

## COGNOS FINANCIAL PLANNING - PLAN CONSOLIDATION

This document sets out the process for the full consolidation of all Cognos modules into the Consolidated Plan module.

The individual links can be run at any time, however to ensure full consolidation they must be run in the correct order.

Before running a link **ensure that you have taken ownership of the module** you are in.

Go to File - Get Data

Select the tab - Systems Link

Click on Link Name to sort the links alphabetically.

Click on the required link and select run.

When the link has run select close.

You cannot run more than one link at a time but if you have sorted as instructed above then you can quickly work down the list one after another.

When you have run all the links save the module

Module to open up	System link	Comment
<b>Step 1 - teaching into research (Colleges only)</b>		
Research	T1 - RDP import	
<b>Step 2 - teaching into non pay (Colleges only)</b>		
Non Pay	T1 - Space - Census	This link updates all years
<b>Step 3 - run latest transfers in non pay</b>		
Non Pay	Update Transfers	
<b>Step 4 - consolidation</b>		
Consolidated Plan	*NP1 - All *NP2 - Contribution to Capital	This link updates non-pay figures for all years This link updates the baseline adjustments
	*R1 - Plan *R2 - In Year Adjustments	This link updates the years 2 - 6 This link updates year 1 for adjustments
	*S1 - All	
	*T1 - Plan *T2 - In Year Adjustment	This link updates the years 2 - 6 This link updates year 1 for adjustments

Please note that for step 4 you only need to run the links shown above (i.e. the ones prefixed with a \* symbol) to consolidate your live business plan. You will notice that duplicates of these links exist which are prefixed with SCEN1 and SCEN2; these links are used for consolidating into the 'Scenario 1' and 'Scenario 2' versions in your plan respectively, therefore care needs to be taken to ensure that you are running the correct links.

The Central Financial Accounting team also have access to 3 more links (BS1, BS2 & BS3) which they will need to run to consolidate the Balance Sheet and Cash Flow module. Further information about this can be found in the Balance Sheet and Cash Flow module guidance notes.

Finally, remember to wait at least 10 mins before running reports to allow the consolidated data to be updated