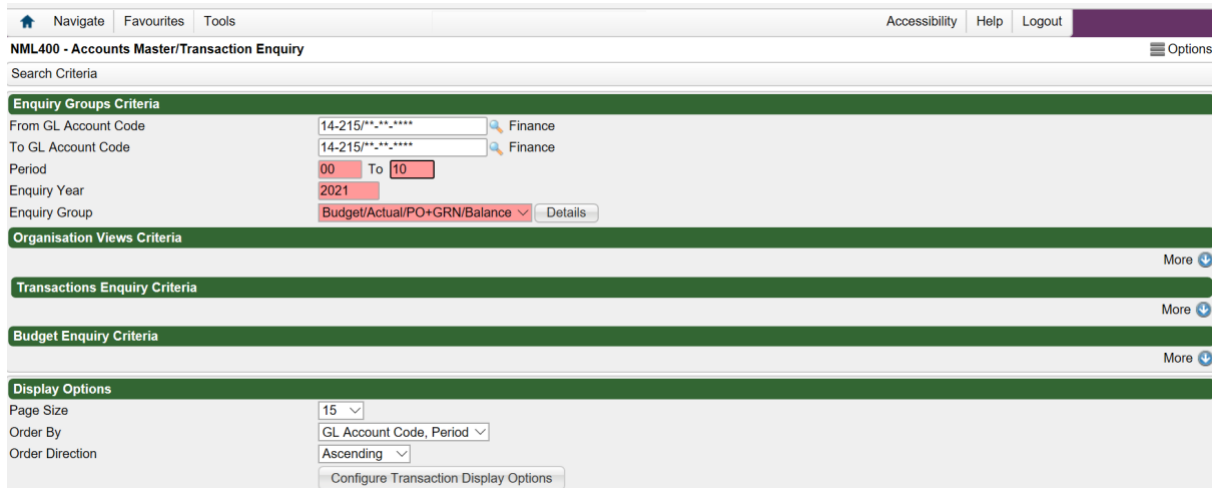## Account Transaction Enquiry – (NML400)

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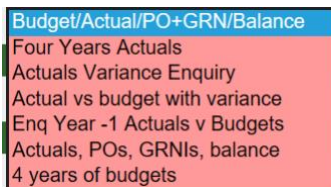
Path: Navigate>Menus>General Ledger>Enquiries>Account Enquiry (NML400)

(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

(fig.2)

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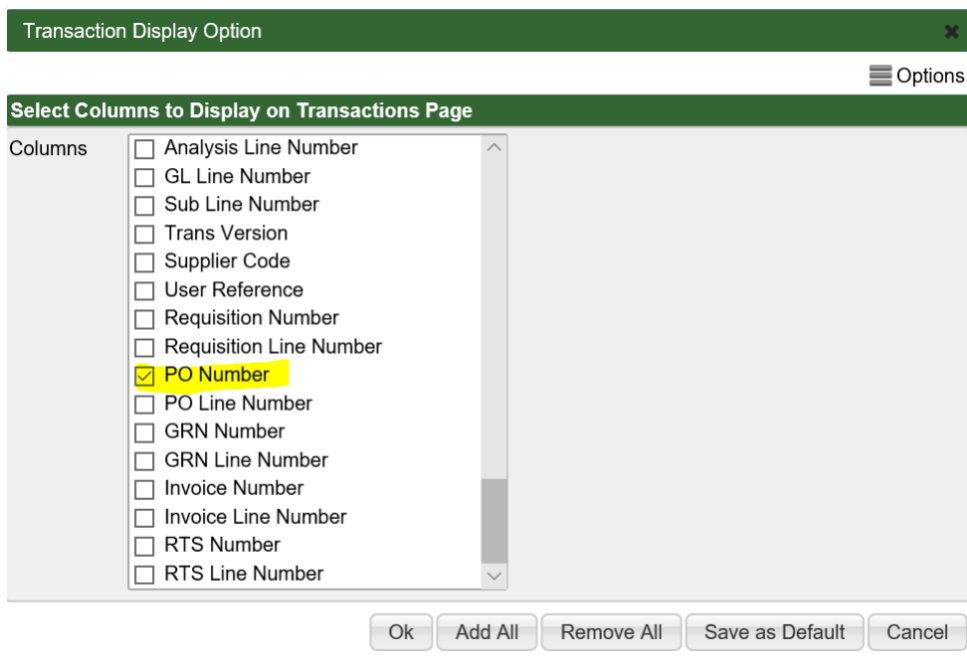

(fig.3)

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

2

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
Opening Balance	0	0.00	6179.95	6179.95
April	35502	36191.61	0.00	689.61
May	35496	42137.85	-2800.00	3841.85
June	35502	36880.08	646.32	2024.40
July	35502	39525.46	-410.66	3612.80
August	35498	34720.18	0.00	-777.82
September	35500	30338.39	27664.34	22502.73
October	35502	62103.56	-28075.00	-1473.44
November	35496	33998.91	0.00	-1497.09
December	35502	33208.99	3379.00	1085.99
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
Total	355002	349352.28	6583.95	934.23

🖱 Select GL Account Codes or Transactions

Back	GL Account Codes	Source Codes	Transactions	Budget

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
14-215/02-01-0000	Finance permanent staff salaries	236667	241616.31	0.00	4949.31
14-215/02-11-0000	Finance temporary staff	0	2750.00	2709.95	5459.95
14-215/02-21-0000	Finance National Insurance	20205	26442.70	0.00	6237.70
14-215/02-31-0000	Finance superannuation	25205	40002.16	0.00	14797.16
14-215/02-40-0000	Finance childcare vouchers	0	0.00	0.00	0.00
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	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		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		View ▼
						October 2020 VAT		14-215/83-	Finance				

(fig.6)

Transactions level

3
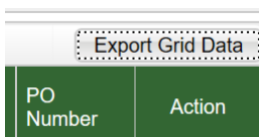
(fig.7)

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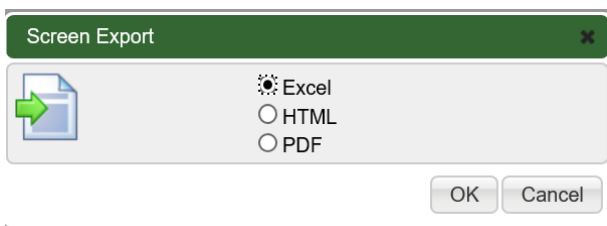
Reporting

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.

4

Excel Screen Data Export

	A	B	C	D	E	F	H	I	J	K	L	M	N	O	P	Q	R
1	**Screen Data Export**																
2	Option	NML400															
3	Username	ROBP															
4	Date	13/01/2021															
5	Time	16:36															
6																	
7	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																
8	Journal Refere	Source Co	Period	Journal Vc	Amount (Posted)	Amount (	Journal Lir	GL Accoun	GL Accoun	Journal Da	MF Updat	PO Number					
9	0000227430	SA	202101	JV22	3970.58	0	000001	14215020	Finance p	23/04/202	23/04/202						
10	0000227667	SA	202101	JV22	1870.47	0	000001	14215020	Finance p	23/04/202	23/04/202						
11	0000227701	SA	202101	JV22	3802.42	0	000001	14215020	Finance p	23/04/202	23/04/202						

(fig.10)