# **A guide to using the Report tab**

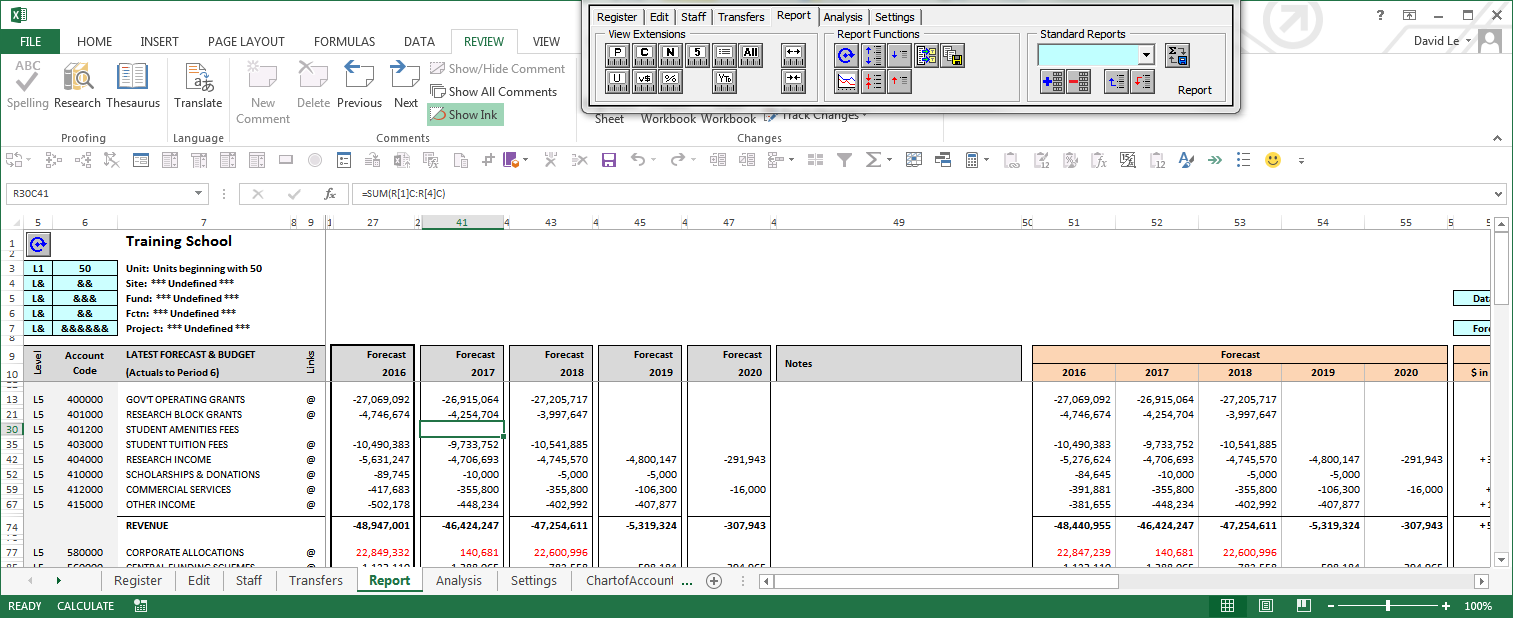
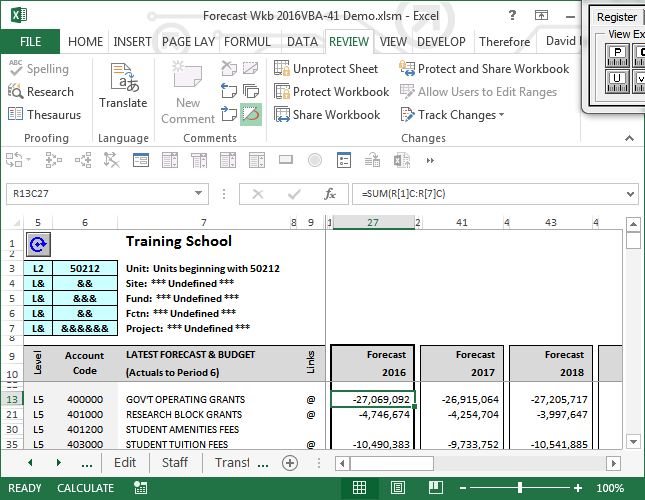
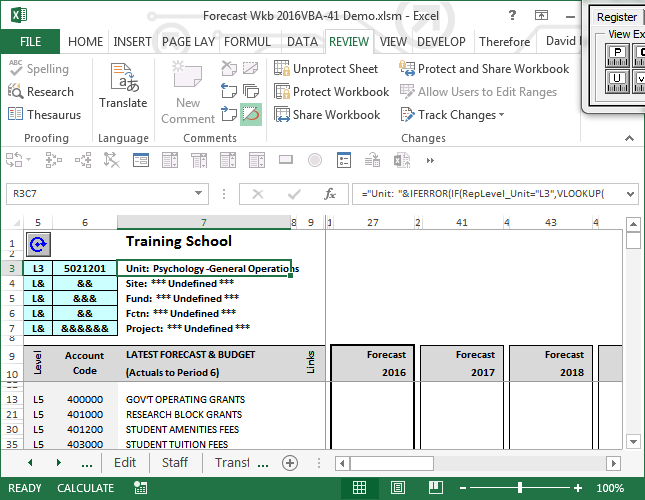
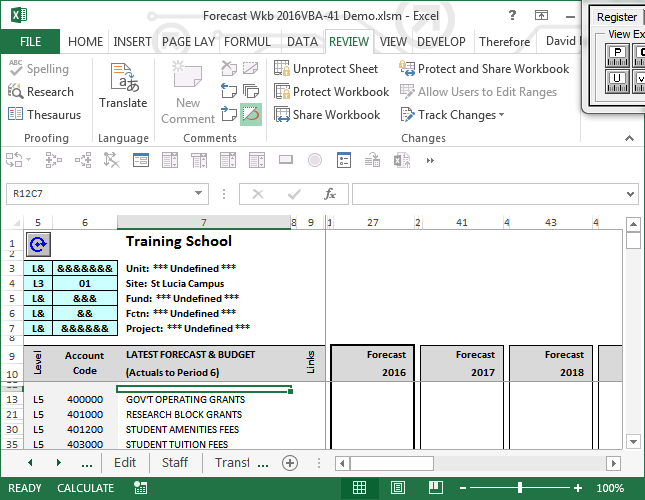
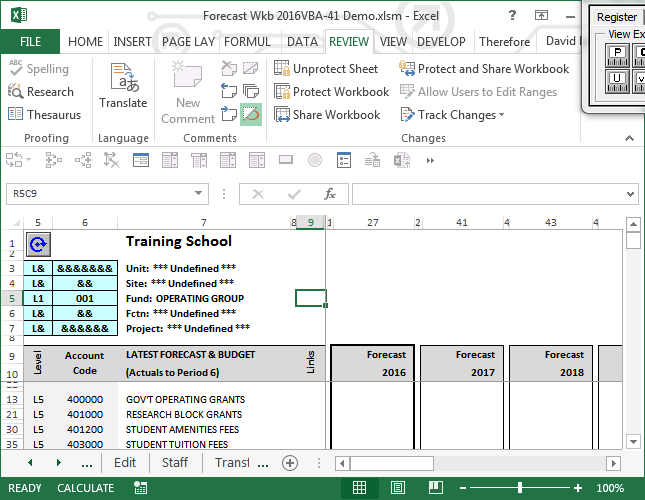
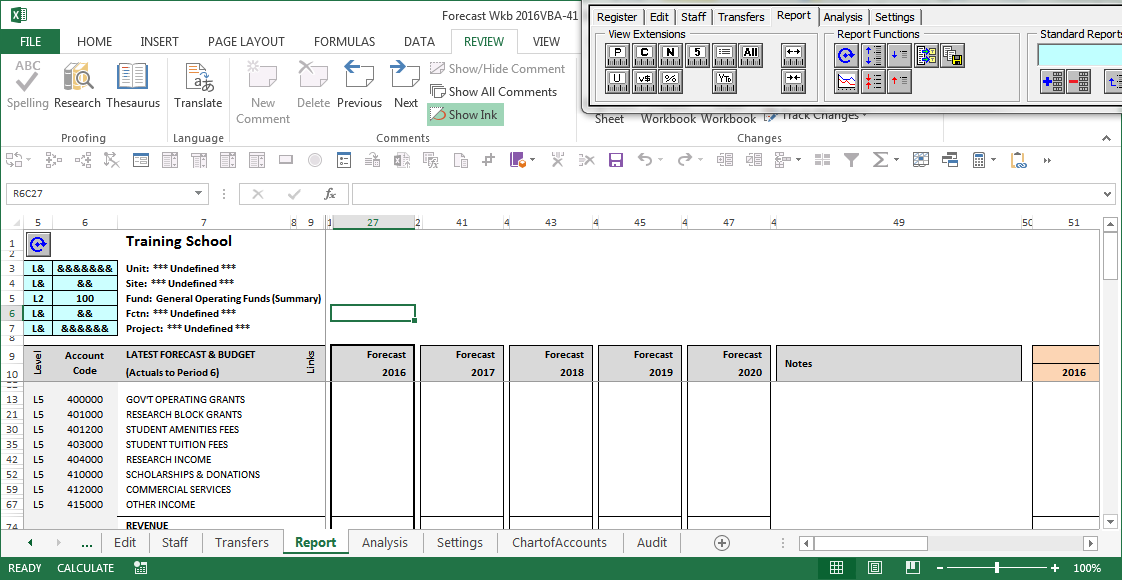
