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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>

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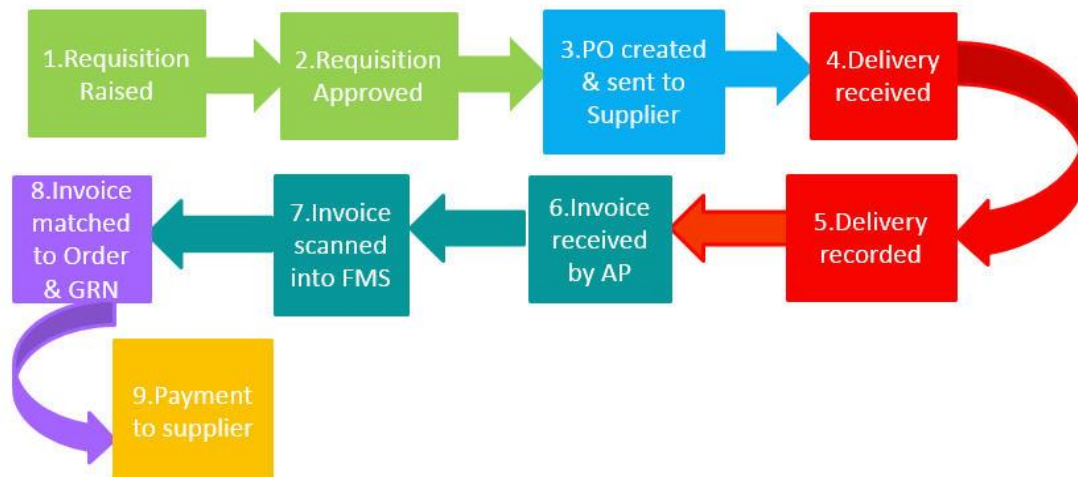
All materials have been created by Finance unless otherwise stated.

PURCHASING ON FMS

PURCHASING PROCESS EXPLAINED:

Procure to Pay is the end-to-end purchasing process within **FMS**. The initial procurement methods and processes are covered in the **Introduction to Procurement and Suppliers** session and this session focuses on the steps taken once a need to buy has been identified.

The steps below show a typical example of the **purchasing process** in full.



- A **requisition** is raised within **FMS**
- The requisition is **approved**
- **Purchase Order** is generated and issued to the supplier
- **Goods/services** are provided
- **Requisitioner** confirms items have been **delivered**
- **Invoice** received and scanned by **Finance**
- **Additional approvals** complete if relevant
- **Payment** is made to the **supplier**

This guide provides detailed steps for each of the stages of the **purchasing process**.

REQUISITIONS

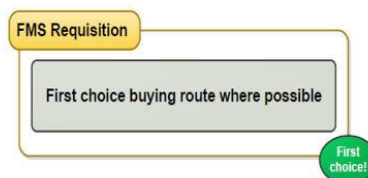
This section covers:

- Requisitions Explained
- Requisitioner Role
- Raising Free Text (non-Punchout) Requisitions
- Raising Punchout Requisitions

REQUISITIONS EXPLAINED

A **requisition** is raised on FMS when a need to purchase goods or services is identified. If a supplier is **FMS enabled**, the order can be requested via the **Procurement** section of the system. Requisitions are created within FMS to request orders for products or services. These are subject to **financial approval** and are not yet a committed spend.

Before using FMS to raise a requisition, you should consider the available **procurement routes**.



REQUISITIONER ROLE

The role of the **requisitioner** includes requesting the goods or services required, choosing the correct supplier and identifying which budget to use (the **Sub Project**). Most FMS users will have access to the **Procurement** section of FMS. If you do not have access and require this, you can complete the user access form (following all instructions), using the link below:

<http://www.strath.ac.uk/finance/generalinformation/fmslandingpage/fms-usersandroles/>

NON-PUNCHOUT AND PUNCHOUT EXPLAINED

Requisitions are raised either by **Non punchout** ("free text") or **"punchout."**

Non - punchout orders are processed entirely through FMS and are known as “free text” orders. The requisitioner must enter the full details of the order using the **requisition details** tab. Once completed, the purchase order is automatically emailed to the supplier.

