



Sales Invoicing

e5 user guide

Conventions used in this document



Note: something for you to take note of. For example: Every supplier must have a General address.



Tip: a shortcut or tip to help you work quickly. For example: Remember you can double-click to activate a calendar in a date field.



Important: something important for you to be aware of. For example:
If you choose Closed, you **must** enter a date to indicate when the file was closed (expired).



Warning of consequences – usually of omitting a step. For example: Never check **Use as default** and select **Global** at the same time as this replaces the default settings for all users.



Try it: to gain practise in the topic explained, refer to the Self-teach reference guide for scenarios and exercises to work through.

[* * *] keyboard – for example press [**Enter**] , [**Tab**] , press [**F12**] , press [**Ctrl**] and [**O**]

Menus Navigation through menus is indicated with →. For example:
Select **Edit** → **Paste Special** → **Paste Picture** means select **Edit** menu, then **Paste Special** from the edit menu, then **Paste Picture** from the Paste Special options.

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Project Background

e5 - The University's new Financial Information System

Change is on its way.

To ensure the effective and efficient provision of strategic financial information, accurate recording of income and payment of all suppliers, the Finance and Planning Information Directorate is re-organising our financial operations, re-engineering business processes and investing in new technology.

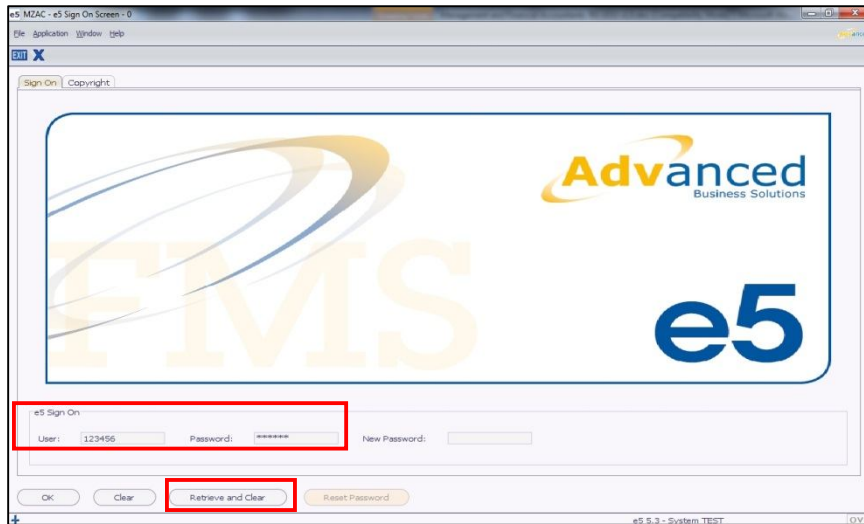
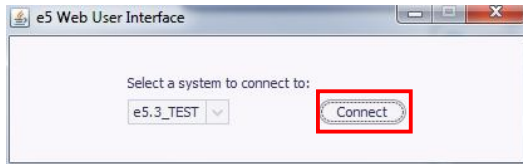
The new technology will empower users, provide drill-down from the desktop and lead to enhanced business and dashboard reporting – enabling performance against Key Performance Indicators (KPIs) to be monitored via personalised portal pages.

The current *Integra* system was implemented in 1999 and, whilst this system has performed successfully, changes in regulations and increased user requirements deemed a replacement system necessary, with capability of interfacing with research, TRAC, purchasing card, e-procurement, University trading areas, student records system and payroll. This also presented an opportunity to move from a Windows-based system to one which is fully web-enabled, with e-commerce functionality in the procurement ledger and links to peripheral systems.

Alison Rankin - Finance and Planning Information Controller

Logging in to e5 WUI

Username and passwords



1. Open Internet Explorer and choose your e5 URL. The e5 Web User Interface screen will display, select **Connect**. The e5 Sign On screen will display.
2. **User**: enter your user name.
3. **Password**: enter your password. This is a maximum of 8 characters in length.
4. Select **Retrieve and Clear**.

Passwords

- Alpha-numeric – combination of numbers and letters.
- Maximum 8 characters
- If your password/ID is entered incorrectly, on the third attempt, your account will lock and you must contact the system administrator.

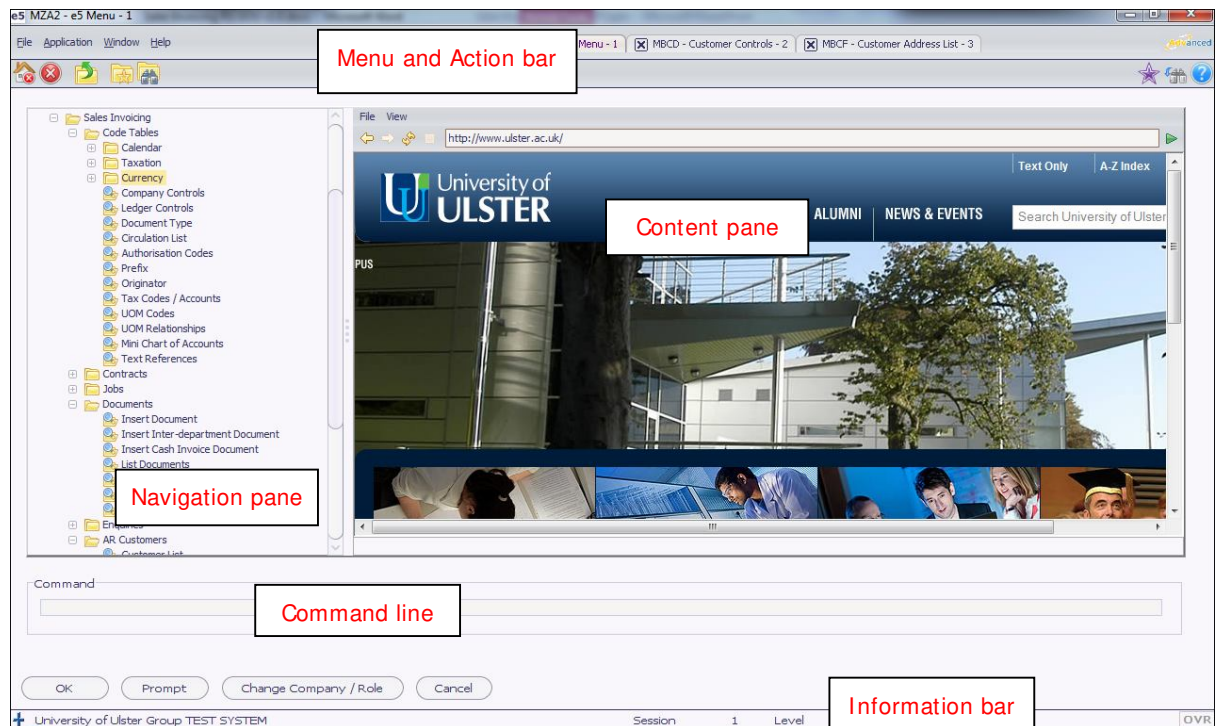
Screen lock

Exit from e5 if you are away from your desk, or lock your screen using this procedure:

1. Press **[Ctrl] + [Alt] + [Del]**.
2. Select **Lock Computer**.
3. Enter your password again to access the computer.

Menus and navigation

Screen layout



General

e5 has a **Title bar** at the top of the screen to identify the part of e5 you are currently working in. This shows the screen code and name followed by the session number. In the above example; MZA2 e5 Hierarchical Menu – 1 is the screen MZA2 and its description in session one.

e5 has a **Menu bar** to access commands, and two **Toolbars**, providing shortcuts and actions to use in various parts of the system. The toolbar under the menus is called the Action bar. The tools (buttons) on the Action bar are often called Actions in e5. The second toolbar is at the bottom of the screen. The centre of the screen is divided into two panes:

- **Navigation pane:** shows the menu folder and screen structure you have access to.
- **Content pane:** shows the screens you have opened from the Navigation pane.

Information bar

Displays information, warning and error messages the name of the company you have logged into, the Session number you are in. Select the drop down arrow to view all the messages in the warning area. For Ulster the company name is UG for Ulster group accounts. The sub companies, e.g. UEP, will be accessible via the Element codes.

Field warning and errors

Due Date
01 Nov 2011

Warning GBVA6: Due Date does not match System Calculated Due Date

Journal Type:

Error: AK07: The specified Batch Type does not exist

Transaction Date: 1111111

Format Error: Invalid date format

Warning

A **GREEN** field represents a warning which means there could be something wrong with the content. The information bar will give a brief description of the warning message indicating what is wrong. As is it only a warning, the screen can be updated (saved) without changing the field or value. Before the screen can be updated the warning must be checked and accepted or corrected. To do this:

- Select **Accept Warnings** (triangle and exclamation mark) then select **Update** to save the changes.



or

- Don't select **Update and Accept Warnings** (triangle and tick) to accept the warning and update the screen. This will save the



Error

A **RED** field represents an error and you cannot accept (ignore) an error it must be resolved. An error is often seen when mandatory information has not been entered. The information bar displays the error message explaining what is wrong. You will not be able to update a screen until all the errors have been resolved.


Format Error

A **BLUE** field represents a formatting error. The message bar displays the error message explaining what is wrong. You will not be able to continue until this has been resolved.

[Enter]

The **[Enter]** key on your keyboard is used to **validate** information entered into a field, for example, pressing **[Enter]** after inputting a supplier account number will validate the number. If the number exists, e5 will retrieve the supplier name to confirm the correct number has been input. Validation will highlight any mandatory fields in red.

Return is visible from some screens and is used to select the highlighted value and return you to the previous screen.

Select the  icon to return to the previous screen.

Finding/inputting data in e5

Prompt

Account:

Extended Selection

Primary Selection Analysis Codes Credit Management Indicators Credit Management Controls

Customer Name

Short Name: Name:

Customer List

Ledger	Account	Short Name	Name	Address Line 4	Address Line 5
01	D000067	STUDENTSUNIC	Students Union at Coleraine	University of Ulster	Cromore Road
01	D000381	COLERAINECRI	Coleraine Cricket Club	Rugby Avenue	COLERAINE
01	D000390	COLERAINEFOO	Coleraine Football Accademy	48 Woodford Park	COLERAINE
01	D000518	COLERAINEBOR	Coleraine Borough Council	Portstewart Road	COLERAINE
01	D000753	COLERAINECOL	Coleraine College	Carthall Road	COLERAINE
01	D000754	COLERAINEHIG	Coleraine High School	Lodge Road	COLERAINE
01	D003357	COLERAINECHA	Coleraine Chamber of Commerce	2 Abbey Street	COLERAINE
01	D003474	POLICECOLERA	PSNI Coleraine	17 Lodge Road	COLERAINE
01	D003718	COLERAINEACA	Coleraine Academical Institut.	23-33 Castlerock Road	COLERAINE
01	D004231	COLERAINELAD	Coleraine Ladies Hockey Club	C/o Mr Gary Leighton	Coleraine Rugby Football Club
01	D005189	COLERAINEENT	Coleraine Business Partnership	Causeway Enterprise Agency	Loughanhill Industrial Estate
01	D005995	THESTREATCOL	The Street Coleraine	C/o University of Ulster	Cromore Road
01	D006630	COLERAINEUR	Coleraine Rural &Urban Network	1a Railway Road	COLERAINE
01	D006833	COLERAINEBOR	Coleraine Borough Strategic	Partnership	58 Daneshill Road
01	D007248	COLERAINESUR	Coleraine Surestart	19 Glenburn Crescent	Coleraine
01	D007554	COLERAINEPRI	Coleraine Printing Company	117 Ballycastle Road	Coleraine

Much of the data that is input into e5 is in the form of codes to ensure that the data is of good quality and can be used to run meaningful enquiries. This means that when you want to add information or run enquiries, you need to enter codes.

The **Prompt** function enables you to look up a code (number) when you do not know it, for example, you might know the customer's name but do not know their account number. Whenever you hover over a field which allows you to lookup a number (code), your mouse icon will change shape (as shown in the illustration above).

To use the Prompt function:

1. With the prompt cursor displayed, double-click the field.
2. The next prompt screen displayed is determined by the field you prompted on. In the above illustration, the **Account** field in the Customer List was searched on and so the prompt screen enables you to input details that you know about the customer such as their code, short name or name.



Note: you cannot prompt for the code on some fields. The names are case sensitive.

3. Select **OK** to view all values. In some Selection screens you must enter selection criteria before you can select **OK**.
4. Alternatively, you can enter some data to refine your lookup. For example, if you know part or all of the customer's name, you can enter this. Wildcards can be used to negate entering the entire description. The Wildcard (%) enables you to enter part of a word/phrase rather than the whole thing, which gives you a better chance of finding a matching description on

the system. In the above example **COLER%** has been entered for the Short Name. e5 will find all customers where the first five letters in their name is COLER.

It is good practice to enter key words and to use the wildcard (%). Some examples of wildcards:

- Coler%: Will look for all entries starting **Coler**; such as **Coleraine Printing, Coleraine Borough Council etc.**
- %Services: Will look for all entries ending in **services**; such as Capita Business **Services** and Action on Hearing Loss **Services**.
- %smith%: Will look for all entries containing **smith** anywhere in the description; it will find **Hammersmith** Hospital and **Goldsmith** College.

5. Once the correct item has been found, select it and select **Return**.

Viewing search results

The screenshot shows the 'Customer List' window in the e5 system. The table contains the following data:

Ledger	Account	Short Name	Name	Address Line 4	Address Line 5
01	D000013	EMPLOYMENT	Dept for Employment & Learning	Adelaide House	39-49 Adelaide Street
01	D000017	SHORTBROTHER	Short Brothers Plc	PO Box 241	Airport Road
01	D000018	IRISHCRICKET	Irish Cricket Union	C/o Mr Warren Deutrom	13 Joyce Way
01	D000026	SOCIALSERVIC	Social Services Training Dept	Holywell Hospital	60 Steeple Road
01	D000028	PERFECSEALLI	Perfecseal Limited	Acorn Road	Campsie Ind Estate
01	D000034	ASTON	University of Aston	Aston Triangle	BIRMINGHAM
01	D000036	STUDENTSUNIJ	Students Union at Jordanstown	University of Ulster	Shore Road
01	D000038	NICOBRANDCOM	The Nicobrand Company	189 Castleroe Road	COLERAINE
01	D000040	BELFASTHIGHS	Belfast High School	740 Shore Road	NEWTOWNABBEY
01	D000043	STUDENTSUNIB	Students Union at Belfast	University of Ulster	Shore Road
01	D000044	NIEKLEISUREW	Nlex Leisurewear	97 Belfast Road	CARRICKFERGUS
01	D000045	PRICEWATERHO	Pricewaterhouse Coopers	FOCUS Accounts Payable	161 Marsh Wall
01	D000050	BALLYCLAREHI	Ballyclare High School	31 Rashee Road	BALLYCLARE
01	D000051	AVXLIMITED	AVX Limited	5 Hillman's Way	Ballycastle Road
01	D000053	IRISHFOOTBAL	Irish Football Association	Adelaide Business Centre	4 Apollo Road
01	D000054	STEPPINGSTON	Stepping Stones Creche	Cavehill Buildings	University of Ulster
01	D000058	JORDANSTOWNS	Jordanstown Schools	85 Jordanstown Road	NEWTOWNABBEY
01	D000059	GREENISLANDP	Greenisland Primary School	Upper Station Road	Greenisland
01	D000062	HUNTER	Hunter Apparel Solutions Ltd	Gateside Road	Cloyfin
01	D000063	ULSTERBANKLI	Ulster Bank Limited	Group Property	C/O GVA Grimley LLP
01	D000065	SENIORCOMMON	Senior Common Room CR	University of Ulster	Cromore Road

Sometimes when you display your results, e5 will not show all items. This is shown by the Purple cross on the tool bar and the message at the bottom. Clicking the purple cross (**More** button) until it goes grey means all items are available from the results table. Note the Action buttons at the bottom which are screen specific – i.e. you will see different buttons in each different screens.



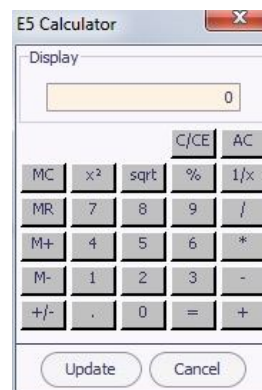
Hover your mouse on the vertical scroll bar to discover how many items are currently displayed.

Calendar and Calculator

Date: 



Number of Transactions: 



Calendar

Whenever your mouse hovers over a date field, e5 will let you use the online Calendar to input a date.

To use the Calendar function:

1. With the date cursor displayed, double-click the field.
2. You will be presented with a calendar. Use the Month and Year drop-down lists to select a month/year of your choice.
3. Once the required date is displayed, select it and select **OK**. The date will be inserted into the original field.

You can, alternatively, enter the date in manually – entering 071111 for example will suffice as it will reformat the date as 07/11/2011

Calculator

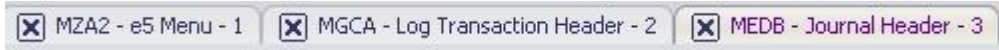
The calculator is available whenever your mouse hovers over a numeric field. e5 will let you use the online calculator and to insert the result if required.

To use the Calculator function:

1. With the calculator cursor displayed, double-click the field.
2. You will be presented with a calculator. Use the online keys to enter your calculation.
3. Select **Update** to insert the total into the original field or **Cancel** to remove the calculator from the screen.