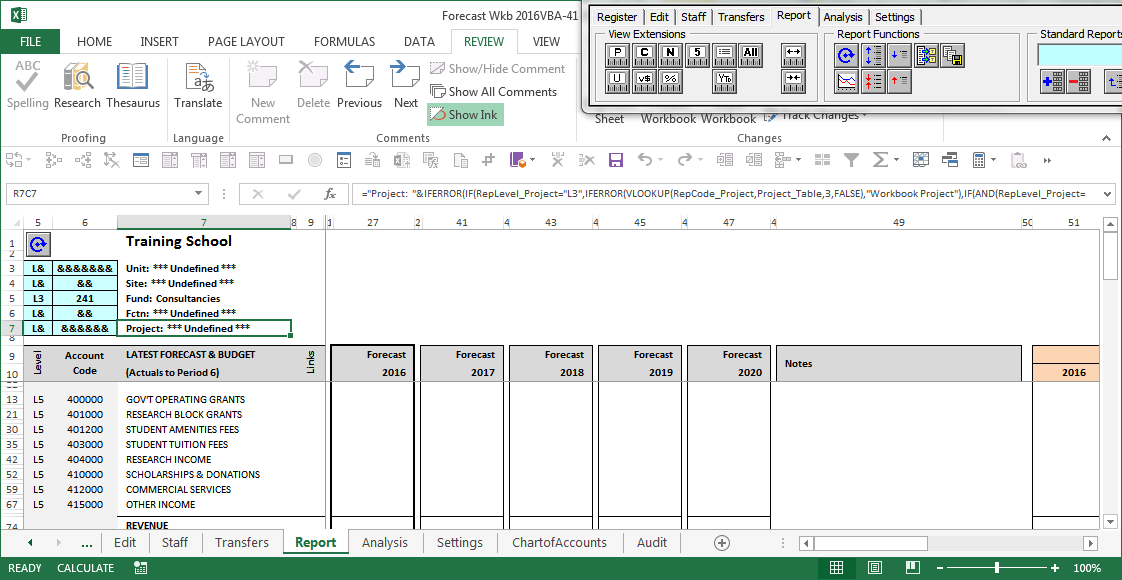
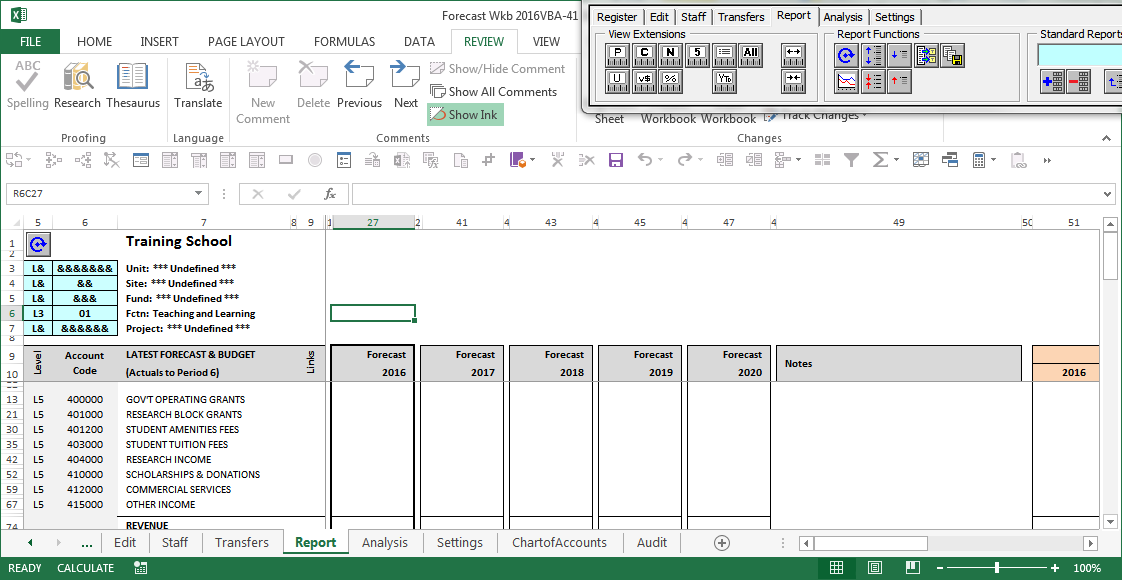
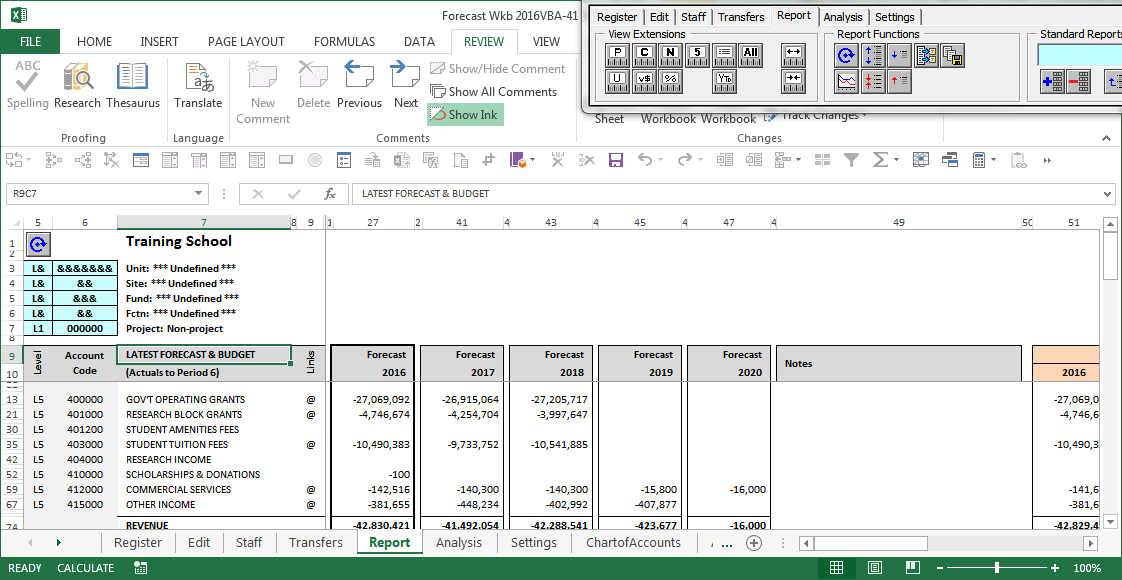
General Description

The Report Tab allows generation of an Income & Expenditure (I&E) Statement similar to one from the Reportal.

