Agresso Workflows

General Notes

Roles
- The budget holder is the order responsible listed against a workorder
- The CC approvers are a group of people given the same workflow *role* in Agresso i.e. WFBIOLOGY1, which is then associated with a cost centre i.e. 0002 in attribute values. These people share the responsibility of being the level 1, 2 or 3 approvers for 0002.

Please note:
Approval can be rejected at any stage of the workflow process. For the sake of simplification, this information is not included in this quick guide. Orders can be rejected and then amended, and then rejoin the workflow, or they can be rejected and then closed, and the workflow aborted. Workflow maps in Agresso detailing this can be requested from Finance Systems.

Workflow can also get 'stuck' for various reasons. This information is not included in this quick guide either. This document is purely an overview of workflow for orders/invoices that are approved and raised successfully. For example, if there are no CC approvers, the invoice can't process past the CC approval stage, which is flagged up automatically to Finance Systems.

If you are a Management Accountant/Finance Business Partner, please inform Finance Systems if the CC approvers need updating when people leave/join/move departments. For level 1 and 2, send an email. For level 3, add a comment on the £5k spreadsheet for the team to action.

Purchase Orders

Some purchase orders (usually from the Stores team) are raised directly, skipping the requisition step. These have their own workflow. This workflow is also used on the occasion that a purchase order is amended.

1. If item is radiochemical, safety officer approval first.
2. Once approved by safety officer, or if not radiochemical, it goes into the Procurement workflow
    a) Typically, this is the same level 1, 2 and 3 approvers as seen in the workflow for Incoming Invoices (see page 3)
    b) However, it is bespoke for each department – some departments have up to five levels of approval according to the cost of the PO, some only have one. For example, Chemistry 0003 workflows according to these amounts:
        i. Less than or equal to £999.99
        ii. Between £1000 and £4999.99
        iii. Between £5k and £24999.99
        iv. Between £25k and £150k
        v. Greater than or equal to £150k

No workflow map is provided as it is bespoke.

Agresso Workflows

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Requisitions

If items within a requisition are hazardous, the workflow always goes to the budget holder first for a hazard check (or to safety officers if item is radiochemical).

