

GL Financial Summary report (Cognos)

1. About this report

This report is one of the suite of consolidated GL reports available to all Cognos users.

- GL: Budget to Actual
- GL: Budget to Actual Summary
- **GL: Financial Summary**
- GL: Journal Transactions

These reports have runtime options that allow you to alter the output of the report to suit your needs. The reports use the standard security model, restricting returned information to only the department(s) or school(s) the user has access to.

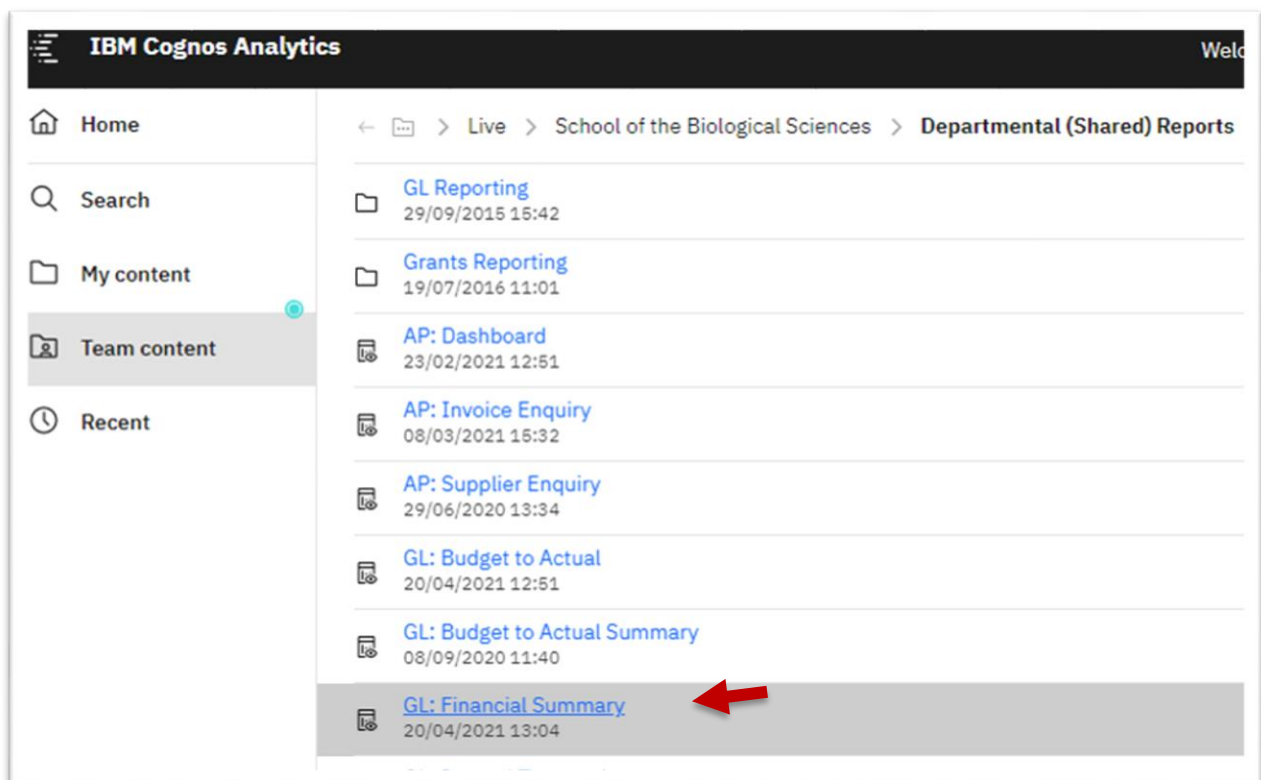
The GL Financial Summary report

This report has a variety of optional fields, allowing users to customise the output to suit their requirements and includes:

- Cost Centre Analysis (if required)
- Income and expenditure breakdown.

1. Navigate to the GL Financial Summary report

- In Cognos, navigate to: **Team content > LIVE> your school folder > Departmental (Shared) Reports> GL: Financial Summary**



2. Select your required format

The report is available in all the standard formats but is set as default to Excel. There are subtle differences between excel and PDF outputs.

