

User Guide: Budget Holder Reports

Budget Holders are being provided with initially four top level reports that provide information regarding current spend against budgets. These are:

1. Main Summary
2. Cost Centre Summary
3. Project Summary
4. Project Schedule
5. Project Overheads
6. Work Order List

These reports have links to other reports to see more detailed breakdowns and users can drill down to individual transactions and view scanned images of invoices where applicable.

Users logging into the system will only be able to see codes to which they have been given permissions to see. If you cannot see codes that you think should be visible, please contact Mark Davies on 2038. The report no 6 is a list of work orders that you have access to see. The functionality for the different reports is very similar and for the purposes of this document the Main Summary will be used to demonstrate this.

The Main Summary gives a breakdown for all codes that you have access to broken down by Category, although only the categories that have transactions or budgets on them will show on the report results:

- Core
- Discretionary Funds
- Earmarked Grant
- Other Services Rendered
- Research
- Own Funded Research
- Other Services Rendered
- Earmarked Grant

These reports should be accessed through the web version of ABW (the same start page for booking annual leave, viewing payslips and approving tasks etc)



Home / Staff / Your Sites

Your Sites

Aber People

Keeping You Informed

Your Development

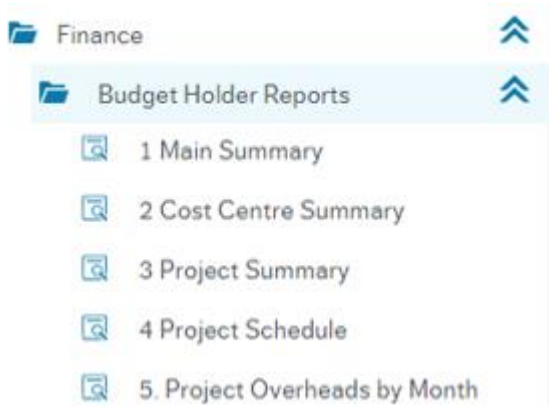
Support & Advice

Research & Teaching

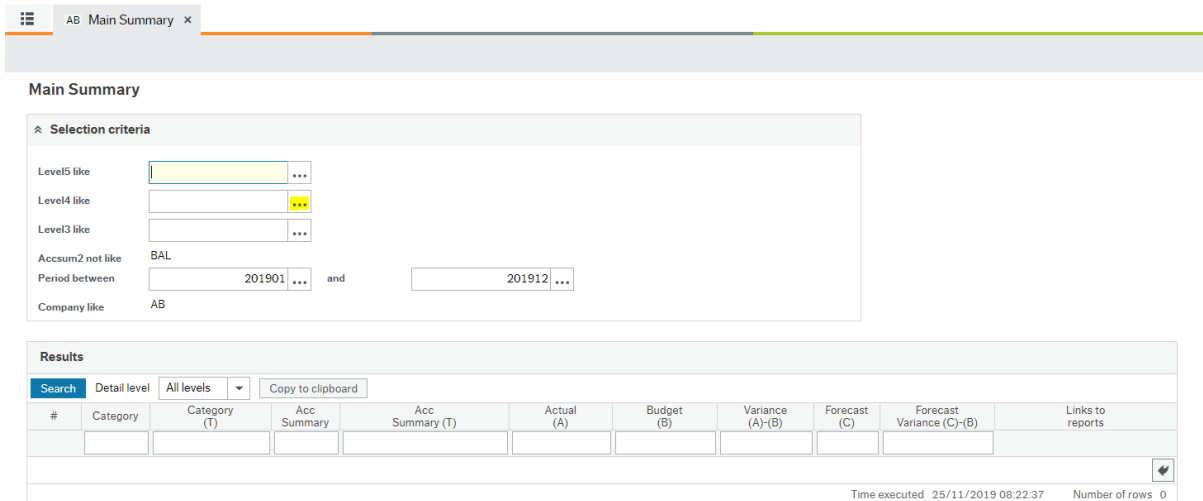
Your Sites

- [My Admin](#) (including translation requests, staff profiles etc)
- [Aber People](#)
 - [Information & User Guides](#)

