

## AGRESSO Report Extract



### UCC Equipment under €10,000

From the 1st of October 2011 all assets with a value of greater than €10,000 (inclusive of vat) are recorded on the Asset Register Module in Agresso. Each cost centre manager is emailed a report of these assets each month

This report lists all items of expenditure coded to equipment codes and is to assist you keep your own Register of Ec items under €10,000

For queries on report please contact Clare Mills on ext 3580 or by email [Capital\\_Accounting@ucc.ie](mailto:Capital_Accounting@ucc.ie)  
Link to UCC policy and documents on fixed assets <http://www.ucc.ie/en/financeoffice/>

Expenditure coded to the list of account codes below can be considered to be included in an Asset Register. On this report the account codes are divided into Equipment and Computer Equipment and shown in the below. We

[Guide](#) [Equipment](#) [Computer Equipment](#)

Equipment codes are as follows and report on items between €1,000 and €10,000

Account code	Equipment Description (Non Computer Equipment)



### Summary of Computer Equipment less than €10,000

Computer Invoices less than €10,000

Cost Centre

From 201101 To 201309

Date	PD NO	InvoiceNo	TransNo	Supplier	Account	Description	CostC	Project

Invoices where the invoice total is greater than € 10,000

However not included in the Central fixed Asset Register as individual items less than 10,000

Date	PD NO	InvoiceNo	TransNo	Supplier	Account	Description	CostC	Project

Internal Computer Centre Purchases

Date	PD NO	InvoiceNo	TransNo	Supplier	Account	Description	CostC	Project
01/04/2011	9	IE+07/AUTOPOST	19E+08		4849	Internal Charges -	7690	NA

## Financial Periods Table

UCC financial year 2011/12	
Month	Period
Oct-11	201201
Nov-11	201202
Dec-11	201203
Jan-12	201204
Feb-12	201205
Mar-12	201206
Apr-12	201207
May-12	201208
Jun-12	201209
Jul-12	201210
Aug-12	201211
Sep-12	201212

## Fixed Asset Account Codes Table\*

	Account
3136	Photography Equipment
3635	Laboratory Instruments
3835	Office Equipment Purchase
3850	Photocopier Purchase
4200	Audio Visual Equipment Purchase
4215	Printer Purchase
4245	Server & Related Items Purchase
4255	Desktop Computer (PCs) Purchase
4265	Computer Network Equipment Purchase & Installation
4275	Portable/Laptop Purchase
4400	Furniture & Fittings including Rental
4405	Electrical White Goods & Domestic Kitchen Equipment, incl Hire & Repair
4410	Laboratory Furniture - Free Standing
4420	Laboratory / Research Equipment
4425	Works Of Art, Purchase, Restoration
4430	Equipment - General
4440	Motor Vehicle - Purchase
4445	Sports Equipment
4450	Telephone Equipment

Contact Details: Capital Accounting  
Phone: Geraldine Murphy on 4903333

Email: [Capital.Accounting@ucc.ie](mailto:Capital.Accounting@ucc.ie)

## User Guide to Equipment Report for items less than €10,000

**“All University staff must take responsibility for protecting the fixed assets in their custody and ensure that the assets are used for authorised purposes”**

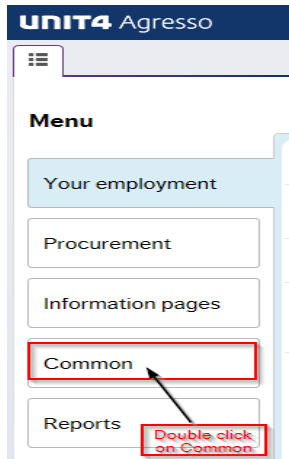
**(UCC Fixed Assets Policy, August 2012)**



**ucc**  
Coláiste na hOllscoile Corcaigh, Éire  
University College Cork, Ireland

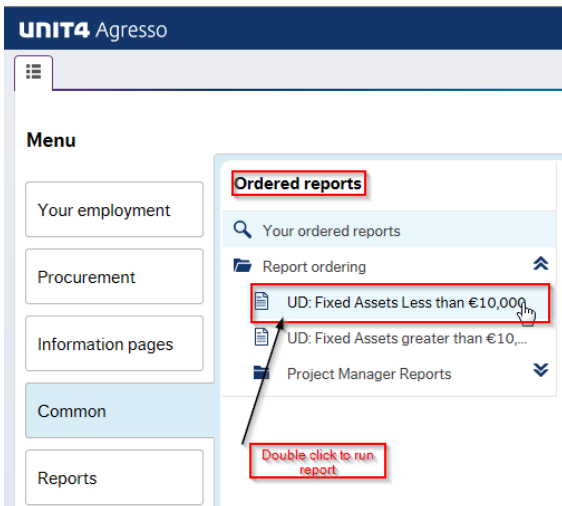
# Login to Agresso

## 1. Open Common

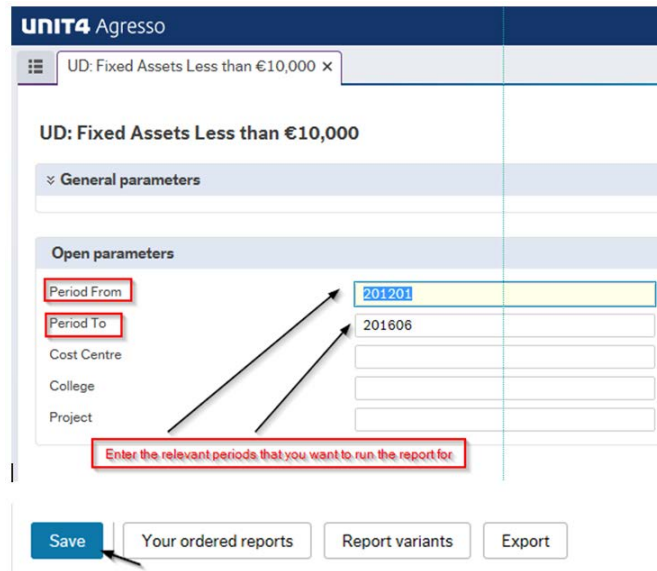


## 2. Under Ordered Reports Select Report

UD: Fixed Assets Less than €10,000

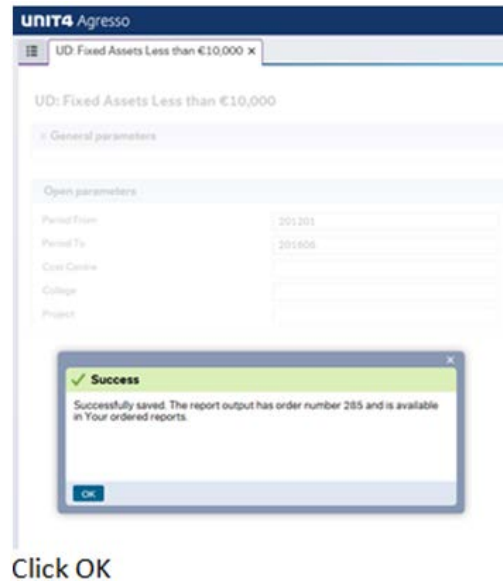


## 3. Enter the Open Parameters highlighted below and click on SAVE

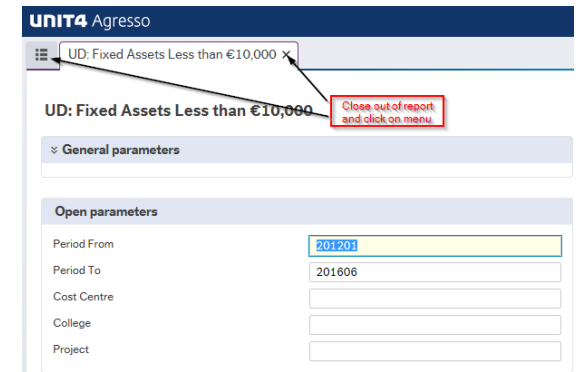


- Leave Cost Centre/College/Project parameters blank, to run report for all cost centres and projects you have access to.
- For a specific report - Enter the Cost Centre/Project that you want to run the report for.

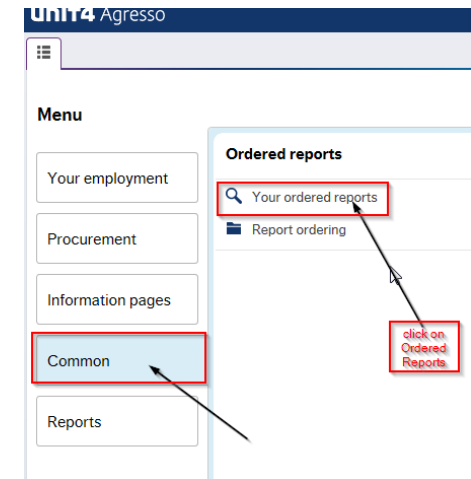
## 4. Order No. Generated.



## 5. Click out of report (x) and go back to Menu



## 6. Open Common and click on Your Ordered Reports



## 7. Report available to view – click Export to view in Excel.

