OLLSCOIL TEICNEOLAÍOCHTA BHAILE ÁTHA CLIATH
DUBLIN
TECHNOLOGICAL UNIVERSITY DUBLIN

Unit4 ERP
Enquiries & Reports
User Guide

School Operation Leads

Infinite Possibilities

tudublin.ie

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Note: This document is to be used in conjunction with 'ERP Enquiries & Reports' training – it is not intended as a standalone training resource. It is to be used as a reference guide *after* training has been completed.

Running Enquiries & Reports in Unit4 ERP

Introduction

The enquiries feature in ERP provides the ability to search, filter and find specific information relating to financial transactions such as Purchase Order Detail, Invoices, Suppliers, Product codes etc. Various screens (depending on what you are looking for) are presented which allow you to filter on the information you already know to find more detail (by entering a keyword or code or numeric value), e.g. entering a PO Number to find out what items were ordered. The 'search' will result in either a single item being displayed or a list of items to choose from. Some enquiries do not require a keyword and display the results straight away.

A wide selection of reports are available and this guide includes the following:

- Left to Spend (LTS)
- Purchase Order Details
- Supplier
- Gross Commit, General Ledger

Assumptions/Pre-requisites

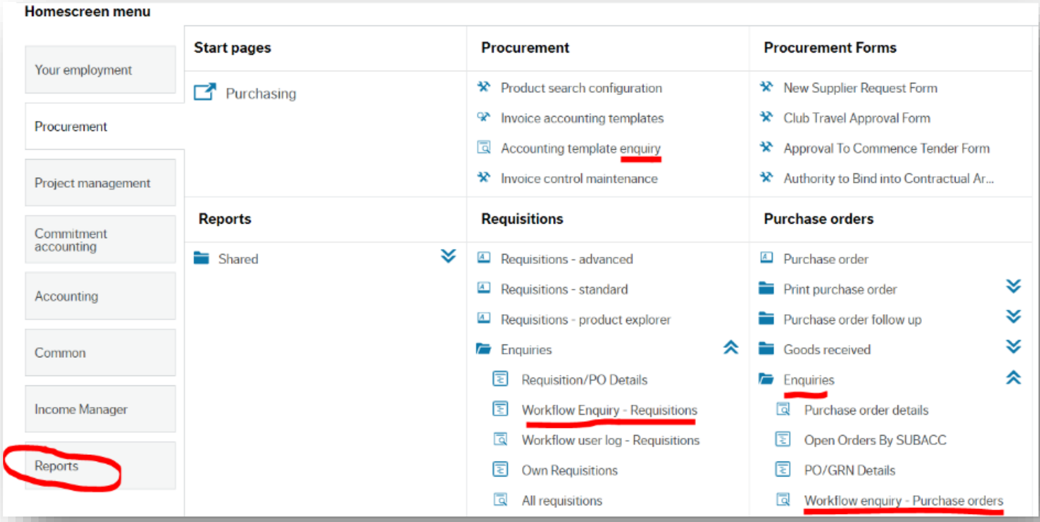
There are several assumptions[1] when it comes to using this user guide:

- You have attended an ERP training event in the recent past and have a user login account for the live system
- You have a good understanding of Account Coding (i.e. what a 'Budget Code' (SubAcc/Sub Account) is, what a Nominal Account is etc.)
- You are familiar with navigating the system, its menus and screen layouts
- An understanding of what data is available and how filtering works
- A good working knowledge of MS Excel

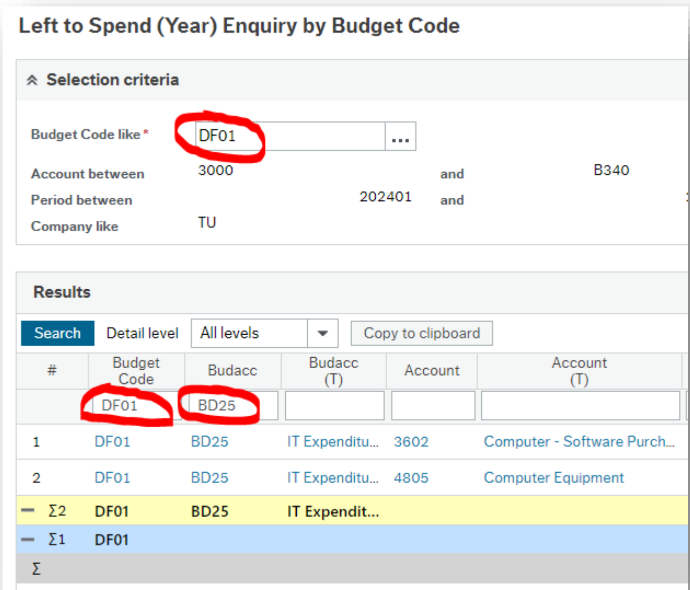
[1] If you do not fulfil these, please contact People Development for training

Running Enquiries and Reports

You will find specific enquiries and reports under different menu groups, as well as a dedicated ‘Reports’ tab, showing Financial and Logistics reports (in groups). When you log into the live system and you seem to be missing a particular enquiry or report then contact the Technology Services helpdesk to grant you access to that item.