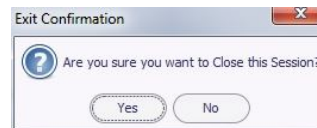
Session management and windows

You can start up multiple sessions (up to 5 maximum) in e5 allowing you to move easily from one screen to another. You start a new session by selecting the MZA2 – e5 Menu tab and start a new menu item. You can reference and/or copy and paste information from one screen to another. Each active session will display as a tab at the top of the screen:



To go to another session, simply select on the session you want to go to.

- **Close:** close the current window/session you are working in by selecting on the X to the left of the session title. You will get the following warning:
- You can also use the **Windows** menu:
- **Next:** navigate to the other using this option.
- **Previous:** see **Next**.
- **Preferences:** use preferences to change the format of your windows, for example, apply different colours.




 **Tip:** You can maximise, minimise or restore to original size. When a window isn't maximised, you can resize it by dragging on the window edges.

Chart of Accounts

Account Key

In e5, Cost centre, Funding Letter and Nominal make up the Account key and must be entered against all transactions. At present Integra has a Cost Centre/Analysis code structure such as 1371U0000/20100. The Analysis code will remain the same but will be called Nominal code in e5. The 1371U0000 however will change to a five digit Cost Centre code and a separate Funding Letter. For example in the case of 1371U0000 this will change to 50029 which will be unique, with a funding letter of T.

Cost Centre

Cost centre codes comprise five digits. Each subschool will have a range of cost centres assigned to them. If any income or expenditure is generated, it will be posted against their cost centres. For example, the Subschool – Biomedical General has the range of codes 80000 to 81499 assigned to it. So any new cost centre set up will be assigned a cost centre code within this range

Funding Letter

The Funding Letter is now a separate segment of the Account key. This allows the user to identify the Cost Centre type and make it meaningful. Additional letters are being used see complete list below

C	Self Financing - Contract
E	Endowment
F	Faculty Recharges
G	Research Off Own Res Strategy
H	Holding
K	KTP
Q	QR Research Strategy
R	Research
S	Self Financing - Non Contract
T	University Trading
U	University Funded

Funding letters will be unique to Cost Centres.

Nominal code

Nominal codes are a mandatory field comprising five digits. Nominal codes are categorised by code range. Nominals must be either Profit and Loss or Balance Sheets codes. Examples of nominal code ranges are:

Starts with 1 is Income – e.g. 10000 = Income General

Starts with 2 is Recurrent Expenditure

Starts with 3 is Payroll Expenditure

Starts with 4-9 Balance sheet

There is a full list of nominals in the appendix

In most modules the Nominal defaults from the Item code.

Analysis Key

This is a new key of up to 11 characters. This information is mandatory for specific transactions that require it and is used when a Cost Centre has a number of small projects or streams of income or expenditure without specific budgets that need to be analysed. This can be made mandatory at nominal or cost centre level with the nominal taking precedence in any data entry.

Intra Company

The University Group of companies is set up as one e5 company called UG and use is made of the e5 intra company (ICA) capability. Each Ulster company is set up with a BTZ – balance to zero entity and this allows each companies set of accounts to be kept in balance. This is controlled at cost centre level by the use of ICA structure (see structures below).

- Company 1 is the main account = 101
- Company 3 is UEP = 103

Journal Batch Types

Batch types are used to identify different kinds of transactions posted; and define the details that need to be entered against a transaction. The batch type defines whether the general ledger will be updated immediately with the transaction or if this is delayed until the update process is run. All transactions in e5 e.g. invoices, credits and adjustments belong to a batch type. Batch types can be used in GL to identify where the posting was generated from.

Accounts Receivable and Sales Invoicing Overview

The **Accounts Receivable** module is designed to allow the user to process and control customer (debtor) accounts information.

The **Sales Invoicing** module provides the facility to input invoices, credit notes and adjustments

In order to meet the above requirements the following features exist.

- Creation and Maintenance of Customer Accounts
- Creation of Invoices, Credit notes and adjustments
- Cash Allocation
- Credit Control
- Creation and Maintenance of Credit Limits
- Creation and Maintenance of Diary Events
- Enter and Maintain Queries at Transaction level
- Creation and Maintenance of Reminder Letters & Instalment Plans
- Account Enquiries
- On-line Customer Account Enquiries
- Enquires at Account level and Transaction level
- Linked Enquiries – General Ledger, Accounts Payable, Sales Invoicing
- Cash Transfers from one account to another or multiple accounts
- Transfer transactions from one account to another
- Codes & Tables

Finding a Customer Code

Prior to requesting a new customer code you must do an exhaustive search in the system first to check to see whether the customer already exists. This is to prevent duplicate accounts.

Checking to see if a customer already exists

Selection

Company: Search Ind:

Ledger: Search Key: Enter search value for the indicator selected above

Account: Credit Ref Number:

Short Name:

Extended Selection

Customer List

Ledger	Account	Short Name	Name	Address Line 4	Address Line 5
01	D003718	COLERAINACA	Coleraine Academical Institut.	23-33 Castlerock Road	COLERAINE
01	D000518	COLERAINEBOR	Coleraine Borough Council	Portstewart Road	COLERAINE
01	D006833	COLERAINEBOR	Coleraine Borough Strategic Partnership		58 Daneshill Road
01	D003357	COLERAINеча	Coleraine Chamber of Commerce	2 Abbey Street	COLERAINE
01	D000753	COLERAINECOL	Coleraine College	Carthall Road	COLERAINE
01	D000381	COLERAINECRI	Coleraine Cricket Club	Rugby Avenue	COLERAINE
01	D005189	COLERAINENT	Coleraine Business Partnership	Causeway Enterprise Agency	Loughanhill Industrial Estate
01	D000390	COLERAINEFoo	Coleraine Football Accademy	48 Woodford Park	COLERAINE
01	D000754	COLERAINEHIG	Coleraine High School	Lodge Road	COLERAINE
01	D004231	COLERAINELAD	Coleraine Ladies Hockey Club	C/o Mr Gary Leighton	Coleraine Rugby Football Club
01	D007554	COLERAINEPRI	Coleraine Printing Company	117 Ballycastle Road	Coleraine
01	D006630	COLERAINERUR	Coleraine Rural &Urban Network	1a Railway Road	COLERAINE
01	D007248	COLERAINESUR	Coleraine Surestart	19 Glenburn Crescent	Coleraine

1. Select **e5 Main Menu → Accounts Receivable → Customer Accounts**
2. Double-click **Customer List**.

There are a number of ways to search for a Customer but we recommend you always start with Short Name. The use of Wildcards (%) enables you to enter part of a name rather than the whole thing, which gives you a better chance of finding a matching description on the system.

Search by Short Name

3. **Short Name:** enter COLER%

In the example above we have entered **COLER%** as our search criteria. E5 will find all customers where the first 5 letters in their name is COLER. e.g. Coleraine Borough Council.

4. Select **OK** or pressed **[Return]**.

A list of all customers beginning with COLER will display. If no results are found then you may need to use another search.

Search by Post Code

Selection

Company: Search Type: Postcode - Address Zero

Ledger: Search Key:

Account: Credit Ref Number:

Short Name: Corporate:

Type: ... Any Approved:

Extended Selection

Customer List

Ledger	Account	Short Name	Postcode - Address Zero	Name	Address Line 1	Address Line 2	Credit Ref Number	Corporate
01	D001452	BARR	BT52 1AE	Gillan Barr & Co. Solicitors	41 New Row	COLERAINE		
01	D001147	MACAULAYWRAY	BT52 1AH	Macaulay Wray Solicitors	35 New Row	COLERAINE		
01	D005418	ARMSTRONGMED	BT52 1BS	Armstrong Medical Limited	Wattstown Business Park	Newbridge Road		
01	D004462	CAUSEWAYDATA	BT52 1DE	Causeway Data Communications	10 The Diamond	Coleraine		
01	D003357	COLERAINECHA	BT52 1DS	Coleraine Chamber of Commerce	2 Abbey Street	COLERAINE		
01	D005949	GRAFTONRECRU	BT52 1EP	Grafton Recruitment	17 Stone Row	COLERAINE		
01	D000518	COLERAINEBOR	BT52 1EX	Coleraine Borough Council	Portstewart Road	COLERAINE		
01	D000989	NORTHEASTSPO	BT52 1EY	North East Sports Dev P'ship	Coleraine Borough Council	Cloonavin		
01	D002981	MCINTOSH	BT52 1EZ	McIntosh Solicitors	5 Upper Abbey Street	COLERAINE		
01	D001167	NORTHERNHEAL	BT52 1HS	Northern Health & SCT	Causeway Hospital	4 Newbridge Road		
01	D004231	COLERAINELAD	BT52 1JL	Coleraine Ladies Hockey Club	C/o Mr Gary Leighton	Coleraine Rugby Football Club		
01	D005885	THEIRISHSOCI	BT52 1JL	Irish Society Primary School	3 Rugby Ave	COLERAINE		
01	D006121	SANDLEFORDSP	BT52 1JL	Sandleford Special School	8 Rugby Avenue	COLERAINE		
01	D003474	POLICECOLERA	BT52 1LY	PSNI Coleraine	17 Lodge Road	COLERAINE		
01	D007526	NEELBYOUTHOF	BT52 1LZ	NEELB Youth Office	The Bungalow	c/o Coleraine High School		

1. Select **e5 Main Menu → Accounts Receivable → Customer Accounts**.
 2. Double-click **Customer List**.
 3. **Search Type**: select **Post Code** from drop down menu (you can also search by contact name here)
 4. **Search Key**: enter **BT52%**
- In this example we have entered BT52% as our search criteria. E5 will find all customers where the post code begins with BT52.
5. Select **OK** or press **[Return]**.

