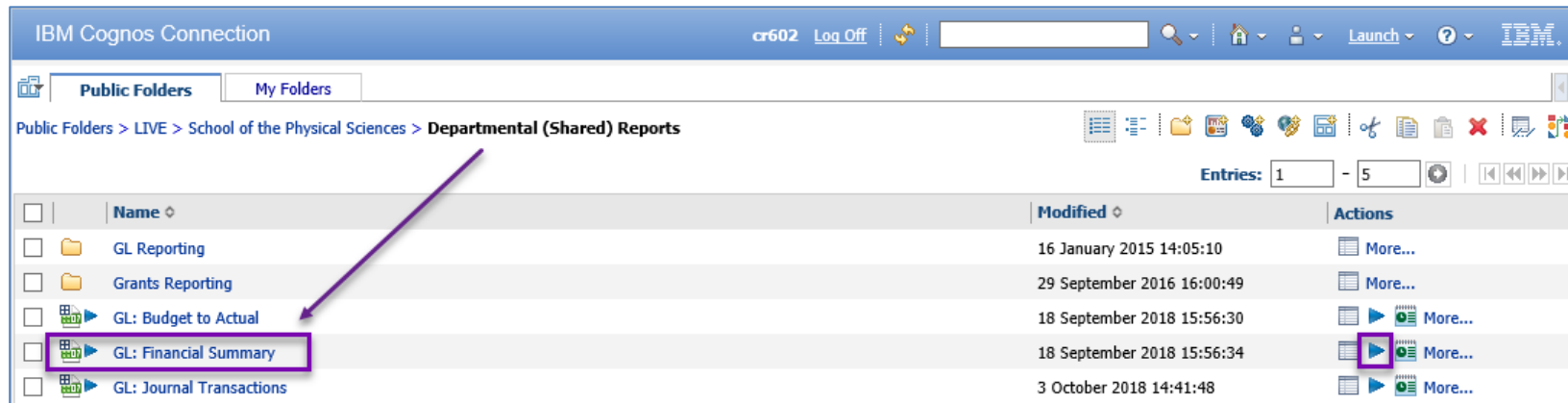




GL Budget to Actual report in Cognos

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



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)

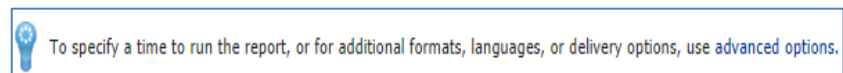
Delivery:
 View the report now
 Save the report
 Print the report:
Printer location: Select a printer...
 Send me the report by email

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*.



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

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.

The screenshot shows a form with two dropdown menus and a button. The first dropdown is labeled "Select Financial Year:" and has "FY17-18" selected. The second dropdown is labeled "Select GL Period:" and has "GL Period Name" selected. Below the dropdowns is a blue button labeled "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.

The screenshot displays a web-based configuration interface for a Cognos report. It is divided into three main sections:

- Select School(s):** A list of schools with checkboxes, including 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, and Associated Bodies. Below the list are 'Select all' and 'Deselect all' links, and an 'Update Department List' button.
- Select Department Group:** A dropdown menu with a 'Deselect' link and an 'Update Department List' button.
- Select Department(s):** A list of department codes with checkboxes, including 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, and AI: Postdoctoral Affairs. Below the list are 'Select all' and 'Deselect all' links, and an 'Update Cost Centre List' button.

At the bottom, there is a text input field labeled '(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)'. A blue arrow points from a yellow callout box to this field.

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> <div style="border: 1px solid black; padding: 5px;">between AAAA and LZZZ</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> <div style="border: 1px solid black; padding: 5px;">between AAAA and NZZZ</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 option, **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	• Annual Plan	• Variance YTD
• Source of Funds code	• Plan YTD	
• Transaction code	• Actual YTD	

Example of standard output

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 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	