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<b>SOP Number:</b>	<b>6</b>
<b>SOP Title:</b>	<b>Estates Project Balance Enquiry</b>
<b>Version:</b>	<b>1.0</b>
<b>Date Created:</b>	<b>13/11/2023</b>
<b>Created By:</b>	<b>Humza Iqbal</b>

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# University of Glasgow

# 1. INTRODUCTION

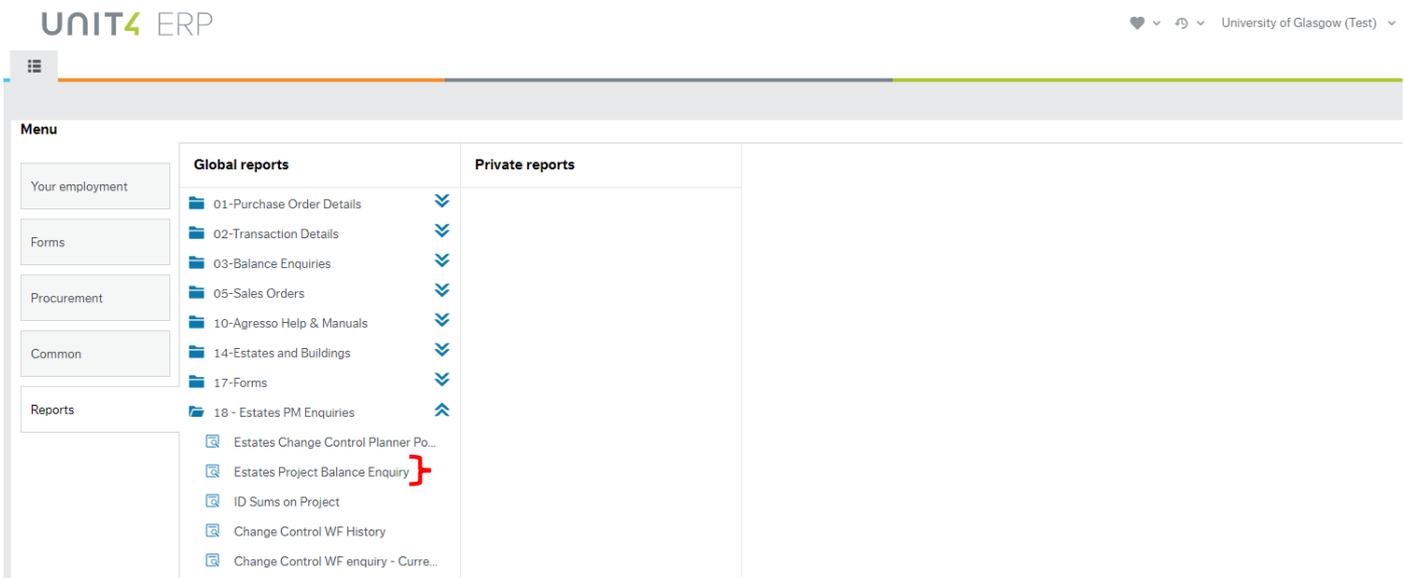
The Change Control Workflow History Enquiry has been created to give the user visibility and control of checking their project position at any given time (essentially a funds check).

# 2. PURPOSE

The enquiry was created to provide the level of detail they require when it comes to checking on their project position without having to request a funds check be provided. This level of detail provided by the enquiry allows the user to have full information of what their different budget heading position is and the overall position of their project, along with funds available after actuals and commitments have been taken into consideration.

# 3. CHANGE CONTROL WF HISTORY ENQUIRY

When logged into Agresso, click on the 'Reports' option on the left-hand side, then open folder '18 – Estates PM Enquiries', then select the 'Estates Project Balance Enquiry' report.



Once the enquiry has been opened, the below screen will appear:



Once the enquiry has been opened it will look like the below:

UNIT4 ERP University of Glasgow (Test) David Burt

Estates Project Balance Enquiry

**Selection criteria**

Sub\_project like: 200760-01  
 Period between: 201601 and 202412  
 Company like: P1

**Results**

#	Sub_project	Budget Category	Budget Category (T)	Account	Account (T)	Costc	Period	Approved Capex Budget	External Budget Transfers In	Approved Reallocations	Spend	Commitments	Estates Total Budget	Available Spend
+ Σ1		GA001	STAFF COSTS					50,570.00	0.00	0.00	27,904.42	0.00	50,570.00	22,665.58
+ Σ1		GA002	CONSTRUCTION					478,804.00	0.00	649,200.00	8,724.80	590,078.40	1,128,004.00	529,200.80
+ Σ1		GA004	AV/IT					0.00	0.00	147.60	0.00	0.00	147.60	147.60
+ Σ1		GA005	OTHER PROJECT COSTS					258,900.00	0.00	0.00	0.00	0.00	258,900.00	258,900.00
+ Σ1		GA006	PROFESSIONAL FEES					245,014.00	0.00	0.00	112,496.40	26,034.00	245,014.00	106,483.60
+ Σ1		GA007	IDENTIFIED SUMS					336,000.00	0.00	-52,200.00	0.00	0.00	283,800.00	283,800.00
+ Σ1		GA008	CONTINGENCY					178,488.00	0.00	-597,000.00	0.00	0.00	-418,512.00	-418,512.00
+ Σ1		GA022	ANNUAL SPEND					0.00	0.00	-147.60	0.00	0.00	-147.60	-147.60
Σ								1,547,776.00	0.00	0.00	149,125.62	616,112.40	1,547,776.00	782,537.98

Time executed: 10/11/2023 09:32:55 Number of rows: 70

The budget headings are then brought up and these can be expanded to show more detail by clicking the '+' button and then minimised by clicking the '-' button