

Identifying, Uploading Supporting Documentation and Coding a Purchase Card Transaction in Web Agresso

Document Information

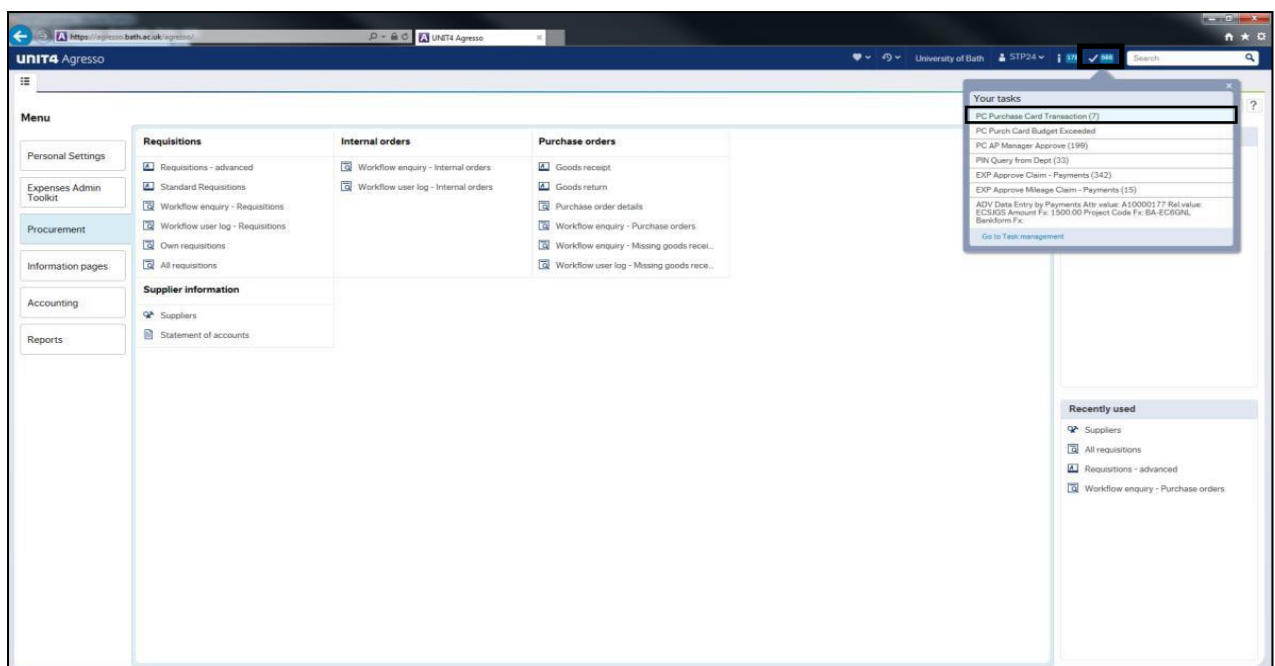
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Last Revised By	Alison Bradley				
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Accessing Your Transactions In Web Agresso

Loading Web Agresso

To access Web Agresso, navigate to the staff homepage (<http://www.bath.ac.uk/staff>), click on “Online Tools, then under ‘Finance Systems’, select Business World (Agresso). Sign in using your University single sign in details.

Displaying your Purchase Card tasks in web Agresso



Once you have logged into Web Agresso, click on “Your tasks” [] and then “PC Purchase Card Transaction” [

PC Purchase Card Transaction (7)

Identifying the correct Agresso Transaction for each of your purchases

This should be done using a combination of the value, supplier name (in the “Description” field) and the “Due date” (purchase date) of the transaction.

N.B – if you made a purchase in a foreign currency, this will have been converted into a £ sterling value, so the transaction may need to be identified from the Supplier name.

Cross-reference these Agresso transactions with those listed on your transaction log and flag up any fraudulent transactions to Barclaycard (0800 008 008) / the Purchase Card Administrator (Alison Bradley) via procurement@bath.ac.uk.

Next, You may wish to take note of the **transaction number** from Agresso and add to the corresponding entry on your transaction log.

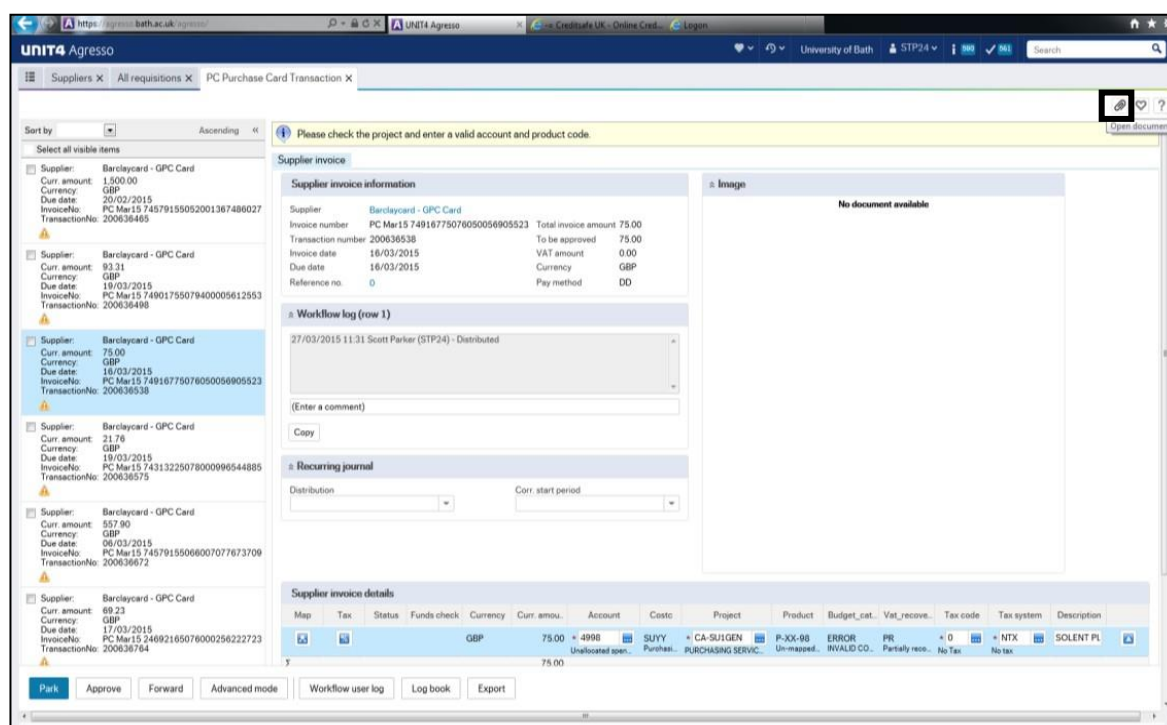
Uploading Documents against a Purchase Card Transaction in Web Agresso

Cardholders are required to attach the supporting documentation to their transactions in Agresso.

For each transaction, attach all relevant supporting documentation to the transaction in Agresso (this should consist of an authorisation document – email from budget holder or completed payment voucher - and all other documentation which helps to support the transaction, e.g order confirmation, delivery note, invoice, payment confirmation). Ensure all documents relating to that one transaction are scanned as one pdf file and save into you're a folder chosen to store all of your purchase card documents.

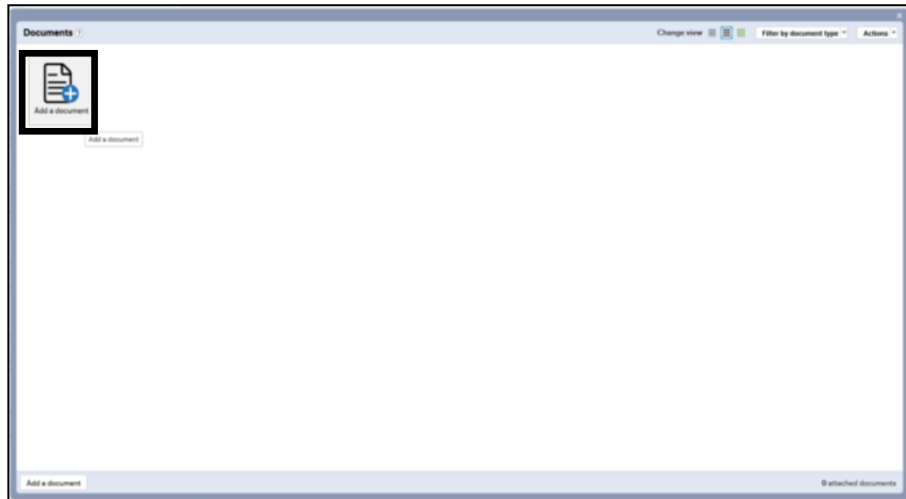
N.B – Only the first document attached will be able to be seen in the Agresso review panel, to be seen by transaction approvers

Uploading your Documents

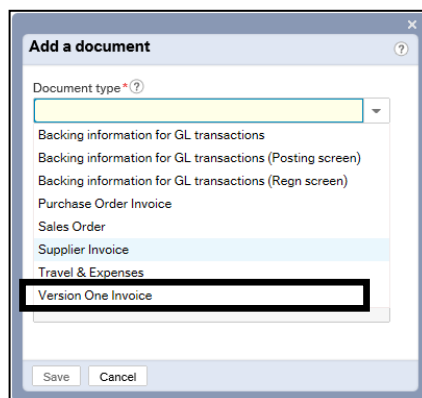


Open Web Agresso, select the transaction you wish to attach the document against and click the paperclip icon

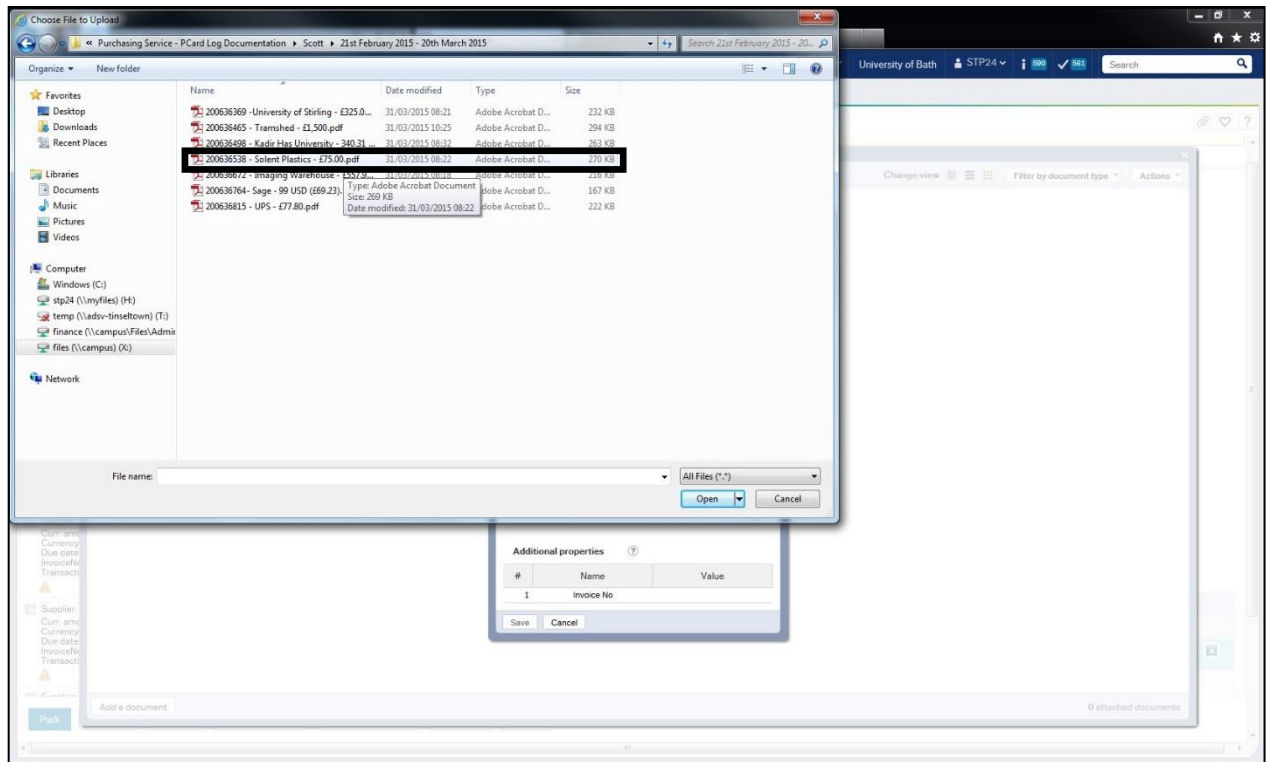




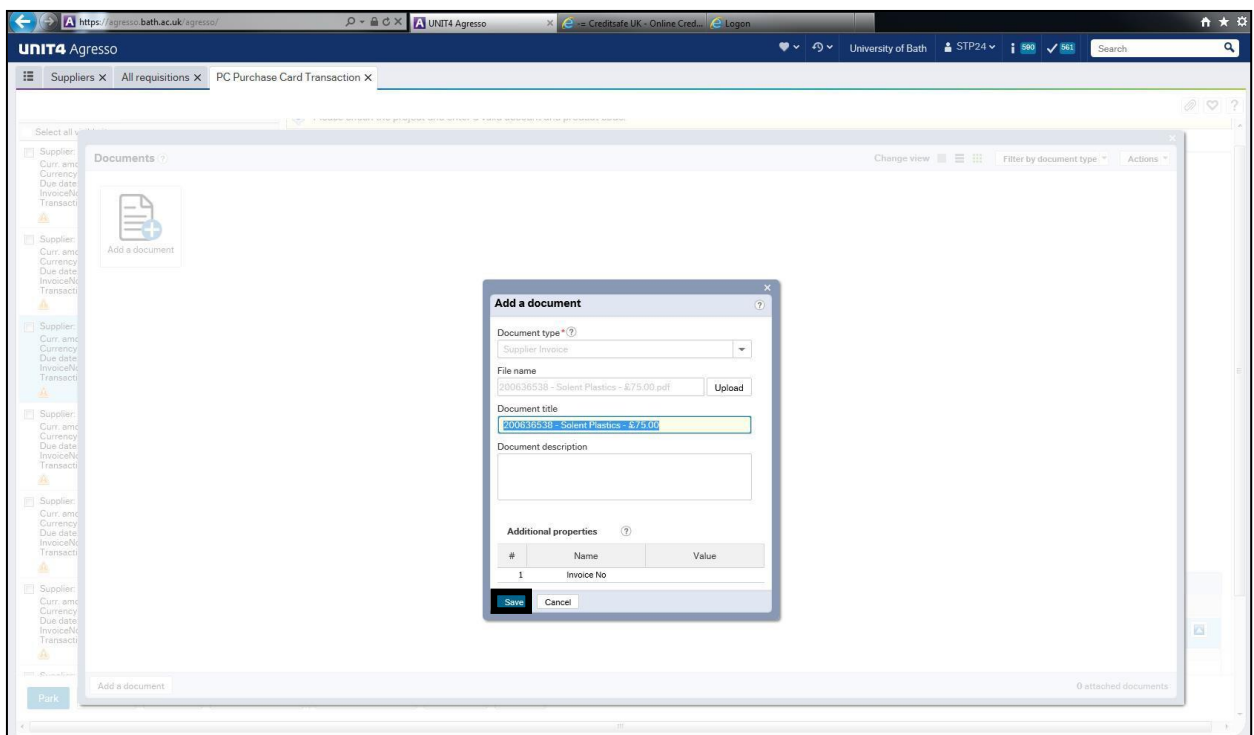
The window shown above should open. Select the “Add a document” button [and in the drop-down menu, ensure you select Document Type “Version One Invoice” as below. (this is important to ensure the document can be viewed by others in Agresso workflow). A maximum file size of 4000kb can be uploaded.




