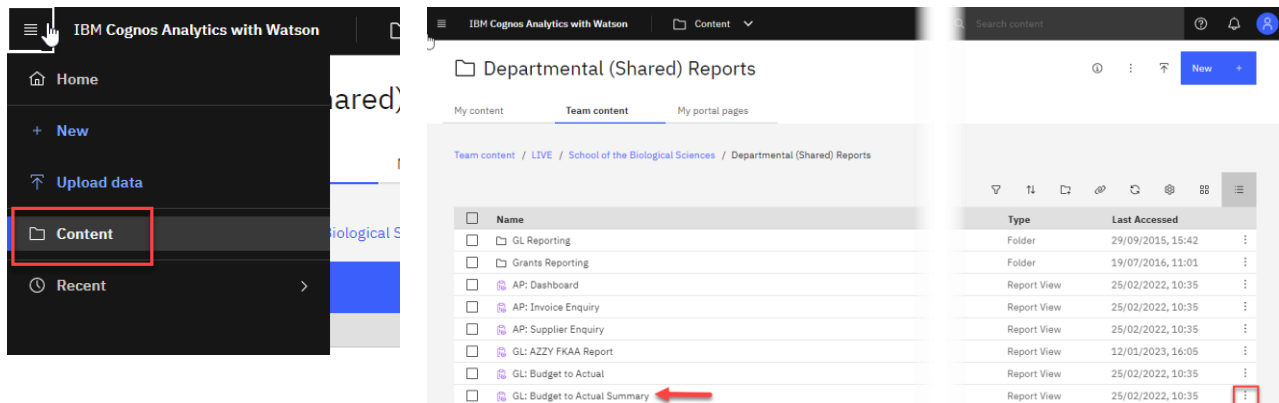




# GL Budget to Actual Summary report (Cognos)

## 1. Navigate to the GL Budget to Actual Summary report

In Cognos, navigate to: **Content > Team content > Live > [your] School > Department (Shared) Reports > GL: Budget to Actual Summary**



## 2. Select your required format

The report is available in all the standard formats but is set as default to Excel. If you want to check your selections before running or to choose a different report format:

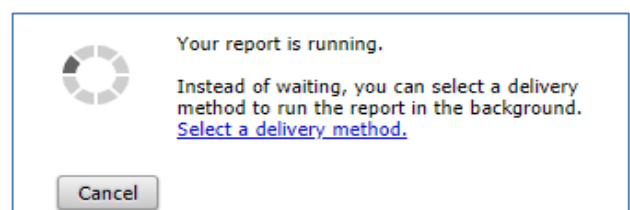
- select the **Action menu** to right of report name
- choose **Run as**
- when the panel opens, select **PDF**, then **Run**.

## 3. Specify your parameters.

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** while the prompt page is regenerated.

2.



**Tip:** You can create a **Report View** to save commonly used parameters, or **schedule** the report to run at selected intervals.

## Accounting date parameters

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

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

**Financial Year** If you enter a financial year and select the blue **Update** button it will filter the data in the next field once it has finished working

e.g., if the Financial Year 20-21 is chosen, then only periods Aug-20 to Jul-21 appear in the Select GL Period field.

**GL Period** If you have a Report view or schedule set up for this report then you may want to select **Previous Month (MTH-YY)** as the GL period.

This option works well with scheduling/report views as the most recent (current month minus one) GL period will default in. This means users will not have to remember to change the period selected each month before the scheduled report runs.

E.g. If the current date is 16 June 2021, the report will include all transactions up until end May 2021.

**GL: Budget to Actual Summary**

**Select Financial Year:**

Start Year GL Period Name ▼

**Select GL Period:**

\* Previous Month (APR-19) ▼

Update GL Period List

## Organisation parameters

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- **School(s)** (optional) Select your school or required grouping. This will 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

The report can be run for Departments, Department Group, Schools, or even across the whole University if you have that level of access.

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.

**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 Group:**

[Deselect](#)

**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**

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

**Tip:** It may be faster to use this box to type in the department codes you want. They do not have to be in any order or contiguous.

