

REPORTS (Custom) – XL One Reports

NOTE: CUSTOM REPORTING IS NOW USED IN PLACE OF FINANCE WEB REPORTING.

All Custom Reports are produced in EXCEL format using XLOne. Please note that each report produced is limited by the maximum Microsoft Excel row limit of 65,000 rows. This should be remembered when criteria is being selected for your report. Large reports generating more than 65,000 rows will result in an error. Please consider report criteria volumes carefully before running.

Example: Run an End of Month Cost Centre report

Activate the Custom Reports tab to display Custom Reports available.



In the example provided within this QRS, the report being run is the End of Month Statement report. This report can be run at a variety of detail levels. Examples of each level of detail are available at the end of this QRS.

Cash Balance and End of Month Statements

Notional Cash Balance

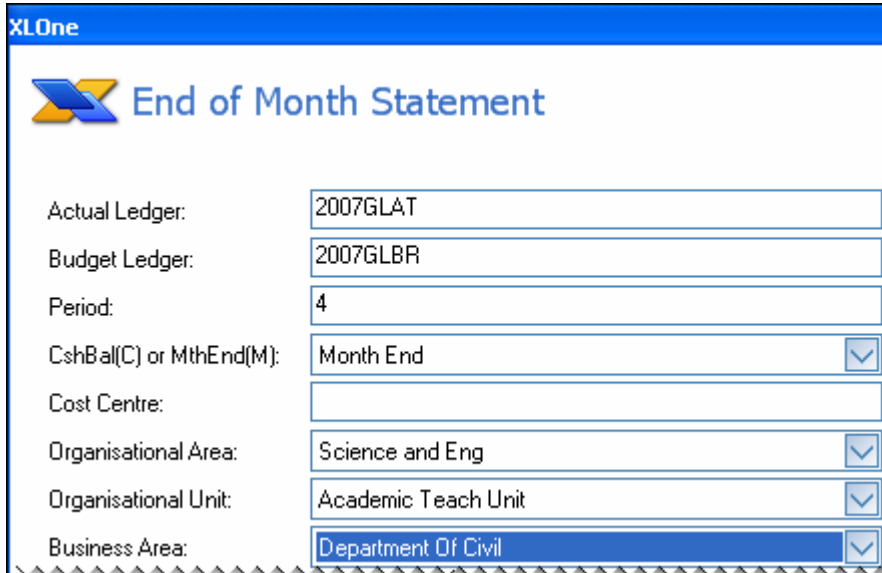
- 1 EOM Stmt by Cost Centre by Line Item
- 2 EOM Stmt by Cost Centre by Category
- 3 EOM Stmt by Cost Centre by Higher Category
- 4 EOM Stmt by Cost Centre by Class

- 1 Line Item provides the most detail at individual account line item level, e.g. 41103
- 2 Category provides information at a level of 123-char line item, e.g. 411@@
- 3 Higher Category provides information at a level of 12-char line item, e.g. 41@@@
- 4 Class provides information at the highest level, e.g. 4@@@@

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Once the desired report has been selected, the steps to run each report type report are the same. The only difference is the level of detail available in each report.

Select the required report. This will activate a window where you can specify the entity for which you wish to generate the report.



The screenshot shows the 'End of Month Statement' configuration window in XLOne. The window title is 'XLOne' and the main heading is 'End of Month Statement'. The configuration fields are as follows:

Actual Ledger:	2007GLAT
Budget Ledger:	2007GLBR
Period:	4
CshBal(C) or MthEnd(M):	Month End <input checked="" type="checkbox"/>
Cost Centre:	
Organisational Area:	Science and Eng <input checked="" type="checkbox"/>
Organisational Unit:	Academic Teach Unit <input checked="" type="checkbox"/>
Business Area:	Department Of Civil <input checked="" type="checkbox"/>

Complete the required report parameter fields, as shown above.

