

Reporting in the General Ledger



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Introduction to General Ledger reporting

There are a number of tools available to departmental staff wanting to run reports on data that is held in the General Ledger:

- Use Cognos to run a report
- Run a standard report in UFS
- Run a quick online enquiry (and export to Excel if you wish)

These notes concentrate on the first two of these options and will show you how to access, select, run and interpret these reports in both Cognos and UFS.

Cognos v UFS reports

For both Cognos and UFS departmental users only have the ability to run pre-defined standard reports (varying the parameters as required). This means any further analysis/manipulation will still need to be done in Excel.

Cognos	UFS
Data is not real time and is at least a day old. Data is extracted nightly from GL in UFS into a DataMart in which the data then transfers into Cognos	Data is real time – so will include transactions and journals posted that day
Raven ID and password is required (from University Information Services) as well as completing an online form	UFS login is required, form must be submitted by a key contact
The reports run more quickly	Reports can take some time to run especially at busy times of the year and /or for larger departments
Able to personalise	Can drill down to original entries in any UFS module, i.e. AP, AR
The reports can be easily reproduced in a number of formats including Excel	Only some of the reports are formatted so that they will export to Excel and exporting can be cumbersome
Running of reports has no impact on the performance of UFS	

Cognos: Available reports	UFS: Available reports
<ul style="list-style-type: none"> • Financial Summary • Budget to Actual (Summary) • Budget to Actual • Journal transactions 	<ul style="list-style-type: none"> • Budget to Actual • Transaction Code Balances • Trial Balance • Account Analysis • Journal Reports • Chart of Account Segment Value Listing

Recommendations for approach

There is no single report that will meet the needs of everyone within the University. However, the general advice is initially to run the top-level report to gain an overview of your Department's accounts, e.g.

- *Summary Report* ; or
- *Budget – Comparing to Actual* report

If you want to see the detail, or if there is concern regarding the accuracy or completeness of any of the totals in these reports, then UFS offers two options to see the detail of transactions that make up the balances:

- (i) Look up the account and more details using online *Enquiry, Accounts* in the UFS General Ledger screens.
- (ii) Run a more detailed report on a specific account, for example the *Account Analysis* report.

There is also the *Transaction Code Balances* report which provides a quick overview or summary of actual, plan (including chest allocation) or encumbrances, by transaction code.

How to find detailed information about accounting transactions

(i) Enquire on screen

Balances on specific accounts can be examined online using the *General Ledger Enquiry* function. Additionally, you can drill down to the source transactions in any month that make up the balance on any range or specified account code combination. For example if the journal entry originates in *Accounts Payable*, the user can drill down to the invoice details.

(ii) Run appropriate reports

Accounts Analysis reports show the detail of all transactions for a single account or range of account codes, including information such as name and number for payroll transactions, invoice number/supplier for non-pay expenditure. This information is also available in the Cognos GL Journal Transaction report.

Running standard reports in UFS

All the reports covered in this manual are accessible to all General Ledger (GL) users, regardless of the different responsibility levels granted in the GL module.

Parameters

- Each report has parameter choices to help tailor the data to the various information requirements across departments. The reports are accessible to **all GL responsibilities**.
- All the reports are built on the University Financial System (UFS) security rules and so data output is restricted to the allowable code combinations related to each user's department responsibilities.

Sorting

- It is recognised that departments will wish to view General ledger transactions and balances in different sorting and subtotal combinations. In some circumstances the cost centre will be the primary "segment" for a report; in others the balance on each source of funds will be paramount.
- All the reports prompt the user to fill in a set of parameters which include account code ranges and accounting periods/dates.
- It is also sensible to limit the amount of data retrieved (be as specific with account code ranges as possible). In large departments, specifying all code combinations can result in reports of hundreds of pages and could slow down the UFS response times to you and other users.

Running reports in UFS

1. Log into UFS and select a General Ledger responsibility
2. Navigate : **Reports** → **Standard**
3. Choose to submit a *Single Request* and click **OK**.
4. Place your cursor into the *Request Name* box and select the name of the report that you want to run from the list of values.

Note 1:

Some UAS users (especially in Finance Division) can see other reports in addition to the standard list

Note 2:

*The online Oracle Help library is **not** modified to describe these bespoke University General Ledger reports and so these guidance notes are the prime reference source.*

Note 3:

If in doubt regarding report selection, always choose the CAPSA application.

Submit Request

Run this Request...

Name Copy...

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times...

Run the Job Schedule...

Upon Completion...

Save all Output Files Burst Output

Layout Options...

Notify

Print to

Help (C) Submit Cancel

5. Parameter screens will vary depending on the report you wish to run. Enter the parameters to define the elements of the report such as: dates, codes and page breaks.

- Enter the values in the required parameter fields and choose **OK**.
- Enter parameters based on information needed.
- Your parameter values will then be displayed in the Parameters field.

6. Use the **Options** button to confirm printer setting and copies = 0

7. Press the **Submit** button and the report starts processing.

Click **Refresh Data** from time to time until **Phase** = completed.

Once complete, the report prints automatically if 1 copy was selected in the options, or else go to **View Output**, which becomes active.

Request ID	Name	Parent	Phase	Status	Parameters
21333966	Budget Report - Comparing		Pending	Standby	101, 2, AUG-17, AUG-17, 1, U
21307910	Account Analysis - Transac		Completed	Normal	AG, 2, 101, AUG-17, AUG-17,

Finding and monitoring standard reports in UFS

You can monitor your concurrent requests via the Requests window, which displays once the report is running. If your request has not yet started running, you can access the screen via **GL responsibility > Requests > View > Find**. From the *request screen*, reports can be re-printed or cancelled and new reports submitted. Report details and outputs can also be viewed.

Use **Tools > Managers** to see where you are in the printer queue or **Reprint** to ask for a reprint of the report.

It may be possible to cancel a **pending** request by clicking this button

Can be used instead of toolbar option above

To see why a report has completed in error

Request ID	Name	Parent	Phase	Status	Parameters
24414928	GMS: Award Status Report		Completed	Normal	RG79460, PD_Plant Sciences
24414909	GMS: Actual Expenditure E		Completed	Normal	1003771, 2424283, 01-AUG-20

- Move your cursor to the record that represents the request you want to examine in detail.
- Each record shows you the request ID, request name, phase and status of the request, as well as the parameters used by the request.

To look at the details you specified for a particular report

1. From the **Request** screen, click the **View Details** button.
2. The **Schedule** button updates the reports scheduling program if your request meets all of the following criteria:
 - You made the initial request
 - The request has not yet run
 - The program does not prevent request updates
3. Select **Options** to view the name of the printer used, the number of copies to print, and the print Style.

The screenshot shows a window titled "Request Detail - 13241273" with the following fields and buttons:

- Name:** Budget Report - Comparing to Actual Summary (UFS)
- Operating Unit:** (empty)
- Parameters:** AUG-13:APR-14:U:PD:Source of Funds:AAAA:AZZZ:Cost Centre:0000:ZZZZ:BUDGET
- Phase:** Running
- Status:** Normal
- Date Submitted:** 08-MAY-2014 15:15:50
- Requestor:** HRP38
- Date Started:** 08-MAY-2014 15:16:00
- Date Completed:** (empty)
- Completion Text:** (empty)
- Language:** American English
- Buttons:** Languages...

Schedule Options:

- Run the Job:** As Soon As Possible
- Priority:** 50
- Requested Start Date:** 08-MAY-2014 15:15:50
- Buttons:** Schedule...

Upon Completion...:

- Layout:** (empty)
- Notify:** (empty)
- Print To:** noprint
- Buttons:** Options...

Bottom Buttons: Help, OK, Cancel

My report hasn't printed out?

- Check the status of your report: is it still waiting to run or has there been an error? See "Monitoring Standard Reports".
- If the status shows as "completed": check the obvious, did you ask it to print out a copy, which printer did you send it to, has the printer run out of paper, has someone else picked it up?

Can I copy a previously *run* report and update some of the parameters?

- Click **Submit a New Request** and click on the **Copy** button to take advantage of previously entered request submissions
- Either search for a particular report name or click on **Find** to retrieve all your recent requests.
- Click on the Name of the report you would like to copy and click **OK**
- Click in the parameters field and amend the relevant fields.

Where is my report in the printer queue?

- From the **Request** screen tool bar, select **Tools, Managers** to view your request's position within each available concurrent manager's queue.

Why has it completed in error?

- From the **Request** screen, select **Diagnostics** to display information about when the request completed. If it did not complete, you will receive a message explaining why.

Colour of Status Field	Description
Red	The request has completed with a status of ERROR
Yellow	The request has either completed with a status of WARNING or is currently INACTIVE. This usually indicates that the report ran overnight.
Green	The request is PENDING or RUNNING.
White	The request has completed with a status of NORMAL.

I've reviewed the results of report on screen and now would like to print out a hard copy?

- From the **Request** screen, click into the line for the report you would like to print. Then select **Tools, Reprint/Republish** from the menu bar or use the


 A rectangular button with a light blue background and a thin border. The text "Reprint/Republish (J)" is centered in the button in a dark blue font.

button. Specify the printer if not already populated, and amend **copies** to 1.

- Click **Apply** and then **OK**

Owners and Categorisation

New functionality has been rolled out to enable departments to attribute additional information to cost centres and cost centre/source of funds combinations.

This allows departments to group and analyse their existing accounts themselves by adding:

- the name of the local account/cost centre *owner*
- Up to four different category labels to a cost centre (or cost centre/source of funds combination).

Once set up, the owner/categorisation function allows departments to report on single or multiple categories. In essence, this means reports can be produced for specific elements of a department or for specific individuals who are responsible for multiple cost centre codes. The entire process is carried out within UFS and means there is no need to export and combine separate reports using Excel.

Specifying owners and categories for your department

The set up requires the *GL Supervisor* responsibility. Departments must decide who will manage the process and how the structure should look beforehand. If you have this responsibility and still cannot access the spreadsheet required, please contact the [FSG helpdesk](mailto:fsg.system.support@admin.cam.ac.uk) (fsg.system.support@admin.cam.ac.uk).

Note: Care should be taken not to overwrite or delete categories previously uploaded by other department members, unless advised otherwise.

The process involves downloading the spreadsheet from UFS (using the ADI tool), selecting the required cost centres, adding the *Owner* and *Category* details and finally uploading the spreadsheet back to UFS. See the [User Guide](#) for detailed information on this process. The guide can be found on the [finance training webpage](#) > Guidance & FAQs > General Ledger, in the section: Ownership & Categorisation of cost centres.

Reports in UFS that include this functionality are:

Account Analysis – Transaction Detail Filtered By Categories – Excel Version (UFS)
 Account Analysis – Transaction Detail with Categories - Excel Version (UFS)
 Account Analysis – Transaction Detail with Categories and School Param (UFS)
 Budget Report – Comparing to Actual with Categories - Excel Version (UFS)

All new Cognos flexible reports have an option to select the owner/category when setting parameters.

Note: Many of the Cognos reports that are in the **GL Reporting** folder are being phased out. It is advised that you only use the three new reports.

Standard GL reports in Cognos and UFS

The following table is a summary of the various reports currently available for GL reporting, and includes both UFS and Cognos offerings. The full table, with “when to use” commentary and display details, is on the finance website: URL: https://www.finance.admin.cam.ac.uk/files/gl_stdreps.pdf.

<i>Report Type</i>	<i>Options</i>	<i>Tool</i>
Summary Report	GL: Financial Summary	Cognos
Budgeting reports	GL: Budget to Actual Summary	Cognos
	GL: Budget to Actual	Cognos
	Comparing to Actual (UFS)	UFS
	Comparing to Actual – Excel Version (UFS)	
	Comparing to Actual Summary (UFS)	
	Comparing to Actual with Categories – Excel Version (UFS)	
Transaction Code Balances	Standard version (UFS)	UFS
	Alternative (UFS)	
	Excel (UFS)	
Trial Balance	Full Field (UFS)	UFS
	Detail (UFS)	
Account Analysis	Full Field (UFS)	UFS
	Transaction Detail 1 (UFS)	
	Transaction Detail 3 (UFS)	
	Transaction Detail (UFS) Excel version	
	Transaction Detail Filtered By Categories - Excel Version (UFS)	
	Transaction Detail with Categories - Excel Version (UFS)	
	Transaction Detail with Categories and School Param (UFS)	
Journal Lines	GL: Journal Transactions	Cognos
	Line report (UFS)	UFS

Logging into Cognos

- a) To log in to Cognos go to the Admin Reporting webpage at <http://www.admin-reporting.cam.ac.uk/> and click on the **Cognos Login** link.

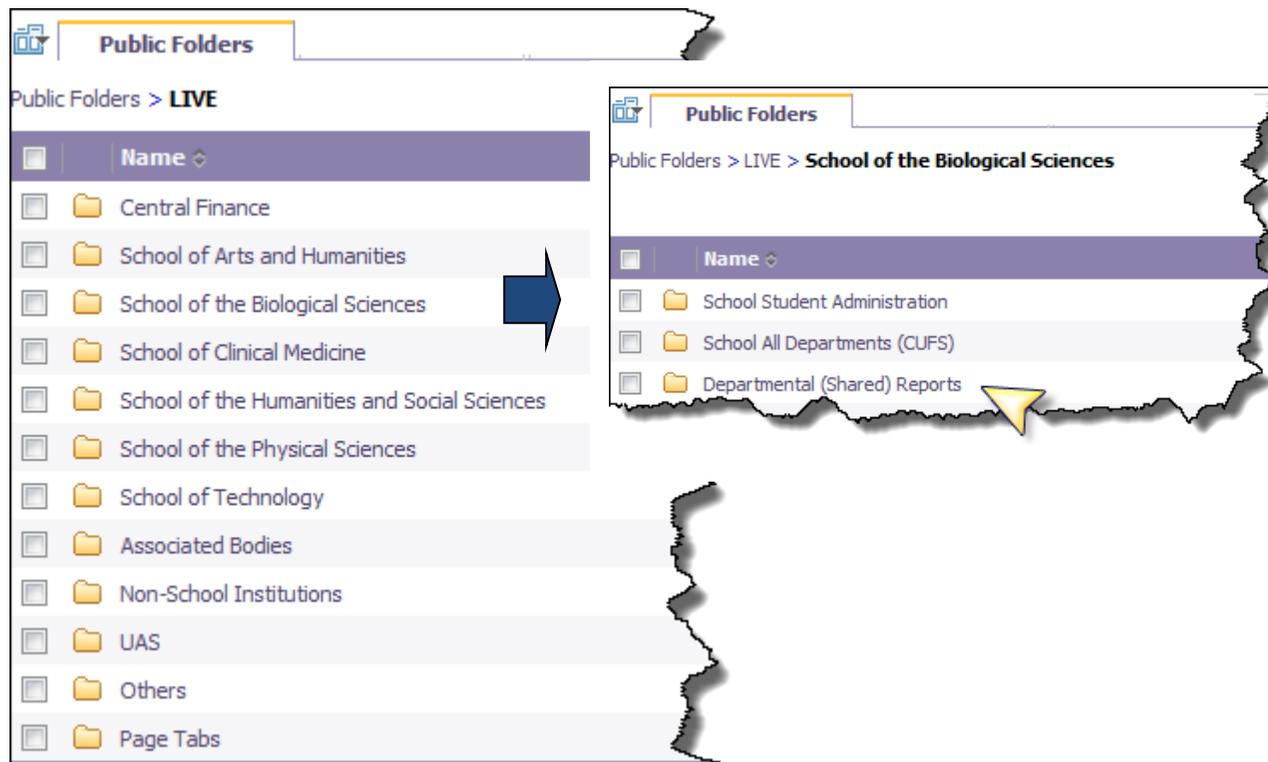


- b) Enter your **CRSID** and your **Raven** password and click **OK**. The following screen will display. (*If it doesn't a tab titled **Public Folders** will display*).
- c) If prompted, untick **Show** this page in the future and click on the **My home** icon.

The **Public Folders** page will display. (See below).



- d) By clicking on the folders, navigate to the **GL Reporting** folder
Public Folders >LIVE > your school folder > Departmental (Shared) Reports



More information on Cognos functions....

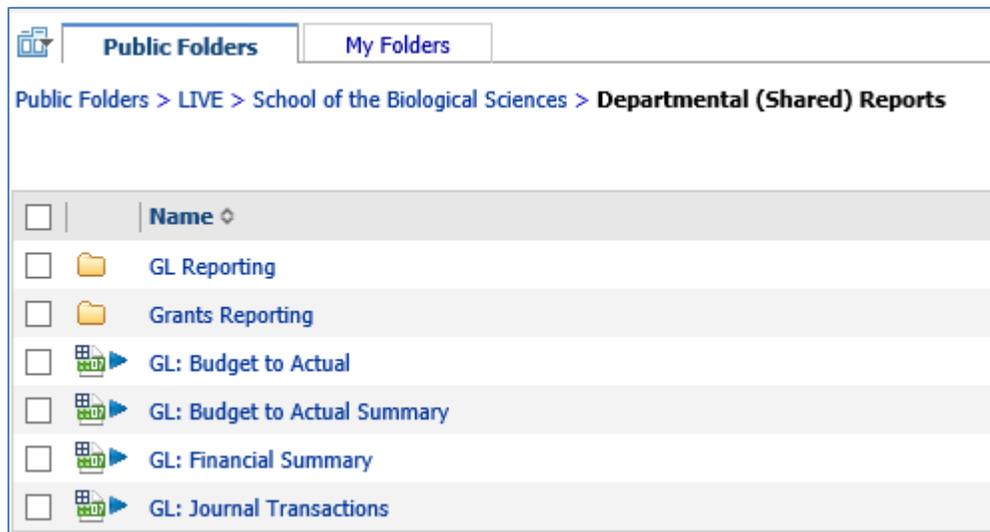
A separate [Introduction to Cognos](#) course manual is available from the **UFS home page >Documentation and FAQs >Cognos**. The manual will guide you through navigating, understanding the icons, running reports, creating short cuts, personalise pages as well as scheduling reports.

Cognos reports

There are new GL reports available to all Cognos users.

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

The reports can be found in the Departmental (Shared) Reports folder for your school.



These reports have been designed to replace a number of the existing Cognos GL reports, and have runtime options that allow you alter the output of the report to suit your needs.

Old versions of the Financial Summary reports (currently located within the GL Reporting folder) will be available for users to run for a limited time, but have been restricted to Jul-18 and before. (Stored versions of the Financial Summary reports will be retained for two years).

To run the GL Financial Summary report

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

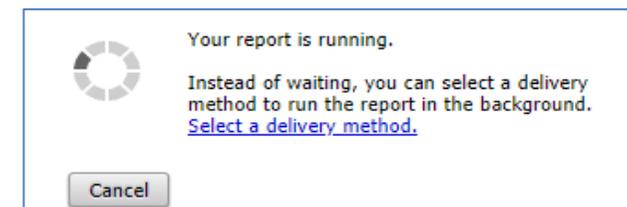


This report has a variety of optional fields, allowing users to customise the output to suit their requirements and includes Cost Centre Analysis, if required, as well as an income and expenditure breakdown. The report is intended for use by departments, schools and Central Finance. It uses the standard security model, restricting returned information to only the department(s) or school(s) the user has been granted access to.

There are two available outputs, one is intended to be used as a working report, and as such does not contain any header, footer, or summary information in order to ease manipulation of the output to meet user needs. The other is intended to be used as a presentation report, and contains the additional information.

It is set to default to Excel, but can provide output in all standard formats (including PDF and HTML). *To select a different report format, or to save or email the report, use  Run with options, on the right of the report selection line.*

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.



You can create a [Report View](#) to save commonly used parameters, or to create a report schedule.

Runtime parameters

Accounting date parameters

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

The report *can* be restricted to a particular financial year, *but* must be run for a single GL Period.

Tip: If you select the financial year and click the **Update GL Period List** button, the choice of GL periods will be filtered to only show the relevant choices.

Select Financial Year: Start Year GL Period Name <input type="text"/>	Select GL Period: * GL Period Name <input type="text"/>
<input type="button" value="Update GL Period List"/>	

Organisation parameters

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

The report can be run for Departments, Department Group, Schools, or even across the whole University.

Note: Your level of access in Cognos will determine which departments you can see information for. If you only have access to one department, you will only see the relevant school and that department in the lists. You do not even need to select the department unless you want to select a particular cost centre(s).

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 Group:

[Deselect](#)

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

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

A **department group** is a selection of linked departments. In the selection hierarchy, a department group sits between the school and individual departments. Not all schools have department groups. To select a department group, the school needs to be checked and list updated. If there are no groups, or you do not have access to the group, the dropdown list will be blank.

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)

Results can be further restricted by entering ranges for Account Code Segments, **or** by typing in lists of values separated by commas. If you don't need to limit selection, leave options set as **Lowest value** and **Highest value**.

Select Source of Funds Range(s):

From:

Source of Funds Code Lowest value

To:

Source of Funds Code Highest value

[Select all](#) [Deselect all](#)

(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Cost Centre Range(s):

From:

Cost Centre Code Lowest value

To:

Cost Centre Code Highest value

[Select all](#) [Deselect all](#)

(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Tip: It may be faster to use this box to type in the cost centres you want, particularly if you only want one.

The same applies for Source of Funds selection.

Output parameters

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

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

First Summary Field:
Source of Funds ▼
Show Subtotal? Yes No

Second Summary Field:
Cost Centre ▼
Show Subtotal? Yes No

Third Summary Field:
None ▼
Show Subtotal? Yes No

Fourth Summary Field:
None ▼

Summary fields: Choices are:

None
Department
Cost Centre 3 Letter Code
Cost Centre
Source of Funds
Source of Funds Group
Source of Funds Category

Please refer to the [glossary](#) at end of manual for explanation of options.

Report Layout Options:

- Presentation Layout (best viewed as PDF)
- Show Descriptions for Chart of Accounts Segments
- Show Net / MAAA-ZZZZ SoF Totals
- Show Grand Totals
- Show 'Wide' Income and Expenditure Breakdown
- Hide Memorandum Fields
- Show Departmental Breakdown for School or Group reports
- Show Negative Amounts in Red
- Show Amounts in Thousands
- Show Cost Centre Analysis Owner CRSids
- 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

[Select all](#) [Deselect all](#)

Display Cost Centre Analysis Filters

Net/ MAAA-ZZZZ
= Useful for departments with grant activity

'Wide' = 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

If you tick any of the **Show Cost Centre Analysis** options, and then re-prompt, any category fields entered for your department will be displayed and you can filter on these accordingly.

<p>First Summary Field: Source of Funds</p> <p>Show Subtotal? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Second Summary Field: Cost Centre</p> <p>Show Subtotal? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Third Summary Field: None</p> <p>Show Subtotal? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Fourth Summary Field: None</p> <p>Select Cost Centre Analysis Owner CRSid(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> JZ366 <input type="checkbox"/> JRN34 <input type="checkbox"/> MJD13 <input type="checkbox"/> NB10013 <input type="checkbox"/> SB10031 <input type="checkbox"/> IP100 <input type="checkbox"/> SRB39 <input type="checkbox"/> ER376 <input type="checkbox"/> JHK10 <input type="checkbox"/> JRK38 <p style="text-align: right;">Select all Deselect all</p> <p>Select Cost Centre Analysis Category 1:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ACADEMIC <input type="checkbox"/> DEPT <input type="checkbox"/> STUDENT <input type="checkbox"/> SRF <input type="checkbox"/> ACCOMODATION <input type="checkbox"/> FACILITY <input type="checkbox"/> CONFERENCE <input type="checkbox"/> N/A <input type="checkbox"/> OUTREACH 	<p>Report Layout Options:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Presentation Layout (best viewed as PDF) <input checked="" type="checkbox"/> Show Descriptions for Chart of Accounts Segments <input type="checkbox"/> Show Net / MAAA-ZZZZ SoF Totals <input type="checkbox"/> Show Grand Totals <input type="checkbox"/> Show 'Wide' Income and Expenditure Breakdown <input type="checkbox"/> Show Departmental Breakdown for School or Group reports <input checked="" type="checkbox"/> Show Negative Amounts in Red <input type="checkbox"/> Show Amounts in Thousands <input checked="" type="checkbox"/> Show Cost Centre Analysis Owner CRSids <input checked="" type="checkbox"/> Show Cost Centre Analysis Owner Full Names <input checked="" type="checkbox"/> Show Cost Centre Analysis Category 1 <input checked="" type="checkbox"/> Show Cost Centre Analysis Category 2 <input checked="" type="checkbox"/> Show Cost Centre Analysis Category 3 <input checked="" type="checkbox"/> Show Cost Centre Analysis Category 4 <p style="text-align: right;">Select all Deselect all</p> <p style="text-align: center;">Display Cost Centre Analysis Filters</p> <p>Select Cost Centre Analysis Owner Full Name(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mr Keith Parmenter <input type="checkbox"/> Dr Heather Greer <input type="checkbox"/> Professor Christopher Dobson <input type="checkbox"/> Mrs Sheila Bateman <input type="checkbox"/> Dr Peter Wothers <input type="checkbox"/> Dr Steven Lee <input type="checkbox"/> Dr Robert Phipps <input type="checkbox"/> Dr Lucy Colwell <input type="checkbox"/> Dr Stephen Jenkins <input type="checkbox"/> Dr Finian Leeper <input type="checkbox"/> Professor Matthew Gaunt <p style="text-align: right;">Select all Deselect all</p> <p>Select Cost Centre Analysis Category 2:</p> <ul style="list-style-type: none"> <input type="checkbox"/> TRUST FUNDS <input type="checkbox"/> GENERAL <input type="checkbox"/> CMI <input type="checkbox"/> ACADEMIC STAFF <input type="checkbox"/> MELVILLE <input type="checkbox"/> AACDEMIC STAFF <input type="checkbox"/> N/A
---	--

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.

Remember to tick **Presentation Layout** if required. This is best viewed in PDF format. You may need to change your output preferences.

It is suggested that you set up a **Report View** if you will usually be selecting the same parameters. You can have many **Report Views** set up.

Report output

In Excel a workbook containing at least two worksheets will open entitled:

- GL Financial Summary
- Report Information

Additional worksheets for each department will open if the *Show Departmental Breakdown* layout option is selected.

In PDF a single report will be displayed:

- Financial Summary

GL Financial Summary tab

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

For financial years *prior* to 18/19, 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)	CUF (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 subsequent financial years, 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

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.

Report Information	
Report Name	GL: Financial Summary
Run By	ph343
Report Date	13 Aug 2018 15:51:59
Parameters Entered	
Financial Year	
GL Period	JUL-18
School	
Department Group	
Department	AG: Finance
Cost Centre Range	
Source of Funds Range	
Transaction Range	
Summary Field Ordering	Source of Funds
Report Layout Options	Show Descriptions for Chart of Accounts Segments, Show Negative Amounts in Red
Cost Centre Analysis Owner CRSid(s)	
Cost Centre Analysis Owner Full Name(s)	
Cost Centre Analysis Category 1	
Cost Centre Analysis Category 2	
Cost Centre Analysis Category 3	
Cost Centre Analysis Category 4	

Default output columns (Output version 18/19...)

The GL Financial Summary tab includes the following fields:

Default output columns		Additional output columns		
		Select Summary Field values for:	Select Show Cost Centre Analysis for:	Select Show 'Wide' Income and Expenditure Breakdown for:
• Source of Funds Code	• Source of Funds	• Summary Field 2	• CC Analysis Owner	• Income – Chest Allocation
• Annual Chest Allocation	• Balance b/f	• Summary Field 2 Description	• CC Analysis Owner Full Name	• Income – Interest & Dividends Rec'd
• Income YTD	• Expenditure YTD	• Summary Field 3	• CC Analysis Category 1	• Income – Other
• Surplus / Deficit	• Overdrawn / Cash in Hand	• Summary Field 3 Description	• CC Analysis Category 2	• Expenditure – Stipends
• Money on Deposit	• CUEF	• Summary Field 4	• CC Analysis Category 3	• Expenditure – Stipends Casual
• Other Investments	• Total	• Summary Field 4 Description	• CC Analysis Category 4	• Expenditure – Wages
• Balance Sheet Entries	• Reconciliation to UFS			• Expenditure – Scholarships
• Revaluations in Year				• Expenditure – Non Pay

Additional fields can be added to the report through the output parameters. Please refer to the [glossary](#) at end of manual for explanation of options.

Sorting

The report is sorted in order of the Summary Fields selected.

In this example output, the *Cost Centre* is 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
							0.00	(1,200.00)	0.00	12,741.71	(12,741.71)	0.00	0.00	0.00	(13,941.71)	0.00	(13,941.71)	0.00
							0.00	0.00	0.00	22,039.23	(22,039.23)	0.00	0.00	0.00	(22,039.23)	0.00	(22,039.23)	0.00
							0.00	0.00	0.00	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
							0.00	(2,252.52)	0.00	(93,965.38)	93,965.38	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	FZAB	FEC Departmental Overheads Research - UK 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

Interpreting the summary reports

Although the layout of each report varies a little, the basic column headings are the same for each.

Annual Budget [pre FY 18/19]	The chest budget allocation by the centre for the whole financial year – should normally be a positive figure
Annual Chest Allocation	As above, but renamed as of FY18/19. <i>For reference only.</i>
Balance b/f	The roll-over balance from the prior financial year – <i>used in the calculation Col (5)</i>
Columns 1/2 - 4	Income and expenditure transactions within the current financial year
1. Budget YTD [pre FY18/19]	Normally 1/12 th of the annual budget x the number of months since the start of the financial year. Again should be a positive figure
2. Income YTD	Income earned to date in the current financial year. Includes chest allocation (post FY 18/19), trading income, deposit interest, dividends, donations and miscellaneous cash from vending machines etc. Should be a positive figure – negatives would indicate a sales refund or some other form of adjustment.
3. Expenditure YTD	Monies paid out to date in relation to activities in the current financial year. This would include payment to suppliers, expenses claims and wages. Should be a positive figure – negatives would indicate a credit from a supplier or some other form of adjustment.
4. Surplus/(Deficit)	<p>The balance within the current year, calculated as the <i>Income YTD – Expenditure YTD</i>.</p> <p>Pre FY 18/19, the <i>Budget YTD</i> is added to the <i>Income YTD</i>.</p> <p>Positives are good as they reflect a surplus of income over expenditure. You can elect to show deficits (negative amounts) in red by ticking the box in the <i>Report Layout Options</i>.</p> <p>However, differences may simply be due to timing e.g.</p> <ul style="list-style-type: none"> • A disproportionate amount of expenditure at the start of Michaelmas term exceeds the 3/12ths of chest allocation (converted to Income) at this point, but is still well below the annual allocation; • Costs incurred in relation to the initial setting up and advertising of a conference for which delegate fees have not yet been collected. <p>Or they may be due to the fact that the department's Chest non-Payroll allocation has not been distributed across cost centres i.e. Individual cost centres are in deficit, but overall, the department may have a surplus.</p>

Columns 5 – 9	Departmental Balance Sheet																				
5. Overdrawn / Cash in Hand	<p>The surplus/deficit from the current year plus the brought forward balance from previous years. Positives are good and reflect cash in hand. Overdrawn account values are displayed in brackets. This may be wholly or partially attributable to timing and coding issues as mentioned above for <i>column 4</i>. However a negative value that increases should be investigated as this indicates that a deficit was brought forward from previous years. Note: <i>Although individual cost centres may be overdrawn, when viewed from total SoF perspective, accounts should not normally be overdrawn where there is money held on deposit.</i></p>																				
6. Monies on deposit	<p>The value of departmental monies held in the University Deposit Account. In general only the following sources of funds are allowed to have monies on deposit.</p> <table border="0" data-bbox="689 512 1581 691"> <tr> <td>EExx</td> <td>Specific Central Reserves</td> <td>Jxxx</td> <td>HEFCE Initiatives</td> </tr> <tr> <td>EFxx – EXxx</td> <td>General Donations</td> <td>Kxxx</td> <td>Trust Funds</td> </tr> <tr> <td>Fxxx</td> <td>Specific Reserves</td> <td>Lxxx</td> <td>Appropriations in Aid</td> </tr> <tr> <td>Hxxx</td> <td>Specific Donations</td> <td>Pxxx</td> <td>Funds for Land & Buildings</td> </tr> <tr> <td>Ixxx</td> <td>Specific Endowments</td> <td></td> <td></td> </tr> </table>	EExx	Specific Central Reserves	Jxxx	HEFCE Initiatives	EFxx – EXxx	General Donations	Kxxx	Trust Funds	Fxxx	Specific Reserves	Lxxx	Appropriations in Aid	Hxxx	Specific Donations	Pxxx	Funds for Land & Buildings	Ixxx	Specific Endowments		
EExx	Specific Central Reserves	Jxxx	HEFCE Initiatives																		
EFxx – EXxx	General Donations	Kxxx	Trust Funds																		
Fxxx	Specific Reserves	Lxxx	Appropriations in Aid																		
Hxxx	Specific Donations	Pxxx	Funds for Land & Buildings																		
Ixxx	Specific Endowments																				
7. CUEF	<p>Cambridge University Endowment Fund (CUEF). A unitised fund consisting of a variety of assets including equities and investment property. Investors (departments) buy a number of units in the fund - the number purchased depends on the funds available and the unit valuation at the purchase date. This fund provides long-term capital growth plus a monthly distribution. Please note only funds being held for long term investment e.g. at least five years, and the following sources of funds are allowed to be invested.</p> <table border="0" data-bbox="689 906 1581 1046"> <tr> <td>EExx</td> <td>Specific Central Reserves</td> <td>Ixxx</td> <td>Specific Endowments</td> </tr> <tr> <td>EFxx – EXxx</td> <td>General Donations</td> <td>Jxxx</td> <td>HEFCE Initiatives</td> </tr> <tr> <td>Fxxx</td> <td>Specific Reserves</td> <td>Kxxx</td> <td>Trust Funds</td> </tr> <tr> <td>Hxxx</td> <td>Specific Donations</td> <td>Pxxx</td> <td>Funds for Land & Buildings</td> </tr> </table>	EExx	Specific Central Reserves	Ixxx	Specific Endowments	EFxx – EXxx	General Donations	Jxxx	HEFCE Initiatives	Fxxx	Specific Reserves	Kxxx	Trust Funds	Hxxx	Specific Donations	Pxxx	Funds for Land & Buildings				
EExx	Specific Central Reserves	Ixxx	Specific Endowments																		
EFxx – EXxx	General Donations	Jxxx	HEFCE Initiatives																		
Fxxx	Specific Reserves	Kxxx	Trust Funds																		
Hxxx	Specific Donations	Pxxx	Funds for Land & Buildings																		
8. Other Investments	Generally not held by Departments																				
9. Total	The overall financial position of that account for the current year, being the sum of the investments, the brought forward balances and the current year's surplus or deficit.																				
Columns 10-11	Reconciliation back to UFS																				
	Please ignore these columns																				
Columns 12	Revaluation in Year																				
	The investment return for the current financial year (positive or negative). NB: The purchase of CUEF units during the current year, and the revaluation thereof, affects the calculation of <i>column 5</i> .																				

