004 Transaction Subtotal by Research Headings

In Agresso there is a specific browser enquiry that allows you to check any transactions per Research Headings with a subtotal.
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1. Please note the results will depend on your access
2. Any Accrual information has been excluded from the results

To open the specific Enquiries go to:

Menu

Your employment	**Global reports**
	📁 01-Purchase Order Details ≫
Procurement	📁 02-Transaction Details ≪
	🔍 001-Transaction Subtotal by Account
	🔍 002-Transaction Subtotal by Period
Reports	🔍 003 - Supplier Spend
	🔍 004-Transaction Subtotal by Researc...
	🔍 Purchase Card Invoice Log
	📁 03-Balance Enquiries ≫
	📁 05-Sales Orders ≫
	📁 10-Agresso Help & Manuals ≫
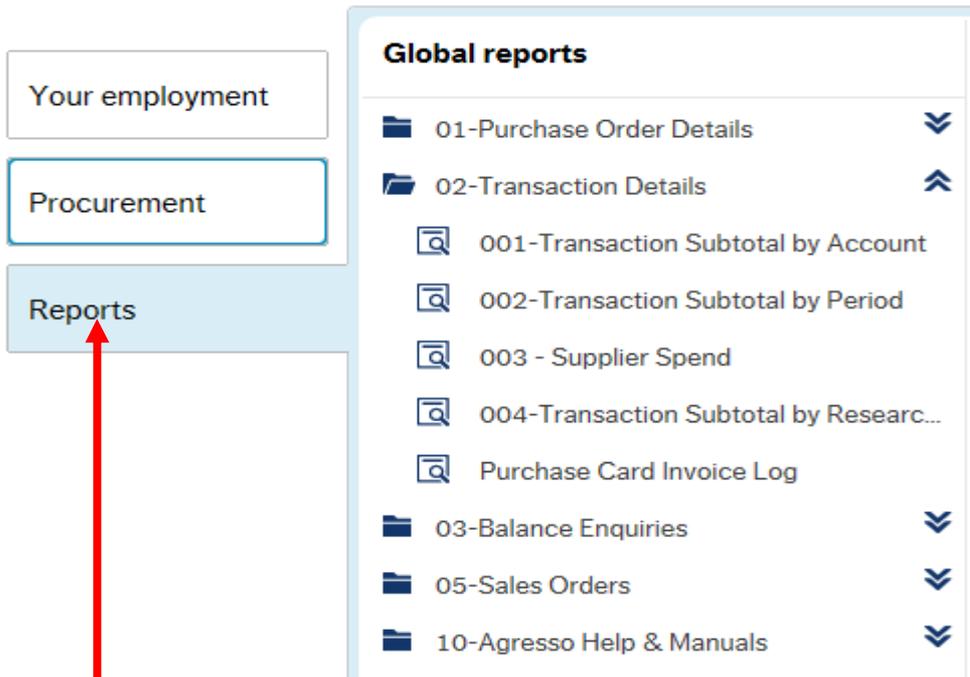
Select Reports

At the top of the menu screen click on:
Select Reports

📁 01- Purchase Order Details

🔍 - 004 Transaction Subtotal by Research Headings

1. The following screen will be displayed with the Search Parameters:

Period between		...	and		...
Company like	P1				
Sub-Project like		...			

Search against any of the fields within this pane by entering the details in the relevant field

and clicking the search icon **Search**

The results will then appear depending on the search criteria
N.B If no results will be shown please check the search criteria entered or you may not have access to the results
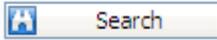
Then click [Search] to view the results

NB: If the results screen produces no value, then either:
(a) The search criteria is inaccurate; e.g. Wrong 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

2. A list of results should appear:

Results

#	T	Transaction Type	Transaction Type (T)	TransNo	tra/inv date	Period	Resbud	Resbud (T)	Account	Accoun (T)
147	B	IE	Posting Incoming Invoices	670181705	29/10/2015	201604	XE10	Equipment	6720	OFFICE EQUIPMENT
Σ1							XE10	Equipment		
149	B	IE	Posting Incoming Invoices	670152539	30/06/2015	201601	XE11	DA Equipment Maintenance	6765	DA Equipment Maintenance
150	B	IE	Posting Incoming Invoices	670152538	29/05/2015	201601	XE11	DA Equipment Maintenance	6765	DA Equipment Maintenance
Σ1							XE11	DA Equipment Maintenance		
152	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	6910	AUDIO-VISUAL EQUIPMENT MA
153	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	7170	STATIONERY AND OFFICE SUP
154	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	7170	STATIONERY AND OFFICE SUP
155	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	7170	STATIONERY AND OFFICE SUP
156	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	7170	STATIONERY AND OFFICE SUP
157	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	7170	STATIONERY AND OFFICE SUP
158	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	6910	AUDIO-VISUAL EQUIPMENT MA
159	B	IE	Posting Incoming Invoices	670165102	15/09/2015	201602	XU10	Consumables	7170	STATIONERY AND OFFICE SUP
160	B	CA	Canon Printing Charges	9120003319	03/11/2015	201603	XU10	Consumables	7120	PRINTING AND PRINTING SUPP
161	B	IE	Posting Incoming Invoices	670181703	29/10/2015	201604	XU10	Consumables	6910	AUDIO-VISUAL EQUIPMENT MA
162	B	IE	Posting Incoming Invoices	670181703	29/10/2015	201604	XU10	Consumables	7170	STATIONERY AND OFFICE SUP
Σ1							XU10	Consumables		
Σ										

