Table of Contents

PREFACE

I.T. SKILLS REQUIRED BEFORE ATTEMPTING THIS COURSE

This course has been written with the assumption that you already possess the following basic IT skills:

- **Confident navigation of MS Windows**
  - Opening and closing MS packages
  - Minimising and restoring Windows
  - Moving between open files
  - Working with multiple Windows
- **Confident user of PC file structures**
  - Know how to save a file to a specific location, e.g. a designated network drive, the computer hard drive, inside specified folders, etc.
  - Understand the difference between 'Save' and 'Save As'.
  - Understand file paths.
  - Know how to use 'Windows Explorer' or 'My Computer' to locate files
  - Know how to copy and rename files
  - Know how to create folders and move files into folders.
- **Basic keyboard awareness**
  - Know where the following keys are located on the keyboard; Alt, Ctrl, Shift, Caps Lock, Space bar and Tab keys
  - Understand the difference between the Delete and Backspace keys
- **Confident user of basic formatting and basic editing**
  - Copy and paste
  - Understand the difference between Cut and Delete
  - Change font, font size, underline, bold, italic and text alignment

FMS SKILLS

- **Basic Navigation of FMS web**
  - Accessing Menus
  - Navigation of pages
  - Familiar with FMS Financial Terminology
  - Familiar with 'FMS Web Introduction – Tutor Led Manual' on FMS Web

    https://strath.sharepoint.com/sites/fms

HOW THIS MANUAL WORKS

The manual is divided into '**explained**' and '**how to**'. 'Explained' sections provide the user with background information on how **Suppliers and Purchases in FMS** works. The 'how to' sections provide instructions on how to perform tasks in **Suppliers and Purchases in FMS.**

'How to' instructions take the format of numbered instructions with screenshots from **FMS Web**. An initial instruction is often followed by a screenshot that shows the user what should happen next. Screenshots are labelled with key points that will be used in subsequent instructions.

Note boxes are used to draw the user's attention to important points that must not be forgotten.

FMS – FURTHER INFORMATION

Further information about the Financial Management System, together with details of the training programme and a range of FAQs, can be found at this link to the FMS Landing Page:

- http://www.strath.ac.uk/finance/generalinformation/fmslandingpage/

All FMS users will have access to general FMS training materials via this link:

- https://strath.sharepoint.com/sites/fms

FMS – SEARCH OPTION

The **Search** option within FMS can be used for all processes within this training manual and FMS in general. The search option is located in the top right corner of the FMS screen. Type in part of the description you are searching for, then a list of options will be displayed containing your description e.g. Invoice; Budget etc. Select the relevant process you want to open.

If you want to save the process for future use, select the icon to save it in your favourites section, this will appear on the right-hand side of the FMS menu screen.

COPYRIGHT

INCOMING INVOICES

This section covers:

- Invoices Explained
- View a Copy Invoice
- Approval of Overspend
- Non PO Invoices

INVOICES EXPLAINED

The payments team within Finance receives invoices from suppliers and depts. Each invoice is uploaded into FMS and registered against the corresponding purchase order number. Providing there are no outstanding tasks to be completed, e.g. missing GRN/approval of overspend then the invoice will be processed for payment in accordance with the agreed payment terms.

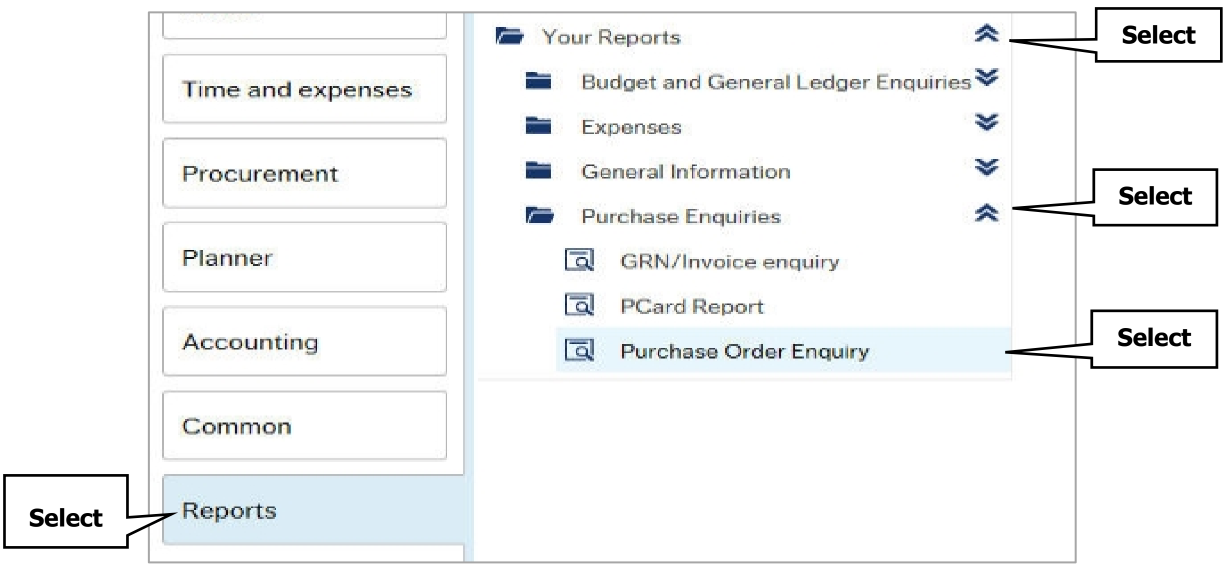
Payments to overseas accounts are processed within FMS, an additional process exists to transfer the funds to the international bank account.

The University operates a No PO No Payment Policy and suppliers are informed that invoices received without a Purchase Order number will be returned unpaid. Suppliers are advised to send invoices directly to fms-supplierinvoices@strath.ac.uk quoting the relevant purchase order no. However, there may be occasions where a department receives the invoice, this should be checked by the dept. that a purchase order number is quoted on the invoice and sent to the email address above.

VIEW A COPY INVOICE

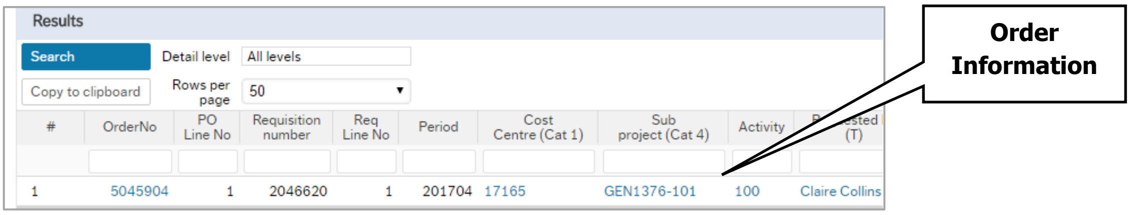
All invoices registered by finance are available to view on FMS web. To view a copy of an invoice:

1. Select **Reports** from the menu
2. Select **Your Reports > Purchase Enquiries > Purchase Order Enquiry**. Alternatively, use the Search option.

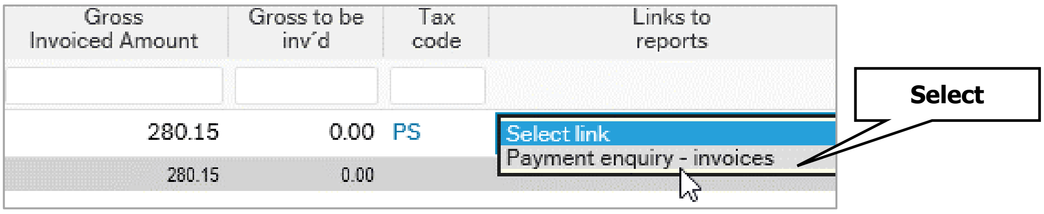


3. Enter the **purchase order** number into the **OrderNo like** field then select **Search**.

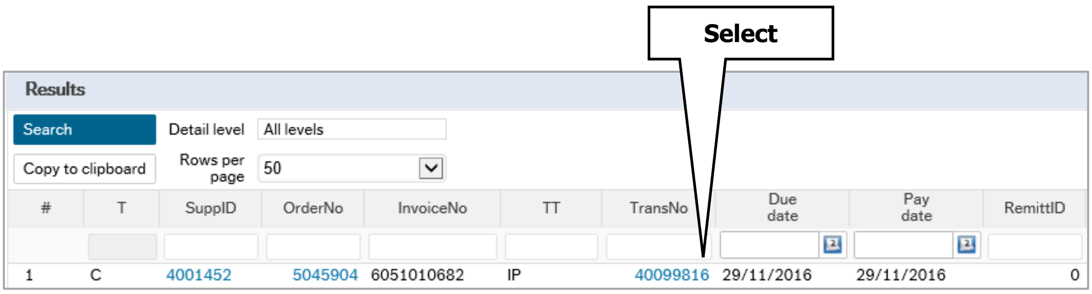
4. The order details will be displayed.



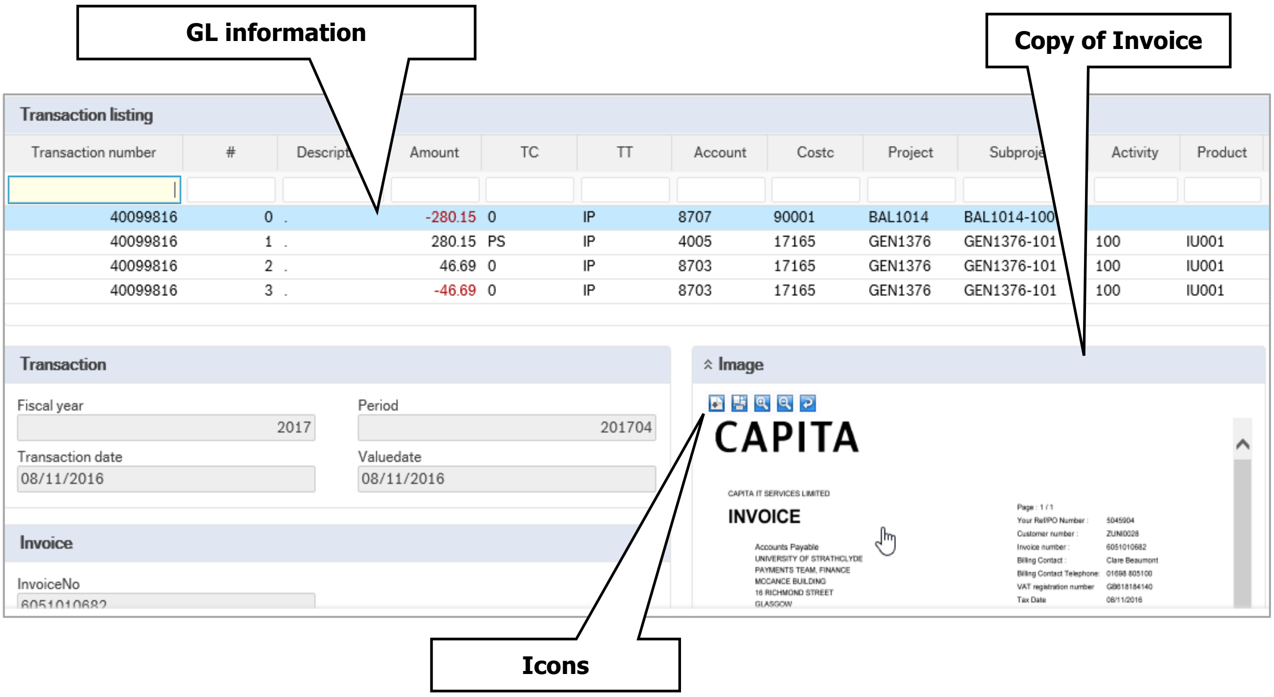
5. Scroll to the right of the screen and open the drop down menu under **Links to reports**, select **Payment enquiry - invoices**.



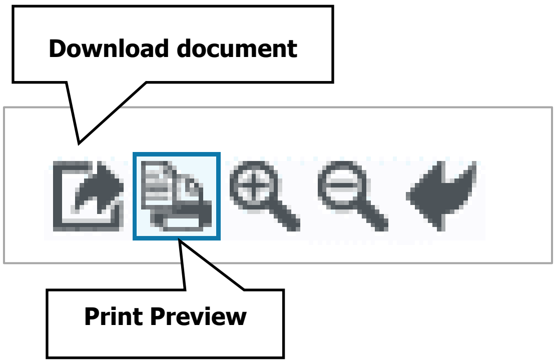
6. Any invoices relating to the order will be displayed. To view a copy of the invoice, select the **TransNo** hyperlink**.**



7. The invoice and **General Ledger** information is shown.



8. Icons are displayed on the top left of the image. To expand the view, click on the **Print preview** icon or click on the document image to open in a new tab. You can also select the **Download document** icon to save a copy and print (**only do this if necessary**).

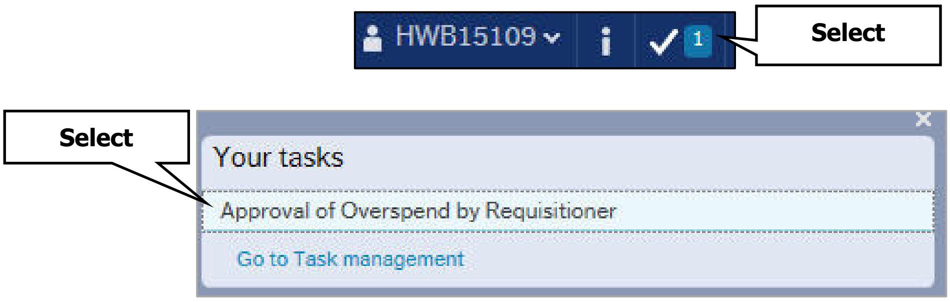


This **Purchase Order Enquiry** report is explained in full on page 8.

APPROVAL OF OVERSPEND TASK

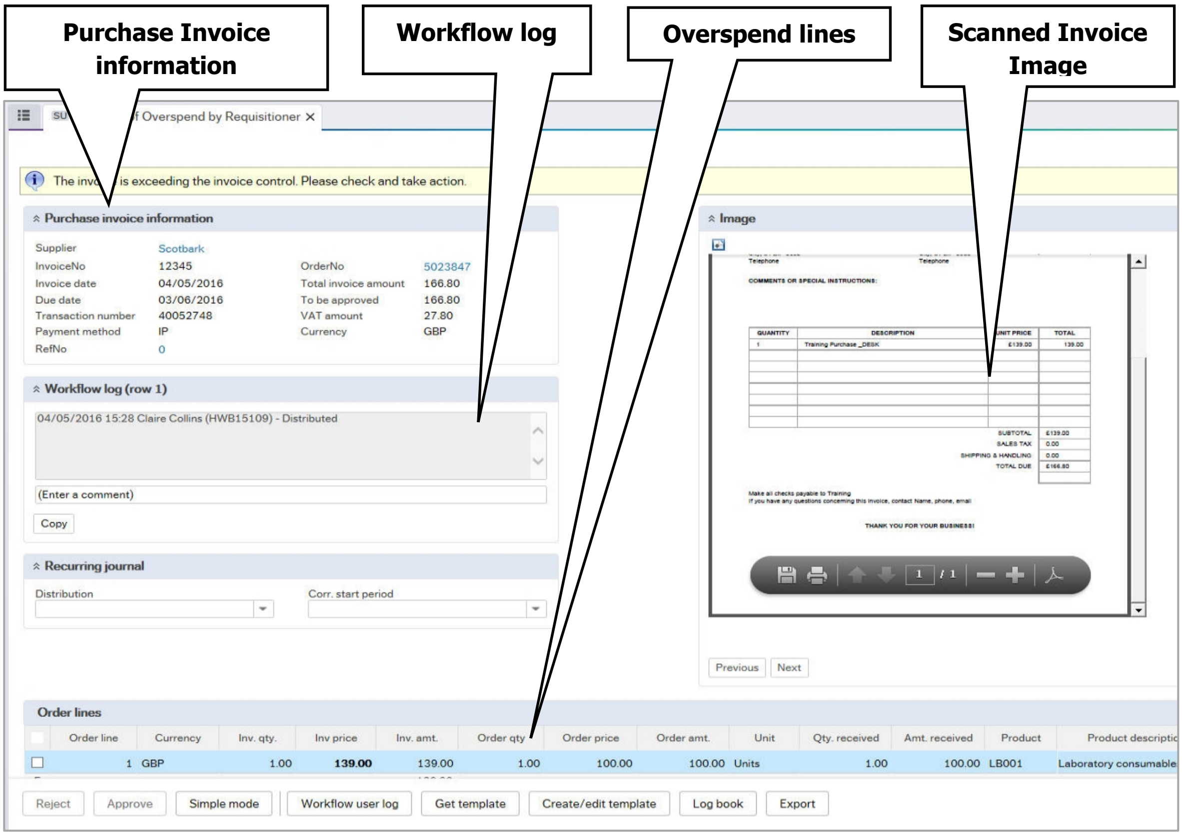
If an invoice exceeds the order amount by 2.5% or £25, whichever is the greater, a task is issued to the requisitioner for approval of overspend. The tolerance limit is set for each line of an order.

1. To action the task, open your task list and select the Approval of Overspend task

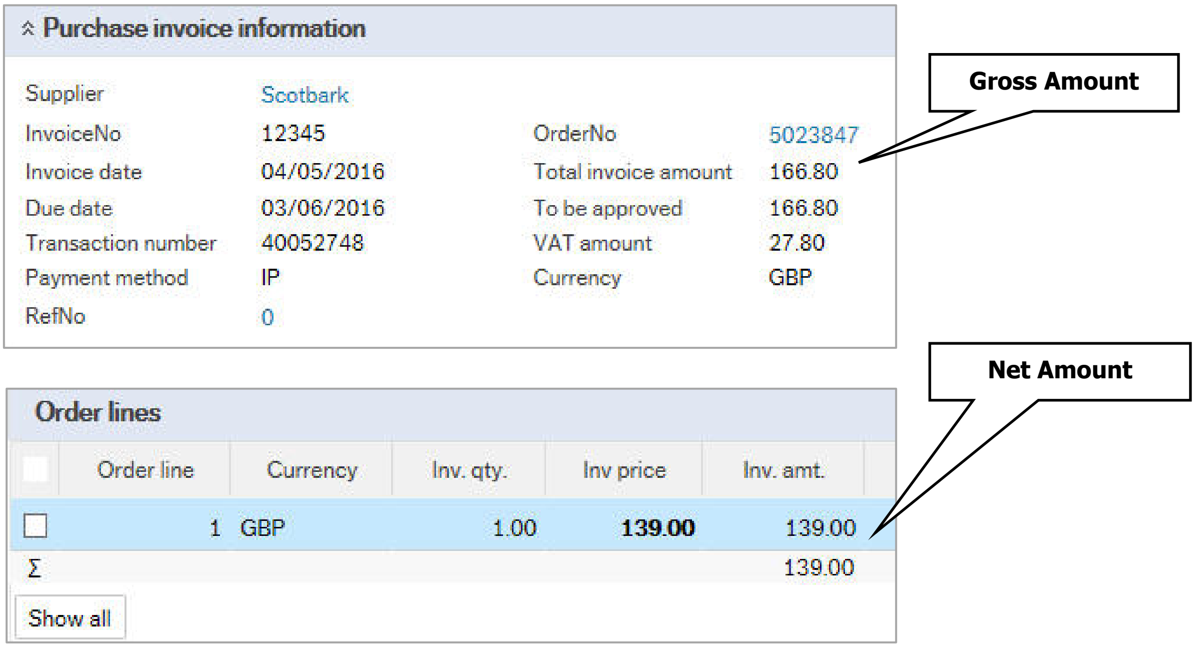


2. The overspend task will open and the following information will be displayed:

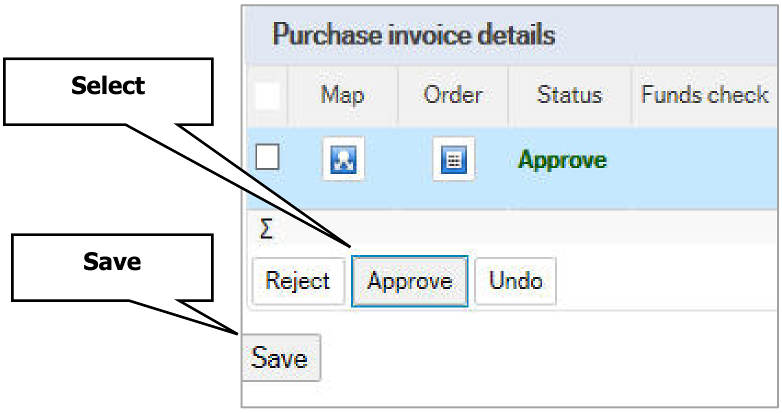
- **Purchase Invoice information**
- **Scanned image of the invoice**
- **Workflow log**
- **Overspend lines**



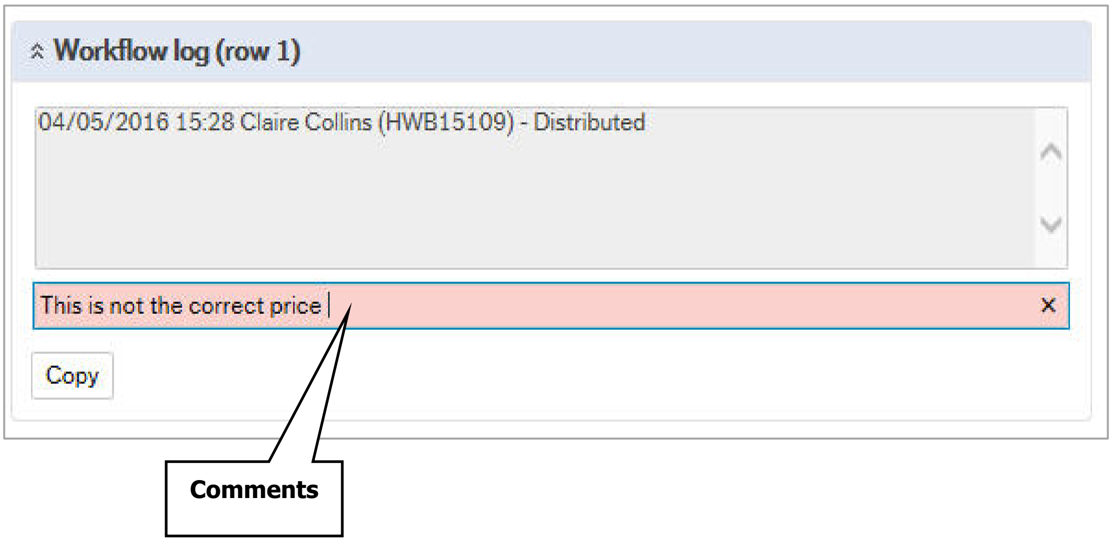
3. The order lines will show the invoice price in bold (the amount shown in bold is a **NET** value, the **GROSS** value can be viewed in the **Purchase Invoice Information** section). You can compare the invoice price against the invoice image and the order price,

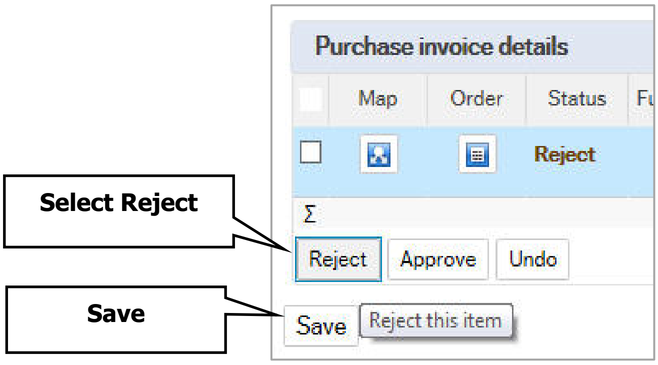


4. Check the invoice amount against the amount to be approved.
   a. To approve the task, select the **Approve** button, then select **Save**. This will complete the task and the invoice will be processed for payment.



b. To reject the task, first enter a comment in the **Workflow log** to explain the reason for the rejection. Once entered select the **Reject** button then **Save**. This will send the task back to the Payments team to action.





