**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

<table>
<thead>
<tr>
<th>Module</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>iProcurement</td>
<td><a href="mailto:helen.bailey@admin.cam.ac.uk">helen.bailey@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td><a href="mailto:max.smith@admin.cam.ac.uk">max.smith@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td><a href="mailto:max.smith@admin.cam.ac.uk">max.smith@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>General Ledger</td>
<td><a href="mailto:mike.sinclair@admin.cam.ac.uk">mike.sinclair@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Fixed Assets</td>
<td><a href="mailto:mike.sinclair@admin.cam.ac.uk">mike.sinclair@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Grants</td>
<td><a href="mailto:wendy.wooldridge@admin.cam.ac.uk">wendy.wooldridge@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Cognos reports</td>
<td><a href="mailto:christine.rogerson@admin.cam.ac.uk">christine.rogerson@admin.cam.ac.uk</a></td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Close Purchasing</td>
<td>Tue 6 Aug</td>
</tr>
<tr>
<td>Close Inventory</td>
<td>Tue 6 Aug</td>
</tr>
<tr>
<td>Shared Services submission deadline</td>
<td>Wed 7 Aug</td>
</tr>
<tr>
<td>Fixed Asset Returns due</td>
<td>Fri 9 Aug</td>
</tr>
<tr>
<td>Close Internal Trading - Raising (AR)</td>
<td>Fri 9 Aug</td>
</tr>
<tr>
<td>Close Internal Trading – Processing (AP)</td>
<td>Mon 12 Aug</td>
</tr>
<tr>
<td>Close AR and AP</td>
<td>Wed 14 Aug</td>
</tr>
<tr>
<td>Close Grants</td>
<td>Fri 16 Aug</td>
</tr>
<tr>
<td>Last date for moving funds on/off deposit</td>
<td>Mon 19 Aug</td>
</tr>
<tr>
<td>Last date for VAT journals to departments</td>
<td>Tue 27 Aug</td>
</tr>
<tr>
<td>General</td>
<td></td>
</tr>
<tr>
<td>- Final date for GL journals</td>
<td>Thu 29 Aug</td>
</tr>
<tr>
<td>Ledger</td>
<td></td>
</tr>
<tr>
<td>- Balances rolled forward (basic/special)</td>
<td>Wed 4/Fri 6 Sep</td>
</tr>
<tr>
<td>Year-end certificates due</td>
<td>Fri 27 Sep</td>
</tr>
</tbody>
</table>
See iProc2 manual – online, Finance Div website > Training > Guidance & FAQs > iProc
### iprocurement

#### 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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Quick Select</th>
<th>Program Name</th>
<th>Application Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Open Purchase Orders Report (UFS)</td>
<td>CAPSA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open Purchase Orders Report - Excel Version (UFS)</td>
<td>CAPSA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open Purchase Orders Report(by Cost Center)</td>
<td>Purchasing</td>
</tr>
</tbody>
</table>
What do you want to do with
Open_Purchase_Orders_Report__270617.xls?
Size: 125 KB
From: useplay.admin.cam.ac.uk

- Open
  The file won't be saved automatically.
- Save
- Save as
Parameter summary on first tab – “Report Information”
No longer indicates how many are related to projects but can filter this on 2nd Tab – PO Details, Column C
SUMMARY - can see the same by filter and searching by buyer, date and seller
**REPORT STATUSES & ACTION REQUIRED**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

**New version – filter, sort and search, pivot tables**
New version – filter, sort and search, pivot tables
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
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!

Einvoice suppliers can be checked on the UFS pages – could be a problem with the invoices coming from them
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!
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
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
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
Reports sent to burst list of AP contacts who received the AP stats and supplier reconciliations
ACCOUNTS PAYABLE – ESSENTIAL TASKS

AP

Supplier Statement

Credit Card Suspense
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 Statement Reconciliation
Using CUFS export data and compare to statement
Highlight any irregularities and take action. (contact supplier, or liaise with colleagues)
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 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

Run this Request...

Name: Invoice On Hold Report (UFS) - XML Publisher
Operating Unit: Cambridge University
Parameters: Fields: Yes
Language: American English

At these Times...
Run the Job: Periodic: 09-JUL-18 to 15-AUG-18

Upon Completion:
- Save all Output Files
- Bytest Output

Layout: Invoice on Hold Report (UFS)
Notify: 
Print to: reprint

Help (C) 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
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

Aging

Unapplied Receipts

Incomplete Invoice

AR
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.

