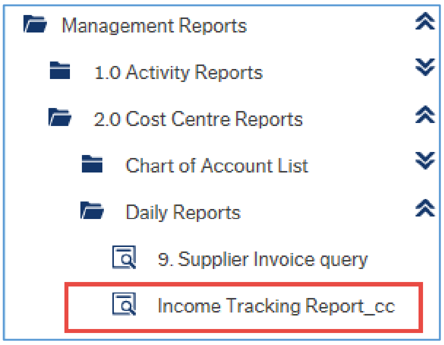
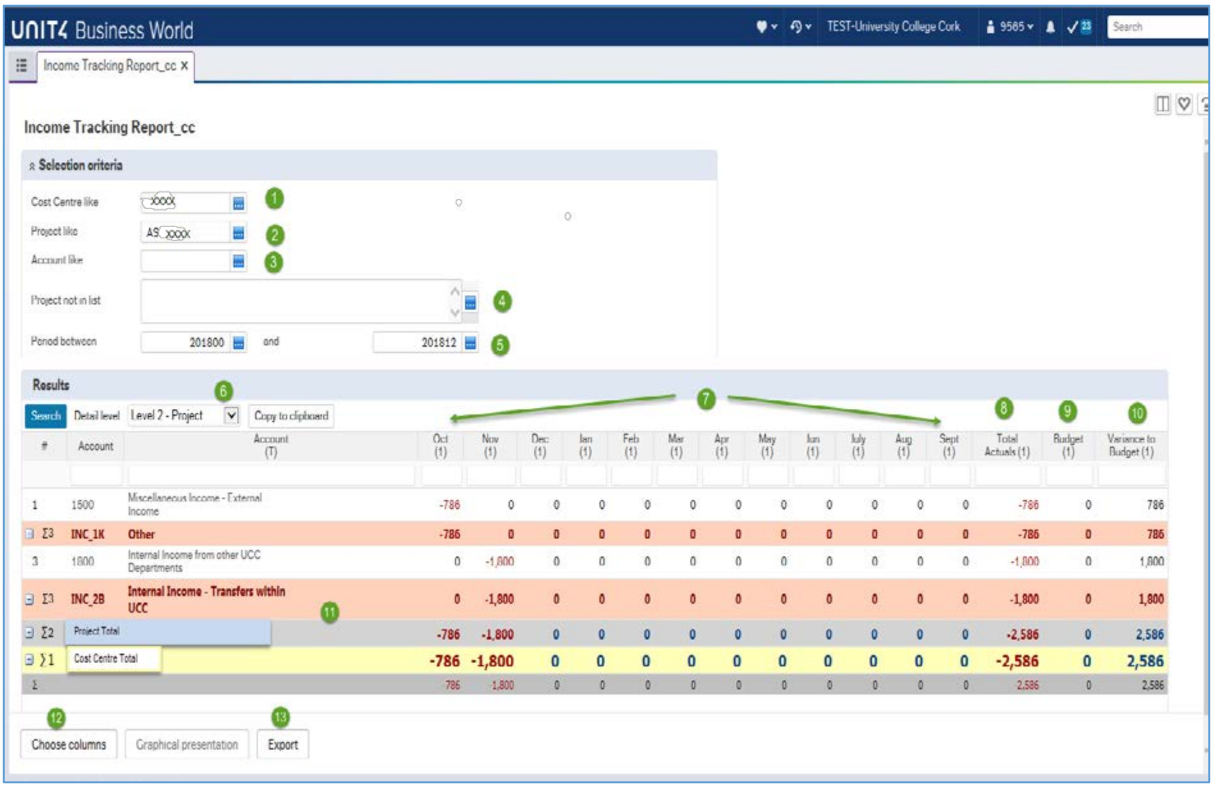
## HOW TO VIEW THE INCOME RECEIVED IN YOUR COST CENTRE & PROJECTS

