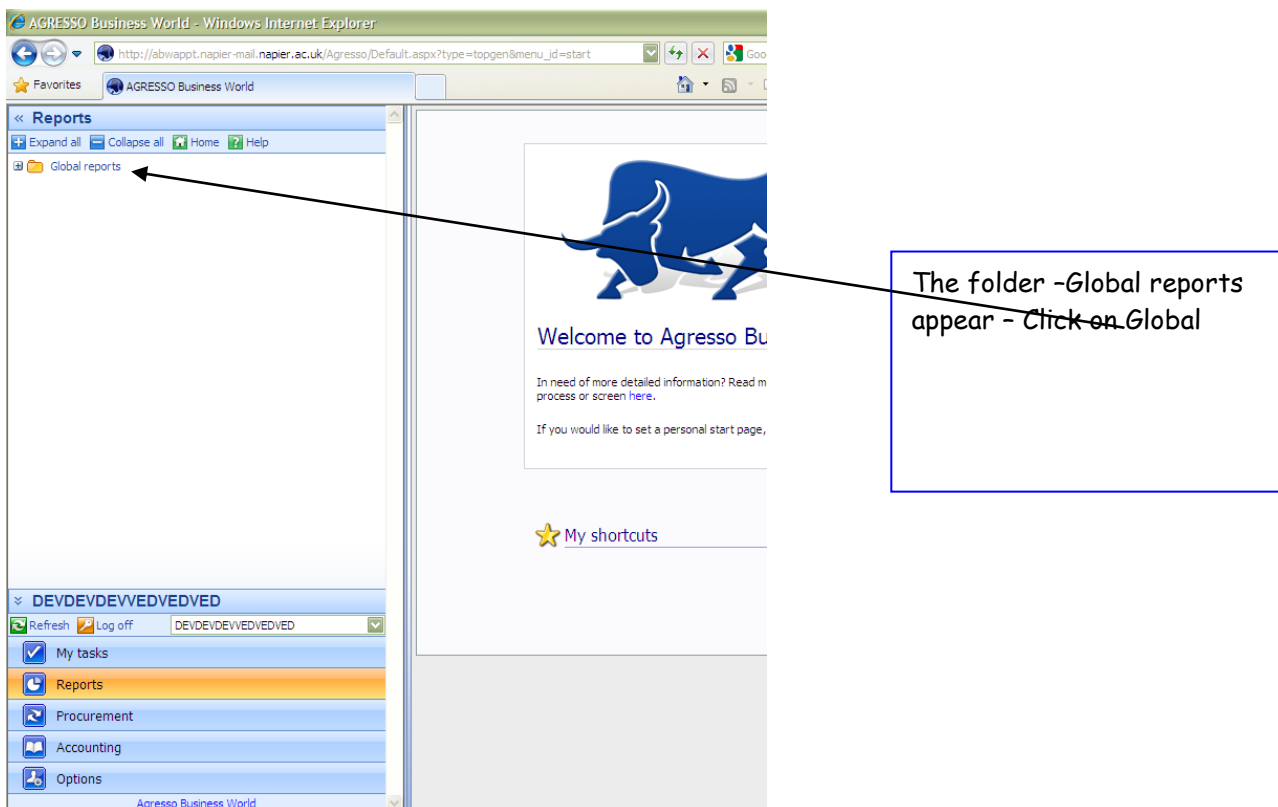
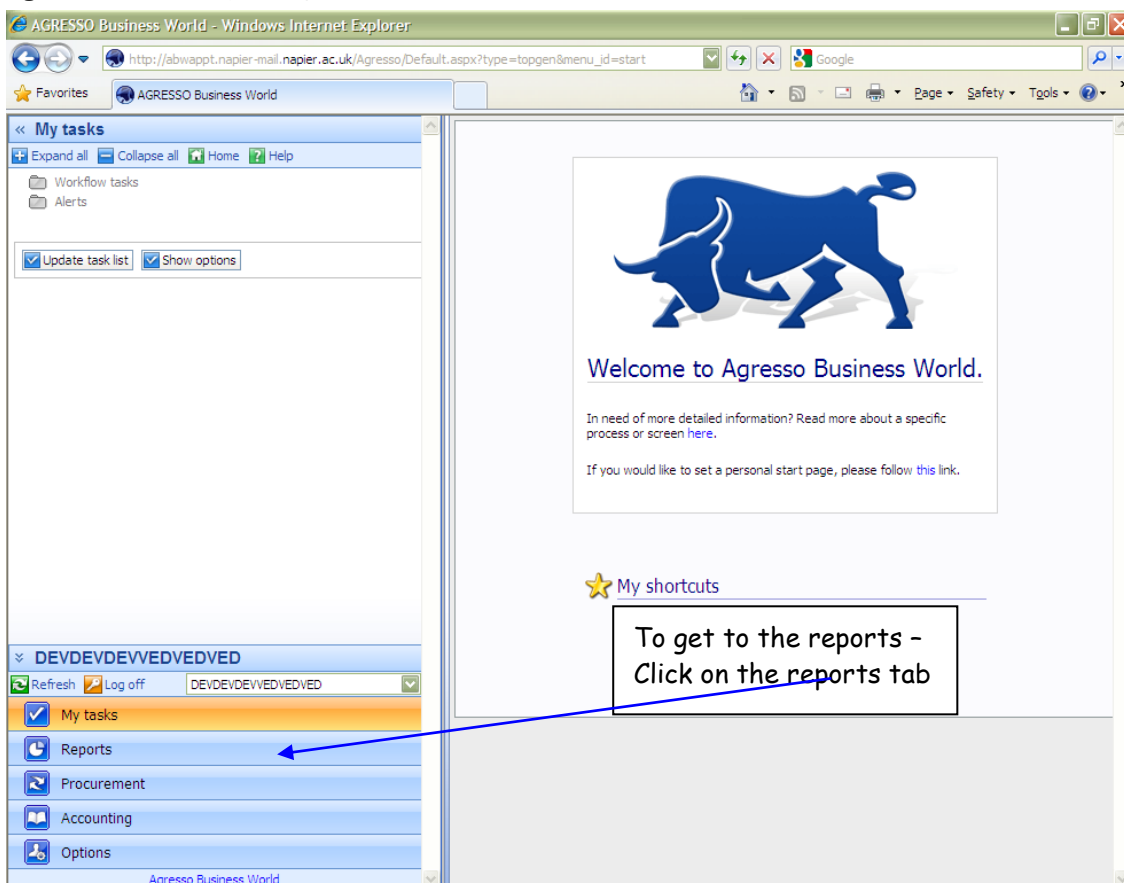
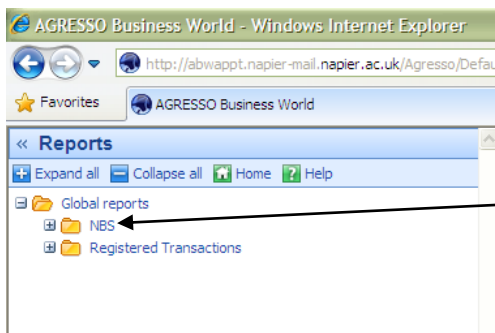


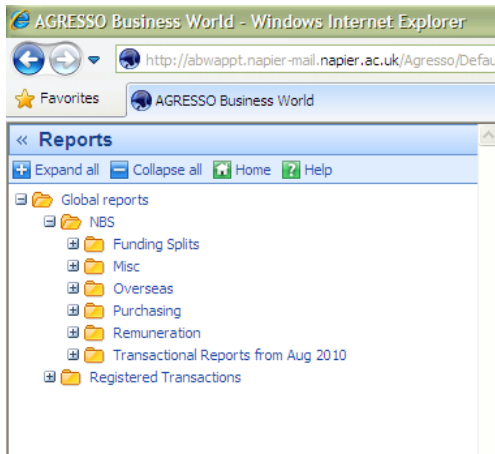
Agresso Web Reporting





The folders which you have access to will appear - by clicking on - more folders will appear

Within your faculty folder there a number of subfolders that contain the different types of reports.

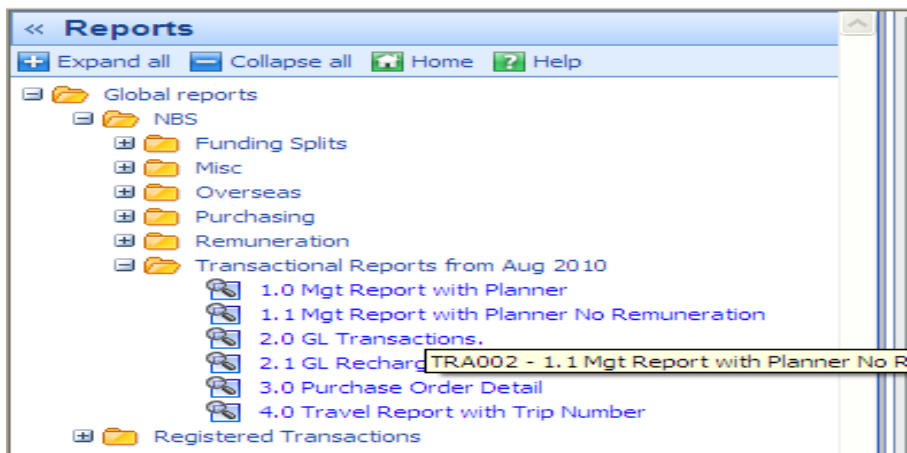


These subfolders are:

- 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 with-in 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.

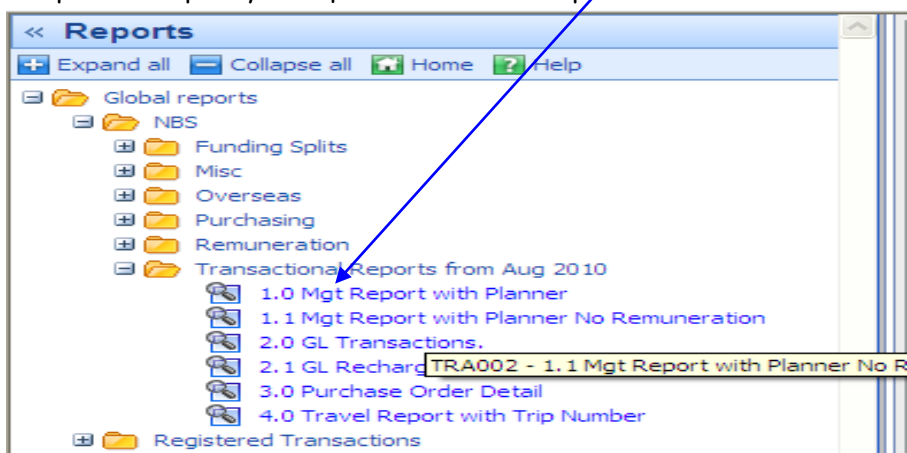
Click on the subfolder title and all the related reports will be listed in the Reports column.

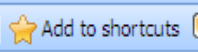


The Transactional Reports include:

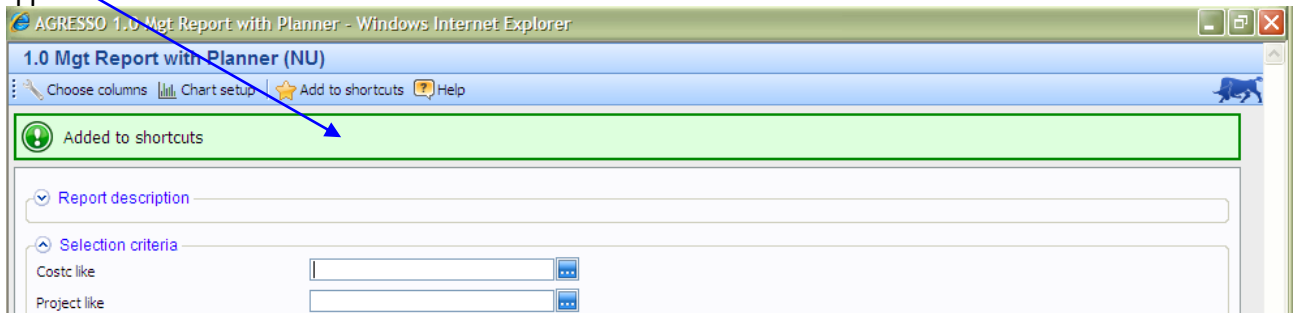
- 1.0 Management Report with Planner - this shows Budget and Commitment Figures and will give a drill-down into limited information on transactions and orders.
- 1.1 Mgt Report with Planner No Remuneration - this report shows the same information as the 1.0 Management Report but excludes salary costs.
- 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.

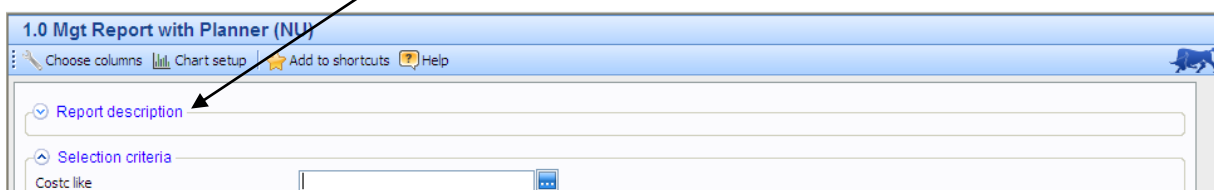
To add a short cut to this screen on the Home page - just click on Add to shortcuts - message will appear



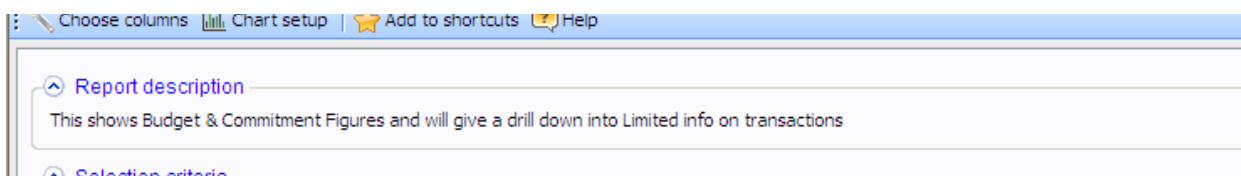
On your home page you now will have the shortcut



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 Costc 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

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

Results

Search

Copy to clipboard

Detail level

Level 1 - Project

Rows per page

50

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

#	Project	Project (T)	Folder	Mgt Report Heading (T)	Account	Amount	Commitment purchases	Target	Variance	Period		
Σ 1	D200	DR Your Project				1,963,012.82	823.47	1,963,836.29	1,084,843.00	308,189.00	1,393,032.00	-570,804.29
Σ						1,963,012.82	823.47	1,963,836.29	1,084,843.00	308,189.00	1,393,032.00	-570,804.29

Agresso Business World TRA002 f06 NU

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

Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	Variance	Period
6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-5,453,705.39	
6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-5,453,705.39	

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**

Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	Variance	Period
6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-5,453,705.39	
6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-5,453,705.39	

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

Results

Search

Copy to clipboard

Detail level

Level 1 - Project

Rows per page

50

#	Project	Project (T)	Folder	Mgt Report Heading (T)	Account	Amount
+ Σ1	D200	DR Your Project				1,963,01
Σ						1,963,01

This now opens up to show the folder totals - a folder will only appear if there have been transactions posted to it.

Results

Search Detail level Rows per page

#	Project	Project (T)	Folder	Mgt Report Heading (T)	Account	Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	Variance	Period
Σ2	D200	DR Your Project	D200-00			1,743,150.71	823.47	1,743,974.18	1,029,393.00	100,000.00	1,129,393.00	-614,581.18	
Σ2	D200	DR Your Project	D200-01			93,123.89	0.00	93,123.89	55,450.00	0.00	55,450.00	-37,673.89	
Σ2	D200	DR Your Project	D200-010			8,749.68	0.00	8,749.68	0.00	5,886.00	5,886.00	-2,863.68	
Σ2	D200	DR Your Project	D200-011			10,605.89	0.00	10,605.89	0.00	10,800.00	10,800.00	194.11	
Σ2	D200	DR Your Project	D200-012			4,916.61	0.00	4,916.61	0.00	4,896.00	4,896.00	-20.61	
Σ2	D200	DR Your Project	D200-013			2,237.57	0.00	2,237.57	0.00	2,232.00	2,232.00	-5.57	
Σ2	D200	DR Your Project	D200-014			10,967.22	0.00	10,967.22	0.00	11,208.00	11,208.00	240.78	
Σ2	D200	DR Your Project	D200-015			0.00	0.00	0.00	0.00	6,500.00	6,500.00	6,500.00	
Σ2	D200	DR Your Project	D200-02			7.58	0.00	7.58	0.00	0.00	0.00	-7.58	
Σ2	D200	DR Your Project	D200-03			3,579.64	0.00	3,579.64	0.00	0.00	0.00	-3,579.64	
Σ2	D200	DR Your Project	D200-04			1,583.98	0.00	1,583.98	0.00	0.00	0.00	-1,583.98	
Σ2	D200	DR Your Project	D200-05			53,635.86	0.00	53,635.86	0.00	0.00	0.00	-53,635.86	
Σ2	D200	DR Your Project	D200-06			2,135.55	0.00	2,135.55	0.00	0.00	0.00	-2,135.55	
Σ2	D200	DR Your Project	D200-08			1,561.84	0.00	1,561.84	0.00	0.00	0.00	-1,561.84	
Σ2	D200	DR Your Project	D200-09			26,756.80	0.00	26,756.80	0.00	166,667.00	166,667.00	139,910.20	
Σ2	D200	DR Your Project	D200-53			0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Σ1	D200	DR Your Project				1,963,012.82	823.47	1,963,836.29	1,084,843.00	308,189.00	1,393,032.00	-570,804.29	
Σ						1,963,012.82	823.47	1,963,836.29	1,084,843.00	308,189.00	1,393,032.00	-570,804.29	

Continue to use the Plus to see the totals for each account code sorted by Management Report Heading for each folder within the project.

