



Transaction Code Balances

Why is this report useful?

This report shows transaction code balances for either actual, plan (which includes chest allocation) **or** encumbrances. The layout shows opening and brought forward balances, activity for the year to date (or just one month if desired) and the cumulative balance at the end of the specified period(s).

From here you can then either drill down using the GL online enquiry functions or run an *Accounts Analysis* report (see section below) to analyse all the individual transactions from AP, AR etc. that make up the transaction code balances.

Note: Unlike the *Budget to Actual* report, the *Transaction Code Balances* report does not **compare** plan and actuals. Instead, it shows **either** plans, actuals or encumbrances, a choice that must be made in the initial selection parameter.

There are three versions of this report.

Transaction Code Balances

Shows opening and brought forward balances, activity for the year to date/one month (as selected) and the cumulative balance at the end of the specified period(s). Can restrict to selected transaction code/s.

Transaction Code Balances – Alternative (UFS)

This is an alternative version of the standard report, with a format designed to simplify downloading into Excel. It contains subtotals and a grand total.

Transaction Code Balances – Excel (UFS)

Another version of the standard report, but completely stripped of subtotals, grand totals and header information on all but the first page. It is more a data extract than a report and is the best version for export to Microsoft Excel.

Parameters screen

The Parameters screen is a dialog box with the following fields and options:

- Balance Type: Actual
- Budget or Encumbrance Type:
- Period Name:
- Department:
- Pagebreak Segment:
- Pagebreak Segment Low:
- Pagebreak Segment High:
- Secondary Segment:
- Secondary Segment Low:
- Secondary Segment High:
- Currency Type:
- Currency:
- Budget Start Period:
- Amount Type: Year-to-Date

Buttons at the bottom:

Parameters

<i>Parameter</i>	<i>Option</i>	<i>Result</i>
Balance Type	Budget	Shows plan totals, including chest allocation, for each transaction code in the selected account ranges
	Actual	Shows actual expenditure, income and brought forward balances for each code in the selected ranges. This includes the chest allocation which is added to income on a monthly basis.
	Encumbrance	Shows balances for a selected commitment type posted into the General Ledger from the Purchasing module
Budget or Encumbrance Type	Plan (<i>Do not choose Allocation for FY 18/19 onwards</i>)	Plan – locally set departmental budgets across all sources of funds for both income and expenditure (includes any Chest Allocation)
	Encumbrances <ul style="list-style-type: none"> • Commitment • Invoice • Manual • Obligation The rest are not used by the University	Commitment – items on an approved PO which have not been received or invoiced Obligation – shows any items on an approved PO that have been received Invoice – shows items on an invoice that has been entered and matched to a PO but not yet converted to an ‘actual’ (normally prior to Secondary Invoice Approval). Manual – shows items from a commitment journal (if used)
Period Name	Choice of periods	The report shows cumulative balances for the financial year, up to and including the period chosen here.
Dept Segment Value	Enter your department two letter ID code	For example AR for the Press & Publications Office
Page-break Segment	<ul style="list-style-type: none"> • Cost Centre • Source of Funds • Transaction Code 	Whichever is chosen, the report will page-break and subtotal for that choice.
Page Break Segment Low/High	Low/High Range Available	Allows input of the range of account codes you wish to see.
Secondary Page Break Segment	<ul style="list-style-type: none"> • Cost Centre • Source of Funds • Transaction 	Whichever is chosen, the report will subtotal (within the primary segment).

Parameter	Option	Result
Page Break Segment Low/High	Low/High Range Available	Allows input of the range of account codes you wish to see.
Currency Type	Entered	GBP
	Translated	Whatever currency the source transaction was captured in will be converted to the currency selected in the next field, usually GBP.
Budget Start Period	Enter a Period	You will see your phased* allocation for that month

*Phased – spread of budget over financial year

Report output

Example of Transaction Code Balances - Excel (UFS)

2 worksheet tabs are produced:

Tab 1: Report Information

Parameters Entered	
Type	Actual
Budget Name	
Period Name	JUL-18
Department	ZZ
Source of Funds	GAAA - GAAA
Cost Centre	0000 - ZZZZ
Currency Type	Entered
Currency	GBP
Budget Start Period	N/A
Amount Type	Year-to-Date

