

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.

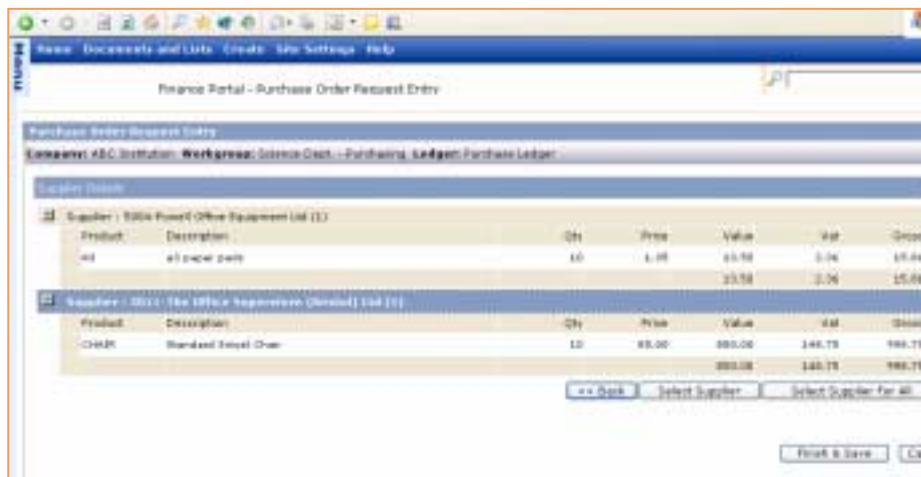
This is one of the main areas of operation that lends itself to distributed processing. Electronic procurement makes the purchasing function more efficient for a number of reasons:

- ◆ Data is keyed at source thereby eliminating paper-based requisitions and duplicated data handling,
- ◆ Users can only enter valid data, for example supplier codes that exist, general ledger codes to which they have access.
- ◆ Financial rigour via user spend limits, budget checking and authorisation hierarchies is imposed consistently at departmental level.
- ◆ Users know exactly where in the process their request is. For example has the budget holder authorised it, has it been processed by finance?

Because all institutions operate differently, flexibility of deployment is essential and four separate areas of functionality are available via the Agresso QLF Web Portal.

Purchase Order Requests

This allows a user to enter items required either as free text entry or using the facilities of the on-line product catalogue. Unlike with paper based processes the user is provided with look ups to the required data to ensure only valid data is entered. By selecting the appropriate product from the on line product list all the standard data is defaulted in leaving the user to enter just the quantity required. If free text orders are used the user can enter the description and price of the items and use the look up for the general ledger code.

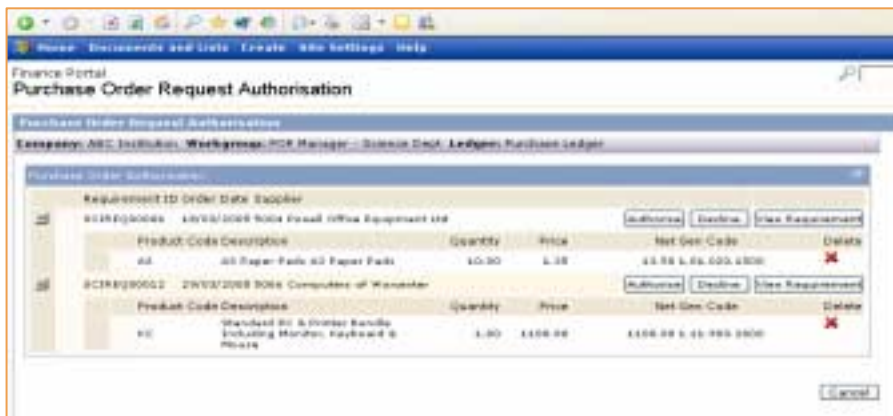


By using product codes, whether they are specific, e.g. swivel chairs or generic e.g. Furniture, the institution can default preferred suppliers. Alternatively a look up to the supplier list is available to the user to select the appropriate supplier or suppliers as standard.

Once the user is happy with their request they can submit it to the appropriate budget holder for authorisation. All purchase requests created in this way are held as Unauthorised with no order or commitment created, pending the authorisation process. If the institution does not use budget holder authorisation the request can go straight to the finance department for authorisation.

