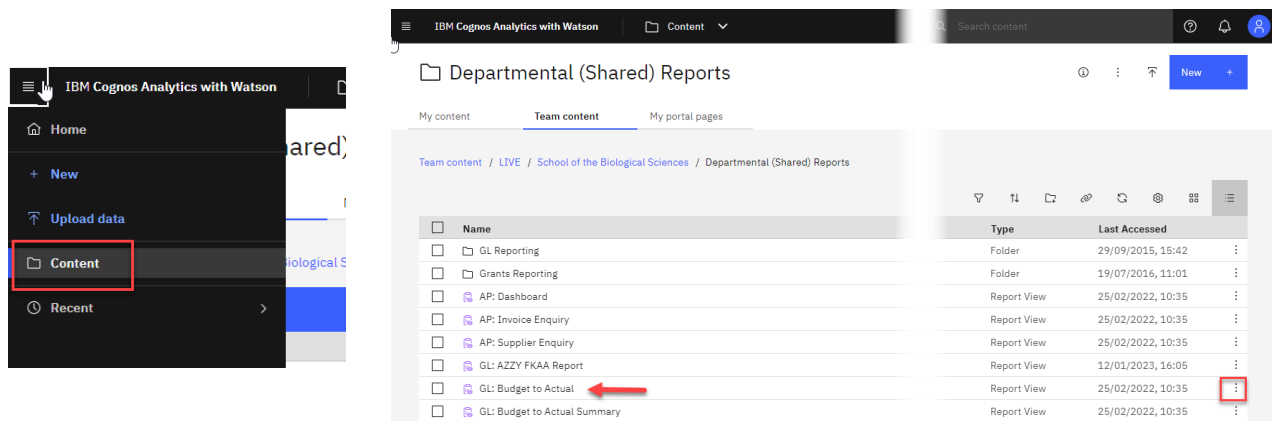# GL Budget to Actual report (Cognos)

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**
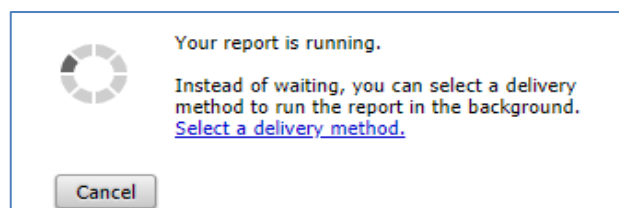- when the panel opens, select the required format, then **Run**.

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.

Select Financial Year:
FY17-18

Update GL Period List

Select GL Period:
GL Period Name

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…

Select School(s):
- School of Arts and Humanities
- School of the Biological Sciences
- School of Clinical Medicine
- School of the Humanities and Social Sciences
- School of the Physical Sciences
- School of Technology
- UAS
- NSI
- Others
- Associated Bodies

Select all Deselect all

Update Department List

Select Department(s):
- 00: 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: MISD
- AG: Finance
- AH: Human Resources
- AI: Postdoctoral Affairs

Select all Deselect all

Update Cost Centre List

Select Department Group:

Deselect

Update Department List

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.

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

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.

Report Information	
Report Name	**GL: Budget to Actual**
Run By	cr602
Report Date	14 Sep 2018 11:17:06
Parameters Entered	
Financial Year	
GL Period	AUG-18
School(s)	
Department Group	
Department(s)	ZZ: Ecology
Cost Centre(s)	
Source(s) of Funds	Between AAAA and LZZZ
Transaction Code(s)	Between AAAA and NZZZ
Budget	Plan
Report Layout Options	Show Cost Centres, Show Sources of Funds, Show Transactions, Show Negative Variances in Red
Cost Centre Analysis Owner CRSid(s)	
Cost Centre Analysis Owner Full Name(s)	
Cost Centre Analysis Category 1	
Cost Centre Analysis Category 2	
Cost Centre Analysis Category 3	
Cost Centre Analysis Category 4	

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

Cost Centre Code	Source of Funds Code	Transaction Code	Annual Plan	Plan YTD	Actual YTD	Variance YTD
ZZAA	AZZY	FKAA	0.00	0.00	13,727.82	(13,727.82)
ZZAA	GAAA	FKAA	0.00	0.00	(55.00)	55.00
ZZAG	EDAA	AXXY	0.00	0.00	117.26	(117.26)
ZZAG	EDAA	CTCA	0.00	0.00	1,055.83	(1,055.83)
ZZAG	EDAA	EXZZ	0.00	0.00	322.71	(322.71)
ZZAG	EDAA	LZAA	0.00	0.00	(6,443.15)	6,443.15
ZZAG	EZDA	LZCE	0.00	0.00	(6,296.63)	6,296.63
ZZAG	EZEB	LZCE	0.00	0.00	(707.74)	707.74
ZZAG	EZHB	LZCE	0.00	0.00	(1,940.95)	1,940.95
ZZAG	EZJB	LZCE	0.00	0.00	(7,410.92)	7,410.92
ZZAG	EZJB	LZCH	0.00	0.00	(193.94)	193.94
ZZBA	AAAA	ABAA	0.00	0.00	147.77	(147.77)
ZZBA	AAAA	CCCA	0.00	0.00	72.08	(72.08)
ZZBA	AAAA	EXZZ	265,390.00	22,116.00	0.00	22,116.00
ZZBA	AAAA	GPAA	(265,390.00)	(22,116.00)	(22,116.00)	0.00
ZZBA	AAAD	EXZZ	27,371.00	2,281.00	0.00	2,281.00

Alternative example of report, with more parameters selected

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transaction Code	Transaction	CC Analysis Owner Full Name	CC Analysis Category	Annual Plan	Plan SEP-18	Actual SEP-18	Variance SEP-18	Plan YTD	Actual YTD	Variance YTD	Annual Plan less Actual YTD
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to	FJAA	Credit Card Control A/C		N/A	0.00	0.00	114.86	(114.86)	0.00	27.40	(27.40)	(27.40)
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to	FKAA	Internal Trading - Default		N/A	0.00	0.00	34,264.29	(34,264.29)	0.00	48,293.46	(48,293.46)	(48,293.46)
ZZAA	Ecology: Administration	GAAA	External Trading	FKAA	Internal Trading - Default	Dr Coco Chanel	DEPT	0.00	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	CTBA	Wages; Cleaners; Grade 1	Dr Coco Chanel	N/A	297,936.00	24,828.00	22,375.38	2,452.62	49,656.00	43,658.33	5,997.67	254,277.67
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	CTCA	Wages; Cleaners; Grade 2	Dr Coco Chanel	N/A	0.00	0.00	2,463.04	(2,463.04)	0.00	3,219.32	(3,219.32)	(3,219.32)
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	ERKZ	Temporary Staff and	Dr Coco Chanel	N/A	0.00	0.00	3,422.65	(3,422.65)	0.00	3,422.65	(3,422.65)	(3,422.65)
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	GPAA	Main Chest Allocation per	Dr Coco Chanel	N/A	(297,936.00)	(24,828.00)	(24,828.00)	0.00	(49,656.00)	(49,656.00)	0.00	(248,280.00)
ZZAF	Oracle Inventory Account	AZZY	Transactions pending allocation to	ELNZ	Gases & Associated Rentals		N/A	0.00	0.00	0.00	0.00	0.00	(2,252.52)	2,252.52	2,252.52
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	ELNZ	Gases & Associated Rentals	Georgio Armani	N/A	0.00	0.00	937.40	(937.40)	0.00	4,463.79	(4,463.79)	(4,463.79)
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	ELZA	Other/General Laboratory	Georgio Armani	N/A	0.00	0.00	0.00	0.00	0.00	(126.00)	126.00	126.00
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	EZZI	Charge for Internal Issue of	Georgio Armani	N/A	0.00	0.00	(1,352.85)	1,352.85	0.00	(2,843.48)	2,843.48	2,843.48
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	EZZV	Stock Write off	Georgio Armani	N/A	0.00	0.00	0.00	0.00	0.00	(94,036.72)	94,036.72	94,036.72
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	EZZW	Invoice Price Variance	Georgio Armani	N/A	0.00	0.00	482.68	(482.68)	0.00	896.78	(896.78)	(896.78)
ZZAG	Ecology: Research Grant Activity	AZZY	Transactions pending allocation to	EZZM	VAT Expense Clearing for		N/A	0.00	0.00	0.00	0.00	0.00	(150.44)	150.44	150.44
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Ov	AXXY	Apprenticeship Levy	Dr Coco Chanel	N/A	0.00	0.00	175.01	(175.01)	0.00	322.36	(322.36)	(322.36)
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Ov	EXCZ	Customs & Excise - VAT	Dr Coco Chanel	N/A	0.00	0.00	190.31	(190.31)	0.00	190.31	(190.31)	(190.31)

