

# University of Reading

## RFP02-PO Proposed Accrual Report

### Overview

This document outlines the RFP02 PO Proposed Accrual Report, which is used to Support the PO Accruals Process.

Details of how to run reports and their common features are held in the Common Reporting Actions Document.

### Agresso Reports Menu

#### Log On.

- Log on to Agresso Smart (desktop), as either a member of the Finance Planning and Strategy Team or the Technical Accounts Team.
- The Personal Menu should be displayed.

### RFP02-PO Proposed Accrual Report

Financial Planning & Strategy Team:

Personal Menu > Reports > Finance Planning and Strategy Reports > RFP02-PO Proposed Accrual Report (FP&S)

Technical Accounts Team:

Personal Menu > Reports > Technical Accounts Reports > RFP02-PO Proposed Accrual Report (Tech Acc)

### Description

This report is output as an excel file. It can be run for an individual school. If an individual cost centre or project is requested, the school must also be entered.

Details of the outstanding purchase orders are provided, together with a proposed accrual. The proposed accrual may be overwritten. On completion, the report will need to be sent to the General Ledger Transaction team for posting to the ledger.

RU (RFP02) RFP02-PO Proposed ... X

Show fixed parameters Create report template Log level parameter Tmp table parameter Company List E-mail confirmation

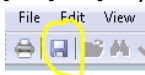
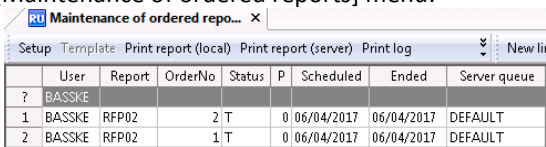
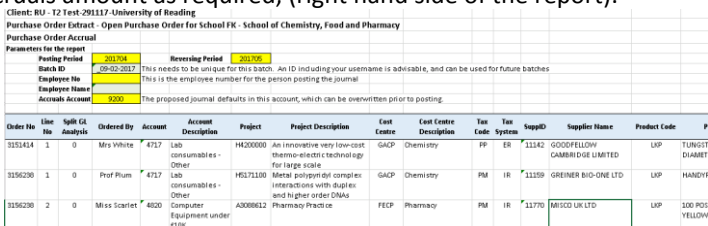
Variant |

	Param name	Value
1	Copies	1
2	Server queue	Default
3	Priority	0
4	Printer	NOPRINT
5	E-mail confirmation	<input type="checkbox"/>
6	E-mail distribution	<input type="checkbox"/>
7	Status	N
8	Start date	
9	Start time	
10	Output type	Auto-select
11	Posting Period	201709
12	School	
13	Cost Centre	
14	Project	

## Entries

Field	Description
Posting Period	Enter the period that the report should be run up to, which will also be the period that the accrual will be defaulted to.
School	Enter the id of the school that the report is to be run for. This must be entered if the Cost Centre and/or Project is selected.
Cost Centre	Enter the Cost Centre id. If the cost centre is entered, the School must also be entered.
Project	Enter the Project id. If the project is entered, the School must also be entered.

## Actions

Action	Description
Save	<p>Save the report request, [F12] or [disc] key.</p>  <p>An report order number will be provided.</p>
View the output	<p>Open the [Maintenance of ordered reports] menu.</p>  <p>Refresh the report list [F7] or [binoculars] until your report status is T. Click on the report to open.</p>
Review the data	<p>Read the instructions in the report. Review the data and update the accruals amount as required, (right hand side of the report).</p> 
Post the Journal	<p>Complete your user id and send the completed file to the General Ledger Transaction team for posting to the ledger.</p>