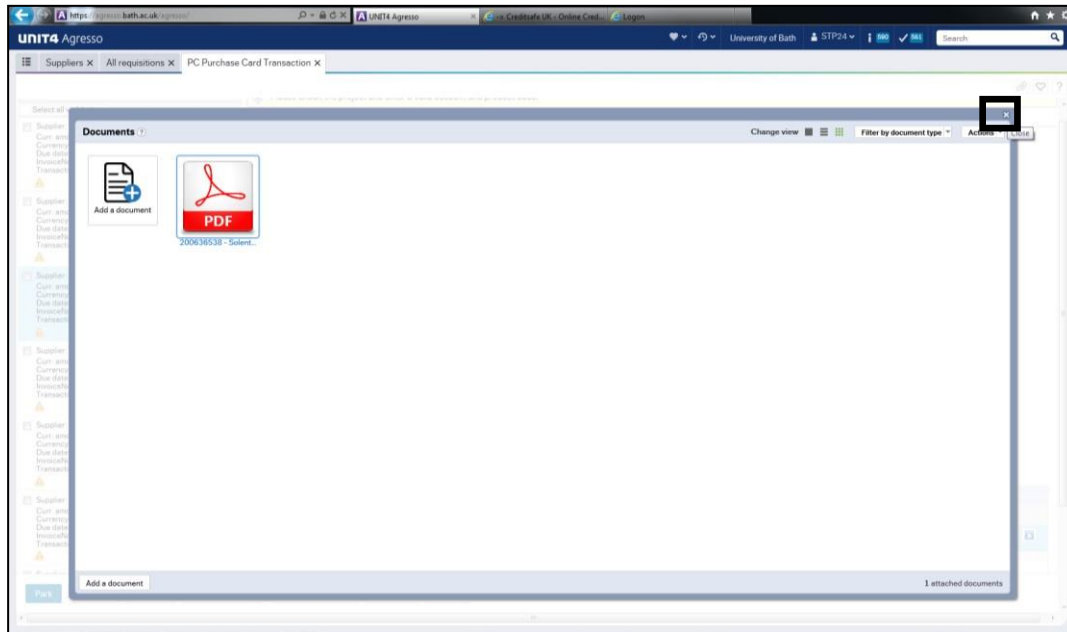
Click on the “Upload” button [



Find the file or any other electronic documentation (must be a .pdf or .mht file), for the relevant transaction and open.



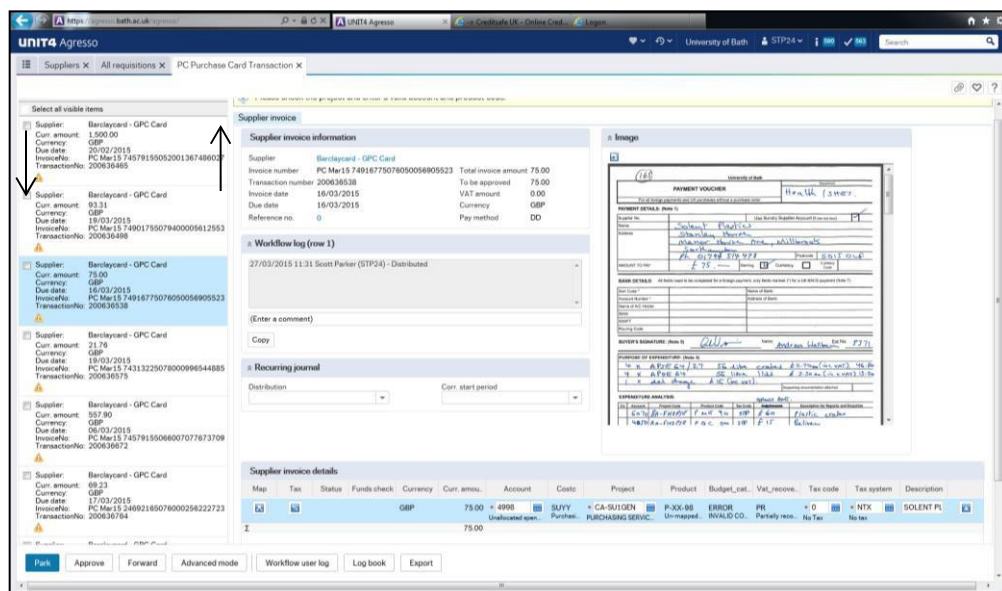
Click the "Save" button []



The file has now been uploaded. Additional documents can be attached by selecting the “Add a document” button but the main supporting documents (budget holder approval, order details and payment confirmation) should be attached as one pdf file.. Once the relevant documents have been attached, for the chosen transaction, close this pop-up window, using the “X” button

N.B – Only the first document attached to each transaction will be able to be seen in the Agresso review panel.