**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.

## 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.

### Notes on default options...

**Source of Funds** The default excludes Research and Balance Sheet items. If this is not your choice, highlight the selection, and click **Remove**.

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

**Select Department(s):**

☐ EX: West Cambridge Catering  
☐ KA: PHYSICS  
☐ KB: PHYSICS (SERVICES)  
☐ KC: PHYSICS (LIBRARY)  
☐ KD: PHYSICS (LIQUID GASES)  
☐ KE: PHYSICS (MICROELECTRONICS)  
☐ KF: PHYSICS (PCS)PHYSICS AND CHEMISTRY OF SOLIDS  
☐ KG: PHYSICS (HEP) HIGH ENERGY PHYSICS  
☐ KH: PHYSICS (SUPERCONDUCTIVITY)  
☐ KI: PHYSICS (LTP) LOW TEMPERATURE PHYSICS  
☐ ...

[Select all](#) [Deselect all](#)

**Update Cost Centre List**

**Select Cost Centre Range(s):**

From: ☐ Cost Centre Code ☐ Lowest value ☐ Highest value

To: ☐ Cost Centre Code ☐ Lowest value ☐ Highest value

[Insert](#) [Remove](#)

**Choices:**

[Select all](#) [Deselect all](#)

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

**Select Source of Funds Range(s):**

From: ☐ Source of Funds Code ☐ Lowest value ☐ Highest value

To: ☐ Source of Funds Code ☐ Lowest value ☐ Highest value

[Insert](#) [Remove](#)

**Choices:**

between AAAA and LZZZ

[Select all](#) [Deselect all](#)

**(Alternative) Source of Funds Code List** (Separate with commas, e.g. AAAA, AAAB, AAAC)

**Select Transaction Range(s):**

From: ☐ Transaction Code ☐ Lowest value ☐ Highest value

To: ☐ Transaction Code ☐ Lowest value ☐ Highest value

[Insert](#) [Remove](#)

**Choices:**

between AAAA and NZZZ

[Select all](#) [Deselect all](#)

**(Alternative) Transaction Code List** (Separate with commas, e.g. AAAA, AAAB, AAAC)

## Sort Field and Report Layout options

The default layout options are changeable by ticking or unticking the boxes as required.

First Sorting Field

This option allows the data to be sorted by either Cost Centre or by Source of Funds (and **subtotalled** if required).

**First Sorting Field:**

☒ Cost Centre  
☐ Source of Funds

Show Subtotal? ☐ Yes ☒ No

**Report Layout Options:**

- ☒ Show Plan to Actual (BvA) Summary
- ☒ Show Income and Expenditure (I&E) Summary
- ☐ Show Source of Funds then Cost Centre
- ☒ Show Descriptions for Chart of Accounts Segments
- ☒ Show Annual Plan Figures
- ☐ Show Variance between Annual Plan and Actuals
- ☐ Show Grand Totals
- ☒ Show Negative Amounts in Red
- ☐ Show Amounts in Thousands
- ☐ Show Cost Centre Analysis Owner CRSids
- ☐ Show Cost Centre Analysis Owner Full Names
- ☐ Show Cost Centre Analysis Category 1
- ☐ Show Cost Centre Analysis Category 2
- ☐ Show Cost Centre Analysis Category 3
- ☐ Show Cost Centre Analysis Category 4

[Select all](#) [Deselect all](#)

**Display Cost Centre Analysis Filters**

**Cancel** **Finish**

Report Layout options

For this report to display cost centre owners or categorisations

- Select the **Display Cost Centre Analysis Filters** button to view the values.
- Check the cost centre options that you require.

The cost centre will still display in the first column, if you do not require this check the **Show Source of Funds then Cost Centre** option.

When you have completed your selection, click **Finish**.

