Chart of Accounts - Segment Value Listing (UFS)

This report enables departments to produce lists on the various segments of the General Ledger account code string for their department e.g. cost centre, source of funds or transaction codes. It can be exported into Microsoft Excel allowing departments to customise the report where required.

Parameter screen

This report can be run using any **GL** responsibility.

Complete the following fields:

a. **Department code**

b. **Segment name** field: **Cost Centre, Source of Funds** or **Transaction Code,** and *Tab*

c. Complete the **Segment Range Low** and **Segment Range High** fields that you wish to create a list for, e.g. XX00 – XXZZ if you were wanting a list of all cost centres for your department (replace XX with your department code).

d. Click **OK** and then click **OK** again.

Once the report has run, *View output*. The report will download as an Excel file. Open the file and the report will open with 2 worksheets; the first lists the parameters of the report, the second lists the Segment data for the selected option.

Report output

This example was run using the Cost Centre segment option.

You can use the Excel filter 'Enabled' to see which codes are currently active.

Some columns are auto-hidden as they contain no data.

Cost Centre	Description	Start Date	End Date	Enabled	Parent	Rollup Group	Posting Allowed
ZZAA	Ecology: Administration	17-May-00	00-Jan-00	Yes	No		Yes
ZZAB	Ecology: Workshop	17-May-00	00-Jan-00	Yes	No		Yes
ZZAC	Ecology: Maintenance	17-May-00	00-Jan-00	No	No		No
ZZAD	Ecology: Library	17-May-00	00-Jan-00	Yes	No		Yes
ZZAE	Ecology: Catering	17-May-00	00-Jan-00	Yes	No		Yes
ZZAG	Ecology: Research Grant Activity	14-Sep-16	00-Jan-00	Yes	No		Yes
ZZAH	Press & Assessment Board	31-Mar-17	00-Jan-00	Yes	No		Yes
ZZBA	Ecology: General	05-Jun-00	00-Jan-00	Yes	No		Yes
ZZBB	Registry Division	05-Jun-00	00-Jan-00	Yes	No		Yes
ZZBC	Assistant Staff Office	05-Jun-00	00-Jan-00	No	No		No
ZZBD	General Board Division	05-Jun-00	00-Jan-00	No	No		No
ZZBE	Board of Graduate Studies	05-Jun-00	00-Jan-00	No	No		No

Note:

Cost centre XXAA to XXBA are standard codes that all departments have.

The XXAG cost centre is used exclusively for posting balances from research project accounts into the General Ledger.