GL Actual Journal Lines

Available in **Cognos**, this **General Ledger** report allows users to see GL journal line details for single departments across multiple (and not necessarily adjacent) periods and account code ranges.
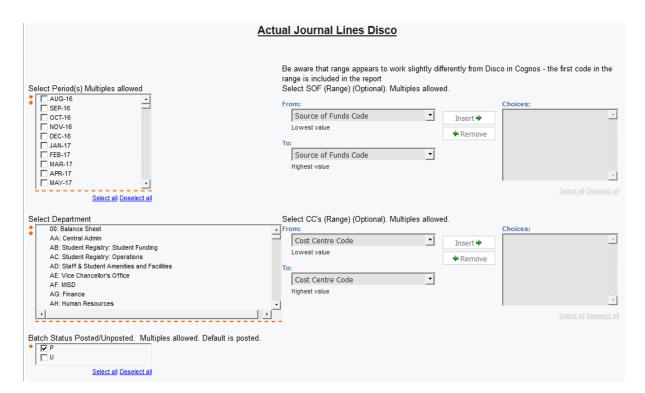
This report defaults to Excel, but can provide output in all standard formats (including PDF and html).

Running the Report

The report can be accessed from the following folder:

Public Folders > **LIVE** > **[School]** > **School All Departments (CUFS)**

Parameters

Insert each SoFs/CCs combinations required:

- a single SoF/CC   enter the same code in the *From* and *To* fields,
- a range SoF/CC   complete the *From* and *To* fields
- greater than a SOF/CC   just complete *From* field
- up to a SOF/CC   just complete *To* field

Then select the ones required.

Example output

In Excel a workbook containing two worksheets will open entitled:
- Actual journal lines
- Parameters

Actual Journal Lines

Batch Name	Reference 1	Journal Category	Journal Header Posted Date	Journal Header Default Effective Date	Journal Source	Batch Description	
Telephones A 20160912014156 18951148		Telephones	12 Sep 16	31 Aug 16	Telephones	Telephone Control GL 31-AUG-2016	Co
Payables A 2738040 18772251		Purchase Invoices	9 Aug 16	31 Aug 16	Payables	Journal Import Payables 18772251:	A
Payables A 2738098 18821283		Purchase Invoices	17 Aug 16	31 Aug 16	Payables	Journal Import Payables 18821283:	A

Actual Journal Lines AUG-16

Journal Header Name	Journal Header Description	Balance Type	Department Code	Cost Centre Code	Source of Funds Code	Transaction Code	Accounted Amount	Currency Code
Control GL 31-AUG-2016 Telephones GBP	Telephone Control GL 31-AUG-2016	Actual	AG	AGBL	AAAA	EQFJ	10.00	GBP
AUG-16 Purchase Invoices GBP	Journal Import 18772251:	Actual	AG	AGBL	AAAA	ERBZ	275.00	GBP
AUG-16 Purchase Invoices GBP	Journal Import 18821283:	Actual	AG	AGBL	AAAA	EREZ	12,660.00	GBP

Journal Line Description	Period Name	Entity Code
Telephone maintenance charges for AUGUST 2016	AUG-16	U
1 X HEPA CONFERENCE FERN MCCALL	AUG-16	U
FULL MEMBERSHIP OF SUPC 2016-2017	AUG-16	U

Parameters

Department(s): AG: Finance
Cost Centre(s): AGBL
Source of Funds: Between AAAA and AAAB
Status: P

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