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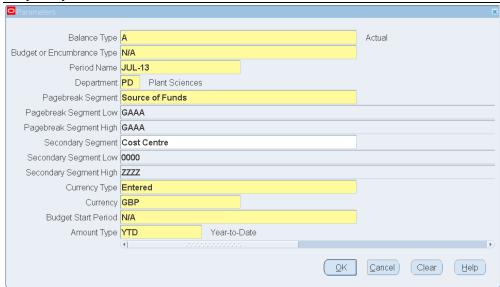
This **UFS, General Ledger** report is useful for monitoring departmental trading accounts or establishing the total expenditure or income received on a particular transaction code. However, if you wish to use the data in Excel please run the "Exportable" version. gl_qrgtcb.pdf

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

Example report output

```
CAPSA Set of Books                              Transaction Code Balances (UFS)              Report Date:        07-APR-2016 16:03
                                                 Year to date Period FEB-16                   Page:        1 of           6
                        Currency:   GBP          Department                                   Ref: XXACC_AFGLTRB2
                            Type:   Entered
        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