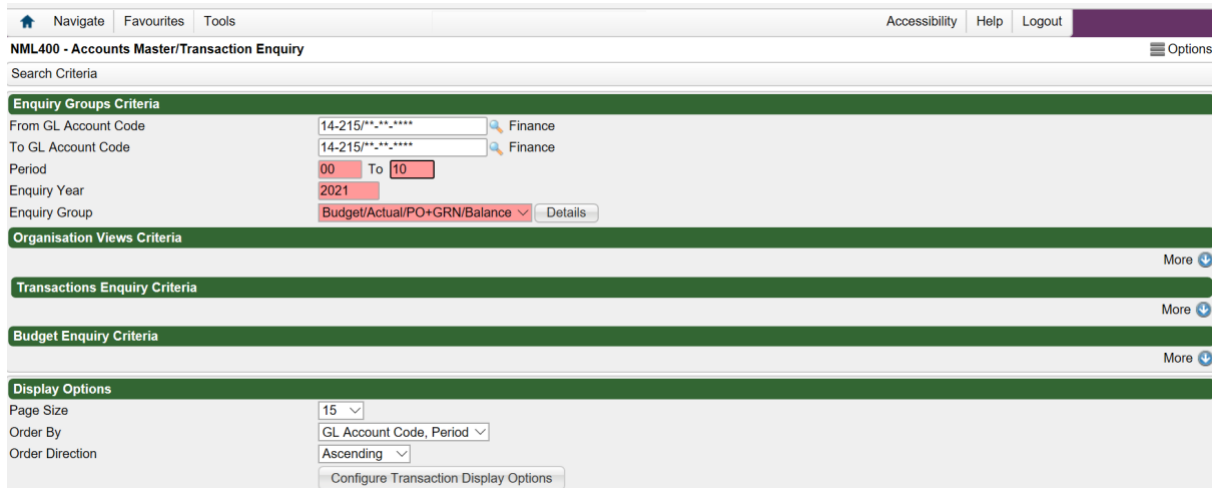


## Account Transaction Enquiry – (NML400)


When carrying out general account enquiries or monthly budget monitoring the Integra Account Transaction Enquiry (NML400) screen will allow analysing data and drilling down to detailed transaction history e.g. Purchase Invoice

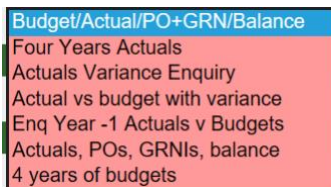
Path: *Navigate>Menus>General Ledger>Enquiries>Account Enquiry (NML400)*



The screenshot shows the 'NML400 - Accounts Master/Transaction Enquiry' interface. At the top, there are navigation tabs: 'Navigate', 'Favourites', and 'Tools'. On the right, there are links for 'Accessibility', 'Help', and 'Logout'. Below this is a search criteria section with several expandable panels: 'Enquiry Groups Criteria', 'Organisation Views Criteria', 'Transactions Enquiry Criteria', and 'Budget Enquiry Criteria'. The 'Enquiry Groups Criteria' panel is expanded, showing fields for 'From GL Account Code' and 'To GL Account Code' (both set to '14-215\*\*.\*.\*.\*.\*'), 'Period' (set to '00' to '10'), 'Enquiry Year' (set to '2021'), and 'Enquiry Group' (set to 'Budget/Actual/PO+GRN/Balance'). There are also 'Display Options' for 'Page Size' (set to '15'), 'Order By' (set to 'GL Account Code, Period'), and 'Order Direction' (set to 'Ascending').

(fig.1)

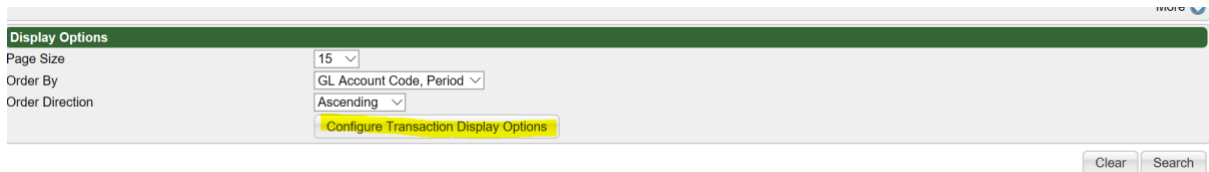
- ☞ Enter From/To GL Account Code
- The account code consists of 13 characters (First 5 characters = Cost Centre; Last 8 characters = Expense Code.
- The Wildcard for search within Integra is \*. If using the wildcard feature, by using the example above (fig.1) the cost centre 14-215 (Finance) will retrieve all expense codes. Use  to access all/other accounts for selection.
- ☞ Select period range to retrieve data for the required period e.g. 00 – 09 will retrieve data from April to December.
- ☞ Select enquiry year e.g. 2021 = Financial Year April 2020 to March 2021.
- ☞ Select Enquiry Group
- Default Budget/Actual/PO+GRN/Balance



The screenshot shows a dropdown menu for the 'Enquiry Group' field. The selected option is 'Budget/Actual/PO+GRN/Balance'. Other options listed are 'Four Years Actuals', 'Actuals Variance Enquiry', 'Actual vs budget with variance', 'Enq Year -1 Actuals v Budgets', 'Actuals, POs, GRNs, balance', and '4 years of budgets'.

