



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

Department ZZ

Starting Period OCT-16

Ending Period JAN-17

Owner RAD53

Category 1 LEARNING AND TEACHING

Category 2

Category 3

Category 4

Currency GBP

OK Cancel Clear Help

- Enter Department code
- Complete start and end dates
- Select the relevant **Owner** from the list of values
- Select the relevant **Category/Categories** from the list of values.
- Currency is **GBP**

Example output of a report

Worksheet 1

Report Name	Account Analysis - Transaction Detail Filtered By Categories - Excel Version (UFS)
Report Date	09-Feb-2017 10:31
Parameters Entered	
Department	ZZ
Min Period	OCT-16
Max Period	JAN-17
Owner	RAD53
Category 1	TEACHING & LEARNING
Category 2	
Category 3	
Category 4	
Currency	GBP
Derived Values	
Min Code Combination	U.ZZ.ZZAA.0000.0000.0000
Max Code Combination	U.ZZ.ZZVB.KFJO.ZZZZ.0000
Notes:	
The Reconciliation section below should show no difference between the sum of transactions and the check total	
Reconciliation	
	Transactions
Sum of transaction amounts	151,967.84
Check total	151,967.84
Difference	0.00

Worksheet 2

Posted	Period	Ent	Dept	CC	Description	SOF	Description	Tran	Description	Spare	Category	Source	Batch Name	Description	Ref 1
20-OCT-2016	OCT-16	U	ZZ	ZZCE	E-Learning Overheads	AHCA	NSI Annual Equip	EKM	Multimedia Support	0000	Purchase Invoice: Payables	Payables A 2742418 19175603	DEDOLIGHT SLEDMOX3Z-D - MICRO 3	CREATIVE	
20-OCT-2016	OCT-16	U	ZZ	ZZCE	E-Learning Overheads	AHCA	NSI Annual Equip	EKM	Multimedia Support	0000	Purchase Invoice: Payables	Payables A 2742418 19175603	DEDOLIGHT SLEDMOX3Z-D - MICRO 3	CREATIVE	
20-OCT-2016	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	
20-OCT-2016	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	
20-OCT-2016	OCT-16	U	ZZ	ZZDE	Dept: E-Learning	GAAA	External Trading	ETIZ	Other/General Travel & Tra	0000	Purchase Invoice: Payables	Payables A 2742418 19175603	MEETING AT THE JUDGE BUSINESS	DARLOW	

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Description	Ref 1	Ref 4	Ref 5	Ref 6	Ref 8	Ref 10	PO Number	Amount	Owner	Name	Category 1	Category 2	Category 3	Category 4	
DEDOLIGHT SLEDMOX3Z-D - MICRO 3	CREATIVE VIDEO PRODUCTIONS	382221		1			2349649	1925.00	RAD53	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING			
DEDOLIGHT SLEDMOX3Z-D - MICRO 3	CREATIVE VIDEO PRODUCTIONS	382221		3			2349649	385.00	RAD54	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING			
MEETING AT THE JUDGE BUSINESS	DARLOW. MRS RA		EXP/13/10/16	1				5.40	RAD55	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING			
MEETING AT THE JUDGE BUSINESS	DARLOW. MRS RA		EXP/13/10/16	4				0.00	RAD56	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING			
MEETING AT THE JUDGE BUSINESS	DARLOW. MRS RA		EXP/13/10/16	5				0.00	RAD57	Mrs Rebecca Darlo	TEACHING & LEARNING	E-LEARNING			