



Transaction Code Balances - Excel (UFS)

Available in **UFS**, this **General Ledger** report allows users to produce a summary report of the activity on transactions codes that can be broken down by cost centres and/or sources of funds if required.

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

Balance Type	A	Actual
Budget or Encumbrance Type	N/A	
Period Name	JAN-17	
Department	AG	Finance
Pagebreak Segment	Cost Centre	
Pagebreak Segment Low	AGBI	
Pagebreak Segment High	AGBI	
Secondary Segment		
Secondary Segment Low		
Secondary Segment High		
Currency Type	Entered	
Currency	GBP	
Budget Start Period	N/A	
Amount Type	YTD	Year-to-Date

OK Cancel Clear Help

Budget type	Choice of Allocation or Plan
Pagebreak segment	Choice of cost centre, source of funds or transaction code
Currency type	Entered or translated
Currency	Choice of national currencies but not STAT

Example output

A workbook containing two worksheets will open.

Report Information

Report Name	Transaction Code Balances - Excel (UFS)		
Run By	PH343 Humphreys (Fin), Mr. Paul		
Report Date	28-Jun-2017 11:26		
Parameters Entered			
Type	Actual		
Budget Name			
Period Name	JAN-17		
Department	AG		
Cost Centre	AGBI - AGBI		
Entity	-		
Currency Type	Entered		
Currency	GBP		
Budget Start Period	N/A		
Amount Type	Year-to-Date		
Notes:			
The Reconciliation section below should show no difference between the sum of transactions and the check total			
Reconciliation	Beginning Balance	Period Activity	Ending Balance
Sum of transaction amounts	-100.00	200.00	100.00
Check total	-100.00	200.00	100.00
Difference	0.00	0.00	0.00

Balances

Cost Centre	Cost Centre Description	Entity	Entity description	Transaction	Transaction
AGBI	Financial Systems Group	U		EKEA	System So
AGBI	Financial Systems Group	U		EQFH	Call Charg
AGBI	Financial Systems Group	U		XEAA	Departme

Transaction description	Beginning Balance	Period Activity	Ending Balance
System Software	0.00	100.00	100.00
Call Charges Actual Voip	0.00	100.00	100.00
Departmental Reserves	-100.00	0.00	-100.00