



GL Summary Data (UFS)

Available in **UFS**, this **General Ledger** report allows users to produce Year-to-Date summary reports on actual expenditure against budgets at either School or Departmental level.

This report provides output in Excel format.

Running the report

The report can be run from the following responsibilities:

- **CAPSA **: GL Dept Supervisor/ User/Enquiry**
- **U.F.S AG GL CENTRAL USER**

Navigation: **Requests > Run**

Parameters

	Low	High
Entity	U	U
Department	GW	GW
Cost Centre	GW00	GWZZ
Source of Funds	G000	GZZZ
Transaction	0000	ZZZZ
Spare	0000	0000

School: If the default School of ALL is selected and no Department is selected the report will complete in error. No output will be available and the log will contain the message:

```
Error: Department or School must be provided
```

When using a departmental responsibility only output for that department will be visible, to run for an entire school please use a central responsibility.

Budget: Select either ALLOCATION or PLAN

Example output

A workbook containing two worksheets will open.

Report_Info

GL Summary Data (UFS)				
School	School of the Humanities & Social Science	GL Range		
Department	South Asian Studies (Dept : POLIS) - (GW)	Low	U.GW.GW00.G000.0000.0000	
Budget	ALLOCATION	High	U.GW.GWZZ.GZZZ.ZZZZ.0000	
Period	APR-17			

Data

If run across multiple departments all data will be combined onto just one worksheet.

Department Code	Department	Period	Annual Budget	Source of Funds	Source of Funds
GW	South Asian Studies (Dept : POLIS)	APR-17		GAAA	External Trading
GW	South Asian Studies (Dept : POLIS)	APR-17		GAAA	External Trading
GW	South Asian Studies (Dept : POLIS)	APR-17		GAAA	External Trading
GW	South Asian Studies (Dept : POLIS)	APR-17		GAAA	External Trading
GW	South Asian Studies (Dept : POLIS)	APR-17		GAAB	Internal Trading

Source of Funds	Cost Centre	CC Description	Transaction Code	Transaction d
External Trading	GWBA	South Asian Studies (Dept : POLIS): General	ETEZ	Mileage Priva
External Trading	GWBA	South Asian Studies (Dept : POLIS): General	LAAC	Conference Ir
External Trading	GWBA	South Asian Studies (Dept : POLIS): General	XEAA	Departmental
External Trading	GWBC	Subscription	XEAA	Departmental
Internal Trading	GWBA	South Asian Studies (Dept : POLIS): General	ECCA	Milk

Transaction description	Budget YTD	Actual YTD
Mileage Private Vehicles	0.00	100.00
Conference Income	0.00	100.00
Departmental Reserves	0.00	-100.00
Departmental Reserves	0.00	-100.00
Milk	0.00	100.00