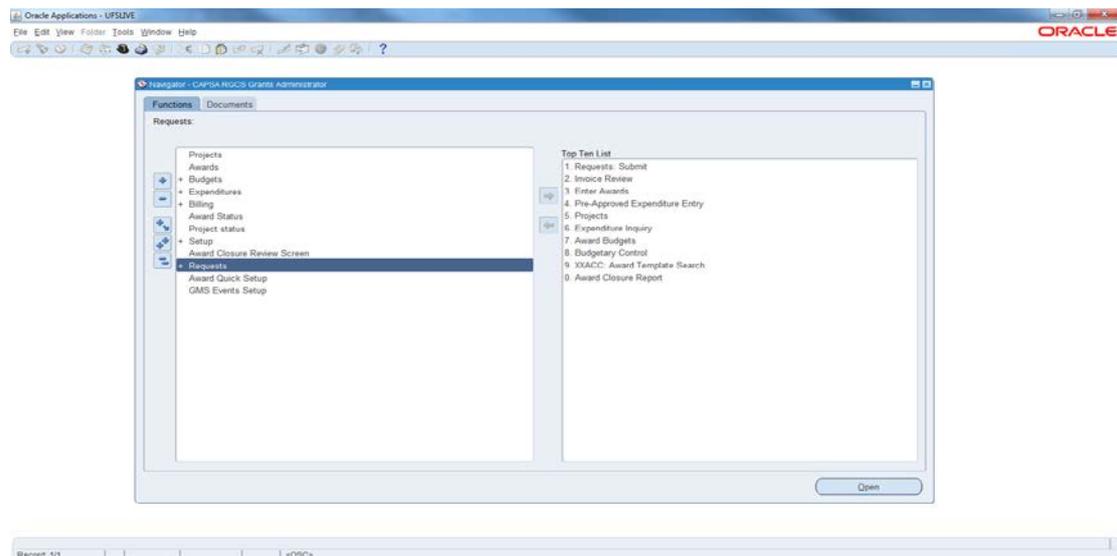


Running an Award Status Report or Project Status Report in CUFS

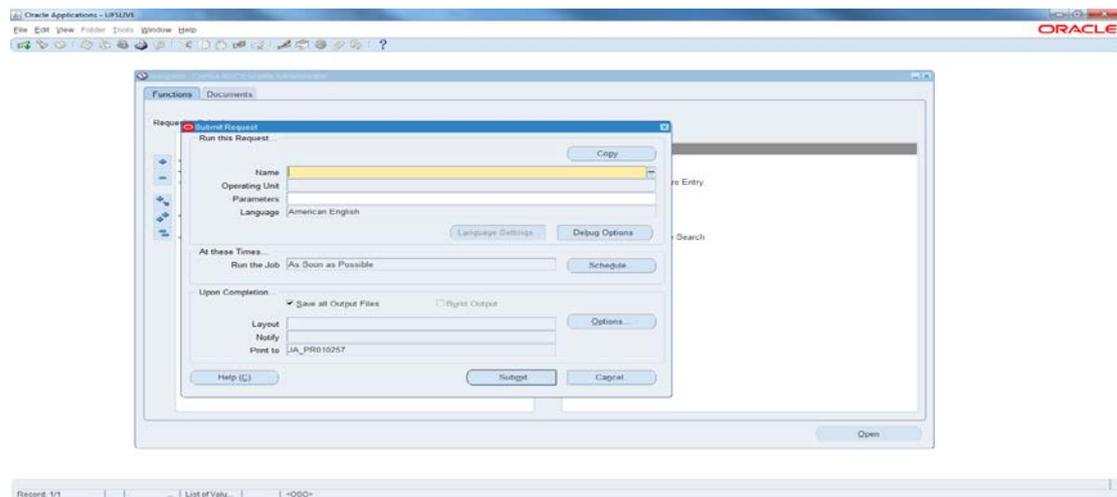
Award Status Report (ASR)

The ASR provides a live-time, top level report on the expenditure charged against an award set against the associated budget headings. This includes both lead Department and all sub Departments assigned to the award.