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:*




| 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 |

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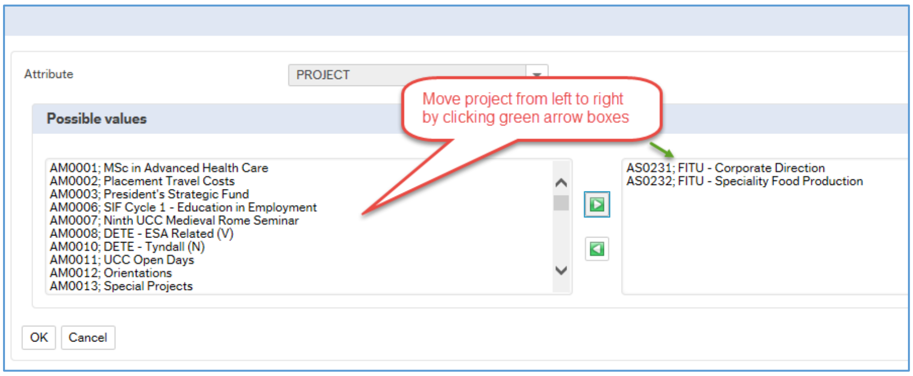
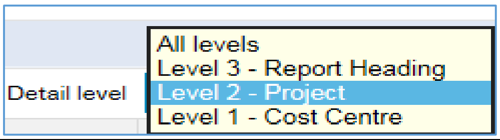
|---|---|---|
| | | green arrow box to move them into the box on the right. Click ok when complete.   |
| 5 | Period between | Report defaults to a full 12 months – to get a different time period, change the start and end periods to you choice. |
| | Detail Level | Choose the level of detail in your subtotal by clicking the dropdown arrow   |
| 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. |

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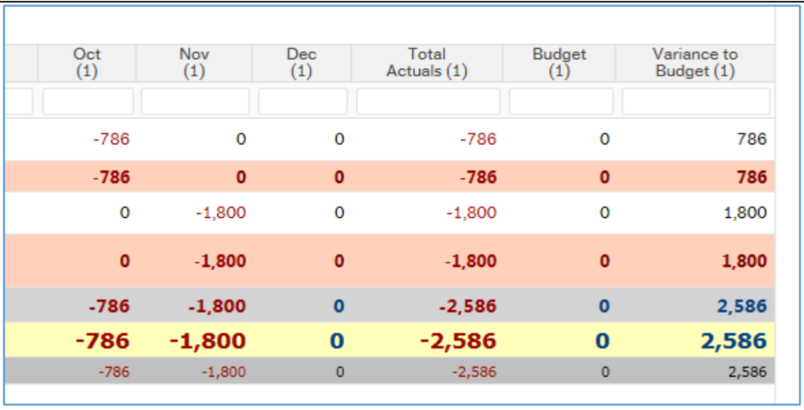
<table>
<tr><th>Oct (1)</th><th>Nov (1)</th><th>Dec (1)</th><th>Total Actuals (1)</th><th>Budget (1)</th><th>Variance to Budget (1)</th></tr>
<tr><td>-786</td><td>0</td><td>0</td><td>-786</td><td>0</td><td>786</td></tr>
<tr><td>-786</td><td>0</td><td>0</td><td>-786</td><td>0</td><td>786</td></tr>
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To show all the columns again, go back into Choose Columns and re-click the months back on.
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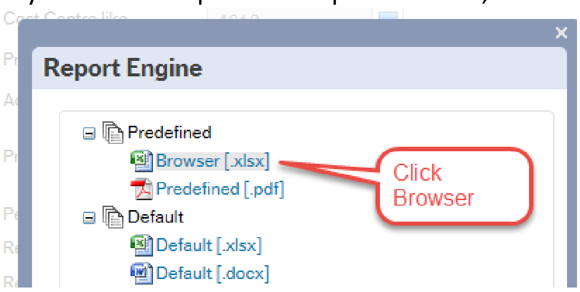
<tr>
<td>13</td>
<td>Export</td>
<td>
If you wish to Export the Report to Excel, click Export:<br>

<br>
You will be asked to Open or Save.<br>

<br>
Save to your server drive or open and then save from Excel.<br><br>
The exported file does not bring the selection criteria with it, so you should include dates on the file name.
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