Should you wish to check that the document has attached correctly, click on another transaction, and then re-select the original transaction.



Coding your transactions

The transaction now needs to be coded;

- In terms of coding the transactions (**Account**, **Project** and **Product** codes), a list of generic account/product code combinations can be found;
http://www.bath.ac.uk/purchasing/docs.bho/p2p/generic_product_codes.xls
- The '**Description**' field has been prepopulated with the supplier and card holder. You will need to insert, in front of the prepopulated text, a brief description of the purchase and who payment was made for e.g. Love to Shop vouchers for David Taylor (participation Survey) – leaving the prefilled information at the end.
- There is no need to duplicate this information in the Workflow comments as this is not shown on financial reports.
- If you haven't done so already, note the transaction no. you may wish to note the transaction no. on your transaction log for future reference.
- Guidance on coding for VAT and updating the Tax System is included below (your Finance Office, if applicable) will check your VAT coding.
- Once the transaction has been successfully coded, click the '**Approve**' button – this will send your transaction for approval within workflow.

Research Grant Purchases

If purchased items are to be charged to a Research Grant, it is essential a full audit trail of the supporting documentation is attached to the transaction in Agresso (i.e. order details, budget holder approval, delivery note (if provided), invoice, payment confirmation). The grant bodies may request access to audit this information. This information should also be saved into your chosen purchase card folder against this transaction.

Updating the VAT code (Tax System) on Agresso for a purchase card transaction

Once the Account, Project and Product codes have been entered for a card transaction, the relevant VAT code must be input within the “Tax system” field.

(N.B. The “Tax Code” field will be automatically determined on the basis of the Tax System and Project Code entered. This field does not need to be amended).

Three details are needed to determine the correct VAT code/Tax system ;

- (i) **The area that the supplier is registered in** (i.e. UK or Foreign (non-UK))
- (ii) **An invoice/receipt for your purchase** - VAT invoice/VAT receipt for UK purchases?
- (iii) **Whether the purchase is for Goods or Services?**

Use the table below based on which area the supplier is registered in to work out the correct VAT code to input into the Agresso “Tax System” field for your purchase card transaction.

Examples:

- Italy: if a transaction (i) is from a supplier registered in Italy (i.e Foreign non-UK), (ii) has provided an invoice and (iii) is for goods – then “FORG” should be input into the “Tax System” field,
- UK: for a UK registered supplier for which you have a VAT invoice or VAT receipt enter ‘STG’ into the ‘Tax System’ field.

(i)	Area Supplier registered in;	United Kingdom (UK) United Kingdom (England, Wales, Scotland, Northern Ireland)		Foreign (Non-UK) All countries outside of the UK	
(ii)	Have a valid Invoice?	No VAT invoice = input “NTX” (default code)		No Invoice = input “FNTX”	
	Have a valid Invoice? Yes	(iii) For Goods Input “STG”	(iii) For Services Input “STG” see ** exceptions below for certain payments	(iii) For Goods Input “FORG”	(iii) For Services Input “FORS”

**** Exceptions for UK invoices including reduced levels of VAT**

TRG – Temporary Reduced Rate Gross – for UK purchase card transactions made after 30/09/2021 where the card payment includes VAT at 12.5% and the payment relates to hospitality, hotel and holiday accommodation, and admissions to certain attractions.

LWG – Lower Rate Gross - for UK purchase card transactions made between 15/07/2020 – 30/09/2021 where the card payment includes VAT at 5% and the payment relates to hospitality, hotel and holiday accommodation, and admissions to certain attractions.

N.B. If you unsure about which VAT code to put into the “Tax System” field, please speak to your Finance team.