MAYNOOTH UNIVERSITY

FINANCE REPORTING

Summary and Transaction Reports

Version 2.0

Training Guide provided to assist Department Administrators running Summary and Transaction Reports

Contents

Access JD Edwards using Internet Explorer or Google Chrome browser

The URL for JD Edwards is:

https://jde.mucampus.ie/jde/owhtml

Note: The link to JD Edwards is located in staff Workbench. Once in staff Workbench please select JD Edwards in the On Campus Links section.

Some settings you may need to ensure popup blocker turned off for JDE :

IE : http://www.wikihow.com/Turn-Off-the-Pop%E2%80%90Up-Blocker-in-Internet-Explorer

Chrome : http://www.wikihow.com/Allow-Pop-ups-on-Google-Chrome

 And you should add the JDE website to your trusted sites:

IE : http://www.wikihow.com/Add-a-Website-to-Trusted-Sites

Chrome : https://productforums.google.com/forum/#!topic/chrome/BLOivjDTTW0

Adobe Flash needs to be installed and up to date. (https://helpx.adobe.com/flash-player.html)

Business Unit Summary Report Type

There are three Business unit type summary reports

1. **Department Summary Report**

    Business Units set up to manage the annual department allocation

    (Tip: for most departments last digit of Business Unit sequence is 1)

2. **Other Projects Summary Report**

    Business units set up to manage once off activity in departments such as conferences etc.

    (Tip: for most departments the last 3 digits of Business unit sequence is less than 100)

3. **Research Summary Report**
    Business units set up to manage external and internal Research projects
    (Tip: for most departments the last 3 digits of Business unit sequence is greater than 100)

Select Summary Report (pdf or excel available)

Click relevant Summary Report
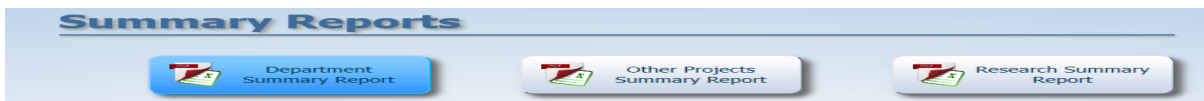
Step1: Select Business Unit(s)

Tick data selection box and then select submit
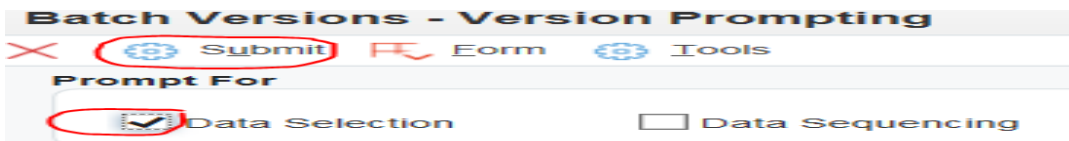
Select the Business Unit is equal to Blank drop down arrow and then select Literal from the drop down list
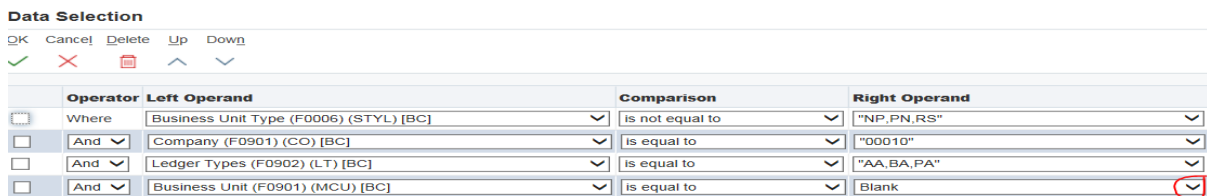
Enter the 7 digit Business unit number in the Single Value Literal Value field and then select green tick to confirm single Business unit number.

Tip: For multiple Busines Units you can use the List of Values option, enter first Business Unit, press return on your keyboard and then enter next Business Unit Number etc. There is also the option to enter a range of Business Unit numbers.
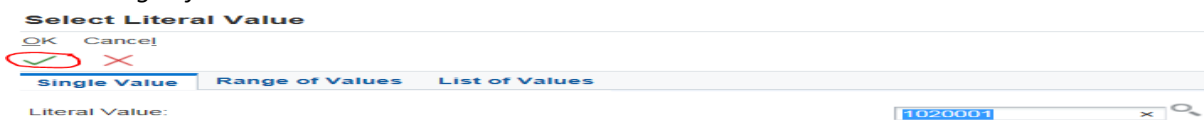
Next screen select the green tick to confirm your Data Selection screen
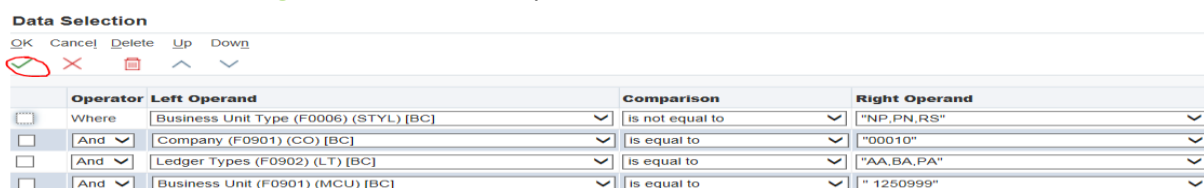
Step2: Select Period (month number) and Fiscal Year (financial year)

The next screen is the Processing Options screen.

1. Period Number: Enter the month you want the report to run to.

*(Tip: to get the latest information, **always enter 12 in the Period Number field**)*

2. Fiscal Year: Enter the Financial Year you want the report to run over.

Note: 15= 01October 2015 – 30 September 2016   16= 01October 2016 – 30 September 2017

Once you have selected period number and Fiscal year, select green tick to confirm processing options.

Step3: Select Report output format

The next screen is Submit Report Definition screen.

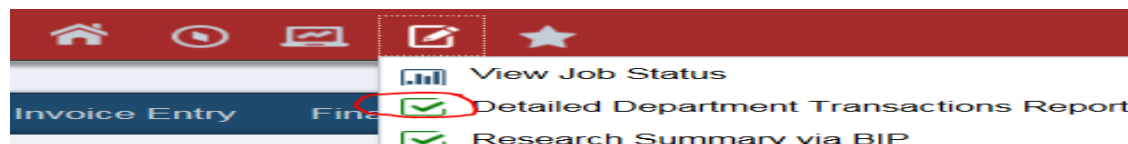The report is set up to automatically run to pdf but the report can also be run to excel by clicking the excel option.

Note; By ticking Pdf option only the report will only run to pdf, by ticking excel option only the report will only run to Excel. By ticking both PDF and Excel the report will run to pdf and excel.

Once report output options are selected please tick green tick icon to confirm report output choice.

Step4: Retrieve the Report

To retrieve the report select recent reports icon which is located in the header section (pencil in box).

The report is coloured blue when it is running, and coloured green when it is complete.

Tip: For a single summary report, usually clicking the recent report icon three times will move the report from blue to green and ensures the report is ready to open. The most recent report is the report just under View Job Status.

Select report to open from the recent reports list. The report will automatically pompt you to open a pdf document when pdf only output option is chosen. The report will automatically prompt you to open an excel file when excel only ouptut file is chosen.

The report opens with two outputs when both pdf and excel output is chosen. The end user can choose whether to open the PDF output or the Excel output.

