

Agresso Training 2025-26

All training will be held via Microsoft Teams. Please email agrtrain@sgul.ac.uk with your preferred date and the level of training required.

Budget Holder & Requisitioner Training -Dates and Times

This training covers – Understanding the Budget Holder Reporting Screen, reviewing actual transactions, creating Standard and Blanket requisitions, Science Warehouse. approving Purchase Requisitions, Purchase Order Amendments

etc.

Date	Time
19 August 2025	14.00pm to 15.00pm
15 September 2025	14.00pm to 15.00pm
14 October 2025	14.00pm to 15.00pm
14 November 2025	14.00pm to 15.00pm
15 December 2025	14.00pm to 15.00pm
15 January 2025	14.00pm to 15.00pm
18 February 2025	14.00pm to 15.00pm
16 March 2025	14.00pm to 15.00pm
21 April 2025	14.00pm to 15.00pm
TBC	14.00pm to 15.00pm
TBC	14.00pm to 15.00pm
TBC	14.00pm to 15.00pm