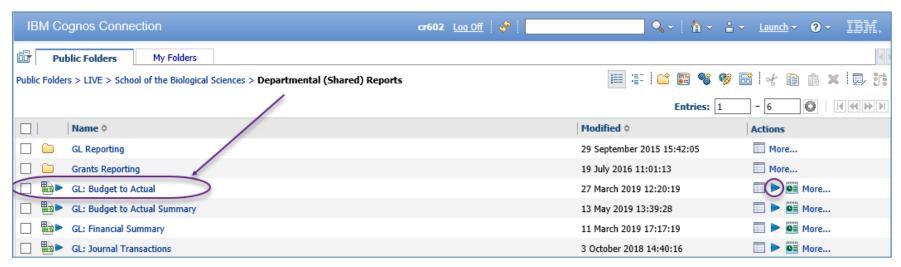
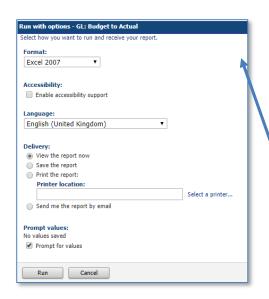


GL Budget to Actual Summary report in Cognos

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.



Organisation parameters

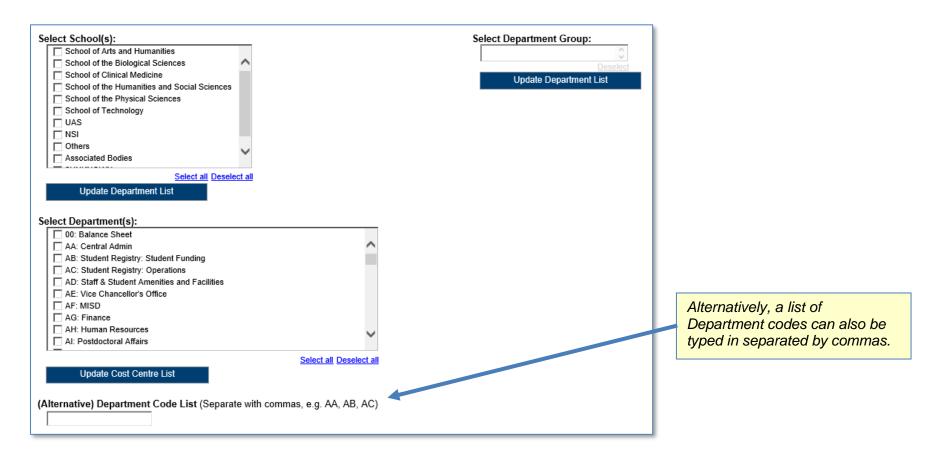
• School(s) (optional) Select your school or required grouping. This will drive which departments/department groups are displayed in

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.

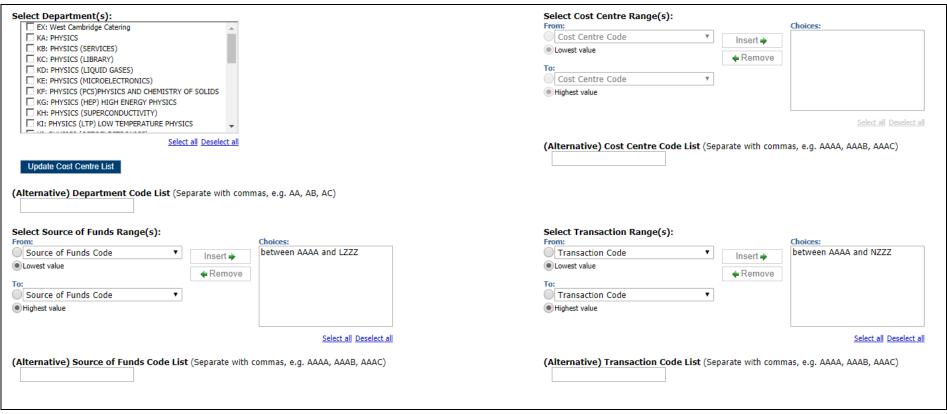


NOTE: Each time you make a selection, you must click the re-prompt (Update) button for that choice, so that the relevant selection values are returned.

Account Segment Parameters:

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

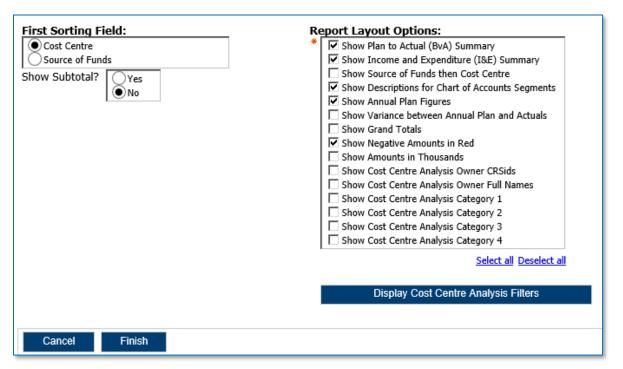
Results can be further restricted by entering ranges for Account Code Segments, **or** by typing in lists of values separated by commas. If you don't need to limit selection, leave options set as **Lowest value** and **Highest value**.



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



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 Overho	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
-	-	The same of	The state of the s	100			-				100	V			
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 Overho	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)
- Car	Computio	math, gray		-		_	000.0		144	V Allendar	4	2.045.66	-	(11.054.34)	<11,0F1 94)
	A CONTRACTOR OF THE PARTY OF TH	AAAA Subtot	al	567,254.00	571,752.00	(4,518)	-0.,_on	571,752.00	(4,516.00)	567,234.00	682,297.43	(115,063.43)	0.00	(110,5+6.43)	(110,040,43)
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
THE A	Repairs	AAAD	Chest Fauinment	10,000,00	10,000.00		00.0	10,000,00	-0.0	2,000.00	0.00	A PROPERTY OF	0.00	10.000.00	1000000
Z	reasonity - General	AAAJ	G est Equipment	السيادين	3_,000.	0.00	£,000.00	. ,áu	1		(4	_s, J	0.0	59,184.	Ju, .34.
		AAAD Subtota	al	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
77A0-4	C Teaching	ABAA	Chest Stipeada	- 10°07.00	147.727.00	0.00	114.898.00	114,898.00		114 898 00	126.787.19	(11,889,19)	0.00	(44,889.19)	/14 A89 1
اله سد.	.cology General	AL, or	CI. SSI OU ₁	_,~~0,~22.00	3,5	10,311.50	∠,643,0 ₁ ູ ປປ	2,002,25 0	,,564.UU	ده./15,040ع	2,420,001.26	815.74 کی۔۔۔		204,251.74	∠04,∠ی 1.74
		ABAA Subtota	al	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	Cost Centre	Source of	Source of Funds	Annual Plan	YTD Plan	Actual	YTD Variance	Annual Plan	YTD Plan	Actual	YTD Variance	Annual Plan	YTD Plan	Actual	YTD Variance
Centre Code		Funds Code		Income	Income	Income	Income	Expenditure	Expenditure	Expenditure	Expenditure	Surplus / (Deficit)	Surplus / (Deficit)	Surplus / (Deficit)	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
ZZA0	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)
77AD-	nlie	_	Tyder Tra	-	0.0		10.54	100000000					0.0	$\overline{}$	
ZZBA	Ecology General	AAAA	Chest Non Payroll	(530,058.00)	(530,058.00)	(530,050.00)	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
-		-		-			-						0.00	E5	
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	U.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	3,
Source of Funds Range	Between AAAA and LZZZ
Report Ordering	Cost Centre
	Show Plan to Actual (BvA) Summary, Show Income and Expenditure (I&E) Summary, Show
Report Layout Options	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 2	
Cost Centre Analysis Category 4	
Cost Centre Analysis Category 4	