E5 now displays a list of customers with BT52 as part of the postcode. If no results are found then you may need to use another search.

Search by name

The screenshot shows the 'Extended Selection' dialog box. The 'Name' field is highlighted with a red box and contains the text 'Student%'. The 'Company' field is set to 'UG'. Other fields include 'Short Name', 'Stop Credit', 'Banner No', 'Currency', 'Associations', 'Flat Association', and 'Assoc Supp'. There are 'OK' buttons at the bottom right of both the 'Selection' and 'Extended Selection' sections.

1. Select **e5 Main Menu → Accounts Receivable → Customer Accounts**.
2. Double-click **Customer List**.
3. Select **Extended Selection**
4. **Name** – enter the name of the customer using wildcards if required – please note this search facility is case sensitive. In this example we have typed **Student%**
5. Select **OK** or press **[Return]**.

E5 now displays a list of customers beginning with Student. If no results are found then you may need to use another search.

The screenshot shows the 'Customer List' table with the following data:

	Ledger	Account	Short Name	Name	Address Line 4	Address Line 5		
	01	D000036	STUDENTSUNIJ	Students Union at Jordanstown	University of Ulster	Shore Road		
	01	D000043	STUDENTSUNIB	Students Union at Belfast	University of Ulster	Shore Road		
	01	D000067	STUDENTSUNIC	Students Union at Coleraine	University of Ulster	Cromore Road		
	01	D000068	STUDENTSUNIM	Students Union at Magee	University of Ulster	Cromore Road		
	01	D003869	STUDENTAWARD	Student Awards Agency Scotland	Gyleview House	3 Redheugh Ryg		
	01	D006999	STUDENTLOANS	Student Loans Company	Accounts Payable	100 Bothwell Street		
	01	D007467	STUDENTFINAN	Student Finance England	PO Box 210	Darlington		

Sales Invoicing

Creating a Sales Invoice

Document Type: UII University Invoice Currency: GBP Billing Address No: 0

Ledger / Account: 01 D000115 Southern Educ & Library Board

Element: 101 3 Charlemont Place

Purchase Order Number: 123456 The Mail

Unique Dept Reference: PR123456 BT61 9AX

Location: RENT COL Contact:

Transaction Date:

Documents:

Enter Invoice Total: 600.00 Currency Gross Value: 0.00 Total Gross Value: 600.00

Tax Only Invoice: Header Text Exists: Currency Tax Value: 0.00 Total Tax Value: 100.00

Cmd	Item	Description	Price	VAT Code	VAT Value	Cost Centre
	RENT	Rent	500.00	STD	100.00	52300

Primary Details Currency Values Tax Details GL Details UOM/Quantity Details Project/Contract Details Recon/Revalue/Authorisation

Prompt Update Description Header Text Split GL Incomplete AR Link

University of Ulster Group UAT Insert

To enter a Sales Invoice:

1. Select **E5 Main** → **I** **Invoice Entry**.
2. Double-click **I** **Insert Invoice**.
3. **Document type:** Enter either **UI** for University invoice or **IR** for Research Grant Dummy Invoice or use the prompt option to search for another one. Document types are restricted per user.
4. Enter **01** in the **Ledger Account** field.
5. **Account:** Enter the Customer Account code or use prompt from the **Account** field to find it.
6. **Element:** Enter **101** for a University customer.
7. **Purchase Order Number:** Enter the PO number where there is one.
8. **Unique Department Reference:** Enter your own department reference number or invoice requisition number.
9. **Location:** This is a **mandatory** field for reporting purposes. Use prompt to list the codes. Select Return when you have found the appropriate one. See the appendix for a list.
10. **Enter Invoice Total:** Enter the total including VAT.
11. **Currency:** If the customer is within the UK the field will default to **GBP** but, if the Customer is outside the UK, the currency will show as **Multi Currency (***)** in **red** forcing you to specify the correct one. If that is the case, then enter the appropriate currency using the prompt function if necessary.
12. **Billing Address:** This defaults to zero which represents the first address line for the customer. Change this to 1 or 2 if you want to send it to an alternative registered address.

- 13. **Item:** Enter the item or prompt to display a list. If the item you want is not on the list then contact AR Admin.
- 14. **Description:** This is auto-populated from the Item.
- 15. **Price:** Enter the **Net** price.
- 16. **VAT Code:** It is very important that you select the correct VAT treatment. See the list below.

Tax Code List				
	Tax Code	Description	Location	Tax Type
	EXE	VAT EXEMPT	United Kingdom	Exempt Supplies
	FUE	FUEL RATE	United Kingdom	Fuel rate at 5%
	STD	STANDARD VAT	United Kingdom	Standard Tax

- 17. **VAT Value:** This will automatically be calculated from the VAT code you choose.
- 18. **Cost Centre:** May be autopopulated from the item where applicable. Otherwise enter the appropriate Cost Centre.
- 19. **Funding:** May be autopopulated from the item where applicable. Otherwise enter the appropriate Funding.
- 20. **Nominal:** May be autopopulated from the item where applicable. Otherwise enter the appropriate Nominal code.
- 21. **Analysis:** In some cases you may be forced to populate this field.

You now must enter the line description. It is important to describe exactly what the invoice is for e.g. goods, services conferences etc.

- 22. Select **Description** (yellow)

Cmd	Line of Text
	Rent for Student Union
	for the period 1st October - 31st October

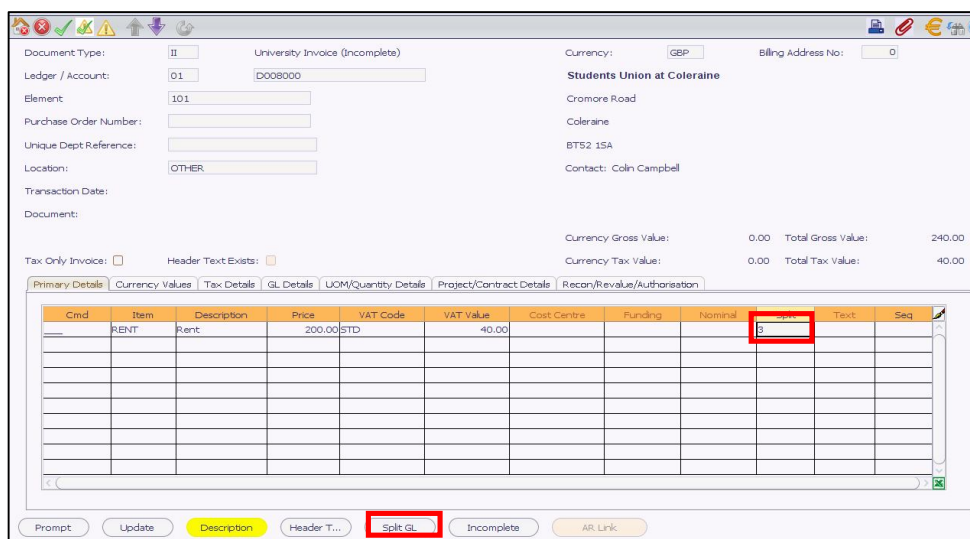
i Note: This must be a meaningful description as it will print on the invoice being generated to the customer.

- 23. Click in the second line to add further text if appropriate.
 - 24. Select **Return to Document**.
- You will now see a **Y** in the text column indicating that you have added additional, textual information.
- 25. Select **Update**.

You have now created a Sales Invoice and, at the bottom of the e5 menu screen, you will see the system generated number. Record this for future reference. If however, an error appears it probably means that you invoice total does not agree with the price entered. You need to amend the figures.

Session 1 - Information: ODB01: Document Reference 0080049 will be created

Splitting the Cost Centre and Nominal on a Sales Invoice



Document Type: II University Invoice (Incomplete) Currency: GBP Billing Address No: 0

Ledger / Account: 01 D008000 Students Union at Coleraine

Element: 101 Cromore Road

Purchase Order Number: Coleraine

Unique Dept Reference: BTS2 15A

Location: OTHER Contact: Colin Campbell

Transaction Date: Document:

Tax Only Invoice: Header Text Exists:

Currency Gross Value: 0.00 Total Gross Value: 240.00

Currency Tax Value: 0.00 Total Tax Value: 40.00

Primary Details | Currency Values | Tax Details | GL Details | UOM/Quantity Details | Project/Contract Details | Recon/Revalue/Authorisation

Cmd	Item	Description	Price	VAT Code	VAT Value	Cost Centre	Funding	Nominal	Split	Text	Seq
	RENT	Rent	200.00	STD	40.00				3		

Buttons: Prompt | Update | Description | Header T... | Split GL | Incomplete | AR Link

When you want to split the income between Cost Centres or Nominal Codes you would follow the procedure for a single line invoice but leave the Cost Centre, Funding and Nominal fields blank.