The method used to run enquiries and reports is quite similar across ERP. A typical ‘filter’ screen will present one or more fields whereby you can enter a value to search and/or filter on. The following screenshot is used to demonstrate this by using the ‘*Left to Spend Enquiry by Budget Code*’ enquiry, purely as a general example that can be applied to most enquiries or reports (so, once you know how to run one enquiry you know the mechanics of running most enquiries and reports):

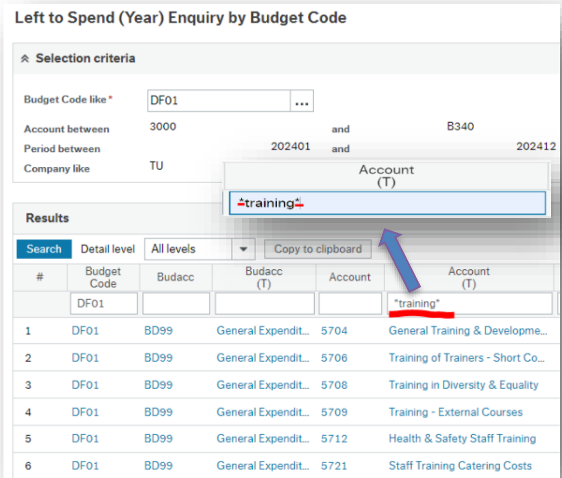


*Entering keywords is a really useful feature – remember this for **all reports and enquiries***

In the above screen shot, you have the option to enter your Budget Code into the ‘Budget Code *like*’ field and then click the blue ‘*Search*’ butting to run the report. Alternatively, you can enter additional codes/values into the boxes in the ‘*Results*’ part of the screen to narrow down the results. In this case, entering ‘DF01’ *and* ‘BD25’ narrows down the results to expenditure for *People Development* with a Budget Account of *IT Expenditure*.

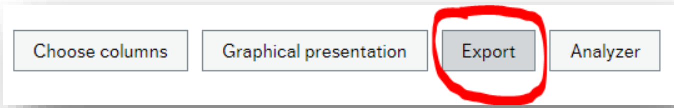
Note that some values are fixed and embedded in the enquiry and they cannot be altered, such as the '*Account between*' codes. This does not mean to say that there isn't a separate enquiry or report which allows you to enter in these values as search criteria. For instance, there is a very similar Left to Spend report which does allow you to enter in your own accounting periods (you may wish to run a LTS report for part of a year or perhaps multiple years).

You can also use a 'wildcard' (an asterisk, *), at the beginning or end (or both) of a value/code or text to find a range of items, in this example we want to find all nominal account items with the word "Training" in them.



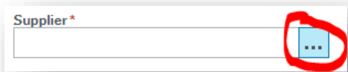
Exporting to Excel

Another extremely useful and common feature across ERP is the ability to export the output of an enquiry or report to an MS Excel spreadsheet. When you have a report open and you click on the 'Export' button at the bottom of the screen (*if you are unable to see this button, adjust your zoom level or scroll to the bottom of the screen*). You will be presented with a popup window which presents a selection of file formats to export. Choose 'Default [.xlsx]' to export the report to an Excel file. The file is saved into your downloads folder.

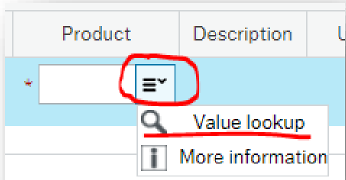


Using the 'Lookup' feature to find suppliers, product codes and other information

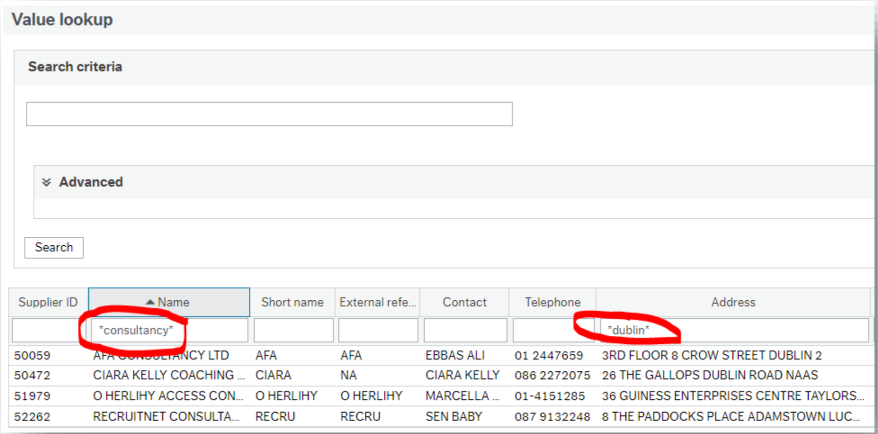
This feature is very useful when you only know part of a value or code or want to look up a range of items. Most fields have a *lookup* 'button' – the three dots next to the box:



On some screens the lookup feature is accessible via a slighly diffent style button (in this example for a 'Product' lookup):