View Output	Print	Report Definition Name	Job #	Output Type
⦿ 📄	🖨	Summary Business Unit Report	92232	PDF
○ 📄	🖨	Summary Business Unit Report	92232	EXCEL

Select pdf output and click view output (Tip: page plus glasses icon)

Select Open

File Download

If file download does not start automatically, then click here
📄 RD560018BI_EN_92232_67450_134.pdf
Close

Do you want to open or save RD560018BI_EN_92232_67450_134.pdf from jde.mucampus.ie?   Open   Save ▼ Cancel ✕

Note: Research Summary Report output demo

Research Summary Report
Current Date : 11/01/17
Year: 15
Version: R560010BI
Period: 12

Ollscoil Mhá Nuad
Ollscoil na hÉireann Má Nuad

Note:
1. EXPENDITURE is shown as a positive figure (+) and INCOME as a negative figure (-)
2. Business Unit (BU) Balance = INCOME to date less EXPENDITURE to date

1250999   RESEARCH PROJECT   Start Date: 01/10/2015   End Date: 30/06/2016

Description	Current Period	Year to Date	Commitment YTD	Project To Date	Project Budget	Remainder Budget
Income	0.00	-9,000.00	0.00	-9,000.00	-10,000.00	-1,000.00
Research Pay	0.00	2,307.50	0.00	2,307.50	3,000.00	692.50
Travel	0.00	250.00	0.00	250.00	1,000.00	750.00
Materials	0.00	369.00	0.00	369.00	3,000.00	2,631.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Consultancy	0.00	0.00	0.00	0.00	0.00	0.00
Training	0.00	0.00	0.00	0.00	0.00	0.00
Third Party Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Overhead	0.00	500.00	0.00	500.00	3,000.00	
Total Expenditure	0.00	3,426.50	0.00	3,426.50	10,000.00	4,073.50
BU Balance				-5,573.50		

Page 1 of 1

To close out of pdf report press the X button top right hand corner and click the close button
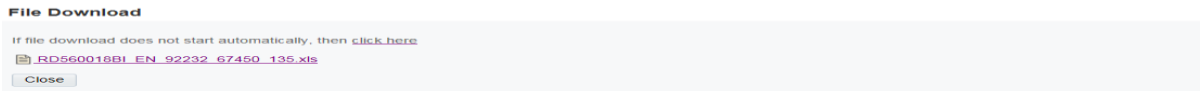
File Download

If file download does not start automatically, then click here
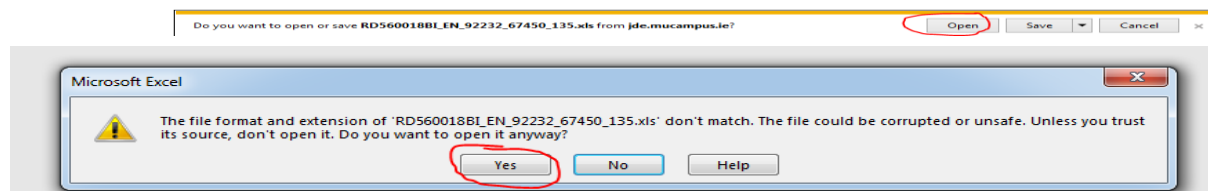📄 RD560017BI_EN_72170_62556_19.pdf
Close

The report can also be opened in excel.

Select excel output and click view output (Tip:page plus glasses icon).
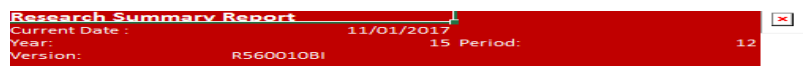
Open the .xls file and select yes to file format extension question

Note: Research Summary Report output demo

Research Summary Report

Current Date :	11/01/2017		
Year:	15	Period:	12
Version:	R560010BI		

Note:
1. EXPENDITURE is shown as a positive figure (+) and INCOME as a negative figure (-)
2. Business Unit (BU) Balance = INCOME to date less EXPENDITURE to date

1250999 RESEARCH PROJECT   Start Date: 01/10/2015 End Date: 30/06/2016

Description	Current Period	Year to Date	Commitment YTD	Project To Date	Project Budget	Remainder Budget
Income	0	-9,000.00	0	-9,000.00	-10,000.00	-1,000.00
Research Pay	0	2,307.50	0	2,307.50	3,000.00	692.5
Travel	0	250	0	250	1,000.00	750
Materials	0	369	0	369	3,000.00	2,631.00
Equipment	0	0	0	0	0	0
Consultancy	0	0	0	0	0	0
Training	0	0	0	0	0	0
Third Party Transfers	0	0	0	0	0	0
Overhead	0	500	0	500	3,000.00	
Total Expenditure	0	3,426.50	0	3,426.50	10,000.00	4,073.50
BU Balance				-5,573.50		

Page **1** of **1**

To close the report select the close button and select the red X icon to close out of the screens.

Transaction Report Type

There are two transaction reports available

Non Interactive Transaction Report- This report is a list of transactions charged to the Business unit. The report runs by period or object and the end user has the option of exporting the report to PDF or excel.

Interactive Transaction Report- This report allows the end user to run the report interactively to screen. The report creates a pivot table which summaries the income and expenditure object codes by period. The report allows the end user to drill into the income and expenditure costs from within the pivot.

The report also allows the end user to drill into some of the payment transactions to see when invoices are paid.
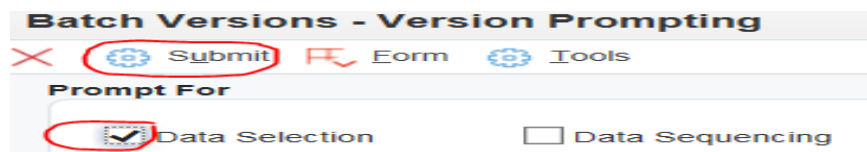
There is also the option to export the report to excel.

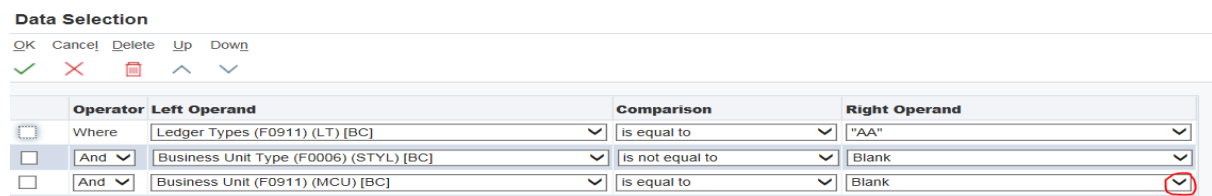# Select Non Interactive Transaction Report (pdf or excel available)
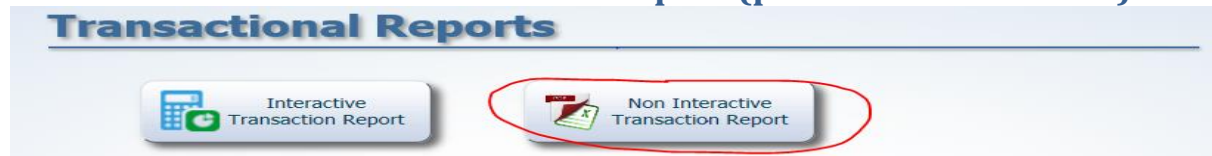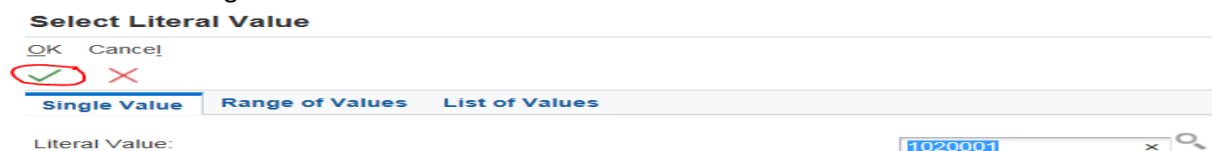

Step1: Select Business Unit(s)

Tick data selection box and then select submit

The end user needs to select the Business Unit is equal to Blank drop down arrow and select Literal from the drop down list

Enter the 7 digit Business unit number in the Single Value Literal Value field and then select green tick to confirm single Business unit number.

In the next screen confirm data selection by selecting the green tick

Step2: Select Period, Fiscal Year and select to sort by Period or Object

The next screen is the Processing Options screen.

1. Period Number: Enter the month you want the report to run to.

(Tip: to get the latest information, always enter 12 in the Period Number field)

2. Fiscal Year: Enter the Financial Year you want the report to run over.

Note: 15= 01October 2015 – 30 September 2016   16= 01October 2016 – 30 September 2017

3. Enter 0 to run report output by period order or enter 1 to run report by object order

Once you have selected Period number 12, Fiscal year and output order, select green tick to proceed.