Excel	Data provided without any header, footer, or summary information to allow for easier manipulation by the user to meet their needs – e.g. a “working report”
PDF	Presentation format that contains the additional information.

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**.

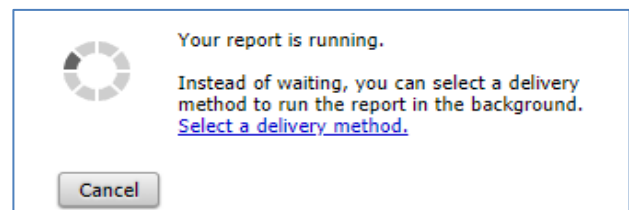
3. Specify your parameters.

Tip: To save you time in the future create a **Report View** to save commonly used parameters, and/or set up schedule to run the report with selected frequency. You can have many different **Report Views** of the same report set up.

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... >**, then **Your report is running**, until the prompt page is regenerated.



Accounting date parameters

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

The report will always return data for the period specified and the financial year to date.

Tip: The financial year parameter is optional, but if you specify a year and click the **Update GL Period List** button, the list of GL periods is filtered to only show the relevant choices for that year.

Organisation parameters

- **School(s)** (optional)
- **Department Group** (optional)
- **Department(s)** (optional)

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

If you only have access to one department...

Only your school and your department will be visible in the lists. You do not even need to select the department unless you want to specify a particular cost centre(s).

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

department group sits between the

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

(Alternative) Department Code List (Separate Codes)

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.

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)

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.

When appropriate, use the **(Alternative) Cost Centre/Source of Funds code List** field to type in directly, instead of using the range selection. Separate codes with commas.

Output parameters - report layouts

- Up to four **Summary Fields** (optional, with optional subtotals)
- **Report Layout Options** (optional)

The output received from the report can be grouped by up to four summary fields, and additional fields can be shown on the output by selecting various layout options. Additionally the output can be filtered by the Cost Centre Analysis fields.

Report Layout options	
Presentation Layout	As this is only used when using PDF format, you may need to change your output preferences in Run Options to PDF before you run the report.
Net/ MAAA-ZZZZ	Useful for departments with grant activity as it allows you to see a sub-total that excludes the grant and depreciation totals, over which you do not have much control.
Show 'Wide' Income and Expenditure breakdown	Extra columns to differentiate types of income (e.g. chest allocation, interest, other) and expenditure (e.g. stipends, scholarships, non-payroll)
Hide Memorandum Fields	Hides the reconciliation columns (10 & 11). Will still show Revaluation column
Show Cost Centre Analysis options	If you tick any of these, and then re-prompt, any category fields entered for your department are displayed and you can filter on these accordingly.

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

Note If the **Finish** button is greyed out, it means that you are missing a mandatory field.

4. Viewing the report output

<p>In Excel</p>	<p>A workbook containing at least two worksheets will open entitled:</p> <ul style="list-style-type: none"> GL Financial Summary Report Information <p>For those users running the report across multiple departments additional worksheets for each department will open if the <i>Show Departmental Breakdown</i> layout option has been selected.</p>
<p>In PDF</p>	<p>A single report will be displayed:</p> <ul style="list-style-type: none"> Financial Summary

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 Financial Summary tab – information displayed

The GL Financial Summary tab shows the line details for each entry that matches the report criteria. Currently there are **two** different default outputs.

For financial years prior to 2018/19...

The default option includes columns for **Annual Budget** and **Budget YTD**.

