

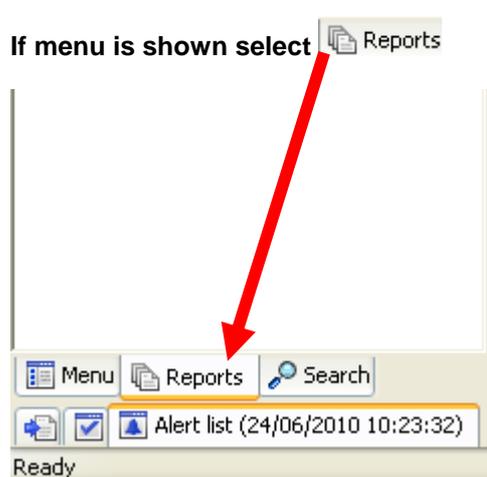
001 Transaction Subtotal by Account

In Agresso there is a specific browser enquiry that allows you to check any transactions per account code with a subtotal.

1. Please note the results will depend on your access
2. Any Accrual information has been excluded from the results

To open the specific Browser Enquiries:

Select the Reports Tab that can be found depending on how the user's individual menu is set up.



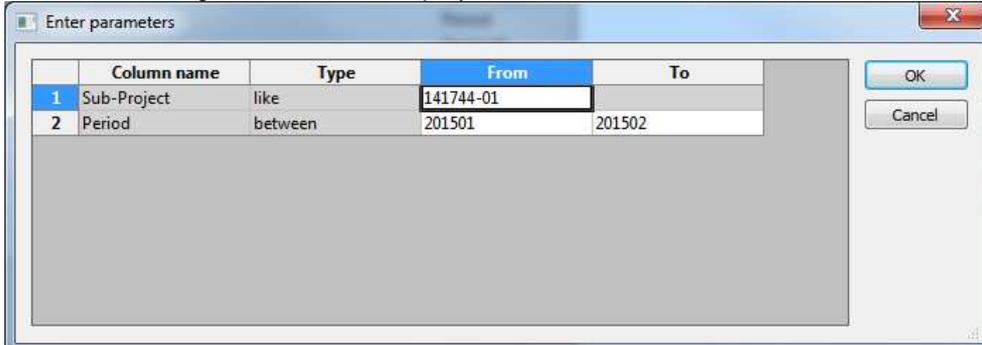
From the reports menu select

 *Global Reports*

 02- Transaction Details

 001 Transaction Subtotal by Account (double-click to open)

1. The following screen will be displayed:



	Column name	Type	From	To
1	Sub-Project	like	141744-01	
2	Period	between	201501	201502

2. Enter your Sub-Project Code and Period range you require

3. The details will of your result will appear:

NB: If the results screen produces no value, then either:

- (a) The search criteria is inaccurate; e.g. Wrong Sub-Project code, or, wrong period range entered
- (b) There are no results for the particular search
- (c) You do not have access to the results

