

School General Ledger Reports – May 2019

Reports within the ‘School Finance’ folder on Cognos

The following reports are available within the ‘School Finance’ folder on Cognos. This folder is shared with all School Finance team members so all Schools have access to the same suite of reports

GL: Budget to Actual – A GL detail report providing budget, actual, and variance figures. Runtime parameters allow you to select how much information is provided on the output, and defaults to an Excel working format.

GL: Budget to Actual Summary – A GL summary report providing budget, actual, and variance figures broken down to income and expenditure. Runtime parameters allow you to select how much information is provided on the output, and defaults to an Excel working format.

GL: Financial Summary – A GL summary report providing the variations on the Financial Summary reports. Runtime parameters allow you to select what is provided on the output, and can be used to generate the wide / long versions of the report. The default is an Excel working format, but this can also be run in a PDF presentation format.

GL: Journal Transactions – A GL detail report providing information on individual Journal lines. Runtime parameters allow you to select how much information is provided on the output, and defaults to an Excel working format.

Note: If you wish to see all budget journals for the year (including future periods) select the Financial Year, but do not select any Periods.

Reports within the ‘School All Departments (CUFS)’ folders on Cognos

This folder contains any custom reports and report views that are specific to the School. Generic reports used by all Schools can be found in the ‘School Finance’ folder.

Reports within the ‘GL stored School Reports’ folder

This is the folder where report views are stored of the School Financial Summary Reports at each month end. Reports views are normally stored on the 6th working day, after GL closure. These reports can also be run whenever required but will only run for the current GL period.

Reports within the departmental 'GL Stored Reports' folders

Report views of the Departmental Summary Reports are stored within this folder at each month end. Reports views are normally stored on the 6th working day, after GL closure. These reports can also be run whenever required but will only run for the current GL period. These are essentially the same reports that were originally produced via discoverer and Excel template, previously distributed as hard copy.

Financial Summary by Source of Funds – Departmental Financial Summary by Source of Funds report.

Financial Summary by Cost Centre - Departmental Financial Summary by Cost Centre report.

Financial Summary by Source of Funds – Long Report – Departmental Financial Summary Report by Source of Funds and Cost Centre report, sub-totalled by each Source of Funds.

Financial Summary by Cost Centre– Long Report – Departmental Financial Summary Report by Cost Centre and Source of Funds, sub-totalled by each Cost Centre.

Financial Summary by Source of Funds – Wide Report - Departmental Financial Summary by Source of Funds report with a few extra columns of financial breakdown relating to income and expenditure.