Requisitions - advanced

Requisition entry

Requisition details

Punchout

Requisition details

<input type="checkbox"/>	#	Funds check	Product	Description	Unit	Supplier	Quantity	Currency	Price	Amount	Status

Add

Delete

Copy

Reset

Park

Close

Punchout is a function within FMS that allows the requisitioner to be directed, either to an online hosted catalogue or to the supplier's website via the **Parabilis e-procurement** system. This function allows the requisitioner to choose products and services via third party resources, which are linked back to FMS once completed.

Orders created via **Punchout** are sent via an automated communication (cXML) directly to the supplier.



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of the Year 2013/14
UK University of the Year
2012/13

 Home
  Catalogue ▼







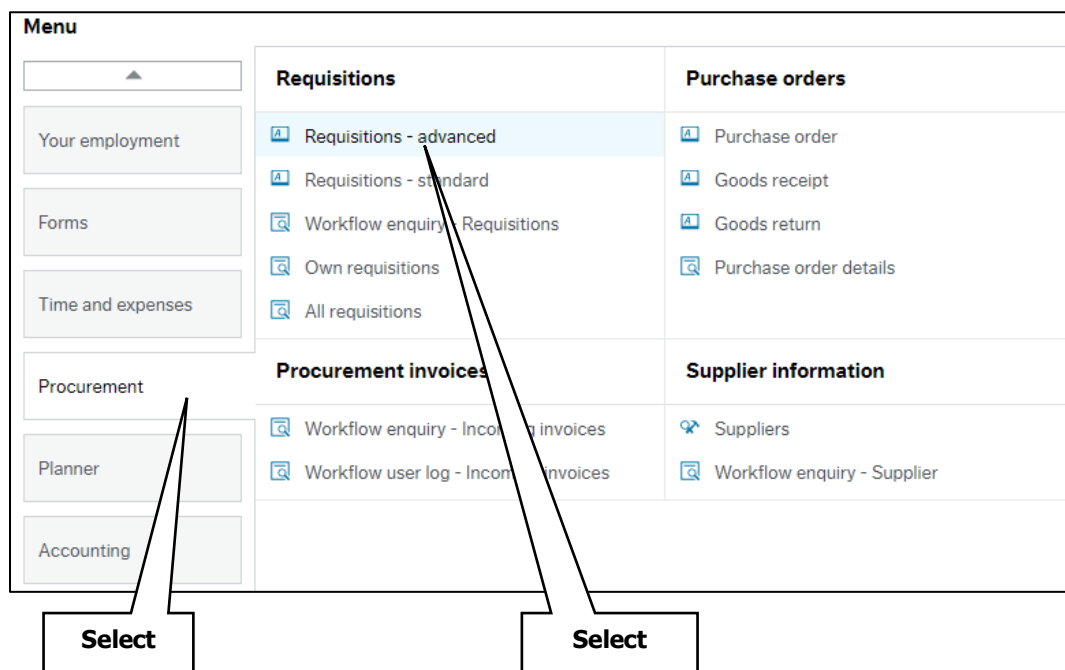


Home

 Catalogues
  Punch-Out
  Suppliers
  Quick Add

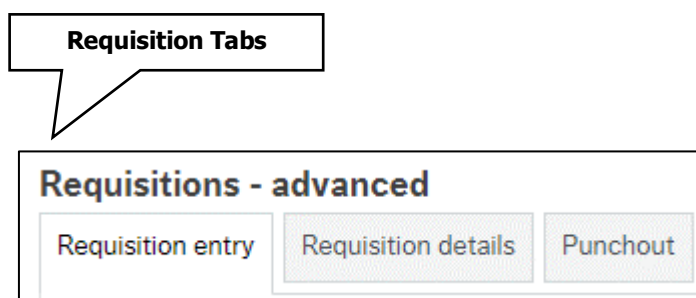
RAISING A REQUISITION (NON-PUNCHOUT)

1. Log onto **FMS web**.
2. Select **Procurement** from the menu, and select **Requisitions - advanced** from the **Requisitions** section. Avoid raising orders via the standard option.