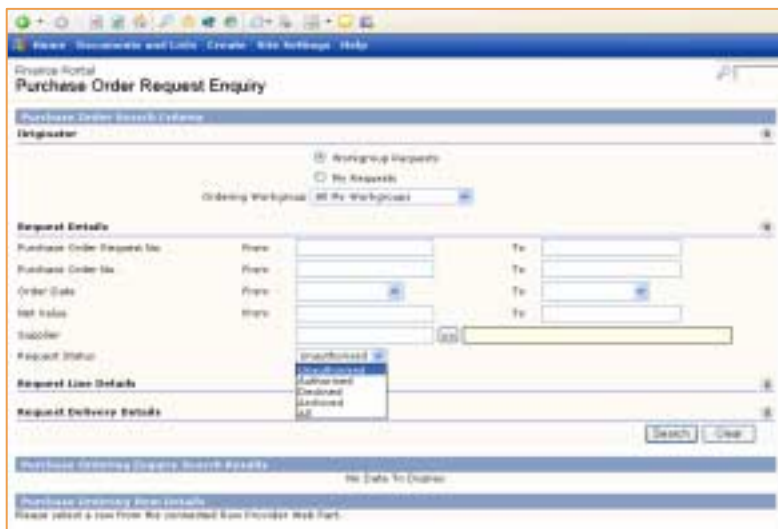
Purchase Order Authorisation

A separate web part allows this process to be conducted via the Finance Portal. Where this is used, all order requests can be viewed within an enquiry screen and Unauthorised ones reviewed and edited. General ledger expense codes can be changed and individual order lines or whole orders can be declined or authorised. If a request is declined it will be sent back to the originator who can then amend or delete the request as appropriate. Both user spend limits and budget checking is applied during this process which may result in order authorisation being passed up the hierarchy or stopped until budget is available. In all cases, e-mails can be automatically sent to the order request originator or alternate authoriser alerting them to the action taken or required. When order requests are authorised, they can be automatically posted to create the commitment or go through a further authorisation process by finance.



Print Purchase Order

Although many finance departments will want to retain control over the printing of purchase orders it is possible that this may also be distributed to departmental level. A separate web part is available to allow the selection of authorised and posted purchase orders for printing or re-printing on a local printer.



Purchase Order Request Enquiry

Often with paper based systems users do not know where in the process the requisition is. For example, has the budget holder authorised the request and passed it to finance, has the request been declined? Using the finance portal to process purchase order requests enables everyone involved in the process to enquire on the current

status of the request.

The enquiry screen is provided with a number of search criteria to help the user find the specific request or range of requests. The user can look for those requests's which have been declined, those awaiting authorisation, those for a particular supplier etc.

Once the user has selected their search criteria the results will be displayed including line information such as what was ordered and general ledger codes.

Purchase Ordering Enquiry Search Results						
PO Req No	PO No	Supplier	Order Date	Delivery Date	Status	Total
SCIREQ00010	SDP000123	5004	23/03/2005	07/04/2005	Authorised	13.50
SCIREQ00011	SDP000125	5004	24/03/2005	08/04/2005	Authorised	13.50
SCIREQ00007	SDP000121	5004	22/03/2005	06/04/2005	Authorised	100.00
SCIREQ00012	5066	5066	29/03/2005	13/04/2005	Declined	1,100.00
SCIREQ00006	5004	5004	18/03/2005	02/04/2005	Unauthorised	13.50

Purchase Ordering Item Details						
Request Id:	SCIREQ00007					
PO Number:	SDP000121					
Supplier:	5004 - Powell Office Equipment Ltd					
Order Date:	22/03/2005					
Delivery Date:	06/04/2005					
Ordering Workgroup:	SCI - Science Dept. - Purchasing					
Entered By Workgroup:	SCI - Science Dept. - Purchasing					
User Name:	SCIWEB - Sciweb					
Status:	Authorised					
Contact Number:						
Contact Extension Number:						
Contact Email:						
Line Details						
Warehouse	Product Code	Quantity	Price	Net VatCode	Vat	
----	STATIONERY	1.00	100.00	100.00 01	17.50	
		1.00	100.00	100.00	17.50	

More Details
Warehouse Description:
Description: Stationery folders
Additional Text:
GL Code: 1.01.020.1500 Science Department.Administration inc Grants.Expenditure.Stationery
Project Code:

