

Enquiries- Web

Training Documentation

Finance System Support

Email - FinanceSystemsSupport@hud.ac.uk

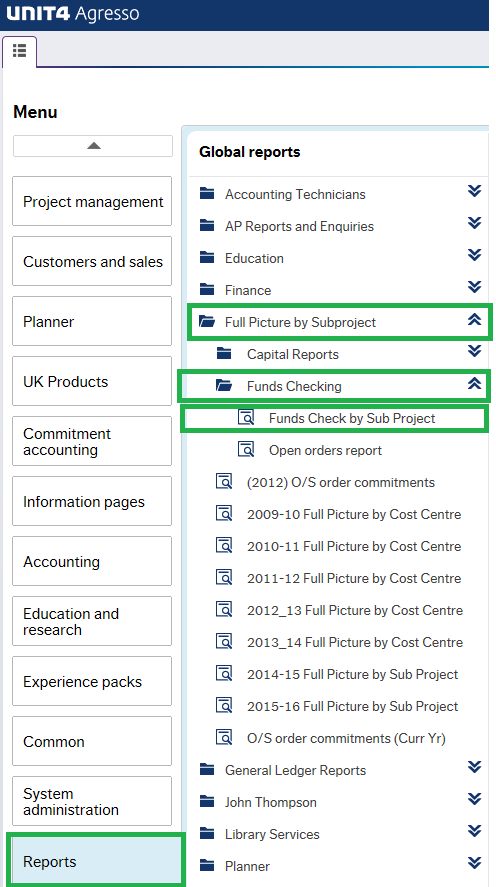
Enquiries – Web Based

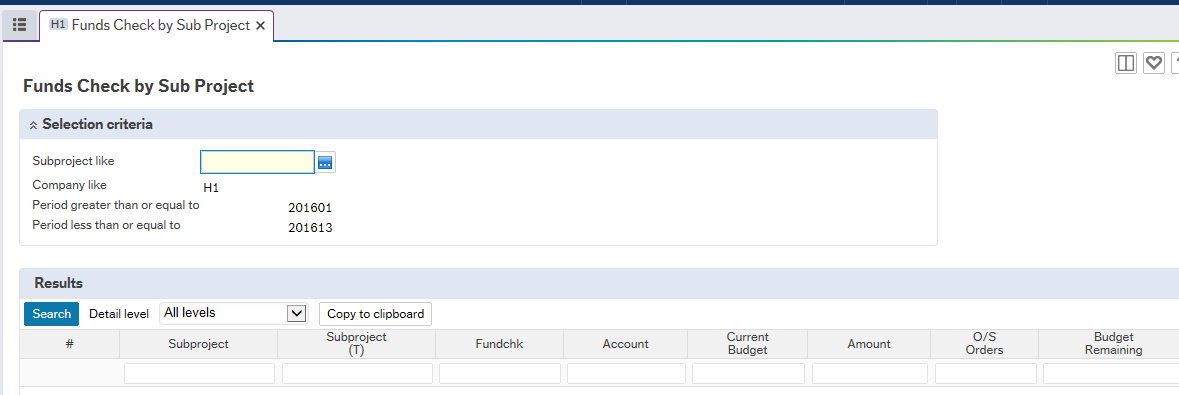
**Funds check by sub-project**

The funds check report allows you to check whether there is enough money in the budget to raise an order. To access this it is located in the Global reports pane, within the Full picture by cost centre folder.

In Unit4 select:

**Reports/ Global reports/ Full Picture by Subproject/ Funds Checking/ Funds Check by Sub Project**

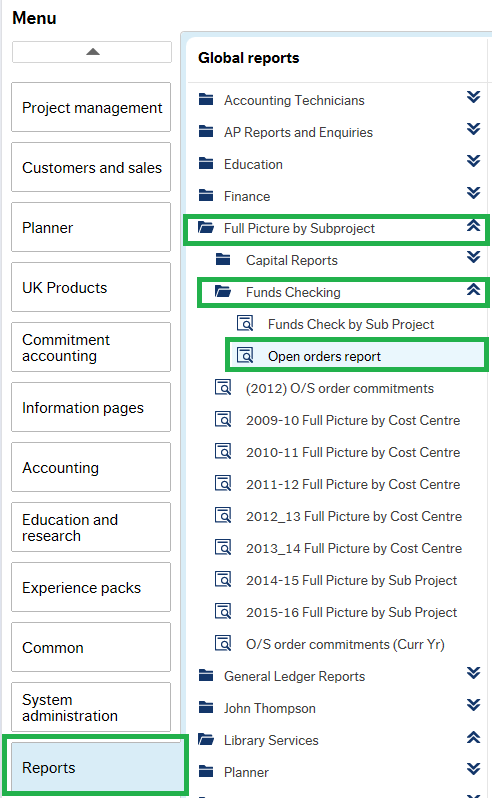


Enter in the subproject you want to check and click search

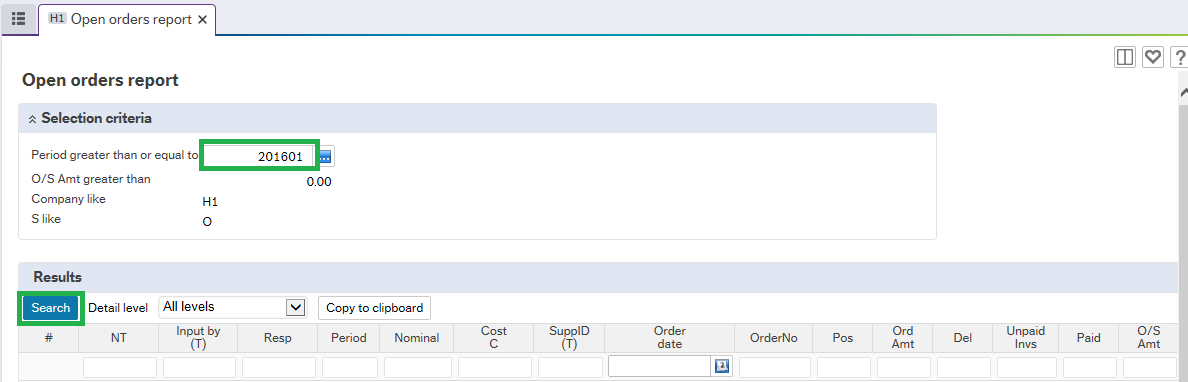
**Open orders**

In Unit4 select:

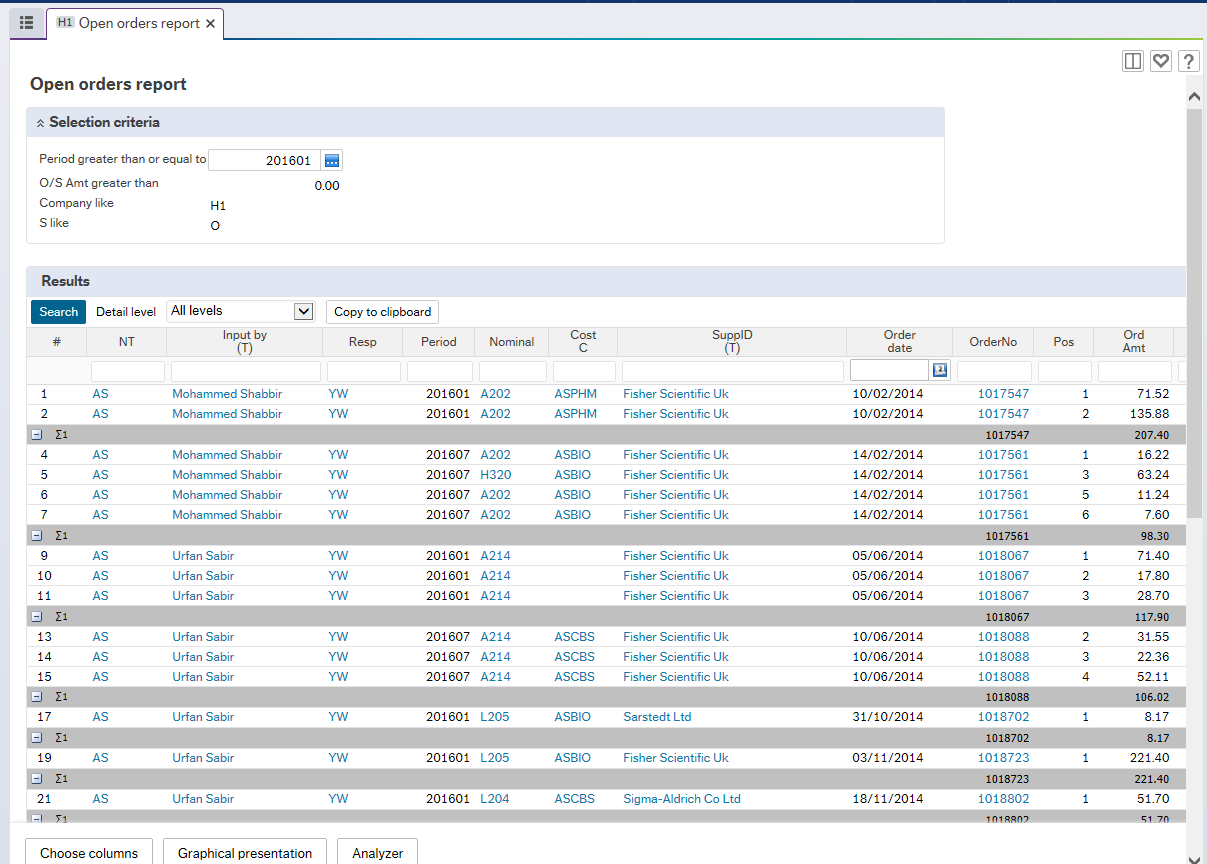
**Reports/ Global reports/ Full Picture by Subproject/ Funds Checking/ Open orders report**



The following screen will appear, just enter the period as appropriate and click the search button.



This enquiry looks at all orders with a status of ordered, that relate to this financial year.

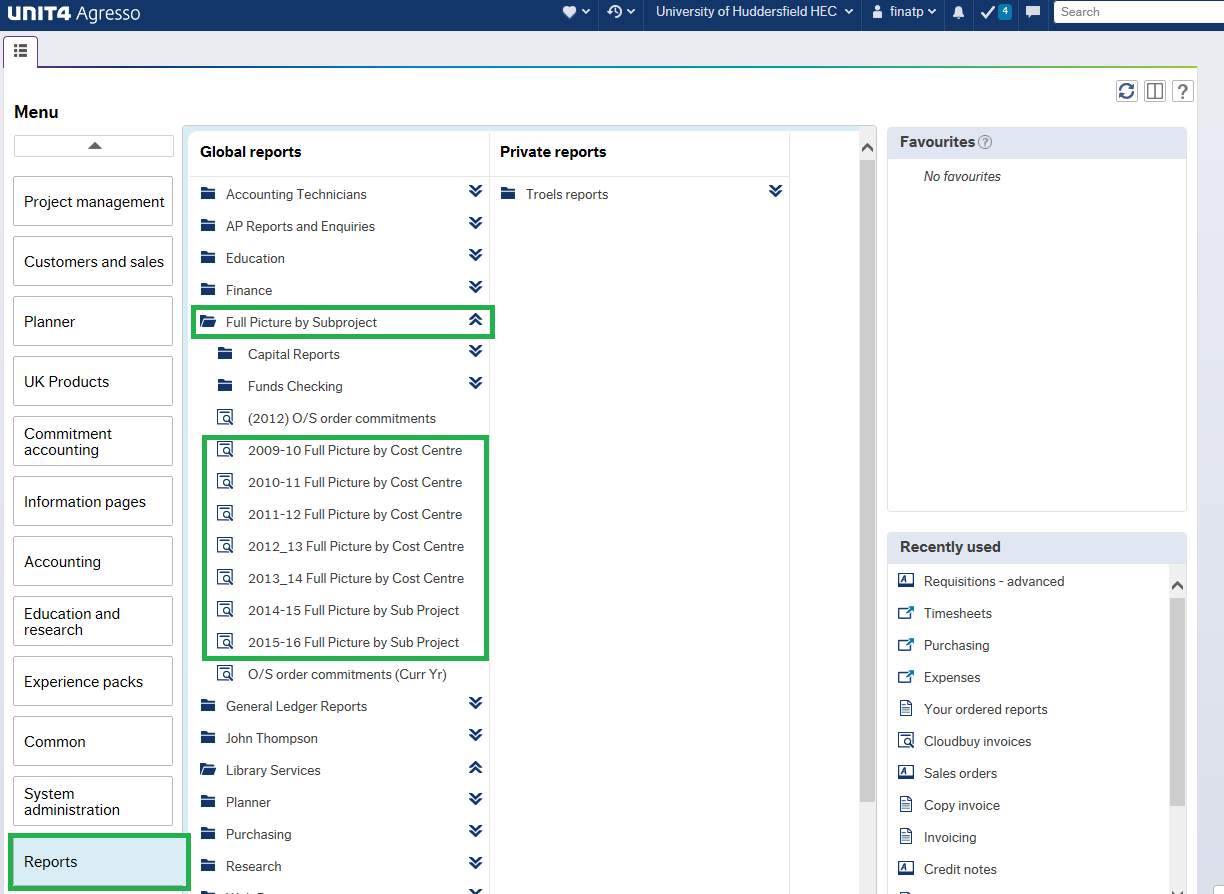


**Enquiring on actual expenditure against budget - H1**

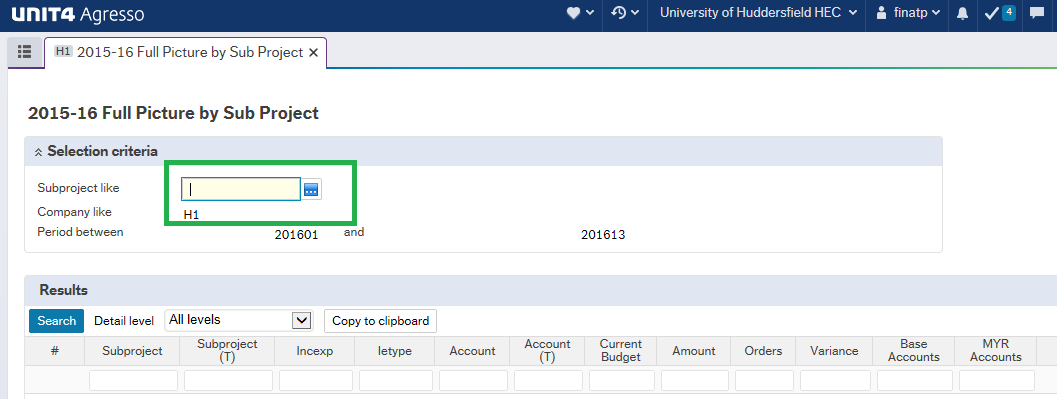
In Unit4 select:

**Reports/ Global reports/ Full Picture by Subproject/ 20xx – xx Full Picture by Subproject**

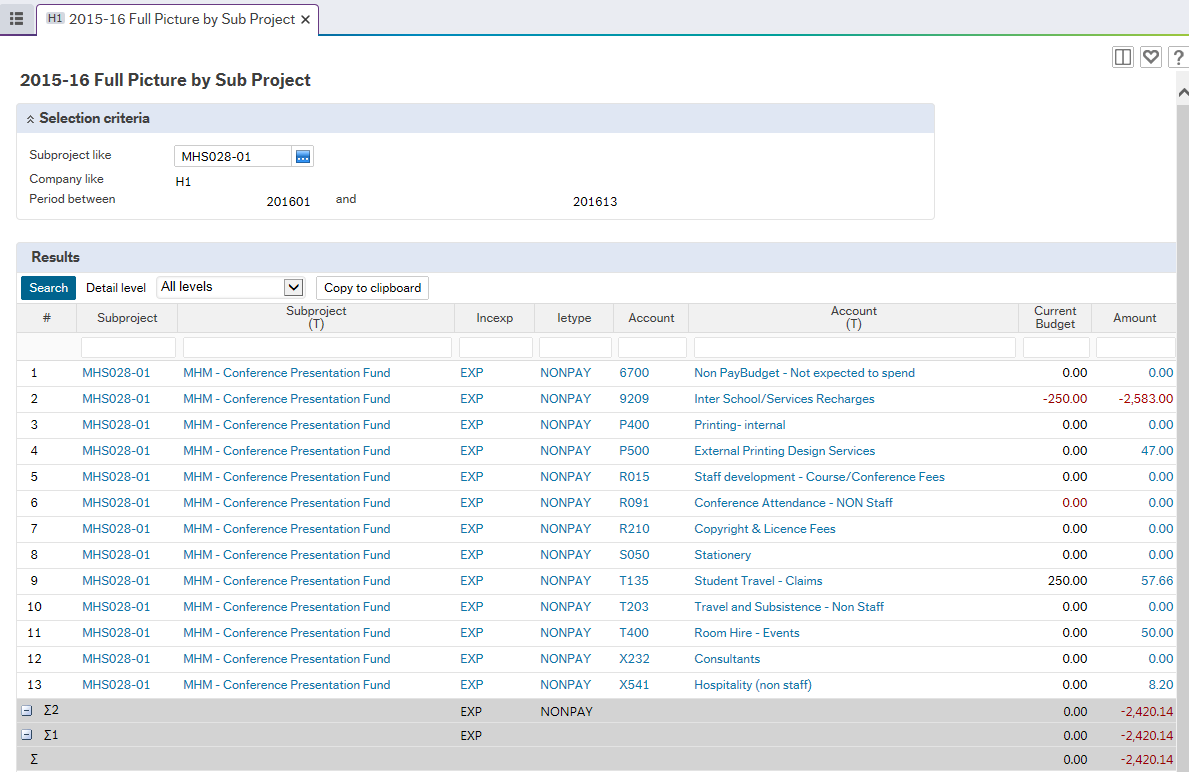
You can access information regarding expenditure against budget via the Full Picture by Sub project enquiry under Global Reports pane. Click on the year that you wish to see the budget in.



This opens up the following screen where you can enter the sub-project you want to view.



Then press the search button 

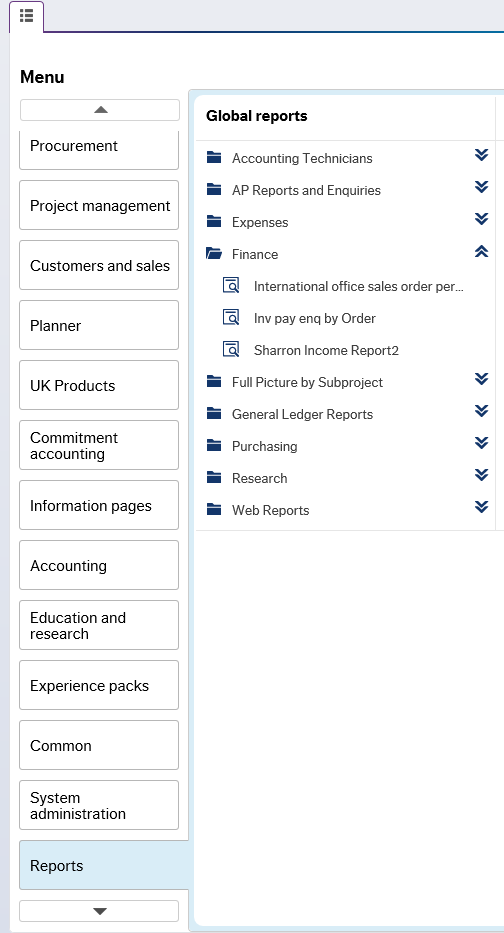


You can drill down to find out further information, by clicking on the hyperlinks.

