

Budget Holder Reports in Agresso for Budget Holders

Your home screen for Agresso shows all your budgets for the current year (the finance year runs for 1st August to 31st July) by sub-project.

Budget Holder Reporting

↪ BH Report - Annual (Most Recent Financial Years)

↪ Selection criteria

Account not in list	'530'	...
Year greater than or equal to	2022	
Prototypbud like	A	
S in list	'N','P'	...
Othresno like	226830	
as of date	Today's date	▼
Company like	SL	

Search Detail level Level 2 - Subp Copy to clipboard

#	Year	Subproject	Subproject (T)	Man Rep (T)	Account	Budget	Net Spend to date	PO Commitment	Funds left to spend	Links to reports
+	Σ 2023 10397-34	A - EUC - Capital Equipment over 10K				0.00	-19,056.87	0.00	19,056.87	
+	Σ 2023 10502-10	G - Central Maternity/Shared Parental Leave Provision			290,502....	200,986.19	0.00	89,515.81		
+	Σ 2023 10717-38	A - Beckman Avanti Centrifuge J... 26				0.00	-4,853.87	0.00	4,853.87	
+	Σ 2023 10717-39	A - BD FACSCelesta Flow Cytome...				0.00	-10,780.00	0.00	10,780.00	
+	Σ 2023 10717-40	A - Teaching Lab Tissue Culture Equipment				0.00	-7,552.02	0.00	7,552.02	
+	Σ 2023 10836-10	A - St George's Grove Phase 2 - Halls				0.00	-98,588.63	0.00	98,588.63	
+	Σ 2023 10851-11	A - Improved Infrastructure & Resilience				0.00	-56,166.46	0.00	56,166.46	
+	Σ 2023 10851-13	A - Replacement Library Furniture - Computer Room				0.00	-5,043.50	0.00	5,043.50	
+	Σ 2023 10851-16	A - New Joint Virtual Learning Environment				0.00	-26,897.57	0.00	26,897.57	
+	Σ 2023 11037-10	G - Halls - Depreciation			601,962....	341,724.44	0.00	260,238.11		
+	Σ 2023 11129-10	G - Student Union - General Expenditure				0.00	120.00	52.80	-172.80	

- The budget column shows the total latest budget or forecast for the sub-project. A budget is what is set at the start of a financial year or grant to show the allowed expenditure (and/or expected income), whereas a forecast is a more up to date view of what is actually going to be spent (or the income to be received).
- The net spend to date column shows your total expenditure so far (as of today's date). If net spend to date is showing a negative number, this will be because there is more income on the budget than expenditure (or it could be a refund has been received in a different financial year to the expenditure).
- The PO Commitment column shows all the outstanding commitments that have been raised against your sub-project (as of today's date) and please remember this will not include salary information for future months.
- The funds left to spend column shows the budget or forecast remaining, after all expenditure and commitments. Again, please note that future month salaries will need to be considered; the salary information for the month will be shown by the 27th of the month.

If funds left to spend is showing a negative figure you have overspent on your budget. You will need to contact Finance (or JRES if a research grant). This could mean that you may have to move transactions to another funding source.

You can then drill down to see more detail about a sub-project using the + / - signs on the left hand-side. The Man Rep column combines similar types of income and expenditure, whereas the Account column breaks down income and expenditure further.

	2023	12383-12	G - INTO - Staff Cost		2,960.08	2,960.08	0.00	0.00
+ Σ3	2023	12383-...	G - INTO JV -External	Tuitio...	0.00	0.00	0.00	0.00
+ Σ3	2023	12383-...	G - INTO JV -External	Travel...	0.00	184.69	0.00	-184.69
+ Σ3	2023	12383-...	G - INTO JV -External	Gene...	136,1...	-708.33	0.00	136,81...
- Σ2	2023	12383-13	G - INTO JV -External		136,105....	-523.64	0.00	136,628.64
+ Σ2	2023	12398-10	A - Fixed assets & depreciation		3,249,46...	1,253,822.77	0.00	1,995,640....
Σ2	2023	12431-14	A - Applied Diagnostic Research		0.00	-14,398.58	0.00	-14,398.58

