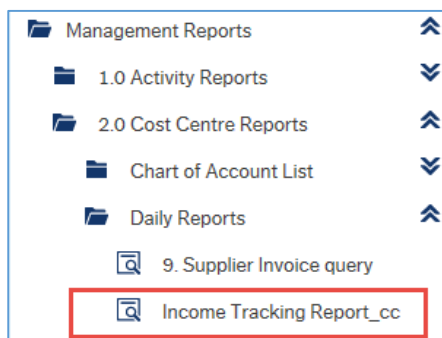


## HOW TO VIEW THE INCOME RECEIVED IN YOUR COST CENTRE & PROJECTS

If you want an Income only report - to see what Income you have received in your Cost Centre/Projects, run the *Income Tracking Report\_cc*:



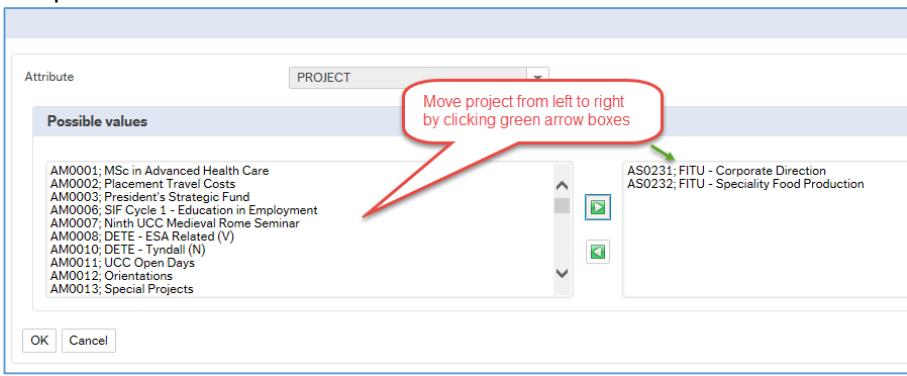
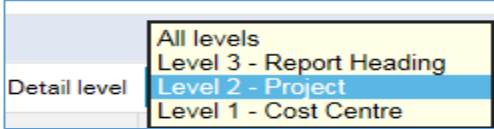
The screenshot displays the 'Income Tracking Report\_cc' interface. It includes a 'Selection criteria' section with fields for Cost Centre like (1), Project like (2), Account like (3), Project not in list (4), and Period between (5). The 'Results' section shows a table with columns for months (Oct to Sept), Total Actuals (8), Budget (9), and Variance to Budget (10). The table data is as follows:

| #  | Account           | Account (T)                                | Oct (t) | Nov (t) | Dec (t) | Jan (t) | Feb (t) | Mar (t) | Apr (t) | May (t) | Jun (t) | July (t) | Aug (t) | Sept (t) | Total Actuals (t) | Budget (t) | Variance to Budget (t) |
|----|-------------------|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|---------|----------|-------------------|------------|------------------------|
| 1  | 1500              | Miscellaneous Income - External Income     | -786    | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0        | 0       | 0        | -786              | 0          | 786                    |
| Σ3 | INC_1K            | Other                                      | -786    | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0        | 0       | 0        | -786              | 0          | 786                    |
| 3  | 1600              | Internal Income from other UCC Departments | 0       | -1,800  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0        | 0       | 0        | -1,800            | 0          | 1,800                  |
| Σ3 | INC_2B            | Internal Income - Transfers within UCC     | 0       | -1,800  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0        | 0       | 0        | -1,800            | 0          | 1,800                  |
| Σ2 | Project Total     |  | -786    | -1,800  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0        | 0       | 0        | -2,586            | 0          | 2,586                  |
| Σ1 | Cost Centre Total |  | -786    | -1,800  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0        | 0       | 0        | -2,586            | 0          | 2,586                  |
| Σ  |                   |  | 786     | 1,800   | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0        | 0       | 0        | 2,586             | 0          | 2,586                  |

At the bottom of the report, there are buttons for 'Choose columns' (12), 'Graphical presentation', and 'Export' (13).

| No. | Item                | Details   |
|-----|---------------------|---|
| 1   | Cost Centre like    | Enter the cost centre you are reviewing   |
| 2   | Project like        | Enter the project you are reviewing. Leave blank if you want all the projects [NA & A*] attached to the cost centre to be returned.                     |
| 3   | Account like        | Leave blank or enter an account no. if you just want to see the Income to a particular account code.  |
| 4   | Project NOT in LIST | Use this box if you want to exclude certain projects but want to show more than 1 in the results. Click on the blue box, find the project and click the |

## HOW TO VIEW THE INCOME RECEIVED IN YOUR COST CENTRE & PROJECTS

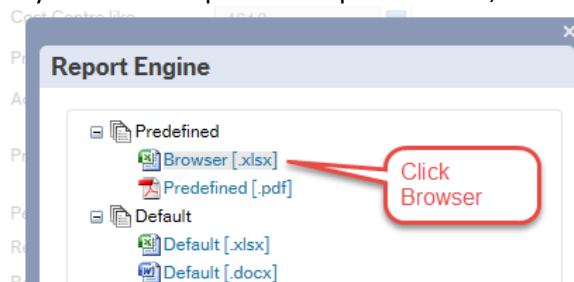
|    |                    |  |
|----|--------------------|--|
|    |                    | <p>green arrow box to move them into the box on the right. Click ok when complete.</p>   |
| 5  | Period between     | Report defaults to a full 12 months – to get a different time period, change the start and end periods to you choice.  |
|    | Detail Level       | <p>Choose the level of detail in your subtotal by clicking the dropdown arrow</p>   |
| 7  | Months             | The 12 months are across the top of the page. The Income will appear under the month that the transaction was posted into.   |
| 8  | Total Actuals      | Total Actuals is the sum of the 12 months. A credit balance (i.e. a negative figure) equates to positive Income balance. A debit balance (i.e. a positive figure) equates to negative Income balance. Double click on a value in this column to get the data behind figure. You will get a description of where the money came from. |
| 9  | Budget             | This equates to the Budget for the number of months you have chosen to run the Periods between boxes.  |
| 10 | Variance to Budget | This equates to the sum of your Budget less Total Actuals.   |
| 11 | Subtotals          | The report is subtotalled as follows: (1) by Cost centre (2) by Project (3) by Income Type (4) – Account code.   |
| 12 | Choose Columns     | You can click on Choose columns if you wish to take out the blank months out of the Report. Click off the months and click ok.   |

|  | Oct (1)     | Nov (1)       | Dec (1)  | Total Actuals (1) | Budget (1) | Variance to Budget (1) |
|--|-------------|---------------|----------|-------------------|------------|------------------------|
|  | -786        | 0             | 0        | -786              | 0          | 786                    |
|  | <b>-786</b> | <b>0</b>      | <b>0</b> | <b>-786</b>       | <b>0</b>   | <b>786</b>             |
|  | 0           | -1,800        | 0        | -1,800            | 0          | 1,800                  |
|  | <b>0</b>    | <b>-1,800</b> | <b>0</b> | <b>-1,800</b>     | <b>0</b>   | <b>1,800</b>           |
|  | <b>-786</b> | <b>-1,800</b> | <b>0</b> | <b>-2,586</b>     | <b>0</b>   | <b>2,586</b>           |
|  | <b>-786</b> | <b>-1,800</b> | <b>0</b> | <b>-2,586</b>     | <b>0</b>   | <b>2,586</b>           |
|  | -786        | -1,800        | 0        | -2,586            | 0          | 2,586                  |

To show all the columns again, go back into Choose Columns and re-click the months back on.

13 Export

If you wish to Export the Report to Excel, click Export:



You will be asked to Open or Save.



Save to your server drive or open and then save from Excel.

The exported file does not bring the selection criteria with it, so you should include dates on the file name.