



# YEAR END NEW USERS WORKSHOP



PRESENTED BY FINANCE TRAINING AND CENTRAL & RESEARCH ACCOUNTING TEAMS

## WORKSHOP OBJECTIVES

To cover year end processes in more detail than the school seminars and includes

- Outline of the year end timetable to be followed
- Specific procedures and tasks for each module below
- Guidance on journals especially accruals, prepayments and transfer codes
- Making better use of the Cognos reporting tool

iProcurement	<a href="mailto:helen.bailey@admin.cam.ac.uk">helen.bailey@admin.cam.ac.uk</a>
Accounts Payable	<a href="mailto:max.smith@admin.cam.ac.uk">max.smith@admin.cam.ac.uk</a>
Accounts Receivable	<a href="mailto:max.smith@admin.cam.ac.uk">max.smith@admin.cam.ac.uk</a>
General Ledger	<a href="mailto:mike.sinclair@admin.cam.ac.uk">mike.sinclair@admin.cam.ac.uk</a>
Fixed Assets	<a href="mailto:mike.sinclair@admin.cam.ac.uk">mike.sinclair@admin.cam.ac.uk</a>
Grants	<a href="mailto:wendy.wooldridge@admin.cam.ac.uk">wendy.wooldridge@admin.cam.ac.uk</a>
Cognos reports	<a href="mailto:christine.rogerson@admin.cam.ac.uk">christine.rogerson@admin.cam.ac.uk</a>



## DATES FOR YOUR DIARY

Close Purchasing		Tue 6 Aug
Close Inventory		Tue 6 Aug
Shared Services submission deadline		Wed 7 Aug
Fixed Asset Returns due		Fri 9 Aug
Close Internal Trading - Raising (AR)		Fri 9 Aug
Close Internal Trading – Processing (AP)		Mon 12 Aug
Close AR and AP		Wed 14 Aug
Close Grants		Fri 16 Aug
Last date for moving funds on/off deposit		Mon 19 Aug
Last date for VAT journals to departments		Tue 27 Aug
General	- Final date for GL journals	Thu 29 Aug
Ledger	- Balances rolled forward (basic/special)	Wed 4/Fri 6 Sep
Year-end certificates due		Fri 27 Sep

Weekly reminders in UFS Bulletin

# IPROCUREMENT – HELEN BAILEY



See iProc2 manual – online, Finance Div website > Training > Guidance & FAQs > iProc

# IPROCUREMENT

- [iProcurement Home Page](#)
- [Personal Profiles](#)
- Buyers Work Centre**
  - [Requisitions](#)
  - [Orders](#)
  - [Suppliers](#)
  - [Requests](#)

**Search**


To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Program Name

**Results**

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Open Purchase Orders Report (UFS)	CAPSA
<input type="radio"/>		Open Purchase Orders Report - Excel Version (UFS)	CAPSA
<input type="radio"/>		Open Purchase Orders Report(by Cost Center)	Purchasing

# IPROCUREMENT

Program Name  




Request Name

The name can later be used to search for this request

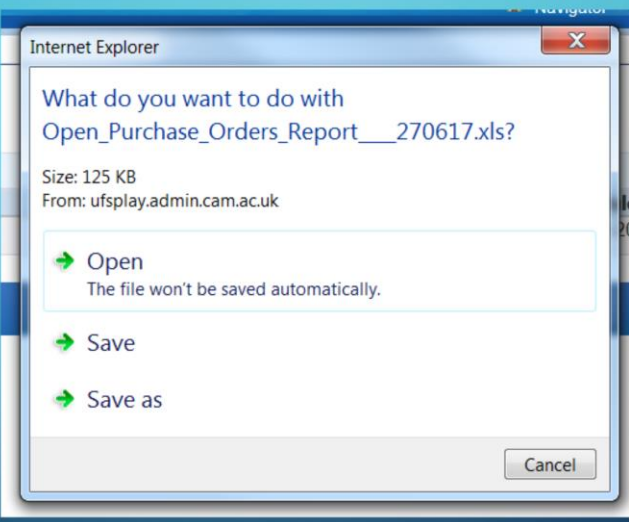
**NLS Settings** | Parameters | Layout | Notification | Print Options | Delivery Options | ScheduleOptions

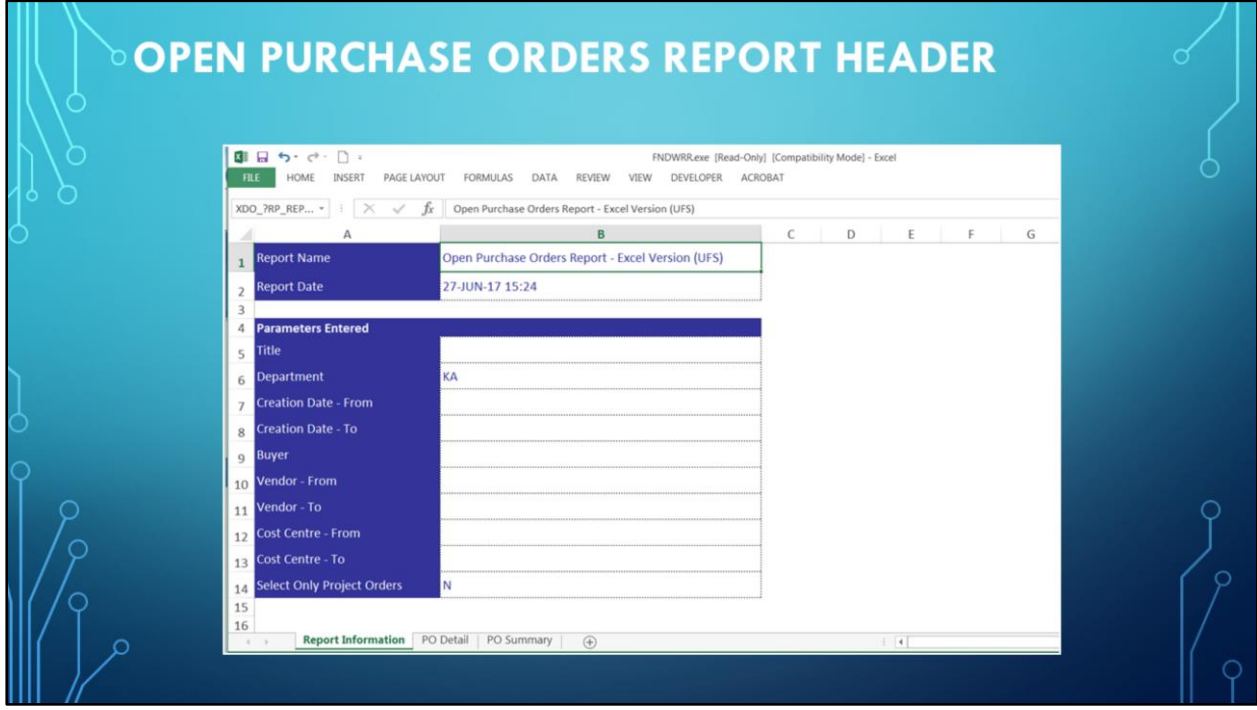
**Language Settings**

Select All | Select None

Select	*Language	*Territory	Numeric Character	Sort
<input checked="" type="checkbox"/>	American English	<input type="text" value="United States"/> 	<input type="text" value=".,"/> 	BINARY 

# IPROCUREMENT





Parameter summary on first tab – “Report Information”  
No longer indicates how many are related to projects but can filter this on 2<sup>nd</sup> Tab – PO Details, Column C



# OPEN PURCHASE ORDERS REPORT CONT.

PO Number	Creation Date	Buyer Name	Vendor Name	Line Number
1714315	08-AUG-13	RUFFLES, Mr. Stephen	THORLABS LTD	10
2082811	15-MAY-15	RUFFLES, Mr. Stephen	VIRGIN MEDIA BUSINESS LTD	15
2247510	15-FEB-16	GAWTHROP, Mr John	REXEL UK LTD T/A NEWWEY & EYRE	1
2258562	01-MAR-16	CRAMP, Mr David	CAMBRIDGE UNIVERSITY PRESS	1
2263177	08-MAR-16	GAWTHROP, Mr John	ONECALL	3
2270745	18-MAR-16	BOYD, Miss Emma	NISBETS PLC	1
2278839	04-APR-16	BOYD, Miss Emma	MULTIWIRE LABORATORIES LTD	3
2286783	14-APR-16	BOYD, Miss Emma	CABLENET TRACKMASTER LTD	1
2289704	20-APR-16	BOYD, Miss Emma	KEY TRAVEL LTD	1
2307868	18-MAY-16	GAWTHROP, Mr John	ESPO	1
2310825	23-MAY-16	GAWTHROP, Mr John	BOC LTD	1
2317845	03-JUN-16	GAWTHROP, Mr John	MSC INDUSTRIAL SUPPLY CO	1
2320097	07-JUN-16	GAWTHROP, Mr John	ESPO	1
2321788	09-JUN-16	GAWTHROP, Mr John	KERBURY LTD t/a STP STATIONERY	1
2325782	15-JUN-16	BOYD, Miss Emma	F C LANE ELECTRONICS LTD	1
2326338	16-JUN-16	BOYD, Miss Emma	AGAR SCIENTIFIC LTD	1
2328413	20-JUN-16	BOYD, Miss Emma	OFFICE DEPOT UK LTD	3
2331225	24-JUN-16	BOYD, Miss Emma	OFFICE DEPOT UK LTD	1
2333034	28-JUN-16	GAWTHROP, Mr John	BOC LTD	1
2336480	04-JUL-16	GAWTHROP, Mr John	ONECALL	1
2390957	05-OCT-16	Mortimer, Mr William	ESSON PRINT LTD	1
2391495	06-OCT-16	Mortimer, Mr William	MAJESTIC WINE WAREHOUSES LTD	6
2396963	14-OCT-16	Mortimer, Mr William	MR JASON BALDWIN T/A ARISTOCATERS	2
2396964	14-OCT-16	Mortimer, Mr William	ESTATE MANAGEMENT	1

SUMMARY - can see the same by filter and searching by buyer, date and seller

## REPORT STATUSES & ACTION REQUIRED

1	A	B	C	D	E	F	G	H	I
	PO Number	Creation Date	Project(s)	Account Code(s)	Buyer Name	Requisitioner Name	Vendor Name	Line Number	Description
93	2511796	11-APR-17		U.KA.KABA.EZZZ.EQBC.0000	TAYLOR, Mr Niall	TAYLOR, Mr Niall	NEOPOST LTD	23	2022-10: Quarterly operating lease of franking machine
94	2511796	11-APR-17		U.KA.KABA.EZZZ.EQBC.0000	TAYLOR, Mr Niall	TAYLOR, Mr Niall	NEOPOST LTD	24	2023-01: Quarterly operating lease of franking machine
95	2517476	25-APR-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	1	CALCULATOR [U OF C]
96	2518812	26-APR-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		LYRECO UK LTD	1	SHREDDER BAG
97	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	1	OKI C610N MAGENTA TONER
98	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	2	OKI C610N CYAN TONER
	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	3	OKI C610N BLACK TONER
99									
100	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	4	BLACK DRUM FOR OKI C610 - 44315108
101	2522837	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		SOFTCAT LTD	5	MAGENTA DRUM FOR OKI C610 - 44315106
102	2523666	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	1	SPATULAS SPATULAR MICRO 102MM
103	2523666	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	2	SPATULAS SPATULAR MICRO 150MM
104	2523666	03-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	3	SPATULAS SPATULAR SPOON 12CM
105	2523959	04-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		TALKING TS LTD	1	COAT, WHITE, LAB. CHEST 44"
106	2524670	04-MAY-17	KJZA/221	U.KA.KAFG.EZZZ.ELCZ.0000, U.KJ.I	TAYLOR, Mr Niall	TAYLOR, Mr Niall	PREVAC		TI deposition chamber with equipment (two UHV depos chambers). As contract UCAM 069/16; University of Lee f/2680; LOT 05 of quote W30069925T 10-APR-2017
107	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	1	DRYWIPER MARKER
108	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	2	DRYWIPER MARKER
109	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	3	DRYWIPER MARKER
110	2525639	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		STP OFFICE SUPPLIES LTD	4	DRYWIPER MARKER
111	2525833	05-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		VWR INTERNATIONAL LTD	2	PROPAN-2ol VLSI Selectipur
112	2526584	08-MAY-17		U.KA.KAAF.GAAD.TZAA.0000	GLEESON, Mr Kevin		FISHER SCIENTIFIC UK LTD	1	CHEMICALS - P.PROPAN-2-OL (AB)

