



# GL Transactions

Available in **Cognos**, this **General Ledger** report allows users to see detailed transactional information for selected departments and periods. These can be multiple and non-adjacent.

This report defaults to Excel, but can provide output in all standard formats (including PDF and html).

## Running the report

The report can be accessed from the following folder:

**Public Folders > LIVE > [School] > School All Departments (CUFS)**

### Parameters

Do not forget to click on the **allow Chart of Account Code selection** button if you want to use these parameters.

If you have activated this selection, you will need to insert each source of funds/cost centre/transaction code combination required:

- a single SoF/CC/T.Code
  - a range SoF/CC/TCode
  - greater than a SOF/CC/T.Code
  - up to a SOF/CC/T.Code
- enter the same code in the **From** and **To** fields,  
complete the **From** and **To** fields  
just complete **From** field  
just complete **To** field



Once you have completed your selection, you need to click the *Select all to Finish* and run the report.

**Optional. Select Source of Funds Code(s). Multiples allowed. Click on insert to choose ranges or individual codes.**

From: ☐ Source of Funds Code ☐ Lowest value ☐ Highest value

To: ☐ Source of Funds Code ☐ Lowest value ☐ Highest value

Insert Remove

Choices:

**Optional. Select Cost Centre Code(s). Multiples allowed. Click on insert to choose ranges or individual codes.**

From: ☐ Cost Centre Code ☐ Lowest value ☐ Highest value

To: ☐ Cost Centre Code ☐ Lowest value ☐ Highest value

Insert Remove

Choices:

**Optional. Select Transaction Code(s). Multiples allowed. Click on insert to choose ranges or individual codes.**

From: ☐ Transaction Code ☐ Lowest value ☐ Highest value

To: ☐ Transaction Code ☐ Lowest value ☐ Highest value

Insert Remove

Choices:

## Example output

In Excel a workbook containing two worksheets will open:

- GL Transaction Report
- Parameters

### GL Transaction Report

Department Code	Cost Centre Code	Source of Funds Code	Transaction Code	Period Name	Journal Batch Posted Date	Journal Line Description	Accounted Amount	Currency Code	Journal Source	Batch Description	Journal Header Name
AG	0000	0000	SPAA	JAN-17	5 Jan 17 15:29:09	IMPREST 05-JAN-2017	1,150.27	GBP	Manual		AG/DE/05/01/17/01
AG	0000	0000	SPAA	JAN-17	5 Jan 17 15:29:09	PETTY CASH IMPREST 05-JAN-2017	(1,150.27)	GBP	Manual		AG/DE/05/01/17/01
AG	0000	0000	SPAA	JAN-17	12 Jan 17 13:04:58	IMPREST 12-JAN-17	603.18	GBP	Manual		AG/AF/12/01/17/01

GL Transaction Report JAN-17												
Journal Header Description	Journal Line Number	Supplier Name	Invoice Number	Customer Name	Account Number	Reference 5	Reference 6	Reference 7	Reference 8	Reference 9	Reference 10	Balance Type
PETTY CASH IMPREST 05-JAN-2017	15											Actual
PETTY CASH IMPREST 05-JAN-2017	14											Actual
PETTY CASH IMPREST 12-JAN-17	12											Actual

Account Analysis Reference 1	Account Analysis Reference 2	Journal Header Posted Date	Journal Line Effective Date	PO Number	Requisition Number	Batch Name	Journal Line Description
AG/DE/05/01/17/01 05-JAN-2017 11:06:40		5 Jan 17 15:29:09	5-Jan-17			AG/DE/05/01/17/01 05-JAN-2017 11:06:40	IMPREST 05-JAN-2017
AG/DE/05/01/17/01 05-JAN-2017 11:06:40		5 Jan 17 15:29:09	5-Jan-17			AG/DE/05/01/17/01 05-JAN-2017 11:06:40	PETTY CASH IMPREST 05-JAN-2017
AG/AF/12/01/17/01 12-JAN-2017 12:27:15		12 Jan 17 13:04:58	12-Jan-17			AG/AF/12/01/17/01 12-JAN-2017 12:27:15	IMPREST 12-JAN-17

### Parameters

School: UAS

Department Code(s): AG: Finance

GL Period: JAN-17

GL Transaction Report Parameters