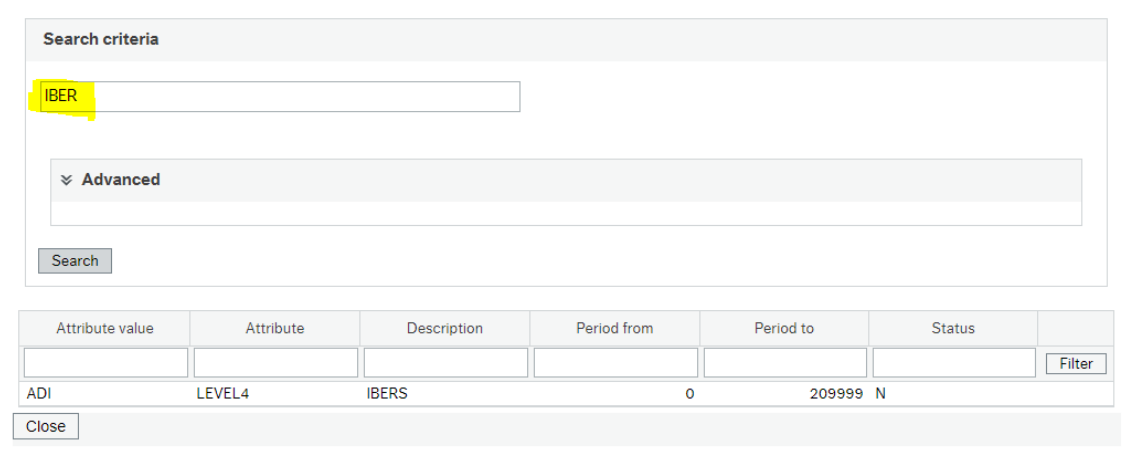
From the main menu select the reports menu and then select Finance/Budget Holder Reports



To see everything for the areas for which you have permissions, click on the Search button. If you know you only want to see a subsection, you can use the filters at the top of the screen for the various levels within the organisational hierarchy:



If you do not know the codes within the hierarchy, click in the box at the end of the search field which will open a search tab:



Either enter part of the text you are looking for by entering it in the Search Criteria field then click on the Search button or leave the criteria blank and click on the Search button to bring back all values to find the one you are looking for. To select the code that you want to bring back in the report, double click on it.

The report will default to bring back the current financial year, if you want to see a previous year you can amend the period fields:

Period between and

You must enter a "from" and "to" period otherwise it will bring back results for all periods. If you want to look at a previous year, you may wish to include period 13 that is used for accounting adjustments at year end.

When you are happy with the selection criteria, click on the Search button.

The results for each category (Core, Research etc) are broken down by Expenditure types, i.e. Income, Staff Costs Other Expenditure. As with the categories, you will only see the expenditure types that have transactions.

#	Category	Category (T)	Acc Summary	Acc Summary (T)	Actual (A)	Outstanding Commitments (B)	Actual + Commitments (C=A+B)	Budget (D)	Variance (C)-(D)	Forecast (E)	Forecast Variance (E)-(D)	Links to reports
1	1	Core	10	Income	-77,107,886...	23,812.26	-77,084,274.12	-81,480,834...	14,406,558.90	-91,030,853...	-480,181.02	Select link
2	1	Core	11	Donations	-219,282.88	0.00	-219,282.88	0.00	-219,282.88	0.00	0.00	Select link
3	1	Core	12	Internal Transfers (Income)	-1,051,567.58	0.00	-1,051,567.58	0.00	-1,051,567.58	0.00	0.00	Select link
4	1	Core	20	Staff	35,884,482.48	0.00	35,884,482.48	53,252,370.03	-17,667,887...	53,032,459.00	-219,911.03	Select link
5	1	Core	21	Variable hour staff	1,430,142.24	0.00	1,430,142.24	1,026,000.00	404,142.24	1,121,000.00	95,000.00	Select link
6	1	Core	30	Depreciation	5,890,031.23	0.00	5,890,031.23	8,821,000.00	-2,730,968.77	8,159,000.00	-462,000.00	Select link
7	1	Core	31	Release Deferred Grant	-1,248,908.39	0.00	-1,248,908.39	-1,880,000.00	431,091.61	-1,880,000.00	0.00	Select link
8	1	Core	35	Other Costs	18,685,097.82	11,188,138.86	29,863,236.48	29,742,188.99	121,047.49	28,962,689.00	-779,499.89	Select link
9	1	Core	40	Bursaries & Scholarships	3,679,572.38	290.00	3,679,862.38	0.00	3,679,862.38	0.00	0.00	Select link
10	1	Core	45	Commission to Foreign Agents	534,107.69	0.00	534,107.69	828,000.00	-293,892.31	628,000.00	-200,000.00	Select link
11	1	Core	50	Finance Cost	1,904,583.44	0.00	1,904,583.44	3,500,000.00	-1,595,416.56	3,300,000.00	-200,000.00	Select link
12	1	Core	55	Transfer Donation	27,302.85	0.00	27,302.85	0.00	27,302.85	0.00	0.00	Select link
13	1	Core	57	Unitary Charge	522,351.35	414,780.54	937,131.89	0.00	937,131.89	0.00	0.00	Select link
14	1	Core	65	Internal Transfers (Exp)	915,828.98	0.00	915,828.98	0.00	915,828.98	0.00	0.00	Select link
15	1	Core	67	Inc Trf Directly Allocated Staff	-657,037.79	0.00	-657,037.79	-2,002,266.00	1,345,228.21	-1,153,266.00	849,000.00	Select link
16	1	Core	68	Inc Trf Research Facilities	-118,207.14	0.00	-118,207.14	-172,734.00	54,526.86	-172,734.00	0.00	Select link
17	1	Core	69	IncTrf Research Oheads to Dept	-281,775.88	0.00	-281,775.88	-775,173.00	493,397.14	-775,173.00	0.00	Select link
18	1	Core	70	Overhead Contribution to Univ...	85,800.00	0.00	85,800.00	0.00	85,800.00	0.00	0.00	Select link
Σ	E1	1	Core		-11,345,365...	11,636,821.66	291,455.88	848,552.01	-557,096.13	391,322.00	-457,230.01	
20	2	Discretionary Funds	10	Income	-359,118.43	0.00	-359,118.43	0.00	-359,118.43	0.00	0.00	Select link
21	2	Discretionary Funds	12	Internal Transfers (Income)	6,304.07	0.00	6,304.07	0.00	6,304.07	0.00	0.00	Select link
22	2	Discretionary Funds	20	Staff	102,559.08	0.00	102,559.08	0.00	102,559.08	0.00	0.00	Select link
23	2	Discretionary Funds	21	Variable hour staff	9,207.08	0.00	9,207.08	0.00	9,207.08	0.00	0.00	Select link
24	2	Discretionary Funds	30	Depreciation	1,819.52	0.00	1,819.52	0.00	1,819.52	0.00	0.00	Select link
25	2	Discretionary Funds	35	Other Costs	137,711.08	19,671.81	157,382.90	340,685.00	-183,302.11	309,685.00	-31,000.00	Select link
26	2	Discretionary Funds	40	Bursaries & Scholarships	198,080.25	0.00	198,080.25	0.00	198,080.25	0.00	0.00	Select link
27	2	Discretionary Funds	65	Internal Transfers (Exp)	26,241.93	0.00	26,241.93	0.00	26,241.93	0.00	0.00	Select link

This report is subtotalled by category, if you would like to view just the subtotals you can do so by selecting the detail level just above the report results:

#	Category	Category (T)	Acc Summary	Acc Summary (T)	Actual (A)	Outstanding Commitments (B)	Actual + Commitments (C=A+B)	Budget (D)	Variance (C)-(D)	Forecast (E)	Forecast Variance (E)-(D)	Links to reports
+	Σ	1	Core		-11,345,365...	11,636,821.66	291,455.88	848,552.01	-557,096.13	391,322.00	-457,230.01	
+	Σ	2	Discretionary Funds		-339,837.71	19,671.81	-320,165.90	-499,374...	179,209.08	-550,375...	-51,000.02	
+	Σ	5	Research		4,375,172.17	670,085.28	5,045,257.45	-453,366...	5,498,623.46	-88,000.00	365,366.02	
+	Σ	6	Own Funded Research		518,796.62	26,677.50	545,474.12	0.00	545,474.12	0.00	0.00	
+	Σ	7	Other Services Rend...		784,657.05	2,290,867.09	3,075,524.14	8,366.00	3,067,158.14	88,000.00	79,634.00	
+	Σ	8	Earmarked Grant		-3,837,565.06	453,880.87	-3,383,684.20	0.00	-3,383,684.19	0.00	0.00	
Σ					-9,844,142.71	15,098,004.20	5,253,861.49	-95,822.99	5,349,684...	-159,053...	-63,230.01	

If the amounts do not fit correctly into the columns, you can move the column widths by hovering over the column headings until the double arrow appears then drag the column to fit the amounts.

Actual + Commitments (C=A+B)	Budget (D)
291,455.88	848,552.01
-320,165.90	-499,374.00
5,045,257.45	452,266.00

This gives the actual, commitments and budgets for the periods selected and the balance remaining. It will also give the forecast spend for the year and the variance between that and the budget. If the period range selected is only for part of the year, i.e. Periods 1-3, the profiled budget will also only show for these three periods. Commitments only show if you include the current period and include *all* outstanding commitments, i.e. an estates order relating to a two year project will show the whole amount outstanding even where some of it is not expected to be paid in the current year. The forecast however will be for the full year. If you want to see a breakdown for a row, go to the links menu at the end of that row and you have 6 options:

#	Category	Category (T)	Acc Summary	Acc Summary (T)	Actual (A)	Outstanding Commitments (B)	Actual + Commitments (C=A+B)	Budget (D)	Variance (C)-(D)	Forecast (E)	Forecast Variance (E)-(D)	Links to reports
1	1	Core	10	Income	-2,210,252.00	16,022.26	-2,194,229.74	-3,399,402.00	1,205,172.00	-3,412,074.00	-12,672.00	Select link
2	1	Core	12	Internal Transfers (Inco...	-43,888.23	0.00	-43,888.23	0.00	-43,888.23	0.00	0.00	Select link
3	1	Core	20	Staff	1,161,328.87	0.00	1,161,328.87	1,782,024.01	-620,695.14	1,899,024.00	106,999.99	Select link
4	1	Core	21	Variable hour staff	201,884.52	0.00	201,884.52	89,999.99	111,884.53	90,000.00	0.01	Select link
5	1	Core	30	Depreciation	80,388.58	0.00	80,388.58	0.00	80,388.58	0.00	0.00	Select link
6	1	Core	31	Release Deferred Grant	-42,766.48	0.00	-42,766.48	0.00	-42,766.48	0.00	0.00	Select link
7	1	Core	35	Other Costs	1,242,549.67	391,094.92	1,633,644.59	1,626,688.98	6,955.60	1,716,689.00	90,000.02	Select link
8	1	Core	40	Bursaries & Scholarships	23.23	0.00	23.23	0.00	23.23	0.00	0.00	Select link
9	1	Core	65	Internal Transfers (Exp)	36,150.24	0.00	36,150.24	0.00	36,150.24	0.00	0.00	Select link
I1	1	Core			425,418.17	407,117.18	832,535.35	99,310.98	733,224.36	283,639.00	184,328.02	Breakdown by Workorder Commitment Detail
11	8	Earmarked Gr...	10	Income	-7,839.25	0.00	-7,839.25	0.00	-7,839.25	0.00	0.00	GL Transactions (Non Payroll)
12	8	Earmarked Gr...	20	Staff	1,564.09	0.00	1,564.09	0.00	1,564.09	0.00	0.00	GL Transactions (Payroll)
13	8	Earmarked Gr...	35	Other Costs	833.55	0.00	833.55	0.00	833.55	0.00	0.00	Select link
I1	8	Earmarked Gr...			-5,441.61	0.00	-5,441.61	0.00	-5,441.61	0.00	0.00	
I					419,976.56	407,117.18	827,093.74	99,310.98	727,782.75	283,639.00	184,328.02	