New version – filter, sort and search, pivot tables

# REPORT STATUSES & ACTION REQUIRED

	A	I	J	K	L	M	N	O	P
	PO Number	Description	Unit	Shipment	Ordered	Received	Billed	Unit Price	Status
93	2511796	2022-10: Quarterly operating lease of franking machine IN-360.	EA		1	1	0	126.15	Open
94	2511796	2023-01: Quarterly operating lease of franking machine IN-360.	EA		1	1	0	126.15	Open
95	2517476	CALCULATOR [U OF C]	Each		1	50	25	19.96	Open
96	2518812	SHREDDER BAG	Box/100		1	2	0	49.86	Open
97	2522837	OKI C610N MAGENTA TONER	Each		1	2	0	109.84	Open
98	2522837	OKI C610N CYAN TONER	Each		1	1	0	109.84	Open
99	2522837	OKI C610N BLACK TONER	Each		1	2	0	115.15	Closed For Invoicing
100	2522837	BLACK DRUM FOR OKI C610 - 44315108	Each		1	1	0	38.94	Open
101	2522837	MAGENTA DRUM FOR OKI C610 - 44315106	Each		1	1	0	68.73	Open
102	2523666	SPATULAS SPATULAR MICRO 102MM	Pack/5		1	4	0	15.86	Open
103	2523666	SPATULAS SPATULAR MICRO 150MM	Pack/5		1	4	0	17.25	Open
104	2523666	SPATULAS SPATULAR SPOON 12CM	Each		1	10	0	12.05	Open
	2523959	COAT, WHITE, LAB. CHEST 44"	Each		1	10	10	14.95	Closed For Receiving
105	2524670	TI deposition chamber with equipment (two UHV deposition chambers). As contract UCAM 069/16; University of Leeds ref F/2680; LOT 05 of quote W3006992ST 10-APR-2017	EA		1	1	0	856,153.00	Open
106	2525639	DRYWIPER MARKER	Each		1	60	60	0.24	Closed For Receiving
107	2525639	DRYWIPER MARKER	Each		1	48	48	0.24	Closed For Receiving
108	2525639	DRYWIPER MARKER	Each		1	72	72	0.24	Closed For Receiving
109	2525639	DRYWIPER MARKER	Each		1	60	60	0.24	Closed For Receiving
110	2525833	PROPAN-2ol VLSI Selectipur	Each		1	12	11	15.61	Open
111	2526584	CHEMICAL S - P PRCPAN-2-01 (ARI)	Each		1	12	0	5.16	Open

New version – filter, sort and search, pivot tables

## DEALING WITH OPEN PURCHASE ORDERS STATUS OPEN

Status	Reason	Steps
<b>Open – Approved</b>	Order wanted, only just raised	<b>If goods not in</b> : leave alone <b>If goods in</b> : be sure to receipt
<b>Open – Approved</b>	Whole order or line(s) not wanted or some items unavailable from supplier, maybe order cancelled on phone but not in iProc	Check date of PO, then with requestor and supplier first that OK to cancel then cancel PO or cancel Line
<b>Open – Not approved (Incomplete)</b>	Usually a Buyer with not enough limit submits instead of forwarding (most often Buyer 0)	<b>If wanted</b> : Locate PO and approve <b>If not wanted</b> : Locate PO, during approval process change if ZMARKETPLACE site, approve and then cancel

### All these steps in iProc1 and 2 manuals online

#### Open:

1. Order just raised, therefore item not yet receipted:  
Check with buyer that item has not been received if so fine. If it has been received carry out the receipt process in CUFS
2. If status incomplete: query back the order in BWC and ascertain whether order needs to be completed as items are required or whether it needs to be cancelled. Care over orders with this status, as you can't cancel an incomplete order. It needs to be approved first (amend site if ZMARKETPLACE otherwise order will transmit upon approval) and then cancel.
3. Order raised but items never delivered as supplier advised out of stock or dept cancelled order over phone but forgot to cancel order on system

## DEALING WITH OPEN PURCHASE ORDERS STATUS CFR

Status	Reason	Steps
<b>Closed for Receiving</b> (Fully receipted, invoice not matched)	If fairly new - invoice not likely to be in yet	Leave alone and monitor
	If older, invoice may be in but not matched	Check with AP team if invoice can be matched, otherwise Finally Close (this removes commitment but means no further action can happen)  DO NOT DO IF INVOICE SUPPLIER

**Closed for Receiving**

1. Again check the date of order as it maybe too soon for an invoice to have been received.
2. The invoice may have been received but for some reason was never matched to the order, check needed to be made with AP clerk
3. If invoice has been received, need to finally close the invoice

**DO NOT FINALLY CLOSE JUST TO CLEAR OFF!**

Invoice suppliers can be checked on the UFS pages – could be a problem with the invoices coming from them

## DEALING WITH OPEN PURCHASE ORDERS STATUS CFI

Status	Reason	Steps
<b>Closed for Invoicing (Matched to invoice, never receipted)</b>	Invoice came in and was matched to order, RECEIPTING HOLD would have been applied, status of delivery has not been checked and processed	If possible, receipt in CUFS If too old or not able to determine, Finally Close.

### Closed for Invoicing

1. Invoice received and matched to order, but items have not been receipted. Invoice would have gone on hold and what should happen is a check is carried out to ensure the items were in fact received, then they should have been receipted in CUFS and then the invoice can carry on being processed

**AGAIN DO NOT FINALLY CLOSE JUST TO CLEAR OFF!**

## DEALING WITH REQUISITIONS

- **If Incomplete**

- Original requestor must delete if not wanted, complete if wanted.

*Therefore if you have people who are leaving the department, have them CLEAR any incomplete requisitions*

- **If Rejected**

- If still wanted, make corrections then resubmit for approval

Requisitions also need to be considered. Run a search for TWO types that hold commitment of funds.

1. Incomplete - No one else can do this for them
2. Rejected – If wanted, correct then resubmit for approval. If not wanted, cancel.

## HELP AND SUPPORT

- Don't leave it until the last minute. This module can be started immediately
- Helpdesk will be busy! Leave time for them to process any queries – tel. 65101

[hlm56@cam.ac.uk](mailto:hlm56@cam.ac.uk)



# QUESTIONS RE IPROCUREMENT



# ACCOUNTS PAYABLE - MAX SMITH



## SHARED SERVICES

- Submit items for processing in *July* period by c.o.b. on **Wednesday 7 August** (five working days before AP closes)
- Separate batches by financial year (18/19 invoices are prioritised)
- Ensure genuinely urgent 19/20 work is *highlighted* (e.g. in the email subject line)



Most departments now use Shared Services to process their AP invoices and expense claims

## SHARED SERVICES

- Continue to send any 18/19 internal invoices received after 7 August to Shared Services
- Invoices (including internal invoices) can be re-coded in your department
- Expense claims: Where possible, claimants to use **separate** forms for 18/19 expenses and those from 19/20



For queries, contact Shared Services

Deadline 7 Aug, but allowed to raise Int Inv up until 9 Aug = keep sending in, don't forget to mark

SS will endeavour to get all 18/19 invoices into July 19

Where possible, hold onto 19/20 invoices until after AP deadline

## GETTING THE YEAR RIGHT – MONEY OUT

### Expenditure



The date of **supply** of the goods/services

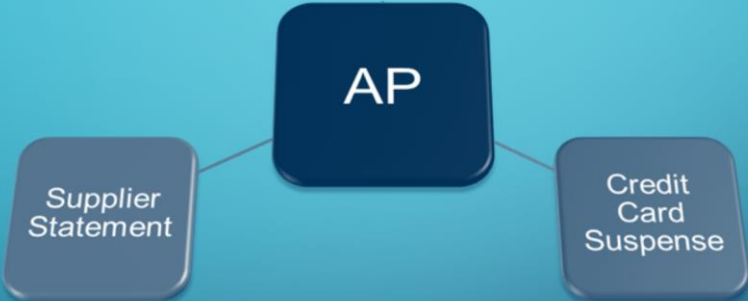
**Not the date of the PO/Invoice**

*Daily AP exception reports will be sent out from 9 August and centrally monitored. Departments may need to provide evidence to the Finance Division that AP invoices are recorded in the right year.*

For queries, contact Accounting Services

Reports sent to burst list of AP contacts who received the AP stats and supplier reconciliations

# ACCOUNTS PAYABLE – ESSENTIAL TASKS



## CLEARING BARCLAYCARD SUSPENSE ACCOUNT

- July statements are available from 1 August and will be posted in to the July period.
- Each cardholder will have their own statement but departments should be able to print/download into PDF all statements in one go.
- Departments have the option to process these transactions in Accounts Payable before it closes or via a journal in either Grants, before 16 August, or the GL on 29 August.
- Balances not cleared before the GL close will roll forward to **AZZY** as part of the normal year end process.

The default AP entry for Barclaycards is a record for each department, but departments can request that there is a record per cardholder

## SUPPLIER STATEMENTS

- All supplier statements to be reviewed for 2018/19 invoices to ensure they have been processed
- On 7 June, Finance Division issued list of department's top 20 suppliers (by value). These are sent out with instructions and form.
- Departments must select 10 of these suppliers, based on both value and number of transactions.
- Department to request a statement for each selected supplier and reconcile against AP invoices
- Copy of form to be returned to AP Helpdesk (by the **23 August**)
- Department to retain a copy for audit purposes

### Supplier Statement Reconciliation

Using CUFS export data and compare to statement

Highlight any irregularities and take action. (contact supplier, or liaise with colleagues)



# INVOICE REGISTER

CAPSA Set of Books		Unapproved Invoice Register (UFS)			Report Date: 06-JUL-2018 09:08	
Currency: EUR		Data Entry Person:		Entered Date From:		Page: 1
Batch: FD/PZ/SSF/06/04/18				Entered Date to:		Accounting Period:
Supplier Name	Invoice Number	Invoice Date	Original Amount	Amount Remaining	Description	Invoice Type
TTOPSTART BV	20180137	30-MAR-18	7,500.00	7,500.00	FD282582	Standard
.....		U.00.0000.0000.VBAA.0000				
Total for TTOPSTART BV:			7,500.00	7,500.00		
Total for FD/PZ/SSF/06/04/18:			7,500.00	7,500.00		

Invoice Register – Highlights invoice that have not been through primary validation  
 Review the invoices and if they are valid then approve and validate so they can be paid  
 If not a valid invoice, cancel

# INVOICE ON HOLDS

Department: PD							
Hold: Credit Note							
				Functional Currency			
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
FDIDP19041701	BIO-RAD LAB LTD	954700345		04-Apr-17	385.32	385.32	PD2490460
Hold: High Value Hold XML							
				Functional Currency			
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
PDEINV190325080653	SCIENTIFIC LABORATORY SUPPLIES LTD	SH142901701		19-Mar-18	7,018.08	7,018.08	PD-2715093
Hold: Insufficient Funds							
				Functional Currency			
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
PDIMS13061801	AVOCADO RESEARCH CHEMICALS LTD VIA ALFA AESAR	INV130618		13-Jun-18	100,000.00	100,000.00	SCIENTIFIC SUPPLIES
PDMS27041801	GRABBIT & RUN COURIERS LTD	INV270418		27-Apr-18	26,120.00	26,120.00	INSUFFICIENT FUNDS CODE
Hold: Line Variance							
				Functional Currency			
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
PDEINV190411080814	SIGMA-ALDRICH CO LTD	8105487622		22-Mar-18	138.97	138.97	PD-2736324
Hold: City Ord							
				Functional Currency			
Batch Name	Supplier Name	Invoice Number	PO Number	Invoice Date	Original Amount	Amount Remaining	Description
PDEINV190411080814	FISHER SCIENTIFIC UK LTD	4152736731	2715713	05-Apr-18	14.78	14.78	PD-2716713

Invoice on Hold Report - Highlights all invoices that are on hold within your department.

All will have a hold name and will need to review by hold name

See hold sheets to identify what course action is to be taken

# SCHEDULE THE REPORTS

**Submit Request**

Run this Request...

Copy...

Name: Invoice On Hold Report (UFS) - XML Publisher

Operating Unit: Cambridge University

Parameters: ::Hold Name::Yes:

Language: American English

Language Settings... Debug Options

**At these Times...**

Run the Job: Periodic: 06-JUL-18 to 15-AUG-18

Schedule...

Upon Completion...

Save all Output Files  Bypass Output

Layout: Invoice on Hold Report (UFS) Options...

