Agresso
Unit 4 Business World

Web Journal Registration and Approval

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Agresso Web Unit 4 Business World – Journal Registration and Approvals

**CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agresso Web Unit 4 Business World – Journal Registration</td>
<td>3</td>
</tr>
<tr>
<td>Journal Registration</td>
<td>3</td>
</tr>
<tr>
<td>Registered Journals – Enquiry</td>
<td>6</td>
</tr>
<tr>
<td>Registered Journal – Approvals in Web Services</td>
<td>8</td>
</tr>
<tr>
<td>Agresso Unit 4 Business World - Journal Approvals in Back Office</td>
<td>10</td>
</tr>
<tr>
<td>Appendix 1 – Process Definition – Journal Registration</td>
<td>12</td>
</tr>
</tbody>
</table>
Agresso Web Unit 4 Business World – Journal Registration and Approvals

**Agresso Log-in**

Login to Agresso Web at [https://yimsagr.york.ac.uk/businessworld](https://yimsagr.york.ac.uk/businessworld) using your University IT Username and Password:

![Login Screen]

Domain defaults to ITSYORK, except for Health Sciences staff who use their own Domain HSCI.

If you forget your IT password, please visit the York Identity Manager at [My IT Account](https://myitaccount.york.ac.uk) online to manage your password and follow the instructions to reset it yourself, or use the [IT Services Helpdesk](https://its.york.ac.uk/helpdesk).

**Journal Registration**

The menu route for Journal Registration is **Accounting → General Ledger → Journal Request**. This will take you to the below screen.
Important things to note on the Journal Registration screen:

- **Period** = current system date
- **Transaction Date** = today’s date, by default the value date is the same
- **Transaction Number** = is not assigned until transaction is saved
- **Account** = a 4 digit numeric code
- **Cat 1** = Analysis, a 5 digit alphanumeric code, if used
- **Cat 2** = Project, a 6 digit alphanumeric code
- **Cat 4** = Workorder, a 8 digit alphanumeric code (usually first 6 digits of project code)
- **Cat 5** = Product, a 6 digit alphanumeric code
- **Description** = enter a short, meaningful description, can refer to another transaction number
- **Value date** = by default the transaction date is the same
- **Currency** = set to GBP, by default
- **TC** = Tax Code
- **TS** = Tax System
- **Hours** = ignore
- **Miles** = ignore
- **Posted amount** = enter amount to journal (displays to 2 decimal places)
- **Workflow status** - Header

1. As a minimum, please complete the Account, Workorder, Description and Amount fields.
   a. Tabbing through the fields, Agresso will prompt when a value is required.

2. Click the Add button to add another row or to enter the balancing line of your journal.

**Transaction details**

Nb. Red starred fields are mandatory. Click on the blue dots to Search if you need to find further information.
3. When all journal lines have been entered and the total gross amount is zero (as shown below), click Save to send your journal into workflow to await approval by a Management Accountant.

Important! Note your transaction number for future reference.

Registered Journals – Enquiry

See if your journal is still in workflow by using the Workflow enquiry – GL transactions screen.

1. Complete Selection criteria:
   a. Task Owner like = enter your userID
   b. Workflow status like = Workflow in progress

2. Or Search per TransNo
   a. Then click Search to retrieve results, for example:

If workflow is still in progress:
1. Click on the Workflow in progress link to open the workflow map to see who has the task:
2. Scroll down the map to see the latest steps:

3. Hover over the workflow step to view further Task step information.

The Log book can also provide further information:

Back on the enquiry screen, clicking on any of the blue hyperlinks opens a screen showing further information, e.g. click on the Project:
Click on the Work orders tab to view further information on that Project:

Registered Journal – Approvals in Web Services

Staff with an Agresso approver role i.e. Management Accountants and Purchase Order and Incoming Invoice Approvers, should frequently check their Workflow tasks, to approve registered journals, or purchase orders, or invoices for payment as appropriate.

1. Within the menu, click on the appropriate link under workflow tasks to view any journals requiring your approval.

2. You may then edit, Approve or Reject transaction lines.
   a. If you Reject, comments are required.
The user who registered the journal will receive a notification about any rejected transactions. Any additional comments can also be seen by the user.

If you wish to approve or reject one or more lines of a multiple line journal:

1. Use Advanced mode
2. Select the appropriate lines
3. Approve or Reject as appropriate

4. On completion, the Task will disappear from your Task List.

5. You can view the workflow map at any point:
6. Remember to **Logout Web Services** when you have completed your Task List and close your browser tab.

**Agresso Unit 4 Business World - Journal Approvals in Back Office**

1. Within your Task List, double click the GL Journal Registration task to open the web services journal approval screen within Agresso Unit 4 Business World Desktop (also known as Back Office or Smart Client)

![Screen shot of Agresso Unit 4 Business World - Journal Approvals in Back Office](image)

2. As with the Web Services screen, journal approvers can select journals to **Approve** or **Reject** by clicking on the selected journal TransNo. then clicking the Approve or Reject button.
3. Individual journal lines can be approved by clicking on **Advanced Mode**.

4. Click the workflow map icon to view workflow details at any time:
   a. If a journal or transaction line is rejected, comments must be entered to inform the User.
Agresso Web Unit 4 Business World – Journal Registration and Approvals

5. When the Task is completed, Agresso shows a confirmation message:

Appendix 1 – Process Definition – Journal Registration

Diagram of process flow and decision points.