**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