

GL Journal Transactions report (Cognos)

1. About this report

Available in *Cognos*, this General Ledger report provides detailed General Ledger journal line information.

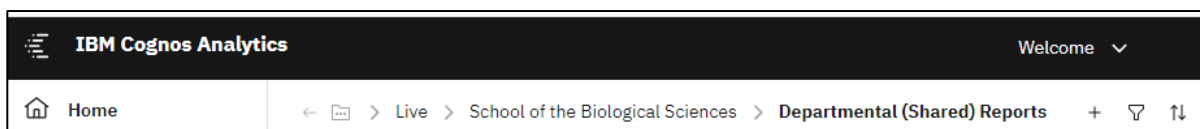
As the report is for use by many different users, e.g. Departments, Schools and Central Finance, it employs the standard security model, restricting information returned to only Departments or Schools the user has been granted access to.

Designed to be a working report, and as such does not contain any header, footer, or summary information in order to ease manipulation of the output to meet user needs. By default, it will run in Excel, but the output can be changed to all standard formats (including PDF and HTML).

This report has a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about source transactions for the journal lines if required.

2. Run the GL Journal Transactions report

In Cognos, navigate to: **Team content** > **Live** > your School > **Department (Shared) Reports** > **GL Journal Transactions**



Check your selections or to choose a different report format:

- select the **ellipses** ... to right of report name
- then choose **Run as**.
- when the panel opens, select **PDF**, then **Run**.

3. Specify your parameters

As with the other Cognos reports, the report has a variety of optional fields, allowing users to customise the output to better suit their requirements.

Accounting date parameters

These are used to select the date range to be covered in the report.

- Financial year
- GL Period(s)
- Start Journal posting date
- End Journal posting date

GL Journal Transactions

Select Financial Year(s):

- FY18-19
- FY17-18
- FY16-17
- FY15-16
- FY14-15
- FY13-14
- FY12-13
- FY11-12
- FY10-11
- FY09-10

[Select all](#) [Deselect all](#)

Update GL Period List

Select Start Journal Posting Date:

2018

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	31		

Select GL Period(s):

- SEP-18
- AUG-18

[Select all](#) [Deselect all](#)

Show / Update Journal Posting Date Range

Select End Journal Posting Date:

2018

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	31				

Organisation parameters

- School(s) (optional)
- Department Group (optional)
- Department(s) (optional)

Select School(s):

- School of Arts and Humanities
- School of the Biological Sciences
- School of Clinical Medicine
- School of the Humanities and Social Sciences
- School of the Physical Sciences
- School of Technology
- UAS
- NSI
- Others
- Associated Bodies

[Select all](#) [Deselect all](#)

Update Department List

Select Department Group:

[Deselect](#)

Update Department List

Select Department(s):

- 00: Balance Sheet
- AA: Central Admin
- AB: Student Registry: Student Funding
- AC: Student Registry: Operations
- AD: Staff & Student Amenities and Facilities
- AE: Vice Chancellor's Office
- AF: MISD
- AG: Finance
- AH: Human Resources
- AI: Postdoctoral Affairs

[Select all](#) [Deselect all](#)

Update Cost Centre List

(Alternative) Department Code List (Separate with commas, e.g. AA, AB, AC)

Account segment parameters

- Cost Centre(s) (optional)
- Source(s) of Funds (optional)
- Transaction(s) (optional)

Extract from: GL Part 2 manual

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If you don't need to limit the selection leave options set as **Lowest value** and **Highest value**.

To restrict results either:

- enter ranges for account code segments, or
- type in lists of values separated by commas.

Transaction ranges

The default selection excludes Balance Sheet items. If this is not your choice, highlight the selection, and click **Remove**.

The screenshot displays a complex form with several sections for configuring report parameters:

- Select Department(s):** A list of departments with checkboxes, including '00: Balance Sheet', 'AA: Central Admin', 'AB: Student Registry: Student Funding', 'AC: Student Registry: Operations', 'AD: Staff & Student Amenities and Facilities', 'AE: Vice Chancellor's Office', 'AF: MISD', 'AG: Finance', 'AH: Human Resources', and 'AI: Postdoctoral Affairs'. Below the list are 'Select all' and 'Deselect all' links, and an 'Update Cost Centre List' button.
- Select Cost Centre Range(s):** Includes 'From:' and 'To:' dropdowns (both set to 'Cost Centre Code'), radio buttons for 'Lowest value' and 'Highest value', 'Insert' and 'Remove' buttons, and a 'Choices:' text area.
- (Alternative) Cost Centre Code List:** A text input field for alternative cost centre codes.
- Select Source of Funds Range(s):** Similar to the Cost Centre Range section, with 'From:' and 'To:' dropdowns (both set to 'Source of Funds Code') and radio buttons for 'Lowest value' and 'Highest value'.
- Select Transaction Range(s):** Similar to the Cost Centre Range section, with 'From:' and 'To:' dropdowns (both set to 'Transaction Code') and radio buttons for 'Lowest value' and 'Highest value'.
- (Alternative) Source of Funds Code List:** A text input field for alternative source of funds codes.
- (Alternative) Transaction Code List:** A text input field for alternative transaction codes.
- Batch or Journal name:** A text input field with a red border. A callout bubble points to it, stating: "This selection allows you to search for a particular journal using part of the batch or journal name".

Output parameters – report layouts

- Balance Type(s) (optional)
- GL Journal Posting Status (optional)
- Report Layout Options (optional)

The output received from the report can include different journal types and statuses, and additional fields can be shown on the output by selecting various layout options.

