

How Agresso Users can Export a Report into Excel on Unit4 Agresso

Due to the Agresso Upgrade the 'Copy & Clipboard' button is not supported on the new version of Agresso.

When you export to excel, you export all information on the report. To export the browser enquiry results with the tiered functionality that the browser has, you need to export using 'Browser [xlsx]'

The screenshot shows the Unit4 Agresso interface. An 'Export' dialog box is open, listing several options: 'Browser [xlsx]', 'Default [xlsx]', 'Default [docx]', 'Default [pdf]', 'Design Report [rnx]', 'Import Report', and 'View Log'. The 'Browser [xlsx]' option is highlighted with a red rectangular box. In the background, a table is visible with columns: Research Account, Research Account (T), Account, Account (T), Period, Period (T), Committed Pay/Scholarship Expenditure, O/S P Os (I), and Total Expenditure (I). The table contains multiple rows of data, with the last row showing a total expenditure of 83,291.

The screenshot shows the Microsoft Excel interface with the exported data. The ribbon is set to 'Home'. The data is organized in columns: Research Account, Research Account (T), Account, Account (T), Period, Period (T), Committed Pay/Scholarship Expenditure, O/S P Os (I), Total Expenditure (I), and Income. The data is as follows:

Research Account	Research Account (T)	Account	Account (T)	Period	Period (T)	Committed Pay/Scholarship Expenditure	O/S P Os (I)	Total Expenditure (I)	Income
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	1999	RESEARCH FUNDS RECEIVED			0.00	0.00	0.00	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3109	ADVERTISING GENERAL			0.00	0.00	1,277.76	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3114	STATIONERY			0.00	0.00	102.19	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3118	POSTAGE			0.00	0.00	97.30	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3119	SERVICES PURCHASED			0.00	0.00	7,029.00	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3128	DELIVERY CHARGES CONSUMABLES			0.00	0.00	146.66	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3136	LABORATORY CONSUMABLES			0.00	0.00	22,624.31	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3153	COMPUTER EQUIPMENT MAINTENANCE			0.00	0.00	572.25	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3170	TRAVEL AND SUBSISTENCE			0.00	0.00	11,848.82	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3176	HOSPITALITY AND CATERING			0.00	0.00	834.33	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3199	SCHOLARSHIP PAYMENT			0.00	0.00	23,957.30	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3410	RSRCH LEVY 10PC COST			0.00	0.00	0.00	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3550	COMPUTER EQUIPMENT < €10,000			0.00	0.00	6,437.20	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3898	PETTY CASH EXPENDITURE			0.00	0.00	200.00	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG	3899	MISCELLANEOUS EXPENDITURE			0.00	0.00	8,163.93	
RSF123	SF1 01 F1 8018 MORRISSON OVERHEADS NUIG					0.00	0.00	83,291.05	
						0.00	0.00	83,291.05	

However if you want to use 'Default [xlsx]', all information on the report will be listed as in the excel file you have attached to the support request. It is not possible to only export grouped results.