



YEAR END 2021 NEW USERS: COGNOS

Cognos reporting

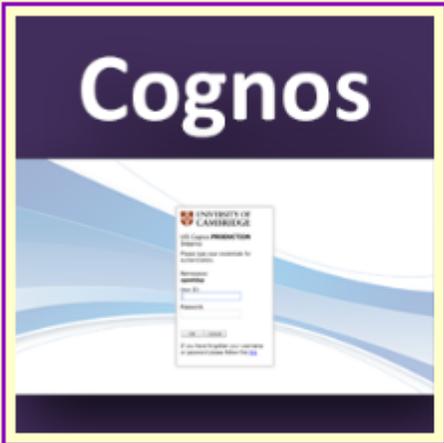
christine.rogerson@admin.cam.ac.uk



COGNOS REPORTS

From University Finance
System webpage

Check datamart has
successfully updated,
and the refresh date.



COGNOS login >

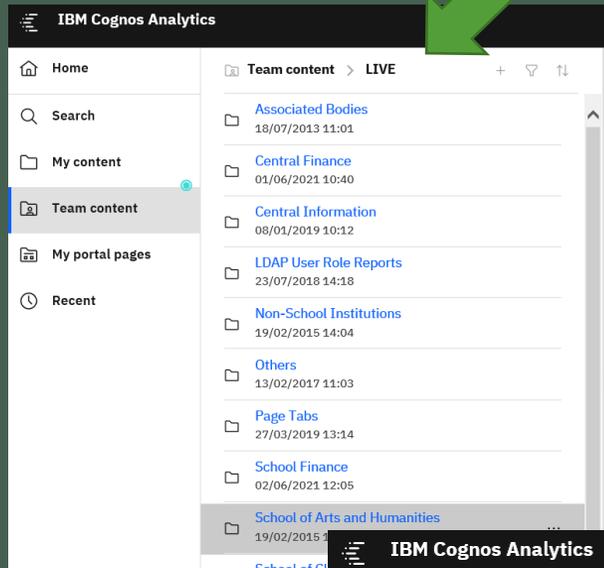
CUFS Datamart: Current status

Datamart name	Status	Last successful build time
AP Invoice Payments	DATAMART OK	01-JUL-19 01:44:28
AP Invoices	DATAMART OK	01-JUL-19 02:26:03
General Ledger	DATAMART OK	01-JUL-19 01:06:49
Grants Datamart	DATAMART OK	01-JUL-19 04:14:35
Sales Transactions	DATAMART OK	01-JUL-19 02:09:44
X5	DATAMART OK	01-JUL-19 04:28:59

NB: Allow for overnight Cognos data refresh, especially as deadlines approach



WHERE TO FIND REPORTS

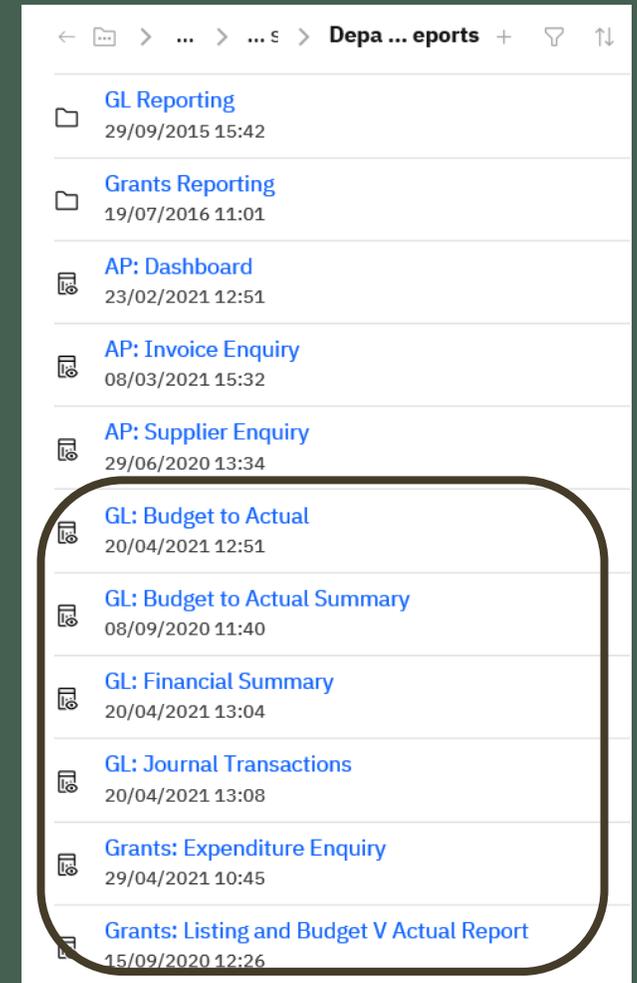
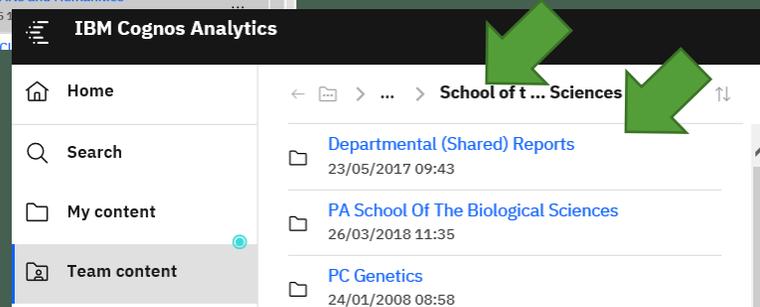


