Standard GL Reports in COGNOS and CUFS

Report Type	Options	Tool	Particularly useful for…
Summary Reports	Only one report: designed to replace a number of existing reports. Has a variety of optional fields allowing user to customise *[In Departmental (Shared) reports]*	COGNOS	Obtaining an overview of how the department/school is running. Can be used to monitor balances of all sources of funds/cost centres within a department. This report allows users to customise the output to suit their requirements and includes *Cost Centre Analysis*, if required, as well as an income and expenditure breakdown. It is suggested that a user *Report View* be set up in Cognos for this report as selecting parameters can be time consuming. ***Default Display***: • Source of Funds Code • Source of Funds • Annual Chest Allocation • Balance b/f • Income YTD • Expenditure YTD • Surplus / Deficit • Overdrawn / Cash in Hand • Money on Deposit • CUEF • Other Investments • Total • Balance Sheet Entries • Reconciliation to UFS • Revaluations in Year ***Additional Outputs:*** Can select ***Summary Field*** values for: • Summary Field 2 • Summary Field 2 Description • Summary Field 3 • Summary Field 3 Description • Summary Field 4 • Summary Field 4 Description Can select ***Show Cost Centre Analysis*** for: • CC Analysis Owner • CC Analysis Owner Full Name • CC Analysis Category 1 • CC Analysis Category 2 • CC Analysis Category 3 • CC Analysis Category 4 Select ***Show 'Wide' Income and Expenditure Breakdown*** for: • Income – Chest Allocation • Income – Interest & Dividends Rec'd • Income – Other • Expenditure – Stipends • Expenditure – Stipends Casual • Expenditure – Wages • Expenditure – Scholarships • Expenditure – Non Pay

Report Type	Options	Tool	Particularly useful for…
Budget Reports	One report *[In Departmental (Shared) reports]*	COGNOS	The Cognos ***GL: Budget to Actual report*** provides summary General Ledger posting information. It incorporates the new functionality and financial processes (Plan upload, Cost centre categorisation). Whilst the old reports are still available, they will be phased out. The plan includes the central Chest budget allocations. Data a day old, as with all Cognos reports. The report has a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about the current period or YTD vs Annual variances. ***Default display***: • Cost centre code • Transaction code • Plan YTD • Variance YTD • Source of Funds code • Annual Plan • Actual YTD
	Comparing to Actual (UFS) *[In Departmental (Shared) reports]*	CUFS	Presenting a detailed view of budget to actual position. It shows balances at transaction code level in real time. ***Displays***: • account codes (full name) • total for entire report • plan or allocation • page break segment (CC, SoF ,Trnx) • actual month and YTD
	Comparing to Actual – Excel Version (UFS)		As above, but the output is Excel. ***Displays***: • account codes (full name) • actual month and YTD • plan or allocation
	Comparing to Actual Summary (UFS)		Supplying a summarised view of the department’s actual position vs budget. It shows the variance between the budgeted and actual amounts. This is shown for both the month and YTD. ***Displays***:

Report Type	Options	Tool	Particularly useful for…
			• account codes (full name) • totals entire report • plan or allocation • page break segment (CC, SoF) • subtotal by segment • actual month and YTD
	Comparing to Actual with Categories – Excel Version (UFS)		Providing a line by line view of budget to actual, with added functionality ***of cost centre owner/Category***. Output in Excel. ***Displays***: • account codes (full name) • actual month and YTD • plan or allocation • CC owner/category
Transaction Code Balances	Standard version (UFS)	CUFS	Showing expenditure and income transaction code balances for a range of accounts. Can also run this report to show commitments and budget totals. Allows choice of two code segments. ***Displays***: • account codes (full name) • currencies • PTD, QTD, YTD • totals entire report • beginning balances • page break segment (CC, SoF ,Trnx) • subtotal by segment
	Alternative (UFS)		Exporting to Excel. Same report as above, but the layout simpler with code descriptions trimmed to ensure each record fits to one line. Allows choice of two code segments. ***Displays***: • account codes (full name) • currencies • PTD, QTD, YTD • totals entire report • beginning balances • page break segment (CC, SoF ,Trnx) • subtotal by segment
	Excel (UFS)		Analysing with Excel. Same report as standard version, but formatted specifically for download into Excel - No subtotals or grand totals, and the page heading information is not repeated on each page. Allows choice of two code segments. ***Displays***: • account codes (full name) • currencies • PTD, QTD, YTD • beginning balances • page break segment (CC, SoF ,Trnx)

