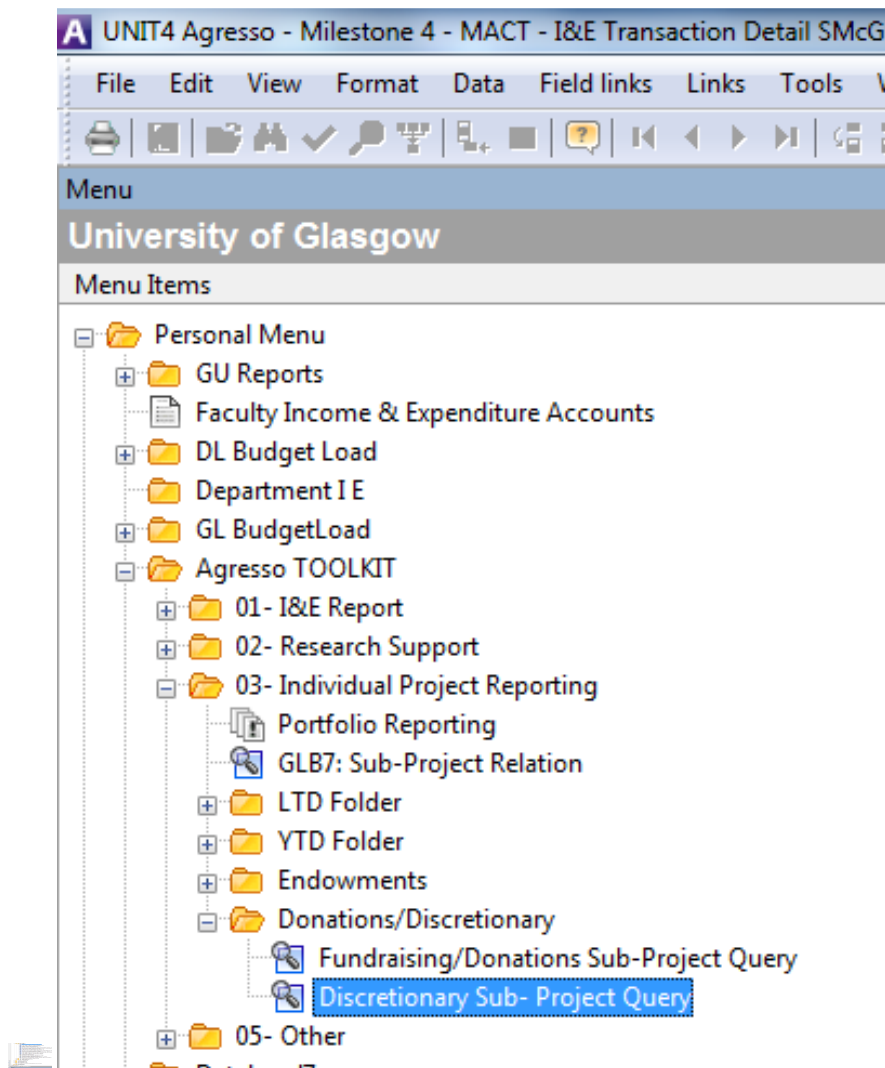


Discretionary Sub-Project Query

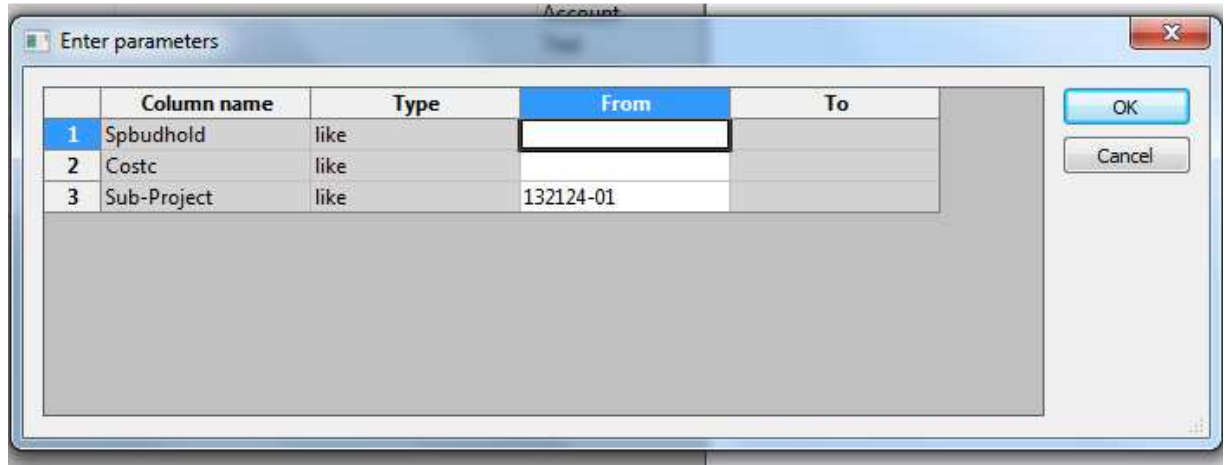
This query details the transactions against an individual sub-project resulting in a remaining balance.

