



# Reporting on FMS Web

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## REPORTING ON FMS WEB

This document covers:

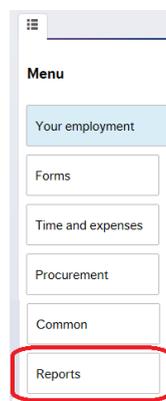
- An overview of reporting on FMS Web
- Standard report/enquiries format
- How to change Selection criteria
- How to include filters
- How to change columns
- How to drill down
- How to export
- Workflow enquiries
- Key reports
  - Budget Statement Enquiries

## OVERVIEW OF REPORTS ON FMS WEB

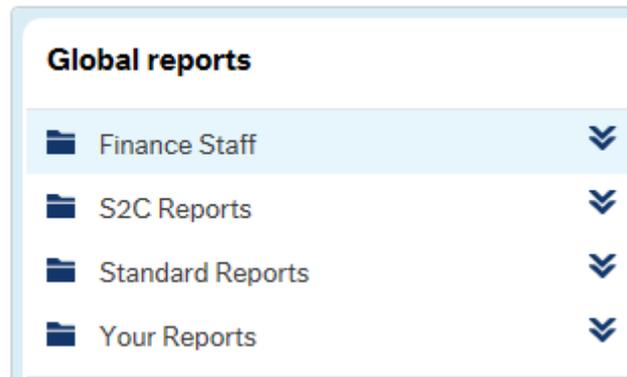
FMS Web provides a number of standard reports, which can be accessed as required. The reports and enquiries available to FMS Web are created centrally. It is not possible for Web users to create and save reports. If you require to additional or different reports, or additional information within existing reports, contact your Faculty Accountant in the first instance, who will discuss your requirements and agreed the best means of providing this information, which may be to develop and deploy additional reports.

The Reports on FMS will in any case continue to be developed in the months following go-live, and new reports made available to relevant users.

If you have access to view reports, you will see a Reports item within the Menu:



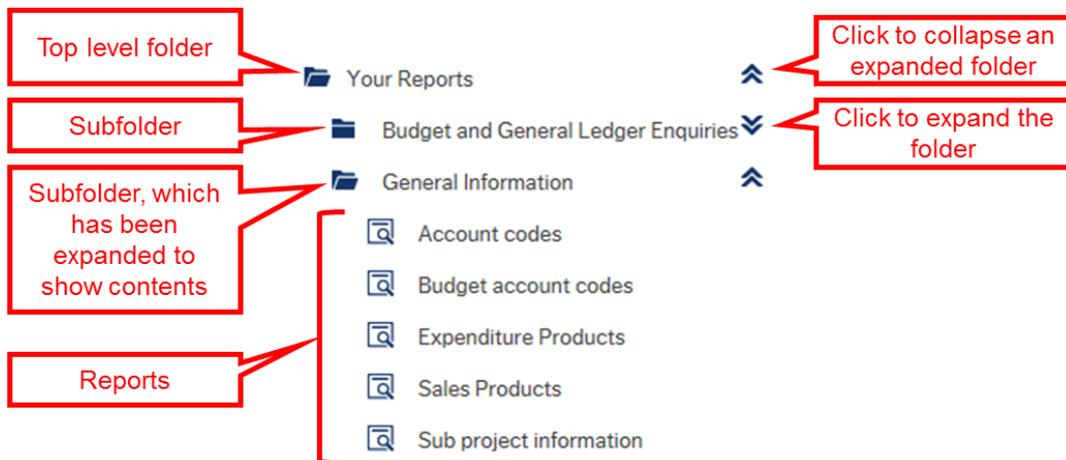
Click on the Reports Menu item to view the reports available to you. The reports available to you will depend on your role and access permissions within FMS. The example below is for a user within the Finance Directorate:



Reports are organised within folders.

- A folder icon  to the left of the text indicates you are viewing a folder name.
- The downwards-pointing chevron icon  to the right of a folder name allows you to expand the folder to view its contents, which may be reports or further folders.
- Reports are identified by the report icon  to the left of the text.
- When you have expanded a reports folder, you will see an upwards-pointing chevron icon  to the right of the folder name. Click on this icon to collapse the folder, so you are no longer viewing the contents.