Agresso SSD Enquiries

4. A list of results should appear:

001-Transaction Subtotal by ...											
Print Receipt Add field Add/change expression Add relation Add flexi-field Add tree Expand base Delete field Delete all fields Search conditions Column format Sub total logic Properties Event setup Conditional formatting Add/change											
1 - Setup 2 - Search 3 - Results											
	Transaction Type	Transaction Type(T)	TransNo	tra/inv date	Period	Account	Account(T)	Costc	Sub-Project	TC	
1	RV	Reversing Journal	3000111461	05/08/2014	201501	6440	OTHER LABORATORY SUPPLIES/SERVICE	90206000	141744-01	0	Cancelled 140805 3C
2	GL	GL Journals	3000111268	01/08/2014	201501	6440	OTHER LABORATORY SUPPLIES/SERVICE	90206000	141744-01	0	(Dr Maria Jackson) M
	Σ1					6440	OTHER LABORATORY SUPPLIES/SERVICE				
4	GL	GL Journals	3000112893	10/09/2014	201502	6530	COMPUTER SOFTWARE/LICENCE PURCH	90206000	141744-01	0	R31707 PROJECT LI
	Σ1					6530	COMPUTER SOFTWARE/LICENCE PURCH				
6	IE	Posting Incoming Invoices	670032550	04/08/2014	201501	6540	OTHER COMPUTING COSTS	90206000	141744-01	AS	LENOVO THINK CENT
	Σ1					6540	OTHER COMPUTING COSTS				
8	GL	GL Journals	3000112220	26/08/2014	201501	6550	DATA INFORMATION SERVICES	90206000	141744-01	0	RQ31702/Server Cen
	Σ1					6550	DATA INFORMATION SERVICES				
10	IE	Posting Incoming Invoices	670036822	26/08/2014	201502	6740	OTHER EQUIPMENT	90206000	141744-01	AS	STARTECH DIVI SING
	Σ1					6740	OTHER EQUIPMENT				
12	GL	GL Journals	3000112451	29/08/2014	201501	7560	TRAINING COURSES	90206000	141744-01	0	2D FIRST AID REF C
	Σ1					7560	TRAINING COURSES				
14	IE	Posting Incoming Invoices	670041521	18/08/2014	201502	8050	CONSULTANCY & PROFESSIONAL SERVICE	90206000	141744-01	AS	RECRUITMENT FEE F
	Σ1					8050	CONSULTANCY & PROFESSIONAL SERVICE				
	Σ										

5. These are the descriptions of the fields:

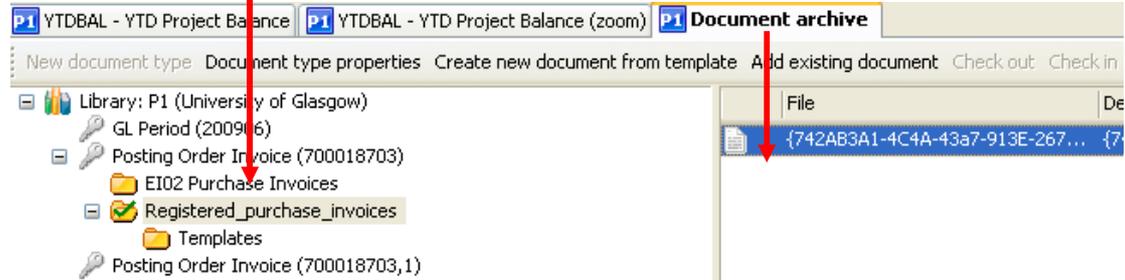
1. Transaction Type and Text(T) - This indicates the type of transaction and description
2. TransNo. – This is the Agresso generated transaction number for the invoice transaction
3. Tra/Inv. date – This is either the date the transaction was entered onto Agresso, or, depending on the type of transaction (invoices), the invoice date.
4. Period – This is the period in which the transaction was entered onto Agresso
5. Account code and text (T) – The account code and description. There is a subtotal per account code highlighted in yellow.
6. Costc – The cost centre associated to the Sub-Project
7. Sub-Project – The Sub-Project requested when running the enquiry.
8. TC – The Tax Code for the Transaction.
9. Text – This is the description of the transaction
10. Amount – This is the amount of the transaction.
Positive amount = Expenditure
Negative amount = Income
11. Supplier/Customer(T) – *If applicable* -The supplier or Customer of the transaction – this depends on the type of transaction if a supplier or customer is involved.
12. OrderNo. – *If applicable* - The order number that was raised if the transaction is an invoice payment.
13. InvoiceNo. *If applicable* - The invoice number that was raised if the transaction is an invoice payment.

Agresso SSD Enquiries

- If the transaction has an invoice number the scanned invoice can be viewed by clicking on the Documents Icon 

This will open the following screen:

- Click on the EI02 Purchase Invoices Folder
- Double Click on Invoice to view the Invoice



If blank then no invoice has been scanned against the transaction

This will then show the Invoice details of the transaction.

