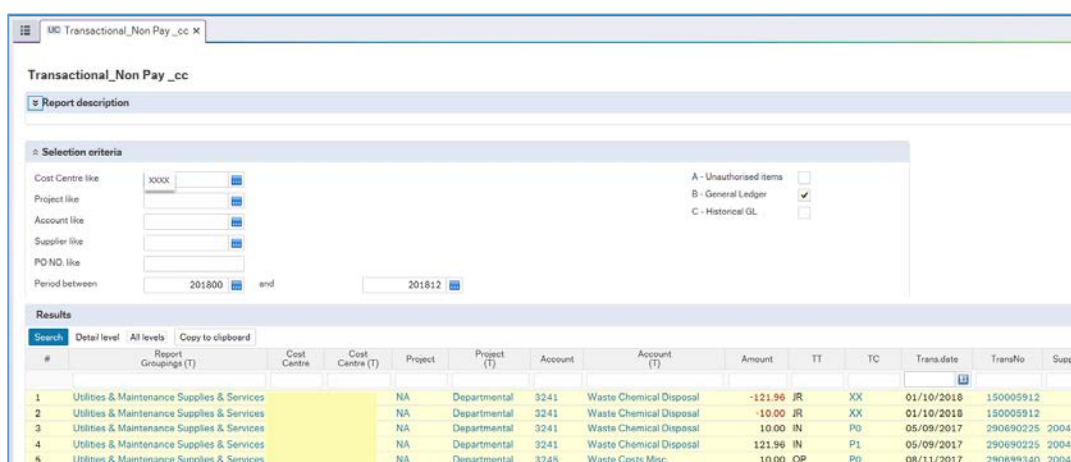
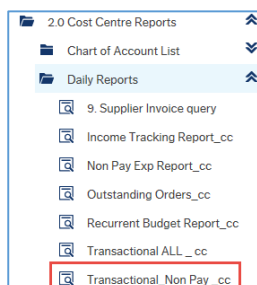


## HOW TO GET A LIST OF ALL NON-PAY TRANSACTIONS IN A COST CENTRE

If you wish to get a table of information of all Non Pay postings to your cost centre/project, run the Report: Transactional Non Pay\_cc: You can export this table of information to Excel for further analysis.

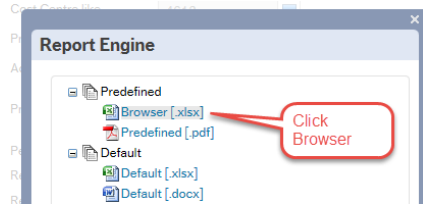
Note: This Report only contains Actual spend and no outstanding Purchase Orders or Budget information will be returned on the Report.



No.	Item	Details
1	Selection Criteria	Enter your cost centre number in the Cost Centre like box. If you have any other information that you would like to filter with, e.g. project or order no, then enter the information in the relevant boxes. If you wish to bring back all information, leave the boxes blank. Click Search.
2	Period between	The Report will default to the current 12 month period. If you need to include a different period(s), change the 'from' period, e.g. 201806
3	Supplier like	If you are looking for a table of information on a particular Supplier, enter the Supplier ID no in the box.
4	PO No.	If you are looking for a table of information on a particular Purchase Order enter the PO No. in the box.
5	TransNo	If you wish to see the detail of a particular Invoice and you have the transaction no (begins with 29*) enter the no. into the transaction no. box.
6	Project	<u>Project like</u> : Enter a specific Activity code <u>Project not in List</u> : To exclude 1 or more Activity codes from your report, click on the blue box and chose the codes you wish to exclude. Click ok.

Export to Excel

If you wish to Export the Report to Excel, click Export:



You will be asked to Open or Save.



Save to your server drive or open and then save from Excel.

The exported file does not bring the selection criteria with it, so you should include dates on the file name.