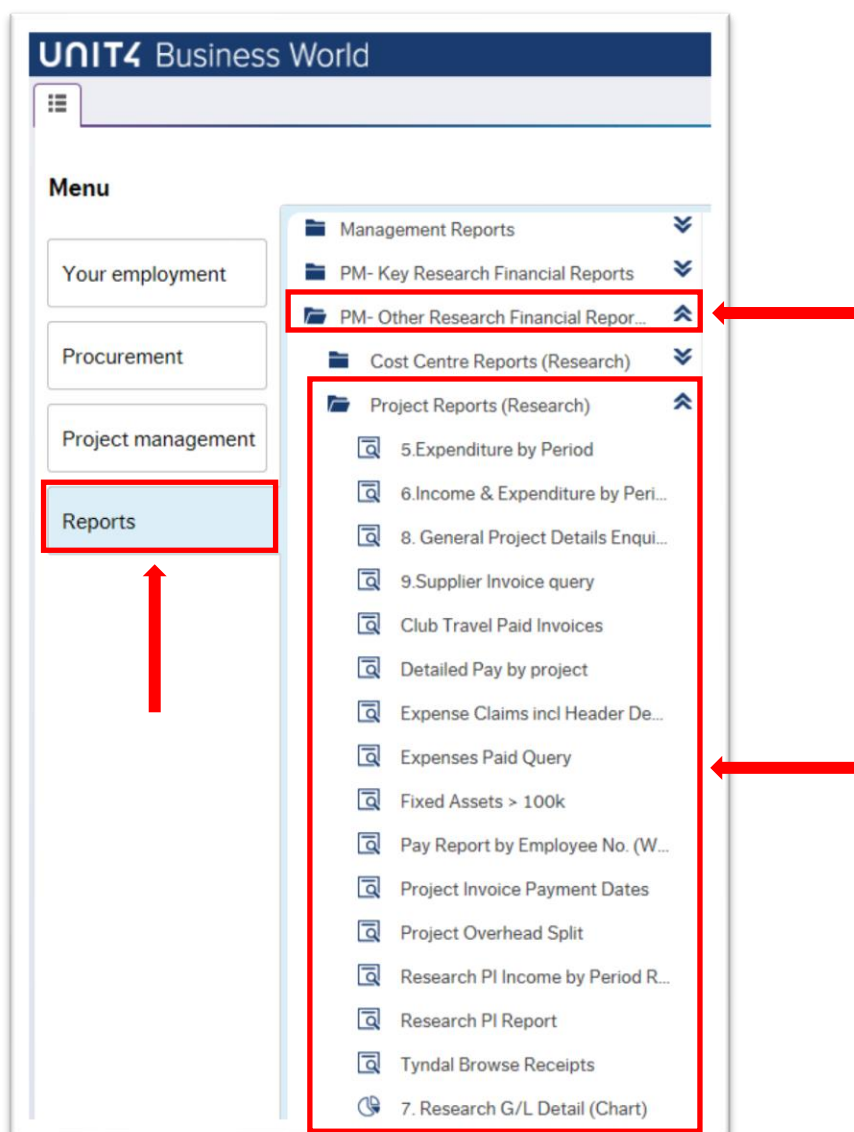


HOW TO VIEW CLUB TRAVEL INVOICES

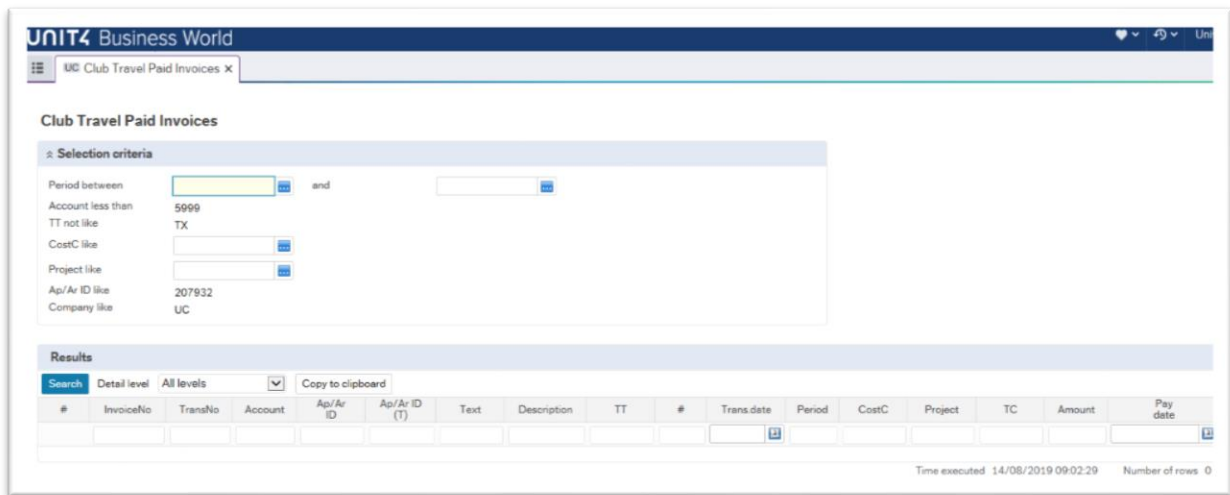
1. Select Report
2. Search Criteria
3. Report Content
4. Exporting Reports

1. Select Report:

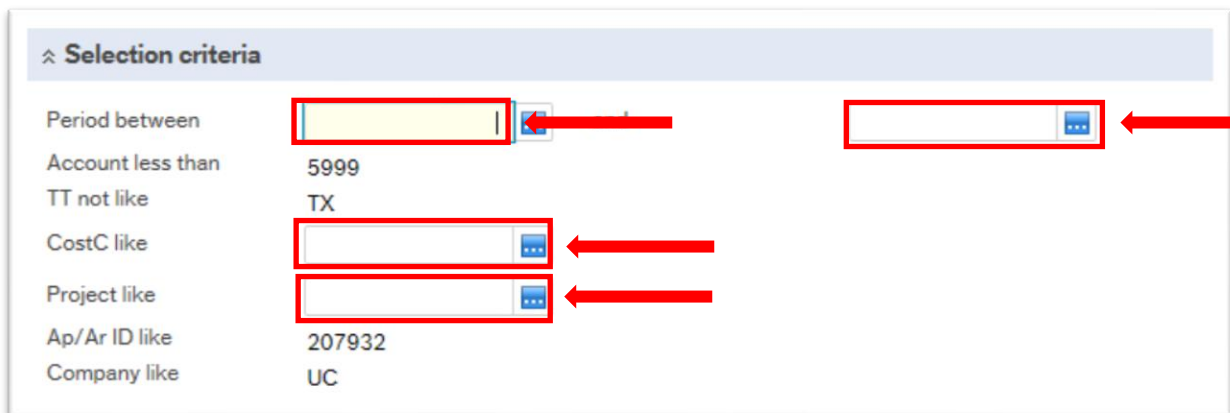
Log onto the Agresso home page. Select the “Reports” from the “Menu”, which will open the “Global Reports” menu. Select “PM – Other Research Financial Reports” by clicking on the name and then selecting “Project Reports (Research)”. This will open the list of all research reports available for review.



Select report, by clicking on the name, “Club Travel Paid Invoices”. The following screen will appear requesting you to enter required information.



