Using Cognos to create a Transaction Code Balances report

In Cognos, navigate to: Public Folders > LIVE > your school folder > Departmental (Shared) Reports > GL: Budget to Actual.

- Select the GL period (The returned data is cumulative up to and including period selected.)
- Select Department [Remember to use the (Alternative) Department Code list, separating by commas, if appropriate. If you only have access to one department, this step is not necessary.]
- Select Cost Centre, Source of Funds, Transaction Codes [Alternative list available for these too.]
  
NB Default choice excludes Balance Sheet SoFs and Transaction Codes – Remove if full list required.

- In Output options, select
  - 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)

- In Excel, delete all Plan and Variance columns until you are left with only the Actual current month and Actual YTD.

- You should now have a report that shows all transactions for the CC(s), selected, subtotalled by SoF, for the period you chose, plus the YTD total.
  
You can always change the Selection and Output options to suit your requirements.

**Tips:**

1. You can set up a report that saves your settings in Cognos, called a Report view, so you can just run the report as required instead of going through the selection process each time.
2. You can also set up an Excel macro that does the deleting to save more time.