**Queen’s University Belfast**

**Procure-To-Pay (P2P)**



**Cost Centre Invoice Workflow Overview**

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1. Cost Centre Invoice Workflow Overview
   1. What is the Cost Centre Invoice Workflow Overview?

The Cost Centre Invoice Workflow Overview is a management report that highlights all the invoice tasks in workflow which are awaiting action by staff in the roles of requisitioner, nominated buyer and budgetary approver. It does not replace the notifications in users’ task lists, but allows a manager to see an overview of all tasks in their cost centres at any point in time.

* 1. Why do I need to use this report?

In order for supplier invoices to be authorised for payment, the invoice details have to be matched to the details on the Purchase Order and matched to the details in the goods/services receipt. In other words, a 3-way match between the Purchase Order, Goods/Services Receipt and Invoice is required in order to authorise payment.

The University aims to pay all suppliers on a timely basis, and where possible, within 60 days following receipt of a valid invoice. It is therefore very important to action tasks as soon as possible to complete this 3 way match process.

This report highlights all outstanding actions. The report is sorted in date order, with oldest tasks appearing first.

* 1. How do I access the report?

All users have access to the report. In Business World Onthe report can be found under:

Reports/ P2P Reports / Management Reports / Cost Centre Invoice Workflow Overview

To run the report you can click on the “search” button. To narrow your search, you can also enter information in any, or a combination, of the selection criteria boxes, and click on “search”.

Once the report has run you can refine your results with the filter boxes at the top of each column.

* 1. Interpreting and acting on the report

The report shows the status of each line of an order, as well as the individual or group of individuals the task is with for action.

It is recommended that focus is primarily on tasks that have been in workflow over 30 days, particularly if they have not been placed on query. You should also use this report to seek assurance from users that tasks on query are being actively followed up.

Appendix 1 provides a summary of tasks that each P2P role can receive, and also provides details of the most common actions required by P2P users, as well as some useful tips on managing tasks.

* 1. What if I need assistance to access or interpret the report?

If you need assistance, please contact P2Psupport at p2psupport@qub.ac.uk

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Common P2P Tasks** | | | |
|  | REQUISTIONER | NOMINATED BUYER | BUDGETARY APPROVER |
| For a requisition | P2P Req Review (REQ) | P2P Req Approval (NB) | P2P Req Approval (BUD) |
|  |  |  |  |
| For an invoice **with** a Purchase Order Number | P2P Missing GRN (PO/REQ) | P2P Invoice Review (PO/NB) | P2P Invoice Review (PO/BUD) |
| P2P Missing GRN on Query (PO/REQ) | P2P Missing GRN Review (PO/NB) | P2P Invoice On Query (PO/BUD) |
|  | P2P Invoice On Query (PO/NB) |  |
|  |  | P2P Invoice Review Again (PO/NB) |  |
|  | P2P Credit Note (PO/NB) |  |
|  |  |  |  |
| For an invoice **without** a Purchase Order Number |  | P2P Invoice Review (NPO/NB) | P2P Invoice Review (NPO/BUD) |
|  |  | P2P Invoice On Query (NPO/NB) | P2P Invoice On Query (NPO/BUD) |
|  |  | P2P Invoice Review Again (NPO/NB) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Common P2P Tasks – Further Information** | | | | |
| **P2P User** | **Task Name** | **Actions Required** | **Final Position** | **Tips** |
| To start the process a Requisitioner will raise a requisition on the system, which will workflow and create tasks as follows: | | | | |
| Nominated Buyer | **P2P Req Approval (NB)** | * Review the requisition for accuracy of information * Review compliance evidence, e.g. price checks, contract ref | Approve or Reject Requisition | * Approve Button: If this option is selected the task will go on to the Budgetary Approver for further approval before a purchase order is created. * Reject Button: If this option is selected the task will be returned to the Requisitioner for amendment. * Use the comments field to add any relevant information to the requisition. This will only be visible to staff. |
| Budgetary Approver | **P2P Req Approval (BUD)** | * Review the requisition for accuracy of information. * Confirm that there are sufficient funds in project. | Approve or Reject Requisition | * Approval routes differ between Non-Research and Research projects:   + Non- Research project approval tasks are ***only*** sent to the pool of Authorised Signatories for the Cost Centre.   + Research project approval tasks are ***always*** sent to the Project Manager (PI) of the project first but ***may*** also then be sent to a pool of Authorised Signatories for the Cost Centre for further approval. * The Budgetary Approver is unable to adjust the charge account and project. If this needs to be amended the task should be rejected back to the Requisitioner with a note in the workflow log explaining the required change. |
| **P2P User** | **Task Name** | **Actions Required** | **Final Position** | **Tips** |
| Requisitioner | **P2P Missing GRN (PO/REQ)** | Record the receipt of goods or services to enable the supplier invoice, which has already been received and scanned, to be processed. | * With the GRN now confirmed, a 3 way match is possible and the supplier invoice will be paid automatically. | * To enter quantity of goods received, select ‘Goods Receipt’, complete details on the ‘Goods Receipt’ tab, select ‘Save’ which will return you to missing GRN screen. Select ‘Confirm Action’ and task will be processed. |
| Nominated Buyer | **P2P Invoice Review (PO/NB)** | * Review and re-approve or reject, a supplier invoice which has not achieved a 3 way match. | * A similar task will be sent to the Budgetary Approver for the cost centre asking for payment approval. | * The Order price section will show values as **NET** of VAT but you can view your original purchase order (showing VAT) at any time by clicking on the paperclip icon. * The invoice details section of the page will be shown as **GROSS** of VAT. * Selecting ‘Approve for Payment’ will send the task to the Budgetary Approver for the further approval before being sent to the Payments Office for processing. * Selecting ‘Do Not Pay’ will prompt the Nominated Buyer to enter a comment and will return the task to the Payments Office for action. |
| Budgetary Approver | **P2P Invoice Review (PO/BUD)** | * Review and re-approve or reject, a supplier invoice which has not achieved a 3 way match. | * Once approval is given, payment will be made automatically. | * The Order price section will show values as **NET** of VAT but you can view your original purchase order (showing VAT) at any time by clicking on the paperclip icon. * The invoice details section of the page will be shown as **GROSS** of VAT. * Selecting ‘Approve for Payment’ will send the task to the Payments Office for processing. * Selecting ‘Do Not Pay’ will prompt the Budgetary Approver to enter a comment and will return the task to the Nominated Buyer for action. |