Within the **Requisitions – Advanced** screen there are three tabs:

- **Requisition Entry**
- **Requisition Details**
- **Punchout**



REQUISITION ENTRY TAB

The **Requisition entry** tab is split into four sections (this tab must be completed for Punchout and non Punchout orders), each of the fields are explained below:

- **Requisition**
- **Default supplier & contact**
- **Default GL analysis**
- **Delivery contact**

The screenshot shows the 'Requisitions - advanced' form with three callout boxes pointing to specific sections:

- Requisition Details:** Points to the 'Requisition' section on the left, which includes fields for 'Requisitioner*' (filled with 'Claire Collins HWB15109'), 'Status*' (a dropdown menu with 'Active' selected), 'External reference', and 'Message'.
- Default Supplier & GL analysis:** Points to the middle section, which includes 'Default supplier & contract' (with 'Supplier' and 'Contact' fields) and 'Default GL analysis' (with 'Subproject' and 'Activity' fields).
- Delivery information:** Points to the 'Delivery contact' section on the right, which includes 'Delivery date' (filled with '22/07/2019'), 'Delivery contact' (a dropdown menu), 'Delivery address' (filled with 'Dummy'), 'Delivery description', and 'Delivery attention'.

Using your keyboard **tab** button to navigate through the fields, complete the following:

Requisition -

- **Requisitioner** –Will default to the name of the person logged in to FMS. This field cannot be edited.
- **Status:** The status can be changed to:
 - **Active:** (default) Will be submitted for approval as soon as complete and saved
 - **Parked:** A draft copy and can be saved once completed without entering workflow. (can't be used for punchout)
 - **Closed:** A requisition that will not be converted to a **Purchase Order**. Once a requisition is closed, it cannot be amended and will not be submitted or re-submitted for approval.
- **Message** – An internal message only, which will be seen by the approver.

Default Supplier -

- **Supplier** Enter the supplier ID No. or name or use the look up field to search.



- **Contact:** This should be left blank.

Default GL analysis -

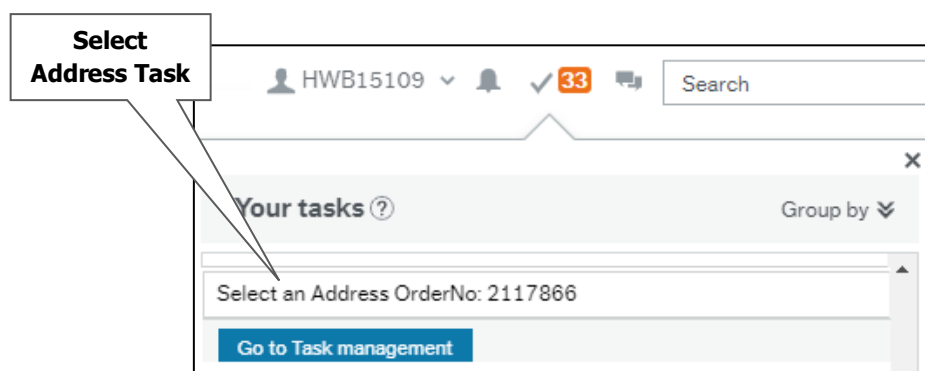
- **Subproject** Enter sub project here if only one budget to be used for whole order.
- **Activity:** All activity codes default to **100** (general). If using a research or estates sub project you may need to change this, you can enter this here e.g. **470** consumables.

Delivery contact -

- **Delivery date:** Defaults to today's date and cannot be amended.
- **Delivery contact:** Select the relevant delivery address from the drop down list of available building addresses.
- **Delivery address:** Pre- populated once delivery contact is selected.
- **Delivery description:** Optional text can be added for any need to know information.
- **Delivery attention:** Optional information can be added such as individual's name/department/building/office no.



You must make sure you select your delivery address from the dropdown. If you save a requisition without selecting this you will receive the requisition back via a workflow task to prompt you to do this.



Once all the relevant fields are complete, select the **Requisition details** tab to complete a non-marketplace (free text) order or choose the **Punchout** tab to complete a marketplace order (this is covered in the next section).

REQUISITION DETAILS TAB EXPLAINED

Non-punchout orders are completed manually. The requisition details tab is essentially an order form for you to complete.

The **Requisition details** tab is split into four sections:

- Requisition details
- Detailed information
- Workflow log
- GL analysis

The screenshot shows the 'Requisition details' tab selected in the 'Requisition advanced' section. The interface includes a 'Requisition number' field with the value '0'. Below this, the 'Requisition details' section contains a table with columns: #, Funds check, Product, Description, Unit, Supplier, Quantity, Currency, Price, Amount, and Status. A 'Detailed information' section is visible below the table, containing buttons for 'Add', 'Delete', 'Copy', 'Set', 'Park', and 'Close'. To the right, the 'Workflow log' section shows a 'Workflow log (row 0)' entry. At the bottom, the 'GL Analysis' section contains a table with columns: #, Funds check, Account, Cost Centre (Cat 1), Project (Cat 2), Cat3, Sub project (Cat 4), Cat5, Cat6, Cat7, Tax code, Tax system, Percentage, and Amount. A 'Split row' button is located at the bottom left of the GL Analysis table.

COMPLETE THE REQUISITION DETAILS SCREEN

1. Select the line directly under the column headings to activate the fields either with a mouse-click or select the **Add** button.

The screenshot shows the 'Requisitions - advanced' window with three tabs: 'Requisition entry', 'Requisition details', and 'Punchout'. The 'Requisition details' tab is active, displaying a table with columns: '#', 'Funds check', 'Product', 'Description', and 'Unit'. Below the table is a 'Click to add new row' button. At the bottom of the window are buttons: 'Add', 'Delete', 'Copy', 'Reset', 'Park', and 'Close'. Two callout boxes labeled 'Select' are present: one pointing to the first row of the table and another pointing to the 'Add' button.

Within the requisition details section, you should complete the following:

- **Product:** This is the generic product code for the item you are ordering. If you are unsure which product code to use, a list is available within the reports section of FMS. (**Reports>Your Reports>General Information>List of Codes>Expenditure Products**). You should use a product code that best matches the product you are ordering.

Select the **Product** field and enter a product code. If you do not know the code, you can use the look ahead function. To do this type a partial description (e.g. "lab") and all product codes with lab in the title will appear below. Select the one you require from the list.

The screenshot shows a dropdown menu for product selection. The menu is open, showing a list of products. The first item, 'lab', is highlighted in yellow and has a callout box labeled 'Select' pointing to it. The list includes various laboratory-related products with their codes and descriptions.

Product	Description	Unit	Supplier	Quantity
lab			...	0.00
HA001	Laboratory Waste Disposal Radioactive			
LA001	Laboratory Chemicals including solvents, alcohol and acids			
LB001	Laboratory consumables and sundries			
LC001	Laboratory Waste Disposal Non Hazardous			
LM001	Laboratory Equipment purchase			
LN001	Laboratory Equipment maintenance and repair			
LO001	Laboratory Equipment hire			
WA001	Laboratory Waste Disposal Clinical			
WB001	Laboratory Waste Disposal Chemical			
X02877	KEY LABEL "O", 8 COLOURS X 25 PIECES, QTY: 200			
X09582	APOLLO 30/50B SPRING RETURN VALVEES ACTUATOR, LABE			

- **Description:** This is a default description linked to the product and will prefill when the product code is selected.

Product	Description
* LB001	Laboratory consumable

Laboratory consumables a...

Use the description field to enter a more meaningful description to your supplier, for example you can enter part numbers or a detailed description (255 characters max) depending on the supplier requirements. You can overwrite the generic description this will be displayed on the supplier's copy of the purchase order, so avoid entering sensitive information.

Product	Description
* LB001	Petri dish 3 vent

Laboratory consumables ...

- **Unit:** Automatically populated when product and description is entered and cannot be changed.
- **Supplier:** This will automatically populate if the supplier details were entered into the default supplier field on the Requisition entry tab. Alternatively enter the supplier information.

