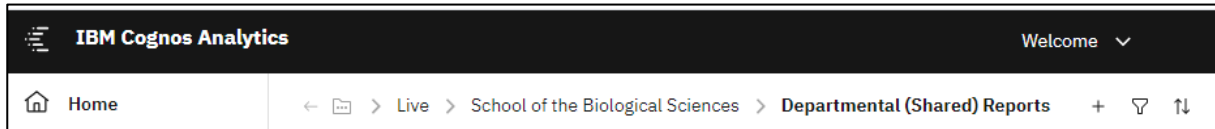




# GL Budget to Actual report (Cognos)

## 1. Navigate to the report

- In Cognos, navigate to: **Team content > Live > 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:

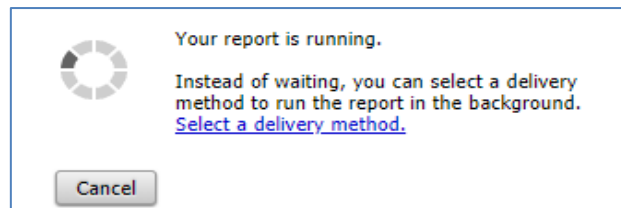
- select the **ellipses ...** to right of report name.
- choose **Run as**
- when the panel opens, select the required format, then **Run**.

## 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...

The screenshot shows the 'Organisation parameters' form with three main sections:

- Select School(s):** A list of schools with checkboxes. Below the list are 'Select all' and 'Deselect all' links, and an 'Update Department List' button.
- Select Department(s):** A list of departments with checkboxes. Below the list are 'Select all' and 'Deselect all' links, and an 'Update Cost Centre List' button.
- Select Department Group:** A dropdown menu with a 'Deselect' button and an 'Update Department List' button.

Annotations include:

- A red arrow pointing from the 'Update Department List' button to a yellow tip box.
- A red arrow pointing from the 'Update Department List' button to the 'Select Department Group' dropdown.
- A red arrow pointing from the 'Update Cost Centre List' button to the 'Alternative Department Code List' input field.
- A yellow tip box with the text: '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.'
- A yellow tip box with the text: '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.

<p><b>Select Department(s):</b></p> <div style="border: 1px solid black; padding: 2px;"> <input type="checkbox"/> EX: West Cambridge Catering  <input type="checkbox"/> KA: PHYSICS  <input type="checkbox"/> KB: PHYSICS (SERVICES)  <input type="checkbox"/> KC: PHYSICS (LIBRARY)  <input type="checkbox"/> KD: PHYSICS (LIQUID GASES)  <input type="checkbox"/> KE: PHYSICS (MICROELECTRONICS)  <input type="checkbox"/> KF: PHYSICS (PCS)PHYSICS AND CHEMISTRY OF SOLIDS  <input type="checkbox"/> KG: PHYSICS (HEP) HIGH ENERGY PHYSICS  <input type="checkbox"/> KH: PHYSICS (SUPERCONDUCTIVITY)  <input type="checkbox"/> KI: PHYSICS (LTP) LOW TEMPERATURE PHYSICS  <input type="checkbox"/> ...         </div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><a href="#">Update Cost Centre List</a></p> <p><b>(Alternative) Department Code List</b> (Separate with commas, e.g. AA, AB, AC)</p> <input type="text"/>	<p><b>Select Cost Centre Range(s):</b></p> <p>From: <input type="radio"/> Cost Centre Code <input type="radio"/> Lowest value <input type="button" value="Insert"/> <input type="button" value="Remove"/></p> <p>To: <input type="radio"/> Cost Centre Code <input type="radio"/> Highest value</p> <p><b>Choices:</b></p> <div style="border: 1px solid black; height: 40px;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><b>(Alternative) Cost Centre Code List</b> (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <input type="text"/>
<p><b>Select Source of Funds Range(s):</b></p> <p>From: <input type="radio"/> Source of Funds Code <input type="radio"/> Lowest value <input type="button" value="Insert"/> <input type="button" value="Remove"/></p> <p>To: <input type="radio"/> Source of Funds Code <input type="radio"/> Highest value</p> <p><b>Choices:</b></p> <div style="border: 1px solid black; padding: 2px;">between AAAA and LZZZ</div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><b>(Alternative) Source of Funds Code List</b> (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <input type="text"/>	<p><b>Select Transaction Range(s):</b></p> <p>From: <input type="radio"/> Transaction Code <input type="radio"/> Lowest value <input type="button" value="Insert"/> <input type="button" value="Remove"/></p> <p>To: <input type="radio"/> Transaction Code <input type="radio"/> Highest value</p> <p><b>Choices:</b></p> <div style="border: 1px solid black; padding: 2px;">between AAAA and NZZZ</div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><b>(Alternative) Transaction Code List</b> (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <input type="text"/>

### 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.

<p><b>Select Budget:</b></p> <p> <input type="radio"/> Allocation  <input checked="" type="radio"/> Plan         </p>	<p><b>Report Layout Options:</b></p> <p> <input type="checkbox"/> Show Departments  <input checked="" type="checkbox"/> Show Cost Centres  <input checked="" type="checkbox"/> Show Sources of Funds  <input checked="" type="checkbox"/> Show Transactions  <input type="checkbox"/> Show Descriptions for Chart of Accounts Segments  <input type="checkbox"/> Show Current Month Values  <input type="checkbox"/> Show Annual Budget vs YTD Actuals  <input checked="" type="checkbox"/> Show Negative Variances in Red  <input type="checkbox"/> Show Grand Total  <input type="checkbox"/> Show Subtotals by CC  <input type="checkbox"/> Show Subtotals by SoF  <input type="checkbox"/> Show Cost Centre Analysis Owner CRSids  <input type="checkbox"/> Show Cost Centre Analysis Owner Full Names  <input type="checkbox"/> Show Cost Centre Analysis Category 1  <input type="checkbox"/> Show Cost Centre Analysis Category 2  <input type="checkbox"/> Show Cost Centre Analysis Category 3  <input type="checkbox"/> Show Cost Centre Analysis Category 4         </p> <p style="text-align: right;"> <a href="#">Select all</a> <a href="#">Deselect all</a> </p> <p style="text-align: center; background-color: #0056b3; color: white; padding: 5px;">           Display Cost Centre Analysis Filters         </p>
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#### 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

<b>Report Information</b>	
Report Name	GL: Budget to Actual
Run By	cr602
Report Date	14 Sep 2018 11:17:06
<b>Parameters Entered</b>	
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	(1,200.00)	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	(2,252.52)	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	(126.00)	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	(94,036.72)	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	(150.44)	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
<b>Parameters Entered</b>	
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	