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1. **Budgeting basics**

1.1. **Allocation**

The term ‘allocation’ refers to the Chest Allocation to Departments, this is recorded in the ‘A’ sources of funds. This allocation will be uploaded each month as actual income using GP** transaction codes. The upload will be done as per the phasing requested by the department in the original budget upload.

**AAA* - Chest non pay expenditure**

This is based on the annual planning exercise carried out by schools in the Michaelmas term. Most departments (although not all) will have a Chest allocation. This allocation is posted as income by the Finance Division according to the phasing set during the planning phase. AAAA should be used to record departmental running costs which cannot/should not be funded from another source. Other than the Chest allocation no income should be posted to AAAA.

**AB***/AC** - Chest stipends/wages

Principally ABAA (stipends) and ACAA (wages), these Sources of Funds are used to identify salaries for staff where it has been agreed that their post will be funded directly by the Chest.

**AD** - Accumulated balances

Balances on these Sources of Funds are accumulated from prior year surplus/deficit on recurrent chest sources (AAAA, ABAA & ACAA) – see above. They can be used to offset any overspends in the current year’s AAAA Source of Funds or alternatively items of expenditure can be charged directly to these codes

**AH** - Non recurrent grants

Departments can apply for non-recurrent grants throughout the year to cover specific one-off items of expenditure. Successful applications will have a budget allocated against a specific AH** Source of Funds, which will be notified to them by Financial Planning & Analysis. These amounts would not be in the original income allocation but will be added during the year via a budget virement.

**AN** - Special expenditure, strategic expenditure, managed and administered funds

Administered funds hold Chest allocations to meet certain costs incurred University-wide and which do not form part of the running costs of the central offices that administer them. Income is allocated to these Sources of Funds by Financial Planning & Analysis (FP&A).
1.2. Plan

A budget which can cover Chest and non-Chest sources of funds together.

This budget can be phased across the year in a way which best suits the circumstances of the department.

The Budget to Actual reports enable Departments to monitor actual performance against planned figures in order to make adjustments as necessary.

1.3. Central Fund Warrants

Central Fund Warrants occur where (usually) Administered Funds provide an allocation to departments / Schools / Institutions.

- Central Non-recurrent Grant Fund
- Strategic Planning Reserve Fund

If you see transaction code GPAK used, this relates to Administered Funds’

The process is performed by FP&A and a database of Central Fund Warrants processed is maintained.

1.4. Budget journals

Budget journals can be used for two different purposes:

1. Moving Chest Allocation (using GP** transaction codes)
2. Uploading/adjusting planned expenditure and planned non-Chest income

All budget journals will be posted into the PLAN field and these journals are posted by Finance Managers and Advisers.

A department can create a plan for all or some of their cost centres or sections of the department.

Combined with cost centre categorisation and cost centre owners (see section 3) this can be a very powerful monitoring tool.
1.5. Process during the year

- Planning round

- School/Department plan for expected expenditure

- Plan for non-Chest income and planned expenditure

- Annual Allocation column (for reference)

- Each month the Allocation is transferred to Actual Income

- Cheak Allocation also shows in the PLAN column

- During the year

- Budget journal to move Cheak Allocation

- Planned expenditure adjustments

- Non-Cheak income and expenditure adjustment

- Minus in Actual income at the end of the month

- Adjustment made in the PLAN column
2. **Review of reports**

2.1. **Cognos report view**

A ‘report view’ is a **copy** of a report that is stored in your personal folders. A production report can be copied into a report view in a personal folder.

A report view can be set up so that associated prompt values can be pre-selected and saved with the report view. The report view can then be scheduled and run unattended using those values.

**Step A: Create a copy of a report view of the report and copy it into one of your folders**

- From Cognos Connection, click on ‘More…’ beside the report that you want to copy.
- Optional: Give the report a new name. (You can do this later once the report view has been set up by adjusting the ‘properties’ for the report view – see Step B, below.)
- Click on ‘My Folders’, or click on ‘Select another location’ and navigate to a folder where you have permission to store a report.
- Click on ‘OK’ to finish
Step B: Set up the defaults for the report

- Navigate to the folder where you stored your report view.
- Click on ‘More…’
- Click on ‘Set properties’
- Click on the ‘Report view’ tab
- Click on ‘Set’ to select the default prompt values
- For each required prompt, select the desired values
- Click ‘OK’

If you take away the check mark in the ‘Prompt for values’ box in the Set Properties screen, the report can be run unattended on a predefined schedule and will use the values that you selected in the above steps. If you leave the ‘Prompt for values’ box checked, the report will run interactively and the prompt page will appear and you will be given the opportunity to change the values that you selected in Step B.