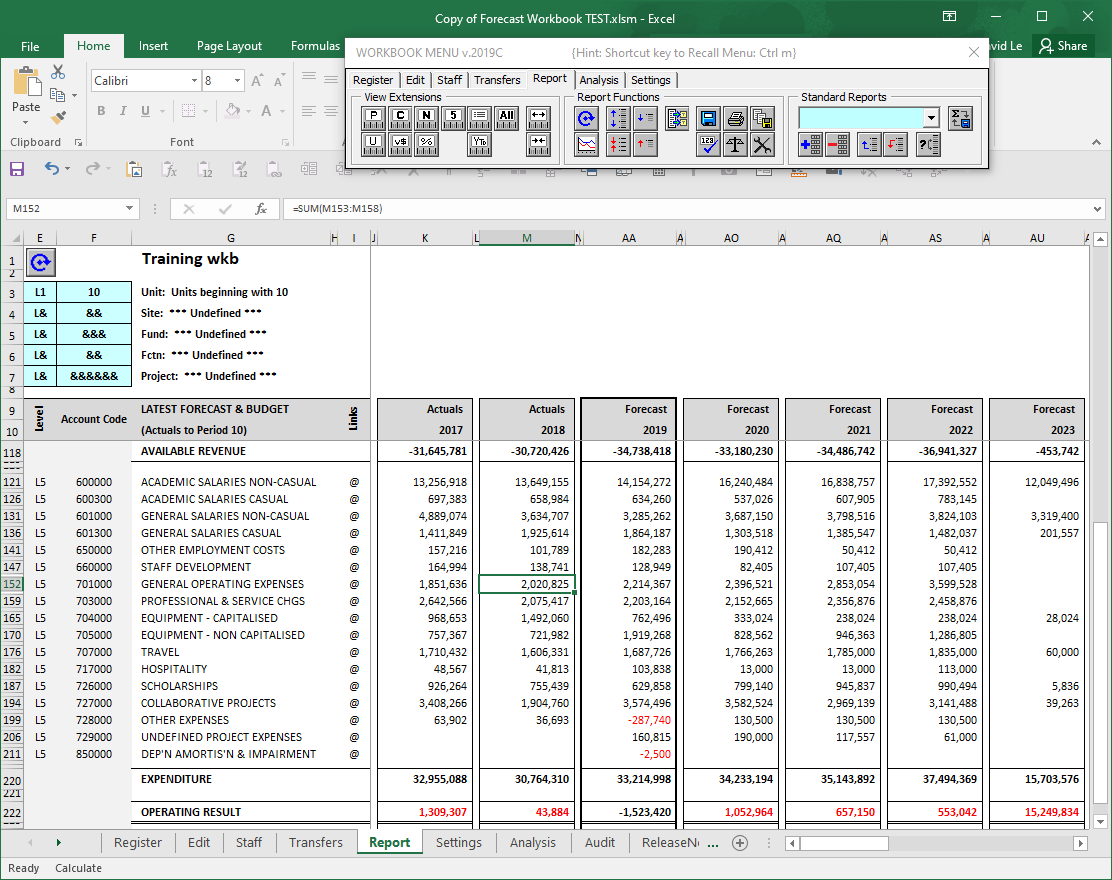
Drill functionality allows I&E Statement to be generated for different chartstring combinations including OPAL, Fund and Project variation combinations.

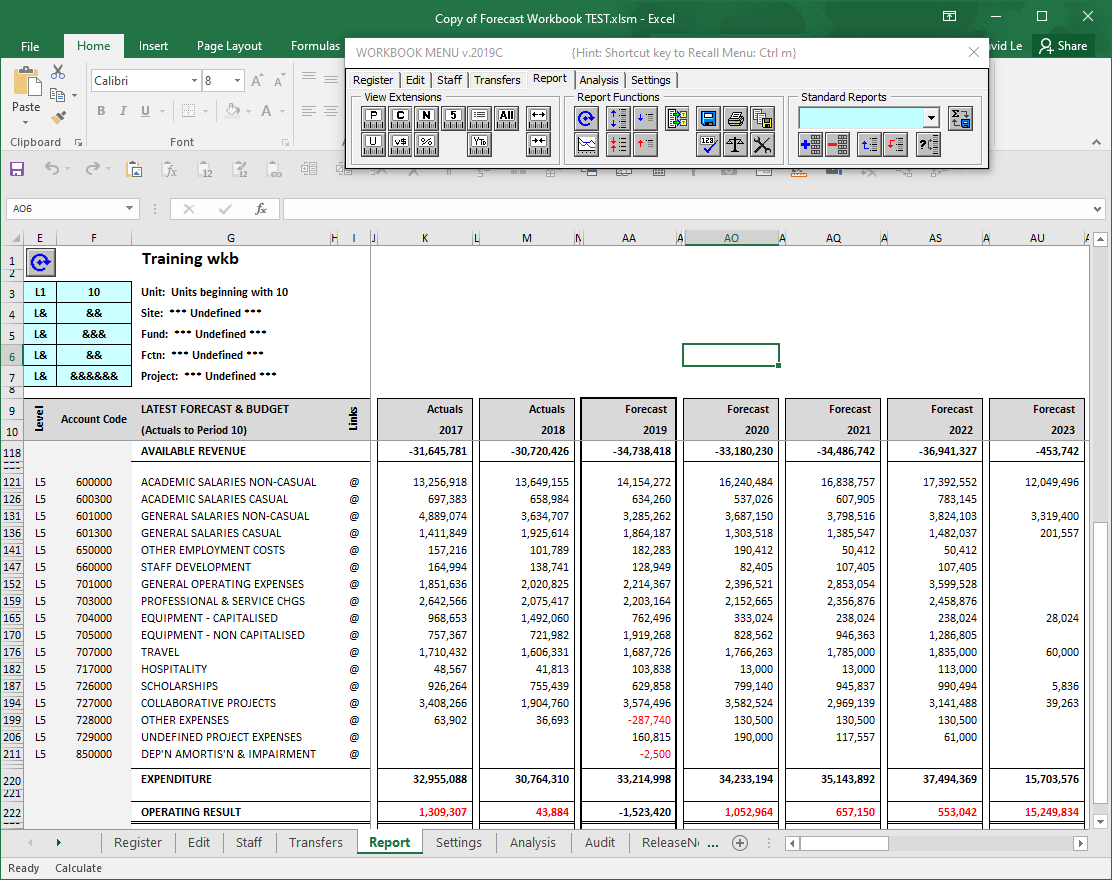
Report Level Settings

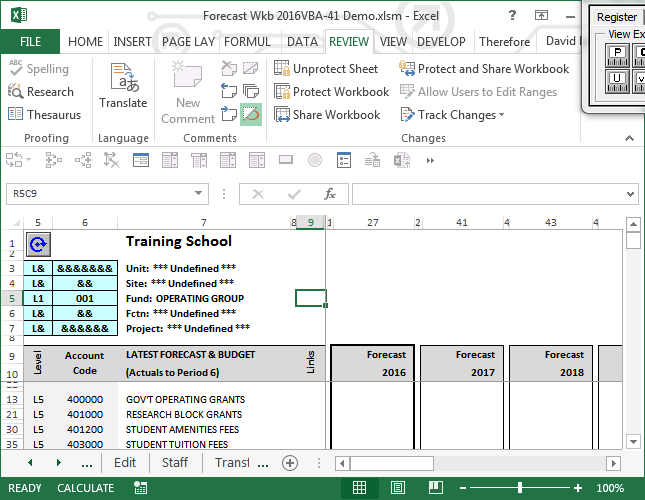
Changing the [Reporting Level] will alter the available selections.   
I&E Reports can be generated by using the following Settings (*Ensure that you click on C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\Refresh.bmp Refresh after selection*):

