Quick Reference Sheet
Management Reporting – EOM Report by Cost Centre

Description: The following quick reference sheet will demonstrate how to generate an Actual vs Budget End of Month Report by Cost Centre. This report can be used to compare Actual YTD vs Budget YTD vs Annual Budget grouped by Cost Centres.

Open the Report Tab

Open the Curtin – General Enquiries and Reports role and select the “Reports” tab:

Select the EOM Report

There are 4 reports to choose from, according to the level of detail you require in the report. Click on the link to open the report. Following is a brief description of the report types.

Cost Centre Statement by Class:
Provides information at the highest level of the line item, e.g. 4@@@@

Cost Centre by Higher Category
Provides information at a level of 12-char line item, e.g. 41@@@

Cost Centre Statement by Category
Provides information at a level of 123-char line item, e.g. 411@@

Cost Centre Statement by Line Item
Provides information at a level of 1234-char line item, e.g. 41103

Once you have selected the level of detail you require, click on the link to open the report window:
Run the Report

The instructions following are for the Cost Centre Statement by Class, however they apply to all 4 reports.

1. Select the Destination to “Print the Report to the Window”.
2. Choose the processing year for the Ledger.
3. Choose the processing year for the Ledger.
4. Choose the period for the report.
5. Choose Cash Balance or Month End.
6. Enter your Cost Centre. Leave blank to retrieve all cost centres related to the selected Department. Alternatively enter the cost centre number if known or search for it.
7. Enter your Department/Group.
8. Enter your Centre (or Area).
9. You can refine the search by Fund Type (e.g. Legal Trusts)
10. In the Processing Options select to “Run report on this computer”.
11. Click on the “Run Report” to generate the report in Excel.

Excel will open and the report will be displayed:

**End of Month Statement by Cost Centre by Class**

As at: 15-Oct-2012 14:26:43
Report for Year: 2012 From Period: 0 To Period: 6 Budget: ORIGINAL BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Annual Budget 1</th>
<th>Budget YTD 2</th>
<th>Actual YTD 3</th>
<th>Variance (4) = (2)-(3)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Centre: C1060000010 - School Of Accounting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 - Income</td>
<td>26,439,794</td>
<td>26,354,685</td>
<td>25,250,227</td>
<td>1,104,458</td>
</tr>
<tr>
<td>8 - Non-Cash Expenditure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>26,439,794</td>
<td>26,354,685</td>
<td>25,250,227</td>
<td>1,104,458</td>
</tr>
<tr>
<td>EXPENDITURE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 - Salary Expenditure</td>
<td>6,873,343</td>
<td>4,592,945</td>
<td>4,216,167</td>
<td>376,787</td>
</tr>
<tr>
<td>7 - Non Salary Expenditure</td>
<td>2,753,574</td>
<td>1,835,716</td>
<td>611,225</td>
<td>1,224,490</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6,873,343</td>
<td>4,592,945</td>
<td>4,216,167</td>
<td>376,787</td>
</tr>
</tbody>
</table>

QRS Management Reporting – EOM Report by Cost CentreQRS EOM by Cost Centre.docx - 2 -