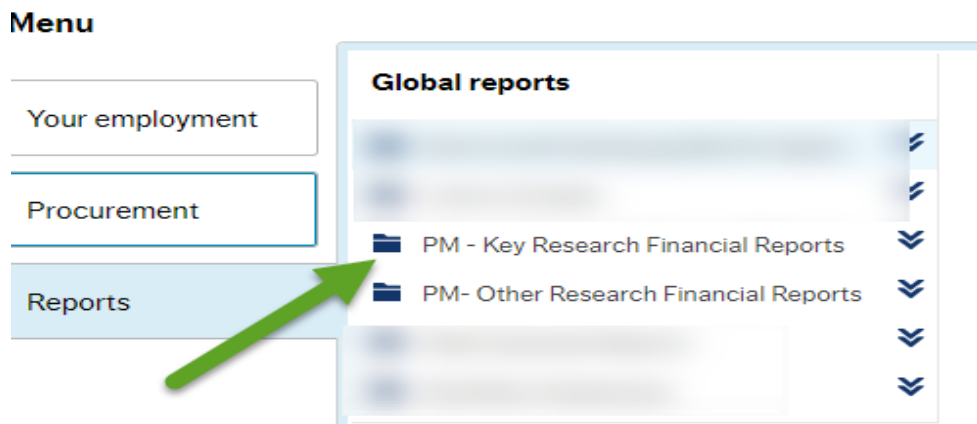
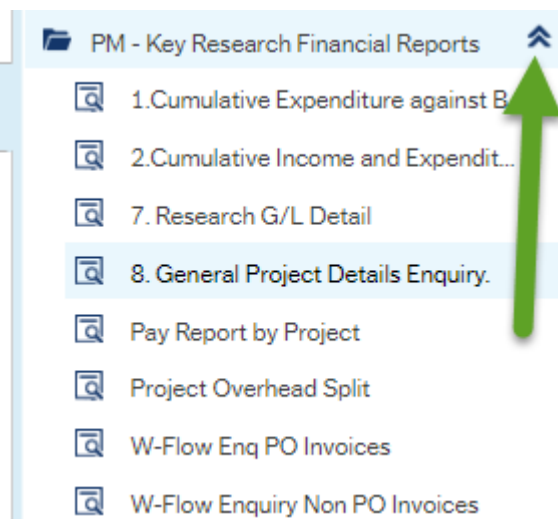


Research Reports on Agresso

Under Menu Select reports - There are two folders to choose from



Click on Arrow to expand the reports available in folders



Reports 1 & 2 hold budget detail and shows expenditure to date v's total budget

Report 7 – This shows expenditure by transaction and you can drill back to the scanned invoice

Report 8- This shows details, such as start dates end dates, project managers and authorised signatures

Pay Reports show the people paid by project

Project Overhead Split – shows split of overheads

The workflow reports show who has approved invoices

To Run a Research Report

Select report - Enter project code and click search

CH14 Business World

1.Cumulative Expenditure against Budget ×

1.Cumulative Expenditure against Budget

Report description

A comparison of Actual Expenditure & Outstanding PO's to Total Budget for the project
Calculating a balance of non pay left to spend

There is another report that estimates committed pay costs

Enter your project code and click on search field

You can drill back to scanned invoice and po by clicking on the figures in the relevant columns

Selection criteria

Company like UC
Claimhead not like R001
Account not like 7401
Project like R*
Project like

Results

Search Level 2 - Claimhead

#	Claimhead	Claimhead (T)	Date from	Date to	Account	Account (T)
			<input type="text"/>	<input type="text"/>		

Results

Results

Search Level 2 - Claimhead

#	Claimhead	Claimhead (T)	Date from	Date to	Account	Account (T)	Actual Expenditure (1)	Outstanding PO (1)	Total Expenditure (1)	Total Life Budget (1)	Balance to spend (1)
Σ2	R002	Pay Costs					513,797	0	513,797	0	-513,797
Σ2	R006	Other					7,663	0	7,663	0	-7,663
Σ1					R15		521,460	0	521,460	0	-521,460

To Run Research G/L Detail and view invoice and export to excel

Select report enter project code and search

7. Research G/L Detail

Selection criteria

Company like UC

Period between and

Account not like 7401

Project like R*

Project like R1

Results

Search Level 1 - Claimhead

#	Claimhead	Claimhead (T)	Account	Account (T)	Amount	TT	Trans.date	TransNo
Σ1	R001	Income			-1,086,667.49			
Σ1	R002	Pay Costs			572,527.46			
Σ1	R003	Equipment			81,247.60			
Σ1	R004	Consumables			89,304.83			
Σ1	R005	Travel			34,290.34			
Σ1	R006	Other			248,065.74			
Σ1	R008	Overheads			61,231.52			
Σ					0.00			

You can also select various period to run report for

UCC Financial Year	
Period	Month
201801	Oct-17
201802	Nov-17
201803	Dec-17
201804	Jan-18
201805	Feb-18
201806	Mar-18
201807	Apr-18
201808	May-18
201809	Jun-18
201810	Jul-18
201811	Aug-18
201812	Sep-18

You can view report at different levels by selection the following

Results

Search Detail level

Claimhead

Σ1 R001 Income

To Export to excel select the following

7. Research G/L Detail

Selection criteria

Company like UC
Period between [] and []
Account not like 7401
Project like R*
Project like R11793

Results

Search Detail level Level 1 - Claimhead Copy to clipboard

#	Claimhead	Claimhead (T)	Account	Account (T)	Amount	TT
Σ1	R001	Income			-1,086,667.49	
Σ1	R002	Pay Costs			572,527.46	
Σ1	R003	Equipment			81,247.60	
Σ1	R004	Consumables			89,304.83	
Σ1	R005	Travel			34,290.34	
Σ1	R006	Other			248,065.74	
Σ1	R008	Overheads			61,231.52	
Σ					0.00	

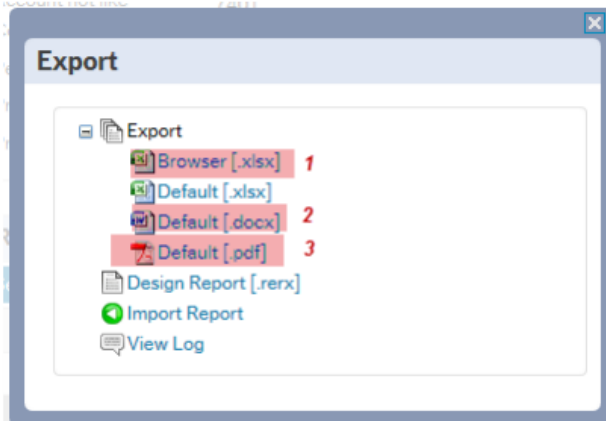


Choose columns Graphical presentation **Export**

Export: This button can be used to export the report to Excel, Word or as a PDF.

The below window will pop up, please either select option 1, 2 or 3 as highlighted below.

1. This will export the report to excel including all the subtotals
2. This will export the report to Word
3. This will export the report as a PDF



The below message may appear when you click on any of these options:



Please click OPEN or SAVE.

To view scanned invoice and PO
Click on Transaction number

Results

Search Detail level All levels Copy to clipboard

#	Claimhead	Claimhead (T)	Account	Account (T)	Amount	TT	Trans.date	TransNo	Supplier
									200863
1	R003	Equipment	4420	Laboratory / Research Equipment	340.23	IN	11/24/2008	290009595	200863
Σ2	R003	Equipment	4420	Laboratory / Research Equipment	340.23				
Σ1	R003	Equipment			340.23				
4	R004	Consumables	3605	Laboratory Chemicals / Reagents / Solvents / Media	24.85	IN	4/20/2009	290031967	200863
5	R004	Consumables	3605	Laboratory Chemicals / Reagents / Solvents / Media	90.10	IN	5/31/2010	290122912	200863
Σ2	R004	Consumables	3605	Laboratory Chemicals / Reagents / Solvents / Media	114.95				
7	R004	Consumables	3615	Laboratory Consumables, Paperware, Disposables, Sundries	105.61	IN	7/28/2010	290122918	200863
8	R004	Consumables	3615	Laboratory Consumables, Paperware, Disposables, Sundries	351.25	IN	8/10/2010	290126399	200863
9	R004	Consumables	3615	Laboratory Consumables, Paperware, Disposables, Sundries	159.14	IN	9/2/2010	290135366	200863
10	R004	Consumables	3615	Laboratory Consumables, Paperware, Disposables, Sundries	153.98	IN	10/21/2010	290142200	200863
Σ2	R004	Consumables	3615	Laboratory Consumables, Paperware, Disposables, Sundries	769.98				
12	R004	Consumables	3625	Gas Cylinder Rental & Gas Purchase	-90.10	IN	7/2/2010	290122910	200863
Σ2	R004	Consumables	3625	Gas Cylinder Rental & Gas Purchase	-90.10				
Σ1	R004	Consumables			794.83				
Σ					1,135.06				

7. Research G/L Detail > Transaction details

Transaction details

Transaction listing

Transaction number	#	Description	Amount	TC	TT	Account	Costc	Project	Contract	Budh	Compy
290009595	0	Stirrer hotplate...	-340.23	XX	IN	7001	9999	NA			UC
290009595	1	Stirrer hotplate...	340.23	N2	IN	4420	4860			BUDGET	UC

Transaction

Fiscal year 2009 Period 200903

Transaction date 11/24/2008 Valuedate 11/24/2008

Invoice

InvoiceNo 189387

AP/AR ID 200863 AP/AR Type P

Reagecon Diagnostics Ltd.

Amounts

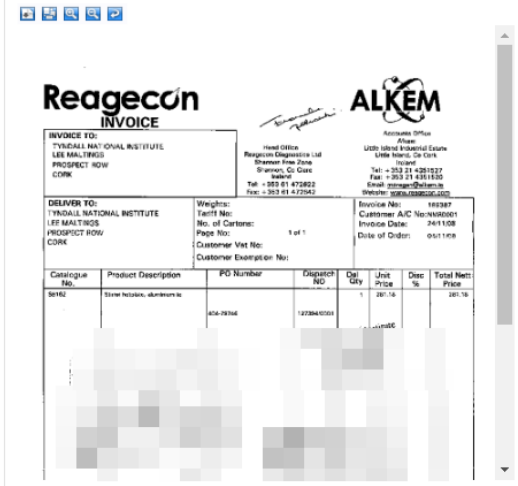
Curr. amount (EUR) 340.23

Amount (EUR) 340.23 ExchRate 1.000000

Amount 3 (EUR) 340.23

Amount 4 () 0.00

Image



Click here to view PO

TEST-University College Cork

Search