



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

WEB REPORTING ON AGRESSO M7

Business World (M7)

This manual will help you to run reports on Unit4 Business World (M7)

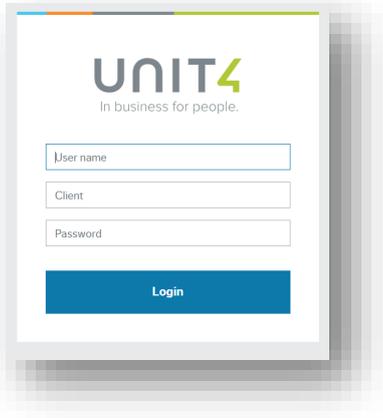
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Opening BWO M7 on the Web

1. Open your internet browser and go to

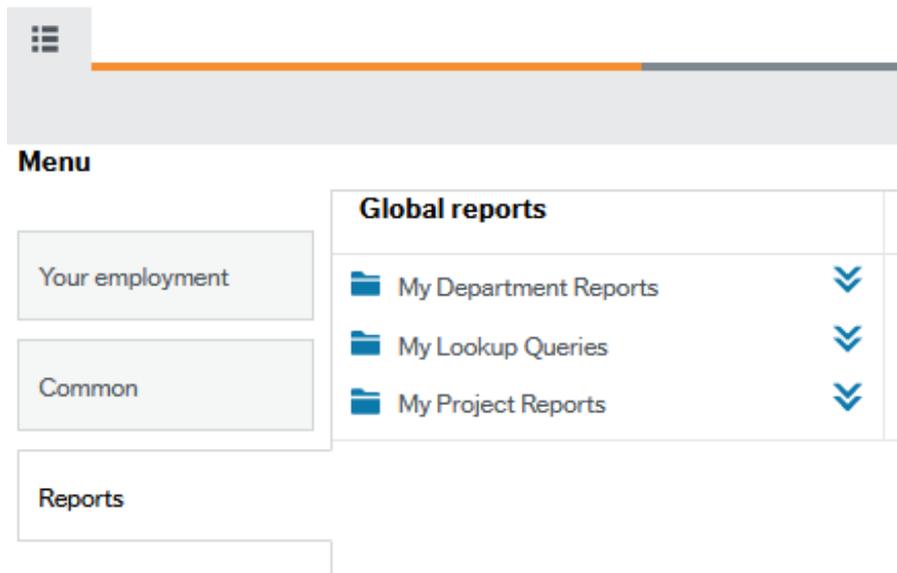
https://ubw.unit4cloud.com/ie_mtu_prod_web

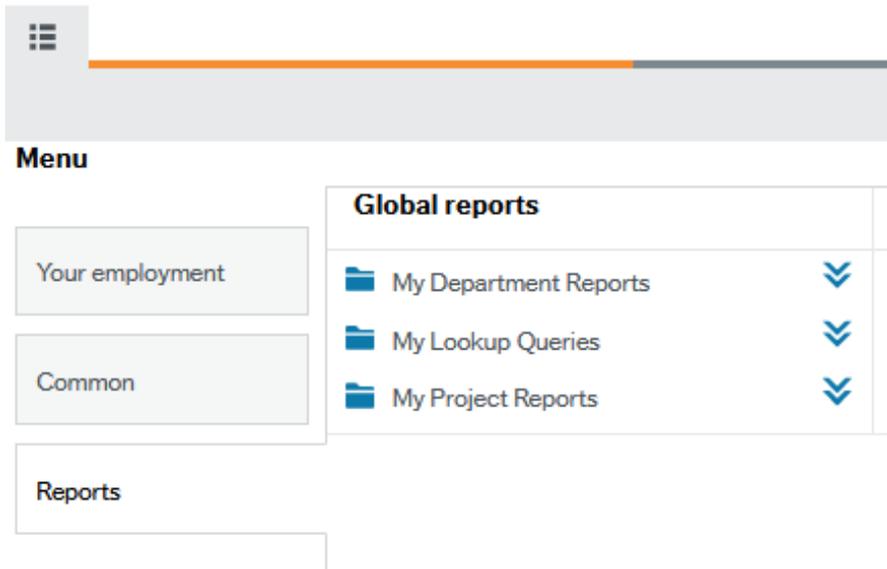


2. Enter your BWO! Credentials

Reports Area

On the left hand menu, you should see an option for Reports. Under this heading, the Global Report folders are listed.