Prioritise internal invoices
Apply credit memos to invoices
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 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 CLOSES 14 AUGUST
Reports sent to burst list of AP contacts who received the AP stats and supplier reconciliations
<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process and reconcile petty cash for 2019</td>
<td>Mon 5 Aug</td>
</tr>
<tr>
<td>Process credit card expenditure <strong>before</strong> AP closes if using this option</td>
<td>Wed 14 Aug</td>
</tr>
<tr>
<td>Movement of monies on deposit</td>
<td>Mon 19 Aug</td>
</tr>
<tr>
<td>Budget field frozen</td>
<td>Fri 23 Aug</td>
</tr>
<tr>
<td>Clear Trust Funds’ deficits</td>
<td>Fri 23 Aug</td>
</tr>
<tr>
<td>Process any remaining credit card expenditure by journal</td>
<td>Thu 29 Aug</td>
</tr>
<tr>
<td>Complete spreadsheets for income and expense accruals</td>
<td>Thu 29 Aug</td>
</tr>
<tr>
<td>Ensure expenditure is coded against the same source of funds as related income and clear deficits</td>
<td>Thu 29 Aug</td>
</tr>
<tr>
<td>Module closes at 5pm</td>
<td>Thu 29 Aug</td>
</tr>
<tr>
<td>Return signed year end certificate(s) via Finance Manager</td>
<td>Fri 27 Sep</td>
</tr>
</tbody>
</table>
Mandatory threshold >£10 000
Accumulative total across dept >£200K = send breakdown details to CRA
Up to dept if want to accrue/prepay for <£10K
3 types of journals that will be corrected by Tax team but can be rectified by dept (except Sales tax)

<table>
<thead>
<tr>
<th>Services tax (Reverse charge)</th>
<th>The amount of VAT you would have paid on that service if you had bought it in the UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition tax charge</td>
<td>The amount of VAT you would have paid on the goods had you bought them in the UK (EU purchases only)</td>
</tr>
<tr>
<td>Sales tax adjustments</td>
<td>Occur when a sale has been entered with the wrong tax code</td>
</tr>
</tbody>
</table>
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 us 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 fro Grants.
First issue is cut off, the engineer came before the 31st 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

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

• 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**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual posting of July 2019</td>
<td>Mon 1 July</td>
</tr>
<tr>
<td>2nd posting of July 2019 actuals</td>
<td>Thurs 1 Aug</td>
</tr>
<tr>
<td>3rd posting of July 2019 actuals</td>
<td>Wed 21 Aug</td>
</tr>
<tr>
<td>Budget field frozen in CUFS (no further changes)</td>
<td>Fri 23 Aug</td>
</tr>
<tr>
<td>Final posting of July 2019</td>
<td>Tue 27 Aug</td>
</tr>
</tbody>
</table>

For queries, contact your Finance Adviser
### BURST REPORTS

#### Departmental Summary Reports

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim 1</td>
<td>Fri 2 August</td>
</tr>
<tr>
<td>Interim 2</td>
<td>Wed 21 August (following close of AP, AR, Grants)</td>
</tr>
<tr>
<td>Interim 3</td>
<td>Mon 2 September (after GL closed to departments and final ICC overhead charge)</td>
</tr>
<tr>
<td>Final??</td>
<td>Wed 13 September</td>
</tr>
</tbody>
</table>

#### Trust Fund Statements

<table>
<thead>
<tr>
<th>Statement</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim 1 as at 31 July (will exclude Jul-19 distribution)</td>
<td>Wed 7 August</td>
</tr>
<tr>
<td>Interim 2 as at 31 July (will include Jul-19 distribution)</td>
<td>Wed 21 August</td>
</tr>
<tr>
<td>Final as at 31 July</td>
<td>Wed 4 September</td>
</tr>
</tbody>
</table>

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
Raith EBPG5200 Electron beam Lithography system
**FIXED ASSETS – KEY DATES**

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution of Fixed Asset Register as at 30 Jun</td>
<td>Fri 5 Jul</td>
</tr>
<tr>
<td>Review Fixed Asset Register</td>
<td>Fri 9 Aug</td>
</tr>
<tr>
<td>Physically verify assets</td>
<td>Fri 9 Aug</td>
</tr>
<tr>
<td>Notify FA helpdesk of disposals/amendments</td>
<td>Fri 9 Aug</td>
</tr>
<tr>
<td>Ensure that July not tracked additions are included on register</td>
<td>Wed 21 Aug</td>
</tr>
<tr>
<td>Module closes at 5pm</td>
<td>Fri 23 Aug</td>
</tr>
</tbody>
</table>
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
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
## Year-end Task

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

Overheads, Revenue and the ECFW7 Price Adjustments re-run 16 Aug
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
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
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
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
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
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
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 too
3. Find the invoice
4. Make note of the grant code
5. Journal within Grants to transfer VAT adjustment
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
Note high volume of transactions in these days – allow time to process!
QUESTIONS RE GRANTS
Raven password required
Don’t forget to look at current status – will be at least a day behind UFS
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
GL Reporting course
Grants Reporting course
Plus Cognos if just need to know more about using tool
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.
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 xxxx** in order to populate next set.

GL period – Previous month (changes on 1st 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 2nd 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!
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
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.
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.
The default selection for the Transaction range excludes Balance sheet items. If this is not your choice, highlight the selection, and click Remove.
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.
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.
**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
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
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.
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

<table>
<thead>
<tr>
<th>Service</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Finance Managers/Advisers</td>
<td><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></td>
</tr>
<tr>
<td>UFS Module Helpdesk</td>
<td>As above</td>
</tr>
<tr>
<td>Your usual Finance Division contacts</td>
<td>As above</td>
</tr>
<tr>
<td>Research Operations Office</td>
<td><a href="https://www.research-operations.admin.cam.ac.uk/">https://www.research-operations.admin.cam.ac.uk/</a></td>
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