

**GUIDANCE ON
RAISING PURCHASE ORDERS
ON UNIT4 ERP**

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LOOKING UP A SUPPLIER ID –

On Agresso Web - Procurement Menu (Home screen Menu) - Supplier Information – Suppliers

- Select Lookup screen by clicking on the three dots – Value Look Up screen will appear.
- Type the name of the supplier in the Search Criteria or if you are unsure of the name of the supplier/spelling etc you can use * after the name e.g. Coleg*. Always cross check address and bank details for correct supplier.

If you are unable to find a supplier by name - Click on Advanced (screen below will show). On this screen you can further search for

- bank account number
- post code

Value lookup

Search criteria

Advanced

Supplier ID	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Post Code	<input type="text"/>
Short name	<input type="text"/>	External reference	<input type="text"/>
Supplier group	<input type="text"/>	Company registration number	<input type="text"/>
VAT registration number	<input type="text"/>	Bank account	<input type="text"/>
IBAN	<input type="text"/>	Swift	<input type="text"/>
Status	<input type="text" value="N"/>		

Supplier ID	Name	Address	Post Code	Short name	External refer...	Supplier grou...	Company registrati...	VAT registration...	Bank account	IBAN	Swift	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Filter"/>							

CREATING A NEW SUPPLIER ID

If you can't find the supplier ID and need to create a new ID, please complete the attached Supplier Record Form.



New%20Supplier%20ID%20Record.xlsx

You will require an email from the supplier stating their full business name, address and post code along with their bank account and sort code number to complete the Supplier Record Form.

The information from the supplier along with the supplier record form should be forwarded to the relevant budget manager for them to approve the creation of a new supplier ID. The budget manager should then forward their approval email along with the supplier information eg banking details and supplier record form to FI Creditor Payments.

Creditor Payments Team will not usually notify you that they have created the ID, so you will need to search for the supplier on Agresso to locate the new supplier ID.

RAISING A REQUISITION (a requisition is a request for goods or service. If the request is approved a purchase order is raised which is sent to the supplier for the goods or services).

On Agresso Web - Go to Procurement Menu (Homescreen Menu) - Requisitions– Requisitions – standard (screen below will show)

- Your requisitioner details should show in department and delivery fields automatically.

The screenshot shows the Agresso Web Requisition form. Key sections include:

- Requisitioner *:** Buddug Ann Rees (dropdown), BAR130, Status: Active (dropdown), Message (text area).
- Default GL analysis:** Department On Requisition Entry * (dropdown): LIFEL, Education & Child Services.
- Contact:** Buddug Ann Rees (Delivery) (dropdown).
- Delivery address:** Jo Bloggs, 4 Queen Street, Carmarthen, SA31 1LE. An annotation box labeled "Add Delivery Address" points to this field.
- Delivery description:** Childrens Services (Top Floor), Building 2, St Davids Park, Jobswell Road, Carmarthen. An annotation box labeled "Invoice Address" points to this field.
- Requisition details table:**

#	Funds check	Product	Description	Unit	Supplier	Quantity	Price	Amount
1		* CLIENTNEEDS	Client Needs	UN unit	54043	1.00	8.99	8.99
		Client Needs			WILKINSON HARDWARE STORES LTD			
Σ								8.99

Annotations for the table: "Product Value Look Up" points to the Product column, and "Supplier ID" points to the Supplier column.
- Product text:** BATHROOM TOWELS (text area).

Complete the following tabs –

Delivery Details

- If delivery and invoice address are the same, no need to change just check your contact details in the boxes are correct.

- If delivery address is different type/overtime the required delivery address in the delivery description box.

ALWAYS TAB OVER TO FILL IN BOXES

Product

There are two options when setting up a requisition as the product has the option of being **quantity and price** or **value based**.

Examples

- **Quantity and Price** - If you are buying school uniform or white goods etc, you would know the quantity and price per item, so you would use quantity and price. If the account code was 6809 the product choice would be Client Needs.
- **Value Based** - If a child is attending nursery, and you require to raise the requisition to cover the value of the child attending the nursery for a few months. You can raise the requisition on the value of the service. This option allows you to receive multiple invoice which you can goods receipt until the value of the purchase order is spent. If the account code was 6809 the product choice would be Client Needs Value Based.
- Search for the product with a typed description of the account code eg Client Needs is for account code 6809.
If you cannot find the correct description, click on Value Look up at side of Product box – Advanced and Search. This will bring up a list of all account code descriptions. Scroll through until you find the account code and description you require.
- Insert **supplier ID** number
- Complete **quantity & price or price only for value based – ALWAYS USE THE NET PRICE (price that does not include VAT)**
- **Product text** should show details for goods/service ordered :-
 - Quote number or account number of business (if known)
 - Client Initials or Care First Number for client reference