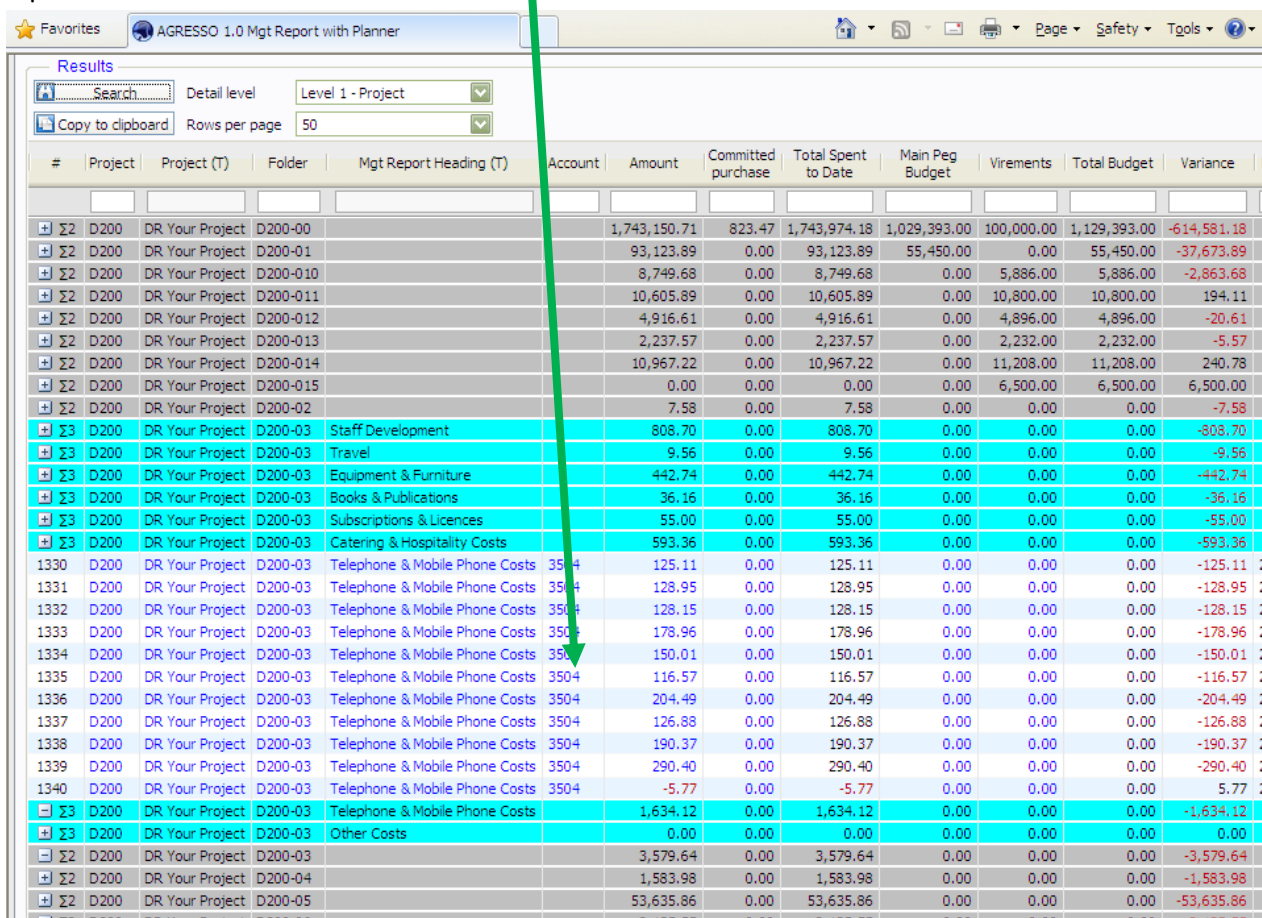
Rows per page

#	Project	Project (T)	Folder	Mgt Report Heading (T)	Account	Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	Variance	F
Σ2	D200	DR Your Project	D200-00			1,743,150.71	823.47	1,743,974.18	1,029,393.00	100,000.00	1,129,393.00	-614,581.18	
Σ2	D200	DR Your Project	D200-01			93,123.89	0.00	93,123.89	55,450.00	0.00	55,450.00	-37,673.89	
Σ2	D200	DR Your Project	D200-010			8,749.68	0.00	8,749.68	0.00	5,886.00	5,886.00	-2,863.68	
Σ2	D200	DR Your Project	D200-011			10,605.89	0.00	10,605.89	0.00	10,800.00	10,800.00	194.11	
Σ2	D200	DR Your Project	D200-012			4,916.61	0.00	4,916.61	0.00	4,896.00	4,896.00	-20.61	
Σ2	D200	DR Your Project	D200-013			2,237.57	0.00	2,237.57	0.00	2,232.00	2,232.00	-5.57	
Σ2	D200	DR Your Project	D200-014			10,967.22	0.00	10,967.22	0.00	11,208.00	11,208.00	240.78	
Σ2	D200	DR Your Project	D200-015			0.00	0.00	0.00	0.00	6,500.00	6,500.00	6,500.00	
Σ2	D200	DR Your Project	D200-02			7.58	0.00	7.58	0.00	0.00	0.00	-7.58	
Σ3	D200	DR Your Project	D200-03	Staff Development		808.70	0.00	808.70	0.00	0.00	0.00	-808.70	
Σ3	D200	DR Your Project	D200-03	Travel		9.56	0.00	9.56	0.00	0.00	0.00	-9.56	
Σ3	D200	DR Your Project	D200-03	Equipment & Furniture		442.74	0.00	442.74	0.00	0.00	0.00	-442.74	
Σ3	D200	DR Your Project	D200-03	Books & Publications		36.16	0.00	36.16	0.00	0.00	0.00	-36.16	
Σ3	D200	DR Your Project	D200-03	Subscriptions & Licences		55.00	0.00	55.00	0.00	0.00	0.00	-55.00	
Σ3	D200	DR Your Project	D200-03	Catering & Hospitality Costs		593.36	0.00	593.36	0.00	0.00	0.00	-593.36	
Σ3	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs		1,634.12	0.00	1,634.12	0.00	0.00	0.00	-1,634.12	
Σ3	D200	DR Your Project	D200-03	Other Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Σ2	D200	DR Your Project	D200-03			3,579.64	0.00	3,579.64	0.00	0.00	0.00	-3,579.64	
Σ2	D200	DR Your Project	D200-04			1,583.98	0.00	1,583.98	0.00	0.00	0.00	-1,583.98	
Σ2	D200	DR Your Project	D200-05			53,635.86	0.00	53,635.86	0.00	0.00	0.00	-53,635.86	
Σ2	D200	DR Your Project	D200-06			2,135.55	0.00	2,135.55	0.00	0.00	0.00	-2,135.55	
Σ2	D200	DR Your Project	D200-08			1,561.84	0.00	1,561.84	0.00	0.00	0.00	-1,561.84	
Σ2	D200	DR Your Project	D200-09			26,756.80	0.00	26,756.80	0.00	166,667.00	166,667.00	139,910.20	

The Plus /Minus are toggles + plus will open up the section and - minus will close it

+	Σ3	D200	DR Your Project	D200-03	Other
-	Σ2	D200	DR Your Project	D200-03	

When the account codes can be seen you cannot expand any further as this is the bottom level of the report.



#	Project	Project (T)	Folder	Mgt Report Heading (T)	Account	Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	Variance
Σ2	D200	DR Your Project	D200-00			1,743,150.71	823.47	1,743,974.18	1,029,393.00	100,000.00	1,129,393.00	-614,581.18
Σ2	D200	DR Your Project	D200-01			93,123.89	0.00	93,123.89	55,450.00	0.00	55,450.00	-37,673.89
Σ2	D200	DR Your Project	D200-010			8,749.68	0.00	8,749.68	0.00	5,886.00	5,886.00	-2,863.68
Σ2	D200	DR Your Project	D200-011			10,605.89	0.00	10,605.89	0.00	10,800.00	10,800.00	194.11
Σ2	D200	DR Your Project	D200-012			4,916.61	0.00	4,916.61	0.00	4,896.00	4,896.00	-20.61
Σ2	D200	DR Your Project	D200-013			2,237.57	0.00	2,237.57	0.00	2,232.00	2,232.00	-5.57
Σ2	D200	DR Your Project	D200-014			10,967.22	0.00	10,967.22	0.00	11,208.00	11,208.00	240.78
Σ2	D200	DR Your Project	D200-015			0.00	0.00	0.00	0.00	6,500.00	6,500.00	6,500.00
Σ2	D200	DR Your Project	D200-02			7.58	0.00	7.58	0.00	0.00	0.00	-7.58
Σ3	D200	DR Your Project	D200-03	Staff Development		808.70	0.00	808.70	0.00	0.00	0.00	-808.70
Σ3	D200	DR Your Project	D200-03	Travel		9.56	0.00	9.56	0.00	0.00	0.00	-9.56
Σ3	D200	DR Your Project	D200-03	Equipment & Furniture		442.74	0.00	442.74	0.00	0.00	0.00	-442.74
Σ3	D200	DR Your Project	D200-03	Books & Publications		36.16	0.00	36.16	0.00	0.00	0.00	-36.16
Σ3	D200	DR Your Project	D200-03	Subscriptions & Licences		55.00	0.00	55.00	0.00	0.00	0.00	-55.00
Σ3	D200	DR Your Project	D200-03	Catering & Hospitality Costs		593.36	0.00	593.36	0.00	0.00	0.00	-593.36
1330	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	125.11	0.00	125.11	0.00	0.00	0.00	-125.11
1331	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	128.95	0.00	128.95	0.00	0.00	0.00	-128.95
1332	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	128.15	0.00	128.15	0.00	0.00	0.00	-128.15
1333	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	178.96	0.00	178.96	0.00	0.00	0.00	-178.96
1334	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	150.01	0.00	150.01	0.00	0.00	0.00	-150.01
1335	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	116.57	0.00	116.57	0.00	0.00	0.00	-116.57
1336	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	204.49	0.00	204.49	0.00	0.00	0.00	-204.49
1337	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	126.88	0.00	126.88	0.00	0.00	0.00	-126.88
1338	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	190.37	0.00	190.37	0.00	0.00	0.00	-190.37
1339	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	290.40	0.00	290.40	0.00	0.00	0.00	-290.40
1340	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	-5.77	0.00	-5.77	0.00	0.00	0.00	5.77
Σ3	D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs		1,634.12	0.00	1,634.12	0.00	0.00	0.00	-1,634.12
Σ3	D200	DR Your Project	D200-03	Other Costs		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Σ2	D200	DR Your Project	D200-03			3,579.64	0.00	3,579.64	0.00	0.00	0.00	-3,579.64
Σ2	D200	DR Your Project	D200-04			1,583.98	0.00	1,583.98	0.00	0.00	0.00	-1,583.98
Σ2	D200	DR Your Project	D200-05			53,635.86	0.00	53,635.86	0.00	0.00	0.00	-53,635.86

These amounts are totals for each account per period.

D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	125.11	0.00	125.11	0.00	0.00	0.00	0.00	-125.11	201002
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	128.95	0.00	128.95	0.00	0.00	0.00	0.00	-128.95	201005
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	128.15	0.00	128.15	0.00	0.00	0.00	0.00	-128.15	201008
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	178.96	0.00	178.96	0.00	0.00	0.00	0.00	-178.96	201011
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	150.01	0.00	150.01	0.00	0.00	0.00	0.00	-150.01	201101
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	116.57	0.00	116.57	0.00	0.00	0.00	0.00	-116.57	201105
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	204.49	0.00	204.49	0.00	0.00	0.00	0.00	-204.49	201108
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	126.88	0.00	126.88	0.00	0.00	0.00	0.00	-126.88	201112
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	190.37	0.00	190.37	0.00	0.00	0.00	0.00	-190.37	201202
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	290.40	0.00	290.40	0.00	0.00	0.00	0.00	-290.40	201205
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	-5.77	0.00	-5.77	0.00	0.00	0.00	0.00	5.77	201208

To see the individual amounts that form the total you need to drill into the transactions to bring up the Zoom screen.

D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	125.11	0.00	125.11	0.00	0.00	0.00	0.00	-125.11	201002
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	128.95	0.00	128.95	0.00	0.00	0.00	0.00	-128.95	201005
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	128.15	0.00	128.15	0.00	0.00	0.00	0.00	-128.15	201008
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	178.96	0.00	178.96	0.00	0.00	0.00	0.00	-178.96	201011
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	150.01	0.00	150.01	0.00	0.00	0.00	0.00	-150.01	201101
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	116.57	0.00	116.57	0.00	0.00	0.00	0.00	-116.57	201105
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	204.49	0.00	204.49	0.00	0.00	0.00	0.00	-204.49	201108
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	126.88	0.00	126.88	0.00	0.00	0.00	0.00	-126.88	201112
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	190.37	0.00	190.37	0.00	0.00	0.00	0.00	-190.37	201202
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	290.40	0.00	290.40	0.00	0.00	0.00	0.00	-290.40	201205
D200	DR Your Project	D200-03	Telephone & Mobile Phone Costs	3504	-5.77	0.00	-5.77	0.00	0.00	0.00	0.00	5.77	201208

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

AGRESSO 1.0 Mgt Report with Planner (Zoom) - Windows Internet Explorer

1.0 Mgt Report with Planner (Zoom) (NU)

Choose columns | Add to shortcuts | Help

Selection criteria

Period like: 201108
 Account like: 3504
 Cat2 like: D200
 Cat4 like: D200-03
 ID2 like: B0
 ID4 like: BF
 Client like: NU

Results

#	TT	TransNo	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	GJ	10004983	269	14/03/2011	201108	3504	200	D200	P1	7824409441-Fran Alston Inv 58214586 BEN05	73.75
2	GJ	10004983	270	14/03/2011	201108	3504	200	D200	P1	7824409441-Fran Alston Inv 58214586 BEN05	82.14
3	GJ	10004983	275	14/03/2011	201108	3504	200	D200	P1	7867538892-Fran Alston Inv 58214586 BEN05	48.60
Σ											204.49

Agresso Business World TRA002 f06 NU

NB if the text ends in ...

1.0 Mgt Report with Planner (Zoom) (NU)

Choose columns | Add to shortcuts | Help

Selection criteria

Period like: 201210
 Account like: 3503
 Cat2 like: D200
 Cat4 like: D200-03
 ID2 like: B0
 ID4 like: BF
 Client like: NU

Results

#	TT	TransNo	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	PI	25013551	1	17/07/2012	201210	3503	200	D200	P1	Mobile phone Costs JAN 2012 to FEB 2012for 0786256478,2456748979,24564...	2,560.00
Σ											2,560.00

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

#	TT	TransNo	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	PI	25013551	1	17/07/2012	201210	3503	200	D200	P1	Mobile phone Costs JAN 2012 to FEB 2012for 0786256478,2456748979,24564...	2,560.00
Σ											

Mobile phone Costs JAN 2012 to FEB 2012for 0786256478,2456748979,24564664, J Bloggs,F Bloggs Tam Bloggs

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.

2.0 GL Transactions. (NU)

Choose columns | Chart setup | Add to shortcuts | Help

Please enter parameters, then click 'Search' to run the report

Selection criteria

Project like:

Folder like:

Account like:

TransNo like:

Ap/Ar ID like:

Period greater than or equal to: 201200

Period less than or equal to: 201210

Account less than or equal to: 6999

Company like: NU

Results

Search | Detail level: Level 1 - Folder

Copy to clipboard | Rows per page: 50

#	Folder	Account	Account (T)	Amount	Site/Tripnumber	Customer name	Sup

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 too
2. All transactions for a specific folder.
3. Specific account
4. Specific Transaction Number
5. Ap/Ar Id (Supplier or Customer Number)

The information held on the Zoom Screen can be used to enter parameters for the 2.0 GL Transaction Report.

