Quick Guide To Agresso Web Reporting
**Agresso Web Reporting**

To get to the reports - 
Click on the reports tab

The folder -Global reports appear - Click on Global
Within your faculty folder there are a number of subfolders that contain the different types of reports.

These subfolders are:

- **Funding Split** - The reports contained in this folder show the income, remuneration and expenditure for the different categories of projects.

- **Misc** - This contains reports which are set-up for you specifically and any other report that does not fit within the rest of the named folders

- **Purchasing** - These reports are for checking your Requisitions & Purchase orders

- **Remuneration** - The Remuneration reports show detailed salary information. You will only see the information if you have payroll access

- **Transactional Reports** - The reports contained in the Transactional Reports folder show the generic suite of reports.
The main reports that you will use are the transactional reports.

Click on the subfolder title and all the related reports will be listed in the Reports column.

The Transactional Reports include:

- **1.0 Management Report with Planner** - this shows Budget and Commitment Figures and will give a drill-down into limited information on transactions and orders.
- **1.1 Mgt Report with Planner No Remuneration** - this report shows the same information as the 1.0 Management Report but excludes salary costs.
- **2.0 GL Transactions** - This shows the detail of the transaction eg Supplier.
- **2.1 GL Recharges** - Specifically shows transactions which have been cross-charged from other departments.
- **3.0 Purchase Order Detail** - This shows the detail of the purchase order.
- **4.0 Travel Report with Trip Number** - Details the total cost of Travel for each trip that has taken place.

To open the report you require click on the report name.
The Mgt Report screen comes up —where you see — on screens you can create a short-cut on your home page.

To add a short cut to this screen on the Home page — just click on Add to shortcuts — message will appear.

On your home page you now will have the shortcut

Welcome to Agresso Business World.

In need of more detailed information? Read more about a specific process or screen here.

If you would like to set a personal start page, please follow this link.

Also Clicking on Report Description

A short description of the report will appear
The report opens at the parameters window – all reports have parameters – not always the same – or in the same order.

By clicking on SEARCH without entering any parameters you will see the full results for the Cost Centre and Projects which you have access to – **DO NOT DO** as if you have access to numerous Cost Centre and projects it will take a while to run.

**It is more practical to put in the **Project** Number eg D420, D301, N230 or E1234, E046 N4202**

Make sure you put the correct information into the specify parameters – If you put D301-00 folder code into **project like** or D301 project into **folder like** you won’t get any results.
Where period is a parameter – it will be defaulted to the opening balance period and the current period – if you only want to view only information for 201211 you must put it in both the to and the from parameter.

Click on Search to run report

As the report is defaulted to Project Level - the report will open at that level.

NB You can change the level by clicking on the arrow to see the options – It is not advisable to use the All Levels on the 1.0 ,1.1 Mgt Reports but can be handy on the 2.0 GL Transaction Report.
The report shows your Actual Income and Expenditure -

- **Amount** - as at the date report was run - depending on whether you have changed any parameters
- **Committed purchase** - purchase orders not as yet invoiced

## Table

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Committed Purchase</th>
<th>Total Spent to Date</th>
<th>Main Peg Budget</th>
<th>Virements</th>
<th>Total Budget</th>
<th>Variance</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item1</td>
<td>6,845,846.84</td>
<td>890.55</td>
<td>6,846,737.39</td>
<td>1,084,843.00</td>
<td>308,189.00</td>
<td>1,393,032.00</td>
<td>-5,453,705.39</td>
<td>201200</td>
</tr>
<tr>
<td>Item2</td>
<td>6,845,846.84</td>
<td>890.55</td>
<td>6,846,737.39</td>
<td>1,084,843.00</td>
<td>308,189.00</td>
<td>1,393,032.00</td>
<td>-5,453,705.39</td>
<td>201200</td>
</tr>
</tbody>
</table>

**Total spend to Date** = **Amount** + **Committed Purchase**

**Main Peg Budget** - Your original budget

**Virements** - any changes to your original budget

**Total Budget** = **Main Peg Budget** + **Virement**

**Variance** = **Total spend to Date** - **Total Budget**

**NB** Your figures will depend on the period parameters - if you run 201200 to 201206 - Aug to Jan - your budget will only be up to 201206

By Click on the plus to open up your report

This now opens up to show the folder totals - a folder will only appear if there have been transactions posted to it.
Continue to use the Plus to see the totals for each account code sorted by Management Report Heading for each folder within the project.

The Plus /Minus are toggles + plus will open up the section and - minus will close it.
When the account codes can be seen you cannot expand any further as this is the bottom level of the report.

These amounts are totals for each account per period.

To see the individual amounts that form the total you need to drill into the transactions to bring up the Zoom screen.
Do this by clicking on the amount and the following Zoom screen will appear – giving the list of the transactions that add up to £204.49.

NB if the text ends in ...

If you hover over the text the full details can be read.

The above may give enough detail to ascertain what the expenditure is for. If it does not then you need to go to the 2.0 GL Transactions report.
The information held on the Zoom Screen can be used to enter parameters for the 2.0 GL Transaction Report.

Using the parameter TransNo 25003812 the results will show the details of that single transaction.

There are various options to consider for the parameters. It depends what you want to find.

1. All transactions for the projects you have access to.
2. All transactions for a specific folder.
3. Specific account.
4. Specific Transaction Number.
5. Ap/Ar Id (Supplier or Customer Number).
thus expanding to show the supplier/ Customer Purchase order number

On the 1.0 Management Report the Committed Purchase (Purchase orders raised but no invoices- part or full posted against the order) can also be broken down by going into the Zoom Screen. To do this click on the amount in the Committed column.

