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.
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.
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*.

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.

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:

<table>
<thead>
<tr>
<th>GL 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>AUG-18</td>
<td>ZZ</td>
<td>ZZIZ</td>
<td>AAAA</td>
<td>EB80</td>
<td>BOOKS</td>
<td>182.00</td>
</tr>
<tr>
<td>24-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZIK</td>
<td>AAAA</td>
<td>ELCZ</td>
<td>Sodium Hypochlorite, Technical, Solution</td>
<td>110.64</td>
</tr>
<tr>
<td>22-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZIK</td>
<td>AAAA</td>
<td>EENZ</td>
<td>PEG2733961</td>
<td>15.30</td>
</tr>
<tr>
<td>22-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZIK</td>
<td>AAAA</td>
<td>EENZ</td>
<td>ARASYSTEM 300</td>
<td>523.67</td>
</tr>
<tr>
<td>28-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZIK</td>
<td>AAAA</td>
<td>ELCZ</td>
<td>PD 2674576</td>
<td>6.50</td>
</tr>
<tr>
<td>16-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZIV</td>
<td>AAAA</td>
<td>EMBD</td>
<td>1.8M CLOVER LEAF CABLE</td>
<td>2.76</td>
</tr>
<tr>
<td>24-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZDA</td>
<td>AAAA</td>
<td>CCA</td>
<td>30003706 DARLOW JG U PD, PDQA, AAA</td>
<td>72.00</td>
</tr>
<tr>
<td>22-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZCZ</td>
<td>AAAA</td>
<td>ELCZ</td>
<td>Slide, Microscopic, Fisherbrand; Plain Gl</td>
<td>63.50</td>
</tr>
<tr>
<td>07-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZYC</td>
<td>GAAA</td>
<td>LK0A</td>
<td>Distribution for miscellaneous receipt; PC</td>
<td>14.66</td>
</tr>
<tr>
<td>23-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZHA</td>
<td>GAAA</td>
<td>ETZZ</td>
<td>25/07/10 PEG2018@LISBON , PORTUG</td>
<td>0.00</td>
</tr>
<tr>
<td>16-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZKZ</td>
<td>GAAA</td>
<td>ETCZ</td>
<td>Ref OD/WR3Z - Zemach Sorsa Lakore, F</td>
<td>1,093.00</td>
</tr>
<tr>
<td>28-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZKZ</td>
<td>GAAA</td>
<td>ELCZ</td>
<td>Starlab 6.1-10ul Filter Tips, 10x96, S1121</td>
<td>40.06</td>
</tr>
<tr>
<td>28-Aug-18</td>
<td>AUG-18</td>
<td>ZZ</td>
<td>ZZKZ</td>
<td>GAAA</td>
<td>ELCZ</td>
<td>Starlab 1-20ul Graduated Filter Tips, 10</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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*