

GL Budget to Actual

Available in **Cognos**, this **General Ledger** report allows users to see summary actual and budget monthly and year to date values for selected periods, departments, and account code ranges.

It also includes the ability to select columns (i.e. customise which fields to display) and allows the choice of displaying Allocation Budget only, Plan Budget only, Plan Budget and Allocation or all options.

This report defaults to Excel, but can provide output in all standard formats (including PDF and html).

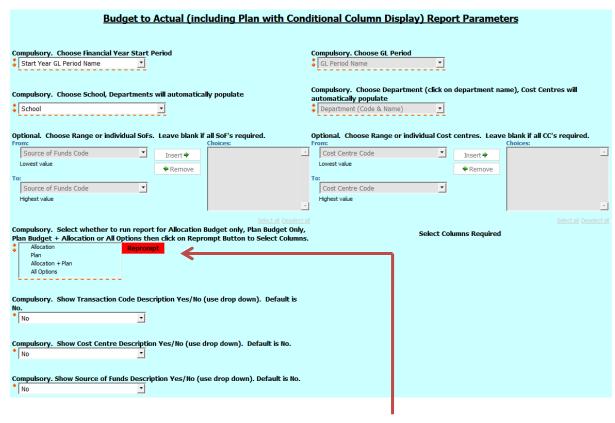
Running the report

The report can be accessed from the following folder:

Public Folders > LIVE > [School] > School All Departments (CUFS)

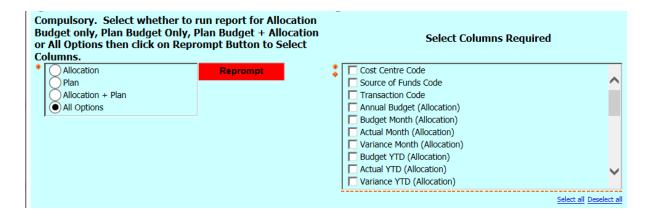
Parameters

The parameters of this report allow you to select whether a number of fields should be displayed or not, allowing you to customise the output to your specific requirements.



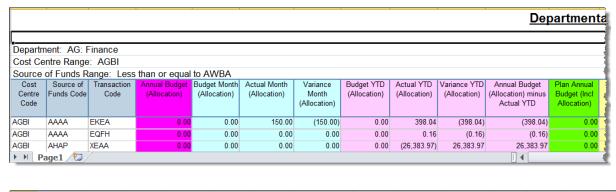
Do not forget to click on the **Re-prompt** button once you have selected which type of budget you wish the report to display. This will then give you the option of which columns to display.

Finance Training Version: 1



Example output

In Excel a workbook containing one worksheet will open, with colour coded columns (depending on display options selected).





Jul-17