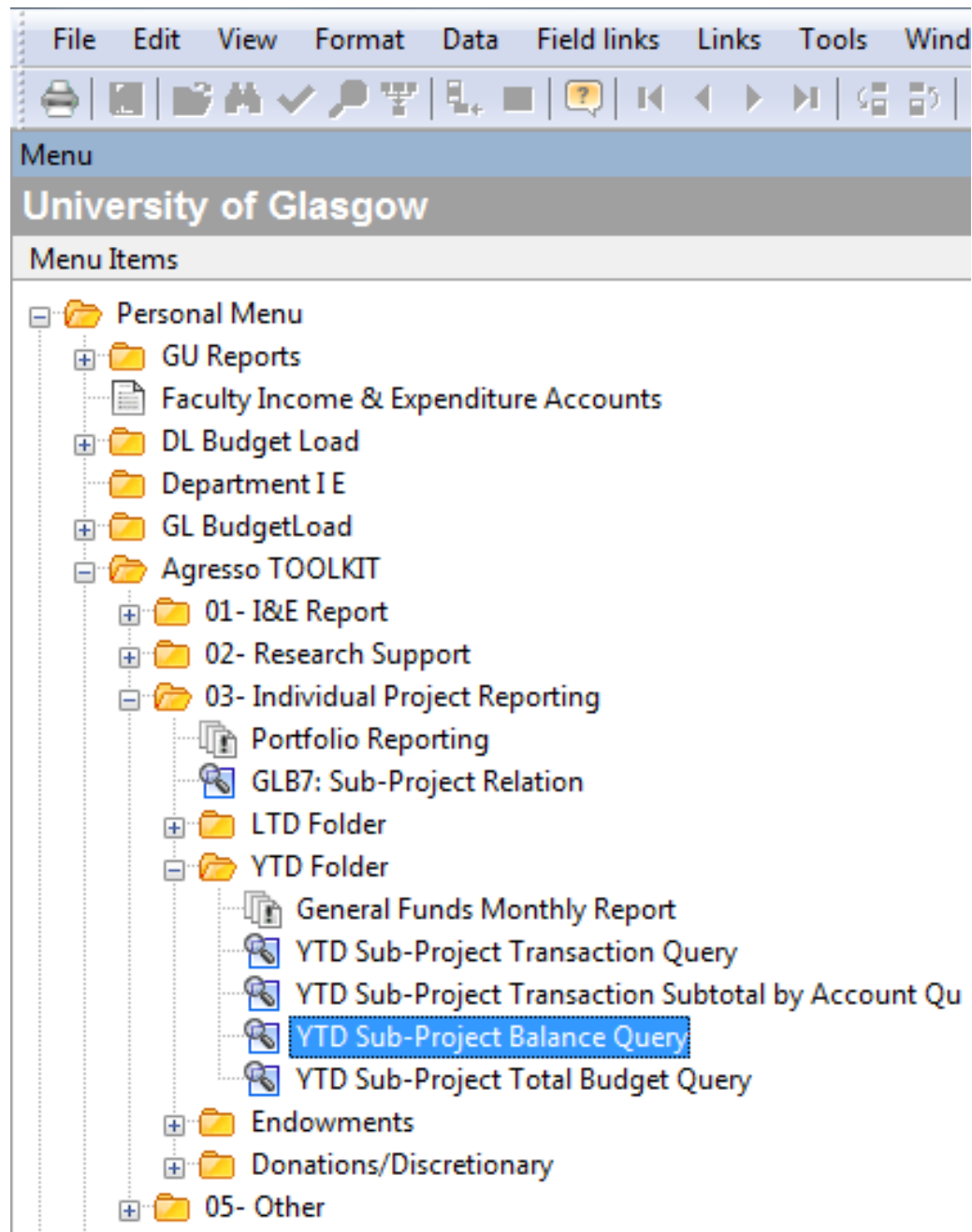


YTD Sub-Project Balance Query

This query uses a balance table in Agresso to give you a variance against budget for an individual sub-project.

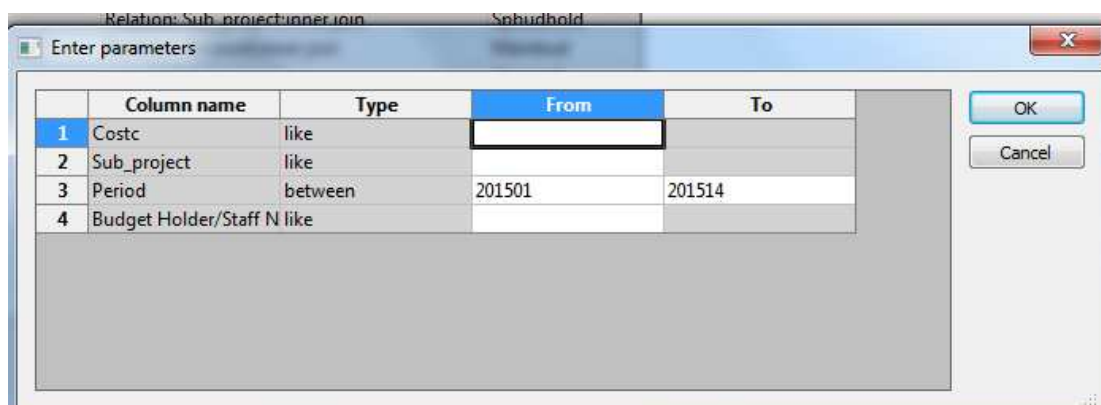
Instructions on how to run

Double click on the query which you would like to run in the Agresso Tool-kit Menu:



Agresso Tool-kit Enquires

This should open a pop-up box:



	Column name	Type	From	To
1	Costc	like		
2	Sub_project	like		
3	Period	between	201501	201514
4	Budget Holder/Staff N like			

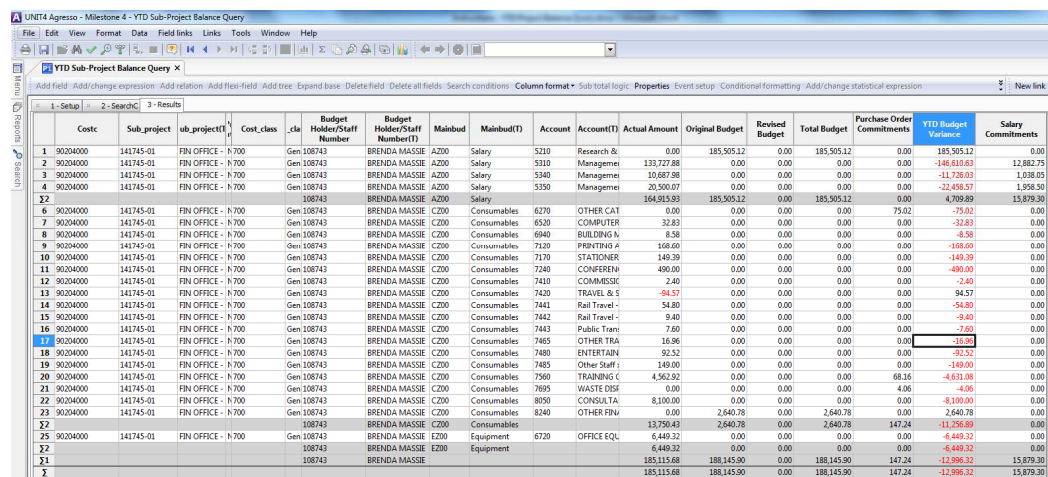
The pop box can give you several options, examples are listed below:

Option	Option Description	Details	Examples
Costc	Cost Centre	Cost Centre Number – this allows you to see all the discretionary sub-projects with a Cost Centre	30101000 – Chemistry 301* - Chemistry 3* - Science and Engineering College
Sub-Project	Sub-Project Number	Sub-Project is the 9 digit Agresso sub-project number provided for control purposes.	123456-01
Period	Month	This allows you to run the query for the full financial year (ie 20XX01 – 20XX14) or you can run for any combination of months within a financial year.	20XX01 - August 20XX02 – September 20XX03 - October 20XX04 - November 20XX05 - December 20XX06 - January 20XX07 - February 20XX08 - March 20XX09 - April 20XX10 - May 20XX11 - June 20XX12 - July 20XX13 – Year-End Adj
Budget Holder	Budget Holder	Budget Holder Staff Number – this allows you to see all the sub-projects which the staff member is responsible for.	510629

Once you have clicked on OK the system will retrieve the information requested.

Be aware that if you have requested a sub-project with a large amount of information it may take a long time.

