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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:

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/](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](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/](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](mailto: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.

![Public Folders screenshot]

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![My Area icon]</td>
<td>My Area</td>
<td>Enables you to set up output preferences and review any reports you have scheduled. Refer to separate guidance.</td>
</tr>
<tr>
<td>![Home icon]</td>
<td>Home</td>
<td>Displays the page you set as your <em>Home</em> page</td>
</tr>
</tbody>
</table>

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.

![Public Folders screenshot]

**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).

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

- View report output versions
- View my permissions
- Run with options
- View the schedule
- View run history
- Alert me about new versions
- Copy
- Create a shortcut to this entry
- Add to bookmarks

This icon indicates your output preference, which can be changed via *My Area, My Preferences*. 
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:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td>Returns to the list of reports. Use this and NOT the browser Back arrow</td>
</tr>
<tr>
<td>🦾</td>
<td>Attach to and send an email</td>
</tr>
<tr>
<td>🏃</td>
<td>Run the same report with different parameters.</td>
</tr>
<tr>
<td>📌</td>
<td>Choose, from a dropdown list, other report formats (refer to section on converting to Excel below).</td>
</tr>
<tr>
<td>📁</td>
<td>Shortcut to add report to My Folders or Add to Bookmarks (refer to separate guidance)</td>
</tr>
</tbody>
</table>

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](image)

*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:

<table>
<thead>
<tr>
<th>Award Organization</th>
<th>Award Number</th>
<th>Project Short Code</th>
<th>Award Creation Date</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Award Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD_Plant Sciences</td>
<td>G100048</td>
<td>PDAG/465</td>
<td>22-Mar-19</td>
<td>1-Jan-19</td>
<td>31-Jan-21</td>
<td>31-Mar-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G100497</td>
<td>NM2M/104</td>
<td>15-Aug-19</td>
<td>1-Jan-19</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G100497</td>
<td>PDAG/488</td>
<td>15-Aug-19</td>
<td>1-Jan-19</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101676</td>
<td>PDAG/492</td>
<td>21-Jun-19</td>
<td>1-May-19</td>
<td>30-Jun-20</td>
<td>30-Aug-20</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101701</td>
<td>PDAG/515</td>
<td>20-Jan-20</td>
<td>1-Jan-20</td>
<td>31-May-23</td>
<td>31-Jul-23</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101806</td>
<td>PDAG/524</td>
<td>3-Mar-20</td>
<td>1-May-20</td>
<td>6-Sep-23</td>
<td>6-Nov-23</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101832</td>
<td>NM2M/455</td>
<td>8-Jul-20</td>
<td>1-Jan-20</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G101832</td>
<td>PGAD/541</td>
<td>5-Jul-20</td>
<td>1-Jan-20</td>
<td>31-Dec-20</td>
<td>28-Feb-21</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G102801</td>
<td>PHZJ/303</td>
<td>12-Sep-19</td>
<td>1-Oct-19</td>
<td>31-Dec-22</td>
<td>28-Feb-23</td>
</tr>
<tr>
<td>PD_Plant Sciences</td>
<td>G102821</td>
<td>PDAG/495</td>
<td>25-Jul-19</td>
<td>1-Jul-19</td>
<td>30-Apr-20</td>
<td>30-Jun-20</td>
</tr>
</tbody>
</table>

Example of report run by Project Organisation:

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 Layout Options](image)

**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*
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:

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](image)

**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.

![Select Subtotals](image)

**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:**

![Report Example](image)
Example of report with Show Subtotals on Details Page set to Yes, and Expense Category and Type selected:

### Layout

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

- 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:

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.

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.

**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

<table>
<thead>
<tr>
<th>Award Organisation</th>
<th>Award Number</th>
<th>Project Short Code</th>
<th>Award PI Name</th>
<th>Project PI Name</th>
<th>Sponsor Name</th>
<th>Sponsor Type</th>
<th>Funding Ref</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Budget</th>
<th>Expenditure</th>
<th>Unspent</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZ, Ecology</td>
<td>007908</td>
<td>022312</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
<td>50,000</td>
<td>75,000</td>
<td>-72,500</td>
<td>22,500</td>
</tr>
<tr>
<td>ZZ, Ecology</td>
<td>008002</td>
<td>023012</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
<td>50,000</td>
<td>75,000</td>
<td>-72,500</td>
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<tr>
<td>ZZ, Ecology</td>
<td>008105</td>
<td>024012</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
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<td>75,000</td>
<td>-72,500</td>
<td>22,500</td>
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<tr>
<td>ZZ, Ecology</td>
<td>008209</td>
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<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
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<td>75,000</td>
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<td>22,500</td>
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<tr>
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<td>008309</td>
<td>026012</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
<td>50,000</td>
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<tr>
<td>ZZ, Ecology</td>
<td>008409</td>
<td>027012</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
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<tr>
<td>ZZ, Ecology</td>
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<td>028012</td>
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<td>WILDLIFE FOUNDATION</td>
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<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
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<tr>
<td>ZZ, Ecology</td>
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<td>100,000</td>
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<td>30-Dec-21</td>
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<td>22,500</td>
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<tr>
<td>ZZ, Ecology</td>
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<td>BEAGLE, Elly</td>
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<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
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<td>-72,500</td>
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<tr>
<td>ZZ, Ecology</td>
<td>008809</td>
<td>031012</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
<td>50,000</td>
<td>75,000</td>
<td>-72,500</td>
<td>22,500</td>
</tr>
<tr>
<td>ZZ, Ecology</td>
<td>008909</td>
<td>032012</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
<td>50,000</td>
<td>75,000</td>
<td>-72,500</td>
<td>22,500</td>
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<tr>
<td>ZZ, Ecology</td>
<td>009009</td>
<td>033012</td>
<td>BEAGLE, Elly</td>
<td>BEAGLE, Elly</td>
<td>WILDLIFE FOUNDATION</td>
<td>UK CHARITY (OTHER)</td>
<td>100,000</td>
<td>01-Jan-21</td>
<td>30-Dec-21</td>
<td>50,000</td>
<td>75,000</td>
<td>-72,500</td>
<td>22,500</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Project Short Code</th>
<th>Sponsor Type</th>
<th>Award Organisation</th>
<th>Award PI Name</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Award Status</th>
<th>Funding Ref</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG6774</td>
<td>ZZAGF168</td>
<td>RESEARCH COUNCIL - BBSRC</td>
<td>ZZEcology</td>
<td>DARWIN, Professor C</td>
<td>1 Apr 2007</td>
<td>31 Mar 2012</td>
<td>ACTIVE</td>
<td>BB/EE07163/1</td>
<td>754,036.50</td>
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<tr>
<td>RG4774</td>
<td>ZZAGQ23</td>
<td>RESEARCH COUNCIL - BBSRC</td>
<td>ZZEcology</td>
<td>SMITH, Dr AG</td>
<td>1 Oct 2006</td>
<td>30 Sep 2012</td>
<td>ACTIVE</td>
<td>BB/DS26110/1</td>
<td>650,664.00</td>
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<tr>
<td>RG46708</td>
<td>ZZAGJ336</td>
<td>RESEARCH COUNCIL - NERC</td>
<td>ZZEcology</td>
<td>DAYKINS, Dr Richard</td>
<td>1 Oct 2008</td>
<td>30 Sep 2012</td>
<td>ACTIVE</td>
<td>NE/DS26411/1</td>
<td>82,024.98</td>
</tr>
</tbody>
</table>

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.

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.)

- 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).
Grants 2: Reporting in Cognos

**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

Pick date range

**From:**

- **2017**
  - January
  - February
  - March
  - April
  - May
  - June
  - July
  - August
  - September
  - October
  - November
  - December

**To:**

- **2017**
  - January
  - February
  - March
  - April
  - May
  - June
  - July
  - August
  - September
  - October
  - November
  - December

- **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**

![Image of parameter settings](image)

**Example of report**

![Image of report output](image)
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:

Section 1  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)
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.

Options

Results:

[ZZ_Ecology]

Choose:

[ZZ_Ecology]

Please enter report start date

Select all Deselect all

January

February

March

April

May

June

July

August

September

October

November

December

Please enter report end date

Select all Deselect all

January

February

March

April

May

June

July

August

September

October

November

December

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Sponsor</th>
<th>PI Name</th>
<th>EC FYT Price Adjust</th>
<th>Equipment</th>
<th>Estates Costs</th>
<th>Direct Costs</th>
<th>Infrastructure Technicians</th>
<th>Other Costs</th>
<th>Overheads</th>
<th>Overheads WC Fixed</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZ</td>
<td>RG00000Y</td>
<td>Interface Table Rejection ZZ240/2000</td>
<td>RG0</td>
<td>SUSPENSE</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>RG12484</td>
<td>The Function and Substrum ZZ240/1123</td>
<td>Sponsor Name</td>
<td>PI Name</td>
<td>2,093.22</td>
<td>5,768.00</td>
<td>24,185.62</td>
<td>75,106.26</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td>RG07851</td>
<td>Regulation and Evolution ZZ40/125</td>
<td>Sponsor Name</td>
<td>PI Name</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.15</td>
<td>0.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RG08798</td>
<td>Evolution Function and Dev ZZ40/126</td>
<td>Sponsor Name</td>
<td>PI Name</td>
<td>14,429.97</td>
<td>33,414.30</td>
<td>1,757.40</td>
<td>5,430.00</td>
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</tr>
<tr>
<td></td>
<td>RG05238</td>
<td>University Research Fellow ZZ40/127</td>
<td>Sponsor Name</td>
<td>PI Name</td>
<td>(NDN)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Grants: Reporting in Cognos

- **PI Costs:** Pool Labour, Research Facilities, Staff Costs, Subcontracting, Travel and Subsistence, University Funded
- **Total Expenditure Category:** Actual current year, Bnd Balance, Cumulative Total

<table>
<thead>
<tr>
<th>Actual current year</th>
<th>Actual current year</th>
<th>Actual current year</th>
<th>Actual current year</th>
<th>Actual current year</th>
<th>Actual current year</th>
<th>Actual current year</th>
</tr>
</thead>
<tbody>
<tr>
<td>12,992.24</td>
<td>0.00</td>
<td>134,022.61</td>
<td>1,865,681.61</td>
<td>2,000,684.46</td>
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<tr>
<td>47,457.65</td>
<td>0.00</td>
<td>35,533.22</td>
<td>397,942.81</td>
<td>434,475.03</td>
<td></td>
<td></td>
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<tr>
<td>7,031.40</td>
<td>(2,721.21)</td>
<td>217,263.83</td>
<td>1,730,069.71</td>
<td>1,955,212.74</td>
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<tr>
<td>108,088.76</td>
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<td>257,746.33</td>
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<tr>
<td>0.00</td>
<td>0.00</td>
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<td>360,047.36</td>
<td>424,475.29</td>
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<td></td>
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<tr>
<td>23,774.69</td>
<td>(17,048.45)</td>
<td>214.64</td>
<td>282,032.86</td>
<td>282,246.70</td>
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<tr>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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 Organisation

Click on Project short code (or multiples)

Choose status (multiples allowed)

1. 1000
2. ACTIVE
3. APPROVED
4. AT RISK
5. CLOSED
6. PENDING_CLOSE
7. SUBMITTED
8. UNAPPROVED

Select GL Date Range (optional)
From:
2017

Select Transaction Date Range (optional)
From:
2017

Earlier date

Latest date

Cancel  < Back  Next >  Finish
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

### 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:

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Type</td>
<td>Expenditure comment</td>
</tr>
<tr>
<td>GL Period</td>
<td>Payroll ID</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Task Number</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>Amount</td>
</tr>
</tbody>
</table>

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

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

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.
Example of Actual Expenditure (billing report) Final (Excel format)
Second tab (Final) is a summary, per project, of all expenditure by category and type.

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

Page 1 worksheet is a complete listing of all expenditure as per screen shot below.
Page 2 is a summary of all expenditure by category as per screen shot below.

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**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Award PI Name</th>
<th>Award Status</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Award Close Date</th>
<th>Budget</th>
<th>Expenditure</th>
<th>Commitment</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG22324</td>
<td>SMITH, Doctor AG</td>
<td>ACTIVE</td>
<td>1 Jan 2009</td>
<td>31 Dec 2012</td>
<td>28 Feb 2013</td>
<td>1,343,108.79</td>
<td>1,269,337.28</td>
<td>15,483.39</td>
<td>58,288.12</td>
</tr>
<tr>
<td>RG54532</td>
<td>DAWKIN, Dr Richard</td>
<td>ACTIVE</td>
<td>1 Jan 2010</td>
<td>31 Dec 2012</td>
<td>28 Feb 2013</td>
<td>69,000.00</td>
<td>64,855.27</td>
<td>350.25</td>
<td>3,794.48</td>
</tr>
</tbody>
</table>

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

   **List of Awards Ending on 31 Dec 2012**

   **ZZ_Ecology**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Award PI Name</th>
<th>Project Short Code</th>
<th>Task Number</th>
<th>Award Start Date</th>
<th>Award End Date</th>
<th>Award Close Date</th>
<th>Expenditure Category</th>
<th>Budget</th>
<th>Expenditure</th>
<th>Commitment</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG22324</td>
<td>SMITH, Doctor AG</td>
<td>ZZAG/324</td>
<td>1</td>
<td>31 Dec 2012</td>
<td>28 Feb 2013</td>
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**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, 90 days, 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**
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.

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

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.

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.

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