U4ERP 7.0

Web Reporting

User Guide

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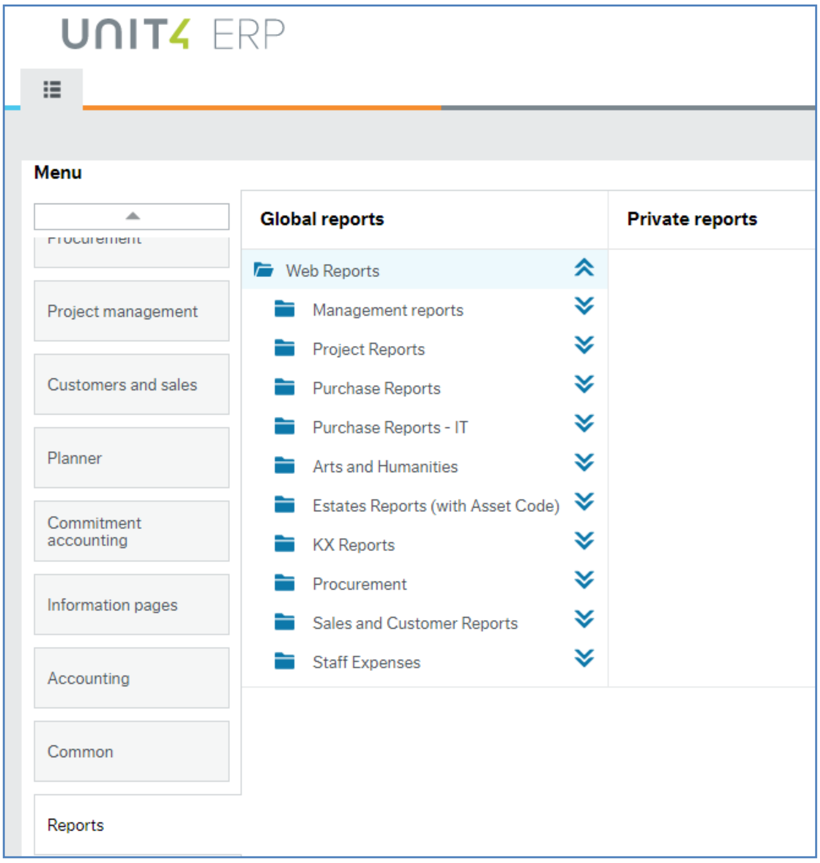
Contents

1. Reports available on the web

Reports in one of the folders within the Reports section of U4ERP. They can be run at any time and will always give 'real time' information as they interrogate the U4ERP database at the time they are run to retrieve the latest information.

The menu route is *Reports > Global Reports > Web Reports*



All reports have at least one prompt when running them allowing you to select a specific cost centre or project for which to run the report. If nothing is entered here the report will return all data for the accounts, cost centres and projects to which you have access.

New reports can be written as required. If the information you need to monitor a particular budget is not readily available, please contact Karen Dalby.

2. Reporting: General Information

2.1 Accounting periods

Some reports prompt for the accounting period(s) for which they are to be run.

The financial year runs from August to July and is divided into 12 accounting periods, one for each calendar month. The period is entered in the format YYYYMM. YYYY is the year in which the accounting period **starts**, and MM is the month. So August is month ‘01’ and July is month ‘12’.

So, for the accounting year August 2021 to July 2022, the periods would be 2021**01** (Aug21) through to 2021**12** (Jul22).

2.2 Currency amounts

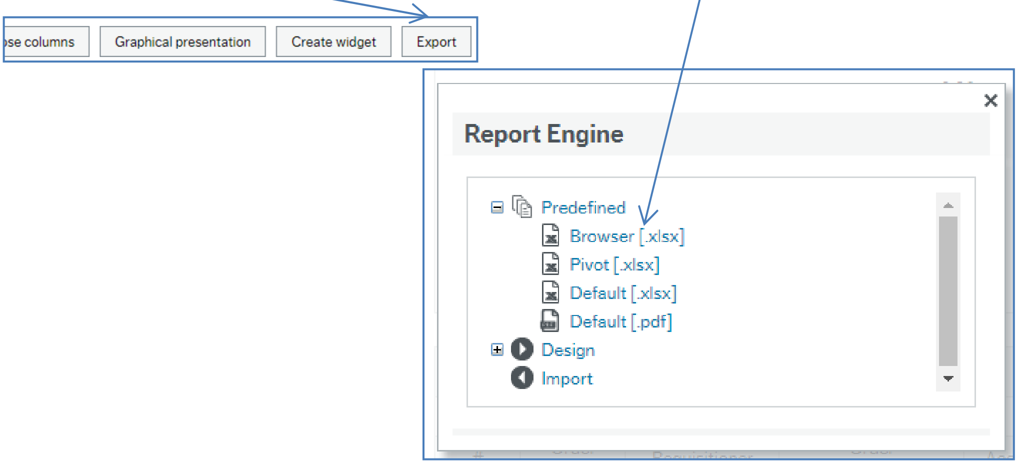
Where an order is raised in a currency other than GBP, the amount will be an approximate GBP value. This is because *the rate of exchange is not updated regularly for all the currencies*, and U4ERP uses the latest rate held. **However, when the invoice is paid, we use the rate supplied by Western Union at the time of the payment, so the amount debited from the cost centre or project will be correct.**

