



# 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 Business World (M7)

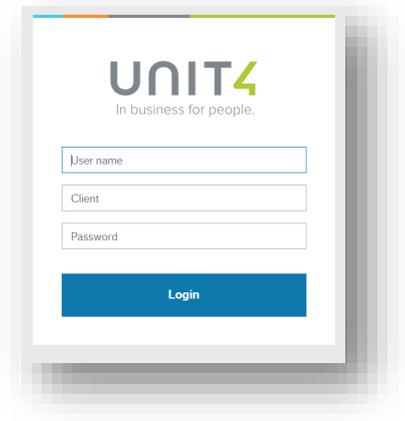
## Table of Contents

Opening BWO M7 on the Web .....	3
Reports Area .....	3
Running Reports.....	4
Available Reports .....	5
<b>W01 – Budget Checking</b> .....	5
<b>W90 – Requisition Lookup</b> .....	6
<b>W91 – Purchase Order Lookup</b> .....	6
<b>W92 – Invoices Paid</b> .....	7
<b>W30 – Transaction Listing (MS)</b> .....	8
<b>W11 – Prompt Payment</b> .....	8
<b>W33 – Open Orders (Over 90 Days)</b> .....	9
<b>W32– Open Orders</b> .....	9
Additional Reports .....	9
Exporting Results .....	9
Wildcard Value.....	10
Access Queries .....	10

## Opening BWO M7 on the Web

1. Open your internet browser and go to

[https://ubw.unit4cloud.com/ie\\_mtu\\_prod\\_web](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. The following general reports are available here

#### My Department Reports

- W01 – Budget Check (MS)
- W11 – Prompt Payment Interest
- W30 – Transaction Listing (MS)
- W32 – Open Orders

#### My Lookup Queries

- W33 – Open Orders (Over 90 Days)
- W90 – Requisition Lookup
- W91 – Purchase Order Lookup
- W92 – Invoice Paid
- W93 – Customer Payments

#### My Project Reports

- W05 – Budget Check (SF)
- W07 – Transactions Listing (SF)

**Menu**

- Your employment
- Common
- Reports
  - Global reports**
    - My Department Reports
    - My Lookup Queries
    - My Project Reports

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

**Menu**

- Your employment
- Common
- Reports
  - Global reports**
    - My Department Reports
      - W01 - Budget Check (MS)
      - W11 - Prompt Payment Interest
      - W30 - Transaction Listing (MS)
      - W32 - Open Orders
    - My Lookup Queries
    - My Project Reports

## 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  ...

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 QI

Company like MT

---

**Results**

Search Detail level Level 1 - Budget Cat Copy to clipboard

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.

Search	Detail level	Level 1 - Account Cat		Copy to clipboard								
#	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

## Available Reports

A current list of the standard available reports are listed below.

### 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)

Selection criteria

Costc like

Period greater than or equal to 202105

Period less than or equal to 202112

Budget not empty

Budget not in list

Budget not like C

Budget not like K

Budget not like NA

Budget not like DIS

Company like MT

Results

Search Detail level Level 1 - B Copy to clipboard

#	Costc	Budget (T)	Account (T)	Budget	Spend	Open Orders	Total (Spend+Orders)	Balance
---	-------	------------	-------------	--------	-------	-------------	----------------------	---------

### W90 – Requisition Lookup

Search for a requisition number to display the order number and details. You can use a partial requisition number in the search field using the wildcard value.

#### W90 - Requisition Lookup

Selection criteria

Requisition No. like

Company like MT

Purchase order

Sales order

Results

Search Detail level All levels Copy to clipboard

#	Requisition No.	Requisitioner Name	Order Number	Status	Order Date	Supplier name	Vat Inc Amount
---	-----------------	--------------------	--------------	--------	------------	---------------	----------------

Time executed: 5/24/2021 2:57:31 PM

### W91 – Purchase Order Lookup

Search for an order number to display the corresponding details. You can use a partial order number in the search field using the wildcard value.

#### W91 - Purchase Order Lookup

Selection criteria

Order Nbr like

Company like MT

Purchase order

Sales order

Results

Search Detail level All levels Copy to clipboard

#	Order Nbr	Order Date	Status	Requisition Nbr	Requisitioner Name	Supplier Name	Vat Inc Amount
---	-----------	------------	--------	-----------------	--------------------	---------------	----------------

Time executed: 5/24/2021 2:57:59 PM Num

## 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

#	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  Period

Transaction date  Valuedate

---

Invoice

InvoiceNo

AP/AR ID  AP/AR Type

CLUB TRAVEL LTD

---

Amounts

Curr. amount (EUR)

Amount (EUR)  ExchRate

Amount 3 ()

Amount 4 ()

Image

Corporate Accounts (053) (1) 500 5011  
 Contact Accounts (053) (1) 500 5076  
 Corporate Sales (053) (1) 500 5011  
 Contact Sales (053) (1) 500 5066  
 Accounts Dept (053) (1) 500 5087

Tel: (053) (1) 500 5055  
 Fax: (053) (1) 500 5009  
 Email: ccorporate@clbtravel.ie  
 Website: clbtravel.ie  
 30 Lower Abbey Street, Dublin 1  
 VAT No: IE-68697825

CORK INSTITUTE OF TECHNOLOGY  
 BISHOPSTOWN  
 CORK  
 IRELAND

Invoice Number: 1910753  
 Invoice Date: 23/08/2018  
 Consultant: Sarah Hynds  
 Travel Date: 16/10/2018  
 Foreign Code: FC2A

Passenger(s) Details: MR GEORGI VADJOV NIKOLOV

Item	Description	Quantity	Price	Taxes	Sub Total	
1	Air Ticket	1	€ 234.00		€ 438.58	
Item	Fee Type	Fee Quantity	Fee Price	Fee VAT	VAT %	Fee Sub Total
1	Management Fee	1	€ 14.54	€ 3.44	23%	€ 18.38
<b>Fee Total</b> € 18.38						
<b>Product Total:</b> € 456.96						
<b>Invoice Amount:</b> € 474.53						
<b>Total VAT @ 39%:</b> € 3.44						
<b>Invoice Total:</b> € 477.97						
<b>Invoice Amt Paid:</b> € 0.00						
<b>Amt Creditd:</b> € 0.00						
<b>Balance Due:</b> € 477.97						

REFERENCE 1: 22387  
 REFERENCE 2: PRESENTING A PAPER AT THE IEEE WIMOB 2018 IN CYPRUS  
 REFERENCE 3: 0176 HAMBURG CENTRE

Flight Details

Product	Flight	Class	From	To	Date	Dep. Air
All Total	LHR-DXB	Economy	FRANKFURT	DUBLIN	16/10/2018	07:30 08:26
All Total	LHR-DXB	Economy	FRANKFURT	FRANKFURT	17/10/2018	03:30 08:31

## 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)	Description

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

## 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 period. 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

### 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

### W32– Open Orders

This report displays all orders for selected cost centre 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)

**W32 - 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)	Requisition No.	PO Number	Pos	Order Date	Costc
---	--------------	-----------------	-----------	-----	------------	-------

### Additional Reports

There are some additional reports available in addition to those listed above, but are area specific.

### 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.

### 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\*

### 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](mailto:denis.cronin@mtu.ie)