	ACTIVE	1 Jan 2009	31 Dec 2012	28 Feb 2013	1,343,108.79	1,269,337.28	15,483.39	58,288.12
RG54632	DAWKIN, Dr Richard	ACTIVE	1 Jan 2010	31 Dec 2012	28 Feb 2013	69,000.00	64,855.27	350.25	3,794.48

(2) A detailed page for each award (RG/G number), by project and by task number.

List of Awards Ending on31 Dec 2012

ZZ_Ecology

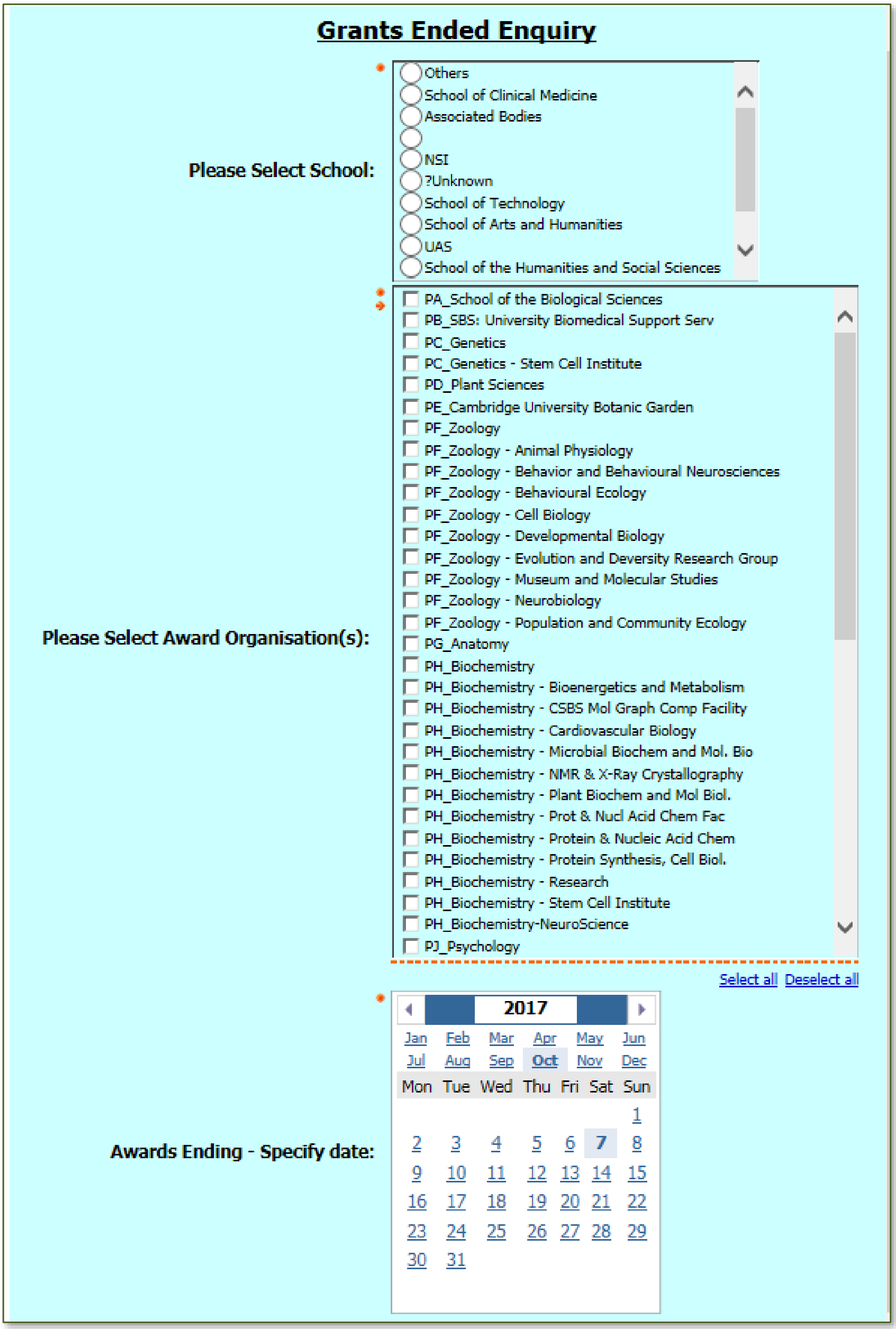
Award Number	Award PI Name	Project Short Code	Task Number	Award End Date	Award Close Date	Expenditure Category	Budget	Expenditure	Commitment	Funds Available
RG22334	SMITH, Doctor AG	ZZAG/ 324	1	31 Dec 2012	28 Feb 2013	OTHER COSTS	7,500.00	(4,366.83)	163.83	11,703.00
				31 Dec 2012	28 Feb 2013	STAFF COSTS	57,447.00	47,622.82	0	9,824.18
			1				64,947.00	43,255.99	163.83	21,527.18
			100	31 Dec 2012	28 Feb 2013	ESTATES COSTS	21,415.00	21,243.24	0	171.76
				31 Dec 2012	28 Feb 2013	INDIRECT COSTS	53,994.00	53,560.91	0	433.09
				31 Dec 2012	28 Feb 2013	INFRASTRUCTURE TECHNICIANS	3,247.00	3,220.96	0	26.04
				31 Dec 2012	28 Feb 2013	PI COSTS	5,056.00	5,015.46	0	40.54
				31 Dec 2012	28 Feb 2013	UNIVERSITY FUNDED	0.00	0.00	0	0.00
			100				83,712.00	83,040.57	0	671.43
		ZZAG/324					148,659.00	126,296.56	163.83	22,198.61