2.3 Selection Criteria

Most reports have fields to enter specific *selection criteria*, to determine the information returned on the report. Any combination of these may be used as required and the criteria can be changed between reports. Clicking the search button will re-run the report with the new criteria.

2.4 Exporting a report to Excel

Once a report has been run, it can be exported to Excel for further analysis. To do this, click on the *Export* button at the bottom of the screen and select *Browser* (**One** click only).



The Browser will download to the bottom of the screen, click once to open the spreadsheet.

3. Which Report to Run?

You want to see:

Future commitments - Purchase orders that have been approved but are still awaiting payment	Committed expenditure	4.1
A list of all the requisitions/purchase orders raised for a particular project	Orders by Project	4.2
Details if the transactions which have gone through a cost centre/project	Transactions for Cost Centre	4.3
Budget information, what has been spent so far and what is left	Variance Report (SMT)	4.4
A list of the GL Journals that have been approved and will debit or credit a cost centre/project	Approved workflow journals by cost centre	4.5
Whether an account code or project code is valid for a cost centre	Valid code combinations	4.6
A list of all purchase orders for a cost centre/project which have not yet been goods received	Goods Delivery Status	5.1
Which order was used for a particular invoice or vice versa	Quick invoice/Order search	5.2
The address for one or more suppliers	Supplier Address List	5.3
Whether a supplier invoice has been paid	Supplier Payment Check	5.4
All the requisitions raised for a particular supplier, showing the coding used	Supplier Requisition Enquiry	5.5
The address for one or more Customers	Customer Address List	6.1
Whether a customer has paid their invoice(s) (Invoices originated from a sales order)	Customer invoices and payments	6.26.2
The cost centre and project credited by a sales invoice		
Whether a customer has paid their invoice(s) (Invoices originated from the Acacia system)	Acacia invoices and payment dates	6.3
Details of all transactions that have gone through a specific project (default will show all transactions for a project regardless of period)	Project Report	7.1
Where a Project Application form is in the workflow and who has approved it so far	Active Project forms Workflow	7.2
The route of a completed project application, who approved/rejected it at each step	Historical Project Forms Workflow	

4. Management Reports

4.1 Committed Expenditure

This report shows all orders which have been approved by a budget holder but which have not yet been matched to invoices and paid. The actual expense is therefore not reflected in the other reports such as the cost centre report and variance report as it has not yet materialised. This report should be checked regularly as it shows expenses which are expected in the future and will therefore affect the budget.

If any orders are shown on the Committed Expenditure report which are known to be obsolete (i.e. the order was never placed with the supplier, the order is a duplicate or the invoice was settled by card), please contact Finance so the order can be closed and therefore removed as an outstanding commitment.

You can leave any or all of the criteria blank to view commitments for all of the accounts/cost centres and projects to which you have access. Alternatively, you can enter any or all of the following:

Selection Criteria	
Account	*You can enter an account code here if you wish to view the commitments for one account only. Alternatively, leave this blank to view commitments for all accounts matching the other search criteria.*
Cost centre	*The cost centre for which you wish to view the outstanding commitments*
Project	*The project for which you wish to view the outstanding commitments*

The report shows:

Heading	
Order number	
Currency Amount/Currency	*The amount of the order line in the original currency and the original currency code*
Approved Date	*Date the order line was approved by the budget holder*
Goods Received Date	*Date the order line was goods received. This may be blank if the order has not been goods received yet.*
Account, cost centre and project	
Supplier	*The supplier code and name*
Product	*The product code used on the order*
Value Goods received	*The amount of the line which has been received*
Value still to invoice	*The amount of the line which has not yet been invoiced and which is therefore still a commitment.*
Requisitioner	

4.2 Orders by Project

This report is designed to show the requisitions raised against a project with the dates that they were initially entered onto U4ERP and subsequently approved.