Tab 2: Balances

Source of Funds	Source of Funds Description	Cost Centre	Cost Centre description	Trans-action	Trans-action description	Beginning Balance	Period Activity	Ending Balance
GAAA	External Trading	ZZSA	X Ray Processor - Dr G Armani	EAEZ	Photographic Equipment & Service	0.00	-174.30	-174.30
GAAA	External Trading	ZZSA	X Ray Processor - Dr G Armani	EAKC	Photographic Dark Room Chemical	0.00	107.06	107.06
GAAA	External Trading	ZZSA	X Ray Processor - Dr G Armani	EAKZ	Photographic Consumables, Acces:	0.00	40.74	40.74
GAAA	External Trading	ZZEE	Tea Club	EAZZ	Other/General Audio-Visual Aids	0.00	-323.40	-323.40
GAAA	External Trading	ZZEE	Tea Club	EBBO	Books: Eastern Eurpore and USSR:	0.00	-12.95	-12.95
GAAA	External Trading	ZZEE	Tea Club	ECAA	Beers, Wines & Spirits and Alcohol	0.00	10.51	10.51
GAAA	External Trading	ZZHB	CFCs_Versace	ECAA	Beers, Wines & Spirits and Alcohol	0.00	262.80	262.80
GAAA	External Trading	ZZYC	Private Purchases	ECKA	Tableware, Crockery, Cutlery, Tabl	0.00	4.88	4.88
GAAA	External Trading	ZZEE	Tea Club	ECKB	Tableware, Crockery, Cutlery: Disp	0.00	3.77	3.77
GAAA	External Trading	ZZGN	Polar ice cap- Prof S McCartney Grc	ECTZ	Catering, Outsourced	0.00	1,046.35	1,046.35
GAAA	External Trading	ZZEE	Tea Club	ECZZ	Other/General Catering	0.00	98.84	98.84
GAAA	External Trading	ZZGF	Fracking - Dr V Westwood Group B	ECZZ	Other/General Catering	0.00	-113.00	-113.00
GAAA	External Trading	ZZGL	Climate change - Dr Coco Chanel G	ECZZ	Other/General Catering	0.00	52.79	52.79
GAAA	External Trading	ZZEE	Tea Club	EEFZ	Equipment Maintenance and Repa	0.00	216.00	216.00
GAAA	External Trading	ZZKZ	Additional Hod Funds Retained	ELCZ	Laboratory	0.00	820.75	820.75

Example of Transaction Code Balances (UFS)

CAPSA Set of Books		Transaction Code Balances (UFS)		Report Date:	12-MAY-2014 12:03	
		Year to date Period JUL-13		Page:	1 of 8	
		Department PD Plant Sciences		Ref:	XXACC_AFGLTRB2	
Currency:	GBP					
Type:	Entered					
Source of Funds Range:	GAAA to GAAA					
Cost Centre Range:	0000 to ZZZZ					
Source of Funds: GAAA External Trading						
Cost Centre	Cost Centre Description	Transaction	Transaction Description	Beginning Balance	Period Activity	Ending Balance
PDAA	Plant Sciences: Administration	FKAA	Internal Trading - Default Expense	0.00	(384.21)	(384.21)
		XEAA	Departmental Reserves	384.21	0.00	384.21
Cost Centre PDAA Total:				384.21	(384.21)	0.00
PDDC	Repair & Maintenance of Equipment	EQCB	Overseas Courier	0.00	105.91	105.91
		ERBB	Meeting / Conference / Other/ Room Hire	0.00	3,255.00	3,255.00
		ESZZ	Other/General Stationery and Office Supplies	0.00	40.81	40.81
		ETAZ	Accommodation and Hotels	0.00	55,315.00	55,315.00
		EXEZ	Hospitality/Entertainment/Courtesy Expenses	0.00	882.54	882.54
		EXZZ	Other/General Miscellaneous	0.00	2,678.00	2,678.00
		LAAC	Conference Income	0.00	(62,171.35)	(62,171.35)
		LKAA	Sales/Income - Miscellaneous	0.00	(105.91)	(105.91)
Cost Centre PDDC Total:				0.00	0.00	0.00
PDDE	Field Trips	ERBZ	Conferences & Meetings	0.00	1,800.00	1,800.00
		ETZZ	Other/General Travel & Transport	0.00	5,000.00	5,000.00
		LAAC	Conference Income	0.00	(6,800.00)	(6,800.00)
Cost Centre PDDE Total:				0.00	0.00	0.00
PDEE	Tea Club	ECBB	Confectionery	0.00	2,317.59	2,317.59
		ECCA	Milk	0.00	918.43	918.43
		ECEF	Groceries, Beverages:	0.00	255.30	255.30
		ECFJ	Catering and Bar Equipment and Accessories	0.00	385.57	385.57
		ECJF	Soft and Non-Alcoholic Drinks; Other	0.00	287.53	287.53
		ECJZ	Non Alcoholic Beverages	0.00	2,929.70	2,929.70
		ECKA	Tableware, Crockery, Cutlery, Table Coverings Etc	0.00	68.27	68.27
		ECQZ	Confectionery, Sweet and Savoury	0.00	170.94	170.94
		ECZZ	Other/General Catering	0.00	342.30	342.30
		EEFJ	Equipment Maintenance and Repair	0.00	192.00	192.00
		EFHZ	Sports, Recreational and Nursery Materials and Equ	0.00	11.76	11.76
		EHLZ	Disinfectants	0.00	4.55	4.55
		EHPZ	Dusting and Polishing Cons Rags, Brushes, Mops	0.00	73.29	73.29
		EHZZ	Cleaning Materials	0.00	34.79	34.79
		ELCO	Laboratory: Laboratory Machinery and General Equipment	0.00	10.78	10.78
		EODZ	Freight and Carriage Costs	0.00	(1,380.82)	(1,380.82)

Start of 12-13 financial year

Income/ expenditure for the year to date

Balance year to date at end of Jul-13 period

A figure in brackets indicates income or a surplus balance

A positive figure indicates expenditure or a deficit balance

Information on Departmental deposits

You can also use this report to view details of departmental deposits and interest received. Run as above, using the full list of Sources of Funds and Cost Centre i.e. A to Z. The Transaction Codes can be seen in all versions of the report, but in Excel you can filter the Transaction Codes to show **NBAA** for deposit account interest, or **SCBA** to see monies on deposit. NB: This report shows income as a negative amount in red.

Example of report output

Source	Source of Funds	Cost Centre	Cost Centre description	Transaction	Transaction description	Beginning	Period Activity	Ending Balance
EFIC	Donations	ZZJG	Professor Fund	NBAA	Deposit Account Interest	0.00	-87.89	-87.89
EFKM	Donations	ZZCF	Donations - Plant Industry	NBAA	Deposit Account Interest	0.00	-61.89	-61.89
EFKM	Donations	ZZCH	Cereals in Ecosystems	NBAA	Deposit Account Interest	0.00	-31.49	-31.49
EFKM	Donations	ZZGB	Signals in Systems	NBAA	Deposit Account Interest	0.00	-590.32	-590.32
EFKM	Donations	ZZGC	Physiological Ecology	NBAA	Deposit Account Interest	0.00	-231.66	-231.66
EFKM	Donations	ZZGE	Plant & Microbial Systems Biology	NBAA	Deposit Account Interest	0.00	-191.42	-191.42
EFKM	Donations	ZZGH	Ecological Genetics	NBAA	Deposit Account Interest	0.00	-95.53	-95.53
EFKM	Donations	ZZGI	Donations - Flowers	NBAA	Deposit Account Interest	0.00	-223.48	-223.48
EFKM	Donations	ZZGM	Cereal Classifications	NBAA	Deposit Account Interest	0.00	-111.75	-111.75
EFKM	Donations	ZZGU	Ecological Physiology	NBAA	Deposit Account Interest	0.00	-1,117.54	-1,117.54
EFKM	Donations	ZZGX	Gene Ecology	NBAA	Deposit Account Interest	0.00	-698.96	-698.96
EFKM	Donations	ZZGZ	Statistical Ecology	NBAA	Deposit Account Interest	0.00	-318.10	-318.10
EFKM	Donations	ZZIM	Herbarium	NBAA	Deposit Account Interest	0.00	-447.03	-447.03

Note: it is possible to run this report with Transaction Code as one of the parameters, but this duplicates the Transaction Code so your data will be missing either Source of Funds or Cost Centre. This is shown below.

Cost Centre	Cost Centre Description	Transaction	Transaction description	Transaction	Transaction description	Beginning Balance	Period Activity	Ending Balance
ZZCF	Donations - Plant Industry	NBAA	Deposit Account Interest	NBAA	Deposit Account Interest	0.00	-61.89	-61.89
ZZCH	Cereals in Ecosystems	NBAA	Deposit Account Interest	NBAA	Deposit Account Interest	0.00	-31.49	-31.49