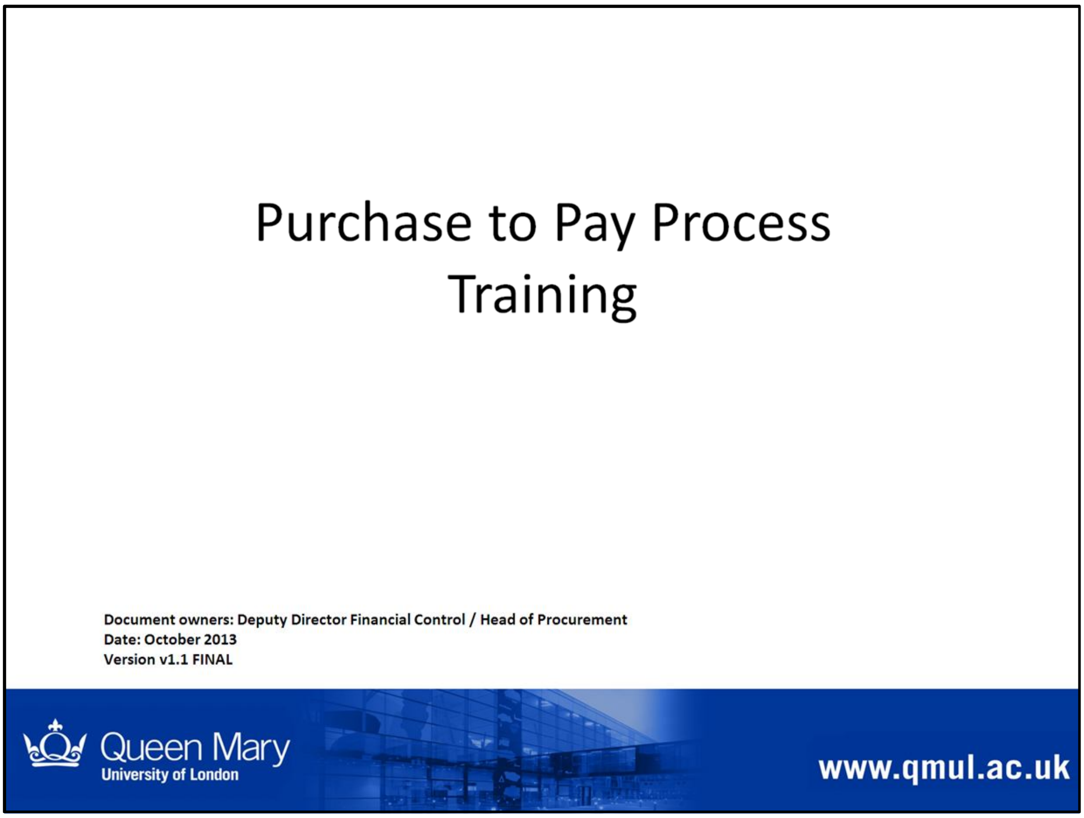

If you are a requisitioner or approver on Agresso, you need to be familiar with the QMUL Purchase to Pay process, covered in the following modules.

Note: This training does not include Agresso system training.

- You should complete the QMUL Buyer Training and Purchase to Pay Process training before attending the hands-on Agresso system training.
- Details about where to find further guidance and how to request Agresso system training can be found in Module 6.

Purchase to Pay Process training modules

Module	Topic covered	Relevant if your day to day role involves…
1	Context and overview of QMUL's Purchase to Pay Process	….any aspect of the Purchase to Pay process so that you understand how the end to end process works
2	Raising a requisition	.. raising requisitions on Agresso & placing orders with suppliers
3	Approving a requisition (to create a Purchase Order)	… reviewing and approving requisitions before we place orders with a suppliers
4	Goods receipting a Purchase Order	…goods receipting purchase orders on Agresso to confirm goods / service received
5	How an invoice is processed by Accounts Payable	… any aspect of the Purchase to Pay process – for information
6	Support for requisitioners, approvers and anyone goods receipting	… any aspect of the Purchase to Pay process to ensure you know where to find / get further help and support

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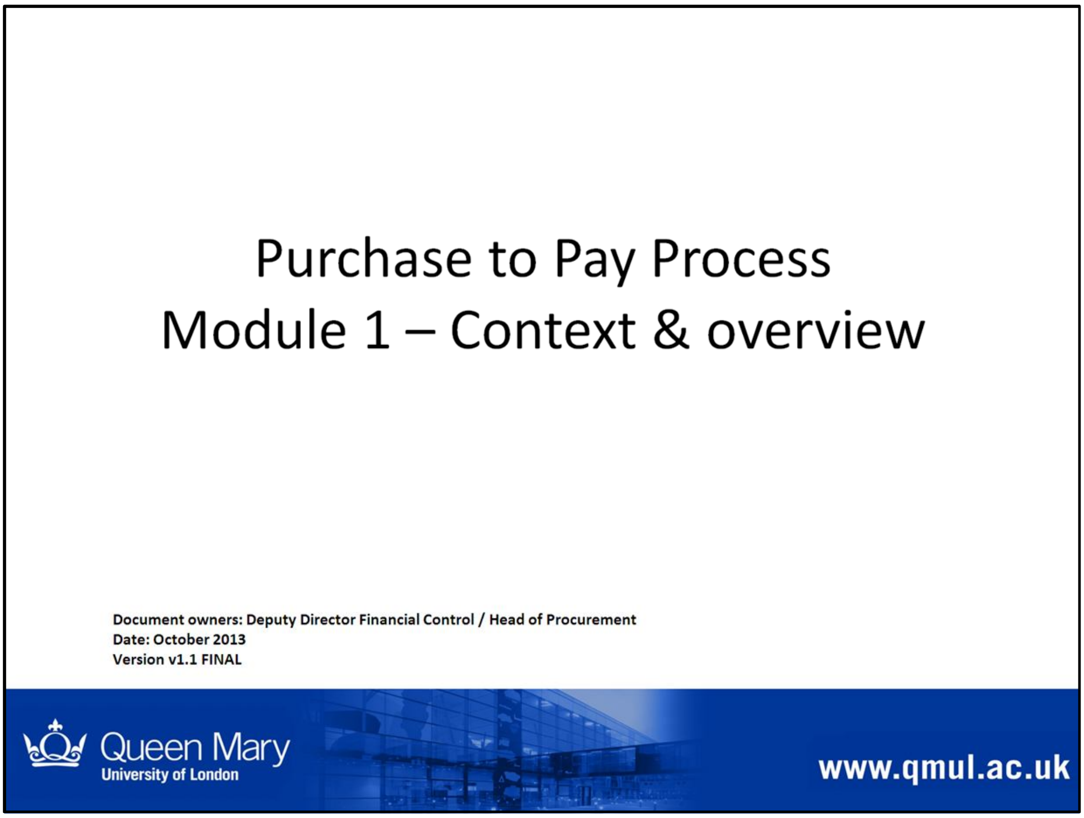
The Purchase to Pay training consists of 6 modules.

The topics are shown in the table above, which also highlights which modules are relevant to you, depending on your day to day role.



This module provides the context to the QMUL Purchase to Pay Process

Overview & context (1)

QMUL Purchase to pay process =

- ✓ Improved accuracy of QM's monthly accounts – visibility of committed spend & amounts to be paid
    - purchase orders and goods receipting
- ✓ Commercial protection when dealing with suppliers
- ✓ Ensure suppliers are paid on time
- ✓ Streamlined process, reduced duplication & paper flows
    - Tasks sit where they make sense

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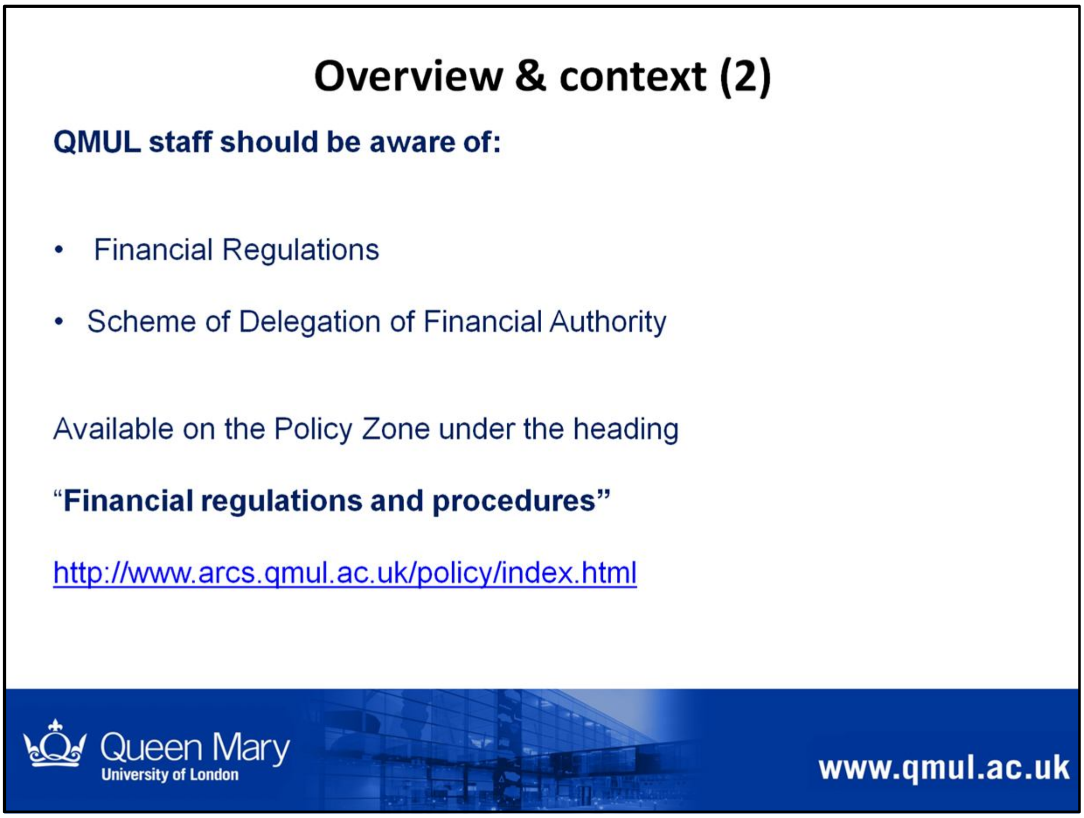
Key point to note here

- Following the Purchase to Pay Process provides visibility of spend across QMUL **throughout the year** ensuring
    - improved accuracy around financial information and
    - ability to forecast more accurately

No surprises at the year end!



As part of your day to day roles and responsibilities, you should be aware of QMUL's:

- Financial Regulations
- Scheme of Delegation of Financial Authority (includes approval limits for Non Pay and Contract Expenditure).

Overview & context (3)

Invoice processing

- Average no. of payments processed by Accounts Payable each month
  - 5,500 excluding credit card payments
- 30 day payment terms with majority of suppliers (some exceptions)

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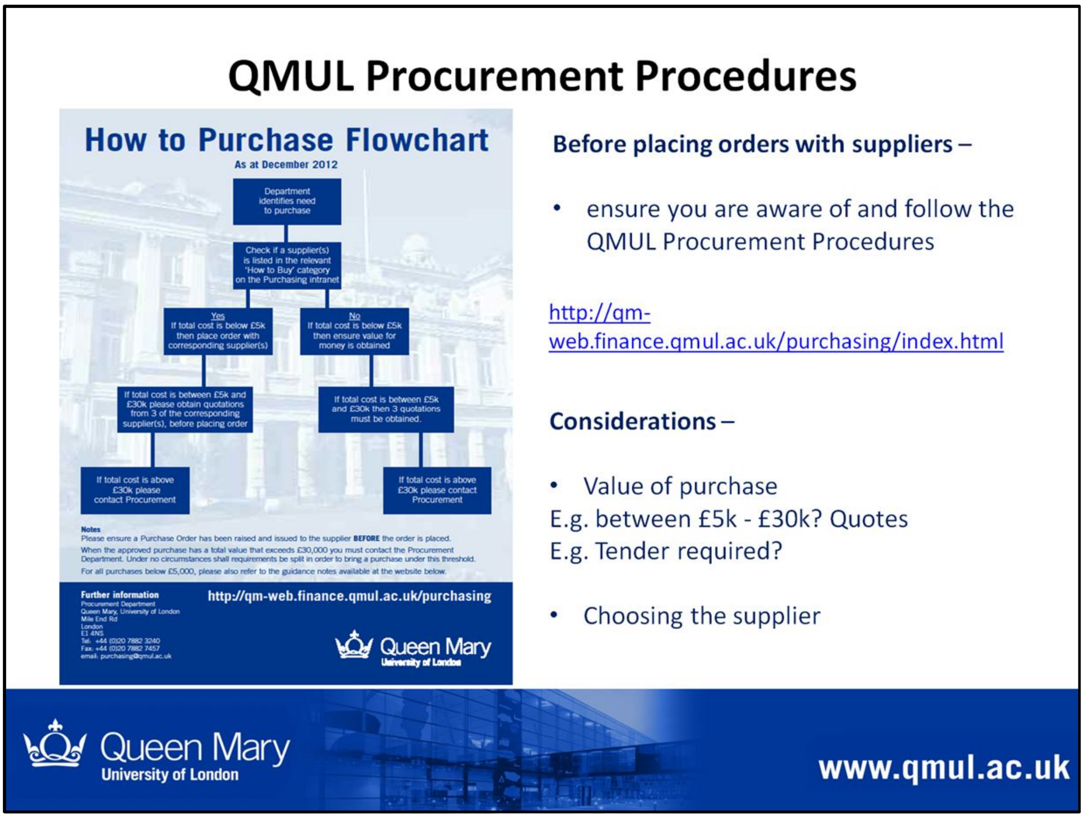
- Due to the volume of payments being processed by the Accounts Payable Team, it's important to reduce potential bottlenecks / eliminate issues to ensure invoices can be processed promptly for payment.



- If you are involved in choosing suppliers and placing orders for goods / services, you need to be familiar with and follow the QMUL Procurement Procedures.

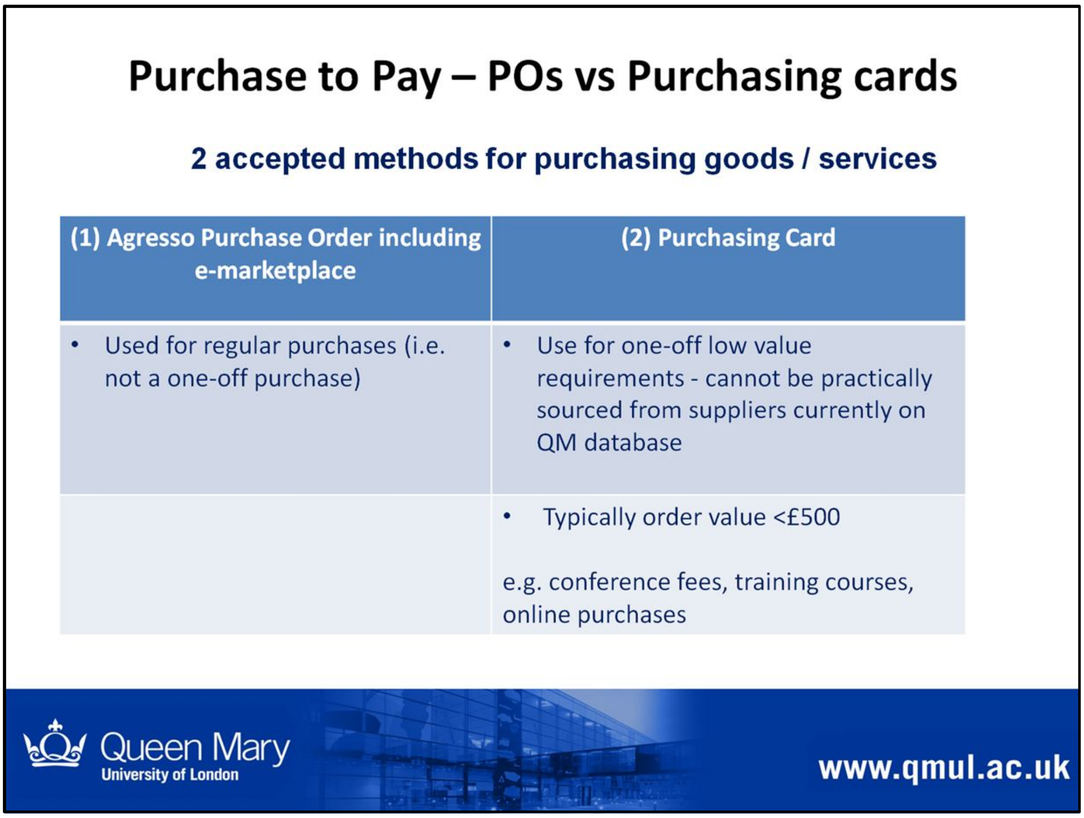
Further details and guidance is available from the Procurement intranet site

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

or from the Procurement Team – their contact details can be found here

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

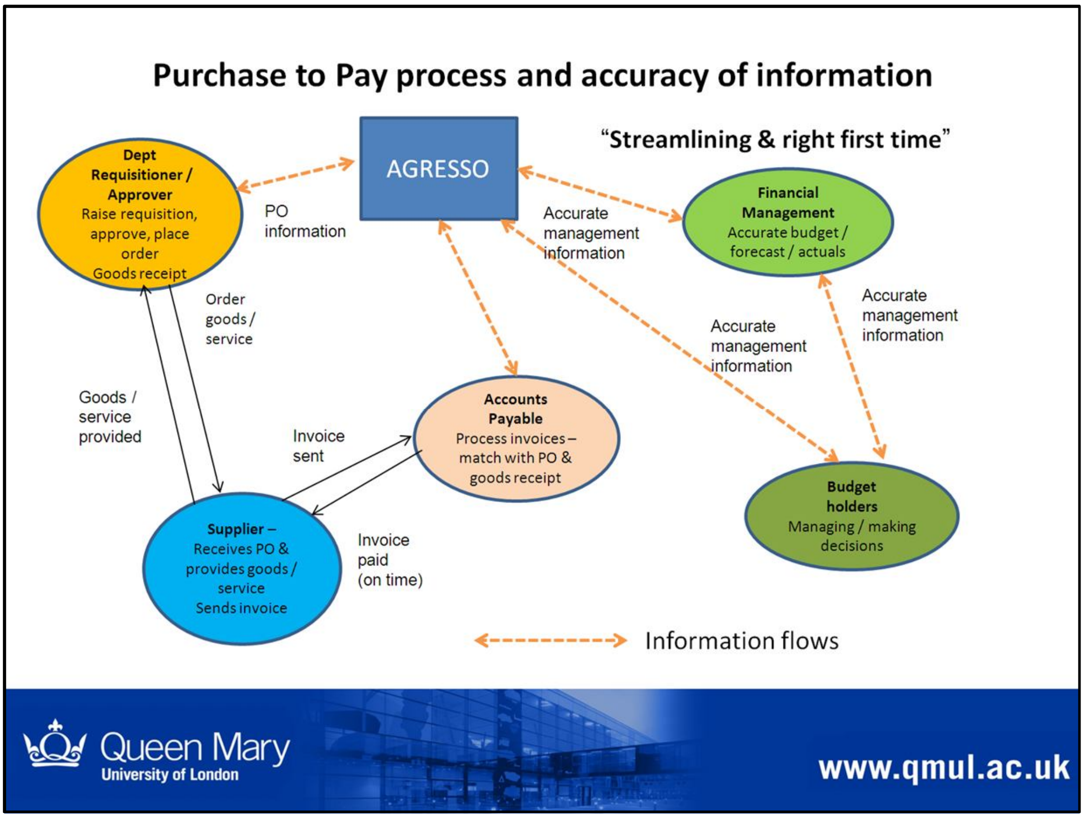
The Procurement Team also run regular Buyer Training courses – contact the team for further details.



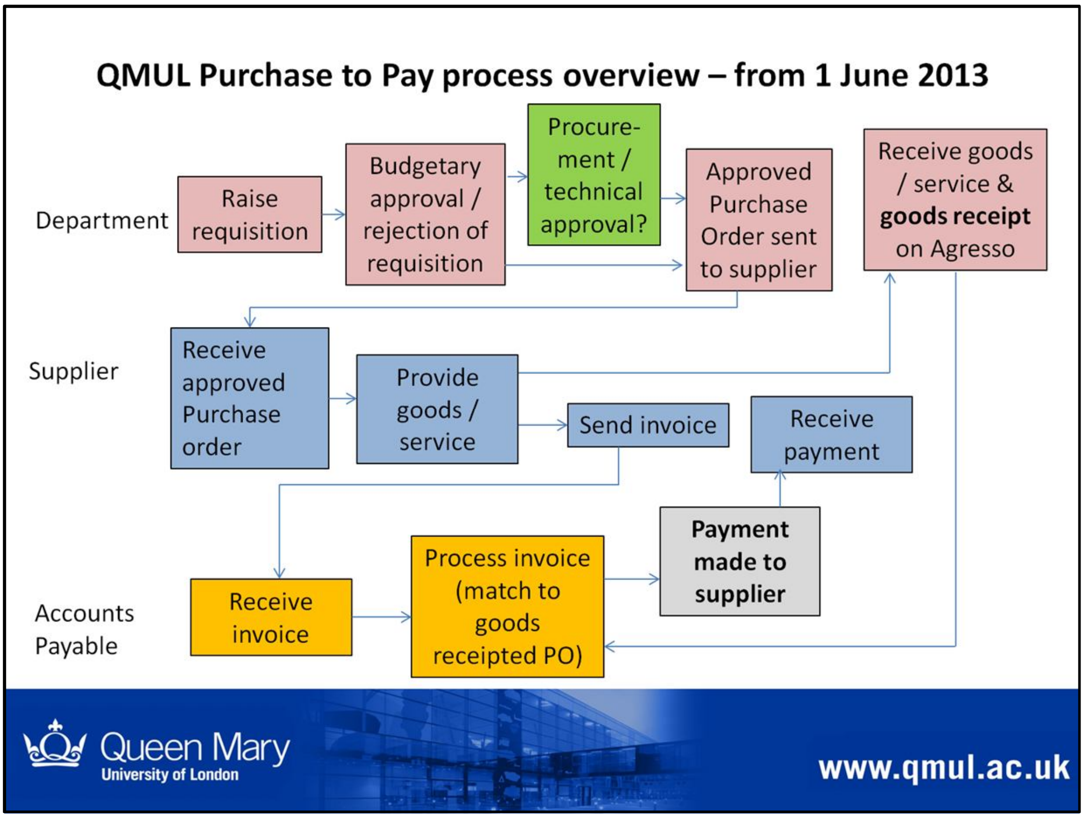
There are 2 accepted methods for purchasing goods / services at QMUL

1. Using an Agresso Purchase order (which includes e-marketplace)

2. Using a Purchasing card



This slide shows an overview of how the purchase to pay process fits together to provide more accurate and up to date information.

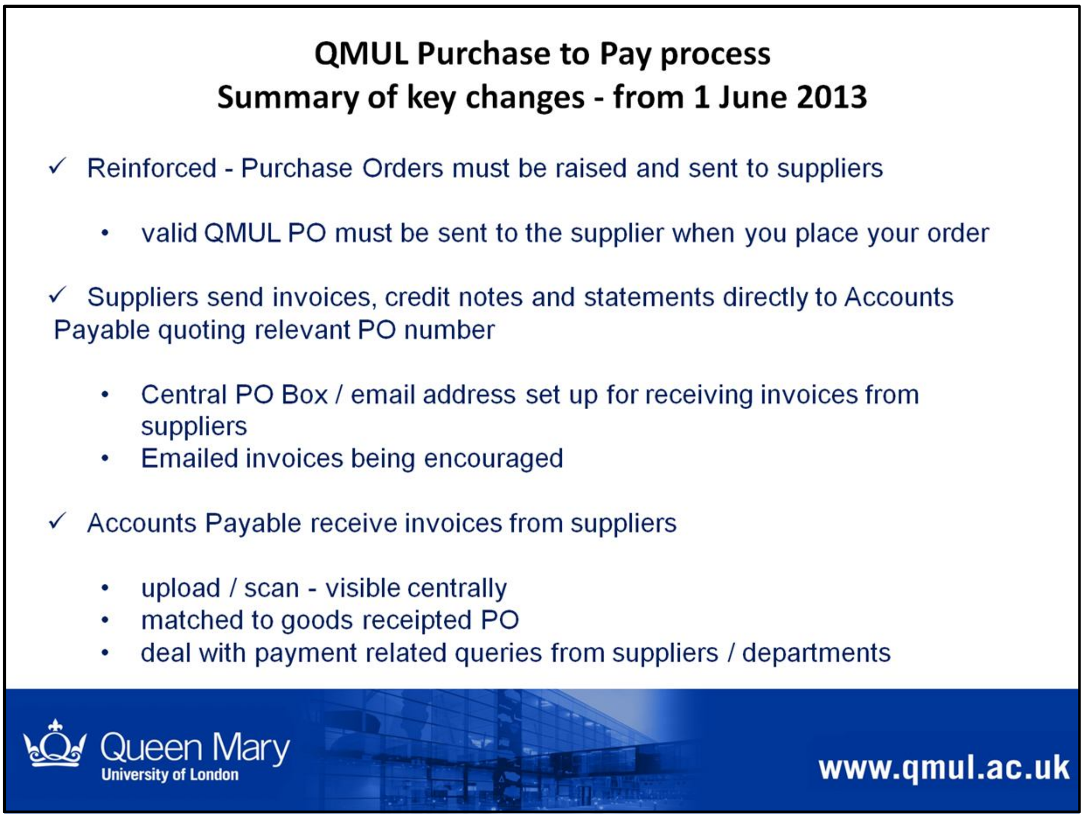


QMUL Purchase to Pay Process from 1 June 2013

Explains the process steps in the right order:

- Raise requisition
- Requisition approval
  - Budget holder approval
  - Procurement / Technical approval (if required)
- PO created (approved requisition)
- Approved PO sent to supplier (= commitment shows on Agresso)
- Supplier provides goods / service (= liability to pay supplier)
- PO goods receipted in department
  - confirm goods / service received satisfactorily (= liability to pay supplier shows on Agresso)
- Supplier sends invoice to Accounts Payable quoting PO number
- Accounts Payable match invoice to goods receipted PO
- Supplier paid (= actual spend shows on Agresso)

Note: visibility of QMUL commitments, liability to pay and actual spend throughout the process via Agresso



- Departments are responsible for:
    - Raising purchase orders and sending them to suppliers when placing their orders for goods / services
    - Addressing any queries related to orders placed

- Our suppliers were contacted in April 2013 to explain the QMUL purchase to pay process from 1 June 2013
    - They must only accept orders with a valid QMUL Purchase order
    - Invoices, credit notes and statements must be sent to the central Accounts Payable PO Box / email address (and not to departments)

- Accounts Payable are responsible for:
    - Receiving and processing invoices from suppliers
    - Addressing payment related queries

QMUL Purchase to Pay process
Message sent to suppliers - end April 2013

- Must only accept orders from QMUL with a valid Purchase order number
- Supplier invoices / credit notes must quote valid PO number
- **From 1 June 2013** - all invoices, credit notes and statements must be sent directly to central Accounts Payable Department address:

  Email: apinvoices@qmul.ac.uk **or**
  Post to: QMUL Accounts Payable, PO Box 68942, London E1W 9JD.

  Note: POs raised from 1 June 2013 include details shown above.

- **In future** - invoices not quoting valid PO number returned to supplier
  - assumption expenditure not approved via QMUL PO process
- Payment related queries – contact details are:
  Email: accountspayable@qmul.ac.uk / Tel. 0207 882 7736

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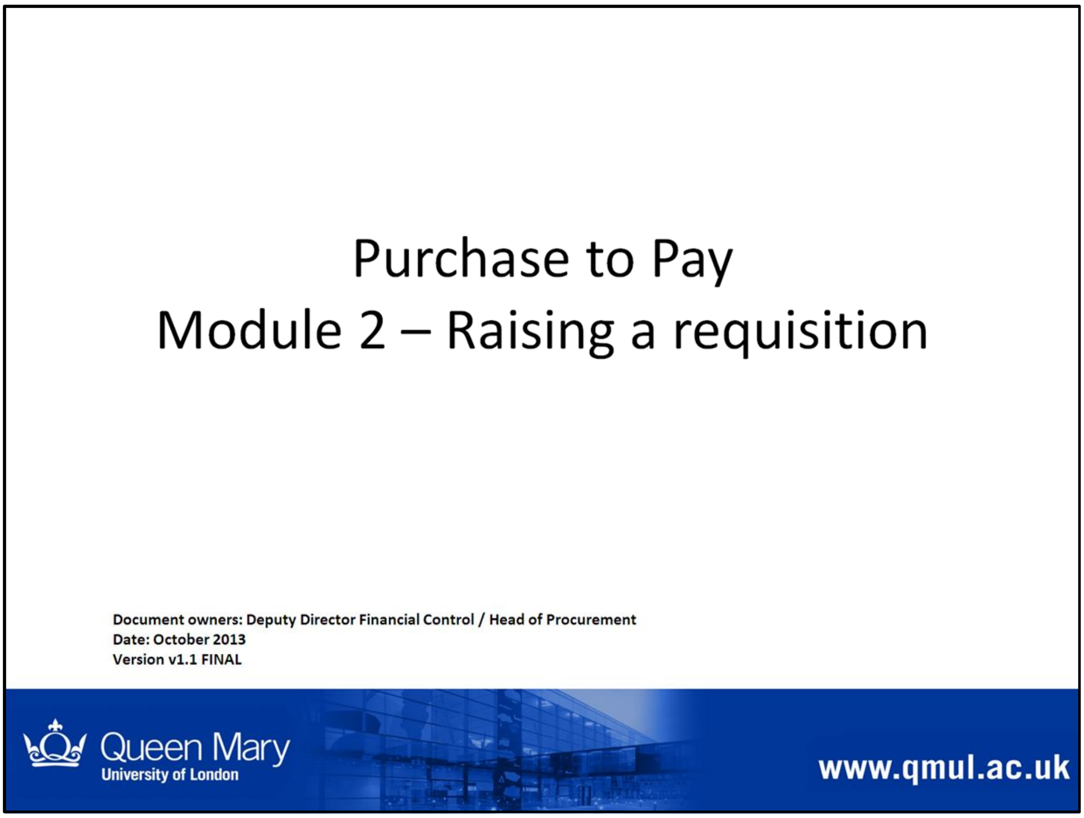
This slide explains the messaging provided to suppliers

All Purchase Orders raised from 1 June 2013 include the central Accounts Payable Team address details (email, PO Box address and contact tel. number)

PO also includes the requisitioner's details – in the event supplier has a query related to the order



This module is relevant to anyone required to raise requisitions on Agresso.

You can use this checklist as a prompt

- things to consider / be aware of when raising a requisition

The following slides address each point in more detail.

Some of the points link to the fields you need to complete when raising a requisition on Agresso – the key points have been stressed here, to ensure the requisition is raised correctly.

Note: You will cover the system side of this during Agresso System Training.

Before you raise a requisition – what to consider?

- ✓ Purchase necessary?
- ✓ Budget available for purchase?
    - Which budcode (budget code)?
    - Sufficient funds?
    - Authority to commit spend to budcode?
- ✓ QMUL Procurement Procedures followed to select supplier?

Hint: Allow time for a new supplier to be set up, before you need to raise a PO.

Ready to raise a requisition?

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Key points to consider before you actually raise a requisition on Agresso

Raising a requisition – which type of order?

Decide on the type of purchase order you need

Quantity order	Call-off (value) order
- buying certain quantity of items with unit price?	- buying something (usually a service) ○ cannot necessarily be measured by quantity? ○ no fixed schedule for when the supplier might be used? e.g. taxi firm, couriers, consultancy etc

Note: Purchase order type = governed by Product Code selected

Tip: What information will you receive to confirm delivery of goods / receipt of service? Should help to determine type of order you use.

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When raising a requisition, it's important to ensure you create the right type of Purchase Order.

Quantity order vs Call-off (Value) order

If you get this right at the beginning, it will make it easier when you goods receipt the Purchase Order, once the goods / services have been received.

This slide explains the difference between the two types of POs you can raise.

When deciding which type of PO to use, you need to be clear what information you will have in order to do the goods receipting

e.g. confirmation of quantity of items received (delivery note)

e.g. confirmation of value of service provided (statement received)

Raising a requisition – Example quantity order

20 x signs @ £10 each = £200

Can goods receipt the no. of signs received

e.g. "**20**" or you can partially receipt e.g. "10", then another "10" if received in batches

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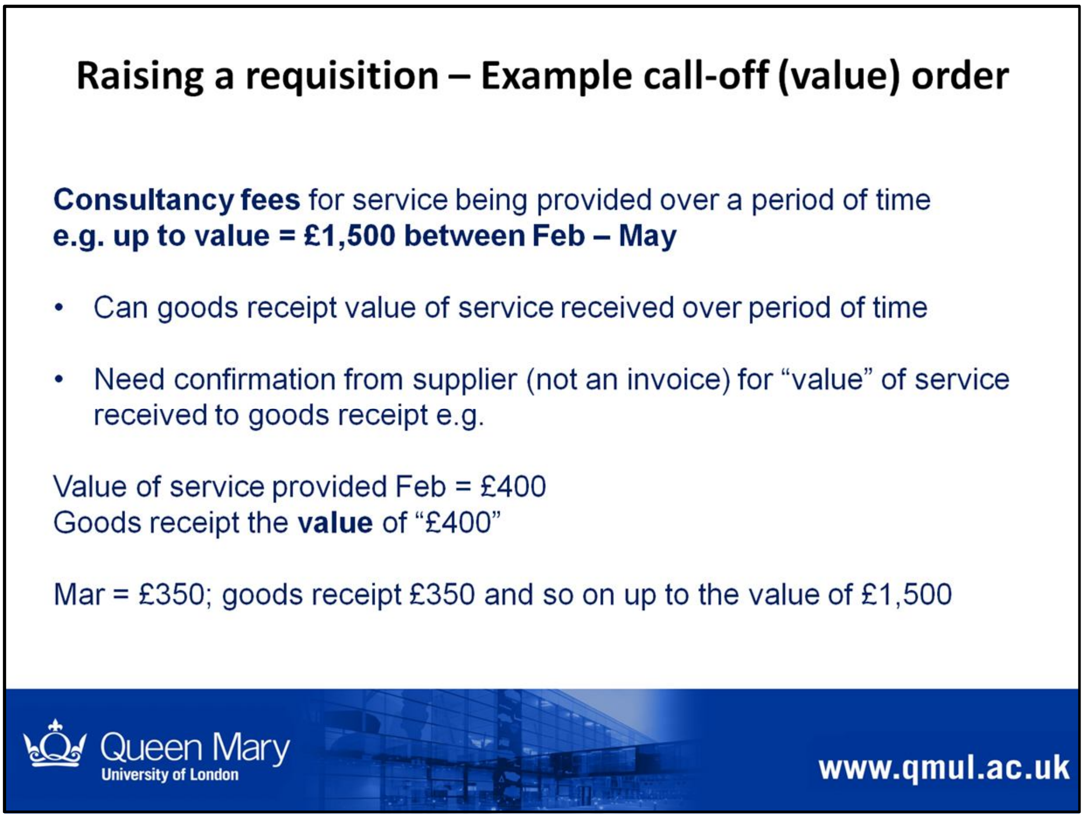
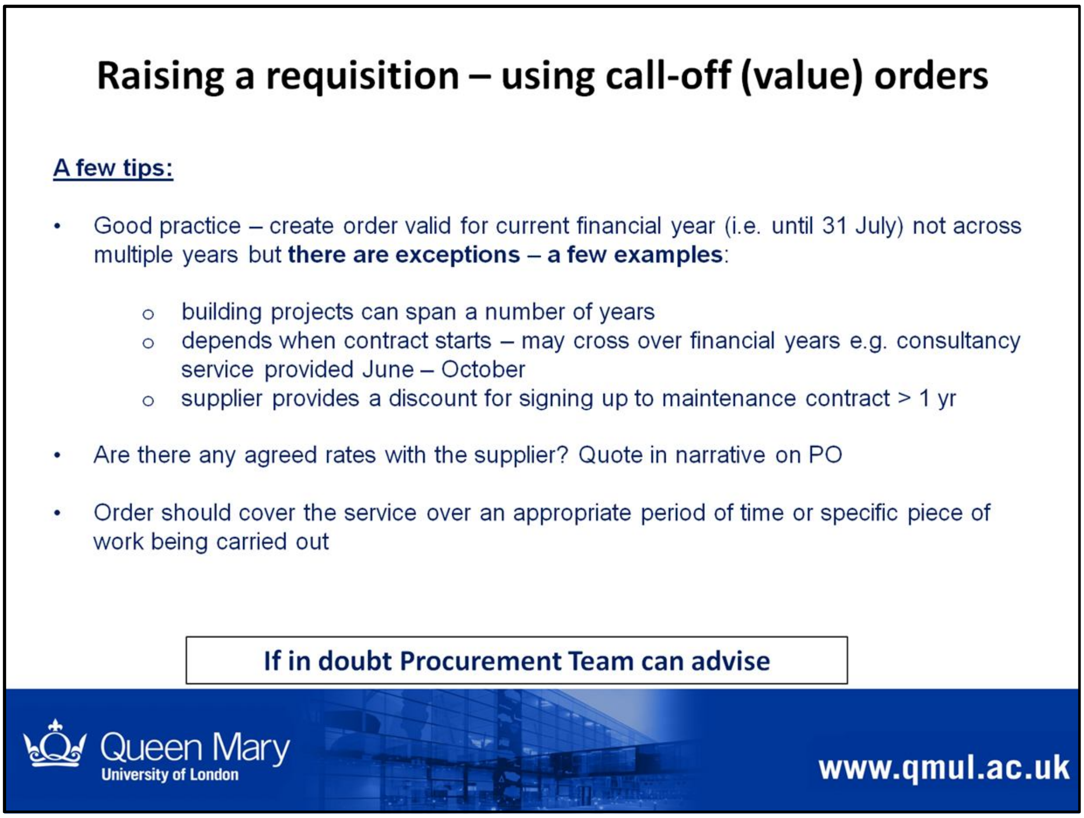
This is an example of how you might raise a Quantity order and how you might goods receipt.



This is an example of how you might raise a call-off (value) order and how you might goods receipt.

When you place the order with the supplier, ensure you agree how they will provide confirmation of the service provided, to enable the Po to be goods receipted.

Note: you should never rely on the invoice details, which could be wrong.



This slide provides examples of when you might use a call-off (value) order.

When raising a call-off (value) order, you should be aware of the following points:

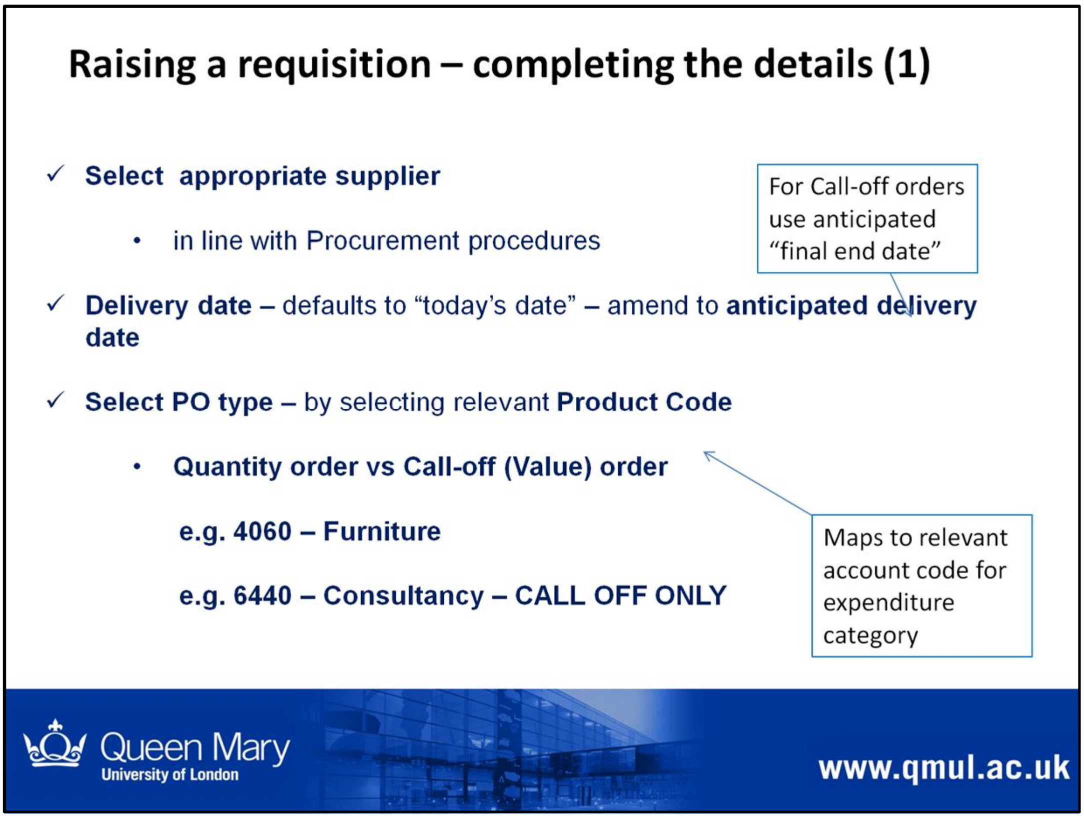
- Ensure you refer to any agreed rates – use the narrative field on requisiton to include details to be included on the PO

- Be clear about what is covered by the call-off order

- Good practice to set up a call-off (value) order for the current financial year - but may be exceptions e.g.
    - building projects running across financial years
    - a supplier gives you a discount for signing up for a maintenance agreement over a 3 year period
    - contract might start mid financial year and carry on until the next financial year

Consider what information you will receive in order to goods receipt the PO, once service received.

If in doubt, contact the Procurement Team for further advice.



✓ **Select appropriate supplier**

- in line with Procurement procedures

✓ **Delivery date** – defaults to “today’s date” – amend to **anticipated delivery date** (doesn’t have to be exact – it’s a guide)

- won’t appear on the PO
- will show on automated open Purchase Order report - to help prompt goods receipting (see later slides)

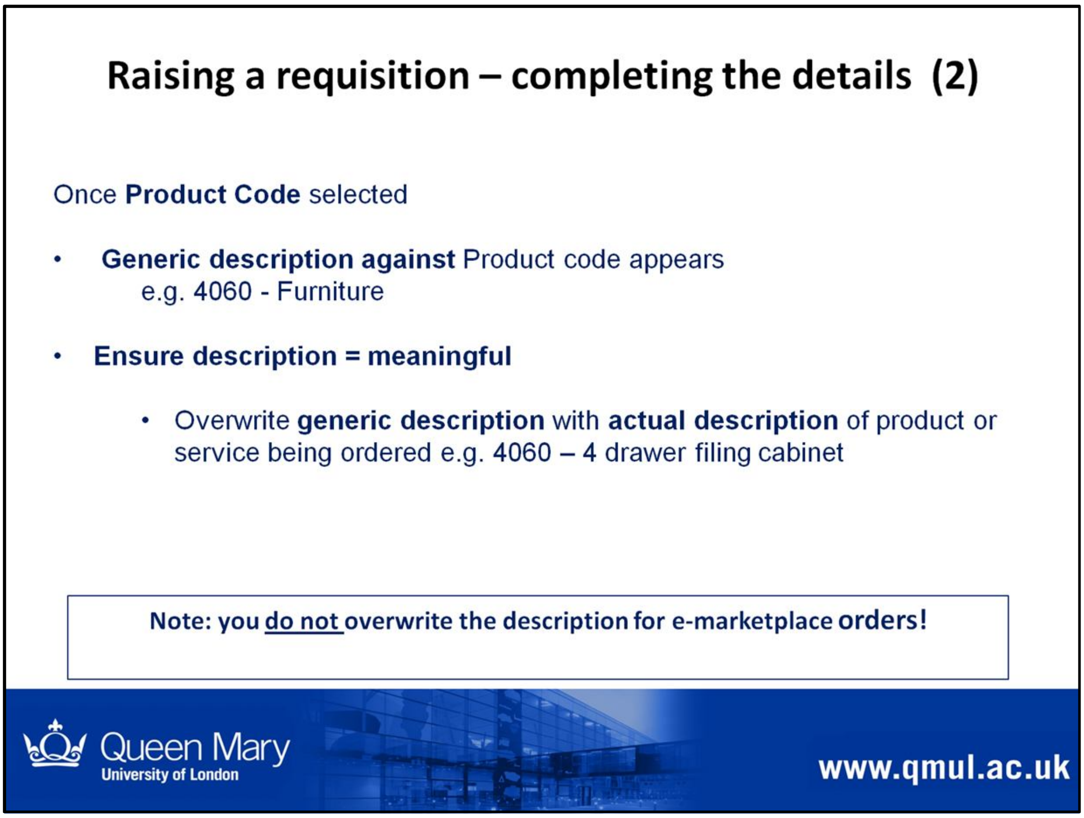
Delivery date – this should be an indication of anticipated delivery date – this will appear on your Open Purchase Order report, to help prompt goods receipting.

✓ **Select PO type** – by selecting relevant **Product Code**
- **Quantity order vs Call-off (Value) order**

  e.g. 4060 – Furniture

  e.g. 6440 – Consultancy – CALL OFF ONLY

Select the relevant Product code which includes “Call-off only” in the description, if you want to create a call-off (value) order.



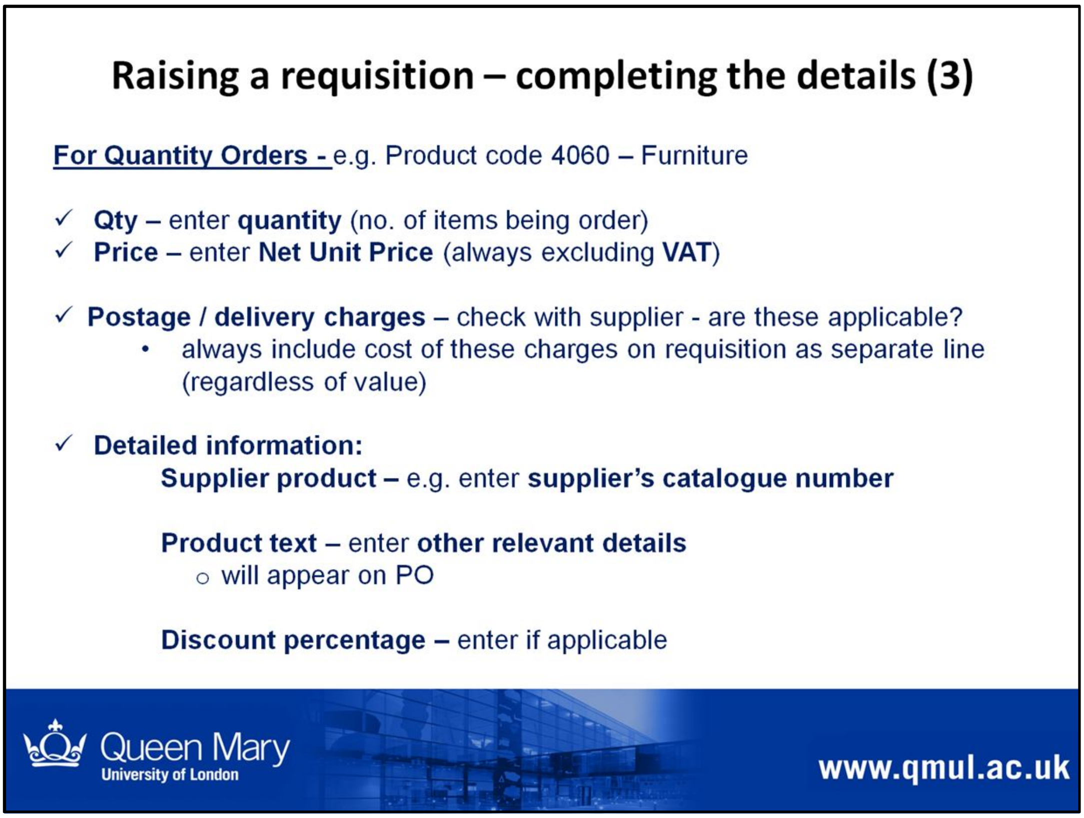
When you select the Product code – the generic description will appear in the field

Ensure you overwrite the description so that it is **meaningful** when it appears on –

- the Purchase Order sent to the supplier
- the Goods receipting screen (it might be someone else receipting – not the requisitioner)
- the weekly Open Purchase Order reports received by requisitioners (discussed later)

Never overwrite the description on e-marketplace orders!

Note: Accounts Payable will copy & paste the text into description field, from the largest item on the PO when matching to an invoice (where there are multiple lines on the PO and only one invoice received). This will appear on the financial monthly reports e.g. descriptions against spend depends on the information input by Accounts Payable when processing the invoice.



When raising your requisition for a quantity order always ensure:

- **Enter the right quantity - important later for goods receipting**
- **Unit Price = is always the Net Price (excluding VAT)**

e.g. order Qty = 5; Price = £75.00 (excluding VAT)
e.g. delivery charge = £5.00 (entered on a separate line on the requisition)

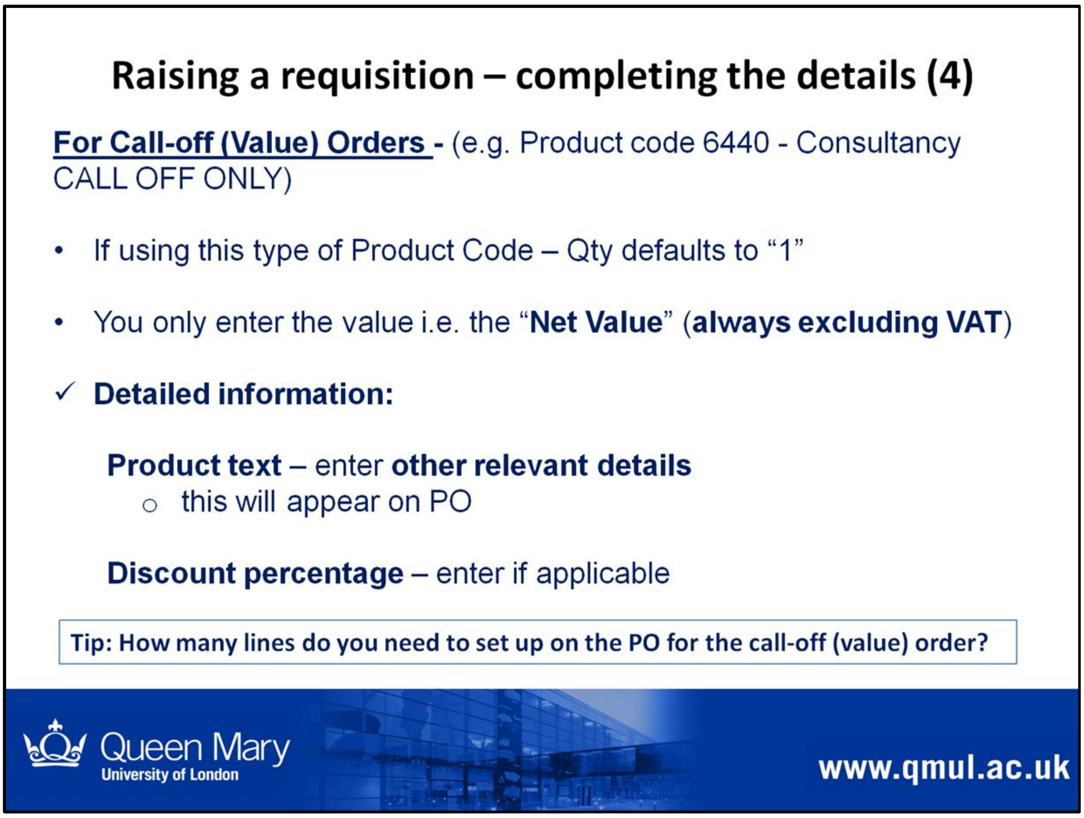
- **Ensure you include postage / delivery charges (if being incurred – regardless of value) on a separate line**
- **See P2P Tips no. 4 –** Raising purchase orders and delivery / postage charges

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

Note: When you get quotes from the supplier, always check if there are any delivery / postage charges, to ensure you are aware of the full cost to be incurred.

We need to include delivery / carriage / postage charges (regardless of value) to ensure we:

- minimise discrepancies between the approved Purchase Order value and the invoice received from the supplier and therefore reducing delays at the invoice processing and payment stage
- take into account the full cost of the product being purchased
- can easily track our spend on delivery / postage charges across the College which can help inform future contracts placed with suppliers



When raising your requisition for a call-off (value) order always ensure:

Quantity defaults to "1" and should not be changed

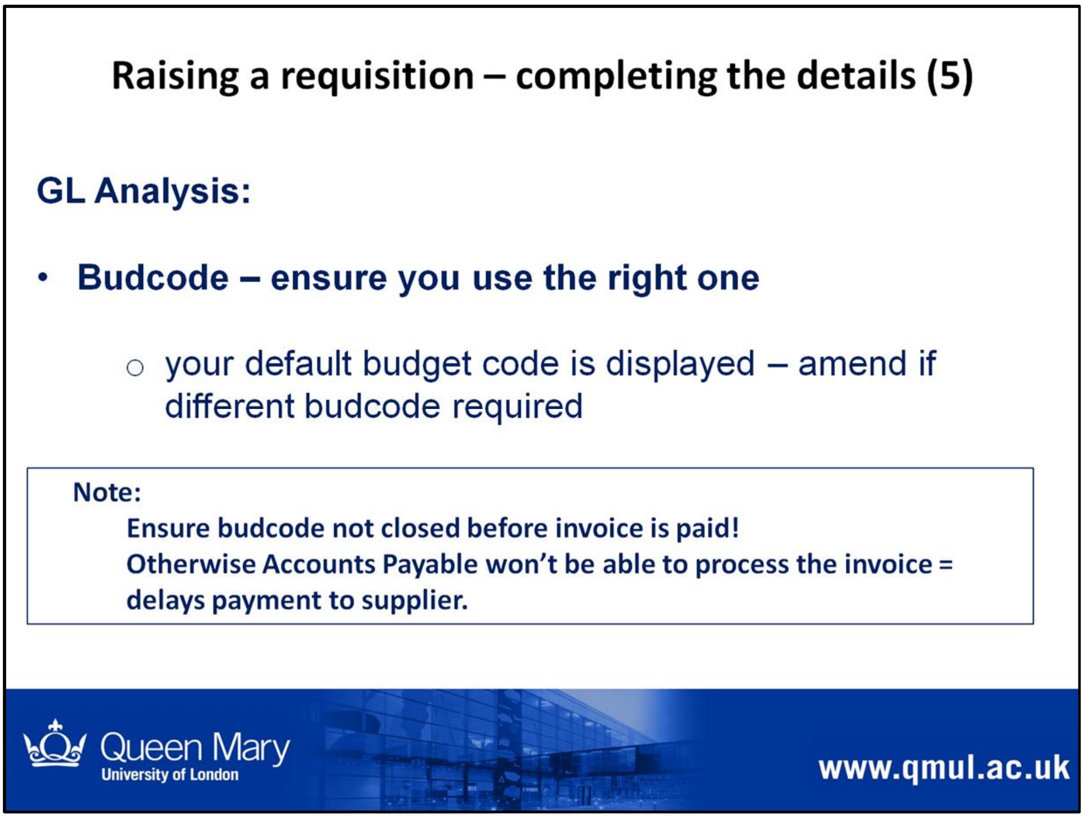
Only include the "**Net value amount"(i.e. excluding VAT)**

When raising a call-off value order – consider if you need to raise the PO with one line or several lines – will depend on how many invoices you expect.

- will the supplier send one invoice for work completed – e.g. £7,500 for consultancy work completed over a period of time

Or

- Will the supplier send several invoices for work completed – e.g. work completed between Mar – June and invoices sent in monthly



- **Must have authority to commit spend to the budcode & ensure there is sufficient budget available**
- Budcode – it's important to use the right budcode (and it isn't closed before the invoice is paid)

Note:

If the budcode is closed before the invoice is received for payment, Accounts Payable will be unable to process the invoice, which can cause delays with the supplier not being paid on time.

