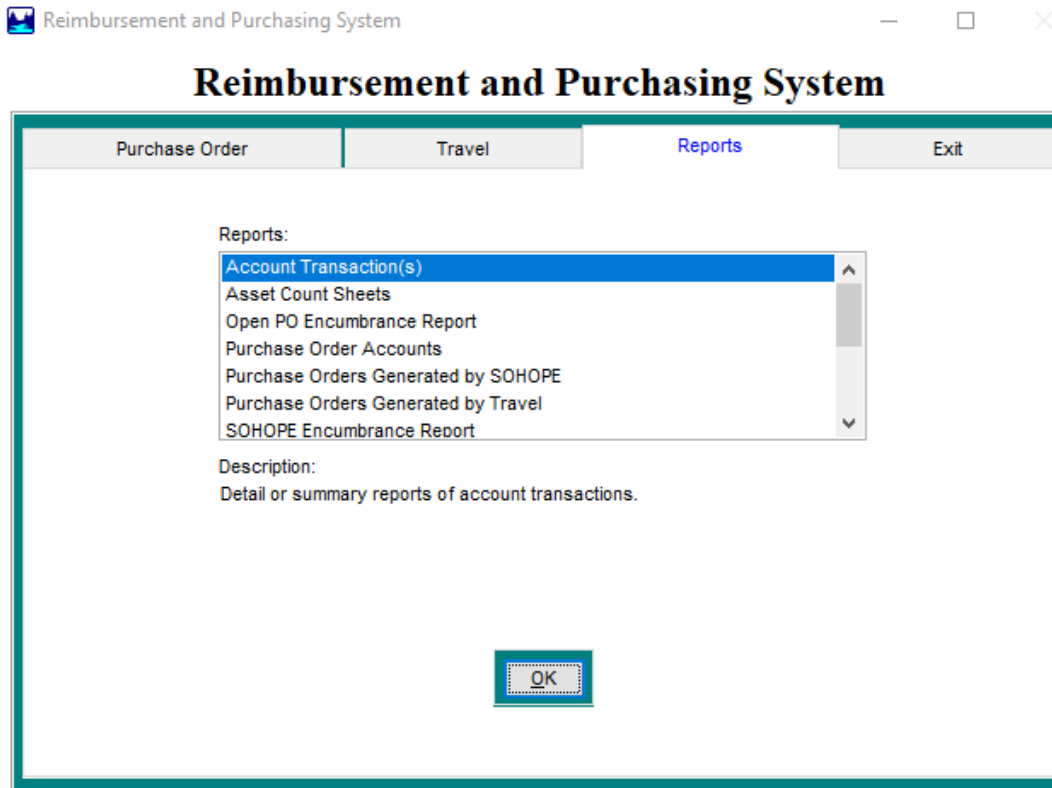


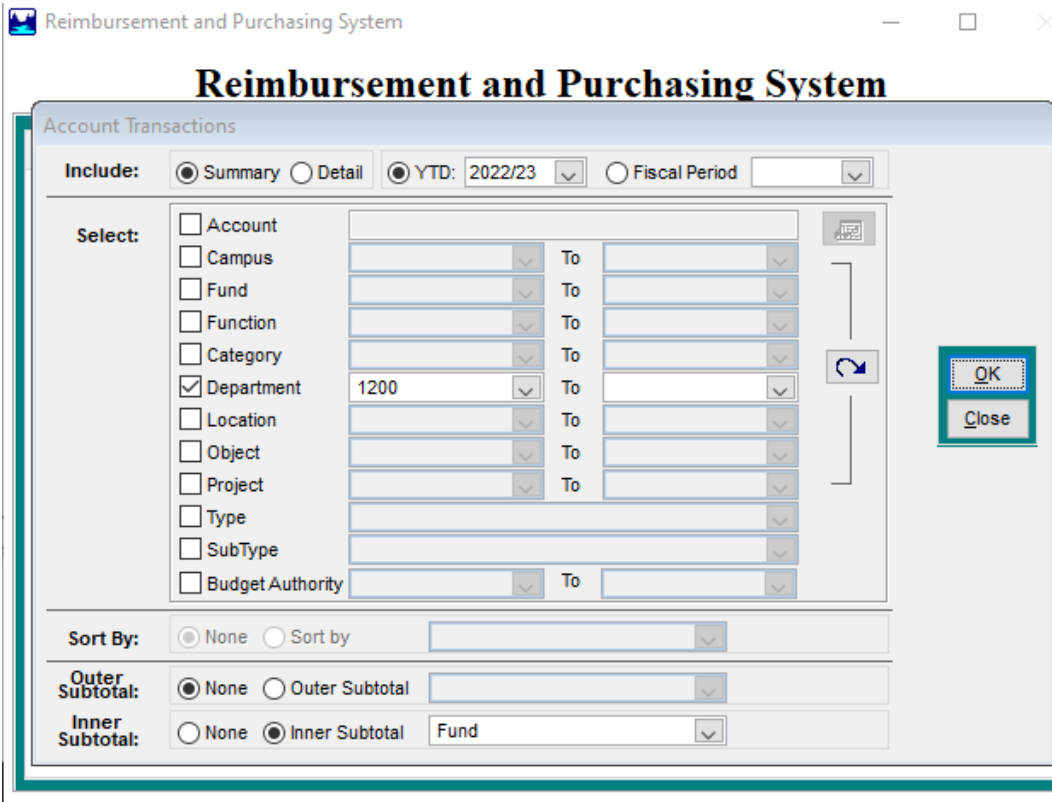
How to run a single department Account Transaction(s) from RogueNet

Use RAPS – Reports – Account Transaction(s)



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):



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

Account Transactions

Include: Summary Detail YTD: 2022/23 Fiscal Period

Select:

<input type="checkbox"/> Account		To	
<input type="checkbox"/> Campus		To	
<input type="checkbox"/> Fund		To	
<input type="checkbox"/> Function		To	
<input type="checkbox"/> Category		To	
<input checked="" type="checkbox"/> Department	1200	To	
<input type="checkbox"/> Location		To	
<input checked="" type="checkbox"/> Object	7011	To	
<input type="checkbox"/> Project		To	
<input type="checkbox"/> Type		To	
<input type="checkbox"/> SubType		To	
<input type="checkbox"/> Budget Authority		To	

Sort By: None Sort by

Outer Subtotal: None Outer Subtotal

Inner Subtotal: None Inner Subtotal Fund

OK
Close

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

Reimbursement and Purchasing System

Reimbursement and Purchasing System

Account Transactions

Include: Summary Detail YTD: 2022/23 Fiscal Period

Select:

<input type="checkbox"/> Account		To	
<input type="checkbox"/> Campus		To	
<input type="checkbox"/> Fund		To	
<input type="checkbox"/> Function		To	
<input type="checkbox"/> Category		To	
<input checked="" type="checkbox"/> Department	1200	To	
<input type="checkbox"/> Location		To	
<input checked="" type="checkbox"/> Object	7001	To	6031
<input type="checkbox"/> Project		To	
<input type="checkbox"/> Type		To	
<input type="checkbox"/> SubType		To	
<input type="checkbox"/> Budget Authority		To	

Sort By: None Sort by

Outer Subtotal: None Outer Subtotal

Inner Subtotal: None Inner Subtotal Fund

OK
Close