Step3: Select Report output format

The next screen is Submit Report Definition screen.

The report is set up to automatically run to pdf but the report can also be run to excel by clicking the excel option.

Note; By ticking Pdf option only the report will only run to pdf, by ticking excel option only the report will only run to Excel. By ticking both PDF and Excel the report will run to pdf and excel.

Once report output options are selected please tick green tick icon to proceed.

Step4: Retrieve the Report

To retrieve the report select recent reports icon which is located in the header section (pencil in box).

The report is coloured blue when it is running, and coloured green when it is complete.

Tip: For a single summary report, usually clicking the recent report icon three times will move the report from blue to green and ensures the report is ready to open. The most recent report is the report just under View Job Status.
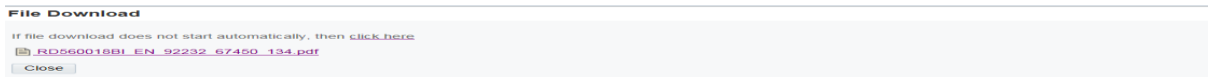
Select report to open from the recent reports list. The report will automatically pompt you to open a pdf document when pdf only output option is chosen. The report will automatically prompt you to open an excel file when excel only ouptut file is chosen.

The report opens with two outputs when both pdf and excel output is chosen. The end user can choose whether to open the PDF output or the Excel output.
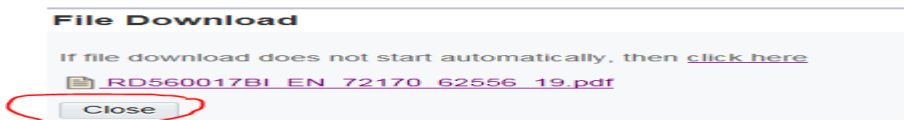
	View Output	Print	Report Definition Name	Job # ⇕	Output Type
⦿				92332	PDF
○				92332	EXCEL

Select pdf output and click view output (Tip: page plus glasses icon)
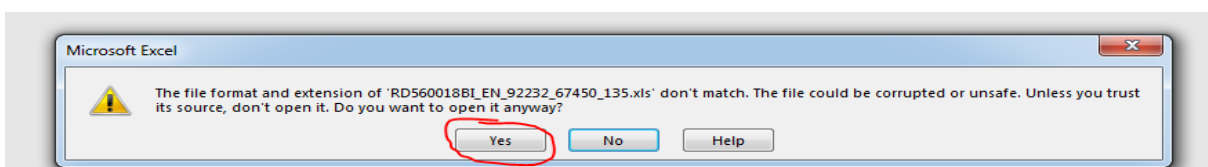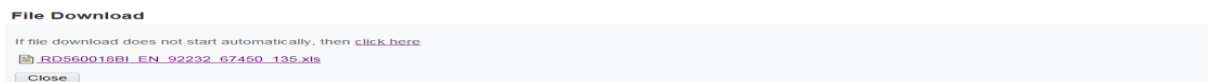
Select Open

File Download

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RD560018BI_EN_92232_67450_134.pdf
Close

Do you want to open or save **RD560018BI_EN_92232_67450_134.pdf** from jde.mucampus.ie?   Open   Save ▾   Cancel   ×

To close out of pdf report press the X button top right hand corner and click the close button

File Download

If file download does not start automatically, then click here
RD560017BI_EN_72170_62556_19.pdf
Close

The report can also be opened in excel.

Select excel output and click view output (Tip:page plus glasses icon).

Open the .xls file and select yes to file format extension question

File Download

If file download does not start automatically, then click here
RD560018BI_EN_92232_67450_135.xls
Close

Do you want to open or save **RD560018BI_EN_92232_67450_135.xls** from jde.mucampus.ie?   Open   Save ▾   Cancel   ×

Microsoft Excel   ×

⚠ The file format and extension of 'RD560018BI_EN_92232_67450_135.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?

Yes   No   Help

To close the report select the close button and select the red X icon to close out of the screens.
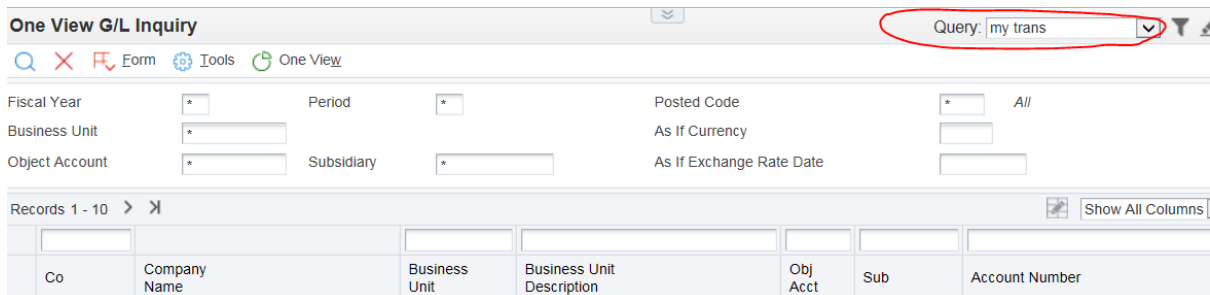
# Select Interactive Transaction Report (screen or excel available)

Step1: Select MY_TRANS or My Transactions Query

The Query section is top right hand corner of screen. Click the drop down arrow to select your personal transaction query.

Tip: it usually has the word trans or transaction in the title and it is in the personal section of the query drop down box

Step2: Select the manage queries icon to open MY_TRANS query
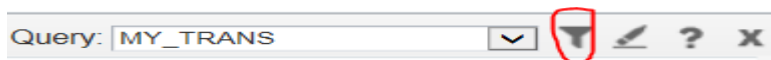
Step3: Enter Business unit number required

Fields highlighted in yellow on Query Manager can be changed:

FY (QBE): Financial year

E.g. 01 October 2015 to 30 September 2016 = 15

    01 October 2016 to 30 September 2017 = 16

PER No (QBE): Month

Between 1 and 12 denotes all months between 1 and 12.

E.g. October = 1   September= 12

Note: To get the most up to date transactions, enter period parameters between 1 and 12

Business Unit (QBE): Assigned 7digit Business Unit

## Step4: Save Query and click find blue magnifying glass icon to run query

Save Query once you have selected above parameter options (save disc icon with green tick icon)

Run Query by selecting the blue magnifying glass icon
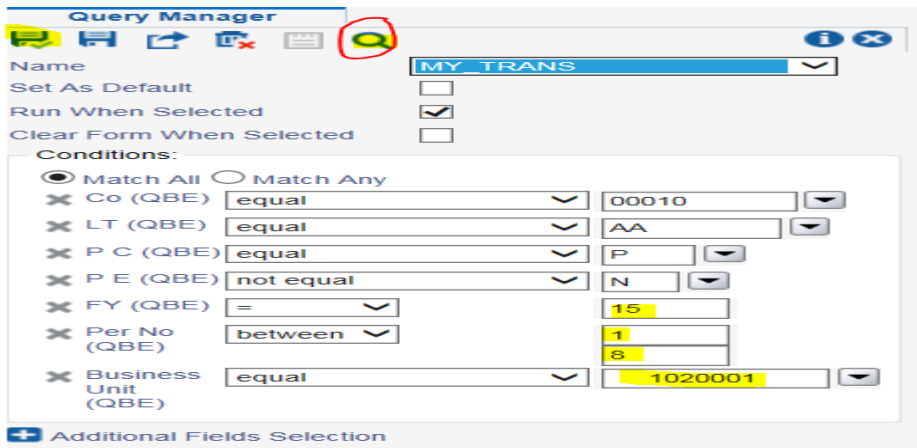
## Step5: Click go to end icon to retrieve all the transactions

