GL Budget to Actual report (Cognos)

1. Navigate to the report
   - In Cognos, navigate to: Content > Team content > Live > [your] School > Department (Shared) Reports > GL: Budget to Actual

2. Select your required format
   The report is available in all the standard formats but is set as default to Excel. To check your selections before running or to choose a different report format:
   - select the action menu to right of report name.
   - choose Run as
   - when the panel opens, select the required format, then Run.

3. Specify your parameters

   Note:
   This report contains a number of re-prompt buttons that restrict lists of values to only relevant values.
   When you use a re-prompt button, you will receive a message stating: Working… Please Wait… > Your report is running, until the prompt page is regenerated.

   Tip: You can create a Report View to save commonly used parameters, and/or to set up a schedule to run the report with selected frequency.
Accounting date parameters

- **Financial Year** (optional)
- **GL Period** (mandatory)

The returned data is cumulative for the financial year up to and including the period selected.

Organisation parameters

The report can be run for Departments, Department Group, Schools, or even across the whole University depending on your level of access.

- **School(s)** (optional)
  
  Select your school or required grouping to drive which departments/department groups are displayed in the next fields.

- **Department Group** (optional)
  
  If applicable, further filters selection in next field.

- **Department(s)** (optional)
  
  Check the department(s) and this generates the cost centre pick list.

If you have access to more than one department...

A department group is a selection of linked departments.

In the selection hierarchy, a department group sits between the school and individual departments. Not all schools have department groups.

To select a department group, the school needs to be checked and list updated. If there are no groups, or you do not have access to the group, the dropdown list will be blank.

Tip: Use this field to save time by typing in the department code(s) directly, separated by commas.
NOTE: Each time you make a selection, you must click the re-prompt (Update) button for that choice, so that the relevant selection values are returned.

Account Segment Parameters

- Cost Centre(s) (optional)
- Source(s) of Funds (optional)
- Transaction(s) (optional)

If you don’t need to limit the selection, leave options set as **Lowest value** and **Highest value**.

To restrict results either:

- enter ranges for account code segments, or
- type in lists of values separated by commas.

**Default values:**

Source of funds Excludes Research and Balance Sheet items. If this is not your choice, highlight the selection, and click **Remove**.

Transaction range Excludes Balance Sheet items. If this is not your choice, highlight the selection, and click **Remove**.

**Budget type and Report Layout options**

This report allows cost centre owners and categorisation to be selected. Change the default layout options by ticking or unticking the boxes.

If you select either *Show Subtotals by CC or SoF* …. Then you must also select the option *Show Cost Centres* or *Show Source of Funds* too.
4. Viewing the report output

In Excel a workbook containing at least two worksheets will open entitled:

- GL Budget vs Actual
- Report Information

The Report Information tab

This tab includes the runtime details of the report, such as the name, user who ran the report, date and time the report was run, and the parameters used for the report.
The GL Budget vs Actual tab

This tab shows budget, actual and variance summaries for each account combination that matches the report criteria.

By default the following fields will be displayed as standard:

- Cost centre code
- Source of funds code
- Transaction code
- Annual plan
- Plan YTD
- Actual YTD
- Variance YTD

Example of standard output

<table>
<thead>
<tr>
<th>Cost Centre Code</th>
<th>Source of Funds Code</th>
<th>Transaction Code</th>
<th>Annual Plan</th>
<th>Plan YTD</th>
<th>Actual YTD</th>
<th>Variance YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZAA</td>
<td>AZZY</td>
<td>FKAA</td>
<td>0.00</td>
<td>0.00</td>
<td>13,727.82</td>
<td>(13,727.82)</td>
</tr>
<tr>
<td>ZZAA</td>
<td>GAAA</td>
<td>FKAA</td>
<td>0.00</td>
<td>(55.00)</td>
<td>55.00</td>
<td></td>
</tr>
<tr>
<td>ZZAG</td>
<td>EDAA</td>
<td>AXXY</td>
<td>0.00</td>
<td>0.00</td>
<td>117.26</td>
<td>(117.26)</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EDAA</td>
<td>CTCA</td>
<td>0.00</td>
<td>0.00</td>
<td>1,055.83</td>
<td>(1,065.83)</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EDAA</td>
<td>EXZZ</td>
<td>0.00</td>
<td>0.00</td>
<td>322.71</td>
<td>(322.71)</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EDAA</td>
<td>LZAA</td>
<td>0.00</td>
<td>0.00</td>
<td>(4,443.15)</td>
<td>4,443.15</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EZDA</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(6,296.63)</td>
<td>6,296.63</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EZEB</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(707.74)</td>
<td>707.74</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EZDZ</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,940.95)</td>
<td>1,940.95</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EZIB</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(7,416.92)</td>
<td>7,416.92</td>
</tr>
<tr>
<td>ZZAG</td>
<td>EZIB</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(193.94)</td>
<td>193.94</td>
</tr>
<tr>
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<td>AAAAA</td>
<td>AAAAA</td>
<td>0.00</td>
<td>0.00</td>
<td>147.77</td>
<td>(147.77)</td>
</tr>
<tr>
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<td>AAAAA</td>
<td>CCCA</td>
<td>0.00</td>
<td>0.00</td>
<td>72.08</td>
<td>(72.08)</td>
</tr>
<tr>
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<td>AAAAA</td>
<td>EXZZ</td>
<td>265,390.00</td>
<td>22,116.00</td>
<td>22,116.00</td>
<td></td>
</tr>
<tr>
<td>ZZBA</td>
<td>AAAAA</td>
<td>GPAA</td>
<td>(266,390.00)</td>
<td>(22,116.00)</td>
<td>(22,116.00)</td>
<td></td>
</tr>
<tr>
<td>ZZBA</td>
<td>AAAD</td>
<td>EXZZ</td>
<td>27,371.00</td>
<td>2,281.00</td>
<td>2,281.00</td>
<td></td>
</tr>
</tbody>
</table>

Alternative example of report, with more parameters selected
Information on Departmental deposits

You can use this report to view details of departmental deposits and interest received by running it with the transaction code **NBAA** to see deposit account interest and **SCBA** to see monies on deposit. NB: The report shows income as a negative amount.

Examples of report output:

**Using transaction Code NBAA:**

![Image of NBAA report output]

**Using transaction Code SCBA:**

![Image of SCBA report output]