**To View if an order has been paid**

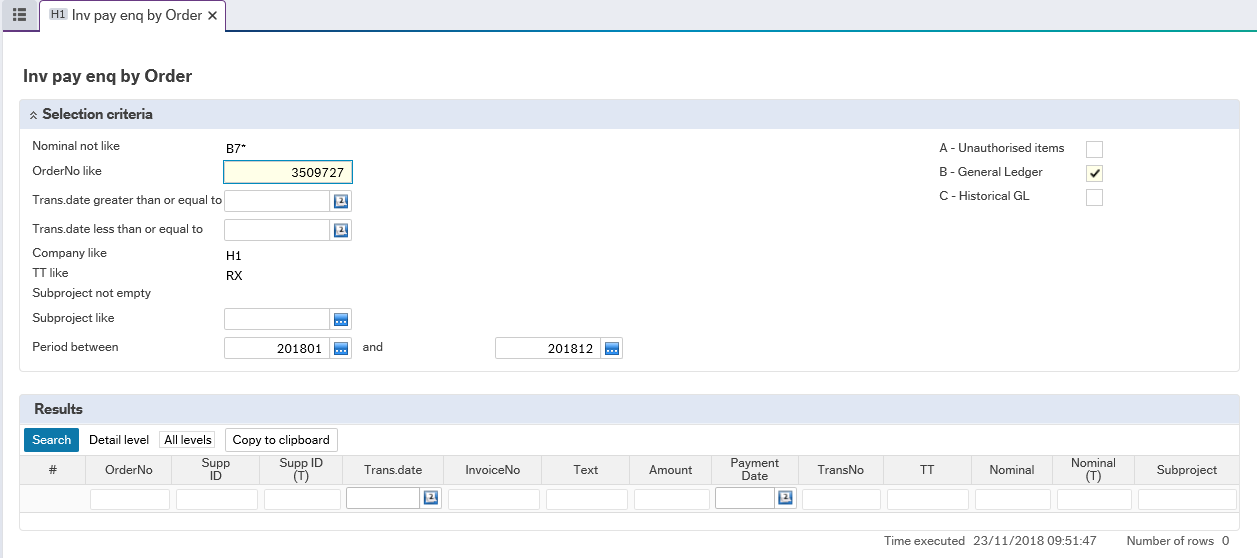
In Unit4 select:

**Reports/ Global reports/ Finance/ Inv pay enq by Order**



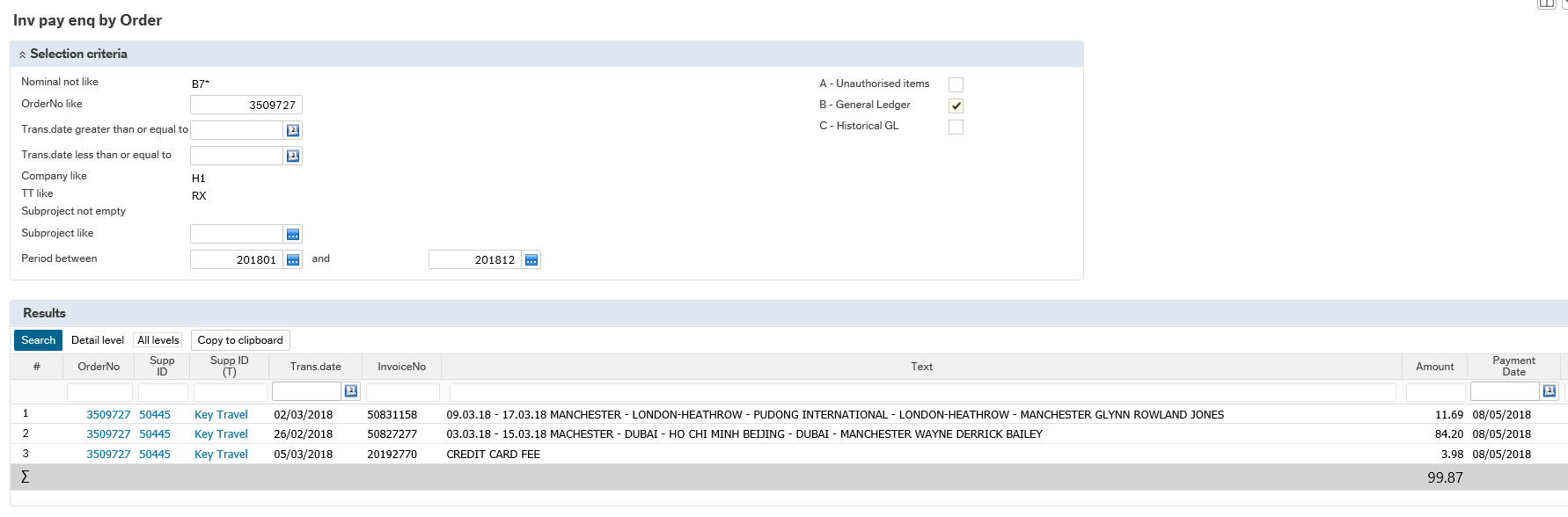
You can the search on the criteria you need to, e.g purchase order number, sub-project and periods.

\*note if you require to view a purchase order from the previous financial year then remove the periods\*



Press search

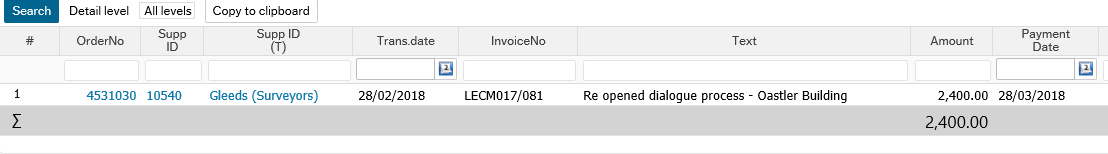
Your results will then appear



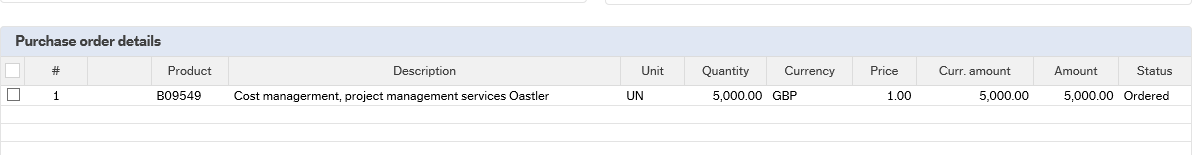
You can then drill down on any of the blue information. The results will show you the order number, supplier, invoice number and invoice text, how much was paid (including VAT) and the pay date.

To view to PO and how much it was raised for drill down via the order number

For example- below is what has been paid and pay date



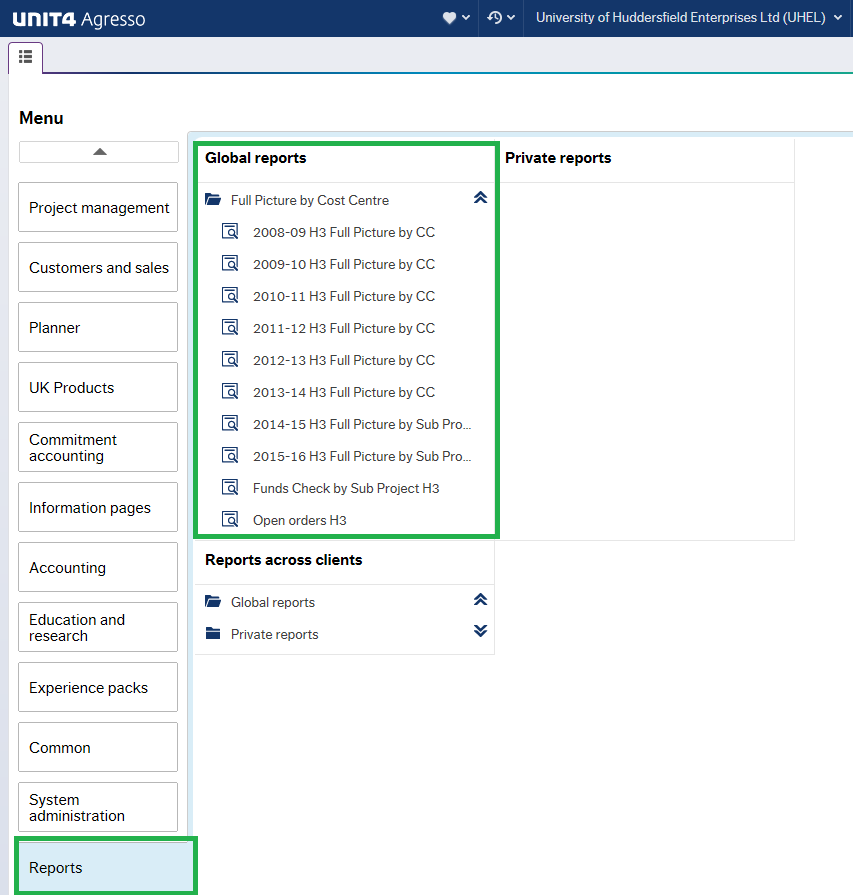
PO shows what it was originally raised for



