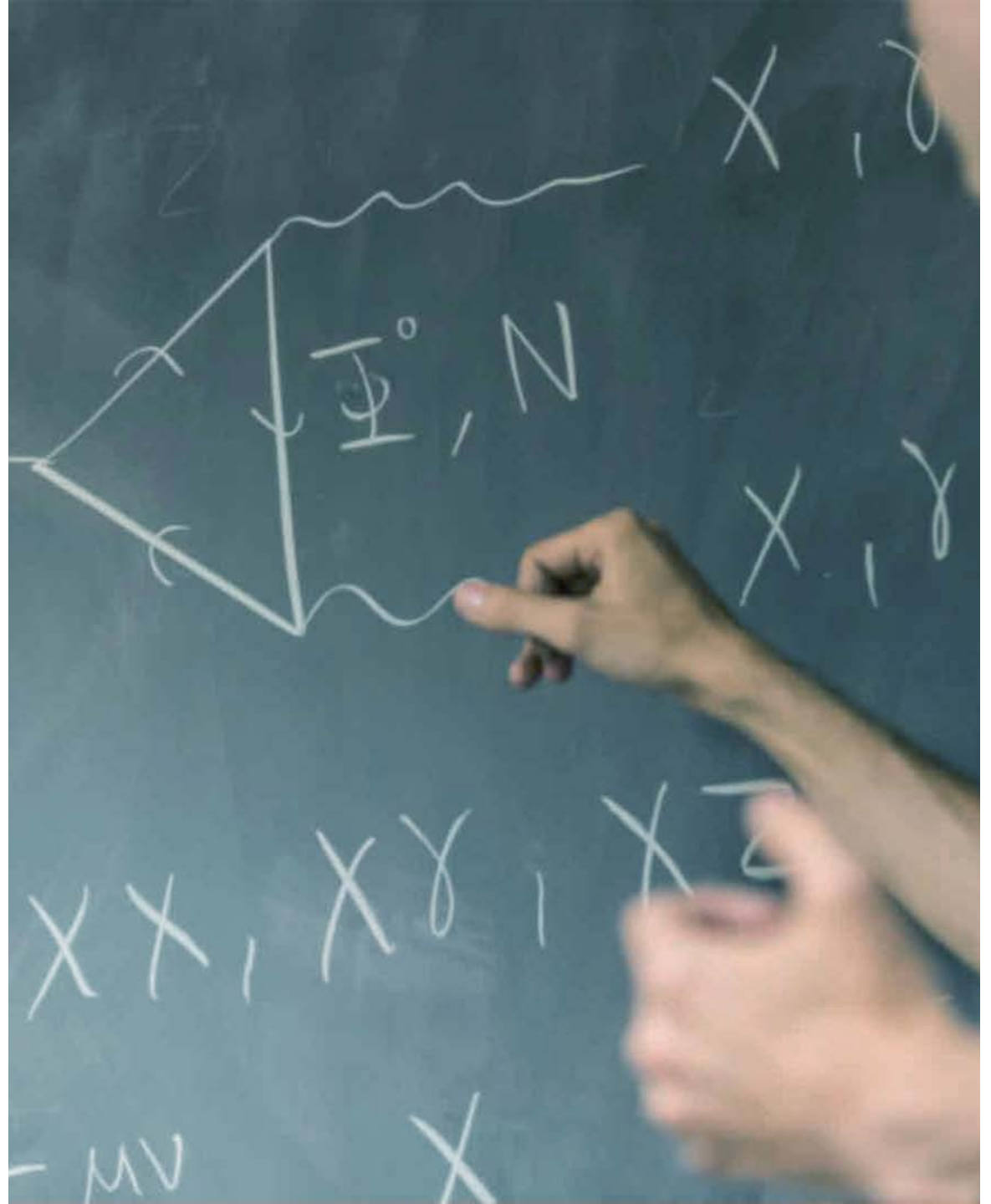


# UNIT 4/AGRESSO Planner - For ACCOUNT HOLDER



# UNIT 4 Business World - Planner Overview

1. Log in
2. View Actual Spending & Budget
3. Export the Data
4. Enter Budget Transactions

# 1. Log in

**TRIUMF** Canada's particle accelerator centre  
Centre canadien d'accélération des particules

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### Quick Links

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**Announcements**

- Submit internal mailing list announcement request (e.g. site-wide)
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- List of site-wide announcement approvers

**Visiting TRIUMF**

- Tours
- Public Lectures
- Scientific Visitors
- Visitor Database Interface ("Visitor app")

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- Engineering Wiki
- Helpdesk
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- Work Permits
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- Sustainability and recycling at TRIUMF

**Finance & Supply Chain**

- Portal to Unit4/AGRESSO**
- Accounting
- Logistics
- Procurement
  - Standard Requisition Instruction
  - Travel Requisition Instruction

**TRIUMF Identities**

Web site, Work Request, Dosimeter, Time Sheet, Visitor, Agresso

- Change password
- Update profile

**TRIDENT**

Used for Office365, Windows Computers, TRWIN, VPN, TRIUMF Secure WiFi, Help Desk, Work Permit, NCR/Faults

**UNIT4**  
In business for people.

Windows password authentication ▼

User name

TRWIN

Password

**Login**

## 2. View Actual Spending & Budget

UNIT4 Business World On!