- Description of goods and relevant product reference/size/colour etc
- If more than one product required, please enter on a separate line
- Go to bottom of page and check account code is correct and complete the full budget code to be used
- A message regarding Funds Check will appear – Fund check failed – Do you wish to continue – select YES.
- Click the save button at the bottom of the screen and keep a record of the requisition number. Make a note of the number so you can check on the progress of the requisition if required.

HOW TO REQUEST A PRODUCT WITH NO VALUE BASED OPTION

If you require a product and it does not have the value based option, contact FI Systems to request that it is set up. The value based option for a product should only be used for services not goods.

AMENDING A REQUISITION– you can only do this if the requisition has not been approved. If workflow description states “Finished” it cannot be amended!

On Agresso Web - Go to Procurement Menu (Homescreen Menu) - Requisitions – Enquiries – Own Requisitions

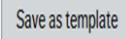
- Enter time period required for search
- Click on Requisition Number to access, amend and save.

COPY AN EXISTING REQUISITION

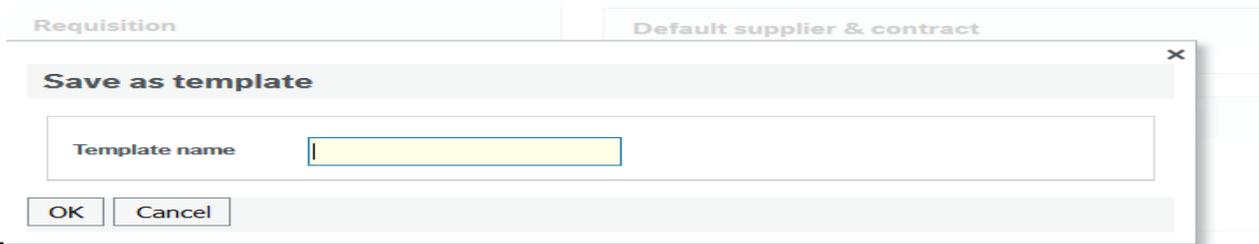
You can copy a requisition which you originally raised (a requisition can be copied no matter what the status).

- Firstly, loading the original requisition from Procurement Menu (Homescreen Menu) - Requisitions – Enquiries – Own Requisitions
- Click on Copy Requisition found on the bottom of the menu screen.
- Amend/update any information on the original requisition and once saved it will be allocated a new requisition number.

SETTING UP A REQUISITION TEMPLATE

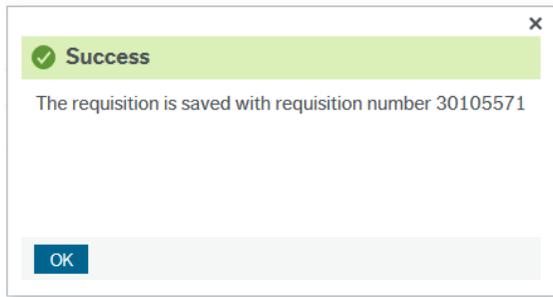
To create a template, which can be used for repeat orders or as a starting point for a requisition. Open and create a requisition as per normal. Once you are happy with the requisition template click 

A box will open up and you will need to name the template.



The screenshot shows a dialog box titled "Save as template" with a close button (X) in the top right corner. The dialog box contains a text input field labeled "Template name" with a yellow highlight. At the bottom, there are two buttons: "OK" and "Cancel".

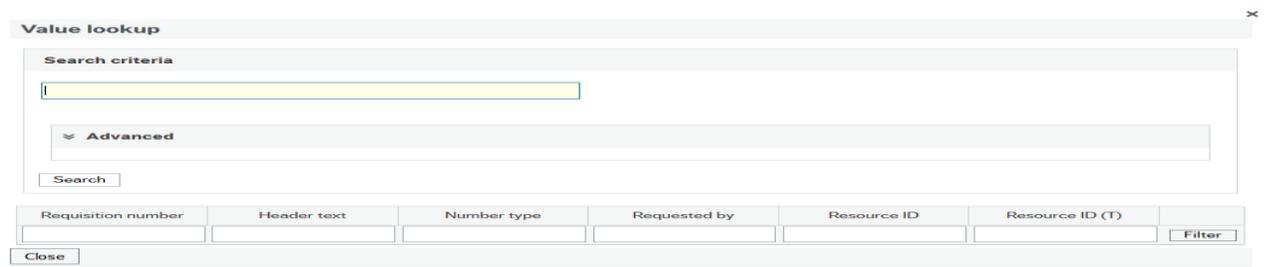
Once you press ok a box like the requisition recognition box will open and it will be saved as a template.