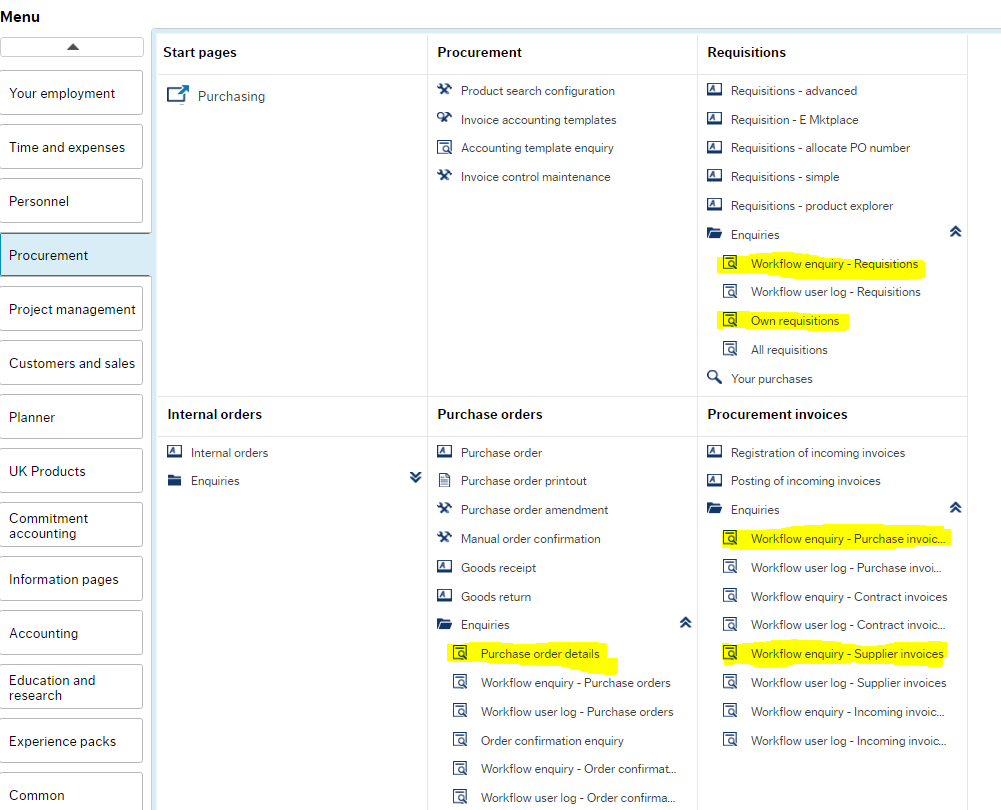
**Enquiries – H3**

In H3 the same reports can be found in the following location:

**Reports/ Global reports/ Full Picture by Cost Centre**



**Useful Enquiries**

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**Where’s my requisition**

Procurement / Requisitions / Workflow enquiry – Requisitions

**What’s my requisitions – and the purchase order number**

Procurement / Requisitions / Own requisitions

**What is on a Purchase order**

Procurement / Purchase Orders / Purchase order details

**Where’s the purchase invoice**

Procurement / Procurement invoices / Workflow enquiry – Purchase Invoices

**Where’s the purchase card transaction**

Procurement / Procurement invoices / Workflow enquiry – Supplier Invoices

**What’s the purchase card transaction**

Procurement / Purchase card / Purchase card transaction