NOTE

The approval of overspend task will only be triggered, where the NET ordered amount is out of tolernce against the NET invoiced amount. The addition of VAT is not calculated as overspend unless an incorrect tax code has been used on the original order.

NON PURCHASE ORDER INVOICE

Before placing an order without a purchase order, you should consider the following:

- Is there already a Framework/Contract agreement in place with an FMS Supplier
- Is there an alternative FMS enabled supplier?
- Have you followed the correct procurement process e.g. quotes/SSJ?
- Can the supplier be set up on FMS by completing the new supplier request, if the necessary criterions are met?

REQUEST FOR PAYMENT

Purchase Orders should be used for all requirements where possible. It is recognised that there will be a few instances where exceptional circumstances exist. Exceptions will be considered and monitored on a case-by-case basis You must ensure procurement guidelines are followed (if you are unsure, seek advice from Procurement Services).

An invoice would be submitted at the same time as the RFP request (as one PDF document) to procurement.rfp@strath.ac.uk.

UNDERTAKEN DUTIES

An Undertaken Duty claim must be completed for the vast majority of adhoc work carried out on behalf of the University by non-staff members. For these cases, Right to Work in the UK and HMRC regulations apply. This includes External Examiners and External Assessors on interview panels. Undertaken Duty claims will be paid monthly via the University Payroll.

Detailed information can be found within the Undertaken duties guide.

http://www.strath.ac.uk/finance/financialservices/payroll/undertakenduties/

**** IMPORTANT UPDATE*****

The University's approach to paying assignees residing overseas has required to change. Please see guidance Payment Mechanism to Pay Overseas Assignees

FMS REPORTS

This section covers

- Useful FMS reports

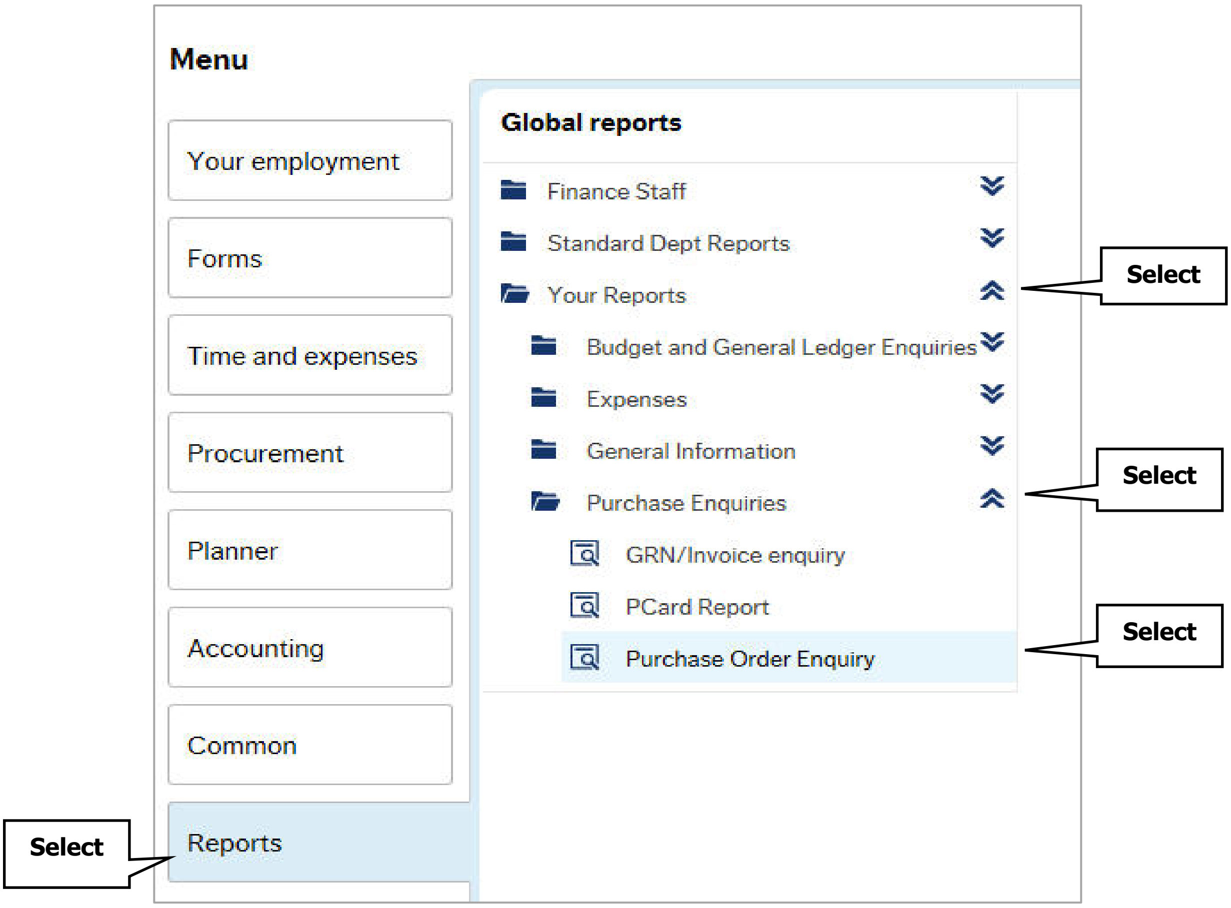
PURCHASE ORDER ENQUIRY

The purchase order enquiry report provides information such as:

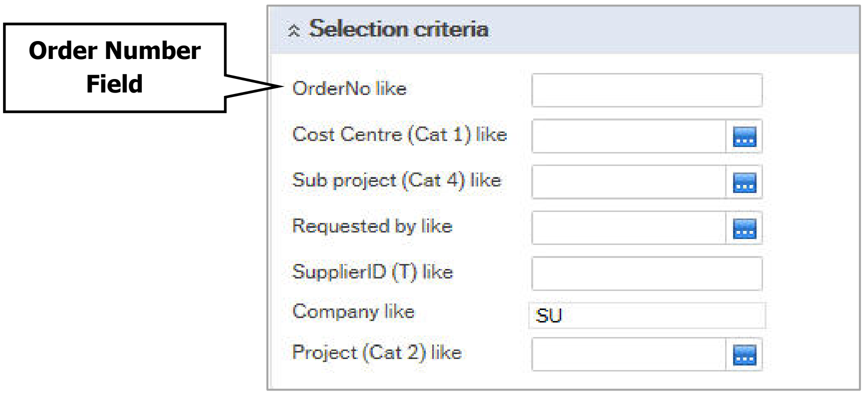
- Original order details
- Invoiced amounts
- Copy of scanned invoice
- Payment details

This report is useful if you are checking payment details for a supplier or for maintaining call off orders.

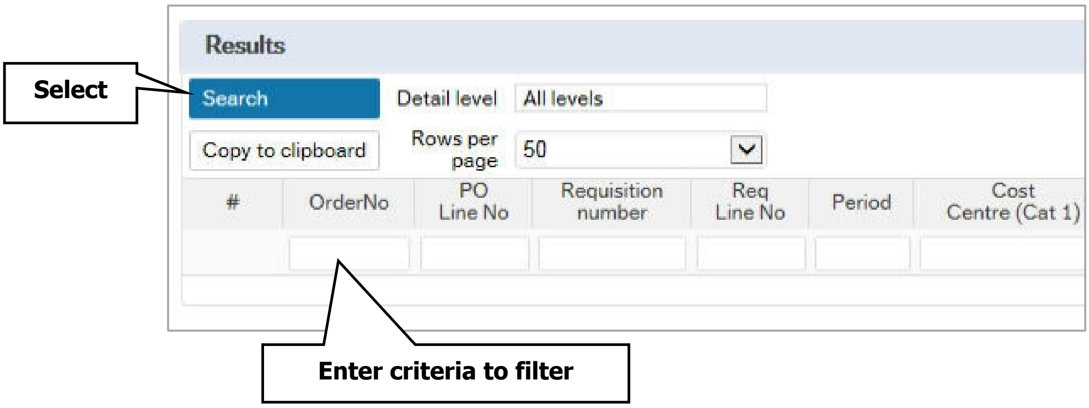
1. Select the **Reports** menu on FMS Web
2. Select **Your Reports > Purchase Enquiries > Purchase Order Enquiry**. Alternatively, use the FMS **Search** option Page iii.



3. Enter relevant search criteria such as **order number** (you can use multiple criteria to narrow your search result). **Always enter at least one search criteria, this will help the report run quicker.**



4. Select the **Search** button to run the enquiry.



NOTE

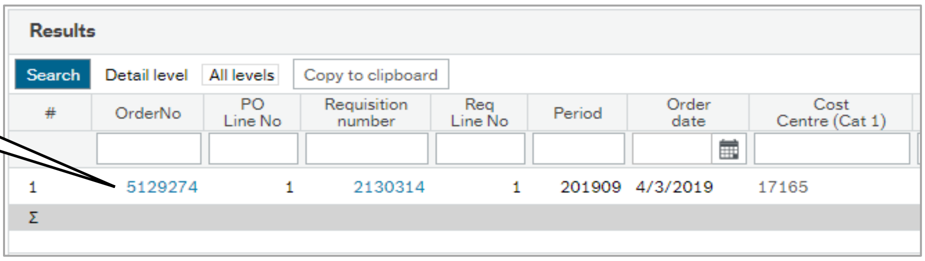
The column headers can be used to filter your results. Enter a criteria in the column header and select the search button to filter.

5. The results will be displayed.

NOTE

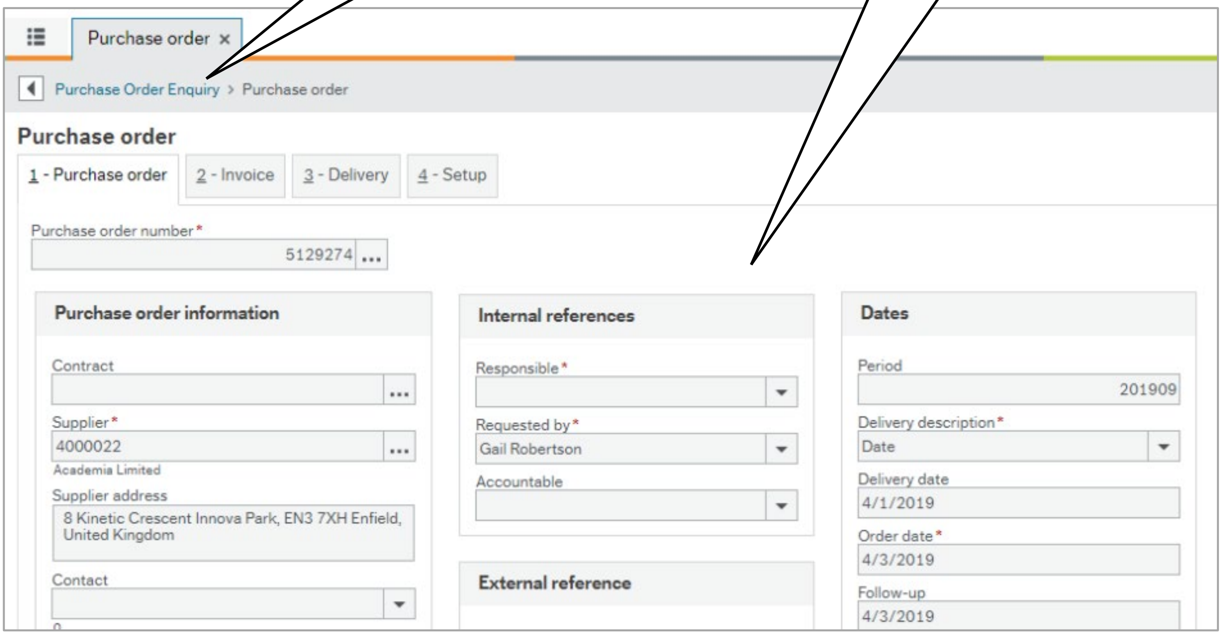
Blue text columns are hyperlinked, select these to view the detail For example, selecting the Order No, would show the full Purchase Order details.

