Departmental Budget to Actual report by cc or by SoF
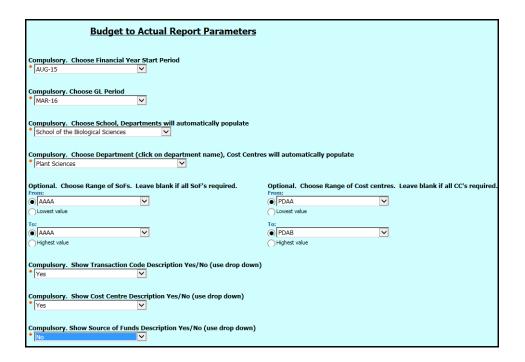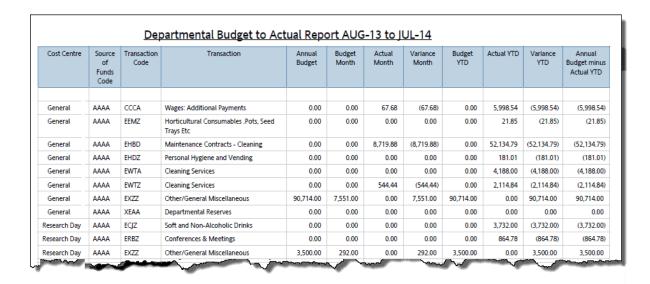
This **Cognos, General Ledger** report provides details on departments spend against allocated Chest budgets, presented either by cost centre or by source of funds.

Navigate   Cognos > Live > *your dept's School* > Departmental (Shared) Reports > Grants Reporting

Report parameters

Budget to Actual Report Parameters

Compulsory. Choose Financial Year Start Period
* AUG-15

Compulsory. Choose GL Period
* MAR-16

Compulsory. Choose School, Departments will automatically populate
* School of the Biological Sciences

Compulsory. Choose Department (click on department name), Cost Centres will automatically populate
* Plant Sciences

Optional. Choose Range of SoFs. Leave blank if all SoF's required.
From:
● AAAA
○ Lowest value
To:
● AAAA
○ Highest value

Optional. Choose Range of Cost centres. Leave blank if all CC's required.
From:
● PDAA
○ Lowest value
To:
● PDAB
○ Highest value

Compulsory. Show Transaction Code Description Yes/No (use drop down)
* Yes

Compulsory. Show Cost Centre Description Yes/No (use drop down)
* Yes

Compulsory. Show Source of Funds Description Yes/No (use drop down)
* No

Example report output

Departmental Budget to Actual Report AUG-13 to JUL-14

Cost Centre	Source of Funds Code	Transaction Code	Transaction	Annual Budget	Budget Month	Actual Month	Variance Month	Budget YTD	Actual YTD	Variance YTD	Annual Budget minus Actual YTD
General	AAAA	CCCA	Wages: Additional Payments	0.00	0.00	67.68	(67.68)	0.00	5,998.54	(5,998.54)	(5,998.54)
General	AAAA	EEMZ	Horticultural Consumables .Pots, Seed Trays Etc	0.00	0.00	0.00	0.00	0.00	21.85	(21.85)	(21.85)
General	AAAA	EHBD	Maintenance Contracts – Cleaning	0.00	0.00	8,719.88	(8,719.88)	0.00	52,134.79	(52,134.79)	(52,134.79)
General	AAAA	EHDZ	Personal Hygiene and Vending	0.00	0.00	0.00	0.00	0.00	181.01	(181.01)	(181.01)
General	AAAA	EWTA	Cleaning Services	0.00	0.00	0.00	0.00	0.00	4,188.00	(4,188.00)	(4,188.00)
General	AAAA	EWTZ	Cleaning Services	0.00	0.00	544.44	(544.44)	0.00	2,114.84	(2,114.84)	(2,114.84)
General	AAAA	EXZZ	Other/General Miscellaneous	90,714.00	7,551.00	0.00	7,551.00	90,714.00	0.00	90,714.00	90,714.00
General	AAAA	XEAA	Departmental Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Research Day	AAAA	ECJZ	Soft and Non-Alcoholic Drinks	0.00	0.00	0.00	0.00	0.00	3,732.00	(3,732.00)	(3,732.00)
Research Day	AAAA	ERBZ	Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	864.78	(864.78)	(864.78)
Research Day	AAAA	EXZZ	Other/General Miscellaneous	3,500.00	292.00	0.00	292.00	3,500.00	0.00	3,500.00	3,500.00