	2023	12383-10	G - INTO - Other Charges		3,960.08	107.05	0.00	3,852.00
+ Σ2	2023	12383-12	G - INTO - Staff Cost		2,960.08	2,960.08	0.00	0.00
+ Σ3	2023	12383-...	G - INTO JV -External	Tuitio...	0.00	0.00	0.00	0.00
96	2023	12383-13	G - INTO JV -External	Travel, Trai...	177	0.00	184.69	0.00
- Σ3	2023	12383-...	G - INTO JV -External	Travel...	0.00	184.69	0.00	-184.69
+ Σ3	2023	12383-...	G - INTO JV -External	Gene...	136,1...	-708.33	0.00	136,81...
- Σ2	2023	12383-13	G - INTO JV -External		136,105....	-523.64	0.00	136,628.64
+ Σ2	2023	12398-10	A - Fixed assets & depreciation		3,249,46...	1,253,822.77	0.00	1,995,640....
Σ2	2023	12431-14	A - Applied Diagnostic Research and Evaluation Unit		0.00	-14,398.58	0.00	-14,398.58

You can drill down to individual transactions, and to see more information about the transactions click on the amounts in the Net Spend to Date column or PO Commitment column.

You will then be taken to the below screen, where clicking the transaction number will bring up the purchase order.

Results											
#	TT	Trans.no	#	Trans.date	Period	Account	Cat1	Cat2	TC	Text	Amount
1	IT	5207066	1	13/02/2023	202307	177	INTO	12383	PM	Travel exps	184.69
Σ											184.69

Reports for Research Budgets

Further down your-log in page you will see another budget holder report that shows all your sub-projects that run over academic years (including research grants, research training support grants, discretionary, donations).

BH Report - ITD											
▼ Selection criteria											
Results											
Search Detail level Level 1 - Subj ▾ Copy to clipboard											
#	Subproject	Subproject (T)	Account	Account (T)	Budget	Net Spend to date	PO Commitment	Funds left to spend	Protype (T)	Links to reports	
+ Σ1	13117-10	R - Integrating the diagnosis & management of HIV-associated central nervous system (CNS)	925,209....	912,614.35	15,932.76	-3,337.94					
+ Σ1	13117-11	R - DREAMM - Partners	684,365....	650,333.15	0.00	34,032.45					
+ Σ1	13141-10	R - Translating Research into Practice (TRIP): Evaluating and Speeding up the adoption of an	0.00	195.33	0.00	-195.33					
+ Σ1	13502-10	R - 5FC HIV-Crypto - Improved flucytosine formulation for the treatment of meningitis in	429,372....	35,839.02	0.00	393,533.31					
Σ			2,038,947.09	1,598,981.85	15,932.76	424,032.48					

This report works the same as the previous report.

Another way to see your research budgets is to use the “Spend Vs Budget” report. If you click on the top left tab, then choose “Reports” and then “Research Reports” – you will have a report called “Spend Vs Budget.”

The screenshot shows the Business World interface with a red circle highlighting the top-left corner. The menu on the left is labeled 'Menu' and includes categories like 'Your employment', 'Expenses', 'Procurement', 'Project management', 'Customers and sales', 'Common', and 'Reports'. The 'Reports' category is circled in red. The main content area shows a 'Global reports' section with 'Budget Holders Reports', 'Central Procurement Reports', 'My Expenses', 'Requisitioners Reports', and 'Research Reports'. The 'Research Reports' section includes 'Active Research Subprojects', 'JRO Non PO Commitments RF', 'Non-salary Expenditure by Period', 'PO Commitments', and 'Spend vs Budget (GBP)'. The 'Spend vs Budget (GBP)' item is also circled in red.

This shows all your active research grants with budget, expenditure to date, commitments to date and the balance left to spend. By selecting Level 1-Sub-project, you can see this information at grant level, and can use the Level drop-down menu or the + / - on the left to drill down for further information.

The screenshot shows the 'Spend vs Budget (GBP)' report results. At the top, there is a 'Selection criteria' section with a '▼' button. Below it is a 'Results' section with a table. The table has a header row with columns: '#', 'Subproject', 'Budget Heading (T)', 'Account', 'Account (T)', 'Period', 'Period (T)', 'Budget', 'Expenditure to date', 'Commitments to date', and 'Balance'. The table contains several rows of data, with the first four rows circled in red. The first row shows a budget of 925,209.17, expenditure of 912,614.35, and a balance of -3,337.94. The second row shows a budget of 684,365.60, expenditure of 650,333.15, and a balance of 34,032.45. The third row shows a budget of 0.00, expenditure of 195.33, and a balance of -195.33. The fourth row shows a budget of 429,372.33, expenditure of 35,839.02, and a balance of 393,533.31. The total for the table is 2,038,947.09, 1,598,981.85, 15,932.76, and 424,032.48. At the bottom of the table, it says 'Time executed 16/03/2023 13:58:20 Number of rows 558'.

If you see any budget that you are unaware of or see any errors; please contact JRES (for research grants) or Finance (for all other queries).