This guide contains some very basic user information is designed to be used in conjunction with the on-line Screen Help, FAQs and Glossary accessible via the application. Tasks covered include:

- Accessing the application
- Viewing Awards
- Viewing Projects
- Viewing Expenditure Summary
- Viewing Expenditure Detail
- Viewing Manual Commitments
- Add / Edit / Delete Manual Commitments
- Delegation of Access
- Graphical Outputs
- View Standard Reports
Click on the ‘Log in via Raven’ button. This will take you to the Raven page and pass you back to the application once authenticated.

Key messages are displayed on the log-in screen, as appropriate.

NOTE: If you are unable to log in with your Raven ID, it is likely that you are not set up as a user for the application. Please contact your local research grant administrator for more information, or email Research_Expenditure_Support@admin.cam.ac.uk
Research Grant Expenditure Application – Viewing Awards

To View Awards, click here

Screen Level Help text

Various Filter options – e.g. by End Date and Status. NOTE: Default view is all Active Awards

FAQs, Glossary, User Guides and Help Text available here

Search/Filter by PI, Sponsor, Department, Title or Award No.

Export data to CSV if required

Date of last CUFS Data Refresh

Awards Titles, Numbers & PI Names redacted

Drill down to view Projects by clicking anywhere on an Award record

Total records returned

Number of pages of records returned

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www.expenditure.admin.cam.ac.uk
To View Projects, click here

Screen Level Help text

Various Filter options – e.g. by End Date and Status. NOTE: Default view is all Active Projects

FAQs, Glossary, User Guides and Help Text available here

Drill down to view Single Project Detail by clicking anywhere on a specific Project record

Export data to CSV if required

Project Titles, Numbers & PI Names redacted

Search/Filter by PI, Title or Project no.

Date of last CUFS Data Refresh

Total records returned

Number of pages of records returned

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Accessed by drilling down on a Single Project from ‘View Projects’ level

Screen Level Help text

Date of last CUFS Data Refresh

FAQs, Glossary, User Guides and Help Text available here

Manual Commitment information also visible here (where entered)

Displays Task Level Summary in ascending order

Expenditure Category and Expenditure Type can be accessed via the +/- signs at Task Level

‘Fuel Gauge’ to show how much is left in the tank for each Task.
Research Grant Expenditure Application – Viewing Expenditure Detail

Accessed by drilling down on a Single Project from ‘View Projects’ level

Date of last CUFS Data Refresh

FAQs, Glossary, User Guides and Help Text available here

Screen Level Help text

Filter by Expenditure Dates ‘From’ and ‘To’

Details redacted

Filter by Expenditure or Commitment (or show both)

Export data to CSV

Details redacted

Allow filtering by TASK

Export data to CSV

Details redacted

Details redacted

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Accessed by drilling down on a Single Project from 'View Projects' level

NOTE: This example was provided in May 2017.....The application has the intelligence to disregard any manual commitments for previous months and assumes that these will have been replaced by actual expenditure in CUFS – as per example above.

Start Date: May 2017
End Month: Oct 2017
Total Months: 6
Monthly Cost: £5,000

Total Initial Commitment: £30,000 (6 months @ £5,000 per month)
Months Left: 6 (in this example, May - Oct 2017)
Future Commitments: £30,000 (6 months left @ £5,000 per month)

Once we get into Jun 2017, the application will reduce the Months Left to 5, and the Future Commitments to £25,000
Additional commitments are entered by clicking on ‘Add’.

To Edit or Delete existing commitment, select the relevant row first via the checkbox.

Enter details of the manual commitment here – including:
- Select Task (only Tasks available on the Project will be shown)
- Select Expenditure Category (only those available will be displayed)
- Enter Name and Description
- Select Start Month (No need to select End Month – this is automatically calculated)
- Enter Number of Months
- Enter Monthly Cost
- Save

IMPORTANT NOTE: Any manual commitment entered are only held within this application and are not pushed back into CUPS or any other system.
The delegations capability allows the Award Manager (for Awards) and the Project Manager (for Projects) to delegate access to others at a per Project/Award level. There are three levels of delegation – as follows:

- **View Only.** Able to view record but unable to add or edit manual commitments.
- **Update.** Able to add or edit manual commitments, but unable to delegate to others.
- **Full.** Able to add/edit manual commitments and also delegate access to others.
Graphical Outputs

Screen Level Help text

Graphical Outputs tab provides access to 3 different graphs

View graphs by clicking on relevant button
View Reports

Screen Level Help text

Reports tab provides access to 2 different reports

Run reports by clicking on relevant button

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