

AGRESSO Glossary of Terms

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Note: This is the full glossary for all Agresso courses

<u>Term</u>	<u>Definition</u>
Account	See <i>Chart of Accounts</i> and <i>Account Code</i>
Account Code	A 4 digit number representing an identified Aberystwyth University account, as listed in the <i>Chart of Accounts</i> .
Account rule	Rule attached to an <i>account code</i> , which is used to guide data input and assist validation.
Accounting period	These are usually months, quarters and years. As each accounting period expires, the books are closed for that period. Monthly periods are numbered 1 to 12: 1 being August, the first month of the accounting year, and period 12 being the following July.
Accounts Payable (AP)	The procedures for handling funds leaving Aberystwyth University, through activity like procurement of goods and services, or aid spending.
Accounts Receivable (AR)	The procedures for handling funds owed to Aberystwyth University, through activity like <i>Sales Orders</i> .
Accrual	An adjustment to reflect the timing difference between receipt of goods or services and recording of an invoice. An accrual increases the cost for the current period to include such items.
Agresso Business World	The core finance software created and designed by Unit4 Ltd. Agresso has two tools, a web interface called <i>Self Service</i> , and an application, called <i>Smart Client</i> .
Alerts	Alerts are generated automatically by Agresso. They are used to pass information onto users (e.g. a <i>purchase order number</i>) or to prompt a user for action (e.g. to <i>approve a requisition</i>). Alerts appear in the My Tasks module in <i>Self Service</i> and must be checked regularly.
AP	<i>Accounts Payable</i>
AR	<i>Accounts Receivable</i>
Attribute	The most basic element of information in Agresso. Think of them as descriptive tags pinned onto the various transactions or projects in Agresso.
BACS	Bankers Automated Clearing System. This is a scheme for the electronic processing of financial transactions
Balance Sheet	see <i>Chart of Accounts</i> .

Balance Sheet account codes	<u>Balance Sheet</u> account codes. Finance use these to record assets and liabilities. These include things like the balance held in a bank account, or money owed to Aberystwyth University through <i>Accounts Receivable</i> .
Balance tables	These contain transaction data (eg financial transactions) at an aggregated level
Batch	A batch in Agresso groups transactions. Agresso holds batches to group transactions within versions within Planner, for example. This means that all forecasted budgets for different versions can easily be obtained.
Browser	The most powerful yet complex enquiry in Agresso-Smart Client. It allows you to search on attributes that are not immediately related to the information that you are looking at. Browser enquiries are restricted to a limit number of users.
Budget	A budget is a list of all planned expenses and revenue – an organisational plan stated in monetary terms. Budgets in Agresso are used during a <i>funds check</i> for transactions
Budget Adjustment	A movement of budget, either from one <i>Project</i> to another, or from one <i>account code</i> on a Project to another account code on the same Project using the Agresso planner.
Cost Centre	A level in the Agresso reporting structure where work orders, projects and budgets are grouped. E.G 121A= Finance.
Chart of Accounts	The list of all accounts that Aberystwyth University have defined to classify Aberystwyth University's business activity, which is tracked by a single accounting system (Agresso). The Chart of Accounts has defined ranges of <i>account codes</i> . These are a 4 digit number or abbreviated code.
Client	A legal entity of Aberystwyth University denoted by a number or code. E.G AB = Aberystwyth University.
Commitment	Commitment in Agresso is calculated by adding together the amount on <i>Purchase Orders</i> , and any outstanding amounts on <i>purchase orders</i> (amounts that have yet to be invoiced).
Credit Note	A credit note is a document from a supplier to a customer that specifies a credit adjustment to the customer's account. If the customer currently owes the supplier money, this will reduce the amount owed, or if not, it can be set against future purchases. This may occur for instance because the supplier has overcharged, or because the customer is unsatisfied in some way with the goods or services provided.
Drill-down	Term used to describe analysing information at the next lower level in a reporting structure.

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Enquiry	Snapshot of data in Agresso, based on user-defined criteria. Enquiries are mainly used for internal queries.
Excelerator	<i>Agresso</i> tool which integrates Microsoft Excel spreadsheets within Agresso, enabling you to export data from reports into Excel, and load data such as budgets into Agresso.
Field Help	A help link next to many fields in Agresso screens. When field help is selected, an explanation is given of what the field does and what is required in that field alone.
Financial/Fiscal Year	The declared accounting year for a company, but it is not necessarily in conformance to a calendar year (January through December). However, it does cover twelve months, 52 weeks, 365 days. For example, in Aberystwyth University this runs from August 1 to July 31.
Fixed assets	Those assets of a permanent nature required for the normal conduct of a business and which will not normally be converted into cash during the fiscal year. Examples are land and buildings. Also known as capital assets.
Forecasting	Forecasting is the process of estimating / planning how much monies will be spent in individual financial periods.
General Ledger	The General Ledger is a record of all Aberystwyth University's <i>transactions</i> that occur on Agresso, with information about income and expenditure, assets and liabilities. In Agresso, it also records the approver of each <i>transaction</i> and the <i>transaction type</i> . Transactions are recorded against Aberystwyth University's <i>chart of accounts</i> , by <i>Account code</i> and financial <i>period</i> . Departments need to be aware of <i>transactions</i> on the general ledger that are awaiting authorisation; these will not affect any <i>funds checking</i> on a component, but they will count as spend against a department's component once they have been approved
GL	<i>General Ledger</i>
GRN	Goods Received Note. See <i>Receipting</i> .
Income and Expenditure account codes	(1100-6999). These are used in Agresso to define where funds have been spent. They record the value that the company has received for that account.
Invoice	Invoices from suppliers are scanned and registered in Agresso, and held in the Agresso document archive. Invoices are one of the three items necessary for a <i>three-way match</i> , which enables payments to proceed.

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Journal	In financial terms, a journal is the process by which any transaction is recorded in the companies' financial books. In Agresso a <i>journal</i> is a corrective <i>transaction</i> registered directly against the <i>General Ledger</i> . It is beyond the scope of <i>AP</i> and <i>AR</i> as it directly affects the information held on the <i>General Ledger</i> . Journals are registered to ensure that information held on the <i>General Ledger</i> , at account and date level, accurately reflects the financial position of Aberystwyth University.
Originator	Used in Requisitioning to denote who, in the organisation, requested the requisition to be raised (originally).
Period	See <i>Accounting Period</i> .
PO	<i>Purchase Order</i> .
Posting	The process of details being entered into the <i>general ledger</i> . This can happen automatically as the result of an <i>AP</i> or <i>AR transaction</i> . "Posted" transactions that debit a budget will count toward an area's spend. Departments will need to be aware of unauthorised transactions (not posted) on the general ledger as these figures are taken into account during <i>fund checking</i> , though once they are approved will become <i>spend</i> against the <i>component</i> .
Project	In Agresso, a project can be defined as a multitude of <i>activities</i> that involves Aberystwyth University expenditure against <i>Work Orders</i> . Projects have a start and end date.
Purchase Order (PO)	An order for goods, services, or for funds to be paid to a <i>Supplier</i> . Purchase orders are necessary for payment to be made.
Receipt/Recepting	A receipt is a record of what you have received against a <i>purchase order</i> . You must record a receipt whenever you receive an order for goods or services. Receipts are an essential part of the three-way matching process, which enables payments to proceed.
Relation	These are used to establish connections between different <i>attributes</i> .
Report	A formatted output of live data from Agresso.
Requisition	A request for goods or services. Requisitions are first sent to one or more approvers depending on the type and value and checked to see if funds are available, and then once approved, the requisition becomes a <i>Purchase Order</i> .
Resno.	Resource Number. A coded <i>attribute</i> assigned to a user of Agresso. Resno's are unique where names are not always.