#	TT	TransNo	#	Trans.date	Peri
1	PU	25003812	0	14/09/2011	20
2	PU	25004001	0	30/09/2011	20
Σ					

2.0 GL Transactions. (NU)

Choose columns | Chart setup | Add to shortcuts | Help

Selection criteria

Project like:

Folder like:

Account like:

TransNo like: 25003812

Ap/Ar ID like:

Period greater than or equal to: 201000

Period less than or equal to: 201210

Account less than or equal to: 6999

Company like: NU

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

2.0 GL Transactions. (NU)

Choose columns | Chart setup | Add to shortcuts | Help

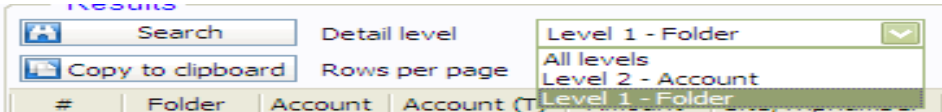
Selection criteria

Results

Search | Detail level: Level 1 - Folder

Copy to clipboard | Rows per page: 50

#	Folder	Account	Account (T)	Amount	Site/Tripnumber	Customer name	Supplier name	Ap/Ar ID	Text	OrderNo	TransNo	Trans.date	Period	TT	Costc	Project
Σ1	D200-00			133.20												
Σ				133.20												

Using  All levels

thus expanding to show the supplier/ Customer Purchase order number

Transactions. (NU)

Columns | Chart setup | Add to shortcuts | Help

Selection criteria

Results

Search | Detail level: All levels | Rows per page: 50

Folder	Account	Account (T)	Amount	Site/Tripnumber	Customer name	Supplier name	Ap/Ar ID	Text	OrderNo	TransNo	Trans.date	Period	TT	Co
D200-00	3300	Marketing & Advertising Costs	133.20			Cova Colour Print	40008462	17 kinds of inserts	21020140	25003812	14/09/2011	201203	PU	201203
D200-00	3300	Marketing & Advertising Costs	133.20											
D200-00			133.20											
			133.20											

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.

#	Project	Project (T)	Folder	Mgt Report Heading (T)	Account	Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	Variance	Period
1	D200	DR Your Project	D200-00	Consumables	3401	888.18	0.00	888.18	150.00	0.00	150.00	-738.18	201201
2	D200	DR Your Project	D200-00	Consumables	3401	719.62	0.00	719.62	150.00	0.00	150.00	-569.62	201202
3	D200	DR Your Project	D200-00	Consumables	3401	822.78	0.00	822.78	150.00	0.00	150.00	-672.78	201203
4	D200	DR Your Project	D200-00	Consumables	3401	269.73	0.00	269.73	150.00	0.00	150.00	-119.73	201204
5	D200	DR Your Project	D200-00	Consumables	3401	0.00	0.00	0.00	150.00	0.00	150.00	150.00	201205
6	D200	DR Your Project	D200-00	Consumables	3401	120.00	0.00	120.00	150.00	0.00	150.00	30.00	201206
7	D200	DR Your Project	D200-00	Consumables	3401	340.02	0.00	340.02	150.00	0.00	150.00	-190.02	201207
8	D200	DR Your Project	D200-00	Consumables	3401	20.60	0.00	20.60	150.00	0.00	150.00	129.40	201208
9	D200	DR Your Project	D200-00	Consumables	3401	230.06	0.00	230.06	150.00	0.00	150.00	-80.06	201209
10	D200	DR Your Project	D200-00	Consumables	3401	54.00	1,312.50	1,366.50	150.00	0.00	150.00	-1,216.50	201210

The following zoom screen will appear.

Results

#	NT	OrderNo	Pos	Sales order	Pos	Resp	SuppID	Product	Status	Deliv.date	Unit	Ordered	Deliv'd	InvoicedNo	To be delivered	To invoice
1	PO	21022182	1	20013999	1	fi15	40001368	3401Q	O	18/07/2012	EA	250.00	150.00	0.00	100.00	1,277.50
2	PO	21022182	2	20013999	2	fi15	40001368	3401A	O	18/07/2012	EA	1.00	0.14	0.00	0.86	35.00
Σ												251.00	150.14	0.00	100.86	1,312.50

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.

Auto-numbering

Supplier

* Supplier: 40001368

* Supplier name: Business Image

* Supplier group: Suppliers Standard Terms

* Country: United Kingdom

Comp.reg.no:

VAT RegNo: 402 7839 56

* Short name: BUSINESS I

* External ref: Harlaw Road

Text:

Updated by: FI16

Date: 22/04/2009

Agresso Business World TSU002 af08 NU

Invoices will also update the InvoicedNo column

Selection criteria

Period like 201210

Account like 3401

Cat2 like D200

Cat4 like D200-00

ID2 like B0

ID4 like BF

Client like NU

Results

#	NT	OrderNo	Pos	Sales order	Pos	Resp	SuppID	Product	Status	Deliv.date	Unit	Ordered	Deliv'd	InvoicedNo	To be delivered	To invoice
1	PO	21022182	1	20013999	1	fi15	40001368	3401Q	O	18/07/2012	EA	250.00	150.00	75.00	100.00	894.25
2	PO	21022182	2	20013999	2	fi15	40001368	3401A	O	18/07/2012	EA	1.00	0.14	0.14	0.86	30.00
												251.00	150.14	75.14	100.86	924.25

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.

AGRESSO Business World - Windows Internet Explorer

http://abwappt.napier-mail.napier.ac.uk/Agrosso/Default.aspx?type=tr

Edinburgh Napier University ... AGRESSO Business World

Reports

Expand all Collapse all Home Help

Global reports

- NBS
 - Funding Splits
 - Misc
 - Overseas
 - Purchasing
 - Remuneration
 - Transactional Reports from Aug 2010
 - 1.0 Mgt Report with Planner
 - 1.1 Mgt Report with Planner No Remuneration
 - 2.0 GL Transactions.
 - 2.1 GL Recharges
 - 3.0 Purchase Order Detail
 - 4.0 Travel Report with Trip Number
- Registered Transactions

DEVDEVDEVDEVDEVDEV

Refresh Log off DEVDEVDEVDEVDEVDEV

My tasks

Reports

Procurement

Please enter parameters, then click 'Search' to run the report

Report description

Selection criteria

OrderNo like

SuppID like

Folder like

NT like

Amount (C) greater than or equal to

Company like

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.

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.