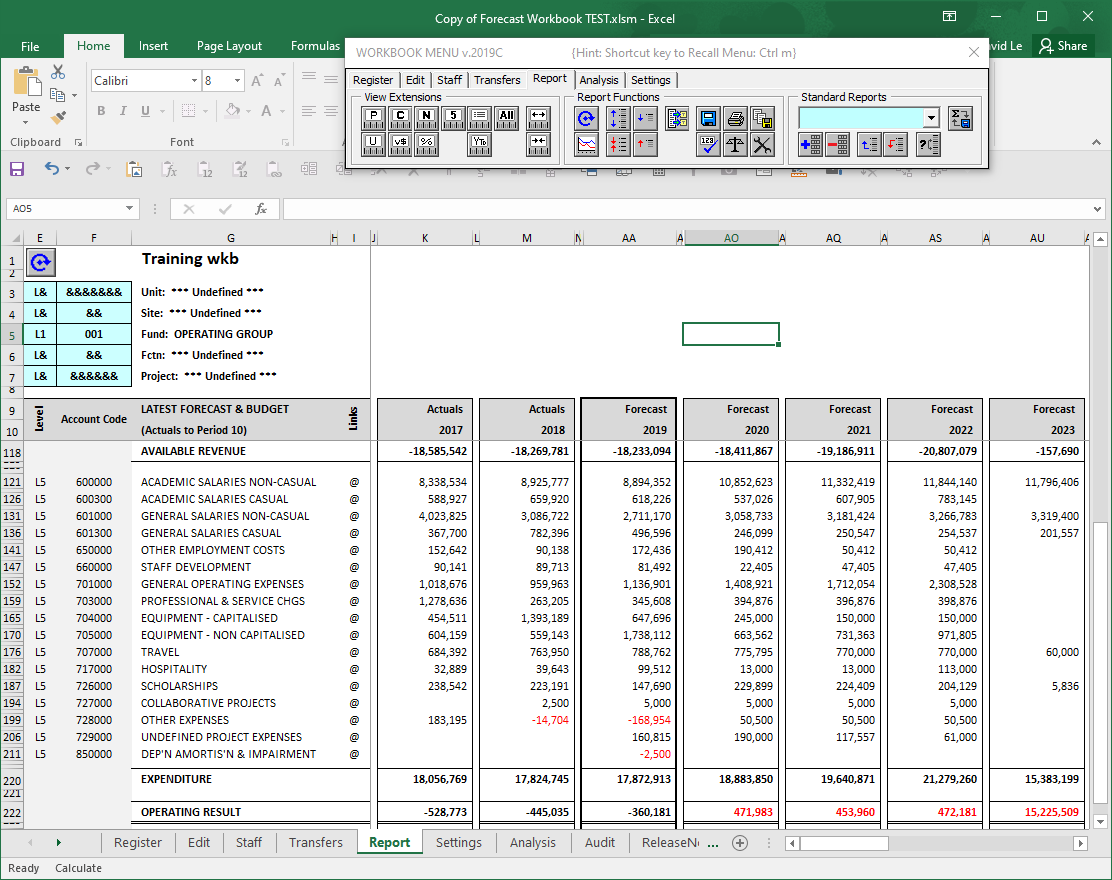
* Unit:
  + **[L&]** – ALL OPAL Units in the Workbook.
  + **[L1]** – Level 1 requires the first TWO OPAL Units (the remainder are wildcards ie. ‘&&&&&’) Eg. 
  + **[L2]** – Level 2 requires the first FIVE OPAL Units (remainder are wildcards ie. ‘&&’) Eg. 
  + **[L3]** – Level 3 is the lowest level. Individual OPAL Unit can be viewed. Eg. 
* Site:
  + **[L&]** – ALL Site Codes in the Workbook.
  + **[L3]** – Level 3 is the only level for selection. Individual Site Code can be viewed. Eg. 
* Fund:
  + [**L&**] – ALL Fund Codes in the Workbook.
  + [**L1**] – Level 1 is Fund Group Sub Category level. Eg. 
  + [**L2**] – Level 2 is Minor Fund Group level. Eg. 
  + [**L3**] – Level 3 is the lowest level. Individual Fund Codes can be viewed. Eg. 
* Function:
  + [**L&**] – ALL Function Codes in the Workbook.
  + [**L3**] – Level 3 is the only level for selection. Individual Function Code can be viewed. Eg. 
* Project:
  + [**L&**] – ALL Projects in the Workbook.
  + [**L1**] – Level 1. Use ‘000000’ for ALL Non-project OR ‘######’ for ALL Projects Only Eg. 
  + [**L2**] – Level 2. Use ‘000000’ for ALL Non-project or ‘999999’ for ALL Budget Projects or ‘######’ for ALL Non-budget Projects
  + [**L3**] – Level 3 is the lowest level. Individual Project Code can be viewed.