Report View

Cognos provides the functionality of being able to save your parameter choices for any of the reports. This is useful if you always choose the same department(s), cost centre(s) or source of fund(s).

Creating a Cognos Report View

A *report view* is a **copy** of a report that is stored in your personal folders. The report view can be set up:

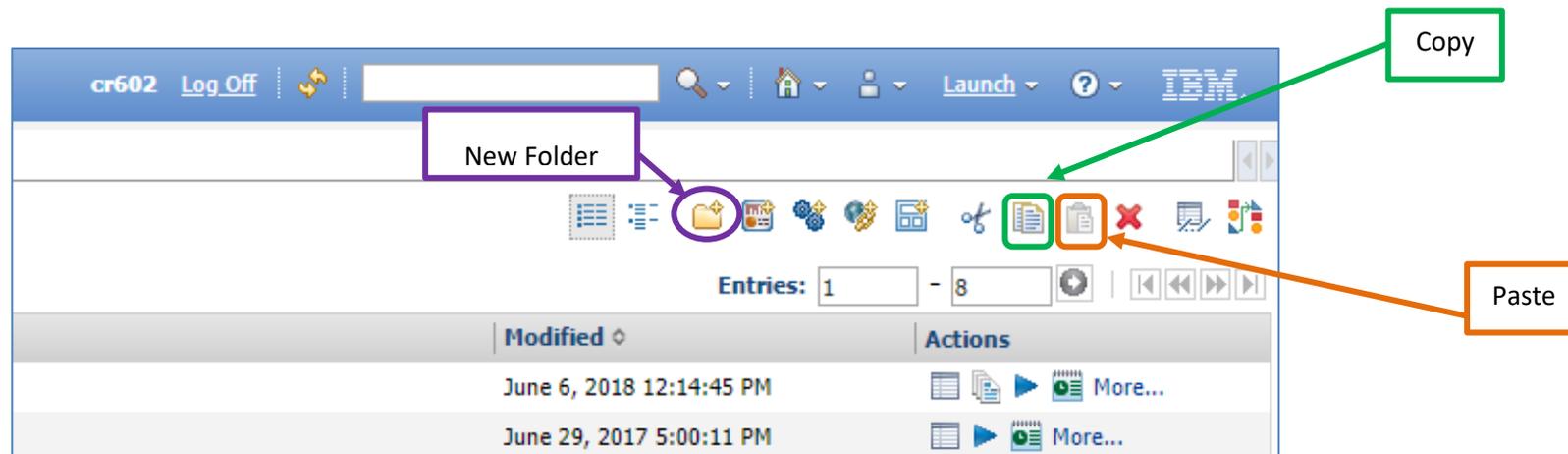
- ✓ so that associated prompt values can be pre-selected and saved with the report view; and
- ✓ the view can then be scheduled and run unattended using those values.

REMEMBER - You must always make a **copy** the report you want to use in your personal folder.

To create a new folder, click the **New Folder** icon in the tool bar, manually enter a folder **Name**, and ensure that the **Location** is set to **My Folders**. Click **Finish**. For step by step instructions, refer to *Getting Started in Cognos* manual, section 7.

1. Create a copy of a report view of the report and copy it into one of your folders

- From Cognos Connection, tick the report you want to copy, and click on the **Copy** command in the tool bar, top right of screen



- Open the folder where you want to store the copied report, and click on the **Paste** command, to right of **Copy**.

Alternatively, click on **More...** beside that report, and click on **Copy**

<input type="checkbox"/>	Financial Summary by Source of Funds PLAN BUDGETS ONLY	21 February 2018 10:50:27	More...
<input type="checkbox"/>	Financial Summary Report by SoF and CC Range - Wide Report with Plan Budget or Allocation	18 June 2018 14:43:31	More...
<input type="checkbox"/>	GL: Budget to Actual - UAT	22 May 2018 09:23:44	More...
<input type="checkbox"/>	GL: Financial Summary - UAT	22 May 2018 09:23:54	More...
<input type="checkbox"/>	GL: Journal Transactions - UAT	22 May 2018 09:24:08	More...

Perform an action - GL: Financial Summary

Available actions:

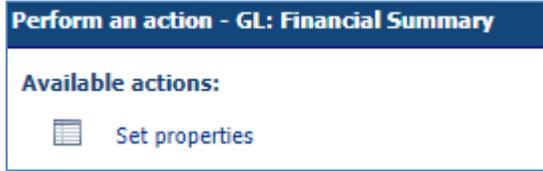
- Set properties

- View report output versions
- View my permissions...
- Run with options...
- New schedule...
- Alert me about new versions

- Move...
- Copy...**
- Create a shortcut to this entry...
- Delete

- Optional: Give the report a new name. (You can do this later once the report view has been set up by adjusting the 'properties' for the report view – see step below.)
- Click on **My Folders**, or click on *Select another location* and navigate to a folder where you have permission to store a report.
- Click on **OK** to finish

2. Set up the defaults for the report

<ul style="list-style-type: none"> • Navigate to the folder where you stored your report view. 	
<ul style="list-style-type: none"> • Select the relevant report, and click on <i>More...</i> 	
<ul style="list-style-type: none"> • Click on <i>Set properties</i> 	
<ul style="list-style-type: none"> • In the <i>General</i> tab, it is recommended that you change the name of the report. You can add “copy” before or after to differentiate from public/production version, but a more specific name may assist in future, particularly if you have many report views for same report. 	

- Click on the **Report view** tab

Set properties - GL: Financial Summary

General **Report view**

Specify the properties for this entry.

Type: Report view
Owner: ph343
Contact: None [Set the contact](#) ▼

Disable this entry

- Click on **Set** to select the default prompt values
The report's parameter selection screen appears
- For each required prompt, select the desired values
Continue through all selections until finished
- Click **Finish**
 Your selection appears under *Prompt values*.

Set properties - GL: Financial Summary

General **Report view**

Select the default options to use for this entry.

Default action:
 View most recent report ▼

Report options:
 Override the default values
Format:
 Excel 2007 ▼

Accessibility:
 Enable accessibility support

Language:
 English (United Kingdom) ▼

PDF options:
 No options saved
 Set...

Prompt values:
 No values saved
 Set...
 Prompt for values

Advanced options ▼

OK Cancel

These values can be changed at any time by clicking on *Edit...* or removed completely by using *Clear*.

Prompt values:CC_Category_1: CC_Owner_Name: CC_Text: ... [View all](#)[Edit...](#) [Clear](#) Prompt for values

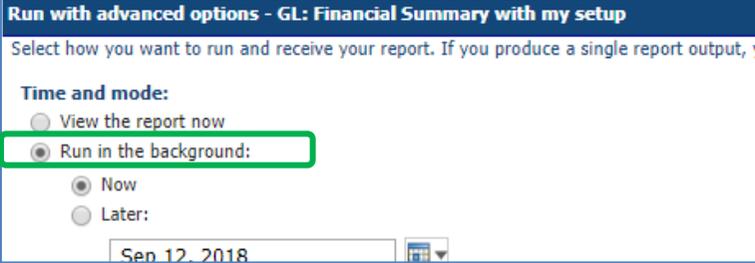
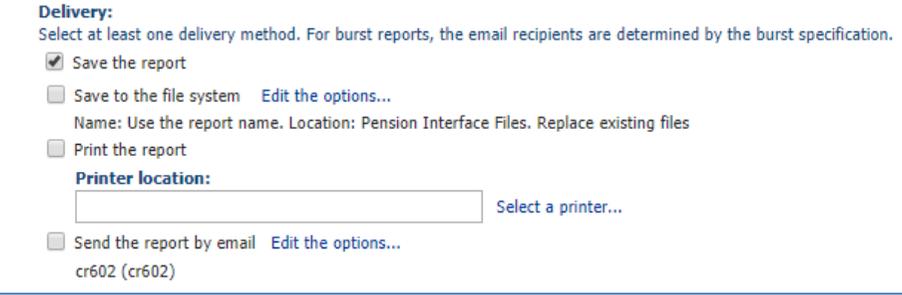
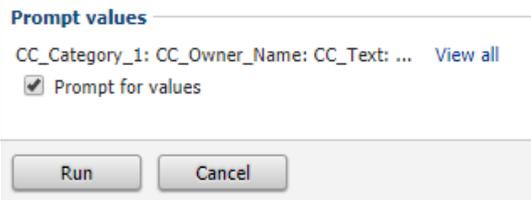
Note: It is not advised that you uncheck the *Prompt for values* box as you will need to change the GL period. If you leave the box checked, the report runs interactively and the prompt page appears each time. This gives you the opportunity to change one or more of the values that you selected, if required, or else, click *Finish* immediately.

3. Click *OK* to finish setting up the report view

You can create multiple report views of a single report each with its own separate report options - copy the report each time, and rename appropriately!

Scheduling a report

You can set the report view to run unattended on a predefined schedule.

<ul style="list-style-type: none"> Select the report, click on the Run with options icon (blue triangle) on the right 	
<ul style="list-style-type: none"> Click on advanced options in the upper right of the screen 	
<ul style="list-style-type: none"> Click on Run in the background radio button and choose the date/time. The default will be immediate. 	
<ul style="list-style-type: none"> Options will be displayed for Formats, such as running the report directly to Excel or PDF, or Delivery, printing or emailing the report to yourself or a colleague/colleagues 	
<ul style="list-style-type: none"> If you want to change the prompt values that are used in the report view, click on View all under the Prompt values section, but if the Prompt for values box is ticked, you can still change these after you click Run. 	
<ul style="list-style-type: none"> Click on Run when completed 	

Budget reports

Budget reports can be run in either Cognos or UFS. UFS currently has two budget types: Plan and Allocation.

Allocation: Represents the central allocation from the University for expenditure on general running costs and salaries (known as Chest sources of funds).

Plan: From the 2018/19 financial year this combines a department's Allocation with its own locally uploaded plan of expected income and expenditure from all its other income streams. These plans can be uploaded via the Schools.

These reports allow departments to view their actual performance on all activities against their Plan.

Advantages of the Cognos version

- ✓ *It is easily downloadable in Excel format*
- ✓ *It includes a figure for actual funds available for the whole year*
- ✓ *Can be run for a range of sources of funds and/or a range of cost centres*
- ✓ *The report can be set to run for any financial period*
- ✓ *You can specify whether you wish to display the full names of the cost centres, sources of funds and/or transaction codes*



BUT remember it will not include details of any GL journals that have been posted that day.

The Cognos GL: Budget to Actual reports provide summary General Ledger posting information. They incorporate the new functionality and financial processes (Plan upload, Cost Centre categorisation). Whilst the old reports are still available, they will be phased out.

The reports are intended for use by Departments, Schools and Central Finance. It uses the standard security model, restricting information returned to only departments or schools the user has been granted access to. The reports have a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about the current period or YTD vs Annual variances.

These reports are intended to be used as working reports, and as such do not contain any header, footer, or summary information in order to ease manipulation of the output to meet user needs. This report defaults to Excel, but can provide output in all standard formats (including PDF and HTML).

GL Budget to Actual Summary report in Cognos

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



To run the report, click on **Run with Options** icon to the right of the report. Remember not to click on the report name to run as this bypasses the format and output options.

Run with options - GL: Budget to Actual
Select how you want to run and receive your report.

Format:
Excel 2007

Accessibility:
 Enable accessibility support

Language:
English (United Kingdom)

Delivery:
 View the report now
 Save the report
 Print the report:
 Printer location: Select a printer...
 Send me the report by email

Prompt values:
No values saved
 Prompt for values

Run Cancel

Format : Change to required option using the drop down menu e.g. PDF

Delivery: Select to either view the report now, or to send the report by email. The email option will send an email to the person who is running the report unless the address is altered in *advanced options*.

To specify a time to run the report, or for additional formats, languages, or delivery options, use *advanced options*.

(To view, see top right of screen.)

NB: It is not recommended that the report is printed as the length of the report is unknown. The report can always be printed once viewed or emailed.

Click on **Run** to display the parameters page

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... > Your report is running** while the prompt page is regenerated.

You can create a *Report View* to save commonly used parameters, or to create a report schedule

(See page 25 of GL2 manual, or Finance Division webpage > Training > Guidance & FAQs > Cognos > Creating a Report View, URL:

https://www.finance.admin.cam.ac.uk/files/cog_rep_view.pdf

Accounting date parameters

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

The report must be run for a single GL Period. The returned data is cumulative up to and including period selected.

Note: The selection of *Previous Month (MTH-YY)*, is to facilitate scheduling/report view set ups, where the most recent (*Current month minus one*) GL period will default. 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 2019, the report will run for May 2019.

GL: Budget to Actual Summary

Select Financial Year: ▼

Select GL Period: * ▼

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

Note: Your level of access in Cognos will determine which departments you can see information for. The report can be run for Departments, Department Group, Schools, or even across the whole University if you have that level of access.

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 Group:

[Deselect](#)

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

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

Alternatively, a list of Department codes can also be typed in separated by commas.

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)
- Transaction(s) (optional)

Results can be further restricted by entering ranges for Account Code Segments, **or** by typing in lists of values separated by commas. If you don't need to limit selection, leave options set as **Lowest value** and **Highest value**.

Select Department(s):

EX: West Cambridge Catering
 KA: PHYSICS
 KB: PHYSICS (SERVICES)
 KC: PHYSICS (LIBRARY)
 KD: PHYSICS (LIQUID GASES)
 KE: PHYSICS (MICROELECTRONICS)
 KF: PHYSICS (PCS)PHYSICS AND CHEMISTRY OF SOLIDS
 KG: PHYSICS (HEP) HIGH ENERGY PHYSICS
 KH: PHYSICS (SUPERCONDUCTIVITY)
 KI: PHYSICS (LTP) LOW TEMPERATURE PHYSICS
 ...

[Select all](#) [Deselect all](#)

[Update Cost Centre List](#)

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

Select Cost Centre Range(s):

From:

Cost Centre Code

Lowest value

To:

Cost Centre Code

Highest value

[Select all](#) [Deselect all](#)

(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Source of Funds Range(s):

From:

Source of Funds Code

Lowest value

To:

Source of Funds Code

Highest value

Choices:

between AAAA and LZZZ

[Select all](#) [Deselect all](#)

(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Transaction Range(s):

From:

Transaction Code

Lowest value

To:

Transaction Code

Highest value

Choices:

between AAAA and NZZZ

[Select all](#) [Deselect all](#)

(Alternative) Transaction Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Note:

The default selection for the *Source of Funds* excludes *Research* and *Balance sheet* items. If this is not your choice, highlight the selection, and click **Remove**. The default selection for the *Transaction range* excludes *Balance sheet* items. If this is not your choice, highlight the selection, and click **Remove**.

Sort Field and Report Layout options

First Sorting Field:

Cost Centre

Source of Funds

Show Subtotal? Yes No

Report Layout Options:

- Show Plan to Actual (BvA) 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 CRSids
- 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

[Select all](#) [Deselect all](#)

Display Cost Centre Analysis Filters

Cancel

Finish

Note:

This report allows cost centre owners and categorisation to be selected - click the *Display Cost Centre Analysis Filters* button to view the values.

The default layout options can be **changed** by ticking or unticking the boxes.

First Sorting Field

This option allows the data to be sorted by **either** Cost Centre **or** by Source of Funds (and **subtotalled** if required). The Cost Centre column still displays in the first column, regardless, unless the *Show Source of Funds then Cost Centre* option is ticked in *the Report Layout Options*.

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

Default output columns

The *GL Budget to Actual Summary* report includes the following default fields, if **no** changes are made to the selection boxes in the **Report Layout Options** section*:

• Cost centre code	• Annual Plan Income	• YTD Plan Income	• YTD Variance Income
• Cost centre (description)	• Annual Plan Expenditure	• YTD Plan Expenditure	• YTD Variance Expenditure
• Source of Funds code	• Annual Plan Surplus/Deficit	• YTD Plan Surplus/Deficit	• YTD Variance Plan Surplus/Deficit
• Source of funds (Description)			

**These fields will be different if alternative selections are made, i.e. by unticking the selection boxes.*

There are a number of other options which can be selected as required.

BvA Summary

The *BvA* tab shows a summary of the annual plan (for reference), and then YTD plan, actual and variance for each account combination that matches the report criteria.

