Getting Started with Reports

This is an overview – additional information and eLearning is available on the Reports page. We also run bite size training for reports and drop in sessions to answer your questions – details of these on the Agresso Resources Page.
Click on Add Shortcut – this report will now be available on the landing page next time you log on.
Click on Search to get information on all your Research non pay budgets

NB if you have non Research funds, there will be additional options in the Reports Folder for My Non Research Projects (see below)

If you have access to payroll data, eg if you are a PI or HoD, then there will be Payroll Options too.

The principle remains the same.

See left for full range of options for reports
This report is at a high level. Click the drop down menu to get different levels of detail.
To look at a specific sub-project or range of sub-projects, use the filter buttons here or enter the code in the search line here.

Press Search to reload information.
This is the report at Detail Level ‘All levels’

Click on any item which is underlined to get more detail. To load data, press Search if required.
This is showing all the costs to date on the Supplies and Services code.

Clicking on an underlined transaction number will show the supporting invoice and other information.
You can scroll down the invoice and see subsequent pages if it is a multiple page invoice.

<table>
<thead>
<tr>
<th>Product Description and Unit Size</th>
<th>QTY</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEDRO Radello White Offensive Body FCR</td>
<td>1</td>
<td>121.00</td>
<td>121.00</td>
<td>20.0%</td>
</tr>
</tbody>
</table>

**Charges Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT Summary</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Output Tax: 20.0% Total value 121.00 at 20.0% = 24.20