



GL Budget to Actual

Available in **Cognos**, this **General Ledger** report allows users to see summary actual and budget monthly and year to date values for selected periods, departments, and account code ranges.

It also includes the ability to select columns (i.e. customise which fields to display) and allows the choice of displaying Allocation Budget only, Plan Budget only, Plan Budget and Allocation or all options.

This report defaults to Excel, but can provide output in all standard formats (including PDF and html).

Running the report

The report can be accessed from the following folder:

Public Folders > LIVE > [School] > School All Departments (CUFS)

Parameters

The parameters of this report allow you to select whether a number of fields should be displayed or not, allowing you to customise the output to your specific requirements.

Budget to Actual (including Plan with Conditional Column Display) Report Parameters

Compulsory. Choose Financial Year Start Period
Start Year GL Period Name

Compulsory. Choose GL Period
GL Period Name

Compulsory. Choose School, Departments will automatically populate
School

Compulsory. Choose Department (click on department name), Cost Centres will automatically populate
Department (Code & Name)

Optional. Choose Range or individual Sof's. Leave blank if all Sof's required.
From: Source of Funds Code (Lowest value) To: Source of Funds Code (Highest value)
Choices: [Empty list]
Buttons: Insert, Remove

Optional. Choose Range or individual Cost centres. Leave blank if all CC's required.
From: Cost Centre Code (Lowest value) To: Cost Centre Code (Highest value)
Choices: [Empty list]
Buttons: Insert, Remove

Compulsory. Select whether to run report for Allocation Budget only, Plan Budget Only, Plan Budget + Allocation or All Options then click on Re-prompt Button to Select Columns.
Allocation
Plan
Allocation + Plan
All Options
Re-prompt

Compulsory. Show Transaction Code Description Yes/No (use drop down). Default is No.
No

Compulsory. Show Cost Centre Description Yes/No (use drop down). Default is No.
No

Compulsory. Show Source of Funds Description Yes/No (use drop down). Default is No.
No

Select Columns Required

Do not forget to click on the **Re-prompt** button once you have selected which type of budget you wish the report to display. This will then give you the option of which columns to display.

Compulsory. Select whether to run report for Allocation Budget only, Plan Budget Only, Plan Budget + Allocation or All Options then click on Reprompt Button to Select Columns.

Select Columns Required

Allocation

Plan

Allocation + Plan

All Options

Reprompt

Cost Centre Code

Source of Funds Code

Transaction Code

Annual Budget (Allocation)

Budget Month (Allocation)

Actual Month (Allocation)

Variance Month (Allocation)

Budget YTD (Allocation)

Actual YTD (Allocation)

Variance YTD (Allocation)

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

Example output

In Excel a workbook containing one worksheet will open, with colour coded columns (depending on display options selected).

Departmental											
Department: AG: Finance											
Cost Centre Range: AGBI											
Source of Funds Range: Less than or equal to AWBA											
Cost Centre Code	Source of Funds Code	Transaction Code	Annual Budget (Allocation)	Budget Month (Allocation)	Actual Month (Allocation)	Variance Month (Allocation)	Budget YTD (Allocation)	Actual YTD (Allocation)	Variance YTD (Allocation)	Annual Budget (Allocation) minus Actual YTD	Plan Annual Budget (Incl Allocation)
AGBI	AAAA	EKEA	0.00	0.00	150.00	(150.00)	0.00	398.04	(398.04)	(398.04)	0.00
AGBI	AAAA	EQFH	0.00	0.00	0.00	0.00	0.00	0.16	(0.16)	(0.16)	0.00
AGBI	AHAP	XEAA	0.00	0.00	0.00	0.00	0.00	(26,383.97)	26,383.97	26,383.97	0.00

Budget to Actual Report AUG-16 to JAN-17														
Annual Budget (Incl Allocation)	Plan Budget Month (Incl Allocation)	Plan Actual Month	Plan Variance Month (Incl Allocation)	Plan Budget YTD (Incl Allocation)	Plan Actual YTD	Plan Variance YTD (Incl Allocation)	Plan Annual Budget (incl Allocation) minus Plan Actual YTD	Plan Only Annual Budget	Plan Only Budget Month	Plan Only Actual Month	Plan Only Budget YTD	Plan Only Actual YTD	Plan Only Variance YTD	Plan Only Annual Budget minus Actual YTD
0.00	0.00	150.00	(150.00)	0.00	398.04	(398.04)	(398.04)	0.00	0.00	150.00	0.00	398.04	(398.04)	(398.04)
0.00	0.00	0.00	0.00	0.00	0.16	(0.16)	(0.16)	0.00	0.00	0.00	0.00	0.16	(0.16)	(0.16)
0.00	0.00	0.00	0.00	0.00	(26,383.97)	26,383.97	26,383.97	0.00	0.00	0.00	0.00	(26,383.97)	26,383.97	26,383.97