Run options

- Single or multiple Award Organisation

The date the award is ending must be known in order to run this report.

Run parameters



3-2-1 List: Grants Ending within a specified period & FES List

These reports have been replaced by the Consolidated GM Listing and Budget vs Actual Reports. In the past, the 3-2-1 report did not require a specified end date, but rather allowed the user to specify how many days forward was required e.g. ending within 7 days, 30 days, 90days, 180 etc. The FES List, on the other hand, required users to specify a time period. Both reports did not give any financial details.

With the new report, users can customise what is listed, whilst still specifying the period or days forward required.

Refer to the section on Awards/Projects ending to add days or period required.

Suggested Options:

For a basic report, by Award Organisation	• ***Show Award PI Name*** • ***Show Award Status*** • ***Show Project Short Code*** • ***Show Sponsor Name***
Additional fields that may be useful:	• ***Show Project PI Name*** • ***Show Budget to Actual*** • ***Show Commitments***

Note: If you choose to run the report by **Project Organisation**, you could choose ***Show Award Number*** instead of ***Show Project Short Code.*** The dates will work on the Project End Date, rather than the Award End Date.

Example of GM: Listing and Budget vs Actual Reports, with optional selections to show Grants ending within 60 days

Grants Listing and Budget v Actual Report

Award Organization	Project Organization	Award Number	Project Short Code	Award PI Name	Sponsor Name	Award Status	Award End Date	Project Start Date	Project End Date	Budget	Expenditure	Commitment	Balance Remaining
YZ_Environment Science	ZZ_Ecology	G101111	PDAG/444	SPOCK, Prof Jane	WOODLANDS TRUST	ACTIVE	13-Jul-20	1-May-19	1-Nov-20	20,000.00	2,298.55	0.00	17,701.45
ZZ_Ecology	ZZ_Ecology	G105155	PDAG/555	BROWN, Dr David	ATTENBOROUGH FOUNDATION	ACTIVE	1-Nov-20	1-Oct-19	1-Nov-20	16,000.00	16,000.00	0.00	(0.00)
ZZ_Ecology	ZZ_Ecology	RG44445	PDAG/222	SMITH, Dr Mary	ECCK	ACTIVE	30-Nov-20	1-Jan-15	30-Nov-20	384,074.00	369,621.63	515.46	13,936.91
ZZ_Ecology	ZZ_Ecology	RG89999	PDAG/333	SMITH, Dr Mary	XYZ FOUNDATION	ACTIVE	30-Nov-20	1-Dec-16	30-Nov-20	300,000.00	267,639.69	0.00	32,360.31
ZZ_Ecology	ZZ_Ecology	RG90909	PDAG/454	BLOGGS, Prof Joe	CITY OF LONDON	ACTIVE	29-Dec-20	30-Dec-18	29-Dec-20	10,823.09	9,593.70	0.00	1,229.39