• Team Content

• LIVE

• (Your) School

• Departmental (Shared) Folders



<https://www.finance.admin.cam.ac.uk/training/guidance-and-FAQ/cognos-11>



WHICH REPORT?

General Ledger	Grants
GL Financial Summary report	Year end report (by date range)*
GL Budget to Actual summary	Grants: Listing and Budget V Actual
GL: Budget to Actual	Projects by Organisation by PI*
GL: Journal Transactions	Grants: Expenditure Enquiry

*These Grants reports are in the Grants Reporting folder

Once you've decided what to include in each report, set up a Report View (saved selection parameters), and you can also schedule the report to run on regular basis.

https://www.finance.admin.cam.ac.uk/files/cog11_rep_view.pdf

https://www.finance.admin.cam.ac.uk/files/cog11_schrpt.pdf

GL: FIN SUMMARY

Source of Funds Code	Source of Funds	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus / (Deficit) (4) = (2) - (3)	Overdrawn / Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUF5 (11) = (5) - (10)	Revaluations in Year
0000	Balance Sheet Default	0.00	(465.20)	0.00	(465.20)	465.20	0.00	0.00	0.00	0.00	0.00	(462,102.89)	462,102.89	0.00
AAAA	Chest Non Payroll	265,390.00	0.00	243,368.76	240,874.02	2,494.74	2,494.74	0.00	0.00	0.00	2,494.74	0.00	2,494.74	0.00
AAAC	Vacation Study Grants Head 25 Sub-Head 181	36,603.00	2,219.93	33,550.00	51,781.88	(18,231.88)	(16,011.95)	0.00	0.00	0.00	(16,011.95)	0.00	(16,011.95)	0.00
AAAD	Chest Equipment	27,371.00	(5,910.58)	25,091.00	15,107.51	9,983.49	4,072.91	0.00	0.00	0.00	4,072.91	0.00	4,072.91	0.00
ABAA	Chest Stipends	1,434,813.00	0.00	1,314,613.00	1,284,656.15	29,956.85	29,956.85	0.00	0.00	0.00	29,956.85	0.00	29,956.85	0.00
ABAD	Savings Accruing for Unpaid Leave of Absence	0.00	224,263.97	0.00	55,087.47	(55,087.47)	169,176.50	0.00	0.00	0.00	169,176.50	0.00	169,176.50	0.00
AZZY	Transactions pending allocation to correct code	0.00	(2,172.11)	0.00	10,082.08	(10,082.08)	(12,254.19)	0.00	0.00	0.00	(12,254.19)	0.00	(12,254.19)	0.00
BMRC	Insurance Claims	0.00	68.00	1,362.28	1,362.28	0.00	68.00	0.00	0.00	0.00	68.00	0.00	68.00	0.00
ECBA	Departmental Gr	6,796.00	67,884.00	6,226.00	0.00	6,226.00	74,110.00	0.00	0.00	0.00	74,110.00	0.00	74,110.00	0.00
EDAA	Departments Share of Research Overheads	0.00	190,140.08	85,168.13	50,352.01	34,816.12	224,956.20	0.00	0.00	0.00	224,956.20	0.00	224,956.20	0.00
GAAA	External Trading	0.00	268,393.57	90,191.60	154,411.94	(64,220.34)	204,173.23	0.00	0.00	0.00	204,173.23	0.00	204,173.23	0.00
GAAB	Internal Trading	0.00	417,282.59	34,809.69	(3,221.02)	38,030.71	455,313.30	0.00	0.00	0.00	455,313.30	0.00	455,313.30	0.00
MAAB	Research - UK Charity Medical VAT Non-Recoverable	0.00	0.00	42.84	42.84	0.00	0.00	0.00	0.00	0.00	0.00	42.84	(42.84)	0.00
MABB	Research - UK Charity Other VAT Non-Recoverable	0.00	0.00	426,717.92	453,996.35	(27,278.43)	(27,278.43)	0.00	0.00	0.00	(27,278.43)	(21,629.31)	(5,649.12)	0.00
ZZZZ	Depreciation - University Funded Assets	0.00	222,398.57	0.00	96,560.34	(96,560.34)	125,838.23	0.00	0.00	0.00	125,838.23	125,838.23	0.00	0.00

