



# Cognos Financial Summary Reports

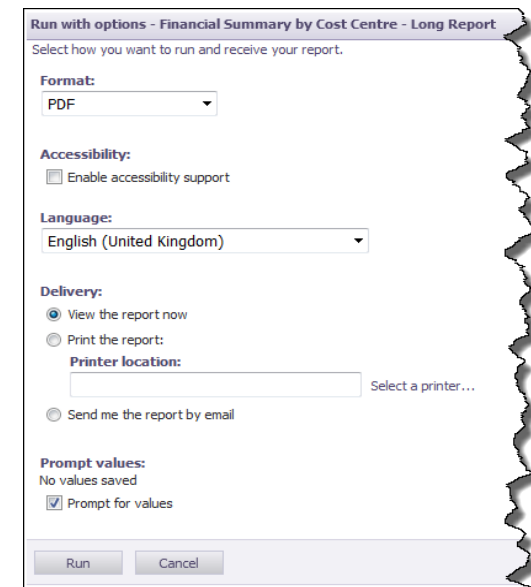
These are a suite of reports that provide a top-level overview of your departmental accounts by source of funds and/or cost centres. See the Quick Reference Guide: [Standard COGNOS Reports Available](#) for a description of each. In addition to the Financial Summary reports listed in the Departmental (Shared) Reports folder, some are also listed in the Other Reports folder.

## To run any of the Summary reports

In COGNOS navigate to: **Public Folders** → **LIVE** → your school folder → **Departmental (Shared) Reports** → **GL Reporting**



Click on the **Run with Options** icon for the relevant report and the screen will display where you can enter the format (PDF, excel) and output of the report.



It is recommended that the report is not printed straightaway as it may be lengthy. Either select to view the report or send the report by email.



## Example report output

The report will be displayed as requested

UNIVERSITY OF CAMBRIDGE		Financial Summary by Cost Centre (AUG-15-FEB-16)										Key: Income & Expenditure (£)	
												Overall Financial Position (£)	
Department: ZZ: Ecology												Memorandum (£)	
Cost Centre Code	Cost Centre Description	Annual Budget	Budget YTD (1)	Income YTD (2)	Expenditure YTD (3)	Surplus/(Deficit) (4)=(1)+(2)-(3)	Overdrawn/Cash in Hand (5)	Money on Deposit (6)	CUF (7)	Other Investments (8)	Total (9) = (5)+(6)+(7)+(8)	Balance Sheet Entries (10)	Reconciliation to CUPS (11)=(5)-(10)
0000	Balance Sheet Default	0.00	0.00	0.00	(49,198.93)	49,198.93	213,312.35	0.00	0.00	0.00	213,312.35	(124,235.82)	337,548.17
ZZAA	Ecology: Administration	0.00	0.00	0.00	(1,250.81)	1,250.81	1,250.81	0.00	0.00	0.00	1,250.81	0.00	1,250.81
ZZAG	Ecology: Research Grant Activity	0.00	0.00	5,622,894.19	4,791,747.71	831,146.48	1,248,899.09	0.00	0.00	0.00	1,248,899.09	29.52	1,248,869.57
ZZAZ	Insurance Claims	0.00	0.00	299.00	299.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZBA	Ecology General	2,178,495.00	1,291,046.00	1,035.00	1,255,658.36	36,422.64	383,302.34	0.00	0.00	0.00	383,302.34	0.00	383,302.34
ZZBG	Botanic Garden - Glover	0.00	0.00	0.00	17,493.21	(17,493.21)	31,065.34	0.00	0.00	0.00	31,065.34	0.00	31,065.34
ZZCB	Research Day	5,048.00	3,379.00	1,650.00	6,604.20	(1,575.20)	(1,575.20)	0.00	0.00	0.00	(1,575.20)	0.00	(1,575.20)
ZZCD	National Science Week	1,200.00	700.00	0.00	273.25	426.75	426.75	0.00	0.00	0.00	426.75	0.00	426.75
ZZCE	Kenneth Sporne Lectures	0.00	0.00	55.09	0.00	55.09	110.09	0.00	2,588.39	0.00	2,698.48	0.00	110.09
ZZCF	Donations -(CRISPS)	0.00	0.00	4.58	1,300.00	(1,295.42)	26.85	2,856.71	0.00	0.00	2,883.56	0.00	26.85



## Interpreting the Summary Reports

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Although the layout of each report varies a little the basic column headings are the same for each.

