**Actual Journal Lines Detail by sof and cc**

This **Cognos, General Ledger** report utilises the General Ledger transactional data which is 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.

**Navigate**

Cognos > Live > *your dept’s School* > Departmental (Shared) Reports > GL Reporting > Other Reports

**Report parameters**

- **Select 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.
  - 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.
- **Optional, Select Source of Funds Range**
- **Optional, Select Cost Centre Range**
- **Select Journal Status - Posted, Unposted or Posted and Unposted. Default is Posted.**
  - Include/Exclude Zero Lines: Default is Include.
- **Click on Finish to run report.**
Example report output