Help for Agresso GOLD Report No.2

Introduction

GOLD Reports → Research Reports → Transaction Report for Project/Workorder.

This displays a detailed Transaction Report for a specified timeframe for a Research Project and its associated Workorder.

This browser report gives details of the transactions charged to the workorders associated with a project, within a specified timeframe.

The report is sorted by Workorder where there are multiple workorders on a Project.

The user is prompted to enter:
a) York costs only (Y, N or *)
b) Project number
c) Workorder
d) Period dates from and to when the report is to be run

E.g.
York only: Y
Project R00000
Workorder R00000*
Period from: 200706 (Jan 2008)
Period to: 200805 (Dec 2008)

Browser Enquiries – Research Report Guidance Notes

After selecting the Browser Enquiry report to be run, the user is prompted to enter some or all the Search Criteria from the dialogue box that appears, as follows:

a. **York only?** This prompt specifies whether the user requires York only costs and/or non-York costs, where for example the user wishes to see income and payments to non-York collaborators on the same project. In most cases, the selected option should be Y.

   The options to select are either:
   Y – to select York only costs
   N – to select non-York costs
   * - to select York AND non-York costs

b. **Project?** Enter the Project number.
   E.g. R00000 (six digits)

c. **Workorder?** Enter the Workorder number.
   E.g. R0000001 (eight digits) for Workorder number **01 only**
   R0000002 (eight digits) for Workorder number **02 only**
   R00000* for **all** workorders associated with the select project

d. **Period from/to?** (Greater than or equal to)**.**
   E.g. enter 200706 (Jan 2008) to run report from & including Jan 2008
   E.g. enter 200805 (Dec 2008) to run report up to & including Dec 2009