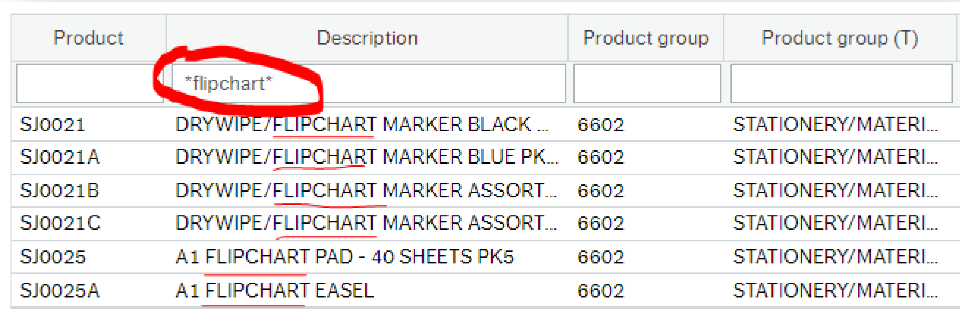


To utilise this feature, click into the field that you want to lookup, click on the three dots and enter a value/code/text or partial value/code/text or a combination of values. In the example below, we don't know the full company name but we know that it has the word 'Consultancy' in it, and we know they are based in Dublin (remember to include the * at the beginning and end of the text):



Supplier ID	Name	Short name	External refe...	Contact	Telephone	Address
	consultancy					*dublin*
50059	AFA CONSULTANCY LTD	AFA	AFA	EBBAS ALI	01 2447659	3RD FLOOR 8 CROW STREET DUBLIN 2
50472	CIARA KELLY COACHING ...	CIARA	NA	CIARA KELLY	086 2272075	26 THE GALLOPS DUBLIN ROAD NAAS
51979	O HERLIHY ACCESS CON...	O HERLIHY	O HERLIHY	MARCELLA ...	01-4151285	36 GUINESS ENTERPRISES CENTRE TAYLORS...
52262	RECRUITNET CONSULTA...	RECRU	RECRU	SEN BABY	087 9132248	8 THE PADDOCKS PLACE ADAMSTOWN LUC...

Another example of using this lookup feaure is finding a product code, when you are in a field that expects a product code, you can use the following to lookup a product based on its description (or part thereof):

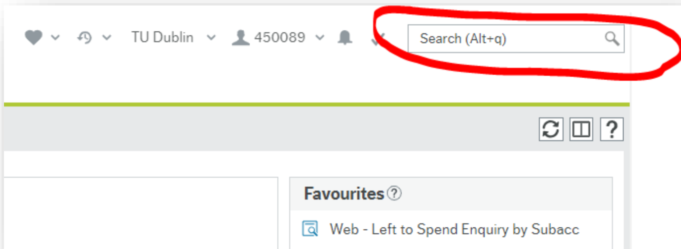


Product	Description	Product group	Product group (T)
	flipchart		
SJ0021	DRYWIPE/FLIPCHART MARKER BLACK ...	6602	STATIONERY/MATERI...
SJ0021A	DRYWIPE/FLIPCHART MARKER BLUE PK...	6602	STATIONERY/MATERI...
SJ0021B	DRYWIPE/FLIPCHART MARKER ASSORT...	6602	STATIONERY/MATERI...
SJ0021C	DRYWIPE/FLIPCHART MARKER ASSORT...	6602	STATIONERY/MATERI...
SJ0025	A1 FLIPCHART PAD - 40 SHEETS PK5	6602	STATIONERY/MATERI...
SJ0025A	A1 FLIPCHART EASEL	6602	STATIONERY/MATERI...

Finding reports - Search Feature

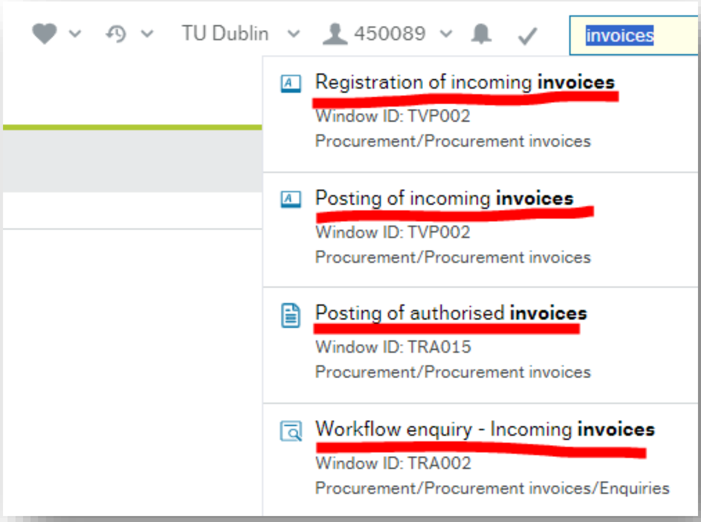
This feature allows you to search all possible menus items using part of the name, for instance, if you knew there was a report which had the word 'Invoice' in it but were not sure the exact name of the report, you can enter the word in the search box and you will be presented with a list of reports and menu items relating to Invoices. As another example, you could use the word 'Order' to find reports and menu items that relation to Purchase Orders.

The Search box is found in the top right-hand corner of the main home screen:



Typing 'Invoice' as an example, the following is displayed:

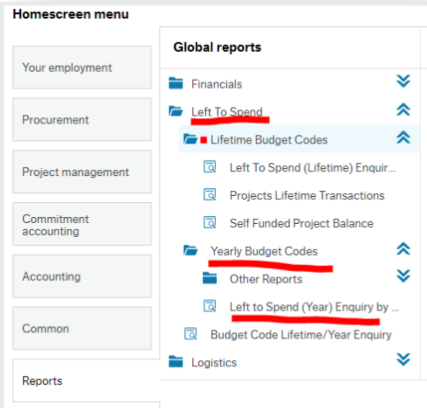
To run the required item simply click once on its name from the list.



