Budget Reports: Cognos

There are two different ways of running a report to view your performance against your allocated ‘Chest’ budgets.

The traditional way was to run a report in CUFS (and these reports still exist) but you can now also run an improved version of the report in COGNOS.

Advantages of the COGNOS version

- It is easily downloadable in Excel format
- It includes a figure for actual funds available for the whole year
- Can be run for a range of sources of funds and/or a range of Cost centres
- The report can be set to run for any financial period
- You can specify whether you wish to display the full names of the cost centres, sources of funds and/or transaction codes

BUT remember it will not include details of any GL journals that have been posted that day.
To run the Budget report in COGNOS

1. In COGNOS navigate to: Public Folders → LIVE → your school folder → Departmental (Shared) Reports → GL Reporting → Departmental Budget to Actual report by cc or by SoF

2. To run the report, click on the Run with Options icon to the right of the report. Remember not to click on the report name to run as this will bypass the format and output options.
Format
Change to required option using the drop down menu e.g. Excel or PDF

Delivery
Select to either view the report now, or to send the report by email. The email option will send an email to the person who is running the report unless the address is altered in ‘advanced options’.

It is not recommended that the report is printed as the length of the report is unknown. The report can always be printed once viewed or emailed.

Click on Run to display the parameters page.
Use the drop down buttons to select

**The Financial Year start period**
Eg Aug-13 for 2013-14

**GL Period**
The appropriate GL periods for that financial year will then be available for you to choose from in the drop down list. Select from the list the cumulative period required.

**School**
Select from the drop down list your school or required grouping. This will drive which departments will be displayed in the next field.

**Department**
Highlight the department and this will then generate the cost centre pick list.

**Sources of Funds (optional)**
Either select a range or use the ‘Lowest value’ to ‘Highest value’ radio buttons to include all.

**Cost Centres (optional)**
Either select a range or use the ‘Lowest value’ to ‘Highest value’ radio buttons to include all.

**Display descriptions?**
Use the drop down menus to choose whether or not to show the descriptions for Transaction codes, cost centres and/or source of funds. You must select either YES or NO for each segment. Selecting Yes for all three will push the columns on the report across two pages.

Click on the **Finish** button.
<table>
<thead>
<tr>
<th>Cost Centre</th>
<th>Source of Funds Code</th>
<th>Transaction Code</th>
<th>Transaction Description</th>
<th>Annual Budget</th>
<th>Budget Month</th>
<th>Actual Month</th>
<th>Variance Month</th>
<th>Budget YTD</th>
<th>Actual YTD</th>
<th>Variance YTD</th>
<th>Annual Budget minus Actual YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>AAAA</td>
<td>CCCA</td>
<td>Wages: Additional Payments</td>
<td>0.00</td>
<td>0.00</td>
<td>67.68</td>
<td>(67.68)</td>
<td>0.00</td>
<td>5.99854</td>
<td>(5.99854)</td>
<td>(5.99854)</td>
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<tr>
<td>General</td>
<td>AAAA</td>
<td>EEMZ</td>
<td>Horticultural Consumables, Pots, Seed Trays Etc</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>21.85</td>
<td>(21.85)</td>
<td>(21.85)</td>
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<tr>
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<td>AAAA</td>
<td>EHDZ</td>
<td>Maintenance Contracts - Cleaning</td>
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<td>0.00</td>
<td>8,715.88</td>
<td>(8,715.88)</td>
<td>0.00</td>
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<td>(52,134.79)</td>
<td>(52,134.79)</td>
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<td>EHTA</td>
<td>Cleaning Services</td>
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<tr>
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<tr>
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<td>EXXZ</td>
<td>Other/General Miscellaneous</td>
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<td>7,551.00</td>
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<tr>
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<td>XEAA</td>
<td>Departmental Reserves</td>
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<tr>
<td>Research Day</td>
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<td>ECGZ</td>
<td>Soft and Non-Alcoholic Drinks</td>
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<td>AAAA</td>
<td>ERCZ</td>
<td>Conferences &amp; Meetings</td>
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