*** **NOTE** this has not saved a requisition and will NOT enter the workflow to create a Purchase Order, this will need to be reopened checked and saved as per regular requisition procedure***

To open template click on Start from template at the bottom of the requisition page.

A search box will open.

A "Value lookup" dialog box. It features a "Search criteria" section with a text input field. Below this is an "Advanced" section with a dropdown arrow and a text input field. A "Search" button is located below the advanced section. At the bottom, there is a table with columns: "Requisition number", "Header text", "Number type", "Requested by", "Resource ID", and "Resource ID (T)". Each column has a corresponding input field. A "Filter" button is on the right side of the table. A "Close" button is at the bottom left of the dialog.

CHECK APPROVAL STATUS OF REQUISITION

On Agresso Web - Go to Procurement Menu (Homescreen Menu) – Requisitions - Enquiries - Workflow Enquiry – Requisitions

- Enter Requisition Number in field and Search
- Workflow Status will show status of Requisition
- If “workflow in progress” click on workflow status to show what manager is due to approve. If “Finished” manager has approved requisition.

ACCESSING A PDF COPY OF YOUR PURCHASE ORDER

On Agresso Web - Go to Procurement Menu (Homescreen Menu) - Requisitions – Enquiries – Own Requisitions

- Click on relevant purchase order number
- Select the paperclip on the top right hand side which will generate a pdf copy



FINDING A PURCHASE ORDER NUMBER SOMEONE ELSE HAS RAISED

On Agresso Web - Go to Reports Menu (Homescreen Menu) – CCC Reports - A General Reports – Purchasing -
Order Details Enquiry

- Enter time period required for search
- You can search for the purchase order via account/cost centre/service budget code, supplier ID

GOODS RECEIPTING

OPENING AN ORDER (you can find all purchase orders raised by yourself under Own Requisitions)

- On Agresso Web - Go to Procurement Menu (Homescreen Menu) - Purchase Orders – Goods Received – Goods Receipt

To open an Order to register “Good receipt” type in the “Order No” and click on three dots to load screen.

Goods receipt

Order information

Order number Order status

Supplier

References

Requested by

Delivery

Delivery date

Delivery time

Workflow log (row 0)

Order details

<input type="checkbox"/>	Order line	Supplier product	Supplier product description	Product	Description	Order qty	▲ Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	Warehouse	Location
<input type="checkbox"/>	0					0.00	0.00	0.00	0.00		0.00			
	Σ					0.00		0.00	0.00					

Additional delivery information

Additional product information

Product text

PROCESS GOODS RECEIPT

Good receipt is used to register the goods/services received as a result of a purchase order and must be in line with the delivery eg two deliveries for one order will require two separate goods receipting tasks. You should check that the goods services have been received before goods receipting.

You cannot register goods received on closed purchase order or orders that are in the workflow process.

Whether you are goods receipting a quantity based or a value base, the process is very much the same:

To register a purchase order raised on quantity :-

- Click on the order line so it' highlighted in blue
- Enter the quantity received.
- Tick the box on the left side of the order for the line you want to goods receipt and then click on the Goods Received button and save. (If the full order has not been received and you need to goods receipt this at a later date when the delivery is received. When goods receipting the first items received only click on SAVE not goods receipt to keep the purchase open)
- A good receipt number will appear on the screen which you will need to record and enter on the invoice.

Goods receipt

Order information

Order number: 12057409
Order status: Ordered
Supplier: UNIVERSITY OF WALES TRINITY SAINT D...