The screenshot displays the UNIT4 Business World On! interface. At the top, there is a header with the logo and the text "UNIT4 Business World On!". Below the header, a navigation bar shows a hamburger menu icon and a tab labeled "Account Budget" with a close button. The main content area is divided into a left sidebar and a right main panel. The sidebar, titled "Menu", contains several items: "Procurement", "Project management", "Planner", "Information pages" (highlighted with a red box), and "Reports". The main panel, titled "Global information pages", contains two items: "Account Budget" (highlighted with a red box) and "Stock Reordering".

Both Account holder & Alternate have access to their responsible accounts.

# 2. View Actual Spending & Budget (Con'd)

Three browsers are shown here:

- “Budget Details (Working)” shows the detailed budget items that has been entered for the next fiscal year.
- “Account Budget” shows spending and budget by subaccount.
- “Account Budget Summary” shows spending and budget by account.

UNIT Business World On!

Account Budget x

**Account Budget**

Information page description

Account Level Budget Details

Common parameters

ACCOUNT like  ...

Search

**Budget Details (Working)**

#	ACCOUNT	ACCOUNT (T)	SubAccount	BudgetType	Description	Budget	Ref No (optional)
1	1001	MATERIAL MANAGEMENT	CARDS	OPERATIONS	Test	10,000.00	TEST
Σ2	1001	MATERIAL MANAGEMENT	CARDS			10,000.00	
Σ1	1001	MATERIAL MANAGEM...				10,000.00	
Σ						10,0...	

Once the budget transactions are entered, the budget details will be shown in the first tab “Budget Details (Working)”.

**Account Budget**

#	ACCOUNT	ACCOUNT (T)	SubAccount	Budget Next Year (W)	Encumb Next Year	Encumb This Year	Actual This Year	Budget This Year	Actual Last Year	Budget Last Year
+ Σ1	1001	MATERIAL MANA...		10,000.00	0.00	5,436,371...	55,143.84	55,000.00	60,036.15	51,000.00
12	4022	STORES BACKCHAR...		0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	4022	STORES BACKCHAR...	ADJUST	0.00	0.00	0.00	1,223.59	0.00	-1,922.99	0.00
14	4022	STORES BACKCHAR...	GAIN	0.00	0.00	0.00	0.00	0.00	0.80	0.00
15	4022	STORES BACKCHAR...	HELIUM	0.00	0.00	55,596.78	-10,675.63	0.00	10,705.59	0.00
16	4022	STORES BACKCHAR...	ISSUES	0.00	0.00	48,697.84	840.70	0.00	15,626.24	0.00
17	4022	STORES BACKCHAR...	LOSS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	4022	STORES BACKCHAR...	PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	4022	STORES BACKCHAR...	SHOP	0.00	0.00	0.00	2.00	0.00	13.60	0.00
- Σ1	4022	STORES BACKCHA...		0.00	0.00	104,294.62	-8,609.34	0.00	24,423.24	0.00
Σ				10,000.00	0.00	5,540,66...	46,534...	55,000...	84,459....	51,000....

**Account Budget Summary**

#	ACCOUNT	ACCOUNT (T)	Budget Next Year (W)	Encumb Next Year	Encumb This Year	Actual This Year	Budget This Year	Actual Last Year	Budget Last Year
1	1001	MATERIAL MANAGEM...	10,000.00	0.00	5,436,371.32	55,143.84	55,000.00	60,036.15	51,000.00
2	4022	STORES BACKCHARGES	0.00	0.00	104,294.62	-8,609.34	0.00	24,423.24	0.00
Σ			10,000.00	0.00	5,540,665.94	46,534.50	55,000.00	84,459.39	51,000.00

# 3. Export the Data (1 of 3)



Account Budget x

Account Budget Summary x

## Account Budget

Information page description

Step 1 - open the report in a separate view.

Account Level Budget Details

### Common parameters

ACCOUNT like  ...

Open in a separate view

Search

### Account Budget Summary

#	ACCOUNT	ACCOUNT (T)	Budget Next Year (W)	Encumb Next Year	Encumb This Year	Actual This Year	Budget This Year	Actual Last Year	Budget Last Year
1	1001	MATERIAL MANAGEM...	10,000.00	0.00	5,436,371.32	55,143.84	55,000.00	60,036.15	51,000.00
2	4022	STORES BACKCHARGES	0.00	0.00	104,294.62	-8,609.34	0.00	24,423.24	0.00
Σ			10,000.00	0.00	5,540,665.94	46,534.50	55,000.00	84,459.39	51,000.00

Click

# 3. Export the Data (2 of 3)

Account Budget x Account Budget Summary x

A separate tab is created.

## Account Budget Summary

### Selection criteria

ACCOUNT like  ...

EXPENDTYPE like 1

FUND like 1

Company like TR

### Results

**Search** Detail level All levels Copy to clipboard

ACCOUNT	ACCOUNT (T)	Budget Next Year (W)	Encumb Next Year	Encumb This Year	Actual This Year	Budget This Year	Actual Last Year	Budget Last Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time executed 2019-01-10 4:12:59 PM Number of rows 0

Step 2 - Click Search to see all your accounts.

Choose columns

Graphical presentation

Create widget

Export

← Step 3 - Click Export

# 3. Export the Data (3 of 3)

Account Budget Summary

Selection criteria

ACCOUNT like

**Report Engine Step 4 – Choose the document type “Browser”**

- Predefined
  - Browser [.xlsx]
  - Pivot [.xlsx]
  - Default [.pdf]
  - Default [.docx]
  - Design new [.rpx]

	Budget Next Year (W)	Encumb Next Year	Encumb This Year	Actual This Year	Budget This Year	Actual Last Year	Budget Last Year
2	10,000.00	0.00	5,436,371.32	55,143.84	55,000.00	60,036.15	51,000.00
4022	0.00	0.00	104,294.62	-8,609.34	0.00	24,423.24	0.00
Σ	10,000.00	0.00	5,540,665.94	46,534.50	55,000.00	84,459.39	51,000.00

Time executed 2019-01-10 4:20:40 PM Number of rows 2

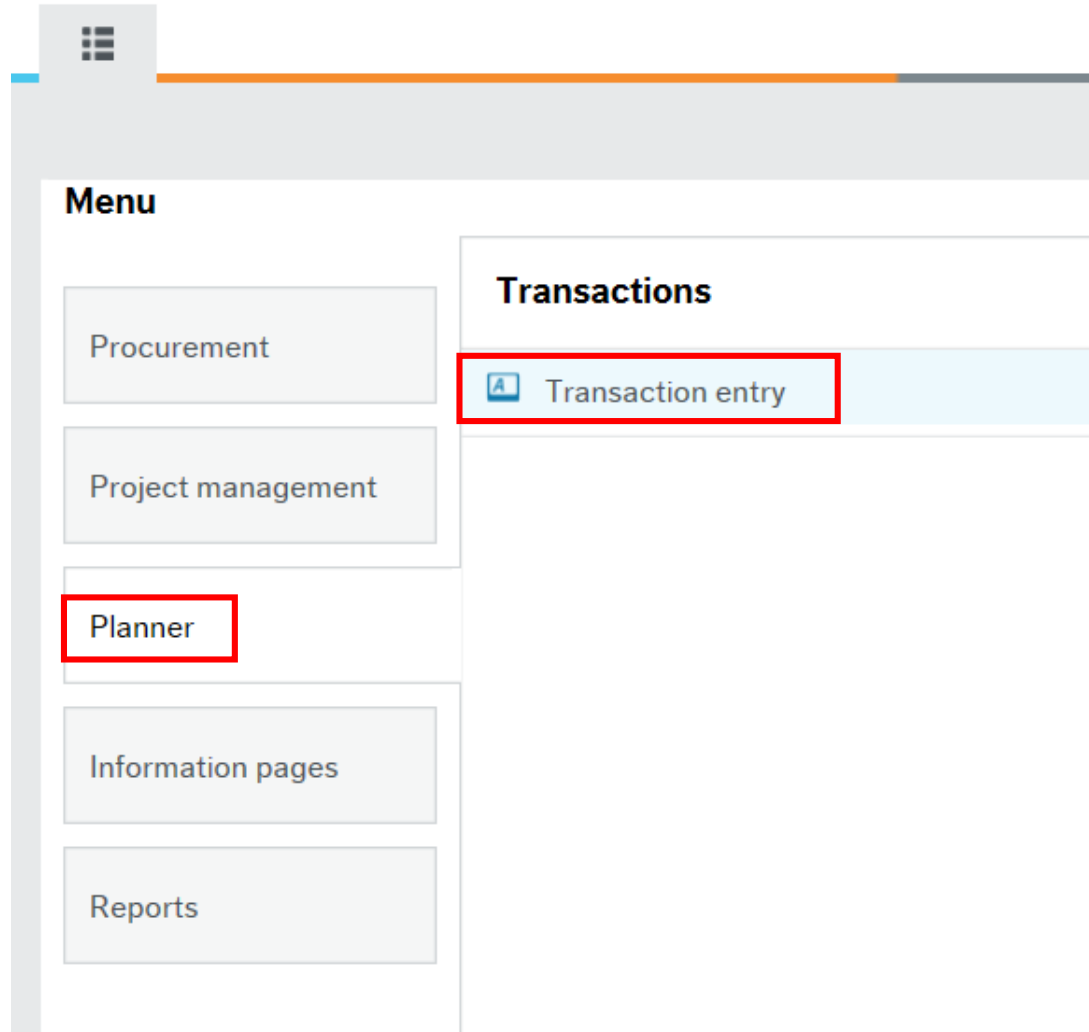
What do you want to do with Account Budget Summary\_lwhi433u.xlsx (5.5 KB)?  
From: agressodev7.triumf.ca

Open Save ^ Cancel X



# 4. Enter Budget Transactions

UNIT4 Business World On!



The screenshot displays the UNIT4 Business World On! interface. On the left, a vertical navigation menu is titled "Menu" and contains several options: "Procurement", "Project management", "Planner", "Information pages", and "Reports". The "Planner" option is highlighted with a red rectangular border. To the right of the menu, the main content area is titled "Transactions" and features a sub-menu with a single option, "Transaction entry", which is also highlighted with a red rectangular border. The interface includes a hamburger menu icon in the top left corner and a horizontal bar with orange and grey segments below the menu.

# 4. Enter Budget Transactions – Criteria Selection

Transaction entry x

Transaction entry

Selection criteria

Version\*  
2021W - 2021 (1) Working Budget

Selection criteria

Batch

Transaction entry setup  
OPBUDACC  
Operating Budget for Account Holders

Relation Search criteria

Account  
Fund 1  
National Research Council Fund

Load

Save Clear Export

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

1) Default version: “2021W-2021 (1) Working Budget”

2) Input “OPBUDACC”

3) Choose “Fund” “1” for NRC accounts.

4) Click Load

# 4. Enter Budget Transactions – Entry Screen

## Transaction entry

Selection criteria Transactions

Version 2020W - 2020 (1) Working Budge ▾

### Selection criteria

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

### Graphical presentation

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)

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



# Documentation

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

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

## Accounting

- View
- Members
- Pages

### Contact Accounting

- Contact Us

### Account Information

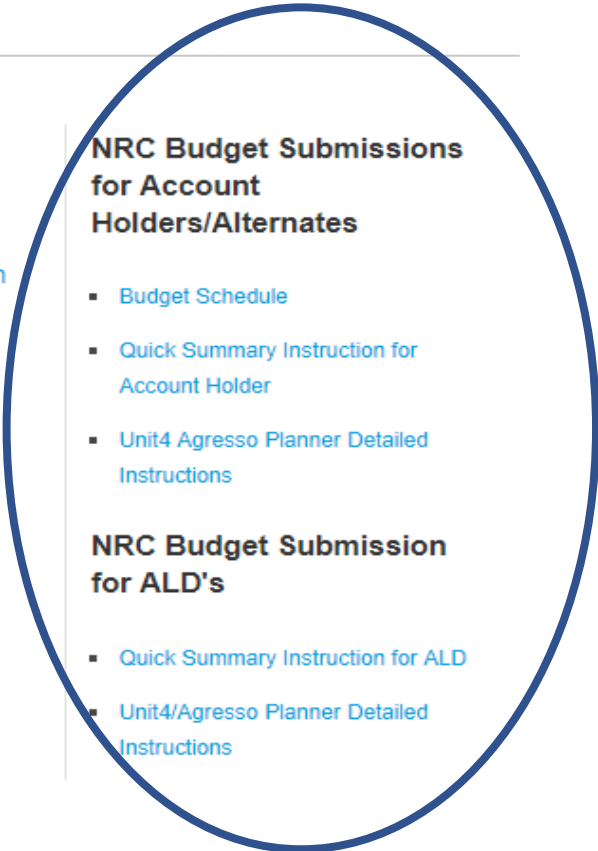
- Opening a New Account
- Transferring Funds Between Accounts

### 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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