

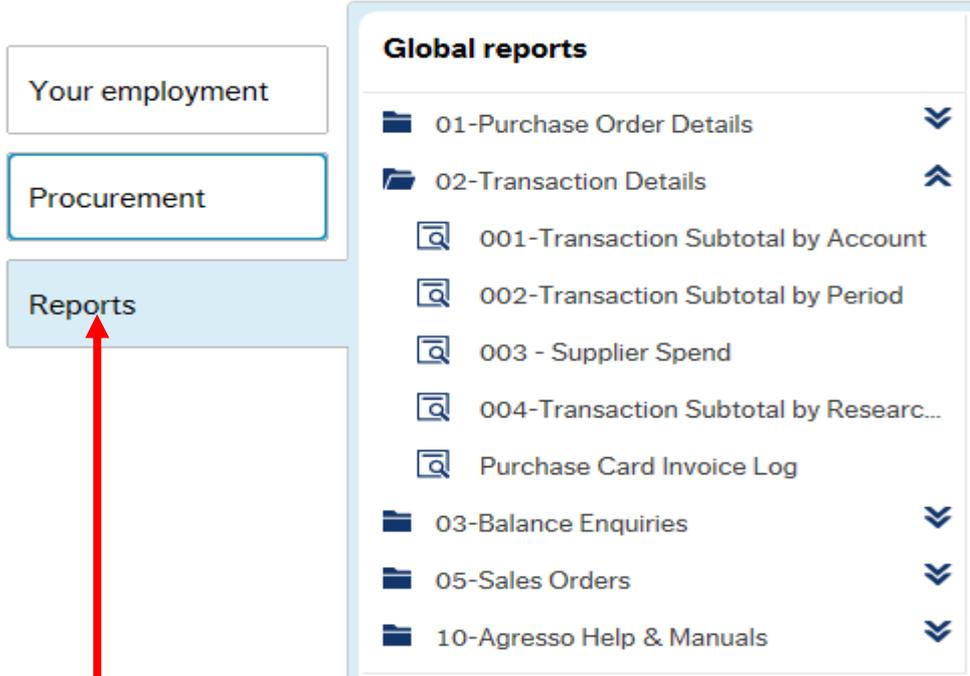
WEB-001 Transaction Subtotal by Account

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 Enquiries go to:

Menu



Select Reports

At the top of the menu screen click on:
[Select Reports](#)

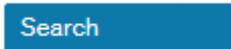
-  [01- Purchase Order Details](#)
-  [- 001: Transaction Subtotal by Account](#)

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

Period between and

Company like

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 

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

2. A list of results should appear:

Results										
Search		Detail level		All levels						
Copy to clipboard		Rows per page		50						
#	T	Transaction Type	Transaction Type (T)	TransNo	tra/inv date	Period	Account	Account (T)	Costc	Sub-Project
1	B	PY	Payroll Interface Transactions	9120002840	31/08/2015	201601	5310	Management Professional and Administrative Salaries	90206000	141744-01
2	B	PY	Payroll Interface Transactions	9120002840	31/08/2015	201601	5310	Management Professional and Administrative Salaries	90206000	141744-01
3	B	PY	Payroll Interface Transactions	9120002840	31/08/2015	201601	5310	Management Professional and Administrative Salaries	90206000	141744-01
4	B	PY	Payroll Interface Transactions	9120002840	31/08/2015	201601	5310	Management Professional and Administrative Salaries	90206000	141744-01
5	B	PY	Payroll Interface Transactions	9120002840	31/08/2015	201601	5310	Management Professional and Administrative Salaries	90206000	141744-01
6	B	PY	Payroll Interface Transactions	9120002840	31/08/2015	201601	5310	Management Professional and Administrative Salaries	90206000	141744-01
7	B	PY	Payroll Interface Transactions	9120002840	31/08/2015	201601	5310	Management Professional and Administrative Salaries	90206000	141744-01

3. These are the descriptions of the fields:

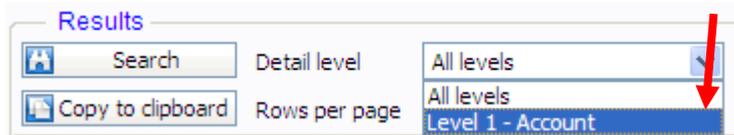
- Transaction Type and Text(T) - This indicates the type of transaction and description
- TransNo. – This is the Agresso generated transaction number for the invoice transaction
- Tra/Inv. date – This is either the date the transaction was entered onto Agresso, or, depending on the type of transaction (invoices), the invoice date.
- Period – This is the period in which the transaction was entered onto Agresso
- Account code and text (T) – The account code and description. There is a subtotal per account code highlighted in yellow.
- 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.

SUBTOTALS

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

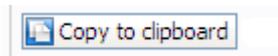
To see the different levels of Subtotals:

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:

Transaction date: Valuedate:

Invoice

InvoiceNo:

AP/AR ID: AP/AR Type:

CLOCKWORK REMOVALS GLASGOW LTD

Amounts

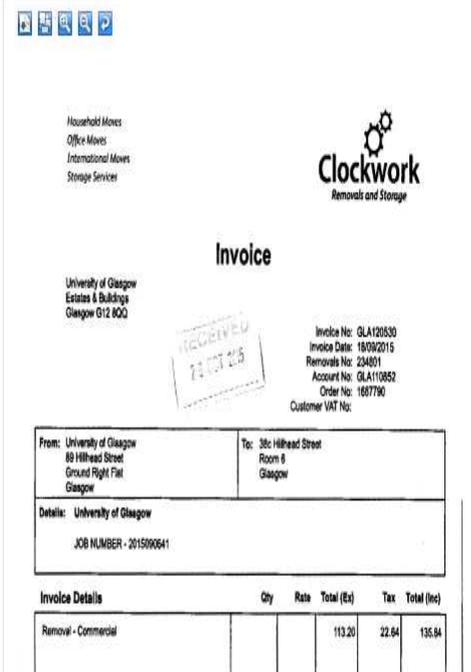
Curr. amount (GBP):

Amount (GBP): ExchRate:

Export

Close

Image



Household Moves
Office Moves
International Moves
Storage Services

Clockwork
Removals and Storage

Invoice

University of Glasgow
Estates & Buildings
Glasgow G12 8QQ

RECEIVED
23 OCT 2015

Invoice No: GLA120530
Invoice Date: 18/09/2015
Removals No: 234001
Account No: GLA110652
Order No: 1687790
Customer VAT No:

From: University of Glasgow 88 Hillhead Street Ground Right Flat Glasgow	To: 31c Hillhead Street Room 6 Glasgow
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Details: University of Glasgow
JOB NUMBER - 2015090641

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