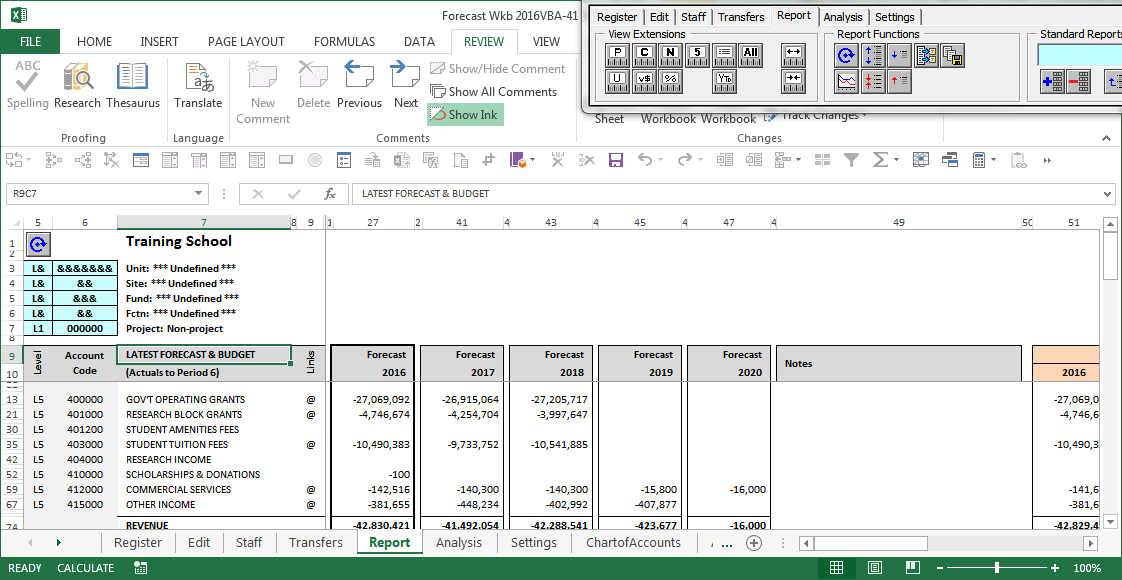
**Report Examples:**

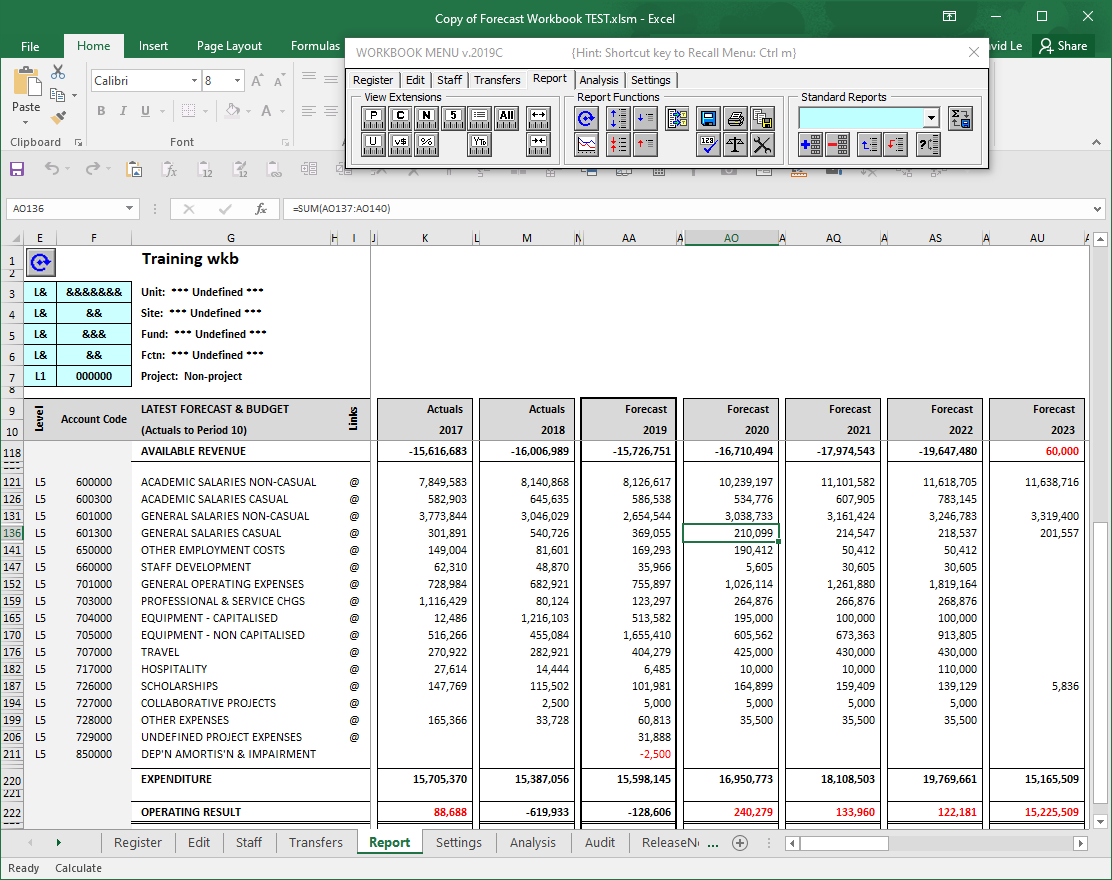
1. **Example of Report showing the first two OPAL Units: OPAL Units beginning with ‘10’**  



1. **Example of OPERATING FUND GROUP Report**  



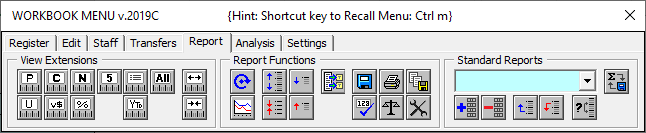
1. **Example of Report showing All Non-Projects**  