Reports

Left to Spend (LTS) reports

The LTS reports are grouped into 'Lifetime' and 'Yearly' Budget Codes (Sub Accounts), the most common being the *'Left to Spend (Year) Enquiry by Budget Code'*. There are others, but the fundamentals of running them are the same. The output may also slightly differ. They are available via the 'Left to Spend' folder in the 'Reports' tab (click the arrows to the right to expand the list).



To run this report, enter the Budget Code into the 'Budget Code like' field or lookup the code using method described above. Then, click on the 'Search' button. A sample of a full report is shown below for Budget Code DA02.

Left to Spend (Year) Enquiry by Budget Code

Selection criteria

Budget Code like*	DA02		
Account between	3000	and	B340
Period between	202401	and	202412
Company like	TU		

Results

Search | Detail level: All levels | Copy to clipboard

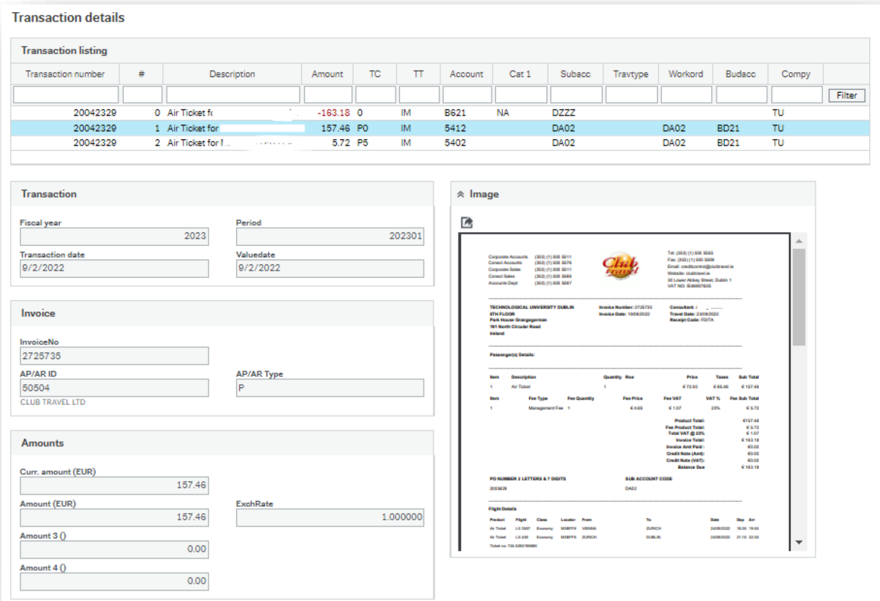
#	Budget Code	Budacc	Budacc (T)	Account	Account (T)	Amount	Outstanding Commitment	Amount + Commitment	Approved Budget	Budget Available	Links to reports
1	DA02	BD21	Discretionary Expendi...	5401	National Subsistence	40.00	0.00	40.00	1,327.03	1,287.03	Select link
2	DA02	BD21	Discretionary Expendi...	5402	Travel - Non Air Fares	186.50	2,524.78	2,711.28	2,203.66	-507.63	Select link
3	DA02	BD21	Discretionary Expendi...	5403	External Hospitality - Hotel /Restaurants	0.00	0.00	0.00	245.96	245.96	Select link
4	DA02	BD21	Discretionary Expendi...	5405	Internal Hospitality - Sandwiches/Light...	0.00	58.90	58.90	1,054.43	995.53	Select link
5	DA02	BD21	Discretionary Expendi...	5411	International Subsistence	0.00	0.00	0.00	121.00	121.00	Select link
6	DA02	BD21	Discretionary Expendi...	5412	Air Travel - Flights Domestic	0.00	0.00	0.00	2,000.14	2,000.14	Select link
7	DA02	BD21	Discretionary Expendi...	5413	Air Travel - Flights International	0.00	0.00	0.00	12,298.30	12,298.30	Select link
− Σ2	**DA02**	**BD21**	**Discretionary Expen...**			**226.50**	**2,583.68**	**2,810.18**	**19,250.51**	**16,440.33**	
9	DA02	BD25	IT Expenditure	3605	Computer Consumables	0.00	0.00	0.00	43.19	43.19	Select link
10	DA02	BD25	IT Expenditure	4805	Computer Equipment	0.00	0.00	0.00	277.34	277.34	Select link
− Σ2	**DA02**	**BD25**	**IT Expenditure**			**0.00**	**0.00**	**0.00**	**320.53**	**320.53**	
12	DA02	BD99	General Expenditure	3001	Food Purchases	31.05	0.00	31.05	4,523.31	4,492.26	Select link
13	DA02	BD99	General Expenditure	3009	Film Media	0.00	3,211.50	3,211.50	11,479.01	8,267.51	Select link
14	DA02	BD99	General Expenditure	4804	Educational Equipment	0.00	0.00	0.00	87.67	87.67	Select link
15	DA02	BD99	General Expenditure	6303	Couriers/Taxis	67.40	0.00	67.40	978.50	911.10	Select link
16	DA02	BD99	General Expenditure	7805	Interest - Late Payments	0.00	0.00	0.00	0.49	0.49	Select link
17	DA02	BD99	General Expenditure	7812	Compensation Payments	0.00	0.00	0.00	41.72	41.72	Select link
18	DA02	BD99	General Expenditure	8100	Transport/Delivery Charges	0.00	0.00	0.00	5.35	5.35	Select link
19	DA02	BD99	General Expenditure	8101	Subscriptions to Associations	0.00	3,510.00	3,510.00	221,719.93	218,209.93	Select link
20	DA02	BD99	General Expenditure	9901	Miscellanous Costs	0.00	0.00	0.00	78,898.77	78,898.77	Select link
− Σ2	**DA02**	**BD99**	**General Expenditure**			**98.45**	**6,721.50**	**6,819.95**	**317,734.76**	**310,914.81**	
− Σ1	DA02					324.95	9,305.18	9,630.13	337,305.80	327,675.66	
Σ						324.95	9,305.18	9,630.13	337,305.80	327,675.66	

