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<b>SOP Number:</b>	<b>7</b>
<b>SOP Title:</b>	<b>Identified Sums</b>
<b>Version:</b>	<b>1.0</b>
<b>Date Created:</b>	<b>13/11/2023</b>
<b>Created By:</b>	<b>Humza Iqbal</b>

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# University of Glasgow

# 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.

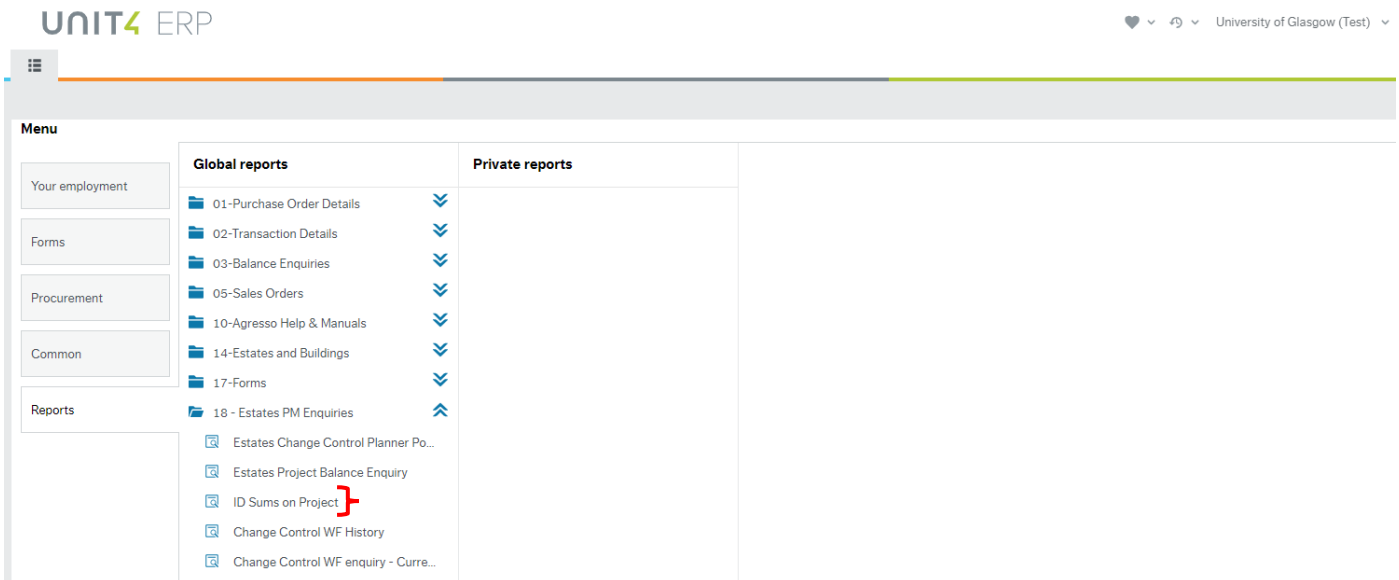
# 2. PURPOSE

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.

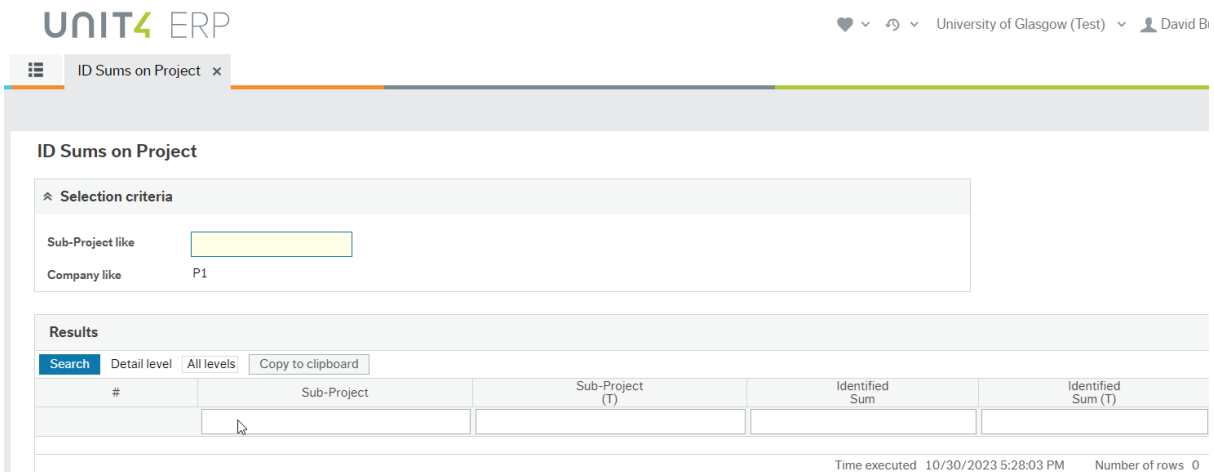
This means that an identified sum number is unique. It is not repeated on other projects and only links to one sub-project. The identified sum number **must** be entered when completing a change control request for funds being moved from an Identified Sum budget line.

# 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.



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:

☰ ID Sums on Project x

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### ID Sums on Project

⤴ Selection criteria

Sub-Project like

Company like P1

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#### Results

[Search](#) [Detail level](#) [All levels](#) [Copy to clipboard](#)

#	Sub-Project	Sub-Project (T)	Identified Sum	Identified Sum (T)
1	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRIC WORKS	IDS1	<a href="#">Service Relocations</a>
2	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRIC WORKS	IDS2	<a href="#">3D Survey Scans</a>
3	200760-01	GILMOREHILL / LIBRARY ANNEX / EXTERNAL FABRIC WORKS	IDS4	<a href="#">Enabling works - repairs to off-site storage facilities</a>

Time executed 10/30/2023 5:29:47 PM Number of rows 3