



Internal Requirements

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.

The ability for departments to cross-charge other departments for goods or services provided is an essential part of the functionality sought from within their finance system. The internal requirements module available within the finance portal helps to streamline and devolve this process by eliminating paper based requests for the finance department to raise the appropriate journal entries.

In some institutions IT equipment is ordered by the IT department and held as stock for the rest of the institution. Departmental users can then enter a request for an item of IT equipment which is then issued by the IT department. Another example is catering, where a department may require a buffet for a meeting which they buy from the catering department.

In essence there are two sides to any transaction: one department enters a requirement and the providing department completes or cancels. In terms of requirement entry, free text or product codes can be used and documents can be attached electronically to provide further explanation of the service required, e.g. menu specification. Full budget checking is performed to ensure that overspends are not allowed. The providing department has the opportunity to cancel the requirement if not fulfilled or to complete it when the service has been provided. At this point all necessary General Ledger postings and Stock movements, where appropriate, are made.

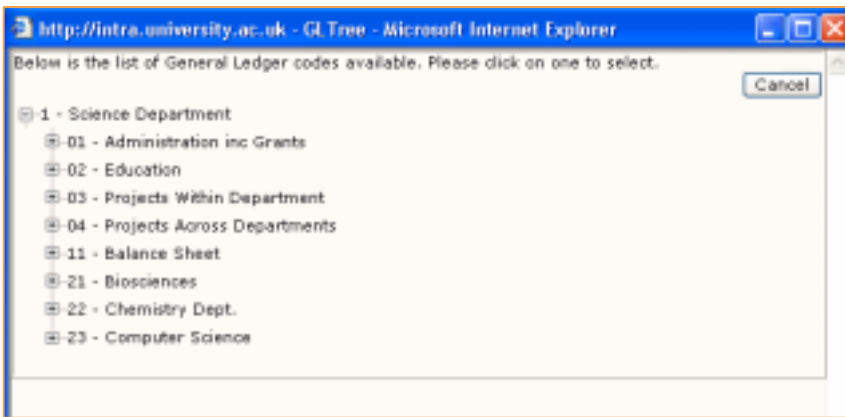
The ability for all parties to view requirements via an Enquiry screen and to Archive old requirements periodically is also provided.

The internal requirements module consists of the following options:

- Entering a requirement
- Completion/Cancellation of a requirement
- Requirement Enquiry
- Requirement Archive.

Entering an Internal Requirement

The following screen is used to enter an internal request and helps to stream line the process of ordering goods and services from other departments. The user can use the look up provided to choose the issuing department, i.e. the department they are ordering from. A default delivery point can be used for the ordering workgroup. If however the ordering workgroup has a number of possible delivery points, a look up is provided to allow the user to select the correct delivery address. Contact details for the originator can be defaulted to make it easier for the issuing workgroup to contact them if there is a problem.



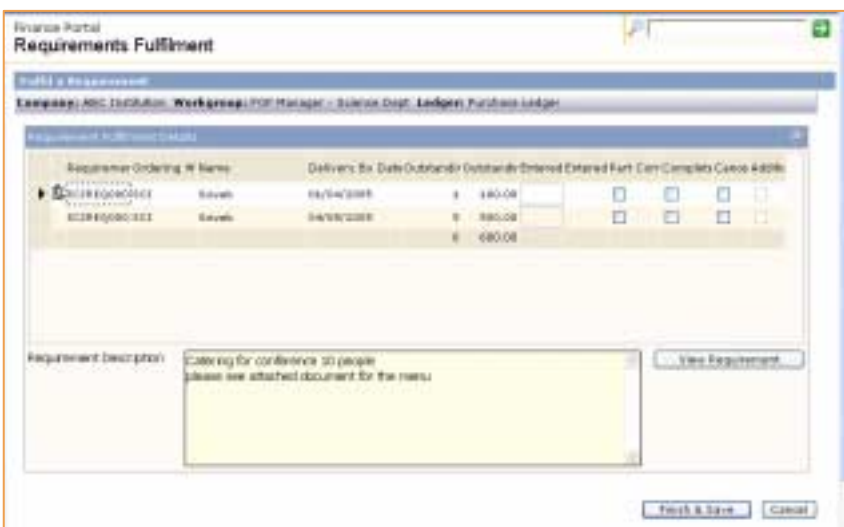
Depending on the institution both product and free codes can be used. Free text codes require the user to enter all the information relating to the goods or services. Look ups are provided to help the user select the VAT and general ledger codes.

The general ledger look up will only display the codes to which the user has access.

If product codes are used a look up is provided and all the necessary information can be defaulted leaving the user to enter just the required quantity or value.

Additional text can be added to the request or alternatively a document can be attached to the request which the issuing workgroup can view. This may be useful to attach a computer specification or a menu requirement.

Once the user is happy with the request they can submit it to the issuing workgroup. At this point the requirement is subject to budget checking before it can be processed to create the commitment. If the requirement is over budget the user can be informed and allowed to continue, informed and stopped or can only continue if they enter a password to exceed budget.



Fulfilling an Internal Requirement

The issuing workgroup will be presented with a list of internal requirements they need to fulfil detailing what they need to provide, for who and when they need to provide the goods or services.

The issuer can view the attached documentation and full details of the requirement.

Internal Requirements Enquiry

With most paper based processes users are unsure as to where in the process their requirement is. One advantage of using the Finance Portal to process internal requirements is the ability for everyone in the process to enquiry on internal requirements.

A number of search criteria are provided to help the user including selecting a particular status. For example a user can view their entire incomplete request and chase up the issuing workgroup. Once they have found particular request details, full information for the requirement can be viewed.

Internal Requirements Item Details										
Requirement Id:	SCIREQ0014									
Order Date:	29/03/2005									
Default Delivery By Date:	04/05/2005									
Issuing Workgroup:	SCIMAN - POP Manager - Science Dept									
Store Code:	----									
Ordering Workgroup:	SCI - Science Dept. - Purchasing									
Entered By Workgroup:	SCI - Science Dept. - Purchasing									
User Name:	SCIWEB - Sciweb									
Status:	Incomplete									
Contact Number:	01792 524533									
Contact Email:	bwilliams@sales.distinction-systems.co.uk									
Line Details										
Product Code	Status	Quantity	Price	Value	Delivered Value	Delivered Qty	Collect	Issue		
CHAIR	Part Complete	5.00	100.00	500.00	400.00	4.00	<input type="checkbox"/>	MANWEB		

More Details	
Description:	Standard Swivel Chair
Delivery Address:	Riverside House Normandy Road Swansea
Additional Text:	
Ordering GL Code:	1.01.020.1700
Issuing GL Code:	1.01.010.0400
Project Code:	