Product	Description	Unit	Supplier
* LB001	Petri dish 3 vent	UN	4001002

Laboratory consumables ... Units Science and Technology F...

- **Quantity:** The amount of items/services you want to receive. This must accurately reflect the order e.g. 10 x boxes or if you are ordering two hotel rooms the quantity should be two.
- **Currency:** This is linked to the Supplier Masterfile (SMF) Record. The currency field will auto-populate once you enter the product code and select tab. **Do not change the currency**, as this is the specified payment currency for the supplier. If a different currency is required, please seek guidance from finance-helpdesk@strath.ac.uk.
- **Price:** Enter the **NET** amount (excluding VAT). VAT is calculated based on the tax code (see Vat and Purchasing, page 14). The total amount will be calculated against the order quantity and price. You **must** enter a value in the price field, as zero price requisitions are automatically rejected once in workflow. If you are unsure on the actual price, you can enter an estimate or an amount based on a quote from the supplier and note this on the order to alert the supplier. Please note that the default tax code is derived from the product code used.

Quantity	Currency	Price	Amount	Status
10.00	GBP	2.00	20.00	Active

Sterling Pound (GB) N

- If you want to add any more items, select the add button.

Add

- To remove a line, select the delete button (use the check box to select the line you want to delete).

Delete

- To duplicate the line, use the copy button (use the check boxes to select the line you want to copy.)

Copy

The screenshot shows a table titled 'Requisition details' with columns: #, Funds check, Product, Description, Unit, Supplier, and Quantity. Line 1 is highlighted in blue and contains the text 'B001 Petri dish 3 vents sterile 90mm UN 4001004 10.00'. Line 2 is also highlighted in blue and contains a yellow box with a magnifying glass icon, followed by a dropdown arrow, and then '0.00'. Annotations include: 'Select Check box to Delete or Copy' pointing to the checkbox in line 2, and '2nd line added' pointing to line 2. Below the table are buttons: Add, Delete, Copy, Reset, Park, and Close.

To add more details or additional instructions to the supplier you can use the **Product Information** box within detailed information.

1. Expand the **double chevron** ▼ to open the product text box and enter any special instruction. This will be printed on the purchase order issued to the supplier, so avoid entering sensitive information.

The screenshot shows the 'Detailed information' section. The top part is collapsed, showing a double chevron icon and the text 'Detailed information'. The bottom part is expanded, showing a 'Product information' box with a 'Product text' field containing the placeholder text 'Please enter text'. Annotations include: 'Select to expand' pointing to the double chevron icon, and 'Free text Field' pointing to the 'Product text' field.

- The product information is line specific, if additional notes are required for each order line, select each line individually and enter the text accordingly. For a general note to the supplier, select the last order line and type the relevant information in the **Product information** section. This will enter the additional text at the bottom of all the order lines.



You can copy and paste any free text either by performing a right click or by using the Ctrl options on your keyboard.

GL ANALYSIS

There are a number of elements to the General Ledger (GL) posting string and the key elements are noted below:

Component	Format	Example
Cost Centre	5 digits	17165
Sub Project	A combination of letters and digits	GEN1564-100
Activity	3 digits	100
Account	4 digits	3001
Product	2 letters + 3 digits	TB001

If you have entered default information on the previous tab, you **do not** need to enter anything here unless changes are required. You cannot edit the **Account**, **Cost Centre** and **Project** fields as these are determined by the **sub project** and **product** information.

1. Select the relevant order line to open the related GL line.

GL Analysis												
<input type="checkbox"/>	#	Funds check	Account	Cost centre	Project	Subproject	Activity	Product	Tax code	Tax system	Percentage	Amount
<input type="checkbox"/>	1		4206 Laboratory Supp...	17165 Finance	GEN1564 17165 Runn...	* GEN1564-105 ... 17165 Training Sub Project	* 100 ... General	LB001 Laboratory co	* PS ... Purchases (Input) - ...	PR Partial Recov...	100.00	80.00
Σ											100.00	80.00
<div>Split row</div>												

You may see this warning if no sub project information has been entered on the Requisition entry screen.

Please correct the following:

- Activity:** NOT VALID AGAINST CHOSEN Project.