Source of Funds Code	Source of Funds	Annual Budget	Balance b/f	Budget YTD (1)	Income YTD (2)	Expenditure YTD (3)	Surplus/(Deficit) (4) = (1) + (2) - (3)	Overdrawn/ Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUFS (11) = (5) - (10)	Revaluations in Year
AAAA	Chest Non Payroll	900.00	0.00	450.00	0.00	445.88	4.13	4.13	0.00	0.00	0.00	4.13	0.00	4.13	0.00
AAAD	Chest Equipment	7,847.00	15,595.01	3,923.50	0.00	927.05	2,996.45	18,591.46	0.00	0.00	0.00	18,591.46	0.00	18,591.46	0.00
ABAA	Chest Stipends	610,199.00	0.00	305,099.50	0.00	308,280.47	(3,180.97)	(3,180.97)	0.00	0.00	0.00	(3,180.97)	0.00	(3,180.97)	0.00
ACAA	Chest Wages	254,711.00	0.00	127,355.50	0.00	125,697.26	1,658.24	1,658.24	0.00	0.00	0.00	1,658.24	0.00	1,658.24	0.00
AHAR	Equipment Grant from Capital Fund	0.00	0.00	0.00	1,101.10	1,101.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AHAW	Grant from Researcher Development Fund	730.00	0.00	365.00	0.00	300.00	65.00	65.00	0.00	0.00	0.00	65.00	0.00	65.00	0.00
EFKM	Donations	0.00	64,399.10	0.00	286.74	1,632.25	(1,345.52)	63,053.59	3,958.45	16,483.38	0.00	83,495.42	0.00	63,053.59	939.02
GAAA	External Trading	0.00	680,580.75	0.00	317,936.18	288,708.25	29,227.93	709,808.68	0.00	582,432.20	0.00	1,292,240.88	0.00	709,808.68	33,179.55
GAAB	Internal Trading	0.00	0.00	0.00	51,663.75	51,663.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KDDQ	A J Pressland Fund	0.00	785,525.03	0.00	12,773.34	15,875.00	(3,101.67)	782,423.37	49,981.20	771,140.47	0.00	1,603,545.04	0.00	782,423.37	43,929.74

For financial years from 2019/20

These columns are replaced by **Annual Chest Allocation**, and the **Income YTD** includes the Chest Allocation.

Source of Funds Code	Source of Funds	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus/(Deficit) (4) = (2) - (3)	Overdrawn/ Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUFS (11) = (5) - (10)	Revaluations in Year
AAAA	Chest Non Payroll	900.00	0.00	450.00	445.88	4.13	4.13	0.00	0.00	0.00	4.13	0.00	4.13	0.00
AAAD	Chest Equipment	7,847.00	15,595.01	3,923.50	927.05	2,996.45	18,591.46	0.00	0.00	0.00	18,591.46	0.00	18,591.46	0.00
ABAA	Chest Stipends	610,199.00	0.00	305,099.50	308,280.47	(3,180.97)	(3,180.97)	0.00	0.00	0.00	(3,180.97)	0.00	(3,180.97)	0.00
ACAA	Chest Wages	254,711.00	0.00	127,355.50	125,697.26	1,658.24	1,658.24	0.00	0.00	0.00	1,658.24	0.00	1,658.24	0.00
AHAR	Equipment Grant from Capital Fund	0.00	0.00	1,101.10	1,101.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AHAW	Grant from Researcher Development Fund	730.00	0.00	365.00	300.00	65.00	65.00	0.00	0.00	0.00	65.00	0.00	65.00	0.00
EFKM	Donations	0.00	64,399.10	286.74	1,632.25	(1,345.52)	63,053.59	3,958.45	16,483.38	0.00	83,495.42	0.00	63,053.59	939.02
GAAA	External Trading	0.00	680,580.75	317,936.18	288,708.25	29,227.93	709,808.68	0.00	582,432.20	0.00	1,292,240.88	0.00	709,808.68	33,179.55
GAAB	Internal Trading	0.00	0.00	51,663.75	51,663.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KDDQ	A J Pressland Fund	0.00	785,525.03	12,773.34	15,875.00	(3,101.67)	782,423.37	49,981.20	771,140.47	0.00	1,603,545.04	0.00	782,423.37	43,929.74

Fields displayed as default	
• Source of Funds Code	• Source of Funds
• Annual Chest Allocation	• Balance b/f
• Income YTD (2)	• Expenditure YTD (3)
• Surplus / Deficit (4)	• Overdrawn / Cash in Hand (5)
• Money on Deposit (6)	• CUEF (7)
• Other Investments (8)	• Total (9)
• Balance Sheet Entries (10)	• Reconciliation to UFS (11)
• Revaluations in Year	
Additional fields that can be selected	
Select Summary Field values for:	Summary Field 2
	Summary Field 2 Description
	Summary Field 3
	Summary Field 3 Description
	Summary Field 4
	Summary Field 4 Description

