



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.

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transx Code	Transaction	Actual Previous Month (JUN-19)	Actual YTD
ZZDK	Examinations	AAAA	Chest Non Payroll	ETAZ	Accommodation and Hotels	0.00	616.55
ZZBA	Ecology General	ANGW	Fieldwork Costs	ETAZ	Accommodation and Hotels	0.00	5,402.53
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Over	ETAZ	Accommodation and Hotels	879.60	1,195.51
ZZYB	Spendable Trust Fund Capital	KIAG	Attenborough Fund	ETAZ	Accommodation and Hotels	0.00	1,172.16
				ETAZ Total		879.60	8,386.75
ZZBA	Ecology General	ANGW	Fieldwork Costs	ETBZ	Air Travel	0.00	1,865.49
ZZAZ	Insurance Claims	BMRC	Insurance Claims	ETBZ	Air Travel	0.00	945.14
ZZGC	Physiological Ecology - Verne JJ	EFKM	Donations	ETBZ	Air Travel	0.00	4,743.92
ZZGJ	Global Change - Penguin E	EFKM	Donations	ETBZ	Air Travel	726.02	726.02
ZZJL	Dr. Who	EZZZ	FEC Departmental Overheads Resear	ETBZ	Air Travel	0.00	387.52
ZZDE	Field Trips	GAAA	External Trading	ETBZ	Air Travel	8,080.00	8,080.00
				ETBZ Total		8,806.02	16,748.09
ZZDC	Repair & Maintenance of Equipment	AAAA	Chest Non Payroll	ETDZ	Taxi Hire	0.00	25.09
				ETDZ Total		0.00	25.09

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.