Description of value headings:

- The **Amount** column is made up of accruals from the previous year and payments made to date.
- The **Outstanding Commitment** column shows the value of requisitions created which have not completed the payment cycle.
- The **Amount+Commitment** column shows what has been spent added to what commitments have been made to date.
- The **Budget Approved** column shows the agreed Budget as it stood at the beginning of the year.
- Finally, the **Budget Available** shows the overall actual spending that is budgeted for in the current year. If this figure is a minus it indicates that there is an overspend.

Viewing Nominal Account detail:

You can drill into a nominal account amount to see what it is made up of, e.g. clicking on a value in the 'Amount' column will show all orders which relate to that nominal account. You may see different types of transactions (TT column) including Invoice Matched (IM) items (normal goods or service orders) and you may also see journal entries such as accruals or budget transfers. You can further drill into these transactions to see their detail with a scanned image of the invoice or other related documents:



Requisition/Purchase Order Related Reports

This group of reports establishes the history and status of a standard order in the 'Requisition to Purchase Order' lifecycle.

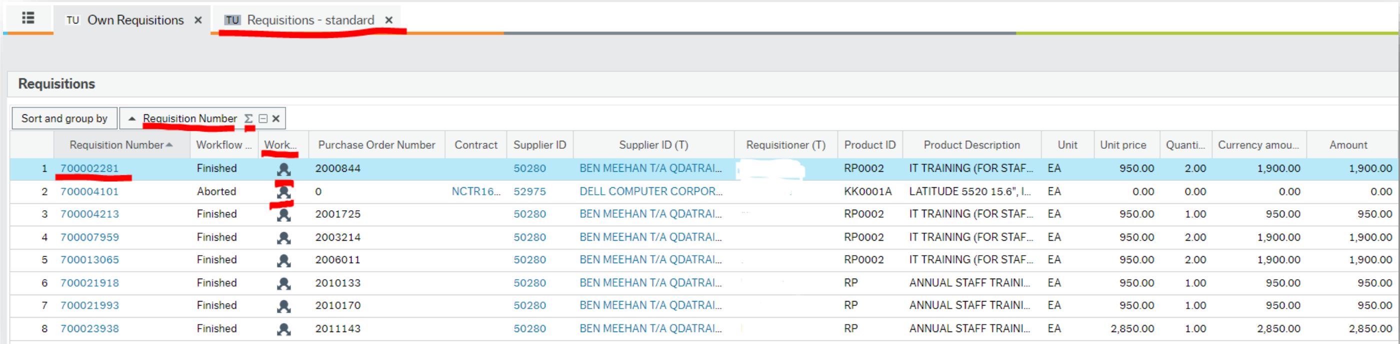
Own Requisitions

This report shows a list of requisitions created by the person who runs the report. It shows one line per requisition (unlike some other reports which show every line in a requisition). Use this report to investigate if a requisition that you have created has reached PO stage – i.e. if requisition has been approved by all in the workflow.

Step by step:

1. Click through to Procurement>Requisitions>Enquiries>Own Requisitions
2. The report will be displayed without the opportunity to enter keywords
3. To simplify the listing click on the ∑ symbol to remove the highlighted rows in the 'Requisition Number' tab
4. You can click on the Requisition number to open the actual requisition in a separate tab
5. You can also click on the workflow icon to view the approval workflow map
6. If a PO Number is shown (other than a 0), this confirms that a PO has been created by the system and emailed to the supplier. Note that Service Orders begin with 20… and Goods Orders begin with 10…

Sample Report:



	Requisition Number	Workflow ...	Work...	Purchase Order Number	Contract	Supplier ID	Supplier ID (T)	Requisitioner (T)	Product ID	Product Description	Unit	Unit price	Quanti...	Currency amou...	Amount
1	700002281	Finished		2000844		50280	BEN MEEHAN T/A QDATRAI...		RP0002	IT TRAINING (FOR STAF...	EA	950.00	2.00	1,900.00	1,900.00
2	700004101	Aborted		0	NCTR16...	52975	DELL COMPUTER CORPOR...		KK0001A	LATITUDE 5520 15.6", I...	EA	0.00	0.00	0.00	0.00
3	700004213	Finished		2001725		50280	BEN MEEHAN T/A QDATRAI...		RP0002	IT TRAINING (FOR STAF...	EA	950.00	1.00	950.00	950.00
4	700007959	Finished		2003214		50280	BEN MEEHAN T/A QDATRAI...		RP0002	IT TRAINING (FOR STAF...	EA	950.00	2.00	1,900.00	1,900.00
5	700013065	Finished		2006011		50280	BEN MEEHAN T/A QDATRAI...		RP0002	IT TRAINING (FOR STAF...	EA	950.00	2.00	1,900.00	1,900.00
6	700021918	Finished		2010133		50280	BEN MEEHAN T/A QDATRAI...		RP	ANNUAL STAFF TRAINI...	EA	950.00	1.00	950.00	950.00
7	700021993	Finished		2010170		50280	BEN MEEHAN T/A QDATRAI...		RP	ANNUAL STAFF TRAINI...	EA	950.00	1.00	950.00	950.00
8	700023938	Finished		2011143		50280	BEN MEEHAN T/A QDATRAI...		RP	ANNUAL STAFF TRAINI...	EA	2,850.00	1.00	2,850.00	2,850.00

