

CHECKING A REQUISITION STATUS

Click on the Reports tab, and then expand Requisitioning reports, and select the report titled Requisition Status.

1. Click on the Reports tab, and then expand Requisitioning reports, and select the report titled Requisition Status

2. Click Search on the report that opens, and all the requisitions you have created will appear. You can review their status. You can filter using the top line, and clicking Search. You can view the status column and PO number.

#	Requisition order Number	Purchase order Number	SupplID	SupplID (T)	Workflow Status (T)
1	70028332			OFFICE SUPPLIES	Active
2	70028332	0	100463	KELLY OFFICE SUPPLIES	Active

In addition, when a purchase order has been created you will be emailed the related pdf file.

COMPLETING A GRN (GOODS RECEIVED NOTE)

When the goods or service has been delivered, you must complete a GRN on the system. This is an ESSENTIAL step in the procurement process, and can facilitate quicker payment to your supplier.

1. In the Procurement Tab, navigate to Purchase Orders, and click Goods Receipt.

2. Enter your PO number, or click the blue box to search for one.

3. Enter the delivery date.

4. The order lines are displayed, enter the units you are receiving

5. Click Receive Goods, and then Save.

Order line	Product	Description	Units to receive
1	STAT01	Paper - A4 (White)	5.00
Σ			5.00

AUTHORISING A REQUISITION

If you are an approver, requisitions for your authorisation will appear in your my Tasks area.

1. Requisitions requiring your approval are listed here, the title shows the value range

2. The middle pane shows a list of outstanding requisitions. You click on each to view, and if happy click the green approve button. If sufficient funds are available, a PO is created and the requisitioner is informed via email.

3. If you are rejecting a requisition, you may enter a comment on the right hand side of the screen. The requisitioner will be notified and be able to view the comment.

Workflow log (row 1)
04/02/2009 14:54 MENTEC - Distributed
04/02/2009 16:37 MENTEC - Approve

(Enter a comment)

FINANCIAL POLICY INFORMATION

Further information on University Financial policy and processes can be found at the following web sites:

Financial Accounting

http://www.nuigalway.ie/financial_accounting/

Management Accounting

http://www.nuigalway.ie/management_accounting/

Research Accounting

http://www.nuigalway.ie/research_accounting/



Agresso 5.5

Quick Guide

Procurement



National University of Ireland, Galway
Ollscoil na hÉireann, Gaillimh

Online Procurement

Now available off campus from any internet connected computer

REQUISITION APPROVAL BANDS

The system uses workflow to manage the approval of requisitions. The following bands have been implemented for Agresso 5.5 web procurement.

€1 to €499: A requisition automatically converts to a Purchase Order.

€500 to €9999: The requisition will be routed to the Sub Acc owner for approval.

€10,000 to €49,999: The requisition will be routed to the Budget holder for approval.

> €50,000: Requisitions greater than €50,000 will not be possible using online procurement and must be managed manually.

GOODS RECEIVED NOTE

This new functionality was requested by the university user community,

It should facilitate quicker payment for suppliers, and build a platform to deliver efficiencies in back office transaction processing.

The key point in using it effectively, is that any user who completes a Requisition, must complete the associated GRN when the goods arrive, or the service is delivered.

TAX CODES

In 5.4 where you entered P0 as a Tax Code for non-Republic of Ireland purchase orders, you now have the capability to add the correct code.

Each user should ensure they have used the correct code, by checking the information available on Tax Codes at:

http://www.nuigalway.ie/financial_accounting/faq.html

NEED MORE ASSISTANCE?

Check out the online Agresso 5.5 resources which are available at www.nuigalway.ie/mis/agr55home.html

You can also contact the MIS HelpDesk at x 2116, and online at <https://helpdesk.nuigalway.ie/helpdesk/WebObjects/Helpdesk>

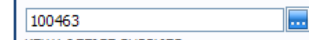
ENTERING A REQUISITION

Click on the Procurement tab, and then in the menu that appears in the top left hand pane click on Requisitions, and Standard.

In the right hand side, you must enter a supplier and product. The description will be populated, but you may overwrite it. All mandatory fields are marked with a red asterix.

Complete the steps as outlined in the picture.

Anywhere you see the blue square on a field



you can click it to open a Search screen, where you can search by name, wildcard, number, etc.

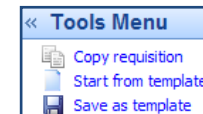
For example searching on Product for *comp* will return everything with the word computer in it, or Paper* will return everything starting with Paper.

Alternatively, if it is something like a product code, account code or a tax code, that you know, you may type it straight in.

If you have failed to fill in any mandatory fields, or have any erroneous data filled in, the system will warn you with a red message when you try to save to the requisition.

TIP

If you regularly enter similar requisitions, click on the Tools menu, and you can save a requisition as a template, to reuse again.



1. Select a supplier, click the blue box to search, if you know the number you can type it in.

2. You can enter a reference number here.

3. Select a product, click the blue box to search, or type in the code if you know it.

4. Complete the rest of the line: you may overwrite the description; enter unit, delivery date, quantity, and price.

5. Click Add to add the line to your requisition. Repeat to add more lines.

6. Confirm the GL details.

7. Ensure you have the correct Tax Code.

8. You can add more text here, against each line. It will appear on the PO.

9. To split a line across multiple cost centres, click the Split Row button, enter the new cost centre, and allocate a percentage to each. The percentages must add up to 100%

10. When you are complete, click Save, the system will give you a Requisition number

#	Product	Description	Unit	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	STAT01	Paper - A4 (White)	Each		03/02/2009	10.00	EUR	8.00	80.00	80.00	Active
2	*STAT02	Paper - A4 (Color)	*EA		03/02/2009	5.00	EUR	* 0.00	0.00	0.00	Active
3					03/02/2009	0.00	EUR	0.00	0.00	0.00	Active
Σ										80.00	

#	Subacc	Budacc	TC	TS	Percentage	Amount
1	*3145	RIB100	R200	P4	100.00	0.00
Σ						100.00