10.Creating a Grants Enquiry portal page

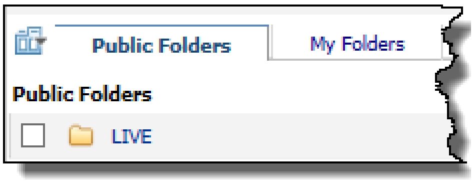
Within Cognos you will automatically have a ***Public Folder*** and a ***My Folders*** set up.

If you are mainly using Cognos for running Grants reports then you can add a ***Grants Enquiry*** tab to your screen.

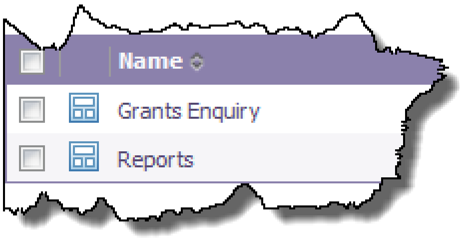
The ***Grants Enquiry*** tab is useful as it enables Grants Administrators to view the information, as displayed to PIs when they login to Cognos. PIs can only view the PI Grants Enquiry report for awards where they are the named key member.

Accessing the PI report

1. Having logged in, you will be looking at the Cognos home page (***Public Folders***, unless you have created a personalised home page). Click on the ***Live*** folder link.



2. Click on ***Page Tabs*** folder towards the bottom of the list to display the two options as per screen shot



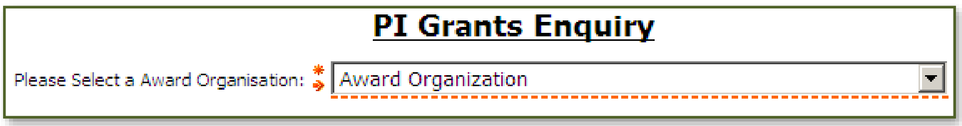
3. **Click** in the box on the left for ***Grants Enquiry***.

4. To add this to your Cognos pages, click on the ***More*** action button at the far right hand side for the Grants Enquiry line and click ***Add to my portal tabs***.

5. A third tab (***Grants Enquiry***) will appear on your screen.

6. To access the PI reports click on the ***Grants Enquiry*** page tab > ***Reports*** tab.

7. Click on ***PI Grants Enquiry*** (use ***PI Grants Enquiry – mac,*** if accessing from a Mac machine) and select the department code (***Award Organization***) from the drop down list, scroll to the bottom of the page and click ***Finish***.



8. A listing of PI names will be displayed. Click on the relevant name to access the summary view of all awards linked to that PI. The budget and expenditure figures will be **cumulative** from the start of the award to the end of the previous working day (data is downloaded into Cognos from the University Finance System overnight).

Clicking on any of the blue links allows you to drill down for further information.

Top Tip: If there is a missing award/project, the cause is either the PI is not named on that award, or the award belongs to another department.

Drilling down for further information

Further information available:

- *summary view of expenditure categories (budgets)*
- *expenditure by type*
- *listing of individual expenditure items and commitments*

Click on the ***Award Number*** to break the summary view down by *Expenditure Category* (budget heading). The budget and expenditure figures will be **cumulative** from the start of the award.