Click on ‘OK’ to save the selected options.

Now you can schedule the report view to run in the background or you can click on the report view to run it interactively (if you set the prompting option appropriately).

Step C: Select other options

- Click on the ‘Run with options’ icon (blue triangle) and then click on ‘advanced options’ in the upper right of the screen.
- Click on ‘Run in the background’ radio button and many options will be displayed such as running the report directly to Excel or PDF. Click on ‘Run’ after you select the desired options.

If you want to change the prompt values that are used in the report view, repeat the steps in Step B, above.
Note that you can create multiple report views of a single report each with its own separate report options.
2.2. To run the GL Budget to Actual report in Cognos

In Cognos, navigate to: Public Folders > LIVE > your school folder > Departmental (Shared) Reports > GL: Budget to Actual.

To run the report, click on Run with Options icon to the right of the report. Remember not to click on the report name to run as this will bypass the format and output options.
**Format**
Change to required option using the drop down menu e.g. PDF

**Delivery**
Select to either view the report now, or to send the report by email. The email option will send an email to the person who is running the report unless the address is altered in *advanced options*.

It is not recommended that the report is printed as the length of the report is unknown. The report can always be printed once viewed or emailed.

Click on *Run* to display the parameters page

*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… > Your report is running while the prompt page is regenerated.*

You can create a *Report View* to save commonly used parameters, or to create a report schedule
Managing the Budget – Part 2

Accounting date parameters

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

The report must be run for a single GL Period. The returned data is cumulative up to and including period selected.

![Select GL Period:](image)

<table>
<thead>
<tr>
<th>Select Financial Year:</th>
<th>Select GL Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY17-18</td>
<td>GL Period Name</td>
</tr>
</tbody>
</table>

**Organisation parameters**

- **School(s)** (optional)  
  Select your school or required grouping. This will drive which departments/department groups are displayed in the next fields

- **Department Group** (optional)  
  If applicable, further filters selection in next field

- **Department(s)** (optional)  
  Check the department(s) and this generates the cost centre pick list

*Note: Your level of access in Cognos will determine which departments you can see information for. The report can be run for Departments, Department Group, Schools, or even across the whole University if you have that level of access.*

*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)
- Transaction(s) (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**.

Budget type and Report Layout options

Alternatively, a list of Department codes can also be typed in separated by commas.
2.3. Report output

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

- GL Budget vs Actual
- Report Information

GL Budget vs Actual

The GL Budget vs Actual tab shows budget, actual and variance summaries for each account combination that matches the report criteria.

Default output columns

The GL Budget vs Actual tab includes the following default fields:

<table>
<thead>
<tr>
<th>Cost centre code</th>
<th>Source of Funds code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction code</td>
<td>Annual Plan</td>
</tr>
<tr>
<td>Plan YTD</td>
<td>Actual YTD</td>
</tr>
<tr>
<td>Variance YTD</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Cost Centre Code</th>
<th>Source of Funds Code</th>
<th>Transaction Code</th>
<th>Annual Plan</th>
<th>Plan YTD</th>
<th>Actual YTD</th>
<th>Variance YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZAA</td>
<td>ZX</td>
<td>FKAA</td>
<td>0.00</td>
<td>0.00</td>
<td>13,727.82</td>
<td>(13,727.82)</td>
</tr>
<tr>
<td>ZAA</td>
<td>GAA</td>
<td>FKAA</td>
<td>0.00</td>
<td>0.00</td>
<td>(55.00)</td>
<td>55.00</td>
</tr>
<tr>
<td>ZAD</td>
<td>EDA</td>
<td>AXXY</td>
<td>0.00</td>
<td>0.00</td>
<td>117.28</td>
<td>(117.26)</td>
</tr>
<tr>
<td>ZAG</td>
<td>DAA</td>
<td>CTCA</td>
<td>0.00</td>
<td>0.00</td>
<td>1,055.83</td>
<td>(1,055.83)</td>
</tr>
<tr>
<td>ZAG</td>
<td>DAA</td>
<td>EXZZ</td>
<td>0.00</td>
<td>0.00</td>
<td>322.71</td>
<td>(322.71)</td>
</tr>
<tr>
<td>ZAG</td>
<td>DAA</td>
<td>LZAA</td>
<td>0.00</td>
<td>0.00</td>
<td>(6,443.15)</td>
<td>6,443.15</td>
</tr>
<tr>
<td>ZAG</td>
<td>EBA</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(8,296.83)</td>
<td>8,296.83</td>
</tr>
<tr>
<td>ZAG</td>
<td>EBA</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(707.74)</td>
<td>707.74</td>
</tr>
<tr>
<td>ZAG</td>
<td>EBA</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,940.95)</td>
<td>1,940.95</td>
</tr>
<tr>
<td>ZAG</td>
<td>EBA</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(7,410.92)</td>
<td>7,410.92</td>
</tr>
<tr>
<td>ZAG</td>
<td>EBA</td>
<td>LZCE</td>
<td>0.00</td>
<td>0.00</td>
<td>(193.94)</td>
<td>193.94</td>
</tr>
<tr>
<td>ZBA</td>
<td>ABA</td>
<td>ABA</td>
<td>0.00</td>
<td>0.00</td>
<td>147.77</td>
<td>(147.77)</td>
</tr>
<tr>
<td>ZBA</td>
<td>ABA</td>
<td>CCCA</td>
<td>0.00</td>
<td>0.00</td>
<td>72.08</td>
<td>(72.08)</td>
</tr>
<tr>
<td>ZBA</td>
<td>ABA</td>
<td>EXXX</td>
<td>265,390.00</td>
<td>22,116.00</td>
<td>0.00</td>
<td>22,116.00</td>
</tr>
<tr>
<td>ZBA</td>
<td>ABA</td>
<td>SPAA</td>
<td>(285,360.00)</td>
<td>(22,116.00)</td>
<td>(22,116.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>ZBA</td>
<td>ABA</td>
<td>EXXX</td>
<td>27,371.00</td>
<td>2,281.00</td>
<td>0.00</td>
<td>2,281.00</td>
</tr>
</tbody>
</table>
2.4. Excel manipulation tools

Filters
Putting filters on each of the columns means that you can see just the data that it relevant to your query.

Select the top row and click on the filters option

There are a number of ways to filter:

Select and deselect the options required

Text filters are a useful way to filter large amounts of data
3. **Cost Centre Categorisation**

3.1. **Why use categorisation?**
Cost centres can be categorised and allocated an owner within UFS which means that reports can be run for specific elements of the accounts for a department directly from the system. This reduces the need for lengthy and sometimes complex manipulation of large amounts of data outside of the system.

3.2. **What is categorisation?**
- Add up to four categories to cost centres, these categories can be set to the departments specification
- Add a cost centre owner
- Ability to report specifically on single/multiple categories
- Produce reports for specific elements of a department or for specific individuals who may be responsible for a range of cost centre codes
- All within UFS

3.3. **Key issues when setting up categorisation**

**CUFS responsibility needed**
The Cost centre categorisation function only exists in the GL Dept Supervisor responsibility

**ADI required**
The process is run via ADI and some users may need to undertake some separate set up on their PC’s for this to work.

**Accidental deletion/amending**
Anyone with the correct access can amend and add categories. Within the team it is important to establish processes and procedures to ensure that there are no accidental amendments

**Structure**
The categorisations are not centrally set and so each department can choose to use whatever analysis structure that best suits their needs. It is worth spending some time initially deciding how this will work best and then ensure that everybody uses the same format.

It is also worth involving the school office in these discussions as there may be some categories that could be used consistently across all of the departments in the school, making overall reporting much easier.
3.4. How to set up cost centre owners and categories

See the separate *Cost centre categorisation* manual for step by step instructions

3.5. Running reports which make use of the categories

**Reports in UFS**

![UFS Report Example]

**Reports in Cognos**

![Cognos Reports Example]
4. Creating a PLAN

4.1. Sources of funds and restrictions

There are many different income sources within the University. Each type of income is giving it’s own Source of Funds code. When the income is spent, the expenditure should be coded to the same Source of Funds as the income, allowing the University to track and report on how it is using its different types of funding.

Detailed guidance on the different sources of funds and their uses and restrictions can be found in Chapter 3 of the Financial Procedures Manual (FPM) - Section 2

4.2. Transaction codes

The code consists of 4 letters, the first identifies what sort of account the transactions should be attributed to and the last 3 refine this more precisely.