Example of standard output

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Annual Plan Income	Annual Plan Expenditure	Annual Plan Surplus / (Deficit)	YTD Plan Income	YTD Plan Expenditure	YTD Plan Surplus / (Deficit)	Actual Income	Actual Expenditure	Actual Surplus / (Deficit)	YTD Variance Income	YTD Variance Expenditure	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.16	(11.16)	0.00	(11.16)	(11.16)
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to corre	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,929.77	(6,929.77)	0.00	(6,929.77)	(6,929.77)
ZZAA	Ecology: Administration	GAAA	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	297,936.00	297,936.00	0.00	223,452.00	223,452.00	0.00	223,452.00	213,080.22	10,371.78	0.00	10,371.78	10,371.78
ZZAG	Ecology: Research Grant Activity	AZZY	Transactions pending allocation to corre	0.00	0.00	0.00	0.00	0.00	0.00	0.00	532.62	(532.62)	0.00	(532.62)	(532.62)
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Overh	0.00	0.00	0.00	0.00	0.00	0.00	343,578.82	9,579.47	333,999.35	343,578.82	(9,579.47)	333,999.35
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	147,727.00	0.00	114,898.00	114,898.00	0.00	114,898.00	126,787.19	(11,889.19)	0.00	(11,889.19)	(11,889.19)
ZZAP	Postgraduate application fees	GAAA	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	13,540.00	0.00	13,540.00	13,540.00	0.00	13,540.00
ZZAZ	Insurance Claims	BMRC	Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	7,733.50	0.00	7,733.50	7,733.50	0.00	7,733.50
ZZBA	Ecology General	AAAA	Chest Non Payroll	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	(338,363.78)	(191,694.22)	0.00	910,115.78	910,115.78
ZZBA	Ecology General	AAAD	Chest Equipment	2,543.00	2,543.00	0.00	2,543.00	2,543.00	0.00	2,543.00	175,377.79	(172,834.79)	0.00	(172,834.79)	(172,834.79)
ZZBA	Ecology General	ABAA	Chest Stipends	3,536,322.00	3,519,811.00	16,511.00	2,643,817.00	2,632,253.00	11,564.00	2,643,817.00	2,428,001.26	215,815.74	0.00	204,251.74	204,251.74
ZZBA	Ecology General	ABAD	Savings Accruing for Unpaid Leave of	560,956.00	560,956.00	0.00	424,364.00	424,364.00	0.00	424,364.00	413,661.86	10,702.14	0.00	10,702.14	10,702.14
ZZBA	Ecology General	AHAW	Grant from Researcher Development Fu	47,730.00	0.00	47,730.00	47,730.00	0.00	47,730.00	50,184.00	3,912.96	46,271.04	2,454.00	(3,912.96)	(1,458.96)
ZZBA	Ecology General	EDAA	Departments Share of Research Overh	0.00	(91,000.00)	91,000.00	0.00	(73,252.00)	73,252.00	0.00	4,871.25	(4,871.25)	0.00	(78,123.25)	(78,123.25)
ZZBA	Ecology General	EFGY	Chemistry Donations	0.00	0.00	0.00	0.00	0.00	0.00	6,578.72	(16,212.03)	22,790.75	6,578.72	16,212.03	22,790.75
ZZBB	Office Administration	AAAA	Chest Non Payroll	7,500.00	0.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00	4,273.43	3,226.57	0.00	(4,273.43)	(4,273.43)
ZZYB	Spendable Trust Fund Capital	KGAE	Howard Jones Lectureship Fund	0.00	0.00	0.00	0.00	0.00	0.00	9,162.00	9,162.00	0.00	9,162.00	(9,162.00)	0.00
ZZYB	Spendable Trust Fund Capital	KGAK	Prize for Conservation Enterprise	0.00	0.00	0.00	0.00	0.00	0.00	233.26	0.00	233.26	233.26	0.00	233.26

Example of output with Source of Funds selected as First Sort Field, with subtotals

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Annual Plan Income	Annual Plan Expenditure	Annual Plan Surplus / (Deficit)	YTD Plan Income	YTD Plan Expenditure	YTD Plan Surplus / (Deficit)	Actual Income	Actual Expenditure	Actual Surplus / (Deficit)	YTD Variance Income	YTD Variance Expenditure	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.16	(11.16)	0.00	(11.16)	(11.16)
ZZAG	Ecology: Research Grant Activity	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362.16	(362.16)	0.00	(362.16)	(362.16)
ZZBA	Ecology General	AAAA	Chest Non Payroll	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	571,752.00	(1,101,810.00)	(530,058.00)	(338,363.78)	(191,694.22)	0.00	910,115.78	910,115.78
ZZBB	Office Administration	AAAA	Chest Non Payroll	7,500.00	0.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00	4,273.43	3,226.57	0.00	(4,273.43)	(4,273.43)
				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		AAAA Subtotal		567,234.00	571,752.00	(4,518.00)	567,234.00	571,752.00	(4,518.00)	567,234.00	682,297.43	(115,063.43)	0.00	(110,545.43)	(110,545.43)
ZZBA	Ecology General	AAAD	Chest Equipment	2,543.00	2,543.00	0.00	2,543.00	2,543.00	0.00	2,543.00	175,377.79	(172,834.79)	0.00	(172,834.79)	(172,834.79)
ZZBC	Computing Services	AAAD	Chest Equipment	57,775.00	57,775.00	0.00	57,775.00	57,775.00	0.00	57,775.00	26,956.88	30,818.12	0.00	30,818.12	30,818.12
ZZBD	Repairs	AAAD	Chest Equipment	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00
ZZBE	Recruitment - General	AAAD	Chest Equipment	32,300.00	32,300.00	0.00	32,300.00	32,300.00	0.00	32,300.00	0.00	0.00	0.00	59,184.00	59,184.00
		AAAD Subtotal		182,818.00	182,818.00	0.00	182,818.00	182,818.00	0.00	182,818.00	94,624.75	88,193.25	0.00	88,193.25	88,193.25
ZZAC	Office Teaching	ABAA	Chest Stipends	117,897.00	147,727.00	(29,830.00)	114,898.00	114,898.00	(29,830.00)	114,898.00	126,787.19	(11,889.19)	0.00	(11,889.19)	(11,889.19)
ZZAD	Ecology General	ABAA	Chest Stipends	3,000,022.00	3,010,011.00	(9,989.00)	2,843,011.00	2,802,250.00	(40,761.00)	2,843,011.00	2,420,001.26	423,010.74	0.00	204,251.74	204,251.74
		ABAA Subtotal		3,830,329.00	3,813,818.00	16,511.00	2,861,532.00	2,849,968.00	11,564.00	2,861,532.00	2,662,160.66	199,371.34	0.00	187,807.34	187,807.34

I&E Summary

The *I&E Summary* shows the same figures but in a different format, i.e grouped by 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

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Annual Plan Income	YTD Plan Income	Actual Income	YTD Variance Income	Annual Plan Expenditure	YTD Plan Expenditure	Actual Expenditure	YTD Variance Expenditure	Annual Plan Surplus / (Deficit)	YTD Plan Surplus / (Deficit)	Actual Surplus / (Deficit)	YTD Variance Surplus / (Deficit)
ZZAA	Ecology: Administration	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	11.16	(11.16)	0.00	0.00	(11.16)	(11.16)
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to correct	0.00	0.00	0.00	0.00	0.00	0.00	6,929.77	(6,929.77)	0.00	0.00	(6,929.77)	(6,929.77)
ZZAA	Ecology: Administration	GAAA	External Trading	0.00	0.00	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00	0.00	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	297,936.00	223,452.00	223,452.00	0.00	297,936.00	223,452.00	213,080.22	10,371.78	0.00	0.00	10,371.78	10,371.78
ZZAF	Oracle Inventory Account	AZZY	Transactions pending allocation to correct	0.00	0.00	0.00	0.00	0.00	0.00	(2,252.52)	2,252.52	0.00	0.00	2,252.52	2,252.52
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	0.00	0.00	0.00	0.00	0.00	0.00	(110,028.55)	110,028.55	0.00	0.00	110,028.55	110,028.55
ZZAO	Other Teaching	ABAA	Chest Stipends	147,727.00	114,898.00	114,898.00	0.00	147,727.00	114,898.00	126,787.19	(11,889.19)	0.00	0.00	(11,889.19)	(11,889.19)
ZZBA	Ecology General	AAAA	Chest Non Payroll	(530,058.00)	(530,058.00)	(530,058.00)	0.00	571,752.00	571,752.00	(338,363.78)	910,115.78	(1,101,810.00)	(1,101,810.00)	(191,694.22)	910,115.78
ZZBA	Ecology General	AAAD	Chest Equipment	2,543.00	2,543.00	2,543.00	0.00	2,543.00	2,543.00	175,377.79	(172,834.79)	0.00	0.00	(172,834.79)	(172,834.79)
ZZBA	Ecology General	ABAA	Chest Stipends	3,536,322.00	2,643,817.00	2,643,817.00	0.00	3,519,811.00	2,632,253.00	2,428,001.26	204,251.74	16,511.00	11,564.00	215,815.74	204,251.74
ZZBA	Ecology General	ABAD	Savings Accruing for Unpaid Leave of Abs	560,956.00	424,364.00	424,364.00	0.00	560,956.00	424,364.00	413,661.86	10,702.14	0.00	0.00	10,702.14	10,702.14
ZZBA	Ecology General	ACAA	Chest Wages	2,932,987.00	2,200,301.00	2,200,301.00	0.00	2,932,987.00	2,200,301.00	2,137,817.45	62,483.55	0.00	0.00	62,483.55	62,483.55
ZZBA	Ecology General	AHAW	Grant from Researcher Development Fund	47,730.00	47,730.00	50,184.00	2,454.00	0.00	0.00	3,912.96	(3,912.96)	47,730.00	47,730.00	46,271.04	(1,458.96)
ZZBB	Office Administration	AAAA	Chest Non Payroll	7,500.00	7,500.00	7,500.00	0.00	0.00	0.00	4,273.43	(4,273.43)	7,500.00	7,500.00	3,226.57	(4,273.43)
ZZBB	Office Administration	GAAA	External Trading	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00
ZZBB	Office Administration	GAAB	Internal Trading	0.00	0.00	0.00	0.00	0.00	0.00	(576.83)	576.83	0.00	0.00	576.83	576.83
ZZBC	Environmental Services	AAAA	Chest Non Payroll	14,000.00	14,000.00	14,000.00	0.00	0.00	0.00	11,054.34	(11,054.34)	14,000.00	14,000.00	2,945.66	(11,054.34)
ZZBC	Environmental Services	AAAD	Chest Equipment	57,775.00	57,775.00	57,775.00	0.00	57,775.00	57,775.00	26,956.88	30,818.12	0.00	0.00	30,818.12	30,818.12
ZZBC	Environmental Services	ABCC	Salary Buyouts	41,626.00	31,221.00	31,221.00	0.00	41,626.00	31,221.00	22,791.69	8,429.31	0.00	0.00	8,429.31	8,429.31
ZZYB	Spendable Trust Fund Capital	KGAK	Attenborough Prize for Conservation	0.00	0.00	233.26	233.26	0.00	0.00	0.00	0.00	0.00	0.00	233.26	233.26

Report Information

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

Report Information	
Report Name	GL: Budget to Actual Summary
Run By	cr602
Report Date	14 May 2019 09:43:36
Parameters Entered	
Financial Year	
GL Period	APR-19
School	
Department Group	
Department	ZZ: Ecology
Cost Centre Range	
Source of Funds Range	Between AAAA and LZZZ
Report Ordering	Cost Centre
Report Layout Options	Show Plan to Actual (BvA) Summary, Show Income and Expenditure (I&E) Summary, Show Descriptions for Chart of Accounts Segments, Show Annual Plan Figures, Show Negative Amounts in Red
Cost Centre Analysis Owner CRSid(s)	
Cost Centre Analysis Owner Full Name(s)	
Cost Centre Analysis Category 1	
Cost Centre Analysis Category 2	
Cost Centre Analysis Category 3	
Cost Centre Analysis Category 4	

To run the GL Budget to Actual report in Cognos

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

IBM Cognos Connection

cr602 Log Off

Public Folders My Folders

Public Folders > LIVE > School of the Physical Sciences > Departmental (Shared) Reports

Entries: 1 - 5

	Name	Modified	Actions
<input type="checkbox"/>	GL Reporting	16 January 2015 14:05:10	More...
<input type="checkbox"/>	Grants Reporting	29 September 2016 16:00:49	More...
<input type="checkbox"/>	GL: Budget to Actual	18 September 2018 15:56:30	More...
<input type="checkbox"/>	GL: Financial Summary	18 September 2018 15:56:34	More...
<input type="checkbox"/>	GL: Journal Transactions	3 October 2018 14:41:48	More...

To run the report, click on **Run with Options** icon to the right of the report. Remember not to click on the report name to run as this will bypass the format and output options.

Run with options - GL: Budget to Actual

Select how you want to run and receive your report.

Format:
Excel 2007 ▼

Accessibility:
 Enable accessibility support

Language:
English (United Kingdom) ▼

Delivery:
 View the report now
 Save the report
 Print the report:
Printer location:
 Select a printer...
 Send me the report by email

Prompt values:
No values saved
 Prompt for values

Run Cancel

Format

Change to required option using the drop down menu e.g. PDF

Delivery

Select to either view the report now, or to send the report by email. The email option will send an email to the person who is running the report unless the address is altered in *advanced options*.



To specify a time to run the report, or for additional formats, languages, or delivery options, use *advanced options*.

It is not recommended that the report is printed as the length of the report is unknown. The report can always be printed once viewed or emailed.

Click on **Run** to display the parameters page

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... > Your report is running** while the prompt page is regenerated.

You can create a *Report View* to save commonly used parameters, or to create a report schedule

Accounting date parameters

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

The report must be run for a single GL Period. The returned data is cumulative up to and including period selected.

Select Financial Year:

FY17-18
▼

Select GL Period:

GL Period Name
▼

Update GL Period List

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

Note: Your level of access in Cognos will determine which departments you can see information for. The report can be run for Departments, Department Group, Schools, or even across the whole University if you have that level of access.

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 Group:

[Deselect](#)

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

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

Alternatively, a list of Department codes can also be typed in separated by commas.

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)
- Transaction(s) (optional)

Results can be further restricted by entering ranges for Account Code Segments, **or** by typing in lists of values separated by commas. If you don't need to limit selection, leave options set as **Lowest value** and **Highest value**.

<p>Select Department(s):</p> <ul style="list-style-type: none"> <input type="checkbox"/> EX: West Cambridge Catering <input type="checkbox"/> KA: PHYSICS <input type="checkbox"/> KB: PHYSICS (SERVICES) <input type="checkbox"/> KC: PHYSICS (LIBRARY) <input type="checkbox"/> KD: PHYSICS (LIQUID GASES) <input type="checkbox"/> KE: PHYSICS (MICROELECTRONICS) <input type="checkbox"/> KF: PHYSICS (PCS)PHYSICS AND CHEMISTRY OF SOLIDS <input type="checkbox"/> KG: PHYSICS (HEP) HIGH ENERGY PHYSICS <input type="checkbox"/> KH: PHYSICS (SUPERCONDUCTIVITY) <input type="checkbox"/> KI: PHYSICS (LTP) LOW TEMPERATURE PHYSICS <p style="text-align: right;">Select all Deselect all</p> <p>Update Cost Centre List</p>	<p>Select Cost Centre Range(s):</p> <p>From:</p> <p><input type="radio"/> Cost Centre Code</p> <p><input checked="" type="radio"/> Lowest value</p> <p>To:</p> <p><input type="radio"/> Cost Centre Code</p> <p><input checked="" type="radio"/> Highest value</p> <p>Choices:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>
<p>(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>Select Source of Funds Range(s):</p> <p>From:</p> <p><input type="radio"/> Source of Funds Code</p> <p><input checked="" type="radio"/> Lowest value</p> <p>To:</p> <p><input type="radio"/> Source of Funds Code</p> <p><input checked="" type="radio"/> Highest value</p> <p>Choices:</p> <p>between AAAA and LZZZ</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>	<p>Select Transaction Range(s):</p> <p>From:</p> <p><input type="radio"/> Transaction Code</p> <p><input checked="" type="radio"/> Lowest value</p> <p>To:</p> <p><input type="radio"/> Transaction Code</p> <p><input checked="" type="radio"/> Highest value</p> <p>Choices:</p> <p>between AAAA and NZZZ</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>
<p>(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>(Alternative) Transaction Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Note:

The default selection for the *Source of Funds* excludes *Research* and *Balance sheet* items. If this is not your choice, highlight the selection, and click **Remove**. The default selection for the *Transaction range* excludes *Balance sheet* items. If this is not your choice, highlight the selection, and click **Remove**.

Budget type and Report Layout options

Select Budget:

Allocation
 Plan

Report Layout Options:

- Show Departments
- Show Cost Centres
- Show Sources of Funds
- Show Transactions
- Show Descriptions for Chart of Accounts Segments
- Show Current Month Values
- Show Annual Budget vs YTD Actuals
- Show Negative Variances in Red
- Show Grand Total
- Show Subtotals by CC
- Show Subtotals by SoF
- Show Cost Centre Analysis Owner CRSids
- 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

[Select all](#) [Deselect all](#)

Display Cost Centre Analysis Filters

Note:

This report allows cost centre owners and categorisation to be selected.

The default layout options can be changed by ticking or unticking the boxes.

If either the option to **Show Subtotals by CC** or **SoF** is selected, then the options, **Show Cost Centres** or **Show Source of Funds** must also be selected, as appropriate.

Report output

In Excel a workbook containing at least two worksheets will open entitled:

- GL Budget vs Actual
- Report Information

GL Budget vs Actual

The GL Budget vs Actual tab shows budget, actual and variance summaries for each account combination that matches the report criteria

Default output columns

The GL Budget vs Actual tab includes the following default fields:

• Cost centre code	• Source of Funds code
• Transaction code	• Annual Plan
• Plan YTD	• Actual YTD
• Variance YTD	

Cost Centre Code	Source of Funds Code	Transaction Code	Annual Plan	Plan YTD	Actual YTD	Variance YTD
ZZAA	AZZY	FKAA	0.00	0.00	13,727.82	(13,727.82)
ZZAA	GAAA	FKAA	0.00	0.00	(55.00)	55.00
ZZAG	EDAA	AXXY	0.00	0.00	117.26	(117.26)
ZZAG	EDAA	CTCA	0.00	0.00	1,055.83	(1,055.83)
ZZAG	EDAA	EXZZ	0.00	0.00	322.71	(322.71)
ZZAG	EDAA	LZAA	0.00	0.00	(6,443.15)	6,443.15
ZZAG	EZDA	LZCE	0.00	0.00	(6,296.63)	6,296.63
ZZAG	EZEB	LZCE	0.00	0.00	(707.74)	707.74
ZZAG	EZHB	LZCE	0.00	0.00	(1,940.95)	1,940.95
ZZAG	EZJB	LZCE	0.00	0.00	(7,410.92)	7,410.92
ZZAG	EZJB	LZCH	0.00	0.00	(193.94)	193.94
ZZBA	AAAA	ABAA	0.00	0.00	147.77	(147.77)
ZZBA	AAAA	CCCA	0.00	0.00	72.08	(72.08)
ZZBA	AAAA	EXZZ	265,390.00	22,116.00	0.00	22,116.00
ZZBA	AAAA	GPAA	(265,390.00)	(22,116.00)	(22,116.00)	0.00
ZZBA	AAAD	EXZZ	27,371.00	2,281.00	0.00	2,281.00

Report Information

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

Report Information	
Report Name	GL: Budget to Actual
Run By	cr602
Report Date	14 Sep 2018 11:17:06
Parameters Entered	
Financial Year	
GL Period	AUG-18
School(s)	
Department Group	
Department(s)	ZZ: Ecology
Cost Centre(s)	
Source(s) of Funds	Between AAAA and LZZZ
Transaction Code(s)	Between AAAA and NZZZ
Budget	Plan
Report Layout Options	Show Cost Centres, Show Sources of Funds, Show Transactions, Show Negative Variances in Red
Cost Centre Analysis Owner CRSid(s)	
Cost Centre Analysis Owner Full Name(s)	
Cost Centre Analysis Category 1	
Cost Centre Analysis Category 2	
Cost Centre Analysis Category 3	
Cost Centre Analysis Category 4	

Alternative example of Budget to Actual report, with more parameters selected

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	Transaction Code	Transaction	CC Analysis Owner Full Name	CC Analysis Category	Annual Plan	Plan SEP-18	Actual SEP-18	Variance SEP-18	Plan YTD	Actual YTD	Variance YTD	Annual Plan less Actual YTD
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to	FJAA	Credit Card Control A/C		N/A	0.00	0.00	114.86	(114.86)	0.00	27.40	(27.40)	(27.40)
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to	FKAA	Internal Trading - Default		N/A	0.00	0.00	34,264.29	(34,264.29)	0.00	48,293.46	(48,293.46)	(48,293.46)
ZZAA	Ecology: Administration	GAAA	External Trading	FKAA	Internal Trading - Default	Dr Coco Chanel	DEPT	0.00	0.00	0.00	0.00	0.00	(1,200.00)	1,200.00	1,200.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	CTBA	Wages; Cleaners; Grade 1	Dr Coco Chanel	N/A	297,936.00	24,828.00	22,375.38	2,452.62	49,656.00	43,658.33	5,997.67	254,277.67
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	CTCA	Wages; Cleaners; Grade 2	Dr Coco Chanel	N/A	0.00	0.00	2,463.04	(2,463.04)	0.00	3,219.32	(3,219.32)	(3,219.32)
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	ERKZ	Temporary Staff and	Dr Coco Chanel	N/A	0.00	0.00	3,422.65	(3,422.65)	0.00	3,422.65	(3,422.65)	(3,422.65)
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	GPAA	Main Chest Allocation per	Dr Coco Chanel	N/A	(297,936.00)	(24,828.00)	(24,828.00)	0.00	(49,656.00)	(49,656.00)	0.00	(248,280.00)
ZZAF	Oracle Inventory Account	AZZY	Transactions pending allocation to	ELNZ	Gases & Associated Rentals		N/A	0.00	0.00	0.00	0.00	0.00	(2,252.52)	2,252.52	2,252.52
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	ELNZ	Gases & Associated Rentals	Georgio Armani	N/A	0.00	0.00	937.40	(937.40)	0.00	4,463.79	(4,463.79)	(4,463.79)
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	ELZA	Other/General Laboratory	Georgio Armani	N/A	0.00	0.00	0.00	0.00	0.00	(126.00)	126.00	126.00
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	EZZI	Charge for Internal Issue of	Georgio Armani	N/A	0.00	0.00	(1,352.85)	1,352.85	0.00	(2,843.48)	2,843.48	2,843.48
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	EZZV	Stock Write off	Georgio Armani	N/A	0.00	0.00	0.00	0.00	0.00	(94,036.72)	94,036.72	94,036.72
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	EZZW	Invoice Price Variance	Georgio Armani	N/A	0.00	0.00	482.68	(482.68)	0.00	896.78	(896.78)	(896.78)
ZZAG	Ecology: Research Grant Activity	AZZY	Transactions pending allocation to	EZZM	VAT Expense Clearing for		N/A	0.00	0.00	0.00	0.00	0.00	(150.44)	150.44	150.44
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Ov	AXXY	Apprenticeship Levy	Dr Coco Chanel	N/A	0.00	0.00	175.01	(175.01)	0.00	322.36	(322.36)	(322.36)
ZZAG	Ecology: Research Grant Activity	EDAA	Departments Share of Research Ov	EXCZ	Customs & Excise - VAT	Dr Coco Chanel	N/A	0.00	0.00	190.31	(190.31)	0.00	190.31	(190.31)	(190.31)

Report Information tab for alternative selection

Report Information	
Report Name	GL: Budget to Actual
Run By	cr602
Report Date	14 Sep 2018 11:41:58
Parameters Entered	
Financial Year	
GL Period	SEP-18
School(s)	
Department Group	
Department(s)	ZZ: Ecology
Cost Centre(s)	
Source(s) of Funds	Between AAAA and LZZZ
Transaction Code(s)	Between AAAA and NZZZ
Budget	Plan
Report Layout Options	Show Cost Centres, Show Sources of Funds, Show Transactions, Show Descriptions for Chart of Accounts Segments, Show Current Month Values, Show Annual Budget vs YTD Actuals, Show Negative Variances in Red, Show Cost Centre Analysis Owner Full Names, Show Cost Centre Analysis Category 1
Cost Centre Analysis Owner CRSid(s)	
Cost Centre Analysis Owner Full Name(s)	
Cost Centre Analysis Category 1	
Cost Centre Analysis Category 2	
Cost Centre Analysis Category 3	
Cost Centre Analysis Category 4	

To run the budget reports in UFS

1. Navigate to **Requests** → **Standard** → **Single Request** → **OK**
2. Click into the **Name** field and select from the list of values the report you would like to run. There are four versions of this report in UFS:
 - Budget Report – Comparing to Actual – Excel Version (UFS)
 - Budget Report – Comparing to Actual Summary (UFS)
 - Budget Report – Comparing to Actual (UFS) - This is more detailed and provides transaction code descriptions and subtotals
 - Comparing to Actual with Categories – Excel Version (UFS)
3. Enter the parameters for your required report

<i>Parameter</i>	<i>Option</i>	<i>Result</i>
Period Name from/to range	Enter dates	Period From: Can be for any year but must always start with August. Period To: The user can specify an end month e.g. January or July – of the same financial year.
Entity Segment Value	U will default in	<i>U</i> is for University of Cambridge and <i>A</i> is to be used if you are an Associated Body
Dept. Segment Value	Enter your department two letter ID code.	For example ZZ for the department of Ecology
Cost Centre	Complete low and high fields with either a single, or range of, cost centres	Lists in cost centre order
Source of Funds	Complete low and high fields with either a single, or range of, sources of funds	Lists by cost centre and then by source of funds within the cost centre
Budget		Should default to <i>Plan</i> . If not, ensure <i>Plan</i> is selected.

Example of a completed parameter screen.

The Parameters screen includes the following fields and values:

- Period Name From: **AUG-17**
- Period Name To: **JUN-18**
- Entity Segment Value: **U** University of Cambridge
- Department Segment Value: **PD** Plant Sciences
- Primary Page Break Segment: **Cost Centre**
- Primary Page Break Segment Low: **PDAA**
- Primary Page Break Segment High: **PDBA**
- Secondary Page Break Segment: **Source of Funds**
- Secondary Page Break Segment Low: **0000**
- Secondary Page Break Segment High: **ZZZZ**
- Budget: **PLAN** Departmental Non-Chest Plan

Buttons at the bottom: OK, Cancel, Clear, Help.

Click **OK** and then click on **Submit**.

The **Request** screen displays, and you will need to click on **Refresh** every now and then until the Phase is **Completed** and an output icon has appeared in the output column, which you will need to click on.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output
17805814	Budget Report - Comparing to Actual - Excel Version (UFS)	Completed	Normal	10-Mar-2016 14:07:15		

A pop up message will display. It is recommended that you **Save** first and then **Open**, as the report does not display correctly if you just click Open.

An example output is available on the next page.

Two tabs will populate.

The first shows Report Information:

	A	C
1	Report Name	Budget Report - Comparing to Actual - Excel Version (UFS)
2	Report Date	10-Mar-2016 14:07
3		
4	Parameters Entered	
5	Period Range	AUG-15 to MAR-16
6	Entity Code	U
7	Entity Name	UC
8	Department Code	ZZ
9	Department Name	Ecology
10	Cost Centre Range	ZZAA to ZZBA
11	Source of Funds Range	AAAA to AAAA
12	Transaction Code Range	All
13	Budget	BUDGET
14		

The second tab is the data.

Cost Centre Code	Cost Centre	SOF Code	Source of Funds Name	Transaction Code	Transaction Name	Annual Budget	Budget Month	Actual Month	Variance Month	Budget YTD	Actual YTD	Variance YTD
ZZAA	Training	AAAA	Chest Non Payroll	ECCA	Milk	0.00	0.00	0.00	0.00	0.00	6.85	-6.85
ZZAA	Training	AAAA	Chest Non Payroll	ECEA	Groceries	0.00	0.00	0.00	0.00	0.00	23.55	-23.55
ZZAA	Training	AAAA	Chest Non Payroll	ECJZ	Soft and Non-Alcoholic Drinks	0.00	0.00	0.00	0.00	0.00	17.86	-17.86
ZZAA	Training	AAAA	Chest Non Payroll	ECRZ	Water Coolers	0.00	0.00	0.00	0.00	0.00	229.20	-229.20
ZZAA	Training	AAAA	Chest Non Payroll	ECZZ	Other/General Catering	0.00	0.00	0.00	0.00	0.00	74.20	-74.20
ZZAA	Training	AAAA	Chest Non Payroll	EHZZ	Cleaning Materials	0.00	0.00	0.00	0.00	0.00	24.19	-24.19
ZZAA	Training	AAAA	Chest Non Payroll	EKCZ	Printer Consumables, Toners, Ink, Ribbons Etc.	0.00	0.00	0.00	0.00	0.00	232.02	-232.02
ZZAA	Training	AAAA	Chest Non Payroll	EKEE	Office / Personal Productivity Software	0.00	0.00	0.00	0.00	0.00	311.98	-311.98
ZZAA	Training	AAAA	Chest Non Payroll	EKKC	Portable and Laptop PCs	0.00	0.00	0.00	0.00	0.00	711.90	-711.90
ZZAA	Training	AAAA	Chest Non Payroll	EKMD	Keyboards	0.00	0.00	0.00	0.00	0.00	62.89	-62.89
ZZAA	Training	AAAA	Chest Non Payroll	EMNK	Electronic Cable	0.00	0.00	0.00	0.00	0.00	6.77	-6.77
ZZAA	Training	AAAA	Chest Non Payroll	EPZZ	Other/ General Printing	0.00	0.00	0.00	0.00	0.00	240.99	-240.99
ZZAA	Training	AAAA	Chest Non Payroll	ESCZ	Office Equipment Purchase/Lease/Hire and Maintenanc	0.00	0.00	0.00	0.00	0.00	17.54	-17.54
ZZAA	Training	AAAA	Chest Non Payroll	ESKA	Pens & Markers	0.00	0.00	0.00	0.00	0.00	4.10	-4.10
ZZAA	Training	AAAA	Chest Non Payroll	ESKZ	Desktop Sundries	0.00	0.00	0.00	0.00	0.00	7.92	-7.92
ZZAA	Training	AAAA	Chest Non Payroll	ETDZ	Taxi Hire	0.00	0.00	0.00	0.00	0.00	33.75	-33.75
ZZAA	Training	AAAA	Chest Non Payroll	ETZZ	Other/General Travel & Transport	0.00	0.00	0.00	0.00	0.00	28.70	-28.70

Notes:

Annual Budget: If there is 0.00 in the columns budgets have been loaded to cost centre level.

Budget Month: The budget for the month the report is run for

Actual Month: Transactions that have been entered in UFS for the month the report is run for

Variance Month: Difference between the 'Budget Month' and the 'Actual Month'.

Budget YTD: The budget for the year to date. ie. from the 1st August up to the end of the period the report has been run for.

Actual YTD: Transactions that have been entered in UFS for the period the report covers.

Variance YTD: The difference between the 'Annual Budget' and the 'Actual YTD'

Transaction Code Balances (UFS)

Why is this report useful?

This report shows transaction code balances for either actual, plan (which includes chest allocation) **or** encumbrances. The layout shows opening and brought forward balances, activity for the year to date (or just one month if desired) and the cumulative balance at the end of the specified period(s).

From here you can then either drill down using the GL online enquiry functions or run an *Accounts Analysis* report (see section below) to analyse all the individual transactions from AP, AR etc. that make up the transaction code balances.

Note: Unlike the *Budget to Actual* report, the *Transaction Code Balances* report does not **compare** plan and actuals. Instead, it shows **either** plans, actuals or encumbrances, a choice that must be made in the initial selection parameter.

There are three versions of this report.

Transaction Code Balances

Shows opening and brought forward balances, activity for the year to date/one month (as selected) and the cumulative balance at the end of the specified period(s). Can restrict to selected transaction code/s.

Transaction Code Balances – Alternative (UFS)

This is an alternative version of the standard report, with a format designed to simplify downloading into Excel. It contains subtotals and a grand total.

Transaction Code Balances – Excel (UFS)

Another version of the standard report, but completely stripped of subtotals, grand totals and header information on all but the first page. It is more a data extract than a report and is the best version for export to Microsoft Excel.

Parameters screen

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Balance Type: Actual
- Budget or Encumbrance Type: N/A
- Period Name: JUL-18
- Department: [Empty]
- Pagebreak Segment: Source of Funds
- Pagebreak Segment Low: GAAA
- Pagebreak Segment High: GAAA
- Secondary Segment: Cost Centre
- Secondary Segment Low: 0000
- Secondary Segment High: ZZZZ
- Currency Type: Entered
- Currency: GBP
- Budget Start Period: N/A
- Amount Type: YTD Year-to-Date

Buttons at the bottom: OK, Cancel, Clear, Help.

Parameters

<i>Parameter</i>	<i>Option</i>	<i>Result</i>
Balance Type	Budget	Shows plan totals, including chest allocation, for each transaction code in the selected account ranges
	Actual	Shows actual expenditure, income and brought forward balances for each code in the selected ranges. This includes the chest allocation which is added to income on a monthly basis.
	Encumbrance	Shows balances for a selected commitment type posted into the General Ledger from the Purchasing module
Budget or Encumbrance Type	Plan (<i>Do not choose Allocation for FY 18/19 onwards</i>)	Plan – locally set departmental budgets across all sources of funds for both income and expenditure (includes any Chest Allocation)
	Encumbrances <ul style="list-style-type: none"> • Commitment • Invoice • Manual • Obligation The rest are not used by the University	Commitment – items on an approved PO which have not been received or invoiced Obligation – shows any items on an approved PO that have been received Invoice – shows items on an invoice that has been entered and matched to a PO but not yet converted to an ‘actual’ (normally prior to Secondary Invoice Approval). Manual – shows items from a commitment journal (if used)
Period Name	Choice of periods	The report shows cumulative balances for the financial year, up to and including the period chosen here.
Dept Segment Value	Enter your department two letter ID code	For example AR for the Press & Publications Office
Page-break Segment	<ul style="list-style-type: none"> • Cost Centre • Source of Funds • Transaction Code 	Whichever is chosen, the report will page-break and subtotal for that choice.
Page Break Segment Low/High	Low/High Range Available	Allows input of the range of account codes you wish to see.
Secondary Page Break Segment	<ul style="list-style-type: none"> • Cost Centre • Source of Funds • Transaction 	Whichever is chosen, the report will subtotal (within the primary segment).
Page Break Segment Low/High	Low/High Range Available	Allows input of the range of account codes you wish to see.

Parameter	Option	Result
Currency Type	Entered	GBP
	Translated	Whatever currency the source transaction was captured in will be converted to the currency selected in the next field, usually GBP.
Budget Start Period	Enter a Period	You will see your phased* allocation for that month

*Phased – spread of budget over financial year

Report output

Example of Transaction Code Balances - Excel (UFS)

2 worksheet tabs are produced:

Tab 2: Balances

Source of Funds	Source of Funds Description	Cost Centre	Cost Centre description	Trans-action	Trans-action description	Beginning Balance	Period Activity	Ending Balance
GAAA	External Trading	ZZSA	X Ray Processor - Dr G Armani	EAEZ	Photographic Equipment & Service	0.00	-174.30	-174.30
GAAA	External Trading	ZZSA	X Ray Processor - Dr G Armani	EAKC	Photographic Dark Room Chemical	0.00	107.06	107.06
GAAA	External Trading	ZZSA	X Ray Processor - Dr G Armani	EAKZ	Photographic Consumables, Acces	0.00	40.74	40.74
GAAA	External Trading	ZZEE	Tea Club	EAZZ	Other/General Audio-Visual Aids	0.00	-323.40	-323.40
GAAA	External Trading	ZZEE	Tea Club	EBBO	Books: Eastern Eurpore and USSR:	0.00	-12.95	-12.95
GAAA	External Trading	ZZEE	Tea Club	ECAA	Beers, Wines & Spirits and Alcohol	0.00	10.51	10.51
GAAA	External Trading	ZZHB	CFCs_Versace	ECAA	Beers, Wines & Spirits and Alcohol	0.00	262.80	262.80
GAAA	External Trading	ZZYC	Private Purchases	ECKA	Tableware, Crockery, Cutlery, Tabl	0.00	4.88	4.88
GAAA	External Trading	ZZEE	Tea Club	ECKB	Tableware, Crockery, Cutlery: Disp	0.00	3.77	3.77
GAAA	External Trading	ZZGN	Polar ice cap- Prof S McCartney Gro	ECTZ	Catering, Outsourced	0.00	1,046.35	1,046.35
GAAA	External Trading	ZZEE	Tea Club	ECZZ	Other/General Catering	0.00	98.84	98.84
GAAA	External Trading	ZZGF	Fracking - Dr V Westwood Group Bi	ECZZ	Other/General Catering	0.00	-113.00	-113.00
GAAA	External Trading	ZZGL	Climate change - Dr Coco Chanel G	ECZZ	Other/General Catering	0.00	52.79	52.79
GAAA	External Trading	ZZEE	Tea Club	EEFZ	Equipment Maintenance and Repa	0.00	216.00	216.00
GAAA	External Trading	ZZKZ	Additional Hod Funds Retained	ELCZ	Laboratory	0.00	820.75	820.75

Tab 1: Report Information

Parameters Entered	
Type	Actual
Budget Name	
Period Name	JUL-18
Department	ZZ
Source of Funds	GAAA - GAAA
Cost Centre	0000 - ZZZZ
Currency Type	Entered
Currency	GBP
Budget Start Period	N/A
Amount Type	Year-to-Date

Example of Transaction Code Balances (UFS)

CAPSA Set of Books		Transaction Code Balances (UFS)		Report Date:	12-MAY-2014 12:03	
Currency: GBP		Year to date Period JUL-13		Page:	1 of 8	
Type: Entered		Department PD Plant Sciences		Ref:	XXACC_AFLGTRB2	
Source of Funds Range: GAAA to GAAA						
Cost Centre Range: 0000 to ZZZZ						
Source of Funds: GAAA External Trading						
Cost Centre	Cost Centre Description	Transaction	Transaction Description	Beginning Balance	Income/ expenditure for the year to date	Balance year to date at end of Jul-13 period
PDAA	Plant Sciences: Administration	FKAA	Internal Trading - Default Expense	0.00	(384.21)	(384.21)
		XEAA	Departmental Reserves	384.21	0.00	384.21
Cost Centre PDAA Total:				384.21	(384.21)	0.00
PDDC	Repair & Maintenance of Equipment	EQCB	Overseas Courier	0.00	105.91	105.91
		ERBB	Meeting / Conference / Other/ Room Hire	0.00	3,255.00	3,255.00
		ESZZ	Other/General Stationery and Office Supplies	0.00	40.81	40.81
		ETAZ	Accommodation and Hotels	0.00	55,315.00	55,315.00
		EXEZ	Hospitality/Entertainment/Courtesy Expenses	0.00	882.54	882.54
		EXZZ	Other/General Miscellaneous	0.00	2,678.00	2,678.00
		LAAC	Conference Income	0.00	(62,171.35)	(62,171.35)
		LKAA	Sales/Income - Miscellaneous	0.00	(105.91)	(105.91)
Cost Centre PDDC Total:				0.00	0.00	0.00
PDDE	Field Trips	ERBZ	Conferences & Meetings	0.00	1,800.00	1,800.00
		ETZZ	Other/General Travel & Transport	0.00	5,000.00	5,000.00
		LAAC	Conference Income	0.00	(6,800.00)	(6,800.00)
Cost Centre PDDE Total:				0.00	0.00	0.00
PDEE	Tea Club	ECBB	Confectionary	0.00	2,317.59	2,317.59
		ECCA	Milk	0.00	918.43	918.43
		ECEF	Groceries, Beverages:	0.00	255.30	255.30
		ECFZ	Catering and Bar Equipment and Accessories	0.00	385.57	385.57
		ECJF	Soft and Non-Alcoholic Drinks; Other	0.00	287.53	287.53
		ECJZ	Non Alcoholic Beverages	0.00	2,929.70	2,929.70
		ECKA	Tableware, Crockery, Cutlery, Table Coverings Etc	0.00	68.27	68.27
		ECQZ	Confectionery, Sweet and Savoury	0.00	170.94	170.94
		ECZZ	Other/General Catering	0.00	342.30	342.30
		EEFZ	Equipment Maintenance and Repair	0.00	192.00	192.00
		EFHZ	Sports, Recreational and Nursery Materials and Equ	0.00	11.76	11.76
		EHLZ	Disinfectants	0.00	4.55	4.55
		EHPZ	Dusting and Polishing Cons Rags, Brushes, Mops	0.00	73.29	73.29
		EHZZ	Cleaning Materials	0.00	34.79	34.79
		ELCO	Laboratory: Laboratory Machinery and General Equipment	0.00	10.78	10.78
		EODZ	Freight and Carriage Costs	0.00	(1,380.82)	(1,380.82)

Start of 12-13 financial year

Income/ expenditure for the year to date

Balance year to date at end of Jul-13 period

A figure in brackets indicates income or a surplus balance

A positive figure indicates expenditure or a deficit balance

Trial Balance Detail Full Field (UFS)

This report is useful for monitoring the status of your trading accounts as it shows the actual expenditure balances on a selected range of code combinations. It lists balances in Transaction Code order and gives a page break and subtotal based upon the Page-break parameter selection.

The inclusion of *Full Field* in the report title means the report shows the full transaction code description. The text is wrapped where necessary to avoid being truncated. This report has recently been enhanced so you can review Actuals, Budgeted or Encumbrance figures, along with a grand total and a description to the left of subtotals to display the segment code being subtotalled.

<i>Parameter</i>	<i>Option</i>	<i>Result</i>
Balance Type	Actual	Gives actual expenditure
	Budget	If a department has not uploaded a plan, it will just show the allocation totals for the Chest sources of funds.
	Encumbrance	Brings back balances of selected commitment type posted into the General Ledger
Plan or Encumbrance Type	Plan (<i>Do not select Allocation after FY17/18</i>)	<ul style="list-style-type: none"> • Plan - locally set departmental budgets across all sources of funds for both income and expenditure (Includes any Chest Allocation)
	Encumbrances: The four used by the University: <ul style="list-style-type: none"> • Commitment • Invoice • Manual • Obligation 	<ul style="list-style-type: none"> • Commitment – items on an approved PO which have not been received or invoiced • Obligation – shows any items on an approved PO that have been received • Invoice – shows items on an invoice that has been entered and matched to a PO but not yet converted to an ‘actual’ (normally prior to Secondary Invoice Approval). • Manual – shows items from a commitment journal (if used)
Period	Choice of period	From start of financial year up to and including period selected here
Department	Enter your department two letter ID code	For example AG for Finance
Pagebreak Segment	<ul style="list-style-type: none"> • Cost Centre • Source of Funds • Transaction 	Page-breaks and subtotals for the selection made here

Parameter	Option	Result
Page Break Segment Low/High	Select single or a range of codes	Shows the range of account codes selected. The codes offered for selection are dependent on the choice made for the Pagebreak Segment.
Currency	<ul style="list-style-type: none"> GBP STAT 	GBP gives the £value of transactions, whilst <i>STAT</i> will give the number of CUEF units purchased, not a £value.
Amount type	<ul style="list-style-type: none"> PJTD Project-to-Date PTD Period-to-Date YTD Year-to-Date 	<i>YTD</i> will show the cumulative amount from the beginning of the fiscal year, inclusive of the period selected, whilst <i>PTD</i> will show only the transactions that occurred in the period selected. <i>PJTD</i> is not used.

Parameters

Balance Type **A** Actual

Budget or Encumbrance Type **N/A**

Period **JAN-13**

Department **PD** Plant Sciences

Pagebreak Segment **Source of Funds**

Pagebreak Segment Low **GAAA**

Pagebreak Segment High **GAAA**

Currency **GBP**

Amount Type **YTD** Year-to-Date

OK Cancel Clear Help

EXMZ	Awards, Gifts, Trophies, Souvenirs		PDHB.GAAA.EXMZ	0.00	15.00	15.00
EXZZ	Other/General Miscellaneous		PDHA.GAAA.EXZZ	0.00	120.00	120.00
EZXX	Transfer of Expenditure		PDSF.GAAA.EZXX	0.00	(6,656.84)	(6,656.84)
EZZI	Charge for Internal Issue of Inventory		PDEE.GAAA.EZZI	0.00	263.52	263.52
EZZI	Charge for Internal Issue of Inventory		PDHC.GAAA.EZZI	0.00	7.79	7.79
EZZI	Charge for Internal Issue of Inventory		PDJQ.GAAA.EZZI	0.00	301.35	301.35
EZZI	Charge for Internal Issue of Inventory		PDKU.GAAA.EZZI	0.00	5.76	5.76
FAAE	Scholarships/Fellowships Etc:General		PDGF.GAAA.FAAE	0.00	2,760.00	2,760.00
FAAE	Scholarships/Fellowships Etc:General		PDGQ.GAAA.FAAE	0.00	6,795.00	6,795.00
FAAE	Scholarships/Fellowships Etc:General		PDKZ.GAAA.FAAE	0.00	(537.50)	(537.50)
FAFA	University & College (Fee Payments)		PDKZ.GAAA.FAFA	0.00	6,177.00	6,177.00
FUNA	Bad Debt Provision (Non RG) (P & L)		PDGC.GAAA.FUNA	0.00	207.03	207.03
FKAA	Internal Trading - Default Expense		PDAA.GAAA.FKAA	0.00	(254.83)	(254.83)
FKAA	Internal Trading - Default Expense		PDGP.GAAA.FKAA	0.00	578.00	578.00
LAAC	Conference Income		PDDC.GAAA.LAAC	0.00	(62,171.35)	(62,171.35)
LAAC	Conference Income		PDDE.GAAA.LAAC	0.00	(2,100.00)	(2,100.00)
LAAC	Conference Income		PDGH.GAAA.LAAC	0.00	(5,475.00)	(5,475.00)
LAAC	Conference Income		PDGZ.GAAA.LAAC	0.00	(357.00)	(357.00)
LAAC	Conference Income		PDHA.GAAA.LAAC	0.00	(29,355.30)	(29,355.30)
LAAC	Conference Income		PDHB.GAAA.LAAC	0.00	(1,000.00)	(1,000.00)
LAAC	Conference Income		PDJN.GAAA.LAAC	0.00	(1,027.25)	(1,027.25)
LAAC	Conference Income		PDPD.GAAA.LAAC	0.00	(85.00)	(85.00)
LAAT	Re-Imbursement of Travel Expenses		PDHA.GAAA.LAAT	0.00	(245.00)	(245.00)
LABA	Tutorial Fees		PDKZ.GAAA.LABA	0.00	(19,377.00)	(19,377.00)
LBAH	Sales: Coffee and Tea		PDHD.GAAA.LBAH	0.00	(204.29)	(204.29)
LJAK	Bench Fees		PDKZ.GAAA.LJAK	0.00	(300.00)	(300.00)
LKAA	Sales/Income - Miscellaneous		PDDC.GAAA.LKAA	0.00	(105.91)	(105.91)
LKAA	Sales/Income - Miscellaneous		PDGC.GAAA.LKAA	0.00	(828.12)	(828.12)
LKAA	Sales/Income - Miscellaneous		PDGQ.GAAA.LKAA	0.00	(19,767.00)	(19,767.00)
LKAA	Sales/Income - Miscellaneous		PDGW.GAAA.LKAA	0.00	(2,897.50)	(2,897.50)
LKAA	Sales/Income - Miscellaneous		PDKZ.GAAA.LKAA	0.00	(6,759.82)	(6,759.82)
LKJA	Income - Loan Fund Repaid		PDEE.GAAA.LKJA	0.00	(2,306.28)	(2,306.28)
LKPA	Sales:Private Purchases		PDYC.GAAA.LKPA	0.00	(234.66)	(234.66)
LSAA	Sponsorship Income		PDHB.GAAA.LSAA	0.00	(1,438.45)	(1,438.45)
VPNA	Private Purchases		PDYC.GAAA.VPNA	0.00	(2.07)	(2.07)
XEAA	Departmental Reserves		PDAA.GAAA.XEAA	384.21	0.00	384.21
XEAA	Departmental Reserves		PDEE.GAAA.XEAA	(323.46)	0.00	(323.46)
XEAA	Departmental Reserves		PDGC.GAAA.XEAA	828.12	0.00	828.12
XEAA	Departmental Reserves		PDGF.GAAA.XEAA	(12,955.71)	0.00	(12,955.71)
XEAA	Departmental Reserves		PDGP.GAAA.XEAA	(1,881.52)	0.00	(1,881.52)
XEAA	Departmental Reserves		PDGQ.GAAA.XEAA	(2,265.00)	0.00	(2,265.00)
XEAA	Departmental Reserves		PDGU.GAAA.XEAA	(566.19)	0.00	(566.19)

A value in brackets for an expenditure would suggest either:
 - a credit note from a supplier or
 - an adjustment to transfer expenditure from one cost centre to another

Transaction codes beginning with L are used for income

Represents the balance brought forward from the period year. Brackets = surplus

Trial Balance - Detail (UFS)

The same report as *Trial Balance Full Field* above but transaction code descriptions are truncated to 41 characters. This is useful where the additional lines caused by the wrapping text descriptions will interfere with the reading of the report (e.g. for a balance reconciliation exercise where the full description is not required).

You can review *Actuals*, *Budget* or *Encumbrance* figures, along with a grand total and a description to the left of subtotals to display the segment code being subtotaled.

Account Analysis Report: UFS

The Account Analysis reports provide detailed information about individual transactions that have been posted to the general ledger from other modules such as Accounts Payables (invoiced expenditure), Payroll and Accounts Receivable (sales invoices and income received). It is recommended that you run these reports **for specific account combinations** where you want to study the transactions that make up a particular balance – perhaps a balance that you are querying from a higher level general ledger report.

Versions available

There are a number of versions of the Account Analysis Report with layouts to suit differing needs each with a slightly different emphasis, and appealing to different audiences. The following table shows which columns each report version contains.

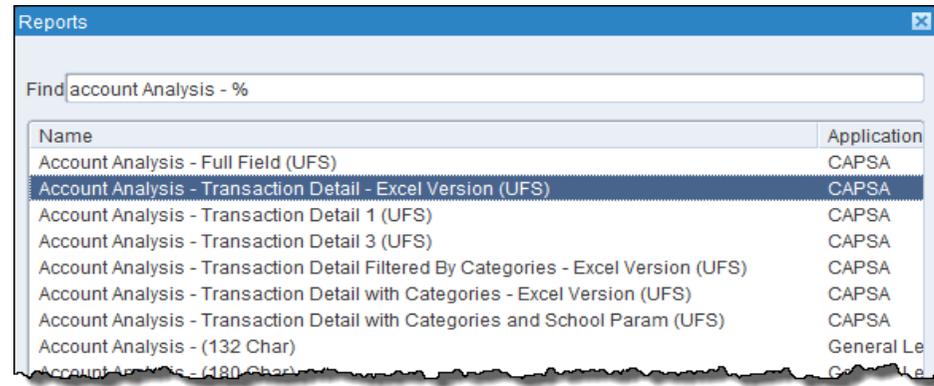
Account Analysis Report	When to use...	Source of transaction (eg Payables, Receivables)	Category (eg. Purchase invoice, Journal)	Batch name+	Journal name	Posted Date	Flexfield	Flexfield Description	Description of transaction	*Reference 1# (Display depends on the category of the transaction)	*Reference 5 ## (Display depends on the category of the transaction)	PO Number if matched	Debit column	Credit column	Amount column (Credits indicated as minus/red)
Full Field	Good for information about the source of the transaction	✓	✓	✓	✓		✓		✓				✓	✓	
Transaction Detail 1 (UFS)	Good all round report especially for information on transactions from AP		✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Transaction Detail 3 (UFS)	Report limits data for each transaction to a single line, to assist with downloading into Excel and subsequent sorting etc.					✓	✓		✓**	✓	✓	✓			✓
Transaction Detail (UFS) – Excel Version	Directly exports in to Excel, enabling the data to be interpreted and manipulated more easily.	✓	✓	✓		✓			✓	✓	✓	✓			✓
Transaction Detail Filtered by Categories Excel Version (UFS)	Directly exports in to Excel, allows usage of CC owner/category functionality to FILTER report	✓	✓	✓		✓			✓	✓	✓	✓			✓
Transaction Detail with Categories Excel Version (UFS)	Directly exports in to Excel, INCLUDES CC owner/category columns	✓	✓	✓		✓			✓	✓	✓	✓			✓
Transaction Detail with Categories and School Param (UFS)	For School use only	✓	✓	✓		✓			✓	✓	✓	✓			✓

Notes for table:

<i>+Batch name for Payables & Receivables is from overnight run, not user defined name</i>
<i>*Eg. AP Invoices/AR invoices/AR Misc. receipts</i>
<i>**always the journal line description as held in the General Ledger</i>
<i># Ref 1: supplier/customer name</i>
<i>##Ref 2 or 5: supplier's invoice number/ AR invoice number/paid from</i>
<i>Flexfield for Excel Version reports is not given in one column, but are all given, in separate (sometimes side by side) columns, some with descriptions of codes</i>
<i>...Excel Version & Filtered by Cat: codes displayed side by side</i>
<i>...With Categories...: have code descriptions in between each segment</i>

Running the Account Analysis – Transaction Detail (UFS) - Excel Version

1. Select this report in the normal way from the list of available reports.



2. Complete the required parameters
 - a) Enter your **Department code**.
 - b) Enter the date for the **Starting period** of the information you require. You can either do this by clicking on the list of values or entering the date manually, e.g. Jun-17
 - c) Enter the date for the **Ending Period** of the information you require. You can do this by clicking on the list of values or by entering it manually, e.g. Sep-18

The screenshot shows a 'Parameters' dialog box with the following fields and buttons:

- Department: A text field with a dropdown arrow.
- Starting Period: A date field.
- Ending Period: A date field.
- Flexfield From: A text field.
- Flexfield To: A text field.
- Currency: A text field.
- Buttons: OK, Cancel, Clear, Help.

