Approval
Of
Requisitions & Invoices
On your Initial log into Agresso your Tasks will appear – but to make it clearer for you – they can be grouped by type – click on Show Options

By clicking on drop-down – select Step

Your tasks lists are now easier to work with and by clicking on Hide options
Click on 1st Approval to open up your list of requisitions

Clicking on one of the items to approve will open all the items for that type of approval (you may also be a journal approver)
The task you clicked on to open up the approver screen will be the one that opens up first – not necessary the first on on the list – it will also be shaded darker.
The screen shows the detail of the req 20011360 -

**Workflow log** – this will show if the requisition has been rejected and then re-submitted – you may not be the person who rejected it in the first instance – (see page 5 for a fuller example)

**Requisitioner**

Message from the requisitioner – **this is NOT printed on the order** the note could be for you or procurement

The line details of the requisition – to see the full description of the goods/service hover over the Product description – approx 250 characters

[Image of the screen showing the detail of the requisition]
There may be extra details – by clicking on Product text

It will open up to show any extra text – this will be printed on the Purchase order

To check the coding details of the requisition you need to click on the line to view the GL analysis – the first line shows automatically – You need to check each line 1 - the product code is based on the account code folder is D420-00

<table>
<thead>
<tr>
<th>Requisition details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
</tr>
<tr>
<td>GP</td>
</tr>
<tr>
<td>GP</td>
</tr>
</tbody>
</table>

By Clicking on the second line 2 – you can see its been coded to a different account code and folder

<table>
<thead>
<tr>
<th>Requisition details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
</tr>
<tr>
<td>GP</td>
</tr>
<tr>
<td>GP</td>
</tr>
</tbody>
</table>

So each line must be checked – you cannot change any of the details.

As an approver you are aware of the procurement guidelines which must be adhered to – an up to date guide is on the WEB

PPA1, quotes etc must be attached to the requisition – if there are documents attached the Documents Icon will have changed colour to yellow

By clicking on Documents

![Documents](1100801_ApproversV2.docx)

Vers. 27/07/2012
The above will appear – you can see what type are attached by there may be more than one type depending on the requisition – by clicking on the files you can open them up

Once checked – and nothing needs changing – click on Approve

However if there are any changes – e.g. wrong folder, its a duplicate, no budget - you need to Reject the requisition.

By clicking on

A dialog box will open up – you need to enter a reason for rejecting the requisition – the status lines on the requisition will be updated with **Reject**

Once you have entered your comment – click on Reject

The requisition has bounced back to the requisitioner

The requisitoner can then amend and re-submit the requisition for approval
The above workflow log shows that it has been rejected for coding – and the approver wanted to know who wanted the goods.

If you want you can enter a comment before you approve the order.

Enter your comment then approve.
Along with orders to approve you will also have Invoices to approve – this will happen when the invoice amount and the order amount is different – difference is greater than £50 or greater than 2.5%

Click on **PO Invoice Approval**

As with requisitions by clicking on one transaction they will all open up but the one you clicked on will be highlighted
On the order lines you can see the invoice quantity.

Look at the product code – if it ends in A, it is an amount based line so invoiced quantity should not be greater than 1.00.

By clicking on the PO number, the following screen appears.
The detail of the order shows the ordered amount

On the other part of the screen shows the Invoices (excluding Vat)

Registered Invoices – invoices not yet posted

To invoice – the actual amount that should be outstanding

Posted – the value of invoices up-dated to the GL

To close this screen click on close
If okay Click on **Approve**

As previously you can Reject –with comment - invoice will go back to Accounts payable where they will act on your comment.