To expand on an area, click on the folder. You will see the reports available displayed



Running Reports

Most of the reports will require some input from the user. For example, W30 Transaction Listing requires the user to enter the cost centre they want to generate the report for.

W30 - Transaction Listing (MS)

Selection criteria

Cost Centre like	<input type="text"/>	...
Period greater than or equal to	202105	
Period less than or equal to	202112	
Budget Category in list	<input type="text" value="CAP;GEN;HOSP;KNOW;PROF;SDEV;TRAV"/>	
ID6 like	QJ	
Company like	MT	

Results

Detail level
Level 1 - Budget Cat
▼

If you are unsure of the code you want, in some reports you can click on the three dots next to the field, which will bring up the value lookup window. Choose Attribute from the drop down and hit

Search. This will display all cost centres/project codes you have access to. You can also refine your search by filling out part of the code or description

Value lookup

Attribute

Attribute

Attribute value

Description

Attribute value
Description

Once a report has run, you can use the filter options. These are the blank fields above the generated report. You can use partial entries, but will need to use the wildcard value * (see note on wildcard value at end of document). Once you have entered your filter options, hit search and the report should filter accordingly.

#	Department (T)	Account Category (T)	Account Name (T)	Date	Transaction Nbr	Order Nbr	Invoice Nbr	Supplier Name	Supplier Name (T)	Staff / Student Name (T)	Description	Amount

Wildcard Value

For some fields, if you are searching for a partial order number, requisition number etc. you will have to use the wildcard value *

For example, if you were looking for a requisition number starting in 3498, you would enter 3498* in the criteria field. If you were looking for a requisition number ending in 3498, you would enter *3498, and if you were looking for a requisition number with 3498 anywhere in the number, you would enter *3498*

My Department Reports

Commitment Reports

M13A – Open Orders

This report returns a list of all open orders with a balance greater than zero on the system for the specified cost centre. This figure corresponds to the Commitments Column on the W01 – Budget Check Report

M13A - Open Orders

Selection criteria

PO Bal incl VAT greater than 0.00

Status like O

Costc like ...

Company like MT

Results

Search Detail level All levels ▼ Copy to clipboard

#	Supplier (T)	PO Number	Pos	Order Date	Costc	Account	Description	PO Bal incl VAT

M13B – Registered Invoices

This report returns a list of all registered but not fully approved invoices on the system for the specified cost centre. Once an invoice is matched against a PO, the amount moves from the Open Order list to the Registered Invoice list. This figure corresponds to the Unapproved Invoices column on the W01 – Budget Check Report

M13B - Registered Invoices

Selection criteria

Account not in list ...

Costc like ...

Company like MT

A - Unauthorised items

B - General Ledger

C - Historical GL

Results

Search Detail level All levels ▼ Copy to clipboard

#	Ap/Ar ID (T)	TransNo	Trans.date	Account	Costc	Budacc	Text	Amount

M13C – Registered Requisitions

This report returns a list of all registered but not fully approved requisitions on the system for the specified cost centre. Once a requisition is fully approved, it is converted to a purchase order and will show on the M13A report. This figure corresponds to the Unapproved Requisitions column on the W01 – Budget Check Report

M13C - Registered Requisitions

Selection criteria

Workflow status in list ...

Status (T) in list ...

Costc like ...