This will normally disappear once you enter the sub project code however, there may be instances when you have to change the activity code e.g. when using a research sub project.

2. If you need to change or add any details e.g. activity code, select the relevant field, enter the details and use the tab button to refresh the changes.
3. The **Tax Code** (VAT) should normally be left as the default however; there may be occasions where this needs to be changed in the case of VAT exemption. Full details of **Tax codes** can be found on page [14](#).

SPLIT ROW

For non punchout only - You can split the cost of an order between different sub project codes. You can share the cost between as many sub projects as needed as long as the full amount of the order line is covered. If the split lines do not total the order line e.g. Total value is lower or higher, you will receive the following error:

! Please correct the following:

- Error on line 1: The sum of the individual percentage rows must be 100

COMPLETE SPLIT ROW

1. Click on the order line you want to split, ensuring the price field has been completed.
2. Scroll down to view the GL Analysis and select the **Split row** button. Split row
3. A second GL line will be added as a duplicate line where you can change the sub project code accordingly.

GL Analysis												
	#	Funds check	Account	Costc	Project	Subproject	Activity	Product	Tax code	Tax system	Percentage	Amount
<input type="checkbox"/>	1		4206	11048	TEA1003	TEA1003-102	100	LB001	PS	NR	50.00	54.00
<input type="checkbox"/>	2		4206	11048	GEN1223	GEN1223-126	100	LB001	PS	NR	50.00	54.00
			Laboratory Su...	Mechanical and A...	11048 Departme...	11048 Department Fund...	General	Laboratory of	Purchases (Input...	Non Recover...		
	Σ										100.00	108.00

4. You then need to change the percentage e.g. for a 50/50 split change the percentage to 50 in each of the GL lines or amend the amount on each line and the percentage will automatically change. Remember to press tab once entered.

Punchout orders can't be split, instead one sub project should be used then journals can be made to recharge the amounts.



You need to select the order line to activate the relevant GL Analysis line, you can do this by selecting with your mouse. The selected line will have a blue background.

VAT AND PURCHASING

VAT is charged against products and services, which are purchased through the University. The requisition price is entered as a NET value (exclusive of VAT). The default tax code prefills in the GL analysis once you have selected a product. You will not see the Gross amount (inclusive of VAT) on the Requisition unless you choose funds check results (see below) however you can see what rate has been charged from the tax codes below.

TAX CODES

Key Tax codes:		Rate
0	Out of Scope	0
PE	Purchases (Input) - Exempt	0
PS	Purchases (Input) - Standard Rate	20%
PZ	Purchases (Input) - Zero rated	0
PL	Purchases (Input) - Lower Rate	5%
PR	Purchases (input) – EU & OS Services	20%

A list of examples against each VAT code is available on the FMS knowledge hub, which are available using the following link:

<http://www.strath.ac.uk/finance/financialservices/valueaddedtaxvat/detailedvatinformation/#d.en.197574>

Other Tax codes exist to cater for purchases from overseas suppliers and other special circumstances.



In some situations, VAT is not charged by the supplier for certain international purchases however the University is obliged to pay this to HMRC. You may see within the budget statement, a difference in amount to what was paid to the supplier.

Tax codes auto populate on FMS when you enter a product code. The tax charged to a sub project is based on a combination of the Tax Code and Tax System.

CHANGE TAX CODE

You should only change a tax code when you purchase from a supplier using a PE (Purchases Exempt) tax code. This applies to items, which require an exception certificate to waive the VAT normally charged against the product.

1. Select the GL analysis for the requisition line you wish to change.
2. In the tax code field, change the code to PE.

GL Analysis									
#	Funds check	Account	Costc	Project	Subproject	Activity	Product	Tax code	Tax system
1		4000 Equipment Pu...	17165 Finance	GEN1564 17165 Runnin...	* GEN1564-100 17165 Department Runni...	* 100 General	LM001 Laboratory Eq	* PS Purchases (In	PR Partial Recov...

Tax Code Field

3. Repeat this step for any remaining order lines (you must change the tax code for each individual line) then complete the requisition as normal attaching any relevant documents (see Workflow – Attach Documents, page 28).