Where query returns more than 10 records always click go to end icon to retrieve all the records.
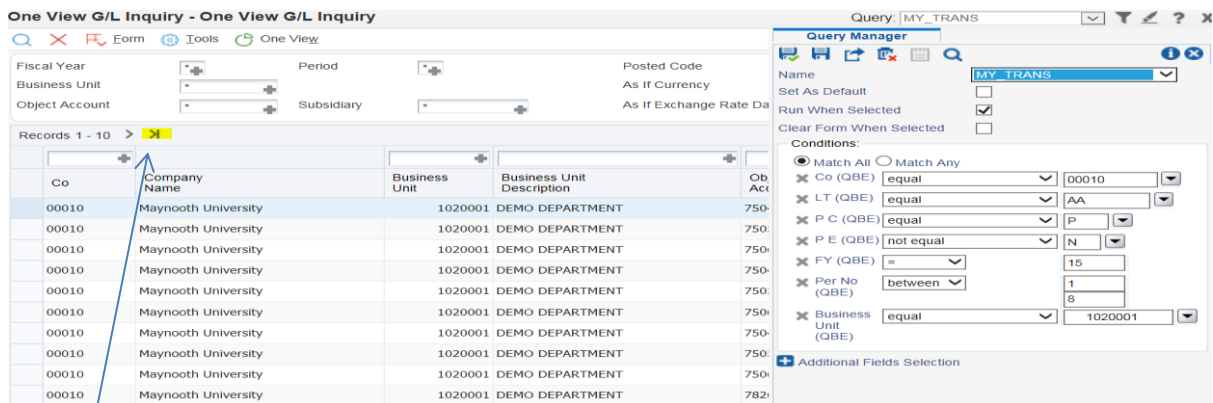
Click >I to show all record lines for the Business Unit. Query is now generated.

Step6: Run One View Interactive transaction report

Select One View icon and then select MU_GL TRANS for non-Research Business units or MU_GL Trans_Research for Research Business Units. The budget roll ups are different for Research Business Units.
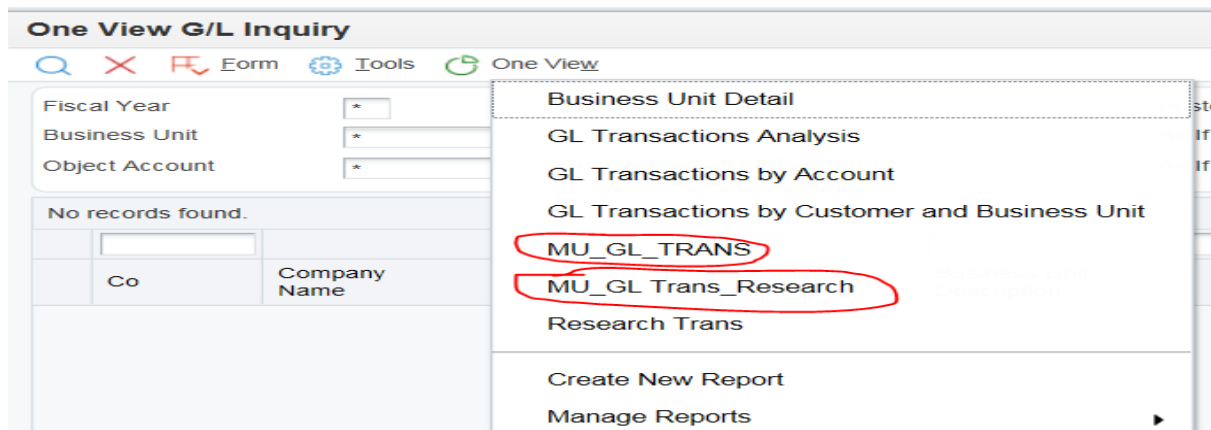
The One View interactive report is now created.

The report creates a summary pivot and shows the transaction detail. Each column has a filter which allows you to filter the information.

GL Transactions
Current Date: Jun 10, 2016

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Please Note Display : Negative Figures Equal Income and Positive Figures Equal Expenditure.

		Total	1	2	3
Administrative Pay	PRSI Acad Admin	322.50	107.50	107.50	107.50
	Pension Acad Admin	600.00	200.00	200.00	200.00
	Salary Academic Admin	3,000.00	1,000.00	1,000.00	1,000.00
Consumables	Stationery	469.00	369.00	100.00	0
Travel and Subsistence	Domestic Accomodation	100.00	100.00	0	0
	Domestic Flights	200.00	200.00	0	0
	European Flights	300.00	0	300.00	0
Total		4,991.50	1,976.50	1,707.50	1,307.50

Business Unit Description DEMO DEPARTMENT ⌄

Business Unit Description   DEMO DEPARTMENT

Dpt	Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation	7	Summary Desc
105	1020001.75040.130	Salar ☐ undefined			1,000.00	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75040.130	Salar ☐ undefined			1,000.00	91278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75040.130	Salar ☑			1,000.00	91279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.75050.130	PRSI ☑ 1			107.50	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75050.130	PRSI ☑ 2			107.50	91278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75050.130	PRSI ☑ 3			107.50	91279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.75060.130	Pens			200.00	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75060.130	Pens			200.00	91278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75060.130	Pens			200.00	91279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.76030	Dom			200.00	91281	382604	PV	DEMO INV TRAVEL	11/20/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.76080	Domestic Ac			100.00	91281	382606	PV	DEMO INV2	10/24/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.76130	European Flights	15	2	300.00	91283	382608	PV	DEMO INV NOV15	11/27/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.78260	Stationery	15	1	123.00	91281	382603	PV	DEMO INV	10/9/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
	1020001.78260	Stationery	15	1	246.00	91281	382605	PV	DEMO INV 2	10/26/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
	1020001.78260	Stationery	15	2	100.00	91283	382607	PV	DEMO INV NOV15	11/15/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
					4,991.50	15							

undefined:key=Dialog.Button. OK   undefined:key=Dialog.Button. Cancel

E.g. To only show period 1 spend, select 1 only and select OK

Note: By ticking box with no value assigned this ticks all the boxes below so will run all periods.

The interactive report can be printed by right clicking your mouse and press print.

Note: To refresh the report, select F5 on your keyboard. For Apple Macs its command and R.

Business Unit Description DEMO DEPARTMENT ⌄

usiness Unit Description   DEMO DEPARTMENT

pt	Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation	7	Summary Desc
05	1020001.75040.130	Salar ☐ undefined			1,000.00	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75040.130	Salar ☐ undefined			1,000.00	91278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75040.130	Salar ☐			1,000.00	91279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.75050.130	PRSI ☑ 1			107.50	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75050.130	PRSI ☐ 2			107.50	91278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75050.130	PRSI ☐ 3			107.50	91279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.75060.130	Pens			200.00	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75060.130	Pens			200.00	91278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75060.130	Pens			200.00	91279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.76030	Dom			200.00	91281	382604	PV	DEMO INV TRAVEL	11/20/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.76080	Domestic Ac			100.00	91281	382606	PV	DEMO INV2	10/24/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.76130	European Flights	15	2	300.00	91283	382608	PV	DEMO INV NOV15	11/27/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence

undefined:key=Dialog.Button. OK   undefined:key=Dialog.Button. Cancel

Business Unit Description			DEMO DEPARTMENT										
Dpt	Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation	7	Summary Desc
105	1020001.75040.130	Salary Academic Admin	15	1	1,000.00	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75050.130	PRSI Acad Admin	15	1	107.50	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75060.130	Pension Acad Admin	15	1	200.00	91277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.76030	Domestic Flights	15	1	200.00	91281	382604	PV	DEMO INV TRAVEL	11/20/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.76080	Domestic Accomodation	15	1	100.00	91281	382606	PV	DEMO INV2	10/24/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.78260	Stationery	15	1	123.00	91281	382603	PV	DEMO INV	10/9/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
	1020001.78260	Stationery	15	1	246.00	91281	382605	PV	DEMO INV 2	10/26/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
					1,976.50	7							

There is the option to drill further into the transaction screen for Payment transactions only (Doc Type PV, PC, UI).

E.g. Select 382603 (hand will appear when you hover over the document)

Tick the square box next to the paper clip and select payment history. This payment history screen will report what date the invoice was paid.

E.g Invoice Document 382603 was paid 30/05/16. To exit out of screen select the red X icon.

When invoice scanning is introduced in the payments office you will have the ability to see the supplier invoice by clicking on the paper clip icon next to the document.
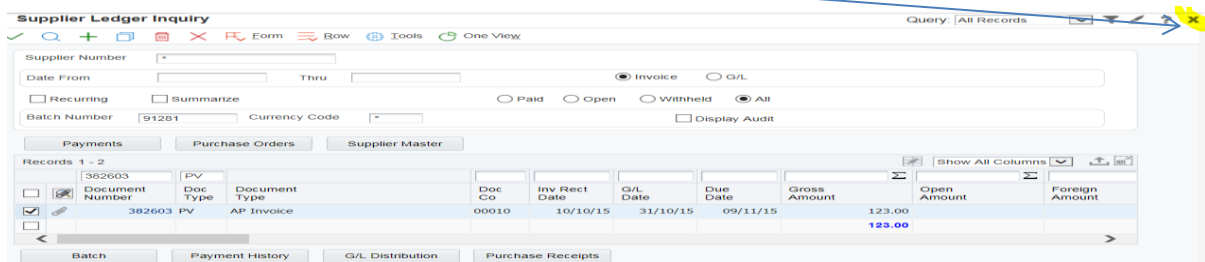
E.g. Invoice document 382603

To exit out of the invoice attachment screen, select red X icon

13

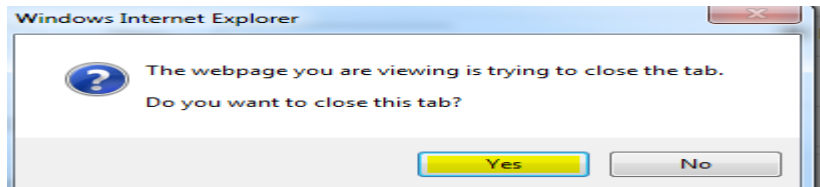To exit out of the Supplier Ledger Inquiry screen, select black X icon

You will get the following message, select Yes to close.


You will now return to the One View Interactive Report.

To exit the One View interactive report screen, select the X icon (top right of report)

To exit the One View G/L Inquiry screen, select the x icon

## Step7: Export One View Interactive Transaction Report to excel

The query generated can also be exported to excel. Select the One View icon, go to Manage Reports and then select either MU_GL _TRANS or MU_GL Trans_Research for Research Business Units. A layout screen will appear with a format section.
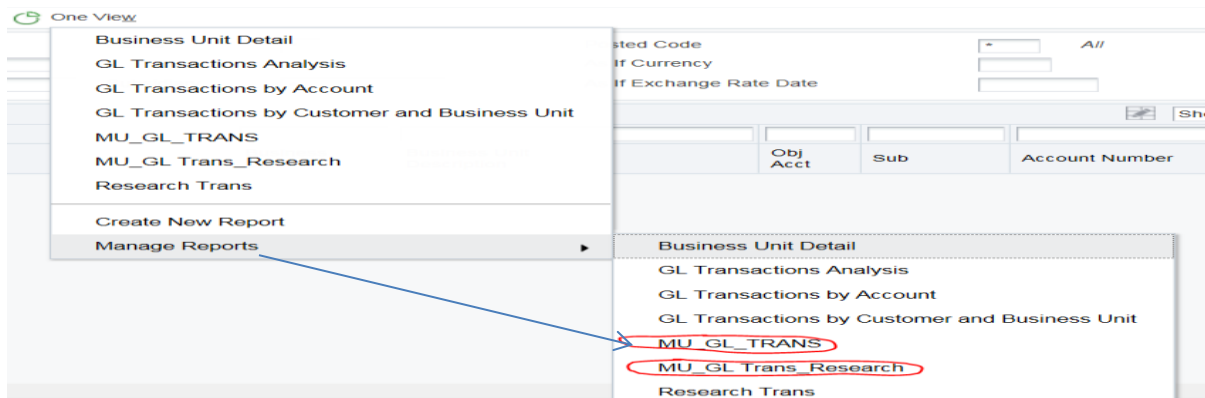
Select excel icon
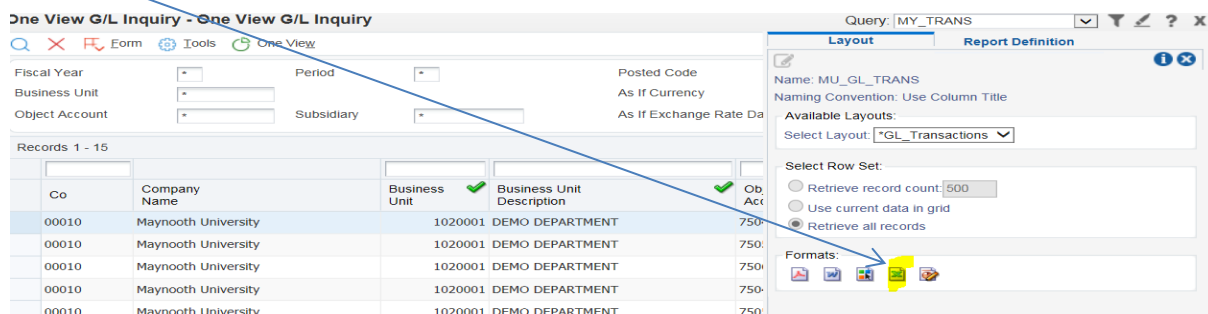
After you select Excel icon you will select Open option
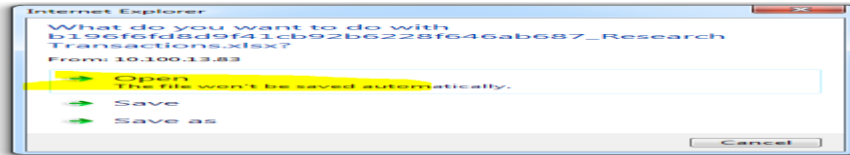
GL Transactions

Current Date: Jun 10, 2016

Please Note Display : Negative Figures Equal Income and Positive Figures Equal Expenditure.

		Total	1	2	3
Administrative Pay	PRSI Acad Admin	322.50	107.50	107.50	107.50
	Pension Acad Admin	600.00	200.00	200.00	200.00
	Salary Academic Admin	3,000.00	1,000.00	1,000.00	1,000.00
Consumables	Stationery	469.00	369.00	100.00	
Travel and Subsistence	Domestic	100.00	100.00		
	Domestic Flights	200.00	200.00		
	European Flights	300.00		300.00	
Total		4,991.50	1,976.50	1,707.50	1,307.50

Business Unit Description   DEMO DEPARTMENT

| Dpt	Account Number	Account Description	Fy	Pn	Amount	Batch	Doc	DT	Invoice Number	Invoice Date	Explanation	7	Summary Desc
105	1020001.75040.130	Salary Academic Admin	15	1	1,000.00	31277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75040.130	Salary Academic Admin	15	2	1,000.00	31278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75040.130	Salary Academic Admin	15	3	1,000.00	31279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.75050.130	PRSI Acad Admin	15	1	107.50	31277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75050.130	PRSI Acad Admin	15	2	107.50	31278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75050.130	PRSI Acad Admin	15	3	107.50	31279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.75060.130	Pension Acad Admin	15	1	200.00	31277	68534	JE			DEMO PAY OCT15	130	Administrative Pay
	1020001.75060.130	Pension Acad Admin	15	2	200.00	31278	68535	JE			DEMO PAY JOURNAL	130	Administrative Pay
	1020001.75060.130	Pension Acad Admin	15	3	200.00	31279	68536	JE			DEMO DEC15 PAYROLL	130	Administrative Pay
	1020001.76030	Domestic Flights	15	1	200.00	31281	382604	PV	DEMO INV TRAVEL	11/20/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.76080	Domestic Accomodation	15	1	100.00	31281	382606	PV	DEMO INV2	10/24/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.76130	European Flights	15	2	300.00	31283	382608	PV	DEMO INV NOV15	11/27/15	RCSI TRAVEL LIMITED	200	Travel and Subsistence
	1020001.78260	Stationery	15	1	123.00	31281	382603	PV	DEMO INV	10/3/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
	1020001.78260	Stationery	15	1	246.00	31281	382605	PV	DEMO INV 2	10/26/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
	1020001.78260	Stationery	15	2	100.00	31283	382607	PV	DEMO INV NOV15	11/15/15	CODEX (MAYNOOTH OFFICE SUPPLIE	240	Consumables
					4,991.50	15							

Note: A yellow warning icon appears when you click on the number fields. By clicking the drop down arrow on the yellow warning icon, you can choose option convert to numbers.

