Running the budget reports in UFS

1. Navigate to **Requests** → **Standard** → **Single Request** → **OK**

2. Click into the **Name** field and select from the list of values the report you would like to run. There are four versions of this report in UFS:

    - Budget Report – Comparing to Actual – Excel Version (UFS)

    - Budget Report – Comparing to Actual Summary (UFS)

    - Budget Report – Comparing to Actual (UFS) - This is more detailed and provides transaction code descriptions and subtotals

    - Comparing to Actual with Categories – Excel Version (UFS)

3. Enter the parameters for your required report

Parameter	Option	Result
Period Name from/to range	Enter dates	**Period From:** Can be for any year but must always start with August. **Period To:** The user can specify an **end** month e.g. January or July – of the same financial year.
Entity Segment Value	U will default in	*U* is for University of Cambridge and *A* is to be used if you are an Associated Body
Dept. Segment Value	Enter your department two letter ID code.	For example *ZZ* for the department of Ecology
Cost Centre	Complete low and high fields with either a single, or range of, cost centres	Lists in cost centre order
Source of Funds	Complete low and high fields with either a single, or range of, sources of funds	Lists by cost centre and then by source of funds within the cost centre
Budget		Should default to *Plan*. If not, ensure *Plan* is selected.

Example of a completed parameter screen for the ***Budget Report – Comparing to Actual – Excel Version (UFS)***.

Click **OK** and then click on **Submit**.

The **Request** screen displays, and you will need to click on **Refresh Data** every now and then until the Phase is **Completed.** Select **View Output** and the report will download if an Excel version was selected, or open in a browser window if a CUFS version was selelcted.

If using an Excel report, ensure to select 'enable editing' at the top of the screen, as the report does not display correctly if you just click Open.

An example output is available on the next page.

Two tabs will populate.

The first shows **Report Information**:

	A	C
1	Report Name	Budget Report - Comparing to Actual - Excel Version (UFS)
2	Report Date	10-Mar-2016 14:07
3		
4	**Parameters Entered**	
5	Period Range	AUG-15 to MAR-16
6	Entity Code	U
7	Entity Name	UC
8	Department Code	ZZ
9	Department Name	Ecology
10	Cost Centre Range	ZZAA to ZZBA
11	Source of Funds Range	AAAA to AAAA
12	Transaction Code Range	All
13	Budget	BUDGET
14		

The second tab is the data.

Cost Centre Code	Cost Centre	SOF Code	Source of Funds Name	Transaction Code	Transaction Name	Annual Budget	Budget Month	Actual Month	Variance Month	Budget YTD	Actual YTD	Variance YTD
ZZAA	Training	AAAA	Chest Non Payroll	ECCA	Milk	0.00	0.00	0.00	0.00	0.00	6.85	-6.85
ZZAA	Training	AAAA	Chest Non Payroll	ECEA	Groceries	0.00	0.00	0.00	0.00	0.00	23.55	-23.55
ZZAA	Training	AAAA	Chest Non Payroll	ECJZ	Soft and Non-Alcoholic Drinks	0.00	0.00	0.00	0.00	0.00	17.86	-17.86
ZZAA	Training	AAAA	Chest Non Payroll	ECRZ	Water Coolers	0.00	0.00	0.00	0.00	0.00	229.20	-229.20
ZZAA	Training	AAAA	Chest Non Payroll	ECZZ	Other/General Catering	0.00	0.00	0.00	0.00	0.00	74.20	-74.20
ZZAA	Training	AAAA	Chest Non Payroll	EHZZ	Cleaning Materials	0.00	0.00	0.00	0.00	0.00	24.19	-24.19
ZZAA	Training	AAAA	Chest Non Payroll	EKCZ	Printer Consumables, Toners, Ink, Ribbons Etc.	0.00	0.00	0.00	0.00	0.00	232.02	-232.02
ZZAA	Training	AAAA	Chest Non Payroll	EKEE	Office / Personal Productivity Software	0.00	0.00	0.00	0.00	0.00	311.98	-311.98
ZZAA	Training	AAAA	Chest Non Payroll	EKKC	Portable and Laptop PCs	0.00	0.00	0.00	0.00	0.00	711.90	-711.90
ZZAA	Training	AAAA	Chest Non Payroll	EKMD	Keyboards	0.00	0.00	0.00	0.00	0.00	62.89	-62.89
ZZAA	Training	AAAA	Chest Non Payroll	EMNK	Electronic Cable	0.00	0.00	0.00	0.00	0.00	6.77	-6.77
ZZAA	Training	AAAA	Chest Non Payroll	EPZZ	Other/ General Printing	0.00	0.00	0.00	0.00	0.00	240.99	-240.99
ZZAA	Training	AAAA	Chest Non Payroll	ESCZ	Office Equipment Purchase/Lease/Hire and Maintenan	0.00	0.00	0.00	0.00	0.00	17.54	-17.54
ZZAA	Training	AAAA	Chest Non Payroll	ESKA	Pens & Markers	0.00	0.00	0.00	0.00	0.00	4.10	-4.10
ZZAA	Training	AAAA	Chest Non Payroll	ESKZ	Desktop Sundries	0.00	0.00	0.00	0.00	0.00	7.92	-7.92
ZZAA	Training	AAAA	Chest Non Payroll	ETDZ	Taxi Hire	0.00	0.00	0.00	0.00	0.00	33.75	-33.75
ZZAA	Training	AAAA	Chest Non Payroll	ETZZ	Other/General Travel & Transport	0.00	0.00	0.00	0.00	0.00	28.70	-28.70

Notes*:*

Annual Budget: *If there is 0.00 in the columns budgets have been loaded to cost centre level.*

Budget Month: *The budget for the month the report is run for*

Actual Month: *Transactions that have been entered in UFS for the month the report is run for*

Variance Month: *Difference between the* ***Budget Month*** *and the* ***Actual Month****.*

Budget YTD: *The budget for the year to date. ie. from the 1ˢᵗ August up to the end of the period the report has been run for.*

Actual YTD: *Transactions that have been entered in UFS for the period the report covers.*

Variance YTD: *The difference between the* ***Annual Budget*** *and the* ***Actual YTD***

Information on Departmental deposits

Each of these reports can be used to view details of departmental deposits and interest received. The transaction codes to look for are **NBAA** to see deposit interest, and **SCBA** to see monies on account. An example for NBAA is below. Note that as income is received into these accounts, the figures are negative and listed in red.

Cost Centre Code	Cost Centre	SOF Code	Source of Funds Name	Transaction Code	Transaction Name	Annual Budget	Budget Month	Actual Month	Variance Month	Budget YTD	Actual YTD	Variance YTD
ZZCF	Donations - Plant and Industry	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-8.99	8.99	0.00	-8.99	8.99
ZZGB	Ecology Group shared consumables	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-64.89	64.89	0.00	-64.89	64.89
ZZGC	Physiological Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-38.93	38.93	0.00	-38.93	38.93
ZZGE	Microbial Systems Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-25.96	25.96	0.00	-25.96	25.96
ZZGI	General Donations	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-32.44	32.44	0.00	-32.44	32.44
ZZGM	Cereals in Eosystems	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-16.22	16.22	0.00	-16.22	16.22
ZZGU	Whole Plant Physiology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-162.22	162.22	0.00	-162.22	162.22
ZZGX	Gene Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-64.89	64.89	0.00	-64.89	64.89
ZZIM	Herbarium	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-64.89	64.89	0.00	-64.89	64.89
ZZJA	Professor Donations Account	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-162.22	162.22	0.00	-162.22	162.22
ZZJB	Brock Donations	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	-32.44	32.44	0.00	-32.44	32.44
ZZJG	Sandy Donations	EFIC	Donations	NBAA	Deposit Account Interest	0.00	0.00	-12.76	12.76	0.00	-12.76	12.76