



## TYPES OF GENERAL LEDGER REPORTS AVAILABLE

1. **ACCOUNT ANALYSIS REPORT – [Sample Account Analysis Report.pdf](#)**  
 The Account Analysis Report lists each and every transaction for the period.  
 There are two Account Analysis Reports. One is 132 characters wide the other 180 characters wide. The 132 char report is written in a bigger font and is easier to read.

### Account Analysis Report Parameters:

<b>Type</b>	Entry Item	This reference number/name is created when journals are imported into the General Ledger
	Line Item	Details the type of expenditure (i.e Concept, PO, Credit Card Number or Supplier)
	Source Item	What process incurred the expense (ie. Pay Run, Purchase Order number, or Credit Card Name)
<b>Currency</b>	AUD	Our Ledger is in one currency
<b>Balance Type</b>	Actual	Details of expenses that have been posted to the ledger
	Budget	Details of the loaded budget
	Encumbrance	Details the movement in the encumbrances for that period (ie Accrual; Reverse Accruals)
<b>Budget or Encumbrance Name</b>	Budget <b>(For current year select EXPENDBUD)</b>	BOOKBUD
		EXPENDBUD
		LOADEDBUD
		NTUBUDGET
		REVENUEBUD
	Encumbrance <b>(Select either COMMITMENT or ENCUMBRANCE)</b>	COMMITMENT
		DOSIER
		OLD
		ENCUMBRANCE
	<b>Starting Period</b>	Month and Year
<b>Ending Period</b>	Month and Year	Month you want the report to end (i.e MAY-06)
<b>Flexfield From</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity (ie 0207-1701-000-00-01)
<b>Flexfield To</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity (ie 0207-1701-zzz-zz-01) You can use z's or 9's to indicate that you want the whole range of natural accounts
<b>Order By</b>	Account Segment	Report prints in order of Natural Account
	Balancing Segment	Report prints in Balancing Segment
	Source	Report prints in order of Source of Journals (i.e. Concept, Payables)

**2. GENERAL LEDGER ACCOUNT ANALYSIS WITH PURCHASING DETAIL –**  
[Sample General Ledger Account Analysis with Purchasing Detail.pdf](#)

The General Ledger Account Analysis with Purchasing Detail is a report that displays the purchasing detail such as purchase order numbers.

**General Ledger Account Analysis with Purchasing Detail Parameters:**

<b>Currency</b>	AUD	Our Ledger is in one currency
<b>Starting Period</b>	Month and Year	Month you want the report on (i.e MAY-06)
<b>Ending Period</b>	Month and Year	Month you want the report to end (i.e MAY-06)
<b>Flexfield from</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity (i.e 0207-1701-000-00-01)
<b>Flexfield to</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity (i.e 0207-1701-zzz-zz-01) You can use z's or 9's to indicate that you want the whole range of natural accounts
<b>Break Segment</b>	Area	The business unit/cost centre within the University (4 characters)
	Activity	The Activity, Project or function involved (4 numbers)
	Account	The nature of the income or expenses (3 numbers)
	Sub Account	Provides more detail to some accounts (2 numbers)
	Entity	The legal entity or quasi-commercial entity (2 numbers)

**3. ACCOUNT ANALYSIS WITH PAYABLES DETAIL (132 CHAR) –**  
[Sample Account Analysis with Payables Detail.pdf](#)

This report displays the general ledger with details of the Accounts Payable transactions, such as Invoice number.

**Account Analysis with Payables Detail (132 Char) Parameters:**

<b>Period Name</b>	Month and Year	Month and year you want the report
<b>Flexfield from</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity(i.e 0207-1701-000-00-01)
<b>Flexfield to</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity (i.e 0207-1701-zzz-zz-01) You can use z's or 9's to indicate that you want the whole range of natural accounts
<b>Currency</b>	AUD	Our Ledger is in one currency

4. TRIAL BALANCE REPORT – SUMMARY 1 – [Sample Trial Balance Report.pdf](#)

The Trial Balance Report is used to view the Summary level of income and expenditure.

**Trial Balance Report – Summary 1 Parameters:**

<b>Pagebreak Segment</b>	Area	The business unit/cost centre within the University (4 numbers)
	Activity	The Project or function involved (4 numbers)
	Sub Account	Provides more detail to some accounts (2 numbers)
	Entity	The legal entity or quasi-commercial entity (2 numbers)
<b>Pagebreak Segment Low</b>	Area	The business unit/cost centre within the University (4 numbers)
<b>Pagebreak Segment High</b>	Area	The business unit/cost centre within the University (4 numbers)
<b>Currency</b>	AUD	The ledger only uses one currency
<b>Period Name</b>	Month and Year	The month you wish to report on

4. **GENERAL LEDGER REPORTS – [Sample General Ledger Report.pdf](#)**

There are two General Ledger Reports. One is 132 characters wide and the other is 180 characters wide. The detail displayed on both is similar. The data is printed in Natural Account order and has an opening balance and closing balance for each account and can be done for more than one period.

General Ledger Reports Parameters:

<b>Type</b>	Entry Item	This reference number/name is created when journals are imported into the General Ledger
	Line Item	Details the type of expenditure (ie Concept, PO, Credit Card Number or Supplier)
	Source Item	What process incurred the expense (ie. Pay Run, Purchase Order number, or Credit Card Name)
<b>Currency</b>	AUD	Our Ledger is in one currency
<b>Balance Type</b>	Actual	Details of expenses that have been posted to the ledger
	Budget	Details of the loaded budget
	Encumbrance	Details the movement in the encumbrances for that period (ie Accrual; Reverse Accruals)
<b>Budget or Encumbrance Name</b>	Budget <b>(For Current Year choose EXPENDBUD)</b>	BOOKBUD
		EXPENDBUD
		LOADEDDBUD
		NTUBUDGET
		REVENUEBUD
	Encumbrance (Select either COMMITMENT or ENCUMBRANCE)	COMMITMENT
		DOSIER
		OLD
		ENCUMBRANCE
<b>Starting Period</b>	Month and Year	Month you want the report on (i.e MAY-06)
<b>Ending Period</b>	Month and Year	Month you want the report to end (i.e MAY-06)
<b>Flexfield From</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity (i.e 0207-1701-000-00-01)
<b>Flexfield To</b>	Cost Centre Code	Area, Activity, Natural Account , Sub Acc, Entity (i.e 0207-1701-zzz-zz-01) You can use z's or 9's to indicate that you want the whole range of natural accounts