



ACP-ACR Account Creation Request

The Agresso QLF Web Portal has been introduced as a means of delivering the desired distributed access using browser-based technology. It is more appropriate to the needs of occasional users, extremely flexible yet simple to deploy and conforms to all the business rules and restrictions defined within the core Agresso QLF system

The main element of the Agresso QLF Web Portal is a series of Web Parts, each of which provides a piece of functionality in much the same way as a Workbench in core Agresso QLF does.

Finance departments have numerous requests for the creation of suppliers and customers from departments across their organisation. These are typically paper based and require re-entry into QL.

To reduce the amount of man-hours, consumables, and potential for errors it is sensible to automate this process using a web environment, and therefore is part of the QL Finance portal.

The system comprises the following areas;

- ◆ Entering of a request for the creation of an account.
- ◆ Authorising a request.
- ◆ Archiving requests.

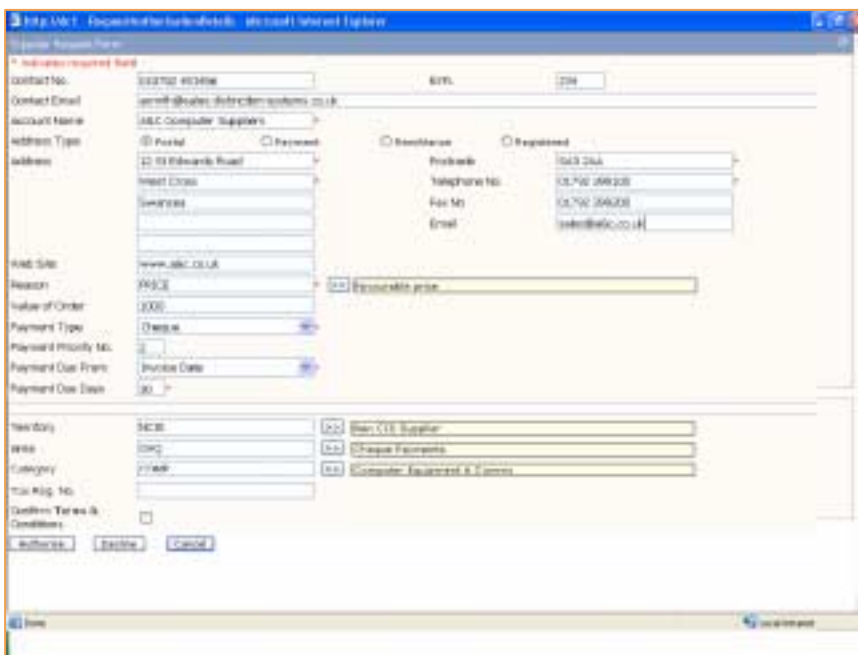
The account request entry screen is concise and easy to follow and once the user has entered the information there is no need for the finance department to re-key.

The screenshot shows a web browser window displaying the 'Supplier Request Form' in the Agresso QLF system. The form is titled 'Supplier Request Form' and includes a 'Reasons required field' section. The form fields are as follows:

Contact No.	123	Edn.	etc.
Contact Email	rj.farley@function-systems.co.uk		
Account Name	A & B Computer Supplies		
Address Type	<input checked="" type="radio"/> Postal <input type="radio"/> Express <input type="radio"/> Freehome <input type="radio"/> Registered		
Address	Riverside House		
	Normandy Road		
	Reading		
Postcode	RG22 4BT		
Telephone No.	01493 450004		
Fax No.			
Email	David@abc.com		
Web Site	www.abc.com		
Reason	PE53 ACP reason 1		
Value of Order	3000		
Payment Type	Cheque		
Payment Priority No.	1		
Payment Due Date	Invoice Date		
Payment Due Days	30		
Territory	ACB	ROL C&E Supplier	
Area	CHQ	Cheque Payments	
Category	COMP	Computer Equipment & Carrels	
Tax Reg. No.			
Confirm Terms & Conditions	<input type="checkbox"/>		

If required this process can be subject to a multi level hierarchy. For example, a user in the science department may require a new supplier to be set up because they have managed to negotiate a favourable price. Before the request can be submitted to finance for approval, the science department manager may need to approve the request. The following screen would be used for this.

A list of the entire requests that a particular user needs to authorise will be displayed. If the authoriser selects the request they will be able to see all of the details.



The authoriser has the choice to accept or decline the request. An email can be sent to the originator to inform them of the authoriser's decision.

Another common problem with paper based processes is that people are not sure of the current status of their request. For example, the originator may not know if the request has been received by finance.

One advantage of using the finance portal, is that everyone involved in the process will know the current status of an account request.



An enquiry screen is provided to inform users if requests have been authorised and if requests are awaiting authorisation.