ENQ1: Enquiries

The purpose of this section is to introduce the user to the Enquiries options available in Agresso. This manual is based on Enquiries within the General Ledger module of Agresso but the mechanics and methodologies equally apply to enquiries in other modules of Agresso i.e. Accounts Payable, Accounts Receivable, Budgeting etc.

There are different types of enquiries which can be used to look for information. Some enquiries are more advanced than others and this manual will show the user how to build the enquiry they require and also some other helpful solutions.

The three types of enquiries that can be used to search for information depending what detail of information required:

Standard Enquiries – These are enquiries where the fields are fixed and the user can quickly build to find out information quickly by entering the search criteria. There is also the option to amend the enquiry so the results can be viewed in a particular option depending of the user wishes to bring in subtotals and descriptions.

Browser Enquiries – These enquiries are very like the standard enquiry though allows the user to select and choose what fields to view in the results. The Browser Enquiry also gives the user a much more advanced selection criteria when building their enquiry.

Balance Tables – These enquiries are predefined enquiries built by the Management Accounts Team and System Support Section
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Within Agresso there are several pre-defined enquiries. Most of these enquiries are Browser or Balance Table Enquiries. These will be explained in each part of the manual.
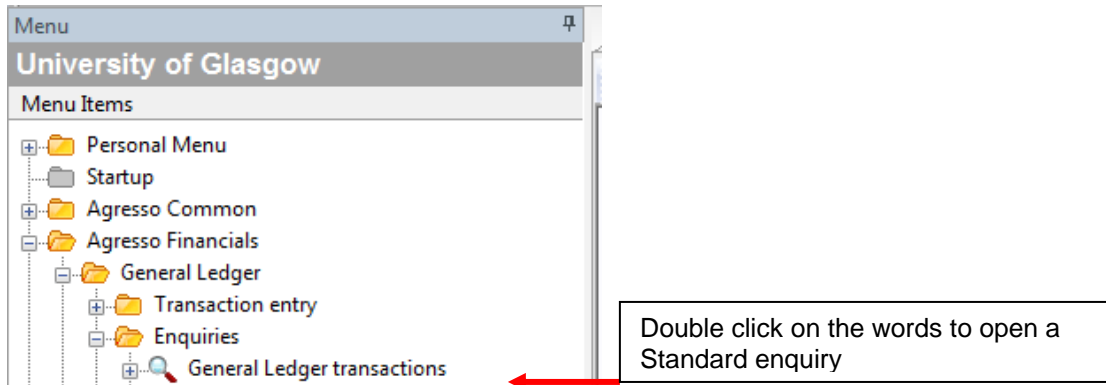See University Agresso webpage for list of available enquiries:
http://www.gla.ac.uk/services/agresso/informationforusers/helpfulenquiries/backofficeenquiries/#d.en.149556

All the enquiries built by the user can be saved personally by the user so they can be used more than once. These saved enquiries can also be amended, and, be placed in a personal folder each user has access to make them easier to locate.

ENQ1.1 Agresso Standard Enquiries

Standard enquiries allow real-time data to be retrieved. Standard enquiries offer a basic set of enquiry features to allow data to be quickly and easily retrieved. The user can create and run an enquiry setup or save an enquiry setup as an enquiry template to allow the setup to be used again. The template can also be made available to other users. The user can start an enquiry template directly from the menu, or by opening the enquiry window and then choosing the template from the drop-down list for enquiry templates.

Enquiry templates are represented by the icon on the main menu and when the user creates an enquiry template the icon is displayed next to the enquiry window the template is based on and the enquiry template appears underneath.

Double click on the words to open a Standard enquiry

This will open the following screen:

Explanation of fields

A – Unauthorised Items   These are transaction that have been registered but not yet processed on to the General Ledger
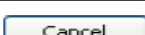
B – General Ledger   These are processed transactions

C – Historical GL   These are transaction older than two years.

