Message sent on behalf of Janice Trounsom, Deputy Director Financial Control
31 July 2014

Dear Agresso Approver

Implementing the QMUL Scheme of Delegation of Financial Authority on Agresso - From 1 August 2014

"How to…for approvers"

Please note: this is the 3rd of 4 emails related to the implementation of new workflows on the Agresso system.

Email 1 – Background, key changes, implementation and who to contact
Email 2 – "How to…for requisitioners"
Email 3 – "How to…for approvers"
Email 4 – Confirmation of go live in your area and the workflow details set up

Following on from email 1 & 2, which outlined the changes being implemented in relation to the new workflow setup on Agresso, and provided tips for requisitioners, please find below some helpful tips and information for approvers.
Following confirmation of "go live" for your area (which will be confirmed in Email 4), if you have been assigned the role of an approver, please ensure you read the following information to be aware of the changes when approving requisitions.

1. Reviewing and approving a requisition

You will find "P2P Guidance for approvers" on the Procurement intranet page here http://qm-web.finance.qmul.ac.uk/purchasing/purchase2pay/index.html

This guidance provides a checklist of the things you need to consider when reviewing a requisition before you decide to approve or reject it. We have provided a summary below for your reference:

Approver is responsible for and needs to ensure:

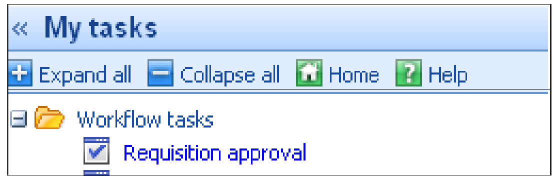
- purchase necessary
- purchase appropriate - in best interests of QMUL
- is there an appropriate budget / sufficient funds?
- who has authority to commit spend to this budget?
- requisition raised in line with QMUL Procurement Procedures (quotes etc) and P2P guidelines
- appropriate supplier selected?
- right type of requisition created – Quantity vs Call-off (Value) order?
- Sense check quantity and costs?
- VAT – cost is **net of VAT**; appropriate VAT code? Confirm if VAT Zero rating?
- Is it a foreign payment – right process being followed?
- Capital expenditure – correct coding being used for capital spend?
- Approve or reject the requisition (If reject – always provide reason / comments)

2. Rejecting a requisition

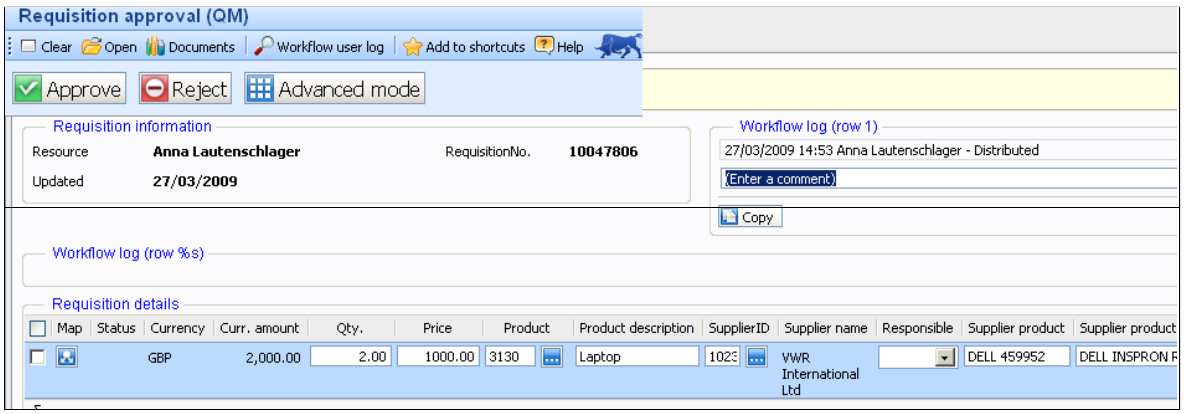
- Rejecting a requisition on Agresso will send it back to the individual who raised it. The requisitioner can then either close (if no longer required) or amend and re-submit the requisition for approval. If the latter, it will workflow back to be approved.
  Note: Approvers are not able to make changes to requisitions.

To review a requisition -

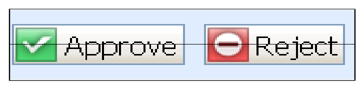
- Select **My Tasks** and **Requisition approval** under **Workflow tasks** folder left of the screen.



- All requisition details will appear as show below.



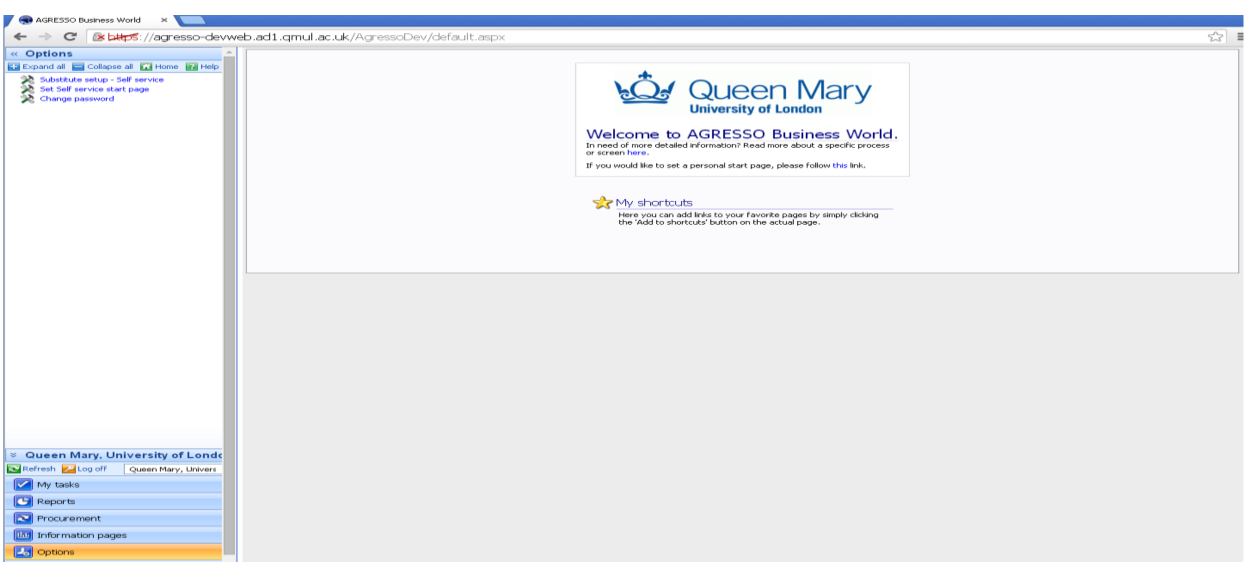
- Select action from the available options top left of screen.



NB: If **Reject** is selected, you must enter detail in the Comment field. This information will be returned to the original Requisitioner (requestor). Where appropriate, the requisitioner will be able to amend the requisition and re-submit it for approval.

3. Delegating your approval limits to a substitute

In Agresso self-service approvers can enter the dates that they will be unavailable for approving transactions in the program "Substitute setup – Self service" on the Options menu.

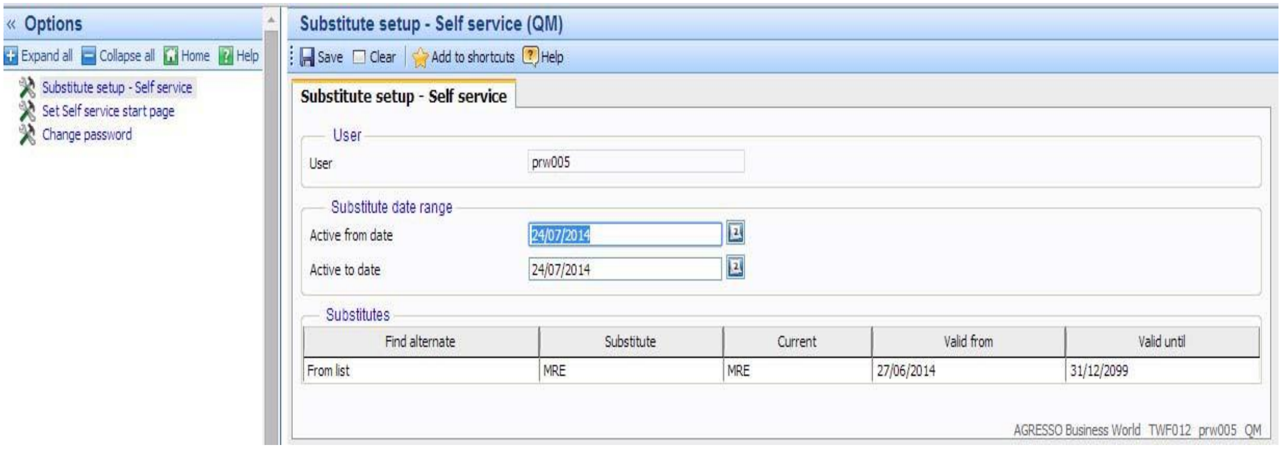


In the fields "Active from date" and "Active to date" enter the "from and to dates" to flag when you will be out of the office / won't be available. And **save** the settings.

Your substitute will be sent your tasks during this period (their user details will be displayed in the bottom half of the screen as their Agresso user initial).

Note: The task will still be sent to the original approver and in addition, it will be sent to the substitute.

After the "Active to date", the tasks will be sent solely to you (the original approver) again.



4. Research related requisitions

- The new workflows have been set up to enable research related requisitions to workflow through the appropriate route for approval.
- School / institute related research requisitions will workflow for approval through the agreed school / institute workflow setup
- JRMO related research requisitions will workflow through the JRMO team for approval based on the following rule:
    - Any research related requisitions coded to a budget code ending in P, Q, S, T, U, V, W, X, Y, Z

5. Agresso User Guides

You can find all the Agresso user guides / training notes here
http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/

6. Requesting hands on Agresso system training

- Agresso system training can be requested with the Financial Systems Team by raising an IT Helpdesk ticket.

Please note:

- If you raise a ticket using the IT Helpdesk self-service portal, the request will be directly allocated to the Financial Systems Team to deal with.

  The link to use is **https://helpdesk.qmul.ac.uk/** - you will need your college log-in details to access the system.

- Note: You can also raise a ticket by emailing the its-helpdesk@qmul.ac.uk however it will take longer for the ticket to be allocated to the Financial Systems Team to action.

- Agresso training takes place weekly.

7. Procurement procedures and buyer training

- You will find a copy of QMUL's Procurement Procedures here

  http://qm-web.finance.qmul.ac.uk/purchasing/

- Anyone involved in the procurement process (e.g. obtaining quotes from suppliers, negotiating terms and conditions with suppliers) should attend the QMUL Buyer Training which is delivered by the Procurement team. If you haven't attended the buyer training yet or you have a query about the procurement procedures, please contact finance-procurement@qmul.ac.uk

  You can find details about future Procurement Buyer training dates here:

  P117 – Procurement's Buyer Training http://www.esdcourses.org.uk/userlistcourse.php

8. Purchase to Pay Process training

- The Purchase to Pay process training has been recorded and is available to view on demand here

  http://qm-web.finance.qmul.ac.uk/purchasing/purchase2pay/index.html

You will also find various hints and tips on this intranet page (e.g. guidance for approvers, P2P – what to do if issues arise etc)

If you have any queries about the Purchase to Pay process please contact finance-procurement@qmul.ac.uk

9. Queries and who to contact

- **Queries about the workflow set up for your area**

  If you have any queries about the set-up of the workflows for your area including which budget codes to be used, please contact your representative (as per Appendix 1)

- **Queries about the Scheme of Delegation of Financial Authority**

  If you have any queries about the Scheme of Delegation of Financial Authority, please contact Janice Trounson, Deputy Director Financial Control (j.trounson@qmul.ac.uk)

Janice Trounson,
Deputy Director Financial Control