All Requisitions

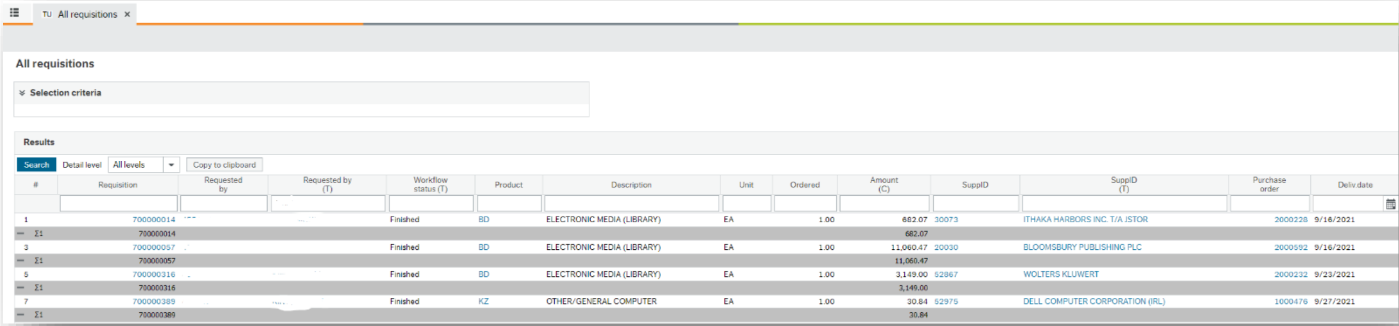
This report is like the 'Own' version but shows a list of requisitions created by all users. Use this report to investigate if a requisition that anyone else in your school has created has reached PO stage – i.e. if the requisition has been approved by all in the workflow. You would usually use this report to see requisitions created by another user who has created requisitions using the same Budget Code as you i.e. a colleague in the same school as you.

Step by step:

1. Click through to Procurement>Requisitions>Enquiries>All Requisitions
2. The report will be displayed without the opportunity to enter keywords
3. To filter to another user, type in their name in the 'Requested by (T)' box Surname first then a comma then a space then their first name. (You could use a wildcard * and just type surname with an * at the end, e.g. Sullivan* - this saves you typing the person's first name)
4. You can click on the Requisition number to open the actual requisition in a separate tab
5. If a PO Number is shown (other than a zero), this confirms that a PO has been generated and emailed to the supplier.

6. Unlike the 'Own Requisition' There is no option to remove the Sub Total Rows or view the workflow map and the headings are somewhat different

Sample Report:



#	Requisition	Requested by	Requested by (T)	Workflow status (T)	Product	Description	Unit	Ordered	Amount (C)	SuppID	SuppID (T)	Purchase order	Deliv.date
1	700000014			Finished	BD	ELECTRONIC MEDIA (LIBRARY)	EA	1.00	682.07	30073	ITHAKA HARBORS INC. T/A JSTOR	2000228	9/16/2021
Σ1	700000014								682.07				
3	700000057			Finished	BD	ELECTRONIC MEDIA (LIBRARY)	EA	1.00	11,060.47	20030	BLOOMSBURY PUBLISHING PLC	2000592	9/16/2021
Σ1	700000057								11,060.47				
5	700000316			Finished	BD	ELECTRONIC MEDIA (LIBRARY)	EA	1.00	3,149.00	52867	WOLTERS KLUWERT	2000232	9/23/2021
Σ1	700000316								3,149.00				
7	700000389			Finished	KZ	OTHER/GENERAL COMPUTER	EA	1.00	30.84	52975	DELL COMPUTER CORPORATION (IRL)	1000476	9/27/2021
Σ1	700000389								30.84				

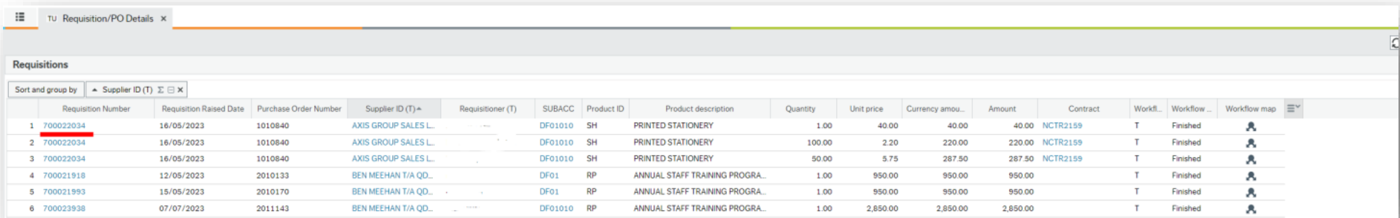
Requisition/PO Details

This report shows all requisitions for a given Sub Account and Accounting period. It shows a separate line for each Requisition. You can further filter this list to show a specific supplier. The Requisitions Number and PO Number are included in the headings. Use this report to investigate orders for a given supplier in a given accounting period. It is essentially a list of Purchase Orders.

