Award Status Enquiry

Award Status can be used to view summary details of an award and a breakdown of the award by each project being funded. Both expenditure and billing data can be viewed. The data in the screen view is updated during the day and is not dependent on any overnight processing. Expenditures that have failed funds checking or have been entered and saved but not approved are not included in the screen view.

Viewing a Single Award

1. Enter the award number, including the prefix of RG or G and click on the Find button.

   If you don’t know the award number, the project code can usually be entered in the short name field, and then click on the Find button.

2. The award status screen shows a one line summary of the award. Further information is available from the buttons at the bottom of the screen.

3. To view the details of the award click on the Award Inquiry button.

4. Use the row of tabs to display more information about the award and sponsor.
5. To view the award VAT status and whether a Starting Certificate is required click on the flex-field to the right of the screen (as above screen shot).

**VAT Types**

<table>
<thead>
<tr>
<th>Name</th>
<th>SOF last letter</th>
<th>Where the VAT is coded to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>B</td>
<td>Coded to the grant to be passed on to the sponsor</td>
</tr>
<tr>
<td>Outside Scope</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Standard 20%</td>
<td>A</td>
<td>Coded to the University VAT account to be reclaimed from HMRC</td>
</tr>
<tr>
<td>Zero Rate</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ECF7</td>
<td>C</td>
<td>Charged to the department as an expense as it can neither be reclaimed from HMRC nor the sponsor.</td>
</tr>
</tbody>
</table>
6. Click OK to close the flex-field and return to the main Award Management screen.

7. To view the type of billing applicable to the award, click on the arrow box to display more tab options and select **Compliances**.

8. The Revenue Distribution rule will always be Cost but billing could either be **Cost** or **Event**. Cost billing indicates that the bill is generated from the actual costs posted over a period (known as the Billing Cycle) and Event billing indicates that the bill is generated from a schedule of payments loaded on the Award. For Event billing the payment schedule can be viewed by clicking on the **Events** button.

9. Close the **Award Management** screen to return to the award status screen by clicking on the folder icon in the tool bar.

10. Select the drilldown buttons as required to view a breakdown of the summary data.
Resource Status: This displays award budget, actual costs, commitments, total cost and available balance by resource name.

Actuals: Enables you to search for actuals by expenditure type on the award.

Commitments: Enables you to search for actuals by expenditure type on the award.

Project Status: Displays details of the projects being funded by the award. It also provides further drilldown buttons to view details for each project.

Invoice Review: Shows the value of each bill generated and period it relates to as per screen shot overleaf.

11. The Open button will give the sponsor details and the Lines button will show a breakdown of the bill.

Searching for more than one Award

To call up a list of awards, leave the number and short name blank and use the other fields to specify your search criteria. For example, for all pending awards select the status of on hold, or for all awards for a principal investigator enter their name in the key member section.
Click in the status field and select from the pick list.