The Cognos GL008 Revenue Expense Activity in CSV format shows detail on transactions from a chart string (or group of chart strings) for an entire year, rather than a single month. This format of the report is useful for:

- Viewing detailed transactional data crossing all months of any given fiscal year.
- Providing supplementary description and background on data from GL068 and GL005 reports.
- Searching for field information (such as NUFinancial transaction numbers, amounts, and statuses of transactions) when other components are missing or not readily available.
- Enabling financial analysis through data sorting.

**Step 1: Run a GL008 in CSV format.** Selecting the “current period” will give you all data for the current year to date. Selecting an “adjustment period” for a previous fiscal year will give you all data for that entire fiscal year.

**Step 2: Elimination & Organization.** Once you have the Excel document, you can do 2 sets of sorting that will allow you to (A) eliminate rows without valid data and (B) organize data in the same order that the GL005 and GL008 appear in pdf format:

- **Sort A (Elimination):** Select All Rows. Use the Data Sort function to create the following 4 sort levels:

  * Highlight all currency rows with “0” in all 4 columns (Q,R, S, & T) and delete them.

- **Sort B (Organization):** Select All Rows. Use the Data Sort function to create the following 3 sort levels:

  You now have a report that groups all transactions in a fiscal year in the same format as the monthly pdf version of the GL008.
Step 3: Create a Heading to Summarize Data

a) Insert 5 rows at the top of the Excel File
   b) In cell I1, list the School/Dept info e.g. "WCAS – Classics"
   c) In cell I2, list the title of the report “GL008 – Revenue & Expense Activity”
   d) In cell I3, type the chart string info e.g. “110-4033700 Classics Unrestricted”
   e) In cell I4, describe the fiscal year info e.g. “FY11 YTD as of 8/13/2011”

Step 4: Eliminate Unnecessary Columns: Highlight the following columns and then delete them:

Step 5: Sum Totals for Ledger Groupings

a) Insert row between the last row of “Revenue – Current Period” and the first row of “Pre-Enc/Enc and Expenses – Current Period” in Column A. In bold, type in cell A of the new row “Total Revenue – Current Period” and populate cells G,H,I, & J of the new row with sums of all data from the above rows in all 4 of the currency columns from that ledger grouping. This provides total figures for all revenue activity.
   b) Repeat step a in between the last row of ledger grouping “Pre-Enc/Enc and Expenses – Current Period” and “Expense Budget Activity” to sum the totals for all expense activity.
   c) Repeat step a in under the last row of ledger grouping “Expense Budget Activity” to sum the totals for all expense budget activity.

Step 6: Calculate a Total Balance from the Data

a) Create a field of the bottom of the report called “Total Revenue”. In the cell to the right of this field, this figure can be calculated by summing the figures in the following two cells: (1) Column “Open Encumbrance”, Row created in step 5a + (2) Column “Act End Balance”, Row created in step 5a.
   b) Create a field of the bottom of the report called “Total Pre-Enc/Enc and Expenses”. In the cell to the right of this field, this figure can be calculated by summing the figures in the following two cells: (1) Column “Open Encumbrance”, Row created in step 5b + (2) Column “Act End Balance”, Row created in step 5a.
   c) Create a field of the bottom of the report called “Total Expense Budget Activity”. In the cell to the right of this field, this figure can be calculated by summing the figures in the following two cells: (1) Column “Open Encumbrance”, Row created in step 5c + (2) Column “Act End Balance”, Row created in step 5c.
   d) Create a field at the bottom of the report called “Total Balance”. In the cell to the right of this field, calculate this figure by using the following formula with the cells created in the 3 previous calculations: Figure created in step 6c – Figure created in step 6b – Figure created in step 6a.

For additional details on running the GL008 in CSV format, please see the guide “CSV Format: How to Run and Read GL008 in CSV format” on the WCAS Finance & Budget website:

http://www.weinberg.northwestern.edu/staff/documents/Whatiscsv_000.doc