Reversal	When a <i>transaction</i> has been posted to the <i>general ledger</i> (approved) it can not be deleted. If the transaction was incorrect or inaccurate then a new transaction to cancel the error must be created, these transactions are called reversals.
Sales Order	A sales order (in Aberystwyth University) is a document from Aberystwyth University to a person or organisation that owes money to Aberystwyth University, requesting payment of that amount. When a person or organisation owes funds to Aberystwyth University they are referred to as a 'customer'. A sales order generates a sales invoice automatically when approved, and sales invoices are sent to customers.
Sales Invoice	When it is identified that an organisation owes a debt to Aberystwyth University a sales <i>order</i> should be created against their <i>customer record</i> . When this is approved it will become a <i>sales invoice</i> , a request for money from that <i>customer</i> .
Self Service	The <i>Agresso</i> web application, used for most activities, particularly requisitioning, reporting and project management.
Smart Client	The <i>Agresso Business World's</i> core finance tool.
Spend	Funds that have been used in Aberystwyth University for procurement activity. Spend is used in the calculation for <i>funds checking of a transaction</i> .
Supplier Transactions	Invoices, credit notes, payments etc.
(T)	Text description of an attribute's code. Columns in Agresso will often have a code shown (e.g SuppID) and also a description, SuppID (T).
Tabs	In all parts of the Agresso system, screens are divided up into a number of subsections like a card index.
Tasks	See <i>Workflow tasks</i> .
Three-way match	When a <i>purchase order</i> , <i>receipt</i> and <i>invoice</i> match - the system can then make payment automatically. Cases where this does not happen are called a <i>three-way mismatch</i> , usually because either the purchase order or receipt do not exist, or because they reflect different quantities or prices to that shown on the invoice. These issues must be resolved before payment can proceed.

Transaction	A transaction is the basic activity on the Agresso system. Whenever you raise a requisition, record an invoice, generate a receipt and so on, a transaction is recorded on the system. Transactions are either specific to <i>AP</i> or <i>AR</i> procedures, e.g. <i>POs</i> , <i>GRNs</i> and supplier invoice registrations are <i>AP</i> transactions; sales orders are <i>AR</i> transactions. Transactions that affect the general ledger directly are <i>journals</i> .
Transaction Type (TT)	All transactions have a classification, this is vital to running and the organisation of the Agresso system. Transaction types can be set automatically based on the activity you are attempting on the system. Some functions ask you to select an appropriate transaction type from a posting cycles screen. Transactions types are reported as 2 letters in enquiries and reports, you can use an appropriate <i>field help</i> for a list of transaction types
Value order	When raising a requisition for a contract which is up to a maximum value it is often best to record the order as eg 10,000 units of £1, rather than 1 unit of £10,000. This method is called a <i>value order</i> . Since you can only record a receipt for the <i>quantity</i> of units received, a value order PO allows you to pay less than the maximum amount by receipting eg 9800 units of £1. A PO recorded as 1 unit of £10,000 only allows you to pay the full amount.
Wildcard	When searching for a value in <i>Agresso Self Service</i> or <i>Smart Client</i> , particularly when using <i>field help</i> , enclose your search criteria with the wildcard *, which searches for everything containing that criteria (eg <i>*Aberys*</i>). ONLY use in "Advanced" search area in Self Service.
Workflow	Electronic transfer of approvals, tasks or other information alerts within Agresso.
Workflow tasks	Tasks are generated automatically by Agresso due to <i>workflow</i> . They are prompt a user to perform an action on the system (e.g. Approve a requisition). Tasks appear in the My Tasks module in Self Service and must be checked regularly. You can follow the link to be taken to the relevant task screen.
Work orders	Work orders are usually used as building blocks for a project and they are unique within the client. Individual work orders making up a project can be billed separately, have different managers than the project manager and be connected to different customers.
Zoom	See <i>Drill Down</i> .