Some products have the PE tax code assigned to them e.g. Royal Mail Postage. These products will route to the VAT accountant to approve or reject. You should ensure that the correct product is chosen to reflect the correct VAT amount.

4. The requisition will now follow an additional approval step and will workflow to the VAT accountants to approve or reject. If approved the requisition will then follow the remaining approval steps. If rejected the VAT accountants will reject the requisition back to you with instructions.

If you are unsure about a tax code on a requisition, the VAT accountants can help via vat.enquiries@strath.ac.uk.

If you have any queries regarding which product to use, you should speak to your Faculty Business Partner who can discuss this with you.

Use the link below to find an in-depth guide on VAT.

<http://www.strath.ac.uk/finance/financialservices/valueaddedtaxvat/>

INCORRECT TAX CODE USED

If you raise a requisition with the incorrect tax code, first check if the order is still in workflow. (see Requisition Workflow Enquiry, page [37](#)). If so, you can ask the approver to reject the task back to you for amendment.

Alternatively, if the requisition has been approved and a Purchase Order (PO) has been created you should cancel the PO and raise a new requisition with the correct tax code. You should also contact the supplier directly to advise that a new order will be issued.

ADDITIONAL WORKFLOW STEPS

A requisition will route to the VAT account:

1. For UK suppliers who are not VAT registered:
 - Workflow within FMS will check the Tax Code against the supplier and the Tax Code for the transaction. If there is a mismatch, the transaction will workflow to the VAT accountants within Finance to review and amend.
2. For EU Suppliers:
 - Workflow will check the Tax Code against the supplier and the Tax Code for the transaction. If the Tax Code for the supplier and the Tax Code for the transaction are different the transaction will workflow to the VAT accountants within Finance to review/amend.
3. All Overseas supplier:
 - All requisitions for overseas suppliers will workflow to the VAT approver within Finance to enter the correct Tax Code (based on whether the supply relates to Goods or Services). Workflow will check the supplier group and send all requisitions for overseas suppliers to the VAT accountant.



You will only need to change a tax code if your purchase is exempt (PE - example 1).

For complex VAT queries, contact the VAT accountants.

TAX SYSTEMS

Tax systems are set up against Projects to determine if VAT can be recovered from HMRC. This is a finance process and users do not have access to change the tax system however, you will see the tax system code on the GL analysis line of requisitions. You will see one of the codes below:

FR	Fully Recoverable
PR	Partial Recoverable
NR	Non Recoverable

FUNDS CHECK

Funds check can be performed to ensure the funds are available in the relevant budget. The approver can also check the funds however, the Requisitioner has the option to perform the funds check if they are sub project manager.

1. Choose the **Funds Check** button from the **footer** menu



2. If the funds check is successful, a **green** tick will show next to the requisition line. If unsuccessful, a **red** cross will show.



If the funds are unavailable you can still submit the request however you may wish to discuss this with the sub project manager.

VIEW FUNDS CHECK RESULTS

As requisitions are always created with a **net** value, the funds check results screen will calculate the **VAT** based on the products tax code, providing you with the **estimated gross** amount. You can also view a breakdown of the funds to show the remaining budget amount.

1. Select the **funds check results** button from the **footer** menu.
2. A new window will open where the figures will be displayed.

Warning message, shows if over/near budget alert amount

Gross Amount

Requisition Funds Check Results

Budget alert activated for Sub project (Cat 4) : GEN1564-100, Cat 5 : 100. Remaining budget is below 10.00% of budget amount 72,000.00. Fund check definition used was "AVB Sub project level". Available budget definition used was "AVB Sub project level".

