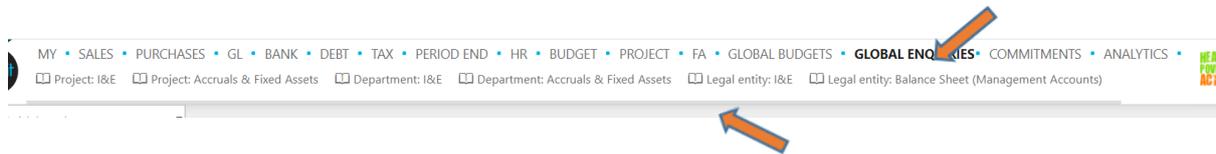


Global Enquiries User Guide

1. Different report can be run via the **global enquiries** and selecting report type from the sub menu option (as seen in diagram).



2. The sub menu option takes you to the different types of report you can generate. This includes the **I & E, balance sheet** etc.

Project I & E report – This details the income and expense incurred in a project in a specific financial year.

Project: accrual & fixed assets - Highlights any accruals, deferrals and fixed assets which might exist on the project

Department I & E- This details the income and expense incurred by a department in a specific financial year.

Department: accrual & fixed assets- Highlights any accruals, deferrals and fixed assets which might exist on the project

Legal entity: I & E- Is the detail summary of the income and expenses at the country level. This report is only available to finance staff

Legal entity: balance sheet (management account): This is the summary report of the entities asset and liability. This report is only available to Regional finance staff (please use GL > Balance Sheet for in-country reporting)

3. Once the report type is selected, the filter area then appears. (note that the fields to be filled to generate the different types of report are similar in all reports).
4. In the filter area, make sure you fill the mandatory fields with the **red** marker. Anything not mandatory can be left blank.

A screenshot of the report filter area in the software. It shows a grid of input fields for various parameters. The fields include: Legal entity, Financial year group (set to 'Year-end March'), Financial year (set to '1 Current financial year'), Period, Account group, Account, Period date from, Period date to (set to '01/09/2021'), Posted date, Consolidation currency (with a red 'X' marker), Rate type (set to 'Default Rate'), Project (with a red 'X' marker), Cost centre, Activity group, and Fund type. There is also an 'Include local' checkbox at the bottom left.

If you include the **Legal entity** in report: This is the field that displays the list of legal entity

If you include the **Period** in report: This is the month you want to appear on report, but the field can be left blank to allow everything to appear

If you include **Period to date**: Select date as required.

Consolidation currency: Use the drop-down arrow to select the currency of the report

Rate type: Select **average rate** to use the monthly average conversion rate or default for the **daily spot rate**

Financial Year: Select the financial year, this runs from April - March.

Project: Choose the appropriate project from the drop-down list (**note: not applicable for use to generate departmental report**). More than one project can be selected at any time

Department: Choose the appropriate department from the drop-down list (**note: not applicable for use to generate project report**) More than one department can be selected at any time

Fund type: You can generate a report according to the type of fund you would like to view

5. Then **run report** by clicking on refresh button

You can hide or close the filter by clicking the  button to add more space on your screen

Use this icon  to export and generate a report into Excel

The vertical toggle button is used to expand  and collapse rows vertically

Use the horizontal toggle button to expand  and collapse columns horizontally

6. Pre-prepared report layouts may be available by clicking on the view as per this Project I&E example

Standard Project View Multiple Fund/Project View Legal Entity Project View

7. If you want to change the report layout settings, use the settings button  on the right to add more fields, change layout items by dragging and dropping the tags into the column or row area

Click on the pencil like icon  in the report layout area to return to default report layout view

In the report layout settings area, Select the **Row hierarchy** drop-down:



to choose the hierarchy structure or you can clear to leave blank.

If Account isn't the first tag then this must be blank

To see the total at the bottom of the row and column total, click on the **Sum**  button.



Data: Generally, the correct setting is

- To see details of what the transaction amount is made up of, click the transaction amount and transaction list will appear. **Hint:** if you want all transactions then you can click on a total amount

The screenshot shows the SAP report layout settings for 'Legal entity - I&E (Local & consolidation)'. The settings include:

- Legal entity: 1 Cambodia
- Financial year group: Year-end March
- Financial year: 1 Current financial year
- Period: (blank)
- Account group: (blank)
- Account: (blank)
- Period date from: dd/mm/yyyy
- Period date to: 24/08/2021
- Posted date: dd/mm/yyyy
- Rate type: Default Rate
- Consolidation currency: US Dollar
- Currency rate override: (unchecked)
- Cost centre: (blank)
- Activity group: (blank)
- Fund type: (blank)
- Include local: (unchecked)

The data table below shows the consolidation for Cambodia:

		Consolidation	
		Cambodia	
Income			
100000: Community & Events Income	USD		-4,910.52
100005: Individual Giving Income	USD		-550.68
100050: Grant Income	USD		-11,466.02
Income	USD		-16,927.22
Expense			
200000: Local Travel & Accommodation (Staff)	USD		766.87
200020: Fuel Expense	USD		1,673.70
200025: Office Maintenance & Repairs Expense	USD		11,038.98
200030: Cleaning Materials Expense	USD		136.20
200035: Office Rent Expense	USD		8,964.51
200040: Postage Expense	USD		327.61
200045: Printing Expense	USD		880.42

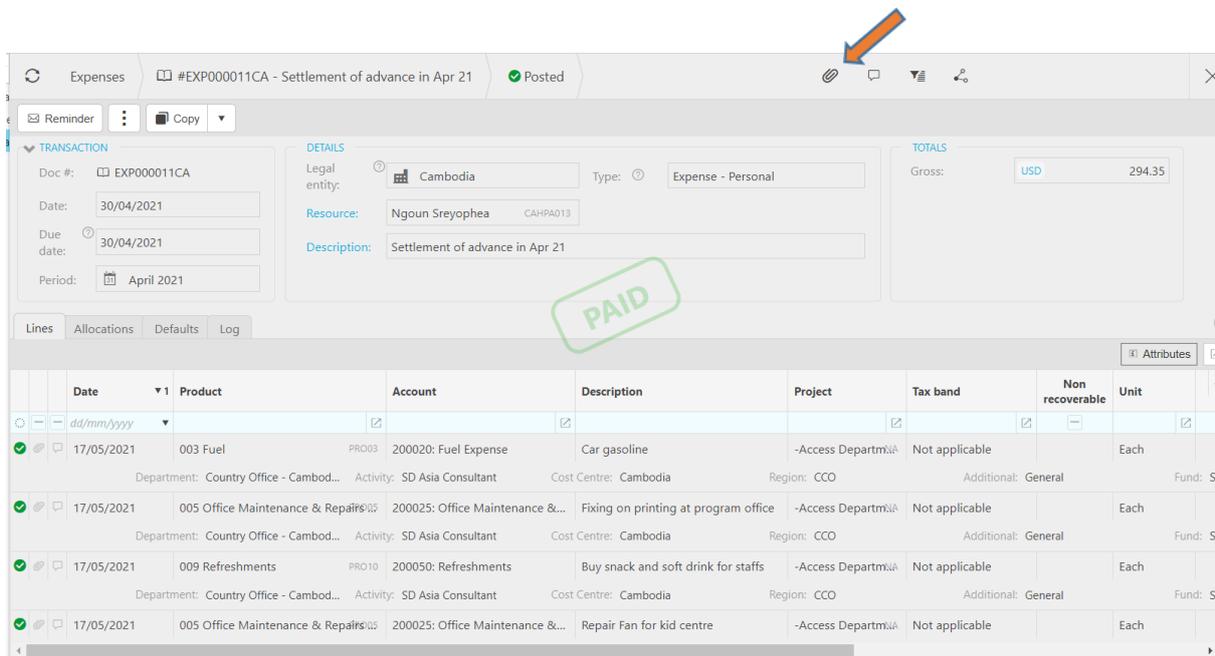
An orange arrow points to the 'Income' row in the table, indicating that clicking on a total amount will drill through to a transaction list.