You can leave any or all of the criteria blank to view orders for the projects to which you have access. Alternatively, you can enter any or all of the following:

Selection Criteria	
Project	*The project code for which you wish to view orders. The project code is 8 characters long, usually 3 alpha and 5 numeric*
Period Greater than or Equal to	*The start and end points for the report, to be entered in the format YYYYMM (see section 2.1).The start and/or end point may be entered, or they can be left blank to see all orders.*
Period Less than or Equal to	
Order No	*To view a particular order, enter the order number here. Alternatively, leave this field blank to view all orders.*

The report shows:

Heading	
Period	*Period in which the requisition was entered onto U4ERP*
Order Number	
Cost centre and project	
Date Requested	*Date the requisition was entered*
Date Approved	*Date requisition was approved by the budget holder*
Requested by	*Requisitioner*
Supplier	
Amount requested/Currency	*Amount of the order line in the original currency*
Amount requested (GBP)	*Approximate value, in GBP, of the order line amount. See section 2.2*
Tax Amount	*The amount of tax invoiced so far*
Amount invoiced	*The amount in GBP which has been invoiced so far*
Amount remaining	*The amount of the order line which is still outstanding.*

4.3 Transactions for cost centre

This report shows all the transactions which have posted to the financial ledgers for your cost centre, for one or a range of periods. The information shown will include purchase invoices, sales invoices and any internal transfers.

Any one or more of the following criteria may be entered.

Selection Criteria	
Project	*To view the transactions for a specific project, enter the project code here*
Cost centre	*To view the transactions for one cost centre only, enter the cost centre code here. Alternatively leave this blank to view all cost centres to which you have access*
Account greater than or equal to	*To view the transactions for one account code only, or a range of accounts, enter the codes here. Alternatively leave this blank to view all accounts to which you have access*
Account less than or equal to	
Period Greater than or Equal to	*The start and end points for the report, to be entered in the format YYYYMM (see section 2.1). The default periods are the start and end of the current year but can be amended. The prompts can be left blank to see all transactions.*
Period Less than or Equal to	

For the criteria entered, the report will show:

Heading	
Class	*The report is divided into 3 sections: income, staff costs and non-staff costs.*
Trans Type	*The Transaction type and description, the most common being:* *PS = purchase invoice* *GL=General Ledger journal transfer,* *GS = transaction from on-line store* *SO=Sales invoice*
Trans No.	*Transaction number automatically generated by U4ERP when item is posted to the ledger*
Order No.	*Purchase order number, if applicable*
Invoice No.	
Trans Date	*Invoice date or journal transfer date*
Period	*Accounting period the item was posted to. See section 2.1*
Account/Cost centre/Project	
Text	*A narrative entered against this item.*
Customer/supplier	
TC	*Tax code, one of:* *PE (purchase exempt), PZ (Purchase zero rated), PS (purchase standard 20% rate), SE (sales exempt), SZ (Sales zero rated), SS (sales standard 20% rate)*

4.4 Variance Report (SMT)

This report shows the actual expenditure/income for a cost centre along with the budget for each account code. The report is ordered with income first, followed by staff costs and finally, non-staff costs.

The report shows the total balance for each account/cost centre/project and period but not the transaction details which make up that balance. This information is available on the Transactions for Cost Centre report. Alternatively, click on a balance figure to view the transaction details from which the balance is derived.

The criteria when running the report are:

Selection Criteria	
Period greater than or equal to/	*The start and end point for the report, to be entered in the format YYYYMM (see section 2.1). The default start period is the start of the current year but can be amended. Leave the end period blank to see all transactions from the start point onwards, otherwise enter an end period.*
Period less than or equal to	
Cost centre like	*To view the balances for one cost centre only, enter the cost centre code here. Alternatively leave this blank to view all cost centres to which you have access*
Project like	*To view the balances for a specific project, enter the project code here*

For the criteria entered, the report will show:

Heading	
Class	*The report is divided into 3 sections: income, staff costs and non-staff costs.*
SMT area	*The SMT area for this cost centre*
Account	
Cost Centre/project	
Period	*The financial period*
Amount	*The balance for this account/cost centre/project and period*
Committed	*The total of any outstanding orders for this account/cost centre/project and period*
Budget to Date	*The budget for this account/cost centre/project and period*
Under/Over Spend	

4.5 Approved Workflow Journals by Cost Centre

This is a report to show the GL journals which have been approved for a particular cost centre/project.

NB: It does not show journals which are still in the workflow awaiting approval, only those which have been approved.

Some GL journals, such as those for catering, conferencing, telephone and reprographic recharges do not go through the workflow and therefore will not be shown on this report. The report will, however, show journals which have been automatically approved as the budget holder has not approved or rejected them within the 5-day window the budget holder has to action the journal.

By default, the report will run for the current financial year. To see journals for previous years, you will need to change the 'period greater than' or 'period less than' criteria.

Selection Criteria	
Cost centre	
Project	
Period greater than or equal to	*By default, this is the opening period of the current year but may be changed*
Period less than or equal to	*By default, this is the closing period of the current year but may be changed*

The report will show all approved GL journals which match the selection criteria and which have been approved via the workflow. For each one, it will show:

Heading	
Trans No	*The transaction number*
Entered onto U4ERP	*Date the journal was first entered*
Posted	*Date the journal was finally approved and posted into U4ERP to update the balances for the cost centre/project*
Period	
Account / cost centre / Project	
Text	*Narrative that was entered as a description at the time the journal was first entered*
Amount	*The amount posted to this account/cost centre and project. A debit is presented as a positive amount, a credit as a negative.*

4.6 Valid Code Combinations

This report will show all the valid account and project combinations for a cost centre or all the account and cost centre combinations for a particular project. It will only show projects which are current (i.e. have not passed their end date) and which have a status of 'active'. Any closed or terminated projects will not be shown.

The only criteria are for a cost centre and/or a project. Either may be entered, but if left blank the report will show ALL valid account/cost centre/project combinations.

The report will show:

Heading	
Cost centre	*Cost centre code and description*
Account	*Account code and description*
Project	*Project code and description*

5. Purchase Reports

There are several reports available in the purchase reports folder, more may be added if required.

5.1 Goods Delivery Status

This enquiry shows you all outstanding orders for your cost centre(s) which have not yet been goods received. Since this enquiry shows the quantity ordered, quantity delivered so far and quantity still to be delivered it can be used to track order lines which have not yet been goods received. Once an order line has been fully goods receipted, it will no longer appear on the report.

The criteria when running the report are:

Selection Criteria	
Cost centre	*To view the undelivered orders for one cost centre only, enter the cost centre code here. Alternatively leave this blank to view all cost centres to which you have access*
Project	*To view the undelivered orders for one project only, enter the project code here. Alternatively leave this blank to view all projects to which you have access*
Order Number	*To view a specific order*

The report will display the following information:

Heading	
Order Number	
Requisitioner	
Order Date	*Date the order was approved*
Account/cost centre/project	
Supplier	
Product/description	
Qty Ordered	*The quantity on the order*
Qty Delivered	*The quantity which has been goods received so far*
Qty to be delivered	*The quantity which is still waiting to be goods received*
Value still to invoice	*Value still outstanding on the order*

5.2 Quick Invoice/Order Search

This is a simple enquiry allowing you to link an order number with an invoice or vice versa, so if you know one of these pieces of information, the search will return the other. It is useful for credit notes if you need to find the order number used against the original invoice.

Information should be entered in at least one of the criteria below:

Selection Criteria	
Invoice number	*You can enter an invoice number here to view the order which was used against it. Please note this search criteria is specific so if the invoice number is ambiguous and contains spaces or special characters, you are advised to use * as a wildcard for the ambiguous characters.*
Supplier code	*You can enter a supplier code as well as an invoice number or order number*
Order number	*Enter an order number here to see the invoice(s) this was used against.*

The report will display the following information:

Heading	
Supplier code/name	
Order number	*The PO number*
Invoice Number	
Transaction Date	*Invoice date*
Period	
Text	*Narrative entered against the invoice*
Amount	*Amount of the invoice*

5.3 Supplier Address List

This report will allow you to check the address details of a supplier. There are only 2 criteria on this report - for a supplier name or postcode. If you enter a supplier name, the report does an 'exact match' so it is recommended that you use * before and after your search criteria. For example, to find Post Office, you could enter *POST* or *POST OFFICE* or *OFFICE*. However, if you just entered POST OFFICE the report would not find them as the Post Office is actually set up as 'Post Office Ltd'. Alternatively, you can enter all or part of a post code. Again, you need to use * for any characters in the post code you do not enter or know. For example, L16 entered as a post code would not find any suppliers, but L16* would.

Information should be entered into at least one of the criteria below. If you leave the criteria blank, the report will return ALL supplier addresses.

Selection Criteria	
Supplier group	
Name	*All or part of the name can be entered with * used to represent words not entered (see above)*
Post code	*All or part of the postcode can be entered with * used to represent any characters not entered (see above)*

The report will display the following information:

Heading	
Supp ID	*The U4ERP supplier code*
Name	*Supplier name*
Address/postcode/town/city/Telephone/email	*Address detail*

5.4 Supplier Payment Check

This report allows you to enter an invoice number or an order number to find details of the payment made against that invoice. Alternatively, you can enter a supplier code to see all payments made to a supplier matching the other criteria entered. If the report does not return any results, it is because it cannot find the invoice number or order number that has been entered.

Information should be entered into at least one of the criteria below.

Selection Criteria	
Supplier ID like	*A supplier ID code may be entered, though this is optional*
Invoice Number like	*Please note this search criteria is specific so if the invoice number is ambiguous and contains spaces or special characters, you are advised to use * as a wildcard for the ambiguous characters.*
Order No Like	*Instead of an invoice number, a purchase order number may be used to locate the payments made against an order*

The report will display the following information:

Heading	
Supplier ID	*The supplier ID code and name*
Invoice Number/ date	
Date Paid	*If the invoice has not been paid, this column will be blank*
Period	*Period the invoice was posted to*
Currency Amount	*Amount of the invoice in the currency of the invoice*
Amount GBP	*Amount of the invoice in GBP*
Remaining Amount	*The amount remaining to be paid on the invoice. This will be 0.00 if the invoice has been fully paid*
Order Number	*The purchase order number linked to this invoice*
Text	*The narrative against the invoice*

5.5 Supplier Requisition Enquiry

This report shows all the requisitions which have been raised for a supplier, whether or not they have subsequently been approved by the budget holder.

Information should be entered into at least one of the criteria below.

Selection Criteria	
Requisition	*A requisition number may be entered*
Purchase order	*To view a specific purchase order, the PO number may be entered here*
Supp code	*To view all requisitions for a supplier, the supplier ID (8 digit code) can be entered.*
Date entered greater to or equal to	*To view all requisitions from a date, enter it here. (Entered as DDMMYYYY)*
Cost centre	*To narrow the search and find requisitions for a specific cost centre only, enter it here*
Project	*To find requisitions for a specific project only, enter it here*

The report will display the following information:

Heading	
Workflow Status	*This will be one of:* • *Finished. The requisition has finished in the workflow and has an order number* • *Aborted. The requisition has been rejected by the budget holder and subsequently rejected by the initiator* • *Workflow in progress. The requisition is with the budget holder for approval or, if they have rejected it, is back with the initiator awaiting further rejection or re-submission*
Supplier code/name	
Initiator	*Person who put the requisition on to U4ERP*
Requisition No.	
Purchase order	
Date entered.	*Date the requisition was entered on to U4ERP*
Product/Description	
Unit price	*Price of one article*
Ordered	*Quantity ordered*
Amount	*Unit price x quantity ordered*
Account/ cost centre/ project	

6. Sales and Customer Reports

6.1 Customer Address Search

This report is very similar to the Supplier Address Search, allowing you to check the address details of a customer. There are only 2 criteria on this report - for a customer name or postcode. If you enter a name, the report does an 'exact match' so it is recommended that you use * before and after your search criteria. For example, to find Liverpool City Council, you could enter *CITY* or *LIVERPOOL CITY* or *COUNCIL*. However, if you just entered LIVERPOOL the report would not find them. Alternatively, you can enter all or part of a post code. Again, you need to use * for any characters in the post code you do not enter or know. For example, L16 entered as a post code would not find any customers, but L16* would.

Information should be entered into at least one of the criteria below. If you leave the criteria blank, the report will return ALL customer addresses.

Selection Criteria	
Name Like	*All or part of the name can be entered with * used to represent words not entered (see above)*
Post code like	*All or part of the postcode can be entered with * used to represent any characters not entered (see above)*

The report will display the following information:

Heading	
Customer ID	*The U4ERP customer code*
Name	
Address/ postcode/town/city/Telephone	

6.2 Customer Invoices and Payments

This report allows you to search the invoices raised for a particular customer, showing the cost centre and project they were credited to, the invoice detail and the amount remaining for the customer still to pay.

NB: The report does not show invoices raised on the Kinetics system (i.e. for conferencing and accommodation), it will only show invoices which originated from a sales order on U4ERP.

Either the customer code, invoice number or sales order should be entered.

Selection Criteria	
Invoice No	*An invoice number may be entered here to see details of one invoice only*
Customer	*Enter a customer code to view all invoices for them, based on the other selection criteria.*
Sales Order no	*A sales order number may be entered to view details of one invoice*
Period greater than or equal to	*Defaults to the start of the current financial year but this can be changed to view older invoices. The format is YYYYMM (see 2.1)*

The report will display the following information:

Heading	
Order raised by	*Initiator of the sales order*
Customer	
Invoice date	*Date the invoice was raised*
Pay date	*Date the invoice was paid. If this is blank, the invoice has not been paid.*
Sales Order No	
Invoice No	
Description	*Description from the order*
Cost centre/project	
Curr Amount	*Amount of the invoice in currency*
Curr Amount	*Amount of the invoice in currency*
Tax amount	*Calculated using the amount and tax code*
Tax code	*May be either :* • *SS (Sales standard rate)* • *SZ (Sales Zero rate)* • *SE (Sales exempt)*
Invoice Amount	*Amount + tax amount for line*
Amount still to pay	*Balance outstanding*

6.3 Acacia Invoices and Payment Dates

This report is similar to Customer Invoices and Payments except it will only show invoices which originated in the Acacia system (i.e. invoices relating to accommodation and conferencing).

Either the customer code, invoice number or booking reference should be entered.

Selection Criteria	
Customer ID	*Enter a customer code to view all invoices for them, based on the other selection criteria.*
Invoice No	*An invoice number may be entered here to see details of one invoice only*
Booking Ref	*A booking reference may be entered to see the invoice for one particular booking*

The report will display the following information:

Heading	
Customer code and name	
Invoice number	
Invoice Date	
Due Date	*Date the invoice is due to be paid*
Pay date	*Date the invoice was paid. If this is blank, the invoice has not been paid in full.*
Amount	
Remaining amount to pay	
Booking Ref	*The booking reference and brief description*

7. Project Reports

7.1 Project Report

The Project report is similar to the Transactions for Cost Centre report but by default will show all transactions for a project regardless of period. It can also be run for a single period or a range of periods by entering the relevant criteria.

You must enter a project and/or cost centre. If a project has more than one cost centre, leave the cost centre blank to show all project transactions regardless of cost centre (access dependant)

Selection Criteria	
Project	
Cost centre	
Period greater than or equal to	*By default the report runs for all periods but a start and end period may be entered. (See section 2.1)*
Period less than or equal to	

The transactions are ordered by nominal account with a total at the end of each account.
The report will display the following information:

Heading	
TT	*The Transaction type and description, the most common being:* *PS = purchase invoice* *GL=General Ledger journal transfer,* *GS = transaction from on-line store* *SO=Sales invoice*
Trans No	*A system generated number created when the transaction is posted to U4ERP*
Trans Date	
Period	
Account/ cost centre/ project	
Text	*For GL journals this is the narrative that was entered as a description at the time the journal was first entered. For other transactions it may have been manually entered or taken from the sales order/purchase order*
Amount	
Customer / Supplier	
Order No.	*Sales or purchase order number*
Invoice No.	

7.2 Active Project Forms Workflow/ Historical Project Forms Workflow

These 2 enquiries are intended to show the progress of a project application through the workflow. Projects are initially entered as a Form with all the supporting information. If the Form is approved at every stage a project is created at the end.

If the Form has already completed the workflow (and a project created) you need to use the 'Historical Project Forms Workflow' whilst the 'Active Project Forms Workflow' shows those forms which are still awaiting approval.

The only criteria for the report is the Project ID.

The report will show:

Heading	
Description	*This is the step in the workflow*
Initiator	*Person who entered the form*
Action Code	*Action taken at this step in the workflow*
Comments	*Any comments entered by the approver when the project was actioned by them*
Project ID	
Processed By	*Person who approved/rejected the project at each step*
Project Title	
Task Sent/ Task Completed	*Date the task was sent to the approver and date it was actually actioned*