



Journal Lines Detail

The following report utilises the General Ledger transactional data which is now available in COGNOS and may be of help with Year-end reporting. It contains numerous columns and is therefore better suited to running in Excel so it is easier to scroll across and analysis.

Period Name	Balance Type	Entity	Department Code	Cost Centre	Source of Funds	Transaction Code	Accounted Amount	Entered Amount	Currency Code	Customer Name	Requisition Number	PO Number	Supplier Name	Invoice Number
JUN-13	Encumbrance	UC	ZZ	ZZDZ	AAAA	EMZZ	0.00	0.00	GBP			1678133	OFFICE DEPOT UK LTD	0957623174
JUN-13	Encumbrance	UC	ZZ	ZZDZ	AAAA	EMZZ	0.00	0.00	GBP				OFFICE DEPOT UK LTD	0957623174
JUN-13	Encumbrance	UC	ZZ	ZZDZ	AAAA	ESBD	0.00	0.00	GBP			1678133	OFFICE DEPOT UK LTD	0957623174
JUN-13	Encumbrance	UC	ZZ	ZZDZ	AAAA	ESBD	0.00	0.00	GBP				OFFICE DEPOT UK LTD	0957623174
JUN-13	Encumbrance	UC	ZZ	ZZDZ	AAAA	ESBZ	0.00	0.00	GBP			1678133	OFFICE DEPOT UK LTD	0957623174
JUN-13	Encumbrance	UC	ZZ	ZZDZ	AAAA	ESBZ	0.00	0.00	GBP				OFFICE DEPOT UK LTD	0957623174
JUN-13	Actual	UC	ZZ	ZZDZ	AAAA	EMZZ	0.99	0.99	GBP			1678133	OFFICE DEPOT UK LTD	0957623174
JUN-13	Actual	UC	ZZ	ZZDZ	AAAA	EMZZ	0.20	0.20	GBP				OFFICE DEPOT UK LTD	0957623174

Please remember that this report can be run at any time, however the data is from the night before so will not include any current day activity.

Fields include

- Period name
- Entity code
- Batch description
- Batch Name
- Journal Batch posted date
- Journal Line effective date
- Journal Source
- Actual Flag
- Journal Line
- Period Name
- Balance Type
- Entity
- Department Code
- Cost centre
- Source of funds
- Transaction code
- Accounted amount
- Entered Amount
- Currency code
- Customer name
- Requisition number
- PO Number
- Supplier Name
- Invoice Number
- Journal Line description
- Receipt number
- Receipt comments
- Journal category



1. In COGNOS navigate to: **Public Folders > LIVE > your school folder > Departmental (Shared) Reports > GL Reporting**
2. Run with options and change format from PDF to Excel
3. Select the required parameters (see right)
4. Then scroll down to click on **Finish**

Journal Detail Parameters

Select Department
Ecology

Select Date Range
From:

2013						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

To:

2013						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Select Source of Funds Range
From: AAAAA
 Lowest value
To: AAAAA
 Highest value
Select Cost Centre Range
From: Cost Centre Code
 Lowest value
To: Cost Centre Code
 Highest value