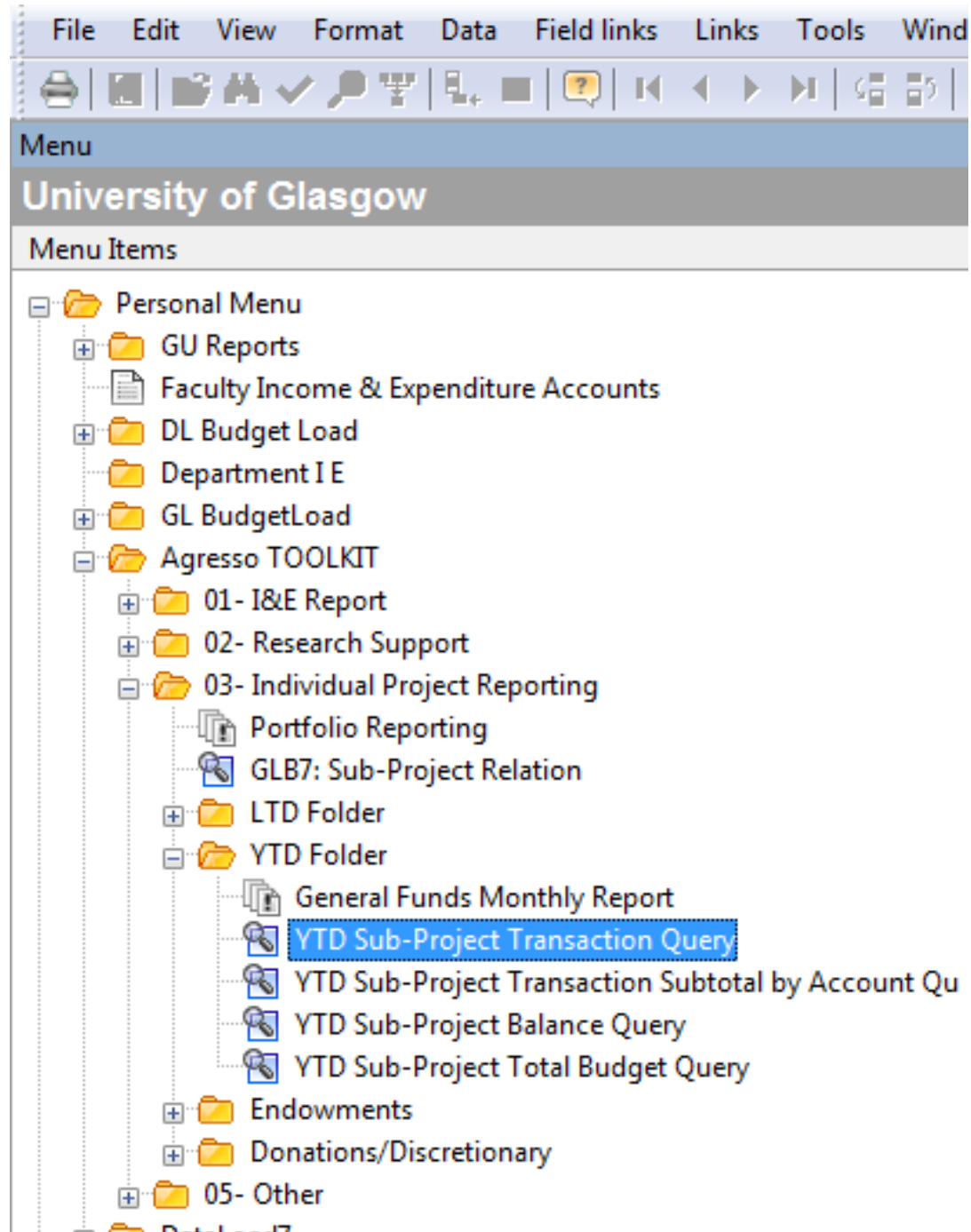


YTD Sub-Project Transaction Query

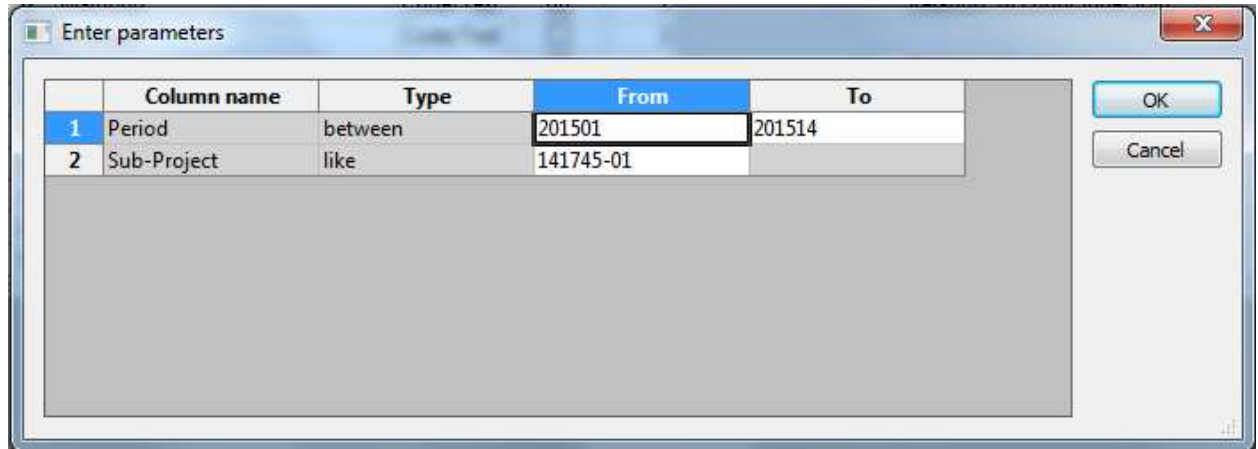
This query details the transactions against an individual sub-project in the current financial year.

Instructions on how to run

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



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



The pop box options are listed below:

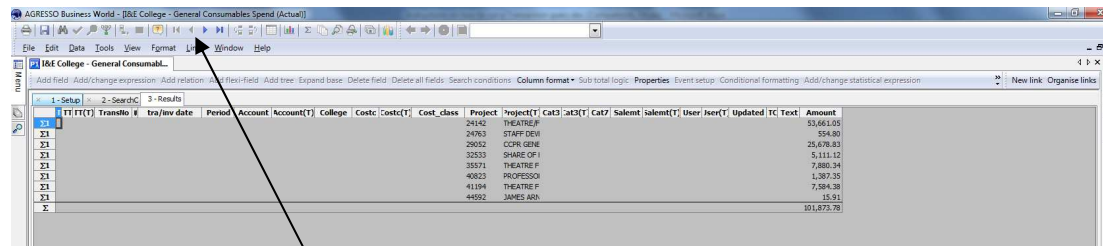
Option	Option Description	Details	Examples
Sub-Project	Sub-Project Number	Sub-Project is the 9 digit Agresso sub-project number provided for control purposes.	123456-01
Period	Month	This option allows you to run a query for time periods. For example if you were running a query to match back to actual 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 on OK the system will retrieve the information requested.

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

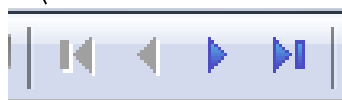