APPENDIX A: CHANGE PASSWORD

Select the down arrow next to your Name (top right corner) and select My System Options
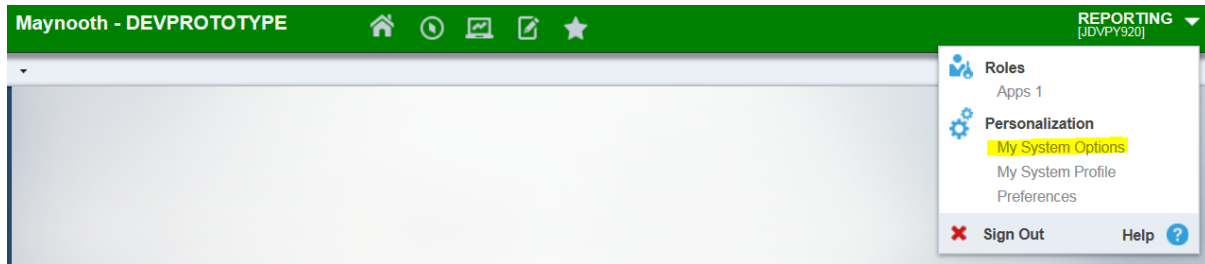
Select Change Password option and complete.
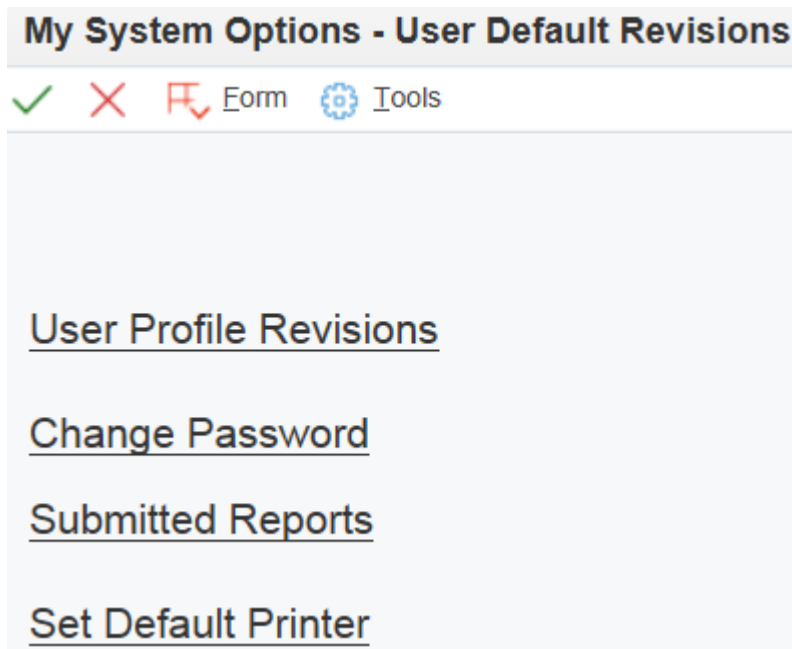
Password Rules

- The minimum password length is 8 characters.
- Password must contain at least one numeric (0 - 9)
- Password must contain at least one special character (!£$%^&*)
- Password cannot contain more than 2 consecutive characters (~~aaa~~)

APPENDIX B: SERVICE DESK PORTAL

Please log Report Access (password) or Report Performance issues with Maynooth Service Desk.

https://www.maynoothuniversity.ie/it-services/servicedesk

APPENDIX C: BUSINESS UNIT NUMBER SEARCH

Step1: Select Interactive Transaction Report icon

Step2: Click into the Business Unit field and a magnifying glass icon will appear to select.
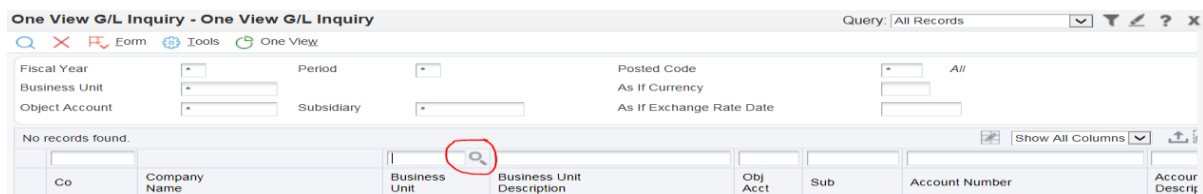
Step3: Select the magnifying looking glass to generate list of Business Units.

Where there is greater than 10 Business Units in list, select the Arrow with a line icon to return the full list.
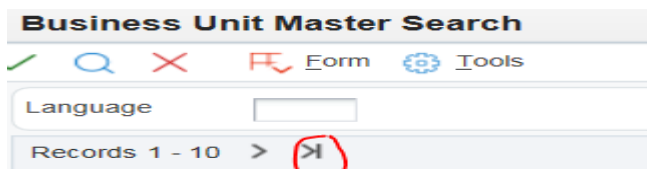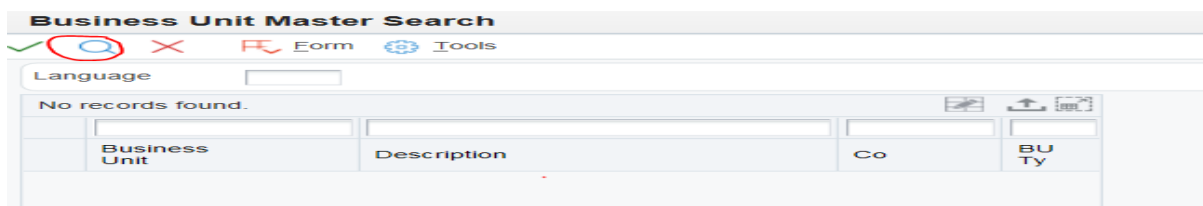
Step4: Option to export list to excel by selecting the export icon and then clicking the green disc icon.
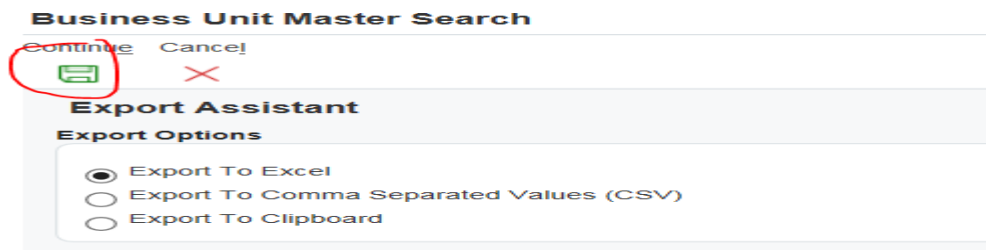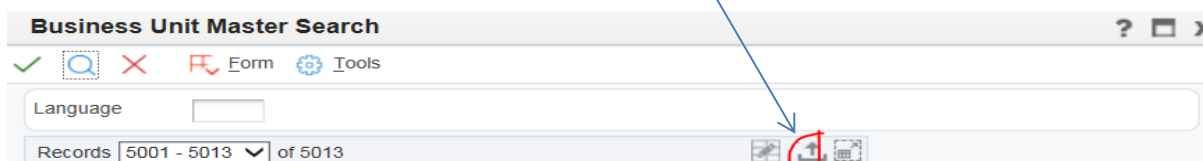
APPENDIX D: DELETING REPORT HISTORY

