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Getting Set Up with Agresso

- Those of you in receipt of a Scholarship with a budget for travel and other purchases attached to it will need access to the University's Financial System – Agresso.
- In order to get access to Agresso, you will first need your **6 digit Scholarship number** (not your student number). Your six-digit Scholarship ID number is on your bank statement each time you receive payment for your Scholarship.
- Once you have this 6 digit scholarship number, please log a call at the Information Solutions and Services (ISS) [Service Desk](#). The ticket request type is as follows: 01.Access to IT Services> Request Access> Financial Management (Agresso). ISS will then issue you with your login details.

Once you have your login details you are ready to go!

CLAIMING TRAVEL AND SUBSISTENCE EXPENSES

- In advance of starting a claim, please ensure you have all relevant and valid receipts scanned and ready for uploading on the system.
- Please note you can book your own flights at economy rate OR you have the option of booking your flight with Club Travel, details [here](#). The cost of your flight will then be charged to your research account by invoice. Please also note, that using this service is usually more expensive than booking the flight yourself.
- Please also ensure that you have the relevant Account Number to which your expenses are to be charged. For IRC scholarship holders this account will begin with RCS followed by 2/3 numbers.
- Once you have this information, you are ready to log into Agresso and start your claim.
- Please refer to [this website](#) for a step-by-step guideline on how to submit a travel claim. This website also gives other useful information that you may need e.g. looking up claims previously submitted etc.
- For claims that involve foreign travel please refer [to this link](#) for current foreign and subsistence rates.

NOTE: When reviewing your claim at the end please ensure that the correct account number is listed for each line item in your claim. There are two areas where the account number is entered, at the

top of your screen **Default GL Analysis** and at the bottom of the screen **GL Analysis**. Agresso will generally default to the account number associated with your discipline which will begin with a 'D' – you need to change this to your own account number e.g. RCS if an IRC scholarship.

OTHER PURCHASES

Please note that any item you wish to purchase i.e. computer, laptop, books, office supplies, etc. must be processed via a supplier already on the Agresso System.

To find a supplier:

- Log into Agresso
- Choose 'Requisitions Standard'
- In the 'Supplier' box type 'Books' or whatever it is you're looking to order. Agresso will provide you with a list of suppliers.
- You must have a very valid reason for not using a supplier already listed. If you do require an alternative supplier, then they must be set up as a new supplier on the Agresso system before you place an order. The form for this and other information can be found [here](#).

Once you have identified a supplier and they are set up on the Agresso system, you can proceed with the following steps:

1. Requesting a Quotation from the supplier
2. Generating a Purchase Order with the information provided by the Quotation (see [here](#)).
Once generated, Agresso will notify you of the number soon afterwards (within 30 minutes).
3. Forwarding the Purchase Order Number to the Supplier.
4. On receipt of your order, you will need to indicate same on the Agresso system by generating a Goods Received Note (GRN).
 - a. Log into Agresso
 - b. Click on Procurement
 - c. Choose Goods Receipt under Purchase Orders on the main screen
 - d. Input Purchase Order number (you will have this in your email)
 - e. Click on the blue box next to the number to search for the PO
 - f. Under 'Quantity Received' enter the number received based on what you had ordered
 - g. Click 'Save'
 - h. You will be given a receipt number to confirm that the GRN has been registered e.g. Receipt no: 400208850. If you don't see this, Save it again.
5. Some of the University's suppliers are set up on its P2P system, this means that the invoice will arrive via the Agresso system (paperless system). The person who ordered the item will receive a prompt from Agresso requesting that the invoice be approved. Once done, the invoice will then go to the Budget Holder for final approval – payment will then be made when this process is complete.
6. For other suppliers, you will receive a hard copy of an invoice for payment. The invoice needs to be signed by the budget holder and sent to Accounts Payable for processing. Always keep a scanned copy of original invoices.
7. If in doubt about anything in relation to suppliers please contact accountspayable@nuigalway.ie

GENERAL POINTS OF INFORMATION ON YOUR BUDGET:

- You should try to spend your budget in accordance with the timeline you gave in your proposal i.e. 2,500 per year however if you do have an under spend in e.g. Year 1 the balance will carry over to Year 2.
- Do not, under any circumstances, have a large underspend in your final year. Doing so will indicate to your funder that you have not been able to manage your budget properly and they may disallow any purchases you've made in the final year of your scholarship.

[Other General Information on Scholarships](#)