<table>
<thead>
<tr>
<th>First letter</th>
<th>Grouping</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A to D</td>
<td>Expenditure</td>
<td>Salaries and wages</td>
</tr>
<tr>
<td>E and F</td>
<td></td>
<td>Non-pay costs including depreciation (FB**)</td>
</tr>
<tr>
<td>H (and J)</td>
<td>Income</td>
<td>Office for Students (and NCTL) grants</td>
</tr>
<tr>
<td>K</td>
<td></td>
<td>Fee income</td>
</tr>
<tr>
<td>L</td>
<td></td>
<td>Other operating income</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>Investment income</td>
</tr>
<tr>
<td>P</td>
<td>Assets</td>
<td>Tangible fixed assets</td>
</tr>
<tr>
<td>R</td>
<td></td>
<td>Investment property</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Investments and bank accounts</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td>Stock</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Debtors</td>
</tr>
<tr>
<td>V</td>
<td>Liabilities</td>
<td>Creditors</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Deferred capital grants</td>
</tr>
<tr>
<td>X</td>
<td>Funds</td>
<td>Fund balances brought forward</td>
</tr>
<tr>
<td>XH</td>
<td></td>
<td>Gains or losses from investment revaluation</td>
</tr>
</tbody>
</table>

More information on the use of transaction codes can be found in Chapter 3 of the FPM - Section 3
https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-3-chart-accounts/section-3-transaction-codes
5. **Uploading a PLAN**

5.1. **Timing**

The original budget upload at the start of the year is just for the Chest Allocation. Once this is uploaded, budget journals can be used to add non-Chest items.

This can be uploaded by the Finance Advisers/Managers, adjustments can be made throughout the year if circumstances change or more information becomes available.

Budget journals are used for Chest Allocation movements as well as planned expenditure and non-Chest income.

5.2. **Who is involved?**

Departments can send details for the Plan to the Finance Advisers/Managers who can upload it using a journal template.

5.3. **Reports to run before preparing the Plan**

Run a Budget to Actual report to see the current position.

Review any budgets set previously (in whatever format).

5.4. **Format**

The Plan is uploaded by the School Finance Managers/Advisers via an ADI process.

The Plan needs to be prepared in a specific format on a simple spreadsheet so that it can be entered into the ADI and uploaded into the Plan column on UFS.

Income recorded on the spreadsheet as a **negative** (ends up as a credit in the upload journal)

Expenditure recorded on the spreadsheet as a **positive** (ends up as a debit in the upload journal)
5.5. Upload journal

NB this stage is only performed by FA/FM’s

5.6. Reading the Budget to Actual report (Plan)

Sign convention

Income (Chest Allocation and any other income) shown as a negative

Expenditure shown as a positive

Variances:  Adverse = Negative

Favourable = Positive

Checks

Both Chest and non-Chest items will appear in the PLAN column.

As only budget journals using GP** transaction codes need to balance, the overall PLAN column does not necessarily balance to zero. It is possible for departments to plan to over or underspend.

Chest and non-Chest sources of funds can all be budgeted for in the PLAN column.
6. **Variance**

6.1. **Things to consider if there are variances**

<table>
<thead>
<tr>
<th>Question</th>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has everything been invoiced?</td>
<td>Check that invoices have been raised for all external and internal customers</td>
</tr>
<tr>
<td>Are there any coding errors?</td>
<td>Check that income and/or expenses haven't been coded to the wrong place</td>
</tr>
<tr>
<td>Outstanding invoices?</td>
<td>Check to see if there are invoices outstanding for expenses which will use the surplus</td>
</tr>
<tr>
<td>Are the fees/charges appropriate?</td>
<td>Consider whether costs have increased over time but the fees/charges have not been increased at the same rate</td>
</tr>
<tr>
<td>Phasing issues</td>
<td>Consider whether the income and expenses been phased correctly in the plan. It might be enough to know that is why there are differences, the plan may need to be adjusted in year or just be changed for future years. See the section below on budget journals for guidance on how to make budget phasing adjustments</td>
</tr>
<tr>
<td>Can surpluses be used?</td>
<td>Think about whether any genuine surpluses could be used to cover or reduce deficits elsewhere. See the section below on transfer codes for guidance about how brought forward and in year surpluses can be made</td>
</tr>
<tr>
<td>Can more money be found?</td>
<td>Consider whether additional resources can be found or diverted from another activity.</td>
</tr>
<tr>
<td>Is spending too high?</td>
<td>Think about whether spending has genuinely reached the limit and needs to be curtailed for a time</td>
</tr>
<tr>
<td>What other use can be made of the surpluses?</td>
<td>Consider whether any genuine surpluses can be invested. See Chapter 12 of the FPM for information on regulations around investments. <a href="https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-12-investments">https://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-12-investments</a></td>
</tr>
</tbody>
</table>
7. **Transfer codes**

Transfer codes are one method used to transfer income and expenditure between CUFS accounts. **WARNING:** they are not used in every circumstance and can only be used with certain sources of funds. The same transfer code must be used on both side of the transaction

LXBB  Transfer of Income
EZXX  Transfer of Expenditure

### 7.1. Why are they used?

All transactions should initially be coded to the correct University account with the appropriate source of funds and transaction codes that reflect the true nature of the supply.

However, there are occasions when managing departmental budgets where it is found beneficial to transfer expenditure within the department and to use a surplus to help fund other activities.

Where the surplus is allowed to be used in this way, you should use the ‘transfer codes’. The Tax and TRAC Teams can then ignore these transactions when completing their returns and calculating the true cost of an activity.

Whether, or not they can be used in a particular scenario will often be determined by the source of funds in question. For this purpose Sources of Funds can be split into three main categories.

<table>
<thead>
<tr>
<th>Category</th>
<th>Sources of funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted sources of funds</td>
<td>AAAA, ADAA, EF**</td>
</tr>
<tr>
<td>Restricted sources of funds</td>
<td>D***, F***, H***, I***, J***, K***, M***</td>
</tr>
<tr>
<td>Trading accounts</td>
<td>G***</td>
</tr>
</tbody>
</table>

Detailed information on how to use transfer codes is in Chapter 3 of the FPM and Best Practice Guide Number 3 [https://www.finance.admin.cam.ac.uk/files/bpg_3_transfer_codes_vs_1.2_pub.pdf](https://www.finance.admin.cam.ac.uk/files/bpg_3_transfer_codes_vs_1.2_pub.pdf)
8. Budget journals

Each journal must have a unique batch name, this can be determined by the school but could be the same convention as for actuals.

**department code / name initials / date / unique reference number**

**RULES**

1. GPAA should never be used for adjustments.
2. Any in-year movement of Chest Allocation should use the relevant GP** code for that School.
3. Each month GP** codes should add to zero (using AAZF.AFAA as a balancing item if changing phasing from original upload).
4. Any AAZF.AFAA.GP** should total zero for the full year.
5. Only use AAZF.AFAA.GP** when changing the phasing, small rounding differences should be adjusted within the journal.
6. Plan values for expenditure and other non-Chest income can be moved around with FM/As approval (to increase income use a negative number, to increase expenditure use a positive number).
7. For some sources of funds (e.g. AAAA, ABAA and ACAAA), you may want to maintain a match between Chest income allocation and expenditure plan in which case make sure your movements in month net to zero at the SoF/CC level.
8. If Chest Allocation is moved between Schools the GP** code of the issuing School is used.

8.1. Example: Moving the Allocation to different cost centres with phasing change

<table>
<thead>
<tr>
<th>Dept</th>
<th>Cost Centre</th>
<th>Source</th>
<th>OCT-17</th>
<th>NOV-17</th>
<th>DEC-17</th>
<th>JAN-18</th>
<th>FEB-18</th>
<th>MAR-18</th>
<th>APR-18</th>
<th>MAY-18</th>
<th>JUN-18</th>
<th>JUL-18</th>
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<td></td>
</tr>
</tbody>
</table>

Notes:

- Each month, the total across the budget virement should come to zero. If there is a change of phasing, the balancing figure needs to be posted to AA.AAZF.AFAA.GPA*.
- Across the year, check that the balance on AA.AAZF.AFAA.GPA* is zero (see final column to the right).
- The totals for each cost centre should all balance to zero at the end of the journal.

Any changes to the Chest Allocation in these budgets will be transferred into the Actual income entries during the monthly posting performed by Central Accounting.
8.2. **GP** transaction code budget journals

Budget journals where Chest Allocation is moved from one code to another should always balance.

Each month any movement posted to **GP** codes in the PLAN field will be posted as Actual Income on **GP** codes by Central & Research Accounting.

Any budget journal entries posted to PLAN on any other (NON **GP**) codes will not be transferred into Actual entries but will remain in PLAN for reference of planned income/expenditure.

When moving Chest Allocation from one code to another (as income on **GP** transaction codes), Schools may want to move the corresponding expenditure on the expenditure transaction codes. This can be included in the same journal and uploaded into PLAN at the same time.

8.3. **GP** codes

Chest Allocation is shown as income on **GP** transaction codes. There is one code (GPAA) for the initial budget upload only and thereafter, each School/Institution has its own **GP** code to use for in-year journals to move Allocation within that School/Institution.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPAA</td>
<td>Main Chest Allocation as per Blue Book</td>
</tr>
<tr>
<td>GPAB</td>
<td>Chest Allocation – SAH</td>
</tr>
<tr>
<td>GPAC</td>
<td>Chest Allocation – SHSS</td>
</tr>
<tr>
<td>GPAD</td>
<td>Chest Allocation – SBS</td>
</tr>
<tr>
<td>GPAE</td>
<td>Chest Allocation – SCM</td>
</tr>
<tr>
<td>GFAF</td>
<td>Chest Allocation – SPS</td>
</tr>
<tr>
<td>GPAG</td>
<td>Chest Allocation – SoT</td>
</tr>
<tr>
<td>GPAH</td>
<td>Chest Allocation – NSI</td>
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<td>GPAJ</td>
<td>Chest Allocation – UAS</td>
</tr>
<tr>
<td>GPKA</td>
<td>Chest Allocation – Admin fund</td>
</tr>
<tr>
<td>GPAL</td>
<td>Chest Allocation – Admin fund clawback of funds</td>
</tr>
<tr>
<td>GPAM</td>
<td>Chest Allocation – Y/E tidy up</td>
</tr>
</tbody>
</table>
8.4. All other budget journals

These are the same as the budget journals for Chest Allocations described above, but can be for any source of fund – both Chest and non-Chest. They can be used to post planned non-Chest Income, as well as planned Chest and non-Chest expenditure into the PLAN budget field.

PLAN journals, that are not for Chest Allocation on GP** codes, are the only type of journal that do not have to balance. It is possible to plan for an over or underspend.

The same budget template can be used for Budget PLAN Journals, as are used for budget journals for Chest Allocation. Both amounts are posted in the same way into the PLAN field in CUFS.

In Actual v Budget reports, all amounts posted to PLAN will show – Chest and non-Chest income and expenditure, as this is at transaction code level.

As described above, School Finance teams (Finance Advisers and Finance Managers) will have access to post these journals into the PLAN budget field.

The PLAN budget field will be frozen at 5pm of Working Day 3 of month-end, and then unfrozen after month-end process is complete.

8.5. Budget journal examples

The budget journals can only be posted by Finance Managers and Finance Advisers (FM/FA) using a template, which is provided by FP&A. If you want to make any budget journals the information should be passed to your FM/FA.

This template will display an error message if the GP** transaction codes do not net to zero (while Chest Allocation can be moved, the total must always remain the same)

<table>
<thead>
<tr>
<th>Increase in income (-ve)</th>
<th>Decrease in income (+ve)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase in expenditure (+ve)</td>
<td>Decrease in expenditure (-ve)</td>
</tr>
</tbody>
</table>

8.6. Increase in wage/stipends cost

The first part of the journal moves the Chest Allocation from the School ‘pot’ to the department. These two rows must net to zero (i.e. no overall change to the total Chest Allocation) – this change will be made in Actuals as part of the month end process.

The bottom two rows are taking things one stage further and moving the planned expenditure to match the allocation move. This change will adjust PLAN which can be compared with the actual position throughout the year.
8.8. A new post

Expenditure is moved from a general wages fund (CBAA) into the specific fund (CHDA)
This is just a change to PLAN, there is no need to move any Chest Allocation as the Dept, CC and SoF remain the same.

8.9. Unpaid leave

The Allocation is moved from Chest Stipends to Savings accruing from unpaid leave.
The expenditure is taken from Chest Stipends but not put into Savings accruing as the expected expenditure is not yet known. This means that the budget journal does not balance but this is ok as GP** codes are in balance. Budget journal entries that affect PLAN only do not have to net to zero.

8.10. More detailed breakdown of costs

The Chest Allocation is moved from a general CC (VFCA) into a selection, this change will be reflected in Actual income at month end.
For budgeting purposes the expenditure is moved in the same way so that PLAN is as detailed as possible.
9. **Where to go for help?**

School Finance Managers/Advisors for School specific queries [https://www.finance.admin.cam.ac.uk/about-us/contact-us](https://www.finance.admin.cam.ac.uk/about-us/contact-us)

Financial Planning & Analysis for budget journal queries BudgetJournals@admin.cam.ac.uk

Financial Systems Group for reporting queries fsg.system.support@admin.cam.ac.uk

Finance Training Finance.Training@admin.cam.ac.uk

Finance Division website for training manuals [https://www.finance.admin.cam.ac.uk/training/training-manuals](https://www.finance.admin.cam.ac.uk/training/training-manuals)