Agresso
Unit 4 Business World

Desktop
Advanced Browser
Reporting
Agresso Unit 4 Business World Desktop - Advanced Browser Reporting

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Enquiries / reports

Accessing the Browser Features

The Browser feature can be accessed from most of the enquiry screens in the Agresso main menu:-

- To open the Browser, hold the cursor over the magnifying glass, and click once on the right hand mouse button.
- Click Open Browser to open the browser enquiries screen
- Alternatively you can expand the main menu items to view a list of ready-made templates.
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You are then presented with the following three tabs:

- **Setup**
- **Search**
- **Results.**

**Setup tab**

The **Setup** tab shows the column headings which can be seen on the report. This template can be amended to meet individual needs.

If you have selected a ready-made template from the main menu the name of the template appears in the Template field. You can select other templates from the drop-down list, but you must remember to **TAB** out of the field to refresh the screen with the new column headings.

**Column Names**

The rows viewed on the **Setup tab** represent the columns you will see in your report, e.g. **Account** = account code

Add or delete **Column names** to refine the report to your own needs.

It’s also possible to create your own **Templates** eliminating the need to create a template each time you want to run the same report.
Adding and Deleting Fields

To add Column names place the cursor in the field that you wish to appear after your new column name and click once on the right hand mouse button. Select Add field from the drop-down list.

To delete Column names, place your cursor in the column heading you wish to delete and click once on the right hand mouse button. Select Delete field from the drop-down list.

Useful Tips
If you select Delete all fields you will delete all column headings regardless of where your cursor is placed within the template.

You can also use the Tools options across the top of the browser screen or from the main Agresso tool bar:-

The Tools menu options are shown across the top of the browser screen.
The **Up and Down arrows** allow you to arrange the column names in the order you require to see them on the **Results** screen. With the **column name** to be moved highlighted, click on the appropriate arrow.

**Show column**

**Show column** allows you to change the way you view the information on the report, see example below:

- **Code** = 4 digit number
- **Text** = description of the code
- **Code/Text** = the 4 digit code plus the text in 2 separate columns
- **Join-column** = if you select a column but do not wish to view it on the report choose this option.
Hints! You would use the **Join-Column** option if you want to add a relation to the selection criteria, for example, **Dept** is a relation on both **Project** and **Workorder**. You would not be able to run the report for Dept without including either Project or Workorder on the Setup tab. But you can **Join-column** if you do not wish to see Project or Workorder printed on your report.

**Subtotal and Sort**

Use the **Subtotal** and **Sort** columns to refine the report.

For example, if you mark an X in the **Subtotal** box relating to Workorder, you will get a grey line in the report, which shows the **total value** for each Workorder code.

If you also enter a number 1 in the **Sort** column against Project, Agresso will sort the information by Project code, by putting all the rows together relating to the same code.

**Tip:** Sort and subtotal on more than one column at a time. For example you might want to sort by Project code (1), but you also might want to sort within code Workorder (2).

In the example below, the **Workorder sub-total** line is coloured grey and the results are sorted by Reshier.
About adding relations

Attribute
Most pieces of data held within Agresso are called attributes such as project, account, project manager (PI), department, etc.

We can hold as many different attributes as we like – the only practical limitation is the maintenance overhead.

After information has been categorised into attributes, links between related categories of information can be made.

Relation
The posting attributes are overlaid by reporting groups. These groups are called relations in Agresso, because a fixed relationship is created within the system between the attribute and the reporting relation. Examples of relations include:

- Unit
- Section
- Department

Relations are connections between attributes. For example, Project relations are used to:

- build report structures between project and report attributes.
- connect additional information to the project.

This means it is possible to report transactions at department level without the need to identify the department on every transaction, as each project is related to a department. Attributes and relations allow you to interrogate the system and create effective management reports.
To add a **Relation** place your cursor onto the **attribute** for which the relation exists.

1. Click on the right hand mouse button and select **Add Relation**.
2. Select a **Relation** from the list available then click **OK**.
3. Select the relation and click **OK**, use Ctrl+click to select more than one. You will now have a new column, with the selected relation, placed above the highlighted attribute.
Formatting Results
You can amend the format of the results by **right-clicking** on the **Setup** tab and selecting **Properties**.

<table>
<thead>
<tr>
<th>Relevant fields</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum number of rows</td>
<td>The <strong>max number of rows</strong> that you wish to see displayed under Results (regardless of level of aggregation)</td>
</tr>
<tr>
<td>Max linewrap</td>
<td>Specifies how many <strong>extra lines</strong> Agresso can break to if a text-field becomes too long for a given column</td>
</tr>
<tr>
<td>Start detail level</td>
<td>Defines the <strong>level</strong> of the report within the Results tab</td>
</tr>
</tbody>
</table>

The **Start detail level** defines the level of a report within the Results tab.

There are 3 levels:-

0 = standard/lowest level, e.g. within a transaction report, results will show **every transaction line** with subtotal and total lines, for example:-
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1 = a higher level e.g. will collapse results to **subtotal level** with the facility to expand to transaction level, for example:

![Image of subtotal level example]

2 = a higher level e.g. this collapses report results to show a **grand total**. The user can expand the results up to subtotal and transaction levels and back again by using the **VCR buttons** on the main menu.

![Image of grand total example]

**SearchC tab**

Search parameters are used to restrict the enquiry results to the information you want to see on your report. It is necessary to narrow down your search by entering search parameters. If search parameters are not entered most enquiries would take too long run and the amount of information retrieved would be unmanageable.

In Browser enquiries the criteria for narrowing down a search is more sophisticated than the standard enquiry template, with a whole lot of search operators which can be used. Search conditions can be placed on any column in the search.

**Useful Tips**

The column does not need to be displayed on the Setup tab for you to place restrictions on it. e.g. if you are running a report for one project it would not be useful to show that project name on every row, therefore it is not necessary for Project to be in the Setup tab.
Entering Search Criteria

<table>
<thead>
<tr>
<th>Column Name</th>
<th>The column to which the search criteria applies</th>
</tr>
</thead>
</table>

**Type**

The Type column is used to define the manner in which you want Agresso to use the search criteria you specify in the Value column, which will limit your search (see heading Relevant Option Types below for greater detail).

![Screenshot of Agresso Unit 4 Business World Desktop - Advanced Browser Reporting](image)

<table>
<thead>
<tr>
<th>Column name</th>
<th>Type</th>
<th>Macro</th>
<th>Value</th>
<th>Prompt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 exclude 00 periods</td>
<td>not like</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>2 Project</td>
<td>like</td>
<td>100001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Work Order</td>
<td>like</td>
<td>10000101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Vendor</td>
<td>like</td>
<td>V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 T</td>
<td>not in list</td>
<td>T0, T1, T2, T3, T4, T5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Period</td>
<td>not in list</td>
<td>200201, 200202, 200203, 200204, 200301, 200302, 200303, 200304, 200305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Period</td>
<td>greater than or equal to</td>
<td>201801</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 ID2</td>
<td>like</td>
<td>ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Account</td>
<td>not like</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Period</td>
<td>less than or equal to</td>
<td>201801</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Company</td>
<td>like</td>
<td>SCIENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Value</th>
<th>Value(s) – Enter the code, name, number, etc. upon which you wish to restrict the search</th>
</tr>
</thead>
</table>

**P**

(Prompt) With an X in the P column, the user running the enquiry will be prompted to enter these values when they select the find option.

![Screenshot of Agresso Unit 4 Business World Desktop - Advanced Browser Reporting](image)

Leave the check box blank if you want to hard code the search criterion

<table>
<thead>
<tr>
<th>Column name</th>
<th>Type</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Project</td>
<td>like</td>
<td>100001</td>
<td></td>
</tr>
<tr>
<td>2 Work Order</td>
<td>like</td>
<td>10000101</td>
<td></td>
</tr>
<tr>
<td>3 Period</td>
<td>greater than or equal to</td>
<td>201801</td>
<td></td>
</tr>
<tr>
<td>4 Period</td>
<td>less than or equal to</td>
<td>201801</td>
<td></td>
</tr>
</tbody>
</table>

**Relevant options – Type**

<table>
<thead>
<tr>
<th>Options</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like</td>
<td>Allows you to specify a value or a range of alphanumeric values (using wildcards) in the Value-column. If you are entering a number, for example an Account code, you cannot use the wildcard (*) you have to enter the full four character number.</td>
</tr>
<tr>
<td>Not like</td>
<td>Excludes the values you specify in the Value-column (with the same wildcard functions as above).</td>
</tr>
<tr>
<td>Between</td>
<td>Enables you to specify From/to alphanumeric values between which Agresso will display a range of transactions.</td>
</tr>
<tr>
<td>Not between</td>
<td>Excludes the values that you specify in the Value-column (with the same wildcard functions as above).</td>
</tr>
<tr>
<td>Greater than or equal to/Less than or equal to</td>
<td>Lets you specify a value greater than or lesser than and equal to a certain value. The screen capture above shows a way of pulling a</td>
</tr>
</tbody>
</table>
Range of periods through by specifying two lines (Period) and using Greater than or equal to and Less than or equal to to restrict the report to a range of periods.

**Greater than/Less than**

Offer the same functionality as the ones above, except for leaving out the value From/to in the result.

