

# Getting Started with Gold Reports

## Introduction

This document provides a quick reference guide as a starting point for using Agresso reports. It is being developed as part of work to meet a key requirement from the Agresso user community i.e. to improve Agresso reporting.

## Location of Reports

New or existing reports being developed as part of this work can be found in Agresso in one place.

1. Select **Reports** from the menu bar
2. Choose **Global reports**
3. Then select the **GOLD reports** folder

## Change Control

All 'gold' reports will be under formal change control. In practice, this means:

- Any changes to these reports will be notified to key finance system contacts *in advance* of their implementation
- A change control log will be maintained and made available to key finance system contacts to provide a track record of report changes

## Reports by Task by Area

- Research – reports for use in Research Administration, owned by the Research Support Office: <https://www.york.ac.uk/staff/research/external-funding/support-contact-rsg/>
- Non-Research – reports for M... workorders, or 7... Workorders
- (*not yet available*) Man Acc – reports for use in management accounting, both centrally and in departments, owned by Management Accounting: <https://www.york.ac.uk/staff/finance/management-accounting/>

## Questions on Agresso reporting

Questions on the use and interpretation of data in Agresso reports should be addressed to the relevant report owners, as listed above.

For technical questions, e.g. user access for running reports, error messages shown, or reports running slowly, please email [finance-systems@york.ac.uk](mailto:finance-systems@york.ac.uk). Further guidance explaining Agresso reports, including this document, can be seen within the Gold Reports folder in Agresso, under Help.