1. Select View Job Status
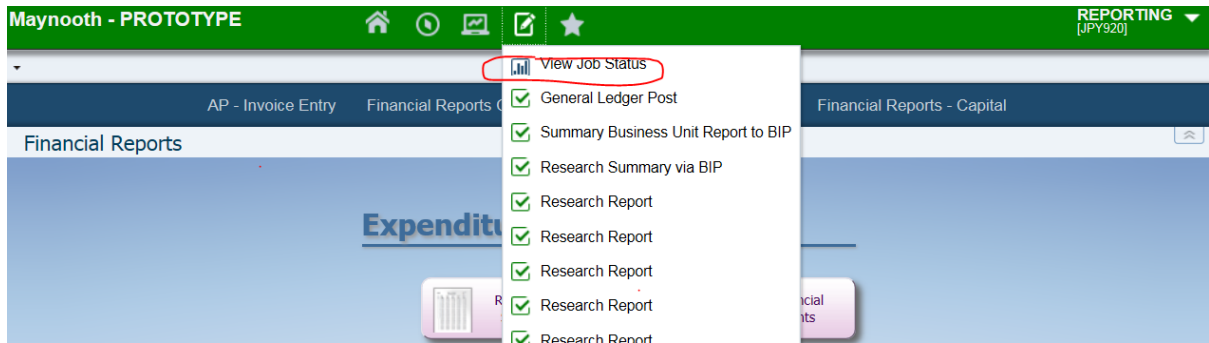
2. Tick Report to delete and select delete icon (bin icon)
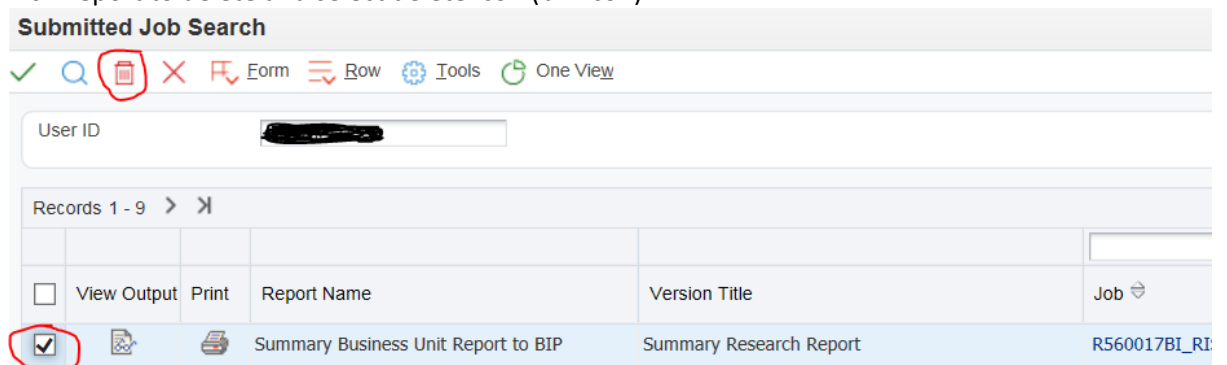
3. Select ok to confirm report to delete
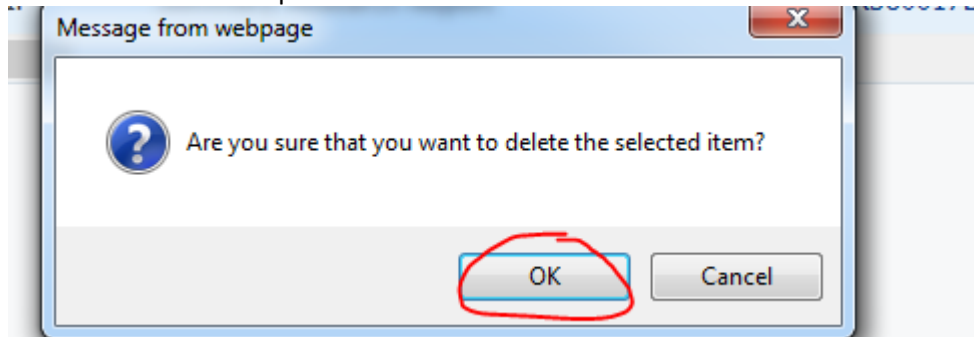
4. Select green tick to confirm deletion of records
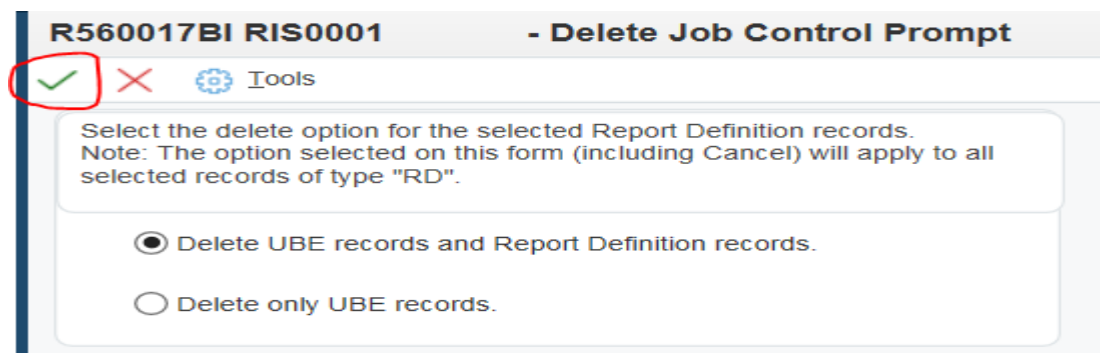
APPENDIX E: DELETE AND SET UP INTERACTIVE REPORT TRANSACTION QUERY

Step1: Delete the current personal query that is having problems (bin icon to delete)

Step2: Open up MU_GLTRANS which is a shared query.

Click the save icon and name new query (e.g. EQ My Transactions)

Tip: As this is a personal query, the end user can decide the name of the query

Change the period number 6 to 12 and enter a 7digit Business Unit used regularly by the end user

Save query by clicking save icon with green tick

Close query.

Step3: Use new query going forward.

APPENDIX F: DEPARTMENT/OTHER PROJECTS/RESEARCH SUMMARY REPORT QUICK GUIDE

Click relevant Summary Report icon
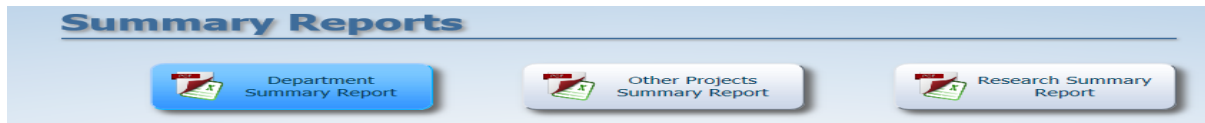
Step1: Select Business Unit(s)
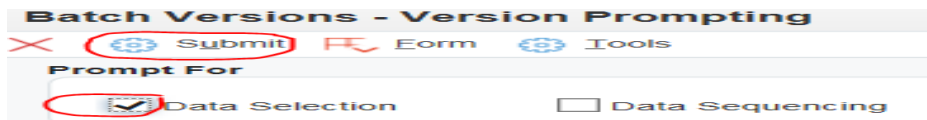
Tick data selection box and then select submit

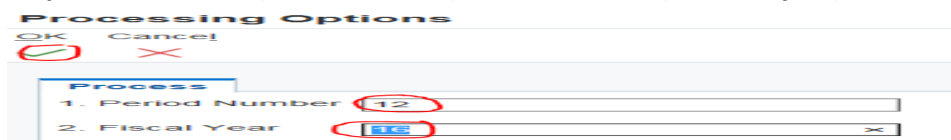Select the Business Unit is equal to Blank drop down arrow and select literal from the drop down list

