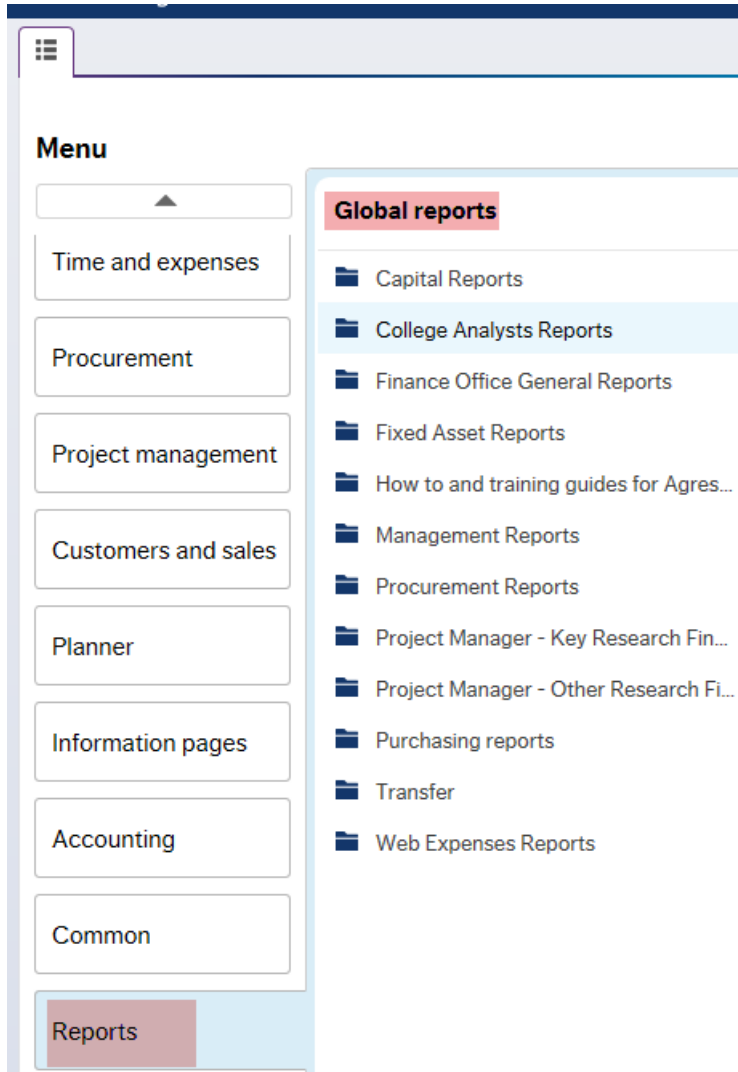


# How to run and export reports

1. **How to run a report:** Navigate to the Reports tab on the main Agresso menu. The Global Report folders that you have access to will appear here.



Click once on the specific report and enter the Search parameters and click **Search** as normal.

# How to run and export reports

2. Enter the parameter for the report and click Search

**UNIT4 Agresso** University College Cork 2451

UC 7. Research G/L Detail x

### 7. Research G/L Detail

**Selection criteria**

Account not like: 7401  
Company like: UC  
Period between: 200811 and 200812  
Project like: R\*  
Project like: R10001

A - Unauthorised items   
B - General Ledger   
C - Historical GL

**Results**

Search Detail level: Level 1 - Claimhead Copy to clipboard

#	Claimhead	Claimhead (T)	Account	Account (T)	Amount	TT	Trans.date	TransNo	Supplier	Supplier (T)	PO NO.	InvoiceNo	Description	Resno
Σ1	R001	Income												
Σ1	R002	Pay Costs												
Σ1	R003	Equipment												
Σ1	R004	Consumables												
Σ1	R005	Travel												
Σ1	R006	Other												
Σ1	R008	Overheads												
Σ														

Click 'Choose Columns' to remove any column from

Click the Export Button to export the report to Excel, Word or PDF

Choose columns Graphical presentation Export

3. New Report Features:

**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

**Export**

- Browser [.xlsx] 1
- Default [.xlsx] 2
- Default [.docx] 3
- Default [.pdf] 3
- Design Report [.rerx]
- Import Report
- View Log

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

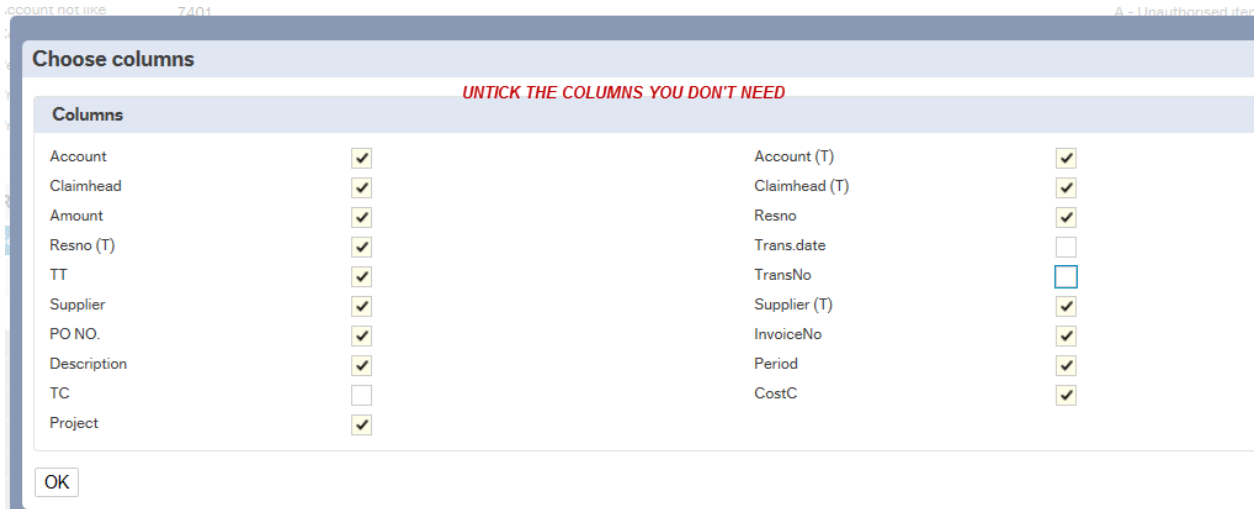
Do you want to open or save L Detail\_gjupjxms.xlsx (29.8 KB) from fmsprweb.ucc.ie? Click OPEN or SAVE

Open Save Cancel

Please click OPEN or SAVE.

# How to run and export reports

**Choose Columns:** This option allows you to select the columns you don't want included in the report. This is useful if you need to remove some unwanted columns from the report. Please un-tick the columns you don't want to appear on your report.



4. **How to Print the report:** Please select **File – Print** on the top of the report window. The report will print as viewed on the screen.