The following buttons are available in the Enquiry setup:

Button	Description
⩑	Marks all fields indicating that they are to be included in the search.
⊘	Removes all marks and search criteria for all fields.
↑	Moves the selected field a column to the left in the search output.
↓	Moves the selected field a column to the right in the search output.
Save	Saves the search criteria as an enquiry template.
Delete	Shows a window where enquiry templates can be deleted.
OK	Runs the search with the given search criteria. The results are shown their own table.
Cancel	Cancels defined search criteria without executing the search.

Aggregated   Contains the fields that will appear in your enquiry results. The description/text can be amended as required..

Read only   The Read only option allows the user to gain access to all enquiry criteria. This is normally defaulted to on (tick in box) and cannot be amended.

Number of rows The maximum number of rows that will be displayed in the table field.

Column name Contains the fields that will appear in your enquiry results. The description/text can be amended as required.

Show   This shows whether the column is to be used in the search. Select this box if the user wants to use the parameter in the search.

Sort   Enter the sorting priority for the parameter. Primary sorting on a parameter is achieved by entering 1 in this column, secondary sorting by using 2, etc. It is possible to list search results in reverse order. This is simply achieved by entering a minus sign before the priority number. For example, entering -1 in the column name Account will sort all the search results in order of descending account numbers.

SubTotal   This field indicates whether amounts will be subtotaled. For example, if the user runs a search with account as the primary search criteria, all the transactions for every account may be shown—marking this column will sum the total of all the transactions for each account. Subtotals can be used more than once to show more than one subtotal depending on your search criteria.

Text   This field switches the column's text description on or off. If this column is marked for Account, each account's description will also be listed.

From   Search from and including the value entered here. For example, if the user enter 7020 in this field for Account, the system will search this account and all subsequent accounts. If the To field is left blank the search will be limited to this value.

To   Search to and including the value entered here.

NB: In all cases the selection criteria should always be used as much possible. If available

The Cost Centre (column 7) should always be qualified, as this will improve the speed of the results. I.e 9*(* is a wildcard – see below for more info on Wildcards) for the Finance Office
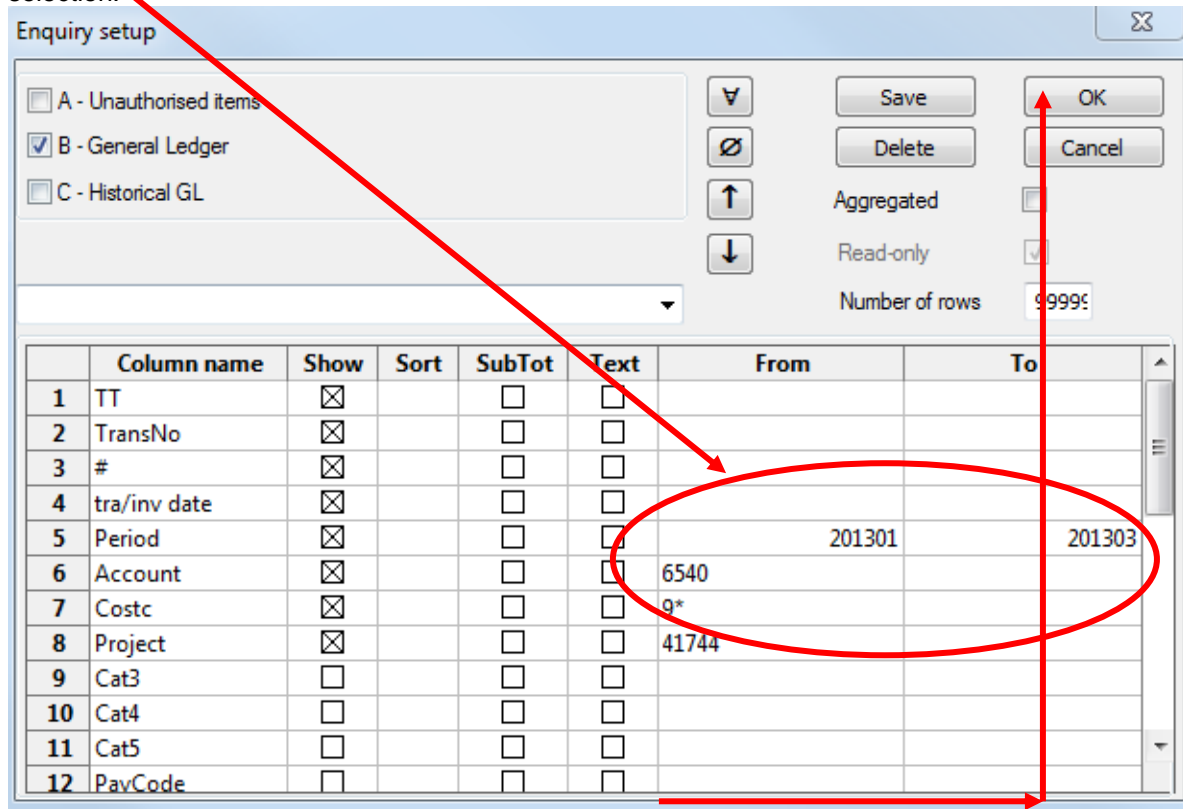
Wildcards

When searching for existing data in Agresso the user may use wildcards to specify generalized search criteria. When using the simple search mode in table field windows, this technique may prove useful: wildcards may be used to specify all existing values or partially restricted values.

The following wildcard are allowed:

Wildcard	Description
*	This is the general wildcard. This wildcard accepts any value as a valid match (i.e. searching with 7* finds all accounts beginning with the number 7, while a search conducted with just the wildcard * finds all values).
?	This is an alphanumeric wildcard that finds any single character. For example, this wildcard might be used in a simple search over cost centres such as 1?10.
[ABD]	Using square brackets searches for any occurrence of the character(s) listed within the brackets. For example, using a wildcard 3[01]* finds all values starting with 30 and 31.
[A-N]	Square brackets and a hyphen can be used to search for any occurrence of a range of values. The example shown will find all occurrences beginning with the letter A to N.

The user can use these wildcards in combination if required.

This is a typical enquiries set up screen using specific fields entering various search criteria selection:

Clicking OK would produce the following results:

Print Receipt | Setup | Template Show workflow map Log book | New link Organise links | Inv.Registration Enquiry 2

|	T	TT	TransNo	#	tra/inv date	Period	Account	Costc	Project	TC	Text	Amount
1	B	AA	7540003443	7906	30/09/2012	201302	6540	90206000	41744	0	Accruals: Purchase Order No 1365404	152.64
2	B	GL	3000085168	8	11/10/2012	201303	6540	90206000	41744	0	RQ30109/Port Activation/S.Allan/SW:F0239489	65.00
3	B	AA	7540003444	7906	30/09/2012	201303	6540	90206000	41744	0	Reverse of Accruals: Purchase Order No 1365404	-152.64
4	B	P7	700312738	1	07/09/2012	201303	6540	90206000	41744	AS	GRAPHICS KIT	51.59
∑												116.59

To amend the enquiry or change the Selection Criteria, click on the binoculars 🔍 or press F7 and follow steps as mentioned earlier.

Within the results the user can also double click on any row of information to zoom in and find out more information regarding a transaction.

As with any results, it is possible to filter data by grouping "like" data together, though please note this will exclude all other date. Clicking on a piece of data held on the tablefield and clicking on the filter 🔽 icon can filter the data. click on the binoculars 🔍 to return to original enquiry.

Cancelling Enquiries

When running a query it is possible to cancel/abort at any time by pressing the 'Cancel' button as illustrated below.

Querying…

Press cancel to abort query

Retrieved 400 rows…

Cancel
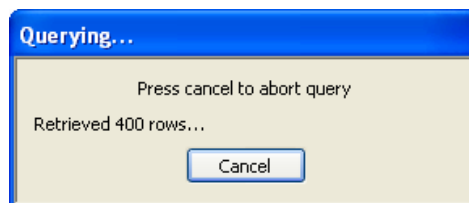
ENQ1.2 Sub-totalling and Aggregating

Agresso allows the user to subtotal and totalling when using enquiries. When choosing the enquiries the user must select the subtotal option for the particular field required. When subtotals are included in the enquiries, addition lines (∑,∑1, ∑ 2 etc.) are inserted in the results tab showing the subtotals that have been requested in the set up tab.

	T	TT	TransNo	#	tra/inv date	Period	Account	Costc	Project	TC	Text	Amount
1	B	P7	700298702	1	26/07/2012	201301	6640	90206000	41744	AS	USB FLASHDRIVE 16GB INTENSO	20.28
2	B	AA	7540003209	7082	31/07/2012	201301	6640	90206000	41744	0	Reverse of Accruals: Purchase Order No 1364237	-20.28
∑1							6640					0.00
3	B	P7	700312738	1	07/09/2012	201303	6540	90206000	41744	AS	GRAPHICS KIT	51.59
4	B	AA	7540003444	7906	30/09/2012	201303	6540	90206000	41744	0	Reverse of Accruals: Purchase Order No 1365404	-152.64
5	B	GL	3000085168	8	11/10/2012	201303	6540	90206000	41744	0	RQ30109/Port Activation/S.Allan/SW:F0239489	65.00
6	B	AA	7540003443	7906	30/09/2012	201302	6540	90206000	41744	0	Accruals: Purchase Order No 1365404	152.64
∑1							6540					116.59
7	B	P7	700303071	1	23/08/2012	201301	6520	90206000	41744	AS	INKJETS	440.02
∑1							6520					440.02
8	B	AA	7540003444	7908	30/09/2012	201303	6510	90206000	41744	0	Reverse of Accruals: Purchase Order No 1374052	-804.00
9	B	P7	700310057	1	10/09/2012	201303	6510	90206000	41744	AS	IBM LT04 BACKUP TAPES	804.00
10	B	AA	7540003443	7908	30/09/2012	201302	6510	90206000	41744	0	Accruals: Purchase Order No 1374052	804.00
∑1							6510					804.00
∑												1,360.61

The user can adjust the level of detail shown in the results tab by using the forward and back video buttons on the toolbar.

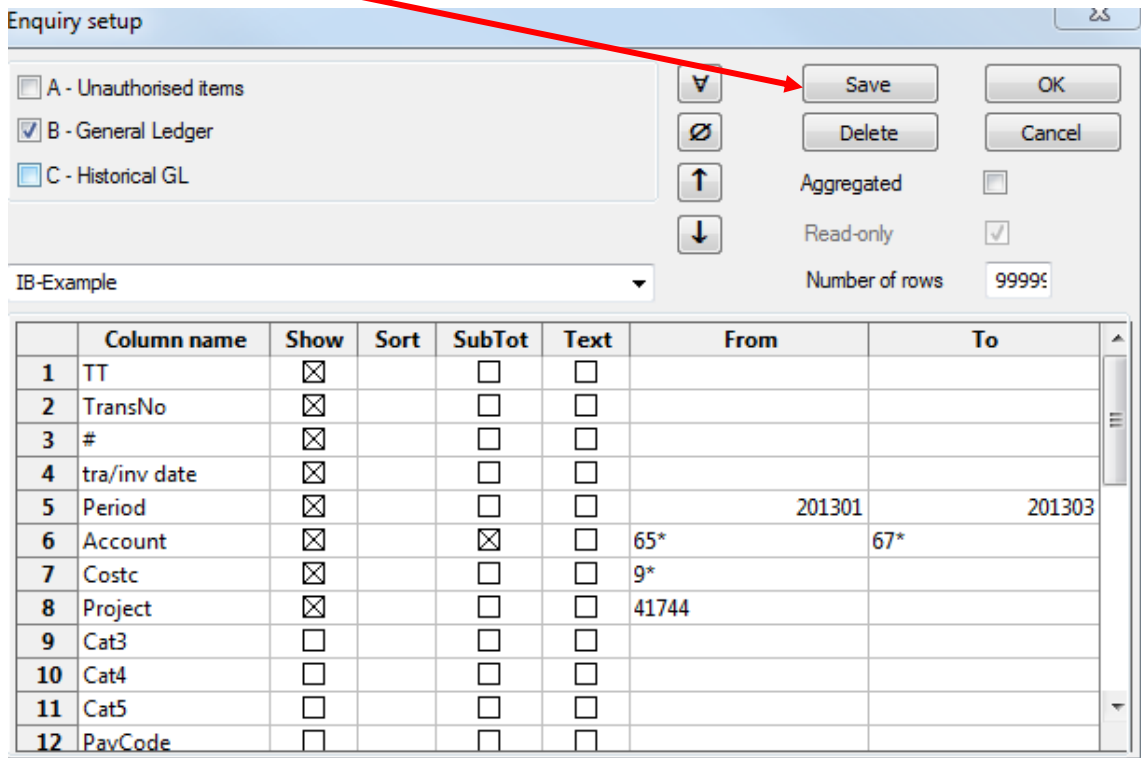|	T	TT	TransNo	#	tra/inv date	Period	Account	Costc	Project	TC	Text	Amount
Σ1							6640					0.00
Σ1							6540					116.59
Σ1							6520					440.02
Σ1							6510					804.00
Σ												1,360.61

Related to sub-totalling is the 'aggregated' box on the 'set up' window. Ticking this box compresses the enquiries output so that only one row appears for each unique column combination; however, no zoom command is available to extract further detail. Aggregated enquiries are very useful if the user wishes to see high-level balances of a large number of transaction lines. However, if doing this type of enquiries it is usually more efficient to use balance table enquiries.

ENQ1.3 Saving an Enquiry

 Any enquiries can be saved as a template. When an Enquiry is saved it will appear as a sub-menu item in the Agresso main menu and will be listed in the enquiries name box on the enquiries set up screen.

To save an Enquiry click on the binoculars 🔍 **or press F7** to bring up the selection criteria.

Select Save

	Column name	Show	Sort	SubTot	Text	From	To	
1	TT	☒		☐	☐			
2	TransNo	☒		☐	☐			
3	#	☒		☐	☐			
4	tra/inv date	☒		☐	☐			
5	Period	☒		☐	☐	201301	201303	
6	Account	☒		☒	☐	65*	67*	
7	Costc	☒		☐	☐	9*		
8	Project	☒		☐	☐	41744		
9	Cat3	☐		☐	☐			
10	Cat4	☐		☐	☐			
11	Cat5	☐		☐	☐			
12	PayCode	☐		☐	☐			

Enquiry setup
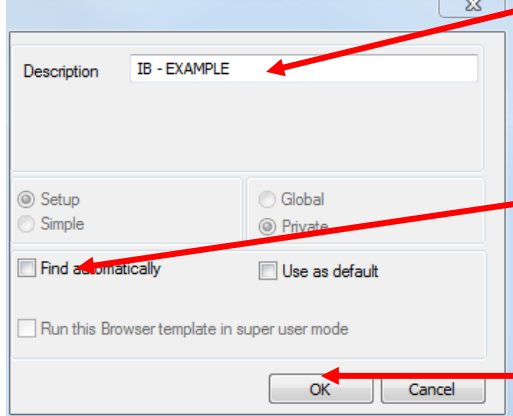
A - Unauthorised items
☑ B - General Ledger
C - Historical GL

IB-Example

Save   OK
Delete   Cancel
Aggregated ☐
Read-only ☑
Number of rows 99999

1. Enter your initials and a description of the enquiry template. This description is used when the template is called up later and is shown as the heading in the enquiry windows.

2. **DO NOT Select** *Use as default*. **Do not use this option.**

3. If Required - Select the check box *Find automatically* for the enquiry to run automatically when the enquiry is opened. (NB: Careful consideration should be given before deciding if a query should be run automatically or not as the selection criteria used may not always be relevant).