Access is through the CUFS Grants Module. To run this report, select the 'Request – Run' option on the left hand navigation page, per the screenshot below. This can be added to the 'top ten list', and will appear there as 'Requests : Submit'.



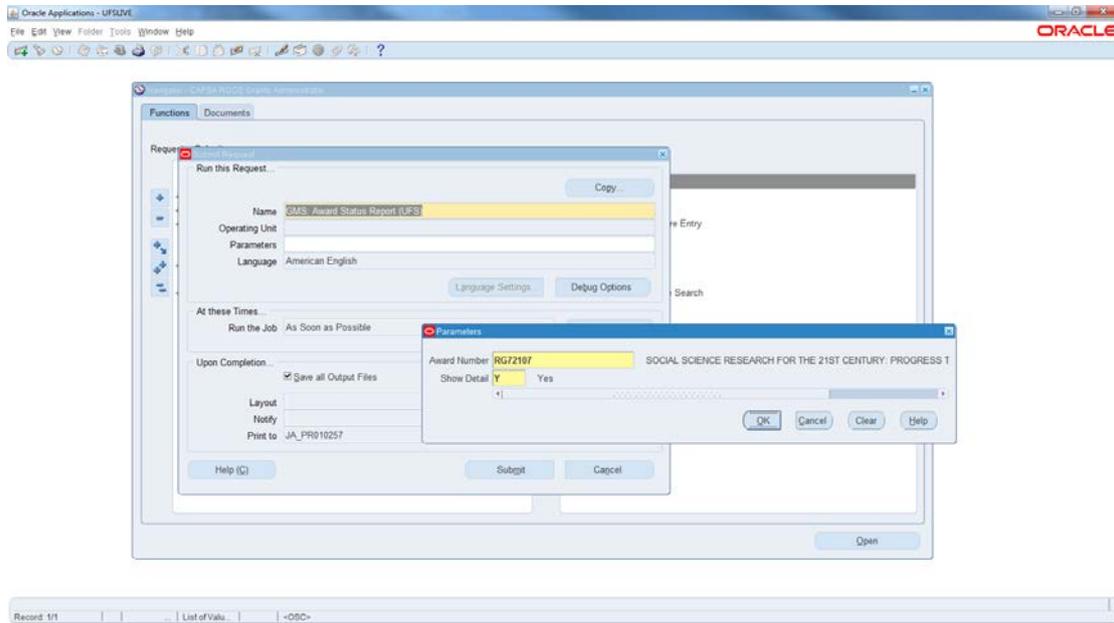
Once this option is selected, the following screen will become available.



Under the 'Name' parameter, the report titled 'GMS: Award Status Report (UFS)' should be selected. There will then be a prompt for the Award Number, and an option to show detail, which defaults to 'N'.

This default view will display expenditure at an upper, summarised level, for example 'Staff Costs'.

Amending to 'Y' will display expenditure at a lower level, for example Stipends, Wages, Salaries.



Click 'OK', and then at the bottom of the Submit Request screen select 'Submit'. This will run the report with your selected Print Options.

The report will look similar to the below screenshot, and as well as budgetary information also includes information on the award, such as start, end and close dates.

GMS: Award Status Report (UFS)

Report Run: 12-APR-2016 11:01:15
Page: 1 of 7
Ref: XXXCC_AFFA9SD

Award Number: RG72107
Award Title: SOCIAL SCIENCE RESEARCH FOR THE 21ST CENTURY: PROGRESS THR
Award Organization: JS_SCHOOL of the Humanities & Social Science
Principal Investigator: DAUNTON, Prof. MARTIN J
Funding Source: PHILOMATHIA FOUNDATION
Funding Ref: NONE
Award Yrs: Outside Scope
Ind Cost Rate: DRB 9 8 40%

Award Status: ACTIVE
Award Start Date: 01-SEP-2013
Award End Date: 30-SEP-2018
Award Close Date: 30-NOV-2018

Task Number / Name	Task	Expenditure Category / Type	Budget	Expenditure **	Commitment	Total Cost	Funds Available
Task Number / Name : 1 / SECRETARIAL COSTS							
JJAG/002	1	OVERHEADS	24,935.00	10,547.30	0.00	10,547.30	10,949.91
		Overhead Chest		3,519.79	0.00	3,519.79	
		Overhead Department		7,027.51	0.00	7,027.51	
JJAG/002	1	STAFF COSTS	62,332.00	28,094.72	0.00	28,094.72	27,174.81
		Salaries		7,062.77	0.00	7,062.77	
		Wages		21,031.95	0.00	21,031.95	
JJAG/002	1	UNIVERSITY FUNDED	-15,503.00		0.00		-15,503.00
(1 / SECRETARIAL COSTS) Task Totals :			71,662.00	48,220.58	0.00	48,220.58	22,461.42
Task Number / Name : 2 / RAI HISTORY COSTS							
JJAG/002	2	OTHER COSTS		0.00	0.00	0.00	0.00
		Other Costs/Miscellaneous					
JJAG/002	2	OVERHEADS	54,542.00	23,509.60	0.00	23,509.60	23,195.97
		Overhead Chest		7,836.53	0.00	7,836.53	
JJAG/002	2	STAFF COSTS	126,355.00	78,365.39	0.00	78,365.39	57,889.61
		Stipends					
JJAG/002	2	UNIVERSITY FUNDED	-34,089.00		0.00		-34,089.00
(2 / RAI HISTORY COSTS) Task Totals :			126,808.00	109,711.52	0.00	109,711.52	47,096.46
Task Number / Name : 3 / RAG SOCIOLOGY COSTS							
JJAG/002	3	OTHER COSTS		312.00	0.00	312.00	-312.00
		Other Costs/Miscellaneous					
JJAG/002	3	OVERHEADS	54,542.00	20,497.37	0.00	20,497.37	27,212.19
		Overhead Chest					

'Project Status Report' (PSR)

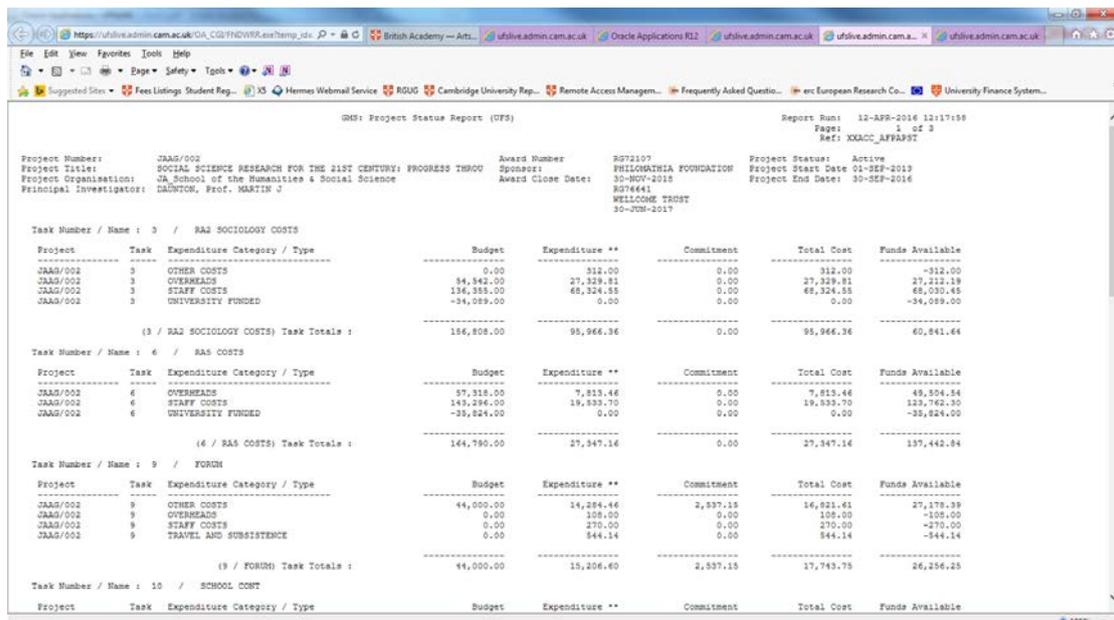
The information contained in a PSR is similar to that of the ASR, but there are two key differences to these reports. Firstly, the PSR displays only the expenditure relating to one project code, as opposed to an entire award. Secondly, it is updated overnight, rather than being live.

