

Delta College Budget to Actual Report: Processing Overview

Access the Budget to Actual Report

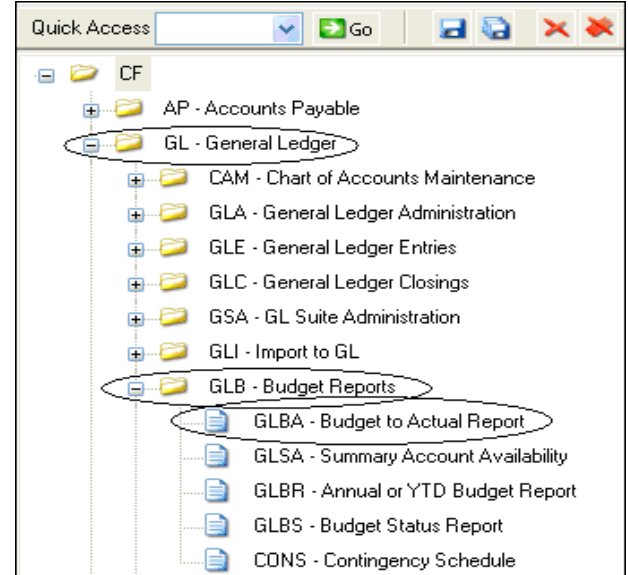
Open the CF application by selecting **Apps** from the menu and then **CF** from the drop down menu.

Initiate the report by doing one of the following:

- Use the menu tree by clicking on the following
 - Select **GL – General Ledger**
 - Select **GLB – Budget Reports**
 - Double-click **GLBA – Budget to Actual Report**

Or

- Enter **GLBA** in the “Quick Access” field



Set up the Budget to Actual Report parameters

To process the current year through a specific month:

- Verify the correct year. (It can be run for a previous year).
- Enter a numeric value in the “Calendar Ending Month” field. (Enter a 6 to include the entire fiscal year).
- Enter an **A** in the “Include Accounts that have” field. It will automatically expand to All Statuses.
- Click the **GL Account Definition** button.

Or

To process a previous year:

- Verify the correct year.
- Enter a **6** in the “Calendar Ending Month” field, otherwise the report generated may contain only a partial year.
- Enter an **A** in the “Include Accounts that have” field. It will automatically expand to All Statuses.
- Click the **GL Account Definition** button.

The screenshot shows the parameter setup screen for the Budget to Actual Report. The parameters are:

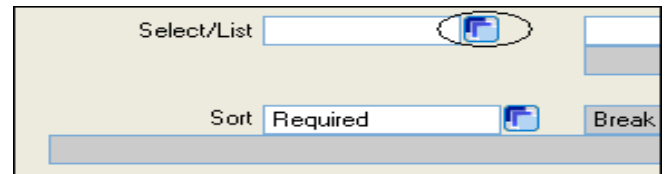
- Fiscal Year: 2008
- Calendar Ending Month of: 4
- Include accounts that have: A
- GL Account Definition: Not defined (Required)
- Detail or Summarize Poolee Accounts: Summary

The screenshot shows the parameter setup screen for the Budget to Actual Report. The parameters are:

- Fiscal Year: 2006
- Calendar Ending Month of: 6
- Include accounts that have: A
- GL Account Definition: Not defined (Required)
- Detail or Summarize Poolee Accounts: Summary
- Proceed with the Report: [Red Button]

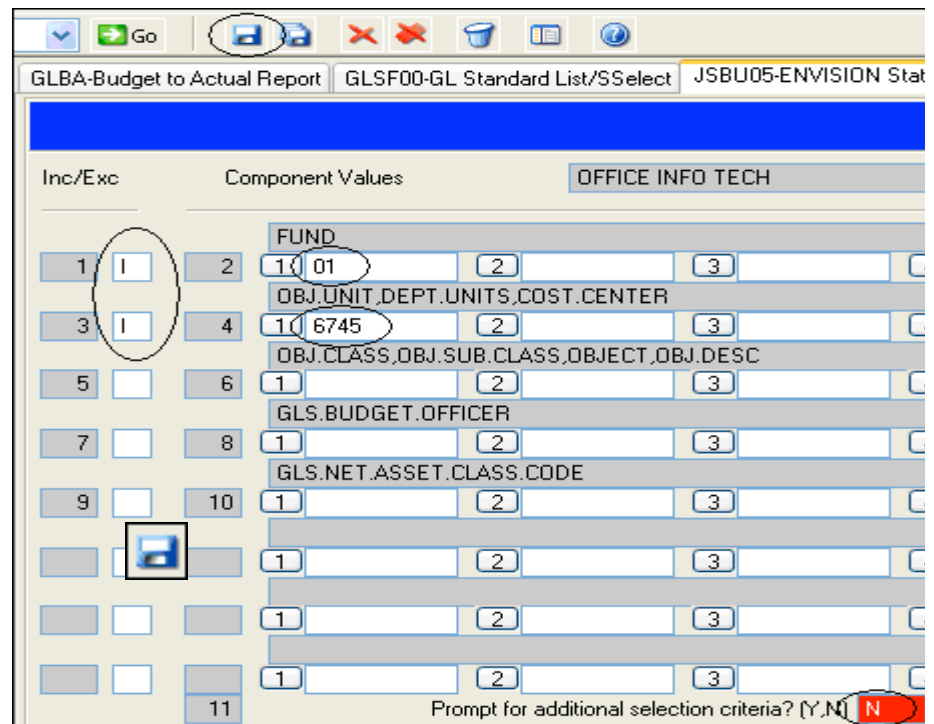
Define your accounts

Click the **Select/List** button.



