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Section 1: Accessing Agresso

Agresso web is accessed via the University portal and uses “single sign-on” which means you won’t have to login twice. To log in:

- Log on to the University portal
- Navigate to the “my staff life” tab
- Under the “I want to” menu, select the “Access Finance – Agresso Web” link.

You will be taken straight to the Agresso web services homepage.

Section 2: Requisition Entry

A requisition is an initial request to procure goods or services. In Agresso, a completed requisition, once approved, will automatically generate a purchase order document.

To access the Standard Requisition screen, go to Procurement > Requisitions > Requisitions-Standard

The following screen will open:

The screen is split into four sections:

- The Standard Requisition section
- The Requisitions details section
- The Product text section
- The GL analysis section
2.1 Completing the Standard Requisition screen

Complete the screen by tabbing through the fields, entering information where applicable. Fields marked * are mandatory.

**Requisitioner:** The system will automatically recognise you as the requisitioner and you can’t change it.

**Status:** This is defaulted as Active

**Period:** this will always be set to the current financial period of the University

**External ref:** If you are given a reference number by the supplier, it should be entered here.

**Message:** Enter a message for the approver. This will appear in the work flow log for the Approver to review prior to approval.

**Supplier ID:** You need to select the supplier id of the company who will supply the goods or service. Start to enter the text or to search for a supplier click to carry out a wild card search

![Suppliers lookup](image)

Enter part of the supplier name in the search criteria box and click on search, all suppliers meeting the criteria will be displayed. Click on the required supplier. If the supplier you require is not on Agresso you will need to request a new supplier.

[http://www.stir.ac.uk/finance-office/staff/paymentssection/forms/](http://www.stir.ac.uk/finance-office/staff/paymentssection/forms/)

**Cost Centre:** this code represents the department who will be charged for the purchase. The cost centre drives the work flow. When the requisition is saved, the Budget holder of the Cost Centre will be sent a task to approve the requisition.

**Email Destination for PO:** Select where you want the purchase order emailed to. If Agresso doesn’t have a valid purchase order email address set up for the supplier the Purchase Order will be emailed to the Requisitioner.

**Project Code:** this code represents the project who will be charged for the purchase.

**Delivery date:** Select the expected delivery date. If your requisition has multiple lines the delivery date entered here will be applied to all lines. However you can edit the delivery date against a product line if required.
Contact: Leave as default or choose from the drop down menu – once selected the address will appear in the text box.

Delivery address: The delivery address attached to the Contact will be defaulted into this field. This delivery address will appear on the purchase order.

You can manually enter the delivery address by clicking on the Contact drop down box and selecting the blank line. You can now amend the address.

Framework Reference: Enter the framework reference if applicable.

2.2 Completing the Requisition details section.

Product Code: Enter the product code, or use filed help to search for the correct code by name.

Description: The description field will be automatically populated with the general description of the code you have selected, i.e. “training courses”. Please overtype this with a more specific description of the product/service (up to 250 characters). This will appear on the Purchase Order.

Unit: Leave as default

Supp ID: This will default in and should be the same as the supplier ID chosen in the Requisition section

Delivery Date: The expected delivery date of the goods or services should be entered here (the delivery date from the header will default in but can be overwritten)

Quantity: Enter the quantity you require

Price: Enter the price you have been quoted by the Supplier (or an estimate if this is the case)

Your completed requisition screen should look like the one below:

For multi-line requisition, click to complete another line.

Other options

- Copy will copy any line you have ticked
- Delete will delete any / each line you have ticked
2.3 Product text section

For each line of your requisition, you can add further product details by entering text in this field. The text will appear just under each line of the Purchase Order.

Click on each line of your requisition and enter text and then move on to the next.

2.4 Completing the GL Analysis section

The GL analysis section is very important and must be checked in all cases, as it can easily be overlooked, particularly when amending details on the screen. This section is used to define:

**Account:** Enter the appropriate account code for the goods or services. A search for the code can be undertaken by clicking on the box on the right.

**Cost Centre:** The relevant department’s cost centre will automatically appear here once the project code is entered.

**Project:** Enter the project code you wish to charge. To find a code, perform a search by clicking on the box on the right.

Additional fields may appear here, such as RESNO, WORKORDER, SUB PROJECT or BUILDING, dependent on the account code used. To find a code, perform a search by clicking .

**Work Order:** This is to be used Estates only

**Sub Project:** Enter the sub-project code you wish to charge.

**Building:** This is to be used Estates only.

**Tax Code:** the tax code is auto populated based upon the type of item you are purchasing, if you know that the Tax code that has been populated is incorrect you can correct it to the correct code.

**Amount:** The total value of the line will appear here.

Splitting the requisition between general ledger codes

There may be some cases where a purchase value is being allocated to more than one code. If you are raising a requisition, and each line belongs to a different project code, just enter the different codes in each line.

However if you want to split the cost of one item between different codes, click , creating a line for each code.
Each row will go to the relevant budget holder for approval.

Once you have completed your Requisition, click Save - this will generate a transaction number.

2.5 Using Parked Status
If you have started to record a requisition, but are unable to complete it, because you need to add more lines later, you can park it. The requisition can be retrieved later.

For all requisition lines you have entered, you must complete all the mandatory fields. On the requisition entry screen change the Status from Active to Parked. Click on Save.

The system will generate a requisition number as if you were saving it. This number is now reserved for this requisition. However it will not enter the requisition workflow. You must retrieve the requisition and save it properly as Active in order to enter the workflow.

