



## 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:

- Department code**
- Segment name** field: **Cost Centre**, **Source of Funds** or **Transaction Code**, and **Tab**
- 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).
- Click **OK** and then click **OK** again.

Once the report has run, *View output*. The report opens in the browser you used to log into UFS. Use the browser *settings*, and *save as* a *txt* file in an appropriate folder. Open Excel and import the text file (Refer [Importing a text file](#)).

### Report output

*This example was run using the Cost Centre segment option.*

Cost Centre	Description	Start Date	End Date	Enabled	Parent	Rollup Group	Posting Allowed	Budgeting Allowed
ZZAA	Ecology: Administration	17-May-00		Yes	No		Yes	Yes
ZZAB	Ecology: Workshop	17-May-00		Yes	No		Yes	Yes
ZZAC	Ecology: Maintenance	17-May-00		Yes	No		Yes	Yes
ZZAD	Ecology: Library	17-May-00		Yes	No		Yes	Yes
ZZAE	Ecology: Catering	17-May-00		Yes	No		Yes	Yes
ZZAG	Ecology: Research Grant Activity	17-May-00		Yes	No		Yes	Yes
ZZEA	Departmental Photocopier	05-Jun-00		Yes	No		Yes	Yes
ZZIB	Teaching Laboratory	29-Jul-00		Yes	No		Yes	Yes

### 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.*