



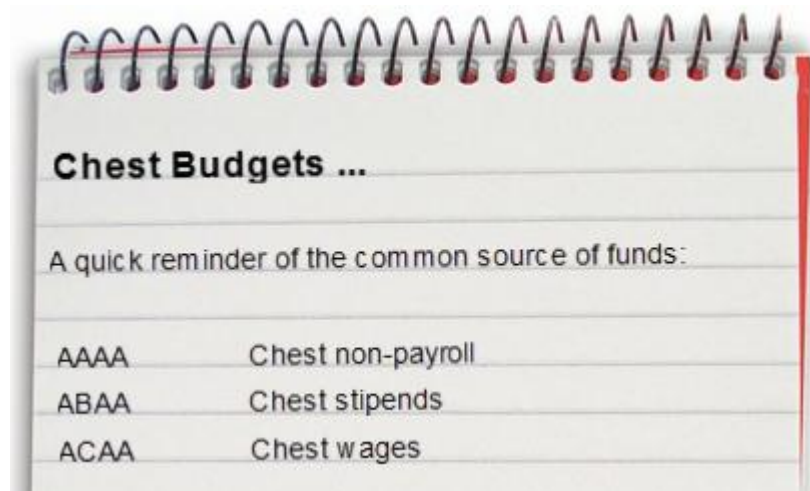
Budget Reports: Cognos

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*

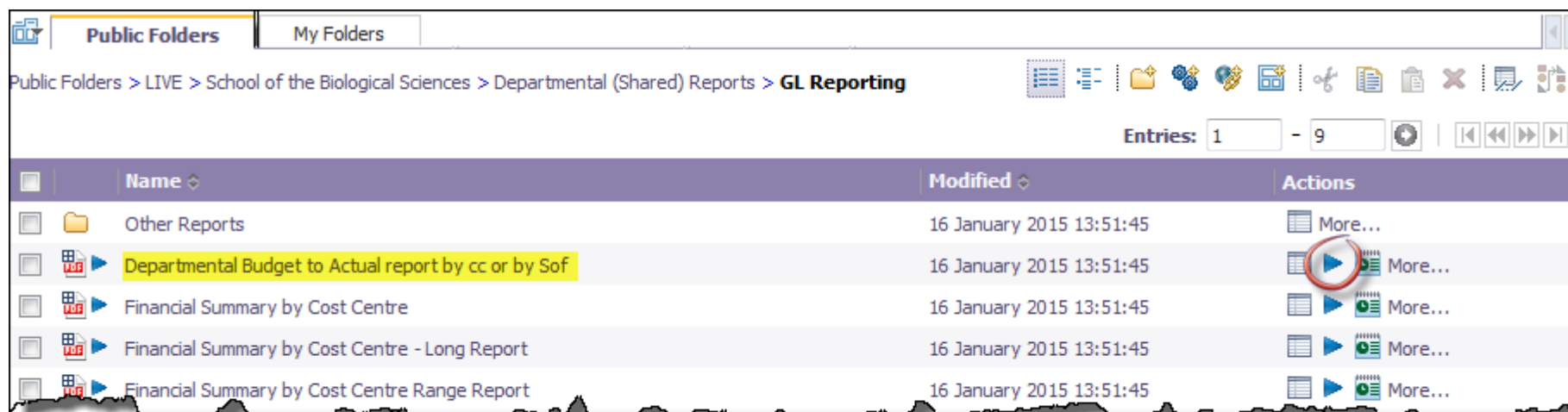


BUT remember it will not include details of any GL journals that have been posted that day.



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.



Run with options - Departmental Budget to Actual report by cc or by Sof

Select how you want to run and receive your report.

Format:
PDF

Accessibility:
☐ Enable accessibility support

Language:
English (United Kingdom)

Delivery:
☒ View the report now
☐ Print the report:
Printer location:
 Select a printer...
☐ Send me the report by email

Prompt values:
No values saved
☒ Prompt for values

Run Cancel

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.



Budget to Actual Report Parameters

Compulsory. Choose Financial Year Start Period
Start Year GL Period Name

Compulsory. Choose GL Period
GL Period Name

Compulsory. Choose School, Departments will automatically populate
School

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

Optional. Choose Range of SoFs. Leave blank if all SoF's required.
From: Source of Funds Code
Lowest value
To: Source of Funds Code
Highest value

Optional. Choose Range of Cost centres. Leave blank if all CC's required.
From: Cost Centre Code
Lowest value
To: Cost Centre Code
Highest value

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

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

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

Cancel < Back Next > Finish

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.



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

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