

Quick Reference

Reporting and Enquiries

Last Updated: 16/04/2012

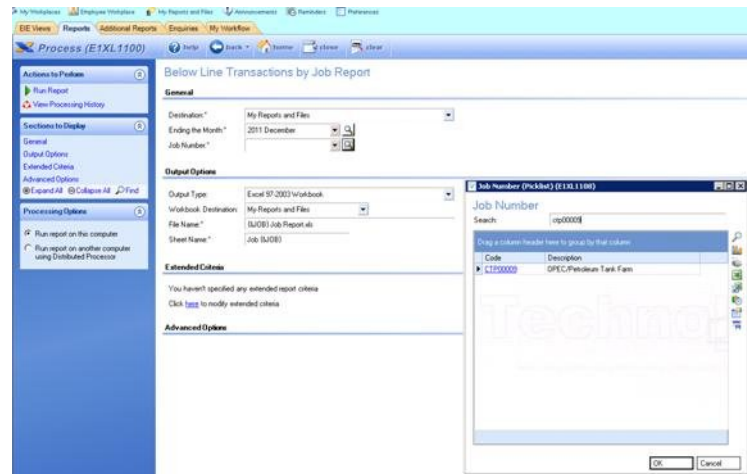
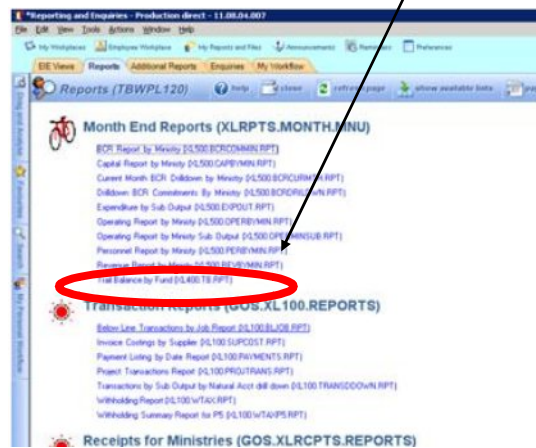
Running a Report from the EIE screen (only users with Reporting and Enquiries Workplaces)

1 → Login as **Reporting and Enquiries** and on default tab will be **EIE View**



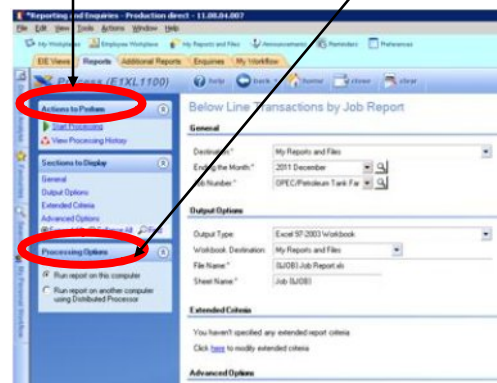
Click on **Reports** tab.

2 → Click on the **Below Line Transactions by Job Report** in the **Transaction Reports** section



Click on Pick-list (magnifying glass) and assign a **Job Number**

3 → Once Job Number is identified,
i. Choose **Run report on this computer** in the **Processing Options** and
ii. Click **Start Processing** in the **Actions to Perform** pane

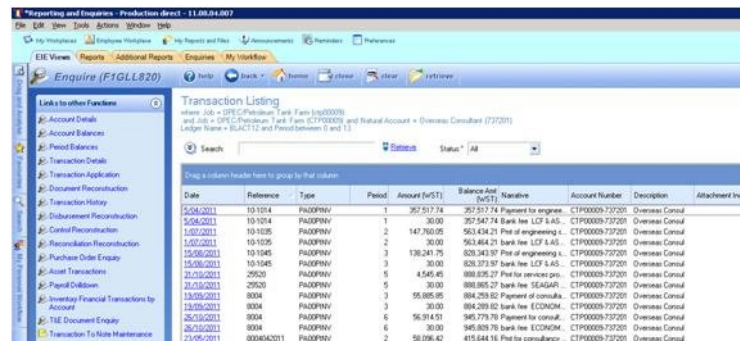
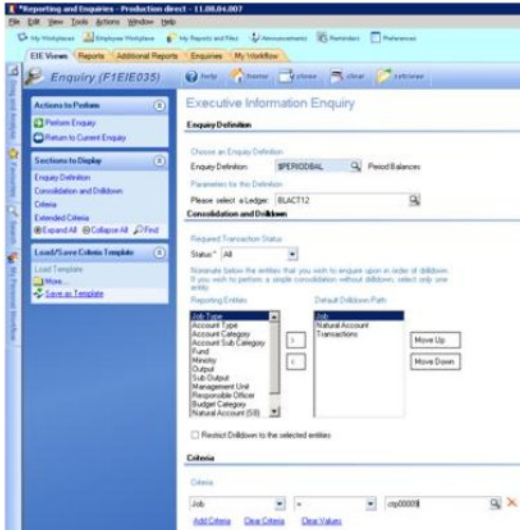


Printout of Report

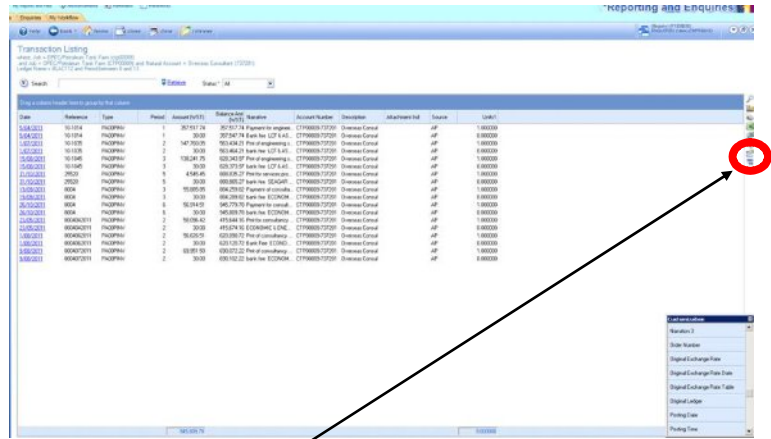
Date	Natural Acct	Description	Reference No.	Type	PO Number	Period	Supplier	Narration
04-01-2011	7200	Building Insurance	000000	PAIDPFRM				PROGRESSIVE BLDG. Pricer for petroleum insurance cover for pet. oil/nat. task farm. acout. 0000
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000012	1	LOF A ASSOCIATES	Payment for engineering services for the LOF A ASSOCIATES PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000013	1	LOF A ASSOCIATES	Bank inv. LOF A ASSOCIATES PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000014	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000015	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000016	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000017	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000018	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000019	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000020	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000021	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000022	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000023	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000024	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000025	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000026	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000027	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000028	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000029	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000030	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000031	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000032	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000033	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000034	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
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04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000038	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000039	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD
04-01-2011	7200	General Consultancy	000000	PAIDPFRM	02000040	2	ECONOMIC & ENERGY ANALYSIS PVTY LTD	ECONOMIC & ENERGY ANALYSIS PVTY LTD

Creating an Enquiry, Identifying Cheque Number and Reprinting Purchase Order

4 → Go back to EIE screen, Click on **Build Own Enquiry**.



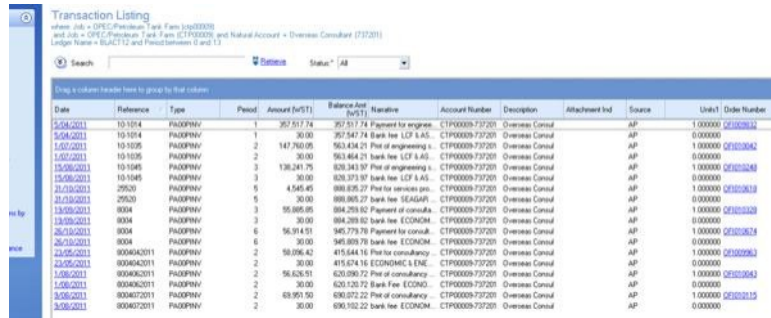
Click on any of the **Natural Accounts** and should see the **Transactions**.



Click on the **Options** on the right side of screen to customised columns and add **Order Number** field to identify **Purchase Order** (PA00PINV – direct payment)

Enter **Enquiry Definition** from Pick-list, choose a **Ledger** and also use the **arrows** to choose **fields** to build **Enquiry**. **Criteria** needs to be emphasised to be minimised the search.

Click **Perform Enquiry** to execute the Enquiry



Output from Enquiry

5 Identifying **Periods** and breakdown of **Output** through **Natural Accounts**



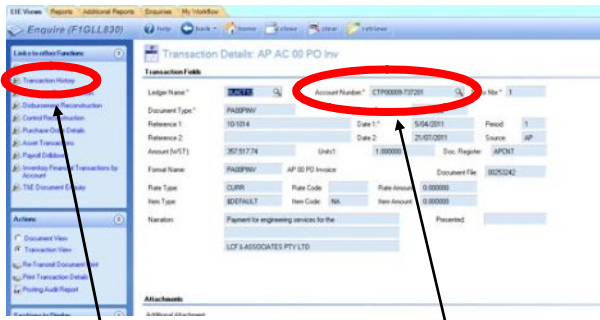
6 Identifying **Cheque Number**

Click on any **Order Number** (PO number) to view **AP transactions** details.

