



friendly experts, clever software

HCSS Accounting

User Manual

Transaction Enquiry

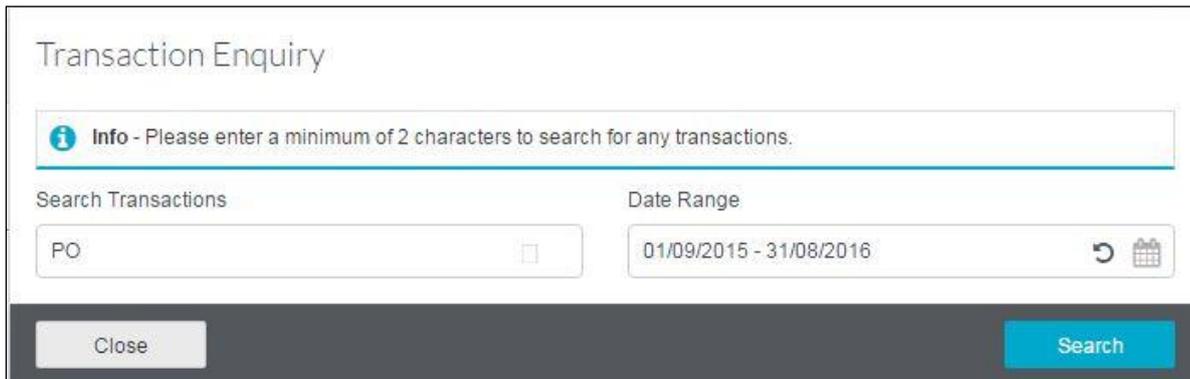
Contents

1 Transaction Enquiry3

1 Transaction Enquiry

It is possible for user to search for any transactions using a number of different search terms.

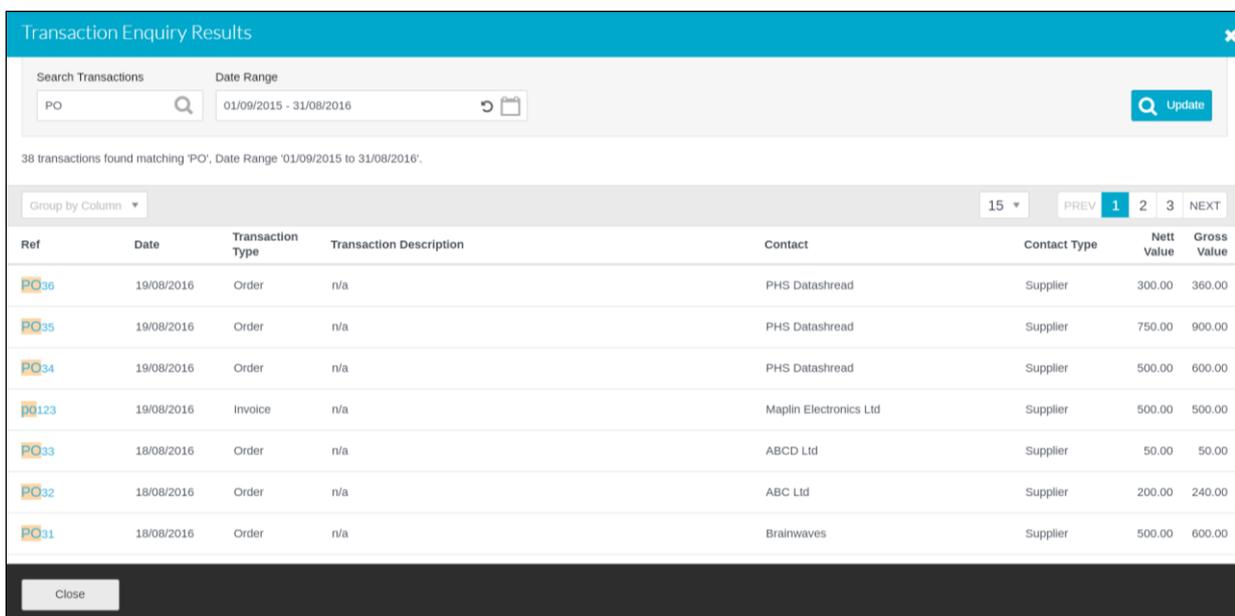
Click on the search  in top right hand corner of the screen and enter a minimum of 2 characters to enable the search within the date range.



The screenshot shows a 'Transaction Enquiry' form. At the top, there is an information box with an 'i' icon and the text: 'Info - Please enter a minimum of 2 characters to search for any transactions.' Below this, there are two input fields: 'Search Transactions' containing 'PO' and 'Date Range' containing '01/09/2015 - 31/08/2016'. There are 'Close' and 'Search' buttons at the bottom.

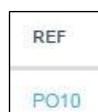
Search Transactions	Enter a minimum of two characters
Date Range	Date From and To

After entering the search parameters, hit search and the search result will appear. By simply clicking on the column headers in the grid will sort the data in ascending or descending order for scrolling through to search.



The screenshot shows the 'Transaction Enquiry Results' window. It displays the search criteria: 'PO' and '01/09/2015 - 31/08/2016'. Below the search bar, it states '38 transactions found matching 'PO', Date Range '01/09/2015 to 31/08/2016''. A table of results is shown with columns: Ref, Date, Transaction Type, Transaction Description, Contact, Contact Type, Nett Value, and Gross Value. The first few rows are highlighted.

Ref	Date	Transaction Type	Transaction Description	Contact	Contact Type	Nett Value	Gross Value
PO36	19/08/2016	Order	n/a	PHS Datashread	Supplier	300.00	360.00
PO35	19/08/2016	Order	n/a	PHS Datashread	Supplier	750.00	900.00
PO34	19/08/2016	Order	n/a	PHS Datashread	Supplier	500.00	600.00
PO123	19/08/2016	Invoice	n/a	Maplin Electronics Ltd	Supplier	500.00	500.00
PO33	18/08/2016	Order	n/a	ABCD Ltd	Supplier	50.00	50.00
PO32	18/08/2016	Order	n/a	ABC Ltd	Supplier	200.00	240.00
PO31	18/08/2016	Order	n/a	Brainwaves	Supplier	500.00	600.00



The user can further click on Transaction 'REF' and view the transaction in detail without the need to navigate away from their existing screen. (See screens below)

View Purchase Order Transaction ✕

Reference	Description							
PO36								
Date	Period							
19/08/2016	12							
NET: £300.00								
VAT: £60.00								
<u>Gross: £360.00</u>								
Description	Cost Centre	Ledger Code	Analysis Code	Fund Code	VAT Code	Nett Value	VAT Value	Total
test3	ADMINSUPP	4501		01	1	£300.00	£60.00	£360.00
NET: £300.00								
VAT: £60.00								
<u>Gross: £360.00</u>								

⏪ Back to Results

To go back on search results screen click on ⏪ Back to Results bottom left hand corner.

Clicking on ✕ in top right hand corner of the screen will exit the search transaction screen completely and user will end up on their previous screen.