

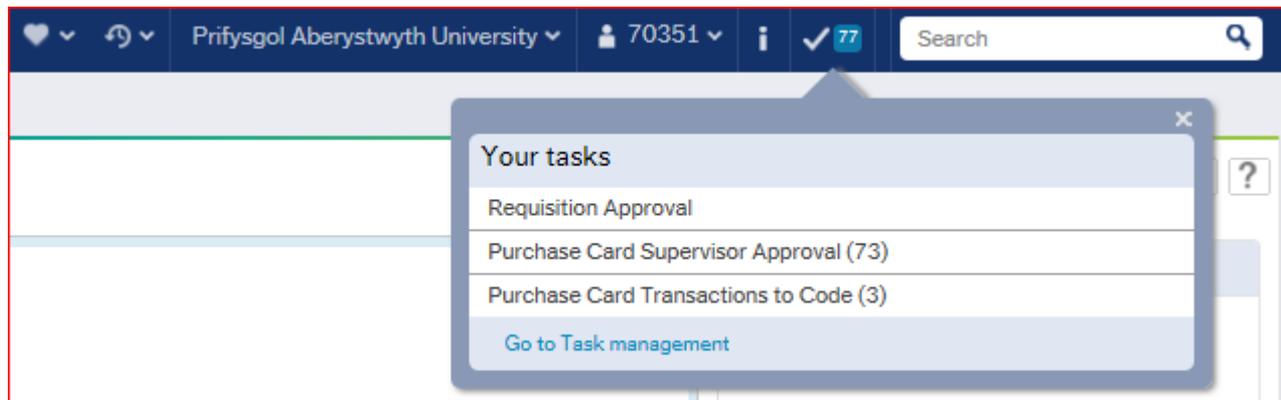


Agresso – Approving Requisitions for Purchase Orders



An email will be sent to you when you have a task to complete on Agresso.

Your task will be available to view towards the top right of the screen:



By clicking on the Requisition approval task this screen will appear

UNIT4 Agresso

AB Requisition Approval x

Requisition

DECLARATION - I confirm that University Financial Regulations related to procurement have been complied with in full here & accept this may be subject to verification checks by the Finance Office with results reported to the AU Executive.

Requisition information

Resource	ABWADMIN ABWADMIN	Requisition number	10028235
Updated	20/01/2015 Aberystwyth University Old College King Street Aberystwyth Ceredigion SY23 2BH		
Deliv.addr.			

Workflow log (row 1)

20/01/2015 18:48 FinTest1 (FINTEST1) - Distributed

[Enter a comment](#)

Copy

Requisition details

Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Unit descript...	Price	Product	Product description	Supplier	Delivery date	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>		GBP	240.00	4.00	EA	Each	60.00	VF001	4 New Tyres for the...	T10714	20/01/2015	Active
Σ													

Kit components

Product text

Quote Number 123456

GL Analysis

Map	Status	Funds check	Account	Costc	Project	Workord	Product	Tax code	Tax system	Percentage	Amount	
<input checked="" type="checkbox"/>			4308	121A	G1000	G1000-01	VF001	PE	PR	100.00	240.00	
Σ											100.00	240.00

Approve Reject Advanced mode Workflow user log Log book Export

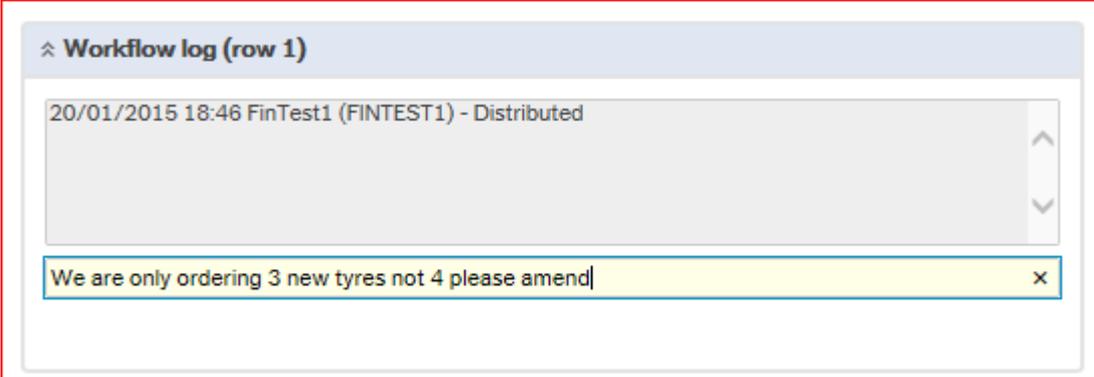
You will need to check the following information:

⌵ Requisition details													
Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Unit descripti...	Price	Product	Product description	Supplier	Delivery date	Status
<input type="checkbox"/>			GBP	240.00	4.00	EA	Each	60.00	VF001	4 New Tyres for the...	T10714	20/01/2015	Active
Σ													
Kit components													

⌵ Product text
Quote Number 123456

⌵ GL Analysis											
Map	Status	Funds check	Account	Costc	Project	Workord	Product	Tax code	Tax system	Percentage	Amount
			4308	121A	G1000	G1000-01	VF001	PE	PR	100.00	240.00
Σ										100.00	240.00

If there is an error with the requisition please indicate what the error is by entering a comment into the Workflow log:

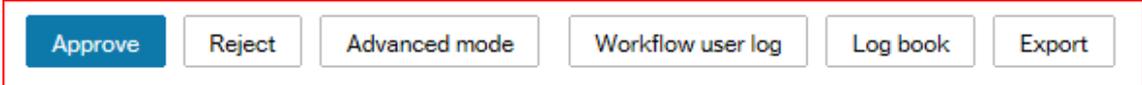


Workflow log (row 1)

20/01/2015 18:46 FinTest1 (FINTEST1) - Distributed

We are only ordering 3 new tyres not 4 please amend

Then click Reject:



Approve Reject Advanced mode Workflow user log Log book Export

The rejected requisition will be sent back to the requisitioner as a task in Agresso.

If the requisition is correct you will not need to enter a comment to the Workflow log, but can do if you like.

When either Approving or Rejecting the following confirmation will appear:

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