Report Information tab for alternative selection

Report Information	
Report Name	**GL: Budget to Actual**
Run By	cr602
Report Date	14 Sep 2018 11:41:58
Parameters Entered	
Financial Year	
GL Period	SEP-18
School(s)	
Department Group	
Department(s)	ZZ: Ecology
Cost Centre(s)	
Source(s) of Funds	Between AAAA and LZZZ
Transaction Code(s)	Between AAAA and NZZZ
Budget	Plan
Report Layout Options	Show Cost Centres, Show Sources of Funds, Show Transactions, Show Descriptions for Chart of Accounts Segments, Show Current Month Values, Show Annual Budget vs YTD Actuals, Show Negative Variances in Red, Show Cost Centre Analysis Owner Full Names, Show Cost Centre Analysis Category 1
Cost Centre Analysis Owner CRSid(s)	
Cost Centre Analysis Owner Full Name(s)	
Cost Centre Analysis Category 1	
Cost Centre Analysis Category 2	
Cost Centre Analysis Category 3	
Cost Centre Analysis Category 4	

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:**

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transaction Code	Transaction	Annual Plan	Plan Previous Month (FEB-24)	Actual Previous Month (FEB-24)	Variance Previous Month (FEB-24)	Plan YTD	Actual YTD	Variance YTD
ZZCF	Donations XYZ	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(8.43)	8.43	0.00	(61.89)	61.89
ZZCH	Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(15.22)	15.22	0.00	(31.49)	31.49
ZZGB	Plant Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(106.56)	106.56	0.00	(590.32)	590.32
ZZGC	Ecosystems and Global Change	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	0.00	0.00	0.00	(231.66)	231.66
ZZGE	Plant & Microbial Systems	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(30.44)	30.44	0.00	(191.42)	191.42
ZZGH	Marine Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(15.22)	15.22	0.00	(95.53)	95.53
ZZGI	Herbarium	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(30.44)	30.44	0.00	(223.48)	223.48
ZZGM	Donations Account - Professor P Ivy	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(15.22)	15.22	0.00	(111.75)	111.75
ZZGU	Gene Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(152.22)	152.22	0.00	(1,117.54)	1,117.54
ZZGX	Quantitative Ecology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(152.22)	152.22	0.00	(698.96)	698.96
ZZGZ	Dr Bella Donna	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(60.89)	60.89	0.00	(318.10)	318.10
ZZIM	Mycology	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(60.89)	60.89	0.00	(447.03)	447.03
ZZJA	Prof Flowers Donations Account	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(152.22)	152.22	0.00	(1,117.54)	1,117.54
ZZJB	Kew Donations	EFKM	Donations	NBAA	Deposit Account Interest	0.00	0.00	(30.44)	30.44	0.00	(223.48)	223.48
Overall - Total						0.00	0.00	(830.41)	830.41	0.00	(5,460.19)	5,460.1

Using transaction Code **SCBA:**

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transaction Code	Transaction	Annual Plan	Plan Previous Month (FEB-24)	Actual Previous Month (FEB-24)	Variance Previous Month (FEB-24)	Plan YTD	Actual YTD	Variance YTD
ZZBA	Donations XYZ	LIAF	Appropriations in Aid - D E B Soulby Fund	SCBA	Monies on Deposit	0.00	0.00	0.00	0.00	0.00	25,000.00	(25,000.00)
ZZCH	Ecology	EFKM	Donations	SCBA	Monies on Deposit	0.00	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)
ZZED	Plant Ecology	LIAE	Appropriations in Aid - Brooks Fund	SCBA	Monies on Deposit	0.00	0.00	0.00	0.00	0.00	160,000.00	(160,000.0
ZZGB	Ecosystems and Global Change	EFKM	Donations	SCBA	Monies on Deposit	0.00	0.00	0.00	0.00	0.00	35,000.00	(35,000.00
ZZGC	Plant & Microbial Systems	EFKM	Donations	SCBA	Monies on Deposit	0.00	0.00	(12,000.00)	12,000.00	0.00	0.00	0.0
ZZGE	Marine Ecology	EFKM	Donations	SCBA	Monies on Deposit	0.00	0.00	0.00	0.00	0.00	10,000.00	(10,000.0
ZZGU	Herbarium	EFKM	Donations	SCBA	Monies on Deposit	0.00	0.00	0.00	0.00	0.00	50,000.00	(50,000.0
ZZGX	Donations Account - Professor P Ivy	EFKM	Donations	SCBA	Monies on Deposit	0.00	0.00	20,000.00	(20,000.00)	0.00	50,000.00	(50,000.0
Overall - Total						0.00	0.00	8,000.00	(8,000.00)	0.00	335,000.00	(335,000