The example below shows an expanded 'Your Reports' folder, which contains two sub-folders, one of which has also been expanded, and contains five reports

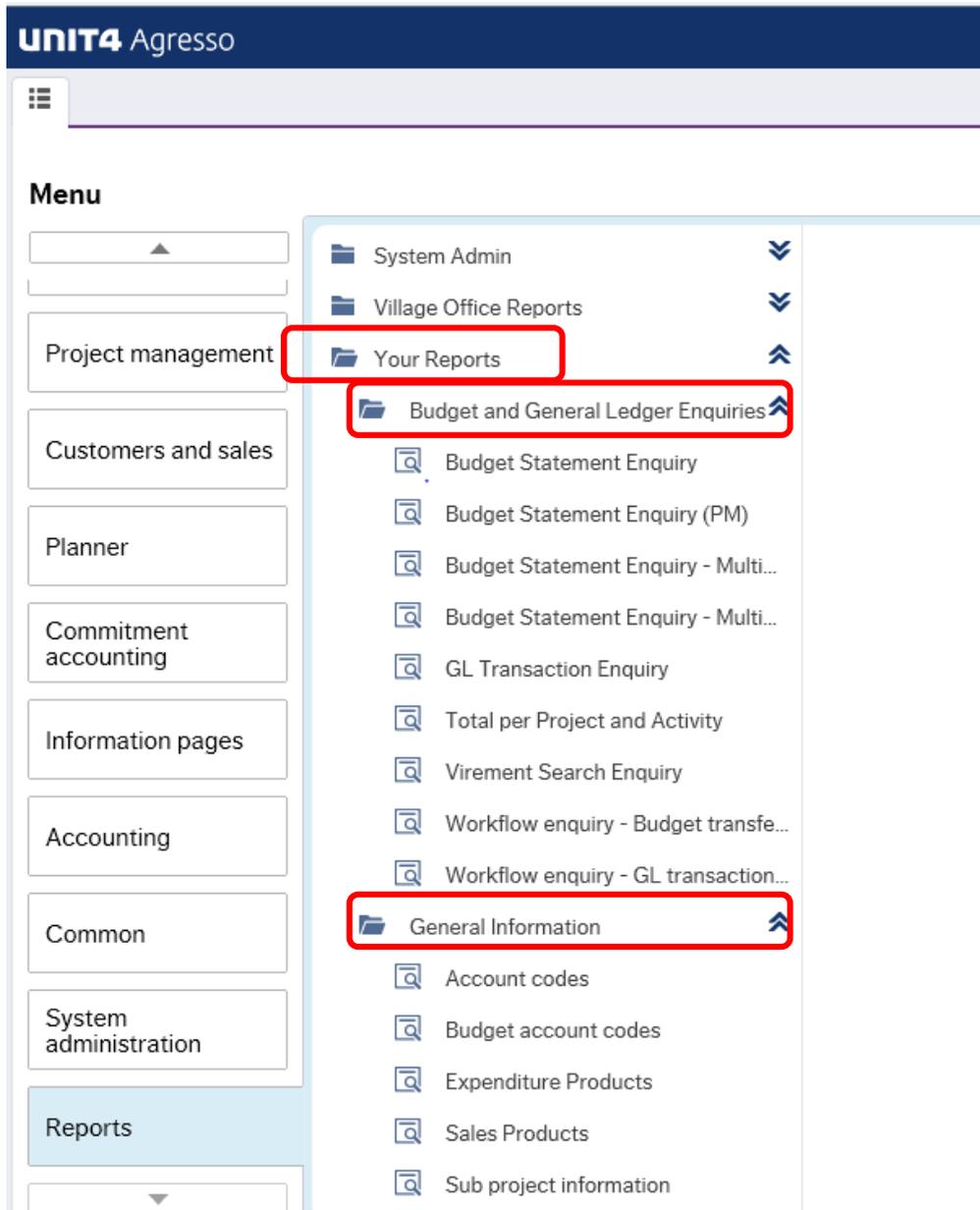


## THE 'YOUR REPORTS' FOLDER

All users have access to the **Your Reports** folder. The information displayed when you view reports in this folder will be restricted so that you can only report on transactions where you are the Sub Project Manager or the Project Manager.

There are two sub folders within the Your Reports folder:

- Budget and General Ledger Enquiries
- General Information



## THE 'STANDARD REPORTS' FOLDER

Departments have identified specific staff who will have access to the **Standard Reports** folder.

The reports in this folder allow staff to report on **all** sub projects within the cost centres that they have access to.

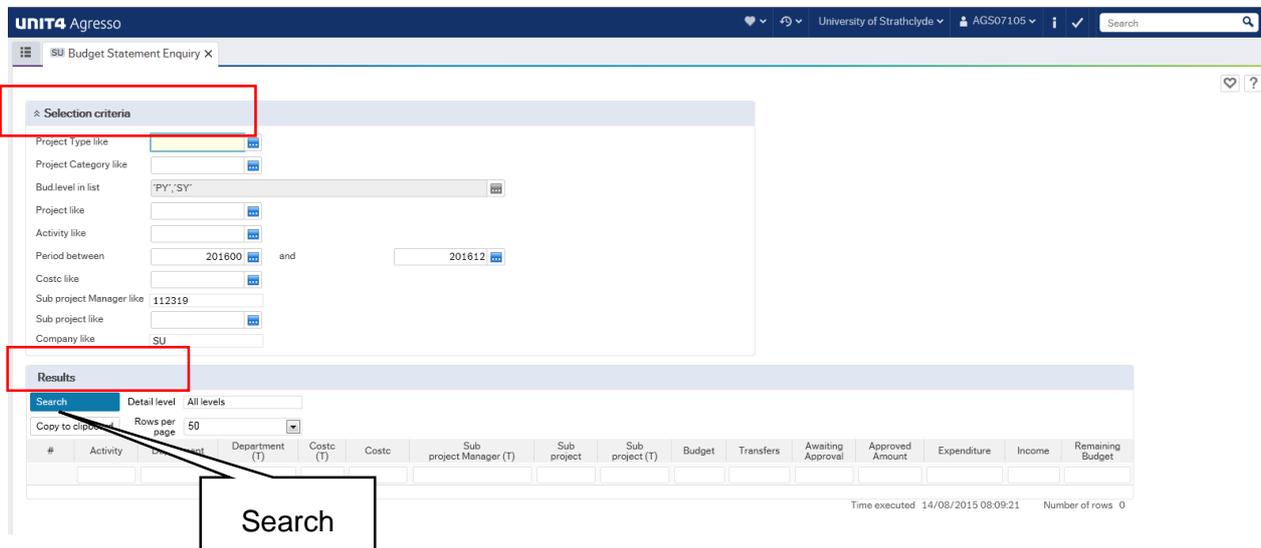


## FORMAT OF REPORTS / ENQUIRIES

All reports have a standard format comprising:

- Selection criteria
- Results

Typically, you enter the relevant search criteria in the Selection Criteria and click the Search button to view your results in the Results area.



## SELECTION CRITERIA

Reports are created by Finance, who will specify the Selection criteria options.

- Some options may be hard coded and cannot be changed by the user. These will be greyed out e.g. the *Sub Project Manager* in the above example.
- Some options may have default values but these can be changed e.g. the *Period between* in the above example.
- Other options can be populated to narrow down the results of your search e.g. *Project Type* in the above example.

If you feel that there are other options that would be useful please contact the Helpdesk.

## RESULTS

After selecting the relevant Selection criteria and the Search button the results of your search will be displayed.

## HOW TO CHANGE SELECTION CRITERIA

Type in the relevant criteria directly (if you know the value) or use the Value Lookup to see relevant options to select from.

The screenshot shows the UNIT4 Agresso interface. The main window is titled 'SU Budget Statement Enquiry - All X'. The 'Selection criteria' section is visible, with fields for 'Project Type like' and 'Project Category like'. A 'Value lookup' dialog box is open, showing a search criteria field with 'res' entered. Below the search criteria field is an 'Advanced' section. The dialog box also contains a table of results with columns: Attribute value, Attribute, Description, Period from, Period to, and Status. The table has two rows: 'R' with 'PRO.TYPE' and 'Research Project', and 'RS' with 'PRO.TYPE' and 'Research Studentships'. Both rows have '0' for 'Period from' and '209999' for 'Period to', and 'N' for 'Status'. A 'Filter' button is next to the table. The dialog box also has a 'Close' button at the bottom left.

Attribute value	Attribute	Description	Period from	Period to	Status	Filter
R	PRO.TYPE	Research Project	0	209999	N	
RS	PRO.TYPE	Research Studentships	0	209999	N	

After selecting the Value lookup, enter part of the name of description in the Search Criteria field. If necessary, the Advanced selection criteria can be used.

## HOW TO INCLUDE FILTERS

You can **filter** the data returned from your initial search criteria by entering values in the blank row at the top of the Results section (just below the column headings). For example in the report below, entering Fire Alarms in the Sub Project (T) field, and then selecting Search will bring back all sub projects with this text in the description:

The screenshot shows a web application interface for a budget statement enquiry. The top section contains various search filters with input fields and dropdown menus. The 'Period between' filter is set to '201600' and '201612'. The 'Costc like' filter is set to '16900'. The 'Company like' filter is set to 'SU'. Below the filters is a 'Results' section with a 'Search' button, a 'Detail level' dropdown set to 'All levels', and a 'Rows per page' dropdown set to '50'. A 'Copy to clipboard' button is also present. The results table has the following columns: '#', 'Activity', 'Sub project Manager (T)', 'Sub project', and 'Sub project (T)'. The table contains five rows of data, all with 'Fire Alarms : 1 August 2015 to 31 July 2016' in the 'Sub project (T)' column.

#	Activity	Sub project Manager (T)	Sub project	Sub project (T)
				Fire Alarms*
1	100	Robert M. [redacted]	E-MR0133083	Fire Alarms : 1 August 2015 to 31 July 2016
2	100	Robert M. [redacted]	E-MR0133084	Fire Alarms : 1 August 2015 to 31 July 2016
3	100	Robert M. [redacted]	E-MR0133085	Fire Alarms : 1 August 2015 to 31 July 2016
4	100	Robert M. [redacted]	E-MR0133089	Fire Alarms : 1 August 2015 to 31 July 2016
5	100	Robert M. [redacted]	E-MR0133107	Fire Alarms : 1 August 2015 to 31 July 2016



Filters can be used in any column

Filters are case sensitive so make sure these are entered in the correct case

## HOW TO SELECT COLUMNS

When the data is returned you can choose to exclude certain columns. For example, in the Budget Statement Enquiry there are a large number of columns which have been included as standard to help users at this stage. However, you may wish to exclude the additional text columns to make the report easier to view.

Select **Choose columns** from the bottom of the screen.

**Results**

Search

Detail level

Copy to clipboard

Rows per page

#	Activity	Sub project Manager (T)	Sub project	
				Fire Alarms*
1	100	Robert McKenna	E-MR0133083	Fire Alarms : 1 August 2018
2	100	Robert McKenna	E-MR0133084	Fire Alarms : 1 August 2018
3	100	Robert McKenna	E-MR0133085	Fire Alarms : 1 August 2018
4	100	Robert McKenna	E-MR0133089	Fire Alarms : 1 August 2018
5	100	Robert McKenna	E-MR0133107	Fire Alarms : 1 August 2018

Choose columns

Graphical presentation

Export

Untick the columns you don't wish to show (note (T) indicates a text column).

**Choose columns**

Columns	
Activity	<input checked="" type="checkbox"/>
Faculty/ CFO/ COO etc. (T)	<input checked="" type="checkbox"/>
School (T)	<input checked="" type="checkbox"/>
Department (T)	<input checked="" type="checkbox"/>
Costc (T)	<input checked="" type="checkbox"/>
Sub project	<input checked="" type="checkbox"/>
Budget	<input checked="" type="checkbox"/>
Awaiting Approval	<input checked="" type="checkbox"/>
Expenditure	<input checked="" type="checkbox"/>
Remaining Budget	<input checked="" type="checkbox"/>
Faculty/ CFO/ COO etc.	<input checked="" type="checkbox"/>
School	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Costc	<input checked="" type="checkbox"/>
Sub project Manager (T)	<input checked="" type="checkbox"/>
Sub project (T)	<input checked="" type="checkbox"/>
Transfers	<input checked="" type="checkbox"/>
Approved Amount	<input checked="" type="checkbox"/>
Income	<input checked="" type="checkbox"/>

Select OK.



The next time you run this report only the columns you selected will be shown as default

## HOW TO DRILL DOWN

You can drill down on the data returned in a report where a blue hyperlink is visible. Note that in some reports, separate drill down links have been provided to ensure that the correct data is returned – please use the separate drill down links where these are available, For example, the Budget Statement Enquiries report shown below:

Budget	Transfers	Awaiting Approval	Approved Amount	Expenditure	Income	Remaining Budget	Links to reports
0.00	0.00	-193.47	609.28	0.00	-350.00	-65.81	Select link
0.00	-727,265.85	0.00	0.00	0.00	0.00	-727,265.85	Drill Down - Awaiting Approval
0.00	86,814.12	0.00	0.00	0.00	0.00	86,814.12	Drill Down - Budget
0.00	-640,451.73	-193.47	609.28	0.00	-350.00	-640,517.54	Drill down - Approved Amount
							Drill down - Exp
							Drill down - Inc
							Drill down - Transfers

Time executed 14/08/2015

Links to drill down reports

Select the appropriate Drill Down based on which column you are looking to drill down from.

This will open a new pop up screen with the relevant data

Budget statement drill down - Soft

Specific drill down

isaction	oe (T)	Commitment type (T)	Acc_commit	Account	Account (T)	Category 1	Category 1 (T)	Element type	Original ID	Original line no.	Original seq no.	Amount	Remaining amount
Auto Soft	Soft	Y	4206	Laboratory Supplies and Services	90001	University of Strathclyde	GL	70000031	1	0	-193.47	-193.47	
												-193.47	-193.47

Time executed 14/08/2015 17:06:41 Number of rows 1

Choose columns Graphical presentation Export

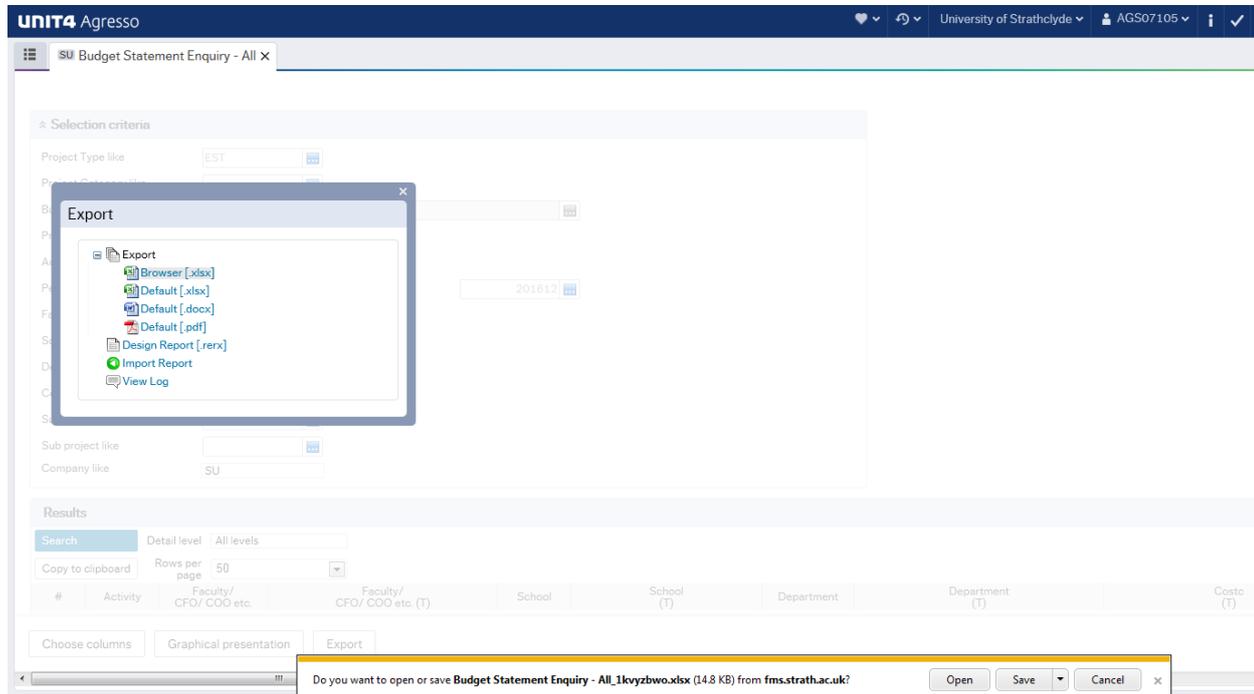
Close

In the above example the remaining amount should tie back to the Awaiting Approval.

## HOW TO EXPORT

To Export your data to excel select the Export option at the bottom of the screen.

