

Account Analysis – Transaction Detail Filtered by Categories – Excel Version

This report is currently used by selected departments who are involved in the Financial Information Delivery Framework project for Owner and Category Information added to Cost Centres. The aim is from May 2017 to start rolling the function and this report to remaining departments.

This report provides detailed information on individual transactions, including 'Owner' and 'Category' information attributed to the cost centres (or to a Cost Centre -Source of Funds combinations).

Responsibility GL Dept. Supervisor/User/Enquiry

Navigate Requests > Run > Single Request > OK > Account Analysis – Transaction Detail Filtered by Categories

Report Parameters

Parameters X	Enter Department code
Department ZZ	
Starting Period OCT-16	 Complete start and end dates
Ending Period JAN-17	• Select the relevant Owner
Owner RAD53	from the list of values
Category 1 LEARNING AND TEACHING	
Category 2	 Select the relevant
Category 3	Category/Categories from
Category 4	the list of values.
Currency GBP	
	Currency is GBP
QK Clear Help	

Example output of a report

Worksheet 1

Report Name	Account Analysis - Transaction Detail Filtered By Categories - Excel Version (UFS)	Σ
Report Date	09-Feb-2017 10:31	5
Parameters Entered		5
Department	ZZ	
Min Period	OCT-16	
Max Period	JAN-17	J
Owner	RAD53	\sim
Category 1	TEACHING & LEARNING	}
Category 2		7
Category 3		Į
Category 4		3
Currency	GBP	Ś
Derived Values		-5
Min Code Combination	U.ZZ.ZZAA.0000.0000.0000	5
Max Code Combination	U.ZZ.ZZYB.KFJO.ZZZZ.0000	>
Notes: The Reconciliation section b	elow should show no difference between the sum of transactions and the check total	~
Reconciliation	Transactions	7
Sum of transaction amou		-)
Check to Differen		Ś

Worksheet 2

Period	Ent	Dept	сс	Description	SOF	Description	Tran	Description	Spare	Category	Source	Batch Name	Description	Ref 1 🧳
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OCT-16	U	ZZ	ZZCE	E-Learning Overheads	AHCA	NSI Annual Equip	EKMH	Multimedia Support	0000	Purchase Invoice	Payables	Payables A 2742418 19175603	DEDOLIGHT SLEDMOX3Z-D - MICRO 3	CREATIVE
OCT-16	U	ZZ	ZZDE	Dept: E-Learning	GAAA	External Trading	ETEZ	Mileage Private Vehicles	0000	Purchase Invoice	Payables	Payables A 2742418 19175603	MEETING AT THE JUDGE BUSINESS	DARLOW
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LIGHT SLEDMOX3Z-D - MICRO 3	CREATIVE VIDEO PRO	DUCTIONS	382221		1		2349649	1925.00	RAD53	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING		
CLIGHT SLEDMOX3Z-D - MICRO 3	CREATIVE VIDEO PRO	DUCTIONS	382221		3		2349649	385.00	RAD54	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING		
TING AT THE JUDGE BUSINESS	DARLOW. MRS RA		EXP/13/10/16		1			5.40	RAD55	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING		
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NG AT THE JUDGE BUSINESS	DARLOW. MRS RA		EXP/13/10/16		5			0.00	RAD57	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING		
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