

Journal Registration

1. Login to Agresso web via <https://yimsagr.york.ac.uk/businessworld>.
2. Menu route to Journal Registration is: **Accounting** → **General Ledger** → **Journal Request**.
3. Tab through the fields, entering the values you require. The information required is dependent on the account code you use.

Field	Explanation
Period	Current Agresso accounting period.
Transaction date	Today's date.
Registration number	Displays when the journal request is saved.
Account	4-digit numeric code. Mandatory.
Cat 1 - Analysis	5-digit alphanumeric code. Optional.
Cat 2 - Project	Automatically completes based on the Workorder used (Cat 4).
Cat 3	6-digit alphanumeric code, optional depending on the account code used.
Cat 4 - Workorder	8-digit alphanumeric code. Mandatory.
Cat 5	6-digit alphanumeric code, optional depending on the account code used.
Cat 6 - TC	Tax Code. Leave as 0.
Cat 7 - TS	Tax System. Leave unchanged.
Description	Enter explanatory text, including any prior transaction numbers.
Currency	Currency. Defaults to GBP.
Posted Amount	Enter amount of currency to journal.

4. Once all fields have been completed, click  to add the line to your journal.
5. Repeat above steps to enter the balancing line(s).
6. When all details are complete, ensure that the overall journal total is £0.00. Click **Save** and make a note of the transaction number to refer to in case of any problems.

Note:

Click on the blue dots to open the **Field Help** search facility for any field, as below.



A red star indicates a mandatory field, as shown here:

Next steps

The journal enters the workflow and awaits authorisation by a Management Accountant.

For more information on journal entry, enquiries, workflow, authorisation, and useful appendices, please refer to the '**Web Journal Registration and Approvals**' manual.