

University of Reading - RFP02-PO Proposed Accrual Report - Web Instructions

Overview

This document outlines the RFP02 PO Proposed Accrual Report, which is used to Support the PO Accruals Process.

Details of how to run reports and their common features are held in the Common Reporting Actions Document.

Agresso Information Pages Menu

Log On.

- Log on to Agresso Self Service (web), as either a member of the Finance Planning and Strategy Team or the Technical Accounts Team.
- The Information Pages Menu should be displayed.

RFP02-PO Proposed Accrual Report

Financial Planning & Strategy Team:

Information Pages > Report Ordering > Finance Planning and Strategy Reports > RFP02-PO Proposed Accrual Report (FP&S)

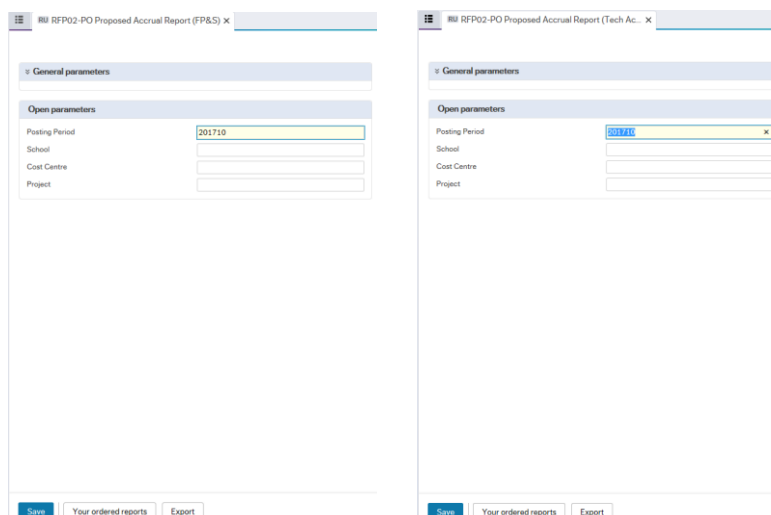
Technical Accounts Team:

Information Pages > Report Ordering > Technical Accounts Reports > RFP02-PO Proposed Accrual Report (Tech Acc)

Description

This report is output as an excel file. It can be run for an individual school. If an individual cost centre or project is requested, the school must also be entered.

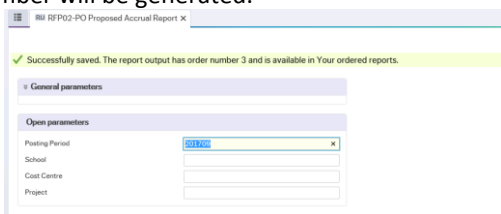
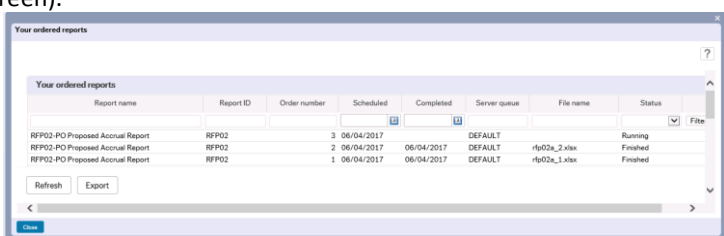
Details of the outstanding purchase orders are provided, together with a proposed accrual. The proposed accrual may be overwritten. On completion, the report will need to be sent to the General Ledger Transaction team for posting to the ledger.



Entries

Field	Description
Posting Period	Enter the period that the report should be run up to, which will also be the period that the accrual will be defaulted to.
School	Enter the id of the school that the report is to be run for. This must be entered if the Cost Centre and/or Project is selected.
Cost Centre	Enter the Cost Centre id. If the cost centre is entered, the School must also be entered.
Project	Enter the Project id. If the project is entered, the School must also be entered.

