**Queen’s University Belfast**

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



**Training Document**

**Stage 5**

**Budgetary Approval**

Version: 0.1

Last Save Date: 30 July 2015

Contents

1. Introduction 3

1.1. What is Procure to Pay? 3

1.2. Benefits of Procure to Pay 3

1.3. Changes to the Current Process 3

1.4. End to End P2P Process Map 4

1.5. What is a 3 Way Match? 4

2. Accessing Qfis 5

2.1. Qfis Log-in 5

2.2. Locate Task 6

3. Action Requisition Approval Task 7

3.1. View Task Details 7

3.2. Review Task Details 8

3.3. Action Task 9

4. Frequently Asked Questions 10

4.1. Can a Budgetary Approver change the requisition details? 10

4.2. If I am a Budgetary Approver, can I still raise a requisition? 10

4.3. Will I get an email to alert me when there is a requisition to be approved? 10

4.4. Can orders be flagged as urgent? 10

4.5. What happens if the PI or nominated project manager for a project code is off and therefore unable to approve orders? 10

4.6. For research projects, can a PI permanently delegate authority to approve spend on their project? 10

5. Glossary 11

1. Introduction
   1. What is Procure to Pay?

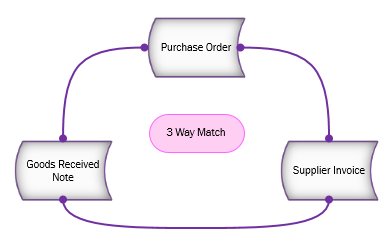
P2P (Procure to Pay) is a set of integrated processes and sub-processes designed to ensure the University’s procurement and payment procedures operate as effectively and efficiently as possible. P2P is underpinned by various software packages configured to deliver full automation of the end-to-end process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



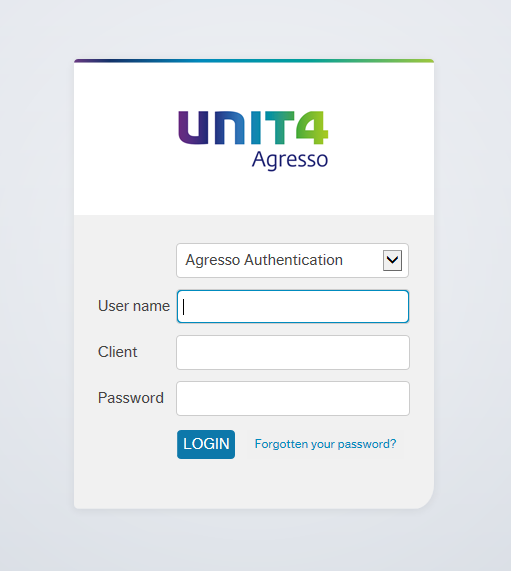
Where a requisition has been created it requires approval from the Nominated Buyer and Budgetary Approver for the cost centre, before a Purchase Order can be generated. This business process document outlines the steps required by the Budgetary Approver to complete this task.

1. Accessing Qfis
   1. Qfis Log-in

All requisitions have to be initiated in Qfis, regardless of whether the products are to be sourced from Science Warehouse or not.

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

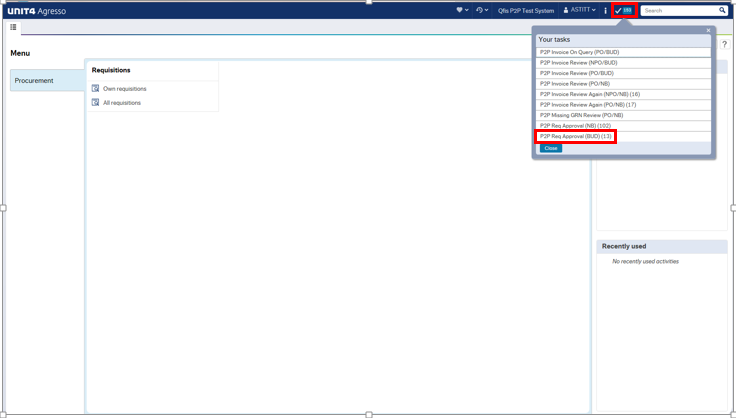
<http://qfis-web-serv1/QfisP2P/Login/Login.aspx?ReturnUrl=%2fQfisP2P%2fDefault.aspx>



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

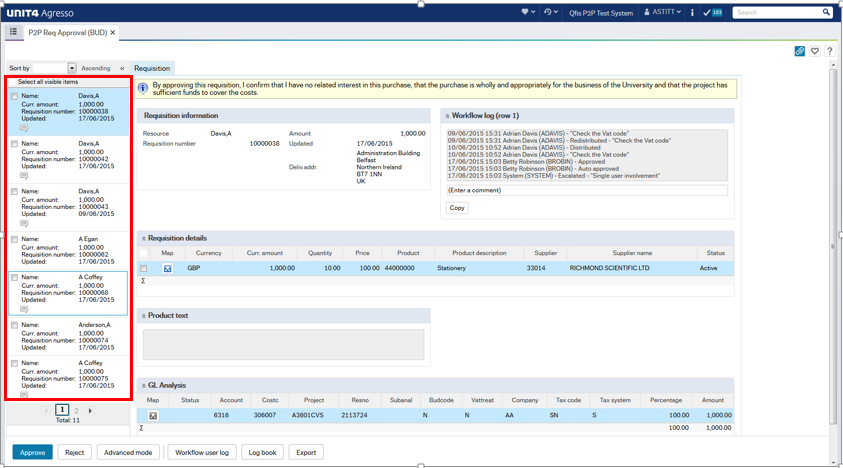
<http://www.qub.ac.uk/directorates/FinanceDirectorate/Qfis/>

* 1. Locate Task
* View your task list by clicking on the task icon at the top right of your toolbar.
* From the drop down option select task ‘P2P Req Approval (BUD)’.

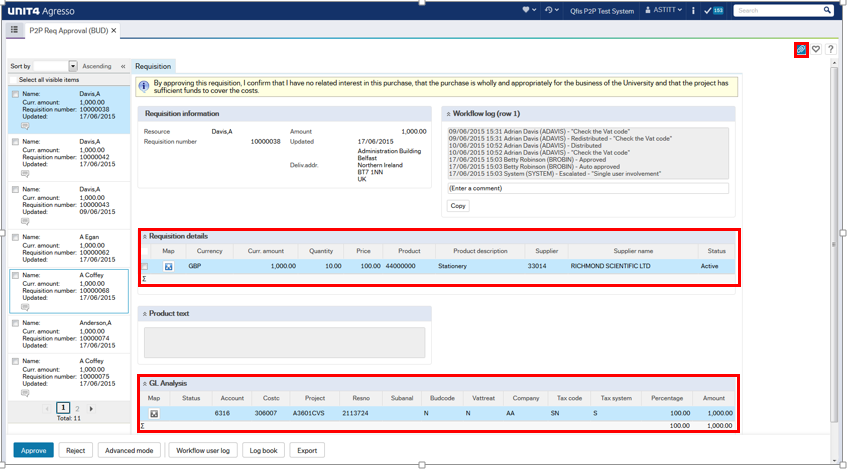


1. Action Requisition Approval Task
   1. View Task Details

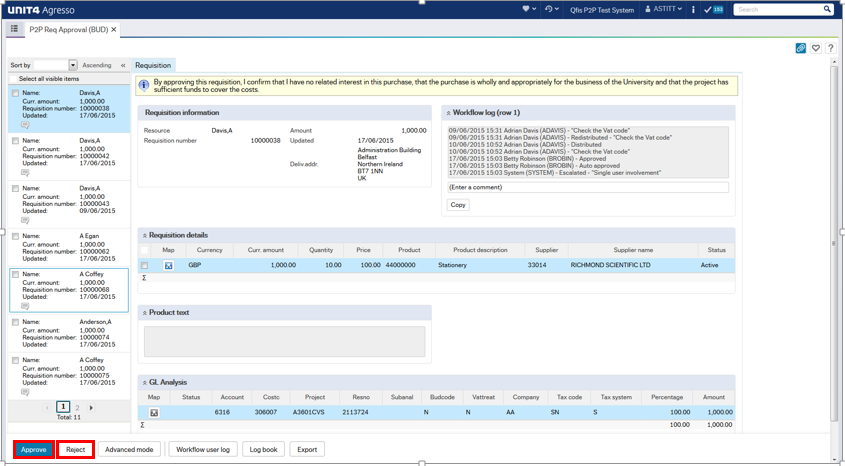
* All your outstanding Requisition Approval (BUD) tasks will be visible in the panel on the left hand side of the screen. Highlight the required task to view the associated details.



* 1. Review Task Details
* Review the requisition details on the screen to identify what you are being asked to approve.
* Review the GL Analysis section to review, the account, project code and VAT system being used to charge the order to. NB: These details cannot be edited by the Budgetary Approver. Please refer to section 3.3 Action Task regarding the amendment of GL information.
* Click on the attachments icon to view a copy of any price checks carried out by the Requisitioner. This icon will be white if there are no attachments, but blue if there is a document within.



* 1. Action Task
* Once you have reviewed the task you are required to indicate the ongoing action from the buttons at the bottom of the screen:



* + Approve– Selecting this option will confirm that you are happy for the requisition to progress. If this option is selected the task will be converted to a purchase order.
  + Reject - Selecting this option will confirm that are not happy for the requisition to progress. When selecting this option the Budgetary Approver is required to add a note within the ‘Workflow Log’ giving information as to why the requisition is not permitted to continue and indicate any amendments required. This action will return the task to the Requisitioner for amendment. If the requisition request is resubmitted by the Requisitioner, approval from the Nominated Buyer and the Budgetary Approver will be sought for a second time before a purchase order is created.

1. Frequently Asked Questions
   1. Can a Budgetary Approver change the requisition details?

No. The Budgetary Approver can only approve the requisition, or reject it back to the requisitioner with explanatory comments. The requisitioner will then have visibility of the comments from the nominated buyer and can amend the requisition as required.

* 1. If I am a Budgetary Approver, can I still raise a requisition?

Yes. However you will not be able to act as Budgetary Approver for individual requisitions that you initiated yourself.

* 1. Will I get an email to alert me when there is a requisition to be approved?

Yes. The item will appear in your task list but you will also receive an email alert advising you of new items.

* 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. For research projects, can a PI permanently delegate authority to approve spend on their project?

No, the PI or a nominated Project Manager are required to approve spend on research projects, in addition to the cost centre approval being given.

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. |
| 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. |
|  |  |