## 4. Viewing the report output

In Excel, if default values are unchanged, a workbook containing at least three worksheets opens entitled:

- BvA Summary
- I&E Summary
- Report Information

### The Report Information tab

The Report Information 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 Summary
Run By	cr602
Report Date	14 May 2019 09:43:36
<b>Parameters Entered</b>	
Financial Year	
GL Period	APR-19
School	
Department Group	
Department	ZZ: Ecology
Cost Centre Range	
Source of Funds Range	Between AAAA and LZZZ
Report Ordering	Cost Centre
Report Layout Options	Show Plan to Actual (BvA) Summary, Show Income and Expenditure (I&E) Summary, Show Descriptions for Chart of Accounts Segments, Show Annual Plan Figures, Show Negative Amounts 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 BvA Summary tab

The GL Budget to Actual Summary report includes the following default fields, if **no** changes have been made to the selection boxes in the *Report Layout Options* section:

- Cost centre code
- Cost centre (description)
- Source of Funds code
- Source of funds (Description)
- Annual Plan Income
- Annual Plan Expenditure
- Annual Plan Surplus/Deficit
- YTD Plan Expenditure
- YTD Plan income
- YTD Plan Surplus/Deficit
- YTD Variance Income
- YTD Variance Expenditure
- YTD Variance Plan Surplus/Deficit

This tab displays them in the following order

- the annual plan (for reference), and then for each account combination - YTD plan, actual and variance



## Example of the standard output

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Annual Plan Income	Annual Plan Expenditure	Annual Plan Surplus / (Deficit)	YTD Plan Income	YTD Plan Expenditure	YTD Plan Surplus / (Deficit)	Actual Income	Actual Expenditure	Actual Surplus / (Deficit)	YTD Variance Income	YTD Variance Expenditure	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.16	(11.16)	0.00	(11.16)	(11.16)
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to correct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,929.77	(6,929.77)	0.00	(6,929.77)	(6,929.77)
ZZAA	Ecology: Administration	GAAA	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	297,936.00	297,936.00	0.00	223,452.00	223,452.00	0.00	223,452.00	213,080.22	10,371.78	0.00	10,371.78	10,371.78
ZZAG	Ecology: Research Grant Activity	AZZY	Transactions pending allocation to correct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	532.62	(532.62)	0.00	(532.62)	(532.62)
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Overhead	0.00	0.00	0.00	0.00	0.00	0.00	343,578.82	9,579.47	333,999.35	343,578.82	(9,579.47)	333,999.35
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	147,727.00	0.00	114,898.00	114,898.00	0.00	114,898.00	126,787.19	(11,889.19)	0.00	(11,889.19)	(11,889.19)
ZZAP	Postgraduate application fees	GAAA	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	13,540.00	0.00	13,540.00	13,540.00	0.00	13,540.00
ZZAZ	Insurance Claims	BMRC	Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	7,733.50	0.00	7,733.50	7,733.50	0.00	7,733.50
ZZBA	Ecology: General	AAAA	Chest Non Payroll	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	(338,363.78)	(191,694.22)	0.00	910,115.78	910,115.78
ZZBA	Ecology: General	AAAD	Chest Equipment	2,543.00	2,543.00	0.00	2,543.00	2,543.00	0.00	2,543.00	175,377.79	(172,834.79)	0.00	(172,834.79)	(172,834.79)
ZZBA	Ecology: General	ABAA	Chest Stipends	3,536,322.00	3,519,811.00	16,511.00	2,643,817.00	2,632,253.00	11,564.00	2,643,817.00	2,428,001.26	215,815.74	0.00	204,251.74	204,251.74
ZZBA	Ecology: General	ABAD	Savings Accruing for Unpaid Leave of Absence	560,956.00	560,956.00	0.00	424,364.00	424,364.00	0.00	424,364.00	413,661.86	10,702.14	0.00	10,702.14	10,702.14
ZZBA	Ecology: General	AHAW	Grant from Researcher Development Fund	47,730.00	0.00	47,730.00	47,730.00	0.00	47,730.00	50,184.00	3,912.96	46,271.04	2,454.00	(3,912.96)	(1,458.96)
ZZBA	Ecology: General	EDAA	Departments Share of Research Overhead	0.00	(91,000.00)	91,000.00	0.00	(73,252.00)	73,252.00	0.00	4,871.25	(4,871.25)	0.00	(78,123.25)	(78,123.25)
ZZBA	Ecology: General	EFYG	Chemistry Donations	0.00	0.00	0.00	0.00	0.00	0.00	6,578.72	(16,212.03)	22,790.75	6,578.72	16,212.03	22,790.75
ZZBB	Office Administration	AAAA	Chest Non Payroll	7,500.00	0.00	7,500.00	7,500.00	0.00	7,500.00	4,273.43	3,226.57	0.00	0.00	(4,273.43)	(4,273.43)
ZZYB	Spendable Trust Fund Capital	KGAE	Howard Jones Lectureship Fund	0.00	0.00	0.00	0.00	0.00	0.00	9,162.00	9,162.00	0.00	9,162.00	(9,162.00)	0.00
ZZYB	Spendable Trust Fund Capital	KGAK	Prize for Conservation Enterprise	0.00	0.00	0.00	0.00	0.00	0.00	233.26	0.00	233.26	233.26	0.00	233.26

## Example of output with Source of Funds selected as a first sort field, with subtotals

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Annual Plan Income	Annual Plan Expenditure	Annual Plan Surplus / (Deficit)	YTD Plan Income	YTD Plan Expenditure	YTD Plan Surplus / (Deficit)	Actual Income	Actual Expenditure	Actual Surplus / (Deficit)	YTD Variance Income	YTD Variance Expenditure	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.16	(11.16)	0.00	(11.16)	(11.16)
ZZAG	Ecology: Research Grant Activity	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362.16	(362.16)	0.00	(362.16)	(362.16)
ZZBA	Ecology: General	AAAA	Chest Non Payroll	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	(338,363.78)	(191,694.22)	0.00	910,115.78	910,115.78
ZZBB	Office Administration	AAAA	Chest Non Payroll	7,500.00	0.00	7,500.00	7,500.00	0.00	7,500.00	4,273.43	3,226.57	0.00	0.00	(4,273.43)	(4,273.43)
AAAA Subtotal				567,234.00	571,752.00	(4,518.00)	567,234.00	571,752.00	(4,518.00)	567,234.00	682,297.43	(115,063.43)	0.00	(110,563.43)	(110,563.43)
ZZBA	Ecology: General	AAAD	Chest Equipment	2,543.00	2,543.00	0.00	2,543.00	2,543.00	0.00	2,543.00	175,377.79	(172,834.79)	0.00	(172,834.79)	(172,834.79)
ZZBC	Computing Services	AAAD	Chest Equipment	57,775.00	57,775.00	0.00	57,775.00	57,775.00	0.00	57,775.00	26,956.88	30,818.12	0.00	30,818.12	30,818.12
ZZBC	Computing Services	AAAD	Chest Equipment	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00
AAAD Subtotal				182,818.00	182,818.00	0.00	182,818.00	182,818.00	0.00	182,818.00	94,624.75	88,193.25	0.00	88,193.25	88,193.25
ZZBA	Ecology: General	ABAA	Chest Stipends	3,536,322.00	3,519,811.00	16,511.00	2,643,817.00	2,632,253.00	11,564.00	2,643,817.00	2,428,001.26	215,815.74	0.00	204,251.74	204,251.74
ABAA Subtotal				3,830,329.00	3,813,818.00	16,511.00	2,861,532.00	2,849,968.00	11,564.00	2,861,532.00	2,662,160.66	199,371.34	0.00	187,807.34	187,807.34

## The I&E Summary tab

This tab shows the same data grouped in a different format:

- Income (Annual, YTD Plan, Actual and Variance),
- Expenditure (Annual, YTD Plan, Actual and Variance), and
- the Surplus/Deficit (Annual, YTD Plan, Actual and Variance)

## Example of standard output

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Annual Plan Income	YTD Plan Income	Actual Income	YTD Variance Income	Annual Plan Expenditure	YTD Plan Expenditure	Actual Expenditure	YTD Variance Expenditure	Annual Plan Surplus / (Deficit)	YTD Plan Surplus / (Deficit)	Actual Surplus / (Deficit)	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	11.16	(11.16)	0.00	0.00	(11.16)	(11.16)
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to correct	0.00	0.00	0.00	0.00	0.00	0.00	6,929.77	(6,929.77)	0.00	0.00	(6,929.77)	(6,929.77)
ZZAA	Ecology: Administration	GAAA	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	297,936.00	223,452.00	223,452.00	0.00	297,936.00	223,452.00	213,080.22	10,371.78	0.00	0.00	10,371.78	10,371.78
ZZAF	Oracle Inventory Account	AZZY	Transactions pending allocation to correct	0.00	0.00	0.00	0.00	0.00	0.00	(2,252.52)	2,252.52	0.00	0.00	2,252.52	2,252.52
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	0.00	0.00	0.00	0.00	0.00	0.00	(110,028.55)	110,028.55	0.00	0.00	110,028.55	110,028.55
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	114,898.00	114,898.00	0.00	147,727.00	114,898.00	126,787.19	(11,889.19)	0.00	0.00	(11,889.19)	(11,889.19)
ZZBA	Ecology: General	AAAA	Chest Non Payroll	(530,058.00)	(530,058.00)	(530,058.00)	0.00	571,752.00	571,752.00	(338,363.78)	910,115.78	(1,101,810.00)	(1,101,810.00)	(191,694.22)	910,115.78
ZZBA	Ecology: General	AAAD	Chest Equipment	2,543.00	2,543.00	2,543.00	0.00	2,543.00	2,543.00	175,377.79	(172,834.79)	0.00	0.00	(172,834.79)	(172,834.79)
ZZBA	Ecology: General	ABAA	Chest Stipends	3,536,322.00	2,643,817.00	2,643,817.00	0.00	3,519,811.00	2,632,253.00	2,428,001.26	204,251.74	16,511.00	11,564.00	215,815.74	204,251.74
ZZBA	Ecology: General	ABAD	Savings Accruing for Unpaid Leave of Absence	560,956.00	424,364.00	424,364.00	0.00	560,956.00	424,364.00	413,661.86	10,702.14	0.00	0.00	10,702.14	10,702.14
ZZBA	Ecology: General	ACAA	Chest Wages	2,932,987.00	2,200,301.00	2,200,301.00	0.00	2,932,987.00	2,200,301.00	2,137,817.45	62,483.55	0.00	0.00	62,483.55	62,483.55
ZZBA	Ecology: General	AHAW	Grant from Researcher Development Fund	47,730.00	47,730.00	50,184.00	2,454.00	0.00	0.00	3,912.96	(3,912.96)	47,730.00	47,730.00	46,271.04	(1,458.96)
ZZBB	Office Administration	AAAA	Chest Non Payroll	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	4,273.43	(4,273.43)	7,500.00	7,500.00	3,226.57	(4,273.43)
ZZBB	Office Administration	GAAA	External Trading	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
ZZBB	Office Administration	GAAB	Internal Trading	0.00	0.00	0.00	0.00	0.00	0.00	(576.83)	576.83	0.00	0.00	576.83	576.83
ZZBC	Environmental Services	AAAA	Chest Non Payroll	14,000.00	14,000.00	14,000.00	0.00	0.00	0.00	11,054.34	(11,054.34)	14,000.00	14,000.00	2,945.66	(11,054.34)
ZZBC	Environmental Services	AAAD	Chest Equipment	57,775.00	57,775.00	57,775.00	0.00	57,775.00	57,775.00	26,956.88	30,818.12	0.00	0.00	30,818.12	30,818.12
ZZBC	Environmental Services	ABCC	Salary Buyouts	41,626.00	31,221.00	31,221.00	0.00	41,626.00	31,221.00	22,791.69	8,429.31	0.00	0.00	8,429.31	8,429.31
ZZYB	Spendable Trust Fund Capital	KGAK	Attenborough Prize for Conservation	0.00	0.00	233.26	233.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	233.26