Budget to Actual (including Plan with Conditional Column Display)

This report is currently used by those departments involved in the Finance Information Delivery Framework project, but it will soon be rolled out across the University.

This **Cognos** report allows departments to view actual performance against their Chest Allocation, their departmental Plan or both. It allows you to select which columns you wish to display on the final report.
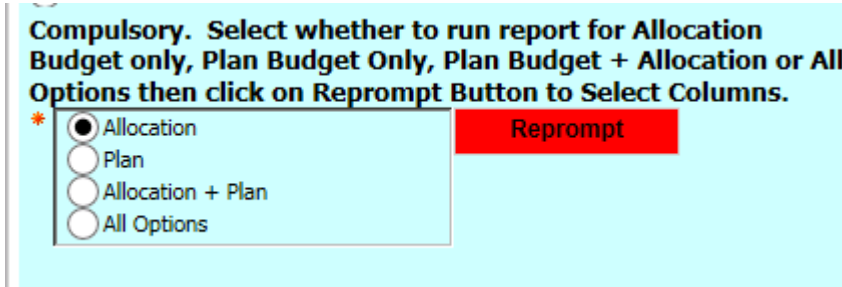
Running the report

Navigate to:

Public Folders > LIVE > School > Departmental (Shared) Reports > GL Reporting > Other Reports > **Budget to Actual (including Plan with Conditional Column Display)**

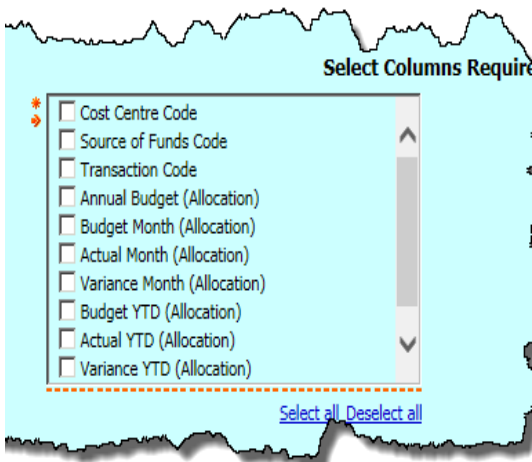There are four options when running this report:

- Allocation
- Plan
- Allocation + Plan
- All Options

Regardless of the option selected, some report parameters are standard as per screen shot below. Complete these with the information relevant to the data you require.
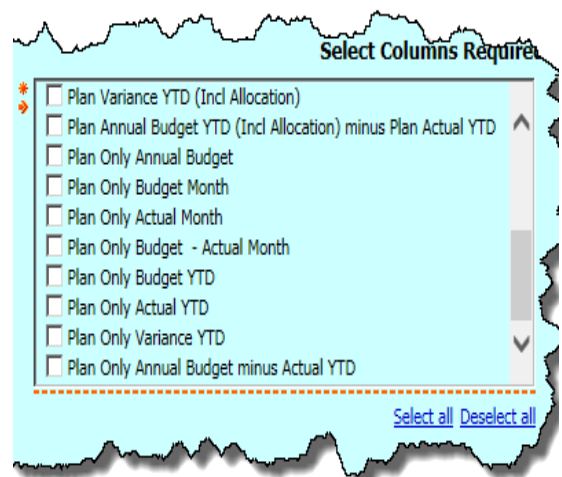

Budget to Actual Report Parameters

Compulsory. Choose Financial Year Start Period
`Start Year GL Period Name ▼`

Compulsory. Choose GL Period
`GL Period Name ▼`

Compulsory. Choose School, Departments will automatically populate
`School ▼`

Compulsory. Choose Department (click on department name), Cost Centres will automatically populate
`Department (Code & Name) ▼`

Optional. Choose Range of SoFs. Leave blank if all SoF's required.
From:
`◯ Source of Funds Code ▼`
`◉ Lowest value`
To:
`◯ Source of Funds Code ▼`
`◉ Highest value`

Optional. Choose Range of Cost centres. Leave blank if all CC's required.
From:
`◯ Cost Centre Code ▼`
`◉ Lowest value`
To:
`◯ Cost Centre Code ▼`
`◉ Highest value`

Compulsory. Select whether to ___ report for Allocation Budget only, Plan Budget Only, Plan Budget + Allocation or All Options then click on

Compulsory. Show Transaction Code Description Yes/No (use drop down). Default is No.
`No ▼`

Compulsory. Show Cost Centre Description Yes/No (use drop down). Default is No.
`No ▼`

Compulsory. Show Source of Funds Description Yes/No (use drop down). Default is No.
`No ▼`

When you select which **Option** of this report to run, always click on **Reprompt** to display the column choices that are available to you.
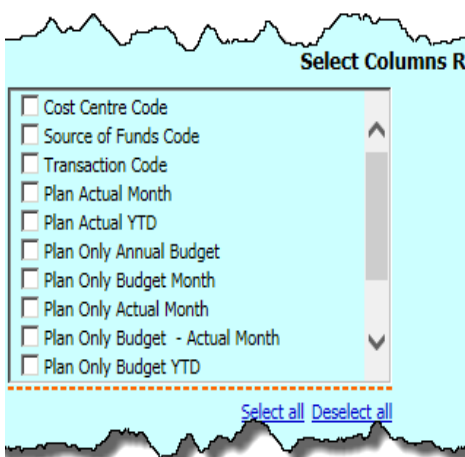

Column choices where Allocation selected

Column choices where Allocation and Plan selected

Column choices where Plan selected

Column choices where All options selected