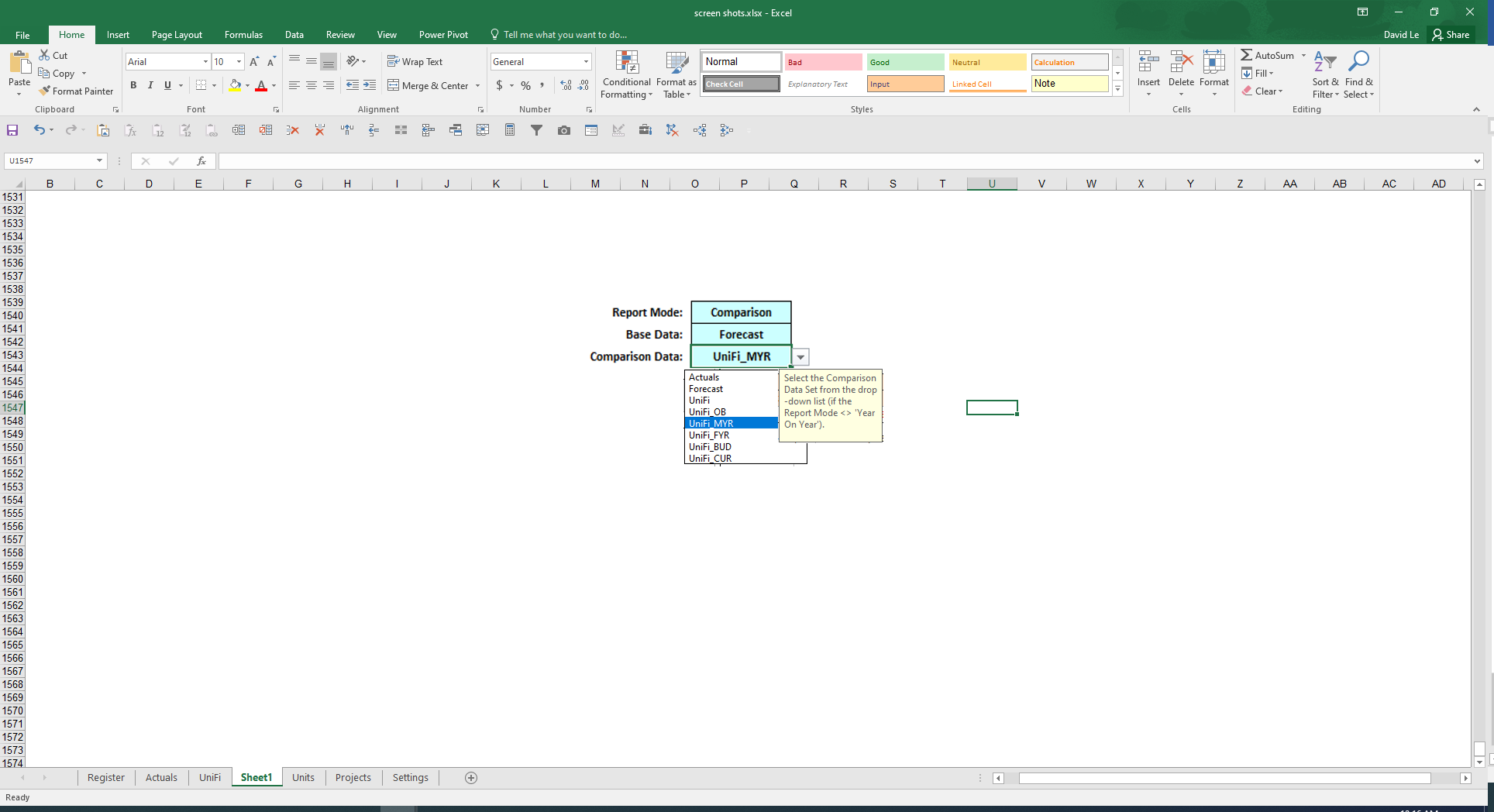
**Variance Analysis:**

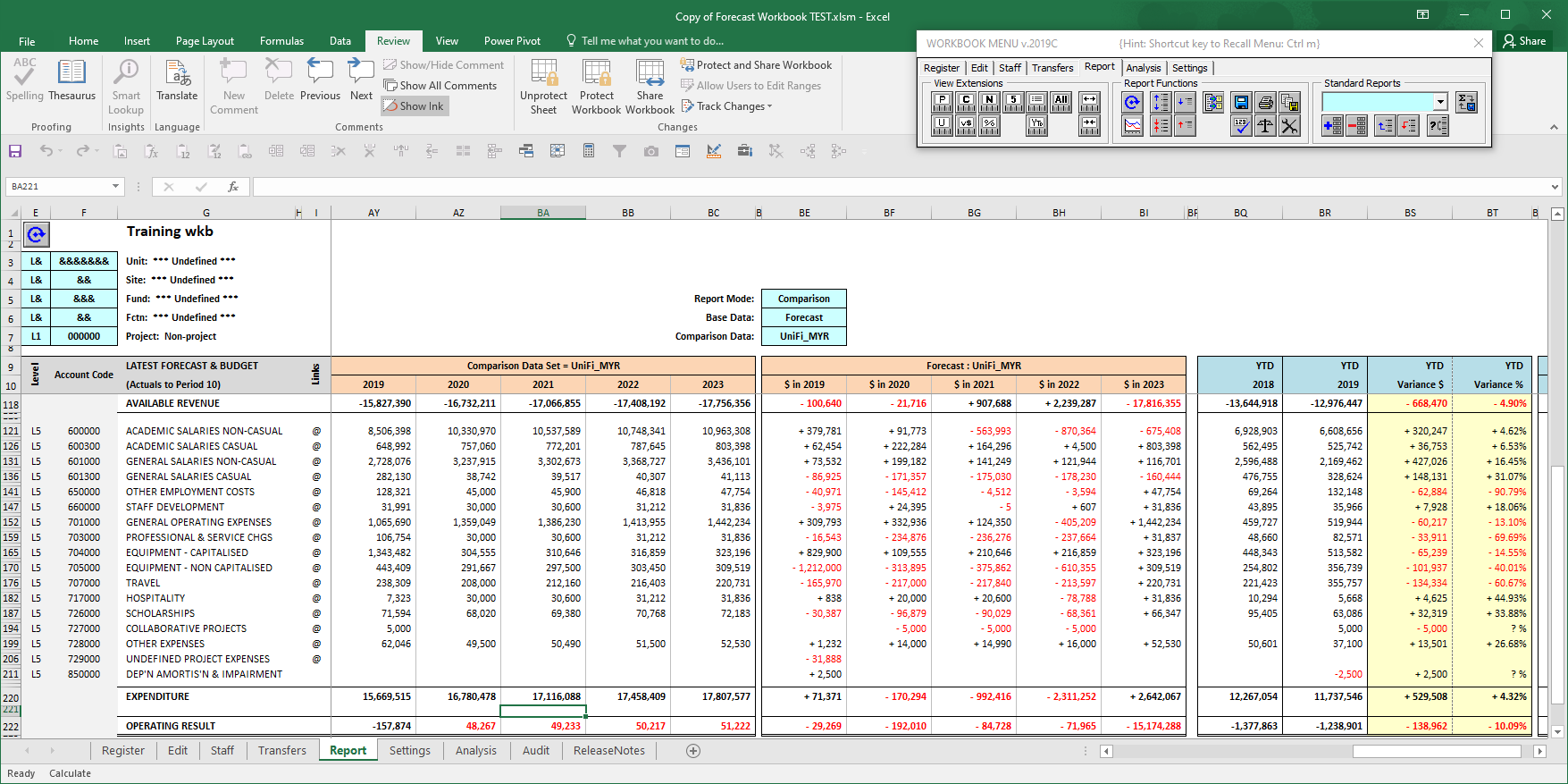
The Report Tab can be used as a Variance Analysis Report. Different data sets can be selected for comparison against your latest forecast data stored in the Workbook (*or against another data set*). Year-On-Year Dollar ($) and/or Percentage (%) Change can be viewed easily when [Year On Year] Mode is chosen.

1. **[Report Mode] = [Comparison]**

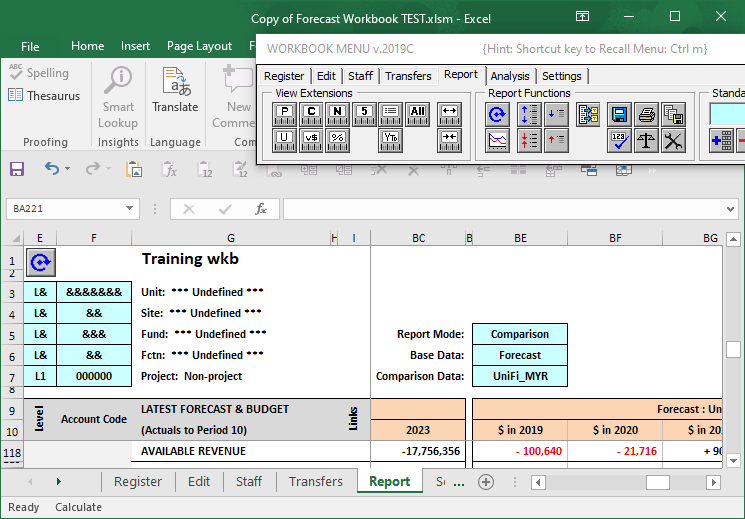


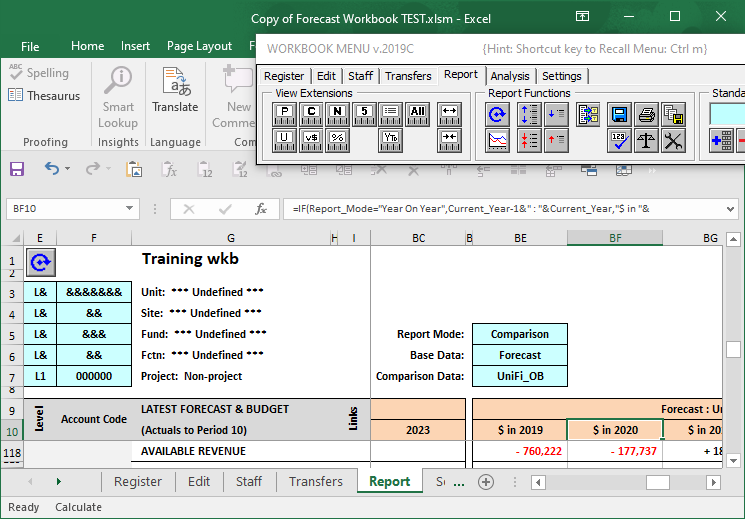
From the Workbook Menu > Report > Click C:\DAVID\DAVID\1.Workbook\3. Dev\buttons\VarDollar.bmp to view [Report Mode] Col BE > Select [Comparison] from *Drop-down Menu:*

