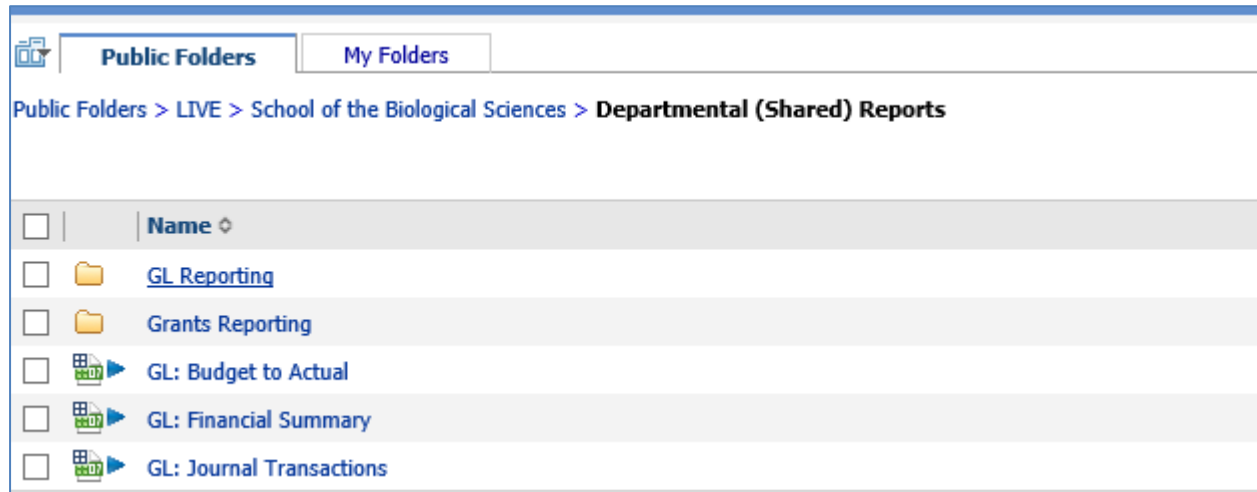




GL Financial Summary report (Cognos)

This is one of the three new GL reports available to all Cognos users. The reports can be found in the Departmental (Shared) Reports folder for your school.

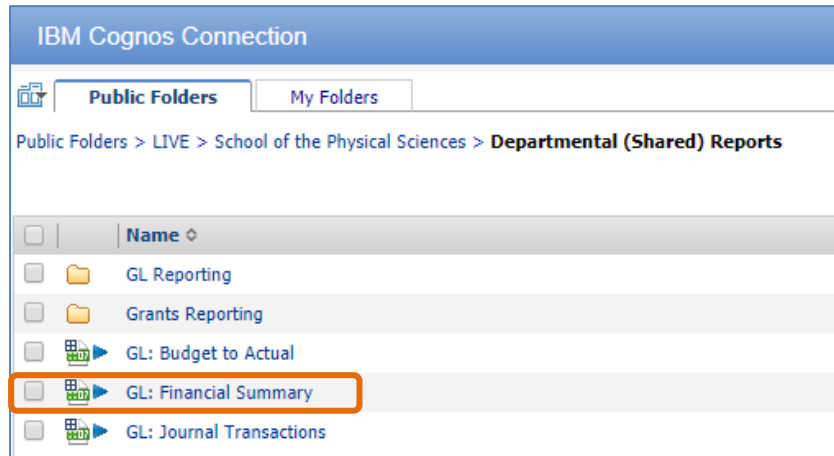


The report has been designed to replace a number of the existing Cognos GL summary reports, and has runtime options that allow you alter the output of the report to suit your needs.

Old versions of the Financial Summary reports (currently located within the GL Reporting folder) will be available for users to run for a limited time, but have been restricted to Jul-18 and before. (Stored versions of the Financial Summary reports will be retained for two years).


To run the GL Financial Summary report

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

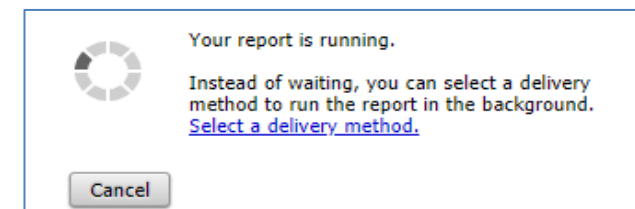


This report has a variety of optional fields, allowing users to customise the output to suit their requirements and includes Cost Centre Analysis, if required, as well as an income and expenditure breakdown. The report is intended for use by departments, schools and Central Finance. It uses the standard security model, restricting returned information to only the department(s) or school(s) the user has been granted access to.

