ENQ3: Balance Table Enquiries

A Balance Table is a summary of transaction data that has been entered onto Agresso. The summary of transaction data is by account, cost centre, Sub-Project. The details held are generally actual amounts, budgets and commitments. Actual amounts are updated as and when transactions are added but budget and commitment values are updated as scheduled jobs that take place at intervals throughout the day. If an enquiry is run during an update, there is a possibility that the results returned would not be accurate.

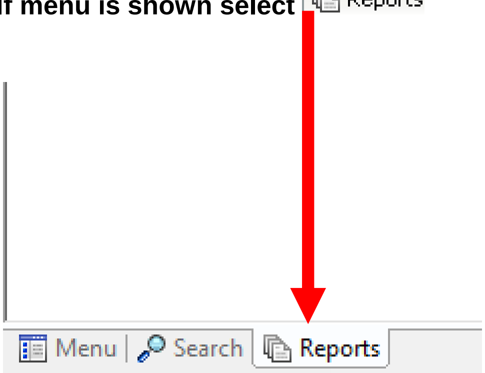
The following balance tables are the main balance tables available for use in the University of Glasgow. See University Agresso webpage for list of available enquiries:
http://www.gla.ac.uk/services/agresso/informationforusers/helpfulenquiries/backofficeenquiries/#d.en.149556

ENQ3.1 Budget Relations Enquiry

This Balance Table will show certain relations attached to a specific Sub-Project. This Enquiry provides a list of Sub-Project codes, the budget holder, approver, status,activity, Year to Date or Life to Date, for a cost centre or Sub-Project.

Select the Reports Tab that can be found depending on how the user's individual menu is set up.

If menu is shown select Reports



If menu is hidden select Reports tab

From the reports menu select

Global Reports

03-Balance Enquiries

GLB7: Project Relations – Double click to open

1 - Setup | 2 - SearchC | 3 - Results

	Status	Project	Project(T)	Cost_class	Cost_class(T)	School	School(T)	Subjects	Subjects(T)	Cost Centre	Cost Centre(T)	Budhold	E
1	C	32383	BRITISH POTATO COUNCIL 807/235	100	Research - Grants & Contracts	301	SE - Chemistry	30101	Chemistry	30101000	Chemistry	H12967	DR HE

For further details on this enquiry see the link below:
http://www.gla.ac.uk/media/media_112387_en.pdf

ENQ3.2 Management Account Enquiries

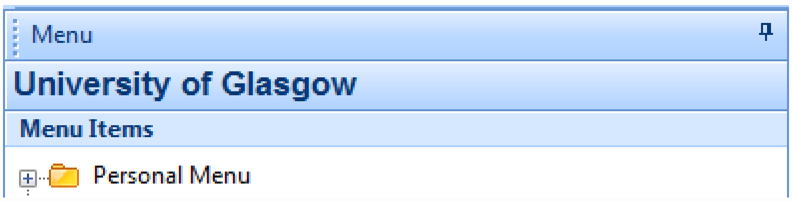
There are Enquiries available to check Balances on Sub-Projects. These have been set up by the Management accounts team within the Finance office

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

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

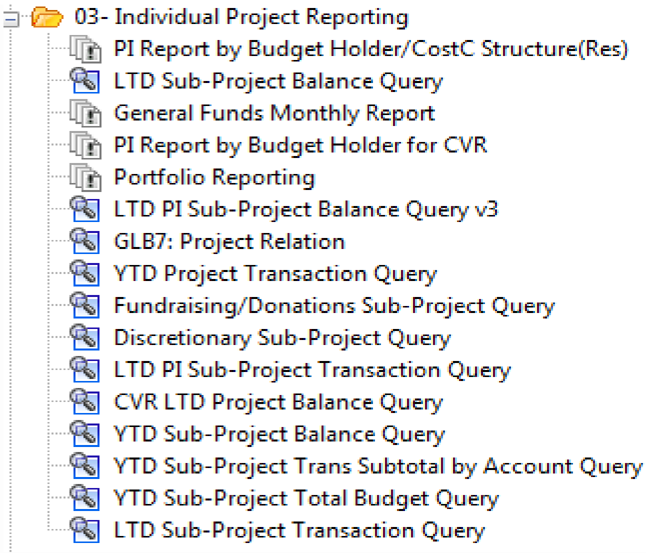
Once you know your cost classification check the spreadsheet given to you along with this handout to check the Sub-Project classification and the enquiry required to check the Balance on the Sub-Project. For any queries on your results please see the spreadsheet for available contacts.

Any problems running the enquiry or access to Sub-Projects contact the Agresso support desk (finsup@glasgow.ac.uk)
Go to your personal menu in Agresso:



Double click to expand
Select Agresso TOOLKIT
Select 03 – Individual Project Reporting

NB – Reports held in the folder are updated by the management accounts sections



Select the relevant enquiry and enter your Sub-Project code to run the enquiry.

YTD – Year to Date Enquiries

- Report on financial years against budget provided by the College Finance Office
- Credit (-) value in variance column is an overspend against budget
- Example Cost Classification – General Funds (700) or Commercial Trading (530)

LTD – Life to Date Enquiries

- Report on Sub-Project basis against Sub-Project budgets provided from PAF's (Sub-Project Approval Forms)
- Credit (-) value in variance column is an overspend against budget
- Example Cost Classification – Research Grants (100) or Commercial Other Services Rendered (522)

Fundraising , Discretionary and Endowments Enquiries

- Report on a cash basis and credit (-) value is amount left to spend
- Example Cost Classification – Donations/Fund Raising (711

ENQ3.3 Balance Table Results

The Balance Table Results will appear as with any results though is dependent on the Enquiry selected.. The difference being is that as it is a Balance Table the user will not see each individual transaction but a total per account code depending on the enquiry.

The user can also double click on any row of information to zoom in and find out more information regarding this total. When this is done it will show the transactions that made up this total. Further double clicking on these rows will allow the user to view more information.

Please note depending on the account code you wish to double click on you may not see any more information. i.e. Salary account codes, budget account codes.