GL Budget to Actual Summary report (Cognos)

1. Navigate to the GL Budget to Actual Summary report

In Cognos, navigate to: Team content > Live > 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 ellipses … 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.

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

- **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.

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**Organisation parameters**

- **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.
**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**.
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

- **Report Layout Options:**
  - Show Plan to Actual (BuA) 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 CRISids
  - 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

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.

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

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

<table>
<thead>
<tr>
<th>Cost Centre Code</th>
<th>Cost Centre</th>
<th>Source of Funds</th>
<th>Source of Funds</th>
<th>Annual Plan Income</th>
<th>Annual Plan Expenses</th>
<th>YTD Plan Income</th>
<th>YTD Plan Expenses</th>
<th>Actual Income</th>
<th>Actual Expenses</th>
<th>Variance</th>
<th>Variance</th>
<th>Variance</th>
<th>Variance</th>
<th>Variance</th>
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<th>Variance</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z2AA Ecoyty- Admin</td>
<td>AAAA</td>
<td>Direct Non-Payment</td>
<td></td>
<td>8.30</td>
<td>8.30</td>
<td>0.80</td>
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<tr>
<td>Z2AA Ecoyty- Admin</td>
<td>AZZY</td>
<td>Transactions pending allocation to cont.</td>
<td></td>
<td>8.30</td>
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#### 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

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