Instructions on how to run

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



This should open a pop-up box screen similar to this:



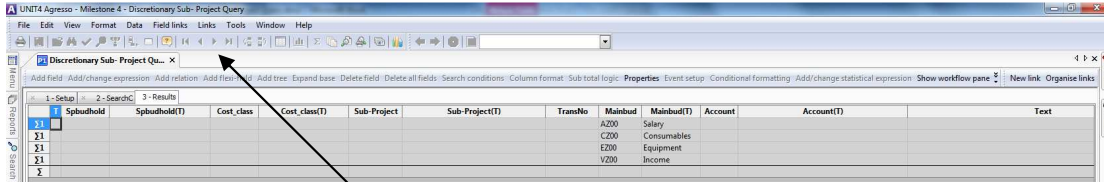
The pop box option:

Option	Option Description	Details	Examples
Spbudhold	Sub-Project Budget Holder	Budget Holder Staff Number – this allows you to see all the discretionary sub-projects which the staff member is responsible for.	510629
Costc	Cost Centre	Cost Centre Number – this allows you to see all the discretionary 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

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

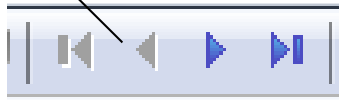
Be aware that if you have requested a large amount of information it may take a long time.

Your results should look something like this:

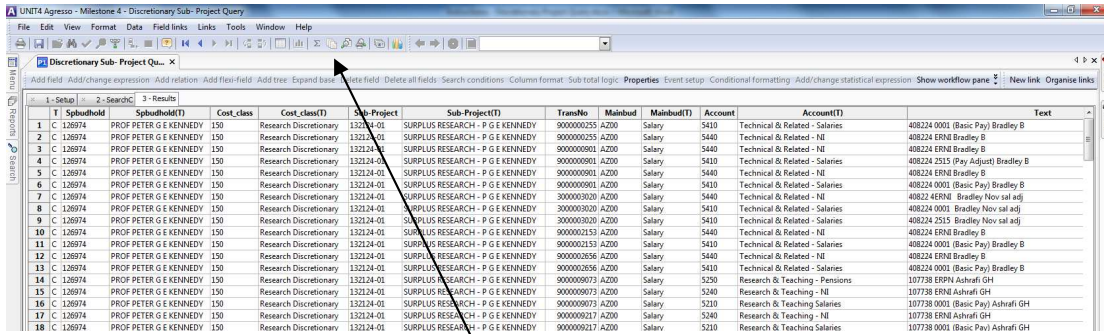


	Spubudhold	Spubudhold(T)	Cost_class	Cost_class(T)	Sub-Project	Sub-Project(T)	TransNo	Mainbud	Mainbud(T)	Account	Account(T)	Text
X1								A200	Salary			
X1								C200	Consumables			
X1								E200	Equipment			
2								V200	Income			

This has grouped the subtotals together. To release the transaction details click on the video buttons.

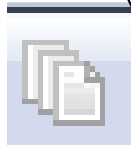


Detailed transaction should look something like this:

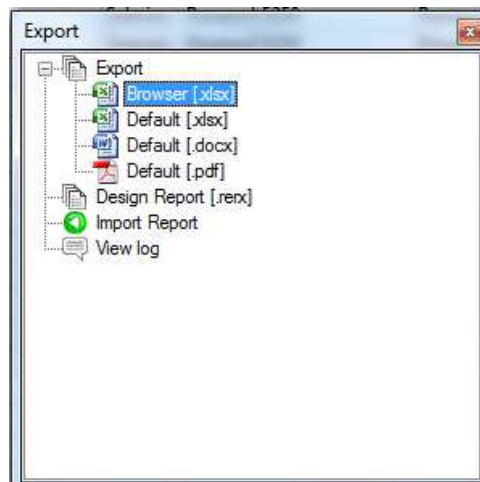


	Spubudhold	Spubudhold(T)	Cost_class	Cost_class(T)	Sub-Project	Sub-Project(T)	TransNo	Mainbud	Mainbud(T)	Account	Account(T)	Text	
1	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	900000255	A200	Salary	5410	Technical & Related - Salaries	408224 0001 (Basic Pay) Bradley B
2	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	900000255	A200	Salary	5440	Technical & Related - NI	408224 ERN Bradley B
3	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	900000091	A200	Salary	5440	Technical & Related - NI	408224 ERN Bradley B
4	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	900000091	A200	Salary	5410	Technical & Related - Salaries	408224 2515 (Pay Adjust) Bradley B
5	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	900000091	A200	Salary	5440	Technical & Related - NI	408224 ERN Bradley B
6	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	900000091	A200	Salary	5410	Technical & Related - Salaries	408224 0001 (Basic Pay) Bradley B
7	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	300003020	A200	Salary	5440	Technical & Related - NI	40822 45RN Bradley Nov sal adj
8	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	300003020	A200	Salary	5410	Technical & Related - Salaries	408224 0001 Bradley Nov sal adj
9	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	300003020	A200	Salary	5410	Technical & Related - Salaries	408224 2515 Bradley Nov sal adj
10	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000002153	A200	Salary	5440	Technical & Related - NI	408224 ERN Bradley B
11	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000002153	A200	Salary	5410	Technical & Related - Salaries	408224 0001 (Basic Pay) Bradley B
12	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000002656	A200	Salary	5440	Technical & Related - NI	408224 ERN Bradley B
13	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000002656	A200	Salary	5410	Technical & Related - Salaries	408224 0001 (Basic Pay) Bradley B
14	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000009073	A200	Salary	5250	Research & Teaching - Pensions	107738 ERPN Ashrafi GH
15	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000009073	A200	Salary	5240	Research & Teaching - NI	107738 ERN Ashrafi GH
16	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000009073	A200	Salary	5210	Research & Teaching Salaries	107738 0001 (Basic Pay) Ashrafi GH
17	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000009217	A200	Salary	5240	Research & Teaching - NI	107738 ERN Ashrafi GH
18	C	126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000009217	A200	Salary	5210	Research & Teaching Salaries	107738 0001 (Basic Pay) Ashrafi GH

It might be easier to put this into Excel to sort or review you can do this by pressing the reports button.



The popup box below should appear.



Double click on Browser and it should transfer the information into Excel.