

## WEBREQ4: Travel Requisitions

The purpose of this section is to explain how to raise a Requisition via the Agresso Web for Travel. There is a specific Requisition Entry screen set up on Agresso for so that when the Requisition is saved the Purchase Order number will be allocated. This Purchase Order number will then be supplied to required Travel Agent by the person raising the requisition to process the booking. This Requisition will then follow an Approval workflow until it then becomes a Purchase Order, or, the Requisition is rejected and closed.

- Only Purchasing Officers have access to the raising requisitions for Travel screen
- When raising a requisition for Travel a Transaction Fee for the cost of booking the travel must be entered. The Product code for Transaction Fee it is TRA2D.
- If the Travel is for a Research Sub-Project the Airport Tax must be entered. The Product code for Airport Tax is TRA2C.
- The Purchase Order number should be quoted to the Supplier
- The Purchase Order will not be sent to the Supplier.
- A Goods Received Note is not required.

### Travel Agents

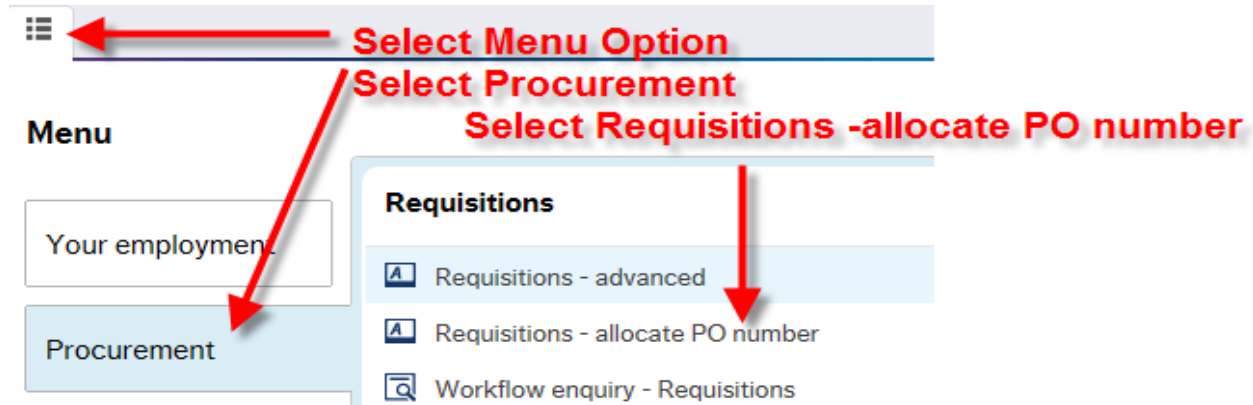
The University Travel Agent is:

Selective Travel Management (Supplier ID – 36224)

The Purchase Order will also record a commitment against the appropriate Cost Centre and Sub-Project until all items on the Purchase Order are allocated to the corresponding invoice or the Purchase Order is manually closed.

## WEBREQ4.1: Raising a Requisition

1. To access the Requisitioning screen:



**Select Menu Option**

**Select Procurement**

**Select Requisitions -allocate PO number**

Menu

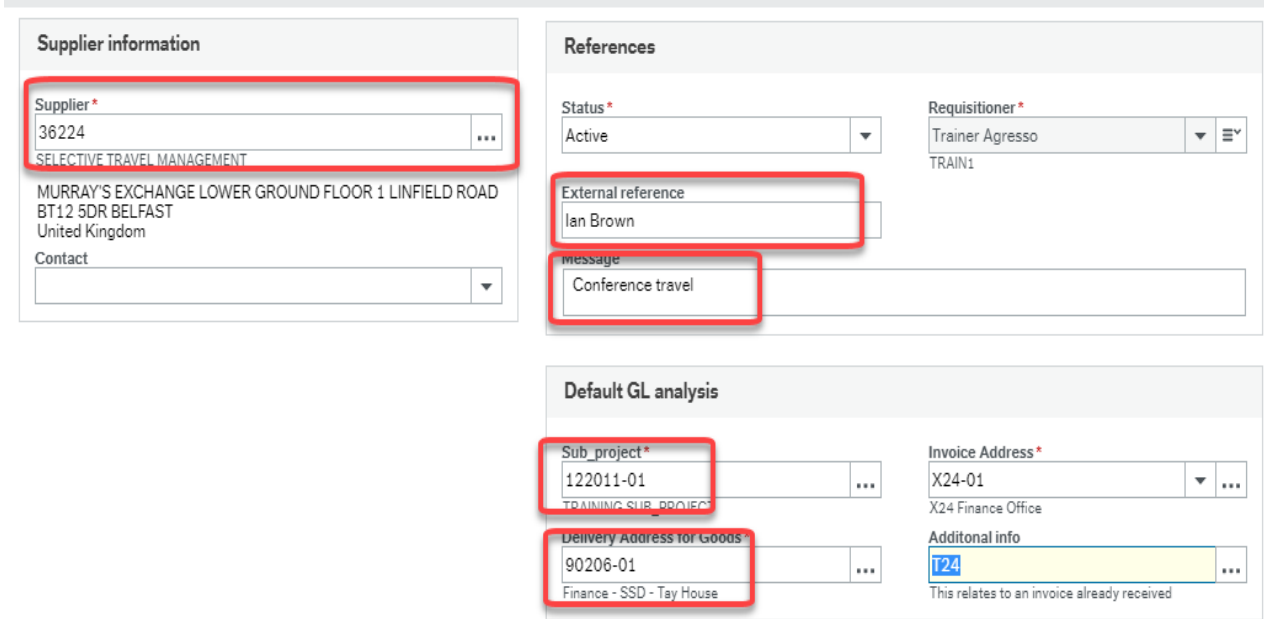
Your employment

Procurement

**Requisitions**

- Requisitions - advanced
- Requisitions - allocate PO number
- Workflow enquiry - Requisitions





**Supplier information**

Supplier\*  
36224  
SELECTIVE TRAVEL MANAGEMENT

MURRAY'S EXCHANGE LOWER GROUND FLOOR 1 LINFIELD ROAD  
BT12 5DR BELFAST  
United Kingdom

Contact

**References**

Status\*  
Active

Requisitioner\*  
Trainer Agresso  
TRAIN1

External reference  
Ian Brown

message  
Conference travel


**Default GL analysis**


Sub\_project\*  
122011-01  
TRAINING SUB\_PROJECT

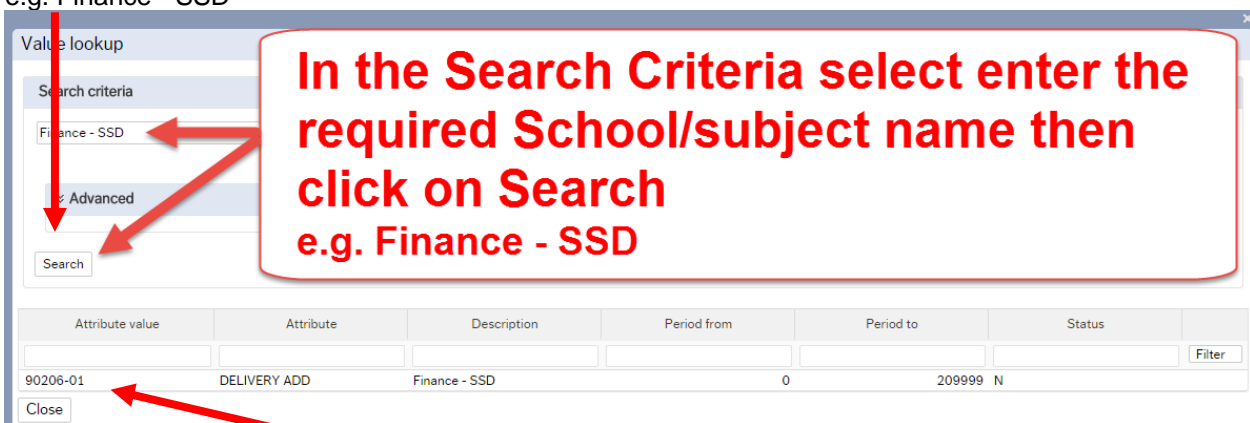
Invoice Address\*  
X24-01  
X24 Finance Office

Delivery Address for Goods\*  
90206-01  
Finance - SSD - Tay House

Additional info  
T24  
This relates to an invoice already received

8. **Sub-Project Code** Enter the Sub-Project code that the costs of the purchase will be allocated against. This can be split against different Sub-Projects at a later stage
9. **Invoice Address** This is the address to which the invoices will be sent. This will automatically default to the Finance Office
10. **Delivery Address for Goods** Either enter the delivery address code for the address to which the goods are to be sent (e.g. 90206-01, Finance Office) or click on  to open search screen: **N.B. The full address will be printed on the purchase order.**

In the Search Criteria select enter the required School/subject name then click on  e.g. Finance - SSD



**In the Search Criteria select enter the required School/subject name then click on Search e.g. Finance - SSD**

| Attribute value | Attribute    | Description   | Period from | Period to | Status | Filter |
|-----------------|--------------|---------------|-------------|-----------|--------|--------|
| 90206-01        | DELIVERY ADD | Finance - SSD | 0           | 209999    | N      |        |

The results will appear below. Click once on the required individual School/Subject Address, which will then populate the Delivery Address for Goods field and close the search screen.

(For a more advanced Supplier search use the  Advanced option)

11. **Additional Note** This will automatically default to T24 which means the Purchase Order will not be sent to the supplier.

12. Enter the details of the Travel required using the following fields and the below example:

Requisition details

| # | Product                        | Description              | Quantity | Currency                   | Price | Amount       | Status |
|---|--------------------------------|--------------------------|----------|----------------------------|-------|--------------|--------|
| 1 | * TRA2<br>Air Travel - UK Only | Flight Glasgow to London | 1.00     | Sterling Pound (GB)<br>GBP | 85.00 | 85.00 N<br>N |        |
| 2 | TRA2D                          | Transaction Fee          | 1.00     | Sterling Pound (GB)        | 7.50  | 7.50         | Active |
| Σ |                                |                          |          |                            |       | 92.50        |        |

Product text: 1st December

Workflow log (row 1)

13. **Select**  - A new row will appear

14. **Product Code** Enter a Product code for Travel

|              |                                 |       |                               |
|--------------|---------------------------------|-------|-------------------------------|
| TRA1         | Accommodation - UK Only         | TRA6B | Rail Travel - Non-EC          |
| TRA1A        | Accommodation - Other EC States | TRA7  | Subsistence - UK Only         |
| TRA1B        | Accommodation - Non-EC          | TRA7A | Subsistence - Other EC States |
| TRA1C        | Accommodation - Visitors        | TRA7B | Subsistence - Non-EC          |
| TRA2         | Air Travel - UK Only            | TRA8  | Car Hire - UK Only            |
| TRA2A        | Air Travel - Other EC States    | TRA8A | Car Hire - Other EC States    |
| TRA2B        | Air Travel - Non-EC             | TRA8B | Car Hire - Non-EC             |
| TRA2C        | Airport Tax                     | TRA9  | Van Hire                      |
| <b>TRA2D</b> | <b>Transaction Fee</b>          | TRA10 | Coach Hire                    |
| TRA3         | Ferry Travel - UK Only          | TRA11 | Boat Hire and Charter         |
| TRA3A        | Ferry Travel - Other EC States  | TRA12 | Travel Agency Services        |
| TRA3B        | Ferry Travel - Non-EC           | TRA13 | Staff Amenities               |
| TRA4         | Taxi Hire - UK Only             | TRA14 | Student Travel                |
| TRA4A        | Taxi Hire - Other EC States     | TRA15 | Conferences, meetings, rooms  |
| TRA4B        | Taxi Hire - Non-EC              | TRA16 | Re-Location removal expenses  |
| TRA5         | Mileage (Private Vehicles)      | TRA17 | Package Travel, Field Trips   |
| TRA6         | Rail Travel - UK Only           | TRA18 | Interview Expenses            |
| TRA6A        | Rail Travel - Other EC States   | TX    | Other/General Travel          |

**15. Description** The description **must** be changed to something more appropriate to match the Travel required. This field only has 255 characters. See the option to add further text in **Step 21**

**16. Quantity (QTY)** Enter the Quantity

**17. Currency** For Currency will default to GBP

**18. Price** Enter the Cost of the Travel before VAT

**19. Amount** This will show the Quantity multiplied by the Price

**20. Status** This will show the status of the row

**21. Product Text** For each row you will be able to enter more information/description. This field can be found at the bottom of each row

⌵ **Product text**

Agresso Conference 2015

To add more rows go back up to **Step 13**

- When raising a requisition for Travel a Transaction Fee for the cost of booking the travel must be entered. The Product code for Transaction Fee it is TRA2D.
- See online Travel Webpage for Transaction Fees. Each Transaction fee should be entered per row.

**22. GL Analysis** This will show where each row will be charged to.

| ⌵ GL Analysis |  |                          |                                     |                     |                    |                        |             |            |        |  |  |
|---------------|--|--------------------------|-------------------------------------|---------------------|--------------------|------------------------|-------------|------------|--------|--|--|
| #             | Account                                  | Costc                    | Sub_project                         | Resno               | Activity           | TC                     | TS          | Percentage | Amount |  |  |
| 1             | * 7420<br>TRAVEL & SUBSISTENCE - UK ONLY | 90206000<br>US - Systems | * 141744-01<br>FIN OFFICE - SYSTEMS | 155239<br>Ian Brown | 7400<br>General OH | + AZ<br>Purchases - 0% | 13<br>POT 2 | 100.00     | 91.00  |  |  |
| Σ             |  |                          |                                     |                     |                    |                        |             | 100.00     | 91.00  |  |  |

Split row

**Account** The Account will automatically be selected from the Product Code to which the goods are to be charged for reporting purposes. **Do not amend**

**Costc** The Cost Centre will be back filled when the Sub-Project is entered

**Sub-Project** This will specify the Sub-Project entered in **Step 7**. **This can be changed here if required.**

**Tax Code** This will specify the Tax Code associated to the Travel. This is taken from the Product code entered in **Step 12**

**Percentage** Percentage of the line to be charged to the Sub-Project

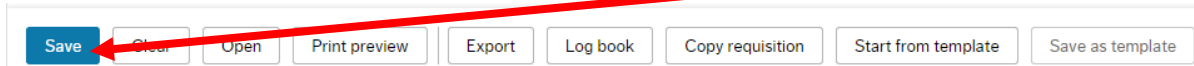
**Amount** Amount of the line to be charged to the Sub-Project

If required the costs can be split over various projects using the **Split row** functionality as shown when raising standard requisitions.

## WEBREQ4.2: Saving the Requisition

To Save the Requisition Click on the Save button at the bottom of the screen

Save



Once saved the user will get a Purchasing Order number and Requisition number. This will then go for approval.

✓ The requisition is saved with requisition number 2636034  
The allocated purchase order number is 1607257.

Punchout

Requisition number

2636034

Purchase order number

1607257

Any errors see details and amend accordingly

! Please correct the following:

- **Delivery Address for Goods:** This field must contain a value.