References

Requested by: Buddug Ann Rees 01267 246549

Delivery

Delivery date: 24/05/2024
Delivery time: 00:00

Workflow log (row 1)

(Enter a comment)

Copy

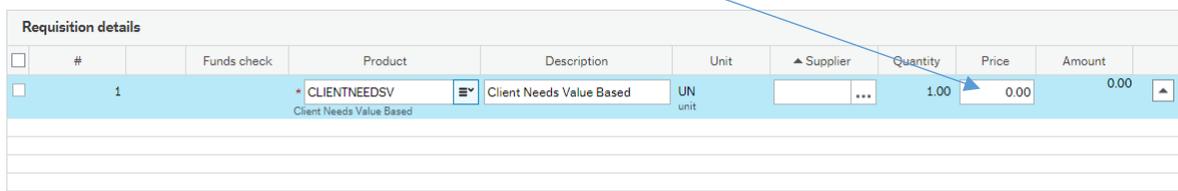
Order details

<input type="checkbox"/>	Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	Warehouse	Location
<input type="checkbox"/>	1	RENTSGEN	Rents General	RENTSGEN	Rents General	1.00	724.64	0.00	0.00	UN	724.64	<input type="checkbox"/>		
Σ						1.00		0.00	0.00					

Add Set received to zero Goods received Rest cancelled Delete Batch and serial information

To register a purchase order raised on value :-

- Click on the order line so its highlighted in blue
- Enter the price
- Tick the box on the left side of the order for the line you want to good receipt and then click on the Goods Received button.
- A good receipt number will appear on the screen which you will need to record and enter on the invoice.



Requisition details										
<input type="checkbox"/>	#	Funds check	Product	Description	Unit	Supplier	Quantity	Price	Amount	
<input type="checkbox"/>	1		+ CLIENTNEEDSV Client Needs Value Based	Client Needs Value Based	UN unit	***	1.00	0.00	0.00	

GOODS RECEIPTING A VALUE BASED PURCHASE ORDER WHICH HAS BEEN RAISED WITH A VALUE FOR A PERIOD OF TIME AND WILL BE GOODS RECEIPTED WITH MULTIPLE INVOICES

Within Children’s Services we use day nursery, agency staff services etc which send in weekly or monthly invoices. Instead of raising individual purchase orders eg for each month, a single purchase order can be raised with the value of the service for a specific period of time.

For example a child is attending a nursery for six month period. The value of the purchase order would be the cost of the nursery for six months. The nusery would send in a invoice for eg April. This invoice can be goods receipted for the cost of April but there would be a balance of the next five months still on the purchase order which you would goods receipt with each monthly invoice until the value of the purchashe order was finished.

When goods receipting using the above option, to keep the purchase open, when goods receipting ONLY SAVE. Only goods receipt and save when the purchase order value has finsiehd to close the PO.

FINDING A GOODS RECEIPT NUMBER

On Agresso Web - Go to Reports Menu (Homescreen Menu) – Global Reports - CCC Reports - A General Reports – Purchasing - Delivery Status Enquiry

- Type in the Order Number and the Receipt No shows in the Reg No tab.

CHECKING IF A PURCHASE ORDER IS OUTSTANDING AND IF THERE IS A BALANCE REMAINING

On Agresso Web - Go to Reports Menu (Homescreen Menu) – Global Reports - CCC Reports - A General Reports – Purchasing – Outstanding Orders by Cost Centre

- Enter relevant time period for search
- Enter cost centre and service
- All outstanding open purchase orders will be shown and if they have been part goods receipted you can check how much has been posted against the purchase order and what balance is remaining

GOODS RECEIPTING COMPLETE BUT BUT BALANCE STILL LEFT ON PURCHASE ORDER

When a Purchaser Order is raised, sometimes the price/value will have changed so you may have raised a PO for £1000 but the invoice received is for £995.00. The balance will keep the purchase order open so to close the purchase order, go to goods receipt screen and press Rest Cancelled which should close the purchase order.

Goods receipt

Order information

Order number: 12057409
Order status: Ordered

Supplier: UNIVERSITY OF WALES TRINITY SAINT D...

References

Requested by: Buddug Ann Rees 01267 246549

Delivery

Delivery date: 24/08/2023
Delivery time: 00:00

Workflow log (row 1)

(Enter a comment)

Copy

Order details

Order line	Supplier product	Supplier product description	Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit	Unit price	Rest cancelled	Warehouse	Location
1	RENTSGEN Rents General	Rents General	RENTSGEN Rents General	Rents General	1.00	724.64	0.00	0.00	UN	724.64	<input type="checkbox"/>		
Σ					1.00		0.00	0.00					

Add Set received to zero Goods received Rest cancelled Delete Batch and serial information

CLOSING DOWN A PURCHASE ORDER ACCIDENTALLY WHICH YOU NEED TO REMAIN OPEN

If you close down a purchase order which needs to remain open, please contact CR Finance P2P **immediately** so they are aware that they need to keep the purchase order open for further goods receipting.

CLOSING A PURCHASE ORDER NO LONGER REQUIRED

To close a purchase order email CR Finance Systems and quote the purchase order number, supplier, costs so they can identify the PO and the reason why you require it to be closed.

BATCHING A P2P INVOICE FOR PAYMENT BY CREDITORS TEAM

You should only accept invoices that include:

- A unique identification number (invoice number)
- A company/individual name, address and contact information
- Addressed to Carmarthenshire County Council & include our address
- A clear description of what is being charged for
- The date the goods or services were received
- The date of the invoice
- The Net amount(s) being charged
- VAT amount if applicable and VAT number
- Total amount owed (including VAT)

All invoices received **MUST** be date stamped at the first point of receipt in the Authority. You can add a date stamp on pdf invoices from Adobe (link for instruction is <https://helpx.adobe.com/uk/acrobat/using/adding-stamp-pdf.html>). The date stamp in Adobe will only insert the current date and cannot be changed.

All invoices **MUST** be checked that goods or services have been received before payment and in the case of online orders this must be recorded on the system **BEFORE** passing the invoice for payment.

It is **your** responsibility to check whether a payment has been made; you **MUST NOT** simply assume the check will be done centrally.

SUBMISSION OF BATCHED INVOICES ELECTRONICALLY

You can submit P2P (purchase order invoices) by batching pdf invoices and uploading into a folder on Share Point which Creditors can access and process. The folder can be found on Share Point CFP ONLINE Hub – P2P Payments – Children’s Services – Daily Invoices 23-24

The link is :-

[CFP Online - P2P & Payments - Daily invoices 23-24 - All Documents \(sharepoint.com\)](#) – there is an example electronic batch in the folder for reference)

When preparing a batch of invoices for electronic submission. the maximum number of invoice which can be submitted is 20 invoices.

Invoices should be :-

- In pdf format
- date stamped
- good receipt number referenced on invoice
- Complete Batch Header (copy attached) to include batch number in agreed format - Initials Date Batch No e.g. JMP290720211
- Upload file containing batch header and pdf invoices to CFP in designated folder (link above) and save with the standard naming convention Initials Date Batch No (as above)



Electronic%20Batch
%20Header.docx

A record of all invoices sent to Creditors Team should be recorded on a batch log and checked against Agresso for payment and the transaction number recorded (template batch log attached)



Blank%20Batch%20
Log.xls

CHECKING ON THE APPROVAL STAUS OF AN INVOICE

You will first need to look up the transaction number -

On Agresso Web - Go to Reports Menu (Homescreen Menu) – Global Reports - CCC Reports - A General Reports – General Ledgers Enquiries - Ledger Transactions Enquiry (Detailed) Audit

- Enter the time period required
- Tick ABC in top right hand corner this will show if an invoice is pending approval or been paid
- Search via budget code eg account, cost centre and service
- Make a note of the transaction number

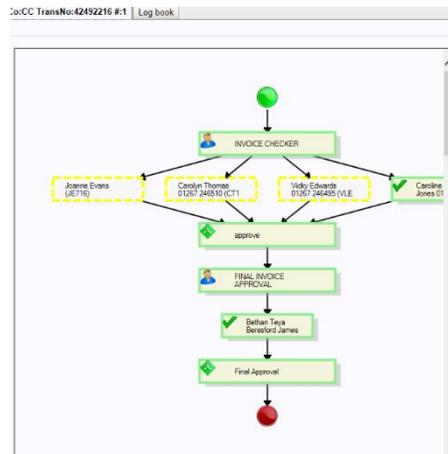
In TT column, if IO (Purchase Order) or IM (non order invoice) this is still awaiting approval from the budget manager