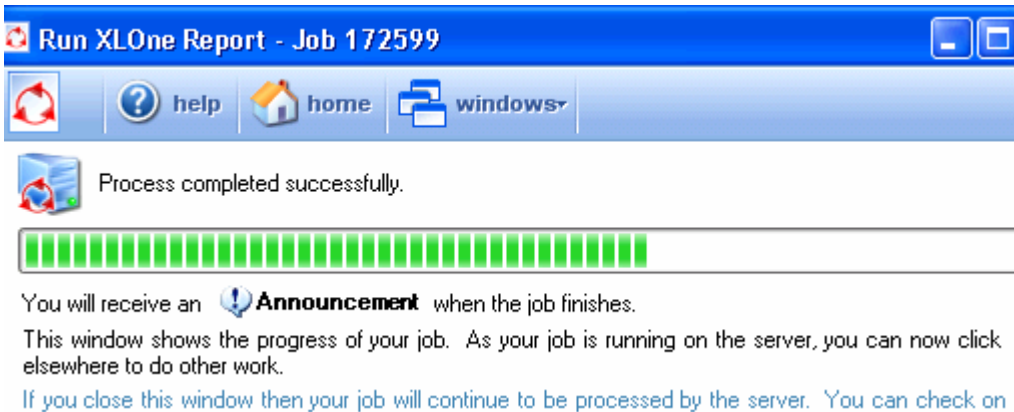
If you know the cost centre number cost centre number, you can key this directly into the 'Cost Centre' field. Alternatively, use each list box to look up and select the required report parameters.



When the required report parameters have been populated, select 'Submit Request to Server' to run the report.

A progress window will display. The Progress Window advises you that you will receive an Announcement when the report has been generated.

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While the report is being run on the Distributed Processor, the DP icon at the bottom right of screen will rotate to indicate that processing is occurring.

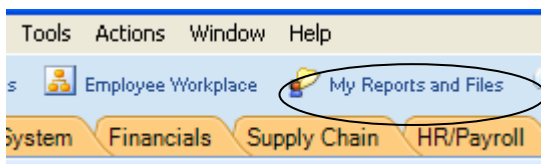


An Announcement box confirms that the report request has succeeded and the report is now ready.

Click on the announcement hyperlink to view the report.

The report will generate in Excel.

Note: If the hyperlink announcement expires before you select the report for viewing, you can select the “My Reports and Files” menu item. Within this area, select the “temp” folder. Your newly created report will be available to view within this folder. Click the report name to view.



User Area

Criteria

Name	Type
temp	FOLDER File

User Area

Criteria

Name	Type
Report EDM STMT BY COST CENTRE BY LINE ITE...	Microsoft Excel Worksheet
Report EDM STMT BY COST CENTRE BY LINE ITE...	Microsoft Excel Worksheet
Report EDM STMT BY COST CENTRE BY LINE ITE...	Microsoft Excel Worksheet

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Examples of the different levels of reporting are shown below.

Report Example #1 - EOM Stmt by Cost Centre by Line Item, e.g. 41103

End of Month Statement by Cost Centre						
As at: 10-Aug-2007 09:45:06						
Description	Annual Budget (1)	Budget YTD (2)	Actual YTD (3)	Variance (4) = (2)-(3)	Commitments (5)	Total (6) = (3)+(5)
Cost Centre: E1004000010 - Department of Civil Engineering						
INCOME						
41103 - SC - Commonwealth Supported Student	1,282,915	427,640	320,730	106,910		320,730
41109 - CGS - Commonwealth Supported Student	2,511,333	837,112	627,834	209,278		627,834
41201 - Research Infrastruct Block Grant (RIBG)	23,349	7,784	5,838	1,946		5,838
41321 - Institutional Grants Scheme	71,399	23,800	17,850	5,950		17,850
41325 - Research Training Scheme	136,276	45,424	34,068	11,356		34,068
47211 - International Offshore Distance Educ Fee	5,050	1,768	0	1,768		0
47311 - International Onshore Fees	1,208,970	423,140	602,205	(179,065)		602,205
47411 - Domestic Postgraduate Fees	67,200	23,520	20,625	2,895		20,625
48992 - Funds From Curtin'S Independent Operatio	0	0	250,257	(250,257)		250,257
89342 - R&D Funding Received	0	0	0	0		0
Total Income	5,306,492	1,790,188	1,879,407	(89,219)	0	1,879,407