Source of Funds Code	Source of Funds	Cost Centre Code	Cost Centre	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus / (Deficit) (4) = (2) - (3)	Overdrawn / Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUF5 (11) = (5) - (10)	Revaluations in Year
0000	Balance Sheet Default	0000	Balance Sheet Default	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(460,928.05)	460,928.05	0.00
0000	Balance Sheet Default	ZZYA	Key Deposits	0.00	(465.20)	0.00	(465.20)	465.20	0.00	0.00	0.00	0.00	0.00	(1,174.84)	1,174.84	0.00
0000 Subtotal				0.00	(465.20)	0.00	(465.20)	465.20	0.00	0.00	0.00	0.00	0.00	(462,102.89)	462,102.89	0.00
AAAA	Chest Non Payroll	ZZAA	Ecology: Administration	0.00	0.00	0.00	(1,355.40)	1,355.40	1,355.40	0.00	0.00	0.00	1,355.40	0.00	1,355.40	0.00
AAAA	Chest Non Payroll	ZZAG	Ecology: Research Grant Activity	0.00	0.00	0.00	1,410.45	(1,410.45)	(1,410.45)	0.00	0.00	0.00	(1,410.45)	0.00	(1,410.45)	0.00
AAAA	Chest Non Payroll	ZZBA	Ecology General	265,390.00	0.00	243,276.00	56,547.38	186,728.62	186,728.62	0.00	0.00	0.00	186,728.62	0.00	186,728.62	0.00
AAAA	Chest Non Payroll	ZZCB	Research Day	0.00	0.00	0.00	8,277.20	(8,277.20)	(8,277.20)	0.00	0.00	0.00	(8,277.20)	0.00	(8,277.20)	0.00
AAAA	Chest Non Payroll	ZZCD	National Science Week	0.00	0.00	0.00	973.93	(973.93)	(973.93)	0.00	0.00	0.00	(973.93)	0.00	(973.93)	0.00
AAAA	Chest Non Payroll	ZZDB	Repair & Maintenance of Buildings	0.00	0.00	0.00	8,397.05	(8,397.05)	(8,397.05)	0.00	0.00	0.00	(8,397.05)	0.00	(8,397.05)	0.00
AAAA	Chest Non Payroll	ZZDC	Repair & Maintenance of Equipment	0.00	0.00	0.00	74,646.64	(74,646.64)	(74,646.64)	0.00	0.00	0.00	(74,646.64)	0.00	(74,646.64)	0.00
AAAA	Chest Non Payroll	ZZIZ	Library	0.00	0.00	0.00	1,575.85	(1,575.85)	(1,575.85)	0.00	0.00	0.00	(1,575.85)	0.00	(1,575.85)	0.00
AAAA	Chest Non Payroll	ZZRK	Growth Facility	0.00	0.00	0.00	22,669.43	(22,669.43)	(22,669.43)	0.00	0.00	0.00	(22,669.43)	0.00	(22,669.43)	0.00
AAAA Subtotal				265,390.00	0.00	243,368.76	240,874.02	2,494.74	2,494.74	0.00	0.00	0.00	2,494.74	0.00	2,494.74	0.00
AAAC	Vacation Study Grants Head 25 Sub-Head 181	ZZDE	Field Trips	36,603.00	2,219.93	33,550.00	51,781.88	(18,231.88)	(16,011.95)	0.00	0.00	0.00	(16,011.95)	0.00	(16,011.95)	0.00
AAAC Subtotal				36,603.00	2,219.93	33,550.00	51,781.88	(18,231.88)	(16,011.95)	0.00	0.00	0.00	(16,011.95)	0.00	(16,011.95)	0.00
AAAD	Chest Equipment	ZZBA	Ecology General	27,371.00	(5,910.58)	25,091.00	15,107.51	9,983.49	4,072.91	0.00	0.00	0.00	4,072.91	0.00	4,072.91	0.00
AAAD Subtotal				27,371.00	(5,910.58)	25,091.00	15,107.51	9,983.49	4,072.91	0.00	0.00	0.00	4,072.91	0.00	4,072.91	0.00
ABAA	Chest Stipends	ZZBA	Ecology General	1,434,813.00	0.00	1,314,613.00	1,284,656.15	29,956.85	29,956.85	0.00	0.00	0.00	29,956.85	0.00	29,956.85	0.00
ABAA Subtotal				1,434,813.00	0.00	1,314,613.00	1,284,656.15	29,956.85	29,956.85	0.00	0.00	0.00	29,956.85	0.00	29,956.85	0.00

GL: USER PARAMETERS AND SELECTED OUTPUTS

GL: Financial Summary

Select Financial Year:

FY18-19

Update GL Period List

Select GL Period:

* Previous Month (JUN-19)

First Summary Field:

Source of Funds

Show Subtotal?