Step by step:

1. Click through to Procurement>Purchase orders>Enquiries>Requisition/PO Details
2. Enter the search values in the pop-up window
3. At a minimum, enter your Budget Code (SubAcc) code in the 'value' box and the accounting periods and click 'Ok'
4. A full listing of all requisitions/orders will be displayed
5. As with the previous reports, you can click on the requisition number to open and view its details

Sample report:



	Requisition Number	Requisition Raised Date	Purchase Order Number	Supplier ID (T)	Requisitioner (T)	SUBACC	Product ID	Product description	Quantity	Unit price	Currency amou...	Amount	Contract	Workfl...	Workflow ...	Workflow map
1	700022034	16/05/2023	1010840	AXIS GROUP SALES L...		DF01010	SH	PRINTED STATIONERY	1.00	40.00	40.00	40.00	NCTR2159	T	Finished	
2	700022034	16/05/2023	1010840	AXIS GROUP SALES L...		DF01010	SH	PRINTED STATIONERY	100.00	2.20	220.00	220.00	NCTR2159	T	Finished	
3	700022034	16/05/2023	1010840	AXIS GROUP SALES L...		DF01010	SH	PRINTED STATIONERY	50.00	5.75	287.50	287.50	NCTR2159	T	Finished	
4	700021918	12/05/2023	2010133	BEN MEEHAN T/A QD...		DF01	RP	ANNUAL STAFF TRAINING PROGRA...	1.00	950.00	950.00	950.00		T	Finished	
5	700021993	15/05/2023	2010170	BEN MEEHAN T/A QD...		DF01	RP	ANNUAL STAFF TRAINING PROGRA...	1.00	950.00	950.00	950.00		T	Finished	
6	700023938	07/07/2023	2011143	BEN MEEHAN T/A QD...		DF01010	RP	ANNUAL STAFF TRAINING PROGRA...	1.00	2,850.00	2,850.00	2,850.00		T	Finished	

Invoice related reports and enquiries

The most common reason for running an invoice related enquiry is to establish if an invoice has been paid.

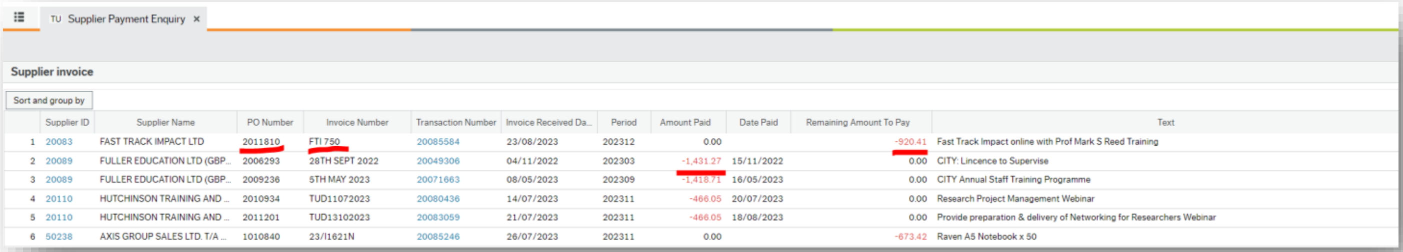
Supplier Payment Enquiry

This enquiry shows the PO Number, Invoice number, date the invoice was received from the supplier and when it was paid, the amount paid and/or the amount due to be paid.

Step by step:

1. Click through Procurement>Reports>Shared>Supplier Payment Enquiry
2. At a minimum, enter your Sub Account code in the 'value' box
3. You may decide to enter account periods to see recent invoices

Sample report:


TU Supplier Payment Enquiry

Supplier invoice

Sort and group by

	Supplier ID	Supplier Name	PO Number	Invoice Number	Transaction Number	Invoice Received Da...	Period	Amount Paid	Date Paid	Remaining Amount To Pay	Text
1	20083	FAST TRACK IMPACT LTD	2011810	FTI 750	20085584	23/08/2023	202312	0.00		-920.41	Fast Track Impact online with Prof Mark S Reed Training
2	20089	FULLER EDUCATION LTD (GBP...	2006293	28TH SEPT 2022	20049306	04/11/2022	202303	-1,431.27	15/11/2022	0.00	CITY: Lincence to Supervise
3	20089	FULLER EDUCATION LTD (GBP...	2009236	5TH MAY 2023	20071663	08/05/2023	202309	-1,418.71	16/05/2023	0.00	CITY Annual Staff Training Programme
4	20110	HUTCHINSON TRAINING AND ...	2010934	TUD11072023	20080436	14/07/2023	202311	-466.05	20/07/2023	0.00	Research Project Management Webinar
5	20110	HUTCHINSON TRAINING AND ...	2011201	TUD13102023	20083059	21/07/2023	202311	-466.05	18/08/2023	0.00	Provide preparation & delivery of Networking for Researchers Webinar
6	50238	AXIS GROUP SALES LTD. T/A ...	1010840	23/I1621N	20085246	26/07/2023	202311	0.00		-673.42	Raven A5 Notebook x 50

General Ledger Reports

These reports show each line item in an Order for every order.

