One Council

Quick Reference Guide

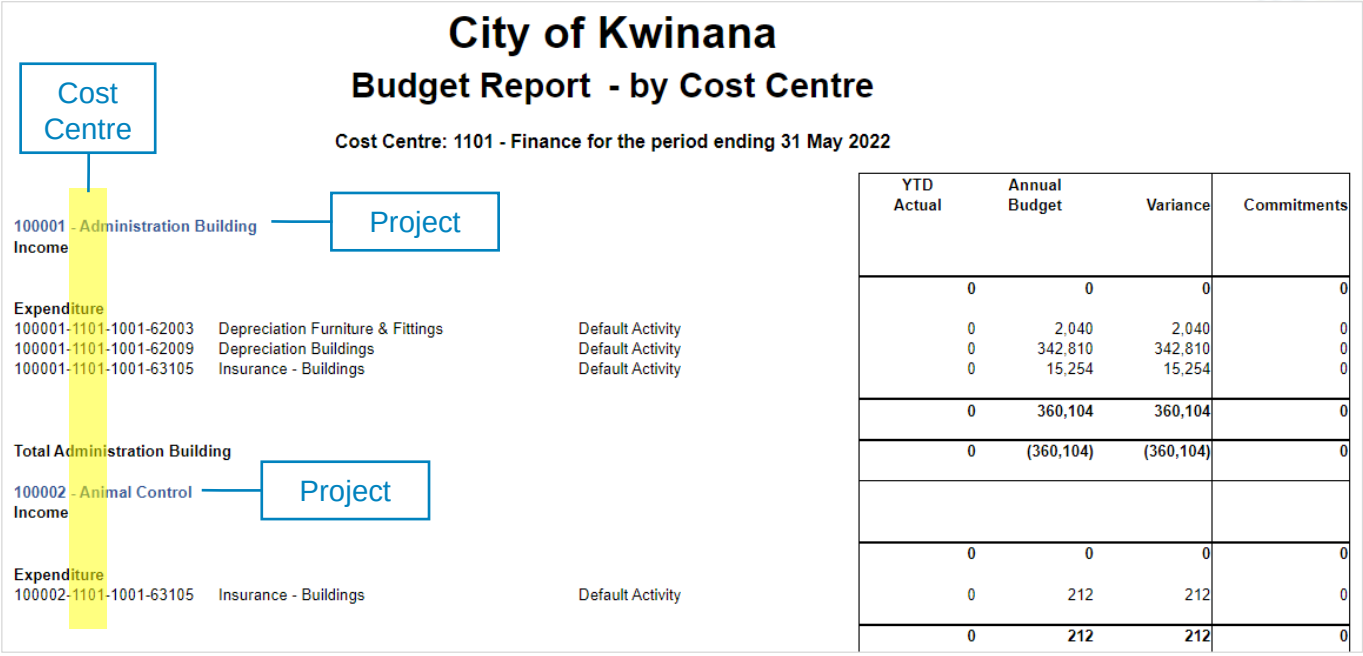
FINANCE

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

Cost Centre

Project

			YTD Actual	Annual Budget	Variance	Commitments
100001 - Administration Building						
Income			0	0	0	0
Expenditure						
100001-1101-1001-62003	Depreciation Furniture & Fittings	Default Activity	0	2,040	2,040	0
100001-1101-1001-62009	Depreciation Buildings	Default Activity	0	342,810	342,810	0
100001-1101-1001-63105	Insurance - Buildings	Default Activity	0	15,254	15,254	0
			0	360,104	360,104	0
Total Administration Building			0	(360,104)	(360,104)	0
100002 - Animal Control						
Income			0	0	0	0
Expenditure						
100002-1101-1001-63105	Insurance - Buildings	Default Activity	0	212	212	0
			0	212	212	0

Project

Launch Cost Centre Budget Report

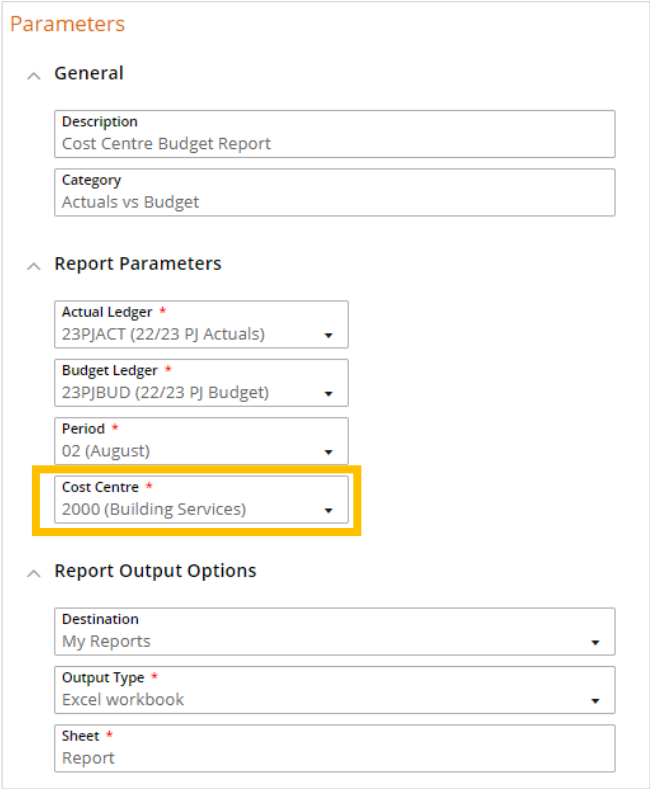
1. Launch function:
   - Enterprise Search: Cost Centre or
   - Go to **My** tab
     a) **Reports** tab
     b) Select **Cost Centre Budget Report**

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:

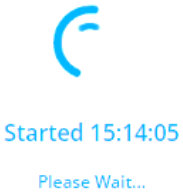
- Actual Ledger:
- Budget Ledger:
- Period:
- Locate your Cost Centre:

d) Report Output Options

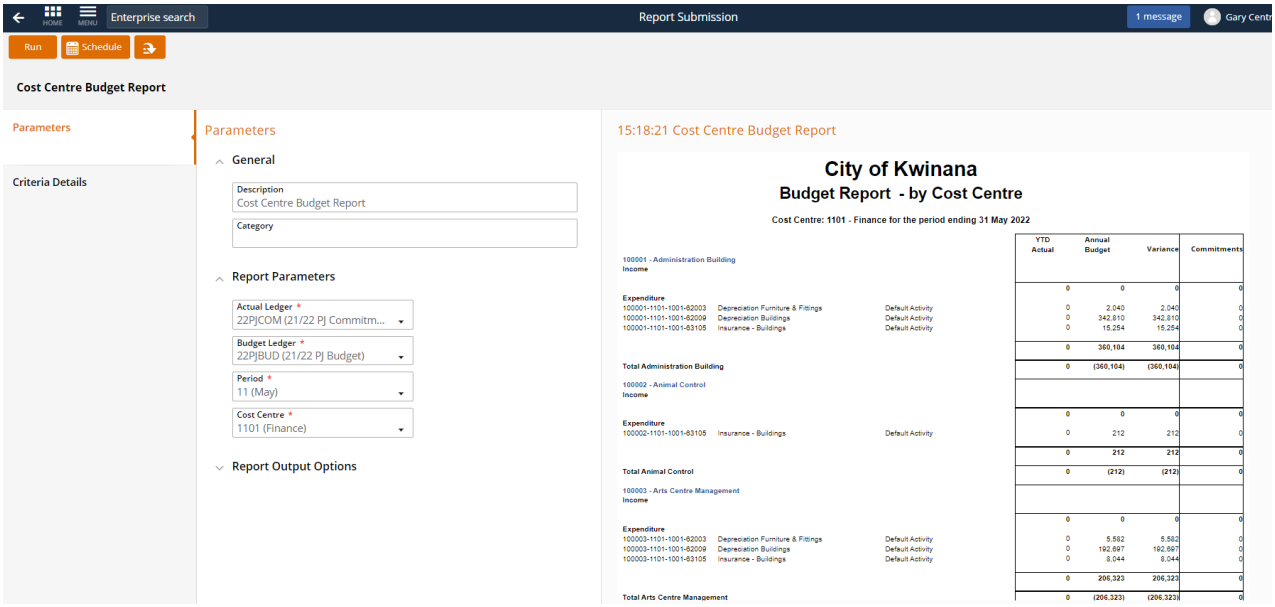
- Destination: My Reports
- Excel Workbook
- Sheet: Report

③ Select **Run**

The report begins processing

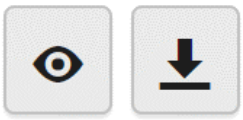


④ Once completed, a preview is displayed



⑤ Select the following:

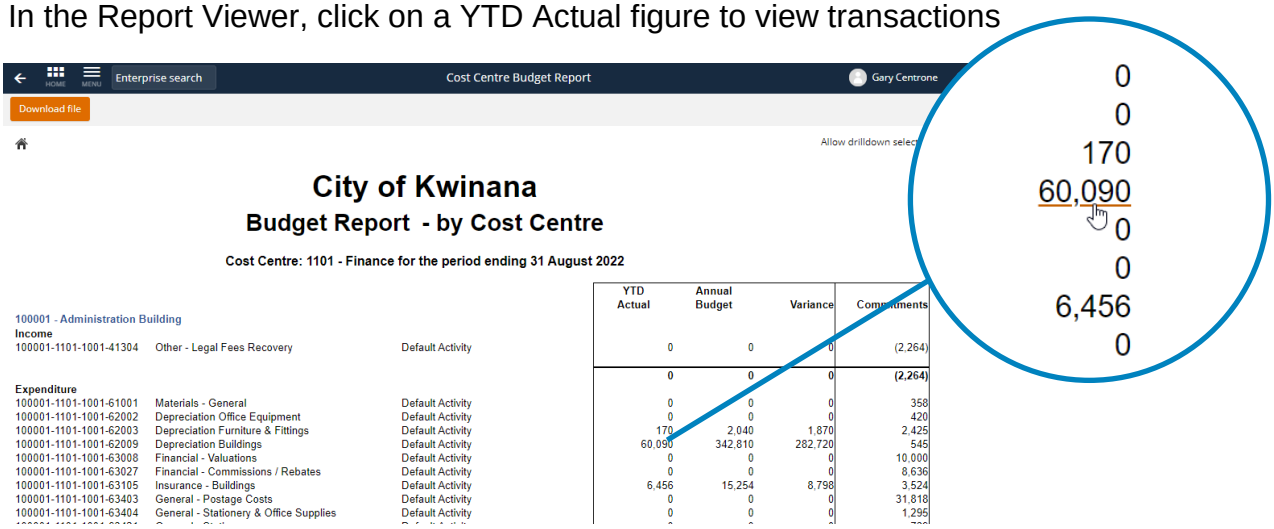
- Down arrow to download file
- Click the eye icon to launch the Report Viewer



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

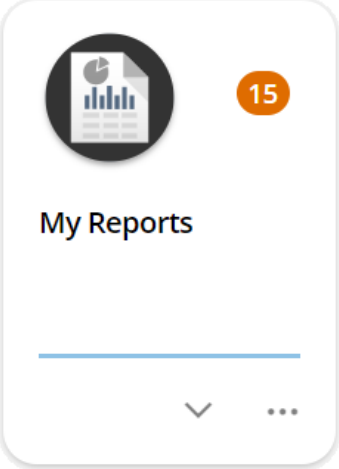


My Reports

All reports generated will be stored in My Reports.

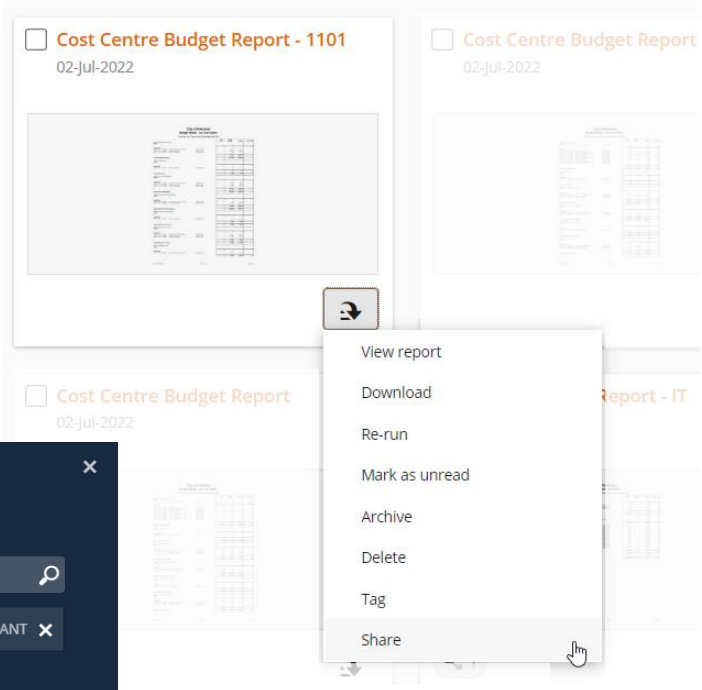
① Launch function:

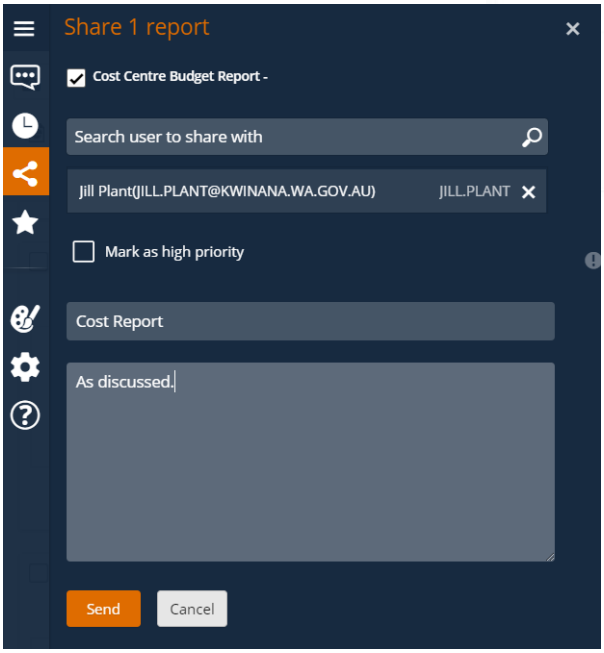
- Enterprise Search: My Reports or
- Go to **My** tab
    - Select My Reports



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





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