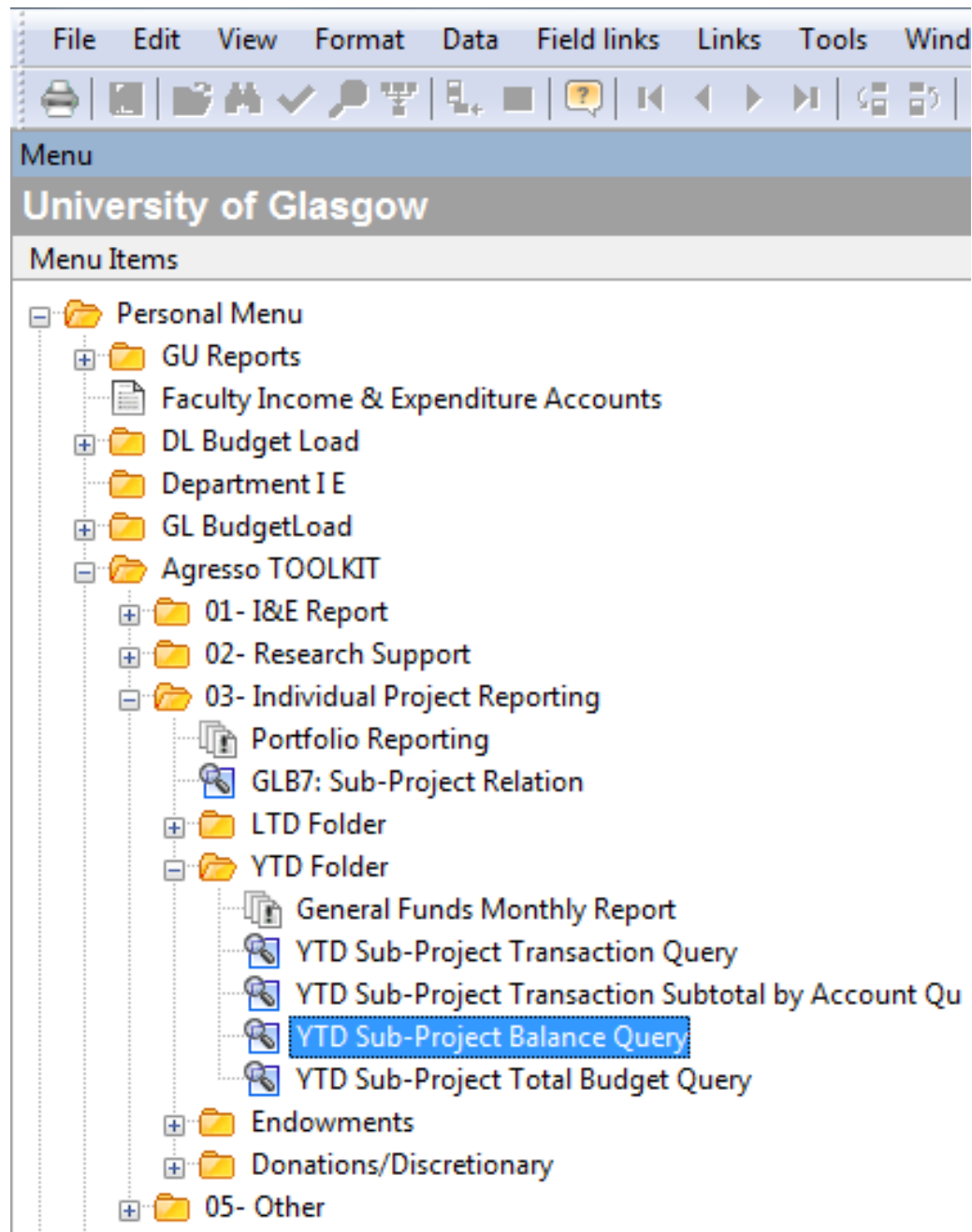# YTD Sub-Project Balance Query

This query uses a balance table in Agresso to give you a variance against budget for an individual sub-project.
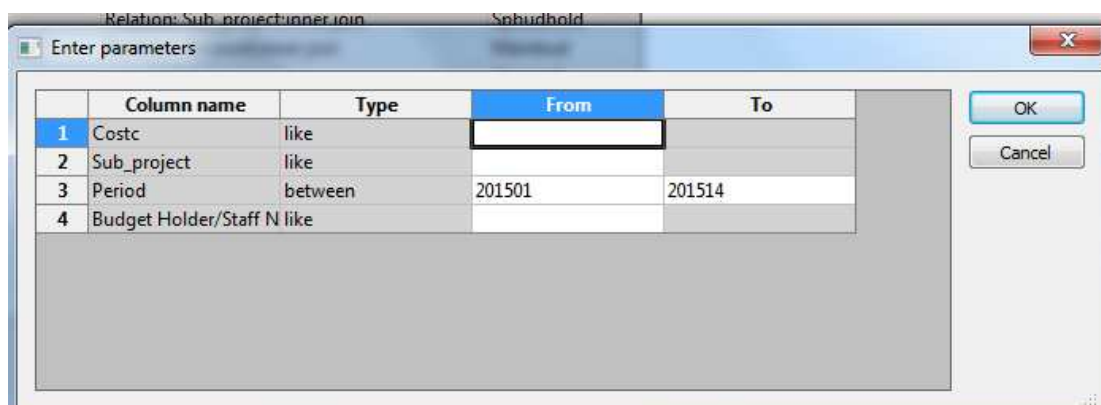
Instructions on how to run

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

This should open a pop-up box:
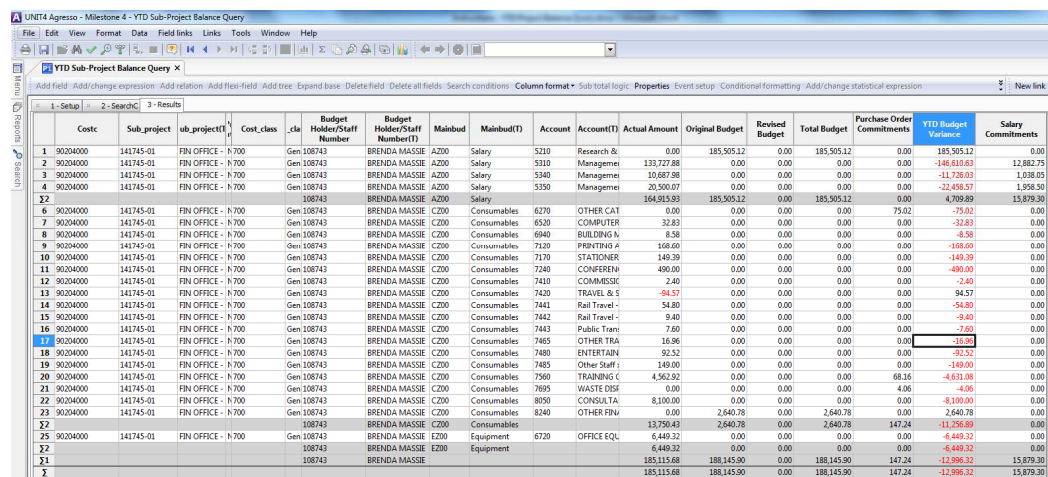
The pop box can give you several options, examples are listed below:

Option	Option Description	Details	Examples
Costc	Cost Centre	Cost Centre Number – this allows you to see all the discretionary sub-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
Period	Month	This allows you to run the query for the full financial year (ie 20XX01 – 20XX14) or you can run for any combination of months within a financial year.	20XX01 - August 20XX02 – September 20XX03 - October 20XX04 - November 20XX05 - December 20XX06 - January 20XX07 - February 20XX08 - March 20XX09 - April 20XX10 - May 20XX11 - June 20XX12 - July 20XX13 – Year-End Adj
Budget Holder	Budget Holder	Budget Holder Staff Number – this allows you to see all the sub-projects which the staff member is responsible for.	510629

Once you have clicked on OK the system will retrieve the information requested.

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

Your results should look something like this:

Column	Column Details
Costc	Cost Centre Number – Identifying college, school and subject
Sub-Project	Agresso Sub-Project Number
Status	Status of sub-project (Open or Closed)
Cost_class	Sub-Project Type
Spbudhold	Sub-project Budget Holder
Mainbud	Grouping of account codes
Account	Code and description identifying type of spend
Amount	Total amount spent against grouping
Original Budget	Budget agreed at budget setting
Revised Budget	Budget released
Total Budget	Combination of the 2 columns above
Purchase Order Commitments	Outstanding purchase orders not invoiced
Salary Commitments	Salary amounts due in future months
Budget Variance	Variance against budget *(ie amount left to spend)*