1. In the Split field enter 1 for Percentage split, 2 for Quantity and 3 for Value. We suggest you always split the GL code by value but all three examples are shown.

Split by Percentage

Document: Item Line: 1
 Item: stores Currency: GBP
 MCA:
 SA Type: 1 Percent
 Quantity: 1.0000
 Price: 500.00

Cmd	Percent	Cost Centre	Funding	Nominal	Analysis	Project	Reconciliation Code
	50.00	52300	J	14500			
	50.00	52301	J	14500			

Remaining:
 Percent: 0.00
 Quantity: 0.0000
 Value: 0.00

Buttons: Prompt, Return to Document, Percent, Quantity, Value, Fetch

1. Enter **1** for Percentage split.
2. Select **Split GL**.
3. Enter the Percentage in the **Percentage** field.
4. Enter the **Cost Centre**.
5. Enter the **Funding**.
6. Enter the **Nominal Code**.
7. Repeat for Line 2 changing the Cost Centre code, the Nominal Code or both.
8. Select **Return to Document**.
9. Continue to enter the remainder of the invoice details and **update** as normal.

Split by Quantity

File Application Window Help

MZA2 - e5 Menu - 1 MODF - Document Line Split Analysis - 2

Document: Item Line: 1
 Item: stores Currency: GBP
 MCA:
 SA Type: 2 Quantity
 Quantity: 1.0000
 Price: 500.00

Remaining
 Percent: 0.00
 Quantity: 0.0000
 Value: 0.00

Cmd	Quantity	Cost Centre	Funding	Nominal	Analysis	Project	Reconciliation Code
	0.5000	52300	U	14500			
	0.5000	52301	U	14500			

Prompt **Return to Document** Percent Quantity Value Fetch

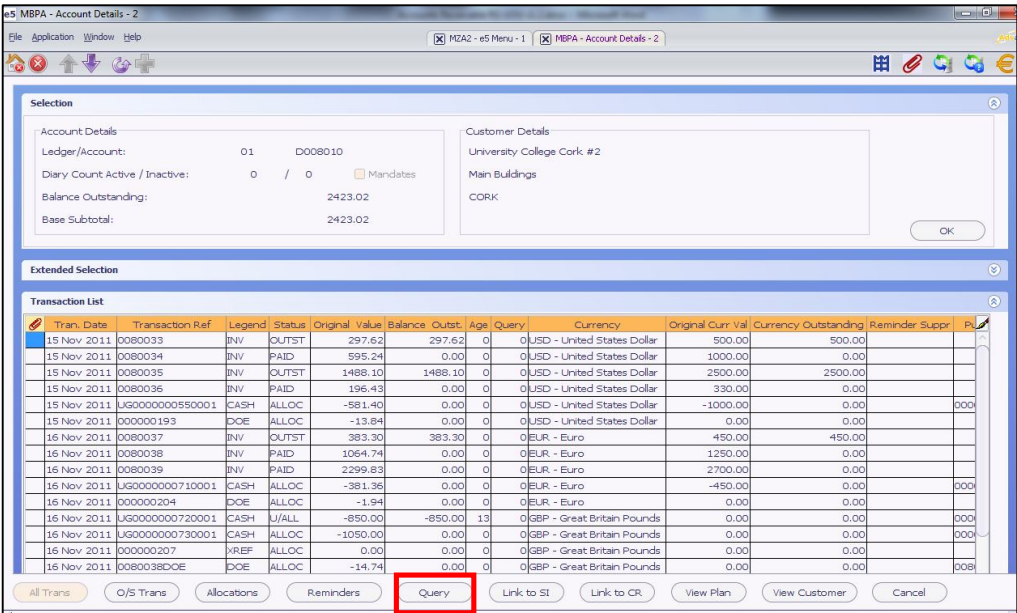
1. In the Split field enter **2** for Quantity.
2. Select **Split GL**.
3. Enter the Quantity in the **Quantity** field.
4. Enter the **Cost Centre**.
5. Enter the **Funding**.
6. Enter the **Nominal Code**.
7. Repeat for Line 2 changing the Cost Centre code, the Nominal Code or both.
8. Select **Return to Document**.
9. Continue to enter the remainder of the invoice details and **update** as normal.

Query Management

Queries will be used to hold notes against specific transactions and will be available for all users to access and view. Where applicable 'Action User' and 'Action Dates' can be entered so that a user can be prompted to do an action.

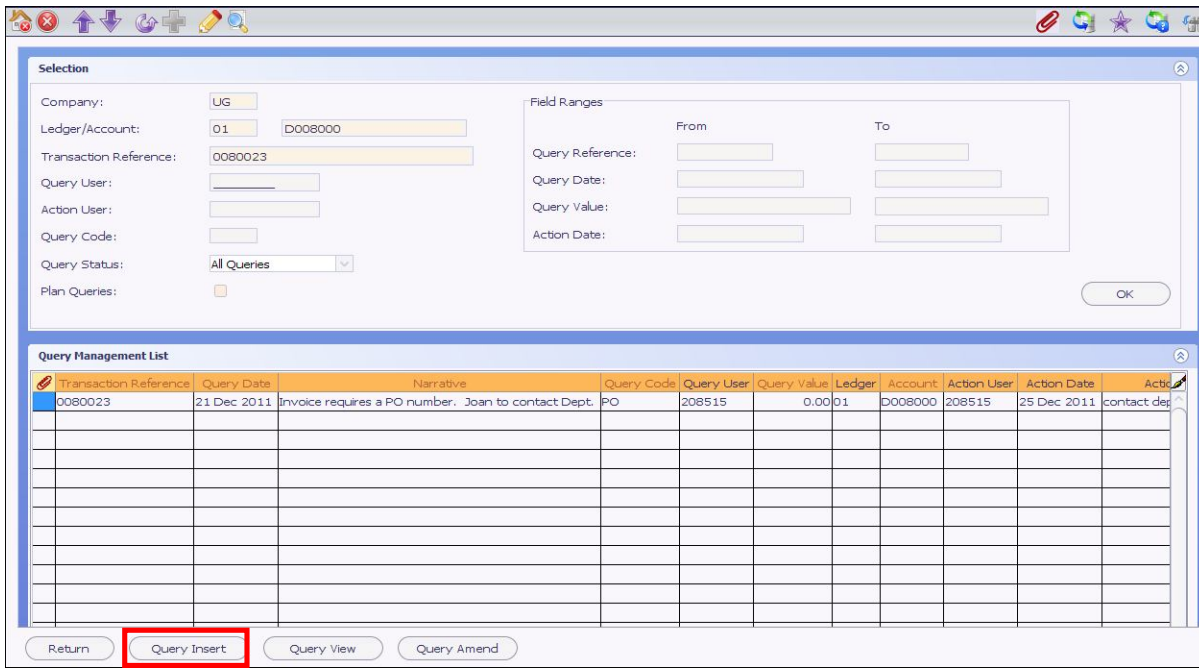
The queries will hold information such as:

- ❖ A dispute recorded on an invoice
- ❖ Results of follow up calls for payment
- ❖ Notification of promise to pay dates
- ❖ Request for a purchase order number before payment can be made
- ❖ Any other problem there may be with a transaction.



To enter a query on a transaction:

1. Select **E5 Main**→**Accounts Receivable**→**Enquiries** → **Customer Level Enquiries**.
2. Double-click **Account Enquiries**.
3. Enter **Customer** code.
4. Select **OK**.
5. Select the transaction for a query.
6. Select **Query**. This will list all previous queries on this transaction.



7. Select **Query Insert** from the new screen.
8. Enter the appropriate **Query code** or use the prompt option.

Query Code	Description
BR	Awaiting breakdown of invoice
DS	Dispute charges
OT	Other query
PO	Missing Purchase Order Number
PP	Promise to pay
RE	Awaiting final report

Narrative screen

Ledger/Account: 01 D008010 University College Cork #2
 Reference: 0080037 Order Ref:
 Tran Date: 16 Nov 2011 Due Date: 16 Dec 2011
 Type/Subtype: 1 00 Legend: INV

Query Details | Action Details/Values | Audit

Query Code: DS Query Date: 29 Nov 2011 Currency: EUR
 Query User: 123456 Cleared: Ref:
 Resolution:

Narrative

Mr Smith rang today. He disputes the charge on the invoice. I will contact the department and call him back tomorrow.

Narrative

Prompt Update Cancel

- 9. Enter the **Narrative**. This narrative must be meaningful as it will appear in a management debt report.
- 10. Select the **Action Details/ Values** tab.

Query Details | **Action Details/Values** | Audit

Action User: 208515 Action Date: 30 Nov 2011
 Action Description: Remember to phone Mr Smith. D008010

- 11. Enter the **Action User** you want to assign this action to.
- 12. Enter the **Action description** and **Date**.
- 13. This will appear in the Diary list of the user selected on the date entered below or emailed to them.
- 14. Select **Update**.

Transaction Reference	Query Date	Narrative	Query Code	Query User	Query Value	Ledger
0080037	29 Nov 2011	Mr Smith rang today. He disputes the charge on the invoice.	DS - Dispute charges	123456 - Jeremy Ensor	0.00	01 - Debtors Ledger

This query will now be added to the Query Management list and will update in the Transaction list screen in Enquiries to show that a query has been added.

Tran. Date	Transaction Ref	Legend	Status	Original Value	Balance	Outst.	Age	Query	Currency	Original Curr Val
15 Nov 2011	0080033	INV	OUTST	297.62	297.62	0	0	0	USD - United States Dollar	500.00
15 Nov 2011	0080034	INV	PAID	595.24	0.00	0	0	0	USD - United States Dollar	1000.00
15 Nov 2011	0080035	INV	OUTST	1488.10	1488.10	0	0	0	USD - United States Dollar	2500.00
15 Nov 2011	0080036	INV	PAID	196.43	0.00	0	0	0	USD - United States Dollar	330.00
15 Nov 2011	UG0000000550001	CASH	ALLOC	-581.40	0.00	0	0	0	USD - United States Dollar	-1000.00
15 Nov 2011	000000193	DOE	ALLOC	-13.84	0.00	0	0	0	USD - United States Dollar	0.00
16 Nov 2011	0080037	INV	OUTST	383.30	383.30	0	0	1	EUR - Euro	450.00

Enquiries

Facilities exist to enquire at Customer account level – showing all transactions in the account – or Transaction level showing just that type of transaction.

We recommend you use these main enquiries:-

- Customer Account enquiry
- Structure Aged Debt enquiry
- Location Aged Debt enquiry
- Transaction by Transaction Reference
- Transactions by Location

Customer Account Enquiry

Selection

Request: List

Company: Element:

Ledger: Transaction Reference:

Account: Order Reference:

Short Name: Original Value From:

Search Ind: Original Value To:

Search Key: Enter search value for the indicator selected above

OK

Transaction List

Tran. Date	Transaction Ref	Legend	Status	Original Value	Balance Outst.	Age	Query	Currency	Original Curr Val	Currency Outstanding	Reminder Suppr	Purchas
15 Nov 2011	0080033	INV	OUTST	297.62	297.62	0	0	United States Dollar	500.00	500.00		
15 Nov 2011	0080034	INV	PAID	595.24	0.00	0	0	United States Dollar	1000.00	0.00		
15 Nov 2011	0080035	INV	OUTST	1488.10	1488.10	0	0	United States Dollar	2500.00	2500.00		
15 Nov 2011	0080036	INV	PAID	196.43	0.00	0	0	United States Dollar	330.00	0.00		
15 Nov 2011	UG0000000550001	CASH	ALLOC	-581.40	0.00	0	0	United States Dollar	-1000.00	0.00		00000005
15 Nov 2011	000000193	DOE	ALLOC	-13.84	0.00	0	0	United States Dollar	0.00	0.00		
16 Nov 2011	0080037	INV	OUTST	383.30	383.30	0	0	Euro	450.00	450.00		
16 Nov 2011	0080038	INV	PAID	1064.74	0.00	0	0	Euro	1250.00	0.00		
16 Nov 2011	0080039	INV	PAID	2299.83	0.00	0	0	Euro	2700.00	0.00		
16 Nov 2011	UG0000000710001	CASH	ALLOC	-381.36	0.00	0	0	Euro	-450.00	0.00		00000007
16 Nov 2011	000000204	DOE	ALLOC	-1.94	0.00	0	0	Euro	0.00	0.00		
16 Nov 2011	UG0000000720001	CASH	U/ALL	-850.00	-850.00	12	0	Great Britain Pounds	0.00	0.00		00000007
16 Nov 2011	UG0000000730001	CASH	ALLOC	-1050.00	0.00	0	0	Great Britain Pounds	0.00	0.00		00000007
16 Nov 2011	000000207	XREF	ALLOC	0.00	0.00	0	0	Great Britain Pounds	0.00	0.00		
16 Nov 2011	0080038DOE	DOE	ALLOC	-14.74	0.00	0	0	Great Britain Pounds	0.00	0.00		0080038

All Trans O/S Trans Allocations Reminders Query Link to SI Link to CR View Plan View Customer Cancel

Accounts Enquiry:

1. Select **E5 Main**→**Accounts Receivable**→**Enquiries** → **Customer Level Enquiries**.
2. Double-click **Account Enquiries**. You will be presented with a Selection criteria screen.
3. Enter **01** in the Ledger field.
4. Enter the **Account Number** if known or the **Short Name**.

! Do not enter the Ledger number if using the short name to search for a customer.

5. Select **OK**.

You will see a list of transactions in the grid below. You can now use the Action buttons at the bottom of the screen to change the view or drill down.

You will see a list of Action buttons at the bottom of the screen:

- **O/ S Trans:** Will only display outstanding transactions.
- **Allocations:** By selecting a transaction you can see what has been allocated against it.
- **Reminders:** Select a transaction – it will give you a list of all Credit Control reminders.
- **Query:** Will list all queries against the transaction and also lets you create a new one.
- **Link to SI:** Displays the original Invoice or Credit Note.
- **Link to CR:** Displays the original receipt.
- **View Plan:** Shows the instalment plan.
- **View Customer:** Views the customer's details.
- **Cancel:** Takes you back to the previous screen..

Enquiry tips



Note: the following tips can be used when using any enquiry.

View all transactions



Session 2 - Information: ZZZ68: The Search Limit of 50 has been reached





There will be times when e5 will not return all transactions in your enquiry because the limit of 500 transactions has been exceeded. If this is the case, use the **More** button (purple plus) to retrieve subsequent transactions. Each time you select the More button, a further 500 transactions will be returned. Continue to select **More** until the button changes colour (grey) which denotes that all transactions have been returned.

Enquiry tool bar



Navigate backwards/forwards one table of transactions at a time.

Go to the **Refresh**  tool to rebuild your list. This ensures the latest transactions will display.

Use the **More**  icon to retrieve additional transactions. When the icon turns grey in colour – all transactions are displayed.

Sorting



Select a column heading to sort it in ascending/descending order. A triangle will appear next to the column heading to indicate the sort order. In the opposite example, the Status column is sorted in ascending order.

You can also right-click the column heading and selected **Sort Ascending** or **Sort Descending**.

Short Name	Name
OFFICEMONKEYNIL	OFFICE MONKEY NI LTD
OFFICEFORNATION	OFFICE FOR NATIONAL STATISTICS
OFFICEEQUIPMENT	Office Equipment Repairs and Sales
OFFICEDEPOT(UK)	OFFICE DEPOT (UK) LTD

Manipulating columns


You can adjust the width of a column. Hover between two column headings and drag the double-headed arrow to set the column width(s). You can also reposition columns by clicking on the heading and then dragging it to the required location.

Favourites

You can create a list of Favourite Enquiries from any enquiry screen. The example below is for a Customer Account enquiry used regularly.

Ledger	Account	Name	Short Name	Assoc Type
01	D000328	SEELB	SEELB	

To do this:

1. Select your Account without clicking on either OK or Account Details.
2. Select the **Favourites** icon. 
3. Enter the name of the Enquiry.
4. Select **OK**.
5. Select **Save**.

Now whenever you select the Favourites icon your Enquiry will appear in the list.

6. Select it.
7. Select **Use**.

Description	Default	Display	Cor
SEELB Account Details		Y	UG

Personal Query

The screenshot shows the 'Supplier Transaction List' window. The main table displays transaction details. A context menu is open over the table, with 'Personal Query' highlighted in red. Below the table, the 'Personal Query' dialog box is open, showing four steps: 'Step 1, Column Sequence & Title', 'Step 2, Total / Sort / Chart', 'Step 3, Extra Selection', and 'Step 4, Run or Chart Query'. The 'Step 4' tab is active and highlighted in red. The dialog box contains a table of columns to be displayed, with checkboxes for 'Display' and 'Rounding'.

Cmd	Display	Column Title	Rounding	Class
	<input checked="" type="checkbox"/>	#Seq		INTEGER
	<input checked="" type="checkbox"/>	System Ref		INTEGER
	<input checked="" type="checkbox"/>	Description		DESCR
	<input checked="" type="checkbox"/>	Entry Date		DATE
	<input checked="" type="checkbox"/>	Reference		CHAR(16)
	<input checked="" type="checkbox"/>	Legend		CHAR(4)
	<input checked="" type="checkbox"/>	Transaction Status		CHAR(1)
	<input checked="" type="checkbox"/>	Status		CHAR(6)
	<input checked="" type="checkbox"/>	Outstanding Amount		DECIMAL(15,2)
	<input checked="" type="checkbox"/>	Currency Outstanding		DECIMAL(15,2)
	<input checked="" type="checkbox"/>	Currency		CURR
	<input checked="" type="checkbox"/>	Element		CHAR(20)
	<input checked="" type="checkbox"/>	Old Transaction Status		CHAR(1)
	<input checked="" type="checkbox"/>	Old Transaction Status Description		CHAR(6)
	<input checked="" type="checkbox"/>	Transaction Type		CHAR(1)
	<input checked="" type="checkbox"/>	Transaction Subtype		CHAR(2)
	<input checked="" type="checkbox"/>	Transaction Date		DATE
	<input checked="" type="checkbox"/>	Amount Paid		DECIMAL(15,2)
	<input type="checkbox"/>	Gross Amount		DECIMAL(15,2)

You can personalise or customise your queries if, for example, the column you want to see is off to the right of the screen or you want to hide columns. On the output screen:

1. Change column widths as appropriate then
2. Right-click on any column.
3. Select **Personal Query**.
4. Select the columns you want to display or not display.
5. Move columns up or down.
6. On the last tab select **Run Query**.

This gives you a preview.

7. Select the **Finally, Exit/ Re-edit/ Save Query** tab.
8. Select **Save and Exit Query**.

Account Details

Step 5, Browse/Search Data Step 6, Send Data **Finally, Exit/Re-edit/Save Query**

Exit Query without Saving any Changes

Exit Query

Edit Query to run it again

Edit Query

Save and Exit Query

Save & Exit Query

In future when you run the Enquiry and right-click on a column and select Personal Query you will see a pop-up window with your newly defined Enquiry in it.

MAFT - Personal Query - List - 2

Other Queries

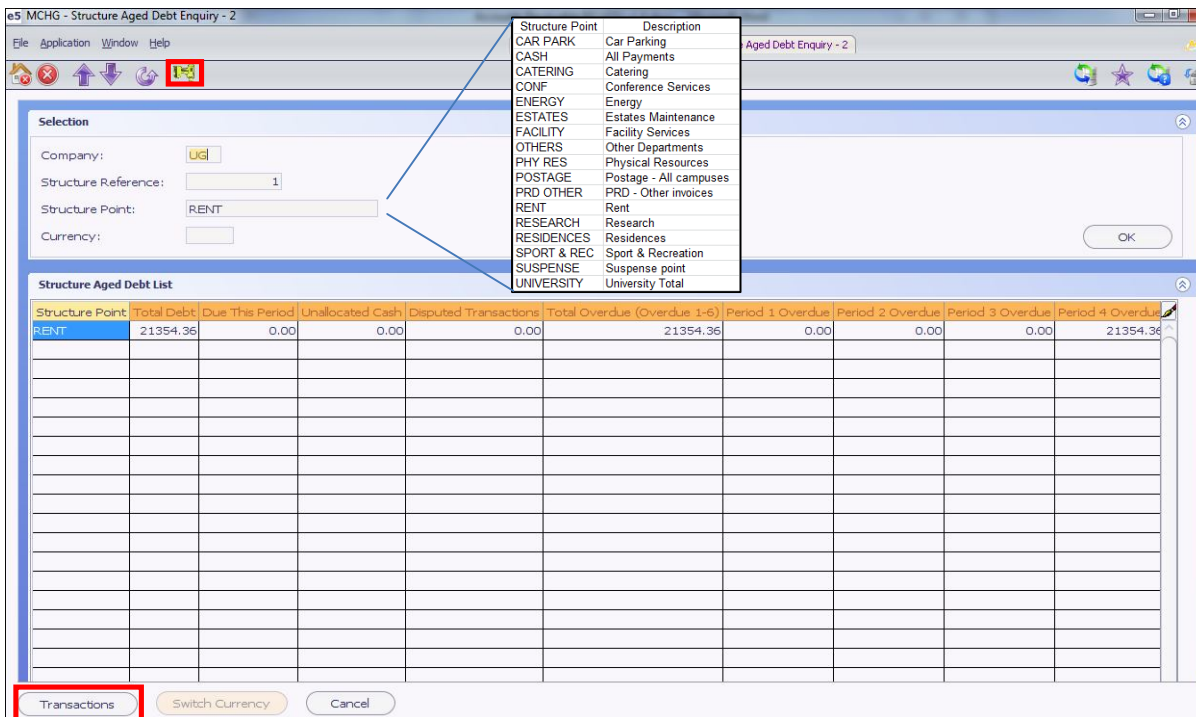
Description	Default	Auto-Save	Used Count
Account Details	<input type="checkbox"/>	<input type="checkbox"/>	1
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Amend Run Query Insert Default Delete Copy

9. Select **Run Query**.

Structure Aged Debt Enquiry

AR Structures allow the enquiry on debt at different organisational levels at an aged summarised level. From this screen you can then drill down to transaction level.



To look up the Structure Aged Debt:

1. Select **E5 Main**→**Accounts Receivable**→**Enquiries** → **AR Aged Debt Enquiries**.
2. Double-click **Structure Aged Debt Enquiry**. You will be presented with a Selection criteria screen.
3. Enter the Structure Reference **1**.
4. Enter the Structure Point to narrow down your enquiry or use the prompt.
5. Select **OK**.
6. You will now see all aged debt for your selection.
7. To see the transactions either select **Transactions** or the drill down icon.



Location Aged Debt List

AR Locations allow the enquiry on debt at sub Structure levels at an aged summarised level. From this screen you can then drill down to transaction level.

Location	Total Debt	Due This Period	Unallocated Cash	Disputed Transactions	Not Overdue (Future 1-4)	Period 1 Future	Period 2 Future	Period 3 Future	Period 4 Future
All Payments	-641.30	0.00	-641.30	0.00	0.00	0.00	0.00	0.00	0.00
Other Invoices	324839.33	44393.65	0.00	0.00	2126.66	2126.66	0.00	0.00	0.00
Residences - Belfast	90.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sport Services - Coleraine	1170.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

To look up the Location Aged Debt:

1. Select **E5 Main**→**Accounts Receivable**→**Enquiries** → **AR Aged Debt Enquiries**.
2. Double-click **Location Aged Debt Enquiry**.
3. Select **OK**.

This will now display all Locations.

4. Select the **Location** required.
5. You will now see all aged debt for your selection.
6. To see the transactions either select **Transactions** or the drill down icon.



Transactions by Transaction Ref

This enquiry works best if you know the reference number – e.g. Invoice Number. If however you don't know the reference number you can use several other criteria to find your transaction.

The screenshot shows a 'Selection' dialog box with the following fields:

- Primary Selection: Company: UG, Reference: 000000029
- Secondary Selection: Type/Subtype: [], Currency: [], Element: [], Tran Date From: [], Value From: []
- OS Balance: All
- Transaction Status: All
- Tran Date To: [], Value To: []

Below the dialog is a 'Transaction List' table with the following data:

Reference	Ledger	Account	Tran Date	Legend	Location	Balance Original	Balance Outstanding	Order Reference	Status	Curr	Currency
000000029	Debtors Ledger	Queens University of Belfast	23 Sep 2011	TRAN		-1054.80	0.00	BJF:01/D008003	PAID	Great Britain Pounds	

Summary statistics: Total Orig: -1054.80, Total O/S: 0.00

Buttons at the bottom: Detail, Allocations, Query, Link to SI, Link to CR, View Plan, View Customer, Cust Trans, Cancel

To look up the Transactions by Transactions Reference Number:

1. Select **E5 Main→Accounts Receivable→Enquiries → Transaction Level Enquiries.**
2. Double-click **Transactions by Transactions Ref.**
3. Enter the **Transaction Reference number** – e.g. an invoice number.
4. Select **OK.**

The screenshot displays a software window with a 'Selection' dialog box and a 'Transaction List' table.

Selection Dialog:

- Primary Selection: Company: UCI, Reference: (empty)
- Secondary Selection: Type/Subtype: (empty), Currency: (empty), Element: (empty), Tran Date From: 01 Jun 2011, Tran Date To: 30 Jun 2011, Value From: 500.00, Value To: 600.00, OS Balance: All, Transaction Status: Outstanding

Transaction List Table:

Reference	Ledger	Account	Tran Date	Legend	Location	Balance Original	Balance Outstanding
0000070968	01 - Debtors Ledger	D000845 - NACCO Materials Handling Group	08 Jun 2011	INV	OTHER - Other Invoices	600.00	600.00
0000070969	01 - Debtors Ledger	D002126 - Schrader Electronics Limited	08 Jun 2011	INV	OTHER - Other Invoices	600.00	600.00
8000000343	03 - Ulster Educational Partnership	H007862 - Summer Hill Surgery	08 Jun 2011	INV	OTHER - Other Invoices	550.00	550.00
8000000346	03 - Ulster Educational Partnership	H007864 - Drumragh Family Practice	08 Jun 2011	INV	OTHER - Other Invoices	550.00	550.00

To look up the Transactions by several criteria:

1. Select **E5 Main**→**Accounts Receivable**→**Enquiries** → **Transaction Level Enquiries**.
2. Double-click **Transactions by Transactions Ref**.
3. Enter the **Transaction Status** using the drop down.
4. Enter the **Tran Date From**.
5. Enter the **Tran Date To**.
6. Enter **Value From** and **Value To**.
7. Select **OK**.

In this example we have **Outstanding** Transactions between the Dates **01-06-11** to **30-06-11** and the values of 500 and 600.

Transactions via Location

All transactions entered via Data Entry have a Location code attached. This enables you to enquire on transactions by this Location code.

Selection

Primary Selection
 Company: UG
 Location: SPT-JOR

Secondary Selection
 Reference:
 Type/Subtype: Ledger/Account:
 Currency: OS Balance: All
 Element: Transaction Status: All
 Tran Date From: Tran Date To:
 Value From: Value To:

Transaction List

Location: SPT-JOR Sport Services - Jordanstown

Sub Totals
 Base Orig: 375.32
 Base O/S: 375.32

Ledger	Account	Date	Reference	Legend	Balance Original	Balance Outstanding	Card	Issue	Order Reference	Status	Cl
01 - Debtors Ledger	D008000 - Students Union at Coleraine	05 Dec 2011	D080059	INV	120.00	120.00		0		OUTST	GBP - Great
01 - Debtors Ledger	D008015 - George Jones Plumbing Ltd	05 Dec 2011	D080055	INV	255.32	255.32		0		OUTST	GBP - Great

Detail Ticket Payments Items Cust Trans Aged Debt Cancel

To look up the Transactions via Location:

1. Select **E5 Main**→**Accounts Receivable**→**Enquiries** → **Transaction Level Enquiries**.
2. Double-click **Transactions by Location**.
3. Enter the **Location** or use the prompt to find it.
4. Select **OK**.

Additional criteria

Selection

Primary Selection
 Company:
 Location:

Secondary Selection
 Reference:
 Type/Subtype: INV Ledger/Account:
 Currency: OS Balance:
 Element: Transaction Status:
 Tran Date From: Tran Date To:
 Value From: Value To:

Transaction List

Location: OTHER Other Invoices

Sub Totals
 Base Orig: 7978.30
 Base O/S: 2501.94

Ledger	Account	Date	Reference	Legend	Balance Original	Balance Outstanding	Card	Issue	Order Reference	Status	Currency
01 - Debtors Ledger	D008001 - University College Cork	26 Sep 2011	0080010	INV	340.72	0.00		0	987654	PAID	EUR - Euro
01 - Debtors Ledger	D008001 - University College Cork	27 Sep 2011	0080011	INV	511.07	0.00		0		PAID	EUR - Euro
01 - Debtors Ledger	D008001 - University College Cork	14 Nov 2011	0080031	INV	1260.00	0.00		0		PAID	EUR - Euro
01 - Debtors Ledger	D008001 - University College Cork	01 Dec 2011	0080054	INV	2118.64	2118.64		0		OUTST	EUR - Euro
01 - Debtors Ledger	D008010 - University College Cork #2	16 Nov 2011	0080037	INV	383.30	383.30		0		OUTST	EUR - Euro
01 - Debtors Ledger	D008010 - University College Cork #2	16 Nov 2011	0080038	INV	1064.74	0.00		0		PAID	EUR - Euro
01 - Debtors Ledger	D008010 - University College Cork #2	16 Nov 2011	0080039	INV	2299.83	0.00		0		PAID	EUR - Euro

Detail Ticket Payments Items Cust Trans Aged Debt Cancel

To look up the Transactions via Location using additional criteria:

1. Select **E5 Main**→**Accounts Receivable**→**Enquiries** → **Transaction Level Enquiries**.
2. Double-click **Transactions by Location**.
3. Enter the **Type – 1** for invoices.
4. Enter **Sub Type – 00** for invoices.
5. Enter **currency**.
6. Enter **Element**.
7. Select **OK**.

In this example we have searched for **Euro** invoices (Type **1** and Sub Type **00**) with an **Element** of **101** with a location code of **Other**.

Appendices

List of Elements

Element	Description	ICA Management Code
101	University of Ulster	UU General
103	UEP Ltd	UEP Holding

List of Items

Item	Description
BUSINESS INSTITUTE	Business Institute
CAR PARK PERMIT	Car Park Permit
CAR PARKING	Car Parking Charges
CAREERS COL FAIRS	Careers event
CAREERS JTN FAIRS	Careers event
CAREERS JTN W EXP	Careers event
CAREERS MGE FAIRS	Careers event
CATERING	Catering
CATERING EXPENSES	Catering Expenses
CLINIC SALES	Clinic Sales
CLINIC SCREENS	UU Clinic Screens
CONFERENCE	Conference Expenses
CONFERENCE ATTENDANC	Conference Attendance
CONSULTANCY	Consultancy
COURSE VALID FEE	Course Validation Fees
EXT EXAMINERS EXP	External Examiners Expenses
EXTERNAL RECHARGES	Monthly recharges external
FACILITIES	Facilities
FLORAL	Floral
FUNDING CONTRIBUTION	Funding Contribution
GRADUATION COMMISS	Commission on Graduation Sales
INSURANCE STEP UP	Insurance - Step Up Mini Bus
INTERNAL RECHARGES	Monthly recharges internal
ISD	Telephone charges
LIFELONG LEARNING	Lifelong Learning
M02	02 Personal Calls
MISC PR	Miscellaneous
MISCELLANEOUS	Miscellaneous
POSTAGE	Postage Recharges
RECLAIM OF EXPENSES	Reclaim of expenses
RENT	Rent
RENT LEASED	Rent Leased
REPAIRS MAINTENANCE	Repairs & Maintenance
RESEARCH OFFICE	Research general
RESIDENTIAL ACCOM	Residential Accommodation
RESIT EXAM FEES	Resit/Exam Fees
RIVERSIDE	Riverside Theatre

SALARY RECHARGE	Salary recharge
SCOBE	School of Built Environment
SCR	Senior Common Room
SEMINAR ATTENDANCE	Seminar Attendance
SHORT COURSE FEES	Short Course Fees
SLA	SLA
SPONSORSHIP	Sponsorship
SPORT SERV COL	Sports Services Coleraine
SPORT SERV JTN	Sports Services Jordanstown
SPORT SERV MGE	Sports Services Magee
STAFF DEVELOPMENT	e-Learning
STUDENT SUPPORT DSA	Cost of Needs
STUDENTS UNION	Students Union
SUMMER SCHOOL FEES	Summer School Fees
TRANSPORT	Transport
UEP INVOICES	UEP invoices
UTILITIES	Utilities
WORKSHOP ATTENDANCE	Workshop Attendance

List of Locations

Location	Description
CAR PARK	Car Parking - All Campuses
CATER	Catering
CONF	Conference Services - All campuses
ENG -JOR	Energy - Jordanstown
ENG-BEL	Energy - Belfast
ENG-COL	Energy - Coleraine
ENG-MAG	Energy - Magee
EST-BEL	Estates - Belfast
EST-COL	Estates - Coleraine
EST-JOR	Estates - Jordanstown
EST-MAG	Estates - Magee
FAC-BEL	Facilities - Belfast
FAC-COL	Facilities - Coleraine
FAC-JOR	Facilities - Jordanstown
FAC-MAG	Facilities - Magee
OTHER	Other Invoices
POST	Postage - All Campuses
PRD-OTH	PRD - Other Invoices
RENT BEL	Rent - Belfast
RENT COL	Rent - Coleraine
RENT JOR	Rent - Jordanstown
RENT MAG	Rent - Magee
RES -R	Research Contracts - R Codes
RES-C	Research Self Financing Contract
RES-K	Research -KTP
RES-S	Research Contracts - S Codes
RESD-BEL	Residences - Belfast
RESD-COL	Residences - Coleraine
RESD-JOR	Residences - Jordanstown

RESD-MAG	Residences - Magee
SPT-COL	Sport Services - Coleraine
SPT-JOR	Sport Services - Jordanstown
SPT-MAG	Sport Services - Magee

Action buttons and function keys

Frequently used action buttons and function keys:

	Help	[F1]
	Update	[F2]
	Exit	[F12]
	Cancel	[F12]
	Prompt	[F4]
	Refresh	[F5]
	Update Warnings	[F10]
	Accept Warnings	[F11]
	Amend	[F14]
	Insert	[F15]
	Copy	[F16]
	More	[F6]
	View	
	Backwards	[F7]
	Forward	[F8]
	Right	[F11]
	Left	[F10]
	Functions History	
	Paperclip	
	Drill down	



Function keys above F12 are accessed by holding down [Shift], for example, [Shift]+[F3] enables [F15].