The following zoom screen will appear.

This shows the order number, the supplier id - if you click on the Supplier number a zoom screen will appear which will show the Supplier name - it also shows if there have been any goods delivered or invoiced.
Invoices will also update the IvoicedNo column

The zoom screen may give enough detail to ascertain what the expenditure is for but if it does not then you need to go to the 3.0 Purchase Order Detail report.
There are various options to consider for the parameters:

1. It depends what you want to find.
2. Only details of a specific order
3. All orders you have from a specific supplier.
4. Specific Folder.
5. All orders that values are greater than or equal to a certain amount.

Entering the Order Number as the parameter will give you the details of that purchase order including Supplier information and the quantity ordered and delivered.

The Requested by shows who has requested the order through the requisition process.

The Unit Description is used to show who has requested the order through the requisition process.

Choose Columns

On all the reports there is the option to remove columns that appear on the screen.
By Clicking on the Choose columns a list of all the column headings will appear.

Unchecking the ticked box will remove that column from the report.
This design will be your own personal view as it is linked to your user name. It will default to this cut-down view when you next log in.
To get any column back simply click on the box to enter a tick.
Copying data to Excel
Click on the Copy to Clipboard button

Open Excel and paste the information onto the worksheet. To paste either select Edit > Paste from the toolbar menu or press Ctrl + V.

The information will be pasted into Excel showing the subtotals and totals as shown in Agresso

Just delete the lines and columns you don’t need and re-format the cells as necessary
Printing straight from the Web

To print the report Print Button on tool bar go to Print Preview.

What you have to watch is:

1. The Layout as Agresso is defaulted to portrait. You can change the layout to landscape using page setup or you can restrict the number of columns printed by taking them off through the Choose columns.

2. The length of the report for going on to two pages – probably better doing projects one by one.
### Transaction Types

<table>
<thead>
<tr>
<th>TS</th>
<th>Description</th>
<th>Division of Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Accommodation 1st Rent Payment</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>AM</td>
<td>Accommodation Manual Invoice</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>AV</td>
<td>Accommodation Invoices</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>BC</td>
<td>BACS Payments</td>
<td>Sales Ledger/Purchase Ledger</td>
</tr>
<tr>
<td>CB</td>
<td>Cashbook Income</td>
<td>Cashroom</td>
</tr>
<tr>
<td>CC</td>
<td>All Customer Income</td>
<td>Sales Ledger/Cashroom</td>
</tr>
<tr>
<td>CH</td>
<td>Cheque</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>CP</td>
<td>Purchase Cards</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>CV</td>
<td>Commercial Invoice/Credits</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>DW</td>
<td>Discounts/ Write offs</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>DX</td>
<td>Returned Cheques &amp; DDs</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>GD</td>
<td>Goods Delivered</td>
<td>Procurement</td>
</tr>
<tr>
<td>GJ</td>
<td>General Ledger Journal</td>
<td>Mgt Accounts</td>
</tr>
<tr>
<td>II</td>
<td>Fretwell Invoices (Catering Only)</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>JR</td>
<td>Journal Registration</td>
<td>Mgt Accounts</td>
</tr>
<tr>
<td>PC</td>
<td>Credit Note Purchase Ledger</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PD</td>
<td>DD Bankdrafts Payments</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PI</td>
<td>Purchase Ledger Invoices/Credit Notes</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PM</td>
<td>Invoices Matched to a Purchase Order</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PP</td>
<td>Purchase Invoices From PECOS</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
<td>Procurement</td>
</tr>
<tr>
<td>PR</td>
<td>Supplier Manual Invoices</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PU</td>
<td>Invoices matched to PO</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>PX</td>
<td>Cancelled Cheques &amp; BACS (PL)</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>RC</td>
<td>Recurring Card Payment</td>
<td>Sales Ledger</td>
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<tr>
<td>RF</td>
<td>Tuition &amp; Accommodation Refunds</td>
<td>Sales Ledger</td>
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<tr>
<td>TM</td>
<td>Tuition Manual Invoice/Credits</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>TV</td>
<td>Tuition Invoices/Credits</td>
<td>Sales Ledger</td>
</tr>
<tr>
<td>WG</td>
<td>Payroll Import Journal</td>
<td>Agresso Support</td>
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<tr>
<td>WP</td>
<td>Web Payments</td>
<td>Agresso Support</td>
</tr>
<tr>
<td>XE</td>
<td>Update PCB INVOICES</td>
<td>Project Accounting</td>
</tr>
<tr>
<td>YE</td>
<td>Year End Processing</td>
<td>Agresso Support</td>
</tr>
</tbody>
</table>
PO status

T = Order is complete
O = Order is still open - still has invoices to be matched or deliveries are outstanding

Financial Year

The financial year is denoted by the year in which it finishes.
The current financial year runs from 01 Aug 2012 to 31st July 2013 so this financial year is 2013.

Financial Periods

<table>
<thead>
<tr>
<th>Month</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>01</td>
</tr>
<tr>
<td>September</td>
<td>02</td>
</tr>
<tr>
<td>October</td>
<td>03</td>
</tr>
<tr>
<td>Through to</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>12</td>
</tr>
</tbody>
</table>

These are combined to give the accounting period

201301 = August 2012
201302 = September 2012
201312 = July 2013