# GMS: Project Status by Department Report (UFS)

Reports on all projects for a department, sub-departments or PI, including data as above, including those where the award is owned by a different department.

## Used for
Month and Year End monitoring for a range of Projects

## Parameters:

<table>
<thead>
<tr>
<th>Responsibility:</th>
<th>GM Grants Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate:</td>
<td>Requests → Run → OK</td>
</tr>
</tbody>
</table>

### From Project Organisation
Enter or select your organisation from the list of values.

### To Project Organisation
Enter or select your organisation from the list of values.

### Project Number
This should be left blank if you wish to review all projects within a department.

### Principle Investigator
Leave blank for all or select from the list of values to produce a report by a named Principle Investigator.

### Include Closed Projects
This defaults to No, change to Yes to include Closed and Pending Closed projects.

### Show Details
This defaults to No, however change to Yes to show the following:

- If the parameter is set to "Y," then the report will show the expenditure, commitment and total cost by expenditure type, and budget and funds available by expenditure category.
- If the parameter is set to "N," then the report will show the budget, expenditure, commitment total costs and funds available by expenditure category.

### Display Tasks
This defaults to Yes (Y) to show the task breakdown and can be changed to No (N) to sum the data by budget heading, either category (summary) or type (detail) depending on the Show Detail parameter.

### Order By
Select either the Project Number, Principal Investigator or Award Number. If this field is left blank the report will be ordered by Project Number.

### Page Break Per
This defaults to no (N), and can be changed to yes (Y) if a single project
**Example**

To request all projects for a PI leave the project number blank and enter the PI name as below.

![Parameters](image)

An example output of this report is on the next page.
<table>
<thead>
<tr>
<th>Project Number</th>
<th>Task</th>
<th>Expenditure Category / Type</th>
<th>Budget</th>
<th>Expenditure **</th>
<th>Commitment</th>
<th>Total Cost</th>
<th>Funds Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZA0001</td>
<td>1</td>
<td>EXCEPTIONAL ITEMS</td>
<td>0.00</td>
<td>-375.00</td>
<td>0.00</td>
<td>-375.00</td>
<td>-375.00</td>
</tr>
<tr>
<td>ZZA0001</td>
<td>1</td>
<td>OTHER COSTS</td>
<td>0.00</td>
<td>-375.00</td>
<td>0.00</td>
<td>-375.00</td>
<td>-375.00</td>
</tr>
<tr>
<td>ZZA0001</td>
<td>1</td>
<td>POOLED LABOUR</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ZZA0001</td>
<td>1</td>
<td>STAFF COSTS</td>
<td>0.00</td>
<td>4,684.36</td>
<td>0.00</td>
<td>4,684.36</td>
<td>-4,684.36</td>
</tr>
<tr>
<td>ZZA0001</td>
<td>1</td>
<td>TRAVEL AND SUBSISTENCE</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

(Task 1) Task Totals: 0.00 4,684.36 0.00 4,684.36 -4,684.36

(Task 1) Project Totals: 0.00 4,684.36 0.00 4,684.36 -4,684.36