Select Hyperlink e.g. Order no



Select link

Purchase Order details displayed



6 To return to the Purchase Order Enquiry screen, select the **Purchase Order Enquiry** link below the FMS tab.

Ordered Qty	Delivered Qty	Invoice... Workflow	Invoiced Qty	To be delivere	Net Order Amount	Net In... workflov	Net Invoiced /	Last Invoice No poste	Gross Invoiced A	Gros... inv'd	Tax code	Links to reports
420.00	36.01	-69.02	35.01	383....	420.00	-37.52	35.01	40052740	42.01	384....	PS	Select link
420.00	36.01	-69.02	35.01	383.99	420.00	-37.52	35.01		42.01	384.99		

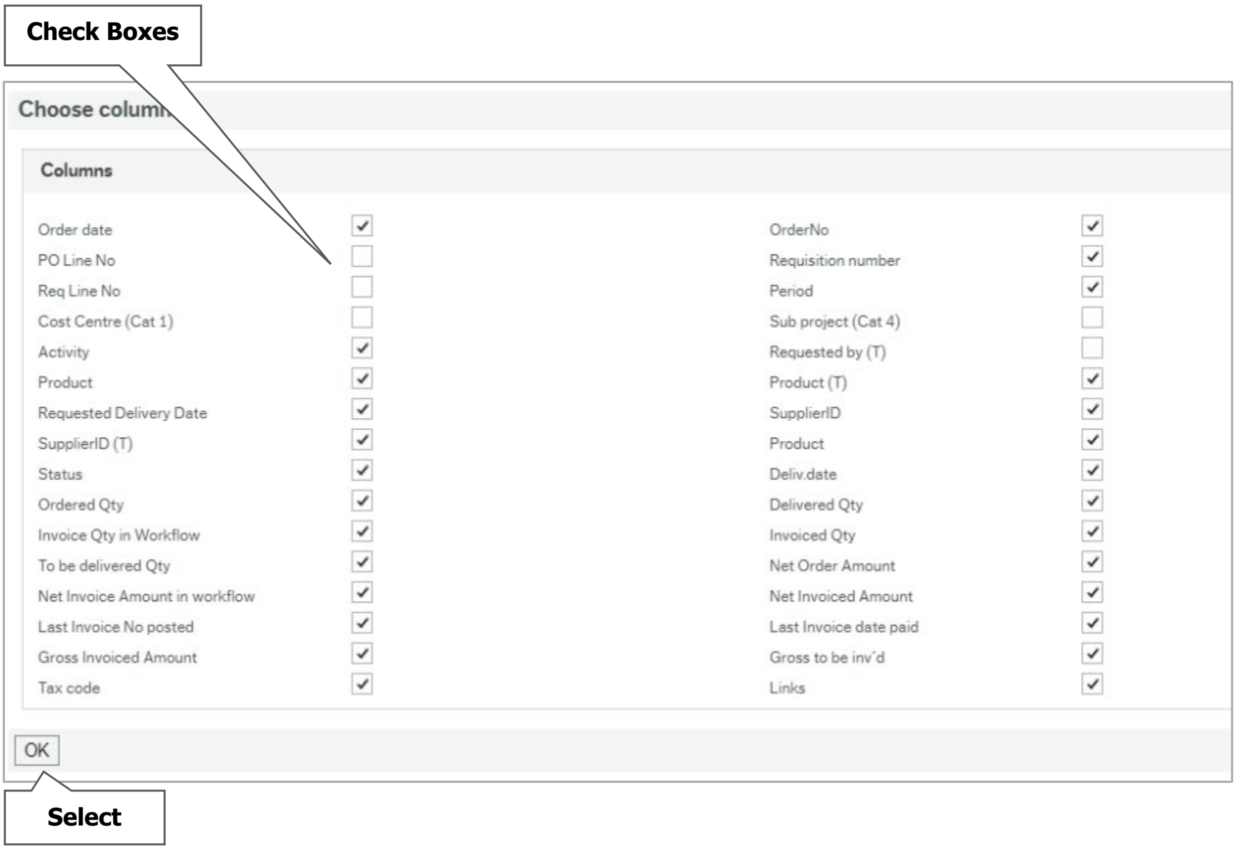
The report will display several fields for each order line, including the following:

- **Ordered Qty** – the quantity ordered
- **Delivered Qty** – the quantity delivered
- **Invoice Qty in Workflow** – the quantity relating to invoices in workflow
- **Invoiced Qty** – the quantity invoiced and posted (finished workflow) if any
- **To be delivered Qty** – the quantity still to be delivered, if any
- **Net Order Amount** – the net value of the order (excluding VAT)
- **Net Invoice Amount in workflow** - the net value relating to invoices in workflow (excluding VAT)
- **Net Invoiced Amount** - the net value of invoices posted
- **Gross Invoiced Amount** – the gross value of invoices posted (including VAT)
- **Gross to be inv'd** - the gross value of invoices outstanding (including VAT)

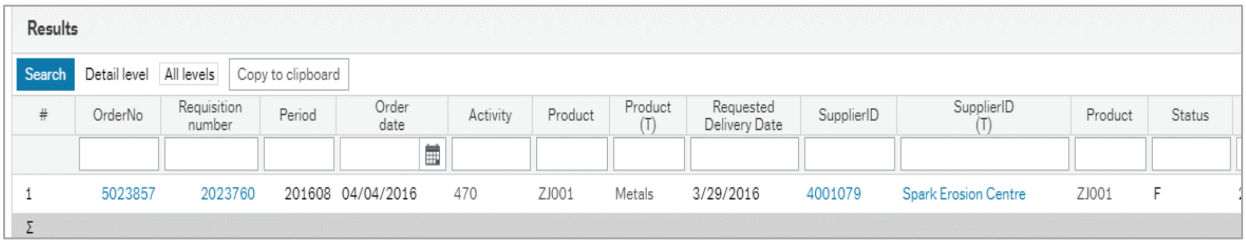
CHOOSE COLUMNS

You can choose to hide certain columns, for any of the reports in FMS, if they are not relevant to the information you require.

1. Select the **Choose columns** button from the footer menu.
2. A pop up window will be displayed
3. Uncheck the boxes against the **column headers** that you wish to remove then select **OK**.

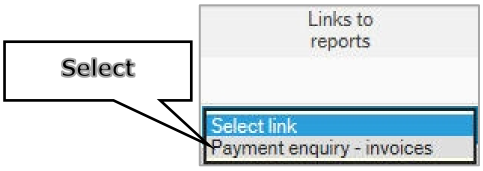


4. The columns are now hidden from the report and will remain hidden unless you re-check the hidden columns.

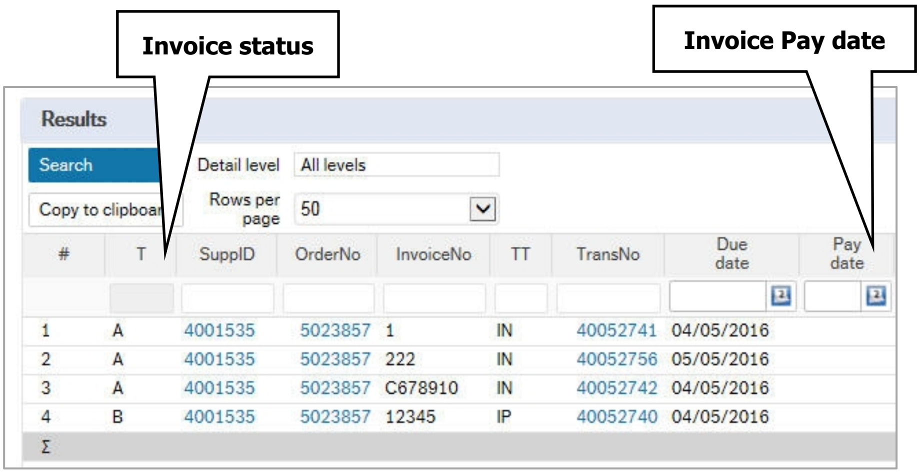


VIEW PAYMENT DETAILS:

1. Scroll to the right of the screen and open the drop down list under **Links to reports** column and select **Payment enquiry – invoices**.



2. A new window will open, displaying invoice details:



#	T	SuppID	OrderNo	InvoiceNo	TT	TransNo	Due date	Pay date
1	A	4001535	5023857	1	IN	40052741	04/05/2016	
2	A	4001535	5023857	222	IN	40052756	05/05/2016	
3	A	4001535	5023857	C678910	IN	40052742	04/05/2016	
4	B	4001535	5023857	12345	IP	40052740	04/05/2016	
Σ								

- Column **T** refers to the invoice status:
  - A status is Received (in workflow)
  - B status is Registered (ready for payment)
  - C status is Posted (paid), a pay date is normally displayed in the **Pay date** column

Due date	Pay date	RemittID	Total Invoice Amount	Outstanding Invoice Amount
04/05/2016		0	-42.01	-42.01
05/05/2016		0	39.00	39.00
04/05/2016		0	-42.01	-42.01
04/05/2016		0	42.01	42.01
			-3.01	-3.01

–

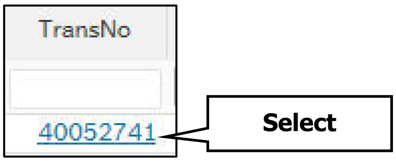
- **Due Date** – This is the date that the invoice is due to paid by, as per the agreed payment terms and conditions. The payment will normally be processed on the nearest payment run, before the due date.
- **Pay date** – this is the date the invoice has been paid.
- **RemittID** – will only show if the invoice is in a current payment process i.e. waiting to be paid.
- **Total Invoice Amount** – the invoice amount paid to the supplier.
- **Outstanding Invoice Amount** – The amount outstanding on the invoice.

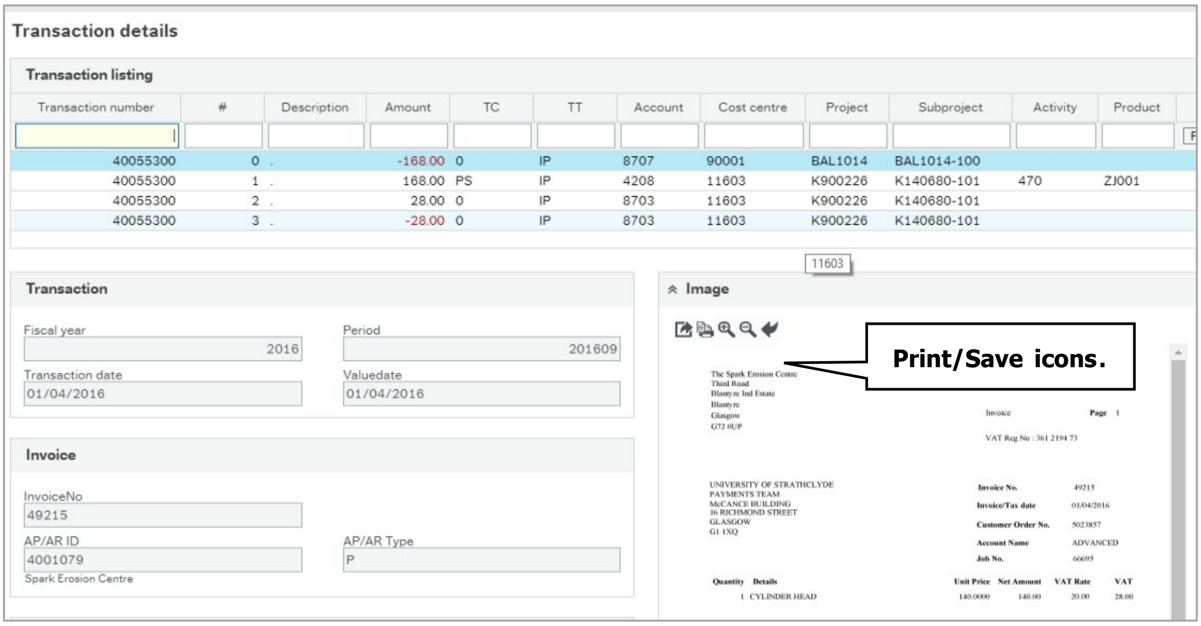
NOTE

Total Invoice Amount will normally equate to the gross amount on the invoice. However, where the supplier is EU VAT registered, the invoice gross amount on the Purchase Order Enquiry report will differ from the Total Invoice Amount (the department budget will be charged with the VAT but this is not paid directly to the supplier).

VIEW COPY OF INVOICE

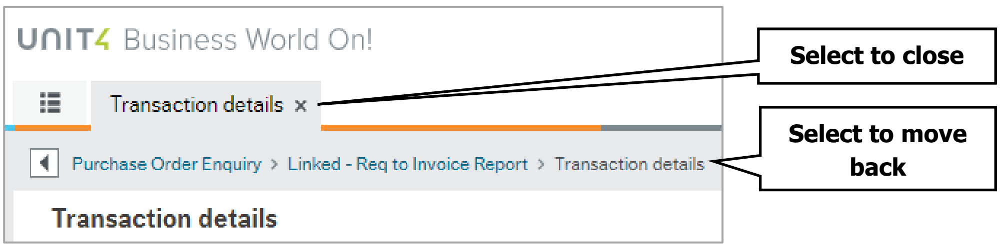
1. While in **Payment enquiry – invoices**, you can view the invoice by selecting the **Transno** hyper link.





2. Hover over the invoice and scroll down to see the full invoice detail or click on the invoice image to open in a new window. Options to save and print the invoice, appear in the top left corner of the image (**only print if necessary**).

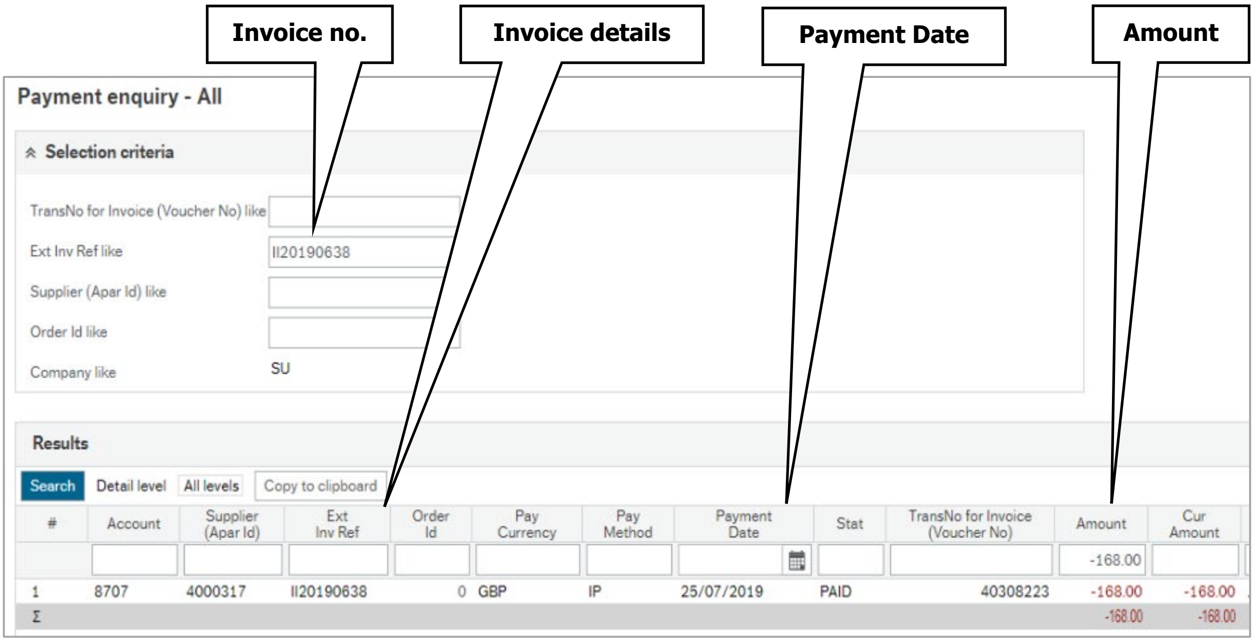
3. To move back to the previous screen, select the options below the Transactions details tab. Or to **Close** the report select the cross (**X**) on the **Transaction details** tab.



PAYMENT ENQUIRY ALL

To search for a payment that was processed for a non-purchase order invoice, you can use the **Payment enquiry - All** report.

1. Select **Reports** from the FMS menu
2. Select **Your Reports > Purchase Enquiries > Payment Enquiry - All**. Alternatively, use the FMS Search option Page iii.
3. Enter some criteria, ideally the invoice number (**Ext Inv Ref like** field) and/or the amount (this should be entered as a minus figure e.g. -168.00).
4. Click **Search** (results will be shown below and a payment date given).
5. The **Choose columns** options is available to hide fields that are not relevant, refer to page 12

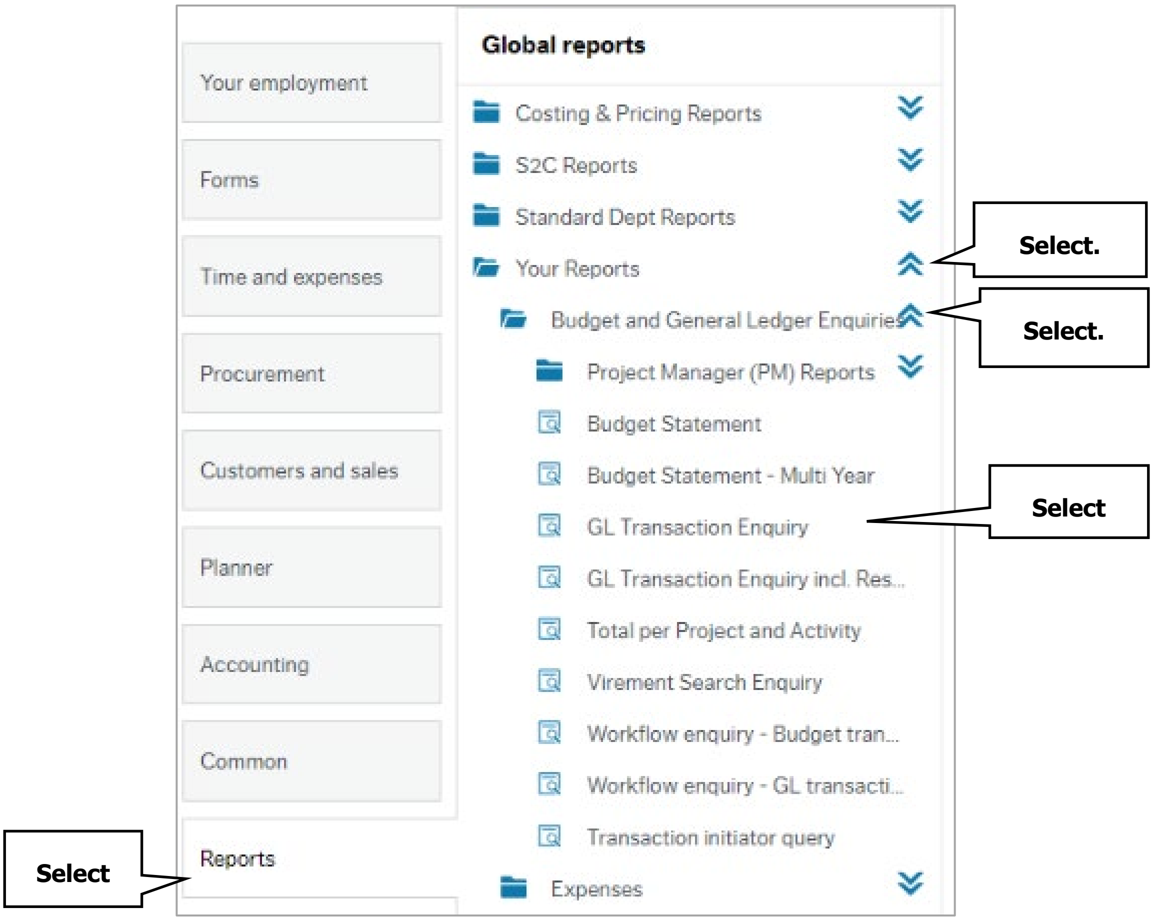


To view the transaction in full, take a note of the transaction number and search via the GL transaction enquiry reports.

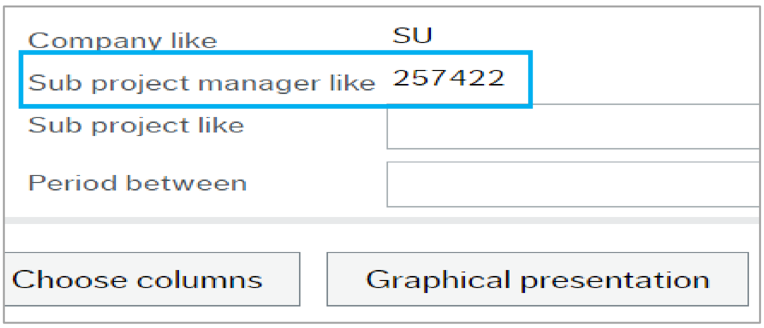
GL TRANSACTION ENQUIRY – SUB PROJECT MANAGER ONLY

The **GL Transaction Enquiry** report allows you to view a transaction against your own sub project, which have been registered or posted to the **General Ledger.** This is a useful report if you only have minimal information on an order e.g. amount or transaction number.

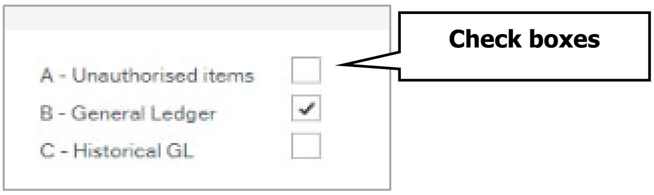
1. Select **Reports** from the FMS menu.
2. Select **Your Reports > Budget and General Ledger Enquiries > GL Transaction Enquiry.** Alternatively, use the FMS Search option Page iii.



3. The **Sub project manager like** field is prefilled with your own resource ID and cannot be edited. If you are not the sub project manager, use the **GL Transaction Enquiry-All** report see page 17.