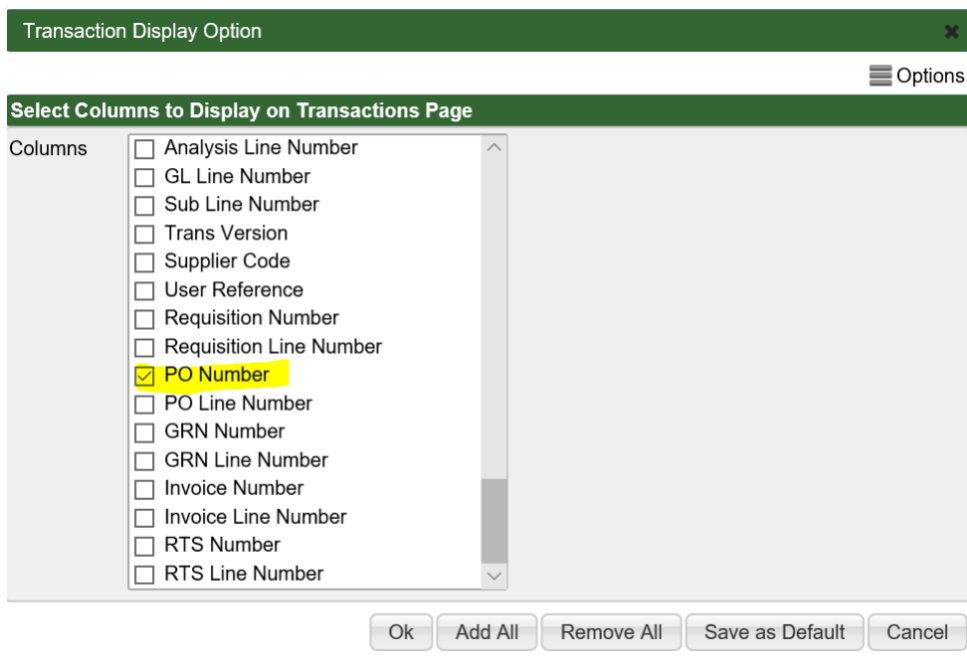
(fig.2)

You may want to include additional items within you enquiry by selecting the **Configure Transaction Display Option**.



(fig.3)

This will allow you to choose additional fields within your enquiry e.g. PO Number



(fig.4)

- ☞ Tick box and click OK after selection.
- ☞ Select Search

Enquiry Group: Budget/Actual/PO+GRN/Balance/GL Account Code Range: 14-215/\*\*-\*\*-\*\*\*\* to 14-215/\*\*-\*\*-\*\*\*\* / Enquiry Year: 2021/ Period: 00 to 10 Export Grid Data

Year End 2021	Enquiry year Budget	Enquiry year Actuals	Enquiry year Purchase Order	Enquiry year budget available
<input checked="" type="checkbox"/> Opening Balance	0	0.00	6179.95	6179.95
<input checked="" type="checkbox"/> April	35502	36191.61	0.00	689.61
<input checked="" type="checkbox"/> May	35496	42137.85	-2800.00	384.85
<input checked="" type="checkbox"/> June	35502	36880.08	646.32	2024.40
<input checked="" type="checkbox"/> July	35502	39525.46	-410.66	3612.80
<input checked="" type="checkbox"/> August	35498	34720.18	0.00	-777.82
<input checked="" type="checkbox"/> September	35500	30338.39	27664.34	22502.73
<input checked="" type="checkbox"/> October	35502	62103.56	-28075.00	-1473.44
<input checked="" type="checkbox"/> November	35496	33998.91	0.00	-1497.09
<input checked="" type="checkbox"/> December	35502	33208.99	3379.00	1085.99
<input checked="" type="checkbox"/> January (Current Period)	35502	247.25	0.00	-35254.75
February	0	0.00	0.00	0.00
March	0	0.00	0.00	0.00
<b>Total</b>	<b>355002</b>	<b>349352.28</b>	<b>6583.95</b>	<b>934.23</b>

Select GL Account Codes or Transactions

GL Account Codes will display information at account level. Transactions will display information at detailed transaction level.