Select the Browser [.xlsx]

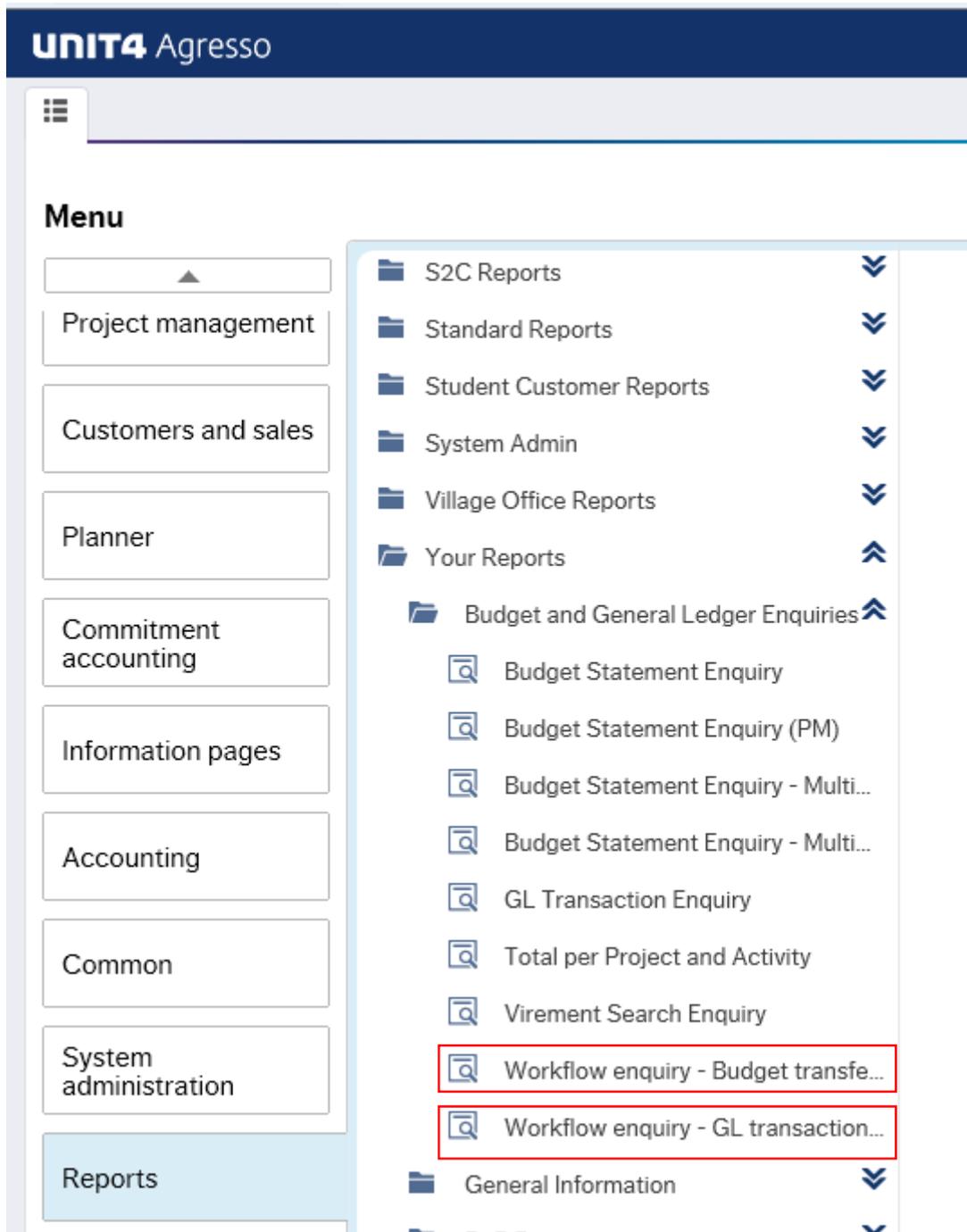


You will be prompted to Open or Save the file. Select as required (if you select Open you can view in Excel and then save later).

Note – the Export option may include columns of data that you do not require, delete as necessary.

## WORKFLOW ENQUIRY

You can view any transaction in workflow at any time using the appropriate Workflow Enquiry screen. See enquiries under the Reports folder.