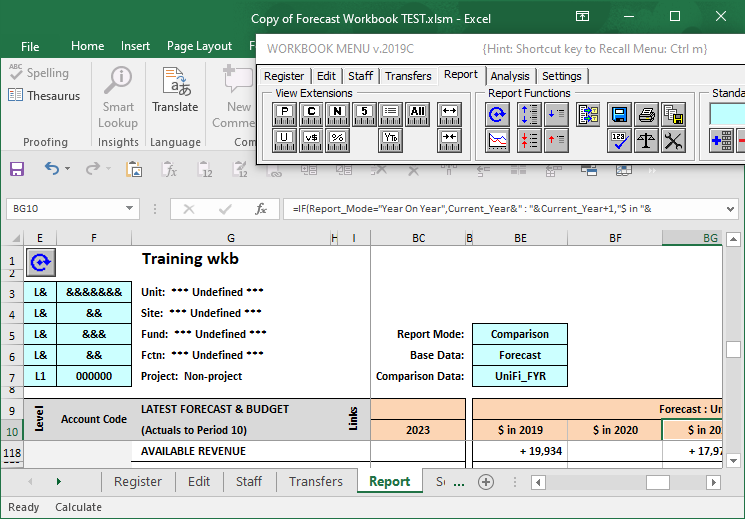




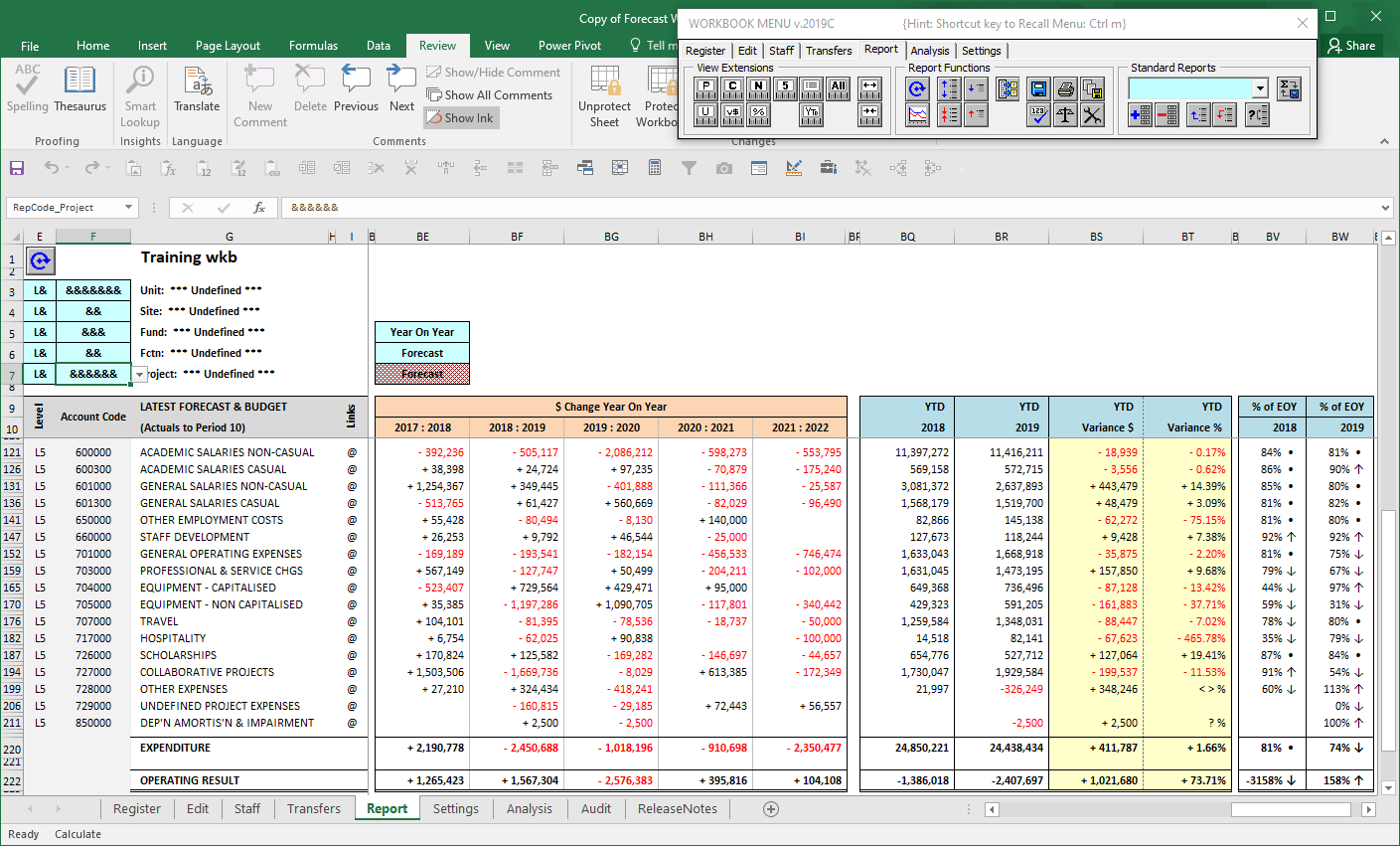
**Examples:**

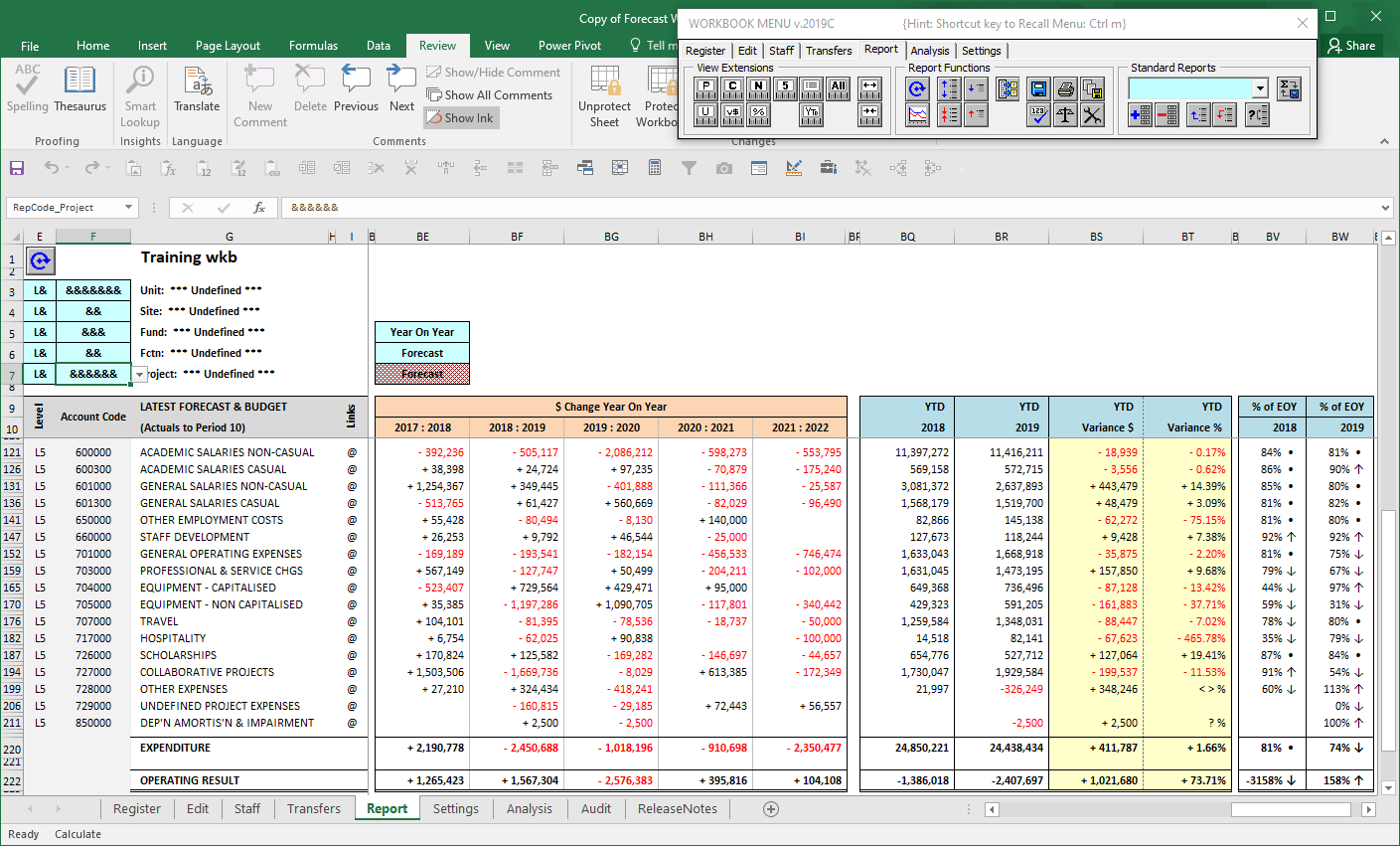
Comparison of Forecast vs Mid-Year-Review data set: 

Comparison of Forecast vs Original Budget data set:

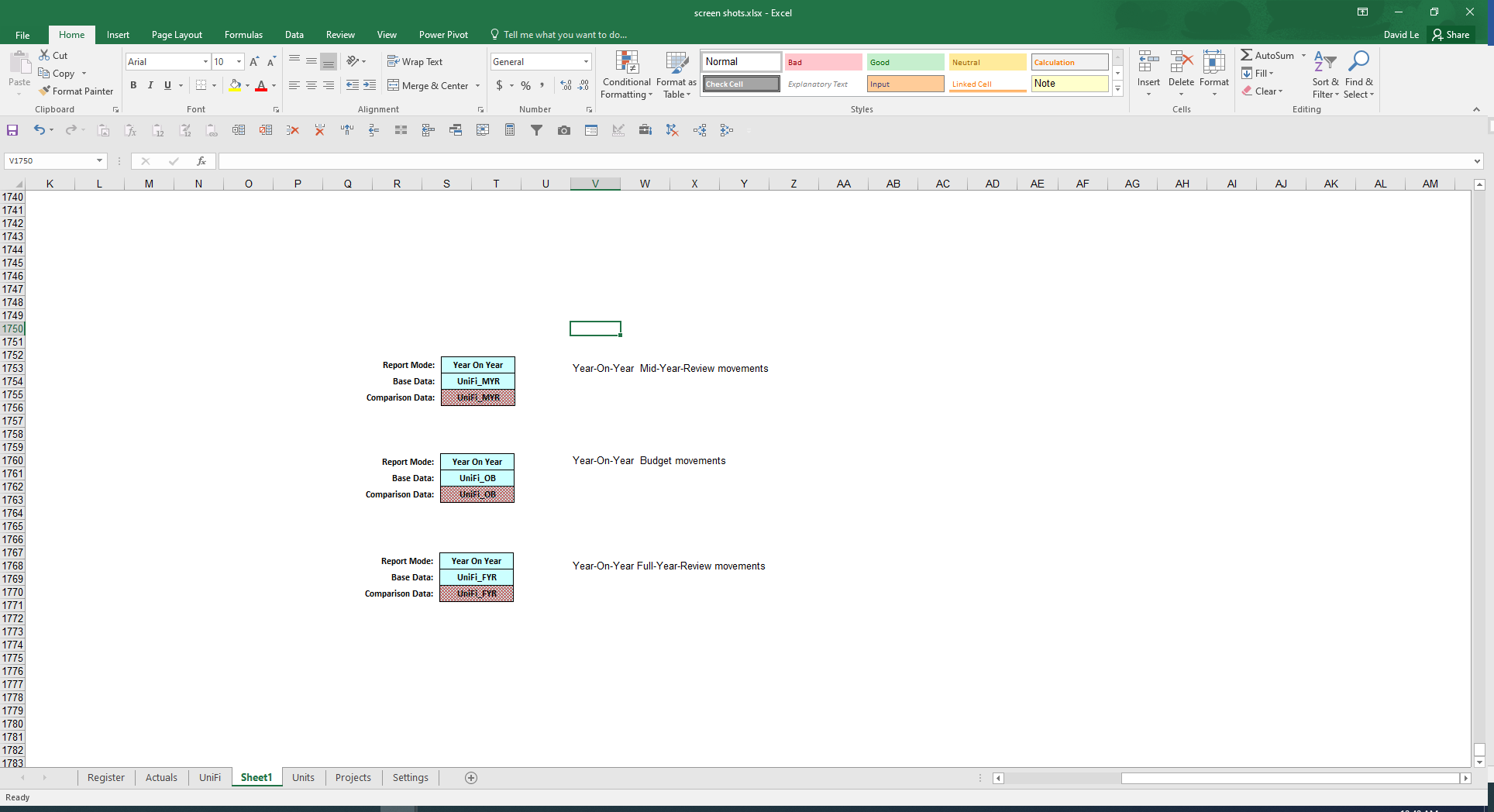
Comparison of Forecast vs Full-Year\_Review data set:

1. **[Report Mode] = [Year On Year]**





**Note:** Other [Year-On-Year] Trend Reports can be viewed for different datasets by simply changing the [Base Data:]



**SOME OTHER SPECIAL SETTINGS:**

**Fund Code**

You can report on fund using four different levels or groups. The levels and corresponding codes are as follow (please refer to the [Chart\_Of\_Accounts](https://coo.uq.edu.au/operational-areas/finance/finance-staff/budgeting-forecasting-and-reporting/chart-accounts) for any updates and changes):

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary** | **Major Group**  **L1** | **Minor Group**  **L2** | **Detail Fund Code**  **L3** |
| **&&&&&&** | **001**  OPERATING | **100**  General Operating | 100, 101, 102, 103, 104, 105, 106, 107, 109, 110, 113, 130, 133, 134, 137, 145, 146, 149, 156, 231, 508, 516, 682 |
| **126**  University Overheads | 126 |
| **200**  Internal Schemes | 123, 131, 135, 200, 201, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 215, 216, 217, 218, 219, 220, 221, 224, 225, 227, 261, 263, 296, 297, 298, 299, 465 |
| **250**  Other Operating | 250, 251, 252, 602, 603, 604, 606, 607, 631 |
| **002**  RESTRICTED | **240**  Consultancy | 240, 241 |
| **300**  Corpus | 300, 301, 302, 304, 305, 306, 307, 308, 309, 310, 311, 312 |
| **400**  Research Projects | 400, 411, 413, 414, 415, 418, 420, 423, 424, 426, 427, 428, 429, 430, 432, 433, 434, 440, 441, 442, 443, 444, 445, 447, 448, 450, 452, 455, 458, 459, 460, 461, 462, 463, 466, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 483, 486, 506 |
| **500**  Scholarships | 500, 502, 503, 512, 513, 520, 525, 526, 527, 529, 530, 541, 542, 543, 544, 545, 546, 547, 548 |
| **600**  Other Restricted | 128, 147, 150, 151, 152, 154, 155, 467, 484, 600, 601, 605, 608, 609, 611, 621, 622, 623, 931 |
| **004**  CAPITAL PROJECTS | **800**  Capital Projs | 230, 232, 233, 234, 235, 283 |
| **005**  CORPORATE | **990**  Corporate Summary | 982, 983, 985, 991, 998, 999 |