**Queen’s University Belfast**

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



**Training Document**

**Stage 2**

**Catalogue Requisition**

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1. Introduction
   1. What is Procure to Pay?

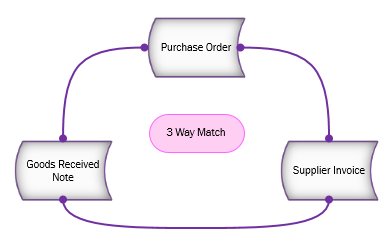
P2P (Procure to Pay) is a set of integrated processes and sub-processes designed to ensure the University’s procurement and payment procedures operate as effectively and efficiently as possible. P2P is underpinned by various software packages configured to deliver full automation of the end-to-end process in a secure and auditable manner, with improved management information.

* 1. Benefits of Procure to Pay
* Less Paper:
  + Supplier invoices will be sent directly to the Payments Office and will no longer circulated around the university.
  + Purchase orders will be created on line and no longer need to be printed and posted to suppliers.
* Less Data Entry:
  + As the P2P process allows for invoices to be scanned, the data on the documents is automatically read and imported to QFIS.
* Greater Visibility:
  + The process can be tracked at all times to establish its progress.
  + All scanned documents can be retrieved and viewed on QFIS at any time.
* Greater Accuracy:
  + As supplier invoices are scanned they no longer need to be manually registered and processed, reducing the chance of errors.
  1. Changes to the Current Process
* Creating Orders:
  + Before – purchase orders were raised manually, physically signed by the responsible parties, and then posted to the relevant supplier.
  + Now – purchase orders will be raised via QFIS, electronic approve by the responsible parties, then emailed to the relevant supplier.
* Receipt of Good/Services:
  + Before – no formal procedure existed for the acknowledging receipt of goods or services.
  + Now - receipt of goods and services is required before an invoice can be approved for payment.
* Receipt of Invoices:
  + Before - invoices were sent to the school or directorate which raised the order.
  + Now – all invoices will be sent directly to the Payments Office.
* Processing of Invoices:
  + Before – invoices were registered by the schools or directorate, approved with a signature and posted to the payments office to process manually.
  + Now – invoices will be scanned, interfaced to QFIS, validated and paid automatically.
  1. End to End P2P Process Map



* 1. What is a 3 Way Match?

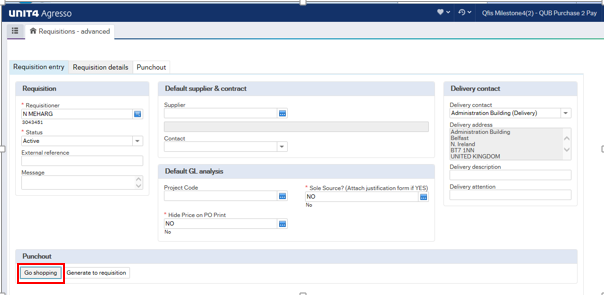
If a valid purchase order, a goods received note and a supplier invoice all exist for a transaction, a 3 Way Match is achieved and the payment will be made automatically.



Where a 3 way match is achieved payment will be approved automatically. This business process document outlines how to select products from Science Warehouse, to be converted to a requisition.

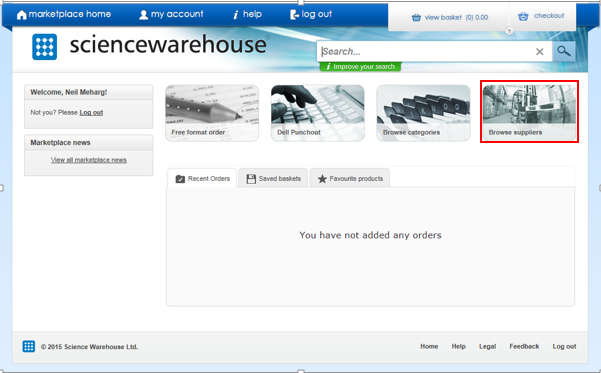
1. Shopping in Science Warehouse
   1. Punching out to Science Warehouse from QFIS

On the Requisition Entry screen, click on ‘Go Shopping’.

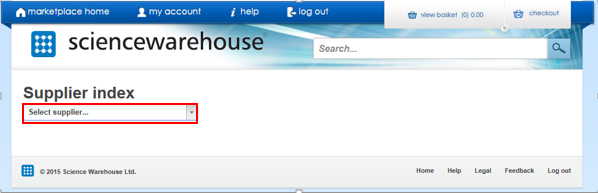


* 1. Browsing Suppliers

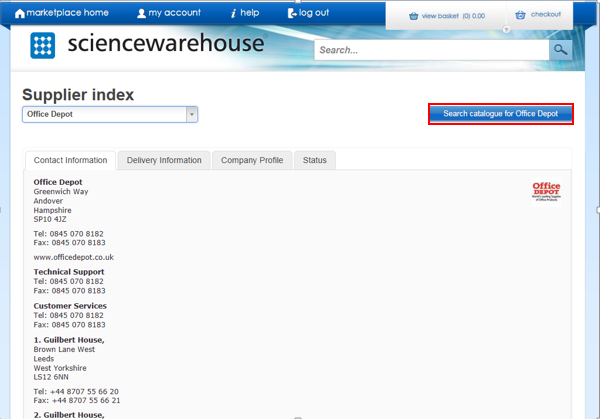
1. Select ‘Browse suppliers’



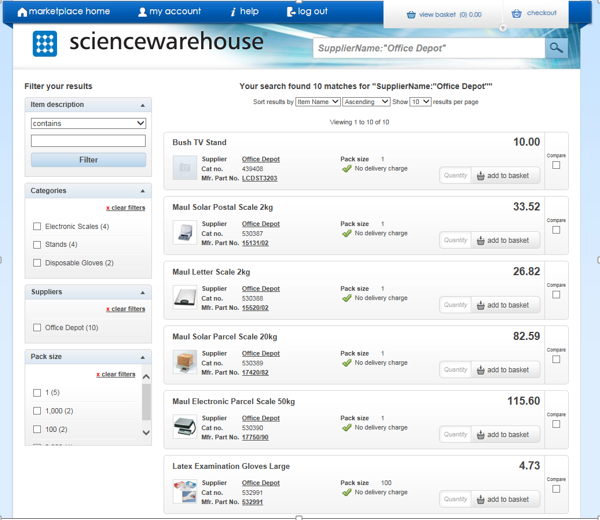
1. Select required supplier from the drop down list.



1. Click ‘Search catalogue for (Selected Supplier)’



1. You will see the full catalogue content on the right, but you can search for specific products using the filters on the left of the screen.



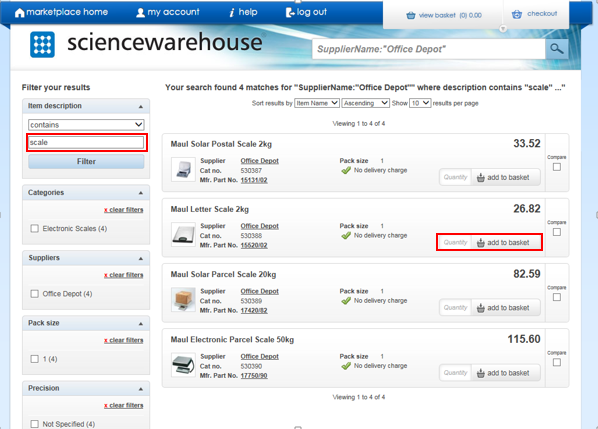
1. If you would like to search for your item by name, enter a short description in the ‘Item description’ field under the ‘Filter your results’ section.