Yes
 No

Second Summary Field:

None

Show Subtotal?

Yes
 No

Third Summary Field:

None

Show Subtotal?

Yes
 No

Fourth Summary Field:

None

Report Layout Options:

- Presentation Layout (best viewed as PDF)
- Show Descriptions for Chart of Accounts Segments
- Show Net / MAAA-ZZZZ SoF Totals
- Show Grand Totals
- Show 'Wide' Income and Expenditure Breakdown
- Show Departmental Breakdown for School or Group reports
- Show Negative Amounts in Red
- Show Amounts in Thousands
- Show Cost Centre Analysis Owner CRSids
- Show Cost Centre Analysis Owner Full Names
- Show Cost Centre Analysis Category 1
- Show Cost Centre Analysis Category 2
- Show Cost Centre Analysis Category 3
- Show Cost Centre Analysis Category 4

Select all Deselect all

Display Cost Centre Analysis Filters

Select School(s):

- School of Arts and Humanities
- School of the Biological Sciences
- School of Clinical Medicine
- School of the Humanities and Social Sciences
- School of the Physical Sciences
- School of Technology
- UAS
- NSI
- Others
- Associated Bodies

Select all Deselect all

Update Department List

Select Department(s):

- 00: Balance Sheet
- AA: Central Admin
- AB: Student Registry: Student Funding
- AC: Student Registry: Operations
- AD: Staff & Student Amenities and Facilities
- AE: Vice Chancellor's Office
- AF: MISD
- AG: Finance
- AH: Human Resources
- AI: Postdoctoral Affairs

Select all Deselect all

Update Cost Centre List

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

Select Department Group:

Deselect

Update Department List

Select Cost Centre Range(s):

From:

Cost Centre Code

Insert

Lowest value

Remove

To:

Cost Centre Code

Highest value

Choices:

Empty choices box

Select all Deselect all

(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Empty input field

Fourth Summary Field:

None

Display Cost Centre Analysis Filters

Select Cost Centre Analysis Owner Full Name(s):

- Dr Richard Turner
- Dr James Keeler
- Dr Nick Bampos
- Dr Paul Wood
- Mr Mark Hudson
- Dr Janet Kumita
- Professor Michele Vendruscolo
- Professor Markus Kalberer
- Ms Clair Castle

Select all Deselect all

Select Cost Centre Analysis Category 1:

- ACADEMIC
- DEPT
- STUDENT
- ACCOMODATION

Select Cost Centre Analysis Category 2:

- TRUST FUNDS
- GENERAL
- CMT
- ACADEMIC STAFF

GL: BUDGET TO ACTUAL SUMMARY

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	YTD Plan Income	YTD Plan Expenditure	YTD Plan Surplus / (Deficit)	Actual Income	Actual Expenditure	Actual Surplus / (Deficit)	YTD Variance Income	YTD Variance Expenditure	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	41,597.85	(41,597.85)	0.00	(41,597.85)	(41,597.85)
ZZAA	Ecology: Administration	GAAA	External Trading	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	273,108.00	273,108.00	0.00	273,108.00	257,180.81	15,927.19	0.00	15,927.19	15,927.19
ZZAF	Oracle Inventory Account	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	(2,252.52)	2,252.52	0.00	2,252.52	2,252.52
ZZAF	Oracle Inventory Account	GAAB	Internal Trading	0.00	0.00	0.00	0.00	(1,310.15)	1,310.15	0.00	1,310.15	1,310.15
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	0.00	0.00	0.00	0.00	(105,893.80)	105,893.80	0.00	105,893.80	105,893.80
ZZAG	Ecology: Research Grant Act	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(841.81)	(841.81)
ZZAG	Ecology: Research Grant Act	EDAA	Departments Share of Rese	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(10,075.08)	369,260.29
ZZAG	Ecology: Research Grant Act	EZZY	FEC Departmental Overhea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282,268.94	282,268.94
ZZAG	Ecology: Research Grant Act	EZZZ	FEC Departmental Overhea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	490,206.84
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	147,727.00	0.00	147,727.00	147,727.00	0.00	0.00	4,617.76	4,617.76
ZZAP	Postgraduate application fees	GAAA	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,540.00
ZZAZ	Insurance Claims	BMRC	Insurance Claims	0.00	0.00	0.00	1,416.81	496.86	919.95	1,416.81	(496.86)	919.95
ZZBA	Ecology General	AAAD	Chest Equipment	2,543.00	2,543.00	0.00	2,543.00	175,377.79	(172,834.79)	0.00	(172,834.79)	(172,834.79)
ZZBA	Ecology General	GAAA	External Trading	0.00	0.00	0.00	16,995.14	0.00	16,995.14	16,995.14	0.00	16,995.14
ZZBA	Ecology General	GAAB	Internal Trading	0.00	0.00	0.00	2,187.23	34,137.84	(31,950.61)	2,187.23	(34,137.84)	(31,950.61)
ZZBA	Ecology General	GAAB	Internal Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZBA	Ecology General	GAAB	Internal Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZYB	Spendable Trust Fund Capital	KGAK	Unilever Prize for Ecology	0.00	0.00	0.00	259.25	0.00	259.25	259.25	0.00	259.25
Grand Total				8,145,220.00	8,010,953.00	134,267.00	15,156,658.53	10,883,852.80	4,272,805.73	7,011,438.53	(2,872,899.80)	4,138,538.73