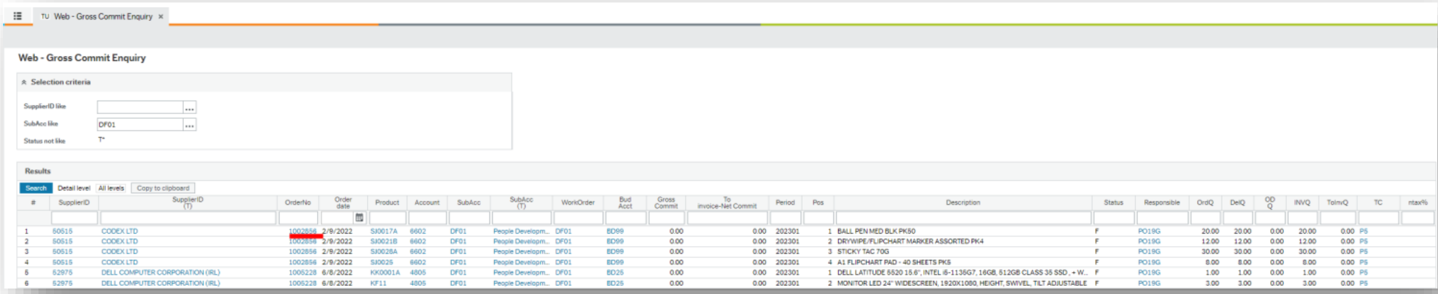
Web – Gross Commit Enquiry

This report can be filtered by Supplier and Budget Code (Sub Account) – if Supplier ID is left blank – all transactions will be displayed.

Step by step:

1. Click through Reports>Global Reports>Commitments> Web – Gross Commit Enquiry
2. At a minimum, enter your Budget Code (Sub Account) code in the selection criteria
3. Enter Supplier ID if you want to filterer down to a specific supplier
4. Click the 'Search' button
5. You can click on the Order Number to view the Purchase Order (click on Paperclip icon in top right hand corner, then click 'Purchase Orders' on the right, then double click on the Purchase Order pdf file, you can then download as a pdf file)

Sample report:



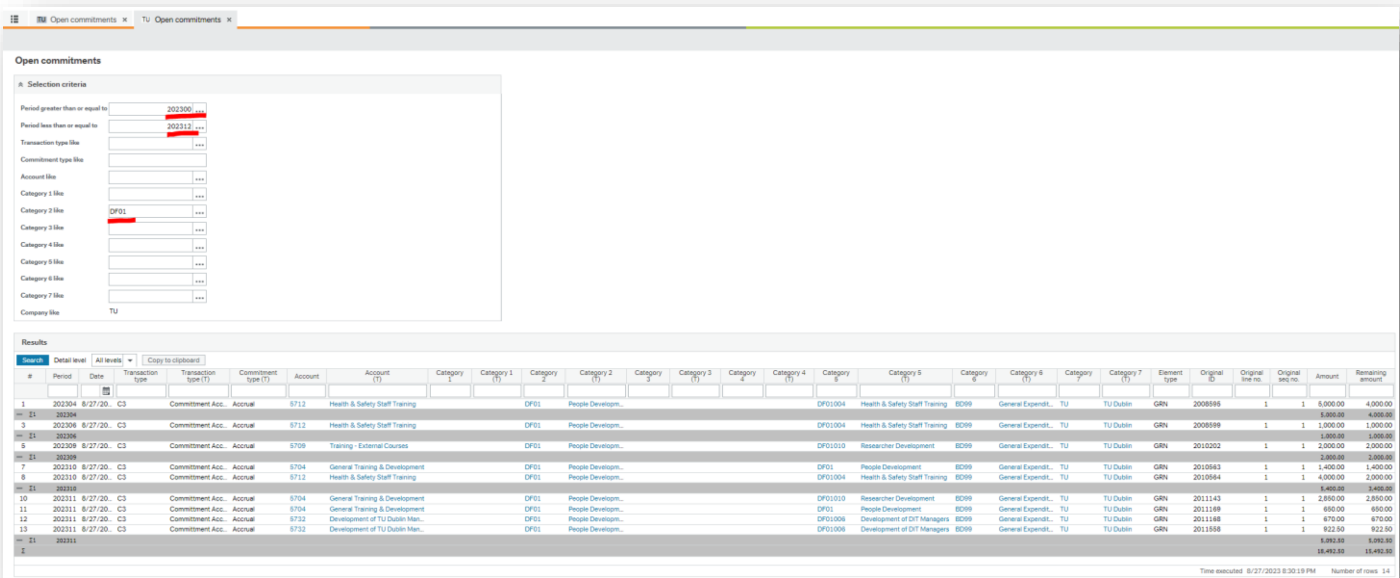
Open Commitments

This report is an important report to keep track of open commitment – the main purpose of which is to ensure there are no late payment fees incurred. You can filter by accounting period i.e. a beginning and end month.

Step by step:

1. Click through Commitment accounting>Open Commitments
2. Enter your Sub Account code in the 'Category 2 like' selection criteria box
3. Enter in 'Period greater than or equal to' and 'Period Less than or equal to' to restrict to a period of time

Sample report:



Appendix A – Glossary

Item	Description
Unit4	Supplier name of ERP
ERP	Enterprise Resource Planning
Budget Code or	Also known as 'Sub Account' and abbreviated as 'SubAcc'
Budget Account	Also abbreviated to 'BudAcc'
Nominal Account	Sometimes abbreviated to 'Account'