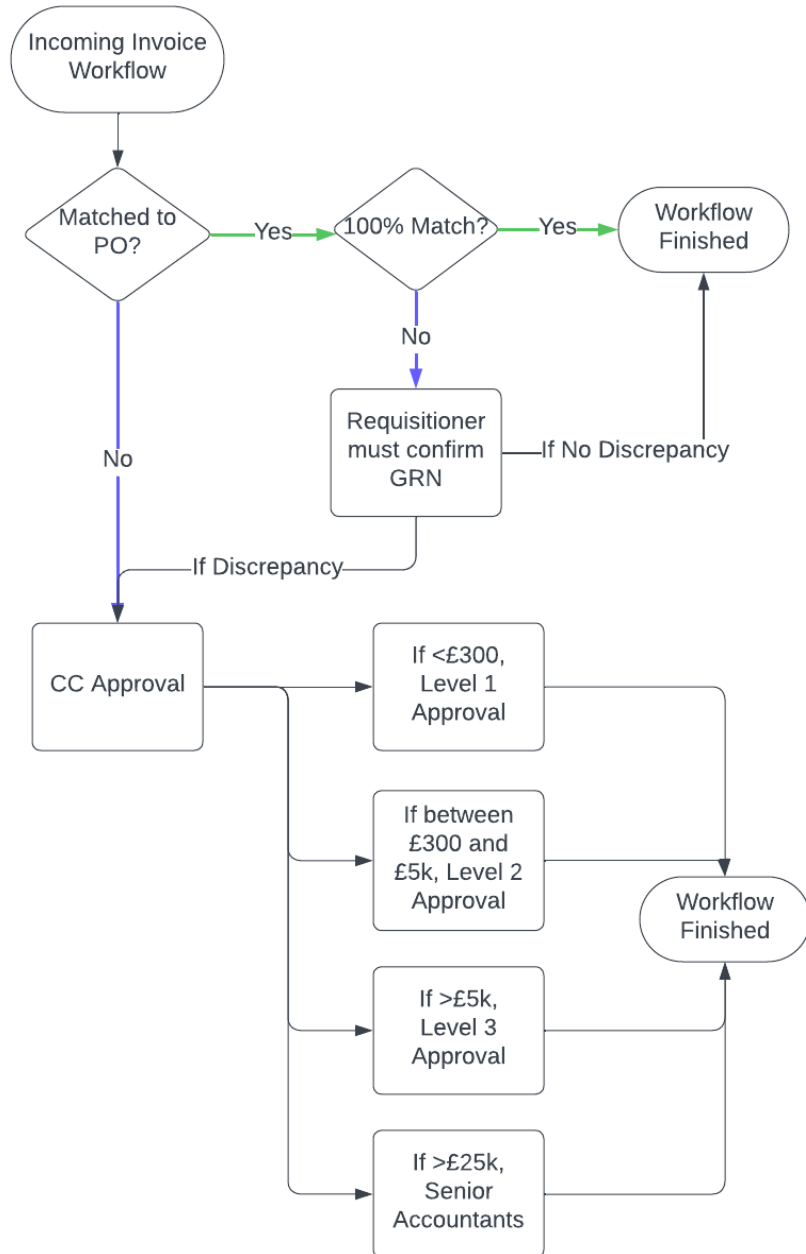| Amount	Workflow
<£150	Self approves, no further action/approval needed
>£150, <£5k	1. Workorder budget holder approval
>£5k, <£25k	1. Workorder budget holder approval 2. £5k+ CC approval
>£25k	1. Procurement check 2. Workorder budget holder approval 3. £5k+ CC approval
If D* workorder, Capital approval takes place prior to workflow finishing	
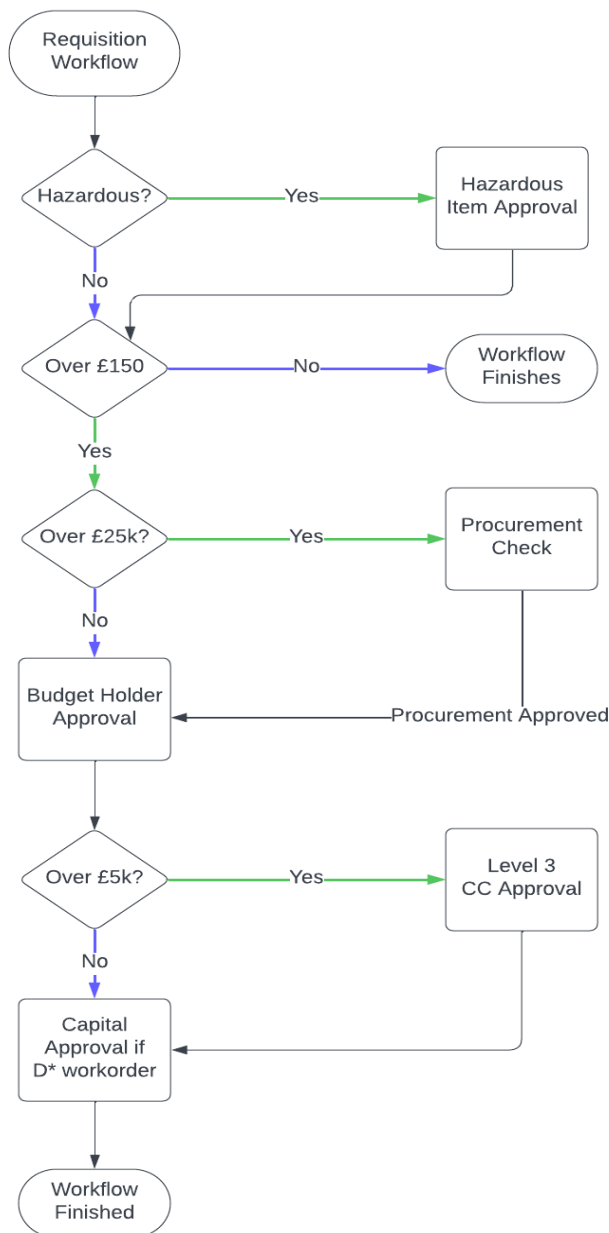
Agresso Workflows

Incoming Invoices

If the invoice can be matched to a purchase order:
1. Missing GRN task goes to the requisitioner to confirm GRN and approve invoice
2. If the costs do not match, the requisitioner must re-confirm if ok to pay
3. Secondary approval is required from the CC approver(s) based on the amount

Amount	Approval Level
<£300	Level 1 CC approvers
>£300, <£5k	Level 2 CC approvers
>£5k	Level 3 CC approvers
>£25k	Level 4 – Senior Accountants

If the invoice cannot be matched to a purchase order, the workflow goes straight to CC approval – the level depends on the amount, as above.

Agresso Workflows

Sales Orders

Research (R*) workorder
1. Project admin approval, regardless of amount
2. If an overseas customer, VAT check required
3. Fees team approval

External grants project
1. External grants project approval
2. If also an overseas customer, VAT check required
3. Fees team approval

If neither of the above:

Amount	Workflow
<£5k	1. Self approves
>£5k	1. Workorder budget holder approval
>£25k	1. Workorder budget holder approval 2. £5k+ CC approval

- If any of the above is related to an overseas customer, VAT check is then required.
- Fees team approval