

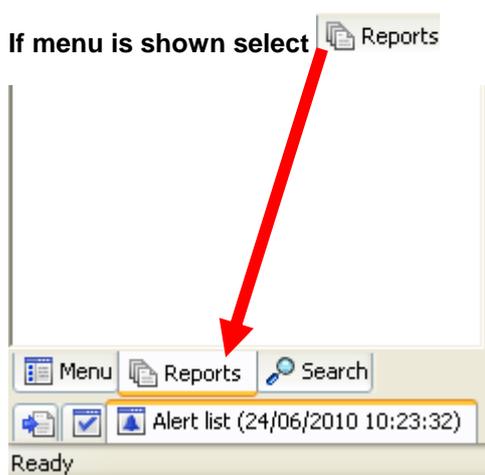
002 Transaction Subtotal by Period

In Agresso there is a specific browser enquiry that allows you to check any transactions per Period 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.



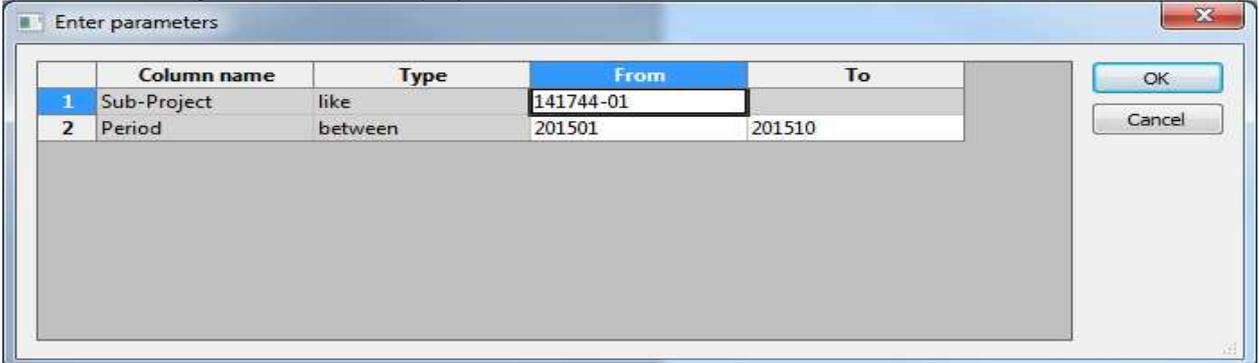
From the reports menu select

 Global Reports

 02- Transaction Details

 002 Transaction Subtotal by Period (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	201510

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

4. A list of results should appear:

1 - Setup 2 - SearchC 3 - Results											
T	Transaction Type	Transaction Type(T)	TransNo	tra/inv date	Period	Account	Account(T)	Costc	Sub-Project	TC	Text
1	B RV	Reversing Journal	3000111461	05/08/2014	201501	6440	OTHER LABORATORY SUPPLIES/SERVICE	90206000	141744-01	0	Cancelled 140805 3000111268
2	B GL	GL Journals	3000111268	01/08/2014	201501	6440	OTHER LABORATORY SUPPLIES/SERVICE	90206000	141744-01	0	(Dr Maria Jackson) MSc dissertation projec
3	B IE	Posting Incoming Invoices	670032550	04/08/2014	201501	6540	OTHER COMPUTING COSTS	90206000	141744-01	AS	LENOVO THINK CENTRE AND ACCESSORI
4	B GL	GL Journals	3000112220	26/09/2014	201501	6550	DATA INFORMATION SERVICES	90206000	141744-01	0	RQ31702/Server Certificate for Agresso
5	B GL	GL Journals	3000112451	29/08/2014	201501	7560	TRAINING COURSES	90206000	141744-01	0	2D FIRST AID REF COURSE ON 19-20/8/2
					Σ1						
					201501						
7	B GL	GL Journals	3000112893	10/09/2014	201502	6530	COMPUTER SOFTWARE LICENCE PURCH	90206000	141744-01	0	R31707 PROJECT LICENCE
8	B IE	Posting Incoming Invoices	670036822	26/08/2014	201502	6740	OTHER EQUIPMENT	90206000	141744-01	AS	STARTECH DIVI SINGLE LINK ACTIVE CON
9	B IE	Posting Incoming Invoices	670041521	18/09/2014	201502	8050	CONSULTANCY & PROFESSIONAL SERVIC	90206000	141744-01	AS	RECRUITMENT FEE K ROARTY
					Σ1						
					201502						
11	B IE	Posting Incoming Invoices	670048183	26/09/2014	201503	6640	COMPUTER EQUIPMENT	90206000	141744-01	AS	do chair as previous PO 10905
12	B IE	Posting Incoming Invoices	670048183	26/09/2014	201503	6640	COMPUTER EQUIPMENT	90206000	141744-01	AS	1600 x 420mm high screen lucia montserr
13	B IE	Posting Incoming Invoices	670048183	26/09/2014	201503	6640	COMPUTER EQUIPMENT	90206000	141744-01	AS	Double Monitor Arm in Silver
14	B IE	Posting Incoming Invoices	670048183	26/09/2014	201503	6640	COMPUTER EQUIPMENT	90206000	141744-01	AS	4 Gang underdesk Power unit
15	B IE	Posting Incoming Invoices	670048183	26/09/2014	201503	6640	COMPUTER EQUIPMENT	90206000	141744-01	AS	HORIZON maple pedestal
16	B IE	Posting Incoming Invoices	670048183	26/09/2014	201503	6640	COMPUTER EQUIPMENT	90206000	141744-01	AS	Right hand wave desk maplesilver
17	B IE	Posting Incoming Invoices	670047295	26/09/2014	201503	6910	AUDIO-VISUAL EQUIPMENT MAINTENANK	90206000	141744-01	AS	STATIONERY
18	B IE	Posting Incoming Invoices	670050171	02/10/2014	201503	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	MECH PENCIL
19	B IE	Posting Incoming Invoices	670047295	26/09/2014	201503	7170	STATIONERY AND OFFICE SUPPLIES	90206000	141744-01	AS	STATIONERY

5. These are the descriptions of the fields:

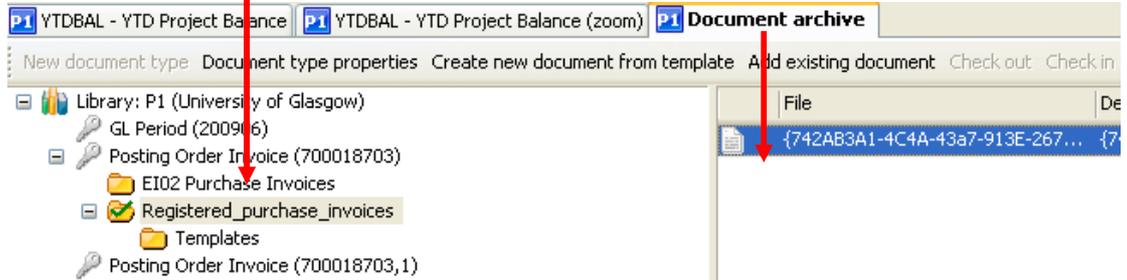
- Transaction Type and Text(T) - This indicates the type of transaction and description
- TransNo. – This is the Agresso generated transaction number for the invoice transaction
- Tra/Inv. date – This is either the date the transaction was entered onto Agresso, or, depending on the type of transaction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

Agresso SSD Enquiries

6. 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:

1. Click on the EI02 Purchase Invoices Folder
2. 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.

