



## Cognos GL Journal Transactions report

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

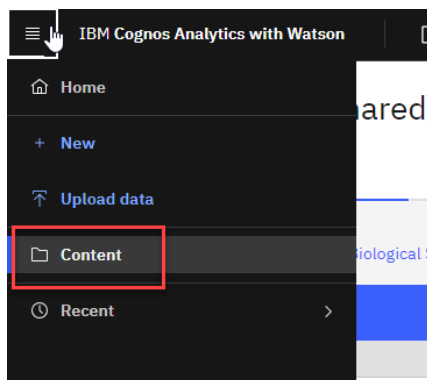
This report has a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about source transactions for the journal lines if required. It is intended to be used as a working report, and as such does not contain any header, footer, or summary information in order to ease manipulation of the output to meet user needs.

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.

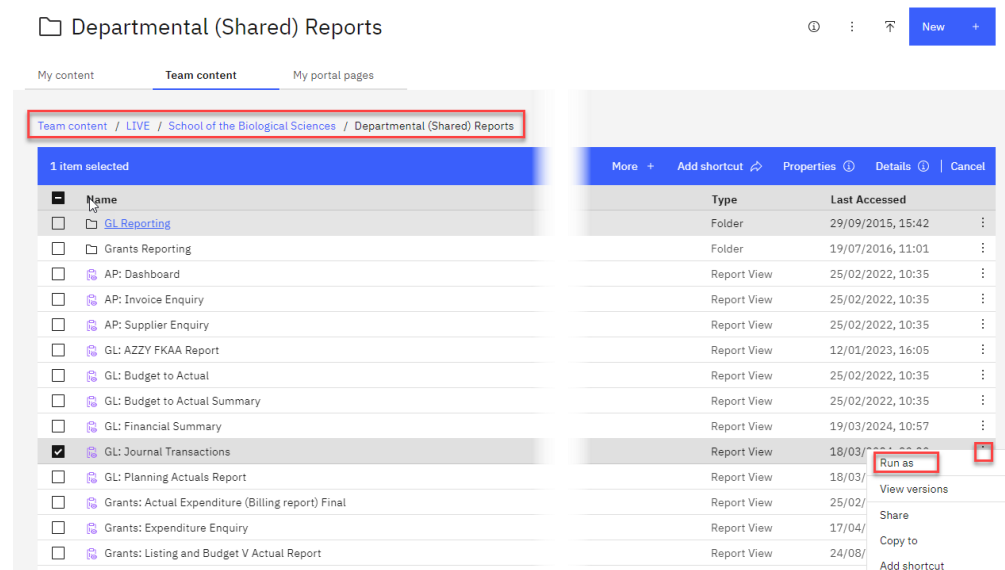
The default output option for this report is Excel, but the output can be changed to all standard formats (including PDF and HTML).

### To run the GL Journal Transactions report

In Cognos, navigate to: **Content > Team Content > LIVE > your school folder > Departmental (Shared) Reports > GL: Journal Transactions**



To run the report, click on the **action menu** to the right of the report. Remember not to click on the report name to run as this will bypass the format and output options. Select **Run as** and then **pdf** so you can check it before downloading an excel file.





## Parameter screens

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

Date parameters are used to select the date range to be covered in the report. Carefully select the data range you require. Note that if 'Previous Month' is ticked, it overrides all other options and you will only get data for the previous month, regardless of what else is selected.

### GL Journal Transactions

#### Select Financial Year(s):

☒ FY22-23  
☐ FY21-22  
☐ FY20-21  
☐ FY19-20  
☐ FY18-19  
☐ FY17-18  
☐ FY16-17  
☐ FY15-16

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

[Update GL Period List](#)

#### Select GL Period(s):

☐ Previous Month (APR-23)  
☒ MAY-23  
☒ APR-23  
☒ MAR-23  
☒ FEB-23  
☒ JAN-23  
☒ DEC-22

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

[Show / Update Journal Posting Date Range](#)

#### Select Start Journal Posting Date:

☒

2023

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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 End Journal Posting Date:

☒

2023

Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

If you are choosing specific dates, ensure the correct day, month and year is selected, and make sure the small ticks are selected. If you want the whole month(s), select the required months and ensure that the calendar boxes are unticked (be careful to check that they are still unticked after the other selections are made, they sometimes default back to ticked)



## Organisation parameters

The report can be run for Departments, Department Group, Schools, or even across the whole University.

A list of Department codes can also be typed in separated by commas.

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)

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## Account segment parameters

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

Results can be further restricted by entering ranges for Account Code Segments, **or** by typing in lists of values separated by commas. If you don't need to limit selection, leave options set as **Lowest value** and **Highest value**.

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)

Select Source of Funds Range(s):  
From:  

☐ Source of Funds Code  
☒ Lowest value

Insert  
Remove

Choices:

Select all Deselect all

To:  

☐ Source of Funds Code  
☒ Highest value

(Alternative) Source of Funds Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Cost Centre Range(s):  
From:  

☐ Cost Centre Code  
☒ Lowest value

Insert  
Remove

Choices:

Select all Deselect all

To:  

☐ Cost Centre Code  
☒ Highest value

(Alternative) Cost Centre Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Select Transaction Range(s):  
From:  

☐ Transaction Code  
☒ Lowest value

Insert  
Remove

Choices:

between AAAA and NZZZ

Select all Deselect all

To:  

☐ Transaction Code  
☒ Highest value

(Alternative) Transaction Code List (Separate with commas, e.g. AAAA, AAAB, AAAC)

Batch or Journal name (Search on part of the Batch or Journal name)

This selection allows you to search for a particular journal using part of the batch or journal name

### Note:

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



## Output parameters

- 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.

### Select Balance Type(s):

- ☒ Actual  
☐ Budget  
☐ Encumbrance

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

### Select GL Journal Posting Status:

- ☒ P  
☐ U

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

P = Posted, U = Unposted

### Report Layout Options:

- \* ☐ Show Batch Name and Description  
☐ Show Projects Batch Name  
☐ 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

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

Please note: 'Show Cost Centre Analysis' must be ticked under Report Layout Options to allow Cost Centre Analysis filters to be displayed.

[Display Cost Centre Analysis Filters](#)



The Report Layout options offers a number of additional columns to assist your reporting.

Show Batch Name and Description	Shows the name of the batch in one column and its description in another. Typically this will be Payables, Projects, Journal Import Payables and so on.
Show Projects Batch Name	If the transaction is project related, generally this column will contain the name of the batch of invoices it was processed in or a reference to the project code (depending on department).
Show Journal Name and Description	Gives journal header name in one column and journal header description in a second, e.g. Purchase Invoice, CHRIS, Control, Journal Import, etc. Journal Line Description appears as standard.
Show Journal Source and Category	States transaction source e.g. payables, CHRIS, manual, receivables, etc.
Show Journal Line Number	Lists the line number of the transaction within the batch.
Show Source Transaction Details	Where available, this gives supplier/customer name, invoice number, receipt comments, receipt number, PO/requisition number.

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

## Report output

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

- GL Journal Transactions
- Report Information

The *GL Journal Transactions* tab shows journal line details for each entry that matches the report criteria

### Default report output

The *GL Journal Transactions* tab includes the following default fields:

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: PD	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 selected from 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 Retaine	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 Retaine	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 Retaine	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 Retaine	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 Retaine	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 Retaine	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 -09/0	MCCARTNEY, STELLA	EXP/18/09/18		0.00
18-Sep-18	SEP-18	ZZ	ZZKZ	Additional Hod Funds Retaine	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 Retaine	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 Retaine	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)