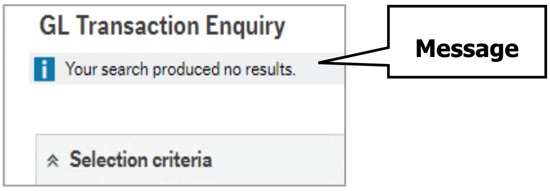


4. Enter search criteria in the search fields – if you want to view items that have not yet been paid but have been registered, then select the **Unauthorised items** check box.

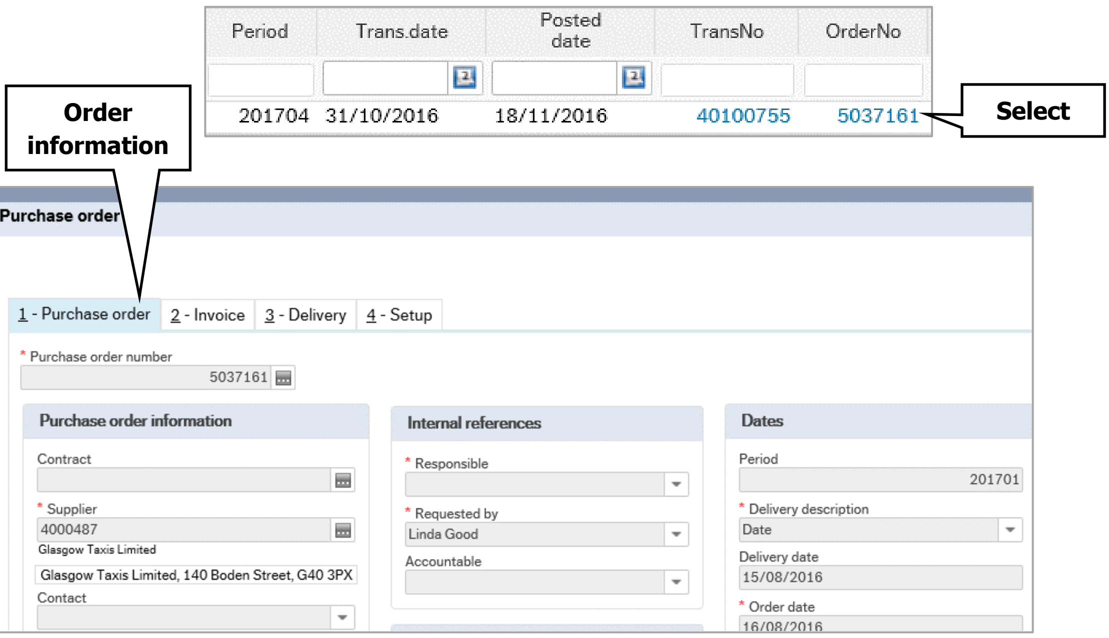


5. Select the **Search** button and the results will be listed (the **Choose columns** options is available to hide fields that are not relevant, refer to page 12).

6. If no results are found, then you can refine your search. You will see the following message if no results are found:



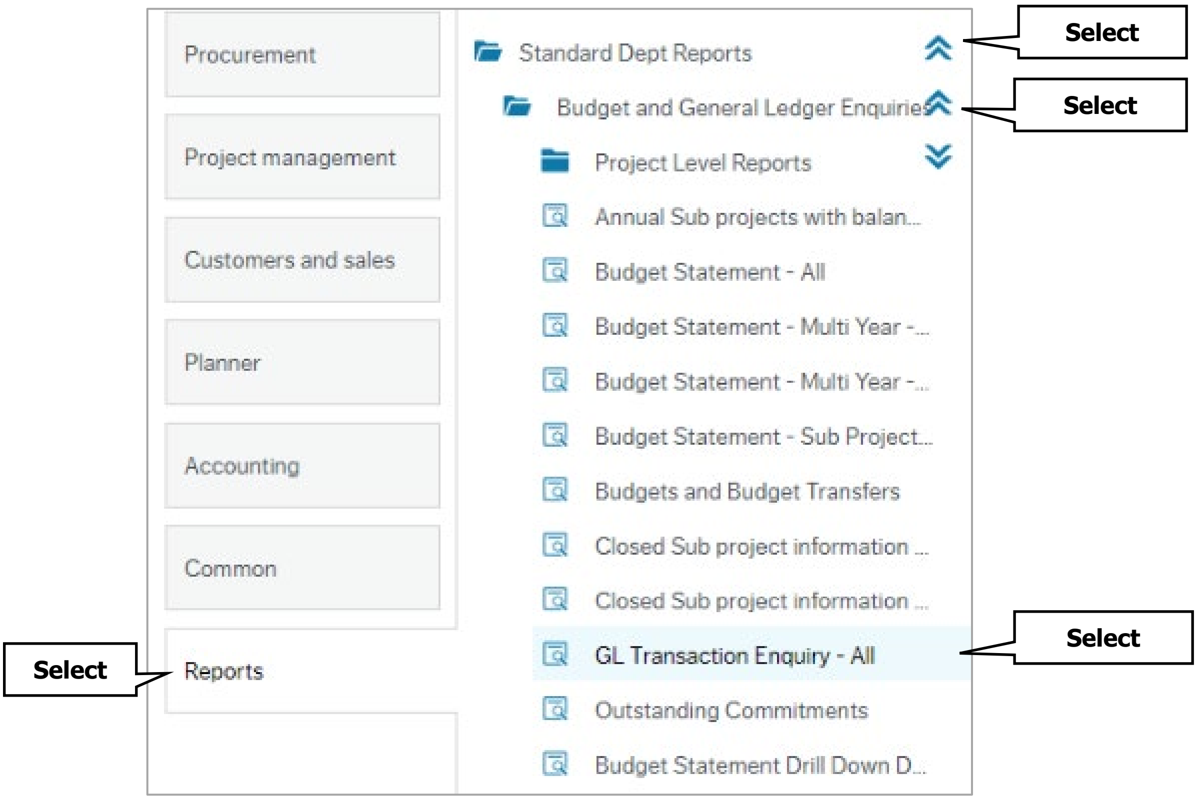
7. Further details can be found by selecting any of the hyperlinked columns e.g. **Transno** will show a copy of the invoice/request for payment details. **OrderNo** will show the original purchase order information.



GL TRANSACTION ENQUIRY – ALL

To view a transaction against a sub project within your cost centre.

1. Select **Reports** from the FMS menu.
2. Select **Standard Dept Reports > Budget and General Ledger Enquiries > GL Transaction Enquiry - All**. Alternatively, use the FMS Search option Page iii.



If you do not have access to this folder and there is a requirement for you to have access, then you should complete and submit the relevant **Users and Roles** approval form, found on the FMS knowledge hub.

3. The **GL Transaction Enquiry – All** report, works in the same way as the **Your Reports** version however the **Sub project manager like field**, is not pre-filled.
4. Follow steps 4 to 7 shown on page 16 to use this report.

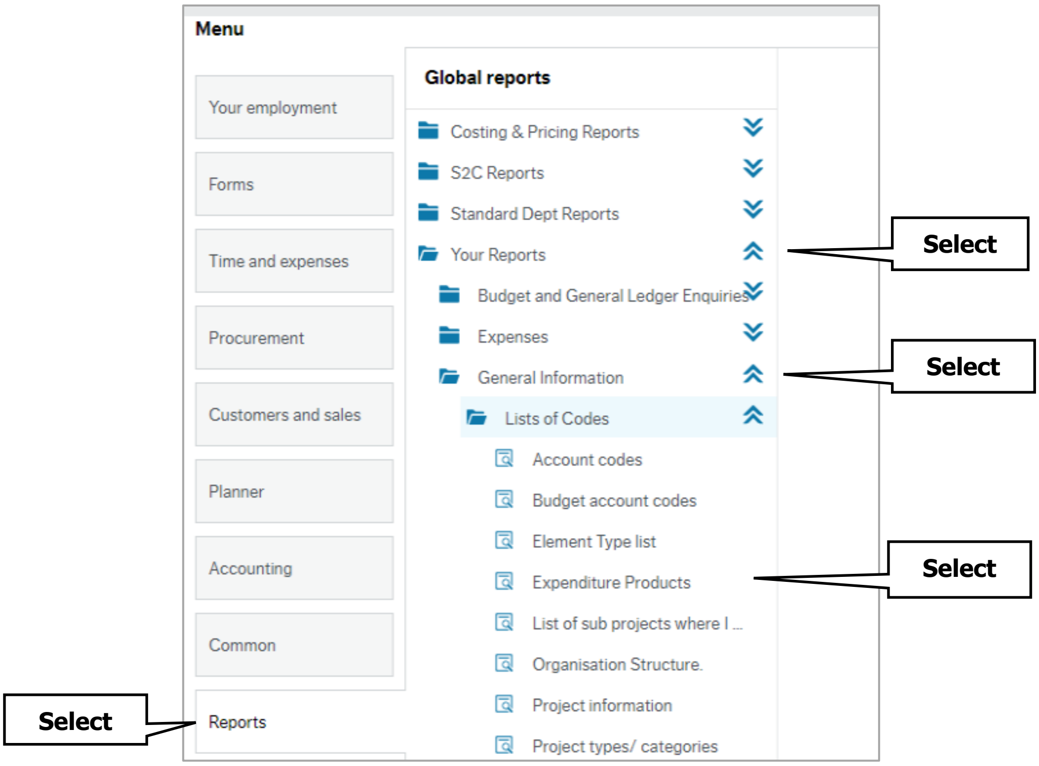
NOTE

Always enter at least one criteria before you search on this report as running a blank search will return results for the whole cost centre.

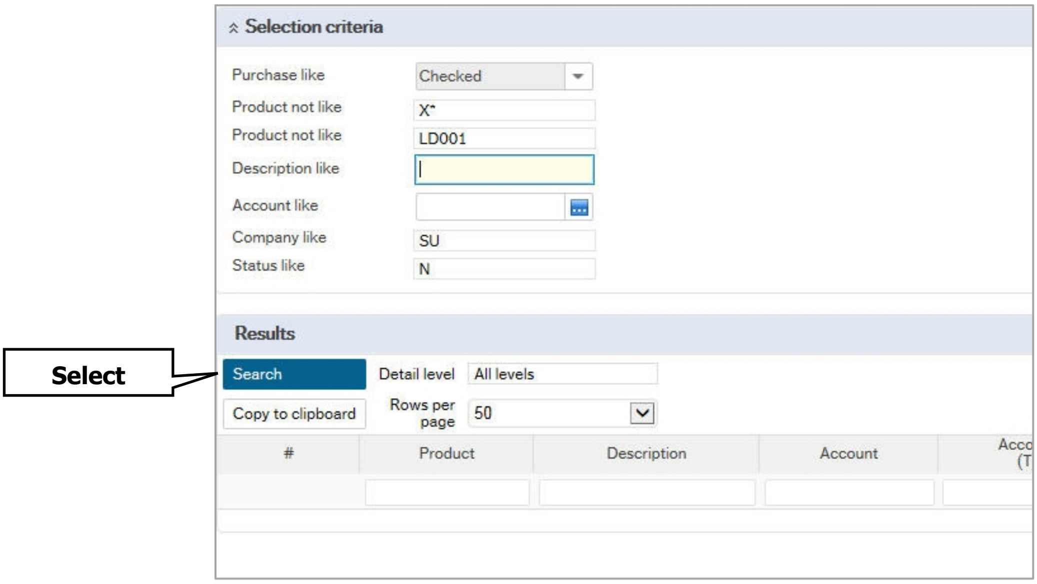
PRODUCT LIST ENQUIRY

A full list of product codes is available within **your reports**. This shows you the full detail of the product and the account they are linked to.

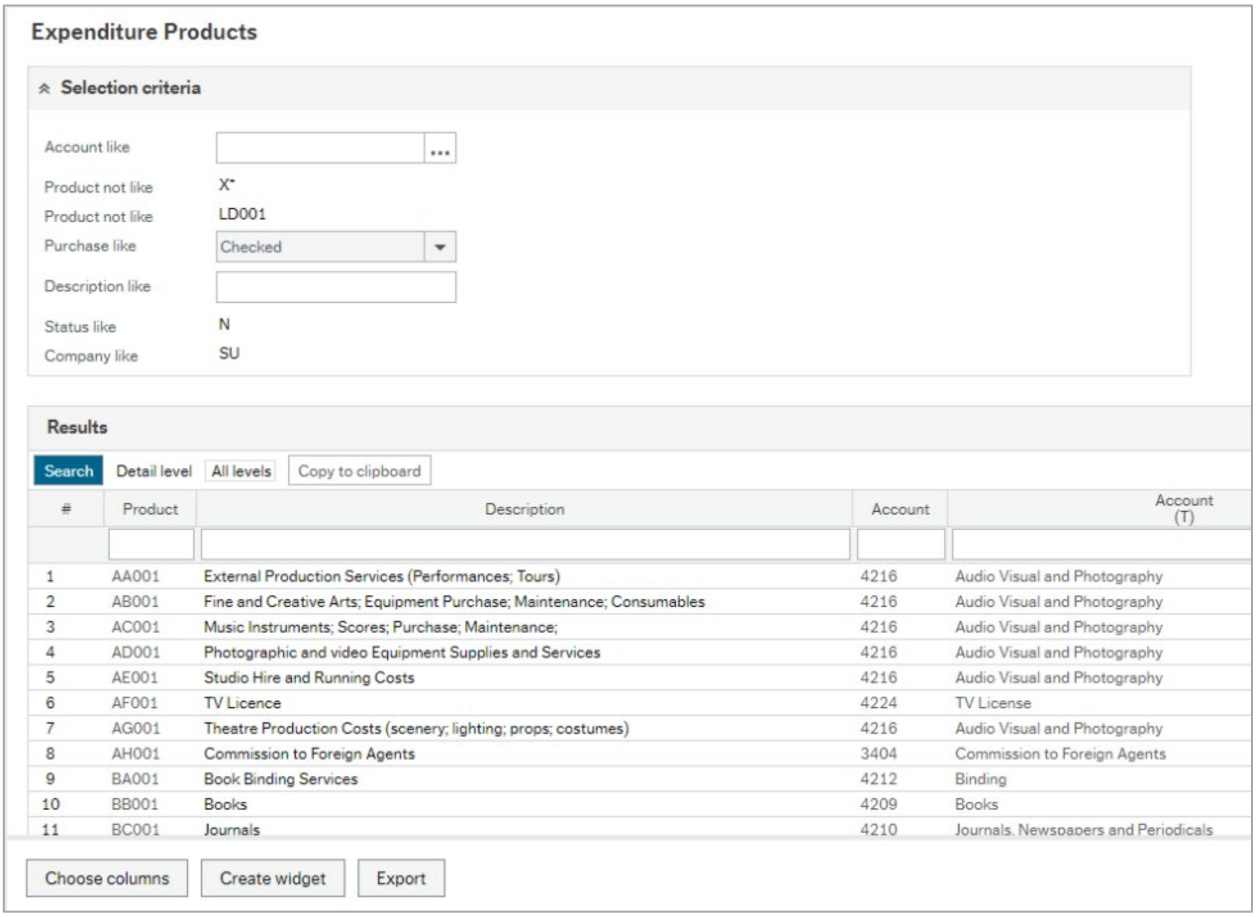
1. Select **Reports** from the FMS menu.
2. Select **Your Reports > General Information > List of Codes > Expenditure Products.** Alternatively, use the FMS Search option Page iii.



3. You can enter a single or multiple criteria however, to view the full list, leave all fields blank and select **Search**.



4. The full list will be displayed.



Expenditure Products

Selection criteria

Account like

Product not like X*

Product not like LD001

Purchase like Checked

Description like

Status like N

Company like SU

Results

Search | Detail level | All levels | Copy to clipboard

#	Product	Description	Account	Account (T)
1	AA001	External Production Services (Performances; Tours)	4216	Audio Visual and Photography
2	AB001	Fine and Creative Arts; Equipment Purchase; Maintenance; Consumables	4216	Audio Visual and Photography
3	AC001	Music Instruments; Scores; Purchase; Maintenance;	4216	Audio Visual and Photography
4	AD001	Photographic and video Equipment Supplies and Services	4216	Audio Visual and Photography
5	AE001	Studio Hire and Running Costs	4216	Audio Visual and Photography
6	AF001	TV Licence	4224	TV License
7	AG001	Theatre Production Costs (scenery; lighting; props; costumes)	4216	Audio Visual and Photography
8	AH001	Commission to Foreign Agents	3404	Commission to Foreign Agents
9	BA001	Book Binding Services	4212	Binding
10	BB001	Books	4209	Books
11	BC001	Journals	4210	Journals, Newspapers and Periodicals

Choose columns | Create widget | Export

5. Use the navigation buttons to view all pages.

6. You can use the column headers to filter your results if required. (the **Choose columns** options is available to hide fields that are not relevant, refer to page 12). You can also export to excel.

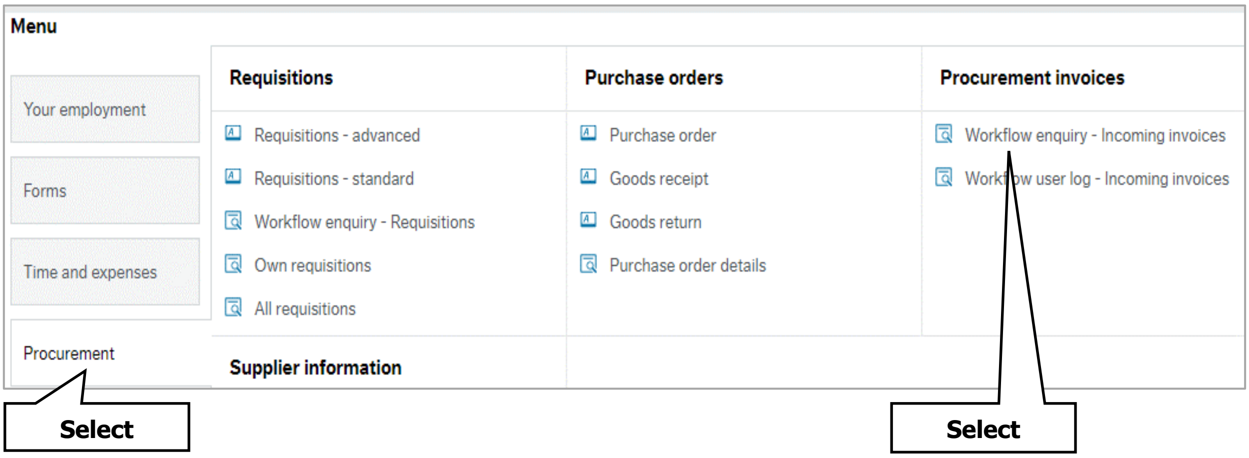
NOTE

New product codes may be added at anytime, therefore you may wish to re-run the report frequently if you have previously exported it.

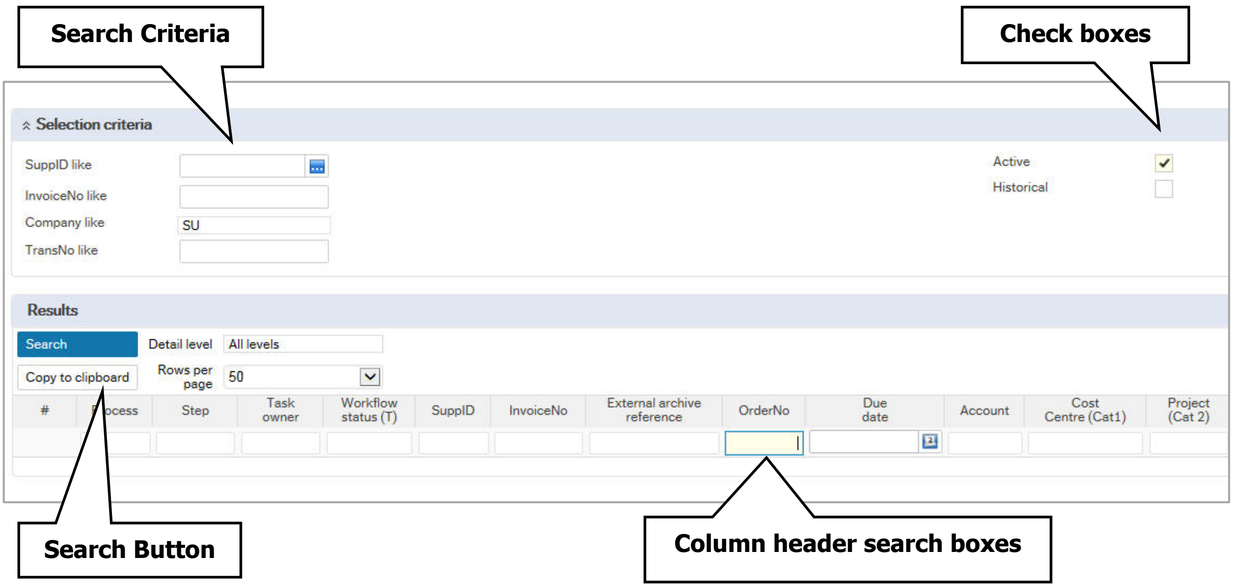
WORKFLOW ENQUIRY – INCOMING INVOICES.

You can check if an invoice has been registered by selecting **Workflow enquiry - Incoming invoices.** This is useful for **goods receipters** who may wish to check if a **missing GRN** task has been issued to the requisitioner.

1. Select **Procurement** from the FMS menu.
2. Select **Workflow enquiry – Incoming invoices** from the **Procurement invoices** section. Alternatively, use the FMS Search option Page iii.



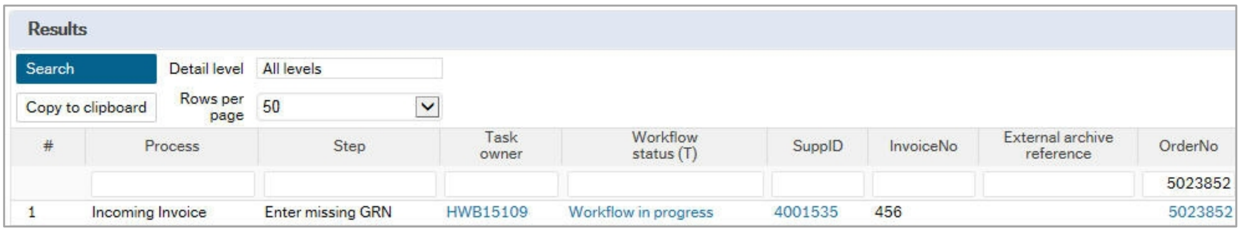
3. Enter a **criteria** using the search fields and or the column headers.



NOTE

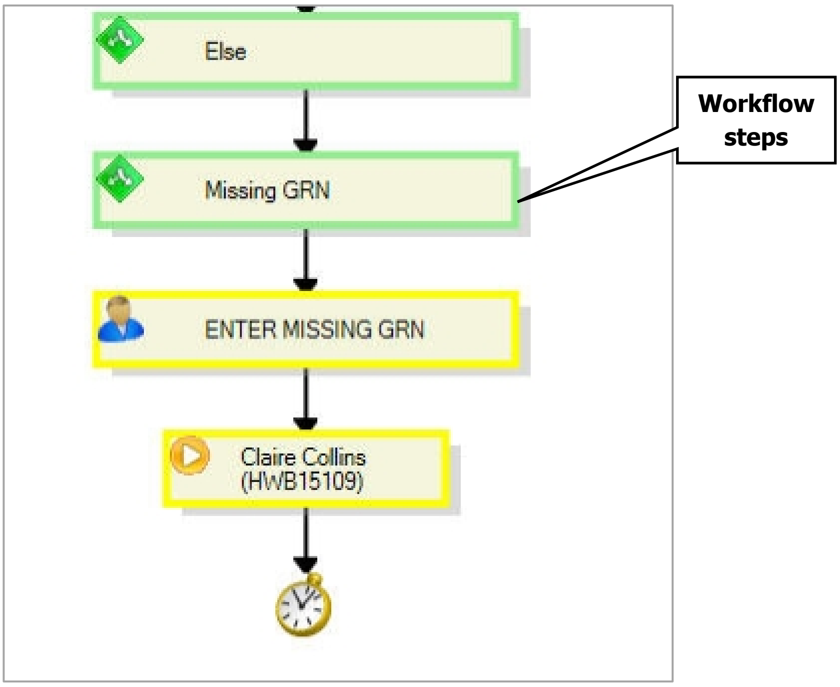
If you wish to see invoices that have previously been in workflow, check the historical box in the top left of the screen.

4. If an invoice has been registered, you can check the status under the **Step** heading.



5. To view the **workflow map**, select the **Workflow status** hyperlink.

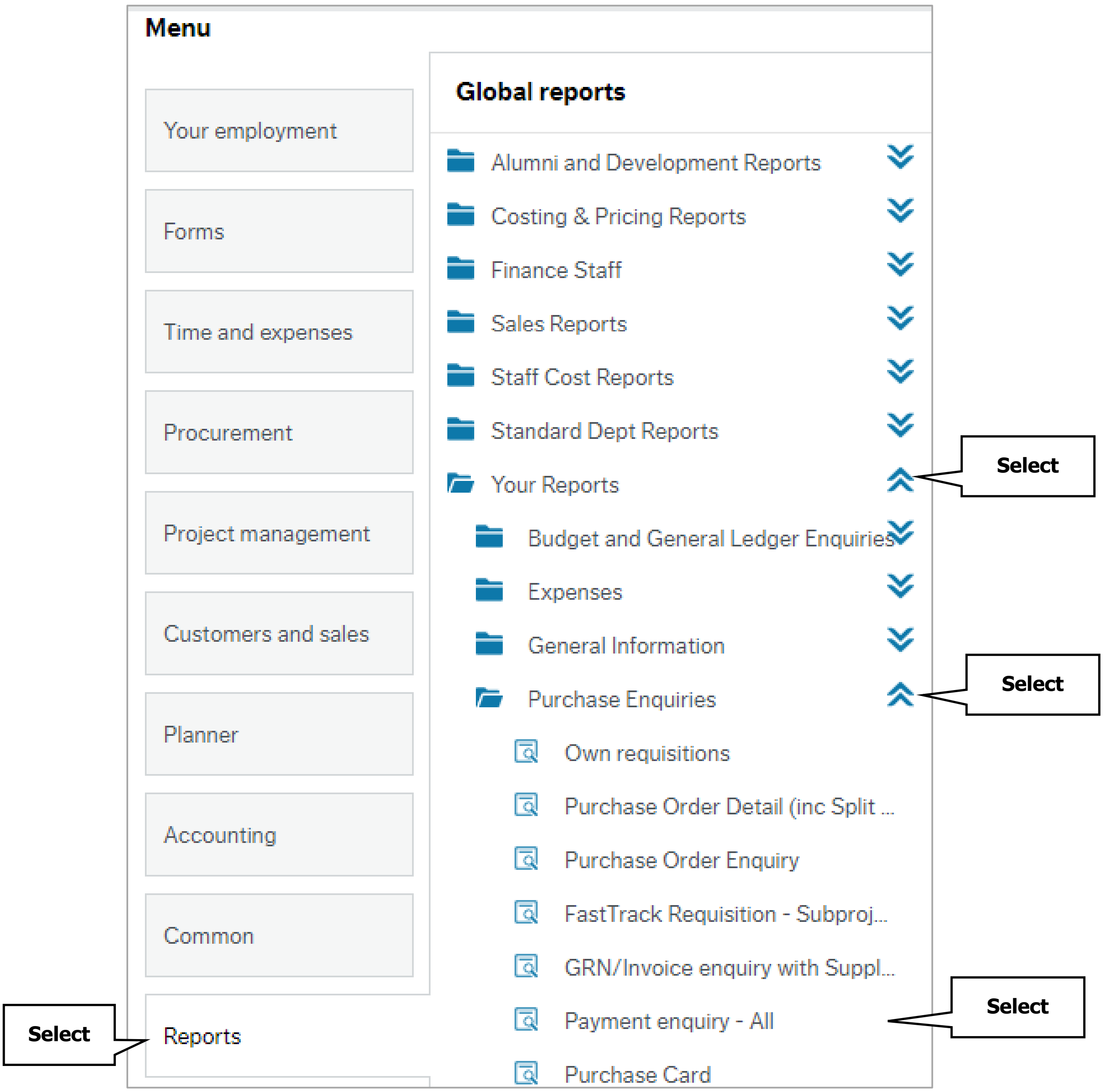
6. The map will open and you can see who the task is with.



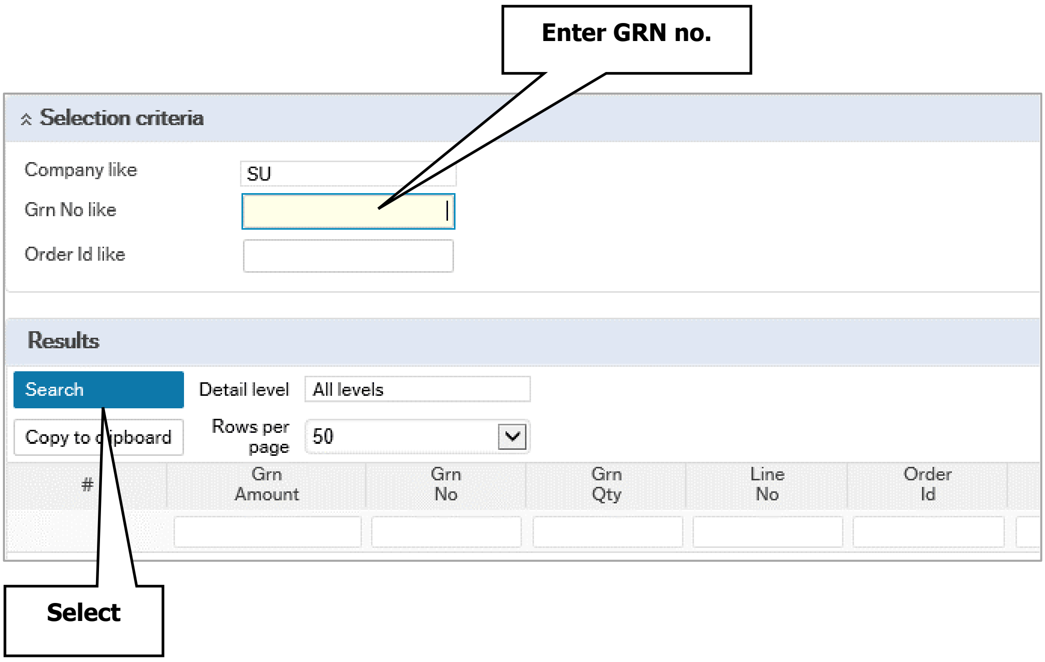
GRN/INVOICE ENQUIRY WITH SUPPLIER

If you have a GRN number, you can check which purchase order and invoice it relates to by using the **GRN/Invoice enquiry with Supplier** report.

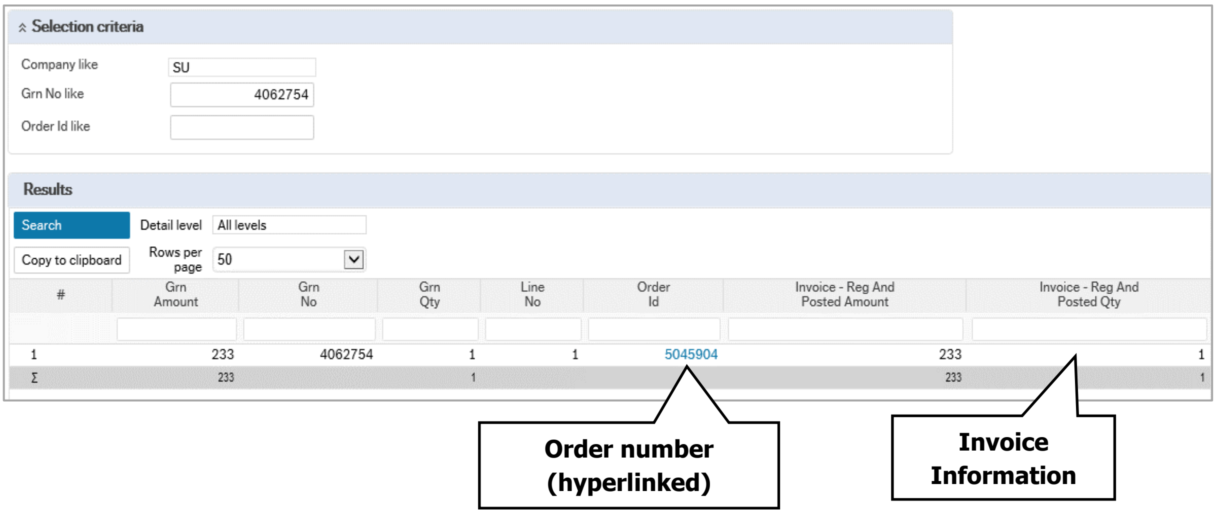
1. Select **Reports** from the FMS menu.
2. Select **Your Reports** > **Purchase Enquiries** > **GRN/Invoice enquiry with Supplier**. Alternatively, use the FMS Search option Page iii.



3. Enter the GRN number and select **Search**.



4. Details of the order and any invoices will be displayed.



APPENDIX 1 – QUICK REPORT GUIDE

Report/Enquiry	Information given
Workflow Enquiry – Requisitions	Approval status of requisition; approver details
Own Requisitions	List of own orders; Requisition number; Purchase Order Number
All Requisitions	Nominated users only – A list of all cost centre orders; Requisitioner; Requisition Numbers & Purchase Orders.
Purchase Order Enquiry Links to Report – Payment Enquiry	Order details, receipted amounts; invoiced amounts – Net & Gross; to be invoiced amounts – Net & Gross; Latest Invoice details; Order and Line status. Paid, registered and in workflow invoices, pay dates for paid invoices, copy of scanned image of invoice via transaction number Hyperlink.
Purchase Enquiry – All	Details of Request for Payment invoices.
GRN/Invoice Enquiry with Supplier	Associated GRN with Purchase Order.
Workflow Enquiry – Incoming Invoices	Shows if invoices are in workflow for Missing GRN or Approval of overspend; Workflow status and task owner.
Goods Receipt – Via Hyperlink on order number	Order details; Receipt history; Order Status; Registered invoice. Nominates users, Posted Invoices

USEFUL CONTACTS AND LINKS

Supplier Invoice	fms-supplierinvoices@strath.ac.uk
Finance Helpdesk	finance-helpdesk@strath.ac.uk
Request for payment	procurement.rfp@strath.ac.uk
Procurement Services	procurement.enquires@strath.ac.uk

FMS Training Pages

https://strath.sharepoint.com/sites/fms

FMS Training Course Bookings

https://bookings.strath.ac.uk/Home/CoursesList?SearchTerm=&SelectedProvider=Finance+Training

FMS General Information

http://www.strath.ac.uk/finance/generalinformation/fmslandingpage/

Current Punchout Supplier List

https://strath.sharepoint.com/sites/fms/ResourceLibrary/Suppliers%20-%20Punchout.pdf

Procurement Guidance

http://www.strath.ac.uk/procurement/