**Queen’s University Belfast**

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



**Training Document**

**Stage 8**

**Goods/Services Receipting**

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1. Introduction
   1. What is Procure to Pay?

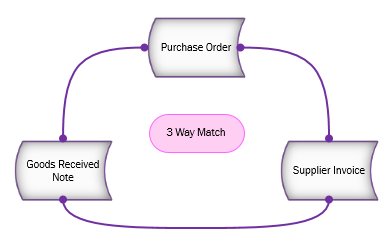
P2P (Procure to Pay) is a set of integrated processes and sub-processes designed to ensure the University’s procurement and payment procedures operate as effectively and efficiently as possible. P2P is underpinned by various software packages configured to deliver full automation of the end-to-end process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

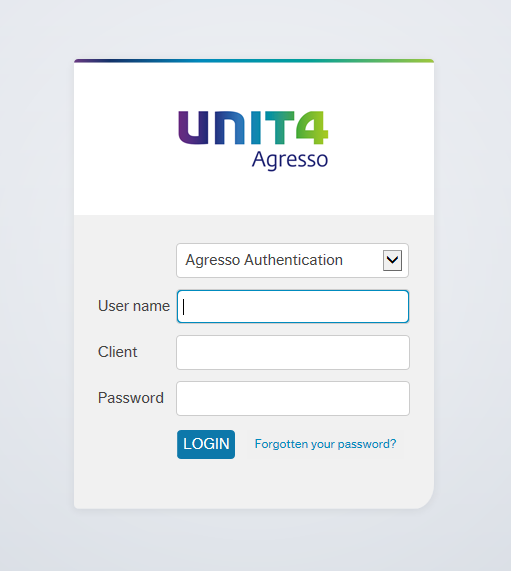


Where a Purchase Order has been created and goods or services have been received, a goods received note needs to be generated against the order. Without this acknowledgement that the goods or service has been received, payment will not be made automatically. This document outlines how to action the Goods Received step of the process.

1. Accessing Qfis
   1. Qfis Log-in

Users should be able to access their Web-based version of Qfis by using the following link:

<http://qfis-web-serv1/QfisP2P/Login/Login.aspx?ReturnUrl=%2fQfisP2P%2fDefault.aspx>



If users have a problem accessing Qfis, they should contact the Qfis Helpdesk, details of which can be found by using the following link:

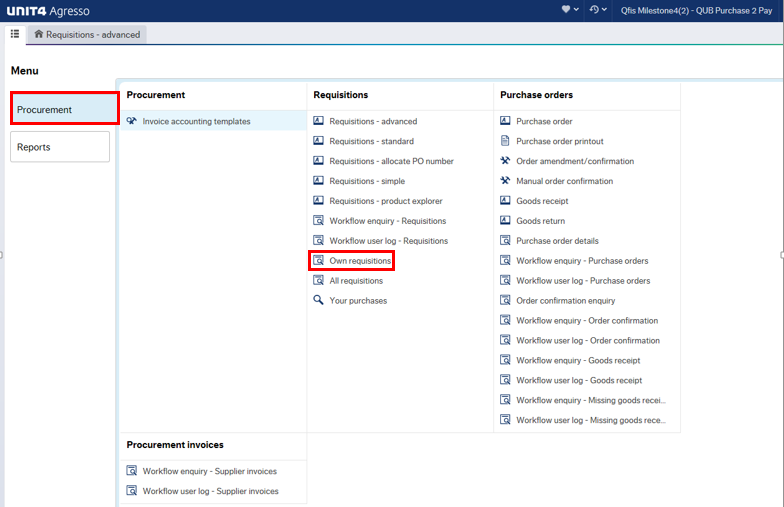
<http://www.qub.ac.uk/directorates/FinanceDirectorate/Qfis/>

