

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									
Prototypebud like	A									
S in list	'N','P' ***									
Othresno like	226830									
	as of date ▼ Today's date ▼									
Company like	SL									

Search	Detail level	Level 2 - Subproject ▼	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
+ Σ2	2023	10397-34	A - EUC - Capital Equipment over 10K			0.00	-19,056.87	0.00	19,056.87	
+ Σ2	2023	10502-10	G - Central Maternity/Shared Parental Leave Provision			290,502....	200,986.19	0.00	89,515.81	
+ Σ2	2023	10717-38	A - Beckman Avanti Centrifuge J... 26			0.00	-4,853.87	0.00	4,853.87	
+ Σ2	2023	10717-39	A - BD FACSCelesta Flow Cytome...			0.00	-10,780.00	0.00	10,780.00	
+ Σ2	2023	10717-40	A - Teaching Lab Tissue Culture Equipment			0.00	-7,552.02	0.00	7,552.02	
+ Σ2	2023	10836-10	A - St George's Grove Phase 2 - Halls			0.00	-98,588.63	0.00	98,588.63	
+ Σ2	2023	10851-11	A - Improved Infrastructure & Resilience			0.00	-56,166.46	0.00	56,166.46	
+ Σ2	2023	10851-13	A - Replacement Library Furniture - Computer Room			0.00	-5,043.50	0.00	5,043.50	
+ Σ2	2023	10851-16	A - New Joint Virtual Learning Environment			0.00	-26,897.57	0.00	26,897.57	
+ Σ2	2023	11037-10	G - Halls - Depreciation			601,962....	341,724.44	0.00	260,238.11	
+ Σ2	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.

+ Σ3	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

+ 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	-184.69
- Σ3	2023	12383...	G - INTO JV -External	Travel...		0.00	184.69	-184.69
+ Σ3	2023	12383...	G - INTO JV -External	Gene...		136,1...	-708.33	0.00
- Σ2	2023	12383-13	G - INTO JV -External			136,105....	-523.64	0.00
+ Σ2	2023	12398-10	A - Fixed assets & depreciation			3,249,46...	1,253,822.77	0.00
+ Σ2	2023	12431-14	A - Applied Diagnostic Research and Evaluation Unit			0.00	-14,398.58	0.00

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

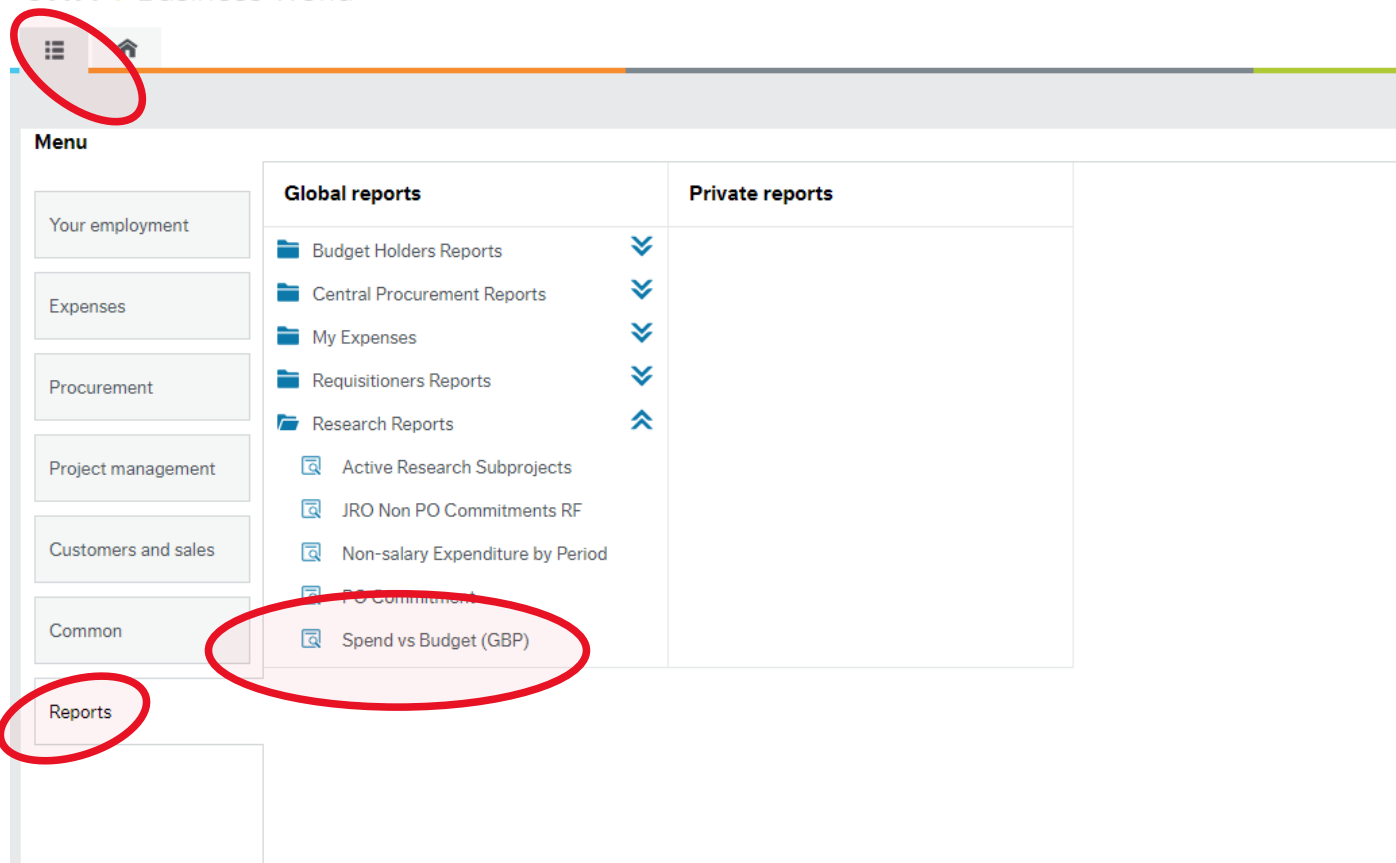
Results										
Search	Detail level	Level 1 - Subj	Copy to clipboard							
#	Subproject	Subproject (T)	Account	Account (T)	Budget	Net Spend to date	PO Commitment	Funds left to spend	Prototype (T)	Links to reports
+ Σ1	13117-10	R - Integrating the diagnosis & management of HIV-associated central nervous 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		

Time executed 16/03/2023 13:55:55 Number of rows 63

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.”

UNIT4 Business world



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.

Spend vs Budget (GBP)

Selection criteria

Results

Search Detail level Level 1 - Subproject Copy to clipboard

#	Subproject	Budget	Account	Account (T)	Period	Period (T)	Budget	Expenditure to date	Commitments to date	Balance
+ Σ1	13117-10						925,209.17	912,614.35	15,932.76	-3,337.94
+ Σ1	13117-11						684,365.60	650,333.15	0.00	34,032.45
+ Σ1	13141-10						0.00	195.33	0.00	-195.33
+ Σ1	13502-10						429,372.33	35,839.02	0.00	393,533.31
							2,038,947.09	1,598,981.85	15,932.76	424,032.48

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).