Section 11.3: 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, 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.

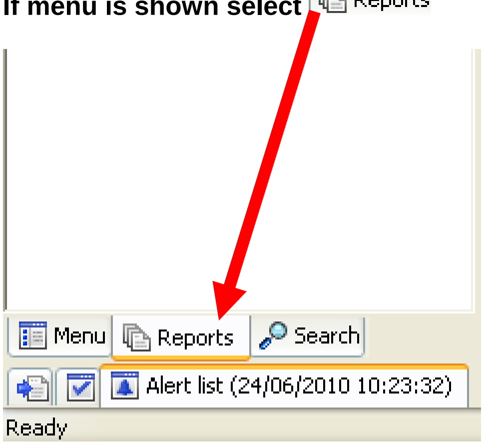
The following balance tables are the main balance tables available for use in the University of Glasgow:

11.3.1 BCREL – Budget Relations Enquiry

This Balance Table will show certain relations attached to a specific 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

11.3.2 Standard Balance Table Enquiries

Project Balance Enquiries - Management Accounts Enquiries

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

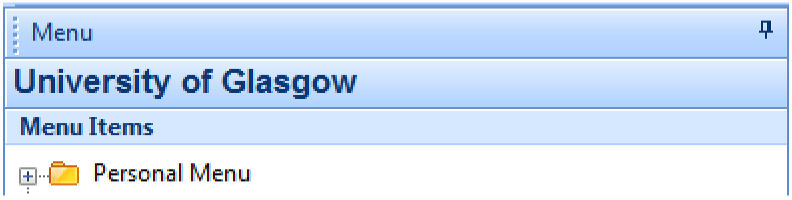
Using the above GLB7 : Project Relations Enquiry the cost classification should be checked before running the appropriate enquiry. E.g

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 project classification and the enquiry required to check the Balance on the project. For any queries on your results please see the spreadsheet for available contacts.

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

Go to your personal menu in Agresso:

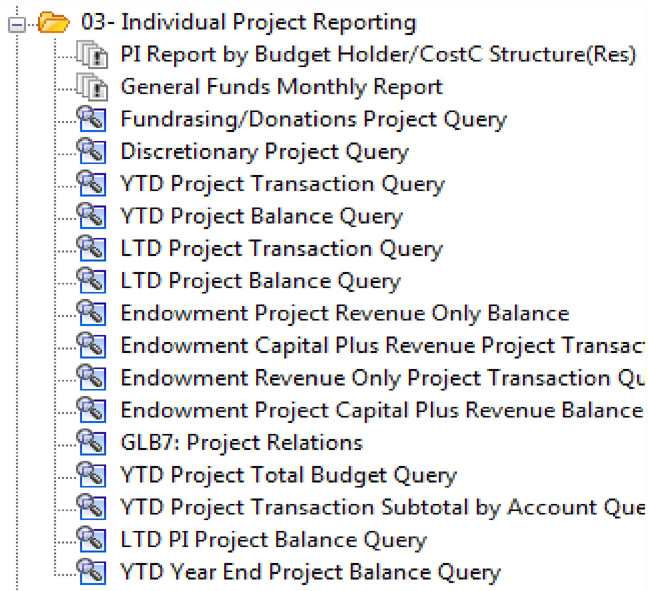


Double click to expand

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 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 Project basis against project budgets provided from PAF's (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

11.3.3 Balance Table Results

The Balance Table Results will appear as with any results. 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.

11.3.3.1 Subtotals

Agresso allows the user to subtotal and totalling when using enquiries. When choosing the enquiries the user must select the subtotal option for the particular field required. When subtotals are included in the enquiries, addition lines (Σ,Σ1, Σ 2 etc.) are inserted in the results tab showing the subtotals that have been requested in the set up tab.

	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.

	T	TT	TransNo	#	tra/inv date	Period	Account	Costc	Project	TC	Text	Amount
Σ1						200801						124.55
Σ1						200802						116.15
Σ1						200803						85.78
Σ												326.48

Related to sub-totalling is the 'aggregated' box on the 'set up' window. Ticking this box compresses the enquiries output so that only one row appears for each unique column combination; however, no zoom command is available to extract further detail. Aggregated enquiries are very useful if the user wishes to see high-level balances of a large number of transaction lines. However, if doing this type of enquiries it is usually more efficient to use balance table enquiries.

11.3.4 Viewing Enquiry Results in a Spreadsheet

When the user has created an enquiry with the requested results within Agresso there are various ways in which to view the results in a spreadsheet. These are:

1. Copy and paste the results into a spreadsheet
2. Export the results into a spreadsheet
3. Save the results as a spreadsheet

<u>Copy and Paste results into a spreadsheet</u>

This option allows the user to choose which information the want to bring over onto a spreadsheet.

a.) The user highlights the results required the want to copy.
b.) Select EDIT then COPY (or CTRL + C).
c.) Open a spreadsheet and select EDIT then PASTE (or CTRL+V)

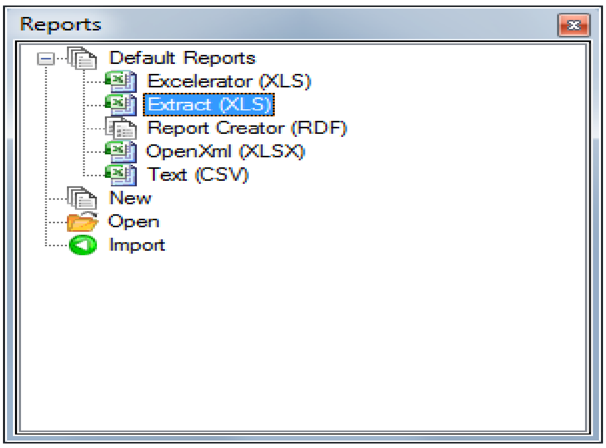
N.B. When choosing this option all results will be pasted over but does not bring over the formula for subtotals.

<u>Export the results into a spreadsheet</u>

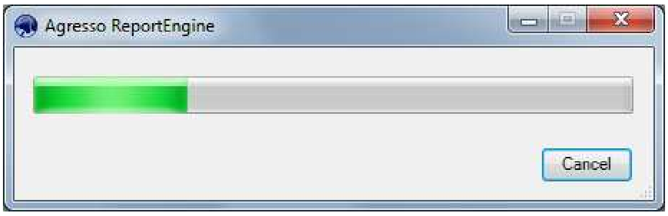
This option allows the user to export all the results of the enquiry into a spreadsheet with the option to view the subtotals in a spreadsheet.

a.) Select the report icon .

The following screen will appear and select double click on Extract (XLS).



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.

	A	B	C	E	G	I	J	L	N	P	AB	AF	AG	AH
1		T	TT	TransNo	#	tra/inv date	Period	Account	Costc	Project	TC	Text	Amount	
2	1	B	P5	2002279236	1	23/08/2007	200801	7140	X2400	41744	AS	COPIER PAPER	85.19	
3	2	B	P5	2002279237	1	23/08/2007	200801	7140	X2400	41744	AS	A4 RED REPORT FILES	17.04	
4	3	B	P5	2002292271	1	03/08/2007	200801	7140	X2400	41744	AS	STATIONERY	45.82	
5	Σ1						200801						148.05	
10	Σ1						200802						88.45	
12	Σ1						200803						81.08	
13	Σ												317.58	
14														

<u>Save the results as a spreadsheet</u>

This option allows the user to save the results into a spreadsheet. With

a.) Within the Spreadsheet and Select FILE and SAVE AS
b.) Choose a name to save the spreadsheet as, and also where on the computer where to save the spreadsheet.