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
Organisation parameters

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

Account segment parameters

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

**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.

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

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Period Name</th>
<th>Department Code</th>
<th>Cost Centre Code</th>
<th>Source of Funds Code</th>
<th>Transaction Code</th>
<th>Journal Line Description</th>
<th>Accounted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>102.90</td>
</tr>
<tr>
<td>24-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>110.64</td>
</tr>
<tr>
<td>22-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>15.39</td>
</tr>
<tr>
<td>23-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>623.67</td>
</tr>
<tr>
<td>25-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>6.50</td>
</tr>
<tr>
<td>26-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>2.76</td>
</tr>
<tr>
<td>24-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>72.08</td>
</tr>
<tr>
<td>07-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>63.90</td>
</tr>
<tr>
<td>25-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>26-Aug-18</td>
<td>ZZ</td>
<td>ZZ</td>
<td>AAA</td>
<td></td>
<td></td>
<td></td>
<td>40.95</td>
</tr>
</tbody>
</table>

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