

## Cognos GL Journal Transactions report

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

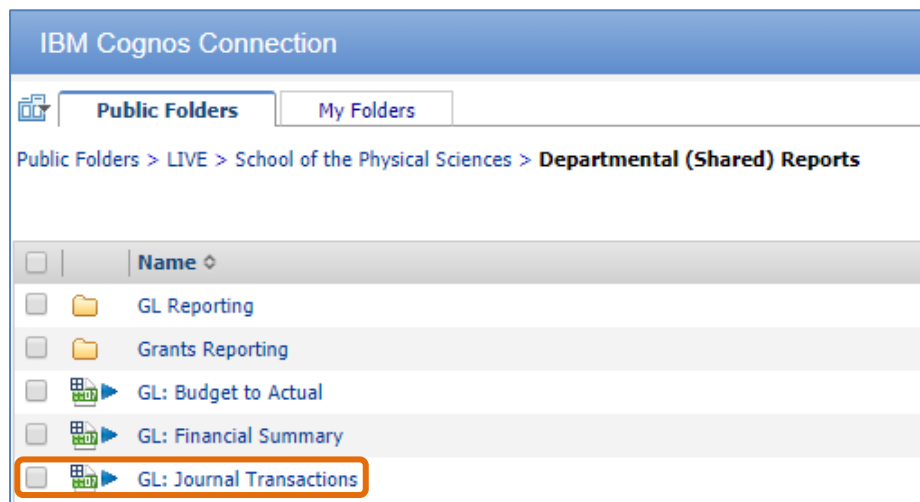
This report has a variety of optional fields, allowing users to customise the output to better suit their requirements and see information about source transactions for the journal lines if required. It is intended to be used as a working report, and as such does not contain any header, footer, or summary 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: **Public Folders > LIVE > your school folder > Departmental (Shared) Reports > GL: Journal Transactions**



To run the report, click on  **Run with Options** icon 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.

## 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.

### 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 GL Period(s):

☐ SEP-18  
☒ AUG-18

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

Show / Update Journal Posting Date Range

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 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

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)

Extract from:  
GL Part 2 manual V 17.0

Sep 19 – V 2.0

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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**.

<p><b>Select Department(s):</b></p> <div> <input type="checkbox"/> 00: Balance Sheet  <input type="checkbox"/> AA: Central Admin  <input type="checkbox"/> AB: Student Registry: Student Funding  <input type="checkbox"/> AC: Student Registry: Operations  <input type="checkbox"/> AD: Staff &amp; Student Amenities and Facilities  <input type="checkbox"/> AE: Vice Chancellor's Office  <input type="checkbox"/> AF: MISD  <input type="checkbox"/> AG: Finance  <input type="checkbox"/> AH: Human Resources  <input type="checkbox"/> AI: Postdoctoral Affairs         </div> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><b>Update Cost Centre List</b></p>	<p><b>Select Cost Centre Range(s):</b></p> <p><b>From:</b>  <input type="radio"/> Cost Centre Code  <input checked="" type="radio"/> Lowest value         </p> <p><b>To:</b>  <input type="radio"/> Cost Centre Code  <input checked="" type="radio"/> Highest value         </p> <p><b>Choices:</b></p> <div></div> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><b>(Alternative) Cost Centre Code List</b> (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <div></div>
<p><b>(Alternative) Department Code List</b> (Separate with commas, e.g. AA, AB, AC)</p> <div></div> <p><b>Select Source of Funds Range(s):</b></p> <p><b>From:</b>  <input type="radio"/> Source of Funds Code  <input checked="" type="radio"/> Lowest value         </p> <p><b>To:</b>  <input type="radio"/> Source of Funds Code  <input checked="" type="radio"/> Highest value         </p> <p><b>Choices:</b></p> <div></div> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><b>(Alternative) Source of Funds Code List</b> (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <div></div>	<p><b>Select Transaction Range(s):</b></p> <p><b>From:</b>  <input type="radio"/> Transaction Code  <input checked="" type="radio"/> Lowest value         </p> <p><b>To:</b>  <input type="radio"/> Transaction Code  <input checked="" type="radio"/> Highest value         </p> <p><b>Choices:</b></p> <div>between AAAA and NZZZ</div> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p> <p><b>(Alternative) Transaction Code List</b> (Separate with commas, e.g. AAAA, AAAB, AAAC)</p> <div></div>
<p><b>Batch or Journal name</b> (Search on part of the Batch or Journal name)</p> <div></div> <p><i>This selection allows you to search for a particular journal using part of the batch or journal name</i></p>	

### 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.

<b>Select Balance Type(s):</b> <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Budget <input type="checkbox"/> Encumbrance <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Select GL Journal Posting Status:</b> <input type="checkbox"/> U <input checked="" type="checkbox"/> P <a href="#">Select all</a> <a href="#">Deselect all</a> P = Posted, U = Unposted
<b>Report Layout Options:</b> <input type="checkbox"/> Show Entity and Spare Account Segments <input type="checkbox"/> Show Descriptions for Chart of Accounts Segments <input type="checkbox"/> Show Cost Centre Analysis <input type="checkbox"/> Show Batch Name and Description <input type="checkbox"/> Show Journal Name and Description <input type="checkbox"/> Show Journal Source and Category <input type="checkbox"/> Show Journal Line Number <input type="checkbox"/> Show Debits and Credits instead of Totals <input type="checkbox"/> Show Entered Currency <input type="checkbox"/> Show Source Transaction Details <input checked="" type="checkbox"/> Show Negative Amounts in Red <a href="#">Select all</a> <a href="#">Deselect all</a>	

Click on **Finish** 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.AAA	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/C	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)