2.6 Copying a Requisition
In the standard requisition screen, click on Open and enter the requisition number you wish to copy:

You can now copy the requisition by clicking the Copy requisition button.

Amend the required details and click on Save. The requisition will now enter the workflow and be sent for approval.

2.7 Creating and Using a template
In the standard requisition entry screen create a requisition as normal. Once complete click

You will need to name your template and click OK.

Although this confirmation message gives a requisition number, this is NOT a requisition – this is a template number.
Retrieve your template whenever you are ready.

Click on search and all your templates will appear. Click on the required template and amend the requisition accordingly.

To use your template on the requisition entry screen click on the button.
Section 3: Requisition Approval / Rejection

3.1 Requisition workflow – budget holder approval

The budget holder will receive a task in their Tasks List.

You have three options when actioning a requisition. You can:

- Approve the requisition,
- Reject the requisition and leave instructions to cancel the request completely
- Reject the requisition and leave instructions on amendments to be made

3.2 Approving a Requisition

To approve a requisition click Approve

You will receive a confirmation message:

The item is successfully processed. There are no more items to process.

Once the requisition has been approved a Purchase Order will be produced in PDF format and emailed to the person selected in Email Source for PO on the requisition entry screen.

3.3 Rejecting a Requisition

To reject a requisition click Reject

You will be prompted to leave a message in the workflow log:

3.4 Rejecting/Approving in Advanced Mode

There will be times when you need to be more specific about what you want to approve, and what you want to reject. This is particularly relevant when considering multi-line requisitions.

Advanced Mode enables you to action a requisition on line by line

Click Advanced mode

The Requisition Details section will change slightly
Click on a line you wish to approve and click [Approve]. The line will be marked.

Click on a line you wish to reject, enter a comment in the workflow log and click [Reject]. The line will be marked.

Once you have actioned each line, click [Save]. You will receive a confirmation message.

3.5 Rejected Requisitions

If a requisition is rejected a task is sent back to the requisitioner. The requisitioner can amend the requisition and send it back for approval or they can close it.

Click on the task from Your Tasks

Review the workflow log to see the approver's comments. You may either amend the requisition and resubmit back to the approver, or reject the requisition to cancel it entirely.

On the requisition details tab you can amend any details on the requisition

Once the changes have been made click the [Resubmit] button and the requisition is sent back into the workflow for approval.

To close the requisition click on [Reject]. The requisition will not go back into workflow for approval.

3.6 Tracking Requisition Workflow Status

Once you have saved a requisition, you can check the status of the requisition at any time. This will allow you to see whether the requisition has been approved, rejected or if it is still awaiting approval. You can also see who is due to approve the requisition.

In Procurement, go to Requisitions > Workflow Enquiry - Requisitions

Enter your requisition number in the Requisition No. field click Search.
Click on the Workflow status line for the Requisition you wish to enquire on and a workflow map will appear.

Any task marked in yellow is waiting for approval, any task in green is approved and any task in red has been rejected.
Section 4: Purchase Orders

If you want to manually check a purchase order number against a requisition you have raised, go to Procurement > Requisitions > Own requisitions

The screen will show a list of your requisitions, and their current workflow status. Requisitions with a workflow status of ‘finished’ will be ready to be automatically generated into a Purchase Order. Check the ‘Purchase Order’ column to see the purchase order number against your requisition.

4.1 Retrieving a Copy Purchase Order

If you want to retrieve and send/print a copy purchase order, go to Procurement > Suppliers and enter your supplier number.

The paperclip icon at the top right of the screen takes you to the document archive.

The popup screen will default to thumbnails so select ‘List’

Select the appropriate document from the list and open by double clicking. By placing your pointer over the document you should see a floating menu. You can resize by selecting the "+" and "-", save or print.

(Note that the PO will only appear on the Supplier list the day after the order has been approved as the copy is generated overnight).
4.2 Cancelling a Purchase Order

*NB. Before you terminate a purchase order you should unbook any goods previously booked in. To do this go to Procurement > Good receipt and input your order number. If your order shows as having any items “previously received” these should be reversed out by inputting an equal but negative number in the “qty received” box (do this for each line as appropriate) and SAVE.*

Go to Information pages > Report ordering > Web reports > Terminate Purchase Order (near bottom of the list). Enter your order number and “SAVE”.

*NB. This process cancels the order in our system however the supplier will not receive any notification. (You may therefore wish to make contact with the supplier to advise).*

This can be a bit tricky to find so consider saving it to your favourites menu (select heart icon in top right icon so that it turns red).
Section 5: Good Receipting

5.1 Goods Receipting
When an invoice is received in the Accounts Payable department, it will only be paid if you have confirmed that you have received the goods/services you ordered.

You must confirm by recording this information in Agresso.

In Procurement go to Purchase Orders > Goods Receipt

Enter the purchase order number in the Order Number field and tab to populate the screen.

Check that the delivery date is correct.

The order lines are displayed, and details the quantity you originally ordered, the quantity you have previously received (if any) and the quantity you are receiving now.

If you have only partially received the order, enter the amount actually received in the field.

If you want to cancel the rest of the order, click .

If you are leaving unreceipted items for delivery at a later date, simply save the goods receipt screen; you can return and enter further quantities at a later date.

If you find you have ordered a quantity in error and wish to amend, you can retrieve the purchase order number in the goods receipt screen, and enter a minus figure. You can amend a goods received screen as long as the invoice has not yet been matched against it.

When you have completed your goods receipt screen, click Save – you will receive a confirmation receipt number: