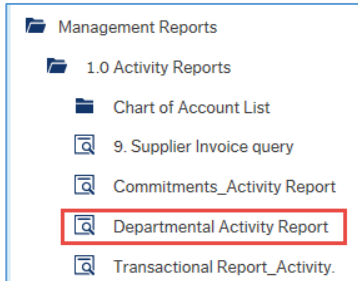


HOW TO GET A BALANCE TO SPEND ON AN ACTIVITY PROJECT

1. Log into Agresso Web.
2. Open Management Reports – 1.0 Activity Reports – Departmental Activity Report



3. Enter your selection criteria into the boxes, e.g. cost centre, project.
4. Enter the full 12 month periods e.g. YYYY00 to YYYY12
5. Click Search

The screenshot displays the 'Departmental Activity Report' interface. The 'Selection criteria' section includes input fields for 'Costo like' (XXXX), 'Period between' (201800 and 201812), and 'Project like' (AM0077). A red callout points to these fields with the text 'Enter your search Criteria'. Below this is a 'Results' section with a table. A red callout points to the 'Search' button in the table header with the text 'Click Search'.

#	Details	Details (T)	Actuals	Commitments	Total Expenditure	Total budget	Balance to Spend
Σ3	3M_PAY	Pay Costs	0.00	0.00	0.00	3,000.00	3,000.00
Σ3	4M_NONPAY	Non Pay Costs	2,871.60	0.00	2,871.60	0.00	-2,871.60
Σ2			2,871.60	0.00	2,871.60	3,000.00	128.40
Σ1	AM0077	Backfill for AC Chairs	2,871.60	0.00	2,871.60	3,000.00	128.40
Σ			2,871.60	0.00	2,871.60	3,000.00	128.40

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

The close-up shows the 'Results' header with a 'Search' button and a 'Detail level' dropdown menu. The dropdown is currently set to 'Level 1 - Project' and is highlighted with a red box.

the Detail Level box