Nonetheless, this is a useful tool for Departments that are not the lead on an award, and so do not have access to the ASR.

As with the above instructions, select 'Request – Run', and then under 'Name' select the option : 'GMS: Project Status Report (UFS)'

Under Parameters, the Project Code is required, and again the option for 'Show detail' is given. An additional parameter, 'Display Tasks' is presented, which defaults to 'Y'. Selecting 'N' will give a summary that is not split by tasks, which is not recommended.

The PSR displays information in a similar manner to the ASR, as below:



The screenshot displays the 'GMS: Project Status Report (UFS)' interface. At the top, it shows the report run date as 12-APR-2016 12:17:58, page 1 of 3, and reference XXXXX_AFF939T. The project details include Project Number JAAG/002, Project Title SOCIAL SCIENCES RESEARCH FOR THE 21ST CENTURY: PROGRESS THROUGH, Award Number R072107, Sponsor WELLSBOROUGH FOUNDATION, Project Status Active, Project Start Date 01-SEP-2013, Project End Date 30-SEP-2016, Project Organisation JA School of the Humanities & Social Science, Award Close Date 30-NOV-2018, and Principal Investigator DAUNTON, Prof. MARTIN J. The report is divided into four task sections: 3 / RAS SOCIOLOGY COSTS, 6 / RAS COSTS, 9 / FORUM, and 10 / SCHOOL COST. Each section contains a table with columns for Project, Task, Expenditure Category / Type, Budget, Expenditure **, Commitment, Total Cost, and Funds Available. The total expenditure for all tasks is 15,206.60, with a total cost of 17,743.75 and funds available of 26,256.25.

Task Number / Name	Task	Expenditure Category / Type	Budget	Expenditure **	Commitment	Total Cost	Funds Available
3 / RAS SOCIOLOGY COSTS							
JAAG/002	3	OTHER COSTS	0.00	312.00	0.00	312.00	-312.00
JAAG/002	3	OVERHEADS	84,842.00	27,329.81	0.00	27,329.81	27,322.19
JAAG/002	3	STAFF COSTS	136,358.00	68,324.55	0.00	68,324.55	68,030.45
JAAG/002	3	UNIVERSITY FUNDED	-34,089.00	0.00	0.00	0.00	-34,089.00
(3 / RAS SOCIOLOGY COSTS) Task Totals :			186,800.00	95,966.36	0.00	95,966.36	60,941.64
6 / RAS COSTS							
JAAG/002	6	OVERHEADS	57,318.00	7,813.46	0.00	7,813.46	49,504.54
JAAG/002	6	STAFF COSTS	143,294.00	19,533.70	0.00	19,533.70	123,760.30
JAAG/002	6	UNIVERSITY FUNDED	-35,824.00	0.00	0.00	0.00	-35,824.00
(6 / RAS COSTS) Task Totals :			164,790.00	27,347.16	0.00	27,347.16	137,442.84
9 / FORUM							
JAAG/002	9	OTHER COSTS	44,000.00	16,284.46	2,537.15	16,921.61	27,078.39
JAAG/002	9	OVERHEADS	0.00	108.00	0.00	108.00	-108.00
JAAG/002	9	STAFF COSTS	0.00	270.00	0.00	270.00	-270.00
JAAG/002	9	TRAVEL AND SUBSISTENCE	0.00	844.14	0.00	844.14	-844.14
(9 / FORUM) Task Totals :			44,000.00	15,206.60	2,537.15	17,743.75	26,256.25
10 / SCHOOL COST							
Project	Task	Expenditure Category / Type	Budget	Expenditure **	Commitment	Total Cost	Funds Available