Actions

Action	Description
Save	<p>Save the report request. An order number will be generated.</p> 
View the output	<p>Open the [Your ordered reports] menu, (button on the bottom of the screen).</p>  <p>[Refresh] the report list until your report status is Finished. Click on the report to open.</p>
Review the data	<p>Read the instructions in the report. Review the data and update the accruals amount as required, (right hand side of the report).</p>

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	<p>Client RU - 12 Text-291117-University of Reading Purchase Order Extract - Open Purchase Order for School FK - School of Chemistry, Food and Pharmacy Purchase Order Accrual</p> <p>Parameters for the report</p> <table border="1"> <tr> <td>Posting Period</td> <td>201704</td> <td>Reversing Period</td> <td>201705</td> </tr> <tr> <td>Batch ID</td> <td>09-02-2017</td> <td colspan="2">This needs to be unique for this batch. An ID including your username is advisable, and can be used for future batches</td> </tr> <tr> <td>Employee No</td> <td></td> <td colspan="2">This is the employee number for the person posting the journal</td> </tr> <tr> <td>Accrual Account</td> <td>4300</td> <td colspan="2">The proposed journal defaults in this account, which can be overwritten prior to posting.</td> </tr> </table> <table border="1"> <thead> <tr> <th>Order No</th> <th>Line No</th> <th>Upld CA Analysis</th> <th>Ordered By</th> <th>Account</th> <th>Account Description</th> <th>Project</th> <th>Project Description</th> <th>Est Centre</th> <th>Est Centre Description</th> <th>Tax Code</th> <th>Tax System</th> <th>SupplD</th> <th>Supplier Name</th> <th>Product Code</th> <th>Pr</th> </tr> </thead> <tbody> <tr> <td>3151414</td> <td>1</td> <td>0</td> <td>Mrs White</td> <td>4717</td> <td>Lab consumables - Other</td> <td>H4200000</td> <td>An innovative very low-cost thermo-electric technology for large scale</td> <td>GACP</td> <td>Chemistry</td> <td>FF</td> <td>ED</td> <td>11142</td> <td>GOODFELLOW CAMBRIDGE LIMITED</td> <td>LXP</td> <td>TUNGSTI DIABETI</td> </tr> <tr> <td>3156290</td> <td>1</td> <td>0</td> <td>Prof Plum</td> <td>4717</td> <td>Lab consumables - Other</td> <td>H6171100</td> <td>Metal phosphodi complex interactions with duplex and higher order DNAs</td> <td>GACP</td> <td>Chemistry</td> <td>PM</td> <td>IR</td> <td>11159</td> <td>GREINER BIO-ONE LTD</td> <td>LXP</td> <td>HANDYR</td> </tr> <tr> <td>3156290</td> <td>2</td> <td>0</td> <td>Miss Scarlet</td> <td>4820</td> <td>Computer Equipment under EOL</td> <td>A308612</td> <td>Pharmacy Practice</td> <td>FECP</td> <td>Pharmacy</td> <td>PM</td> <td>IR</td> <td>11776</td> <td>MISCO UK LTD</td> <td>LXP</td> <td>100 POST YELLOW</td> </tr> </tbody> </table>	Posting Period	201704	Reversing Period	201705	Batch ID	09-02-2017	This needs to be unique for this batch. An ID including your username is advisable, and can be used for future batches		Employee No		This is the employee number for the person posting the journal		Accrual Account	4300	The proposed journal defaults in this account, which can be overwritten prior to posting.		Order No	Line No	Upld CA Analysis	Ordered By	Account	Account Description	Project	Project Description	Est Centre	Est Centre Description	Tax Code	Tax System	SupplD	Supplier Name	Product Code	Pr	3151414	1	0	Mrs White	4717	Lab consumables - Other	H4200000	An innovative very low-cost thermo-electric technology for large scale	GACP	Chemistry	FF	ED	11142	GOODFELLOW CAMBRIDGE LIMITED	LXP	TUNGSTI DIABETI	3156290	1	0	Prof Plum	4717	Lab consumables - Other	H6171100	Metal phosphodi complex interactions with duplex and higher order DNAs	GACP	Chemistry	PM	IR	11159	GREINER BIO-ONE LTD	LXP	HANDYR	3156290	2	0	Miss Scarlet	4820	Computer Equipment under EOL	A308612	Pharmacy Practice	FECP	Pharmacy	PM	IR	11776	MISCO UK LTD	LXP	100 POST YELLOW
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