



## Transaction Code Balance (UFS) report

This **UFS, General Ledger** report is useful for monitoring departmental trading accounts or establishing the total expenditure or income received on a particular transaction code. However, if you wish to use the data in Excel please run the “Exportable” version. `gl_qrgtcb.pdf`

The report gives the choice of displaying actual, budget or encumbrance balances per transaction code as well as including the opening and brought forward balances, activity for either YTD, QTD or the period (i.e. one month) and the cumulative balance at the end of the specified period(s).

**Responsibility** CAPSA GL Supervisor/User/Enquiry  
**Navigate** Requests > Run

### Report parameters

|                            |                 |                |
|----------------------------|-----------------|----------------|
| Balance Type               | A               | Actual         |
| Budget or Encumbrance Type | N/A             |                |
| Period Name                | JUL-13          |                |
| Department                 | PD              | Plant Sciences |
| Pagebreak Segment          | Source of Funds |                |
| Pagebreak Segment Low      | GAAA            |                |
| Pagebreak Segment High     | GAAA            |                |
| Secondary Segment          | Cost Centre     |                |
| Secondary Segment Low      | 0000            |                |
| Secondary Segment High     | ZZZZ            |                |
| Currency Type              | Entered         |                |
| Currency                   | GBP             |                |
| Budget Start Period        | N/A             |                |
| Amount Type                | YTD             | Year-to-Date   |

Buttons: OK, Cancel, Clear, Help

Quick Reference Guide  
Transaction Code Balance (UFS) report

Example report output

| CAPSA Set of Books                     |                                | Transaction Code Balances (UFS) |                                    | Report Date: 07-APR-2016 16:03 |                 |                |
|--|--------------------------------|---------------------------------|------------------------------------|--------------------------------|-----------------|----------------|
| Currency: GBP                          |                                | Year to date Period FEB-16      |                                    | Page: 1 of 6                   |                 |                |
| Type: Entered                          |                                | Department                      |                                    | Ref: XXACC_AFGLTRB2            |                 |                |
| Source of Funds Range: GAAA to GAAA    |                                |                                 |                                    |                                |                 |                |
| Cost Centre Range: 0000 to ZZZZ        |                                |                                 |                                    |                                |                 |                |
| Source of Funds: GAAA External Trading |                                |                                 |                                    |                                |                 |                |
| Cost Centre                            | Cost Centre Description        | Transaction                     | Transaction Description            | Beginning Balance              | Period Activity | Ending Balance |
|  | Plant Sciences: Administration | FKAA                            | Internal Trading - Default Expense | 0.00                           | 2,046.12        | 2,046.12       |
|  |                                | LKAA                            | Sales/Income - Miscellaneous       | 0.00                           | (850.00)        | (850.00)       |
|  |                                | Cost Centre PDAA Total:         |                                    | 0.00                           | 1,196.12        | 1,196.12       |
|  | Plant Sciences: Workshop       | LKQC                            | Sales:Books                        | 0.00                           | (12.58)         | (12.58)        |
|  |                                | Cost Centre PDAB Total:         |                                    | 0.00                           | (12.58)         | (12.58)        |
|  | Plant Sciences General         | LKAA                            | Sales/Income - Miscellaneous       | 0.00                           | (300.00)        | (300.00)       |
|  |                                | Cost Centre PDBA Total:         |                                    | 0.00                           | (300.00)        | (300.00)       |
|  | Field Trips                    | LAAC                            | Conference Income                  | 0.00                           | (4,980.00)      | (4,980.00)     |
|  |                                | Cost Centre PDDE Total:         |                                    | 0.00                           | (4,980.00)      | (4,980.00)     |

Cost Centre will be listed here