Select the breakdown you would like to see, i.e. Breakdown by Workorder. Note that if you select to see transactions from a high starting point where there are likely to be a lot of transactions, this may take time to return the results, you may be better to drill down further before selecting a transaction list. From the screen shot above, the Other Costs is analysed by work order:

566	AY-0033A	CL - NEW PROJECT 2	Travel Staff	205.70	0.00	205.70	0.00	205.70	0.00	0.00	0.00	Select link
567	AY-0033A	CL - NEW PROJECT 2	Conference and Training Courses	10,160.00	1,200.00	11,360.00	0.00	11,360.00	0.00	0.00	0.00	Select link
568	AY-0033A	CL - NEW PROJECT 2	Staff Travel (No VAT)	2,170.00	0.00	2,170.00	0.00	2,170.00	0.00	0.00	0.00	Select link
569	AY-0033A	CL - NEW PROJECT 2	Travel - Visitors	1,390.00	1,800.00	3,190.00	0.00	3,190.00	0.00	0.00	0.00	Select link
570	AY-0033A	CL - NEW PROJECT 2	Hospitality	790.68	0.00	790.68	0.00	790.68	0.00	0.00	0.00	Select link
571	AY-0033A	CL - NEW PROJECT 2	Departmental AberCard Topup	540.00	0.00	540.00	0.00	540.00	0.00	0.00	0.00	Select link
572	AY-0033A	CL - NEW PROJECT 2	Bought in entertainment	250.00	0.00	250.00	0.00	250.00	0.00	0.00	0.00	Select link
573	AY-0033A	CL - NEW PROJECT 2	Creative Arts	537.48	0.00	537.48	0.00	537.48	0.00	0.00	0.00	Select link
574	AY-0033A	CL - NEW PROJECT 2	Equipment Including Capital Equip	467.95	0.00	467.95	0.00	467.95	0.00	0.00	0.00	Select link
575	ERM-148X	RM - AC Central Expenditure	Estates - Supplies & Services	-168.00	160.88	-7.11	0.00	-7.11	0.00	0.00	0.00	Select link
I				1,242,549.67	391,094.92	1,633,644.59	1,626,688.98	6,955.60	1,716,689.00	90,000.02		

If you want to know more details about a particular work order, you can click on the work order number and it will bring back information regarding the person responsible for that work order, the start and end date if it is a project etc. The amount of information here is dependent on your menu settings.

To view a further level of detail, select the relevant transaction list from the links column. Note if you do not have permission to see payroll transactions the payroll transaction report will not show any results:

Results														
Search Detail level All levels Copy to clipboard														
#	Project	Project (T)	Work Order	Accum4 (T)	Account	Account (T)	TT (T)	TransNo	Ap/Ar ID (T)	Employee (T)	OrderNo	Trans.date	Period	Amount
1	BA248A	Caio Ambrosio Phd consumables	BA248A-01	Other Costs	4075	Laboratory Consuma...	Posting PO Invo...	10798501	LIFE TECHNOLOGIES LTD APPLIED BIOS...		20085012	15/08/2019	201901	243.07
2	BA248A	Caio Ambrosio Phd consumables	BA248A-01	Other Costs	4075	Laboratory Consuma...	Standard Journals	30051010	Sony Europe B.V.		0	17/09/2019	201901	-141.00 YE1
3	BA248A	Caio Ambrosio Phd consumables	BA248A-01	Other Costs	4075	Laboratory Consuma...	Posting PO Invo...	10800524	LIFE TECHNOLOGIES LTD APPLIED BIOS...		20085012	23/08/2019	201902	9.79
4	BA248A	Caio Ambrosio Phd consumables	BA248A-01	Other Costs	4075	Laboratory Consuma...	Posting PO Invo...	10800984	Sony Europe B.V.		20082049	05/07/2019	201902	141.00
5	BA248A	Caio Ambrosio Phd consumables	BA248A-01	Other Costs	4075	Laboratory Consuma...	Posting PO Invo...	10818532	LIFE TECHNOLOGIES LTD APPLIED BIOS...		20087941	12/11/2019	201904	32.40
6	BA248A	Caio Ambrosio Phd consumables	BA248A-01	Other Costs	4075	Laboratory Consuma...	Posting PO Invo...	10817577	SIGMA-ALDRICH COMPANY LTD		20087879	07/11/2019	201904	51.48
T1													336.74	
I													336.74	

If the transaction you are interested in is an invoice (check in the TT column), you can view the invoice image by clicking on the transaction number:

Transaction details

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Costc	Project	Workord	Product	Line number
10798501	0		243.07	PS	PO	4075	161A	BA248A	BA248A-01	LK001	
10798501	1		-243.07	0	PO	8300	900A	99999	99999		
10798501	2		40.51	0	PO	8220	161A	BA248A	BA248A-01	LK001	
10798501	3		-40.51	0	PO	8220	161A	BA248A	BA248A-01	LK001	

Transaction

Fiscal year: 2019 Period: 201901

Transaction date: 15/08/2019 Valuedate: 15/08/2019

Invoice

InvoiceNo: 4240666 RI

AP/AR ID: T10232

LIFE TECHNOLOGIES LTD APPLIED BIOSYSTEMS

AP/AR Type: P

Amounts

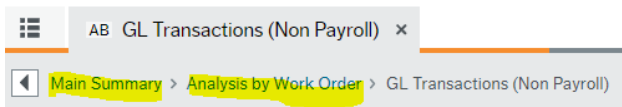
Image

The image can be enlarged or opened in a new screen using the tools highlighted in yellow on the above screen shot.

A breakdown of commitments is shown on the Commitment Link. This includes: Requisitions awaiting approval, Purchase Orders that have been approved, and Invoices and Journals in workflow and purchase card transactions in workflow. The Source Column identifies the nature of the commitment. The reference column contains the requisition or PO number, the journal number or invoice transaction number as appropriate. Use the Filter line above the table of data to restrict the details returned:

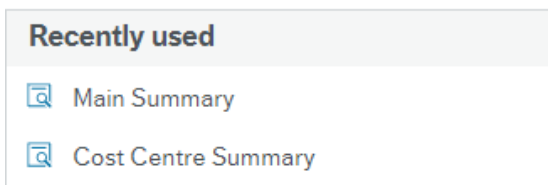
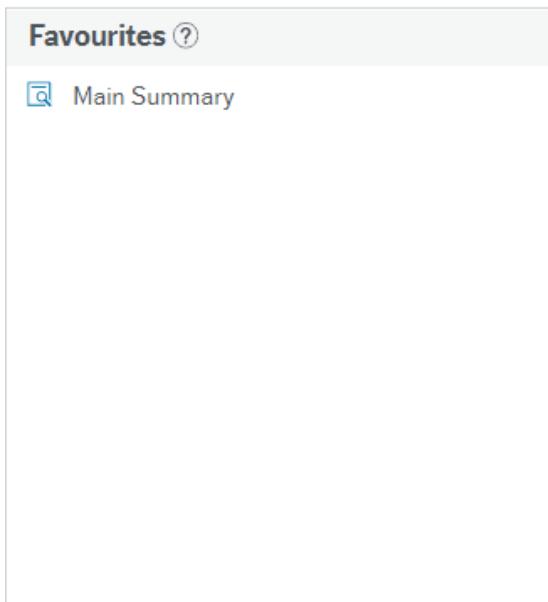
Results													
Search Detail level All levels Copy to clipboard													
#	Work Order	Account	Source	User	Supplier	Supplier Name	Reference	Line No	Product Code	Product Description	O/S Commitment inc VAT		
1	AE-0001B	4308	PO	Ra...	T10283	ART WORKS	20090209	1	VB001	Courier inward Gerald	714.80		
2	AE-0001B	4308	PO	Ra...	T10283	ART WORKS	20092055	1	VB001	Gerald scarf return trip	689.52		
3	AE-0001B	4308	PO	Ra...	T10283	ART WORKS	20092205	1	VB001	Gerald return trip	689.52		
4	AE-0001B	4006	PO	Ra...	T12511	MARINE HOTEL	20088570	1	TA002	Katie, Gerald scarf	110.00		
5	AE-0001B	4006	PO	Ra...	T12511	MARINE HOTEL	20090830	1	TA002	Hotel for House of Illustration	110.00		
6	AE-0001B	4006	PO	Ra...	T12511	MARINE HOTEL	20091409	1	TG004	Maria hotel	55.00		
7	AE-0001B	4021	Registered PO Invo...		T14627	SIGNUM 4 LTD TA G.R.LABELS4...	10846281	0	PB001		191.53		
8	AE-0001B	4021	PO	Ra...	T14627	SIGNUM 4 LTD TA G.R.LABELS4...	20088099	1	PB001	vinyl print logo	29.88		
9	AE-0001B	4021	PO	Ra...	T14627	SIGNUM 4 LTD TA G.R.LABELS4...	20089458	1	PB001	wall images Gerald	172.38		
10	AE-0001B	4021	PO	Ra...	T14627	SIGNUM 4 LTD TA G.R.LABELS4...	20089875	1	PB001	wall art gerald	632.06		
11	AE-0001B	4021	PO	Ra...	T14627	SIGNUM 4 LTD TA G.R.LABELS4...	20089876	1	PB001	intro texts gerald	63.21		
12	AE-0001B	6130	PO	Ra...	T15118	HUWS GRAY	20091266	1	MF001	WORKSHOP -Machine Tools & A...	137.90		
13	AE-0001B	6130	PO	Ra...	T16063	ARE Refrigeration and Electrical	20091406	1	MF001	refrigeration guy	1,149.20		
14	AE-0001B	4021	PO	Ra...	T16346	Redshank IT Services	20091625	1	PB001	sticky back paper	206.86		
15	AE-0001B	4308	REQ	Ra...	T16844	LUMA TRANSPORT	10091101	1	VB001	luma transport	109.17		
16	AE-0001B	6130	PO	Ra...	T18272	COOLING PAINTS LTD	20090078	1	VB001	refrigeration	127.00		

At anytime you can navigate back to the previous report(s) by clicking on the report name at the top of the screen or the back arrow will take you back one report at a time:



The other summary reports in this suite run in exactly the same way but have different starting summaries; by cost centre or project instead of category.

The fourth report, Project Schedule gives one line per project broken down over main expenditure and income headings. The functionality and drill downs work in the same way.



Standard functionality on the web version of ABW gives you quick access to these reports rather than finding them on the menu, on the right-hand side of the menu screen you will see recently visited pages and favourites.

To add a report (or any other screen) to your favourites, simply click on the heart icon at the top right when in the report screen:

