

Field Help (F9) and Find (F7)

Within Agresso Desktop, any transaction entry or enquiry screen can be used to display a list of appropriate codes (also known as 'attribute values'). To do this, press **F9** when the cursor is in the appropriate field. For example:

1. Place the cursor in the 'account code' field.
2. Press **F9** (Field Help) to open a search screen.
3. In the search screen, press **F7** (or click the binoculars icon) to return a list of available account codes.

It's often helpful to use the grey search row at the top of the screen to narrow down your search criteria. If you tried to search for all workorders without any search criteria, Agresso would return all workorders which you have access to. This could lead to a very slow retrieval time, so we always **recommend using search criteria** to restrict the amount of data retrieved.

Below are some examples using screens familiar to most users.

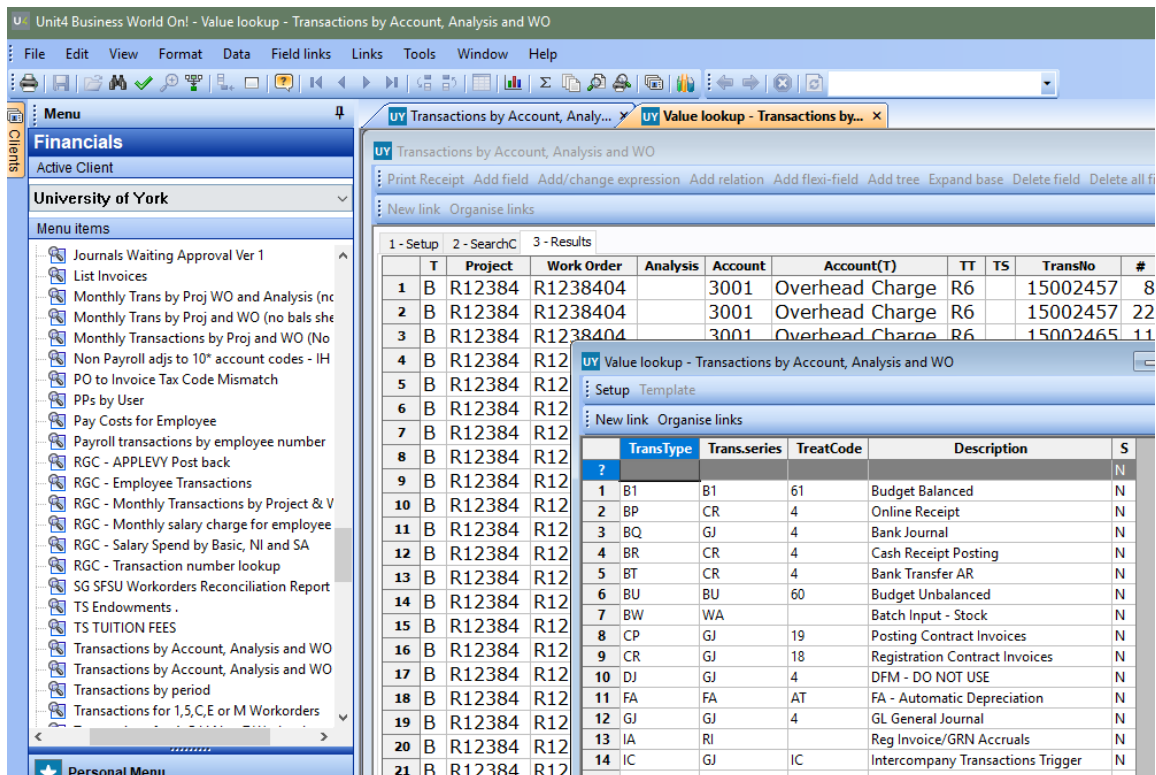
Example 1 – Transaction Type codes (TT)

The below screenshot shows a Results tab which was produced by:

1. Opening Transactions by Account, Analysis and Workorder.
2. Entering specific Search Criteria.
3. Running the enquiry.

To use Field Help and Find:

1. On the Results Tab, place the cursor within the **TT** column.
2. Press **F9** (Field Help) and then **F7** (Find).
3. Agresso opens an R010 screen and displays the full list of **Transaction Type codes** and their corresponding **Descriptions**.



The screenshot displays the Agresso Desktop interface. The main window shows a table of transactions with columns: T, Project, Work Order, Analysis, Account, Account(T), TT, TS, TransNo, and #. The 'TT' column is highlighted, and a field help window is open over it, showing a list of Transaction Type codes and their descriptions.

T	Project	Work Order	Analysis	Account	Account(T)	TT	TS	TransNo	#
1	B	R12384	R1238404		3001	Overhead Charge	R6	15002457	8
2	B	R12384	R1238404		3001	Overhead Charge	R6	15002457	22
3	B	R12384	R1238404		3001	Overhead Charge	R6	15002465	11
4	B	R12384	R12						
5	B	R12384	R12						
6	B	R12384	R12						
7	B	R12384	R12						
8	B	R12384	R12						
9	B	R12384	R12						
10	B	R12384	R12						
11	B	R12384	R12						
12	B	R12384	R12						
13	B	R12384	R12						
14	B	R12384	R12						
15	B	R12384	R12						
16	B	R12384	R12						
17	B	R12384	R12						
18	B	R12384	R12						
19	B	R12384	R12						
20	B	R12384	R12						
21	B	R12384	R12						

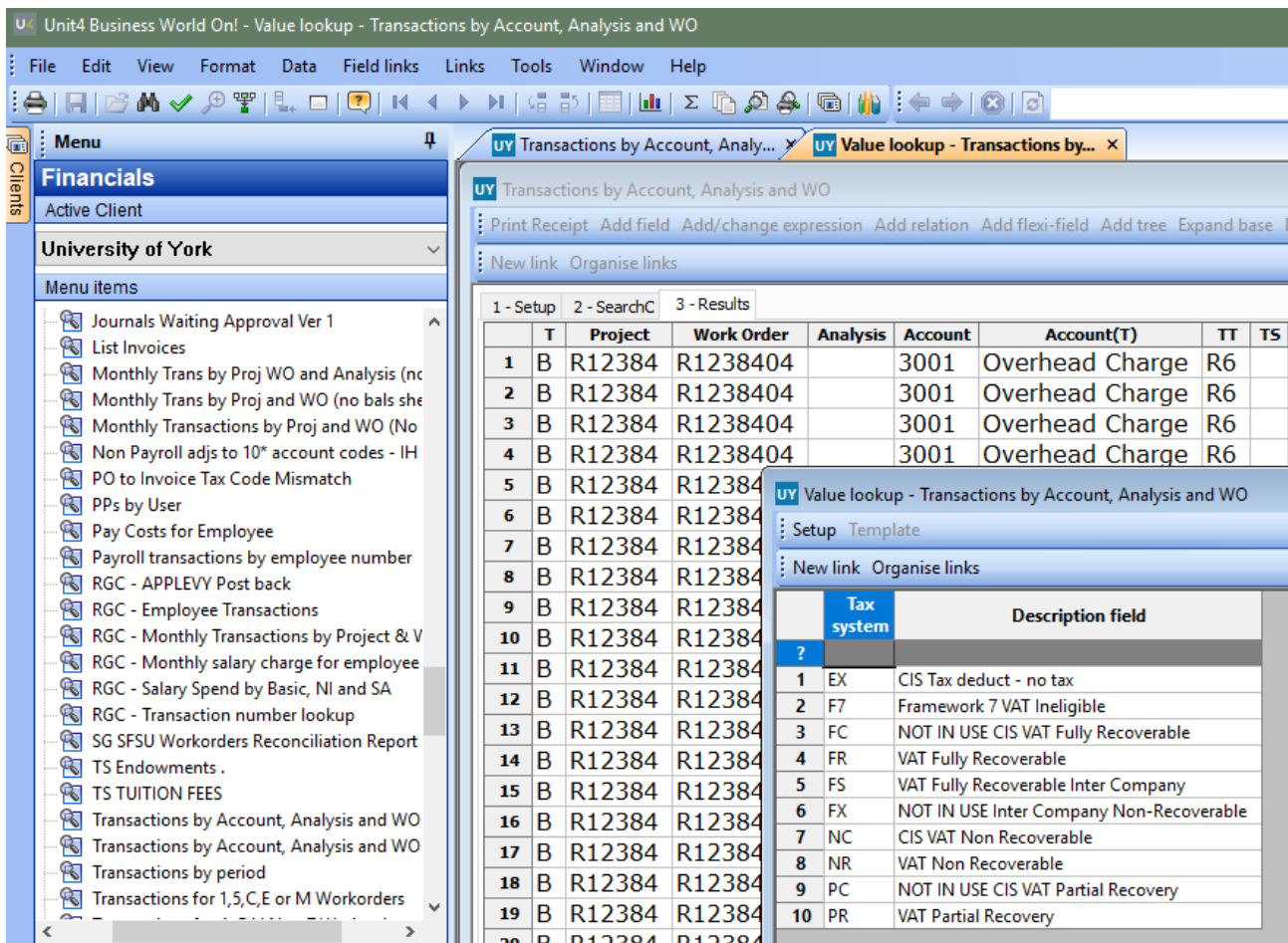
TransType	Trans.series	TreatCode	Description	S	
?				N	
1	B1	B1	Budget Balanced	N	
2	BP	CR	4	Online Receipt	N
3	BQ	GJ	4	Bank Journal	N
4	BR	CR	4	Cash Receipt Posting	N
5	BT	CR	4	Bank Transfer AR	N
6	BU	BU	60	Budget Unbalanced	N
7	BW	WA		Batch Input - Stock	N
8	CP	GJ	19	Posting Contract Invoices	N
9	CR	GJ	18	Registration Contract Invoices	N
10	DJ	GJ	4	DFM - DO NOT USE	N
11	FA	FA	AT	FA - Automatic Depreciation	N
12	GJ	GJ	4	GL General Journal	N
13	IA	RI		Reg Invoice/GRN Accruals	N
14	IC	GJ	IC	Intercompany Transactions Trigger	N
15	II	AD	1	Incoming Invoice Registration	N

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Example 2 – Tax System codes (TS)

Within the same browser as the previous example:

1. On the Results Tab, place the cursor within the **TS** column.
2. Press **F9** (Field Help) and then **F7** (Find).
3. Agresso opens an R010 screen and displays the full list of **Tax System codes** and their corresponding **Descriptions**.



The screenshot shows the Agresso software interface. The main window displays a table of transactions with columns: T, Project, Work Order, Analysis, Account, Account(T), TT, and TS. The table contains 20 rows of data, all with Project 'R12384' and Work Order 'R1238404'. The Account is '3001' and the Account(T) is 'Overhead Charge'. The TT is 'R6'.

A pop-up window titled 'Value lookup - Transactions by Account, Analysis and WO' is open, showing a table of Tax System codes and their descriptions:

Tax system	Description field
?	
1 EX	CIS Tax deduct - no tax
2 F7	Framework 7 VAT Ineligible
3 FC	NOT IN USE CIS VAT Fully Recoverable
4 FR	VAT Fully Recoverable
5 FS	VAT Fully Recoverable Inter Company
6 FX	NOT IN USE Inter Company Non-Recoverable
7 NC	CIS VAT Non Recoverable
8 NR	VAT Non Recoverable
9 PC	NOT IN USE CIS VAT Partial Recovery
10 PR	VAT Partial Recovery

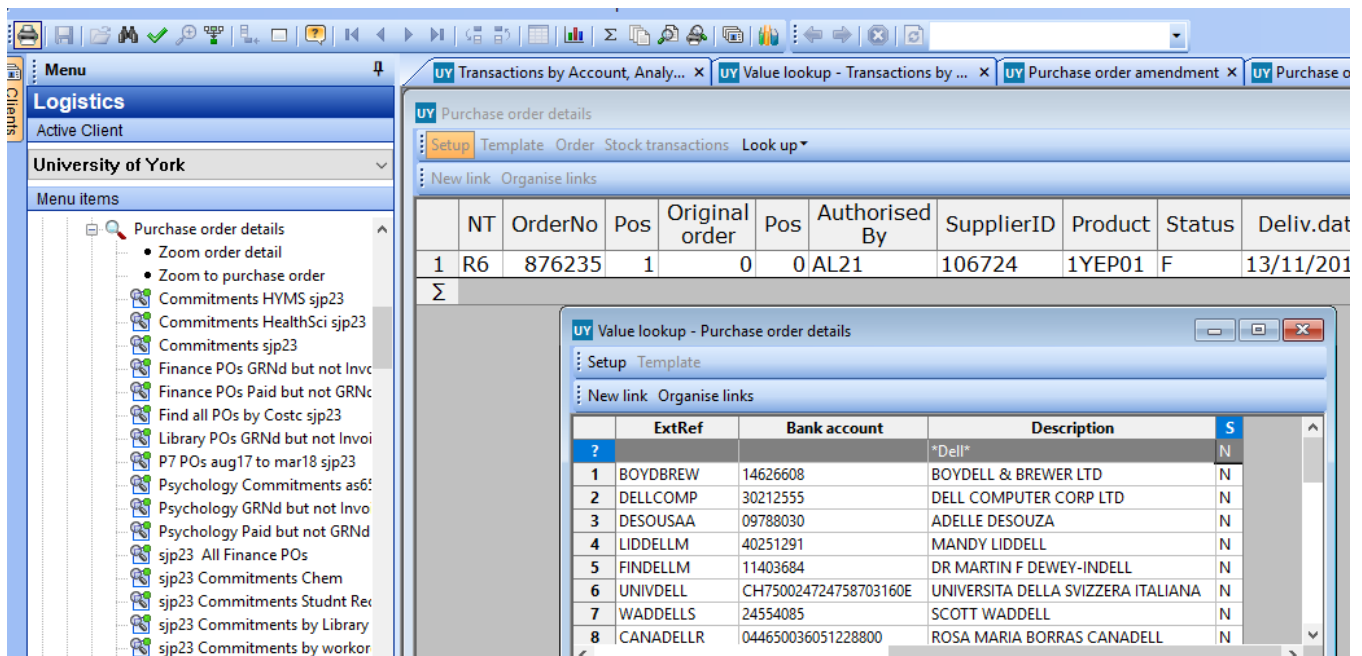
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Example 3 – Supplier ID Number

Within a Purchase Order details enquiry screen:

1. Retrieve a known Purchase Order (menu ID is **PO05**)
2. Look up the Supplier ID number:
 - a) Click on **SUPPID** and then press **F9** (Field Help).
 - b) Press 'tab' on your keyboard four times to move the cursor to the **Description** column.
 - c) Enter search criteria in the Description field. Use wildcards (*) to help you find the name of the supplier.
 - d) Press **F7** (Find).

Note: Supplier Description is in uppercase, however the search facility is **not case sensitive**. For example, 'Dell*', 'DELL*' and 'dell*' all produce the same results.



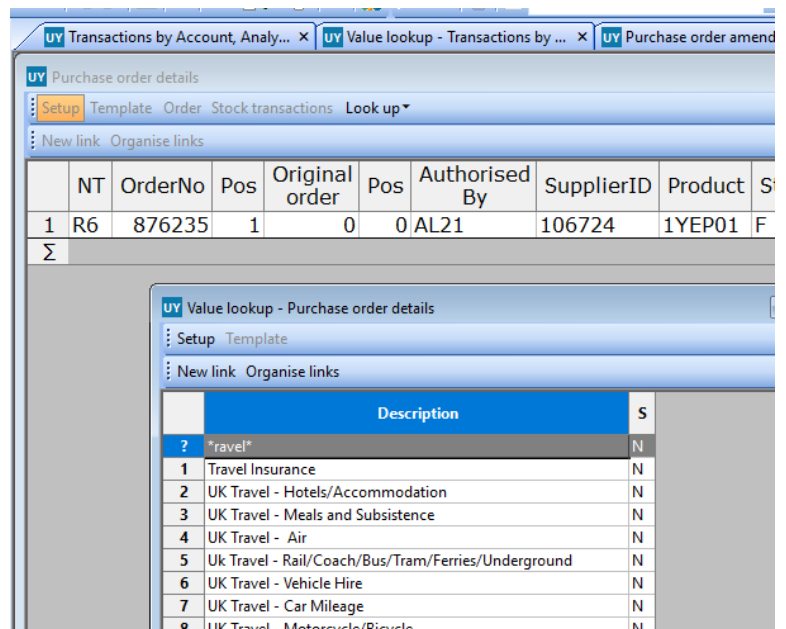
	NT	OrderNo	Pos	Original order	Pos	Authorised By	SupplierID	Product	Status	Deliv.dat
1	R6	876235	1	0	0	AL21	106724	1YEP01	F	13/11/201
Σ										

	ExtRef	Bank account	Description	S
?			*Dell*	N
1	BOYDBREW	14626608	BOYDELL & BREWER LTD	N
2	DELLCOMP	30212555	DELL COMPUTER CORP LTD	N
3	DESOUASA	09788030	ADELLE DESOUZA	N
4	LIDDELLM	40251291	MANDY LIDDELL	N
5	FINDELLM	11403684	DR MARTIN F DEWEY-INDELL	N
6	UNIVDELL	CH750024724758703160E	UNIVERSITA DELLA SVIZZERA ITALIANA	N
7	WADDELLS	24554085	SCOTT WADDELL	N
8	CANADELLR	044650036051228800	ROSA MARIA BORRAS CANADELL	N

Example 4 – Product Description

In the same Purchase Order details enquiry screen as before:

1. Click on the **Product**.
2. Use **F9** and **F7** to enter specific search criteria in the Description field using wildcards (*).



	Description	S
?	*ravel*	N
1	Travel Insurance	N
2	UK Travel - Hotels/Accommodation	N
3	UK Travel - Meals and Subsistence	N
4	UK Travel - Air	N
5	Uk Travel - Rail/Coach/Bus/Tram/Ferries/Underground	N
6	UK Travel - Vehicle Hire	N
7	UK Travel - Car Mileage	N
8	UK Travel - Motorcycle/Bicycle	N