

Create a Detailed Account Journal Report

1. Jump to **JACTG**
2. A search box will automatically open up.
3. Enter the **Fiscal Year**, Fund, Department and/or any other criteria for which you want detailed accounting. There are many Posting Codes available to use. The following **Posting Codes** are the most commonly used:

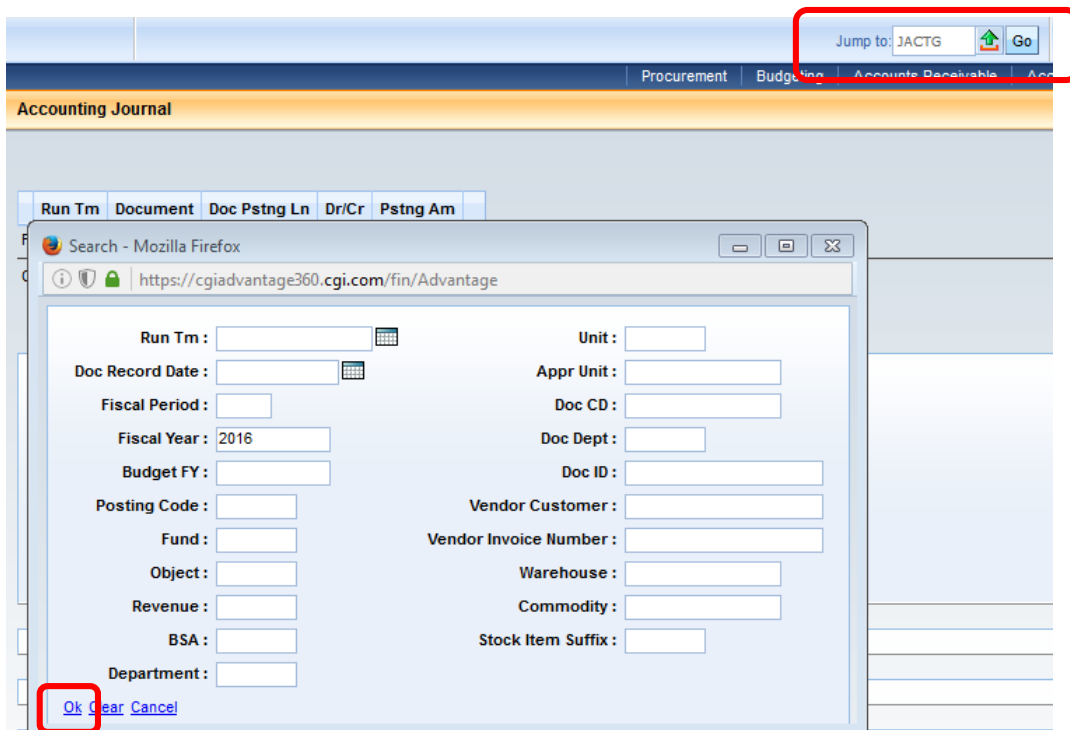
- D011 – accrued expenses (external)
- D014 – cash expenses (external)
- D024 – accrued expense (internal)
- D025 – cash expense (internal)
- R002 – billed revenues
- R003 – collected revenues

If you want a **specific month** report – enter a number in **Fiscal Period** (e.g. 6 = June)

If you want a **Period range**, in the **Fiscal Period** you can use the following symbols to narrow your period: >, <, ≤, ≥,

Greater Than (>)	If >7 is entered in the Fiscal Period field, all items created after July are returned in the report.
Greater Than or Equal To (>=)	If >=7 is entered in the Fiscal Period field, all documents created on or after July are returned in the report.
Less Than Sign (<)	If <7 is entered in the Fiscal Period field, all documents created before July are returned in the search.
Less Than or Equal To (<=)	If <=7 is entered in the Fiscal Period field, all documents created on or before July are returned in the search.

4. Click [Ok](#).



5. Results will be displayed. Click [Download](#). This will generate the report in an Excel file.

	<u>Run Tm</u>	<u>Document</u>	<u>Doc Pstng Ln</u>	<u>Dr/Cr</u>	<u>Pstng Am</u>
✓	06/13/2016	AD,191,AD16061300281,1	2	D	\$110.00
	06/13/2016	EFT,191,EFT16061300060,1	2	D	\$291.50
	06/13/2016	EFT,191,EFT16061300060,1	2	D	\$143.00
	06/13/2016	AD,191,AD16061300284,1	2	D	\$65.00
	06/13/2016	AD,191,AD16061300284,1	2	D	\$65.00
	06/13/2016	EFT,191,EFT16061300067,1	2	D	\$655.00
	06/13/2016	AD,191,AD16061300286,1	2	D	\$110.00
	06/13/2016	AD,191,AD16061300287,1	2	D	\$125.00
	06/13/2016	EFT,191,EFT16061300091,1	2	D	\$110.00
	06/13/2016	EFT,191,EFT16061300091,1	2	D	\$165.00

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6. The file will provide quite a bit of information. You might find it helpful to delete the first 3 rows and then look at the column headings. You may also hide or delete the columns that you do not need.

Note: Similar to PeopleSoft, there is a limit to the number of rows that a report will return. The limit in A360 is 5,000 rows.