2. Search Criteria:

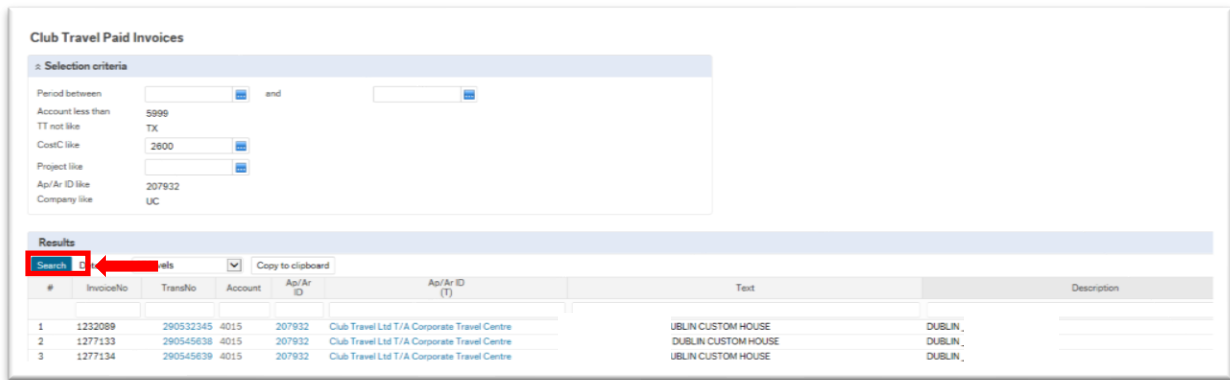


Enter the range of periods that you want the report to investigate. By leaving the “Period between” and “and” cells empty the resultant report will include all cumulative transactions recorded against the research project. Note that periods are a six-digit field made up of YYYYMM, where YYYY = year and MM = month. Note as UCC financial year runs from Oct to Sep the MM values are as follows: Oct = 01, Nov = 02, Dec = 03, Jan = 04, etc.

If you wish to search for a specific cost centre then enter the value in the “CostC like” cell.

If you wish to search for a specific research project then enter the value in the “Project like” cell.

Press “Search”. Now a report shall be generate showing all income and expense items booked and committed against the selected research code. The below example shows a report generated selecting the “All Level” detail level.



3. Report Content:

The following table explains the information held within the report:

Column Header:	Description:
InvoiceNo	Invoice number
TransNo	Agresso generated transaction number
Account	General ledger account where the expense item has been posted
Ap/Ar ID	Agresso supplier identification number
Ap/Ar ID (T)	Supplier name
Text	Description of the expense item – Staff member / Details of trip
Description	Location / Person incurring expenditure
TT	Agresso transaction type
#	No of units of expense incurred
Trans.date	Transaction date
Period	Accounting period in which the expense was incurred
CostC	Cost centre number
Project	Research project
TC	Agresso transaction code
Amount	Value of transaction in EURO
Pay date	Date invoice paid

4. Exporting Reports:

The reports can be exported from Agresso into the following formats:

- Excel
- PDF
- Word

When you have a report open in Agresso you may export it by clicking the Export button on the bottom of the screen.

UNIT4 Business World

UC Club Travel Paid Invoices x

Club Travel Paid Invoices

Selection criteria

Period between: 201906 and

Account less than: 5999

TT not like: TX

CostC like: 2600

Project like:

Ap/Ar ID like: 207932

Company like: UC

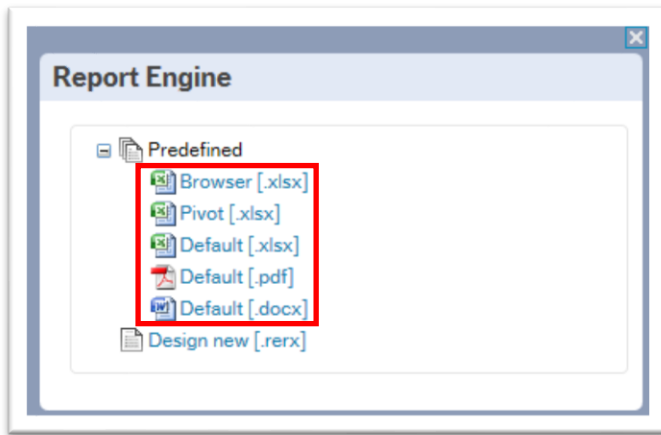
Results

Search | Detail level: All levels | Copy to clipboard

#	InvoiceNo	TransNo	Account	Ap/Ar ID
1	2075162	290821453	4015	207932
2	2146757	290842898	4015	207932
Σ1			4015	
4	2049187	290812923	4017	207932
5	2099772	290828320	4017	207932
6	2110552	290831814	4017	207932
Σ1			4017	
8	2088872	290824782	4020	207932
9	2091420	290826574	4020	207932
10	2107581	290831660	4020	207932
11	2107594	290831662	4020	207932
Σ1			4020	
13	2048919	290812911	4025	207932
14	2068631	290819999	4025	207932
15	2085699	290824608	4025	207932
16	2097558	290828103	4025	207932

