

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.

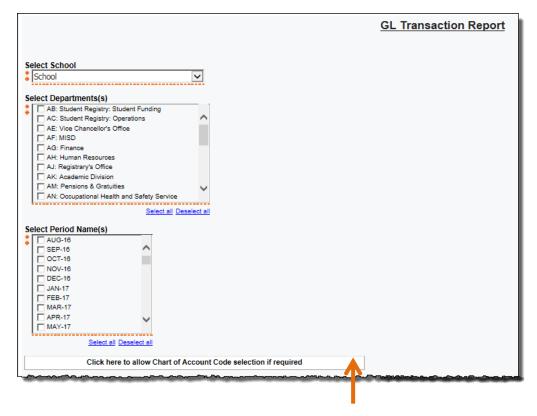
This report defaults to Excel, but can provide output in all standard formats (including PDF and html).

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.

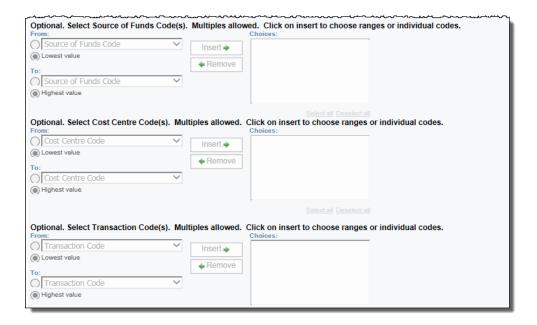
If you have activated this selection, you will need to insert each source of funds/cost centre/transaction code combination required:

- 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.



Example output

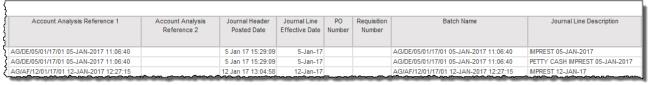
In Excel a workbook containing two worksheets will open:

- GL Transaction Report
- Parameters

GL Transaction Report



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



Parameters