A	B	C	D	E	F	G	H
	PI Grants Enquiry						
XX_EXPERIMENTAL PUNTING	**BOLL, DoctorT**						
Award PI Name	Award Number	Award End Date	Budget	Expenditure	Commitment	Surplus/(Deficit)	Award Status
AHMED, Ms. Z	RG12345	28 February 2011	110,000.00	109,000.00	0.00	1,000.00	ON_HOLD
BAKER, Doctor A	RG12346	30 November 2009	100,000.00	50,000.00	0.00	50,000.00	ACTIVE
BOLL, Doctor T	RG12347	25 February 2011	300,000.00	299,999.00	0.00	1.00	ON_HOLD
DESHIA, Professor J	RG12348	30 September 2012	20,000.00	15,000.00	0.00	5,000.00	ACTIVE
ELGAR, Mr. R	RG12349	30 June 2013	180,000.00	90,000.00	0.00	90,000.00	ACTIVE
FIENNES, Professor X	RG12350	31 March 2013	45,000.00	0.00	0.00	45,000.00	ACTIVE
GOOLE, Doctor E							

The award *Details* are shown below the selected PI's list of awards, in the same report.

RG12349 Details

Award Start Date: 1 July 2008 Award End Date: 30 June 2013 Award Close Date: 31 August 2013

Sponsor Name: POPPLETON COLLEGE OF TECH & MED

Award Number	Project Short Code	Task Number	Expenditure Category	Budget	Expenditure	Commitment	Funds Available
RG12349	XXAG/432	1	OTHER COSTS	0.00	0.00	0.00	0.00
			STAFF COSTS	180,000.00	90,000.00	0.00	90,000.00
			TRAVEL AND SUBSISTENCE	0.00	0.00	0.00	0.00
		1		**180,000.00**	**90,000.00**	**0**	**90,000.00**
		100	ESTATES COSTS	4,000.00	3,000.00	0.00	1,000.00
			INDIRECT COSTS	5,000.00	4,000.00	0.00	1,000.00
			INFRASTRUCTURE TECHNICIANS	1,250.00	1,000.00	0.00	250.00
			PI COSTS	15,000.00	12,000.00	0.00	3,000.00
			UNIVERSITY FUNDED	(25,250.00)	(20,000.00)	0.00	(5,250.00)
		100		**0.00**	**0.00**	**0**	**0.00**
	XXAG/432			**180,000.00**	**90,000.00**	**0**	**90,000.00**
RG12349				**180,000.00**	**90,000.00**	**0**	**90,000.00**

The Task Number is used to break the project down into smaller work areas if required. Where the award/project has a task 100, this is reserved for central processing to reflect the Non Direct Costs associated with the award.

Click on the ***Award Number*** again to view the expenditure by Expenditure Type. This is the lowest level budget heading. The report opens in a new tab.

RG12349 Award Status: ACTIVE

Award Title: Incidence of Leptospirosis in the River Popple

Award Start Date: 1 July 2008 Award End Date: 30 June 2013 Award Close Date: 31 August 2013

Award Number	Project Short Code	Task Number	Expenditure Category	Expenditure Type	Commitment Number	Amount
RG12349	XXAG/432	1	OTHER COSTS	OTHER COSTS/MISCELLANEOUS		0.00
			OTHER COSTS			**0.00**
			STAFF COSTS	COLLEGE FEES		40,000.00
				STUDENT MAINTENANCE		50,000.00
			STAFF COSTS			**90,000.00**
			TRAVEL AND SUBSISTENCE	TRAVEL/FOREIGN		0.00
			TRAVEL AND SUBSISTENCE			**0.00**
		1				**90,000.00**
		100	ESTATES COSTS	ESTATES COSTS - CHEST		2,500.00
				ESTATES COSTS - DEPT		500.00
			ESTATES COSTS			**3,000.00**
			INDIRECT COSTS	INDIRECT COSTS - CHEST		3,000.00
				INDIRECT COSTS - DEPT		1,000.00
			INDIRECT COSTS			**4,000.00**
			INFRASTRUCTURE TECHNICIANS	INFRASTRUCTURE TECHS - CHEST		800.00
				INFRASTRUCTURE TECHS - DEPT		200.00
			INFRASTRUCTURE TECHNICIANS			**1,000.00**
			PI COSTS	PI COSTS - CHEST		10,000.00
				PI COSTS - DEPT		2,000.00
			PI COSTS			**5,706.43**
			UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST		(16,300.00)
				UNIVERSITY FUNDED - DEPT		(3,700.00)
			UNIVERSITY FUNDED			**(20,000.00)**
		100				**0.00**
	XXAG/432					**90,000.00**
RG12349						**90,000.00**

For a listing of expenditure items and commitments, click on the ***Project Code*** from the report shown above. Expenditure items are displayed in date order within each Expenditure Type. The report opens in a new tab.

Grants Transactions

Project Short Code	Expenditure Category	Expenditure Type	Award Number	Task Number	Expenditure Comment	Supplier Name	Invoice Number	Expenditure	Commitment Amount	GL Date
XXAG/432	STAFF COSTS	COLLEGE FEES	RO12349	1	COLLEGE FEES BALANCE/CORR	COLLEGE	Smith 09/10 BALANCE	100.00	0.00	1 Feb 2011
XXAG/432	STAFF COSTS	COLLEGE FEES	RO12349	1	COLLEGE FEES - Smith	CHRIST'S COLLEGE	SL300005439	5,694.00	0.00	13 Oct 2010
XXAG/432	STAFF COSTS	COLLEGE FEES	RO12349	1	2009/10 FEES - Smith	CHRIST'S COLLEGE	2009/10 FEES	5,474.00	0.00	6 Oct 2009
XXAG/432	STAFF COSTS	COLLEGE FEES	RO12349	1	SMITH COLLEGE FEES	CHRIST'S COLLEGE	FEES 2008/9SMITH	5,427.00	0.00	1 Jan 2009
COLLEGE FEES								**16,695.00**	**0.00**	
XXAG/432	STAFF COSTS	STUDENT MAINTENANCE	RO12349	1	CHRIS. 1 20009999 SMITH PRXXAG/432.01 RO12349			1,132.50	0.00	30 Jun 2011
XXAG/432	STAFF COSTS	STUDENT MAINTENANCE	RO12349	1	CHRIS. 1 20009999 SMITH PRXXAG/432.01 RO12349			1,132.50	0.00	31 May 2011
XXAG/432	STAFF COSTS	STUDENT MAINTENANCE	RO12349	1	CHRIS. 1 20009999 SMITH PRXXAG/432.01 RO12349			1,132.50	0.00	30 Apr 2011
STUDENT MAINTENANCE								**36,422.46**	**0.00**	
STAFF COSTS								**53,117.46**	**0.00**	
XXAG/432	TRAVEL AND SUBSIS	TRAVEL/FOREIGN	RO12349	1	EXPERIMENTS at Poppleton - EXP	JONES, MR D	EXP19/07/10	(165.58)	0.00	1 Sep 2010
XXAG/432	TRAVEL AND SUBSIS	TRAVEL/FOREIGN	RO12349	1	EXPERIMENTS at Poppleton - EXP	JONES, MR D	EXP19/07/10	165.58	0.00	19 Jul 2010
TRAVEL FOREIGN								**0.00**	**0.00**	
TRAVEL AND SUBSISTENCE								**0.00**	**0.00**	
XXAG/432	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHE	RO12349	100	Expenditure For FEC Non Direct			(277.59)	0.00	30 Jun 2011
XXAG/432	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHE	RO12349	100	Expenditure For FEC Non Direct			(277.59)	0.00	31 May 2011
XXAG/432	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHE	RO12349	100	Expenditure For FEC Non Direct			(277.59)	0.00	30 Apr 2011
XXAG/432	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHE	RO12349	100	Expenditure For FEC Non Direct			(277.59)	0.00	31 Mar 2011
XXAG/432	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHE	RO12349	100	Expenditure For FEC Non Direct			(277.59)	0.00	28 Feb 2011
XXAG/432	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHE	RO12349	100	Expenditure For FEC Non Direct			(277.59)	0.00	31 Jan 2011
XXAG/432	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHE	RO12349	100	Expenditure For FEC Non Direct			(277.59)	0.00	31 Dec 2010

This enquiry tab only shows awards belonging to the Award Organisation. Projects headed by the PI but where the award is held by another department are NOT included.

11. General Cognos functionality

Please refer to the Cognos manual and/or web pages for general functions. Useful tools are:

- Setting up shortcuts
- Copying reports
- Scheduling reports
- Creating a Report View (saving your selected parameters for future use)
- Scheduling a report with report view