Choose columns | Graphical presentation | **Export**


A pop up screen will allow you to select the format in which you want to receive the output. When the download is complete and available a pop up bar will appear at the end of the Agresso screen prompting out to open the report.

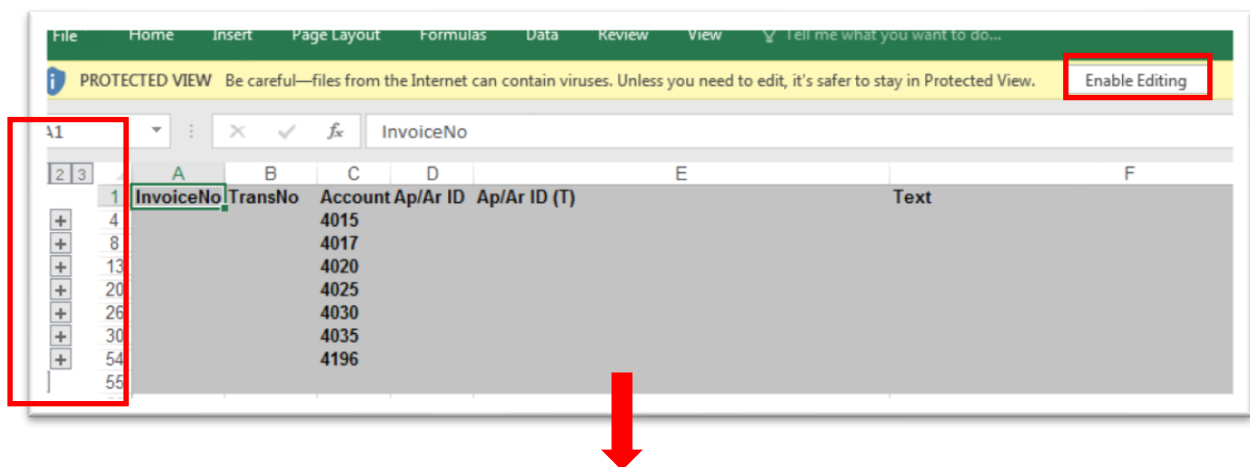


When the download is complete and available a pop up bar will appear at the end of the Agresso screen prompting out to open / save the report.



Note that when downloading a report in excel that the report not enabled for editing is "grouped", i.e. you will see one line showing the total values for the entire research account.

Firstly, click on the Enable Editing to allow you to edit the excel file. By clicking on the  keys to the left of the report you can expand the selection which will allow you to view the detailed transactions recorded in that research account.



InvoiceNo															
A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	InvoiceNo	TransNo	Account	Api/Ar ID	Api/Ar ID (T)	Text	Description	TT #	Trans.date	Period	CostC	Project	TC	Amou	
2	207	52	290621453	4015	207932	Club Travel Ltd T/A Corporate Travel Centre	DUBLIN	IX	1	20/03/2019	201907	2600	NA	0	557
3	214	757	290642696	4015	207932	Club Travel Ltd T/A Corporate Travel Centre	GIBSON HOTEL DUBLIN	IU	1	13/06/2019	201909	2600	AS1227	0	192
4				4015											789
5	204	487	290612923	4017	207932	Club Travel Ltd T/A Corporate Travel Centre	HL LANCASTER HOTEL LONDON	IX	1	19/02/2019	201906	2600	NA	0	496
6	206	775	990699390	5047	907039	Club Travel Ltd T/A Corporate Travel Centre	REDI HI LIMITE REDI HI	IX	4	17/01/2018	201608	2600	AS1227	0	514