Click ‘Filter’ to narrow the catalogue list. This will return results matching your short description.

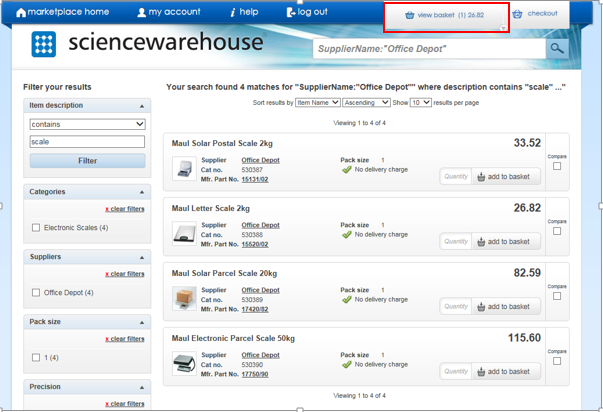
* 1. Filling a Basket

1. Select the required item by clicking ‘add to basket’.

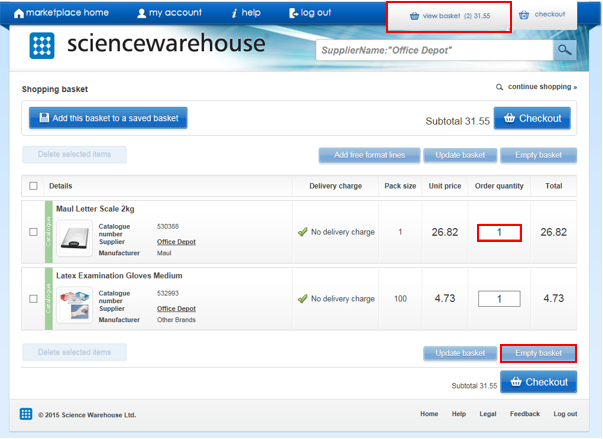
Note – you can edit the quantity at any point, by viewing the content of your basket.



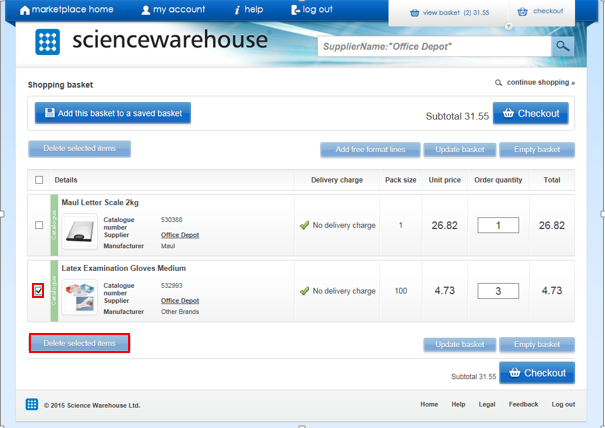
1. As each item is added to your basket the ‘view basket’ field will reflect each addition.



1. Once you have selected all your items, you can review your order by clicking ‘view basket’. At this point you can remove items from your basket, edit the order quantity or empty your basket completely.

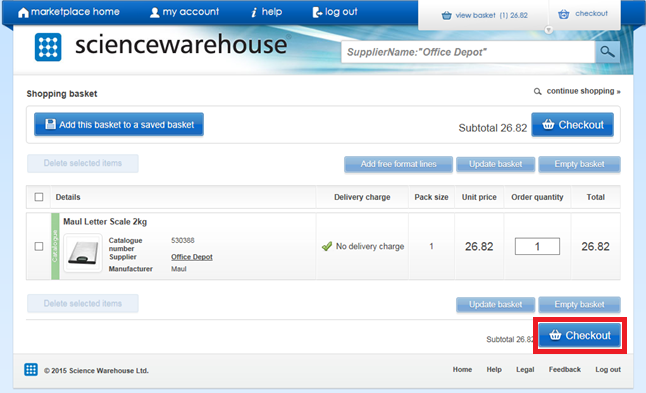


1. To delete an item from your basket, tick the small box to the left of the product details. This will then make the ‘Delete selected items’ button available to select. Click this button and refresh your order by clicking ‘Update basket’.

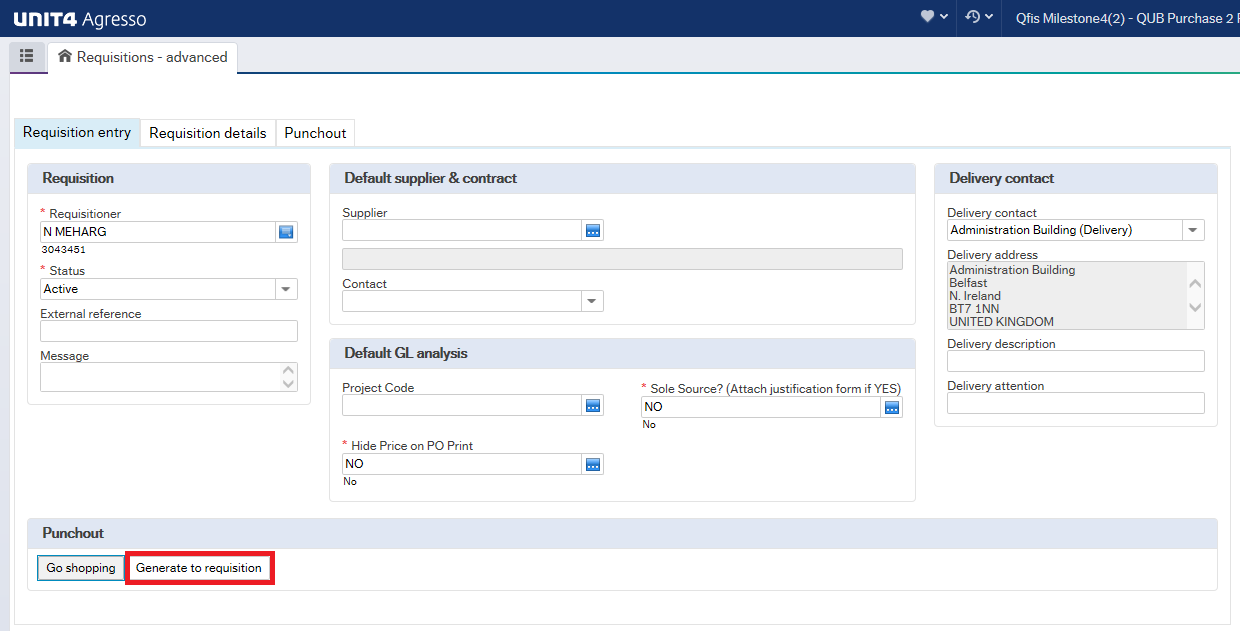


* 1. Checkout

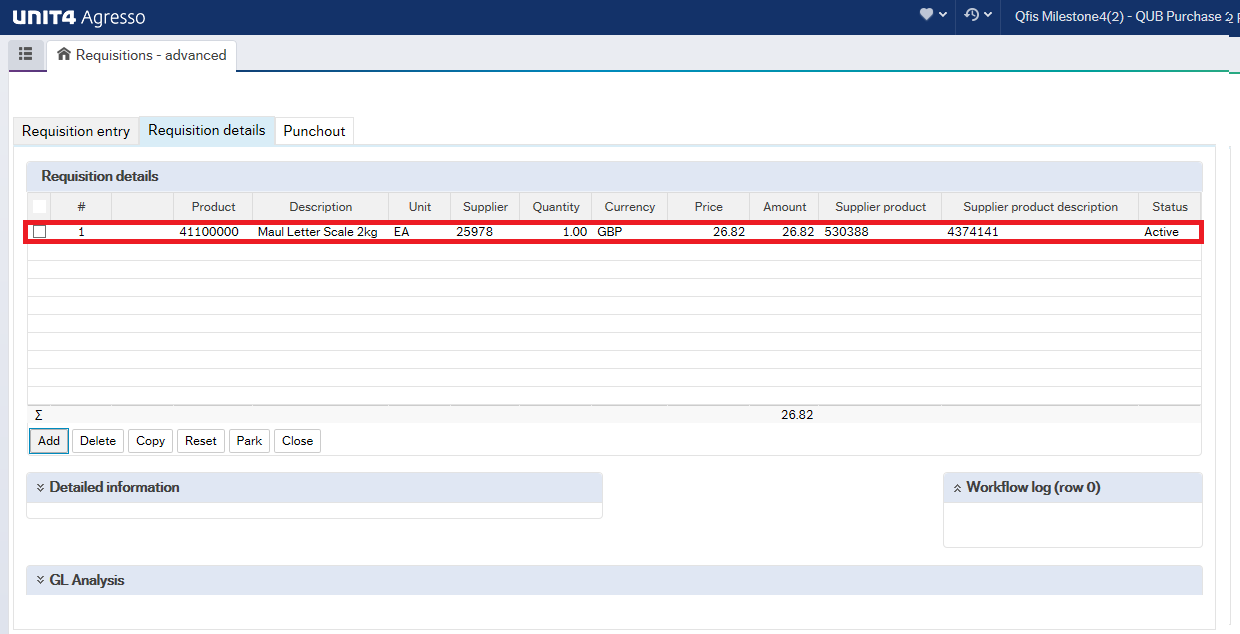
1. Checkout from Science Warehouse will transfer the items you have selected to Agresso to allow you to create your requisition.



1. After Checkout from Science Warehouse, the system will transfer you back to the Qfis screen. Click “Generate to requisition” to populate your basket items to your requisition.

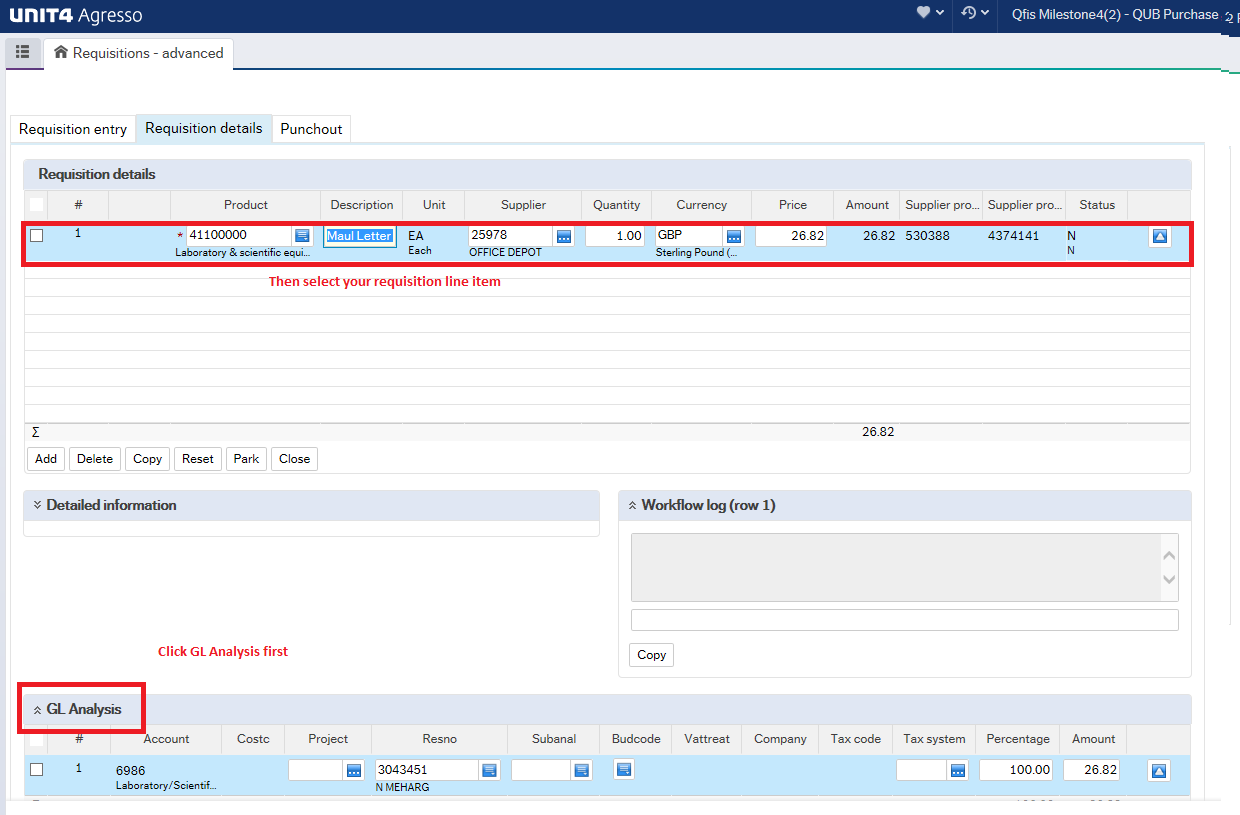


1. The items you selected in Science Warehouse will now appear as individual lines on your requisition. Note – You can edit the information pulled in from Science Warehouse however it is strongly recommended that the only field you should edit is the quantity of an item. All other information should be accurate.

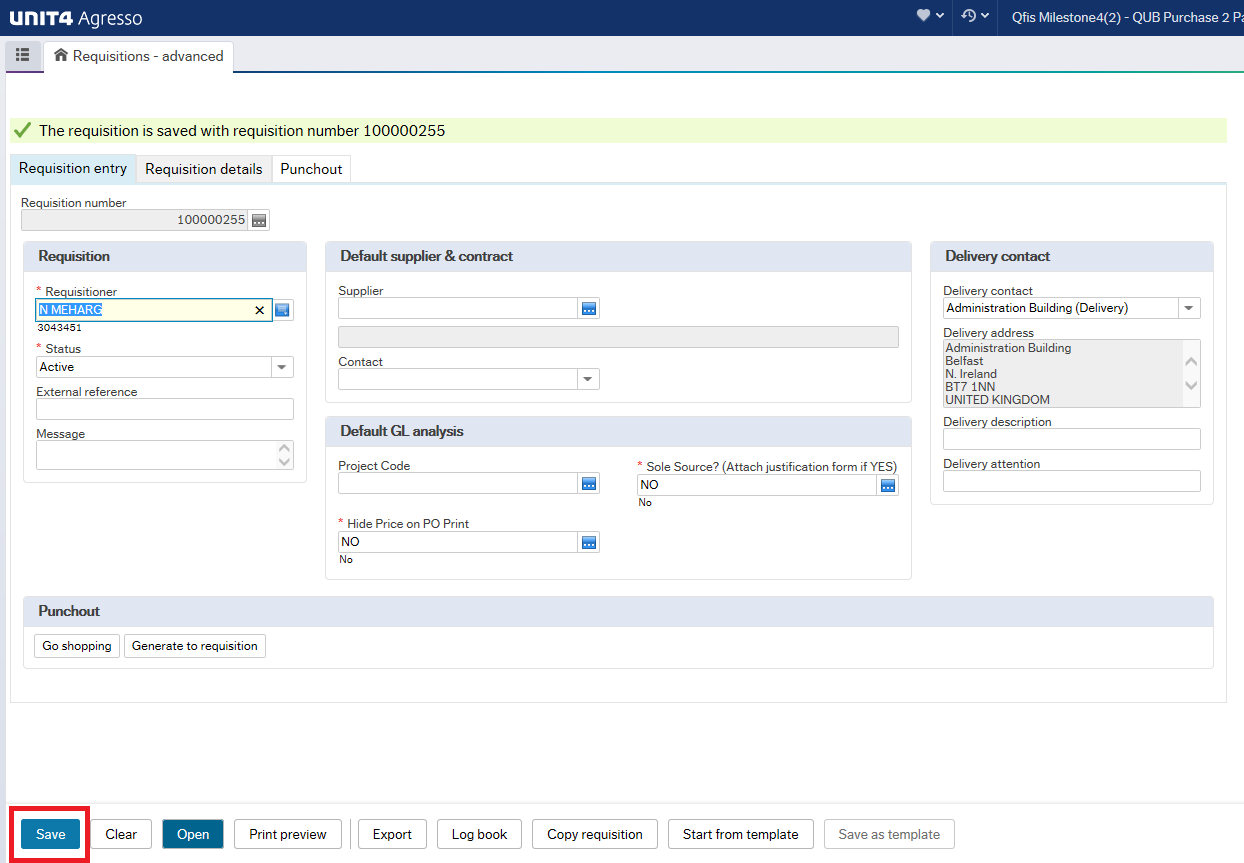


1. Click on GL Analysis to open this detail box and the Click on the first requisition item.

Enter the Project code, Sub analysis code (if required) and Tax System relating to the requisition line item.



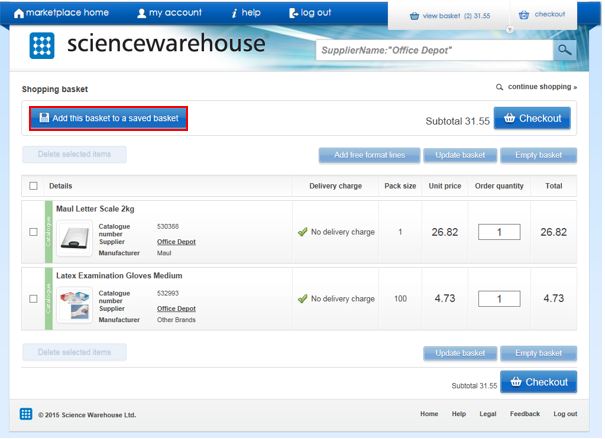
1. Save your requisition.



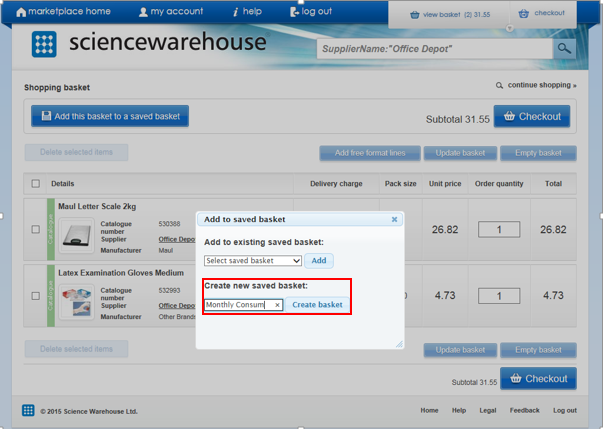
* 1. Creating a Saved Basket

Baskets containing regularly ordered items can be saved for future orders. Several baskets can be categorised and tailored to reflect the ordering habits of the user e.g. create a saved basket for weekly stationery items or monthly chemicals.

1. Select the required item and add to your basket as outlined in previous steps.
2. Click ‘Add this basket to a saved basket’



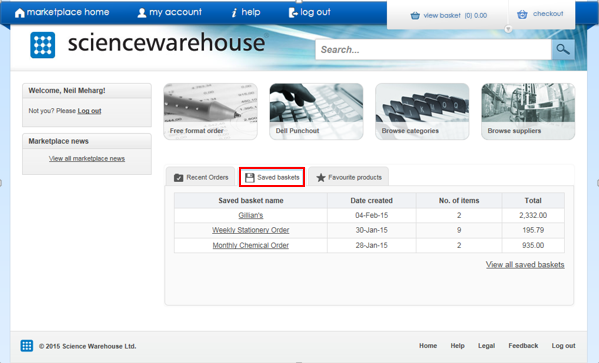
1. A pop up box will appear giving you the option to ‘Create new saved basket’. Name your basket and click ‘Create basket’.



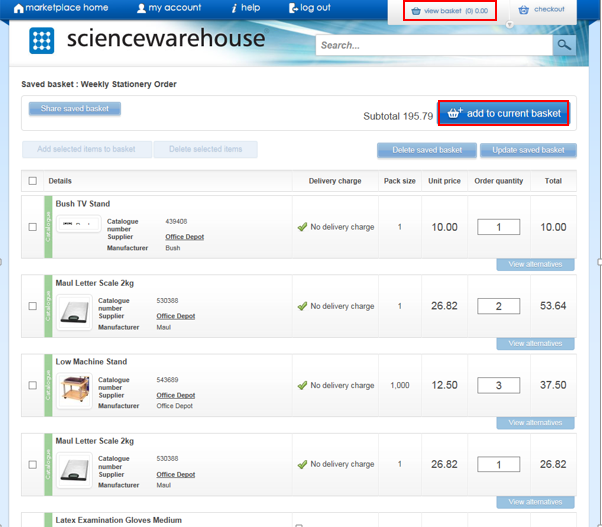
**Training Tip** – Saved baskets are private to the user but can be shared with other requisitioners if permissions are given, so give your basket a name which is relative to what it contains e.g. Monthly Consumables.

* 1. Retrieving and Editing a Saved Basket

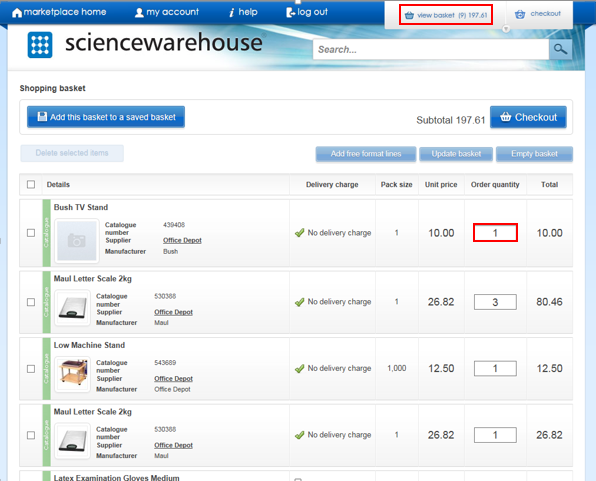
1. From your homepage on Science Warehouse, select ‘Saved baskets’. This will return a list of previously saved baskets giving details of name, date created, number of items and total value.
2. Click on the required basket name to view the items contained within it.



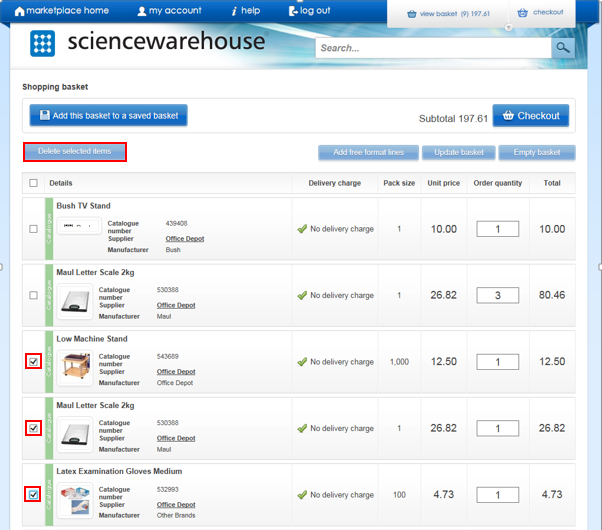
1. You will note that the ‘view basket’ field at the top right hand side of the screen shows that your basket in currently empty. Click ‘add to current basket’ to move all your saved items into your new basket.



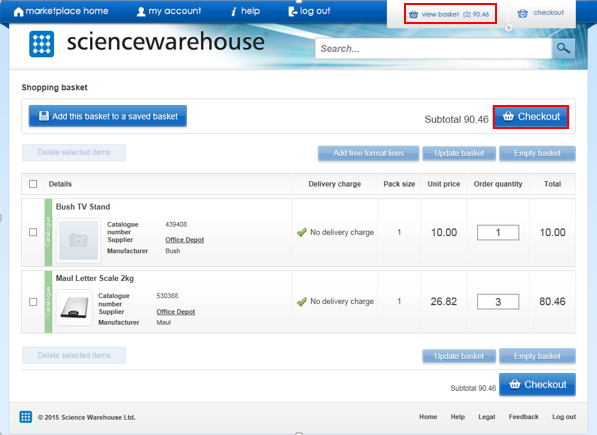
1. Your ‘view basket’ field should now reflect all the items you have just copied over and these are now available to edit as required.



1. If there are items you wish to remove from your new basket, tick the small box to the left of the item and click ‘Delete selected items’.



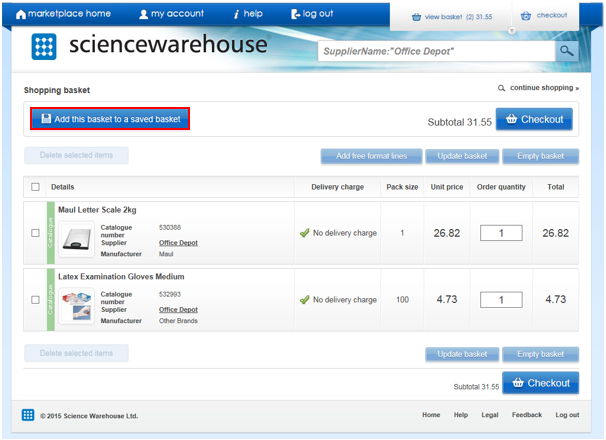
1. Your ‘view basket’ totals should now reflect the items you have just deleted. You can now proceed to ‘Checkout’.



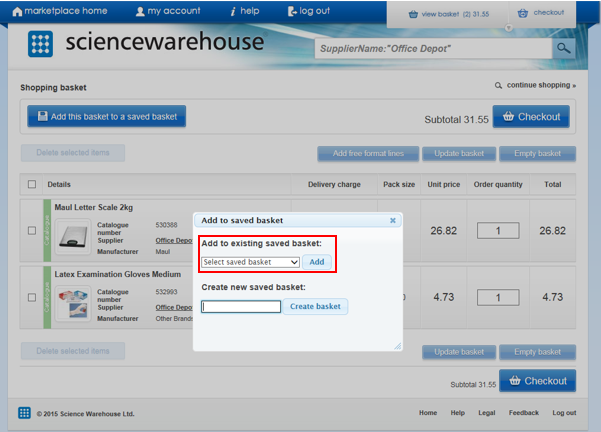
**Training Tip** - If you would like to add items to a saved basket, these additional items need to be selected prior to retrieving your saved basket. You then select the option to ‘Add to Saved basket’.

* 1. Adding Items in a Saved Basket

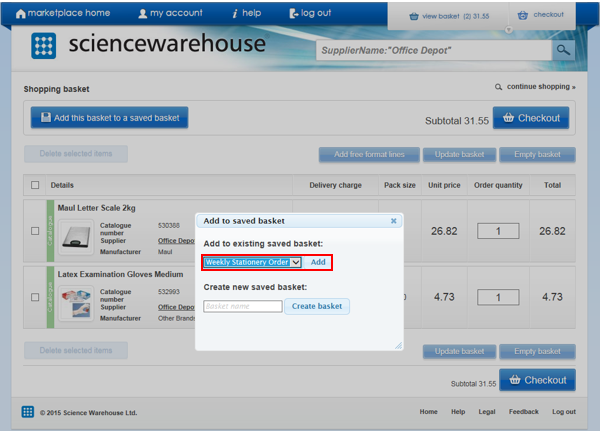
1. To add new items to an existing basket, add the desired items to a new basket then click ‘Add this basket to a saved basket’.



1. An ‘Add to saved basket’ screen will appearing giving you the option to ‘Add to existing saved basket’



1. Click on the drop down option to view baskets you have previously saved and select as required. Click ‘Add’ to merge the items into one order.



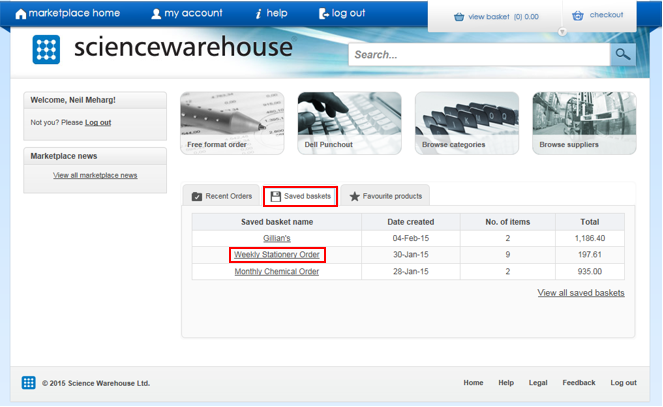
1. All items within the newly merged order will be listed with the option to edit as required. Please refer to section 4.6 - ‘Retrieving and Editing a Saved Basket’.

**Science Warehouse – Training Tips**

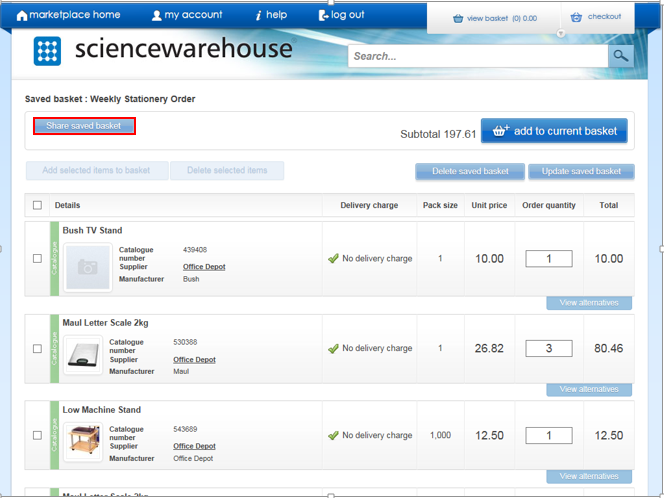
* If you are creating a requisition for the same project code, enter the project code on the ‘Requisition entry’ screen before you go shopping. The project code will be retained for all your selected items.
* Saving favorites – click into product detail screen and select ‘Add to Favorites’
  1. Sharing a Saved Basket

Saved baskets containing regularly ordered items can be shared for use by other requisitioners in your area.

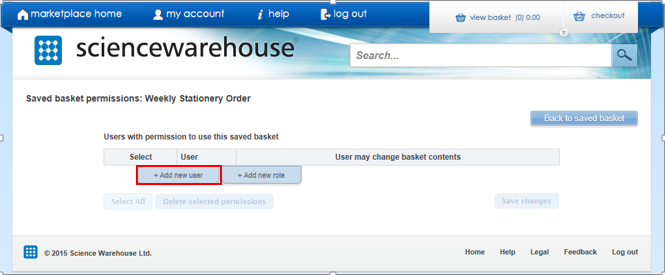
1. From your home screen view your saved baskets and select the basket you wish to share with another requisitioner.



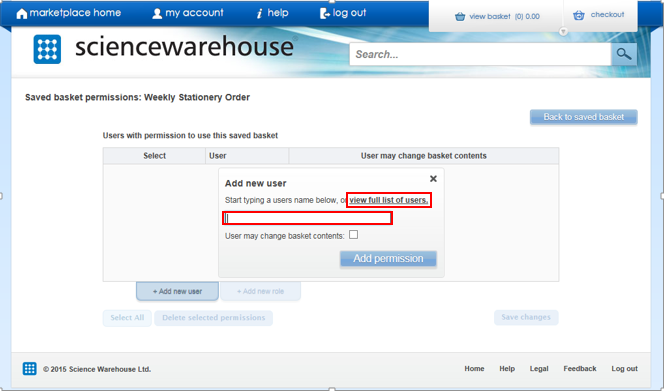
1. Once the saved basket is retrieved, click on ‘Share saved basket’.



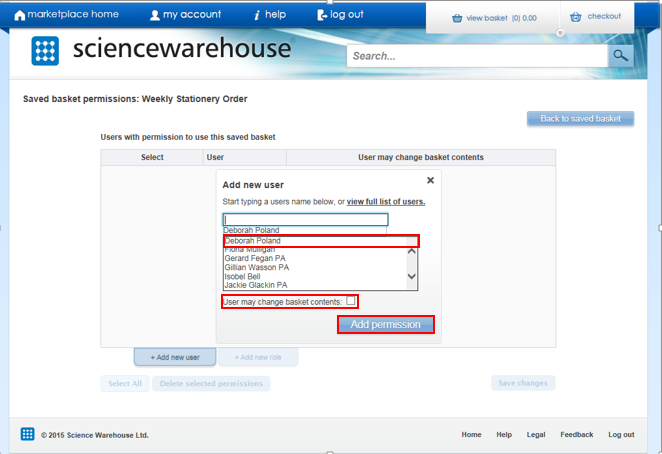
1. A saved basket permissions screen will appear. Click on ‘+ Add new user’.



1. You can add a new user by entering their name in the free text field or select their name from a list of available users by clicking ‘view full list of users’.



1. Select the user you wish to give permission to use your saved basket. Once you click ‘Add permission’ the other user will have access to the saved basket. NB: If you would like the other user to have access to change the contents of the saved basket, tick this box before saving the permission.



1. Completion of Requisition in QFIS
   1. QFIS ‘Requisition Details’ tab - Overview

The requisition details tab captures the following broad sets of details;

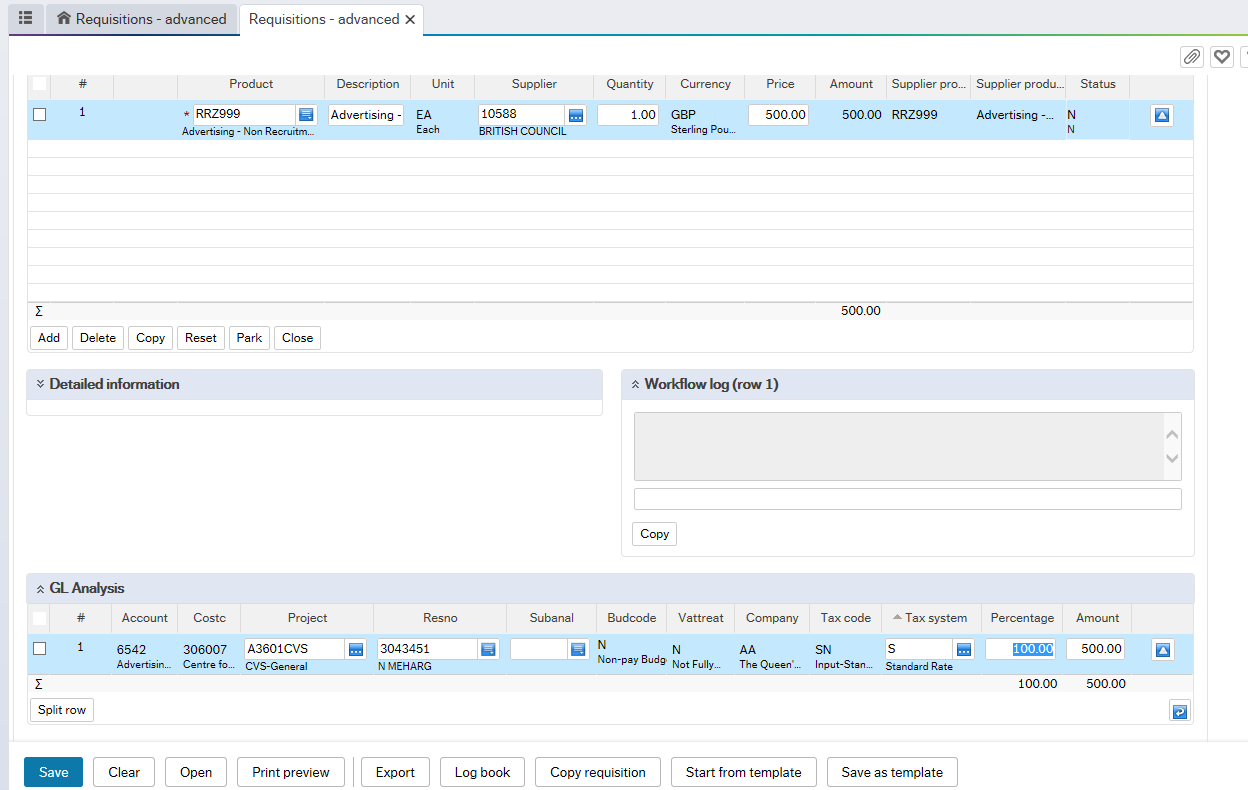
1. Product information, e.g. code, quantity, price
2. GL (General Ledger) information, e.g. project code, account code
3. Purchase Order information, e.g. narrative commentary to be included in Purchase Order

However the level of product information required to be input into the Requisition Details tab depends greatly on whether the products were checked-out from Science Warehouse.

If the requisition has been created via Science Warehouse, product information, quantities and values will default to the Qfis Requisition Detail screen, with only GL information to be updated by the user. Please refer to section 4.4 – Checkout for more information.

If the products are not being ordered through Science Warehouse, a free format order needs to be created. Please refer to section 5.2.

* 1. QFIS ‘Requisition Details’ tab – Free Format



* + 1. Product

If you know the product code you can enter it in its entirety or type the first few letters to bring up a list to select from.

Alternatively, you can enter a word e.g. ‘travel’ and a list will appear of product codes relating to travel which you can select from.

* + 1. Description

When you have selected a ‘product code’ a generic description for that product code will appear. You can overtype this description with the details of the item you wish to purchase.

* + 1. Unit

The Unit is always defaulted to ‘each’.

* + 1. Supplier

If you have selected a default supplier on the requisition entry screen this field will be automatically populated with that supplier.

Alternatively you can choose a different supplier for each line of your requisition as below:-

* If you know the supplier ID, enter the number or a portion of the number, in to the Supplier field. As you type, the range of supplier ID’s will appear for you to select from.
* If you know the supplier name, enter the details in to this field. As you type, the range of supplier names containing those letters or words will appear for you to select from.
  + 1. Quantity

Enter the quantity of each item you require.

* + 1. Currency

This field will be automatically populated with the currency of your selected supplier. If your supplier is a ‘fixed’ supplier you will be unable to amend the currency however if the supplier is not ‘fixed’ you can amend the currency e.g. to EUR or USD

* + 1. Price

Enter the individual price of your item.

* + 1. Amount

The amount will automatically populate based on your quantity and price.

* + 1. Supplier Product

The Supplier product will default in based on the Product Code you have selected.

* + 1. Supplier Product Description

The Supplier Product Description will default in based on the generic description of the product code selected.

* + 1. Status

The status types are:

* N – Active (requisition has been created and is in workflow awaiting nominated buyer or budgetary approval or the requisition has been rejected.
* F – The requisition has had all the necessary approvals via workflow and a purchase order has been created.
  + 1. Detailed Information

In this field you can enter more detailed information regarding the products.

* + 1. Account

The Account field will default in based on the product code you have selected.

* + 1. Costc

The Cost Centre field will default in based on the project code you have selected.

* + 1. Project

On the main requisition screen you have the option to select the project code you wish to apply to the order. This will populate the project code to each line on the requisition detail tab.

Alternatively you can enter a different project code for each line of your requisition and these can be retrieved in a number of ways.

* The project code can be added in its entirety or in part e.g. if you want to view all the available project codes in your area, you can enter the last three letters of the project code and a list will appear for you to select from.
* Alternatively, you can add the project name in its entirety or in part e.g. if you know the project name contains the word ‘general’ you can enter this in the project code field and a list will appear for you to select from.
  + 1. Resno

The Resno field will default in with the requisitioner resno.

If you requisition is for travel, you need to amend the Resno to that of the individual who is travelling.

If there are a group of staff travelling you should enter the Resno of the individual with the highest staff grade.

* + 1. Subanal

In this field you should enter any sub analysis code if required. You should be able to enter any subanalysis attached to the cost centre. However currently you can enter any subanalysis attached to any cost centre

* + 1. Budcode

The Budcode will default in based on the project code you have selected.

* + 1. Vattreat

The Vattreat will default in based on the Tax System you have selected.

* + 1. Company

The Company will default according to the project code selected.

* + 1. Tax Code

The Tax Code will default in based on the Tax System you have selected.

* + 1. Tax System

In this field you can select the Tax System you require. There is a ‘look up’ window which will bring up a list of Tax System codes you can select from.

* + 1. Percentage

This field can be used if you need to split the cost of an item over different project codes, e.g. 20% to one project and 80% to another.

You should enter the percentage split at the end of the first line and click ‘split row’. Enter the second project code and the percentage split.

The percentage total must equal 100%

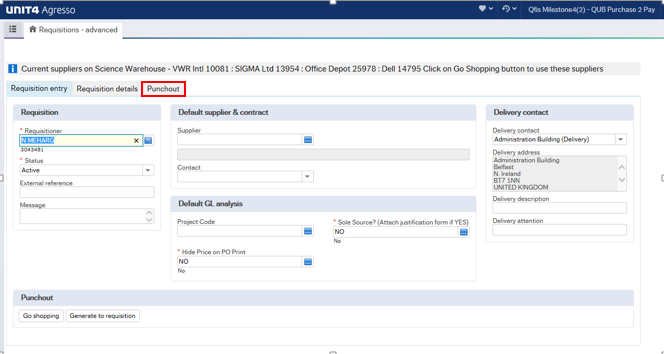
* + 1. Amount

The Amount is automatically calculated based on the percentage figure used.

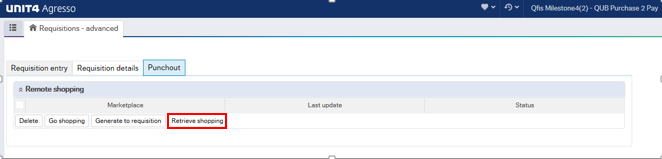
* 1. Retrieving Saved Shopping in Qfis

If you go shopping in Science Warehouse and checkout your items but decide not to create a requisition at that point in time, the basket items will be saved to the ‘Punch-out’ tab within the requisition screen in Qfis. Baskets can be selected individually or merged with several other baskets to create one requisition.

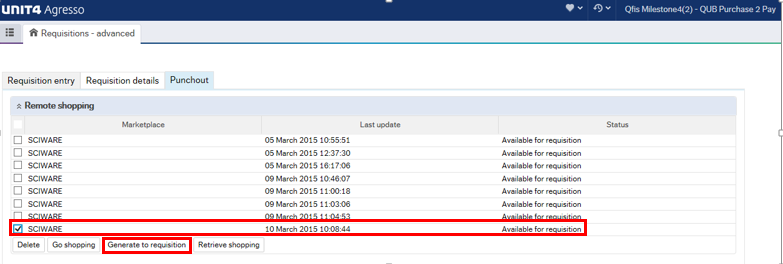
1. Click on the ‘Punch-out’ tab.



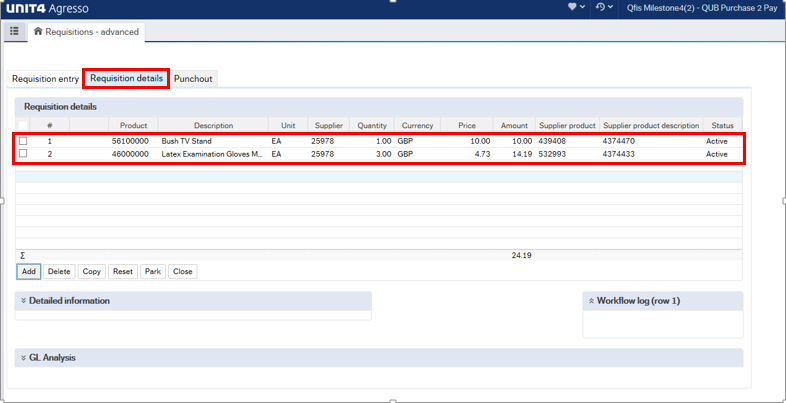
1. Click on ‘Retrieve shopping’.



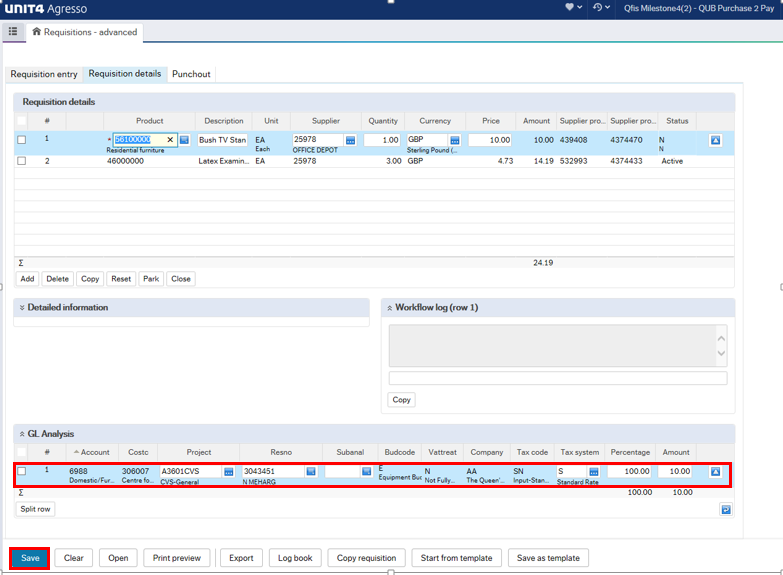
1. Identify the order you wish to retrieve by the date and time it was created. Select the tick box to the left of the row and click ‘Generate to requisition’. Note – If you wish to create one requisition for several baskets simply tick the required rows in punch-out tab.

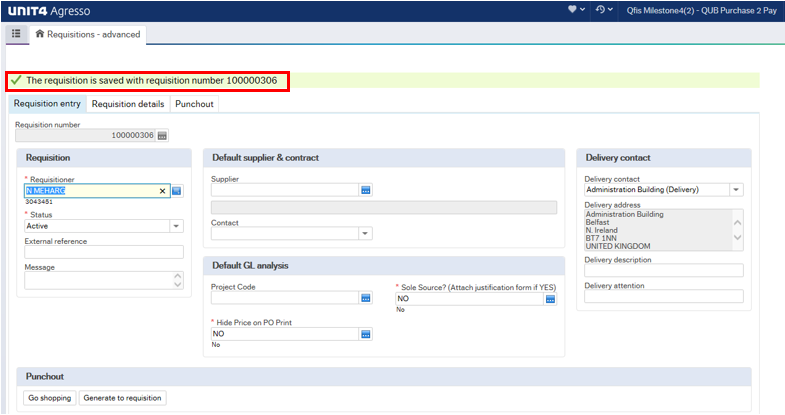


1. Click on the ‘Requisition details’ tab to view the item details and add GL information. Note – items can be removed or edited as required.



1. Once you have added the GL information, click ‘Save’ to create your requisition.





1. Frequently Asked Questions
   1. Can I browse Science Warehouse and leave a basket for someone else to checkout?

No. In order to access Science Warehouse, populate a basket and check it out to Qfis, you need to have been given the Requisitioner role in Qfis.

* 1. Can I create a template for repeat orders?

Items which are ordered regularly can be held in a ‘saved basket’ for repeated use. The name of the basket can be amended to indicate what is held within it e.g. Weekly Stationary Order. These items should then be added to a current basket to create a new order.

* 1. Can I create a list of favourite products for future use?

Yes, click in to the product detail screen for the item and select ‘Add to favourites’ on the left hand side of the screen. To retrieve a list of your favourite items select the ‘Favourite Products’ tab on your Science Warehouse homepage.

* 1. How do I know the budgetary approval process for research projects in my Cost Centre?

Speak to one of the Nominated Buyers in your Cost Centre.

* 1. Will I receive notification that my requisition has been approved?

Yes. You will receive an alert via your Qfis account confirming that your requisition has been been converted to a purchase order and quoting the purchase order number.

* 1. Can I change the product code description?

Yes. The product code selected will establish the category of item you are ordering but you can amend the description to offer a more detailed description of the item e.g. Product Code: 15110000 (Gas), Product Description: Helium 100ltrs.

This product description will appear on your final purchase order.

* 1. Why can I see all project codes and not just those I am authorised to use?

Although you can see all project codes in the drop down box, you will only be allowed to create a requisition on project codes which you have previously been authorised to use. If you select a project code which you don’t have authority to use, you will be shown an error message which will prevent you from progressing.

* 1. If all lines on my requisition are being charged to the same project code, can this be added just once?

Yes, you can set defaults for your requisition, including project code, on the Requisition Entry screen. This will then be applied to every row on your requisition but can be edited if required.

* 1. If all lines on my requisition are being charged using the same VAT code, can this be added just once?

No, VAT codes need to be added separately for each line of your requisition.

* 1. Can I check the progress of my requisition to determine which stage of approval it has reached?

Yes, you can use the ‘Workflow Enquiry – Requisitions’ browser from your main Qfis menu. Enter your requisition number and once located, check the status. A status of ‘Finished’ means the requisition has been approved and converted to a purchase order. Requisitions which are still pending full approval will show a status of ‘Workflow in Progress’. Click on this link to identify who the task is currently with for approval.

* 1. Can documents be attached to the requisition and automatically sent to the supplier along with the purchase order?

No, when the purchase order is created only the official purchase order document will be emailed to the supplier automatically. However, the requisitioner will receive an alert once the purchase order has been created and at this point the requisitioner can email any corresponding documentation to the supplier if they wish.

* 1. Can the purchase order be emailed to a contact which I specify?

No, when the purchase order is created the official purchase order document will be emailed to the supplier email address prespecified by the supplier. All purchase orders for the same supplier will be emailed to the same address.

* 1. How do I know what email address the purchase order has been emailed to?

A browser/query needs to be designed to return this information - TBC

* 1. Can orders be flagged as urgent?

No, however the requisitioner can make a comment in the workflow log advising the pool of approvers that the order needs to be created as a matter of urgency.

* 1. What happens if the PI or nominated project manager for a project code is off and therefore unable to approve orders?

Subsitutes can be assigned within Qfis to facilitate absence. The Financial Systems team can adjust workflow to be moved to alternative users in the interim.

* 1. How should requisition requests from students be managed?

Requests should be initiated off line, via email, by the students supervisor. The approved requisitioner for the cost centre should then attached this supporting information to the requisition for reference.

* 1. How do I clear the filters from my Science Warehouse screen?

Delete the key word from the item description field and click ‘Filter’ to return unfiltered data.

1. Glossary

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| **Term** | **Description** |
| 3 Way Match | This is where an invoice has been successfully match with a purchase order and goods receipt note, allowing invoice processing to be achieved automatically. |
| Mis-match | This is where an invoice cannot be processed automatically as it has not successfully been matched to a valid purchase order and/or a goods received note. |
| QFIS | Queen’s Financial Information System |
| Requisition | Itemised order information which requires approval before a purchase order can be created. |
| Science Warehouse | Shopping basket technology which holds catalogue information on several university suppliers and allows users to create online orders. |
|  |  |
| Task | A task is a notification of any action you are required to carry out in your role as a P2P user and these tasks are held collectively, awaiting action. |
| Workflow | A workflow is a series of activities required to complete a task. |
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