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 Box]

   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

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

Entity: U
Period: JUL-13
Category: Adjustment
Batch Name: AG/19/08/13/01
Batch Date: 91-JUL-13
Posting Date: 19-AUG-13

Entry Reference: First Intuition invoice 1792
Period Total of JUL-13

Currency: GBR
Currency Rate: 1
Department Code: AG

Date | Accounting Flexfield | Entry | Reference | Description | Debit | Credit | Entered | Accounted |
-----|----------------------|-------|-----------|-------------|-------|--------|---------|-----------|
31-JUL-13 | U.AO.AOTD.0220.ZBRZ.0000 | AG/HP/18/08/13/01 | 0 | First Intuition | 50% of invoice posted to internal | 188.75 | 188.75 | |
31-JUL-13 | U.AO.AOTD.0220.ZBRZ.0000 | AG/HP/18/08/13/01 | 0 | Invoice 1792 | trading | 188.75 | 188.75 | |
31-JUL-13 | U.AO.AOTD.0220.ZBRZ.0000 | AG/HP/18/08/13/01 | 0 | Invoice 1792 | trading | 188.75 | 188.75 | |

Batch Name: AG/19/08/13/02
Batch Date: 91-JUL-13