Example for Journals:

SU Workflow enquiry - GL transactions - trans no X

**Selection criteria**

Company like: SU      Active:       Historical:

TransNo like:

Updated like:

User like:

**Results**

Search:       Detail level: All levels

Copy to clipboard      Rows per page: 50

#	Process	Step	Task owner	Workflow status (T)	TT	TransNo	#	Trans.date	Period	Account	Cost Centre (Cat1)	Project (Cat 2)	TC	Text	Cur	Curr. amount

Example for Budget Transfers/virements:

UNIT4 Agresso      University of Strathclyde      AGS07105

SU Workflow enquiry - Budget transfers/virements X

**Selection criteria**

Batch like:       Active:       Historical:

Project (Cat 2) like:

Sub project (Cat 4) like:

Company like: SU

Updated like:

User like:

**Results**

Search:       Detail level: All levels

Copy to clipboard      Rows per page: 50

#	Process	Step	Task owner	Workflow status	Version	Batch	Account	Description	Cost Centre (Cat1)	Project (Cat 2)	Cat 3	Sub project (Cat 4)	Cat 5	Cur	Curr. amount	Amou

In each case, enter the relevant search criteria and select search.

**Results**

Search:       Detail level: All levels

Copy to clipboard      Rows per page: 50

#	Process	Step	Task owner	Workflow status	Version	Batch	Account	Description	Cost Centre (Cat1)	Project (Cat 2)	Cat 3	Sub project (Cat 4)	Cat 5
1	Planner Virements	Different ProCat Budget Approval	MIB14102	W	VIREMENTS	100000	B450	TRF CFO BALS / FINANCE RC	13300	GEN2043		GEN2043-105	100

**Map**

Transaction id:2992      Log book

```

graph TD
    A[Virement is a CR] --> B[Project type No approval]
    B --> C[Different CostC]
    C --> D[DIFFERENT COSTC BUDGET APPROVAL]
    
```

**Map selection list**

Process	Version no.	Started
Planner Virements	6	07/08/2015 11:29:29

**Map information**

Map status: Active

Initiator: Aileen Stevenson (AGS06151)

Started: 07/08/2015 11:29:29

Finished:

Version no.: 6

Process: Planner Virements

Export      Close

You can click on the Map to show the status of the transaction:

Clicking on Workflow Status for any line will show the Workflow diagram for this line.

**Green** boxes are complete

**Yellow** boxes are active

**Grey** boxes represent the next steps after the current active ones are complete

The map and the enquiry will also show the current task owner.

## ABOUT BUDGET STATEMENT ENQUIRIES

The table below explains where to access budget statement information, what is returned in each report, and who has access to the reports.

Folder	Report Name	Purpose	Who can access	What can be accessed
Your Reports	Budget Statement Enquiry	This is the main Budget Statement Enquiry for <b>Sub Project Managers</b> in relation to sub projects with <b>annual budgets</b> (e.g. running costs)	Sub Project managers	Only Sub Projects where you are Sub Project manager
Your Reports	Budget Statement Enquiry (PM)	This is the Budget Statement Enquiry for <b>Project Managers</b> in relation to sub projects with <b>annual budgets</b> (e.g. running costs)	Project managers	Only Sub Projects related to Projects where you are Project manager
Your Reports	Budget Statement Enquiry – Multi Year	This is the main Budget Statement Enquiry for <b>Sub Project Managers</b> for <b>Multi Year</b> sub projects (e.g. Research, KE, SFC Earmarked grants, Estates Capital projects)	Sub Project managers	Only Sub Projects where you are Sub Project manager
Your Reports	Budget Statement Enquiry – Multi Year (PM)	This is the Budget Statement Enquiry for <b>Project Managers</b> for <b>Multi Year</b> sub projects (e.g. Research, KE, SFC Earmarked grants, Estates Capital projects)	Project managers	Only Sub Projects related to Projects where you are Project manager
Standard Reports	Budget Statement Enquiry – All	This is the Budget Statement Enquiry for all Sub Projects in relation to sub projects with <b>annual budgets</b> (e.g. running costs)	Relevant staff nominated by Head of Departments	All sub projects in the Cost Centres you have access to

Folder	Report Name	Purpose	Who can access	What can be accessed
Standard Reports	Budget Statement Enquiry – Multi Year - All	This is the Budget Statement Enquiry for all <b>Multi Year</b> sub projects (e.g. Research, KE, SFC Earmarked grants, Estates Capital projects)	Relevant staff nominated by Head of Departments	All sub projects in the Cost Centres you have access to

## ABOUT THE GENERAL LEDGER TRANSACTION ENQUIRY

If you wish to view transactions which have been posted to the General Ledger for a specific Project or Sub Project, use the **GL Transaction Enquiry** report.

The **GL Transaction Enquiry** report is in the Budget and General Ledger Enquiries folder.