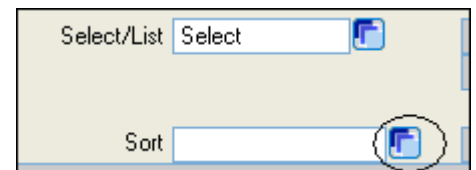
To process an entire Cost Center, including all object codes:

- Enter an **I** in the “Inc/Exc” column to indicate the components to be included. (An **E** may be entered to exclude components).
- Enter the **Fund**.
- Enter the **Cost Center**.
- Enter **N** at “Prompt for additional selection criteria?”
- Click the **Save** icon.

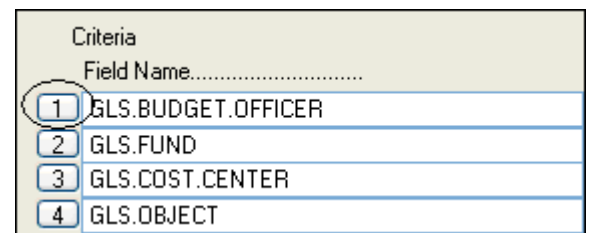


Configure Sort criteria

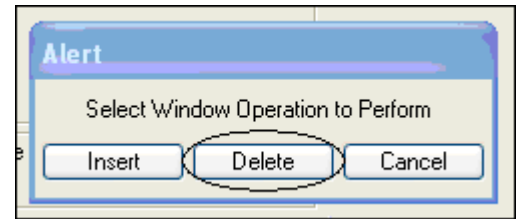
Click on the **Sort** button.



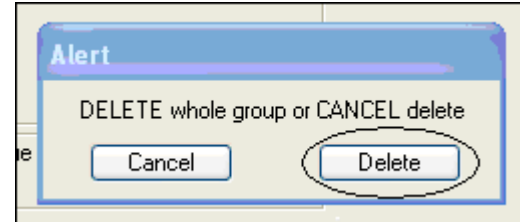
Click the **1** preceding “GLS.BUDGET.OFFICER”.



Click **Delete** in the Alert Window to reconfigure the sort order.



Another Alert window will appear. Click **Delete**.



Complete the sort criteria:

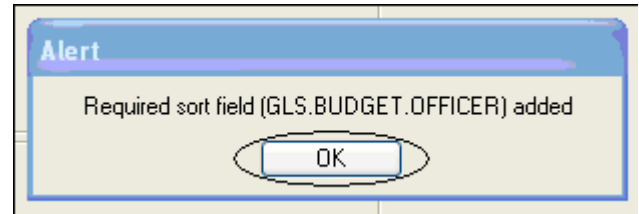
- On line 3 replace "GLS.OBJECT" with **GLS.OBJ.SUB.CLASS**.
- Enter **Y** in the Break Column next to "GLS.COST.CENTER" and next to "GLS.OBJ.SUB.CLASS".

Criteria			
	Field Name.....	Sequence.....	Break
1	GLS.FUND	BY	
2	GLS.COST.CENTER	BY	Yes
3	GLS.OBJ.SUB.CLASS	BY	Yes

Click the **Save** icon.

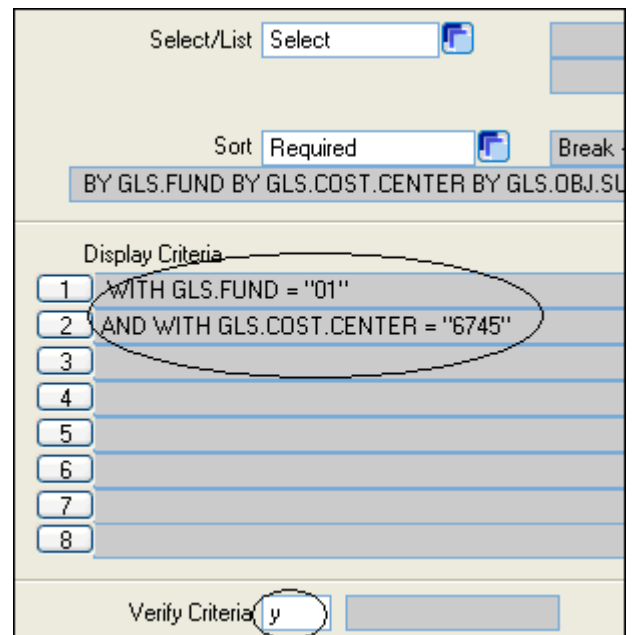


Click **OK** on the Alert window.



Verify the report criteria information.



- Enter **Y** next to "Verify Criteria".
- Click the **Save** icon.



Enter **Y** next to "Proceed with the Report".

Click the **Save** icon.



GL Account Definition	Defined 	Required
	S - Select	
Proceed with the Report	Y 	




Select the output device

You may view account activity on screen and no longer need to print paper reports to view detail transactions. Choose your method of output by doing one of the following:

- Enter **H** in the Output Device field to view the report on screen.
- Leave **P** in the Output Device field to print the report to paper. You will need to print in Landscape mode.

Click the **Save** icon.







Output Device	H Hold/Browse File Output 
Printer	
Form Name	
Banner	
Security	PB Public 
Copies	1 
Defer Time	

The processing screen will appear followed by the report.

The **Report Browser** navigation box will open. Use the icons to move between the report page(s).

Click Exit browser when done.



Report Browser		
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