Help for Agresso GOLD Report No. 2

| GOLD Reports... | Displays a detailed Transaction Report for a specified timeframe for a Research Project and its associated Workorders | This Browser report gives details of the transactions charged to the workorders associated with a project, within a specified timeframe. The project 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) |
| Research Reports... Transaction Report for Project/Workorder |

Browser Enquiries - Research Report Guidance Notes:

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

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 only 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:
   - **R0000001** (eight digits) for Workorder number 01 only
   - **R0000002** (eight digits) for Workorder number 02 only etc.
   - **R000000*** for all the Workorders associated with the selected Project

d. **Period From?** (Greater than or equal to)
   e.g. Enter **200706** (Jan 2008) to run report from & including Jan 2008

e. **Period To?** (Less than or equal to)
   e.g. Enter **200805**, (Dec 2008) to run report up to & including Dec 2009