**Queen’s University Belfast**

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



**Training Document**

**Blanket Orders**

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1. Introduction
   1. What is Procure to Pay?

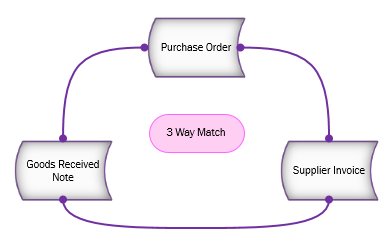
P2P (Procure to Pay) is a set of integrated processes and sub-processes designed to ensure the University’s procurement and payment procedures operate as effectively and efficiently as possible. P2P is underpinned by various software packages configured to deliver full automation of the end-to-end process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



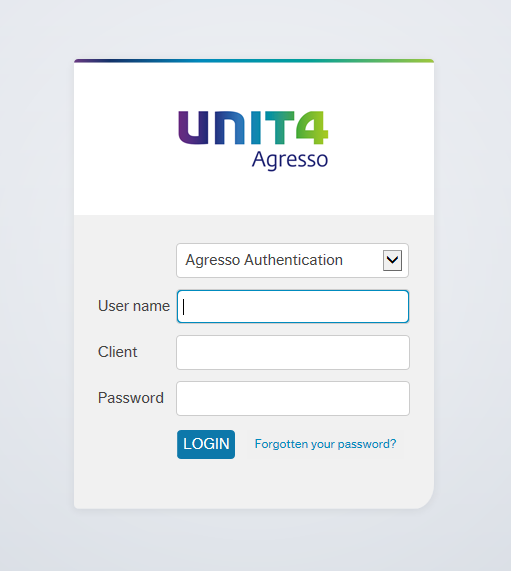
Where a 3 way match is achieved payment will be approved automatically. This business process document outlines how to create a blanket order via P2P.

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. Completion of Requisition in Qfis

Complete the ‘Requisition Entry’ tab as outlined in Stage 1 – Initiating a Requisition before moving on the thr ‘Requisition Details’ tab.

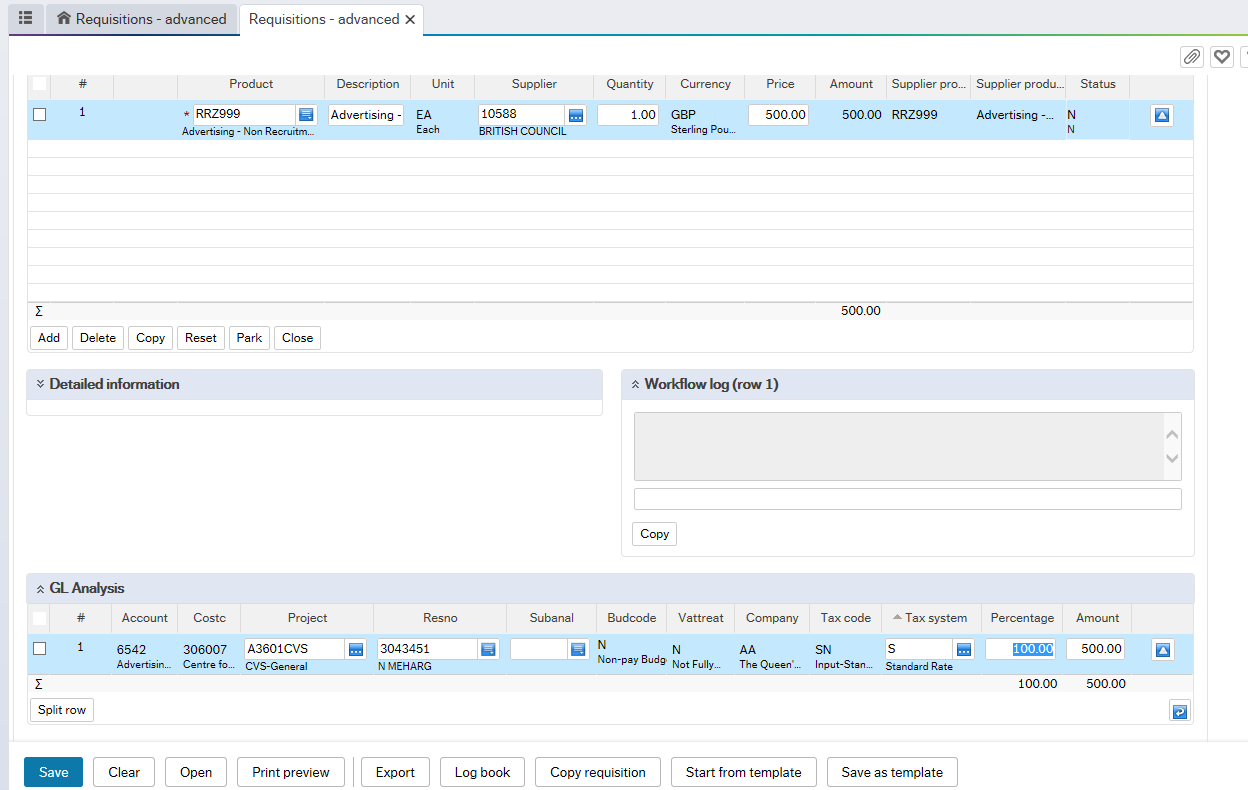
* 1. Qfis ‘Requisition Details’ tab – Overview

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

If a requisition is being created to cover a period of time or an ongoing service, where the exact value or detail is unknown at the point of requisition, a blanket order should be created.

* 1. Product Information



* + 1. Quantity

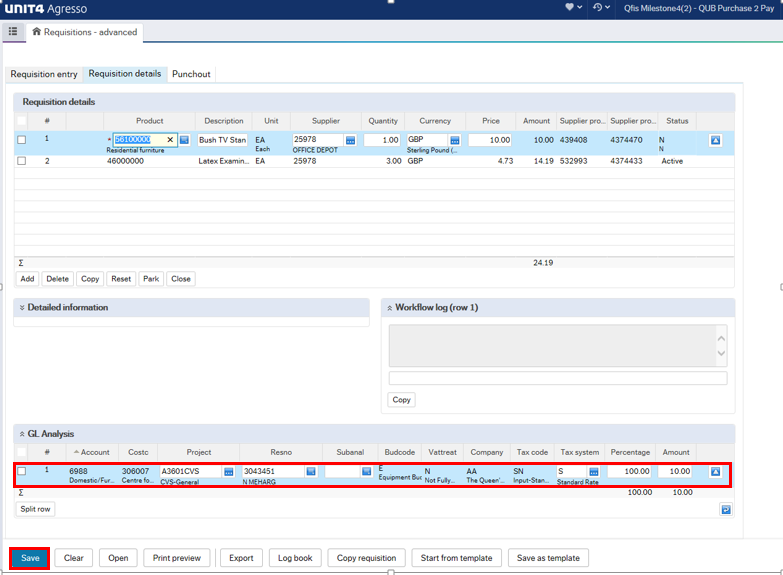
On a standard requisition the quantity field will reflect the number of items you wish to order. However, on a blanket order the quantity field should reflect the total value of the requisition e.g. Quantity = 10,000 x Price = £1. This approach offers flexibility and will allow the order to be updated accurately as and when goods or service are received and invoiced.

* + 1. Price

On a standard requisition the price field will reflect the price per item on your order. However, on a blanket order the price field should be shown as £1, with the quantity field being used to indicate the full order value e.g. Quantity = 10,000 x Price = £1. This approach offers flexibility and will allow the order to be updated accurately as and when goods or service are received and invoiced.

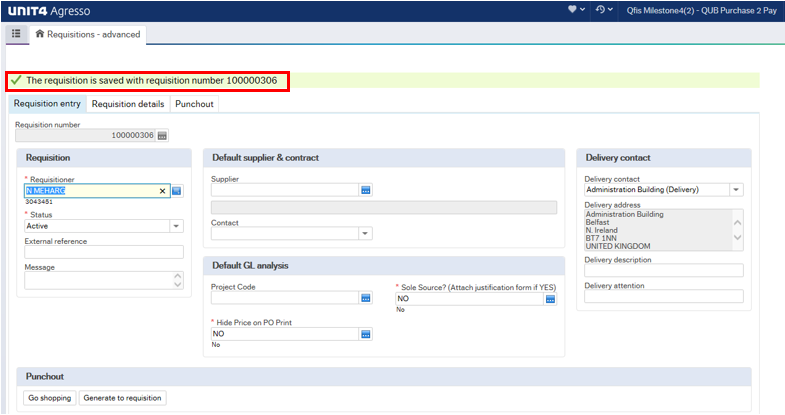
* 1. General Ledger Information

Details need to be added to the requisition to indicate how and where the goods/services should be charged.



* 1. Save your Blanket Order

Once you have completed the product information and the general ledger details, click ‘Save’ to create your requisition. A requisition number will be generated and this can be used to track the progress of your requisition.



1. Frequently Asked Questions

* 1. Can I copy an exisiting requisition?

Yes. You can retrieve any requisition you have previously created, click the copy requisition button and edit the new requisition as required. A new requisition number will be generated once you click ‘Save’.

* 1. What do I do if I am unsure what the VAT system is?

For guidance on VAT systems please refer to the Procurement section of the Finance website. If you are still unsure, VAT system S (Standard) should be selected but can be amended by the Nominated Buyer is necessary.

* 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. 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 items 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 the value on a blanket order be increased if the original value is insufficient?

No. Purchase Orders cannot be amended. Where additional value is required, a new Purchase Order must be raised.

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. |
| 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 tasks required to complete an action. |