



Transaction Code Balances report (Cognos)

Why is this report useful?

This report shows transaction code balances for actuals (and/or plan, if required) for the year to date and for current month. This is **not** a designed report and requires manual manipulation to achieve the end result.

1. Navigate to: **Team content > Live > your School > Department (Shared) Reports > GL Budget to Actual** report

2. Specify the data parameters

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

Department: May not be needed if you only have access to one department.

Accounts: The default option for each of the items below excludes Balance Sheet items. Remove if full list required.

- Cost centre
- Source of funds
- Transaction codes

3. Select the report output options

• Show Cost Centres (ticked by default)
• Show Sources of Funds (ticked by default)
• Show Transactions (ticked by default)
• Show descriptions for Chart of Accounts Segments
• Show Current Month Values
• Show Annual Budget vs YTD Actuals
• Show Negative variances in Red (ticked by default)
• Show Subtotals by SoF (if useful)

4. In Excel, **delete** all **Plan** and **Variance** columns until only the **Actual current month** and **Actual YTD** remain.
5. Your report will now show all transactions for the cost centres selected, subtotalled by **Source of funds**, for the period you chose, plus a **Year to Date** total. Change the **Selection** and **Output** options to suit your requirements.
6. Save your settings by setting up a **Report View**, and set up an **Excel** macro that does the deleting to save more time.

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Trans Code	Transaction	Actual Period Month (Jul-18)	Actual YTD
EZDK	Examinations	AAAA	Chest Non Payroll	ETAZ	Accommodation and Hotels	0.00	616.55
EZDA	Ecology General	AFGW	Fieldwork Costs	ETAZ	Accommodation and Hotels	0.00	5,402.53
EZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Cost	ETAZ	Accommodation and Hotels	879.60	1,195.51
EZYB	Spendable Trust Fund Capital	KBAG	Astonborough Fund	ETAZ	Accommodation and Hotels	0.00	1,172.16
					ETAZ Total	879.60	8,386.75
EZDA	Ecology General	AFGW	Fieldwork Costs	ETBZ	Air Travel	0.00	1,866.49
EZAZ	Insurance Claims	BMRC	Insurance Claims	ETBZ	Air Travel	0.00	345.14
EZOC	Physiological Ecology - Verne JF	EPRM	Donations	ETBZ	Air Travel	0.00	4,743.92
EZGJ	Global Change - Pengou E	EPRM	Donations	ETBZ	Air Travel	726.82	726.02
EZAL	Dr. Who	EZZZ	FEC Departmental Overheads Resear	ETBZ	Air Travel	0.00	387.52
EZDE	Field Trips	GAAB	External Trading	ETBZ	Air Travel	8,090.00	8,090.00
					ETBZ Total	8,090.82	16,749.09
EZDC	Repair & Maintenance of Equipment	AAAA	Chest Non Payroll	ETDZ	Taxi Hire	0.00	25.00
					ETDZ Total	0.00	25.00