Quick Guide – Agresso Web - Journal Registration

1) Log into Agresso Web via https://yimsagr.york.ac.uk/businessworld
2) Menu route to Journal Reg is: Accounting > General Ledger, click once on Journal Request
3) Tab through the fields entering the values you require. The information required is dependent on the account code you use.

*Explanation of fields:*

- **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 code – 5-digit alphanumeric code – Optional
- **Cat 2**: Project code – automatically completes from Cat 4
- **Cat 3**: 6-digit numeric code, optional depending on account code used
- **Cat 4**: Workorder, 8-digit alphanumeric code – Mandatory
- **Cat 5**: 6-digit alphanumeric code, optional depending on account code
- **Cat 6/TC**: Tax Code, leave as zero
- **Cat 7/TS**: Tax System – leave unchanged
- **Description**: Enter explanatory text, including any prior transaction numbers
- **Currency**: Currency type, e.g. GBP, EUR. 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, and click Save. Make a note of the transaction number to refer to in case of any problems.

**Nb:**

Click on the blue dots to open the Field Help search facility for any field

A red star designates a mandatory field

**Next Steps:**

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

For more information on journal entry, enquiries, workflow, authorisation and useful appendices, please refer to M7 Agresso Web Journal Registration and Approvals