



## Check status of all Grants

The status of all grants should be checked on a rolling basis, at least quarterly, and action taken to correct erroneous items and resolve over/under-spends. There are a number of reports both within Cognos and CUFS that will enable you to do this.

Cognos reports	
<p><b>Cognos Reports</b></p> <p>Data is a day-old as Cognos is refreshed from UFS overnight.</p> <p>Available in both PDF and excel formats.</p> <p>Only includes projects for which the dept holds the Award</p> <p>Refer to <i>Grants 2 course manual for full details on all Cognos Grants reports.</i></p>	<p><b>Year End Report</b></p> <p>A copy of this report is formally sent out to Heads of Department along with their <i>Departmental Summary Report</i> 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.</p> <p>The report:</p> <ul style="list-style-type: none"> <li>• picks up grants that have been <i>Open</i> in the current year</li> <li>• shows total actual <i>burdened</i> costs analysed by expenditure type</li> <li>• includes data across all tasks (including Tasks 99 and 100)</li> <li>• provides cumulative totals to date for the current year</li> </ul>
	<p><b>Projects by Organisation by PI</b></p> <p>A useful summary report that could be given out to individual PIs. The report returns cumulative project-to-date totals for budget, actual expenditure, commitments and funds left at project, task and expenditure category levels.</p> <p>Run options include:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• by individual PI, all or multiples There will be a separate page for each PI.</li> </ul>
	<p><b>Project Enquiry</b></p> <p>A summary of actual burdened costs per task, analysed by both Expenditure Category and Expenditure Type (the same information as the <i>Award Status Enquiry</i> screen in CUFS). Project start and end dates not included. Commitments are excluded.</p>
	<p><b>Detailed Expenditure Enquiry by Project</b></p> <p>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.</p> <p>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.</p> <p><b>Run options include:</b></p> <ul style="list-style-type: none"> <li>• individual or multiple project codes</li> <li>• single, all or a selection of project statuses</li> <li>• specific date range by either GL or Transaction, or project-to-date</li> </ul> <p>This report is best run to Excel</p>

<b>UFS Reports</b>	
<p><b>UFS Reports</b></p> <p>Data updated overnight</p> <p>Available in both standard and Excel options.</p> <p><i>Refer to Grants 3 course manual for full details on UFS reports</i></p>	<p><b>Award Status Report</b></p> <p>This report provides details on an individual award or all awards that are held by the department. The PI can be named or the field left blank. If Excel version selected, one excel document is produced with seven worksheets of data, which includes expenditure at award summary, project summary, task category and type level. Whether you run the report for a single award or for the departmental organisation, the report will run straight away. The non-excel version, if run by organisation, runs overnight.</p>
	<p><b>Project Status report</b></p> <p>Useful for monitoring the status of a project at month end and during the life of the project, particularly useful where there are cross departmental grants with a project being allocated to a different department from the award. Also provides a useful summary for PIs who do not have access to either the <i>Grants module</i> or Cognos.</p> <p>If the Excel version is selected, one document with six worksheets of data is produced. The worksheets include expenditure at project summary, task, category and type level. The Excel version also allows the selection of a named PI, if required.</p> <p>This report provides up-to-date details on projects, showing:</p> <ul style="list-style-type: none"> <li>• budget,</li> <li>• expenditures,</li> <li>• amounts committed and</li> <li>• funds available.</li> </ul> <p>The expenditure and commitment figures are accumulative from the start of the project. Funds check failures, unapproved purchase orders and AP invoices that are on funds checking hold are not included in the report.</p>