**Annual Budget**                      The chest budget allocation by the centre for the whole financial year – should **normally be a positive figure**

### **Columns 1 - 4                      Income and expenditure transactions within the current financial year**

1. Budget YTD                      Normally 1/12<sup>th</sup> of the annual budget x the number of months since the start of the financial year. Again **should be a positive figure**
  
2. Income YTD                      Income earned to date in the current financial year includes trading income, deposit interest, dividends, donations and miscellaneous cash from vending machines etc. **Should be a positive figure** – negatives would indicate a sales refund or some other form of adjustment.
  
3. Expenditure YTD                      Monies paid out to date in relation to activities in the current financial year. This would include payment to suppliers, expenses claims and wages.  
**Should be a positive figure** – negatives would indicate a credit from a supplier or some other form of adjustment.



4. Surplus/(Deficit)

The balance within the current year, calculated as the (Budget YTD + Income Ytd – Expenditure YTD

**Positives are good** as they reflect a surplus of Budget/Income over expenditure.

However, differences may simply be due to timing eg:

- *A disproportionate amount of expenditure at the start of Michaelmas term exceeds the 3/12ths of allocated budget to this point, but is still well below the annual budget;*
- *Costs incurred in relation to the initial setting up and advertising of a conference for which delegate fees have not yet been collected.*

Or they may be due to the fact that the Departmental Chest non-Payroll has not been allocated out across cost centres *ie. Individual cost centres are in deficit, but overall the department maybe in underspent.*

**Columns 5 – 9**

**Departmental Balance Sheet**

5. Overdrawn / Cash in Hand

This is the surplus/deficit from the current year plus the brought forward balance from previous years.

**Positives are good** and reflect cash in hand. Overdrawn accounts values are displayed in brackets. This may be wholly or partially attributable to timing and coding issues as mentioned above for column 4, however if the negative value is getting larger this indicates that a deficit was brought forward from previous years too and this should be investigated.

Note: accounts **should not be overdrawn** where they have money held on deposit.

6. Monies on deposit

The value of departmental monies held in the University Deposit Account. In general only the following sources of funds are allowed to have monies on deposit.

<b>EE</b> xx	Specific Central Reserves	<b>J</b> xxx	HEFCE Initiatives
<b>EF</b> xx – <b>EX</b> xx	General Donations	<b>K</b> xxx	Trust Funds
<b>F</b> xxx	Specific Reserves	<b>L</b> xxx	Appropriations in Aid
<b>H</b> xxx	Specific Donations	<b>P</b> xxx	Funds for Land & Buildings
<b>I</b> xxx	Specific Endowments		

7. CUEF

Cambridge University Endowment Fund (CUEF). A unitised fund consisting of a variety of assets including equities and investment property. Investors (departments) buy a number of units in the fund - the number



purchased depends on the funds available and the unit valuation at the purchase date.

This fund provides long-term capital growth plus a monthly distribution. Please note only funds being held for long term investment e.g. at least five years and the following sources of funds are allowed to be invested.

<b>EExx</b>	Specific Central Reserves	<b>Ixxx</b>	Specific Endowments
<b>EFxx – EXxx</b>	General Donations	<b>Jxxx</b>	HEFCE Initiatives
<b>Fxxx</b>	Specific Reserves	<b>Kxxx</b>	Trust Funds
<b>Gxxx</b>	Trading accounts	<b>Pxxx</b>	Funds for Land & Buildings
<b>Hxxx</b>	Specific Donations		

8. Other Investments      Generally not held by Departments

9. Total      The overall financial position of that account taking into account the investments, the brought forward balances and the current year's surplus or deficit.

**Columns 10-11      Reconciliation back to CUFS**

Please ignore these columns