Results																
<input type="text"/> Search <input type="text"/> Detail level <input type="text"/> All levels <input type="button" value="Copy to clipboard"/>																
#	TT		TT (T)	TransNo	Trans.date	Period	Account	Account (T)	Cost Centre	Cost Centre (T)	Job/Project Code	Job/Project Code (T)	Service Code	Service Code (T)	TC	TC (T)
							6809		0500				247			
1	IM	Registration - Invoice Man...	44763109	21/04/2023	202302	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006784	Llanelli East Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
2	IM	Registration - Invoice Man...	44765734	28/04/2023	202302	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006784	Llanelli East Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
3	IM	Registration - Invoice Man...	44769481	25/04/2023	202302	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006785	Llanelli West Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
4	IM	Registration - Invoice Man...	44773354	05/05/2023	202302	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006784	Llanelli East Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
5	IM	Registration - Invoice Man...	44769486	17/05/2023	202302	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006784	Llanelli East Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
6	IM	Registration - Invoice Man...	44771334	15/05/2023	202302	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006784	Llanelli East Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
7	IM	Registration - Invoice Man...	44769484	15/05/2023	202302	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006785	Llanelli West Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
8	RP	Recurring Payments	44727289	10/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
9	RP	Recurring Payments	44733081	12/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
10	RP	Recurring Payments	44733074	12/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
11	RP	Recurring Payments	44733078	12/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
12	RP	Recurring Payments	44733079	12/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
13	RP	Recurring Payments	44733068	12/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006785	Llanelli West Child Care T...	247	Child/Family-Commissi...	0	Out of Scope	
14	RP	Recurring Payments	44733073	12/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006782	Carmarthen Child Care T...	247	Child/Family-Commissi...	0	Out of Scope	
15	RP	Recurring Payments	44735488	14/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
16	RP	Recurring Payments	44735504	14/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006785	Llanelli West Child Care T...	247	Child/Family-Commissi...	0	Out of Scope	
17	RP	Recurring Payments	44735499	14/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
18	RP	Recurring Payments	44735503	14/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006785	Llanelli West Child Care T...	247	Child/Family-Commissi...	0	Out of Scope	
19	RP	Recurring Payments	44736499	17/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
20	RP	Recurring Payments	44736506	17/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006783	Dinefwr Child Care Team	247	Child/Family-Commissi...	0	Out of Scope	
21	AP	Creditors Invoices	44733834	31/03/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006782	Carmarthen Child Care T...	247	Child/Family-Commissi...	0	Out of Scope	
22	OP	Posting Purchase Invoices	44710241	20/03/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing			247	Child/Family-Commissi...	V	AP Standard Ra...	
23	AP	Creditors Invoices	44737539	18/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006784	Llanelli East Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	
24	AP	Creditors Invoices	44737539	18/04/2023	202301	6809	Asst to Families / Client N...	0500	Childrens' Services Staffing	006784	Llanelli East Child Care T...	247	Child/Family-Commissi...	Z	AP Zero Rated	

To check who the invoice is workflowed to for approval, using transaction number go to -

On Agresso Web - Go to Procurement Menu (Homescreen Menu) – Procurement Invoices – Enquiries – Workflow User Log – Supplier Invoices

- Enter the transaction number in the field on the far right.
- Click on Workflow status “Workflow n progress” and this brings up a screen with details on invoice checker, final approver etc, you can click on the workflow status and it will show a workflow (as below).
-



- If the box is outlined in yellow it hasn't been approved
- If the box is outlined in green it has been approved

CHECKING IF AN INVOICE HAS BEEN APPROVED FOR PAYMENT

On Agresso Web - Go to Reports Menu (Homescreen Menu) – Global Reports - CCC Reports - A General Reports – General Ledgers Enquiries - Ledger Transactions Enquiry (Detailed) Audit

- Tick ABC in top right hand corner this will show if an invoice is pending approval or been paid
- Fill in the period eg for full financial year 202301-202312
- Enter budget code paid from - account - cost centre – jobcode - service

If OP (Purchase Order) or AP (non order invoice) in TT column this has been paid

You are able to see when the invoice has been paid in the Pay Date column, generally funds will hit the suppliers bank account 3 working days from this date.

To view an image of the invoice or save a copy, use the paperclip icon on the right hand side of the screen



ADDING FREQUENTLY USED AGRESSO MENU OPTIONS AS A FAVOURITE

Select the required screen you want to add as a favourite and click on heart icon located in right top hand corner of screen. This menu choice will appear in your favourite's menu.

To remove menu option from favourite's screen, select the required screen you want remove, click on heart icon and this option will no longer show in the menu.



NAMES AND EMAIL CONTACTS FOR QUERIES

Joanne Phillips, Senior Purchase to Pay Officer – P2P Invoices

Jessica L Howells, Senior Accounts Payable Officer – Schedule Payments, Periodic Payments

CR Finance P2P – for any P2P related queries, goods receipting, payment dates etc

FI Creditor Payments – new supplier requests, copy remittances, non- P2P payment queries

CR Finance Systems – to terminate PO'S, checking work-flows