**In list/Not in list**

Allows you to pick and choose existing attribute values from a list, providing more advanced results than from/to ranges generally return. When you select In list the first time, Agresso returns the full list when you tab out:

Use In list/Not in list to narrow your search. Select the values you want to use in the search condition by clicking them in the left-hand column (can also use Shift + Ctrl for multiple values), then press the right arrow button to move them over to the right-hand column. OK brings them into the Value column under SearchC.

Alternatively, you can type the values directly in the Value column, using comma(s) to separate them.

If you need to change the selection criteria, use the right-click (or use Tools) on the SearchC row that includes an In list Type and click Search conditions.
Adding/Deleting Search Criteria
Add the field you wish to search on in the same way that you added a row in the Setup tab.
Click onto the SearchC tab. Position the mouse below the Column names, right click and select Add Field

A popup box appears – Choose search conditions from the list, then click OK.

Useful Tips
You can hold the Shift or Control keys to make multiple selections. Shift selects a block; Control (Ctrl) selects individual items.
The same column name can also be used more than once in the search criteria. Once you have made your selection, click OK.

Important!
Never leave a Value field blank as it will take Agresso far longer to retrieve your results.
Running a Report with Prompts
If the prompt (P) field on the SearchC tab is marked you will be prompted to complete the appropriate search criteria pop-up boxes, e.g. The browser enquiry: Monthly Transactions by Project and WO has prompts set for Project, Workorder and Period.

When you click on the binoculars (F7) to run the report, the parameters dialog box opens.

Hints! If you wish to restrict your results to one Workorder relating to a Project enter the Workorder. Alternatively, you may enter a wildcard (*) to ask for all Workorders relating to that Project. Enter the appropriate accounting period (see Appendix 1). Enter the same period in both fields to restrict the search to one month.

Running a report without prompts
Before you run an enquiry without the prompt (P) column marked, you must enter search criteria on the SearchC tab. Do not leave any of the value columns blank. If you do not want to enter criteria against a heading, delete that heading by using the right-hand mouse function.
Results Tab

The Results Tab shows the results of your selection criteria entered into the SearchC tab and sorted and sub-totalled as specified on the Setup tab, for example:

Double click on a line to drill down to transaction level:

With sub-totals applied to your template, you can condense the results by clicking on the VCR buttons on the main menu. To view the full transaction list, click again on the arrows to the right.
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**Filtering Results**
The Filter function can show specific information on the Results tab. If you have not previously specified this restriction on the SearchC tab.

Use the **Filter** to view specific information.

For example, results filtered by Account 2209

![Filter example image](image)

**Useful Tip** If, after filtering, you wish to view full results again, you must re-run the report click Binoculars or **F7** (Find).

**Saving a Browser Template**
An amended template can be saved to the Agresso server so that you can use it again.

**Please note** - you can only save a template as **Private**, this restricts the access to yourself. Only system administrators can save global templates for everyone to use.

- To save a template with the **Setup** tab shown
- On the **File** menu dropdown list, select **Save as** …

![Dropdown list image](image)

- In the File Format box, choose **Template File**
- Then click **OK**

In the pop-up box, enter a unique description for your template within the **Description** field – follow best practise and include your **UserID** at the start of the description – see example below:-

![Description input box](image)

Include your **UserID** at the start of the **Description**

Remember to select **Private**
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- Make sure the Private button is marked
- If you would like the report to find the results immediately as you open the template then mark the Find Automatically field.
- If you are saving changes to an existing template mark the Overwrite button.
- Click the OK button.
- Click Yes to Update your menu on the pop-up box

Advanced Browser Functions

Expand Base
Similar to adding relations but this function allows you to add any data from any tables so long as there is an established link between the tables in the data model, e.g. from transactions to master files.

Browse either by Personal Menu right-click Browser Enquiries, select Properties and enter Agresso table name into Argument field, click OK, then double-click Browser Enquiries – this functionality is restricted to a limited number of users.

Agresso provides another way to make these enquiries; select Enquiries from appropriate Agresso module, right click your selected enquiry line and choose Open Browser, for example:-

The browser opens with a standard selection of fields. You may add fields from the selected table and/or add relations as normal. In addition, you can also select Expand Base from the right-click menu. You need to be careful how you make links between transactions and masterfile data in that you need to start from transaction level and expand to the masterfile, otherwise your enquiry will produce multiple or duplicate lines of data.

