Amendments to Agresso Journal Workflow

Summary of Changes – December 2013

1. Approval Time Limits

   - For journals involving more than one department there is now a time limit for approval as follows:
     - Approvers will have 5 days to complete their journal task.
     - If the task has not been completed with 5 days of receiving the task, the approver will receive a reminder from Agresso. The user will then have 3 days to process the task.
     - If the task still has not been completed within 3 days of receipt of the email reminder (or within 8 days of receipt of the original task) Agresso will auto-approve the task and remove it from your task list.

     As with any other approval roles in Agresso, users must delegate authority when on leave.

   - Where auto-approval has occurred the workflow map will look as follows:

2. Finance Approval

   - Finance will now only be receiving journal tasks when all departments have authorised their entries.

3. Deleting Registered GL journals

   - If you receive a 'Review & resubmit’ task and you decide that the journal is no longer required, you cannot delete the transaction in Self-Service.
   - To delete the transaction, please send an email to Management Accounts who will be able to delete it from the system. Please supply a transaction number and a reason for deleting it.