Actual Journal Lines Detail by SoF and CC

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 analyse.

Journal Header Status	Batch Name	Journal Batch Posted Date	Journal Line Effective Date	Journal Source	Actual Flag	Journal Line Status	Period Name	Balance Type	Entity	Department Code	Cost Centre Code	Source of Funds Code	Transaction Code	Accounted Amount	Entered Amount	Currency Code	
P	Payables A 2749776 19596258	9 Jan 17 12:07:02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	MAHB	FDZY	(4,121.00)	(4,121.00)	GBP	
P	Payables A 2749776 19596258	9 Jan 17 12:07:02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	MAJB	ELXC	62.77	62.77	GBP	
P	Payables A 2749776 19596258	9 Jan 17 12:07:02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	MAJB	ELXD	346.18	346.18	GBP	
P	Payables A 2749776 19596258	9 Jan 17 12:07:02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	MAJB	ELXD	(9.89)	(9.89)	GBP	
P	Payables A 2749776 19596258	9 Jan 17 12:07:02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	MAJB	FDZY	7,626.00	7,626.00	GBP	
P	Payables A 2749776 19596258	9 Jan 17 12:07:02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZGL	GAAB	EXZZ	725.99	8,000.00	SEK	
P	Payables A 2749776 19596258	9 Jan 17 12:07:02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZGL	GAAB	EXZZ	5.00	5.00	GBP	
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	UNIVERSIT
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	NIGERIAN I
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	AHMADU B
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	NIGERIAN
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	NIGERIAN
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	AHMADU
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	UNIVERSITY
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	NORTH W
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	UNIVERSIT
P	Receivables A 2749779 19600244	9 Jan 17 17:35:40	31-Jan-17	Receivables	A	P	JAN-17	Actual	UC	ZZ	ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	AHMADU B
P	Receivables A 2749779 19600244	9 Jan 17 17:35	31-Jan-17	Receivables	A	P	JAN-17	Actual		ZZ		ZZKZ	GAAA	LAAC	1,000.00	1,000.00	GBP	UNIVER

Currency Code	Customer Name	Requisition Number	PO Number	Supplier Name	Invoice Number	Journal Line Description	Receipt Number	Receipt Comments	Journal Category	Period Name	Entity Code	Batch Description
				ST CATHARINE'S COLLEGE	SALES037030	2016-17 BELL			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
P			2420875	SIGMA-ALDRICH CO LTD	8104708382	Betaine solution			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
P			2420875	SIGMA-ALDRICH CO LTD	8104708382	ANTI-HA-PEROXIDASE, HIGH AFFINITY (3F10)			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
			2420875	SIGMA-ALDRICH CO LTD	8104708382	ZZ-2420875			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
P				ST CATHARINE'S COLLEGE	SALES037030	2016-17 BELL			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
				NATURHISTORISKA RIKSMUSEET	30161478	NORDAIM USER FEE			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
P				NATURHISTORISKA RIKSMUSEET	30161478/BANK CHAF	NORDAIM USER FEE/BANK CHARGE			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
	UNIVERSITY OF ILORIN					Revenue account for Credit Memo: 4648			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	NIGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4649			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
BP	AHMADU BELLO UNIVERSITY					Revenue account for Credit Memo: 4650			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	NIGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4651			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	NIGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4652			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
P	NIGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4653			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	AHMADU BELLO UNIVERSITY					Revenue account for Credit Memo: 4654			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	UNIVERSITY OF JUBA					Revenue account for Credit Memo: 4655			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	NORTH WEST UNIVERSITY					Revenue account for Credit Memo: 4656			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	UNIVERSITY OF GHANA					Revenue account for Credit Memo: 4657			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	AHMADU BELLO UNIVERSITY					Revenue account for Credit Memo: 4658			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
	UNIVERSITY OF CAPE COAST					Revenue account for Credit Memo: 4659			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:

Fields Include:

- Journal Header Status
- Batch Name (General Ledger)
- Journal Batch posted date
- Journal Line effective date
- Journal Source
- Actual Flag
- Journal Line status
- Period name
- Balance Type
- Entity code
- Department Code
- Period Name

- Cost centre
- Source of funds
- Transaction code
- Accounted amount
- Entered Amount
- Currency code
- Customer name (Accounts Receivable)
- Requisition number (iProcurement)
- PO Number (iProcurement)
- Supplier Name (Accounts Payable)
- Invoice Number (Accounts Payable)
- Journal Line description

- Receipt number (Accounts Receivable)
- Receipt comments (Accounts Receivable)
- Journal category
- Period Name
- Entity Code
- Batch Description

31-Jan-17
Version: 2.0

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

Department

Select Date Range (GL effective date)
The GL effective date is not the same as the 'posted date'
Some types of journal will default to an 'effective' date at the end of the month
in which they are posted, others to the beginning and this date can be input manually.
To ensure all journals for the period are picked up, run the report from the beginning of
the start month to the end of the final month required

From:

◄	2017	►

| 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					

To:

◄	2017	►

| 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					

Optional. Select Source of Funds Range
From:
○ Source of Funds Code
◉ Lowest value

To:
○ Source of Funds Code
◉ Highest value

Optional. Select Cost Centre Range
From:
○ Cost Centre Code
◉ Lowest value

To:
○ Cost Centre Code
◉ Highest value

Select Journal Status - Posted, Unposted or Posted and Unposted. Default is Posted.
* Posted

Include/Exclude Zero Lines? Default is Include.
* Include

Click on Finish to run report.

Cancel   < Back   Next >   Finish