Your results should look something like this:



Costc	Sub-project	ub_project(T)	Cost_class	cl	Budget Holder/Staff Number	Budget Holder/Staff Number(T)	Mainbud	Mainbud(T)	Account	Account(T)	Actual Amount	Original Budget	Revised Budget	Total Budget	Purchase Order Commitments	YTD Budget Variance	Salary Commitments
1	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	A200	Salary	5210	Research &	0.00	185,505.12	0.00	185,505.12	0.00	185,505.12	0.00
2	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	A200	Salary	5310	Managemen	133,727.88	0.00	0.00	0.00	0.00	-146,610.63	12,882.75
3	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	A200	Salary	5340	Managemen	10,667.88	0.00	0.00	0.00	0.00	-11,726.03	1,638.05
4	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	A200	Salary	5350	Managemen	20,900.07	0.00	0.00	0.00	0.00	-22,456.57	1,594.50
Σ					108743	BRENDA MASSE	A200	Salary			164,915.83	185,505.12	0.00	185,505.12	0.00	4,709.89	15,879.30
6	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	6270	OTHER CAT	0.00	0.00	0.00	75.02	0.00	-75.02	0.00
7	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	6520	COMPUTER	32.83	0.00	0.00	0.00	0.00	-32.83	0.00
8	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	6940	BUILDING M	8.58	0.00	0.00	0.00	0.00	-8.58	0.00
9	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7120	PRINTING A	168.60	0.00	0.00	0.00	0.00	-168.60	0.00
10	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7170	STATIONER	149.39	0.00	0.00	0.00	0.00	-149.39	0.00
11	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7240	CONFERENC	490.00	0.00	0.00	0.00	0.00	-490.00	0.00
12	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7410	COMMISSC	2.40	0.00	0.00	0.00	0.00	-2.40	0.00
13	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7420	TRAVEL & S	-94.57	0.00	0.00	0.00	0.00	94.57	0.00
14	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7441	Rail Travel -	54.80	0.00	0.00	0.00	0.00	-54.80	0.00
15	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7442	Rail Travel -	9.40	0.00	0.00	0.00	0.00	-9.40	0.00
16	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7443	Public Trans	7.60	0.00	0.00	0.00	0.00	-7.60	0.00
17	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7465	OTHER TRA	16.86	0.00	0.00	0.00	0.00	-16.86	0.00
18	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7480	ENTERTAIN	92.52	0.00	0.00	0.00	0.00	-92.52	0.00
19	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7485	Other Staff	149.00	0.00	0.00	0.00	0.00	-149.00	0.00
20	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7560	TRAINING C	4,562.92	0.00	0.00	0.00	66.16	-4,631.08	0.00
21	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	7695	WASTE DISP	0.00	0.00	0.00	0.00	4.06	-4.06	0.00
22	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	8050	CONSULTA	8,100.00	0.00	0.00	0.00	0.00	-8,100.00	0.00
23	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	C200	Consumables	8240	OTHER FIN	0.00	2,640.78	0.00	2,640.78	0.00	2,640.78	0.00
Σ					108743	BRENDA MASSE	C200	Consumables			13,750.43	2,640.78	0.00	2,640.78	147.24	-11,256.89	0.00
25	90204000	141745-01	FIN OFFICE - N 700		Gen 108743	BRENDA MASSE	E200	Equipment	6720	OFFICE EQL	6,449.32	0.00	0.00	0.00	0.00	-6,449.32	0.00
Σ					108743	BRENDA MASSE	E200	Equipment			6,449.32	0.00	0.00	0.00	0.00	-6,449.32	0.00
Σ					108743	BRENDA MASSE					185,115.68	188,145.90	0.00	188,145.90	147.24	-12,996.32	15,879.30
Σ											185,115.68	188,145.90	0.00	188,145.90	147.24	-12,996.32	15,879.30

Column	Column Details
Costc	Cost Centre Number – Identifying college, school and subject
Sub-Project	Agresso Sub-Project Number
Status	Status of sub-project (Open or Closed)
Cost_class	Sub-Project Type
Spbudhold	Sub-project Budget Holder
Mainbud	Grouping of account codes
Account	Code and description identifying type of spend
Amount	Total amount spent against grouping
Original Budget	Budget agreed at budget setting
Revised Budget	Budget released
Total Budget	Combination of the 2 columns above
Purchase Order Commitments	Outstanding purchase orders not invoiced
Salary Commitments	Salary amounts due in future months
Budget Variance	Variance against budget (<i>ie amount left to spend</i>)