Report description

Selection criteria

OrderNo like

SuppID like

Folder like

NT like

Amount (C) greater than or equal to

Company like

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

3.0 Purchase Order Detail (NU)

Choose columns | Chart setup | Add to shortcuts | Help

Report description

Selection criteria

Results

Search | Detail level: All levels

Copy to clipboard | Rows per page: 50

#	Status	OrderNo	SuppID	SuppID (T)	Product	Description	DateOrder	Ordered	Unit price	Amount (C)	Tax amount	Gross	Deliv'd	Deliv.date	Invoiced	Requested by (T)	Folder	Pr
1	O	21022182	40001368	Business Image	3401Q	Cheltenham AS folder with logo printed in gold and positioned at the b...	24/05/2012	250.00	5.11	1,277.50	0.00	1,277.50	150.00	18/07/2012	383.25	Kerry Millar	D200-00	DG
2	O	21022182	40001368	Business Image	3401A	Origination charge for printing logo onto folders	24/05/2012	1.00	35.00	35.00	0.00	35.00	0.14	18/07/2012	5.00	Kerry Millar	D200-00	DG
Σ								251.00		1,312.50	0.00	1,312.50	150.14		388.25			

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

AGRESSO 3.0 Purchase Order Detail - Windows Internet Exp

3.0 Purchase Order Detail (NU)

Choose columns | Chart setup | Add to shortcuts | Help

Report description

Selection criteria

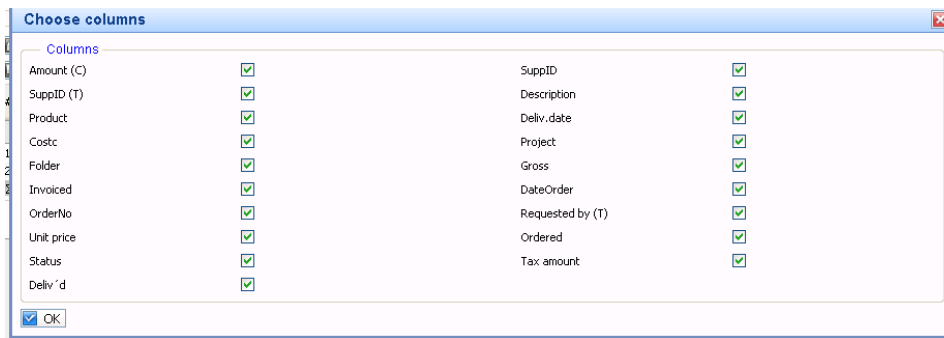
Results

Search | Detail level: All levels

Copy to clipboard | Rows per page: 50

#	Status	OrderNo	SuppID	SuppID (T)	Product
1	O	21022182	40001368	Business Image	3401Q Cheltenham A
2	O	21022182	40001368	Business Image	3401A Origination ch

By Clicking on the Choose columns a list of all the column headings will appear



The 'Choose columns' dialog box displays a list of columns with checkboxes. The columns are organized into two columns. The first column lists: Amount (C), SupplID (T), Product, Costc, Folder, Invoiced, OrderNo, Unit price, Status, and Deliv 'd. The second column lists: SupplID, Description, Deliv.date, Project, Gross, DateOrder, Requested by (T), Ordered, and Tax amount. All checkboxes are checked. At the bottom left, there is a checked checkbox and the text 'OK'.

Column	Checked
Amount (C)	<input checked="" type="checkbox"/>
SupplID (T)	<input checked="" type="checkbox"/>
Product	<input checked="" type="checkbox"/>
Costc	<input checked="" type="checkbox"/>
Folder	<input checked="" type="checkbox"/>
Invoiced	<input checked="" type="checkbox"/>
OrderNo	<input checked="" type="checkbox"/>
Unit price	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/>
Deliv 'd	<input checked="" type="checkbox"/>
SupplID	<input checked="" type="checkbox"/>
Description	<input checked="" type="checkbox"/>
Deliv.date	<input checked="" type="checkbox"/>
Project	<input checked="" type="checkbox"/>
Gross	<input checked="" type="checkbox"/>
DateOrder	<input checked="" type="checkbox"/>
Requested by (T)	<input checked="" type="checkbox"/>
Ordered	<input checked="" type="checkbox"/>
Tax amount	<input checked="" type="checkbox"/>

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

1.0 Mgt Report with Planner (NU)

Choose columns | Chart setup | Add to shortcuts | Help

Report description

Selection criteria

Results

Search | Detail level: Level 1 - Project

Copy to clipboard | Rows per page: 50

#	Project	Project (T)	Folder	Mgt Report Heading (T)	Account	Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	Variance	Period
Σ2	D200	DR Your Project	D200-00			6,109,085.41	435.22	6,109,520.63	1,029,393.00	100,000.00	1,129,393.00	-4,980,127.63	
Σ2	D200	DR Your Project	D200-01			182,167.60	0.00	182,167.60	55,450.00	0.00	55,450.00	-126,717.60	
Σ2	D200	DR Your Project	D200-010			8,749.68	0.00	8,749.68	0.00	5,886.00	5,886.00	-2,863.68	
Σ2	D200	DR Your Project	D200-011			10,605.89	0.00	10,605.89	0.00	10,800.00	10,800.00	194.11	
Σ2	D200	DR Your Project	D200-012			4,916.61	0.00	4,916.61	0.00	4,896.00	4,896.00	-20.61	
Σ2	D200	DR Your Project	D200-013			2,237.57	0.00	2,237.57	0.00	2,232.00	2,232.00	-5.57	
Σ2	D200	DR Your Project	D200-014			10,967.22	0.00	10,967.22	0.00	11,208.00	11,208.00	240.78	
Σ2	D200	DR Your Project	D200-015			0.00	0.00	0.00	0.00	6,500.00	6,500.00	6,500.00	
Σ2	D200	DR Your Project	D200-02			1,867.77	0.00	1,867.77	0.00	0.00	0.00	-1,867.77	
Σ2	D200	DR Your Project	D200-03			101,548.55	455.33	102,003.88	0.00	0.00	0.00	-102,003.88	
Σ2	D200	DR Your Project	D200-04			8,102.45	0.00	8,102.45	0.00	0.00	0.00	-8,102.45	
Σ2	D200	DR Your Project	D200-05			122,535.37	0.00	122,535.37	0.00	0.00	0.00	-122,535.37	
Σ2	D200	DR Your Project	D200-06			66,405.04	0.00	66,405.04	0.00	0.00	0.00	-66,405.04	
Σ2	D200	DR Your Project	D200-08			1,561.84	0.00	1,561.84	0.00	0.00	0.00	-1,561.84	
Σ2	D200	DR Your Project	D200-09			26,756.80	0.00	26,756.80	0.00	166,667.00	166,667.00	139,910.20	
Σ2	D200	DR Your Project	D200-50			99,999.45	0.00	99,999.45	0.00	0.00	0.00	-99,999.45	
Σ2	D200	DR Your Project	D200-51			49,999.67	0.00	49,999.67	0.00	0.00	0.00	-49,999.67	
Σ2	D200	DR Your Project	D200-52			15,385.48	0.00	15,385.48	0.00	0.00	0.00	-15,385.48	
Σ2	D200	DR Your Project	D200-53			22,954.44	0.00	22,954.44	0.00	0.00	0.00	-22,954.44	
Σ1	D200	DR Your Project				6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-5,453,705.39	
Σ						6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-5,453,705.39	