- d) Upon completing the date fields, UFS will open the Accounting Flexfield form which requires completing.
- e) Enter the information of the account code string you wish to query by completing all the fields.
- f) Once all fields completed, click OK and the parameter screen will display again.

The image shows a dialog box titled "Accounting Flexfield" with a table of input fields. The fields are organized into two columns: "Low" and "High". Each field is a yellow button with black text. At the bottom of the dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

	Low	High
Entity	U	U
Department	PD	PD
Cost Centre	PDBA	PDBA
Source of Funds	GAAA	GAAA
Transaction	0000	ZZZZ
Spare	0000	0000 ...

- g) The last field that needs completing is the *currency* field. The currency you need to enter is **GBP**, or alternatively, use the **STAT** option to report on the physical number (as opposed to value) of your CUEF units
 - h) Click **OK** to return to the submit request screen.
3. **Options** – click button to ensure that printer setting is set to **0** copies or **noprint**
 4. **Submit** the report.
 5. Once the report *phase* is **Completed**, click on **View output**, then **Save > Open**, to open the Excel file.

Report output

The Excel workbook contains at least two worksheets:

- **Report Information** – shows the report name, date run and parameters entered, as well as the reconciliation. The difference must be zero.
- **Transactions** - shows the line details for each entry that matches the report criteria

Transactions tab

Posted	Period	Entity	Dept	CC	SOF	Tran	Spare	Category	Source	Batch Name	Description	Ref 1	Ref 4	Ref 5	Ref 6	Ref 8	Ref 10	PO Number	Amount	Tran Desc
03-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2813905 22943812	33pax COACH TO HAYLEY WOOD	NEALS TRAVEL LTD		37907		3		2644454	0.00	Coach Hire
09-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2819903 22981204	53pax COACH, 15/5/18, FROM	NEALS TRAVEL LTD		38028		3		2752408	0.00	Coach Hire
09-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2819903 22981204	53pax COACH, 15/5/18, FROM	NEALS TRAVEL LTD		38028		1		2752408	200.00	Coach Hire
03-May-2018	MAY-18	U	ZZ	ZZDE	AAAC	ETKZ	0000	Purchase Inv	Payables	Payables A 2813905 22943812	33pax COACH TO HAYLEY WOOD	NEALS TRAVEL LTD		37907		1		2644454	290.00	Coach Hire
01-Jun-2018	MAY-18	U	ZZ	ZZDN	AAAA	ETZZ	0000	Purchase Inv	Payables	Payables A 2829929 23145352	22/05/18 INTERVIEW WITH DR S	CHANEL, DR COCO		EXP/29/05/18.		1			-200.00	Other/General Travel & Transport
23-May-2018	MAY-18	U	ZZ	ZZGC	GAAA	ETAZ	0000	Purchase Inv	Payables	Payables A 2825936 23083927	ACCOMMODATION FOR SUBODH	DOWNING COLLEGE		INV002787		3			144.28	Accommodation and Hotels
21-May-2018	MAY-18	U	ZZ	ZZGH	GAAA	ETAZ	0000	Purchase Inv	Payables	Payables A 2825918 23067171	08/05/18 ACCOMMODATION 30	GONVILLE & CAIUS COLLEGE		231459		3			0.00	Accommodation and Hotels
21-May-2018	MAY-18	U	ZZ	ZZGH	GAAA	ETAZ	0000	Purchase Inv	Payables	Payables A 2825918 23067171	08/05/18 ACCOMMODATION 30	GONVILLE & CAIUS COLLEGE		231459		1			617.10	Accommodation and Hotels
29-May-2018	MAY-18	U	ZZ	ZZGM	GBAA	ETGZ	0000	Purchase Inv	Payables	Payables A 2828921 23120142	MEALS: PHD JURY MEETING WITH	GELLER, DR ROSS		EXP/25/05/18/3		3			0.00	Subsistence
29-May-2018	MAY-18	U	ZZ	ZZGM	GBAA	ETGZ	0000	Purchase Inv	Payables	Payables A 2828921 23120142	MEALS: PHD JURY MEETING WITH	GELLER, DR ROSS		EXP/25/05/18/3		1			70.40	Subsistence
31-May-2018	MAY-18	U	ZZ	ZZGY	EFKM	ETFZ	0000	Purchase Inv	Payables	Payables A 2829921 23135399	Train to London 24/04/2018 Dr G	KEY TRAVEL LTD		1828501		3		2756167	0.00	Rail Travel
05-Jul-2018	JUN-18	U	ZZ	ZZDN	AAAA	ETZZ	0000	Adjustment	Spreadshe	AG/SKT/BANKCHARGE/05/07/20	Bank chg GBP IPO:ZZ 18445,								2.00	Other/General Travel & Transport
05-Jul-2018	JUN-18	U	ZZ	ZZDN	AAAA	ETZZ	0000	Adjustment	Spreadshe	AG/SKT/BANKCHARGE/05/07/20	Bank chg GBP IPO:ZZ 18444,								2.00	Other/General Travel & Transport
22-Jun-2018	JUN-18	U	ZZ	ZZGL	GBAA	ETBZ	0000	Transfer	Manual	ZZ/DH/22/06/18-1	CC FLIGHT TO STOCKHOLM 26								144.08	Air Travel
20-Jun-2018	JUN-18	U	ZZ	ZZGZ	GAAA	ETZZ	0000	Transfer	Manual	ZZ/DH/20/06/18-1	CC SWISS CONFERENCE								668.14	Other/General Travel & Transport

GL Journal Transactions

Available in *Cognos*, this General Ledger report provides detailed General Ledger journal line information.

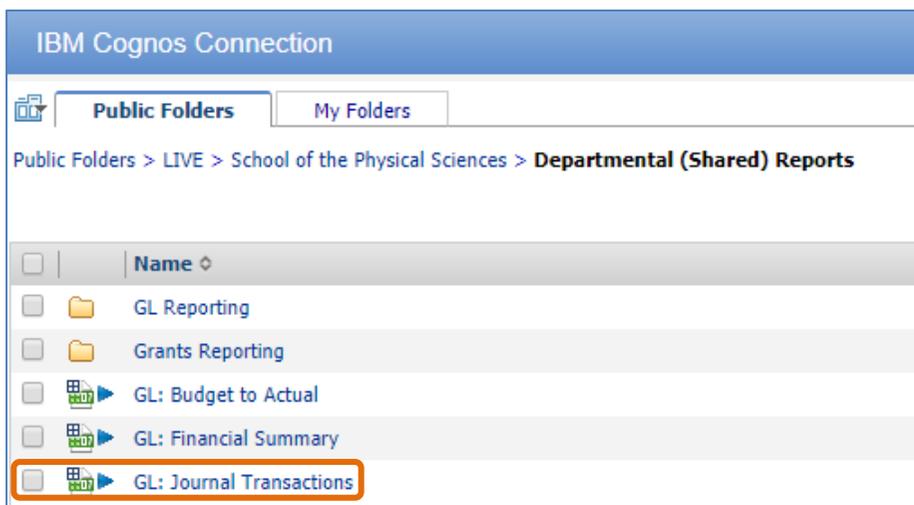
This report has a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about source transactions for the journal lines if required. It is intended to be used as a working report, and as such does not contain any header, footer, or summary information in order to ease manipulation of the output to meet user needs.

As the report is for use by many different users, e.g. Departments, Schools and Central Finance, it employs the standard security model, restricting information returned to only Departments or Schools the user has been granted access to.

The default output option for this report is Excel, but the output can be changed to all standard formats (including PDF and HTML).

To run the GL Journal Transactions report

In Cognos, navigate to: **Public Folders > LIVE > your school folder > Departmental (Shared) Reports > GL: Journal Transactions**



To run the report, click on **Run with Options** icon to the right of the report. Remember not to click on the report name to run as this will bypass the format and output options.

Parameter screens

As with the other Cognos reports, the report has a variety of optional fields, allowing users to customise the output to better suit their requirements.

Accounting date parameters

Date parameters are used to select the date range to be covered in the report.

GL Journal Transactions

Select Financial Year(s):

- FY18-19
- FY17-18
- FY16-17
- FY15-16
- FY14-15
- FY13-14
- FY12-13
- FY11-12
- FY10-11
- FY09-10

[Select all](#) [Deselect all](#)

Update GL Period List

Select Start Journal Posting Date:

2018

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Select GL Period(s):

- SEP-18
- AUG-18

[Select all](#) [Deselect all](#)

Show / Update Journal Posting Date Range

Select End Journal Posting Date:

2018

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Organisation parameters

The report can be run for Departments, Department Group, Schools, or even across the whole University.

A list of Department codes can also be typed in separated by commas.

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 Group:

Deselect

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

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

Account segment parameters

- Cost Centre(s) (optional)
- Source(s) of Funds (optional)
- Transaction(s) (optional)

Results can be further restricted by entering ranges for Account Code Segments, **or** by typing in lists of values separated by commas. If you don't need to limit selection, leave options set as **Lowest value** and **Highest value**.

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

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

Select Cost Centre Range(s):

From:
 Cost Centre Code
 Lowest value

To:
 Cost Centre Code
 Highest value

[Select all](#) [Deselect all](#)

(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Source of Funds Range(s):

From:
 Source of Funds Code
 Lowest value

To:
 Source of Funds Code
 Highest value

[Select all](#) [Deselect all](#)

(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Transaction Range(s):

From:
 Transaction Code
 Lowest value

To:
 Transaction Code
 Highest value

[Select all](#) [Deselect all](#)

(Alternative) Transaction Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Batch or Journal name (Search on part of the Batch or Journal name)

This selection allows you to search for a particular journal using part of the batch or journal name

Note:

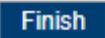
The default selection for the *Transaction range* excludes *Balance sheet* items. If this is not your choice, highlight the selection, and click **Remove**.

Output parameters

- Balance Type(s) (optional)
- GL Journal Posting Status (optional)
- Report Layout Options (optional)

The output received from the report can include different journal types and statuses, and additional fields can be shown on the output by selecting various layout options.

<p>Select Balance Type(s):</p> <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Budget <input type="checkbox"/> Encumbrance <p>Select all Deselect all</p>	<p>Select GL Journal Posting Status:</p> <input type="checkbox"/> U <input checked="" type="checkbox"/> P <p>Select all Deselect all</p> <p>P = Posted, U = Unposted</p>
<p>Report Layout Options:</p> <input type="checkbox"/> Show Entity and Spare Account Segments <input type="checkbox"/> Show Descriptions for Chart of Accounts Segments <input type="checkbox"/> Show Cost Centre Analysis <input type="checkbox"/> Show Batch Name and Description <input type="checkbox"/> Show Journal Name and Description <input type="checkbox"/> Show Journal Source and Category <input type="checkbox"/> Show Journal Line Number <input type="checkbox"/> Show Debits and Credits instead of Totals <input type="checkbox"/> Show Entered Currency <input type="checkbox"/> Show Source Transaction Details <input checked="" type="checkbox"/> Show Negative Amounts in Red <p>Select all Deselect all</p>	

Click on  when all selections are made. If the button is greyed out, you have missed a mandatory selection.

Report output

In Excel a workbook containing at least two worksheets will open entitled:

- GL Journal Transactions
- Report Information

The *GL Journal Transactions* tab shows journal line details for each entry that matches the report criteria

Default report output

The *GL Journal Transactions* tab includes the following default fields:

GL Date	Period Name	Department code	Cost Centre Code
Source of Funds code	Transaction Code	Journal Line Description	Accounted amount

Example of report output with default fields only

Posting Date	Period Name	Department Code	Cost Centre Code	Source of Funds Code	Transaction Code	Journal Line Description	Accounted Amount
16-Aug-18	AUG-18	ZZ	ZZIZ	AAAA	EBB0	BOOKS	182.00
24-Aug-18	AUG-18	ZZ	ZZRK	AAAA	ELCZ	Sodium Hypochlorite, Technical, Solution	110.64
22-Aug-18	AUG-18	ZZ	ZZRK	AAAA	EEMZ	PD2783961	15.30
22-Aug-18	AUG-18	ZZ	ZZRK	AAAA	EEMZ	ARASYSM 360	623.67
28-Aug-18	AUG-18	ZZ	ZZRK	AAAA	ELBK	PD 2674578	6.50
16-Aug-18	AUG-18	ZZ	ZZDV	AAAA	EMBD	1.8M CLOVER LEAF CABLE	2.76
24-Aug-18	AUG-18	ZZ	ZZBA	AAAA	CCCA	30006766 BARLOW JG U.PD.PDBA.AAA	72.08
22-Aug-18	AUG-18	ZZ	ZZDZ	AAAA	ELCB	Slide, Microscopic; Fisherbrand; Plain Gl	63.50
07-Aug-18	AUG-18	ZZ	ZZYC	GAAA	LKPA	Distribution for miscellaneous receipt: PD	14.66
23-Aug-18	AUG-18	ZZ	ZZHA	GAAA	ETZZ	25/07/18 PEPG2018@LISBON , PORTUG	0.00
16-Aug-18	AUG-18	ZZ	ZZKZ	GAAA	ETBZ	Ref ODWR3Z - Zemach Sorsa Lakore, F	1,093.80
28-Aug-18	AUG-18	ZZ	ZZKZ	GAAA	ELCZ	Starlab0.1-10ul Filter Tips, 10x96, S1121	40.95
28-Aug-18	AUG-18	ZZ	ZZKZ	GAAA	ELCZ	Starlab 1-200ul Graduated Filter Tips, 10	0.00

Other report layout options can be selected from the **Report Layout options** in the *output parameters* section.

Example of a report with various layout options selected

Posting Date	Period Name	Dept Code	CC Code	Cost Centre	SoF Code	Trnx Code	Transaction	Journal Header Name	Journal Line Description	Supplier / Customer Name	Invoice Number	PO / Requisition	Accounted Amount
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	CHANEL, COCO	EXP/20/09/18		0.00
25-Sep-18	SEP-18	ZZ	ZZHA	Eco_GeneMod	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	12/07/18-25/08/18 PEPG WORKSHO	ARMANI, GEORGIO	EXP/21/09/18		661.67
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Flight France - UK Return 10-13/09/1	KEY TRAVEL LTD	50997414	2847672	156.00
10-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETAZ	Accommodation and Hotels	ZZ/DH/10/09/18-2	CC CLARE COLLEGE 6 ROOMS ACCOMMODATION. 10-12/09/2018				840.00
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	WESTWOOD, VIVIENN	EXP/20/09/18		30.00
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	LAUREN, RALPH	EXP/20/09/18		0.00
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	LAUREN, RALPH	EXP/20/09/18		30.00
01-Oct-18	SEP-18	ZZ	ZZHA	Eco_GeneMod	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	PEPG WORKSHOP COLCHESTER -09/C	MCCARTNEY, STELLA	EXP/18/09/18		0.00
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Train -Stanstead-Cambridge return -	KEY TRAVEL LTD	1890337	2847672	0.00
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Train -Stanstead-Cambridge return -	KEY TRAVEL LTD	1890337	2847672	26.70
01-Oct-18	SEP-18	ZZ	ZZHA	Eco_GeneMod	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	PEPG WORKSHOP 2018-06/09/18 TR	ARMANI, GEORGIO	EXP/24/09/18		229.80
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Flight France - UK Return 10-13/09/1	KEY TRAVEL LTD	50997414	2847672	(13.59)

Chart of Accounts - Segment Value Listing (UFS)

This report enables departments to produce lists on the various segments of the General Ledger account code string for their department e.g. cost centre, source of funds or transaction codes. It can be exported into Microsoft Excel allowing departments to customise the report where required.

Parameter screen

This report can be run using any **GL** responsibility.

Complete the following fields:

- Department code**
- Segment name** field: **Cost Centre**, **Source of Funds** or **Transaction Code**, and **Tab**
- Complete the **Segment Range Low** and **Segment Range High** fields that you wish to create a list for, e.g. XX00 – XXZZ if you were wanting a list of all cost centres for your department (replace XX with your department code).
- Click **OK** and then click **OK** again.

Once the report has run, *View output*. The report opens in the browser you used to log into UFS. Use the browser *settings*, and *save as* a *txt* file in an appropriate folder. Open Excel and import the text file (Refer [Step 3](#) in Appendix B below).

Report output

This example was run using the Cost Centre segment option.

Cost Centre	Description	Start Date	End Date	Enabled	Parent	Rollup Group	Posting Allowed	Budgeting Allowed
ZZAA	Ecology: Administration	17-May-00		Yes	No		Yes	Yes
ZZAB	Ecology: Workshop	17-May-00		Yes	No		Yes	Yes
ZZAC	Ecology: Maintenance	17-May-00		Yes	No		Yes	Yes
ZZAD	Ecology: Library	17-May-00		Yes	No		Yes	Yes
ZZAE	Ecology: Catering	17-May-00		Yes	No		Yes	Yes
ZZAG	Ecology: Research Grant Activity	17-May-00		Yes	No		Yes	Yes
ZZEA	Departmental Photocopier	05-Jun-00		Yes	No		Yes	Yes
ZZIB	Teaching Laboratory	29-Jul-00		Yes	No		Yes	Yes

Note:

Cost centre XXAA to XXBA are standard codes that all departments have.

The XXAG cost centre is used exclusively for posting balances from research project accounts into the General Ledger.

Would like to know more about.....



Brought forward balances/departmental reserves

Balances on accounts from previous years are reflected in the accounts in a number of ways depending on the source of funds.

Balances on the Source of Funds at the year-end...	Transferred to....	Comments
ABAA (Stipends)	ADAB (Accumulated Balances Stipends)	Generally, both surplus and deficit balances are retained by the department at year end, but there may be carry forward rules set by the School.
ACAA (Wages)	ADAC (Accumulated Balances Wages)	ADAB and ADAC are used to allow ABAA and ACAA to be cleared in readiness for a new budget the following year.
AAAA (Chest Non Payroll)	ADAA (Accumulated Balances)	As with ADAB and ADAC, year end balances will be transferred from AAAA to ADAA.
Other sources of funds	Retained in the same source of funds	And in the same cost centre

The most common **transaction code** used to represent brought forward balances is XEAA (Departmental Reserves).

For any queries on brought forward balances contact your Finance Advisor.

Other codes that you might come across are:

AZZY	Transactions pending allocation to correct coding (Internal Sales and Credit Card balances will show here)
UBAA	Trade Debtors
UBCA	Bad Debt Provision (Balance sheet)
UNAA	Other Debtors
VBAA	Trade Creditors

Deposits and investments – and their related income

It is possible to invest surplus cash balances and capital sums on Trust Funds and Donations sources of funds. The **Transaction Code Balance** reports are ideal to see all investment activity for one or more source of funds.

If a surplus cash balance is placed on deposit, or is used to buy Cambridge University Endowment Fund (CUEF) units, this is similar to taking money from a current account and placing it in an investment account. The cash balance on the source of funds will be reduced – perhaps to a few pounds – or enough to meet short term planned expenditure, and a corresponding sum will appear on a specific transaction code to represent the deposit/investment.

The Transaction Code Balance Report can be used to see Trust Funds and donations (see overleaf).

The report shows:

- 1) Permanent Capital - invested in the Cambridge University Endowment Fund (CUEF) to provide income to meet approved expenditure
- 2) Spendable Capital – surplus income is often invested in CUEF units – but can also be disinvested and spent
- 3) Distribution to Investors – income earned from holding CUEF units. This is paid into the ZZYB cost centre whether the CUEF units are held as permanent or spendable capital.
- 4) Investment revaluation reserve – at the beginning of the financial year, the CUEF units have a value e.g. £32.00 per unit. They are revalued throughout the year. So if 100 units are held and they increase in value by £1, £100 will show as a bracketed figure on XHAA and be added as a positive to the value of the unit holding (code NAAA). However, this extra value will only materialise if the units are sold.

Regular statements for Trust Funds

Finance Division issues a regular statement for each Trust Fund to the manager of the fund, with detail of the purpose of the fund plus a breakdown of income, expenditure, revaluations and the number of permanent/spendable CUEF units held.

CAPSA Set of Books		Transaction Code Balances (UFS)		Report Date: 12-MAY-2014 13:05		
Currency: GBP		Year to date Period JAN-13		Page: 1 of 1		
Type: Entered		Department PD Plant Sciences		Ref: XXACC_AFGLTRB2		
Source of Funds Range: KIAP to KIAP						
Cost Centre Range: 0000 to ZZZZ						
Source of Funds: KIAP Tom AP Rees Fund						
Cost Centre	Cost Centre Description	Transaction	Transaction Description	Beginning Balance	Period Activity	Ending Balance
ZZYA	Permanent Trust Fund Capital	SAAA	Cambridge University Endowment Fund Holding Account	28,183.91	833.56	29,017.47
		XEAA	Departmental Reserves	(28,187.36)	0.00	(28,187.36)
		XHAA	Investment Revaluation Reserve	0.00	(833.56)	(833.56)
		Cost Centre ZZYA Total:		(3.45)	0.00	(3.45)
ZZYB	Spendable Trust Fund Capital	EXMZ	Awards, Gifts, Trophies, Souvenirs	0.00	2,400.00	2,400.00
		NAAA	Distribution to Investors	0.00	(706.26)	(706.26)
		SAAA	Cambridge University Endowment Fund Holding Account	4,551.44	134.61	4,686.05
		XEAA	Departmental Reserves	(4,805.35)	0.00	(4,805.35)
		XHAA	Investment Revaluation Reserve	0.00	(134.61)	(134.61)
		Cost Centre ZZYB Total:		(253.91)	1,693.74	1,439.83
		Source of Funds KIAP Total:		(257.36)	1,693.74	1,436.38
				<u>Beginning Balance</u>	<u>Period Activity</u>	<u>Ending Balance</u>
			Report Totals:	(257.36)	1,693.74	1,436.38

- In a Trust Fund, ZZYA cost centre holds permanent capital, ie funds that cannot be spent and will always remain invested.
- In Cost Centre ZZYB we can see allowable expenditure (EXMZ) and earnings from investments and deposits (NAAA)
- In ZZYA and ZZYB we can see the sums invested (SAAA)

Appendix A: Common problems to look out for...

It is recommended that you run one of the top level reports such as one of the *Summary Reports* on a regular basis and review it for any unexplained or unexpected balances. Below are common problems to keep an eye out for but please note this is not an exclusive list.

Overspends against Budgets	This could be an overspend of Chest allocations for stipends, wages and non-pay (other charges) expenditure. These allocations can be split out to cost centres by submitting a spreadsheet to your Finance Adviser.
Check that budget additions/adjustments have been added	For example, if your department has been awarded an equipment grant, check that it has been added to the relevant account.
Performance deviating significantly against the departmental <i>Plan</i> budgets	For departments that have uploaded a local plan of budgets for income and expenditure across a wider range of source of funds /cost centres – why is the actual income and expenditure not matching the budgeted figures outlined in your plan?
Income posted to <i>Chest</i> sources of funds	Chest funding (centrally agreed allocations) is represented as a budget in UFS. Each month this will be posted into actuals as income on a school specific GP** transaction code. Generally the only negative values in these accounts are either journal transfers or credit notes from suppliers – other items should be investigated to make sure that the correct source of funds have been attributed.
Internal trading invoices for which the default account has not been changed	All internal trading invoices awaiting coding by the recipient will default against a standard account: U.XX.XXAA.AZZY.FKAA.0000 Review each internal invoice received and recode to the correct account.
Credit card transactions which have not been recoded to the correct account	All credit card transactions are defaulted on a monthly basis against a department's standard account, U.XX.XXAA.AZZY.FJAA.000, where XX is the department two letter code. Review each transaction, liaising with card holder as required, and recode to the correct account.

Matching expenditure to Income	Example: if you charge students for photocopying, all the income should be coded to the source of funds GAAA (external trading) so periodically you should ensure a % of the photocopier running costs is charged to GAAA.
Deficits on trading accounts	Trading accounts, source of funds GAAA (external) or GAAB (internal trading), should be self-financing and not be in deficit.
Any large or unusual amounts	These invoices should be identified and if necessary corrected. Investigate the items either by running a more detailed report on that particular account or by performing an on-line enquiry
Large un-invested balances	Consider whether large cash balances should be put on deposit or invested in the Cambridge University Endowment Fund (CUEF). If in doubt check with your Finance Adviser/Manager. <i>Note: Investing is only allowed on a small selection of sources of funds and make sure you review by source of funds and across all cost centres to establish if there truly is a balance</i>
Trust Funds	Has any expenditure been coded against the permanent capital of the trust fund. Are there any transactions that break the trust fund spending rules?
Are figures realistic and complete?	This is a difficult one to judge, but for example if you know you have been supplying other departments with items, are there corresponding transactions under your Internal Trading source of funds?
Check suspense accounts	If your department is operating any suspense accounts, then these should be reviewed and cleared regularly
Balances on 'recharge accounts'	Often (but not exclusively) B and C sources of funds where salaries etc. are recharged to the NHS or other bodies.

Appendix B: Importing txt files into Excel

Open the text file in Excel and import using the wizard:

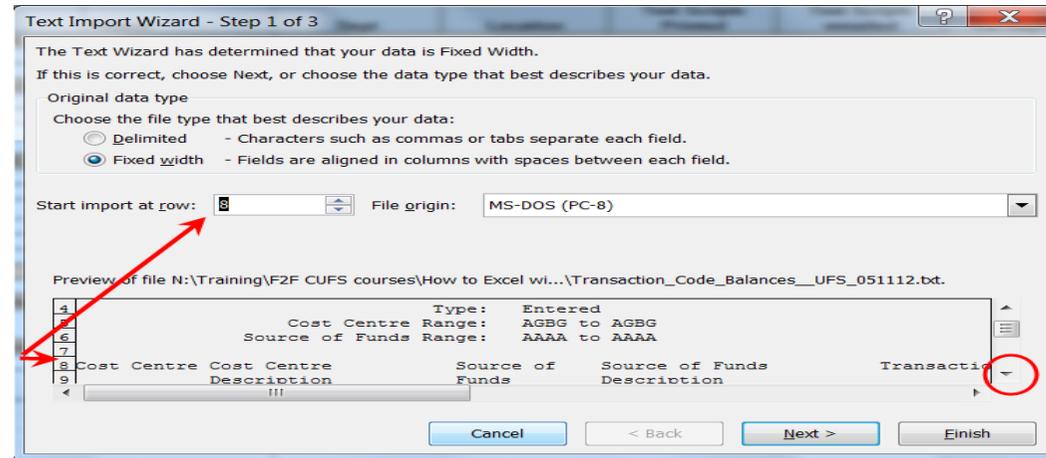
Open Excel and find the text file that you have saved.

Scroll down until you can see the column headings for the report.

Update the **Start import at row** box to reflect that of the column headings.

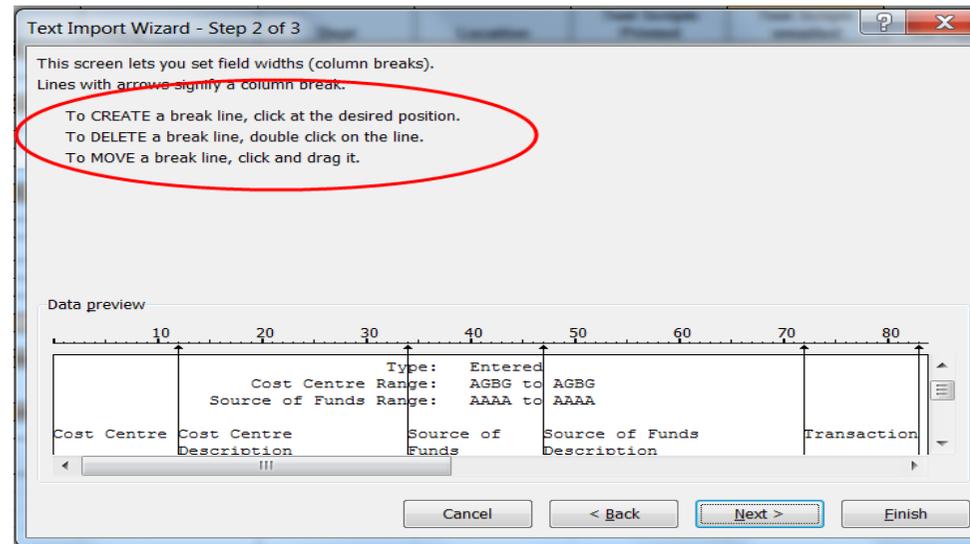
Click **Next**

Don't forget to change the file type to "All files" as you are looking for a text file



Follow the instructions at the top of the box to keep and align column breaks to match only that of the column headings.

Click **Next**



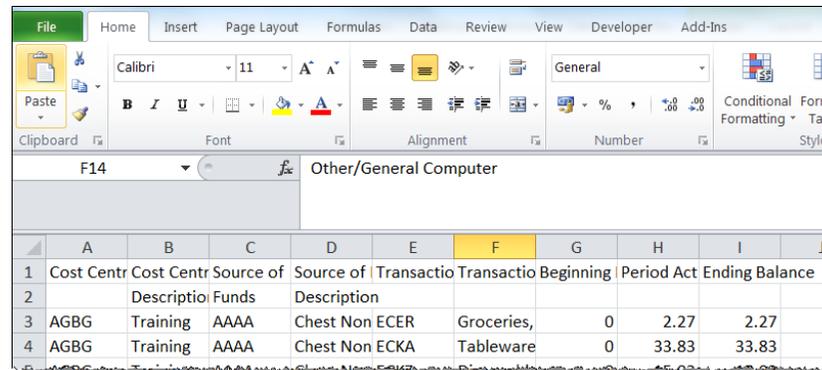
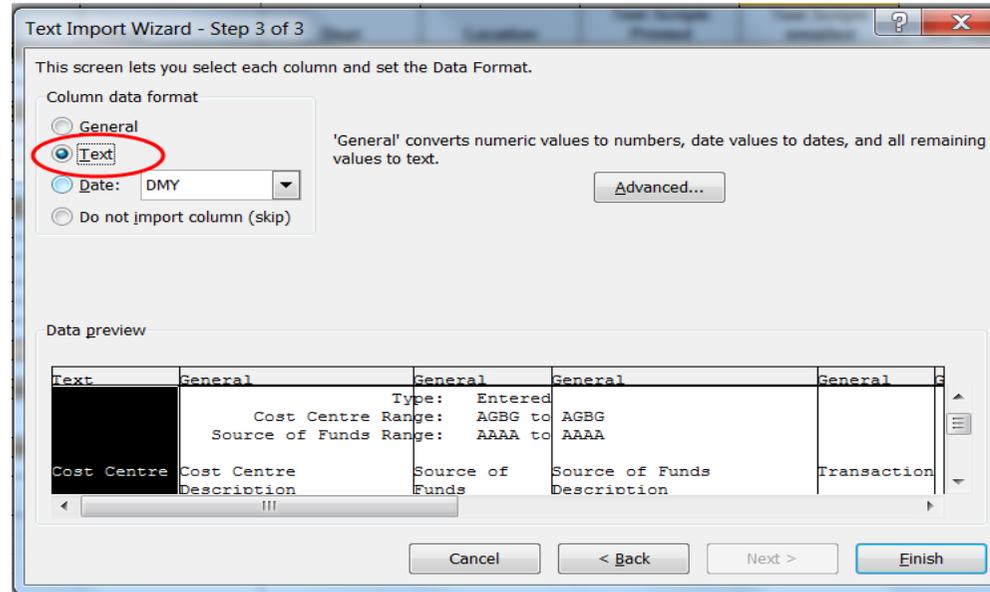
Highlight any Cost Centre or Source of funds columns and change the data format for these to be "Text"

This will preserve the formatting of any Balance Sheet codes which are 0000.0000

Click **Finish**

Your report will be displayed in Excel

Save as an Excel file



Appendix C: Glossary of terms

<i>Account Analysis</i>	This report will return individual transactions and will show the source of the journal for each transaction (eg from Accounts Payable).
<i>Accounting Flexfield</i>	The account code string e.g. U.AG.AGBA.AAAA.ESAA.0000.
<i>Allocation</i>	A budget type that represents the central allocation from the University for expenditure on general running costs and salaries (known as Chest sources of funds).
<i>Chart of Accounts</i>	A list containing values within each segment, for example Cost Centre, of the Accounting Flex field (see above).
<i>Commitments</i>	Amounts due from items on an approved purchase orders which have not yet been received or invoiced.
<i>Encumbrance</i>	Anticipated expenditure due from purchase orders made up of four main types : commitments, obligations, invoice and manual entries
<i>Full Field</i>	Indicates where a standard Oracle report has been modified so all descriptions are shown in full (Oracle reports often truncate descriptions to short fixed lengths).
<i>Invoice</i>	Where this is an Encumbrance type this relates to amounts due from items on invoices that has been entered and matched to a purchase order but not yet converted to an 'actual' (normally prior to Secondary Invoice Approval).
<i>Obligation</i>	Amounts due from items on an approved purchase orders that have been received but for which an invoice has not yet been received.
<i>Plan</i>	A budget type that combines a department's allocation with its own locally uploaded plan of expected income and expenditure
<i>Primary Segment and Secondary Segment</i>	These are parameter options where you fix the subtotals and page breaks. If for example you require a report to subtotal on every change in Cost Centre, you would choose Cost Centre as the primary page- break segment.

<i>Summary fields (Cognos GL Financial Summary Report)</i>	<ul style="list-style-type: none">• Cost Centre 3 Letter code -used by certain departments to group cost centres using first 3 letters of the CC (pre- dates CC owner/categorisation functionality)• Source of Funds Group - high level hierarchy structures used to organise SoFs (primarily used at School and University level)• Source of Funds Category -used with SoF groups to further classify SoFs (eg. A*** SoFs are sub-divided between <i>Chest Recurrent</i> and <i>Chest Non-Recurrent</i> and the group <i>Chest Recurrent</i> has categories <i>Administered Funds, Stipends and Wages</i>).
<i>Trial Balance</i>	A Trial Balance report will return values at the transaction code level; i.e. the sum of all entries per code combination

Further help and Information



General UFS Helpdesk

ufsenquiries@admin.cam.ac.uk

Online Reporting Catalogue

<http://www.reports.finance.admin.cam.ac.uk/>

Additional reference documents

<http://www.finance.admin.cam.ac.uk/training/docs/general-ledger>

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