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 expense 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.

   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

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

8. 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

9. You can drill through to a transaction by clicking on the icon , as an example, in the **Doc no** field
10. Any attachment in an underlying transaction can be opened by clicking on the icon.

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.
**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

<table>
<thead>
<tr>
<th>Amount</th>
<th>Base currency</th>
<th>Currency amount</th>
<th>Currency</th>
<th>Consolidation amount</th>
<th>Consolidation currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td>1.00 USD</td>
<td>USD</td>
<td>1.00 USD</td>
<td>GBP</td>
<td>0.72 GBP</td>
</tr>
<tr>
<td>USD</td>
<td>1.00 USD</td>
<td>USD</td>
<td>1.00 USD</td>
<td>GBP</td>
<td>0.72 USD</td>
</tr>
</tbody>
</table>

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 cased on the selected Consolidation currency and Exchange rate type in the filter area of the report (also the pivot amount in Global Enquiries)