**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.

**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 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:
Start Year GL Period Name

Select GL Period:
* Previous Month (APR-19)
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.*

**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.
Detailed Procedure
GL Budget to Actual report in Cognos

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**.

**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 (PvA) 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 CRSid
- 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

**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*:

<table>
<thead>
<tr>
<th>Field</th>
<th>Annual Plan Income</th>
<th>YTD Plan Income</th>
<th>YTD Variance Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost centre code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost centre (description)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source of Funds code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source of funds (Description)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Plan Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Plan Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Variance Expenditure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Plan Surplus/Deficit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Plan Surplus/Deficit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD Variance Plan Surplus/Deficit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Cost Centre Code</th>
<th>Cost Centre</th>
<th>Source of Funds Code</th>
<th>Source of Funds</th>
<th>Annual Plan Income</th>
<th>Annual Plan Expenditure</th>
<th>Annual Plan Surplus / (Deficit)</th>
<th>YTD Plan Income</th>
<th>YTD Plan Expenditure</th>
<th>YTD Plan Surplus / (Deficit)</th>
<th>Actual Income</th>
<th>Actual Expenditure</th>
<th>Actual Surplus / (Deficit)</th>
<th>YTD Variance Income</th>
<th>YTD Variance Expenditure</th>
<th>YTD Variance Surplus / (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z2AA</td>
<td>Ecology Administration</td>
<td>AAAA</td>
<td>Chest Non-Payroll</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11.16</td>
<td>(11.16)</td>
<td>0.00</td>
<td>(11.16)</td>
<td>(11.16)</td>
</tr>
<tr>
<td>Z2AA</td>
<td>Ecology Administration</td>
<td>AAGY</td>
<td>Transfers pending allocation to core</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,929.71</td>
<td>(6,929.71)</td>
<td>0.00</td>
<td>(6,929.71)</td>
<td>(6,929.71)</td>
</tr>
<tr>
<td>Z2CA</td>
<td>Ecology Administration</td>
<td>AABA</td>
<td>External Trading</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,200.00</td>
<td>1,200.00</td>
<td>0.00</td>
<td>1,200.00</td>
<td>1,200.00</td>
</tr>
<tr>
<td>Z2AC</td>
<td>Ecology Maintenance</td>
<td>ACAA</td>
<td>Chest Wages</td>
<td>297,920.00</td>
<td>297,920.00</td>
<td>0.00</td>
<td>223,452.00</td>
<td>223,452.00</td>
<td>0.00</td>
<td>223,452.00</td>
<td>233,009.22</td>
<td>10,371.78</td>
<td>0.00</td>
<td>10,371.78</td>
<td>10,371.78</td>
</tr>
<tr>
<td>Z2AD</td>
<td>Ecology Research Grant Activity</td>
<td>AAZY</td>
<td>Transfers pending allocation to core</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>532.62</td>
<td>(532.62)</td>
<td>0.00</td>
<td>(532.62)</td>
<td>(532.62)</td>
</tr>
<tr>
<td>Z2AG</td>
<td>Ecology Research Grant Activity</td>
<td>EADA</td>
<td>Departments Share of Research Overheads</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>343,878.82</td>
<td>9,579.47</td>
<td>333,999.35</td>
<td>343,878.82</td>
<td>9,579.47</td>
</tr>
<tr>
<td>Z2AO</td>
<td>Office Administration</td>
<td>AABA</td>
<td>Chest Wages</td>
<td>147,727.00</td>
<td>147,727.00</td>
<td>0.00</td>
<td>144,986.00</td>
<td>144,986.00</td>
<td>0.00</td>
<td>114,986.00</td>
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<td>(11,003.19)</td>
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<td>(17,856.15)</td>
<td>(11,853.15)</td>
</tr>
<tr>
<td>Z2AP</td>
<td>Postgraduate application fees</td>
<td>BABA</td>
<td>External Trading</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15,540.00</td>
<td>0.00</td>
<td>15,540.00</td>
<td>0.00</td>
<td>15,540.00</td>
<td>15,540.00</td>
</tr>
<tr>
<td>Z2AS</td>
<td>Insurance Claims</td>
<td>BARR</td>
<td>Insurance Claims</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7,733.50</td>
<td>0.00</td>
<td>7,733.50</td>
<td>0.00</td>
<td>7,733.50</td>
<td>7,733.50</td>
</tr>
<tr>
<td>Z2BA</td>
<td>Ecology General</td>
<td>AAAA</td>
<td>Chest Non-Payroll</td>
<td>530,058.00</td>
<td>571,752.00</td>
<td>(1,804,010.00)</td>
<td>530,058.00</td>
<td>571,752.00</td>
<td>(1,804,010.00)</td>
<td>530,058.00</td>
<td>(338,363.78)</td>
<td>(181,694.22)</td>
<td>0.00</td>
<td>910,115.75</td>
<td>910,115.75</td>
</tr>
<tr>
<td>Z2BB</td>
<td>Ecology General</td>
<td>AAAA</td>
<td>Chest Equipment</td>
<td>2,643,817.00</td>
<td>2,632,253.00</td>
<td>11,564.00</td>
<td>2,643,817.00</td>
<td>2,629,016.26</td>
<td>11,001.26</td>
<td>2,643,817.00</td>
<td>2,629,016.26</td>
<td>11,001.26</td>
<td>0.00</td>
<td>2,629,016.26</td>
<td>11,001.26</td>
</tr>
<tr>
<td>Z2BC</td>
<td>Ecology General</td>
<td>AAAA</td>
<td>Chest Wages</td>
<td>560,954.00</td>
<td>560,954.00</td>
<td>0.00</td>
<td>424,384.00</td>
<td>424,384.00</td>
<td>0.00</td>
<td>424,384.00</td>
<td>413,981.39</td>
<td>10,402.61</td>
<td>0.00</td>
<td>10,402.61</td>
<td>10,402.61</td>
</tr>
<tr>
<td>Z2CD</td>
<td>Ecology General</td>
<td>AAAW</td>
<td>Grant from Researcher Development Fund</td>
<td>47,730.00</td>
<td>47,730.00</td>
<td>0.00</td>
<td>47,730.00</td>
<td>47,730.00</td>
<td>0.00</td>
<td>47,730.00</td>
<td>50,164.00</td>
<td>3,432.96</td>
<td>0.00</td>
<td>3,432.96</td>
<td>(1,432.96)</td>
</tr>
<tr>
<td>Z2DA</td>
<td>Ecology General</td>
<td>AAAA</td>
<td>Chest Non-Payroll</td>
<td>(91,000.00)</td>
<td>91,000.00</td>
<td>0.00</td>
<td>(75,260.00)</td>
<td>75,260.00</td>
<td>0.00</td>
<td>75,260.00</td>
<td>4,871.25</td>
<td>(4,871.25)</td>
<td>0.00</td>
<td>(78,123.25)</td>
<td>(78,123.25)</td>
</tr>
<tr>
<td>Z2DB</td>
<td>Ecology General</td>
<td>EFRO</td>
<td>Chemistry Donations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6,676.72</td>
<td>(16,212.93)</td>
<td>20,879.75</td>
<td>6,676.72</td>
<td>2,112.93</td>
<td>2,112.93</td>
</tr>
<tr>
<td>Z2BB</td>
<td>Office Administration</td>
<td>AAAA</td>
<td>Chest Non-Payroll</td>
<td>7,660.00</td>
<td>7,660.00</td>
<td>0.00</td>
<td>7,660.00</td>
<td>7,660.00</td>
<td>0.00</td>
<td>7,660.00</td>
<td>4,273.45</td>
<td>3,386.55</td>
<td>0.00</td>
<td>3,386.55</td>
<td>3,386.55</td>
</tr>
<tr>
<td>Z2BO</td>
<td>Quandary Trust Fund Capital</td>
<td>KZAE</td>
<td>Howard Jones Lecturers' Fund</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>161,000.00</td>
<td>0.00</td>
<td>161,000.00</td>
<td>0.00</td>
<td>161,000.00</td>
<td>161,000.00</td>
</tr>
<tr>
<td>Z2BY</td>
<td>Spanday Trust Fund Capital</td>
<td>KZAK</td>
<td>Prize for Conservation Enterprises</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>233,250.00</td>
<td>233,250.00</td>
<td>0.00</td>
<td>233,250.00</td>
<td>233,250.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Cost Centre Code</th>
<th>Cost Centre</th>
<th>Source of Funds Code</th>
<th>Source of Funds</th>
<th>Annual Plan Income</th>
<th>Annual Plan Expenditure</th>
<th>Annual Plan Surplus / (Deficit)</th>
<th>YTD Plan Income</th>
<th>YTD Plan Expenditure</th>
<th>YTD Plan Surplus / (Deficit)</th>
<th>Actual Income</th>
<th>Actual Expenditure</th>
<th>Actual Surplus / (Deficit)</th>
<th>YTD Variance Income</th>
<th>YTD Variance Expenditure</th>
<th>YTD Variance Surplus / (Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z2AA</td>
<td>Ecology Administration</td>
<td>AAAA</td>
<td>Chest Non-Payroll</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11.16</td>
<td>(11.16)</td>
<td>0.00</td>
<td>(11.16)</td>
<td>(11.16)</td>
</tr>
<tr>
<td>Z2AO</td>
<td>Ecology General</td>
<td>AAAA</td>
<td>Chest Non-Payroll</td>
<td>530,058.00</td>
<td>571,752.00</td>
<td>(1,804,010.00)</td>
<td>530,058.00</td>
<td>571,752.00</td>
<td>(1,804,010.00)</td>
<td>530,058.00</td>
<td>(338,363.78)</td>
<td>(181,694.22)</td>
<td>0.00</td>
<td>910,115.75</td>
<td>910,115.75</td>
</tr>
</tbody>
</table>

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Detailed Procedure

GL Budget to Actual report in Cognos

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
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 Table]

- **Report Name**: GL: Budget to Actual Summary
- **Run By**: c602
- **Report Date**: 14 May 2019 09:43:36

### Parameters Entered

- **Financial Year**: APR-19
- **School**: 22: Ecology
- **Source of Funds Range**: Between AAAA and LZZZ
- **Report Ordering**: Cost Centre
- **Report Layout Options**: Show Plan to Actual (PvA) Summary, Show Income and Expenditure (I&E) Summary, Show Descriptions for Chart of Accounts Segments, Show Annual Plan Figures, Show Negative Amounts in Red

### Additional Parameters

- **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**