Run a Department Category Account Listing

Department journals are used to record accounting transactions in the University’s General Ledger. Department journals use seven external and four internal categories to allow transfer at the transactional level. Each of these categories is linked to a range of natural accounts. The Department Category Account Listing report has been developed to provide you with a listing of the available categories and the natural accounts that are linked to them. **Note:** a natural account will be linked to one category only. This report may be run using either the UOM Data Entry Faculty or UOM Manager Faculty responsibility.

**Running a Department Category Account listing report**

1. Select **View > Requests** from the menu bar. The find a Requests screen will display.
2. Click the **Submit a New Request** button. The Submit a New Requests screen will display.
3. Select **Single Request** and click **OK**. The Submit Request screen will display.
4. Enter **UOM Department Category Accounts Listing** in the **Name** field, or select it from the List of Values (LOV).
5. Click the **Submit** button. The Requests screen will display automatically to show the progress of your request. If this screen does not display automatically, select **View > Requests** from the menu bar.
6. Click the **Refresh Data** button to update the progress (Phase) of your request. The Phase field will update to Complete once the report has run.
7. Once completed, click on the **View Output** button at the bottom of the screen to open the report. You can then print or save the report.

**Please note:** the Department Category Account Listing report is published with the date and time you ran the report. As the Chart of Accounts listing is periodically updated, you may need to re-run the Category Listing report to capture any new accounts that are added in the future.