

## HOW TO GET A BALANCE TO SPEND FOR A COST CENTRE

### Report Name: Recurrent Budget Report

This Report is a LIVE Balance to Spend report showing your Agresso Operational Balance at any given time. Items not on Agresso will need to be manually taken into consideration [i.e. pay timesheets & non-PO Invoices]

This Report defaults from period Oct (YYYY00) to Sept (YYYY12).

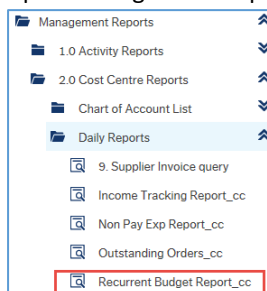
Please note the following:

**Income:** All income account codes are included except for Funded Post Income (1503).

**Pay:** Part Time Pay. Please note that as pay is posted to the Accounts at month end, you will need to take the value of submitted but not yet paid timesheet valuations into consideration.

**Non Pay:** Posted invoices, credit notes, journals, and any outstanding purchase orders are included. Please note that any purchases done outside of the e-procurement system will need to be manually taken into consideration.

1. Log into Agresso Web.
2. Open Management Reports – 2.0 Cost Centre Reports – Daily Reports - Recurrent Budget Report\_cc



3. Enter your selection criteria into the boxes, e.g. cost centre, project.
4. Click Search

**Recurrent Budget Report\_cc**

Report description

Selection criteria

Cost Centre like: XXXX  
 Project like: NA  
 Account like:  
 Report Heading like:  
 Period between: 201800 and 201812

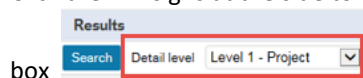
Results

#	Account	Account (t)	Oct (t)	Nov (t)	Dec (t)	Jan (t)	Actuals (t)	O/S PO's (t)	Grand Total (t)	Annual Budget (t)	Balance to Spend (t)
E3	1M_EXTINC	External Income	0	22,567	0	0	22,567	0	22,567	0	-22,567
E3	3M_PAY	Pay Costs	6,021	7,027	0	0	13,047	0	13,047	0	-13,047
E3	4M_NONPAY	Non Pay Costs	1,863	2,955	1,903	0	6,721	0	6,721	0	-6,721
E2	NA	Departmental	7,883	32,548	1,903	0	42,335	0	42,335	0	-42,335
E1			7,883	32,548	1,903	0	42,335	0	42,335	0	-42,335
Σ			7,883	32,548	1,903	0	42,335	0	42,335	0	-42,335

Time executed 19/04/2018 16:39:31 Number of rows 42

The months will appear across the Report, up to September.

Click the + signs at the side to drill down through the subtotal levels or choose the level from the Detail Level



Click on the amounts in the 'Actuals' columns to drill down to the backup information.