Company like MT

Results

Search Detail level All levels ▼ Copy to clipboard

#	SupplD (T)	Requisition	Deliv.date	Status (T)	Costc	Account	Description	Ordered	Amount inc. VAT

W01 – Budget Checking

Shows the budget for the current Academic Year for a specific department. The results are displayed by Budget Category, which can be expanded.

W01 - Budget Check (MS) 2023/24

Selection criteria

Costc like: B210

Period greater than or equal to: 202401

Period less than or equal to: 202412

Budget not empty

Budget in list: 'CAP','GEN','KNOW','SDEV','TRAV'

Company like: MT

Results

Search | Detail level: Level 1 - E | Copy to clipboard

#	Costc	Budget (T)	Account	Budget	Spend	Unapproved Invoices	Commitments	Unapproved Requisitions	Balance

W11 – Prompt Payment

Prompt Payment is generated on invoices which are over the 30 days due date. The Prompt Payment report displays the Prompt Payment generated on invoices for the current academic year. Results are grouped by Budget Holder and can be expanded by clicking the + on the left-hand side.

W11 - Prompt Payment Interest

Selection criteria

Year like: 2021

Account in list: '7805','7807'

ID1 like: C1

Company like: MT

A - Unauthorised items

B - General Ledger

C - Historical GL

Results

Search | Detail level: Level 1 - Cost C | Copy to clipboard

#	Cost Centre	Cost Centre (T)	Budget Holder (T)	Supplier (T)	Trans.date	Description	Amount

W30 – Transaction Listing (MS)

Lists all Non-Pay Transactions for the current Academic Year for a specific department.

W30 - Transaction Listing (MS)

Selection criteria

Cost Centre like: []

Period greater than or equal to: 202105

Period less than or equal to: 202112

Budget Category in list: 'CAP','GEN','HOSP','KNOW','PROF','SDEV','TRAV'

ID6 like: QJ

Company like: MT

A - Unauthorised items

B - General Ledger

C - Historical GL

Results

Search | Detail level: Level 1 - Budget Cat | Copy to clipboard

#	Cost Centre	Cost Centre (T)	Budget Category (T)	TT	Account (T)	Date	TransNo	OrderNo	InvoiceNo	Supplier (T)	Staff/Student (T)	Descr

The results are displayed by Account Category, which can be expanded by clicking the + on the left-hand side, or by selecting a level under Detail Level. Again, clicking on the transaction number will take you to the transaction details screen, which will include any attached documentation.

Results													
Search													
#	Cost Centre	Cost Centre (T)	Budget Category (T)	TT	Account (T)	Date	TransNo	OrderNo	InvoiceNo	Supplier (T)	Staff/Student (T)	Description	Amount
+ Σ1			Capital										1,427.80
+ Σ1			General Non P...										50,813.17
+ Σ1			Staff Develop...										3,301.19
+ Σ1			Travel										2,924.90

My Lookup Queries

W92 – Invoices Paid

Search for invoices at status 'C' (Paid). You can narrow the search by changing the invoice date. This report will display all invoices for all the cost centres you have access to. Once you have run the report, you can filter by entering the cost centre, supplier name etc.

W92 - Invoice Paid

Selection criteria

Invoice Date greater than or equal to

TT in list

Company like

A - Registered Invoices

B - Open Items

C - Historical Items

Results

Search

Detail level

#	Costc	Supplier	Invoice Date	Pay date	Invoice Nbr	Trans Nbr	Description	Currency

Time executed 5/24/2021 2:58:27 PM

If you click on the Trans Nbr (Transaction Number), you will be brought to the Transaction details window, which displays the various details of the invoice, including the invoice image and any other attached documentation.

