

Processing Barclaycard Purchasing Card Transactions in Agresso

All coded transactions from Barclaycard Spend Management are extracted and uploaded into Agresso.

These transactions are work-flowed to the cardholder or the cardholder's delegate.

The only action required is to attach a scanned or electronic receipt/invoice to the each transaction.

How to process a transaction:

Open a browser and go to agresso.bangor.ac.uk

Login to Agresso using your usual User ID and password:



User name

Client

Password

LOGIN

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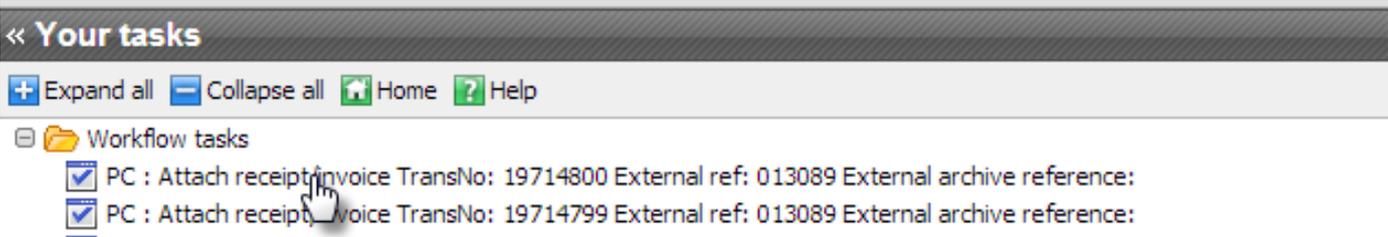
UNIT4
BUSINESS SOFTWARE

001

Once logged in, the top right of your screen will show you any outstanding tasks you have.

A purchasing card task will begin with 'PC'.

The task for attaching a receipt will look as follows:



<< **Your tasks**

[+ Expand all](#) [- Collapse all](#) [Home](#) [? Help](#)

 Workflow tasks

- PC : Attach receipt/invoice TransNo: 19714800 External ref: 013089 External archive reference:
- PC : Attach receipt/invoice TransNo: 19714799 External ref: 013089 External archive reference:

Click on a task to open it in the right-hand pane.

Each transaction will appear in the GL transaction screen as follows:

The screenshot shows the 'GL transaction approval (U1)' interface. It includes a top navigation bar with icons for Clear, Documents, Export, Workflow user log, Log book, Your shortcuts, Home, and Help. The main content area is divided into several sections:

- Task complete** and **Advanced mode** buttons.
- Sort by** dropdown set to 'Ascending'.
- Select all visible items** checkbox.
- GL transaction information** section:

Transaction type	Purchase Card Upload (Registration)		
Transaction number	19714800	Debit amount	227.50
Period	201312	Credit amount	0.00
Transaction date	09/04/2014	Tax amount	0.00
- Workflow log (row 1)** section:

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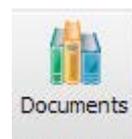
- Recurring journal** section with an 'Enter a comment' input field and a 'Copy' button.
- GL transaction details** table:

Map	Tax	Status	Currency	Posted amount	Amount	Tax amount	Account	Costc	Project	Goods received	Activity	Actgroup	TC	Description
	%		GBP	227.50	227.50	0.00	805	0330	B28711	N/A	PFNONPAY	ACDEXP	PZ	www.Dvla.Gov.Uk Tax Disc w e f 01...

You can use the mouse to hover over the Description to see more detail. You can also drag and drop the column headings to change the display order.

This close-up shows the 'Description' column of the table. A mouse cursor is hovering over the text 'www.Dvla.Gov.Uk Tax Disc w e f 01...', which has triggered a tooltip displaying the full description: 'www.Dvla.Gov.Uk Tax Disc w e f 01.05.2014 for 12 months - MV11 YAJ - Ford Light Goods Vehicle. (SC...'. The table headers 'Activity', 'Actgroup', and 'TC' are also visible.

To attach the receipt or invoice, click on the Documents Icon



Then in the window that appears first click on the Card Receipts folder in the left hand menu.

Then click 'Add existing document':

The screenshot shows the 'Agresso Document archive (U1) - Google Chrome' window. The address bar shows the URL: 'https://agresso.bangor.ac.uk/agresso/Container.aspx?type=docarchive&instanceid=94c88e3ea7c54c43895915c322016dfb&showtoolbar=false'. The left-hand menu shows a tree structure under 'Library: U1 (Prifysgol Bangor University)':

- Registration of GL transactions (19714800,0)
- Registration of GL transactions (19714800)
 - Card Receipts
 - GL Documentation
 - Statement (Bank)
- Supplier Adhoc Additional Documentation
 - Templates

The main area shows a 'Documents' table with a toolbar containing the following buttons: 'Add existing document', 'New document from template', 'Delete', 'Request maintenance', 'Document properties', and 'History'. A mouse cursor is clicking on the 'Add existing document' button.

In the New document window, click Choose File:

New document

Document information

Document type: PCRECEIPT

Path: Choose File No file chosen

File: *

* Description:

Revision comment:

Indexes

#	Index	Value
1	Client	U1
2	Transaction number	19714800

OK Cancel

Navigate to the folder where your documents are stored and upload the correct document for the transaction. Remember you can get Windows to show you a preview of the documents by activating the preview pane, highlighted here:



Highlight the require document and click Open.

Open

Finance > Purchasing and Insurance > Barclaycard-Agresso Supporting Documentation > 2014 Transactions > 04. April 2014 Transactions

Organize New folder

Agresso_workspace
Payroll
online shop
Route 66 Upgrade
Data Import
Data Export
Customised Reports (ag...
Ploads
AGRESSO-WEB-DEV
May
AV

Libraries
Documents
Music
Pictures
Videos

Computer
e_inbox (\\BU-BAN-DC...
Local Disk (C:)
Local Disk (D:)
fos020 (\\fs-home-k(ho...
pcapps (\\fhome) (O:)
University Drive (U:)

Name

Natural Welsh Water Ltd. - Settlement of ... 1
Road Fund Tax Disc for CX58 PPZ (SOS) 1... 1
Road Fund Tax Disc for MD05 CPE (SBS) ... 1
Road Fund Tax Disc for MV11 YAJ (SOS) 1... 1
Thumbs.db 0

Reminder to get a tax disc or make a Statutory Off Road Notification (SORN)

Rec'd 05.04.2014 V11W

DON'T FORGET!

You can TAX or SORN your vehicle online - www.gov.uk/taxdisc only use this official site (you will not be asked to provide your name and address) or by phone - 0300 123 4321

It's quick and easy and there's no need to find any other documents

Do it online at www.gov.uk/taxdisc or phone 0300 123 4321 between 05 April 2014 and 30 April 2014

Your reference to tax or SORN online or by phone
1127 4976 5433 5631

Pay by credit card or debit card (£2.50 for credit card payments. No fee for paying by debit card).
The MoT (if needed) is electronically checked. It must be valid on the date the tax disc comes into force.
You will have an extra fourteen days to display your old tax disc if you tax your vehicle online or by phone on or before

1 of 8

File name: Road Fund Tax Disc for MV11 YAJ (SOS) 12 Months we f 01.05.2014.pdf

All Files

Open Cancel

Back in the New document window, click OK.

New document

Document information

Document type: PCRECEIPT

Path: Road Fund Tax Disc for MD05 CPE (SBS) 12 Months w e f 01.05.2014 (Mono).pdf

File: Road Fund Tax Disc for MD05 CPE (SBS) 12 Mo

* Description: Road Fund Tax Disc for MD05 CPE (SBS) 12 Mo

Revision comment: New document

Indexes

#	Index	Value
1	Client	U1
2	Transaction number	19714799

OK Cancel

The document should now be listed in the Document Archive screen.

Agresso Document archive (U1) - Google Chrome

https://agresso.bangor.ac.uk/agresso/Container.aspx?type=docarchive&instanceid=94c88e3ea7c54c43895915c322016

Library: U1 (Prifysgol Bangor University)

- Registration of GL transactions (19714800,0)
- Registration of GL transactions (19714800)
- Card Receipts
- GL Documentation
- Statement (Bank)
- Supplier Adhoc Additional Documentation
- Templates

Documents

File	Description
<input type="checkbox"/> Road Fund Tax Disc	Road Fund Tax Disc for MV11 YAJ (SOS) 12 Months w e f 01.05.2014 (Mono)

Close this screen. Back in the GL transaction screen, simply click Task Complete:

GL transaction approval (U1)

Clear Documents Export Workflow user log Log book Add to shortcuts Home Help Icons and navigation keys Agresso Business World 65

Sort by: Ascending

Select all visible items

TT: KR
TransactionNo: 19714799
Period: 201312
Transaction date: 08/04/2014

TT: KR
TransactionNo: 19714800
Period: 201312
Transaction date: 09/04/2014

Total: 2

GL transaction information

Transaction type: **Purchase Card Upload (Registration)**

Transaction number: **19714800** Debit amount: **227.50**

Period: **201312** Credit amount: **0.00**

Transaction date: **09/04/2014** Tax amount: **0.00**

Recurring journal

Workflow log (row 1)

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GL transaction details

Map	Tax	Status	Currency	Posted amount	Amount	Tax amount	Account	Costc	Project	Goods received	Activity	Actgroup	TC	Description
<input type="button" value="Print"/>	<input type="button" value="Print"/>		GBP	227.50	227.50	0.00	805	0330	B28711	N/A	PFNONPAY	ACDEXP	PZ	www.Dvla.Gov.Uk Tax Disc w e f 01.05.2014 (Mono)

Agresso Business World TFI008 FOS801 U1

If no document has been uploaded against the transaction when Task Complete is clicked, the task will come back again to be actioned until a document id attached.

A sample of transactions will be work-flowed for audit in the Finance Office including all those for hospitality (557) and professional subscriptions (950).

Once posted to the ledger, a weekly report will be work-flowed to your manager, validate your purchases.

Training is available in this process on a as required basis. Cardholders should contact the [agressohelpdesk](#) to arrange a session