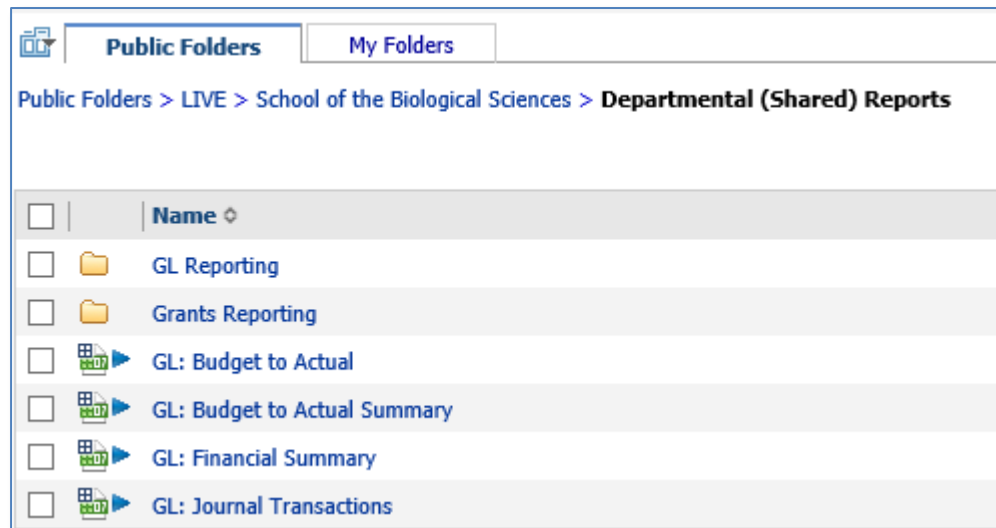# GL Financial Summary report (Cognos)

There are new GL reports available to all Cognos users.

- GL: Budget to Actual
- GL: Budget to Actual Summary
- GL: Financial Summary
- GL: Journal Transactions

The reports can be found in the Departmental (Shared) Reports folder for your school.



These reports have been designed to replace a number of the existing Cognos GL reports, and have 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**
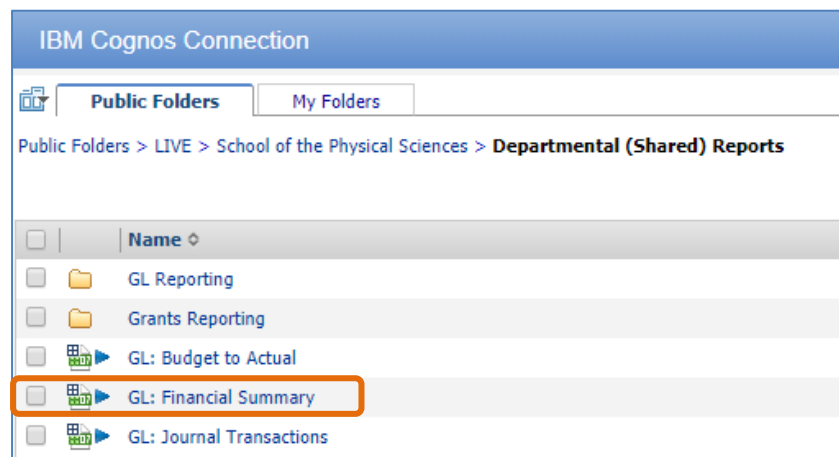


This report has a variety of optional fields, allowing users to customise the output to suit their requirements and includes Cost Centre Analysis, if required, as well as an income and expenditure breakdown. The report is intended for use by departments, schools and Central Finance. It uses the standard 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.*
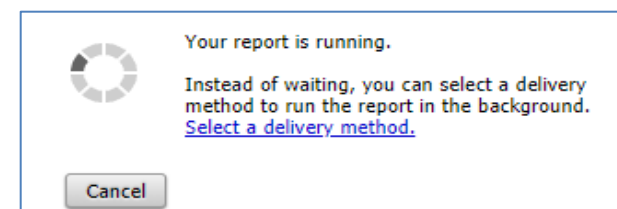


You can create a *Report View* to save commonly used parameters, or to create a report schedule.

## 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.

**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).*



*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

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

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.

**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

Summary fields: Choices are:

None
Department
Cost Centre 3 Letter Code
Cost Centre
Source of Funds
Source of Funds Group
Source of Funds Category

Please refer to the glossary at end of manual for explanation of options

***Net/ MAAA-ZZZZ*** = Useful for departments with grant activity

***'Wide'*** = extra columns to differentiate types of *income* (e.g. chest allocation, interest, other) and *expenditure* (e.g. stipends, scholarships, non-payroll)

**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
☐ 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
☐ Show Cost Centre Analysis Category 4

Select all  Deselect all

**Display Cost Centre Analysis Filters**

***Hide Memorandum Fields*** = Hides the reconciliation columns (10 & 11). Will still show *Revaluation* column

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 ▼

**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 CRSid(s):**
☐ JZ366
☐ JRN34
☐ MJD13
☐ NB10013
☐ SB10031
☐ IP100
☐ SRB39
☐ ER376
☐ JHK10
☐ JRK38
Select all Deselect all

**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 1:**
☐ ACADEMIC
☐ DEPT
☐ STUDENT
☐ SRF
☐ ACCOMODATION
☐ FACILITY
☐ CONFERENCE
☐ N/A
☐ OUTREACH

**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) | CUEF (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 CUFS (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 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* and *Source of Funds* as *Summary field 2*.

| 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 CUFS (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 - UK 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 |