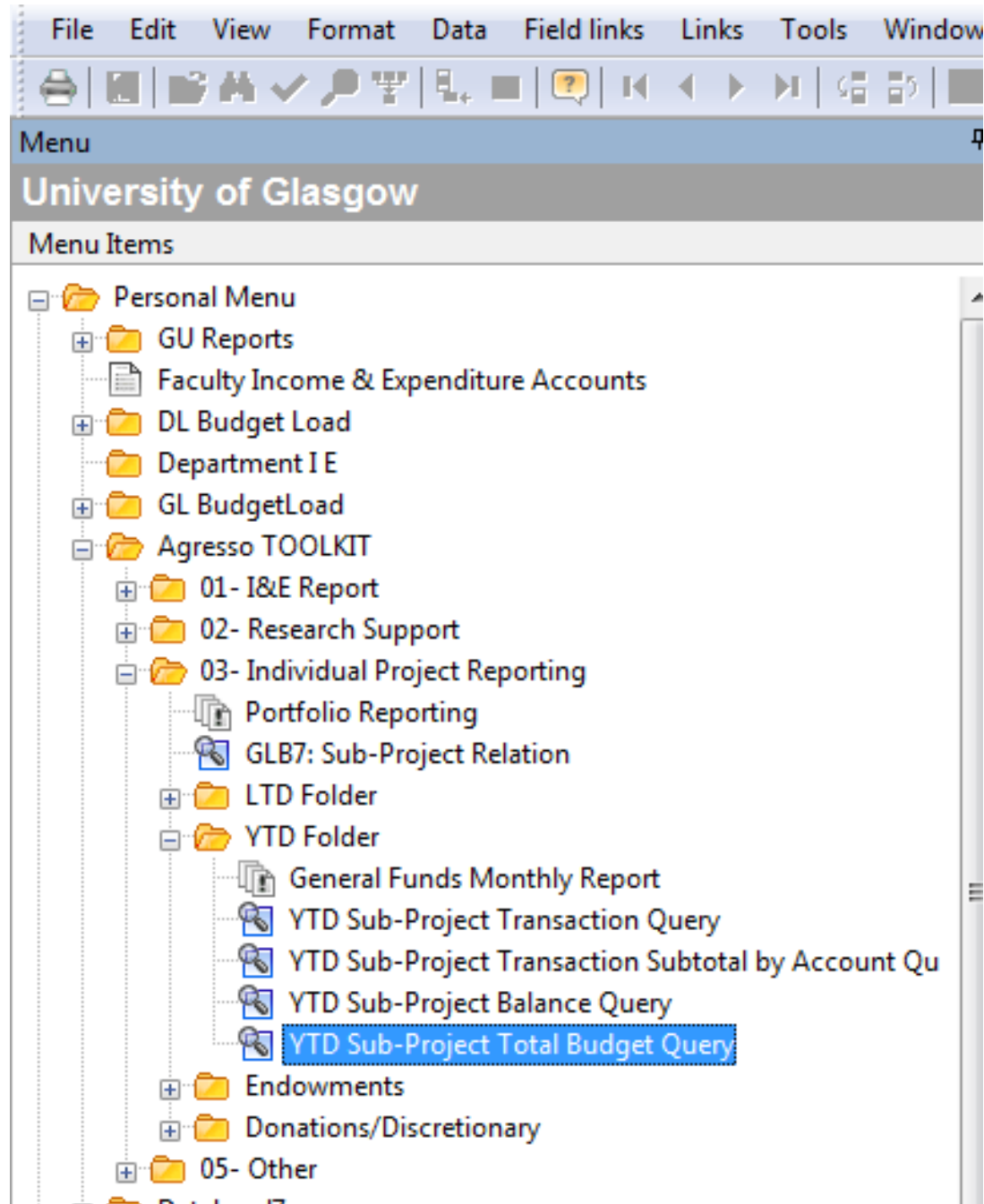


## YTD Sub-Project Total Budget Query

This query details the budget transactions against an individual sub-project in the current financial year.

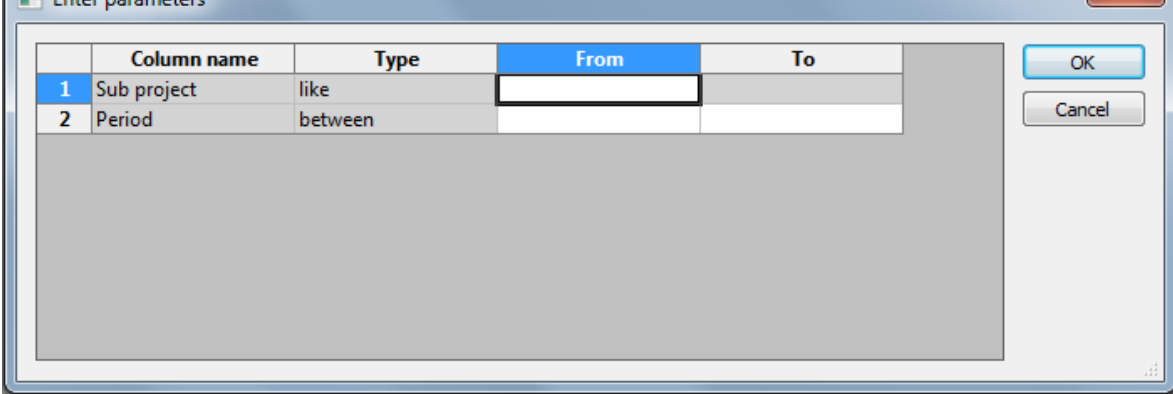
### Instructions on how to run

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



### Agresso Tool-kit Enquiries

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



	Column name	Type	From	To
1	Sub project	like	<input type="text"/>	<input type="text"/>
2	Period	between	<input type="text"/>	<input type="text"/>

The pop box options are listed below:

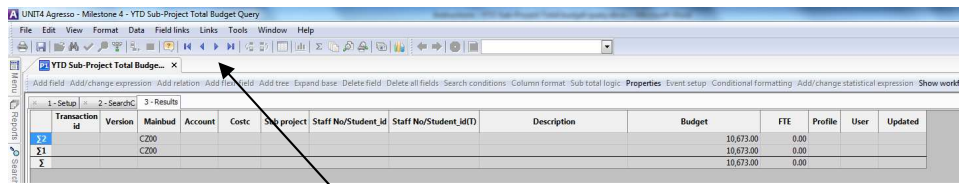
Option	Option Description	Details	Examples
Sub-Project	Sub-Project Number	Sub-Project is the 9 digit Agresso sub-project number provided for control purposes.	123456-01
Period	Month	This option allows you to run a query for time periods. For example if you were running a query to match back to actual figures on a I&E you would run from 20XX01 to the period the I&E was for. Or if you only wanted to look at one month's figures then you enter only that month's period.	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

Once you have clicked 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.

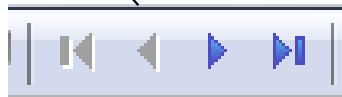
Your results should look something like this:

## Agresso Tool-kit Enquiries

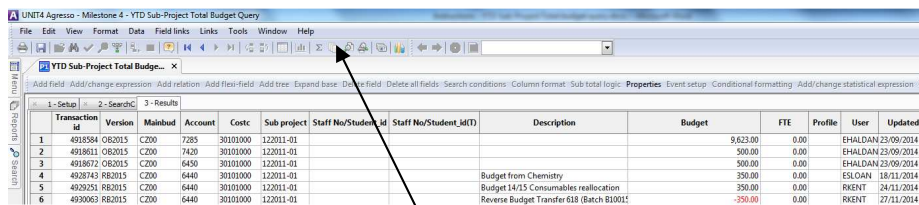


Transaction id	Version	Mainbud	Account	Costc	Sub project	Staff No/Student_id	Staff No/Student_id(1)	Description	Budget	FTE	Profile	User	Updated
Σ1			C200						10,673.00	0.00			
Σ2			C200						10,673.00	0.00			
Σ									10,673.00	0.00			

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

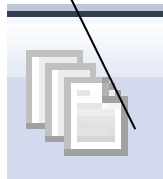


Detailed transaction should look something like this:

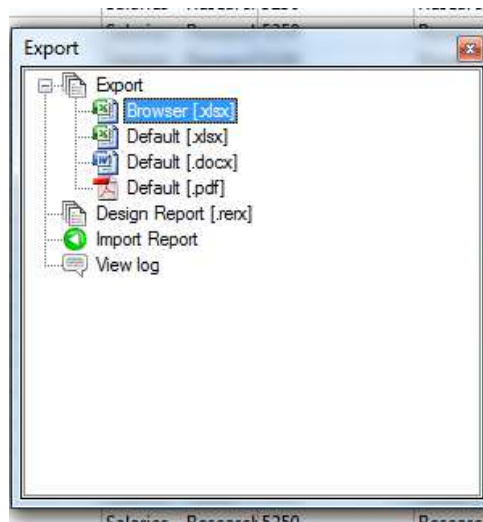


Transaction id	Version	Mainbud	Account	Costc	Sub project	Staff No/Student_id	Staff No/Student_id(1)	Description	Budget	FTE	Profile	User	Updated
1	4915584	OR2015	C200	7285	30101000	122011-01				9,623.00	0.00	EHALDAN	23/09/2014
2	4918611	OR2015	C200	7420	30101000	122011-01				500.00	0.00	EHALDAN	23/09/2014
3	4918672	OR2015	C200	6450	30101000	122011-01				500.00	0.00	EHALDAN	23/09/2014
4	4928743	RB2015	C200	6440	30101000	122011-01		Budget from Chemistry		350.00	0.00	ESLOAN	18/11/2014
5	4929256	RB2015	C200	6440	30101000	122011-01		Budget 14125 Consumables reallocation		350.00	0.00	RKENT	18/11/2014
6	4930063	RB2015	C200	6440	30101000	122011-01		Reverse Budget Transfer 618 (Batch 810015)		-350.00	0.00	RKENT	27/11/2014

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.