Help for Agresso GOLD Report No. 1

<table>
<thead>
<tr>
<th>GOLD Reports…</th>
<th>Displays a summary of Budget Vs Expenditure/Income and the fEC amount remaining for a Project and its associated Workorders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>This Browser report gives a “Life to Date Summary” of Actual Expenditure/Income on a Project or Workorder, compares this with the Total Budgeted amounts available and calculates the fEC amount remaining. The amounts shown are the summary totals for an account code/budget header. The report is sorted by Workorder where there are multiple workorders on a Project and subtotalled by Workorder and Account Type.</td>
</tr>
<tr>
<td>Reports… 1.</td>
<td></td>
</tr>
<tr>
<td>Summary Report for Project/Workorder – fEC Totals</td>
<td></td>
</tr>
</tbody>
</table>

The User is prompted to enter:

- York only: Y
- Project: R00000
- Workorder: R00000*

Browser Enquiries - Research Report Guidance Notes:

After selecting the Browser Enquiry report to be run, the User is prompted to enter some or all of the Search Criteria from the dialogue box that appears:

a. **York only?** This prompt specifies whether the User requires York only costs and/or non-York costs, where for example the User wishes to see income and payments to non-York Collaborators on the same project. In most cases, the selected option should be Y.

   The options to select are either:
   - Y - to select York only costs
   - N - to select Non York only costs
   - * - to select York AND Non York Costs

b. **Project?**

   Enter the Project Number:
   - e.g. **R00000** (six digits)
c. **Workorder?**
Enter the Workorder Number:

- **R0000001** (eight digits) for Workorder number 01 only
- **R0000002** (eight digits) for Workorder number 02 only etc.
- **R000000** for **all** the Workorders associated with the selected Project