- You can drill through to a transaction by clicking on the icon  , as an example, in the **Doc no** field

		* Consolidation	
		Cambodia	
20022: Other start Costs	USD		109.62
20023: Legal Fees	USD		9,807.10
20024: Direct Project Expense	USD		2,318.64
20025: Governance Costs	USD		21.22
Expense	USD		101,950.00
Total	USD		85,023.38

Account	Project	Contact account	Doc type	Doc no	Invoice no
200115: Translations Expense	Regional RAI 3 - 137 - Cambodia	PERFECT TRANSLATION SERVICES	Purchase: Direct (no PO)	PIN000116CA	00102
200115: Translations Expense	Regional RAI 3 - 137 - Cambodia	PERFECT TRANSLATION SERVICES	Purchase: Direct (no PO)	PIN000116CA	00102
200115: Translations Expense	Regional RAI 3 - OR - Cambodia	PERFECT TRANSLATION SERVICES	Purchase: Direct (no PO)	PIN000116CA	00102
200115: Translations Expense	Regional RAI 3 - OR - Cambodia	PERFECT TRANSLATION SERVICES	Purchase: Direct (no PO)	PIN000116CA	00102

10. Any attachment in an underlying transaction can be opened by clicking on the  icon



Expenses #EXP000011CA - Settlement of advance in Apr 21 Posted

Reminder Copy

TRANSACTION

Doc #: EXP000011CA
Date: 30/04/2021
Due date: 30/04/2021
Period: April 2021

DETAILS

Legal entity: Cambodia Type: Expense - Personal
Resource: Ngoun Sreyophea CAHPA013
Description: Settlement of advance in Apr 21

TOTALS

Gross: USD 294.35

PAID

Date	Product	Account	Description	Project	Tax band	Non recoverable	Unit
17/05/2021	003 Fuel	200020: Fuel Expense	Car gasoline	-Access Department	Not applicable		Each
17/05/2021	005 Office Maintenance & Repairs	200025: Office Maintenance &...	Fixing on printing at program office	-Access Department	Not applicable		Each
17/05/2021	009 Refreshments	200050: Refreshments	Buy snack and soft drink for staffs	-Access Department	Not applicable		Each
17/05/2021	005 Office Maintenance & Repairs	200025: Office Maintenance &...	Repair Fan for kid centre	-Access Department	Not applicable		Each

11. **The Consolidation total:** Shows the total at the bottom (as seen below) and you can drill through the total for all underlying transactions

12. Click the *bottom window* list settings icon  to select fields in the transactions list settings area. Click on the relevant fields you want to appear in the transactions list

Field	Selected
Account	<input checked="" type="checkbox"/>
Account code	<input type="checkbox"/>
Account group	<input type="checkbox"/>
Activity	<input type="checkbox"/>
Activity code	<input type="checkbox"/>
Activity group	<input type="checkbox"/>
Additional	<input type="checkbox"/>
Amount	<input checked="" type="checkbox"/>

Hint: Fields can be moved by dragging and dropping the field header to another position.

The transactions list can also be exported to excel by clicking on the bottom window excel export  icon

	Amount	Base currency	Currency amount	Currency	Consolidation amount	Consolidation currency		
USD	1.00	USD	USD	1.00	USD	GBP	0.72	GBP
USD	1.00		USD	1.00		GBP	0.72	

A note on currencies and amounts:

- *Amount* and *Base Currency* are the **legal entity** amount and currency (e.g. Ethiopia would be Ethiopian Birr)
- *Currency amount* and *Currency* are the underlying **document/transaction** amount and currency (e.g. a USD invoice raised in Ethiopia would be USD)
- *Consolidation amount* and *Consolidation currency* are the **reporting** amounts and currencies based on the selected *Consolidation currency* and *Exchange rate type* in the filter area of the report (also the pivot amount in Global Enquiries)