Accounts Payable (AP) requirements from Schools

To ensure prompt processing and payment please ensure you have sufficient training on Agresso. There are training courses available which you can book a place on or monthly drop-in sessions for any enquiry which you do not need to book.

In the University’s A-Z on the Agresso Finance System page (link below) you can:

- Book on courses – check the training course schedule
- Quick Reference Training Guides are available for all processes
- FAQs to help with different queries – see link below
- http://www.sussex.ac.uk/finance/newfinancesystem

Login daily to Agresso to ensure that all Tasks currently with you are completed.

Substitutes must be set up if you are not able to approve – contact the Agresso Helpdesk to add a named person as your substitute.

The purchase process is as follow:

- Raise a Requisition
- Purchase Order generated once requisition is approved – ensure supplier aware the Purchase Order number must be quoted on the invoice. If purchase is VAT Exempt ensure supplier is aware to avoid incorrect charging of VAT and delay in payment
- Goods Receipting - GRN - confirmation of receipt of goods or services (and also required in the case of a Proforma invoice) - by the person who raised the Requisition else the invoice cannot be paid
- The invoice will be scanned by the AP team and registered against the purchase order and GRN. The invoice will be paid automatically if an exact match with the purchase order else will be sent to the relevant approver for approval
- Do not reject without giving exact reason and if it is VAT incorrectly charged please contact the supplier to issue a credit note

See diagram of processes on next page

Training, including Approving, is available as indicated above.

Expenses:

- Staff input via Agresso – help notes available – ensure A4 envelope states name, staff resno, amount and subproject - send to Payments Management, R205 Sussex House once you have received the email stating it has been approved
- Externals/Students – complete expense claim form available at http://www.sussex.ac.uk/finance/forms
  The authorising signature on the claim form is not verifiable so the expense will go in workflow for online approval in line with all other approvals. Please send to Payments Management, R205 Sussex House

Purchase Cards:

- Instructions on how to complete the tasks are on the Agresso Finance System page
- All to be completed and approved and paperwork to Payments Management by the 10th of each month
- Substitutes must be set up if you are not able to approve – contact the Agresso Helpdesk to add a named person as your substitute
Raise a Requisition

Purchase Order (PO) generated - supplier to quote PO number on invoice

Goods Receipting (GRN) - requisitioner confirm goods/services received

Invoice scanned to Agresso

Invoice paid if exact match to PO

If invoice not an exact match will go in workflow for approval

Do not reject without giving exact reason and if it is VAT incorrectly charged please contact the supplier to issue a credit note