4. Click **OK** and update the menu (From Agresso file menu select **VIEW** then **REFRESH MENU).**

ENQ1.4 Using Saved Enquiries

Saved Enquiry are saved with the main menu and are represented by the icon. Standard enquiries are saved within the same section of the menu they were created in.
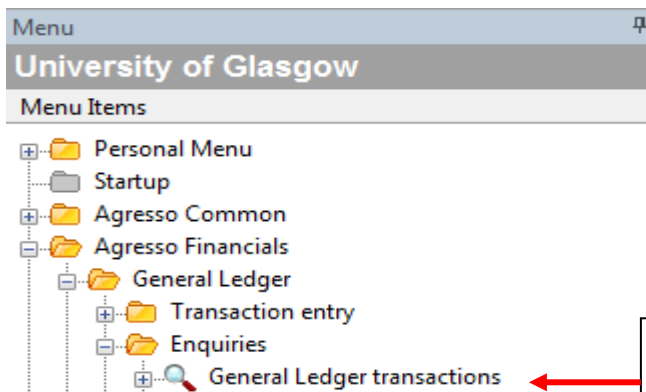
Double click on the words to open a Standard enquiry

This will open the following screen:

The user can select their enquiry from the dropdown menu and run or amend the enquiry as required.

ENQ1.5 Commonly Used Enquiries

See University Agresso webpage for list of available enquiries:
http://www.gla.ac.uk/services/agresso/informationforusers/helpfulenquiries/backofficeenquiries/#d.en.149556

Three enquiries screens are listed below. Each enquiry has many available fields (column names), some of which are not used by the University of Glasgow. Th*e below lists are only commonly used fields, there are many more fields available for use in each of the enquiries screens.*

General Ledger Transactions

📁Agresso Financials / 📁General Ledger / 📁Enquiries / 🔍 (double click on) General Ledger Transactions.

Commonly used fields:
Row 1	TT	Transaction Type (text can be used to identify the Transaction Type)
Row 5	Period	In format YYYYMM (i.e. 201301 for August 2012).
Row 6	Account	Field help is available
Row 7	Cost Centre	Enter first digits then wildcard*
Row 8	Project	Project number
Row 26	AP/AR ID	Supplier/Customer number (text can be turned on for name)
Row 28	Invoice No	For Checking invoice payments
Row 29	Order No	For invoice payments

Accounts payable enquiries

📁Agresso Financials 📁 Accounts Payable 📁 Enquiries / 🔍(double click on) Open and Historical Items for all Suppliers

Commonly used fields:
Top		"B" is unpaid, "C" if paid.
Row 2	Short nm	Supplier short name
Row 3	SuppID	Supplier number
Row 4	InvoiceNo	Will accept fuzzy matching
Row 12	TransNo	Transaction number given by Agresso
Row 20	OrderNo	For allocation type invoice payments
Row 26	Due Date	Date Agresso determines payment (NB: Not necessarily exact date)
Row 30	Inv.Date	Invoice Date
Row 62	Updated	Date invoice was entered on the system

Orders enquiries

📁Agresso Logistics 📁 Purchasing 📁 Enquiries / 🔍Purchase Order Details
(**NB;** This enquiry omits any lines entered using GL analysis spread.e.g split orders
Commonly used fields:
Row 2	Period	In format YYYYMM (i.e. 201301 for August 2012).
Row 4	OrderNo	Order Number
Row 7	Pos	Line number for that order
Row 11	SuppID	Supplier Number
Row 21	Project	Project Number
Row 40	Status	"O" = order is open, "T" = order is closed (terminated)
Row 48	Deliv.Date	Last Date goods were delivered
Row 49	Ordered	Number of units ordered for an order line
Row 66	Delivered	Number of units delivered against an order line
Row 68	InvoicedNo	Number of units paid against an order line
Row 73	To Be Delivered	Number of units to be delivered against an order line
Row 74	To Invoice	Amount outstanding (£'s exc. VAT) against an order line

NB: Row 74 above is the outstanding commitment excluding VAT