



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

Available in **UFS**, this GL report allows users to monitor actual spend against Chest allocations. This version provides output in Excel format but there are other versions available in UFS:

- Budget Report – comparing to Actual Summary (UFS)
- Budget Report – comparing to Actual (UFS)

Responsibility **GL Dept Supervisor/User/Enquiry**
Navigate **Requests > Run**

Parameters

Enter the relevant parameters.

There are now two options for the **Budget** field:

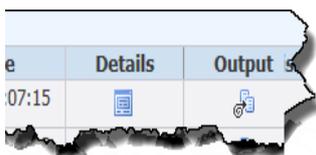
ALLOCATION: This is the Allocation of funds from the Chest based on the University's annual planning exercise (typically the A*** sources of funds). Previously known as the 'Chest Budget', most but not all departments will have such a budget.

PLAN: This is currently **being trialled by a small number of departments.**

Here a second budget called 'Plan' has been uploaded to UFS and combined with a copy of the department's 'Chest Allocation'. The 'Plan' budget is one that has been produced locally by the department for their non-Chest funded activities.

The aim is that by selecting this budget parameter the department will be able to compare their actual activity against budgets across all sources of funds.

Submit the report to run. Once **Completed** an icon will appear in the output column, which you will need to click on.



A pop up message will display, it is recommended that you **Save As** first and then **Open**.

Example output

A workbook containing two worksheets will open



	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		

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

	Variance Month	Budget YTD	Actual YTD	Variance YTD
00	0.00	0.00	6.85	-6.85
00	0.00	0.00	23.55	-23.55
00	0.00	0.00	17.86	-17.86
00	0.00	0.00	229.20	-229.20
00	0.00	0.00	74.20	-74.20
00	0.00	0.00	24.19	-24.19
00	0.00	0.00	232.02	-232.02
00	0.00	0.00	311.98	-311.98
00	0.00	0.00	711.90	-711.90
00	0.00	0.00	62.89	-62.89
00	0.00	0.00	6.77	-6.77
00	0.00	0.00	240.99	-240.99
00	0.00	0.00	17.54	-17.54
00	0.00	0.00	4.10	-4.10
00	0.00	0.00	7.92	-7.92
00	0.00	0.00	33.75	-33.75
00	0.00	0.00	28.70	-28.70