

**Run a GL Listing by Unit Report (Formerly Monthly Budget Report # 1)
using Colleague's XGLM Mnemonic**

When a general budget summary report for each account within a specified unit (department) and fiscal year is needed, Colleague's XGLM (GL Listing by Unit) mnemonic can be used.

1. After logging into Colleague, either access the **XGLM** form by typing XGLM in the Form Search box or by locating the XGLM icon from the CF Application area on the Navigation tab.
2. Respond to the requested prompts to run the report and send it to your department's designated Colleague/Unix printer.