Notify:

Print to: noprint

Help (G) Submit Cancel

## ACCOUNTS PAYABLE: SUMMARY

- Invoice Register
- Invoice on Holds
- Supplier Statement Reconciliation
- AP Holds and Unaccounted Transactions
- Process staff & visitor expenses
- Process 18/19 invoices

**SHARED SERVICES DEADLINE 7 AUGUST**  
**MODULE CLOSE 14 AUGUST**

## QUESTIONS RE ACCOUNTS PAYABLE



## ACCOUNTS RECEIVABLE: DEADLINE DATES

- Return Cash Holding Confirmation form **19 July**
  - This concerns all petty cash balances, till floats and advance balances held as at **30 June**
- Empty all vending machines etc. and identify all cash, cheques received as at **31 July**
- Process all cash, cheque and (if possible) PDQ receipts relating to 2018/19

## INTERNAL TRADING

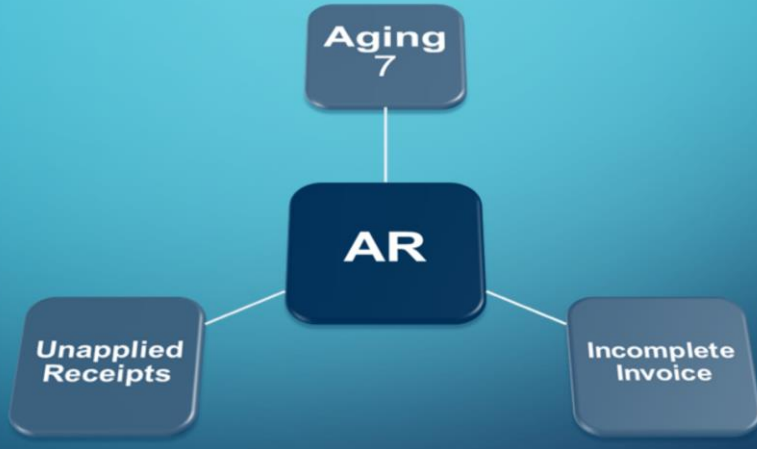


- Raise sales invoices as early as possible
- Send any back up by email
- For any last minute invoices please liaise with the paying department
- Follow procedure where a dispute arises



- Accrue internal income
- Raise sales invoices for goods and services supplied in the new year

# ACCOUNTS RECEIVABLE: ESSENTIAL REPORTS





# INCOMPLETE INVOICE REGISTER

CAPSA Set of Books		Incomplete Invoices Report			Report Date: 06-JUL-2018 09:36	
Order By	:	Invoice				
Customer Name	:	To				
Customer Number	:	To				
Invoice Number	:	To				
CAPSA Set of Books		Incomplete Invoices Report			Report Date: 06-JUL-2018 09:36	
Order By:	Invoice				Page:	1 of 1
-----Invoice-----		-----Customer-----				
Number	Type	Date	GL Date	Name	Number	
1003146	FD Credit Memo	24-APR-18	24-APR-18	Parker & Darlow Financials	237116	
1003172	FD Invoice	21-JUN-18	21-JUN-18	HOMERTON COLLEGE	5675	
1003173	FD Invoice	22-JUN-18	22-JUN-18	QUEEN'S UNIVERSITY BELFAST	45137	
977063	FD Internal Tra	15-SEP-17	15-SEP-17	INFORMATION SERVICES	1144	

- Prioritise internal invoices
- Apply credit memos to invoices

## Incomplete Invoices

Review invoices and determine which invoices are required such as copy invoices  
 Either void or complete the transaction or raise debit memos to nullify unwanted  
 credit memos

# UNAPPLIED RECEIPTS REGISTER

CAPSA Set of Books		Unapplied Receipts Register				Report Date: 06-JUL-2018 09:47			
Currency Code	:								
GL Dates	:			To					
Customer Names	:			To					
Customer Numbers	:			To					
Batch Source Names	:			To					
Batch Names	:			To					
Payment Numbers	:			To					
CAPSA Set of Books		Unapplied Receipts Register				Report Date: 06-JUL-2018 09:47			
		GL Date From To				Page: 1 of 1			
Currency:	All								
Format Option:	Detailed								
Entity:	U	* - Unidentified Payment							
GL Date	Batch Source	Batch Name	Payment Method	Payment Number	Payment Date	On Account/Prepayment Amount	Unapplied Amount	Claim Amount	
Customer Name: ***** Unidentified		Customer Number:							
06-JUL-18	Manual Receipts	PD/06/07/18/0	Cash/Cheque	PD/MS/06/07/18/	06-JUL-18	0.00	100.00	0.00 *	
Total for Customer: ***** Unidentified							0.00	100.00	0.00

Unapplied receipts – highlights all monies that has been entered on CUFS but not matched to an invoice or assigned to a customer.  
 Either match income to invoices or return cash back to customer.

# AGING SEVEN BUCKETS REPORT

Invoice Number	Type	Due Date	Outstanding Amount	Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	91-180 Days Past Due	181-360 Days Past Due	361+ Days Past Due
California Inc			Beverly Hills CA ACCOUNTS PAYABLE							
1003112	PD Invoice	24-MAY-18	909.01			909.01				
Total:			909.01	0.00 0.00%	0.00 0.00%	909.01 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%
Site Credit Memo:			0.00							
Site Payments:			0.00							
Site Balance:			909.01							
Customer Credit Memo:			0.00							
Customer Payments:			0.00							
Customer Claims:			0.00							
Account Customer Balance:			909.01							
Joex Books			Cambridge ACCOUNTS PAYABLE							
1003110	PD Invoice	24-MAY-18	12.98			12.98				
Total:			12.98	0.00 0.00%	0.00 0.00%	12.98 100.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%	0.00 0.00%
Site Credit Memo:			0.00							
Site Payments:			0.00							
Site Balance:			12.98							
Customer Credit Memo:			0.00							
Customer Payments:			0.00							
Customer Claims:			0.00							
Account Customer Balance:			12.98							

Aging 7 buckets – Highlights all outstanding balances on control accounts  
 Review and take action. Chase debts, use Research accounting for support however department is responsible for debt in first instance  
 Also highlights unapplied receipts – see unapplied receipts

## AR: SUMMARY

- Aging 7 Buckets
- Incomplete Invoice Register
- Unapplied Receipts Register
- Raise internal invoices as early as possible

**MODULE CLOSING 14 AUGUST**

## GETTING THE YEAR RIGHT: MONEY IN

### Receipts



The date income was **received**

**Not** the year that that income relates to

### Income



Then if necessary, receipted income will need to be deferred/accrued to the month of **supply** of the goods/services

For queries, contact Accounting Services

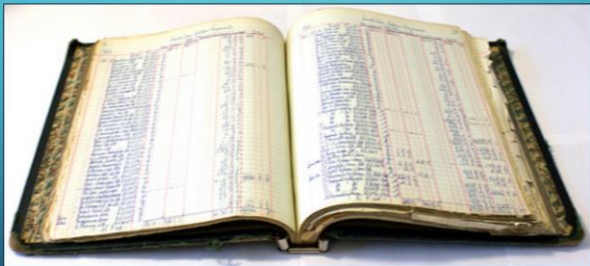
Reports sent to burst list of AP contacts who received the AP stats and supplier reconciliations

## QUESTIONS RE ACCOUNTS RECEIVABLE



# GENERAL LEDGER

Mike Sinclair



## GENERAL LEDGER – KEY DATES

Process and reconcile petty cash for 2019	Mon 5 Aug
Process credit card expenditure <b>before</b> AP closes if using this option	Wed 14 Aug
Movement of monies on deposit	Mon 19 Aug
Budget field frozen	Fri 23 Aug
Clear Trust Funds' deficits	Fri 23 Aug
Process any remaining credit card expenditure by journal	Thu 29 Aug
Complete spreadsheets for income and expense accruals	Thu 29 Aug
Ensure expenditure is coded against the same source of funds as related income and clear deficits	Thu 29 Aug
Module closes at 5pm	Thu 29 Aug
Return signed year end certificate(s) via Finance Manager	Fri 27 Sep



## GL ACCRUALS AND PREPAYMENTS

Type	Description	Transaction code
Accruals	Goods/services received by the University prior to 31 July, for which no invoice in AP	VBAK
Prepayments	Invoice processed in AP in advance of the goods/services being received	UNGA
Unearned revenue/income	Income received by the University in advance of goods/services being delivered to the customer	VZAA
Other debtors	Amounts owing for goods/services provided by the University, but not invoiced in AR at 31 July	UNAA

*Detailed supporting working papers must be kept for audit purposes*

Mandatory threshold >£10 000

Accumulative total across dept >£200K = send breakdown details to CRA

Up to dept if want to accrue/prepay for <£10K

## VAT ADJUSTMENTS

All postings to department accounts in respect of these adjustments will be posted no later than the end of **Tuesday 27 August** (GL closes 29 August)





<b>Services tax (Reverse charge)</b>	The amount of VAT you would have paid on that service if you had bought it in the UK
<b>Acquisition tax charge</b>	The amount of VAT you would have paid on the goods had you bought them in the UK (EU purchases only)
<b>Sales tax adjustments</b>	Occur when a sale has been entered with the wrong tax code

For queries, contact Tax Team ([vatqueries@admin.cam.ac.uk](mailto:vatqueries@admin.cam.ac.uk))

3 types of journals that will be corrected by Tax team but can be rectified by dept (except Sales tax)

## TRANSFER CODES

In which scenarios should you use the available transfer codes?

- A. Correcting in-year mispostings 
- B. Matching income to expenditure 
- C. Using trading surpluses 
- D. Research grant journals 

For queries, contact Central and Research Accounting

Correcting in year posting (No)– in this instance don't use Transfer Codes – if it is a cost centre or source of fund change use the existing transaction code, best practice would be through Accounts Payable.

Matching Income to expenditure (No) – don't use transfer codes. Example being charging photocopying income from students to GAAA and matching expenditure on the paper.

Using Trade Surpluses – (Yes) using trading surpluses to fund non trading activities

Research Grant Journals – (No) don't use transfer codes on Research Journals as these need to cancel out across the University and the Grants journal depending on the expenditure automatically generates the GL entry for Grants.

## PROBLEM

The SpaceX Falcon 9 rocket had an unexplained problem and an engineer came out to fix it on the **28 July 2019**.



The invoice was received by the Department on the **20 August 2019** (dated **15 August 2019**) and cost £9,500 plus VAT.

Unfortunately the Department has spent all its Chest Allocation.

What should the department finance office do?

The Department had a very successful conference about the moon landing. This made a surplus of £20,000 which the HoD says can be used to cover the repair costs.

First issue is cut off, the engineer came before the 31<sup>st</sup> July, so costs for this should be included in the current financial year

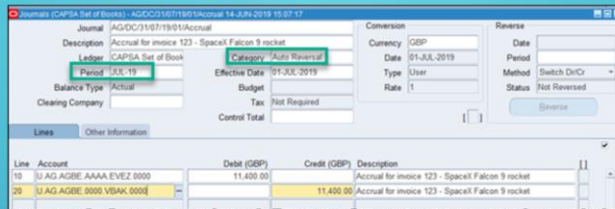
Invoice is received after AP is closed and as activity is in 31 July 2019 cost should be recognised (irrespective of invoice date)

The limit for accruals is £10K, which would be if the irrecoverable VAT is added to the accrual.

As department has trading surpluses to use, process the AP invoice against source of fund "AAAA" with the correct transaction code and then use the transfer code principle to transfer expenditure to the trading source of fund.

# ANSWER

- Step 1: Post Journal for July accrual



The screenshot shows a SAP Journal Entry form for the period JUL-19. The description is 'Accrual for invoice 123 - SpaceX Falcon 9 rocket'. The ledger is 'CAPSA Set of Books' and the category is 'Rate Reversal'. The effective date is 01-JUL-2019. The currency is GBP. The journal entry table is as follows:

Line	Account	Debit (GBP)	Credit (GBP)	Description
10	U AG.AGBE.AAAA.EVEZ.0000	11,400.00		Accrual for invoice 123 - SpaceX Falcon 9 rocket
20	U AG.AGBE.0000.VBAK.0000		11,400.00	Accrual for invoice 123 - SpaceX Falcon 9 rocket

- Step 2: Post Journal to utilise trading surplus, into July period NB Must use Transfer code **EZXX**



The screenshot shows a SAP Journal Entry form for the period JUL-19. The description is 'Tr expenditure to utilise trading surplus in AGBQ'. The ledger is 'CAPSA Set of Books' and the category is 'Adjustment'. The effective date is 01-JUL-2019. The currency is GBP. The journal entry table is as follows:

Line	Account	Debit (GBP)	Credit (GBP)	Description
10	U AG.AGBO.GAAA.EZXX.0000	11,400.00		Tr expenditure to utilise trading surplus - moon landing conf
20	U AG.AGBE.AAAA.EZXX.0000		11,400.00	Tr expenditure to utilise trading surplus - moon landing conf

- Step 3: Process AP invoice into August period

## CLEARING DEFICITS

Once the accounts are reviewed and adjustments made for:

- Mispostings
- Matching source of fund income and expenditure
- Deposit movements
- Balance sheet accounting e.g. Prepayments, Accruals

*Deficits may be off-set against surpluses on non-restricted and trading sources of funds using EZXX.*

## TRANSACTIONS PENDING TRANSFER (AZZY)

- Transactions that are currently using AZZY are:

- Barclaycard
- Internal Trading
- Research VAT adjustments

- Needs clearing either through AP or by journal.

- Items in dispute can be held on AZZY.

- Balances will be rolled forward to unique reserves codes.



For queries, contact Central and Research Accounting

## BUDGET FREEZE



Actual posting of July 2019	Mon 1 July
2 <sup>nd</sup> posting of July 2019 actuals	Thurs 1 August
3 <sup>rd</sup> posting of July 2019 actuals	Wed 21 August
Budget field frozen in CUFS (no further changes)	Fri 23 August
Final posting of July 2019	Tue 27 August

For queries, contact your Finance Adviser



# BURST REPORTS

## Departmental Summary Reports

Number	Date
Interim 1	Fri 2 August
Interim 2	Wed 21 August (following close of AP, AR, Grants)
Interim 3	Mon 2 September (after GL closed to departments and final ICC overhead charge)
Final???	Wed 13 September

## Trust Fund Statements

Statement	Date
Interim 1 as at 31 July (will exclude Jul-19 distribution)	Wed 7 August
Interim 2 as at 31 July (will include Jul-19 distribution)	Wed 21 August
Final as at 31 July	Wed 4 September

For queries, contact Central and Research Accounting

## DEPARTMENT CERTIFICATES



A certificate signed by the Head of Department must be submitted

*If necessary the certificate may be qualified by stating any significant residual issues / conditions*



## FIXED ASSETS



Raith EBPG5200 Electron beam Lithography system

## FIXED ASSETS – KEY DATES

Distribution of Fixed Asset Register as at 30 Jun	Fri 5 Jul
Review Fixed Asset Register	Fri 9 Aug
Physically verify assets	Fri 9 Aug
Notify FA helpdesk of disposals/amendments	Fri 9 Aug
Ensure that July not tracked additions are included on register	Wed 21 Aug
Module closes at 5pm	Fri 23 Aug

## FIXED ASSET - REPORTING

- Fixed Asset registers to be sent to department Fixed Asset contact on *Friday 5 July*.
- Confirmation due back by *Friday 9 August*.
- Departments are able to run this report themselves:  
*Departmental Fixed Asset Register (UFS) – XML Publisher*

For queries, contact Central and Research Accounting

## VERIFYING ASSET WHEREABOUTS

- Ensuring that all assets listed can be **physically verified**
- **Nil value assets** – are these still in existence and in use
- **Responsible employees** – new starters /leavers
- **Departmental locations**– relocations/ expansions
- **Tag numbers** – are they recorded and correct
- **Asset additions and disposals** during the 11 months to June
- Appropriate Individual **asset descriptions** – e.g. *not* “as attached”

Any missing assets additions

Non reported retirements must have been reported to the FA helpdesk or discuss with FA team (mike Sinclair)

## FIXED ASSET – EXCEPTION REPORTING

- Invoices not tracked in AP during July
- Report sent out to Departments on Thu 15 August
- Confirmation returned to FA helpdesk by Wed 21 August



## QUESTIONS RE GL OR FIXED ASSETS





## GRANTS - WENDY WOOLDRIDGE

Year-end Task	Date for completion
Review and clear research Grant funds check failures and exceptions	Wed 14 Aug
Clear suspense grant	Wed 14 Aug
Post EC PI time sheets	Wed 14 Aug
Clear Barclaycard expenses in AP, if using this option	Wed 14 Aug
Correct Grant VAT errors	Wed 14 Aug
Finalise and release all Grant journals, incl. Barclaycard	Fri 16 Aug
Module Closes to Department at 5pm	Fri 16 Aug



Overheads, Revenue and the ECFW7 Price Adjustments re-run 16 Aug

# EXCEPTION REPORT

GMS: Exceptions and Funds check failures (UFS)Report Run: 09/07/2019 09:30:46

Project No.	Award No.	Task No.	Expenditure Item Date	Project Organization	Transaction Creation Date	Expenditure Category	Expenditure Type	Supplier or Employee	Batch Name	Transaction Source	Transaction Ref	Amount	Exception Type	Reason Rejected
XXZD/317	RG12345	3	28-Feb-19	XX_Gemology	05-Apr-19	STAFF COSTS	Stipends		AG/LRL/NA/DG/05/04/19/B1P/J842516	GMSA Project ADI	15085456	769.88	Grants Funds Check failure	Transaction failed funds check at Task level
ZZAG/591	RG12346	1	03-Jul-19	ZZ_Ecology	04-Jul-19	OTHER COSTS	Other Costs/Consumables		RG999903072019PJ858676	GMSA Inventory	15364694	28.31	Grants Funds Check failure	Transaction failed funds check at Task level
YYAG/825	RG12347	2	28-Feb-19	YY_Crystallography	29-Apr-19	STAFF COSTS	Wages	GREEN, Mr Ever	YY/RPW/29/04/19/1	Project Journal	15151989	2,645.86	Grants Funds Check failure	Transaction failed funds check at Resource group level
YYAG/825	RG12348	2	22-Mar-19	YY_Crystallography	29-Apr-19	STAFF COSTS	Wages	GREEN, Mr Ever	YY/RPW/29/04/19/1	Project Journal	15151990	2,645.86	Grants Funds Check failure	Transaction failed funds check at Resource group level
YYAG/752	RG12349	1	06-Jun-18	YY_Crystallography	20-May-19	TRAVEL AND SUBSISTENCE	Travel/Subsistence		YY/LB/20/05/19/64/BC	Project Journal	15208719	98.00	Unprocessed item	Grants journal NOT released
YYAG/752	RG12350	1	07-Jun-18	YY_Crystallography	20-May-19	TRAVEL AND SUBSISTENCE	Travel/Subsistence		YY/LB/20/05/19/64/BC	Project Journal	15208720	68.80	Unprocessed item	Grants journal NOT released
YZZB/052	RG12351	1	31-May-19	YZ_Cryptology	05-Jun-19	OTHER COSTS	Other Costs/Miscellaneous	University Enigma Services	RGIT66690605180018	In Payables	1056158	6,154.76	AP Funds Check failure	Insufficient funds exist for this invoice
YXAG/083	RG12352	2	29-May-19	YX_Heptomology	06-Jun-19	OTHER COSTS	Other Costs/Miscellaneous		AG/SKT/BANKCHA/RGE/06/06/2019/01	GMSA Project ADI	15271420	4.85	Grants Funds Check failure	Transaction failed funds check at Resource group level
YXAG/083	RG12353	2	18-Dec-18	YX_Silvology	19-Dec-18	OTHER COSTS	Other Costs/Miscellaneous	FORESTRY SERVICE	YX/T20181219180014	In Payables	249688	1,231.88	AP Funds Check failure	Insufficient funds exist for this invoice
YWAG/085	RG12354	2	28-Apr-19	YW_Dendrochronology	13-May-19	STAFF COSTS	Stipends	WHITE, Dr Bright	YWQ/SM/13/05/19/002	Project Journal	15191324	3,446.81	Grants Funds Check failure	Transaction failed funds check at Resource group level
WWAG/114	RG12355	19	30-Jun-18	WW_Divination	04-Jun-19	STAFF COSTS	Stipends	BROWN, Ms Dusty	WWAG/WHW/04-06-19/02	Project Journal	15262650	325.48	Grants Funds Check failure	Transaction failed funds check at Resource group level
WWAG/114	RG12356	19	31-Jul-18	WW_Divination	04-Jun-19	STAFF COSTS	Stipends	BROWN, Ms Dusty	WWAG/WHW/04-06-19/02	Project Journal	15262651	477.81	Grants Funds Check failure	Transaction failed funds check at Resource group level
WZAK/001	RG12357	1	31-Mar-19	WW_Divination	03-Apr-19	EXCEPTIONAL ITEMS	Exceptional Items		WZ/DD/03/04/19/02/1812464	GMSA Project ADI	15077194	2,867.84	Grants Funds Check failure	Transaction failed funds check at Award level

1. CRA will email report of all transactions that have failed funds check
  2. Likely transactions are grants journals and imported costs such as payroll as they are checked and validated once within GMS
- Q Why don't iproc and AP transactions that fail funds checking show against the grant?
1. They are stopped at source, so will not be included in Grant reports
  2. However, AP Insufficient funds will show in Exception report and Expenditure Enquiry with no amount

## EXCEPTIONS AND FUNDS CHECK FAILURES



- Report from CRA
- Mainly Grants Journals, imported costs
- Check
  - Budget/Funds available
  - Budget Control Settings
  - Outstanding Commitments
- Where do you go to find this information?
- How do you deal with the transaction?

Q So where do you go to review these transactions?

A Award status, if your dept holds the award

B project status screen if dept projet is being funded by another depts award

C report to look at budget, funds available, control settings and commitments

D Expenditure enquiry: transaction will be listed but no value and cost distributed box isn't ticked

Q How do you deal with these transactions?

A If funds are available check the budget control settings: it maybe that money is available but not for the expenditure type/task

**A For outstanding Commitments: Run open PO report, finally close/cancel relevant orders. Some Reqs/Pos may have been partially completed if they are not needed cancel/delete/finally close to release the funds**

**Also CUFS GMS Commitment Report, but will need to correct in iProc**

A Trf expense from Grant by reversing journal or entering a new batch to transfer  
A Contact ROO as depending on the T&C changes may be able to be made to the grant

# GRANTS SUSPENSE ACCOUNT

Costs that failed validation

Why would a transaction fail validation?

- Expenditure Enquiry
- Comment, Split, Transfer

Uncleared balances moved to SoF **EDAA**



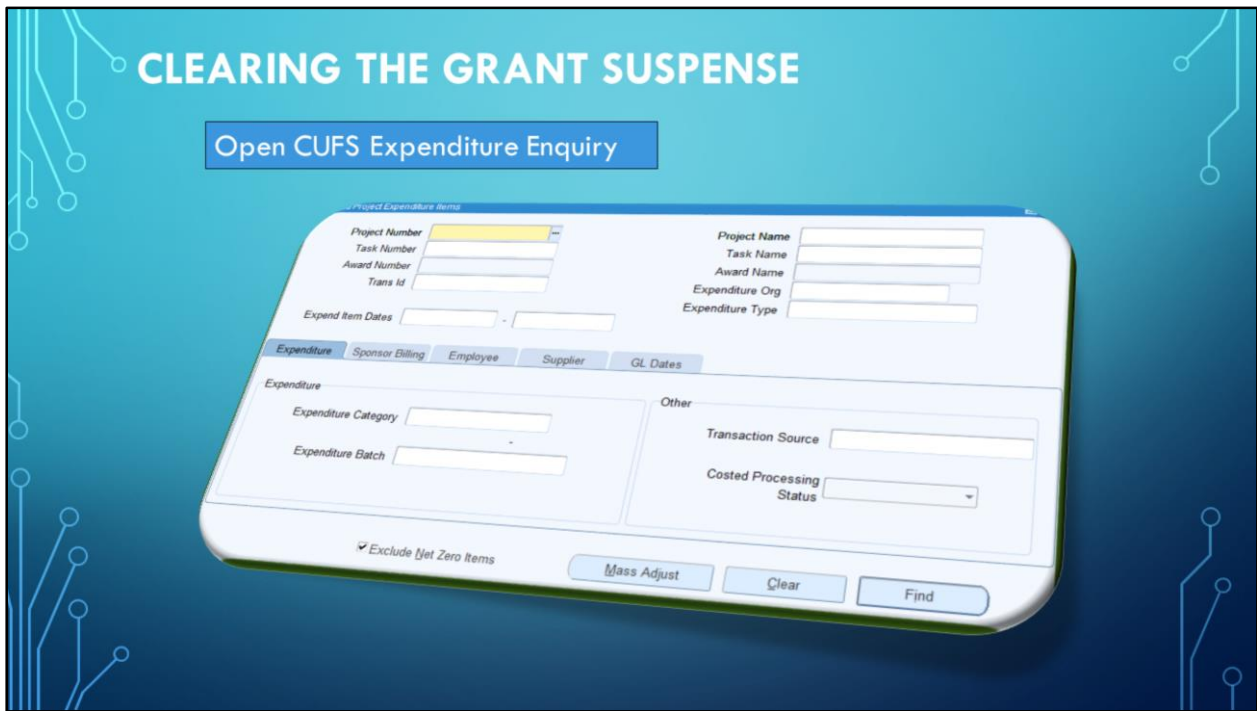
Clear department's grants suspense account

1. Items in suspense are usually as a result of incorrect coding information entered therefore failing validation eg Payroll, Journals

Q Why would a transaction fail validation?

1. Expenditure type not allowed
2. Task number doesn't exist
3. Project/award doesn't exist
4. Not within active dates
5. Employee not in HR table

There should be no balance in the suspense account at year end, if there is the it will be transferred centrally to the overhead GL account EDAA



Each project org has a suspense account usually formatted xxag/000 rg00000

- \* Use Expenditure enquiry screen and can input dates so that it only displays recent transactions that need clearing
- \* Use GL Date tab to look for the last financial year only and deal with those transactions

## CLEARING THE GRANT SUSPENSE: TOOLS > TRANSFER

Use Tools>Transfer

Item Date	Receiver GL Pe	Project	Task	Award	Expend Category	Expend Type	Proj Func Burd	Comment
31-MAY-2019	MAY-19	AG/000	1	RG000000	STAFF COSTS	Wages	373.51	CHRIS: 1 30000
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Stipends	2,117.34	CHRIS: 1 30000
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Wages	373.51	CHRIS: 1 30000
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Wages	3,933.07	CHRIS: 1 30000
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Wages	373.51	CHRIS: 1 30000
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Student Mainte	1,231.42	CHRIS: 1 30034
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Stipends	4,940.10	CHRIS: 1 30015
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Stipends	481.11	CHRIS: 1 30025
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Stipends	(4,940.10)	APRIL 2019 SA
30-APR-2019	APR-19	AG/000	1	RG000000	STAFF COSTS	Stipends	3,933.07	CHRIS: 1 30000

AP items can **ONLY** be transferred by amending the invoice in **AP**

To get the item date to show newest transaction first click in the header.

Click *Totals* to see how much is outstanding to trf

Mainly transactions from CHRIS if it's a regular entry liaise with HR to get the details corrected

**Always** update the **comment** field (sponsors/auditors want this)

Use tools trf to trf cost to another project/task but within same expenditure. If expenditure type is to differ will need to move expenditure by entering a grants journal

Can split – do this before transferring to correct project

There should be no balance in the suspense account at year end, if there is the it will be transferred centrally to the overhead GL account SoF EDAA

## EC TIME SHEETS

- Required by some sponsors
- Must be signed by PI
- Retained for 6 years
- Refer to ROO site for detailed information

**Grant is debited, expenditure type: PI Stipend**  
**Credit to dept's research cost centre:**  
**XXAG.EDAA.LZAC OR LZAD**



1. Each sponsor has different requirements
2. Staff directly incurred on grant will automatically be charged to grant
3. Staff less than 100% will be charged to funding source for the post and then calculation as to what cost needs to be charged to grant
4. Deal with in the normal way you do every month by entering a Misc journal
  - a. LZAC: EC FP7 Grants
  - b. LZAD: All other grants

## BARCLAYCARD STATEMENTS



- Credit Card expense form
- Shared Services will process the statements and debit dept control account **U.XX.XXAA.AZZY.FJAA**
- Dept to either process through AP or to journal within GMS
- Debit the Grant (positive value) and credit the dept control account

1. Statements available to print from 1 August, posted in July period
2. Collect receipts, forms and authorisation
3. Dept control ac must be cleared
4. Any July transaction must have a July 2018 date when entering the grants journal



## GRANT VAT ERRORS

- The **Tax Team** will email you on or before Tue **27** August
- GL code adjustment is posted to:
  - **U.XX.XXAG.AZZY.EZZM.0000**
- Find the invoice
- Make note of the grant code
- Journal within Grants to transfer VAT adjustment



1. This is where VAT has been coded to a grant and it shouldn't have
2. Email from the tax team will contain invoice number and the GL code the adjustment was posted to
3. Find the invoice and make note of the grant code
4. Enter a journal in GMS to trf the VAT adjustment to the grant it should relate to.
5. Run Award/project status report to ensure all is where it should be

## GRANT JOURNALS

- Process any relevant Grant journals
- Finalise and Release all Grant Journals, by searching for batches using the status field
  - Working/Unreleased
    - Delete if not required or;
    - Submit and Release
  - Submit
  - Release



1. This enables to move expenditure between Grant – Grant if expenditure type differs. Or Grant – GL
  - time sheets
  - petty cash
  - stock issues
  - Barclaycard journals if not using AP
2. Two additional days following AP closure to review grants and post correcting journals
3. If transaction that needs to be moved was an AP transaction then it must be amended in the AP module
4. All journals posted in the system must be submitted and then released. If not, module processes behind the scenes can't run

## GRANTS – EXTENDED CLOSE

Unlike at month end, for year end the grants module will close **two days after AP** to give time for a final review.

- AP closes 5pm Wednesday 14 August
- Grants module closes 5pm **Friday 16** August

**Key** tasks should be completed *before* AP closes (checking grants, clearing suspense)

### On Thursday 15 and Friday 16

What you can't do	What you can do
Amend AP postings to grants	Use tools/transfer (on non AP items)
	Post grant journals

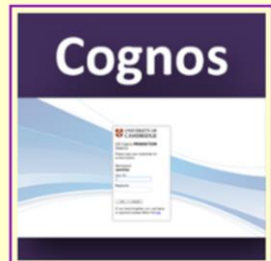
Note high volume of transactions in these days – allow time to process!

## QUESTIONS RE GRANTS



# COGNOS REPORTS

From University  
Finance system  
webpage



COGNOS login >

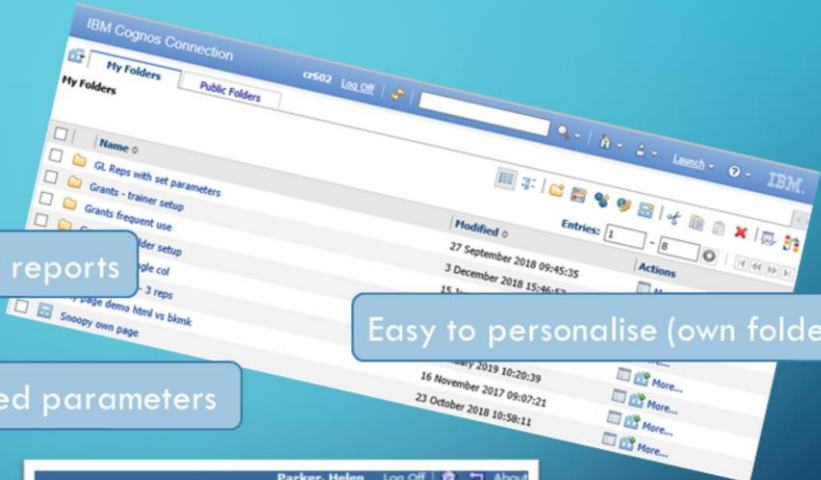
### CUFS Datamart: Current status

Datamart name	Status	Last successful build time
AP Invoice Payments	DATAMART OK	01-JUL-19 01:44:28
AP Invoices	DATAMART OK	01-JUL-19 02:26:03
General Ledger	DATAMART OK	01-JUL-19 01:06:49
Grants Datamart	DATAMART OK	01-JUL-19 04:14:35
Sales Transactions	DATAMART OK	01-JUL-19 02:09:44
X5	DATAMART OK	01-JUL-19 04:28:59

Raven password required

Don't forget to look at current status – will be at least a day behind UFS

# WHY COGNOS?

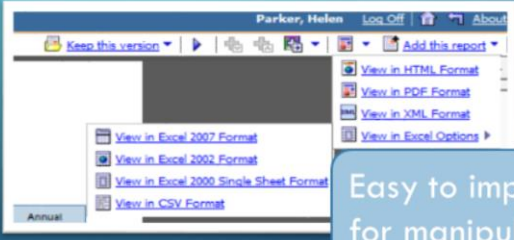


Create shortcuts for regularly used reports

Easy to personalise (own folders)

Create report views to save selected parameters

Schedule and email reports



Easy to import into Excel for manipulation

NB: Allow for overnight Cognos data refresh, especially as deadlines approach

UFS will slow down over this period – large demand  
 Central running big reports  
 Try to schedule overnight, esp GL reports

# WHERE TO FIND REPORTS

- Public Folders
- LIVE
- (Your) School
- Departmental (Shared) Folders

The screenshots illustrate the following navigation steps:

- Start at **Public Folders**.
- Click on **LIVE**.
- Click on the specific school folder (e.g., **School of the Biological Sciences**).
- Click on **Departmental (Shared) Reports**.



# WHICH REPORT?

General Ledger	Grants
GL Financial Summary report	Year end report (by date range)
GL Budget to Actual summary	Projects by Organisation by PI
GL: Budget to Actual	Detailed Expenditure Enquiry by Project
GL: Journal Transactions	



- GL Reporting course
- Grants Reporting course
- Plus Cognos if just need to know more about using tool



# GL: FIN SUMMARY

Source of Funds Code	Source of Funds	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus / (Deficit) (4) = (2) - (3)	Overdrawn / Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUF5 (11) = (5) - (10)	Revaluations in Year
0000	Balance Sheet Default	0.00	(465.20)	0.00	(465.20)	465.20	0.00	0.00	0.00	0.00	0.00	(462,102.89)	462,102.89	0.00
AAAA	Chest Non Payroll	265,390.00	0.00	243,368.76	240,874.02	2,494.74	2,494.74	0.00	0.00	0.00	2,494.74	0.00	2,494.74	0.00
AAAC	Vacation Study Grants Head 25 Sub-Head 181	36,603.00	2,219.93	33,550.00	51,781.88	(18,231.88)	(16,011.95)	0.00	0.00	0.00	(16,011.95)	0.00	(16,011.95)	0.00
AAAD	Chest Equipment	27,371.00	(5,910.58)	25,091.00	15,107.51	9,983.49	4,072.91	0.00	0.00	0.00	4,072.91	0.00	4,072.91	0.00
ABAA	Chest Stipends	1,434,813.00	0.00	1,314,613.00	1,284,656.15	29,956.85	29,956.85	0.00	0.00	0.00	29,956.85	0.00	29,956.85	0.00
ABAD	Savings Accruing for Unpaid Leave of Absence	0.00	224,263.97	0.00	55,087.47	(55,087.47)	169,176.50	0.00	0.00	0.00	169,176.50	0.00	169,176.50	0.00
AZZY	Transactions pending allocation to correct code	0.00	(2,172.11)	0.00	10,082.08	(10,082.08)	(12,254.19)	0.00	0.00	0.00	(12,254.19)	0.00	(12,254.19)	0.00
BMRC	Insurance Claims	0.00	68.00	1,362.28	1,362.28	0.00	68.00	0.00	0.00	0.00	68.00	0.00	68.00	0.00
ECBA	Departmental Gr	6,796.00	67,884.00	6,226.00	0.00	6,226.00	74,110.00	0.00	0.00	0.00	74,110.00	0.00	74,110.00	0.00
EDAA	Departments Share of Research Overheads	0.00	190,140.08	85,168.13	50,352.01	34,816.12	224,956.20	0.00	0.00	0.00	224,956.20	0.00	224,956.20	0.00
EAAA	External Trading	0.00	268,393.57	90,191.60	154,411.94	(64,220.34)	204,173.23	0.00	0.00	0.00	204,173.23	0.00	204,173.23	0.00
GAAB	Internal Trading	0.00	417,282.59	34,809.69	(3,221.02)	38,030.71	455,313.30	0.00	0.00	0.00	455,313.30	0.00	455,313.30	0.00
MAAB	Research - UK Charity Medical VAT Non-Recoverable	0.00	0.00	42.84	42.84	0.00	0.00	0.00	0.00	0.00	42.84	0.00	42.84	0.00
MABB	Research - UK Charity Other VAT Non-Recoverable	0.00	0.00	426,717.92	453,996.35	(27,278.43)	(27,278.43)	0.00	0.00	0.00	(27,278.43)	(21,629.31)	(5,649.12)	0.00
ZZZZ	Depreciation - University Funded Assets	0.00	222,398.57	0.00	96,560.34	(96,560.34)	125,838.23	0.00	0.00	0.00	125,838.23	125,838.23	0.00	0.00

Source of Funds Code	Source of Funds	Cost Centre Code	Cost Centre	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus / (Deficit) (4) = (2) - (3)	Overdrawn / Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUF5 (11) = (5) - (10)	Revaluations in Year
0000	Balance Sheet Default	0000	Balance Sheet Default	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(460,928.05)	460,928.05	0.00
0000	Balance Sheet Default	ZZYA	Key Deposits	0.00	(465.20)	0.00	(465.20)	465.20	0.00	0.00	0.00	0.00	0.00	(1,174.84)	1,174.84	0.00
0000 Subtotal				0.00	(465.20)	0.00	(465.20)	465.20	0.00	0.00	0.00	0.00	0.00	(462,102.89)	462,102.89	0.00
AAAA	Chest Non Payroll	ZZAA	Ecology: Administration	0.00	0.00	0.00	(1,355.40)	1,355.40	1,355.40	0.00	0.00	0.00	1,355.40	0.00	1,355.40	0.00
AAAA	Chest Non Payroll	ZZAG	Ecology: Research Grant Activity	0.00	0.00	0.00	1,410.45	(1,410.45)	(1,410.45)	0.00	0.00	0.00	(1,410.45)	0.00	(1,410.45)	0.00
AAAA	Chest Non Payroll	ZZBA	Ecology: General	265,390.00	0.00	243,276.00	56,547.38	186,728.62	186,728.62	0.00	0.00	0.00	186,728.62	0.00	186,728.62	0.00
AAAA	Chest Non Payroll	ZZCB	Research Day	0.00	0.00	0.00	8,277.20	(8,277.20)	(8,277.20)	0.00	0.00	0.00	(8,277.20)	0.00	(8,277.20)	0.00
AAAA	Chest Non Payroll	ZZCD	National Science Week	0.00	0.00	0.00	973.93	(973.93)	(973.93)	0.00	0.00	0.00	(973.93)	0.00	(973.93)	0.00
AAAA	Chest Non Payroll	ZZDB	Repair & Maintenance of Building	0.00	0.00	0.00	8,397.05	(8,397.05)	(8,397.05)	0.00	0.00	0.00	(8,397.05)	0.00	(8,397.05)	0.00
AAAA	Chest Non Payroll	ZZDC	Repair & Maintenance of Equipment	0.00	0.00	0.00	74,646.64	(74,646.64)	(74,646.64)	0.00	0.00	0.00	(74,646.64)	0.00	(74,646.64)	0.00
AAAA	Chest Non Payroll	ZZIZ	Library	0.00	0.00	0.00	1,575.85	(1,575.85)	(1,575.85)	0.00	0.00	0.00	(1,575.85)	0.00	(1,575.85)	0.00
AAAA	Chest Non Payroll	ZZRK	Growth Facility	0.00	0.00	0.00	22,669.43	(22,669.43)	(22,669.43)	0.00	0.00	0.00	(22,669.43)	0.00	(22,669.43)	0.00
AAAA Subtotal				265,390.00	0.00	243,368.76	240,874.02	2,494.74	2,494.74	0.00	0.00	0.00	2,494.74	0.00	2,494.74	0.00
AAAC	Vacation Study Grants Head 25 Sub-Head 181	ZZDE	Field Trips	36,603.00	2,219.93	33,550.00	51,781.88	(18,231.88)	(16,011.95)	0.00	0.00	0.00	(16,011.95)	0.00	(16,011.95)	0.00
AAAC Subtotal				36,603.00	2,219.93	33,550.00	51,781.88	(18,231.88)	(16,011.95)	0.00	0.00	0.00	(16,011.95)	0.00	(16,011.95)	0.00
AAAD	Chest Equipment	ZZBA	Ecology: General	27,371.00	(5,910.58)	25,091.00	15,107.51	9,983.49	4,072.91	0.00	0.00	0.00	4,072.91	0.00	4,072.91	0.00
AAAD Subtotal				27,371.00	(5,910.58)	25,091.00	15,107.51	9,983.49	4,072.91	0.00	0.00	0.00	4,072.91	0.00	4,072.91	0.00
ABAA	Chest Stipends	ZZBA	Ecology: General	1,434,813.00	0.00	1,314,613.00	1,284,656.15	29,956.85	29,956.85	0.00	0.00	0.00	29,956.85	0.00	29,956.85	0.00
ABAA Subtotal				1,434,813.00	0.00	1,314,613.00	1,284,656.15	29,956.85	29,956.85	0.00	0.00	0.00	29,956.85	0.00	29,956.85	0.00

## GENERAL LEDGER Financial Summary

Annual Chest allocation: phased in monthly as actual income. If not requested, usually 1/12  
 Bal b/fwd = prior years (won't be on CHEST SoFs as any leftover allocation moved to

For this report income is shown as a **positive** number  
 (Deficit)/Surplus (Col 4) = (2) - (3)

This column equals income less expenditure.

A total in **brackets** means the source of funds is **overspent**. Positive = favourable variance.

### Overall Financial Position

This section represents the accumulated overall financial position for each source of funds inclusive of money on deposit, Endowment Fund (CUEF) and Other Investments.

Bal b/fwd affected by revaluation of CUEF units

### (Overdrawn) / Cash in Hand (5)

This column represents the current cash balance for each source of funds (i.e. excluding deposit and Endowment Fund (CUEF), which are shown in columns 6 and 7).

A (deficit balance) here should be investigated.

### Total (9) = (5)+(6)+(7)+(8)

This column is the total of cash in hand (or deficit) and invested balances.

The total is important because it represents the overall financial position for each source of funds. **A figure in brackets means a source of funds is in deficit.**

# GL: USER PARAMETERS AND SELECTED OUTPUTS

**GL: Financial Summary**

Select Financial Year:

Select GL Period:

**First Summary Field:**

Show Subtotal?  Yes  No

**Second Summary Field:**

Show Subtotal?  Yes  No

**Third Summary Field:**

Show Subtotal?  Yes  No

**Fourth Summary Field:**

**Report Layout Options:**

- Presentation Layout (best viewed as PDF)
- Show Descriptions for Chart of Accounts Segments
- Show Net / MAAA-ZZZZ SoF Totals
- Show Grand Totals
- Show 'Wide' Income and Expenditure Breakdown
- Show Departmental Breakdown for School or Group reports
- Show Negative Amounts in Red
- Show Amounts in Thousands
- Show Cost Centre Analysis Owner CRSids
- Show Cost Centre Analysis Owner Full Names
- Show Cost Centre Analysis Category 1
- Show Cost Centre Analysis Category 2
- Show Cost Centre Analysis Category 3
- Show Cost Centre Analysis Category 4

**Select School(s):**

- School of Arts and Humanities
- School of Biological Sciences
- School of Chemical Sciences
- School of the Humanities and Social Sciences
- School of Physical Sciences
- School of Technology
- SAGE
- NIS
- Other
- Associated Bodies

**Select Department Group:**

**Select Department(s):**

- DR: Balance Sheet
- AA: Central Admin
- AB: Student Registry: Student Funding
- AC: Student Registry: Operations
- AD: Staff & Student Amenities and Facilities
- AE: Vice-Chancellor's Office
- AF: Finance
- AH: Human Resources
- AI: Residential Affairs

**Select Cost Centre Range(s):**

From:

To:

(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

**Fourth Summary Field:**

**Display Cost Centre Analysis Filters:**

**Select Cost Centre Analysis Owner Full Name(s):**

- Dr Richard Turner
- Dr James Kessler
- Dr Nick Bampos
- Dr Paul Wood
- Mr Mark Hudson
- Dr Janet Kamita
- Professor Michele Vendruscolo
- Professor Markus Kalberer
- Ms Clair Castle

**Select Cost Centre Analysis Category 1:**

- ACADEMIC
- DEPT
- STUDENT
- ACCOMMODATION

**Select Cost Centre Analysis Category 2:**

- TRUST FUNDS
- GENERAL
- CRU
- ACADEMIC STAFF

<https://www.finance.admin.cam.ac.uk/training/docs>

User needs to select output – must complete mandatory fields but everything else is optional - *If **Finish** button is greyed out = missing mandatory field.*

If make a choice, need to click **Update xxx** in order to populate next set.

GL period – Previous month (changes on 1<sup>st</sup> of new month, except **August**. Will stay as **July** until GL final close, 6 Sept, system upd 9 Sept.

Quick choice - faster to use *Alternative* box to type in the department/CC/SoF codes you want. They do not have to be in any order or contiguous.

Choose whether you want to include CCs and which order (can be first or second) and whether to Sub total – YE for HoDs will be SoF ONLY

Output - **Net/ MAAA-ZZZZ** = Useful for departments with grant activity  
**'Wide'** = extra columns to differentiate types of *income* (e.g. chest allocation, interest, other) and *expenditure* (e.g. stipends, scholarships, non-payroll)

Handout – CC as 2<sup>nd</sup> Summary, with SoF to include sub totals. **Nett MAAA, Grand totals, Presentation** all ticked.

Suggest setting up a Report View – help doc on website or come to Cognos training!

# GL: BUDGET TO ACTUAL SUMMARY

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	YTD Plan Income	YTD Plan Expenditure	YTD Plan Surplus / (Deficit)	Actual Income	Actual Expenditure	Actual Surplus / (Deficit)	YTD Variance Income	YTD Variance Expenditure	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	41,597.85	(41,597.85)	0.00	(41,597.85)	(41,597.85)
ZZAA	Ecology: Administration	GAAA	External Trading	0.00	0.00	0.00	(1,200.00)	1,200.00	1,200.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	273,108.00	273,108.00	0.00	273,108.00	257,180.81	15,927.19	0.00	15,927.19	15,927.19
ZZAF	Oracle Inventory Account	AZZY	Transactions pending alloc	0.00	0.00	0.00	(2,252.52)	2,252.52	2,252.52	0.00	2,252.52	2,252.52
ZZAF	Oracle Inventory Account	GAAB	Internal Trading	0.00	0.00	0.00	(1,310.15)	1,310.15	1,310.15	0.00	1,310.15	1,310.15
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	0.00	0.00	0.00	(105,893.80)	105,893.80	105,893.80	0.00	105,893.80	105,893.80
ZZAG	Ecology: Research Grant Act	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(841.81)	(841.81)
ZZAG	Ecology: Research Grant Act	EDAA	Departments Share of Rese	0.00	0.00	0.00	369,260.29	369,260.29	369,260.29	0.00	369,260.29	369,260.29
ZZAG	Ecology: Research Grant Act	EZZY	FEC Departmental Overhea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(10,075.08)	(10,075.08)
ZZAG	Ecology: Research Grant Act	EZZZ	FEC Departmental Overhea	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	490,206.84
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	147,727.00	0.00	0.00	0.00	0.00	0.00	4,617.76	4,617.76
ZZAP	Postgraduate application fees	GAAB	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,540.00
ZZAZ	Insurance Claims	BMRC	Insurance Claims	0.00	0.00	0.00	1,416.81	496.86	919.95	1,416.81	(496.86)	919.95
ZZBA	Ecology General	AAAD	Chest Equipment	2,543.00	2,543.00	0.00	2,543.00	175,377.79	(172,834.79)	0.00	(172,834.79)	(172,834.79)
ZZBA	Ecology General	GAAB	External Trading	0.00	0.00	0.00	16,995.14	0.00	16,995.14	16,995.14	0.00	16,995.14
ZZBA	Ecology General	GAAB	Internal Trading	0.00	0.00	0.00	2,187.23	34,137.84	(31,950.61)	2,187.23	(34,137.84)	(31,950.61)
ZZYB	Spendable Trust Fund Capital	KGAK	Unlever Prize for Ecology	0.00	0.00	0.00	259.25	0.00	259.25	259.25	0.00	259.25
<b>Grand Total</b>				<b>8,145,220.00</b>	<b>8,010,953.00</b>	<b>134,267.00</b>	<b>15,156,658.53</b>	<b>10,883,852.80</b>	<b>4,272,805.73</b>	<b>7,011,438.53</b>	<b>(2,872,859.80)</b>	<b>4,138,538.73</b>

BvA Summary
I&E Summary
Report Information

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	YTD Plan Income	Actual Income	YTD Variance Income	YTD Plan Expenditure	Actual Expenditure	YTD Variance Expenditure	YTD Plan Surplus / (Deficit)	Actual Surplus / (Deficit)	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Admin	AZZY	Transactions pending alloc	0.00	0.00	0.00	0.00	41,597.85	(41,597.85)	0.00	(41,597.85)	(41,597.85)
ZZAA	Ecology: Admin	GAAB	External Trading	0.00	0.00	0.00	(1,200.00)	1,200.00	1,200.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Mainte	ACAA	Chest Wages	273,108.00	273,108.00	0.00	273,108.00	257,180.81	15,927.19	0.00	15,927.19	15,927.19
ZZAF	Oracle Inventor	AZZY	Transactions pending alloc	0.00	0.00	0.00	(2,252.52)	2,252.52	2,252.52	0.00	2,252.52	2,252.52
ZZAF	Oracle Inventor	GAAB	Internal Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,310.15	1,310.15
ZZAF	Oracle Inventor	GAAD	Inventory Controls	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,893.80	105,893.80
ZZAG	Ecology: Resea	AZZY	Transactions pending	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(841.81)	(841.81)
ZZAG	Ecology: Resea	EDAA	Departments Share of	0.00	0.00	0.00	0.00	0.00	0.00	0.00	369,260.29	369,260.29
ZZAG	Ecology: Resea	EDAZ	Departmental Bad De	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(36,055.91)	(36,055.91)
ZZAG	Ecology: Resea	EZAB	FEC Departmental O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	147,727.00	0.00	147,727.00	147,727.00	0.00	0.00	4,617.76	4,617.76
ZZAP	Postgraduate ap	GAAB	External Trading	0.00	13,540.00	13,540.00	0.00	0.00	0.00	0.00	13,540.00	13,540.00
ZZAZ	Insurance Claim	BMRC	Insurance Claims	0.00	1,416.81	1,416.81	0.00	496.86	(496.86)	0.00	919.95	919.95
ZZYB	Spendable Trust	KGAK	Unlever Prize for Physic	0.00	259.25	259.25	0.00	0.00	0.00	0.00	259.25	259.25
<b>Grand Total</b>				<b>8,145,220.00</b>	<b>15,156,658.53</b>	<b>7,011,438.53</b>	<b>8,010,953.00</b>	<b>10,883,852.80</b>	<b>(2,872,859.80)</b>	<b>134,267.00</b>	<b>4,272,805.73</b>	<b>4,138,538.73</b>

BvA Summary
I&E Summary
Report Information

## GENERAL LEDGER

**GL Budget to Actual Summary** – Same as *Fin Summary* but includes **Plan**

### Why this report is useful:

The report gives balances for the year to date and for the current month (if selected in output options), and allows comparison against plans.

The variance (the difference) of income/expenditure compared to the budget

**BvA tab:** summary of the annual plan (for reference), and then YTD plan, actual and variance for each account combination

**I&E tab:** same figures but grouped by Income (Annual, YTD Plan, Actual and Variance), Expenditure, and the Surplus/Deficit

# GL: BUDGET TO ACTUAL SUMMARY SELECTION

The screenshot displays the configuration interface for the GL Budget to Actual Summary. It includes several sections:

- Select Source of Funds Range(s):** Features 'From' and 'To' dropdowns set to 'Source of Funds Code'. Radio buttons are selected for 'Lowest value' and 'Highest value'. A 'Choices' box contains 'between AAAA and LZZZ'. Buttons for 'Insert', 'Remove', 'Select all', and 'Deselect all' are present.
- (Alternative) Source of Funds Code List:** A text input field for alternative source of funds codes, with instructions to separate with commas (e.g., AAAA, AAAB, AAAC).
- First Sorting Field:** Radio buttons for 'Cost Centre' (selected) and 'Source of Funds'. A 'Show Subtotal?' section has 'Yes' and 'No' radio buttons.
- Select Transaction Range(s):** Features 'From' and 'To' dropdowns set to 'Transaction Code'. Radio buttons are selected for 'Lowest value' and 'Highest value'. A 'Choices' box contains 'between AAAA and NZZZ'. Buttons for 'Insert', 'Remove', 'Select all', and 'Deselect all' are present.
- (Alternative) Transaction Code List:** A text input field for alternative transaction codes, with instructions to separate with commas (e.g., AAAA, AAAB, AAAC).
- Report Layout Options:** A list of checkboxes for various report options:
  - Show Plan to Actual (BvA) Summary
  - Show Income and Expenditure (ISE) Summary
  - Show Source of Funds then Cost Centre
  - Show Descriptions for Chart of Accounts Segments
  - Show Annual Plan Figures
  - Show Variance between Annual Plan and Actuals
  - Show Grand Totals
  - Show Negative Amounts in Red
  - Show Amounts in Thousands
  - Show Cost Centre Analysis Owner CRSids
  - Show Cost Centre Analysis Owner Full Names
  - Show Cost Centre Analysis Category 1
  - Show Cost Centre Analysis Category 2
  - Show Cost Centre Analysis Category 3
  - Show Cost Centre Analysis Category 4

## GENERAL LEDGER GL Budget to Actual Summary

### NB First Sorting Field

This option allows the data to be sorted by **either** Cost Centre **or** by Source of Funds (and **subtotalled** if required).

The Cost Centre column still displays in the first column, regardless, unless the *Show Source of Funds then Cost Centre* option is ticked in *the Report Layout Options*.

## GL: BUDGET TO ACTUAL CAN BE CONFIGURED = TRANSACTION CODE BALANCE REPORT

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transx Code	Transaction	Actual Previous Month (JUN-19)	Actual YTD
ZZDK	Examinations	AAAA	Chest Non Payroll	ETAZ	Accommodation and Hotels	0.00	616.55
ZZBA	Ecology General	ANGW	Fieldwork Costs	ETAZ	Accommodation and Hotels	0.00	5,402.53
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Over	ETAZ	Accommodation and Hotels	879.60	1,195.51
ZZYB	Spendable Trust Fund Capital	KIAG	Attenborough Fund	ETAZ	Accommodation and Hotels	0.00	1,172.16
				<b>ETAZ Total</b>		879.60	8,386.75
ZZBA	Ecology General	ANGW	Fieldwork Costs	ETBZ	Air Travel	0.00	1,865.49
ZZAZ	Insurance Claims	BMRC	Insurance Claims	ETBZ	Air Travel	0.00	945.14
ZZGC	Physiological Ecology - Verne JJ	EFKM	Donations	ETBZ	Air Travel	0.00	4,743.92
ZZGJ	Global Change - Penguin E	EFKM	Donations	ETBZ	Air Travel	726.02	726.02
ZZJL	Dr. Who	EZZZ	FEC Departmental Overheads Resear	ETBZ	Air Travel	0.00	387.52
ZZDE	Field Trips	GAAA	External Trading	ETBZ	Air Travel	8,080.00	8,080.00
				<b>ETBZ Total</b>		8,806.02	16,748.09
ZZDC	Repair & Maintenance of Equipment	AAAA	Chest Non Payroll	ETDZ	Taxi Hire	0.00	25.09
				<b>ETDZ Total</b>		0.00	25.09

NB default selection for the *Source of Funds* and *Transaction range* excludes *Balance sheet* items. If this is not your choice, highlight the selection, and click **Remove**

# GL: JOURNAL TRANSACTIONS

Posting Date	Period Name	Dept Code	Department	Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transaction Code	Transaction	Batch Name	Journal Line Description	Supplier / Customer Name	Invoice Number	PO / Requisition Number	Accounted Amount
01-Jul-19	JUN-19	ZZ	Ecology	ZZ5C	SRF053 - Microarray Scanner - Dr a	GAAB	Internal Trading	EMFZ	Machine Tools & Acces	Payables A 2918647 2590	CrossLab ferrule, 0.5 mm, graph	XYZ TECHNOLOGIES UK L	3005008541	3038824	4.31
28-Jun-19	JUN-19	ZZ	Ecology	ZZ0I	Harrison Evolution of plant body plan	GAAB	Internal Trading	ELCZ	Laboratory	ZZ/DH/28/06/19-1	J HARRISON FUNDS				1,595.82
04-Jul-19	JUN-19	ZZ	Ecology	ZZ5B	Gel Camera - Dr J Attenborough	GAAB	Internal Trading	EAEZ	Photographic Equipment	ZZ/JA/JW/04/07/19/01	GEL CAMERA				(69.00)
28-Jun-19	JUN-19	ZZ	Ecology	ZZJP	Dr. Who	GAAB	Internal Trading	EAEZ	Other/General Audio-Vi	ZZ/DH/28/06/19-1	UV CAMERA BGARDEN CONTRB				25.00
28-Jun-19	JUN-19	ZZ	Ecology	ZZSA	X Ray Processor - Dr J Attenborough	GAAB	Internal Trading	EZXX	Transfer of Expenditure	ZZ/DH/28/06/19-1	MATCH INCOME TO EXP				87.98
17-Jun-19	JUN-19	ZZ	Ecology	ZZSF	SRF087 - Growth Room	GAAB	Internal Trading	EZXR	Srf Fec Pricing - Transf	Projects A 2918618 25890	Journal Import Created				(4,372.29)
20-Jun-19	JUN-19	ZZ	Ecology	ZZZJ	Library	GAAB	Internal Trading	LKAA	Sales/Income - Miscel	Receivables A 2916641 21	1057780 - 25% towards subscri	SAINSBURY LAB [PT]			(1,776.50)
28-Jun-19	JUN-19	ZZ	Ecology	ZZGJ	Ecosystems and Global Change Tan	GAAB	Internal Trading	ADHA	Stipends; Contract rese	CHRIS Payroll Interface A ;	30022805 IDEA DE CASTRO				3,066.67
17-Jun-19	JUN-19	ZZ	Ecology	ZZ5C	SRF053 - Microarray Scanner	GAAB	Internal Trading	ADJA	Stipends; Contract rese	ZZ/DH/17/06/19-1	SALARY CONTRIBUTION				5,000.00
04-Jul-19	JUN-19	ZZ	Ecology	ZZ5C	SRF053 - Microarray Scanner	GAAB	Internal Trading	ELCZ	Laboratory	ZZ/DH/04/06/19-1	Dr Who ice analysis				(750.00)
28-Jun-19	JUN-19	ZZ	Ecology	ZZDE	Field Trips	GAAB	Internal Trading	ETGZ	Subsistence	ZZ/DH/28/06/19-1	Who PORTUGAL 2019 ADV REFO				894.43
04-Jul-19	JUN-19	ZZ	Ecology	ZZ5B	Gel Camera - Dr J Attenborough	GAAB	Internal Trading	EZZJ	Charge for Internal Use	ZZ/JA/JW/04/07/19/01	STORES JUNE 2019				56.24
06-Jun-19	JUN-19	ZZ	Ecology	ZZ5A	X Ray Processor - Dr J Attenborough	GAAB	Internal Trading	EAKC	Photographic Dark Room	Payables A 2913600 2581	SUPERFX EC concentrate 2x20l	BIOCHEMISTRY	1053263	3016333	36.88

The default selection for the *Transaction range* excludes *Balance sheet* items. If this is not your choice, highlight the selection, and click **Remove**

# GM: YEAR END REPORT BY DATE RANGE

Runs for entire department, only selection is date range

## Grants Year end Report

Report period start 1 Aug 2018 0:00 Report period end 3 Jul 2019 0:00  
Project Organisation ZZ\_Ecology

							Total(Expenditure Category)						
							Actual current year	Bfd Balance	Cumulative Total				
	EQUIPMENT	PI COSTS	POOLED LABOUR	RESEARCH FACILITIES	TRAVEL AND SUBSISTENCE								
	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Actual current year	Bfd Balance	Cumulative Total					
ZZ_Ecology	G100088	ZZAG/931	BRITISH COUNCIL (FB NEWTON FUND)	BLOGGS, Professor Jane		4,086.00		23,742.91	0.00	23,742.91			
	G100089	ZZAG/941	UKRI (UK RESEARCH & INNOVATION)	BROWN, Professor David				37,213.35	0.00	37,213.35			
		ZZAG/945	UKRI (UK RESEARCH & INNOVATION)	GREEN, Dr John				30,000.00	0.00	30,000.00			
		ZZAG/998	UKRI (UK RESEARCH & INNOVATION)	BLOGGS, Professor Jane				57,999.29	0.00	57,999.29			
	G106666	ZZAG/491	UNIVERSITY OF BRISTOL					3,881.58	0.00	3,881.58			
	G106676	ZZAG/492	UNIVERSITY OF BRISTOL					1,080.66	0.00	1,080.66			
	G106688	ZZAG/481	ABC TRUST					5,000.00	0.00	5,000.00			
		ZZAG/482	ABC TRUST					3,000.00	0.00	3,000.00			
	RG00000(2)	ZZAG/000	(DO NOT USE - SEE 1014) - RESEARC	Suspense, Dr Grants Administrator				13,420.48	0.00	13,420.48			
	RG66666	ZZAG/188	OCEAN BLUE INTERNATIONAL LTD			2,347.20		2,496.83	22,375.49	24,872.32			
Total(Project Organisation)						188,980.51	266,786.85	48,119.75	332,627.85	185,970.14	8,862,500.56	29,668,949.12	38,531,449.68
3 Jul 19								1				16:15:09	

Includes column for each expenditure category

### GRANTS

#### Year end report

Sent out to Heads of Department along with their General Ledger Departmental Summary Report at the end of each financial year for their review and sign-off. Copies are also electronically sent out to the departmental Grants Contacts. However, the report can be run at any time as a preview.

The report:

- picks up grants that have been ‘Open’ in the current year
- shows total actual ‘burdened’ costs analysed by expenditure type
- includes data across all tasks (including Tasks 99 and 100)
- for the current year will provide cumulative totals to date.

# GM: PROJECT BY ORG BY PI

Project by PI

ZZ Ecology: Bloggs, Doctor Mary

Project PI Name	Project Short Code	Project Description	Sponsor Name	Project Start Date	Project End Date	Task Number	Expenditure Category	Budget	Expenditure	Commitment	Budget Remaining					
BLOGGS Doctor Mary		SAVE THE POLAR BEARS: A STUDY ON DISAPPEARING HABITAT	GOGO INTERNATIONAL LTD	15-May-2013	30-Sep-2019	1	OTHER COSTS	91,479.00	78,720.24	8,992.98	3,765.78					
							STAFF COSTS	230,892.00	205,138.57	0.00	25,753.43					
							TRAVEL AND SUBSISTENCE	10,000.00	3,462.30	0.00	6,537.70					
						100	RESEARCH FACILITIES	31,785.00	31,784.99	0.00	0.01					
							ESTATES COSTS	44,917.00	40,380.02	0.00	4,536.98					
							INDIRECT COSTS	145,035.00	127,702.36	0.00	17,332.64					
							INFRASTRUCTURE TECHNICIANS	7,731.00	6,879.00	0.00	852.00					
						PI COSTS	30,009.00	40,104.65	0.00	(10,095.65)						
						ZZAG/123 - Total							591,848.00	534,172.13	8,992.98	48,682.89
						BLOGGS, Doctor Mary - Total							591,848.00	534,172.13	8,992.98	48,682.89

Can select multiple PIs – each PI on new page, all projects associated with PI will be included

## GRANTS

### Projects by Organisation by PI

Summary report can be used to get individual PIs to confirm balances .

The report returns cumulative project-to-date totals for budget, actual expenditure, commitments and funds left at project, task and expenditure category levels.

Run options include:

by Project Organisation or multiples – if you select a project organisation but no data is returned then there are no open projects on that organisation.



# GM: DETAILED EXPENDITURE ENQUIRY BY PROJECT

Grants Transactions - Expenditure Detail Query by Project Organisation												
Project Organization	Award Number	Project Short	Task Number	Expenditure Category	Expenditure Type	GL Date	Transaction Date	Expenditure Comment	Supplier Name	Invoice Number	PO Number	Expenditure
ZZ_Ecology	RG66666	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	31-Jan-19	27-Jan-19	LIQUID NITROGEN JAN 2019				36.40
ZZ_Ecology	RG66666	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	31-Jan-19	27-Jan-19	STORES JAN 2019				20.70
ZZ_Ecology	RG66666	ZZAG/123	1	STAFF COSTS	STIPENDS	31-Jan-19	25-Jan-19	CHRIS: 1 300123456 BLOGGS MA ZZAG/123.01.RG66666 ADHA				609.53
ZZ_Ecology	RG66666	ZZAG/123	2	POOLED LABOUR	PL TECHNICAL	31-Jan-19	1-Jan-19	Pooled Labour				125.13
ZZ_Ecology	RG66666	ZZAG/123	100	ESTATES COSTS	ESTATES COSTS - CHEST	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				1,298.71
ZZ_Ecology	RG66666	ZZAG/123	100	ESTATES COSTS	ESTATES COSTS - DEPT	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				216.45
ZZ_Ecology	RG66666	ZZAG/123	100	INDIRECT COSTS	INDIRECT COSTS - CHEST	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				3,571.18
ZZ_Ecology	RG66666	ZZAG/123	100	INDIRECT COSTS	INDIRECT COSTS - DEPT	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				595.19
ZZ_Ecology	RG66666	ZZAG/123	100	INFRASTRUCTURE TECHN	INFRASTRUCTURE TECHS - CHEST	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				221.89
ZZ_Ecology	RG66666	ZZAG/123	100	INFRASTRUCTURE TECHN	INFRASTRUCTURE TECHS - DEPT	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				36.98
ZZ_Ecology	RG66666	ZZAG/123	100	PI COSTS	PI COSTS - CHEST	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				186.72
ZZ_Ecology	RG66666	ZZAG/123	100	PI COSTS	PI COSTS - DEPT	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				26.67
ZZ_Ecology	RG66666	ZZAG/123	100	PI COSTS	PI COSTS - DEPT PI INCENTIVE	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				53.35
ZZ_Ecology	RG66666	ZZAG/123	100	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				(2,413.20)
ZZ_Ecology	RG66666	ZZAG/123	100	UNIVERSITY FUNDED	UNIVERSITY FUNDED - DEPT	31-Jan-19	1-Jan-19	Expenditure For FEC Non Direct				(402.20)
ZZ_Ecology	RG66666	ZZAG/123	1	OTHER COSTS	OTHER COSTS/CONSUMABLES	28-Feb-19	24-Feb-19	NITROGEN FEB 2019'				41.60
ZZ_Ecology	RG66666	ZZAG/123	1	STAFF COSTS	STIPENDS	28-Feb-19	26-Feb-19	CHRIS: 1 300123456 BLOGGS MA ZZAG/123.01.RG66666 ADHA				609.53
ZZ_Ecology	RG66666	ZZAG/123	2	POOLED LABOUR	PL TECHNICAL	28-Feb-19	1-Feb-19	Pooled Labour				125.13
ZZ_Ecology	RG66666	ZZAG/123	100	ESTATES COSTS	ESTATES COSTS - CHEST	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				1,298.71
ZZ_Ecology	RG66666	ZZAG/123	100	ESTATES COSTS	ESTATES COSTS - DEPT	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				216.46
ZZ_Ecology	RG66666	ZZAG/123	100	INDIRECT COSTS	INDIRECT COSTS - CHEST	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				3,571.18
ZZ_Ecology	RG66666	ZZAG/123	100	INDIRECT COSTS	INDIRECT COSTS - DEPT	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				595.20
ZZ_Ecology	RG66666	ZZAG/123	100	INFRASTRUCTURE TECHN	INFRASTRUCTURE TECHS - CHEST	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				221.90
ZZ_Ecology	RG66666	ZZAG/123	100	INFRASTRUCTURE TECHN	INFRASTRUCTURE TECHS - DEPT	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				36.99
ZZ_Ecology	RG66666	ZZAG/123	100	PI COSTS	PI COSTS - CHEST	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				186.73
ZZ_Ecology	RG66666	ZZAG/123	100	PI COSTS	PI COSTS - DEPT	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				26.68
ZZ_Ecology	RG66666	ZZAG/123	100	PI COSTS	PI COSTS - DEPT PI INCENTIVE	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				53.35
ZZ_Ecology	RG66666	ZZAG/123	100	UNIVERSITY FUNDED	UNIVERSITY FUNDED - CHEST	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				(2,413.21)
ZZ_Ecology	RG66666	ZZAG/123	100	UNIVERSITY FUNDED	UNIVERSITY FUNDED - DEPT	28-Feb-19	1-Feb-19	Expenditure For FEC Non Direct				(402.20)
ZZ_Ecology	RG66666	ZZAG/123	1	TRAVEL AND SUBSISTENC	TRAVEL/SUBSISTENCE	4-Mar-19	4-Mar-19	23/01/19 ATTENDING ECOLOGY CONFERENCE, 28/02/19 LUNCH	BLOGGS, Dr Mary	EXP/04/03/19	UNMATCHED	89.71
<b>Summary</b>												<b>8,441.26</b>
4 Jul 19							1					15.37.31

## GRANTS

### Detailed Expenditure Enquiry by Project

As the name suggests a detailed listing of all expenditures charged to a project from CHRIS, AP and by journal.

Useful for identifying individual invoices (to provide copies to auditors/Research Operations Office) as it includes both the Supplier name and their invoice number. VAT on invoices for non-reclaimable grants is separately identified.

Run options include:

- individual or ranges of project codes
- all or just a selection of project statuses
- a specific date range or project-to-date

## QUESTIONS RE COGNOS REPORTS



## 2019/20 – DATES FOR THE NEW YEAR

PO / GL / AP / Grants opens	Thu 1 Aug
Accounts Receivable opens	Tue 6 Aug
Internal Trading opens	Thu 15 Aug
PO / AR / AP / Grants Aug-19 closes	Wed 4 Sep
FA Aug-19 closes	Thu 5 Sep
Aug-19 deposit deadline	Thu 12 Sep
GL Aug-19 closes	Fri 13 Sep

For queries, contact Financial Reporting

As in previous years

Delayed AR (to sort out current year) and Internal trading (can't have 2 years open at same time)

Deposit and GL closes are 4 days after roll forward completed

## MEANINGFUL DESCRIPTIONS

- Auditors continue to raise the issue of **meaningful descriptions** on AP invoice entries, expenses and journals (grants and GL).
- How you can help:
  - ❖ Highlight vital elements of the description to Shared Services where practical
  - ❖ Review your assets and amend description within the Fixed Asset Module
  - ❖ Journals should have an adequate description
- The **PO** is a good place to focus attention. Ensure these have useful descriptions.

Useful descriptions can help reduce queries during audits, and when research costs are reported to sponsors.

We are working in Shared Services to ensure we are using appropriate descriptions on AP invoices and expenses.

Descriptions of equipment on invoices are often not as useful once they're on the **Fixed Asset module**.

The **PO** is a good place to focus attention ensure these have useful descriptions.

## BUDGET MANAGEMENT

- More budgeting functionality direct in CUFS
  - Cost centre categorisation
  - Uploading PLANS for Chest and Non-Chest
  - Budget journals can be uploaded by FM/FAs
  - Combined, these make a useful budget-monitoring tool
- New Cognos report
- Managing the budget courses

For queries, contact your Finance Adviser

Depts encouraged to upload plans - speak to FAs for assistance

Cost centre categorisation enables reports to be run for specific groups of cc (e.g. grouped by individual responsible) especially useful if CCs are non sequential

PLAN journals to upload or adjust PLAN budgets can be posted by FM/FAs

Bud to Act report is only really useful if there is a relatively detailed budget uploaded

### **COGNOS reports**

3 multi parameter reports have been in use for this financial year - working well

New ability to use the **last month option** as GL month - means can be scheduled

New report Budget to Actual Summary (two tabs BvA and I&E)

*BvA tab* = summary of the annual plan (for reference), then breaks down the Annual Plan into Income, Expenditure and Surplus/Deficit, the same for YTD and Actual figures and then YTD variances

*I&E tab* = shows the same figures but in a different format, i.e grouped by Income, Expenditure and Surplus/Deficit, each grouping showing Annual, YTD Plan, Actual and Variance

User able to make own output selections: shows different columns in the final report

### **Courses**

Managing the Budget – Part 1

Introduction to budgeting (no accounting knowledge assumed) and variance analysis

Creating budgets / Introduction to the budgeting processes within the University

Managing the Budget – Part 2

Cost centre categorisation / Budget to Actual reports

More detailed variance analysis / Use of PLAN / Budget journals

# HELP AND SUPPORT

Financial Procedures Manual Chapter 11: Year End	<a href="https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions">https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-11-year-end-instructions</a>
School Finance Managers/Advisers	<a href="https://www.finance.admin.cam.ac.uk/about-us/contact-us">https://www.finance.admin.cam.ac.uk/about-us/contact-us</a>
UFS Module Helpdesk	As above
Your usual Finance Division contacts	As above
Research Operations Office	<a href="https://www.research-operations.admin.cam.ac.uk/">https://www.research-operations.admin.cam.ac.uk/</a>
UFS Bulletin	<a href="http://ufs.admin.cam.ac.uk/news/bulletin/">http://ufs.admin.cam.ac.uk/news/bulletin/</a>

