Dear All

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

Please note: this is the 1st of 4 emails related to the implementation of the new purchase order workflows on the Agresso finance 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 (this will be emailed to each area directly)

1. Background

The updated Scheme of Delegation of Financial Authority received final approval by Council in July 2013 and was re-affirmed in July 2014. A copy of the policy can be found on the policy zone (http://www.arcs.qmul.ac.uk/policy/index.html)

In autumn 2013, as agreed with the Audit and Risk Committee, Finance started work across the College to review approval limits set up on Agresso to ensure compliance to the Scheme of Delegation of Financial Authority. The policy includes the following key principles which had to be taken into account:

- Delegated authority should be linked to budget management and all budget holders responsible for a budget should have an approval limit
- Approvers must be assigned to their relevant cost centres and should only approve expenditure for the cost centres / budget codes they are responsible for
- Approval limits should be allocated within one of the maximum ranges shown in the table (see Appendix 2), with the roles shown in the table being a guide.
- Self-approval only relates to Agresso purchase orders, based on a maximum of £100 per purchase order total.
- Improved controls around higher value purchase requisitions, with requisitions over £200,000 requiring a final sign off by the Chief Operating Officer, Finance Director or Principal. If over £1m, then an additional approval is required from one of the three post holders.

2. What's changed?

Key workflow changes

- Requisition approval is no longer based on who the requisitioner's line manager is, but is workflowed to the budget holder (or their delegate) for the cost centre.
- All requisitions over £100 need to be approved. In some areas, where no self-approval for orders up to £100 has been elected, all requisitions will need to be approved.
- Requisition approval will cascade up the approval chain, depending on the requisition value and the approval steps selected by each area.

Additional changes implemented

- Requisition rejections – in future if approvers reject a requisition, they will make a comment explaining why and this will automatically workflow back to the requisitioner, who will be able to make changes to the requisition and re-submit it for approval (if appropriate to do so) or delete it – refer to Email 2 for "How to…for requisitioners" & Email 3 for "How to…for approvers"
- Approver substitutes – these have been established by each area for all relevant approvers and set up on Agresso. In future, the approver will be able to self-select to delegate their approval limits on Agresso for the period they are out of the office, without contacting the Financial Systems Team. (For further details refer to Email 3 - "How to…for Approvers".
- Substitutes on Agresso should be a peer or the person on the next approver value in the chain
- Reminders and escalations – if a task has not been dealt with on Agresso by an approver within four days of the task being sent out (e.g. requisition not reviewed and approved), a reminder email will be sent to the Agresso approver. Two days later if the task is still outstanding, the task will be escalated to the users "supervisor" (i.e. the next person in the approval chain).

3. **Implementing the changes for your area**

Following communication and briefings held across QMUL between end March – mid May 2014, Finance worked with key representatives to review and establish requirements for all areas.

What has been set up for each area?

The requirements set up on Agresso, were co-ordinated and confirmed by key contacts from each area. Please refer to **Email 4 in this sequence,** which will be sent out once the new workflow has gone live for your area (i.e. go live starts from 1 August 2014 and during the first couple of weeks in August depending on the set up required on Agresso). This email will contain details of the workflow set up for your area confirming:

- Requisitioners set up with the ability to create requisitions and whether or not the area has elected for requisitioners to have self-approval up to £100
- Approvers in the approval chain and their delegated approval limits
- Substitute approvers

4. **Benefits and impact of the changes implemented**

- Segregation of duties between requisitioners and approvers (above the £100 self-approval limit)
- Approval limits on Agresso are within approved policy, aligned to the scheme of delegation of financial authority
- Improved controls for high value spend
- Purchase requisitions workflow to the designated budget holder for approval (i.e. the person responsible for the actual budget)
- Greater flexibility around assigning requisitioners, with requisitions flowing to relevant budget holder approver, as opposed to the requisitioner's line manager (i.e. they can raise requisitions against more budget codes)
- Ability for the approver to reject a requisition back to the requisitioner to make amendments and submit once corrected. Or the requisitioner can delete it, if no longer required.
- Ability to delegate workflow approvals to a named substitute for periods of leave, without contacting the Finance Systems Team
- Workflows set up on Agresso for all relevant approval levels with escalation process in place, ensuring requisitions don't get "stuck" in the approval chain

- Easier Agresso system maintenance based on standard roles set up rather than individual user based roles and easier for all areas to request user changes on Agresso in future.
- Ability to provide focused training / run user groups for requisitioners, approvers etc (which has been more generic in the past)
- The workflow changes needed to be in place before we undertake any future Agresso system upgrades

5. Thanks for everyone's support and input

We would like to thank everyone for their support and input into this process, to help determine and implement the changes in time for the new financial year on 1 August 2014. This has been a significant piece of work for all areas across the College, to review and agree requirements with Finance, followed by the actual system set up and changes on Agresso by the Financial Systems Team.

6. 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 any queries about the use of budget codes, 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