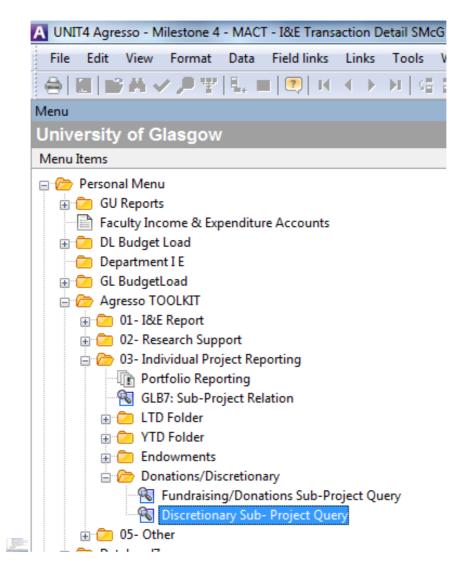


## **Discretionary Sub-Project Query**

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:

	Column name	Туре	From	To	OK
1	Spbudhold	like			
2	Costc	like			Cancel
3	Sub-Project	like	132124-01		

## 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:

Edit View Format	Data Field links L	inks Tools W	/indow Help								
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Discretionary Sub- F	roject Qu ×										
d field Add/change exp	ression Add relation	Add flexi-field A	dd tree Expand base	Delete field Delete all fie	elds Search conditions Colur	mn format Sub tot	I logic Prop	erties Event sets	p Conditional for	natting Add/change statistical expression Sh	how workflow pane 🚆 New link Organise
15/11		Add flexi-field A	dd tree Expand base	Delete field Delete all fie	elds Search conditions Colur	mn format Sub tot	Il logic Prop	erties Event set	p Conditional for	natting Add/change statistical expression SH	how workflow pane 💲 New link Organis
	hC 3 - Results Spbudhold(T)	Add flexi-field A	Cost_class(T)	Delete field Delete all fie Sub-Project	elds Search conditions Colur Sub-Project(T)	mn format Sub tob	Mainbud			Add/change statistical expression SP	how workflow pane 🖇 New link Organis Text
1 - Setup × 2 - Searc	hC 3 - Results		、				Mainbud				·
1 - Setup × 2 - Searc	hC 3 - Results		、				Mainbud AZ00	Mainbud(T)			·
1 - Setup × 2 - Searc	hC 3 - Results		、				Mainbud AZ00 CZ00	Mainbud(T) Salary			·

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



Detailed transaction should look something like this:

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_		the second s										
Add	field Add/chang	e expression Add relation A	dd flexi-field	Add tree Expand base [	elete field Dele	te all fields. Search conditions. Column fo	rmat Sub tota	logic Prop	erties Event set	up Conditii	onal formatting Add/change statistical e	expression Show workflow pane 💈 New link Organise
×	1-Setup × 2-	SearchC 3 - Results			1							
-	T Spbudhold	Spbudhold(T)	Cost_class	Cost_class(T)	Seb-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	AZ00	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	9000000255	AZ00	Salary	5440	Technical & Related - NI	408224 ERNI Bradley B
3	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000000901	AZ00	Salary	5440	Technical & Related - NI	408224 ERNI Bradley B
4	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000000901	AZ00	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	9000000901	AZ00	Salary	5440	Technical & Related - NI	408224 ERNI Bradley B
6	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000000901	AZ00	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	3000003020	AZ00	Salary	5440	Technical & Related - NI	40822 4ERNI Bradley Nov sal adj
8	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	3000003020	AZ00	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	3000003020	AZ00	Salary	5410	Technical & Related - Salaries	408224 2515 Bradley Nov sal adj
10	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURBLUS RESEARCH - P G E KENNEDY	9000002153	AZ00	Salary	5440	Technical & Related - NI	408224 ERNI Bradley B
11	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPAUS RESEARCH - P G E KENNEDY	9000002153	AZ00	Salary	5410	Technical & Related - Salaries	408224 0001 (Basic Pay) Bradley B
12	C 126974	PROF PETER G E KENNEDY		Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000002656	AZ00	Salary	5440	Technical & Related - NI	408224 ERNI Bradley B
13	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000002656	AZ00	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	AZ00	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	AZ00	Salary	5240	Research & Teaching - NI	107738 ERNI Ashrafi GH
16	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000009073	AZ00	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	AZ00	Salary	5240	Research & Teaching - NI	107738 ERNI Ashrafi GH
	C 126974	PROF PETER G E KENNEDY	150	Research Discretionary	132124-01	SURPLUS RESEARCH - P G E KENNEDY	9000009217	4700	Salary	5210	Research & Teaching Salaries	107738 0001 (Basic Pay) Ashrafi GH

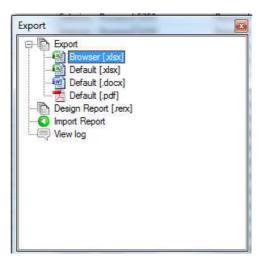
It might be easier to put this into Excel to sort or review you can do this by pressing the reports button.



The popup box below should appear.

Agresso Tool-kit Enquires





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