

Purchase to Pay

Goods Receipting Process

Helpful tips no 1 – September 2013 (version 3)

1 a) Organising your teams

Within your department / school / institute it is likely that persons responsible for goods receipting on Agresso may well be different to those who are approving acceptance of goods received or services provided (i.e. signing delivery notes, worksheets or timesheets). The potential issue here is that persons responsible for goods receipting on Agresso may not be provided (either in a timely manner or at all) with a copy of any signed documentation or confirmation by the person authorising acceptance to the supplier.

Goods receipting on Agresso should only take place if the person doing it has evidence that the goods or service has taken place. Therefore it is imperative that teams organise themselves in such a way that those authorising acceptance of goods or services provided have a suitable line of communication with persons responsible for goods receipting on Agresso and make the latter aware in a timely manner when authorisation has been given. This may include the handing over of any relevant documentation either electronic or hard copy.

1 b) Goods receipting print / copy usage and rentals.

Typically those of you responsible for managing print and copy charges from suppliers have waited for the period invoice to arrive and then raised a retrospective purchase requisition to cover the value of the invoice. As you are probably now aware, this is not the correct process.

Until the new Print / Copier contract is implemented, the suggested approach to this spend activity that complies with the purchase to pay process is as follows:-

- Raise a call off (value order) for a forecasted amount that you are likely to spend within a given period with the supplier. This period might be for the remainder of a committed contract (although suggest this is broken down so that no one order lasts longer than twelve months or where possible, does not stretch across two financial years)
- Ensure that if you have arrangements for more than one machine with the supplier, each machine is either on a separate purchase order or a separate line on the order and that useful information such as contract number, machine make and serial number are included in the narrative.
- Ensure the supplier quotes the purchase order number on the invoice (to enable Accounts payable to match the invoice to the relevant Purchase Order and goods receipt)

- As you will not be receiving the invoice, it is imperative that you arrange with the supplier that they provide you with a timely statement that mirrors the information of the invoice sufficiently, so that you can review and goods receipt on Agresso prior to the supplier presenting their invoice to Accounts Payable.

1 c) Goods receipting temporary agency staff

The key to being able to follow the purchase to pay process correctly when procuring temporary staff is:

(a) being aware of the hourly /day rate being paid (it should be inclusive charge of all costs billed by the supplier)

(b) The availability of an authorised timesheet that clearly shows hours / days worked.

Temporary Agencies will either provide timesheets for signature manually or electronically. As described in (1a), the person either authorising manually or online must ensure they pass the documentation on to the person responsible for goods receipting on Agresso in a timely manner.

Purchase requisitions for temporary agency staff can be set up either as a quantity order or as a value order.

Example

A temp is required for the next four weeks and is very likely to work a 35 hour week. The agreed rate is £15 per hour inclusive of all charges but excluding vat.

Option 1 - quantity order

Enter quantity as 140 (i.e. 35hrs x 4weeks). Enter 'each' value as £15.

Therefore if the temp does 32 hours in week one you will receipt a quantity of 32 on Agresso

Option 2 - Call off (Value) order

Enter total value as £2100 (i.e. 35hrs x 4weeks x £15 per hour)

Therefore if the temp does 32 hours in week one you will receipt a value of £480 on Agresso (32hrs x £15 per hr.)

- Please ensure the temp agency is quoting the purchase order number being used on all documentation.
- Avoid using the same purchase order number for more than one temp engagement as each engagement needs a clear audit trail that includes reference to the individual recruitment approval.

1 d) Goods receipting travel related purchase orders

The terms with the Travel Management Companies are that they can invoice us once they have made the booking and in line with our standard terms and conditions we then pay them within 30 days of the date on their invoice. So you need to Goods Receipt once you have made the booking, rather than after the journey has been made.

If you have any queries related to this, please contact the Procurement Team (details below).

Goods receipting on Agresso – populating the “External Ref” field

If you populate the ‘External Ref’ field on the goods receipting screen in Agresso, Accounts Payable will be able to see the contents of this field when they register your invoices and match to them to the Purchase Orders e.g. this is particularly useful when goods receipting call-off (value) orders - you can include a meaningful reference to make it clear what the value of the goods receipt relates to.

You can find further details about goods receipting on Agresso (with screenshots) here

<http://qm-web.finance.qmul.ac.uk/agresso/training-notes-and-videos/>

Further help, guidance and advice

- If you require any further support in ensuring suppliers are meeting their obligations in this process please do contact the Procurement Team. You can find their contact details here

<http://qm-web.finance.qmul.ac.uk/purchasing/team/index.html>

- You can also find further guidance about the Purchase to Pay Process here

<http://qm-web.finance.qmul.ac.uk/purchasing/documents/index.html>

- For queries about how to goods receipt on Agresso please contact the Financial Systems Team via the IT Helpdesk its-helpdesk@qmul.ac.uk or Tel. 13-8888

- You can also find Agresso User Guides here

<http://qm-web.finance.qmul.ac.uk/agresso/training/index.html>