Report Example # 2: EOM Stmt by Cost Centre by Category, e.g. 411@@


End of Month Statement by Cost Centre						
As at: 10-Aug-2007 10:07:30						
Description	Annual Budget (1)	Budget YTD (2)	Actual YTD (3)	Variance (4) = (2)-(3)	Commitments (5)	Total (6) = (3)+(5)
E1004000010 - Department of Civil Engineering						
INCOME						
411 - Commonwealth Grants Teaching	3,794,248	1,264,752	948,564	316,188		948,564
412 - Commonwealth Grants Research	23,349	7,784	5,838	1,946		5,838
413 - Commonwealth Grants Research Category 2	207,675	69,224	51,918	17,306		51,918
472 - International Offshore Fees	5,050	1,768	0	1,768		0
473 - International Onshore Fees	1,208,970	423,140	602,205	(179,065)		602,205
474 - Domestic Fees	67,200	23,520	20,625	2,895		20,625
489 - Sundry Income	0	0	250,257	(250,257)		250,257
893 - Budget Transfers	0	0	0	0		0
Total Income	5,306,492	1,790,188	1,879,407	(89,219)	0	1,879,407

Report Example #3 - EOM Stmt by Cost Centre by Higher Category, e.g. 41@@@

End of Month Statement by Cost Centre						
As at: 10-Aug-2007 10:16:44						
Description	Annual Budget (1)	Budget YTD (2)	Actual YTD (3)	Variance (4) = (2)-(3)	Commitments (5)	Total (6) = (3)+(5)
E1004000010 - Department of Civil Engineering						
INCOME						
41 - Commonwealth Government Grants	4,025,272	1,341,760	1,006,320	335,440		1,006,320
47 - Fee Paying Student Income	1,281,220	448,428	622,830	(174,402)		622,830
48 - Research,Consultancies And Other Income	0	0	250,257	(250,257)		250,257
89 - Non Cash Expenditure Transfers	0	0	0	0		0
Total Income	5,306,492	1,790,188	1,879,407	(89,219)	0	1,879,407

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Report Example #4 - EOM by Cost Centre by Class, e.g. 4@@@

End of Month Statement by Cost Centre 						
As at: 10-Aug-2007 10:24:49						
Description	Annual Budget (1)	Budget YTD (2)	Actual YTD (3)	Variance (4) = (2)-(3)	Commitments (5)	Total (6) = (3)+(5)
Cost Centre: E1004000010 - Department of Civil Engineering						
INCOME						
4 - Income	5,306,492	1,790,188	1,879,407	(89,219)		1,879,407
8 - Non Cash Expenditure	0	0	0	0		0
Total Income	5,306,492	1,790,188	1,879,407	(89,219)	0	1,879,407
EXPENDITURE						
6 - Salary Related Expenditure	1,641,999	488,986	335,090	153,896		335,090
7 - Non Salary Expenditure	238,802	69,903	83,903	(14,000)		83,903
8 - Non Cash Expenditure	55,001	18,332	20,118	(1,786)		20,118
Total Expenditure	1,935,802	577,221	439,111	138,110	0	439,111
OPERATING SURPLUS/(DEFICIT) before Transfers	3,370,690	1,212,967	1,440,296	(227,329)	0	1,440,296
TRANSFERS						
8 - Non Cash Expenditure	2,955,932	985,312	265,790	719,522		265,790
Total Transfers	2,955,932	985,312	265,790	719,522	0	265,790
OPERATING SURPLUS/(DEFICIT)	414,758	227,655	1,174,507	(946,852)	0	1,174,507