Enter the 7 digit Business unit number in the Single Value Literal Value field and then select green tick to confirm single Business unit number
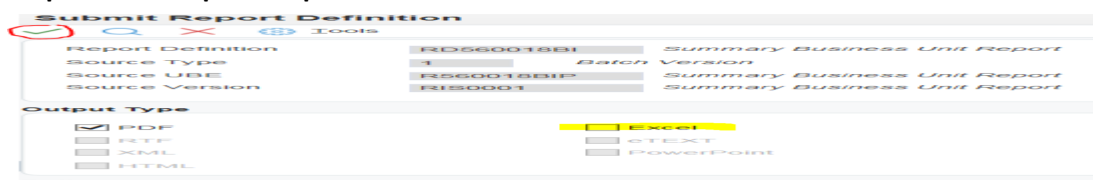

Select the green tick to confirm your Data Selection screen

Step2: Select Period (month number) and Fiscal Year (financial year)

Enter period and year and select green tick to confirm your period number and fiscal year

Step3: Select Report output format

The report is set up to automatically run to pdf but the report can also be run to excel by clicking the excel option. Select the green tick to confirm your report output choice.
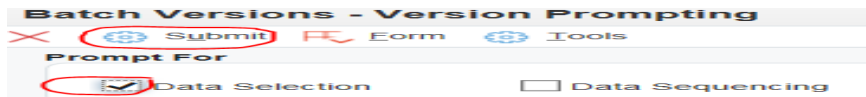
Step4: Retrieve the Report
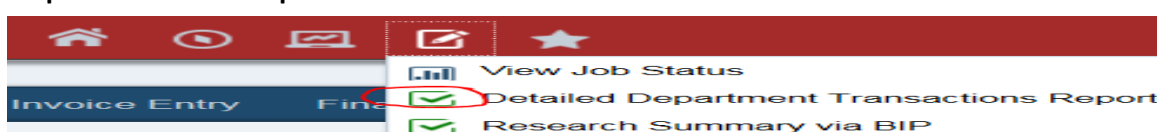
APPENDIX G: NON INTERACTIVE TRANSACTION REPORT QUICK GUIDE

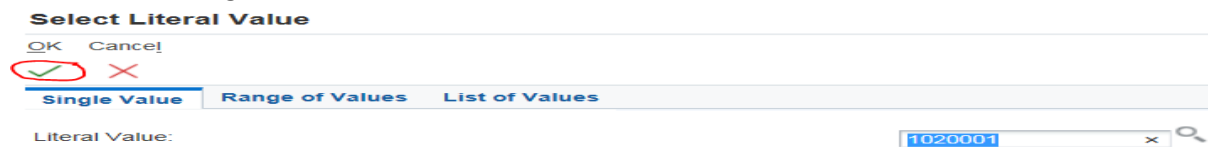Select Non Interactive Transaction Report icon
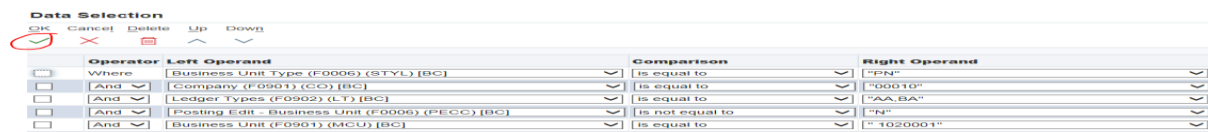

Step1: Select Business Unit(s)

Select the Business Unit is equal to Blank drop down arrow and select literal from the drop down list

Enter the 7 digit Business unit number in the Single Value Literal Value field and then select green tick to confirm single Business unit number

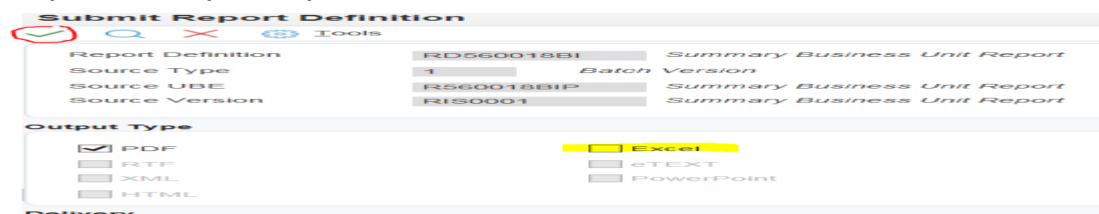Select the green tick to confirm your Data Selection screen

**Step2: Select Period, Fiscal Year and sort by Period or Object**
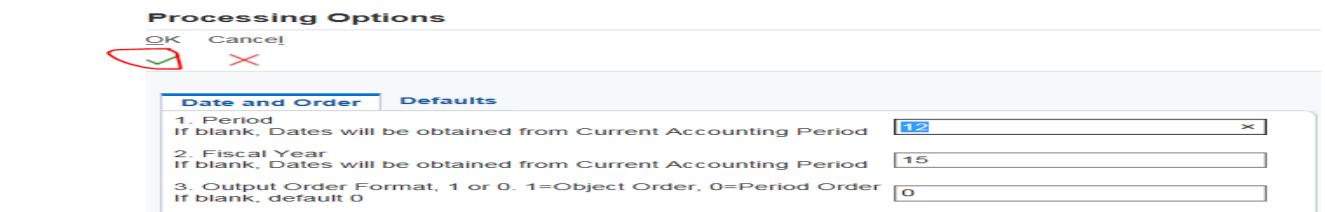
Once you have selected Period number 12, Fiscal year and perior or object output order, select green tick to proceed.

Step3: Select Report output format

The report is set up to automatically run to pdf but the report can also be run to excel by clicking the excel option. Select the green tick to confirm your report output choice.
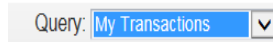
Step4: Retrieve the Report
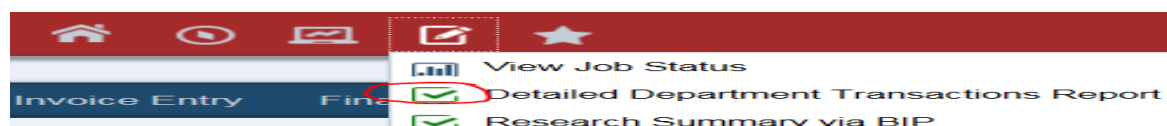
APPENDIX H: INTERACTIVE TRANSACTION REPORT QUICK GUIDE
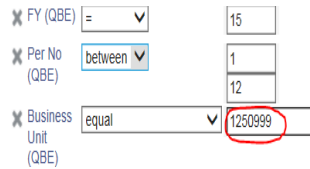
Select Interactive Transaction Report icon

Step1: Use drop down box to select My Transactions query (personal query)

Note*: Query section is top right hand corner of screen*

**Step2:** To open query select manage query filter to right of Query box

Step3: Business Unit equal to: Enter 7digit Business unit you require.

Note: The query will hold the last Business unit entered, if you need to change the Business unit number click into the Business unit box and change the number.
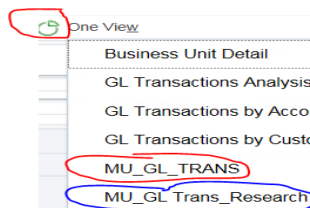
Note: FY=15 01/10/15 to 30/9/16, FY=16 01/10/16 to 30/9/16: amend number depending on year you wish to view

**Step4:** Click save icon (disc green tick) and then click Find icon (blue magnifying glass)
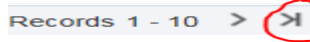
Step5: Where query returns more than 10 records always click go to end icon to retrieve all the records

Step6: To run interactive report click One View icon and then select MU_GL Trans for non-Research projects and MU_GL Trans_Research for Research Projects

Note: For PCs F5 is the report refresh button and for Apple Macs its Command and R
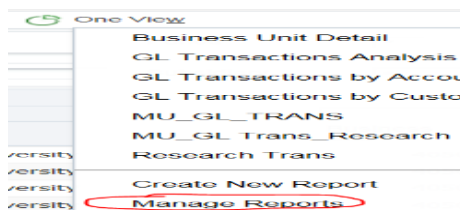
Step 7: The interactive report can also be exported to excel when you click the One View icon and go to Manage Reports, which will show the reports again. Select the report to export and the layout box will appear to right of screen. Select the green excel icon and report will open up in excel.