PROCARD DEFAULT CHART STRING AND ACCOUNT LOOK UP

Log into Cognos and select the GL008 report.

In the Date Options section select User Defined YTD Period, Fiscal Year 2015 and Accounting Period 12-August.

Enter your default chart string and account 75695, as shown below. Be sure to enter your complete chart string, including project if appropriate.

**Fund:**
Select one or more Funds.

```
021 - NMFF Med Malpractice
022 - NU Med Malpractice
023 - NU General Liability
024 - NU Auto Liability
025 - NU Student Insurance
026 - Rubicon Administrative Costs
030 - Student Loan Sales (XSLM)
100 - Unrestricted Funds
110 - General Unrestricted
120 - Employee Benefits
130 - Unrestricted Clearing
```

Select all Deselect all
**Department Prompt**
Use the drop down list to select one or more departments from a tree or by ID/description.

**Department**
Search by entering all or part of a Department ID or its description.

Tip: Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

**Keywords:**
Type one or more keywords separated by spaces.

1424000  [Search]

**Account**
Search by entering all or part of an Account ID or its description.

Tip: Only the first 300 results can be displayed. Enter more information below and search again to reduce the number of search results.

**Keywords:**
Type one or more keywords separated by spaces.

75695  [Search]

**Results:**
1424000 - Bursar, Evanston

**Choice:**
1424000 - Bursar, Evanston

Select all  Deselect all

[Image 72x364 to 534x720]

[Image 72x82 to 540x363]
Click on the Finish button on the bottom of the screen. This will generate a report of all FY15 activity in your default chart string. Any amounts remaining in the account should be allocated to the proper chart string and account before year end.