There are two available outputs, one is intended to be used as a working report, and as such does not contain any header, footer, or summary information in order to ease manipulation of the output to meet user needs. The other is intended to be used as a presentation report, and contains the additional information.

It is set to default to Excel, but can provide output in all standard formats (including PDF and HTML). *To select a different report format, or to save or email the report, use  Run with options, on the right of the report selection line.*

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... >**, then **Your report is running**, until the prompt page is regenerated.



You can create a [Report View](#) to save commonly used parameters, or to create a report schedule.

Runtime parameters

Accounting date parameters

- **Financial Year** (optional)
- **GL Period** (mandatory)

The report *can* be restricted to a particular financial year, *but* must be run for a single GL Period.

Tip: If you select the financial year and click the **Update GL Period List** button, the choice of GL periods will be filtered to only show the relevant choices.

Select Financial Year: Start Year GL Period Name <input type="text"/>	Select GL Period: * GL Period Name <input type="text"/>
<input type="button" value="Update GL Period List"/>	

Organisation parameters

- **School(s)** (optional)
- **Department Group** (optional)
- **Department(s)** (optional)

The report can be run for Departments, Department Group, Schools, or even across the whole University.

Note: Your level of access in Cognos will determine which departments you can see information for. If you only have access to one department, you will only see the relevant school and that department in the lists. You do not even need to select the department unless you want to select a particular cost centre(s).

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)

A **department group** is a selection of linked departments. In the selection hierarchy, a department group sits between the school and individual departments. Not all schools have department groups. To select a department group, the school needs to be checked and list updated. If there are no groups, or you do not have access to the group, the dropdown list will be blank.

Tip: It may be faster to use this box to type in the department codes you want. They do not have to be in any order or contiguous.

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)

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**.

Select Cost Centre Range(s):
From: Cost Centre Code Lowest value Highest value
To: Cost Centre Code Highest value
Insert Remove
Choices:
[Select all](#) [Deselect all](#)

(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Source of Funds Range(s):
From: Source of Funds Code Lowest value Highest value
To: Source of Funds Code Highest value
Insert Remove
Choices:
[Select all](#) [Deselect all](#)

(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Tip: It may be faster to use this box to type in the cost centres you want, particularly if you only want one.

The same applies for Source of Funds selection.

Output parameters

- Up to four **Summary Fields** (optional, with optional subtotals)
- **Report Layout Options** (optional)

The output received from the report can be grouped with up to four summary fields, and additional fields can be shown on the output by selecting various layout options. The output can also be filtered by Cost Centre Analysis fields.

The screenshot displays the configuration interface for the report. On the left, there are four 'Summary Field' sections, each with a dropdown menu and a 'Show Subtotal?' radio button. The first dropdown is set to 'Source of Funds' and its 'Show Subtotal?' is 'Yes'. The second dropdown is 'Cost Centre' with 'Show Subtotal?' set to 'No'. The third dropdown is 'None' with 'Show Subtotal?' set to 'No'. The fourth dropdown is also 'None'. In the center, a yellow box titled 'Summary fields: Choices are:' lists options: None, Department, Cost Centre 3 Letter Code, Cost Centre, **Source of Funds** (highlighted), Source of Funds Group, and Source of Funds Category. Below this list is a note: 'Please refer to the [glossary](#) at end of manual for explanation of options'. To the right, another yellow box explains: '**Net/ MAAA-ZZZZ** = Useful for departments with grant activity' and '**Wide** = extra columns to differentiate types of *income* (e.g. chest allocation, interest, other) and *expenditure* (e.g. stipends, scholarships, non-payroll)'. On the far right, the 'Report Layout Options' section contains a list of checkboxes: 'Presentation Layout (best viewed as PDF)', 'Show Descriptions for Chart of Accounts Segments', 'Show Net / MAAA-ZZZZ SoF Totals', 'Show Grand Totals', 'Show 'Wide' Income and Expenditure Breakdown', 'Hide Memorandum Fields', 'Show Departmental Breakdown for School or Group reports', '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', and 'Show Cost Centre Analysis Category 4'. At the bottom right of this section are links for 'Select all' and 'Deselect all', and a blue button labeled 'Display Cost Centre Analysis Filters'.

