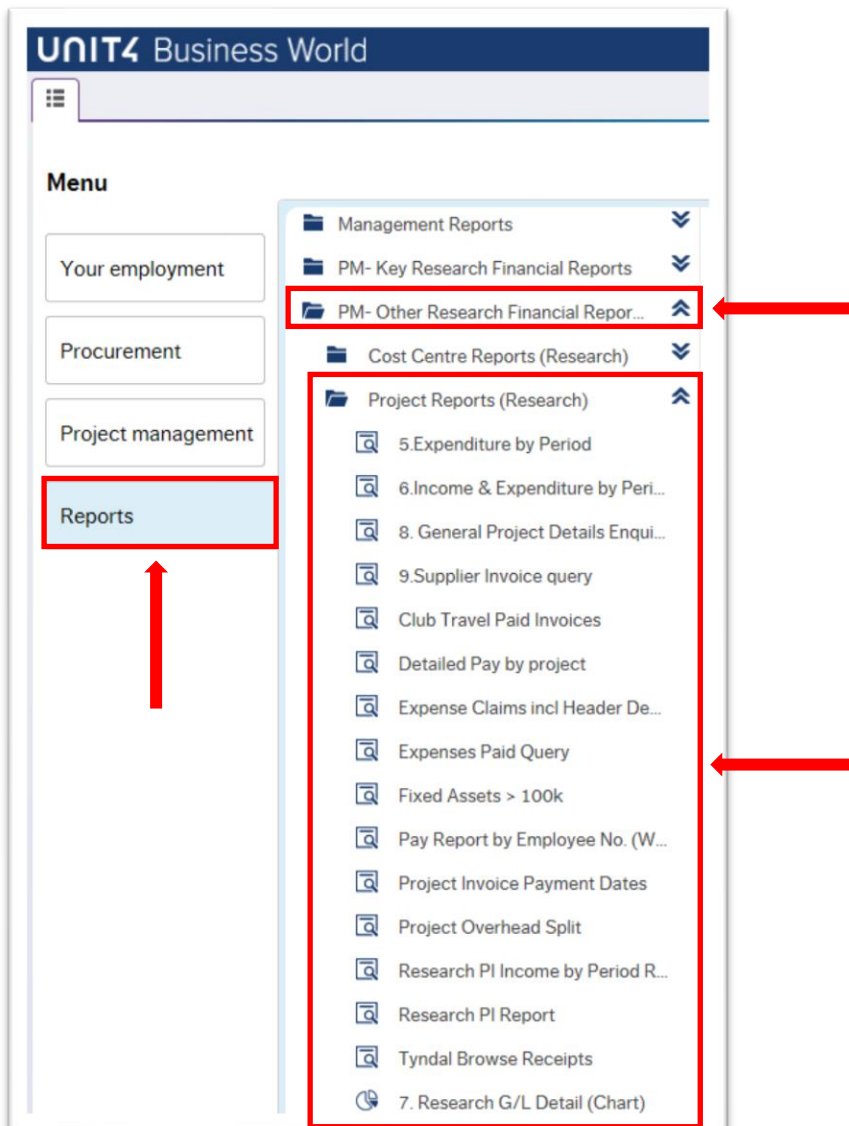


HOW TO VIEW PAY COSTS BY EMPLOYEE NUMBER

1. Select Report
2. Search Criteria
3. Report Content
4. Exporting Reports

1. Select Report:

Log onto the Agresso home page. Select the “Reports” from the “Menu”, which will open the “Global Reports” menu. Select “PM – Other Research Financial Reports” by clicking on the name and then selecting “Project Reports (Research)”. This will open the list of all research reports available for review.



Select report, by clicking on the name, “Research PI Report”. The following screen will appear requesting you to enter required information.

2. Search Criteria:

The following search criteria can be entered for you to search on:

The report output may be filtered by using the following search criteria

#:	Column Header:	Description:
1	Employee No. like	Employee number
2	Period between / and	<p>The start of the date range which you want the report to investigate. By leaving the “Period between” and “and” cells empty the resultant report will include all transactions recorded against the research project.</p> <p>This a six-digit field defined of YYYYMM, where YYYY = year and MM = month. Note as UCC financial year runs from Oct to Sep the MM values are as follows : Oct = 01, Nov = 02, Dec = 03, Jan = 04, etc.</p>

Press “Search” and the report will be generated in the “Results” table.

Pay Report by Employee No. (Web)

Selection criteria

Project like: R* A - Unauthorised items
 Employee No like: 44534 B - General Ledger
 Company like: UC C - Historical GL
 Period between: [] and []
 Account between: 2000 and 2999

Results

Search Detail level: Level 1 - Employee No Copy to clipboard

#	Employee No	Employee No (T)	Period	Account	Account (T)	CostC	Project	Description
1			201910	2516	Research Admin - Employers Pension	7703	R16220	Payroll July 2019

You can select one of four “Detail Levels” before or after running the report. This will dictate the presentation of information appearing on the report. Select that one which is most appropriate for your reporting needs:

- Level 1 – Employee Number – Presents report grouped by Employee Number.

Results

Search Detail level: Level 1 - Employee No ←

#	Employee No	Employee No (T)	Period	Account	Account (T)	CostC	Project	Description
1			201910	2516	Research Admin - Employers Pension	7703	R16220	Payroll July 2019
2			201910	2511	Research Admin - Basic Pay	7703	R16220	Payroll July 2019
3			201910	2515	Research Admin - Employers PRSI	7703	R16220	Payroll July 2019
			201910				R16220	

- Level 2 – Period - Presents report grouped by period.

Results

Search Detail level: Level 2 - Period ←

#	Employee No	Employee No (T)	Period	Account	Account (T)	CostC	Project	Description
1			201910	2516	Research Admin - Employers Pension	7703	R16220	Payroll July 2019
2			201910	2511	Research Admin - Basic Pay	7703	R16220	Payroll July 2019
3			201910	2515	Research Admin - Employers PRSI	7703	R16220	Payroll July 2019
			201910				R16220	

- Level 3 – Project - Presents report grouped by project.

4. Exporting Reports:

The reports can be exported from Agresso into the following formats:

- Excel
- PDF
- Word

When you have a report open in Agresso you may export it by clicking the Export button on the bottom of the screen.

The screenshot displays the UNIT4 Business World interface for a report titled "UC Pay Report by Employee No. (Web)". The report is titled "Pay Report by Employee No. (Web)". Under "Selection criteria", the following filters are applied: Project like R*, Employee No like 44534, Company like UC, and Account between 2000. The "Results" section shows a table with columns for #, Employee No, Employee No (T), and Period. The table contains 6 rows, with the last three rows (Σ3, Σ2, Σ1) highlighted. At the bottom of the screen, there are three buttons: "Choose columns", "Graphical presentation", and "Export", which is highlighted with a red box.

#	Employee No	Employee No (T)	Period
1			201910
2			201910
3			201910
Σ3			201910
Σ2			201910
Σ1			
Σ			

