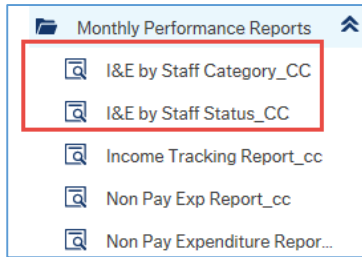


MONTH END INCOME & EXPENDITURE REPORTS

To get the Web version of your Monthly Income & Expenditure Report, run the Report: *I&E by Staff Category CC* or *I&E by Staff Status CC*:



I&E by Staff Category – this Report gives you a full Income & Expenditure Report. Pay is reported by a staff members’ Category, i.e. Academic, Administrative, Technical, Security & General, Clinical & Other.

I&E by Staff Category_CC

Report description

Selection criteria

Cost Centre like: 8888

Data warehouse like: Sep 2017 (20171)

Project like: NA

Account like:

I&E Reports are fixed Reports built off a month end Datawarehouse - the figures never change. Choose the Year End Report you wish by clicking on the drop-down arrow and choosing a month.

Results

#	Description	Description (T)	Amount (YTD) (1)	Committed (YTD) (1)	Total (Actual+Comm) (1)	Budget (YTD) (1)	Variance (YTD) (1)	Annual Budget (1)	Balance to Spend (1)	Account	Account (T)
Σ3	1M_INC	Income	-56,744	0	-56,744	-46,395	10,350	-46,395	10,350		
Σ5	MPAY_1A	Pay Academic	697,753	0	697,753	681,368	-16,385	681,368	-16,385		
Σ5	MPAY_1B	Pay Administration	97,752	0	97,752	97,839	88	97,839	88		
Σ5	MPAY_1F	Pay Other	3,732	0	3,732	30,276	26,544	30,276	26,544		
Σ4	3M_PAY	Pay Costs	799,237	0	799,237	809,483	10,246	809,483	10,246		
Σ4	4M_NONPAY	Non Pay Costs	25,059	0	25,059	36,217	11,158	36,217	11,158		
Σ3	2M_EXP	Expenditure	824,296	0	824,296	845,701	21,404	845,701	21,404		
Σ2	NA	Departmental	767,552	0	767,552	799,306	31,754	799,306	31,754		
Σ1			767,552	0	767,552	799,306	31,754	799,306	31,754		
Σ			767,552	0	767,552	799,306	31,754	799,306	31,754		

I&E by Staff Status – this Report gives you a full Income & Expenditure Report. Pay is reported by a staff members’ Status, i.e. Permanent, Fixed Term & Part Time.

I&E by Staff Status_CC

Report description

Selection criteria

Cost Centre like: 8888

Data warehouse like: Sep 2017 (20171)

Project like: NA

Account like:

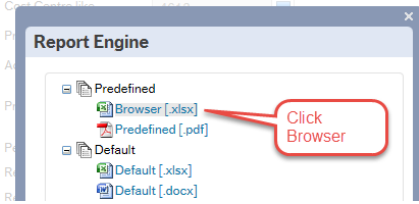

I&E Reports are fixed Reports built off a month end Datawarehouse - the figures never change. Choose the Year End Report you wish by clicking on the drop-down arrow and choosing a month.

Results

#	Description	Description (T)	Amount (YTD) (1)	Committed (YTD) (1)	Total (Actual+Comm) (1)	Budget (YTD) (1)	Variance (YTD) (1)	Annual Budget (1)	Balance to Spend (1)	Account	Account (T)
Σ3	1M_INC	Income	-56,744	0	-56,744	-46,395	10,350	-46,395			
Σ5	M_P1	Permanent	573,525	0	573,525	624,268	50,743	624,268			
Σ5	M_P2	Fixed Term	174,427	0	174,427	128,683	-45,744	128,683			
Σ5	M_P3	Part Time	51,285	0	51,285	56,532	5,247	56,532			
Σ4	3M_PAY	Pay Costs	799,237	0	799,237	809,483	10,246	809,483			
Σ4	4M_NONPAY	Non Pay Costs	25,059	0	25,059	36,217	11,158	36,217			
Σ3	2M_EXP	Expenditure	824,296	0	824,296	845,701	21,404	845,701			
Σ2	NA	Departmental	767,552	0	767,552	799,306	31,754	799,306			
Σ1			767,552	0	767,552	799,306	31,754	799,306			
Σ			767,552	0	767,552	799,306	31,754	799,306			

MONTH END INCOME & EXPENDITURE REPORTS

No.	Item	Details
1	Selection Criteria	Enter your cost centre number in the Cost centre like box. If you have any other information that you would like to filter with, e.g. project then enter the information in the relevant boxes. If you wish to bring back all of your cost centres in 1 Report, leave the boxes blank. Click Search.
2	Data Warehouse like:	Monthly Income & Expenditure Reports are built off a Data warehouse. It is a fixed table of information, hence it is not a LIVE Report. The o/s purchase orders are fixed as at month end. Choose the period of the month end you require from the drop down arrow.
3	Project like	Enter the project code if you wish to view a Report on a specific project, e.g. NA or A* project.
4	Account like	Enter an account here if you wish to filter on a specific account code.

<p>Export to Excel</p>	<p>If you wish to Export the Report to Excel, click Export:</p>  <p>You will be asked to Open or Save.</p>  <p>Save to your server drive or open and then save from Excel.</p> <p>The exported file does not bring the selection criteria with it, so you should include dates on the file name.</p>
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