GL Account Code	Description	Enquiry year Budget	Enquiry year Actuals	Enquiry year Purchase Order	Enquiry year budget available
<input type="checkbox"/> 14-215/02-01-0000	Finance permanent staff salaries	236667	241616.31	0.00	4949.31
<input type="checkbox"/> 14-215/02-11-0000	Finance temporary staff	0	2750.00	2709.95	5459.95
<input type="checkbox"/> 14-215/02-21-0000	Finance National Insurance	20205	26442.70	0.00	6237.70
<input type="checkbox"/> 14-215/02-31-0000	Finance superannuation	25205	40002.16	0.00	14797.16
<input type="checkbox"/> 14-215/02-40-0000	Finance childcare vouchers	0	0.00	0.00	0.00
<input type="checkbox"/> 14-215/02-60-0000	GL Account Codes for : Enquiry Group: Budget/Actual/	0	0.00	0.00	0.00

(fig.5)

GL Account Codes level

0000176326	PL	2021/01	AP01	20.83	0.00	Amazon- HP* Active Black Backpack Finance	000002	14-215/67-01-0000	Finance other expenses	03/04/2020	30/04/2020	000000000	<input type="button" value="View"/>
0000003097	GW	2021/07	JV01	-12.99	0.00	August 2020 VAT on mileage	000001	14-215/83-91-0000	Finance COSTSRECOVERED	07/10/2020	07/10/2020		<input type="button" value="View"/>
0000003097	GW	2021/07	JV01	-2.69	0.00	September 2020 VAT on mileage	000003	14-215/83-91-0000	Finance COSTSRECOVERED	07/10/2020	07/10/2020		<input type="button" value="View"/>
						October 2020 VAT		14-215/83-	Finance				

(fig.6)

Transactions level

NML400 - Accounts Master/Transaction Enquiry Attachments (1) Diary (0) Options

Search Criteria » Enquiry Groups » GL Account Codes » Transactions » Transaction Line

**Transaction Line**

Creditor (PL) Ref.	0000176326	Order number	000000000
Source Code	PL Purchase Ledger	Supplier number	80000100
Period	2021/01	Invoice number	MRUSSELLBCC4.3-3.4
Journal Type	AP01 Creditors (PL) Invoices	Creditor (PL) Details	
Journal Line	000002	Suspended	No
Narrative	Amazon- HP Active Black Backpack Finance	Date Posted	30/04/2020 Thursday, 30 April 2020
GL Account Code	14-215/67-01-0000 Finance other expenses	Time Posted	11:51
		MF Update Status	Posted
		MF Update Date	30/04/2020 Thursday, 30 April 2020
		MF Update Time	11:53
		Journal Date	03/04/2020 Friday, 03 April 2020
		Who Entered	MIKES
		Currency Code	001
		How Posted	Consolidated
		Year Defined	

Number	Description	Amount	Dr/Cr
1	Sterling Value	20.83	Dr
5	Quantity	0	Dr
6	Unit Price	0.00	Dr
7	VAT Amount	4.17	Dr

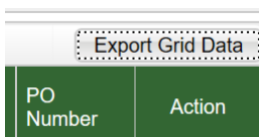
(fig.7)

- Select View and drill down to transaction details. Select Attachments icon to view supporting documents e.g. Purchase Invoice if required.

## Reporting

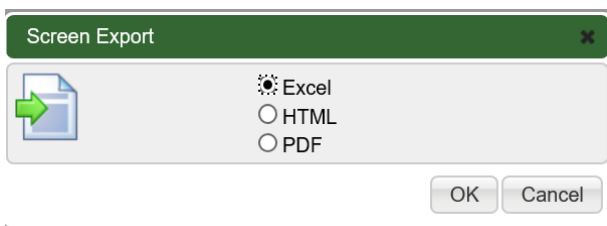
Most screens within Integra allow you export reports to excel. You can export a report within this enquiry screen and others using the following option.

- Select Export Grid



(fig.8)

- Select Excel, OK



(fig.9)

- Select Open or Save

The following report is created.

## Excel Screen Data Export

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R
1	<b>Screen Data Export</b>																
2	Option	NML400															
3	Username	ROBP															
4	Date	13/01/2021															
5	Time	16:36															
6																	
7	<b>Transactions for Enquiry Group: Budget/Actual/PO+GRN/Balance/GL Account Code Range: 14-215/**.**.* to 14-215/**.**.* / Enquiry Year: 2021/ Period: 00 to 10</b>																
8	<b>Journal Refere</b>	<b>Source Co</b>	<b>Period</b>	<b>Journal Vc</b>	<b>Amount (Posted)</b>	<b>Amount (J</b>	<b>Journal Lr</b>	<b>GL Account</b>	<b>GL Account</b>	<b>Journal D:</b>	<b>MF Updat</b>	<b>PO Number</b>					
9	0000227430	SA	202101	JV22	3970.58	0.000001	14215020: Finance p	23/04/202	23/04/202								
0	0000227667	SA	202101	JV22	1870.47	0.000001	14215020: Finance p	23/04/202	23/04/202								
1	0000227701	SA	202101	JV22	3802.42	0.000001	14215020: Finance p	23/04/202	23/04/202								

(fig.10)