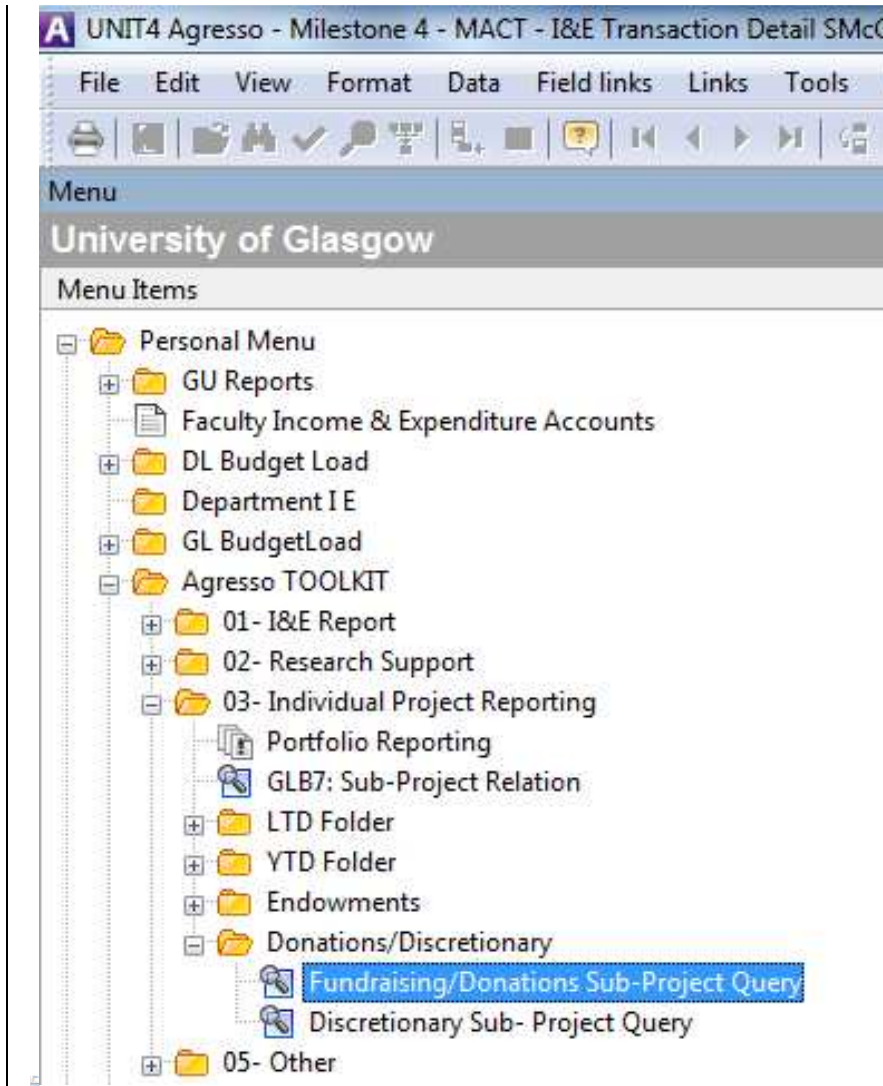


Fundraising/Donations Sub-Project Query

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

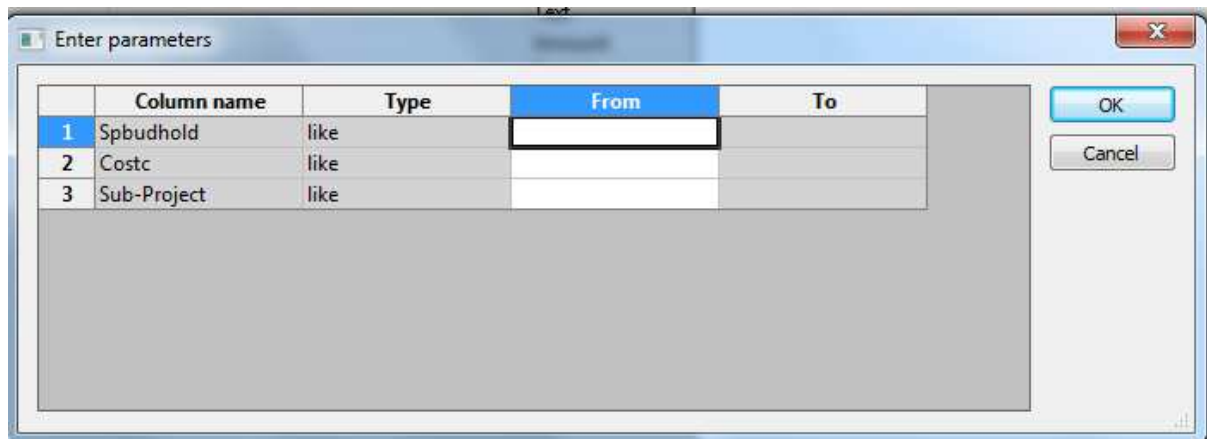
Instructions on how to run

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



Agresso Tool-kit Enquiries

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



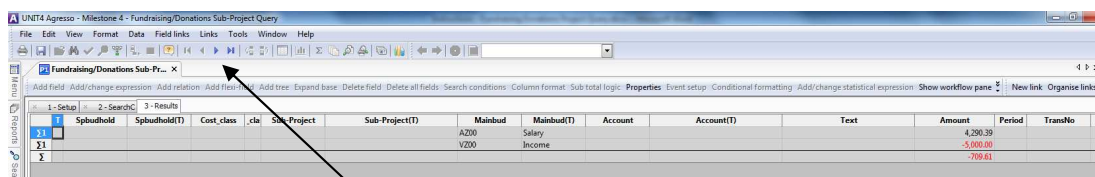
The pop box option:

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.

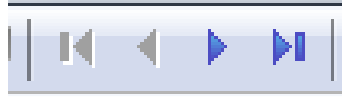
Be aware that if you have requested a large amount of information it may take a long time.

Your results should look something like this:

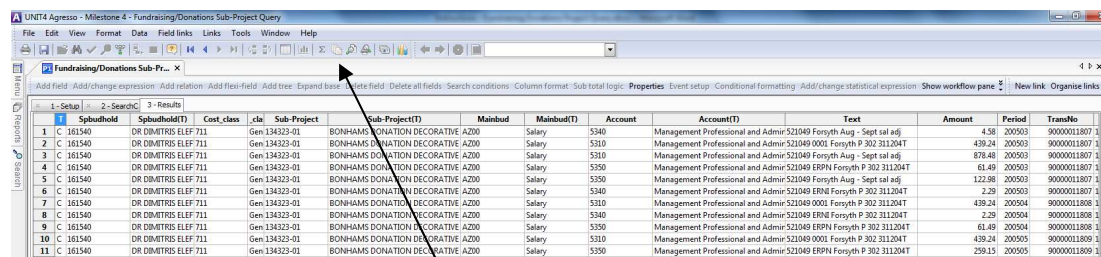


Agresso Tool-kit Enquiries

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

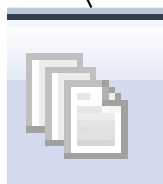


Detailed transaction should look something like this:

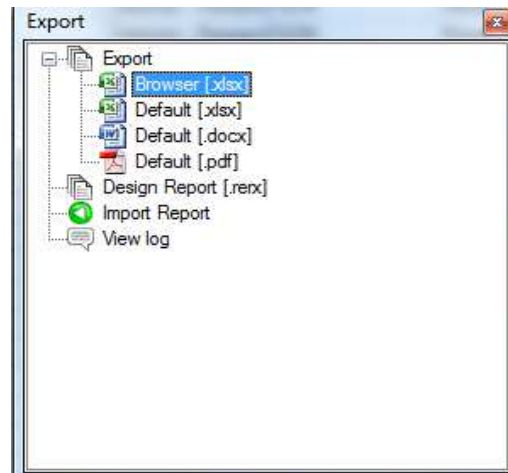


1-SetNo	2-SearchC	3-Results	Splthold	Splthold(T)	Cont_class	cta	Sub-Project	Sub-Project(T)	Mainbud	Mainbud(T)	Account	Account(T)	Text	Amount	Period	TransNo
1	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5340	Management Professional and Adm	S21049	Forsyth Aug - Sept sal adj	4.58	200503	90000011807.1		
2	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5310	Management Professional and Adm	S21049	Forsyth Aug - Sept sal adj	439.24	200503	90000011807.1		
3	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5310	Management Professional and Adm	S21049	ERPNI Forsyth Aug - Sept sal adj	878.40	200503	90000011807.1		
4	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5350	Management Professional and Adm	S21049	ERPNI Forsyth P 302 311204T	61.49	200503	90000011807.1		
5	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5350	Management Professional and Adm	S21049	Forsyth Aug - Sept sal adj	122.98	200503	90000011807.1		
6	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5340	Management Professional and Adm	S21049	ERPNI Forsyth P 302 311204T	2.29	200503	90000011807.1		
7	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5310	Management Professional and Adm	S21049	Forsyth P 302 311204T	439.24	200504	90000011808.1		
8	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5340	Management Professional and Adm	S21049	ERPNI Forsyth P 302 311204T	2.29	200504	90000011808.1		
9	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5350	Management Professional and Adm	S21049	ERPNI Forsyth P 302 311204T	61.49	200504	90000011808.1		
10	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5310	Management Professional and Adm	S21049	Forsyth P 302 311204T	439.24	200505	90000011809.1		
11	C	161540	DR.DIMITRIS.ELEF.711	Gen.134323-01	BON-HAMS DONATION DECORATIVE	AZ00	Salary	5350	Management Professional and Adm	S21049	ERPNI Forsyth P 302 311204T	259.15	200505	90000011809.1		

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.