Account Analysis – Transaction Details with Categories and School Param (UFS)

Available in CUFS, this General Ledger report allows users to view transactional detail from the general ledger and can be run at School or Departmental level.

This report provides output in Excel format.

Running the Report

The report can be run from the following responsibilities:
- CAPSA **: GL Dept Supervisor/ User/ Enquiry
- U.F.S AG GL CENTRAL USER

Navigation: Requests > Run

Parameters

School: If the default School of ALL is selected and no Department is selected the report will complete in error. No output will be available and the log will contain the message:

Error: Department or School must be provided

When using a departmental responsibility only output for that department will be visible, to run for an entire school please use a central responsibility.

Currency: Select either GBP or STAT
Example Output

A workbook containing two worksheets will open. If run across multiple departments then all data combined onto the one Transactions worksheet.

Report Information

Transactions

There are no totals or subtotals on this sheet: this just provides the transaction detail analysed line by line. The grand total is included on Report Information tab.
The Reference fields are dependent on the source of the transaction, for example:

<table>
<thead>
<tr>
<th>Reference</th>
<th>AP Invoice / expense claim</th>
<th>AR Invoice</th>
<th>AR Misc. Receipt</th>
<th>GL Journal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref 1</td>
<td>Supplier/employee name</td>
<td>Customer name</td>
<td>Comments</td>
<td>This field will remain empty</td>
</tr>
<tr>
<td>Ref 4</td>
<td>This field will remain empty</td>
<td>Invoice Number</td>
<td>Receipt Number</td>
<td>This field will remain empty</td>
</tr>
<tr>
<td>Ref 5</td>
<td>Invoice number</td>
<td>Customer Number</td>
<td>This field will remain empty</td>
<td>This field will remain empty</td>
</tr>
<tr>
<td>Ref 6</td>
<td>This field will remain empty</td>
<td>Invoice Type</td>
<td>This field will remain empty</td>
<td>This field will remain empty</td>
</tr>
<tr>
<td>Ref 8</td>
<td>This field will remain empty</td>
<td>Invoice/Credit Memo</td>
<td>This field will remain empty</td>
<td>This field will remain empty</td>
</tr>
<tr>
<td>Ref 10</td>
<td>This field will remain empty</td>
<td>This field will remain empty</td>
<td>This field will remain empty</td>
<td>This field will remain empty</td>
</tr>
</tbody>
</table>