Select Show Cost Centre Analysis for:	CC Analysis Owner
	CC Analysis Owner Full Name

	CC Analysis Category 1
	CC Analysis Category 2
	CC Analysis Category 3
	CC Analysis Category 4
Select Show 'Wide' Income and Expenditure Breakdown for:	Income – Main Chest Allocation (2a)#
	Income – Chest Allocation Transfer (2b) φ
	Income – Interest & Dividends Rec'd (2c)
	Income – Other (2d)
	Expenditure – Stipends (3a)
	Expenditure – Stipends Casual (3b)
	Expenditure – Wages (3c)
	Expenditure – Non Pay (3d)
Added via the output parameters	See the glossary for further information on additional fields that can be displayed.

Notes

- * Budget YTD (1) only appears in reports run for financial years **prior** to 2018/19
- # Income – Main Chest Allocation (2a) shows income on **GPAA** transaction code
- φ Income – Chest Allocation Transfer (2b) shows income on **GPAB – GPZZ** transaction codes

Sorting

The report sorts in order of the Summary Fields selected.

In this example output, the Cost Centre was selected as *Summary Field 1* and Source of Funds as *Summary field 2*.

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	CC Analysis Owner Full Name	CC Analysis Category 1	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus/ (Deficit) (4) = (2) - (3)	Overdrawn/ Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUF5 (11) = (5) - (10)	Revaluations in Year
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to correct coding		N/A	0.00	0.00	0.00	13,941.71	(13,941.71)	(13,941.71)	0.00	0.00	0.00	(13,941.71)	0.00	(13,941.71)	0.00
ZZAA	Ecology: Administration	GAAA	External Trading	Dr Mary Smith	DEPT	0.00	(1,200.00)	0.00	(1,200.00)	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	ZZAA Subtotal					0.00	(1,200.00)	0.00	12,741.71	(12,741.71)	(13,941.71)	0.00	0.00	0.00	(13,941.71)	0.00	(13,941.71)	0.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	Dr Mary Smith	N/A	0.00	0.00	0.00	22,039.23	(22,039.23)	(22,039.23)	0.00	0.00	0.00	(22,039.23)	0.00	(22,039.23)	0.00
	ZZAC Subtotal					0.00	0.00	0.00	22,039.23	(22,039.23)	(22,039.23)	0.00	0.00	0.00	(22,039.23)	0.00	(22,039.23)	0.00
ZZAF	Oracle Inventory Account	AZZY	Transactions pending allocation to correct coding		N/A	0.00	(2,252.52)	0.00	0.00	0.00	(2,252.52)	0.00	0.00	0.00	(2,252.52)	0.00	(2,252.52)	0.00
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	Joe Bloggs	N/A	0.00	0.00	0.00	(93,965.38)	93,965.38	93,965.38	0.00	0.00	0.00	93,965.38	97,578.49	(3,613.11)	0.00
	ZZAF Subtotal					0.00	(2,252.52)	0.00	(93,965.38)	93,965.38	91,712.86	0.00	0.00	0.00	91,712.86	97,578.49	(5,865.63)	0.00
ZZAG	Ecology: Research Grant	AZZY	Transactions pending allocation to correct coding		N/A	0.00	(150.44)	0.00	(150.44)	150.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZAG	Ecology: Research Grant	EDAA	Departments Share of Research Overheads	Dr Mary Smith	N/A	0.00	0.00	35,126.00	147.35	34,978.65	34,978.65	0.00	0.00	0.00	34,978.65	0.00	34,978.65	0.00
ZZAG	Ecology: Research Grant	EDAZ	Departmental Bad Debt Provision on Research Co	Dr Mary Smith	N/A	0.00	(12,140.85)	0.00	0.00	0.00	(12,140.85)	0.00	0.00	0.00	(12,140.85)	0.00	(12,140.85)	0.00
ZZAG	Ecology: Research Grant	FZAR	FEC: Departmental Overheads Research - IJK Cha	Dr Mary Smith	N/A	0.00	0.00	0.03	0.00	0.03	0.03	0.00	0.00	0.00	0.03	0.00	0.03	0.00