



Running Journal Reports

Run the '**Journal – Line Report (UFS)**' to provide all the details of posted journals you selected.

To run the report

1. Navigate: **Requests → Run**
2. Click on **OK** to accept "Single Request"
3. Click into the *Name* box, enter **Journal** and tab to populate the field.
4. The Parameters Box will display, complete with the appropriate data. An example of possible parameters for this report is given below.

Note you will have to type in the details for the two date fields, as there is no list of values.

Parameters

Currency

Begin Date 01-DEC-2016

End Date 01-JAN-2017

Category Adjustment Adjusting Journal Entry

Adjustment Periods No

Department ZZ

OK Cancel Clear Help

Other common categories: include 'Petty Cash', Department deposit movement', 'Transfers'.

- Click on **OK** to return to the Requests window.
- In 'Options' check that:
 - a. copies = 0 if you wish to view the report on screen only; or
 - b. copies = 1 and the correct printer is displayed (if not choose the right one from the local list of values) if you would like one printed copy.
- **Submit** your Request.
- Periodically click on **Refresh Data** until the request completes.
- Once completed if viewing on screen then click on **View Output**.



GL Detailed Procedure
CUFS GL: Running Journal Reports

CAPSA Set of Books

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JOURNAL LINE REPORT (UFS)
From 2013/07/31 to 2013/07/31

Entity: U UC
Period: JUL-13
Category: Adjustment Adjusting Journal Entry

Batch Name: AG/19/08/13/01
Batch Date: 31-JUL-13
Posting Date: 19-AUG-13

[1mC{0m Entry Name: AG/HP/19/08/13/J1
Entry Reference: First Intuition invoice 1792 Period Total of JUL-13 1,624,583.17 1,346,880.72
Source: Manual
Currency: GBP Pound Sterling
Currency Rate: 1
Currency Type: User
Department Code: AG Finance

Date	Accounting Flexfield	Entry	Reference	Description	Entered		Accounted	
					Debit	Credit	Debit	Credit
31-JUL-13	U.AG.AGTD.GAAB.ERPZ.0000	AG/HP/19/08/13/J1	First Intuition invoice 1792	50% of invoice posted to internal trading	198.75		198.75	
31-JUL-13	U.AG.AGTD.AAAA.ERPZ.0000	AG/HP/19/08/13/J1	First Intuition invoice 1792	50% of invoice posted to internal trading		198.75		198.75
				Header Total of AG/HP/19/08/13/J1	198.75	198.75	198.75	198.75
				Batch Total of AG/19/08/13/01			198.75	198.75

Batch Name: AG/19/08/13/02
Batch Date: 31-JUL-13
Posting Date: 19-AUG-13