



GL Summary Data

Available in **Cognos**, this **General Ledger** report allows users to produce Year-to-Date summary reports on actual expenditure against allocation budgets for selected periods and departments. These can be multiple and non-adjacent.

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 screenshot shows the 'GL Summary Report' interface with two main sections for parameter selection:

- Department (Code & Name):** A list of departments with checkboxes. The first item, '00: Balance Sheet', is selected. Below the list are links for 'Select all' and 'Deselect all'.
- GL Period Name:** A list of fiscal periods with checkboxes. The first item, 'AUG-16', is selected. Below the list are links for 'Select all' and 'Deselect all'.

Department (Code & Name)	Selected
<input checked="" type="checkbox"/> 00: Balance Sheet	Yes
<input type="checkbox"/> AA: Central Admin	No
<input type="checkbox"/> AB: Student Registry: Student Funding	No
<input type="checkbox"/> AC: Student Registry: Operations	No
<input type="checkbox"/> AD: Staff & Student Amenities and Facilities	No
<input type="checkbox"/> AE: Vice Chancellor's Office	No
<input type="checkbox"/> AF: MISD	No
<input type="checkbox"/> AG: Finance	No
<input type="checkbox"/> AH: Human Resources	No

GL Period Name	Selected
<input checked="" type="checkbox"/> AUG-16	Yes
<input type="checkbox"/> SEP-16	No
<input type="checkbox"/> OCT-16	No
<input type="checkbox"/> NOV-16	No
<input type="checkbox"/> DEC-16	No
<input type="checkbox"/> JAN-17	No
<input type="checkbox"/> FEB-17	No
<input type="checkbox"/> MAR-17	No
<input type="checkbox"/> APR-17	No
<input type="checkbox"/> MAY-17	No



Example output

In Excel a workbook containing a worksheet will open.

Department Code	Department (Code & Name)	GL Period Name	Annual Budget (Allocation)	Source of Funds Code	Source of Funds Description	Cost Centre Code	Cost Centre Description	Transaction Code
AG	AG: Finance	JAN-17	0.00	0000	Balance Sheet Default	0000	Balance Sheet Default	SPAA
AG	AG: Finance	JAN-17	0.00	0000	Balance Sheet Default	0000	Balance Sheet Default	UBCA
AG	AG: Finance	JAN-17	0.00	ZZZZ	Depreciation - University Funded Assets	0000	Balance Sheet Default	FBBA

Transaction Description	Budget YTD (Allocation)	Actual YTD
Petty Cash Imprest	0.00	500.66
Bad Debt Provision Non RG (Balance Sheet)	0.00	(885.00)
Depreciation Plant & Machinery	0.00	30,927.90