



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

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. ¹⁰ 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



Example report output

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	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
P	Payables A 2749778 19596258	9 Jan 17 12.07.02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	WAJB	FDZY	(4,121.00)	(4,121.00)	GBP			ST CATHARINE'S COLLEGE	SALES037030	2016-17 BELL			Purchase Invo	JAN-17	U	Journal Import Payables 19596258	
P	Payables A 2749778 19596258	9 Jan 17 12.07.02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	WAJB	ELVC	62.77	62.77	GBP		2420875	SIGMA-ALDRICH CO LTD	8104708382	Betaine solution			Purchase Invo	JAN-17	U	Journal Import Payables 19596258	
P	Payables A 2749778 19596258	9 Jan 17 12.07.02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	WAJB	ELVD	346.18	346.18	GBP		2420875	SIGMA-ALDRICH CO LTD	8104708382	ANTI-HA-PEROXIDASE, HIGH AFFINITY (3F10)			Purchase Invo	JAN-17	U	Journal Import Payables 19596258	
P	Payables A 2749778 19596258	9 Jan 17 12.07.02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	WAJB	ELVD	(9.89)	(9.89)	GBP		2420875	SIGMA-ALDRICH CO LTD	8104708382	ZZ-2420875			Purchase Invo	JAN-17	U	Journal Import Payables 19596258	
P	Payables A 2749778 19596258	9 Jan 17 12.07.02	31-Jan-17	Payables	A	P	JAN-17	Actual	UC	ZZ	ZZAG	WAJB	FDZY	7,626.00	7,626.00	GBP			ST CATHARINE'S COLLEGE	SALES037030	2016-17 BELL			Purchase Invo	JAN-17	U	Journal Import Payables 19596258	
P	Payables A 2749778 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			NATURHISTORISKA RIKSMUSEET	30161478	NORDAM USER FEE			Purchase Invo	JAN-17	U	Journal Import Payables 19596258	
P	Payables A 2749778 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			NATURHISTORISKA RIKSMUSEET	30161478/BANK CHAF	NORDAM USER FEE/BANK CHARGE			Purchase Invo	JAN-17	U	Journal Import Payables 19596258	
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 OF ILORIN					Revenue account for Credit Memo: 4648			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4649			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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 BELLO UNIVERSITY					Revenue account for Credit Memo: 4650			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4651			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4652			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4653			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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 BELLO UNIVERSITY					Revenue account for Credit Memo: 4654			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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 OF JUBA					Revenue account for Credit Memo: 4655			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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 WEST UNIVERSITY					Revenue account for Credit Memo: 4656			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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 OF GHANA					Revenue account for Credit Memo: 4657			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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 BELLO UNIVERSITY					Revenue account for Credit Memo: 4658			Credit Memos	JAN-17	U	Journal Import Receivables 19600244
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 OF CABE COAST					Revenue account for Credit Memo: 4659			Credit Memos	JAN-17	U	Journal Import Receivables 19600244

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
GBP				ST CATHARINE'S COLLEGE	SALES037030	2016-17 BELL			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
GBP			2420875	SIGMA-ALDRICH CO LTD	8104708382	Betaine solution			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
GBP			2420875	SIGMA-ALDRICH CO LTD	8104708382	ANTI-HA-PEROXIDASE, HIGH AFFINITY (3F10)			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
GBP			2420875	SIGMA-ALDRICH CO LTD	8104708382	ZZ-2420875			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
GBP				ST CATHARINE'S COLLEGE	SALES037030	2016-17 BELL			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
SEK				NATURHISTORISKA RIKSMUSEET	30161478	NORDAM USER FEE			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
GBP				NATURHISTORISKA RIKSMUSEET	30161478/BANK CHAF	NORDAM USER FEE/BANK CHARGE			Purchase Invo	JAN-17	U	Journal Import Payables 19596258:
GBP	UNIVERSITY OF ILORIN					Revenue account for Credit Memo: 4648			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4649			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	AHMADU BELLO UNIVERSITY					Revenue account for Credit Memo: 4650			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4651			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4652			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	NGERIAN INSTITUTE FOR OIL PALM RESEARCH					Revenue account for Credit Memo: 4653			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	AHMADU BELLO UNIVERSITY					Revenue account for Credit Memo: 4654			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	UNIVERSITY OF JUBA					Revenue account for Credit Memo: 4655			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	NORTH WEST UNIVERSITY					Revenue account for Credit Memo: 4656			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	UNIVERSITY OF GHANA					Revenue account for Credit Memo: 4657			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	AHMADU BELLO UNIVERSITY					Revenue account for Credit Memo: 4658			Credit Memos	JAN-17	U	Journal Import Receivables 19600244:
GBP	UNIVERSITY OF CABE COAST					Revenue account for Credit Memo: 4659			Credit Memos	JAN-17	U	Journal Import Receivables 19600244: