SOP Number: 7
SOP Title: Identified Sums
Version: 1.0
Date Created: 13/11/2023
Created By: Humza Iqbal
1. **INTRODUCTION**
   Estates budgets include individual budget lines for Identified Sums. Now that Estates project budgets are held on Agresso, a means of identifying budget lines related to an identified sum is required.

2. **PURPOSE**
   This is done by setting up Identified Sum values with the appropriate description and linking them to the correct sub-project. This is done by Estates Finance prior to loading the project’s original budget onto Agresso.
   
   This means that an identified sum number is unique. It is not repeated on other projects and only links to one sub-project. The identified sum number must be entered when completing a change control request for funds being moved from an Identified Sum budget line.

3. **CHANGE CONTROL WF HISTORY ENQUIRY**
   When logged into Agresso, click on the ‘Reports’ option on the left-hand side, then open folder ‘18 – Estates PM Enquiries’, then select the ‘ID Sums on Project’ report.

   ![Image of Agresso interface with 'ID Sums on Project' report open](image)

   Once the enquiry has been opened, the below screen will appear:
Enter the number of the Sub-Project that you wish to enquire upon and click on ‘Search’. Your results will be displayed as shown below:

<table>
<thead>
<tr>
<th>Sub-Project</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200760-01</td>
<td>GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRIC WORKS</td>
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