If you tick any of the **Show Cost Centre Analysis** options, and then re-prompt, any category fields entered for your department will be displayed and you can filter on these accordingly.

First Summary Field:
Source of Funds ▼
Show Subtotal? Yes No

Second Summary Field:
Cost Centre ▼
Show Subtotal? Yes No

Third Summary Field:
None ▼
Show Subtotal? Yes No

Fourth Summary Field:
None ▼

Select Cost Centre Analysis Owner CRSid(s):

- JZ366
- JRN34
- MJD13
- NB10013
- SB10031
- IP100
- SRB39
- ER376
- JHK10
- JRK38

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

Select Cost Centre Analysis Category 1:

- ACADEMIC
- DEPT
- STUDENT
- SRF
- ACCOMODATION
- FACILITY
- CONFERENCE
- N/A
- OUTREACH

Report Layout Options:

- Presentation Layout (best viewed as PDF)
- Show Descriptions for Chart of Accounts Segments
- Show Net / MAAA-ZZZZ SoF Totals
- Show Grand Totals
- Show 'Wide' Income and Expenditure Breakdown
- Show Departmental Breakdown for School or Group reports
- 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

Select Cost Centre Analysis Owner Full Name(s):

- Mr Keith Parmenter
- Dr Heather Greer
- Professor Christopher Dobson
- Mrs Sheila Bateman
- Dr Peter Wothers
- Dr Steven Lee
- Dr Robert Phipps
- Dr Lucy Colwell
- Dr Stephen Jenkins
- Dr Finian Leeper
- Professor Matthew Gaunt

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

Select Cost Centre Analysis Category 2:

- TRUST FUNDS
- GENERAL
- CMI
- ACADEMIC STAFF
- MELVILLE
- AACDEMIC STAFF
- N/A

When you have completed your selection, click **Finish**.

Note If the **Finish** button is greyed out, it means that you are missing a mandatory field.

Remember to tick **Presentation Layout** if required. This is best viewed in PDF format. You may need to change your output preferences.

It is suggested that you set up a **Report View** if you will usually be selecting the same parameters. You can have many **Report Views** set up.

Report output

In Excel a workbook containing at least two worksheets will open entitled:

- GL Financial Summary
- Report Information

Additional worksheets for each department will open if the *Show Departmental Breakdown* layout option is selected.

In PDF a single report will be displayed:

- Financial Summary

GL Financial Summary tab

The GL Financial Summary tab shows journal line details for each entry that matches the report criteria. Currently there are **two** different default outputs.

For financial years *prior* to 18/19, the default option includes columns for **Annual Budget** and **Budget YTD**.

Source of Funds Code	Source of Funds	Annual Budget	Balance b/f	Budget YTD (1)	Income YTD (2)	Expenditure YTD (3)	Surplus/(Deficit) (4) = (1) + (2) - (3)	Overdrawn/ Cash in Hand (5)	Money on Deposit (6)	CUFE (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUFS (11) = (5) - (10)	Revaluations in Year
AAAA	Chest Non Payroll	900.00	0.00	450.00	0.00	445.88	4.13	4.13	0.00	0.00	0.00	4.13	0.00	4.13	0.00
AAAD	Chest Equipment	7,847.00	15,595.01	3,923.50	0.00	927.05	2,996.45	18,591.46	0.00	0.00	0.00	18,591.46	0.00	18,591.46	0.00
ABAA	Chest Stipends	610,199.00	0.00	305,099.50	0.00	308,280.47	(3,180.97)	(3,180.97)	0.00	0.00	0.00	(3,180.97)	0.00	(3,180.97)	0.00
ACAA	Chest Wages	254,711.00	0.00	127,355.50	0.00	125,697.26	1,658.24	1,658.24	0.00	0.00	0.00	1,658.24	0.00	1,658.24	0.00
AHAR	Equipment Grant from Capital Fund	0.00	0.00	0.00	1,101.10	1,101.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AHAW	Grant from Researcher Development Fund	730.00	0.00	365.00	0.00	300.00	65.00	65.00	0.00	0.00	0.00	65.00	0.00	65.00	0.00
EFKM	Donations	0.00	64,399.10	0.00	286.74	1,632.25	(1,345.52)	63,053.59	3,958.45	16,483.38	0.00	83,495.42	0.00	63,053.59	939.02
GAAA	External Trading	0.00	680,580.75	0.00	317,936.18	288,708.25	29,227.93	709,808.68	0.00	582,432.20	0.00	1,292,240.88	0.00	709,808.68	33,179.55
GAAB	Internal Trading	0.00	0.00	0.00	51,663.75	51,663.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KDDQ	A J Pressland Fund	0.00	785,525.03	0.00	12,773.34	15,875.00	(3,101.67)	782,423.37	49,981.20	771,140.47	0.00	1,603,545.04	0.00	782,423.37	43,929.74

