

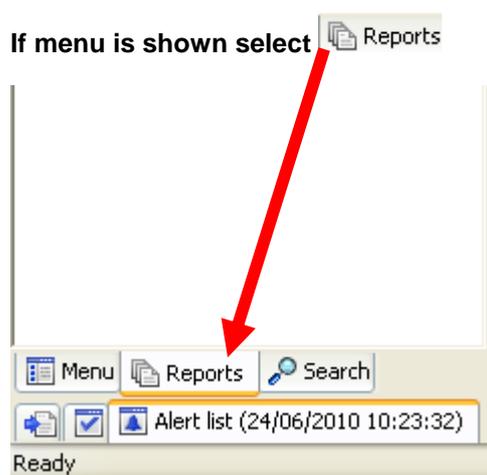
004 Transaction Subtotal by Research Headings

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

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:

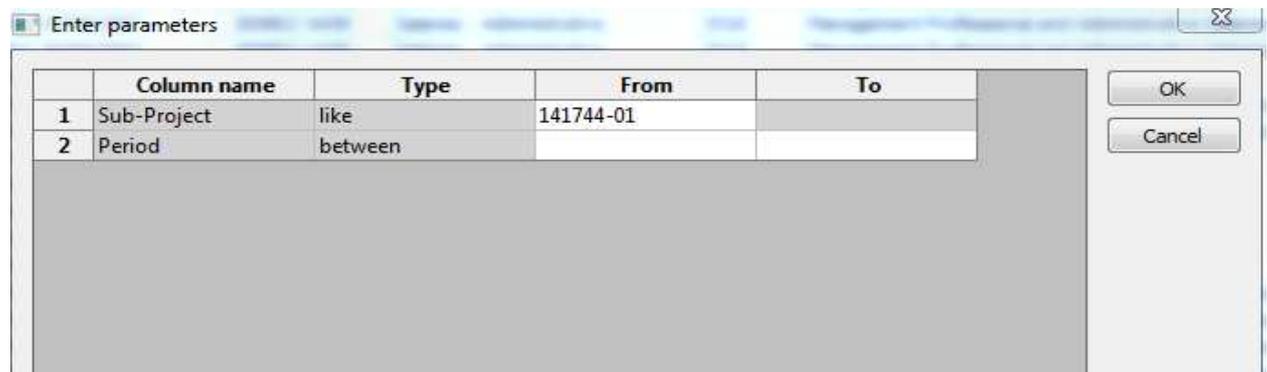
Select the Reports Tab that can be found depending on how the user's individual menu is set up.



From the reports menu select

-  Global Reports
-  02- Transaction Details
 -  004 Transaction Subtotal by Research Headings(double-click to open)

1. The following screen will be displayed:



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:

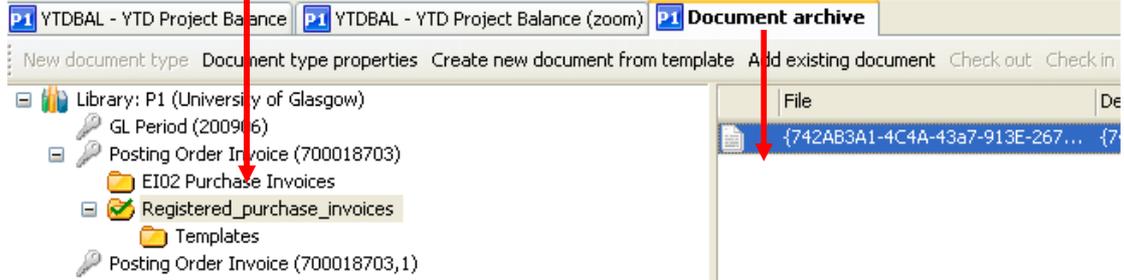
TR	GL	GL Journals	3000122269 06/05/2015	201510 XU10	Consumables	6150	SUBSCRIPTIONS	90206000 141744-01 U	(Afshan Maan) ARMA Member
16	B	GL Journals	3000122200 06/05/2015	201510 XU10	Consumables	6150	SUBSCRIPTIONS	90206000 141744-01 O	(Afshan Maan) ARMA Member
17	B	Posting Incoming Invoices	670120686 14/05/2015	201510 XU10	Consumables	6530	COMPUTER SOFTWARE/LICENCE PURCHASE	90206000 141744-01 AS	EQ2FN143041 Software Main
18	B	Canon Printing Charges	9120001680 01/05/2015	201510 XU10	Consumables	7120	PRINTING AND PRINTING SUPPLIES	90206000 141744-01 AS	Canon printing charges 2015
XU10 Consumables									
20	C	GL Journals	3000018663 18/02/2008	200807 XW10	Others	6570	COMPUTING & COMMS - OTHERS	90206000 141744-01 O	RQ 17101 - JOB 5601 PORT I
21	C	Allocation to PO Invoices Transactions	2002289659 08/07/2008	200812 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	311 PREMIUM PANEL EXCHAN
32	C	Convert Registered Invoices to Transactions	7000218550 19/01/2009	200907 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	CHANNEL CABLE CURB
13	C	Convert Registered Invoices to Transactions	700021848 20/01/2009	200907 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	CABLE CLIPS
14	C	Direct Entry Invoices - F.O.	2140011563 26/03/2009	200908 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	PRINCE COURSE EDINBURG
15	C	Convert Registered Invoices to Transactions	700045155 26/05/2009	200912 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	01JUN09-31MAY 10 BOTTOML
16	C	Convert Registered Invoices to Transactions	700048679 19/06/2009	200912 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	CONSULTANCY J HUTCHISON
17	C	Convert Registered Invoices to Transactions	700048191 19/06/2009	200912 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	FIXED ASSETS TRAINING
18	C	Convert Registered Invoices to Transactions	700056675 24/07/2009	201001 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	Flight to Gw - J. Hutchison 2
19	C	Convert Registered Invoices to Transactions	700118895 31/05/2010	201011 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	GEL MOUSE PAD BLACK - PO
10	C	Convert Registered Invoices to Transactions	700161833 15/12/2010	201106 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	STATIONERY
11	C	GL07 transactions	9000014395 31/07/2011	201113 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 O	server costs transferred to 40
12	C	GL07 transactions	9000014395 31/07/2011	201113 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 O	accelerator training costs tra
13	C	Convert Registered Invoices to Transactions	700219646 19/08/2011	201202 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	1250427 CONSULTANCY
14	C	Convert Registered Invoices to Transactions	700307292 30/07/2012	201302 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	PREMIER SUPPORT
15	C	Convert Registered Invoices to Transactions	700312637 17/09/2012	201303 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	Logix4 annual support mainte
16	C	Convert Registered Invoices to Transactions	700324110 26/09/2012	201304 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	28-29AUG & 11SEPT12 TRAI
17	C	Convert Registered Invoices to Transactions	700331072 27/11/2012	201305 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	1359202 SECURITY AND ADM
18	C	Convert Registered Invoices to Transactions	700339131 08/01/2013	201306 XW10	Others	6920	COMPUTER EQUIPMENT MAINTENANCE	90206000 141744-01 AS	SENT TO STEPHEN FOR CHE
19	B	Convert Registered Invoices to Transactions	700436205 30/11/2013	201406 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AS	NEGOTIATING SKILLS COURS
20	B	GL Journals	3000107258 15/05/2014	201410 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 O	(Elaine Finney) SDS Course C
21	B	GL Journals	3000112451 29/08/2014	201501 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 O	2D FIRST AID REF COURSE C
12	B	Posting Incoming Invoices	670052313 13/10/2014	201501 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AE	COACHING
23	B	Posting Incoming Invoices	670089212 05/01/2015	201507 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AO	COACHING
24	B	Posting Incoming Invoices	670083090 21/11/2014	201507 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AO	COACHING 29.10.2014
25	B	Posting Incoming Invoices	670098051 16/02/2015	201508 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AO	CONSULTANCY DAYS & EXPE
26	B	Posting Incoming Invoices	670114774 05/03/2015	201509 XW10	Others	7560	TRAINING COURSES	90206000 141744-01 AZ	COACHING
XW10 Others									

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.
 - Resbud and text (T) – The Research Heading 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.
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.

