



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.**

Name	Modified	Actions
GL Reporting	29 September 2015 15:42:05	More...
Grants Reporting	19 July 2016 11:01:13	More...
GL: Budget to Actual	27 March 2019 12:20:19	Run with Options More...
GL: Budget to Actual Summary	13 May 2019 13:39:28	More...
GL: Financial Summary	11 March 2019 17:17:19	More...
GL: Journal Transactions	3 October 2018 14:40:16	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 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:
* ▼

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> <div> <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 </div> <p>Select all Deselect all</p> <p>Update Cost Centre List</p> <p>(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)</p> <input type="text"/> <p>Select Source of Funds Range(s):</p> <p>From: <input type="radio"/> Source of Funds Code <input type="button" value="Insert"/> <input checked="" type="radio"/> Lowest value</p> <p>To: <input type="radio"/> Source of Funds Code <input type="button" value="Remove"/> <input checked="" type="radio"/> Highest value</p> <p>Choices: between AAAA and LZZZ</p> <p>Select all Deselect all</p> <p>(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <input type="text"/>	<p>Select Cost Centre Range(s):</p> <p>From: <input type="radio"/> Cost Centre Code <input type="button" value="Insert"/> <input checked="" type="radio"/> Lowest value</p> <p>To: <input type="radio"/> Cost Centre Code <input type="button" value="Remove"/> <input checked="" type="radio"/> Highest value</p> <p>Choices:</p> <div></div> <p>Select all Deselect all</p> <p>(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <input type="text"/> <p>Select Transaction Range(s):</p> <p>From: <input type="radio"/> Transaction Code <input type="button" value="Insert"/> <input checked="" type="radio"/> Lowest value</p> <p>To: <input type="radio"/> Transaction Code <input type="button" value="Remove"/> <input checked="" type="radio"/> Highest value</p> <p>Choices: between AAAA and NZZZ</p> <p>Select all Deselect all</p> <p>(Alternative) Transaction Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <input type="text"/>
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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	EFYG	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)
ZZBC	Computing Services	AAAA	Chest Non Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,845.66	(3,845.66)	0.00	(11,054.34)	(11,054.34)
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
ZZBR	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
ZZBA	Ecology - General	AAAD	Chest Equipment	36,300.00	36,300.00	0.00	36,300.00	36,300.00	0.00	36,300.00	39,134.40	(2,834.40)	0.00	59,184.40	59,184.40
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
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)
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
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 Absence	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	