3. 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. Resbud and text (T) – The Research Heading code and description.
There is a subtotal per account code highlighted in yellow.

6. Costc – The cost centre associated to the project

7. Project – The 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.

SUBTOTALS

On certain enquiries there are different levels of subtotals. This will only show the subtotals.

To see the different levels of Subtotals:

Select Detail Level Drop down arrow and choose the subtotal level required
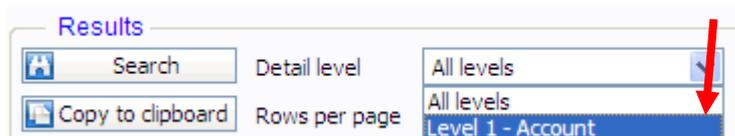
COPY RESULTS TO OTHER SOFTWARE PROGRAM (EXCEL, WORD, etc…)

To copy the results to another software program select
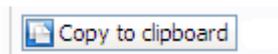
And then paste results into required software program

TO VIEW REGISTERED INVOICE

To view the Registered invoice click on the Transo field :

This will open up a screen where the scanned invoice can viewed/saved/printed:

Transaction details

670180082	3	2015090641 1667790 COMMERCIAL REMOVAL	16.79	0	IE	17472	91901030	123610-01	
670180082	4	2015090641 1667790 COMMERCIAL REMOVAL	-16.79	0	IE	17473	91901030	123610-01	
670180082	1	2015090641 1667790 COMMERCIAL REMOVAL	129.99	AS	IE	7826	91901030	123610-01	7400

Transaction

Fiscal year	Period
2016	201604

Transaction date	Valuedate
18/09/2015	18/09/2015

Invoice

InvoiceNo
GLA120530

AP/AR ID	AP/AR Type
30103	P

CLOCKWORK REMOVALS GLASGOW LTD

Amounts

Curr. amount (GBP)
-135.84

Amount (GBP)	ExchRate
-135.84	1.000000

⌃ Image
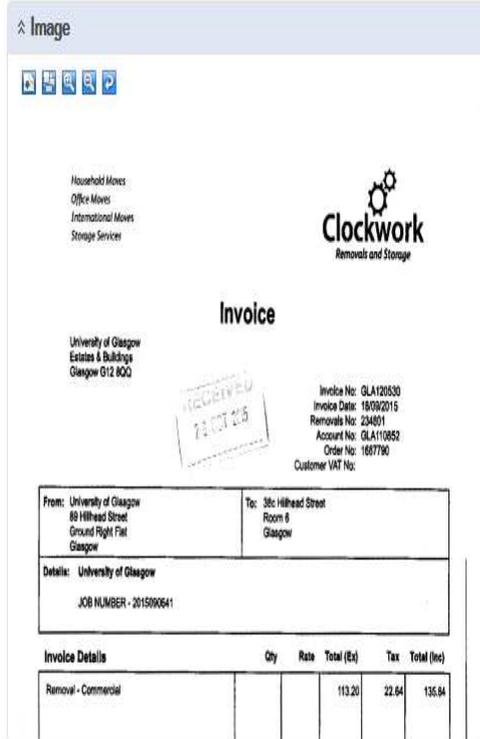
Household Moves
Office Moves
International Moves
Storage Services

Clockwork
Removals and Storage

Invoice

University of Glasgow
Estates & Buildings
Glasgow G12 8QQ

Invoice No: GLA120530
Invoice Date: 18/09/2015
Removals No: 234801
Account No: GLA110852
Order No: 1667790
Customer VAT No:

From:	University of Glasgow	To:	38c Hillhead Street
	89 Hillhead Street		Room 6
	Ground Right Flat		Glasgow
	Glasgow		

Details: University of Glasgow

JOB NUMBER - 2015090641

Invoice Details	Qty	Rate	Total (Ex)	Tax	Total (Inc)
Removal - Commercial			113.20	22.64	135.84

Export

Close