

One Council

Quick Reference Guide

FINANCE

Cost Centre Budget Report



Need help? Ask for your friendly Change Champion

Overview

The Cost Centre Budget Report displays financials for a single selected cost centre for all projects.

City of Kwinana				Budget Report - by Cost Centre			
Cost Centre: 1101 - Finance for the period ending 31 May 2022							
YTD Actual	Annual Budget	Variance	Commitments				
Cost Centre							
100001 - Administration Building							
Income							
0	0	0	0				
Expenditure							
100001-1101-1001-62003	Depreciation Furniture & Fittings	Default Activity	0	2,040	2,040	0	0
100001-1101-1001-62009	Depreciation Buildings	Default Activity	0	342,810	342,810	0	0
100001-1101-1001-63105	Insurance - Buildings	Default Activity	0	15,254	15,254	0	0
0	360,104	360,104	0				
0	(360,104)	(360,104)	0				
Total Administration Building							
100002 - Animal Control							
Income							
0	0	0	0				
Expenditure							
100002-1101-1001-63105	Insurance - Buildings	Default Activity	0	212	212	0	0
0	212	212	0				

Launch Cost Centre Budget Report

- ① Launch function:
 - Enterprise Search: Cost Centre or
 - Go to **My** tab
 - a) **Reports** tab
 - b) Select **Cost Centre Budget Report**



- ② Enter the following. Fields with a red asterisk * are mandatory:
- a) **Description:** Name of the report (e.g. Budget vs Actual)
 - b) **Category:** (e.g. Budget vs Actual)

 As your generated reports accumulate in Report History and My Reports, Category will help with sorting and finding.

- c) Select the **Report Parameters** from the drop-down menu:
 - Actual Ledger:
 - Budget Ledger:
 - Period:
 - Locate your Cost Centre:
- d) Report Output Options
 - Destination: My Reports
 - Excel Workbook
 - Sheet: Report

Parameters

^ General

Description
Cost Centre Budget Report

Category
Actuals vs Budget

^ Report Parameters

Actual Ledger *
23PJACT (22/23 PJ Actuals) ▼

Budget Ledger *
23PJBUD (22/23 PJ Budget) ▼

Period *
02 (August) ▼

Cost Centre *
2000 (Building Services) ▼

^ Report Output Options

Destination
My Reports ▼

Output Type *
Excel workbook ▼

Sheet *
Report

- ③ Select **Run**

The report begins processing



Started 15:14:05

Please Wait...

④ Once completed, a preview is displayed

The screenshot shows the 'Cost Centre Budget Report' interface. On the left, there are 'Parameters' and 'Criteria Details' sections. The 'Parameters' section includes 'General' (Description: Cost Centre Budget Report, Category:), 'Report Parameters' (Actual Ledger: 22PJCOM (21/22 PJ) Commitm..., Budget Ledger: 22PJBUD (21/22 PJ) Budget, Period: 11 (May), Cost Centre: 1101 (Finance)), and 'Report Output Options'. The main area displays a preview of the 'City of Kwinana Budget Report - by Cost Centre' for 'Cost Centre: 1101 - Finance for the period ending 31 May 2022'. The report includes a table with columns for YTD Actual, Annual Budget, Variance, and Commitments, and rows for various cost centres and expenditure categories.

⑤ Select the following:

- Down arrow to download file
- Click the eye icon to launch the Report Viewer



The will also be saved in My Reports which can be accessed from:

- Action Menu
- Home Page

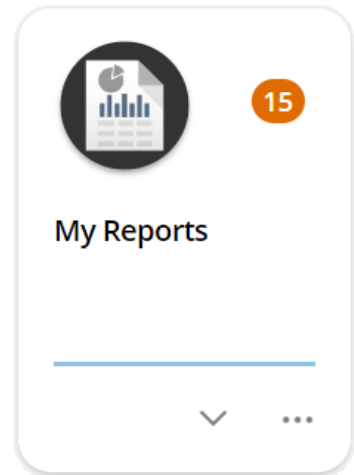
⑥ In the Report Viewer, click on a YTD Actual figure to view transactions

The screenshot shows the 'Report Viewer' interface for the 'City of Kwinana Budget Report - by Cost Centre' for 'Cost Centre: 1101 - Finance for the period ending 31 August 2022'. A 'Download file' button is visible at the top left. The report includes a table with columns for YTD Actual, Annual Budget, Variance, and Commitments. A blue circle highlights the YTD Actual figure '60,090' in the table, and a hand cursor is shown clicking on it. To the right of the table, a vertical list of numbers is shown: 0, 0, 170, 60,090, 0, 0, 6,456, 0. A blue line connects the highlighted '60,090' in the table to the '60,090' in the list.

My Reports

All reports generated will be stored in My Reports.

- ① Launch function:
 - Enterprise Search: My Reports or
 - Go to **My** tab
 - Select My Reports



- ② List of all generated reports display. Select the action menu on a report to:
 - Re-run (same criteria, with up to date data – original is saved, new report created)
 - View Report
 - Share
 - a) Share utility opens
 - b) Fill in and Send