1. Goods/Services Receipting
   1. Retrieval of Purchase Order Number

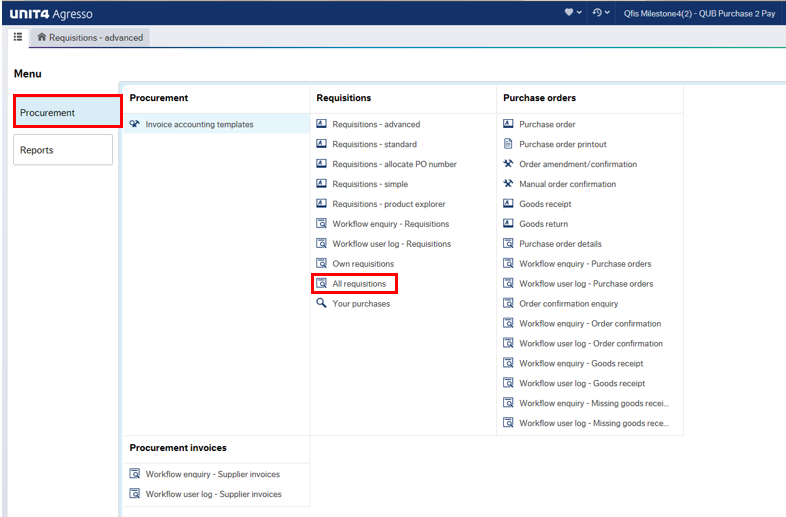
In order to complete the ‘Goods receipt’ screen, you must firstly retrieve the original Purchase Order for which you wish to receipt.

To help identify the correct Purchase Order reference, there are a number of enquiries available in main Qfis menu:

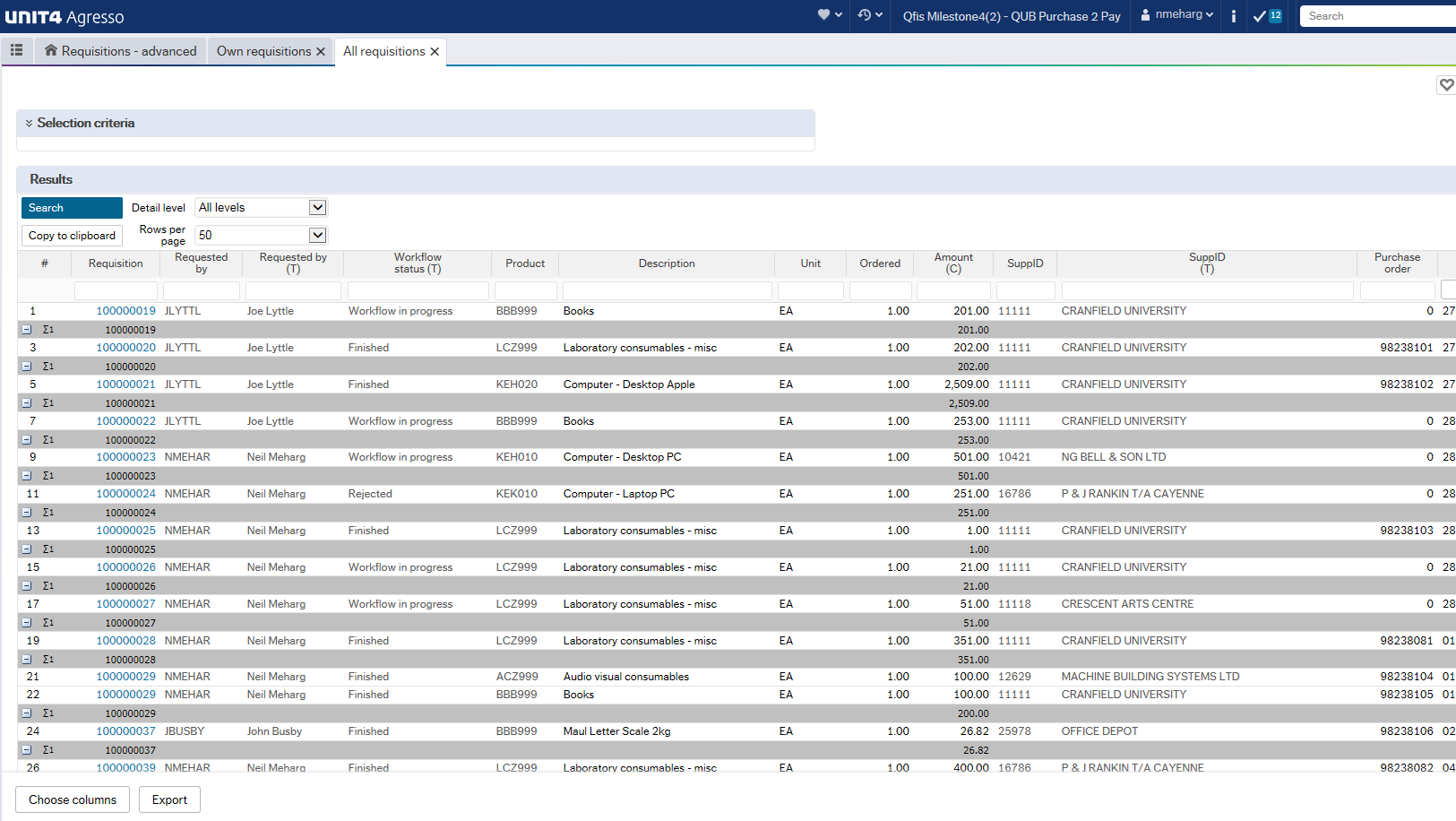
* If you wish to view requisitions which you have created select ‘Own Requisitions’ from your main menu.



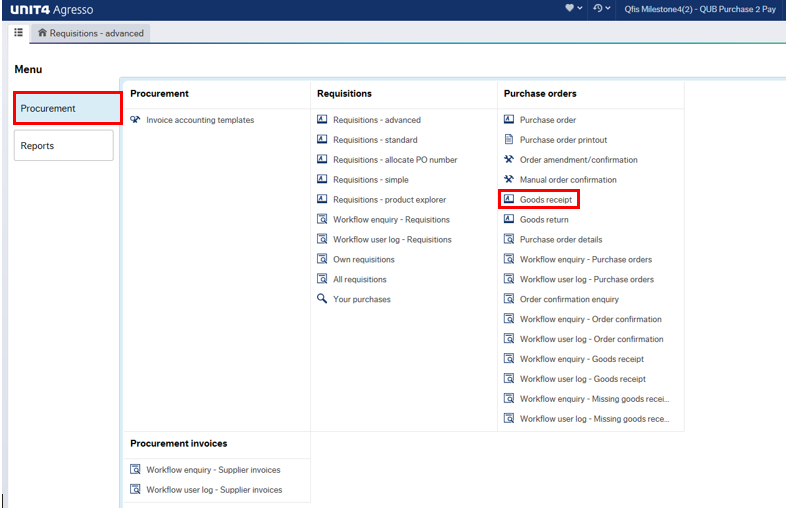
* If you wish to view all the requisitions which have been created in your cost centre select ‘All Requisitions’ from your main menu.



* Both of these queries will return a list of requisitions, giving details such as the supplier, order date and the products order and can be filtered on each of these fields.



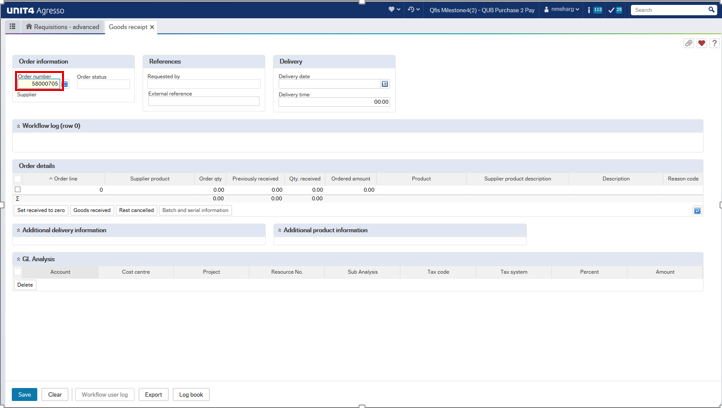
* 1. Completion of Goods Receipt Screen
     1. Qfis Menu Selection
* Select ‘Procurement’ from the menu section on the left hand side of the screen.
* Select ‘Goods receipt’ from the Purchase Orders section to the right of the screen.



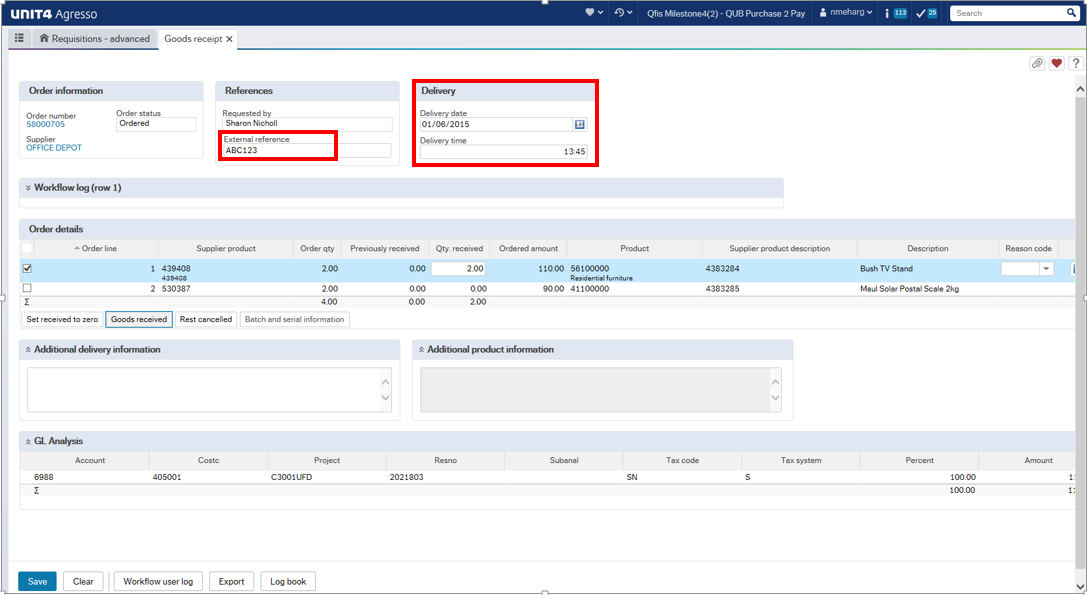
* + 1. To Fully Goods Receipt

You have the option to receipt the order partially or in its entirety. If you wish to acknowledge that all goods/services on the order have been received follow these steps:

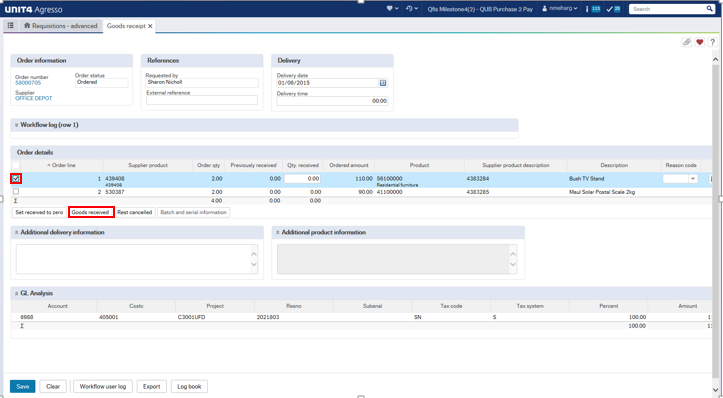
* Add your order number and tab out of the field to return the order details.



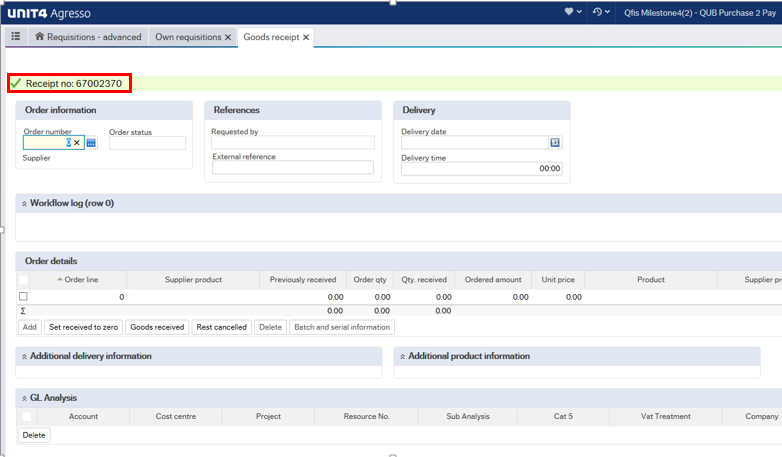
* The following fields should be completed by the user;
  1. External Reference: This is a free text field in which any information can be added. It should be used to record the Delivery Document reference.
  2. Delivery Date: This is a means of recording the day on which the goods/services were received but is not a mandatory field.
  3. Delivery Time: This is a means of recording the time at which the goods/services were received but is not a mandatory field.



* Tick the box to the left of the relative item. Ticking this box will assume that the full order quantity has been received for that item, without the need to add an amount in the ‘Qty received’ field.
* Click ‘Goods received’ and then ‘Save’.



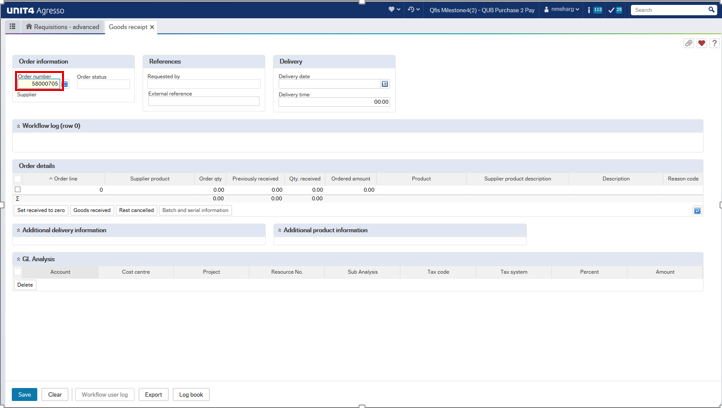
* A receipt number will generate if you have successfully receipted the goods.



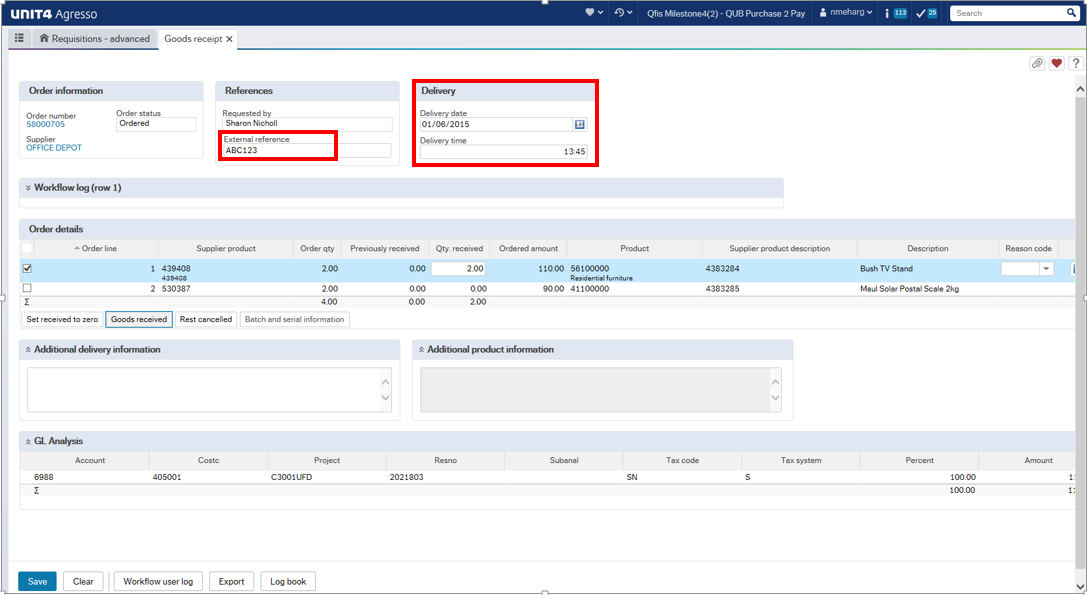
* + 1. To Partially Goods Receipt

If you wish to acknowledge that only some of the goods/services on the order have been received follow these steps:

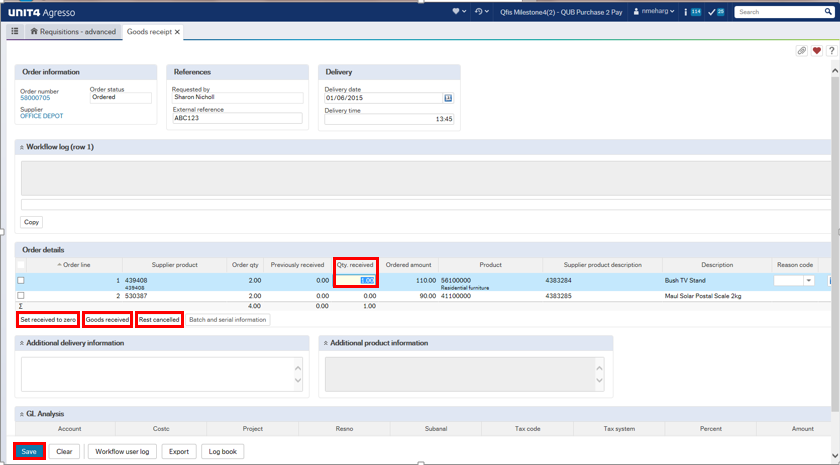
* Add your order number and tab out of the field to return the order details.



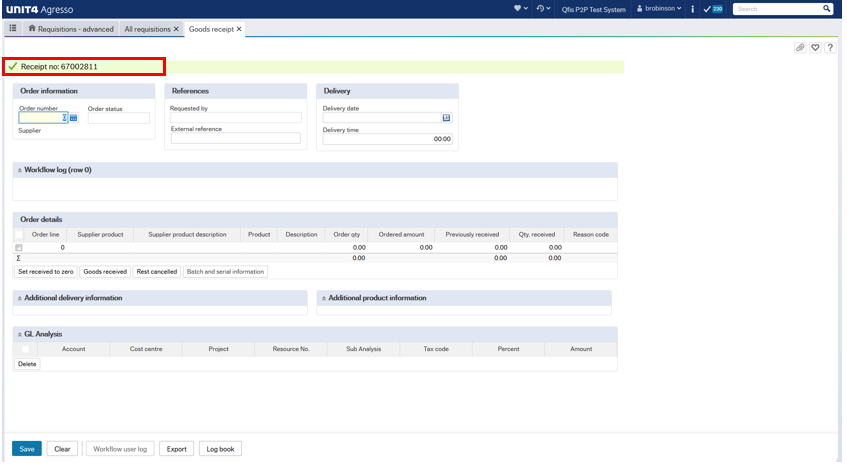
* The following fields should be completed by the user;
  1. External Reference: This is a free text field in which any information can be added. It should be used to record the Delivery Document reference.
  2. Delivery Date: This is a means of recording the day on which the goods/services were received but is not a mandatory field.
  3. Delivery Time: This is a means of recording the time at which the goods/services were received but is not a mandatory field.



* In the ‘Qty received’ field of the item row you wish to receipt add the number of items received.
* Click ‘Goods received’ and then ‘Save’.



* A receipt number will be generated once you have successfully completed the goods receipt task.



1. Frequently Asked Questions
   1. What happens if I forget to GRN my order?

An invoice cannot be paid until a GRN is registered against an order. If an invoice is received without this step in the process being completed you will receive a new task item called ‘Missing Goods Receipt Note (MGRN)’ and the invoice will not be paid until the step is complete.

* 1. How do I GRN services?

As each stage of the service is delivered you are required to complete the goods receipt in order to match any invoices received. Please note you can complete a partial GRN against an order number e.g. consultancy services which are carried out over an academic year but will be invoiced monthly, should be GRN’d on a monthly basis.

* 1. Do I have to GRN against a Blanket Order?

As each delivery of the goods or services you are required to complete the goods receipt in order to match any invoices received. Please note you can complete a partial GRN against an order number e.g. provision of gases on a monthly basis, should be GRN’d as and when received.

* 1. When should I GRN a travel order?

As the supplier makes immediate payment for travel and, in line with our Service Level Agreement, invoices the university within 48 hours of booking, travel should be GRN’d as soon as the order has been issued, regardless of the travel date.

1. Glossary

|  |  |
| --- | --- |
| **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. |
| GRN | Goods Received Note |
| 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. |
|  |  |