New Style Finance Management Reports

As you may be aware the detailed management reports generated from the University Finance System on a monthly basis have been re-designed.

Previously you will have received 2 reports for each cost centre on a monthly basis from the Finance Office, one for the general account and one for the projects. Now when you run the detailed management report for one cost centre the excel report will produce one file with 8 tabs as described below:

1. **Summary Total**

   This tab shows, as the name suggests, a summary for the cost centre. The income and expenditure has been summarised by SORP line (Statement of Recommended Practice) as this is the categorisation reported in the Universities financial statements. The SORP lines reported are:

   **INCOME:**
   - Funding Council Grants
   - Tuition Fees and Education Contracts
   - Research Grants and Contracts
   - Other Income
   - Endowment and Investment Income

   **EXPENDITURE:**
   - Staff Costs
   - Other Operating Expenses
   - Depreciation
   - Interest Payable

2. **Summary Sections**

   This second tab of the report is again summarised by SORP line and splits the summary down by the activity type. The areas of activity are split as follows:

   - General Account – all income & expenditure without a project code attached
   - Internal Special Initiatives – all income & expenditure with project codes in the range 56000-57999. This includes carry forwards, SDF allocations and SREDF allocations.
   - Other Services Rendered – all income & expenditure with project codes in the range 15000-29999 and 59000-59999.
   - Full Cost Recovery & Short courses - all income & expenditure with project codes in the range 10000-14999 and 58000-58999.
   - Research Grants - all income & expenditure with project codes in the range 00000-09999
   - External Special Initiatives- all income & expenditure with project codes in the range 50000-55999.
The sum of these areas of activity in this second tab total by SORP line to the figures shown on the first tab, summary_total.

3. **General Acc**

This tab shows the detailed income & expenditure for the general account i.e. with no project number attached. This detailed page shows one line for each code combination i.e. where the same account code has separate resource numbers attached you will see one line for each resource number. Again the report has been ordered by SORP line category. Sub-totals have been entered for several types of expenditure such as teaching assistants, other staff and staff recharges.

The remaining five tabs are all in the same layout as the general account. Each tab reports the income & expenditure for the relevant project codes within the codes ranges identified again as follows:

4. **Internal Special Init:**

   Internal special initiative project range 56000-57999.

5. **OSR**

   OSR is Other Services Rendered project range 15000-29999 and 59000-59999

6. **FCR**

   FCR is Full Cost Recovery & Short courses project range 10000-14999 and 58000-58999

7. **Research Grants**

   Research grants & contracts project range 00000-09999

8. **External Special Init**

   External Special Initiatives project range 50000-55999

These 5 tabs (numbered 4-8) include all the income & expenditure for the relevant project ranges.

It should be noted that not all cost centres have projects in each activity area described above. Where no transactions are applicable the reports will still generate the 8 tabs with no values shown.

As well as running the detailed management report described above, users can also run finance reports for projects relating to Internal Special Initiatives, External Special Initiatives, Reserves, Endowments and Capital by selecting the relevant report from the list of web reports (see the User Guide – Monthly Reports). These reports have been designed in the same format as the detailed management report described above, with one tab of an excel sheet being generated for each project number. The Reserves are held within project range 30000-39999, Endowments 40000-49999 and capital 60000-69999.

Further reports relating to Research Grants & Contracts, Full Cost Recovery & Short courses (only 10000-14999 not 58000-58999) and Other Services Rendered (only 15000-29999 not 59000-59999)
are generated by the Research & Enterprise office. Please contact REO if you have any queries regarding these.

Users can also still enquire upon individual project numbers by running the GL_enquiry project browser report within agresso Business World.

These new style management reports can currently be generated at cost centre level. Within due course, as the new academic structure is imbedded, reports will be summarised at School level. The new Heads of School will be contacted to identify any further reporting requirements.