Your results should look something like this:

Agresso Tool-kit Enquiries

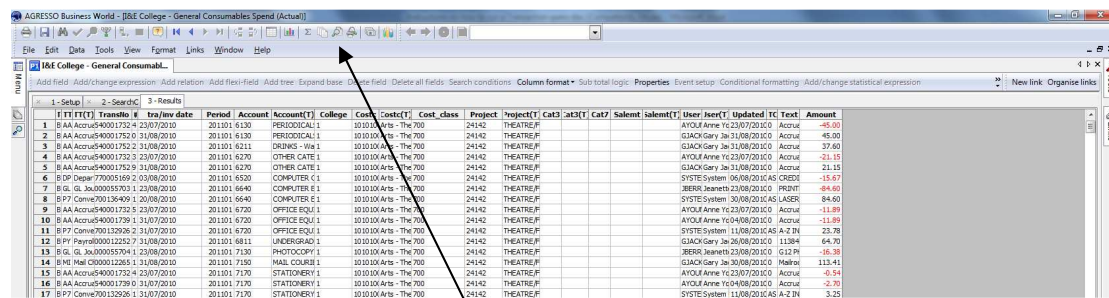


TransNo	tra/trv date	Period	Account	account(T)	College	Costc	Costc(T)	Cost_class	Project	Project(T)	Cat3	Cat3(T)	Cat7	Salemt	salemt(T)	User	User(T)	Updated	TC	Text	Amount
24142 THEATRE.F																					
24763 STAFF DEV																					
29032 CPR GEN																					
33333 SHANE OF I																					
35571 THEATRE F																					
40823 PROFESSOR																					
41104 THEATRE F																					
44992 JAMES ARN																					
																					53,663.85
																					554.80
																					25,678.83
																					5,111.12
																					7,880.34
																					1,387.35
																					7,594.38
																					15.91
																					101,873.78

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



Detailed transaction should look something like this:

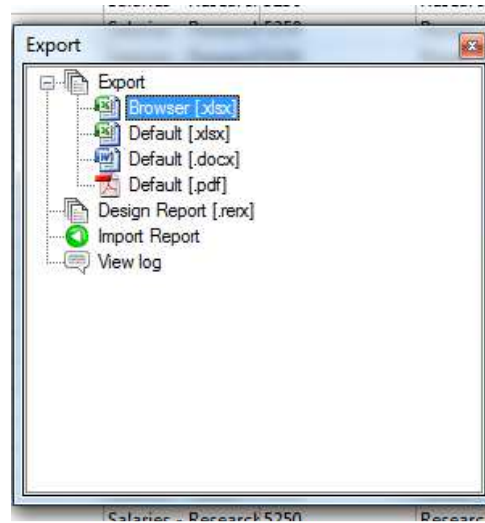


TransNo	tra/trv date	Period	Account	account(T)	College	Costc	Costc(T)	Cost_class	Project	Project(T)	Cat3	Cat3(T)	Cat7	Salemt	salemt(T)	User	User(T)	Updated	TC	Text	Amount
1	B AA Accru#90001724	23/07/2010	201001 6130	PERIODICAL	1	10100	Arts -The 700	24142	THEATRE.F							AYOLF Anne Y6	23/07/2010	Accru			-45.00
2	B AA Accru#90001752	31/08/2010	201001 6130	PERIODICAL	1	10100	Arts -The 700	24142	THEATRE.F							GIACK Gary Ja	31/08/2010	Accru			45.00
3	B AA Accru#90001752	31/08/2010	201001 6211	DRBNKS - via	1	10100	Arts -The 700	24142	THEATRE.F							GIACK Gary Ja	31/08/2010	Accru			37.60
4	B AA Accru#90001752	23/07/2010	201001 6270	OTHER CATE	1	10100	Arts -The 700	24142	THEATRE.F							AYOLF Anne Y6	23/07/2010	Accru			-21.15
5	B AA Accru#90001752	31/08/2010	201001 6270	OTHER CATE	1	10100	Arts -The 700	24142	THEATRE.F							GIACK Gary Ja	31/08/2010	Accru			21.15
6	B DP Depar	7700051692	03/08/2010	201001 6530	COMPUTER C	1	10100	Arts -The 700	24142	THEATRE.F						SYSTEME System	06/08/2010	CAS CREDIT			-15.67
7	B GL Gl	361000557011	23/08/2010	201001 6640	COMPUTER E	1	10100	Arts -The 700	24142	THEATRE.F						IBERIR Ivanh	23/08/2010	PRINT			-84.60
8	B PP Come	700136409	20/08/2010	201001 6640	COMPUTER E	1	10100	Arts -The 700	24142	THEATRE.F						SYSTEME System	30/08/2010	CAS LASER			84.60
9	B AA Accru#90001723	23/07/2010	201001 6720	OFFICE EQUI	1	10100	Arts -The 700	24142	THEATRE.F							AYOLF Anne Y6	23/07/2010	Accru			-11.89
10	B AA Accru#90001781	31/07/2010	201001 6720	OFFICE EQUI	1	10100	Arts -The 700	24142	THEATRE.F							AYOLF Anne Y6	04/08/2010	Accru			-11.89
11	B PP Come	700132926	31/07/2010	201001 6720	OFFICE EQUI	1	10100	Arts -The 700	24142	THEATRE.F						SYSTEME System	11/08/2010	CAS A-2 IN			23.78
12	B PY Payrol	000012527	31/08/2010	201001 6811	UNDERGRAD	1	10100	Arts -The 700	24142	THEATRE.F						GIACK Gary Ja	26/08/2010	CC			64.70
13	B GL Gl	361000557011	23/08/2010	201001 7130	PHOTOCOPI	1	10100	Arts -The 700	24142	THEATRE.F						IBERIR Ivanh	23/08/2010	CC			-6.38
14	B ME Mail	000001285	31/08/2010	201001 7150	MAIL COURSE	1	10100	Arts -The 700	24142	THEATRE.F						GIACK Gary Ja	30/08/2010	Mailrol			113.41
15	B AA Accru#90001752	23/07/2010	201001 7170	STATIONERY	1	10100	Arts -The 700	24142	THEATRE.F							AYOLF Anne Y6	23/07/2010	Accru			-0.54
16	B AA Accru#90001781	31/07/2010	201001 7170	STATIONERY	1	10100	Arts -The 700	24142	THEATRE.F							AYOLF Anne Y6	04/08/2010	Accru			-2.30
17	B PP Come	700132926	31/07/2010	201001 7170	STATIONERY	1	10100	Arts -The 700	24142	THEATRE.F						SYSTEME System	11/08/2010	CAS A-2 IN			3.25

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.