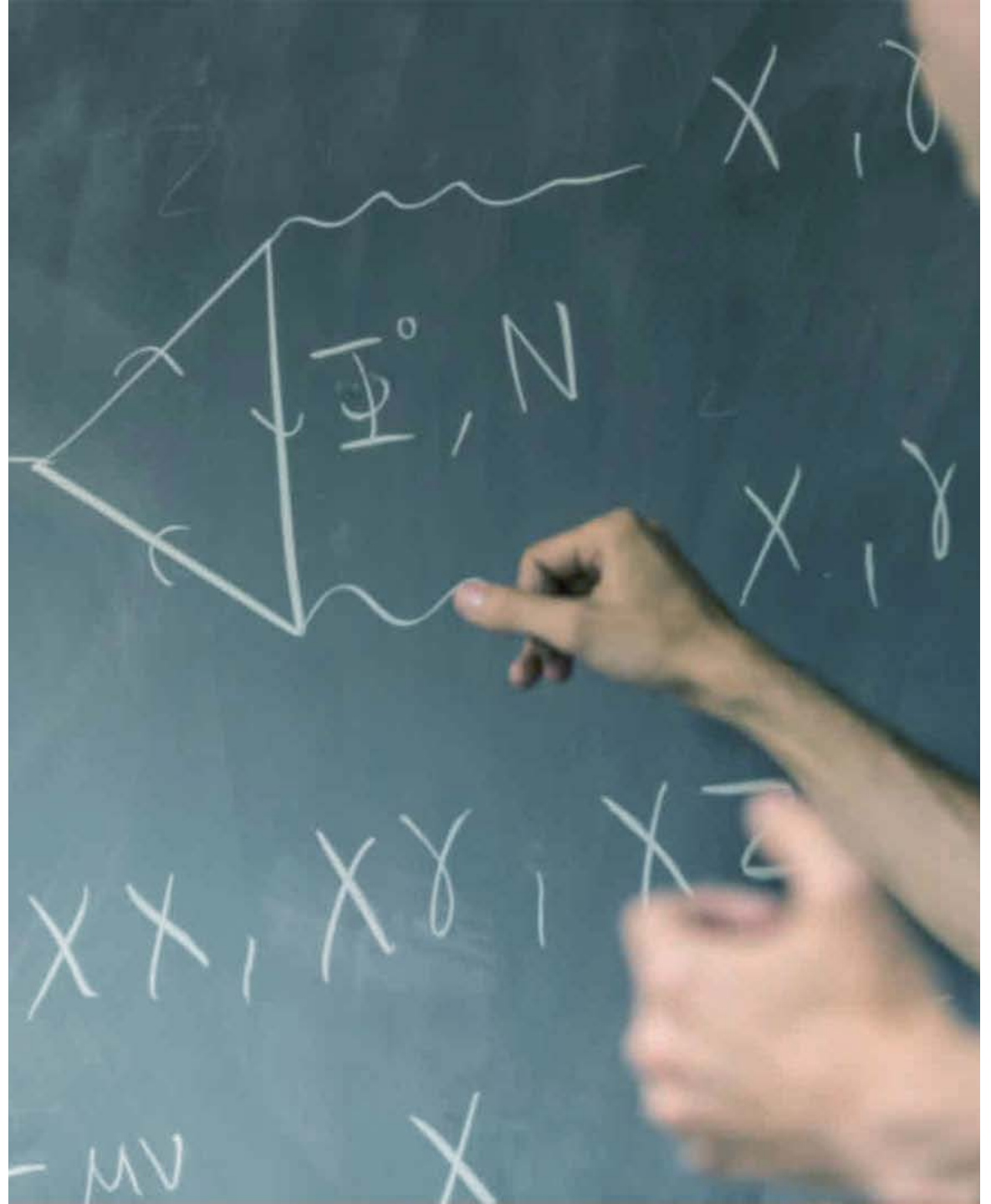


# UNIT 4/AGRESSO Planner - For ALD



# UNIT 4 Business World - Planner Overview

1. Preview Working Budget
2. Modify Budget Transactions

# 1. Preview Working Budget – find the report

UNIT4 Business World On!

The screenshot shows the UNIT4 Business World On! interface. On the left is a vertical menu with items: Procurement, Project management, Planner, Information pages, Common (highlighted with a red box), and Reports. On the right is a panel titled 'Ordered reports' containing a search bar, 'Your ordered reports', 'Report ordering' (highlighted with a light blue background and an upward arrow), and 'Division Budget' (highlighted with a red box). A red arrow points from the 'Division Budget' box to the explanatory text on the right.

Available for ALD.  
Show all accounts of the Division

# 1. Preview Working Budget – run the report

☰ Division Budget x

---

### Division Budget

⌵ General parameters

---

Open parameters

|         |                                     |
|---------|-------------------------------------|
| Year    | <input type="text" value="2021"/>   |
| Version | <input type="text" value="2021D"/>  |
| Period  | <input type="text" value="202101"/> |

⌵ Printer parameters

---

**Save** | Your ordered reports | Report variants | Create menu | Export

→ 2021W: Account Holder working version  
2021D: ALD review version

Success

Successfully saved. The report output has order number 29 and is available in Your ordered reports.