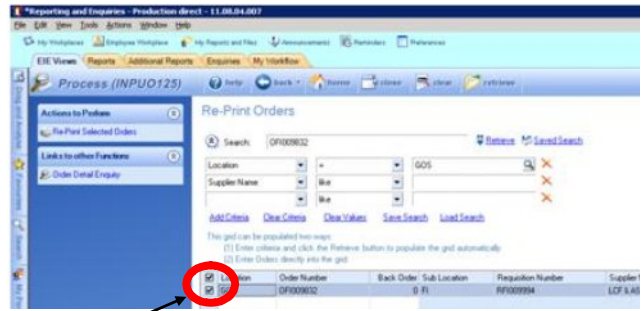
Click on the highlighted **Job** from the Output to see the breakdown of **Natural Accounts**



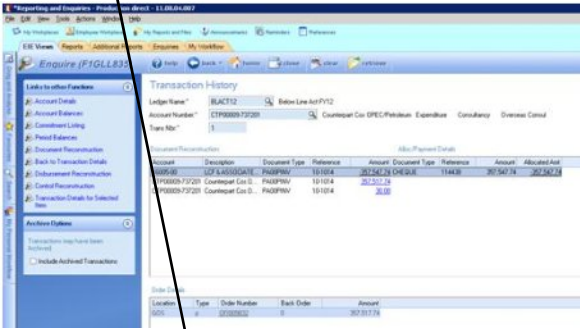
→ Reprinting of Purchase Order



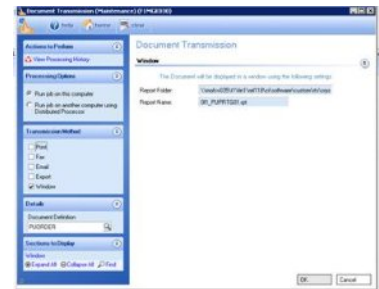
Transaction Details of **CTP00009-737201**



Check box and click on **Re-Print Selected Order** to start reprinting of Purchase Order

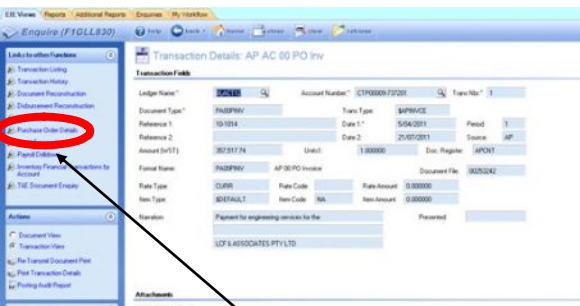


Click on **Transaction History** link to identify the **Payment/Document Type (CHEQUE NUMBER)**

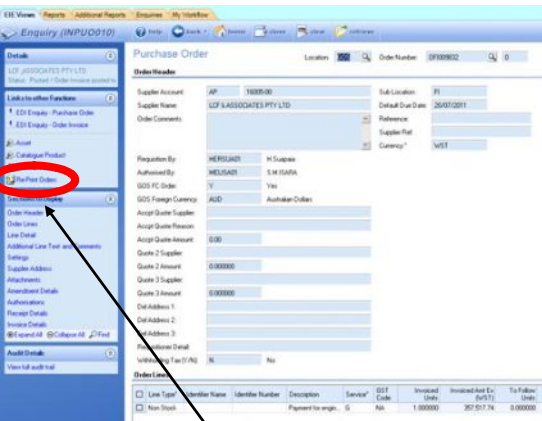
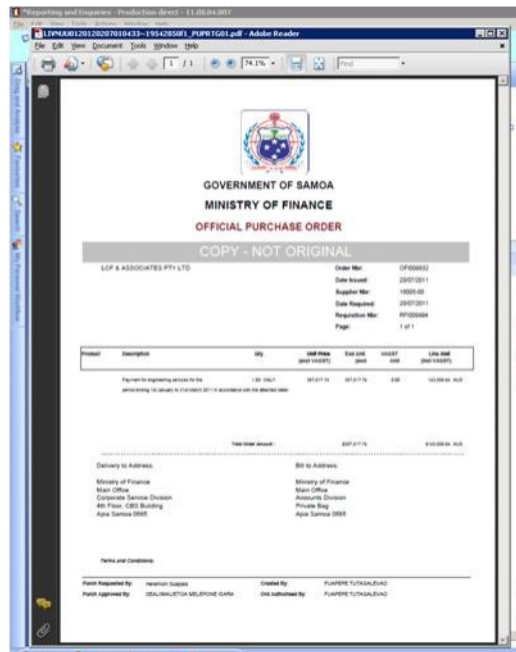


Choose a Destination to print Purchase Order to.

Click on the **Back** button to take you back to Transaction Details



Click on **Purchase Order Details** to view contents of Purchase Order



Click on the **Re-print Order** to reprint Purchase Order