Transaction

Fiscal year: 2018 Period: 201809
 Transaction date: 23/08/2018 Valuedate: 23/08/2018

Invoice

InvoiceNo: 1910753
 AP/AR ID: 57633 AP/AR Type: P
 CLUB TRAVEL LTD

Amounts

Curr. amount (EUR): -477.97
 Amount (EUR): -477.97 ExchRate: 1.000000
 Amount 3 (): 0.00
 Amount 4 (): 0.00

Image

CORK INSTITUTE OF TECHNOLOGY
 BISHOPSTOWN
 CORK
 CO. CORK
 IRELAND

Invoice Number: 1910753
 Invoice Date: 23/08/2018

Consultant: Sarah Hynds
 Travel Date: 14/10/2018
 Receipt Code: FCCTA

Item	Description	Quantity	Price	Taxes	Sub Total
1	Air Ticket	1	€ 234.00		€ 458.58
1	Management Fee	1	€ 14.84	23%	€ 18.38
Fee Total					€ 18.38
Product Total:					€ 458.58
Invoice Amount:					€ 474.53
Total VAT @ 23%:					€ 14.44
Invoice Total:					€ 477.97
Invoice Amt Paid:					€ 0.00
Amt Credited:					€ 0.00
Balance Due:					€ 477.97

REFERENCE 1: 22967
 REFERENCE 2: PRESENTING A PAPER AT THE IEEE WIMOB 2018 IN CYPRUS
 REFERENCE 3: 0176 NIMBUS CENTRE

Flight Details

Product	Flight	Class	From	To	Date	Dep	Arr
Air Ticket	LH 5596	Economy	FRANKFURT	DUBLIN	17/10/2018	07:20	09:29
Air Ticket	LH 5596	Economy	FRANKFURT	FRANKFURT	17/10/2018	05:30	06:30

W33 – Open Orders (Over 90 Days)

This report displays all orders over 90 Days old which are either fully or partially open (ie. Either no invoice has been matched against the order, or the order has only been partially matched and a balance remains open)

W33 - Open Orders (Over 90 Days)

Selection criteria

Order Date less than or equal to 3/4/2021
 PO Bal incl VAT greater than 0.00
 Status like O
 ID1 like C1
 Company like MT

Results

Search Detail level All levels Copy to clipboard

#	Order Date	OrderNo	Account (T)	Costc	Costc (T)
1	1/15/2021	165792	Professional Fees - Consultancy	R231	IT Services - Kerry

My Project Reports

Commitment Reports

M13A – Open Orders

This report returns a list of all open orders with a balance greater than zero on the system for the specified cost centre. This figure corresponds to the Commitments Column on the W05 – Budget Check (SF) Report

M13A - Open Orders

Selection criteria

PO Bal incl VAT greater than 0.00

Status like O

Costc like ...

Company like MT

Results

Search Detail level All levels ▼ Copy to clipboard

#	Supplier (T)	PO Number	Pos	Order Date	Costc	Account	Description	PO Bal incl VAT

M13B – Registered Invoices

This report returns a list of all registered but not fully approved invoices on the system for the specified cost centre. Once an invoice is matched against a PO, the amount moves from the Open Order list to the Registered Invoice list. This figure corresponds to the Unapproved Invoices column on the W05 – Budget Check (SF) Report

M13B - Registered Invoices

Selection criteria

Account not in list 'B021';'B022';'B023';'B024';'B025';'B027' ...

Costc like ...

Company like MT

A - Unauthorised items

B - General Ledger

C - Historical GL

Results

Search Detail level All levels ▼ Copy to clipboard

#	Ap/Ar ID (T)	TransNo	Trans.date	Account	Costc	Budacc	Text	Amount

M13C – Registered Requisitions

This report returns a list of all registered but not fully approved requisitions on the system for the specified cost centre. Once a requisition is fully approved, it is converted to a purchase order and will show on the M13A report. This figure corresponds to the Unapproved Requisitions column on the W05 – Budget Check (SF) Report

M13C - Registered Requisitions

Selection criteria

Workflow status in list 'W';'R';'T' ...

Status (T) in list 'ACTIVE' ...

Costc like ...