The screenshot displays a form with three main sections for configuring report output parameters:

- Select Balance Type(s):** A list of checkboxes for 'Actual' (checked), 'Budget', and 'Encumbrance'. Below the list are 'Select all' and 'Deselect all' links.
- Select GL Journal Posting Status:** A list of checkboxes for 'U' (unchecked) and 'P' (checked). Below the list are 'Select all' and 'Deselect all' links, and a legend: 'P = Posted, U = Unposted'.
- Report Layout Options:** A list of checkboxes for various display options: 'Show Entity and Spare Account Segments', 'Show Descriptions for Chart of Accounts Segments', 'Show Cost Centre Analysis', 'Show Batch Name and Description', 'Show Journal Name and Description', 'Show Journal Source and Category', 'Show Journal Line Number', 'Show Debits and Credits instead of Totals', 'Show Entered Currency', 'Show Source Transaction Details', and 'Show Negative Amounts in Red' (checked). Below the list are 'Select all' and 'Deselect all' links.

Click on **Finish** when all selections are made. If the button is greyed out, you have missed a mandatory selection.

4. Viewing the report output

In Excel a workbook, containing at least two worksheets will open entitled:

- GL Journal Transactions
- Report Information

The GL Journal Transactions tab

This tab shows journal line details for each entry that matches the report criteria, the following fields are displayed as default.

- GL Date
- Period name
- Department code
- Cost Centre code
- Source of funds code
- Transaction code
- Journal line description
- Accounted amount

Example of report output with default fields only

Posting Date	Period Name	Department Code	Cost Centre Code	Source of Funds Code	Transaction Code	Journal Line Description	Accounted Amount
16-Aug-18	AUG-18	ZZ	ZZIZ	AAAA	EBB0	BOOKS	182.00
24-Aug-18	AUG-18	ZZ	ZZRK	AAAA	ELCZ	Sodium Hypochlorite, Technical, Solution	110.64
22-Aug-18	AUG-18	ZZ	ZZRK	AAAA	EEMZ	PD2783961	15.30
22-Aug-18	AUG-18	ZZ	ZZRK	AAAA	EEMZ	ARASYSYSTEM 360	623.67
28-Aug-18	AUG-18	ZZ	ZZRK	AAAA	ELBK	PD 2674578	6.50
16-Aug-18	AUG-18	ZZ	ZZDV	AAAA	EMBD	1.8M CLOVER LEAF CABLE	2.76
24-Aug-18	AUG-18	ZZ	ZZBA	AAAA	CCCA	30006766 BARLOW JG U.PD.PDBA.AA/	72.08
22-Aug-18	AUG-18	ZZ	ZZDZ	AAAA	ELCB	Slide, Microscopic; Fisherbrand; Plain Gl	63.50
07-Aug-18	AUG-18	ZZ	ZZYC	GAAA	LKPA	Distribution for miscellaneous receipt: PC	14.66
23-Aug-18	AUG-18	ZZ	ZZHA	GAAA	ETZZ	25/07/18 PEPG2018@LISBON , PORTUG	0.00
16-Aug-18	AUG-18	ZZ	ZZKZ	GAAA	ETBZ	Ref ODWR3Z - Zemach Sorsa Lakore, F	1,093.80
28-Aug-18	AUG-18	ZZ	ZZKZ	GAAA	ELCZ	Starlab0.1-10ul Filter Tips, 10x96, S1121	40.95
28-Aug-18	AUG-18	ZZ	ZZKZ	GAAA	ELCZ	Starlab 1-200ul Graduated Filter Tips, 10	0.00

Other report layout options can be created using the Report Layout options in the output parameters section.

Example of a report with various layout options selected

Posting Date	Period Name	Dept Code	CC Code	Cost Centre	SoF Code	Trnx Code	Transaction	Journal Header Name	Journal Line Description	Supplier / Customer Name	Invoice Number	PO / Requisition	Accounted Amount
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	CHANEL, COCO	EXP/20/09/18		0.00
25-Sep-18	SEP-18	ZZ	ZZHA	Eco_GeneMod	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	12/07/18-25/08/18 PEPG WORKSHO	ARMANI, GEORGIO	EXP/21/09/18		661.67
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Flight France - UK Return 10-13/09/1	KEY TRAVEL LTD	50997414	2847672	156.00
10-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETAZ	Accommodation and Hotels	ZZ/DH/10/09/18-2	CC CLARE COLLEGE 6 ROOMS ACCOMMODATION.		10-12/09/2018		840.00
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	WESTWOOD, VIVIENN	EXP/20/09/18		30.00
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	LAUREN, RALPH	EXP/20/09/18		0.00
27-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	CONFERENCE TRAVEL	LAUREN, RALPH	EXP/20/09/18		30.00
01-Oct-18	SEP-18	ZZ	ZZHA	Eco_GeneMod	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	PEPG WORKSHOP COLCHESTER -09/C	MCCARTNEY, STELLA	EXP/18/09/18		0.00
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Train -Stanstead-Cambridge return -	KEY TRAVEL LTD	1890337	2847672	0.00
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Train -Stanstead-Cambridge return -	KEY TRAVEL LTD	1890337	2847672	26.70
01-Oct-18	SEP-18	ZZ	ZZHA	Eco_GeneMod	GAAA	ETZZ	Other/General Travel & Transp	SEP-18 Purchase Invoices GBP	PEPG WORKSHOP 2018-06/09/18 TR	ARMANI, GEORGIO	EXP/24/09/18		229.80
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retain	GAAA	ETMZ	Travel Agency Services	SEP-18 Purchase Invoices GBP	Flight France - UK Return 10-13/09/1	KEY TRAVEL LTD	50997414	2847672	(13.59)