Trial Balance	Full Field (UFS)	CUFS	Checking the actual expenditure balances on a selected range of code combinations. ***Displays***: • Actuals, Budget or Encumbrance • GBP or STAT • PTD or YTD • flexfield • beginning balances • page break segment (CC, SoF ,Trnx) • account codes (full name) • totals entire report
	Detail (UFS)		Exporting trial balance report to Excel. Truncates descriptions to prevent wrapping so report is easy to read (e.g. for a bank reconciliation exercise). ***Displays***: • GBP or STAT • PTD or YTD • flexfield • beginning balances • page break segment (CC, SoF ,Trnx) • account codes (full name) • totals entire report
Account Analysis	Full Field (UFS)	CUFS	Showing detail such as supplier name, invoice number and a description of the transaction for a given account code/date range. ***Displays***: • across financial years • Actuals, Budget or Encumbrance • GBP or STAT • totals entire report • flexfield • Debits and Credits in separate columns • AP/AR/iProc/journal source information • transaction details/description • subtotal by month
	Transaction Detail 1 (UFS)		Reviewing transactions - the most detailed version of the Account Analysis reports with full descriptions of code names and transactions – one record may take up three or four lines. ***Displays***: • across financial years • GBP or STAT • totals entire report • flexfield and description • 2 page break segments (CC, SoF ,Trnx) • Debits and Credits in separate columns • AP/AR/iProc/journal source information • transaction details/description • subtotal by month

	Transaction Detail 3 (UFS)		Downloading data into Excel. Designed to fit on one line so less detail, descriptions truncated. Rarely used since Excel version produced. ***Displays***: • across financial years • GBP or STAT • totals entire report • flexfield (abbreviated) • 2 page break segments (CC, SoF ,Trnx) • AP/AR/iProc/journal source information • transaction details/description • subtotal by month
	Transaction Detail (UFS) Excel version		Showing details of Purchase order number, descriptions of the transactions, dates and values for a selected account code/date range, line by line, in Excel format. ***Displays***: • GBP or STAT • transaction details/description • across financial years • AP/AR/iProc/journal source information
	Transaction Detail Filtered By Categories - Excel Version (UFS)		Investigating individual transactions for a selected account code/date range/cost centre owner/category. Lists full details of transactions in Excel format. ***Displays***: • GBP or STAT • transaction details/description • AP/AR/iProc/journal source information • account codes (full name) • across financial years • cost centre owner/categories
	Transaction Detail with Categories - Excel Version (UFS)		Providing full details of individual transactions, in Excel format, for selected account code/date range, ***with*** cost centre owner/categories included. (This information must be uploaded by Departments initially to make use of functionality.) ***Displays***: • GBP or STAT • transaction details/description • AP/AR/iProc/journal source information • account codes (full name) • across financial years • cost centre owner/categories

	Transaction Detail with Categories and School Param (UFS)		Viewing transactional detail from the general ledger at School or Departmental level, in Excel format. Includes the ***cost centre owner/category*** information. ***Displays***: • school/single/range of CC(s) • GBP or STAT • transaction details/description • AP/AR/iProc/journal source information • account codes (full name) • across financial years • cost centre owner/categories
Journal Lines	GL Journal Transactions *[In Departmental (Shared) reports]*	COGNOS	Analysing transactional data for year-end reporting. It contains numerous columns and is running in ***Excel*** recommended. ***Displays***: • journal batch name • posted and/or unposted • source and category • line details • CC, SoF, Transaction codes per line • Req, PO, Inv numbers • Customer/Supplier name • balance type
	Line report (UFS)	CUFS	Investigating specific journal lines. Largely replaced by Cognos report above. ***Displays:*** • currency • Debits and Credits in separate columns • total of report • flexfield • transaction description