To link from Transactions (agltransact – the database table holding transactions) to the Project masterfile, you need to expand via the Workorder masterfile (double click on workorder masterfile from the expand base pop-up box), see example below:-
To link from a Balance table to the Project masterfile, you can Expand base to the masterfile directly from the project field on the set-up tab as shown below:

(The reason it’s easier is because Project is hardcoded as Cat 2 in a Balance Table, but Cat2 in a Transaction could be any attribute – Agresso cannot intrinsically know that Cat2 is Project.)
Beware of expanding base to **Suppliers** and **Customers**. If you require the name of the Supplier/Customer you can include the **Ap/Ar Id** in the transaction report and select **Code/Text** – if you require details of the suppliers you may encounter difficulties as the system is constrained by the number of **outer-joined** tables it can report and some built-in linkages to pick up Supplier/Customer names already use **outer-joins**.

**An example of an expand base to pick up Project masterfile details…**
The Setup tab of a Browser on the ProjDep Balance Table – plus Column names **Resid**, **S** and **CustomerId** from Project masterfile, showing **Text/Code** as appropriate. Note the **Original name** information - helps traceability. Note also that if the only fields left in the selection from ProjDep were **Project** and **Amount** the individual table rows would be aggregated onto a single project line.

**Search Criteria added…**

**Produces Results** as shown below…
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It is also possible to include search criteria from the expanded base fields BUT this can slow the browser significantly…

Producing Results…

It should be noted that Ap/Ar Id is a code for both Supplier and Customer; therefore if you link to Supplier Masterfile you may find that some lines disappear because the Ap/Ar Id is a Customer not a Supplier. If you try to link to both Customer and Supplier Masterfiles the result is no rows of data because valid links to both would have to exist – and that is impossible.

**Project Info**
Expand base can also include Project Info – but as the links can be many and non-specific, this can result in multiple duplicate rows of information, for example:-

Project R02504 contains three rows of info:-

Selecting data in period 200501:-
Retrieves the following results:

However if a link is made to **Project Information** (via **Expand Base, Project Masterfile, Project Information**) thus:

The retrieved results display triplicate values:
Three results for each Account (because there are 3 lines in the Project Information)! The way to avoid this is to **filter** on the Project Information results – in other words, link only to one Project Information line:

This is also true if you are expanding base to Project Milestones or, for that matter, any other multi-entry file.

**It is important to note** that you should only Expand Base if you can't access the information you require by other methods, i.e. use routes such as: add relations, add relations on relations, select code/text for Ap/Ar Id etc. before you attempt to find the data by using Expand Base.
Reports Export

Browser enquiry results data can be exported via the Reports icon on the main menu:

Options include Excel, Word or pdf format: double-click to start the export:

Exported results can be displayed, for example, in Excel, retaining formatting:
Appendix 1 – University Accounting Periods

University accounting periods are a six-digit number split into two parts.

The first part is the accounting year. University accounting year runs from 1st August to 31st July. The current accounting year of 2018 runs from August 2018 to July 2019.

The second part of the number relates to the month. August = 01 to July = 12.

Therefore the full six digits for each accounting month in the current accounting year are:-

<table>
<thead>
<tr>
<th>Account Period</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>201801</td>
<td>August 2018</td>
</tr>
<tr>
<td>201802</td>
<td>September 2018</td>
</tr>
<tr>
<td>201803</td>
<td>October 2018</td>
</tr>
<tr>
<td>201804</td>
<td>November 2018</td>
</tr>
<tr>
<td>201805</td>
<td>December 2018</td>
</tr>
<tr>
<td>201806</td>
<td>January 2019</td>
</tr>
<tr>
<td>201807</td>
<td>February 2019</td>
</tr>
<tr>
<td>201808</td>
<td>March 2019</td>
</tr>
<tr>
<td>201809</td>
<td>April 2019</td>
</tr>
<tr>
<td>201810</td>
<td>May 2019</td>
</tr>
<tr>
<td>201811</td>
<td>June 2019</td>
</tr>
<tr>
<td>201812</td>
<td>July 2019</td>
</tr>
</tbody>
</table>
Appendix 2 – Useful Tips

**Useful to know:**

An **Outer Join** is where you select data in a database **Primary Table** and link to data in an **Outer Joined Table** and the data selected displays **ALL** data in the **Primary Table** **PLUS** data in the **Joined Table** **ONLY if it exists**, otherwise, it displays a **blank**.

If the join is an **Inner Join** then data from the database **Primary Table** is **ONLY** displayed where there is **ALSO** data in the **Joined Table**.

**Useful to Remember:**

- **ve** figures = **credits**/income/monies received  
- **+ve** figures = **debits**/expenditure/invoices to be paid

In **Balance Tables** the **Cat 2** is hard-coded as **Project**

In **Browsers** Cat 1 = Analysis, Cat 2 = *can be* Project, Cat 3 = Resource Id, Cat 4 = Workorder, Cat 5 = Product Code/Student No., Cat 6 = depends on account – *can be* receipt type, student info, data profile, etc. Cat 7 = depends on account – *can be* Customer/Supplier, Inter Company Code etc.