OK

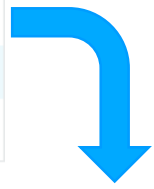
# 1. Preview Working Budget – retrieve the report

**Menu**

- Your employment
- Procurement
- Project management
- Planner
- Information pages
- Common**
- Reports

**Ordered reports**

- Your ordered reports**
- Report ordering
- Division Budget



## Your ordered reports

**Scheduled**

From  To

Click to download

| <input type="checkbox"/> | Show report              | User | Report name          | Report ID | Order number | Scheduled                               | Completed                               | Server queue | File name     | Status   | Zoom                             | Show log                                |                                       |
|--------------------------|--------------------------|------|----------------------|-----------|--------------|---|---|--------------|---------------|----------|----------------------------------|---|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |      |                      |           |              | <input type="text" value="2018-11-19"/> | <input type="text" value="2018-11-19"/> |              |               |          |                                  |   | <input type="button" value="Filter"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |      | 4427 Division Bud... | BUDGET    | 112          | 2018-11-19                              | 2018-11-19                              | PLANNER      | budgeta_11... | Finished | <input type="button" value="Q"/> | <input type="button" value="Download"/> |                                       |

# 2. Modify Budget Transactions – find the menu

The screenshot shows the UNIT4 Business World On! interface. At the top left, there is a hamburger menu icon. Below it, a 'Menu' section is displayed with several options: Procurement, Project management, Planner, Information pages, and Reports. The 'Planner' option is highlighted with a red box. To the right of the 'Planner' option, a 'Transactions' sub-menu is visible, containing the 'Transaction entry' option, which is also highlighted with a red box.

## 2. Modify Budget Transactions – enter the selection criteria

UNIT4 Business World On!

7

Transaction entry x

### Transaction entry

Selection criteria

Version\*  
2021D - 2021 (2) - Division Head Review

Selection criteria

Transaction entry setup OPBUDACC  
Operating Budget for Account Holders

|         | Relation | Search criteria                |
|---------|----------|--------------------------------|
| -       | Fund     | 1                              |
| Account |          | National Research Council Fund |

Load

Save Clear Export

Enter the selection criteria, press Tab↹ to validate the selection and move to the next one.

1) 2021D: ALD review

2) OPBUDDIV for ALD

3) Choose Fund 1 for all user's NRC accounts  
OR choose Role ID and ACCT-xxxx for one account only

4) Click Load

## 2. Modify Budget Transactions – enter budget items

UNIT4 Business World On!

Transaction entry x

### Transaction entry

Selection criteria Transactions

Version 2021D - 2021 (2) - Division Head Review

**Selection criteria**

Account from relation on Fund: National Research Council Fund (1)

**Graphical presentation**

| Zoom                     | Account              | Sub Account  | Budget Type                    | Description  | Budget | Reference   |
|--------------------------|----------------------|--|--------------------------------|--|--------|---|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/>   | OPERATIONS                     | <input type="text"/>   | 0.00   | <input type="text"/>  |
|                          | 1001<br>4022         | CARDS<br>CONSUM<br>FREIGHT<br>GAS<br>ICBC<br>MRO<br>STATION<br>VEHICLES<br>VISA<br>WATER | MAJOR<br>OPERATIONS<br>UPGRADE | Description:<br>free-form text<br>field, max 255<br>characters |        | Reference, can be<br>PO#, document name,<br>grants ref #, etc. Max<br>25 characters |

**Budget Type:**  
Operations – annual operational costs (e.g. MRO)  
Upgrade – non-annual operational costs (e.g. Network upgrades)  
Major- one-time costs (e.g. Consultant study)

Save Clear Get template data Update template data Set values to zero Move start period Copy to version





# Documentation

<http://www.triumf.ca/administration/accounting>

[Home](#) > [Administration](#) > [Accounting](#)

## Accounting

[View](#) [Members](#) [Pages](#)

### Contact Accounting

- [Contact Us](#)

### Account Information

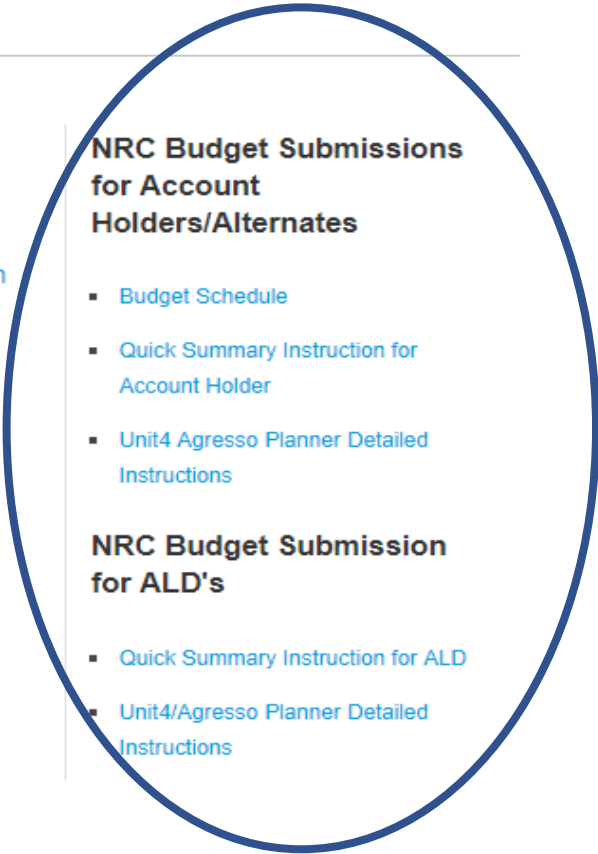
- [Opening a New Account](#)
- [Transferring Funds Between Accounts](#)

### NRC Budget Submissions for Account Holders/Alternates

- [Budget Schedule](#)
- [Quick Summary Instruction for Account Holder](#)
- [Unit4 Agresso Planner Detailed Instructions](#)

### NRC Budget Submission for ALD's

- [Quick Summary Instruction for ALD](#)
- [Unit4/Agresso Planner Detailed Instructions](#)



Thank you  
Merci

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