Company like MT

Results

Search Detail level All levels ▼ Copy to clipboard

#	SupplD (T)	Requisition	Deliv.date	Status (T)	Costc	Account	Description	Ordered	Amount inc. VAT

W05 – Budget Checking (SF)

Similar to the W01 – Budget Checking, but specifically written for projects which run over a longer period of time than one academic year. It will pick up all transactions and budget entries over the lifetime of the project. This reports also includes Income and Pay costs.

W05 - Budget Check (SF)

Selection criteria

Account not like 1330
 Account not like 1331
 Account not between and
 Costc like
 Budacc in list 'CAP';'GEN';'INC';'KNOW';'PAY';'PINC';'SDEV';'TRAV';'SOHD'
 Period greater than or equal to 202105
 Period less than or equal to
 Company like MT

Results

Search Detail level Level 1 - E Copy to clipboard

#	Costc	Costc (T)	Budacc	Budacc (T)	Account	Budget	Amount Paid	Unapproved Invoices	Commitments	Unapproved Requisitions	Total Spend	Remaining

W07 – Transaction Listing (SF)

Lists all Transactions for a specific project.

W07 - Transactions Listing (SF)

Selection criteria

Budacc not empty
 Budacc not like NA
 Budacc not like DIS
 Budacc not like C
 Budacc not like K
 Budacc in list 'CAP';'GEN';'KNOW';'PAY';'SDEV';'TRAV';'INC';'SOHD'
 ID6 like QJ
 Costc like *
 Company like MT

A - Unauthorised items
 B - General Ledger
 C - Historical GL

Results

Search Detail level All levels Copy to clipboard

#	Budacc	TT	Account	Account (T)	TransNo	OrderNo	InvoiceNo	Period	Trans.date	Ap/Ar ID (T)	Cat3	Cat3 (T)	Text	Costc	Costc (T)	Amount

The results are displayed by Account Category, which can be expanded by clicking the + on the left-hand side, or by selecting a level under Detail Level. Again, clicking on the transaction number will take you to the transaction details screen, which will include any attached documentation.

Results

Search Detail level Level 1 - Budget Cat Copy to clipboard

#	Cost Centre	Cost Centre (T)	Budget Category (T)	TT	Account (T)	Date	TransNo	OrderNo	InvoiceNo	Supplier (T)	Staff/Student (T)	Description	Amount
+ Σ1			Capital										1,427.80
+ Σ1			General Non P...										50,813.17
+ Σ1			Staff Develop...										3,301.19
+ Σ1			Travel										2,924.90

W11A – Prompt Payment

Prompt Payment is generated on invoices which are over the 30 days due date. The Prompt Payment report displays the Prompt Payment generated on invoices for the lifetime of the project.

W11A - Prompt Payment Interest

Selection criteria

Cost Centre like *	<input type="text"/>	A - Unauthorised items	<input type="checkbox"/>
Period greater than or equal to	202105	B - General Ledger	<input checked="" type="checkbox"/>
Account in list	"7805",7807"	C - Historical GL	<input type="checkbox"/>
ID1 like	C1		
Company like	MT		

Results

Search Detail level: Level 1 - Cost Copy to clipboard

#	Cost Centre	Cost Centre (T)	Supplier (T)	Trans.date	Description	Amount

Exporting Results

You have the option to export the report results using the 'Export' button on the bottom of the screen. You can export in a number of different formats:

Browser [.xlsx] – this will export the report results to excel in a specific browser format. Categories are summed up and can be expanded using the + on the left.

Pivot [.xlsx] – this will export the report results to excel as a pivot table.

Default [.xlsx] – this will export the report results to excel as plain data

Default [.pdf] – this will export the report results to Adobe Acrobat in pdf format.

Access Queries

If you wish to request access to specific reports, please have the budget holder complete the System Access Request Form specifying the department code and reports the end user needs to access. The form can be found [here](#)

If you have any further queries in relation to the web reporting facility, please email denis.cronin@mtu.ie