[BvA Summary](#) |
 [I&E Summary](#) |
 [Report Information](#)

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	YTD Plan Income	Actual Income	YTD Variance Income	YTD Plan Expenditure	Actual Expenditure	YTD Variance Expenditure	YTD Plan Surplus / (Deficit)	Actual Surplus / (Deficit)	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Admin	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	41,597.85	(41,597.85)	0.00	(41,597.85)	(41,597.85)
ZZAA	Ecology: Admin	GAAA	External Trading	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Mainte	ACAA	Chest Wages	273,108.00	273,108.00	0.00	273,108.00	257,180.81	15,927.19	0.00	15,927.19	15,927.19
ZZAF	Oracle Inventor	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	(2,252.52)	2,252.52	0.00	2,252.52	2,252.52
ZZAF	Oracle Inventor	GAAB	Internal Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,310.15	1,310.15
ZZAF	Oracle Inventor	GAAD	Inventory Controls	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,893.80	105,893.80
ZZAG	Ecology: Resea	AZZY	Transactions pending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(841.81)	(841.81)
ZZAG	Ecology: Resea	EDAA	Departments Share of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	369,260.29	369,260.29
ZZAG	Ecology: Resea	EDAZ	Departmental Bad De	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(36,055.91)	(36,055.91)
ZZAG	Ecology: Resea	EZAB	FEC Departmental Ov	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03	0.03
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	147,727.00	0.00	147,727.00	147,727.00	0.00	0.00	4,617.76	4,617.76
ZZAP	Postgraduate a	GAAA	External Trading	0.00	13,540.00	13,540.00	0.00	0.00	0.00	0.00	13,540.00	13,540.00
ZZAZ	Insurance Claim	BMRC	Insurance Claims	0.00	1,416.81	1,416.81	0.00	496.86	(496.86)	0.00	919.95	919.95
ZZYB	Spendable Trus	KGAK	Ronald Norrish Fund	0.00	783.53	783.53	0.00	0.00	0.00	0.00	783.53	783.53
ZZYB	Spendable Trus	KGAK	Unilever Molecular Chem	0.00	15,156.66	15,156.66	0.00	0.00	0.00	0.00	(15,156.66)	(15,156.66)
ZZYB	Spendable Trus	KGAK	Unilever Prize for Physical	0.00	259.25	259.25	0.00	0.00	0.00	0.00	259.25	259.25
Grand Total				8,145,220.00	15,156,658.53	7,011,438.53	8,010,953.00	10,883,852.80	(2,872,899.80)	134,267.00	4,272,805.73	4,138,538.73

[BvA Summary](#) |
 [I&E Summary](#) |
 [Report Information](#)

GL: BUDGET TO ACTUAL SUMMARY SELECTION

Select Source of Funds Range(s):

From:

Source of Funds Code

Insert

Lowest value

Remove

To:

Source of Funds Code

Highest value

Choices:

between AAAA and LZZZ

[Select all](#) [Deselect all](#)

(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

First Sorting Field:

Cost Centre

Source of Funds

Show Subtotal?

Yes

No

Select Transaction Range(s):

From:

Transaction Code

Insert

Lowest value

Remove

To:

Transaction Code

Highest value

Choices:

between AAAA and NZZZ

[Select all](#) [Deselect all](#)

(Alternative) Transaction Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Report Layout Options:

- Show Plan to Actual (BvA) Summary
- Show Income and Expenditure (I&E) Summary
- Show Source of Funds then Cost Centre
- Show Descriptions for Chart of Accounts Segments
- Show Annual Plan Figures
- Show Variance between Annual Plan and Actuals
- Show Grand Totals
- Show Negative Amounts in Red
- Show Amounts in Thousands
- Show Cost Centre Analysis Owner CRSids
- Show Cost Centre Analysis Owner Full Names
- Show Cost Centre Analysis Category 1
- Show Cost Centre Analysis Category 2
- Show Cost Centre Analysis Category 3
- Show Cost Centre Analysis Category 4

[Select all](#) [Deselect all](#)

GL: BUDGET TO ACTUAL

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transx Code	Transaction	Actual Previous Month (JUN-19)	Actual YTD
ZZDK	Examinations	AAAA	Chest Non Payroll	ETAZ	Accommodation and Hotels	0.00	616.55
ZZBA	Ecology General	ANGW	Fieldwork Costs	ETAZ	Accommodation and Hotels	0.00	5,402.53
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Overl	ETAZ	Accommodation and Hotel	879.60	1,195.51
ZZYB	Spendable Trust Fund Capital	KIAG	Attenborough Fund	ETAZ	Accommodation and Ho	0.00	1,172.16
				ETAZ Total			75
ZZBA	Ecology General	ANGW	Fieldwork Costs	ETBZ	Air Travel		
ZZAZ	Insurance Claims	BMRC	Insurance Claims	ETBZ	Air Travel		
ZZGC	Physiological Ecology - Verne JJ	EFKM	Donations	ETBZ	Air Travel		
ZZGJ	Global Change - Penguin E	EFKM	Donations	ETBZ	Air Travel		
ZZJL	Dr. Who	EZZZ	FEC Departmental Overheads Resear	ETBZ	Air Travel	0.00	
ZZDE	Field Trips	GAAA	External Trading	ETBZ	Air Travel	8,080.00	8,080.00
				ETBZ Total		8,806.02	16,748.09
ZZDC	Repair & Maintenance of Equipment	AAAA	Chest Non Payroll	ETDZ	Taxi Hire	0.00	25.09
				ETDZ Total		0.00	25.09

Can be configured =
transaction code
balance report

https://www.finance.admin.cam.ac.uk/files/cog11_trnx_code_bal.pdf

GL: JOURNAL TRANSACTIONS

Posting Date	Period Name	Dept Code	Department	Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transaction Code	Transaction	Batch Name	Journal Line Description	Supplier / Customer Name	Invoice Number	PO / Requisition Number	Accounted Amount
01-Jul-19	JUN-19	ZZ	Ecology	ZZSC	SRF053 - Microarray Scanner - Dr a	GAAB	Internal Trading	EMFZ	Machine Tools & Acces	Payables A 2918647 2598	CrossLab ferrule, 0.5 mm, graph	XYZ TECHNOLOGIES UK L	3005008541	3038824	4.31
28-Jun-19	JUN-19	ZZ	Ecology	ZZGI	Harrison Evolution of plant body plan	GAAB	Internal Trading	ELCZ	Laboratory	ZZ/DH/28/06/19-1	J HARRISON FUNDS				1,595.62
04-Jul-19	JUN-19	ZZ	Ecology	ZZSB	Gel Camera - Dr J Attenborough	GAAB	Internal Trading	EAEZ	Photographic Equipment	ZZ/AJW/04/07/19/01	GEL CAMERA				(69.00)
28-Jun-19	JUN-19	ZZ	Ecology	ZZJP	Dr. Who	GAAB	Internal Trading	EAZZ	Other/General Audio-Vi	ZZ/DH/28/06/19-1	UV CAMERA BGARDEN CONTRB				25.00
28-Jun-19	JUN-19	ZZ	Ecology	ZZSA	X Ray Processor - Dr J Attenboroug	GAAB	Internal Trading	EZXX	Transfer of Expenditure	ZZ/DH/28/06/19-1	MATCH INCOME TO EXP				87.98
17-Jun-19	JUN-19	ZZ	Ecology	ZZSF	SRF087 - Growth Room	GAAB	Internal Trading	EZXR	Srf Fec Pricing - Transf	Projects A 2916618 25890	Journal Import Created				(4,372.29)
20-Jun-19	JUN-19	ZZ	Ecology	ZZIZ	Library	GAAB	Internal Trading	LKAA	Sales/Income - Miscellat	Receivables A 2916641 25	1057760 - 25% towards subscri	SAINSBURY LAB [PT]			(1,776.50)
28-Jun-19	JUN-19	ZZ	Ecology	ZZGJ	Ecosystems and Global Change Tan	GAAB	Internal Trading	ADHA	Stipends; Contract rese	CHRIS Payroll Interface A	30022605 IGEA DE CASTRO				3,066.67
17-Jun-19	JUN-19	ZZ	Ecology	ZZSC	SRF053 - Microarray Scanner	GAAB	Internal Trading	ADJA	Stipends; Contract rese	ZZ/DH/17/06/19-1	SALARY CONTRIBUTION				5,000.00
04-Jun-19	JUN-19	ZZ	Ecology	ZZSC	SRF053 - Microarray Scanner	GAAB	Internal Trading	ELCZ	Laboratory	ZZ/DH/04/06/19-1	Dr Who ice analysis				(750.00)
28-Jun-19	JUN-19	ZZ	Ecology	ZZDE	Field Trips	GAAB	Internal Trading	ETGZ	Subsistence	ZZ/DH/28/06/19-1	Who PORTUGAL 2019 ADV REFD				894.43
04-Jul-19	JUN-19	ZZ	Ecology	ZZSB	Gel Camera - Dr J Attenborough	GAAB	Internal Trading	EZZI	Charge for Internal Issu	ZZ/AJW/04/07/19/01	STORES JUNE 2019				56.24
06-Jun-19	JUN-19	ZZ	Ecology	ZZSA	X Ray Processor - Dr J Attenboroug	GAAB	Internal Trading	EAKC	Photographic Dark Room	Payables A 2913600 2581	SUPERFIX EC concentrate, 2x20L	BIOCHEMISTRY	1053263	3016333	36.88

