How to run a single department Account Transaction(s) from RogueNet

Use RAPS – Reports – Account Transaction(s)

Reimbursement and Purchasing System

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Purchase Order Travel Reports Exit	Exit		Reports	Travel	Purchase Order	F
Purchase Order Travel Reports Reports: Account Transaction(s) Asset Count Sheets Open PO Encumbrance Report Purchase Order Accounts Purchase Orders Generated by SOHOPE Purchase Orders Generated by Travel SOHOPE Encumbrance Report Description: Detail or summary reports of account transactions.	Exit	~	ctions.	Travel saction(s) Sheets umbrance Report er Accounts ers Generated by SOHOPE ers Generated by Travel umbrance Report ary reports of account transa	Purchase Order Reports: Account Tran Asset Count 3 Open PO Enci Purchase Ord Purchase Ord Purchase Ord SOHOPE Enci Description: Detail or summ	F

Reimbursement and Purchasing System

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Reports can be viewed on screen, printed, or downloaded as an Excel file.

For a summary select as follows (example is for Visual Arts & Design (VAD) department-RogueNet #1200):

	Reimbur	sem	ent and	Pu	rchasing Sy	stem		
Account Tran	isactions							
Include:	Summary O Deta	ail 💿 Y	(TD: 2022/23	\sim	O Fiscal Period	\sim		
Select:	 Account Campus Fund Function Category Department Location Object Project Type SubType Budget Authority 	1200		То То То То То То То		5	<u>Q</u> K <u>C</u> lose	
Sort By:	None O Sort by	/			\sim			
Outer Subtotal:	None Outer S	Subtotal			\sim			
Inner Subtotal:	○ None Inner S	Subtotal	Fund		~			

To review an account in further detail, using office supplies #7011 as an example, select as follows:

Reimbursement and Purchasing System

Reimbursement and Purchasing System

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	Reimbursement and Purchasing System	
Account Trar	nsactions	
Include:	Summary Detail OYTD: 2022/23 C Fiscal Period	
Select:	Account Campus Fund To Function Category Category To Department 1200 To Location To Object 7011 To Project To SubType Budget Authority	<u>Q</u> K <u>C</u> lose
Sort By:	None O Sort by	
Outer Subtotal: Inner Subtotal:	None Outer Subtotal None Onner Subtotal Fund	

You can also select a range. For example, to see all VAD materials & services lines:

	Reimbursement and Purchasing System	1
Account Tran	sactions	
Include:	Summary Detail YTD: 2022/23 V Fiscal Period V	
Select:	Account Image: Campus To Image: Campus Im	<u>Q</u> K <u>C</u> lose
	Budget Authority To	
Sort By:	None O Sort by	
Outer Subtotal: Inner Subtotal:	None Outer Subtotal None Inner Subtotal Fund	
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