

Agresso has Gone Live!

UNIT4 BUSINESS SOFTWARE

Agresso has Gone Live on schedule.

Details of Key Information is on the
[Go Live Information Page](#)

Elearning and other training materials are available on the [Agresso Learning Resources](#) webpage.

There are eLearning modules to introduce you to Agresso as well as modules and reference information on specific tasks.

Quick links and FAQs are on the [Agresso Home Page](#) along with forms for new users and if a change in access to the system is required.

Agresso will be used for accessing finance reports, authorising orders, invoices and, from the autumn, expense claims. If you are involved in any of these activities you will need to register for the system by completing the introductory eLearning and accepting the terms of use on the [Learning Resources Page](#).

The payroll system is not changing and there are no changes to MyView.

We would like to thank everyone throughout College who has helped to get us this far and look forward to much more effective and efficient finance processes in future.



Essential Information

Expense Claims

All expense claims must be submitted on the [new form](#), even for expenditure before 31 July 2013.

You must include your **payroll number** on the form and also your **bank details** for your first claim after 1 August. If you do not do so, reimbursement may be delayed.

Advances should be requested via Agresso.

Travel & Subsistence Policy

There have been some changes to [this policy](#) regarding all payments will be made via BACS, reclaiming travel paid by Oyster cards, advances and using your bicycle on College business.

Account Codes

These have all changed, you can search for the new code within Agresso or use our [mapping tool](#) if you know the old Symmetry/BluQube code.

Reports

All reports will be accessible at any time with realtime information – details of reports and how to access them will be in place before the end of August. Transaction and account enquiries can be made before this date.

Post Go Live Support:

Drop in Centre in PC Lab 7 in August – see [rota](#) on finance home page for daily details

Log queries and problems via the [IT Service Desk](#)

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[Agresso Home Page](#)

[Agresso Learning Resources](#)



Questions and Queries

Log a call via the [IT Service Desk](#)