GRANTS: YEAR END REPORT BY DATE RANGE

Grants Year end Report

Report period start 1 Aug 2018 0:00 Report period end 3 Jul 2019 0:00
 Project Organisation ZZ_Ecology

					EQUIPMENT	PI COSTS	POOLED LABOUR	RESEARCH FACILITIES	TRAVEL AND SUBSISTENCE	Total(Expenditure Category)							
					Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Bfd Balance	Cumulative Total					
ZZ_Ecology	G100088		ZZAG/931	BRITISH COUNCIL (FB NEWTON FUND)	BLOGGS, Professor Jane			4,086.00		23,742.91	0.00	23,742.91					
	G100089		ZZAG/941	UKRI (UK RESEARCH & INNOVATION)	BROWN, Professor David				1,845.33	37,213.35	0.00	37,213.35					
			ZZAG/945	UKRI (UK RESEARCH & INNOVATION)	GREEN, Dr John				22,145.61	30,000.00	0.00	30,000.00					
			ZZAG/998	UKRI (UK RESEARCH & INNOVATION)	BLOGGS, Professor Jane			20,715.00	9,324.10	57,999.29	0.00	57,999.29					
	G106666		ZZAG/491	UNIVERSITY OF BRISTOL						3,881.58	0.00	3,881.58					
	G106676		ZZAG/492	UNIVERSITY OF BRISTOL						1,080.66	0.00	1,080.66					
	G106888		ZZAG/481	ABC TRUST						5,000.00	0.00	5,000.00					
			ZZAG/482	ABC TRUST						3,000.00	0.00	3,000.00					
	RG00000(Z		ZZAG/000	(DO NOT USE - SEE 1014) - RESEARC	Suspense, Dr Grants Administrator			0.00		13,420.48	0.00	13,420.48					
	RG66666		ZZAG/188	OCEAN BLUE INTERNATIONAL LTD						2,496.83	22,375.49	24,872.32					
Total(Project Organization)										188,980.51	266,786.85	48,119.75	332,627.85	185,970.14	8,862,500.56	29,668,949.12	38,531,449.68
3 Jul 19																	16:15:09

Runs for entire department, only selection is date range

Includes column for each expenditure category

GRANTS: LISTING AND BUDGET V ACTUAL

Grants Listing and Budget v Actual Report

Award Organization	Project Organization	Award Number	Project Short Code	Award PI Name	Project Name	Project Description	Project PI Name	Project Start Date	Project End Date	Budget	Expenditure	Commitment	Balance Remaining
NZ_Engineering	ZZ_Ecology	RG12345	PDAG/789		PDAG/789			1-Jul-10	1-Apr-17	24,872.32	24,872.32	0.00	0.00
ZZ_Ecology	ZZ_Ecology	RG12346	PDAG/790		PDAG/790			13-Aug-12	1-Oct-21	2,716,612.57	2,673,485.03	7,560.95	35,566.59
ZZ_Ecology	ZZ_Ecology	RG12347	PDAG/791		PDAG/791			15-May-13	30-Sep-19	591,848.00	596,715.51	0.00	(4,867.51)
ZZ_Ecology	ZZ_Ecology	RG12348	PDAG/792		PDAG/792			1-Feb-14	31-Jan-19	2,108,353.57	2,101,863.78	0.12	6,489.67
ZZ_Ecology	ZZ_Ecology	RG12349	PDAG/793		PDAG/793			1-Apr-14	7-Jan-18	398,042.00	398,042.00	0.00	(0.00)
ZZ_Ecology	ZZ_Ecology	RG12350	PDAG/794		PDAG/794			31-Jul-14	30-Sep-21	11,091,403.18	10,948,719.74	33,463.00	109,220.44
ZZ_Ecology	ZZ_Ecology	RG12351	PDAG/795		PDAG/795			1-Jan-15	30-Nov-20	384,074.00	381,832.07	(0.01)	2,241.94
LL_Life on Earth	ZZ_Ecology	RG12352	PDAG/796		PDAG/796			1-Sep-14	31-Oct-22	175,793.35	174,728.03	0.00	1,065.32
ZZ_Ecology	ZZ_Ecology	RG12353	PDAG/797		PDAG/797			15-Jun-15	30-Sep-20	598,057.88	598,958.84	18.96	(89.96)
PA_School of the Biology	ZZ_Ecology							1-Oct-15	30-Sep-20	1,796,929.74	1,329,968.63	22,170.80	244,790.31
										79,112,796.88	47,523,798.79	511,291.62	31,077,706.47

