

Finance Department

 (01970) 628430

 abwstaff@aber.ac.uk

 <http://www.aber.ac.uk/en/finance-office/information-for-staff/abw/>

EXTERNAL EXPENDITURE (SUPPLIERS)

Before placing any orders with suppliers you must have received and approved Purchase Order (PO), in order to receive a PO you must complete a Requisition on Agresso which will require approval from the already designated approvers. Once approved you will receive the PO by email.

Below is the information required to raise a requisition.

Account code – An account code contains 4 numbers. Once you have chosen your product code you will be given the account code. (e.g. RG001 = 4151 - Legal Fees).

Work Order – This is your budget code and can consist of either: letters and numbers, all numbers or all letters and will end with '-XX' (e.g. G1000-01)

Product code – The product code reflects the item you are buying and will start with 2 letters and end with 3 numbers (e.g. RG001 - PROF-Legal Services).

4185	Exhibitions	R18	RL001	PROF-Publicity/Exhibitions/Fairs	PROFESSIONAL FEES ETC
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A list of product codes can be found at:

<http://www.aber.ac.uk/en/finance-office/information-for-staff/abw/>

Under the header Agresso Basics called **Agresso Account Codes & Products List**

If any of the following product codes are used you must also include a payroll number (RESNO) of the person travelling, this number is 5/6 digits long.

TA001	TRAV-Staff-Accommodation
TB001	TRAV-Staff-Air
TC001	TRAV-Staff-Ferry
TD001	TRAV-Staff-Taxi Hire
TE001	TRAV-Staff-Mileage
TF001	TRAV-Staff-Rail
TG001	EXP-Subsistence-Staff
TH001	TRAV-Staff-Car Hire
TJ001	TRAV-Staff-Van Hire
TK001	TRAV-Staff-Coach Hire
TK002	TRAV-Minibus <10 occupants
TK003	TRAV-Minibus 10+ occupants
TM001	TRAV-Staff-Travel Agency
TM002	TRAV-Staff-Travel Visa's
TN001	TRAV-Staff-Other Vehicle Hire
TQ002	EXP-Conferences & Meetings
TR001	EXP-Staff-Re-location/Removal
TT001	TRAV-Staff-Package, Field Trips

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EXTERNAL INCOME (CUSTOMERS)

When you are coding external income you must use the following:

Work Order – This is your budget code and can consist of either: letters and numbers, all numbers or all letters and will end with ‘-XX’ (e.g. G1000-01)

Account code – Income account codes all begin with 1***. Choose the most relevant code from the list.

Follow the link above and a list of account codes will be found under **ABW Code List**.

INTERNAL INCOME & EXPENDITURE

When you are coding any internal income or expenditure you must supply the necessary department with the following:

Work Order – This is your budget code and can consist of either: letters and numbers, all numbers or all letters and will end with ‘-XX’ (e.g. G1000-01)

Account code – Internal codes begin with 2***. If you are coding income you will need a code between 2000 and 2499, if you are coding internal expenditure your code will be between 2500 and 2999.

SALARY CODES

Salary account codes all begin with 3***, you will also need to supply a payroll number when using a salary code.

BALANCE SHEET CODES

All Balance sheet codes begin with either 8*** or 9***, if you are using a balance sheet code your work order will **always** be 99999.