For subsequent financial years, these columns are replaced by **Annual Chest Allocation**, and the **Income YTD** includes the Chest Allocation.

Source of Funds Code	Source of Funds	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus/(Deficit) (4) = (2) - (3)	Overdrawn/ Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUPS (11) = (5) - (10)	Revaluations in Year
AAAA	Chest Non Payroll	900.00	0.00	450.00	445.88	4.13	4.13	0.00	0.00	0.00	4.13	0.00	4.13	0.00
AAAD	Chest Equipment	7,847.00	15,595.01	3,923.50	927.05	2,996.45	18,591.46	0.00	0.00	0.00	18,591.46	0.00	18,591.46	0.00
ABAA	Chest Stipends	610,199.00	0.00	305,099.50	308,280.47	(3,180.97)	(3,180.97)	0.00	0.00	0.00	(3,180.97)	0.00	(3,180.97)	0.00
ACAA	Chest Wages	254,711.00	0.00	127,355.50	125,697.26	1,658.24	1,658.24	0.00	0.00	0.00	1,658.24	0.00	1,658.24	0.00
AHAR	Equipment Grant from Capital Fund	0.00	0.00	1,101.10	1,101.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AHAW	Grant from Researcher Development Fund	730.00	0.00	365.00	300.00	65.00	65.00	0.00	0.00	0.00	65.00	0.00	65.00	0.00
EFKM	Donations	0.00	64,399.10	286.74	1,632.25	(1,345.52)	63,053.59	3,958.45	16,483.38	0.00	83,495.42	0.00	63,053.59	939.02
GAAA	External Trading	0.00	680,580.75	317,936.18	288,708.25	29,227.93	709,808.68	0.00	582,432.20	0.00	1,292,240.88	0.00	709,808.68	33,179.55
GAAB	Internal Trading	0.00	0.00	51,663.75	51,663.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
KDDQ	A J Pressland Fund	0.00	785,525.03	12,773.34	15,875.00	(3,101.67)	782,423.37	49,981.20	771,140.47	0.00	1,603,545.04	0.00	782,423.37	43,929.74

Report Information tab

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: Financial Summary
Run By	ph343
Report Date	13 Aug 2018 15:51:59
Parameters Entered	
Financial Year	
GL Period	JUL-18
School	
Department Group	
Department	AG: Finance
Cost Centre Range	
Source of Funds Range	
Transaction Range	
Summary Field Ordering	Source of Funds
Report Layout Options	Show Descriptions for Chart of Accounts Segments, 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	

Default output columns (Output version 18/19...)

The GL Financial Summary tab includes the following fields:

Default output columns		Additional output columns		
		Select Summary Field values for:	Select Show Cost Centre Analysis for:	Select Show 'Wide' Income and Expenditure Breakdown for:
• Source of Funds Code	• Source of Funds	• Summary Field 2	• CC Analysis Owner	• Income – Chest Allocation
• Annual Chest Allocation	• Balance b/f	• Summary Field 2 Description	• CC Analysis Owner Full Name	• Income – Interest & Dividends Rec'd
• Income YTD	• Expenditure YTD	• Summary Field 3	• CC Analysis Category 1	• Income – Other
• Surplus / Deficit	• Overdrawn / Cash in Hand	• Summary Field 3 Description	• CC Analysis Category 2	• Expenditure – Stipends
• Money on Deposit	• CUEF	• Summary Field 4	• CC Analysis Category 3	• Expenditure – Stipends Casual
• Other Investments	• Total	• Summary Field 4 Description	• CC Analysis Category 4	• Expenditure – Wages
• Balance Sheet Entries	• Reconciliation to UFS			• Expenditure – Scholarships
• Revaluations in Year				• Expenditure – Non Pay

Additional fields can be added to the report through the output parameters. Please refer to the glossary at end of the GL 2 manual for explanation of options.

Sorting

The report is sorted in order of the Summary Fields selected.

In this example output, the *Cost Centre* is selected as *Summary Field 1*, with *subtotals* and *Source of Funds* as *Summary field 2*, no subtotals.

Cost Centre Code	Cost Centre	Source of Funds Code	Source of Funds	CC Analysis Owner Full Name	CC Analysis Category 1	Annual Chest Allocation	Balance b/f	Income YTD (2)	Expenditure YTD (3)	Surplus/ (Deficit) (4) = (2) - (3)	Overdrawn/ Cash in Hand (5)	Money on Deposit (6)	CUEF (7)	Other Investments (8)	Total (9) = (5) + (6) + (7) + (8)	Balance Sheet Entries (10)	Reconciliation to CUF5 (11) = (5) - (10)	Revaluations in Year
ZZAA	Ecology: Administration	AZZY	Transactions pending allocation to correct coding		N/A	0.00	0.00	0.00	13,941.71	(13,941.71)	(13,941.71)	0.00	0.00	0.00	(13,941.71)	0.00	(13,941.71)	0.00
ZZAA	Ecology: Administration	GAAA	External Trading	Dr Mary Smith	DEPT	0.00	(1,200.00)	0.00	(1,200.00)	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZAA Subtotal						0.00	(1,200.00)	0.00	12,741.71	(12,741.71)	(13,941.71)	0.00	0.00	0.00	(13,941.71)	0.00	(13,941.71)	0.00
ZZAC	Ecology: Maintenance	ACAA	Chest Wages	Dr Mary Smith	N/A	0.00	0.00	0.00	22,039.23	(22,039.23)	(22,039.23)	0.00	0.00	0.00	(22,039.23)	0.00	(22,039.23)	0.00
ZZAC Subtotal						0.00	0.00	0.00	22,039.23	(22,039.23)	(22,039.23)	0.00	0.00	0.00	(22,039.23)	0.00	(22,039.23)	0.00
ZZAF	Oracle Inventory Account	AZZY	Transactions pending allocation to correct coding		N/A	0.00	(2,252.52)	0.00	0.00	0.00	(2,252.52)	0.00	0.00	0.00	(2,252.52)	0.00	(2,252.52)	0.00
ZZAF	Oracle Inventory Account	GAAD	Inventory Controls	Joe Bloggs	N/A	0.00	0.00	0.00	(93,965.38)	93,965.38	93,965.38	0.00	0.00	0.00	93,965.38	97,578.49	(3,613.11)	0.00
ZZAF Subtotal						0.00	(2,252.52)	0.00	(93,965.38)	93,965.38	91,712.86	0.00	0.00	0.00	91,712.86	97,578.49	(5,865.63)	0.00
ZZAG	Ecology: Research Grant	AZZY	Transactions pending allocation to correct coding		N/A	0.00	(150.44)	0.00	(150.44)	150.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ZZAG	Ecology: Research Grant	EDAA	Departments Share of Research Overheads	Dr Mary Smith	N/A	0.00	0.00	35,126.00	147.35	34,978.65	34,978.65	0.00	0.00	0.00	34,978.65	0.00	34,978.65	0.00
ZZAG	Ecology: Research Grant	EDAZ	Departmental Bad Debt Provision on Research Co	Dr Mary Smith	N/A	0.00	(12,140.85)	0.00	0.00	0.00	(12,140.85)	0.00	0.00	0.00	(12,140.85)	0.00	(12,140.85)	0.00
ZZAG	Ecology: Research Grant	EZAB	FEC Departmental Overheads Research - IJK Cha	Dr Mary Smith	N/A	0.00	0.00	0.03	0.00	0.03	0.03	0.00	0.00	0.00	0.03	0.00	0.03	0.00