This report includes a variety of optional fields for user selection – refer to https://www.finance.admin.cam.ac.uk/files/cog11_gm_consol_list_rep.pdf

GRANTS: PROJECT BY ORG BY PI

Project by PI

ZZ Ecology: Bloggs, Doctor Mary

Project PI Name	Project Short Code	Project Description	Sponsor Name	Project Start Date	Project End Date	Task Number	Expenditure Category	Budget	Expenditure	Commitment	Budget Remaining
BLOGGS Doctor Mary		SAVE THE POLAR BEARS: A STUDY ON DISAPPEARING HABITAT	GOGO INTERNATIONAL LTD	15-May-2013	30-Sep-2019	1	OTHER COSTS	91,479.00	78,720.24	8,992.98	3,765.78
							STAFF COSTS	230,892.00	205,138.57	0.00	25,753.43
							TRAVEL AND SUBSISTENCE	10,000.00	3,462.30	0.00	6,537.70
						100	RESEARCH FACILITIES	31,785.00	31,784.99	0.00	0.01
							ESTATES COSTS	44,917.00	40,380.02	0.00	4,536.98
							INDIRECT COSTS	145,035.00	127,702.36	0.00	17,332.64
							INFRASTRUCTURE TECHNICIANS	7,731.00	6,879.00	0.00	852.00
						PI COSTS	30,009.00	40,104.65	0.00	(10,095.65)	
ZZAG/123 - Total							591,848.00	534,172.13	8,992.98	48,682.89	
BLOGGS. Doctor Mary - Total							591,848.00	534,172.13	8,992.98	48,682.89	

Can select multiple PIs – each PI on new page, all projects associated with PI will be included

GRANTS: DETAILED EXPENDITURE ENQUIRY

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	Nitrotriacetic acid 99% NTA, C6H9NO6, CAS	FISHER SCIENTIFIC UK LTD	4153487211	10.15
ZZ_Ecology	G111111	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	24-Jun-19	21-Jun-19	Nitrotriacetic acid 99% NTA, C6H9NO6, CAS	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	PD3043982	AGRISERA AB	20190952	0.36
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	CBG3131059	6.57

This report can be set to include Commitments, PI name, GL Period, Expenditure Batch, PO Number, Transaction Source, amongst other choices, as well as showing subtotals by Project code, Expenditure Category or Type.

https://www.finance.admin.cam.ac.uk/files/cog11_gm_con_expenq.pdf

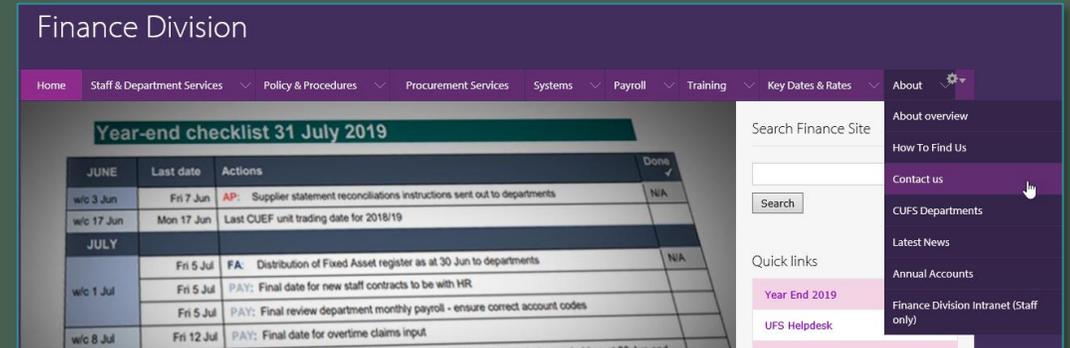
Q&A session for all the modules:
Wed 14 July, 11h00 – 12h00

Booking required:

<https://www.training.cam.ac.uk/fin/event/3815536>



HELP AND SUPPORT



Financial Procedures Manual Chapter 11:
Year End

<https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions>

School Finance Managers/Advisers

<https://www.finance.admin.cam.ac.uk/about-us/contact-us>

UFS Module Helpdesk

As above

Your usual Finance Division contacts

As above

Research Operations Office

<https://www.research-operations.admin.cam.ac.uk/>

UFS Bulletin

<http://ufs.admin.cam.ac.uk/news/bulletin/>