<u>Project Reporting – accessing reporting in CORE</u>

1. Where to find the reports, what to do if you haven't got the project tab on your dashboard
2. What reports are there? What do they show, what parameters to use to make sure you get what you need
3. How you get a balance. What is on the old system and what is on the new.
4. Staff costs – how to find them
5. Transaction details – who ordered what? Particularly for under £500 items in the marketplace
6. Whether the reporting is carried over if the grant was live before New Core went live.

Receipting of Purchase Orders

Receipting you need to understand how the actuals appear on reports is affected by receipting Receipting creates accruals - revenue or expense - even though cash has not exchanged hands Accruals is what you see on your budget report as actual. Commitments and actuals get updated overnight so they are always in sync for projects. But for other accounts on the General Ledger the commitments get updated when you receipt but the actuals get updated overnight so they aren't in sync. **TIP**: Run your reports in the morning so you will get the most accurate report.

If you do not receipt a PO then the supplier will not get paid.

Delivery Date

Delivery date is the basis for receipting notifications and escalations - so you need to update the delivery date from 7 day. If the goods or services aren't going to be delivered in 7 days and you don't want to receive notifications you need to update the delivery date. e.g. for call off orders select a delivery date at the end of financial year.

Royal Band of Scotland (for purchasing card orders) - moving commitments to actuals - it's all or nothing so you need to link the transaction with the PO line otherwise it doesn't get updated. This is currently being reviewed in Procurement. Defrayal report will be available to those who have specific access who will be able to run this report outside of research finance.

Reports to be found under Tools/Reports and Analytics

If you have not got this tile but you have asked for it then go onto the CORE canvas page to find how to refresh the report
Can add reports to favourites – to access reports click
Browse catalogue
Dashboard – click on this and select
UOB Custom research – projects – there are 2 report options
Project budget vs actual
Project actuals and commitments

Project budget vs actuals - you can go straight in via project number or by PI name. It will give you actuals for your whole project date or you can search by a selected date range although it will always show you the whole project. You will get two tabs one for the whole project and one for the selected period if you chose a period of time.
If your name does not appear you can do a search. The project numbers associated with that person will appear.

If you can't see your project or you are wanting someone who is not a PI to see your report you need to log a call with the IT service desk for access.

Report categories shown
Total percentage spend for directly incurred including staff
Time through project excluding staff costs
Remaining balance excluding staff costs
Chart shows over and underspend by categories
Hover over categories will show you the remaining balance
Project name/number/start and finish date/expenditure groups/budget/cost/balance.
If you have selected a date range you will get both the full project period and the date range period.
If you don't select a date range it will automatically bring up the full project duration.
If you have different categories of staff on the project they will appear under staff in one place.
You can hover over the amounts and can drill down to more details
If you have transactions called 'Audit fees' – this could be a term finance have used for some other transaction. If you can't see the detail and are unsure whether this is correct - contact research finance
Data migration - shows what has been migrated from the old system then you will see your new transactions from 2 June 19
Under cost amount - can see costs by expenses/POS/supplier and amount - if RBS then you know it is a purchasing card order, dates
Reports can export to excel/pdf/powerpoint etc or print

It is not possible to schedule reports

If anything is updated in worktribe then it will be updated and migrated across to CORE
The time delay between worktribe and CORE is overnight

If there are costs before the project went live and you need to see the detail of the transaction you should be able to get them off BOXI or Worktribe. Transaction data migration from the old system has been done as groups of activity.

If there is a budget change post award the research finance office will be updating them
A defrayals report is currently being set up.

Top right hand corner gives you the other project report - project actuals and commitments
If you want to add the reports click favourites add to favourites

Difference between 2 reports - first one gives the overview with some detail but if you want lots of details then the second one is more detailed

Can search by PI/Project number/date range/**check that you don't click all** and note that excel has a limitation on lines to 65,000
Select project move back and forward to select what report you want
If you want to select all transactions then select 1 May because the data was migrated across during May, and the end date is default to the current month.
Parameters – show what you selected
Summary - repeat of previous report showing totals in expenditure categories
Invoices -
Project commitments - Open/unreceipted items, if it is receipted then the amount will get posted to the project actuals tab below. See POs, dates, CHM is proactis, UOB is new system. Name could

have EXP that shows that someone has claimed expenses. If person ID is on there it is likely to be staff costs. Source - where you can see item cost and tax. So one line on a PO will have 2 lines in the report.
Source is useful , expense report, purchase receipt, payroll or pre-accounted batch is migrated data, misc - could be a journal

Status column - PAID with date it is likely that the payment has been made, it will be the receipted amount. If there was an invoice matched you will see the invoice number but if there is multiple invoices it will say multiple invoices, so if you need to see the invoice data it will be on there, this will be on the Project actuals tab