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

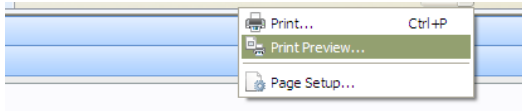
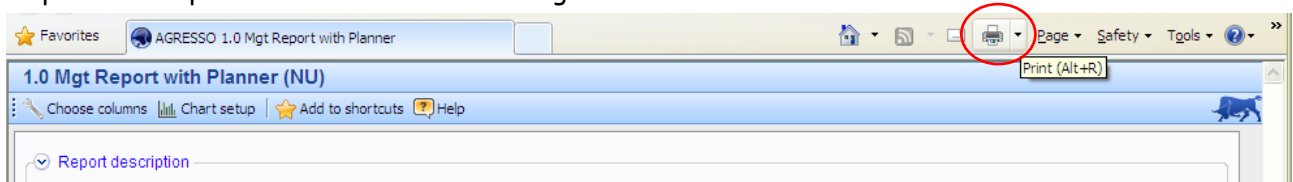
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	#	Project	Project (T)	Folder	Mgt Report H	Account	Amount	Committed purchase	Total Spent to Date	Main Peg Budget	Virements	Total Budget	V
2	Σ2	D200	DR Your Project	D200-00			6,109,085.41	435.22	6,109,520.63	1,029,393.00	100,000.00	1,129,393.00	-
3	Σ2	D200	DR Your Project	D200-01			182,167.60	0	182,167.60	55,450.00	0	55,450.00	
4	Σ2	D200	DR Your Project	D200-010			8,749.68	0	8,749.68	0	5,886.00	5,886.00	
5	Σ2	D200	DR Your Project	D200-011			10,605.89	0	10,605.89	0	10,800.00	10,800.00	
6	Σ2	D200	DR Your Project	D200-012			4,916.61	0	4,916.61	0	4,896.00	4,896.00	
7	Σ2	D200	DR Your Project	D200-013			2,237.57	0	2,237.57	0	2,232.00	2,232.00	
8	Σ2	D200	DR Your Project	D200-014			10,967.22	0	10,967.22	0	11,208.00	11,208.00	
9	Σ2	D200	DR Your Project	D200-015			0	0	0	0	6,500.00	6,500.00	
10	Σ2	D200	DR Your Project	D200-02			1,867.77	0	1,867.77	0	0	0	
11	Σ2	D200	DR Your Project	D200-03			101,548.55	455.33	102,003.88	0	0	0	
12	Σ2	D200	DR Your Project	D200-04			8,102.45	0	8,102.45	0	0	0	
13	Σ2	D200	DR Your Project	D200-05			122,535.37	0	122,535.37	0	0	0	
14	Σ2	D200	DR Your Project	D200-06			66,405.04	0	66,405.04	0	0	0	
15	Σ2	D200	DR Your Project	D200-08			1,561.84	0	1,561.84	0	0	0	
16	Σ2	D200	DR Your Project	D200-09			26,756.80	0	26,756.80	0	166,667.00	166,667.00	
17	Σ2	D200	DR Your Project	D200-50			99,999.45	0	99,999.45	0	0	0	
18	Σ2	D200	DR Your Project	D200-51			49,999.67	0	49,999.67	0	0	0	
19	Σ2	D200	DR Your Project	D200-52			15,385.48	0	15,385.48	0	0	0	
20	Σ2	D200	DR Your Project	D200-53			22,954.44	0	22,954.44	0	0	0	
21	Σ1	D200	DR Your Project				6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-
22	Σ						6,845,846.84	890.55	6,846,737.39	1,084,843.00	308,189.00	1,393,032.00	-
23													

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

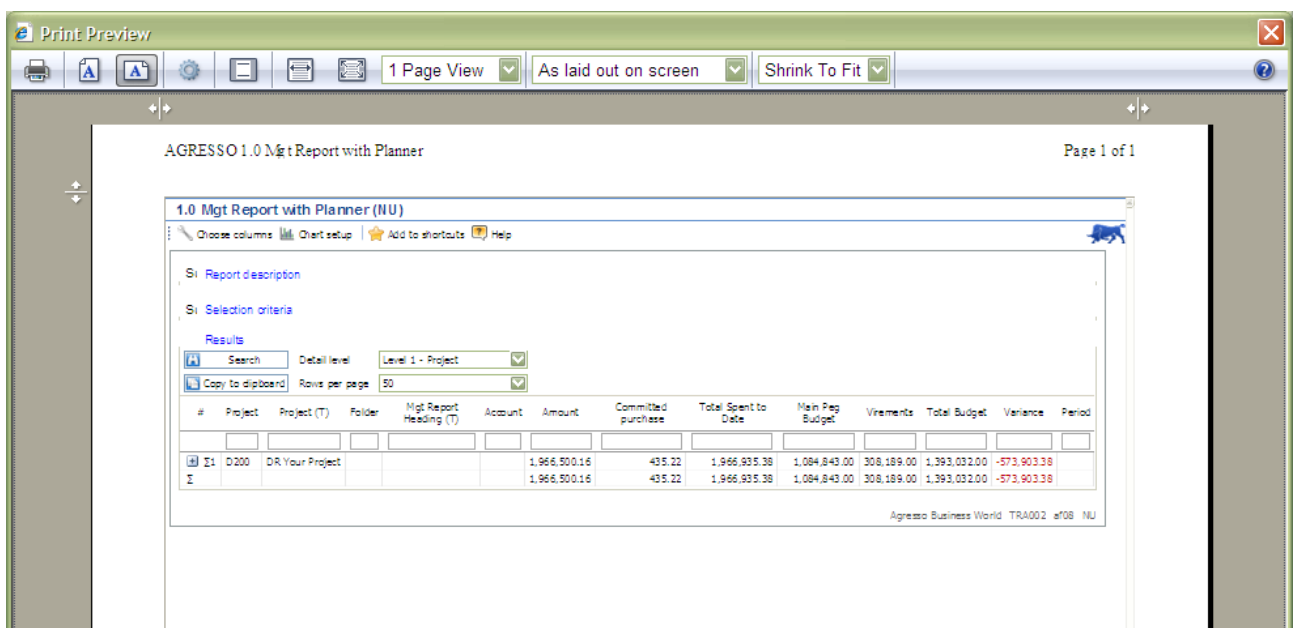
Printing straight from the Web

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

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

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

August is 01

September is 02

October is 03

Through to

July is 12

These are combined to give the accounting period

201301 = August 2012

201302 = September 2012

201312 = July 2013