Raising a requisition – completing the details (6)

Choosing the right tax code

✓ When raising PO - important to select correct tax code (VAT code)

- New tax codes set up for purchases from EU and other overseas countries
- Detailed guidance available on Finance intranet site

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

Note:
Requisition approver is responsible for and confirms
- that any zero rating conditions are met (e.g. medical / advertising)

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Further VAT guidance is available here on the Finance intranet pages

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

Any queries - please contact Sandra Brown or Phillipa Scott, Financial Accounting Team.

The next slide explains more about what to include on the requisition on Agresso

Raising a requisition – completing the details (7)

GL Analysis:

- **Tax Code (TC) –** tax code defaults to P9 (20% VAT).
- Is purchase **zero rated** as medical goods / substances or advertising?
    - **choose tax code P3 - zero rating certificate** will be generated with PO
    - must sign and send it to suppliers in UK and outside EU
- Goods purchased from **within the EU** eligible for medical zero rating
    - **tax code P6** should be chosen
    - ensures UK VAT not added to cost of goods

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Note:

- Approver is responsible for confirming that zero rating applies.
- The approval on the system confirms this, if the zero rating option has been selected.
- Approver must ensure this is correct.

List of Tax Codes for Purchases:

P2 VAT on purchases 5%
P3 Zero rated VAT on Purchases
P4 Services purchased from non UK suppliers
P6 Goods from other EU countries eligible for medical zero rating
P7 Goods from other EU countries – reverse chargeable at the standard rate.
P9 VAT on purchases 20%
PO Purchases outside the scope of VAT
PE Exempt purchases

You can find further guidance on VAT and tax codes on the Financial Accounting intranet page here

http://qm-web.finance.qmul.ac.uk/financialaccounting/VAT/index.html

Raising & saving requisitions – helpful tips

✓ Before saving requisition – **double check details correct**

- When saved – requisition workflows for authorisation (unless self-approval)
- If requisition rejected - need to create a new requisition?
  - "copy a requisition" to save time
- **Can check status** of requisition in workflow and the current task owner via screen on Agresso

  Procurement, Requisitioning, screen is called
  "Workflow Enquiry – requisitions"

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Double check you have completed relevant information and it's accurate, before saving your requisition.

Raising requisitions – specific scenarios

- **Foreign payments to suppliers (non US Dollar / non Euro)**
- **Foreign payments – expenses (for info only)**
- **Pro forma invoices**
- **Requisitions for capital expenditure**

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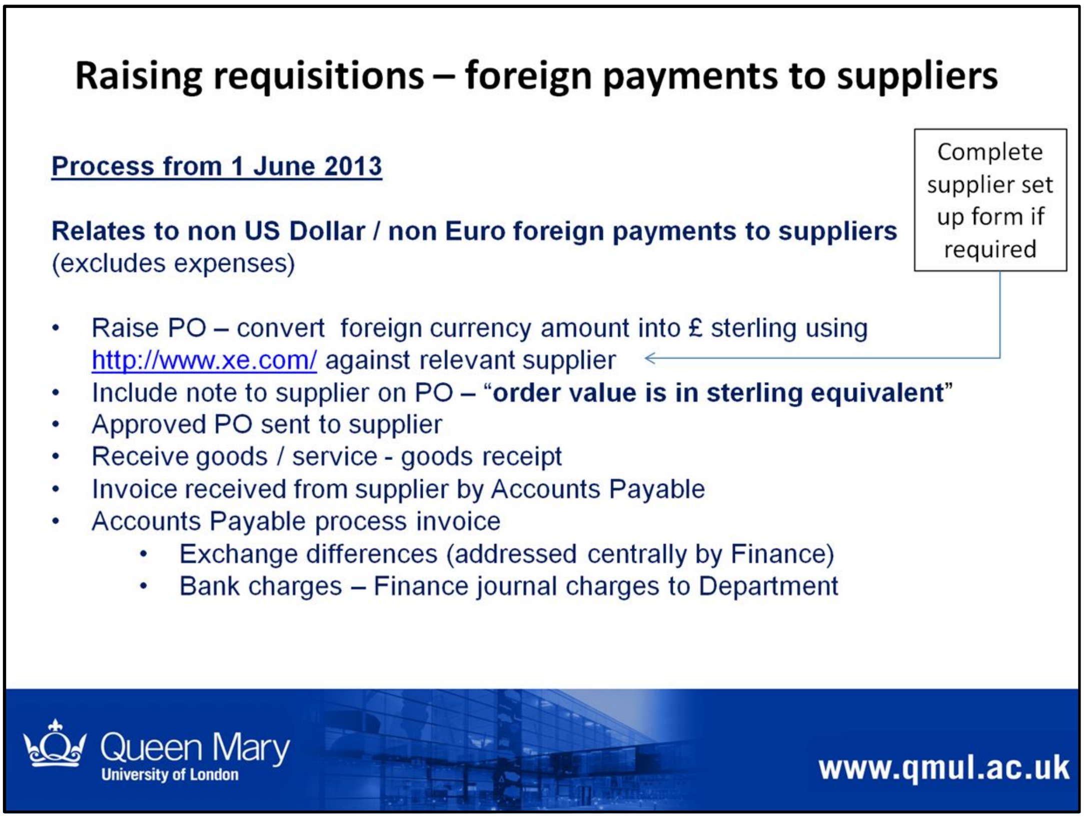
The following slides cover specific scenarios you need to be aware of



Foreign payments to suppliers – process valid from 1 June 2013

- Relates to non US Dollar / non Euro foreign payments to suppliers

When do we need to follow this process?

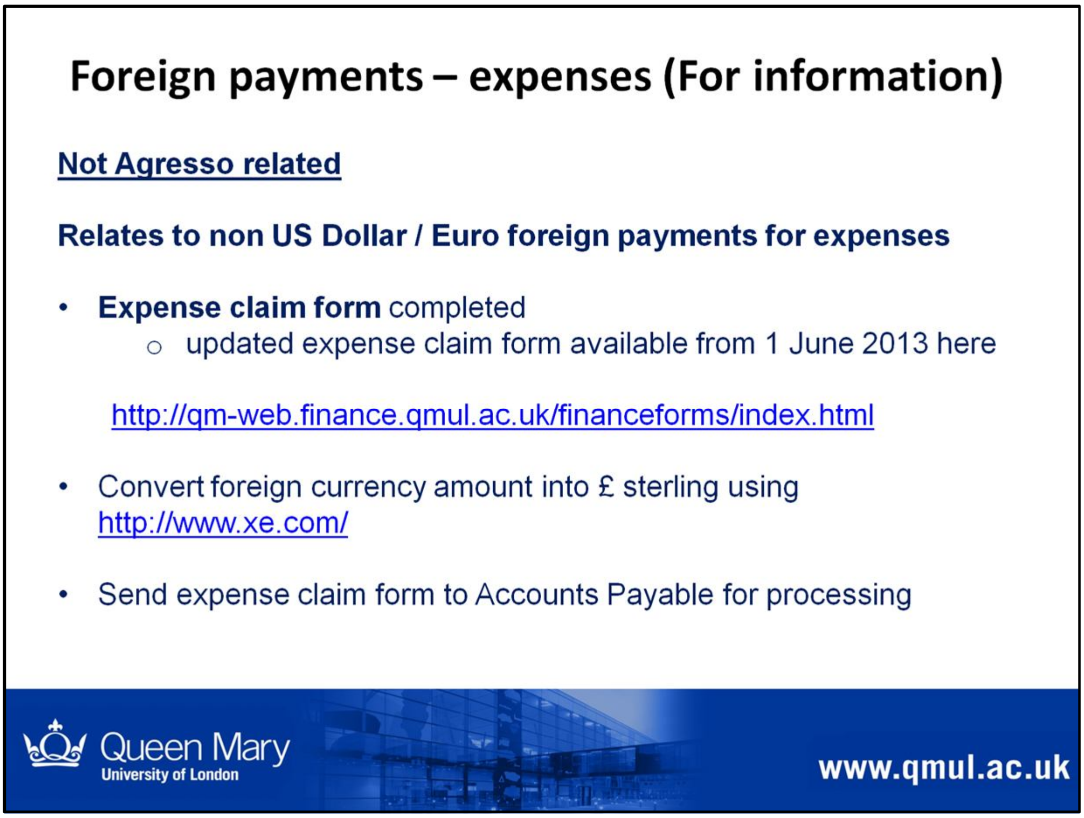
- We have bank accounts for £ Sterling, US Dollars and Euros
- For any other foreign payments (non US Dollar / Euro), you need to follow this process

- Requisitioner raises PO in Sterling equivalent against supplier set up in Agresso as "Foreign Supplier Sterling"
- You can use the following link to obtain the exchange rate for converting the currency amount into £ Sterling http://www.xe.com/

- Include a note on the PO so that the supplier is aware the Po is in sterling equivalent
- Exchange differences are addressed centrally by Finance
- Bank charges (once incurred after payment) – Finance will process a journal to charge the department (we are often notified by bank approx. month later)

Note:

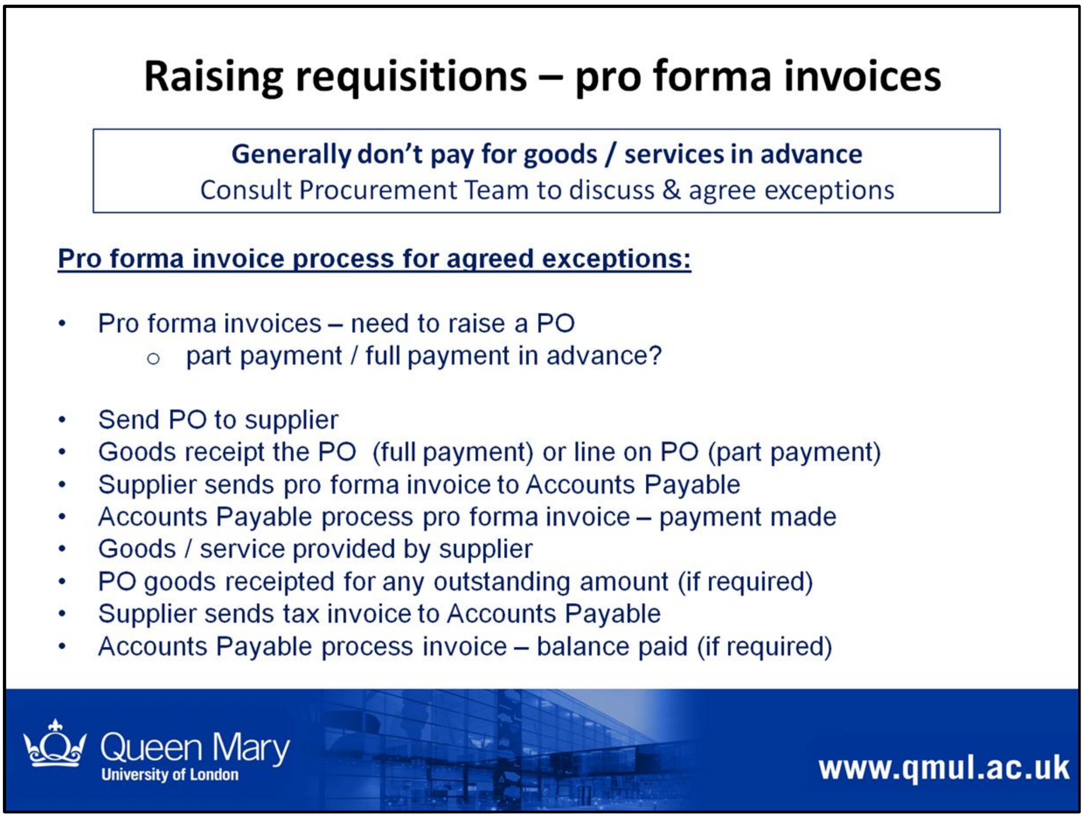
- Raising the PO ensures we have visibility of payments (accuracy of accounts / forecasting) and avoids the need for additional paperwork off-system



This is not a part of the Purchase to Pay / Agresso process – for information only
Valid from 1 June 2013

Updated expense claim form available on then Finance intranet site (as per link on the slide)

Previously had to complete a paper overseas payment form – **all information is captured on the expense claim form in future**



Generally, we do not pay for goods or services in advance

However, there may be exceptions e.g. payment to secure a venue

Please consult the Procurement Team to discuss and agree exceptions

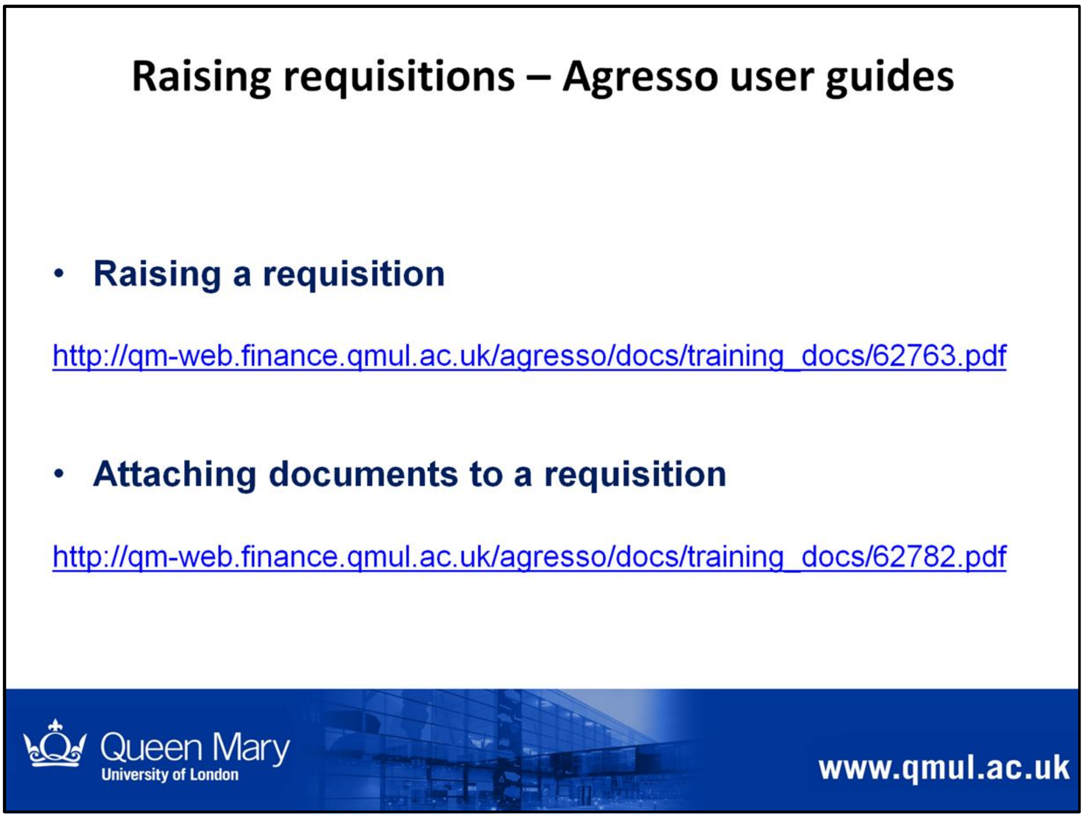
Where exceptions are agreed with Procurement, you should follow the process described on this slide.

Effective from 1 August 2013 for financial year 2013/2014 onwards

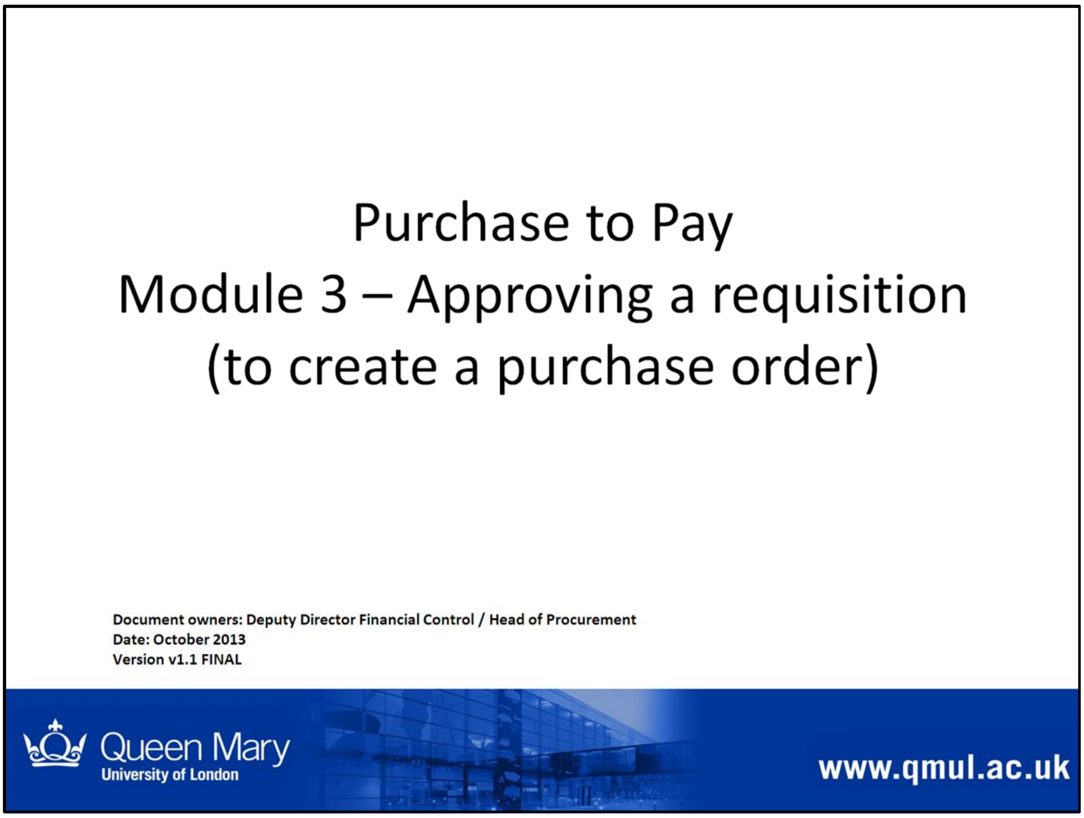
Capital Expenditure guidance can be found here

http://qm-web.finance.qmul.ac.uk/financialmanagement/Capital/index.html

- Capital expenditure policy
- Capital expenditure training
- Frequently Asked Questions from training sessions
- Raising a capital requisition in Agresso – use of activity codes
- Capital expenditure codes
- APF form with optional detailed cashflow
- APF form without detailed cashflow
- Asset disposal form



Links to relevant Agresso system user guides



This module is relevant to anyone required to review and approve requisitions on Agresso.

- Anyone set up as an approver on Agresso, must have been delegated approval limits and be managing a budget (e.g. budcode, cost centre level)
- Approval limits must be aligned to the latest Scheme of Delegation of Financial Authority

- Ensure you have substitute set up on Agresso, so that you can re-direct requisitions for approval to a nominated person, if you are away from the office.
    - If you don't do this, requisitions will stay in your workflow and can cause delays in orders being placed with suppliers

Note:

- **If approval authority delegated to someone else, they must have access to Agresso and know how to use Agresso.**
- **Requests for delegating approval on Agresso - via request to Financial Systems Team.**

Authorising a requisition – what to check?

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

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This is a checklist of what to consider when reviewing and authorising a requisition

As an approver:

- you should ensure the purchase is necessary and appropriate
- appropriate Procurement Procedures have been followed
- there is a budget available and the correct budcode is being used
- the requisition details are appropriate for the order to be placed with the supplier

As an approver you have the option of approving or rejecting a requisition

- If you reject – please ensure you provide a reason for the rejection

- Approving a requisition creates a Purchase Order, to enable an order to be placed with a supplier. This will show as a commitment against the budget (i.e. against the budcode selected on the requisition)

It is the responsibility of the approver to confirm that VAT zero rating conditions are being met.

- Requisitioner must ensure the supplier receives a copy of the approved Purchase order when placing an order for goods / services.

- Orders must not be placed for goods / services with suppliers without a valid QMUL Purchase Order

Authorising a requisition – Agresso user guides

- **Authorising a requisition**

http://qm-web.finance.qmul.ac.uk/agresso/docs/training_docs/62754.pdf

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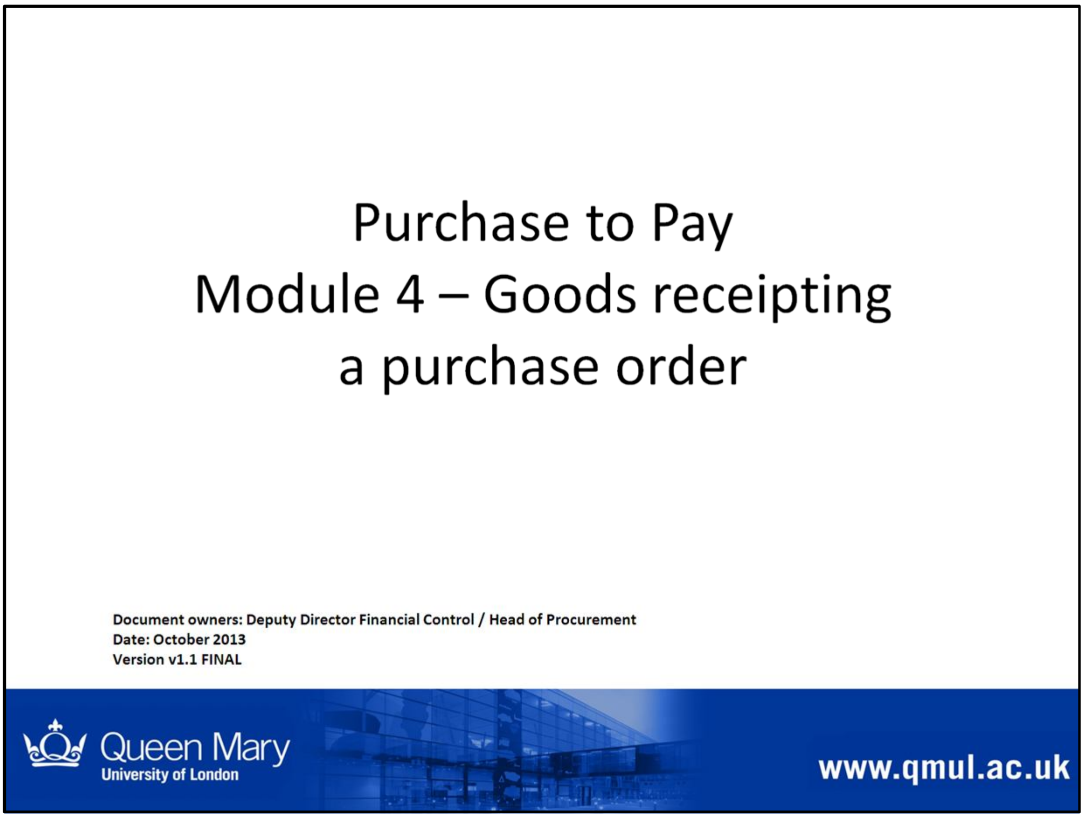
Link to relevant Agresso system user guides



This module is relevant to anyone required to goods receipt purchase orders on Agresso.

Goods receipting – goods and services

How can you confirm receipt of goods / service?
Who will provide the information and how? A few examples below….

Goods / service	Confirmation from supplier - examples
Delivery of microscope / stationery / equipment for student	Delivery note from supplier; student confirms receipt of equipment
No. of taxi journeys during the month	Statement showing breakdown of journeys provided and cost of each one
Membership for access to online data	Emailed confirmation of payment made / receipt of user access details
Delivery of components – partial delivery	Delivery note
Construction of a building – staged completion	Staged completion certificate
Report produced by consultant	Report received
Agency staff costs	Approved timesheet (from temp)

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This table provides a few examples of how you might receive confirmation of goods / services received from a supplier.

You should be aware of / agree this up front with the supplier when placing your order, to ensure you receive appropriate confirmation to "goods receipt" your Purchase Order.

If you need any advice on this, please contact the Procurement Team for further guidance and to discuss any specific scenarios.

You can also find "P2P Tips no. 1 – Goods receipting" using the link below

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

Ensure goods / service received = satisfactory before you goods receipt

- Can partially receipt – only receipt what you have received

Goods receipting confirms we are happy to pay for the goods / service received when invoice is received by Accounts Payable

- **Accounts Payable match the invoice received to the goods receipted PO**

How you goods receipt depends on the type of Purchase Order created (see next slides)

- Quantity order
- Call-off (Value) order

Exception – Travel related POs

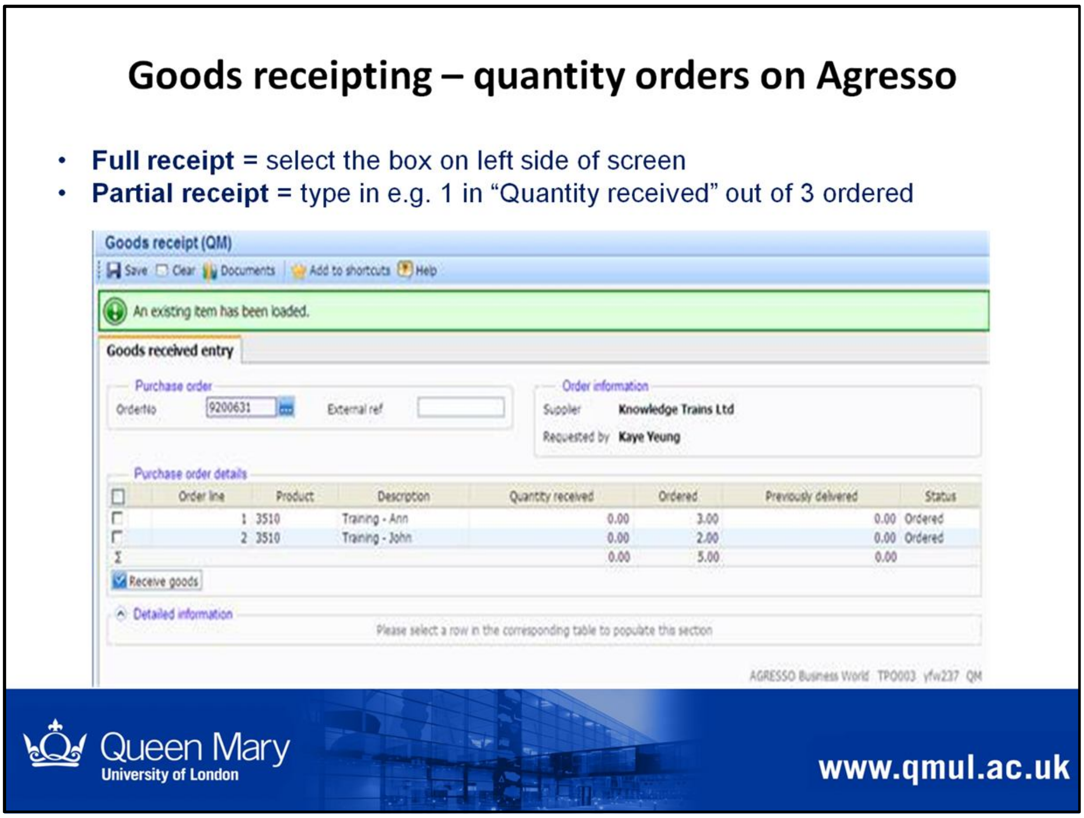
The terms with the Travel Management Companies are that they can invoice us once they have made the booking and in line with our standard terms and conditions we then pay them within 30 days of the date on their invoice. So you need to Goods Receipt once you have made the booking, rather than after the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

Explains how to receipt a Quantity Order

The key point here is – **you receipt the quantity received (quantity of units)**

Never receipt the value for a quantity order

e.g. common mistake – goods receipting the value in the quantity field (this is incorrect)



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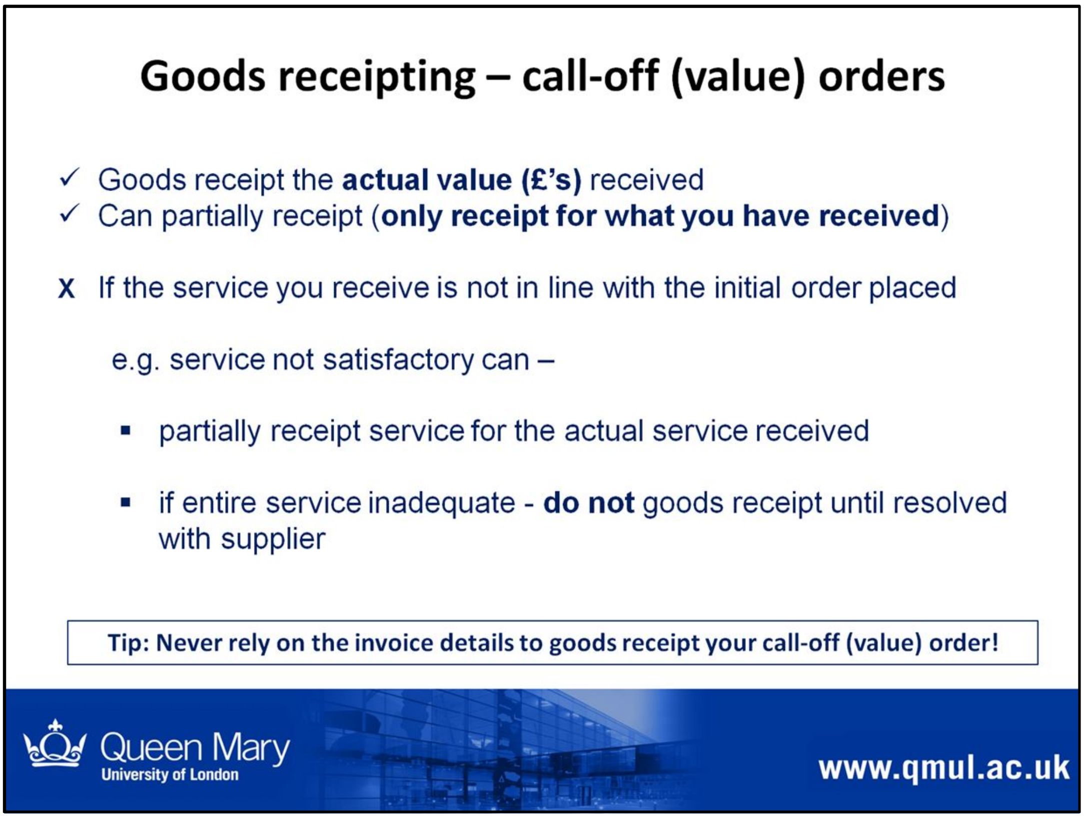
The key point here is – **you receipt the quantity received (quantity of units)**

Never receipt the value for a quantity order

e.g. common mistake – goods receipting the value in the quantity field (this is incorrect)

You **should never** rely on the information in the invoice to goods receipt your quantity order.

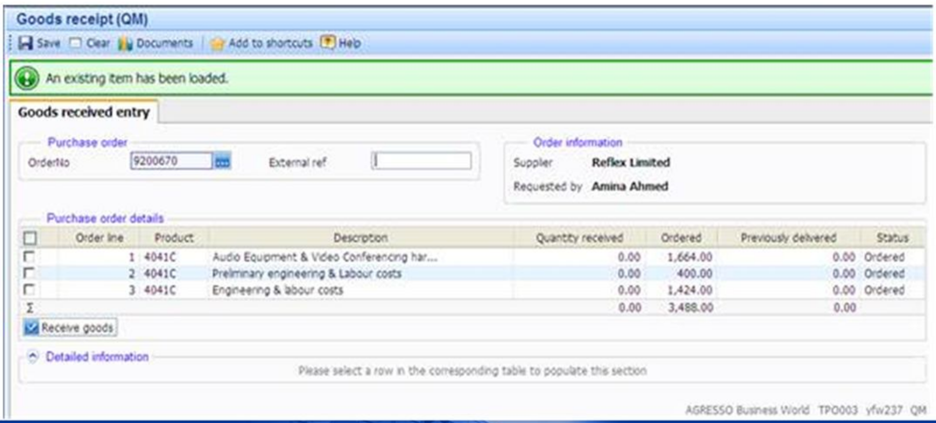


Explains how to receipt a Call-off (Value) order

The key point here is – **you receipt the value received (the amount in £'s)**

Goods receipting – call-off (value) orders on Agresso

- **Full receipt =** select box on left side of screen
- **Partial receipt =** type in e.g. £300 in “Quantity received” against £1664.00 ordered



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Explains how to receipt a Call-off (Value) order

The key point here is – **you receipt the value received (the amount in £’s)**

You need to ensure you are able to confirm the “value” to be goods receipted.

You **should never** rely on the information in the invoice to goods receipt your call-off (value) order.

Goods receipting – goods and services

Hints and tips

Check out “P2P Goods receipting tips” here under “Information”

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

For additional advice contact the Procurement Team .

Important:

If there is a problem with an order and you are unable to goods receipt, please notify Accounts Payable so that they are aware – especially if they are being chased by the supplier for payment of the invoice. They can make a note on the system “e.g. invoice payment on hold - awaiting resolution”

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Link to P2P goods receipting tips – found on the Procurement intranet pages.

It’s important to let Accounts Payable know if there is a problem / dispute with an order. If the supplier contacts them chasing for invoice payment, they will be aware of the dispute and if payment needs to be on hold until resolved.

Goods receipting – Agresso user guides

- **Goods receipting goods and services**

http://qm-web.finance.qmul.ac.uk/agresso/docs/training_docs/62774.pdf

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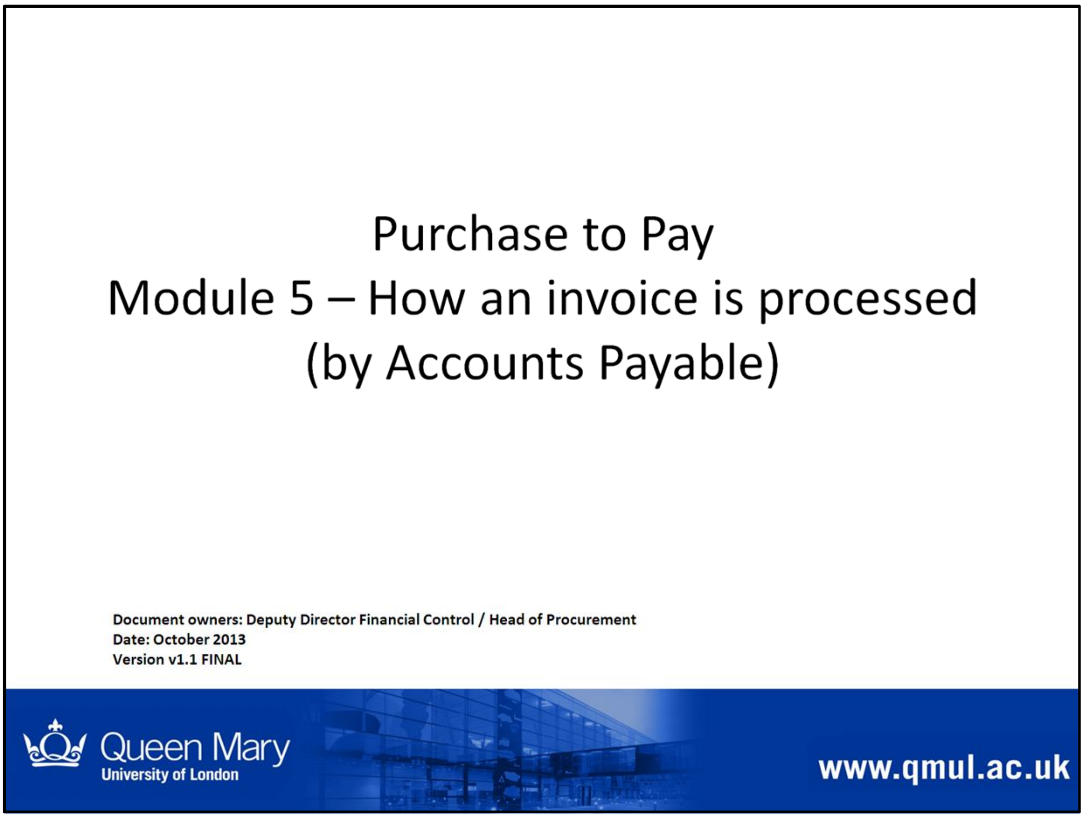
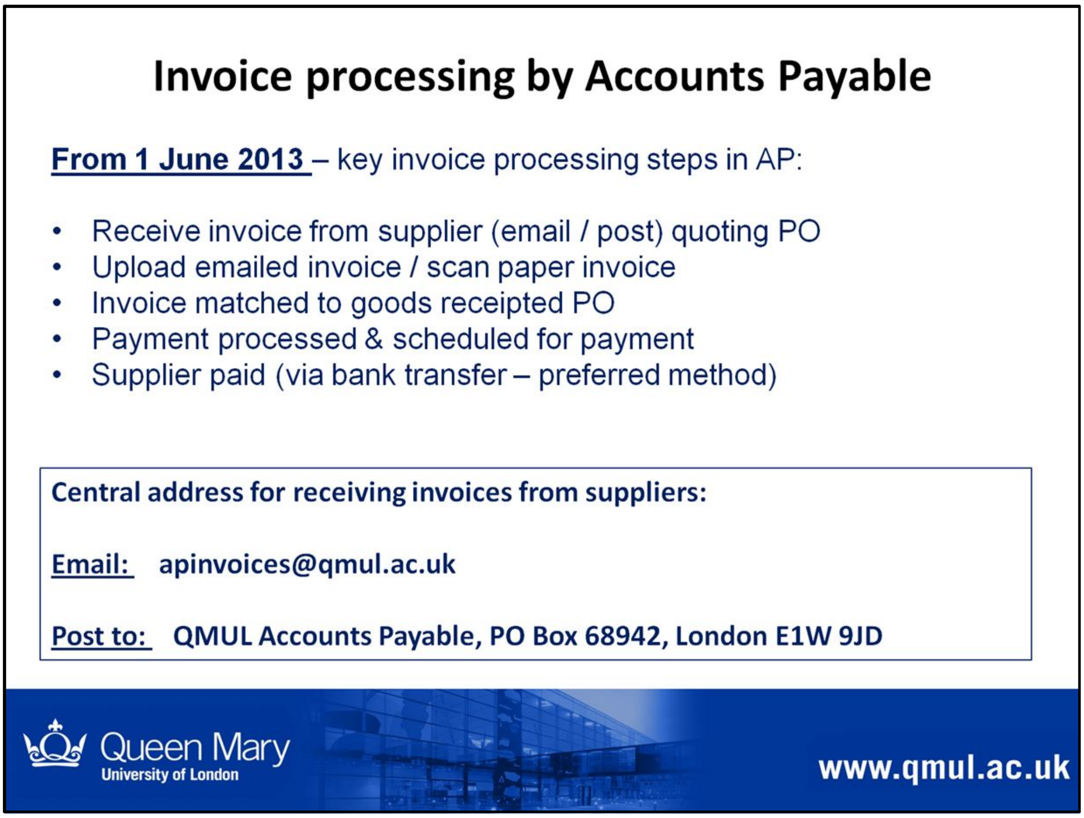
Link to relevant Agresso system user guides

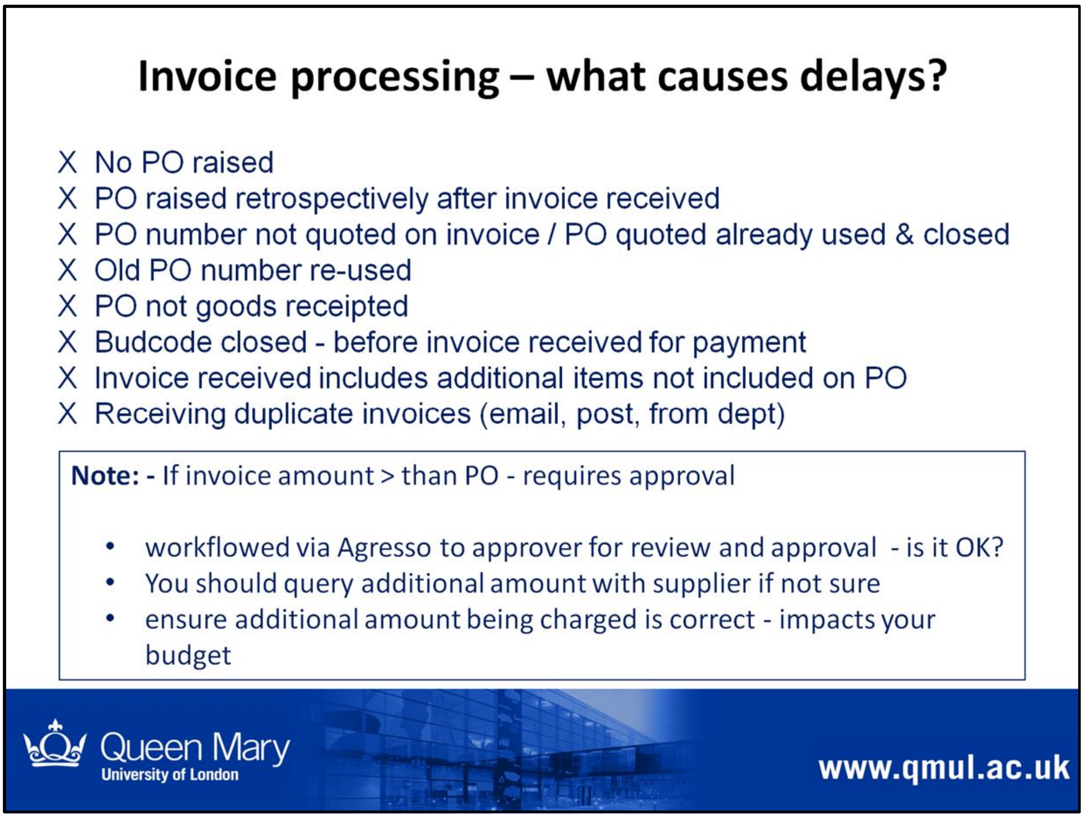


This module explains how an invoice is processed, so that you are aware of all the steps in the Purchase to Pay process.



From 1 June 2013

- Suppliers were requested to send invoices directly to Accounts Payable for processing .
    - All valid suppliers on the QMUL Supplier database were informed of this change in April 2013.
    - Any new suppliers set up are informed when set up on the system.
- We are encouraging suppliers to email their invoices.



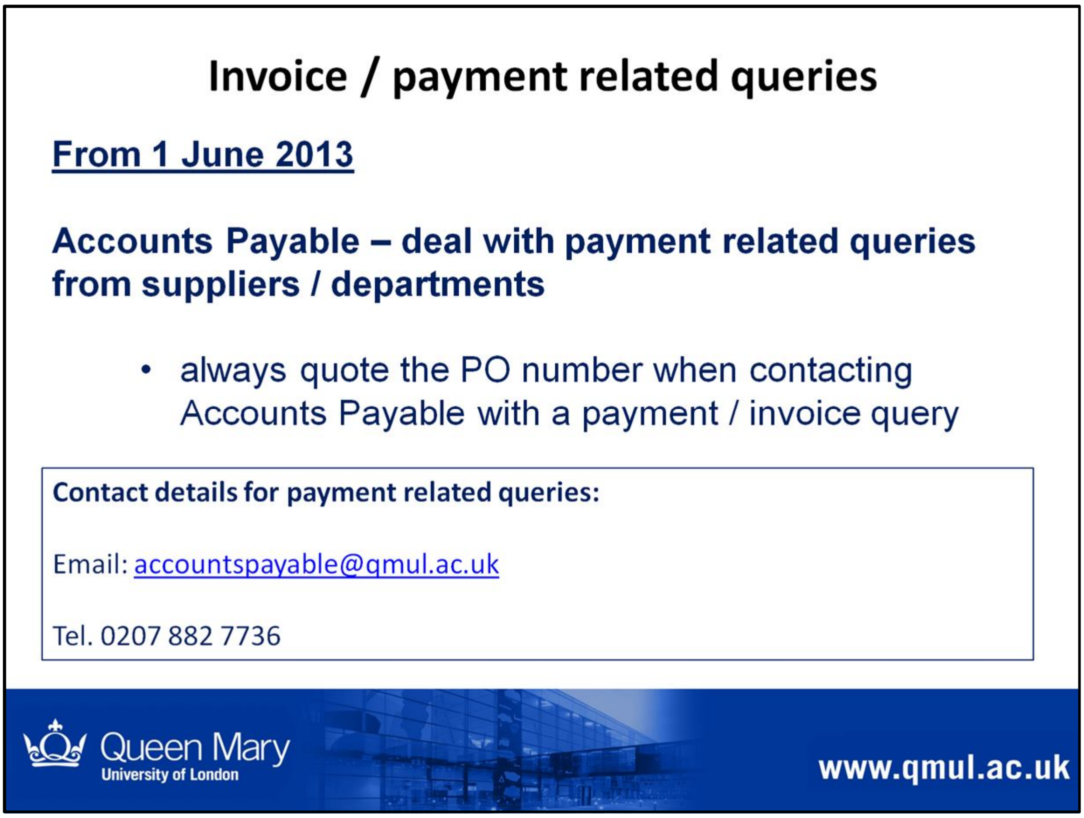
Points out some of the problems encountered which cause delays to invoices being processed and suppliers paid on time

Please be aware of them – if you follow the process in the right order and the guidance provided, these problems should be avoided

Note:
If the invoice amount is greater than the approved purchase order, the approver will receive a workflow task, asking them to approve the higher invoice amount if appropriate.
It is important to challenge this, if the higher invoice amount is incorrect / inappropriate.

Important

- **Do not encourage suppliers to send multiple copies of invoices (e.g. to Accounts Payable email address, hardcopy in post and copy to department). This duplicates invoice handling particularly in Accounts Payable, as they don't know if the invoice is a duplicate until it's been uploaded / scanned on to Agresso and is being processed.**



From 1 June 2013

In the event of payment related queries, departments / suppliers should contact Accounts Payable either by email or by calling the central telephone number.

Please quote the Purchase order number when contacting Accounts Payable, so that it's easier to follow up on your query.

Purchase to Pay
Module 6 – Support for requisitioners and approvers

Document owners: Deputy Director Financial Control / Head of Procurement
Date: October 2013
Version v1.1 FINAL

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The following slides describe the support available to you.

- ✓ Training – face to face , plans to make recorded sessions available
- ✓ On the intranet – policies, process guidance, hints & tips, FAQs
- ✓ User forums, drop-in sessions, newsletters / bulletins, reports
- ✓ Key contacts

Purchase to Pay process – training

Training	Contact	Further materials
1. Buyer Training	Procurement Team Chris Hallahan (c.hallahan@qmul.ac.uk)	Procurement Procedures and Guidance http://qm-web.finance.qmul.ac.uk/purchasing/index.html
2. Purchase to Pay Process	Procurement Team Chris Hallahan (c.hallahan@qmul.ac.uk)	Purchase to Pay Process Guidance & Training Materials http://qm-web.finance.qmul.ac.uk/purchasing/documents/index.html
3. Agresso System User Training	Financial Systems Team IT Helpdesk email its-helpdesk@qmul.ac.uk or Tel. 13 – 8888	Agresso User Guides http://qm-web.finance.qmul.ac.uk/agresso/training/index.html
4. Capital Policy & Expenditure Process	Financial Management Team Andrew Corti (a.corti@qmul.ac.uk)	Capital Policy and Expenditure Process Guidance http://qm-web.finance.qmul.ac.uk/financialmanagement/Capital/index.html

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This slide covers the training available to you and how to book on a training session

Purchase to Pay process – guidance

Available on the intranet

- ✓ Purchase to Pay process guidance (slides)
- ✓ Frequently asked questions
- ✓ Hints and tips

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

Coming soon…recorded training sessions. Details will be issued once available

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Use the link to access various guidance related to the Purchase to Pay process, available on the intranet.

This slide describes the different ways we are communicating with requisitioners and approvers, to ensure :

- you are up to date with the latest guidance
- receive relevant hints and tips related to the purchase to pay process

Automated open PO report for requisitioners

- Emailed automatically to requisitioners weekly every Monday, if they have any open POs (introduced in July 2013)

- To enable you to review open POs and take action

  ✓ Goods receipt where appropriate

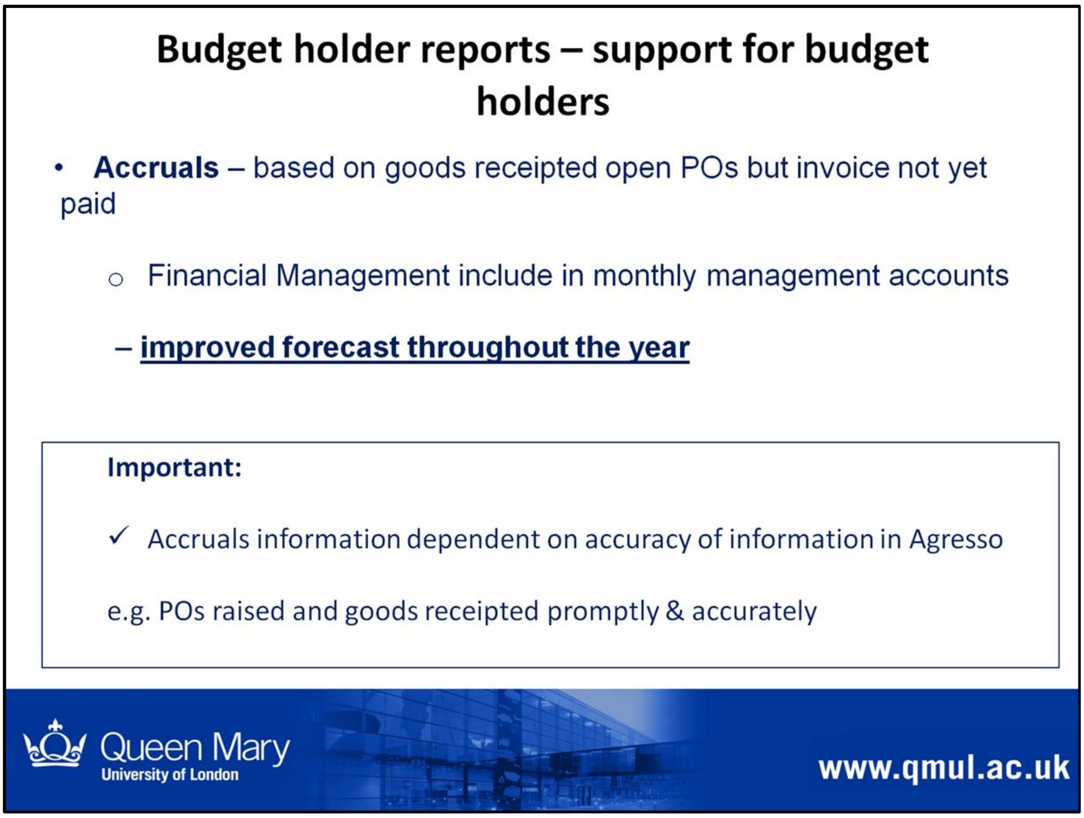
  ✓ Request PO to be closed (e.g. no longer required)

  ✓ Notify Accounts Payable if an order is in dispute, in case the supplier chases for payment of invoice

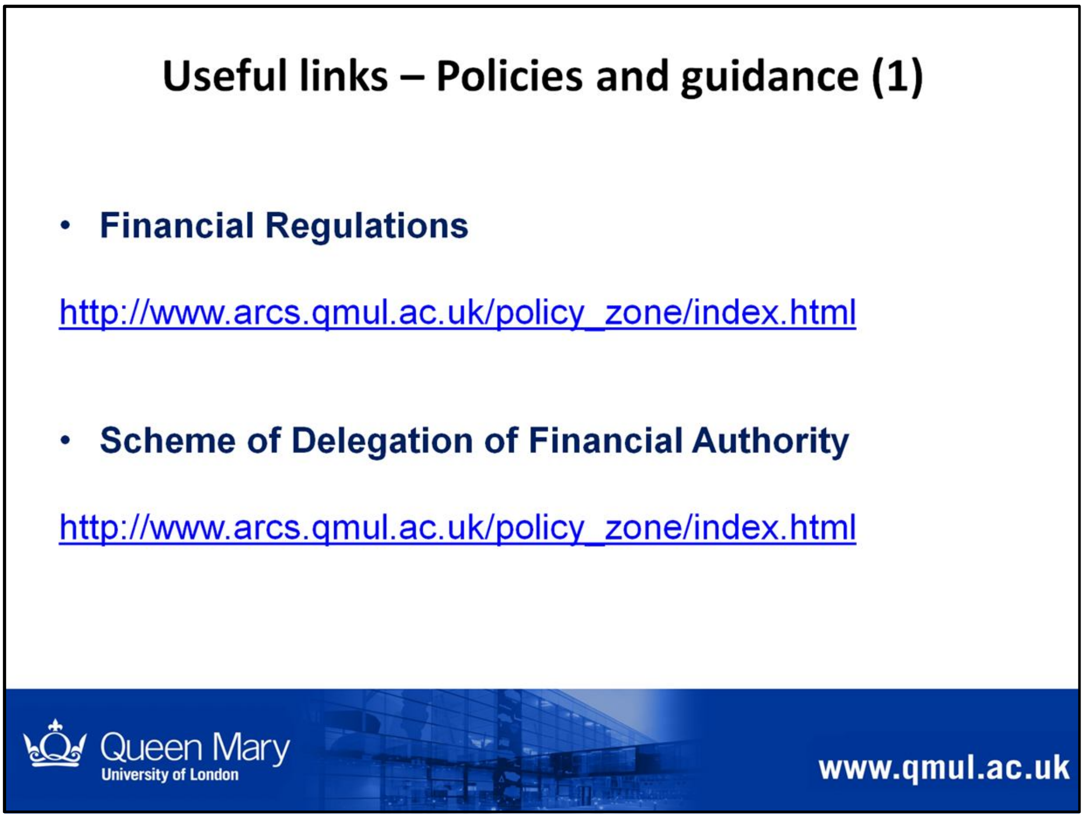
- P2P Goods receipting tips – can be found on the intranet using this link.

Note:

If you need any help interpreting the Open PO report, please contact the Financial Systems Team via the IT Helpdesk.



- **Budget holder reports & training**
  - Quality of reports dependent on accuracy of data in Agresso
  - Financial Management Team currently reviewing reports and updating to improve reports for budget holders
  - Budget holder training will be arranged in future – details will be announced when training is available.



You must be familiar with and comply with the latest versions of the:

- Financial Regulations
- Scheme of Delegation of Financial Authority

All QMUL Policy documents can be found on the Policy Zone here:

http://www.arcs.qmul.ac.uk/policy/index.html

Useful links – Policies and guidance (2)

- **Procurement Procedures**

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

- **How to buy** ….(list of suppliers)

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

- **QMUL Terms & Conditions**

http://www.weightmans.com/queen_mary.aspx

- **Purchase to Pay process guidance, hints and tips**

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

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This slide provides links to Procurement and Purchase to Pay related guidance.

Useful links – key contacts (1)

- **Procurement Team**

Procurement and purchase to pay process related queries and advice

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

- **Accounts Payable Team**

Queries related to invoice payment

Email: accountspayable@qmul.ac.uk or Tel. 0207 882 7736

http://qm-web.finance.qmul.ac.uk/accountspayable/forms/index.html (To access up to date forms)

- **Financial Systems Team**

Agresso User Guidance http://qm-web.finance.qmul.ac.uk/agresso/training/index.html

Agresso related queries including training, requests to close POs, arrange temporary holiday cover on Agresso (e.g. approver delegation)

Via IT Helpdesk its-helpdesk@qmul.ac.uk or Tel. 13-8888

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Useful contacts and links

Useful links – key contacts (2)

- **Financial Accounting Team**

Queries related to VAT & guidance

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

Sandra Brown (Tel. 0207 882 3893) or Phillipa Scott (Tel. 0207 882 3894)

- **Financial Management Team**

Queries related to budgetary control, monthly management accounts, monitoring capital projects

http://qm-web.finance.qmul.ac.uk/financialmanagement/contact/index.html

- **Joint Research Management Office**

Queries related to research grants
http://www.qmul.ac.uk/jrmo/

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Useful contacts and links