1. GO TO THE University Website
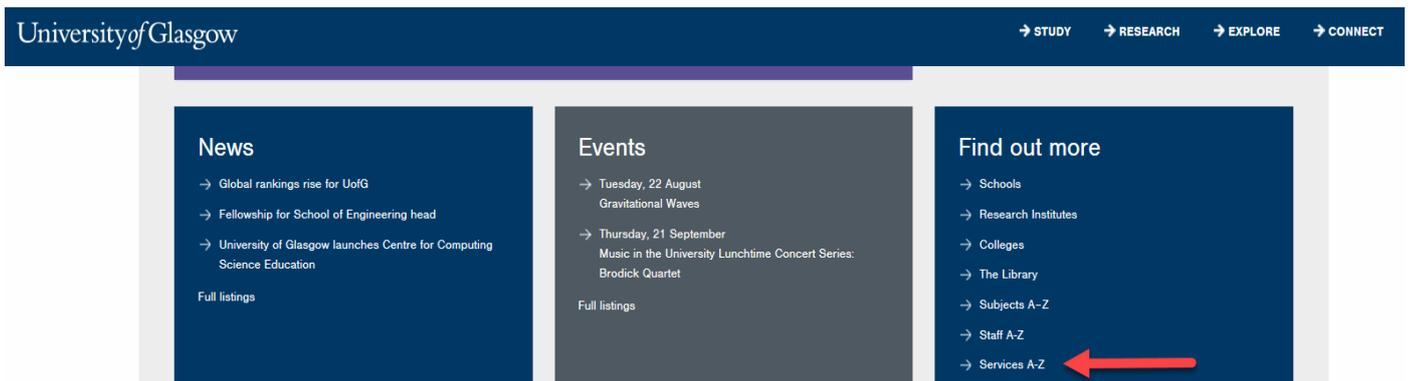
2. Select Services

3. Select Agresso (http://www.gla.ac.uk/services/agresso/)
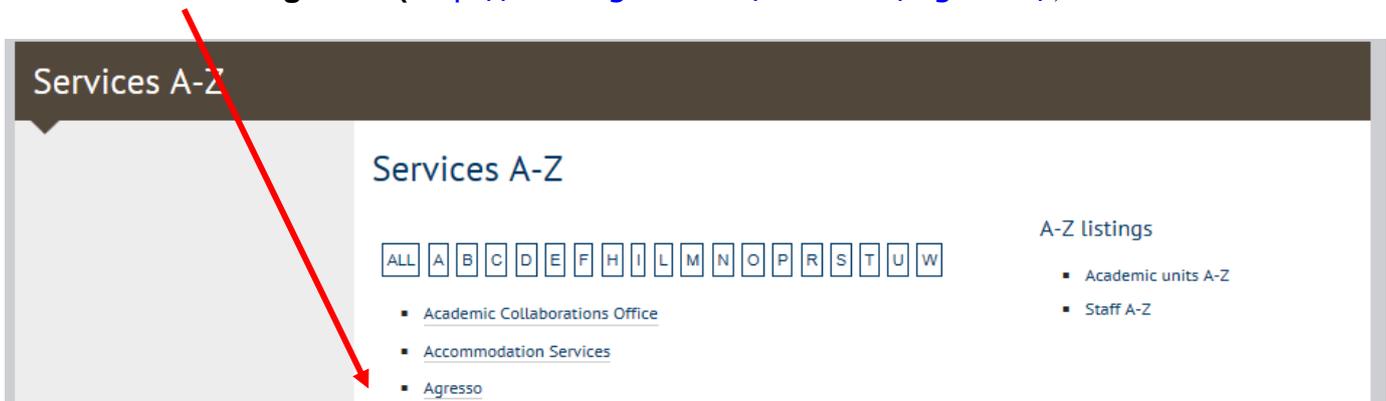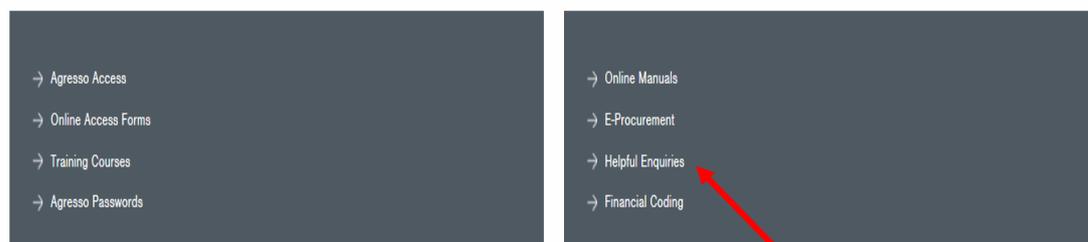
4. Select Helpful Enquiries

HELPFUL ENQUIRIES

Within Agresso, there are a number of enquiries that can be run to find information. The option to run some of these enquiries will depend on the users access.

Enquiries can be run within the Agresso Back-office (client/Agresso5.5) or the Agresso Web Version (front-office)

Training

Please note that we also run monthly enquiries training courses for staff to build their own enquiries on back-office Agresso.
If you wish to book yourself on an enquiries training course, then please e-mail the Agresso support desk: finsup@glasgow.ac.uk

AGRESSO VERSION

Back office enquiries

Back-Office Enquiries are primarily run by purchasing officers, administrators, etc. These enquiries allow the users more options on how to view the results, or export the results to a excel spreadsheet.

Front office enquiries

Agresso Web version Enquiries are run Using the Agresso Web Version of Agresso.

5.Select Agresso Back-Office Enquiries

See below for list of Enquiries available

02 Transaction Details

These enquiries will only show transactional information. Spend is shown as a positive amounts. Income is shown as negative amount. On the Webpage click on the relevant enquiry to view where the enquiry is and how to use the enquiry.

- 001 Transaction Subtotal per account code
  This enquiry allows the user to enter a Sub-Project code and period range which then provides a list of transactions subtotalled by Account Code.
- 002 Transaction Subtotal per period
  This enquiry allows the user to enter a Sub-Project code and period range which then provides a list of transactions subtotalled by Period.
- 004 Transaction Subtotal per Research Heading
  This enquiry allows the user to enter a Sub-Project code and period range which then provides a list of transactions subtotalled by Research Headings.

To run the enquiry again or change the Selection Criteria, click on the binoculars icon

SUB-PROJECT RELATIONS ENQUIRY

GLB7 : Sub-Project Relations Enquiry

This Enquiry provides a list of Sub-Project codes, the budget holder, approver, status,activity, Cost Classification, Year to Date or Life to Date,for a cost centre or Sub-Project.

Sub-Project Balance Enquiries - Management Accounts Enquiries

Go to your personal menu in Agresso:
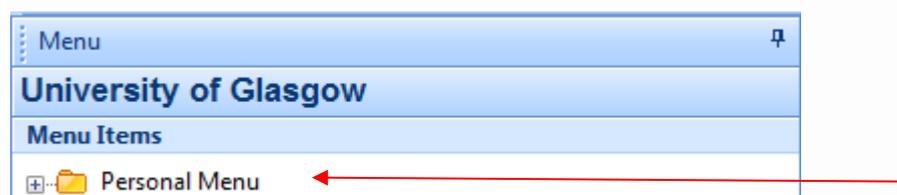
Double click to expand

Select Agresso TOOLKIT

Select 03 – Individual Sub-Project Reporting
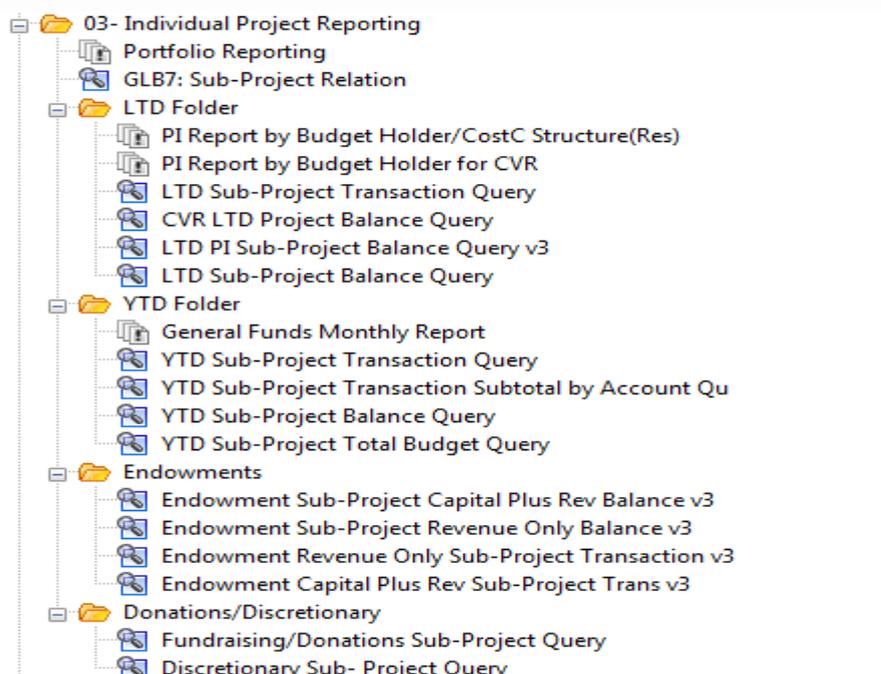
There are Enquiries available to check Balances on Sub-Projects. The Management accounts team within the Finance office has set these up

Using the above GLB7: Sub-Project Relations Enquiry the cost classification should be checked before running the appropriate enquiry.

Helpful Enquiries

Ytdltd	Cost_class	Cost_class(T)
LTD	100	Research - Grants & Contracts

Once you know your cost classification check the spreadsheet given to you along with this handout to check the Sub-Project classification and the enquiry required to check the Balance on the Sub-Project. For any queries on your results, please see the spreadsheet for available contacts.

For all details for using the Agresso Toolkit, please see the following Management Accounts webpage:

http://www.gla.ac.uk/services/finance/staffsections/managementaccounting/toolkitenquiries/

Any problems running the enquiry or access to Sub-Projects contact the Agresso support desk (finsup@glasgow.ac.uk)

- ***To run the enquiry again or change the Selection Criteria, click on the binoculars icon***

ENQUIRY RESULT OPTIONS

SUBTOTALS
Agresso allows the user to subtotal and totalling when using enquiries. When subtotals are included in the enquiries, addition lines (Σ,Σ1, Σ 2 etc.) are inserted in the results tab showing the subtotals.

	T	TT	TransNo	#	tra/inv date	Period	Account	Costc	Project	TC	Text	Amount
1	B	AA	9000004252	4164	31/08/2007	200801	6530	X0205700	41744	0	Accruals: Order No 1001681 Line 1	124.55
Σ1						200801						124.55
2	B	DP	5770000964	10	03/09/2007	200802	6530	X0205700	41744	AS	Blueorange, software for Systems	124.55
3	B	AA	9000004253	4164	31/08/2007	200802	6530	X0205700	41744	0	Accruals: Order No 1001681 Line 1	-124.55
4	B	P5	2002350267	1	23/08/2007	200802	6210	X0205700	41744	AS	WATER AT WORK	48.06
5	B	P5	2002293721	1	25/05/2007	200802	6210	X0205700	41744	AS	WATER AND CUPS	29.67
6	B	P5	2002293722	1	23/02/2007	200802	6210	X0205700	41744	AS	WATER AND CUPS	38.42
Σ1						200802						116.15
7	B	P5	2002360822	1	09/10/2007	200803	6940	X0205700	41744	AS	2007071211	85.78
Σ1						200803						85.78
Σ												326.48

The user can adjust the level of detail shown in the results tab by using the forward and back video ⏮ ◄ ► ⏭ buttons on the toolbar.

FILTER OPTION
As with any results, it is possible to filter data by grouping "like" data together, though please note this will exclude all other date. Clicking on a piece of data held on the tablefield and clicking on the filter 🔻 icon can filter the data. Click on the binoculars 🔍 to return to original enquiry.

CANCELLING ENQUIRY

When running a query it is possible to cancel/abort at any time by pressing the 'Cancel' button as illustrated below.
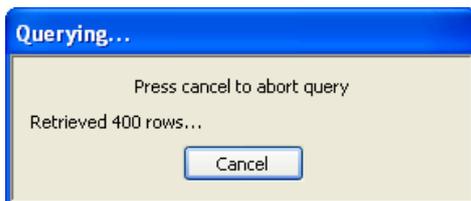
EXPORT THE RESULTS INTO A SPREADSHEET

This option allows the user to export all the results of the enquiry into a spreadsheet with the option to view the subtotals in a spreadsheet.

a.) Select the report icon .

The following screen will appear and select Extract (xls) and OK.
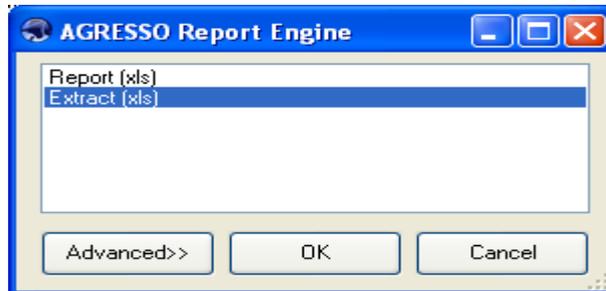
Agresso will export the results and open a spreadsheet with the results.
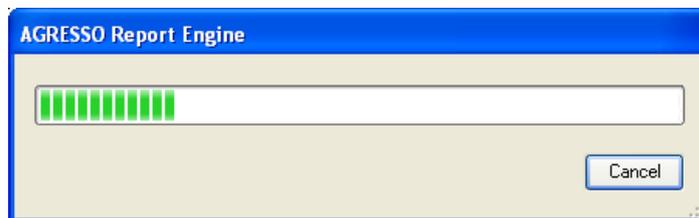
When the results are in a spreadsheet the user can select if they wish to view the results by subtotal or all individual transactions.

Click on the subtotal buttons to select how to view the results.

			T	TT	TransNo	#	tra/inv date	Period	Account	Costc	Project	TC	Text	Amount
	1													
2	1	B	AA	9000004252	4164	31/08/2007	200801	6530	X0205700	41744	0	Accruals: Order No 1001681 Line 1	124.55
3	Σ1			0			200801						124.55
4	2	B	DP	5770000964	10	03/09/2007	200802	6530	X0205700	41744	AS	Blueorange, software for Systems	124.55
5	3	B	AA	9000004253	4164	31/08/2007	200802	6530	X0205700	41744	0	Accruals: Order No 1001681 Line 1	-124.55
6	4	B	P5	2002350267	1	23/08/2007	200802	6210	X0205700	41744	AS	WATER AT WORK	48.06
7	5	B	P5	2002293721	1	25/05/2007	200802	6210	X0205700	41744	AS	WATER AND CUPS	29.67
8	6	B	P5	2002293722	1	23/02/2007	200802	6210	X0205700	41744	AS	WATER AND CUPS	38.42
9	Σ1			0			200802						116.15
11	Σ1			0			200803						85.78
12	Σ			0			0						326.48

<u>VIEWING INVOICES (Transactional Enquiries Only)</u>

1. If the transaction has an invoice number the scanned invoice can be viewed by clicking on

the Documents Icon

This will open the following screen:
1. Click on the EI02 Purchase Invoices Folder

2. Double Click on Invoice to view the Invoice
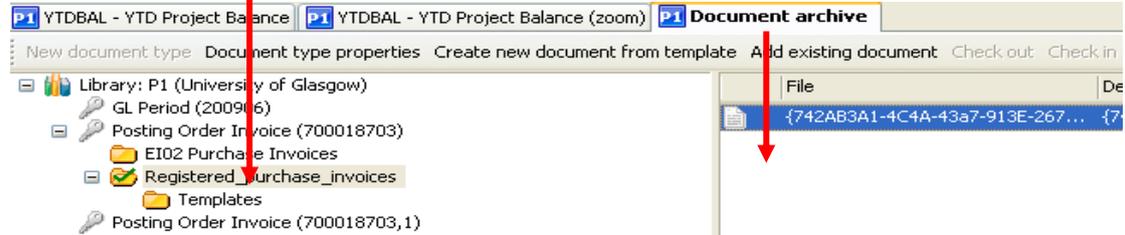
If blank then no invoice has been scanned against the transaction