Funds check results

Icon	Line	Seq	Account	Cost Centre (Cat 1)	Project (Cat 2)	Cat3	Subproject (Cat 4)	Cat5	Cat6	Cat7	Amount
⚠	1	1	4000	17165	GEN1564		GEN1564-100	100	FD001		420.00

Available budget definition results

Icon	Available budget definition	Period from	Period to
⚠	AVB Sub project level	201601	201612

Funds check definition results

Funds check definition	Rule
AVB Sub project level	
Budget alert %	Budget alert amount
10.00	64,800.00
Tolerance %	Tolerance amount
0.00	72,000.00
Budget amount	Remaining budget
72,000.00	2,031.74
Over budget %	Over budget amount

GL breakdown

Budget breakdown

3. The Gross amount can be found on the right of the screen.



The funds check results screen only provides a snapshot of the budget information. To view full budget information, the budget holder or nominated persons should do this via the Budget Statement reports.

SAVE AND SUBMIT REQUISITION FOR APPROVAL

Once all details have been entered, the requisition can be saved by selecting the **Save** button from the **footer** menu.

If you have left the status as **Active**, the requisition will enter **workflow** once saved.

If the requisition is **Parked**, either change the status to active from the requisition entry screen or to keep it as draft, select the **Save** button

Once successfully saved, a **requisition number** is generated and displayed at the top of the screen.

✓ The requisition is saved with requisition number 2001979

If there is insufficient information to raise the requisition or you have entered some incorrect information, you will see an error message.

! Please correct the following:
• **Supplier:** Value cannot be blank.

You may also see a funds check warning. You are able to submit the requisition by selecting yes however, you may wish to alert the budget holder that this message has appeared.

Make any necessary amendments and select **Save**.



You should not attempt to make any changes to a requisition once it is in workflow. If changes are required you should request that the approver rejects the task back to you to make the amendments.

RAISING A REQUISITION (PUNCHOUT) EXPLAINED

The process of raising a requisition through punchout is similar to a non-punchout requisition. The requisition is created and the standard fields on the **requisition entry** tab are completed including **sub project**, **delivery date** and **delivery attention**. If a punchout requisition is to be charged against more than one sub project, the requisitioner should not complete the sub project at this stage (see Split Row, page [10](#)).

The user then punches out either to a supplier catalogue that contains the products that are available to the University of Strathclyde along with (where appropriate) our current contracted price for that product or to a suppliers own website.

Punchout orders are automatically sent to the supplier electronically and the requisitioner will receive an email confirmation.

Before raising a Punchout order, it is important to take note of the following pieces of information:



Don't change any of the information on the requisition lines as the product codes and prices are mapped to within FMS and changing these can prevent the order from being processed.



You should always use the punchout facility for suppliers set up on parabilis. If you attempt to use a free text order for a punchout supplier a number of errors may occur which can prevent the order from being processed.



Never add any additional product text to punchout orders as this can also cause errors and prevent the order from being processed. This includes amendments to tax codes and splitting codes.



An electronic copy of the order is not available to view as PDF.

PUNCHOUT - HOSTED CATALOGUE

1. Select **Procurement** from the menu, and choose **Requisitions - advanced** from the **Requisitions** section.

Requisition entry tab

Requisition entry | Requisition details | Punchout

Requisition

Requisitioner*
Claire Collins HWB15109
1048873

Status*
Active

External reference

Message

Default supplier & contract

Supplier ... Contact

Default GL analysis

Subproject ... Activity

Delivery contact

Delivery date
22/07/2019

Delivery contact
Select delivery address from the list (Deli...)

Delivery address
Dummy

Delivery description

Delivery attention

Sub Project

Delivery address

2. Complete all the relevant sections on the **Requisition entry** tab (see requisition entry, page 4 for full guidance)
3. Select the **Punchout** tab.
4. Select the **Go shopping** button.

Requisitions - advanced

Requisition entry | Requisition details | **Punchout**

Remote shopping

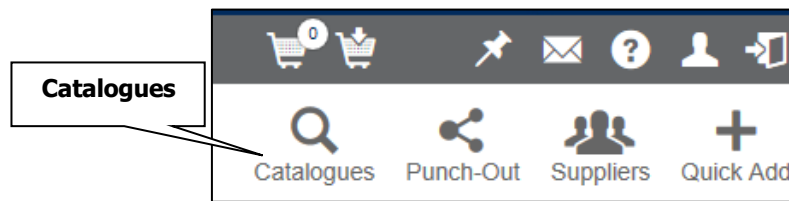
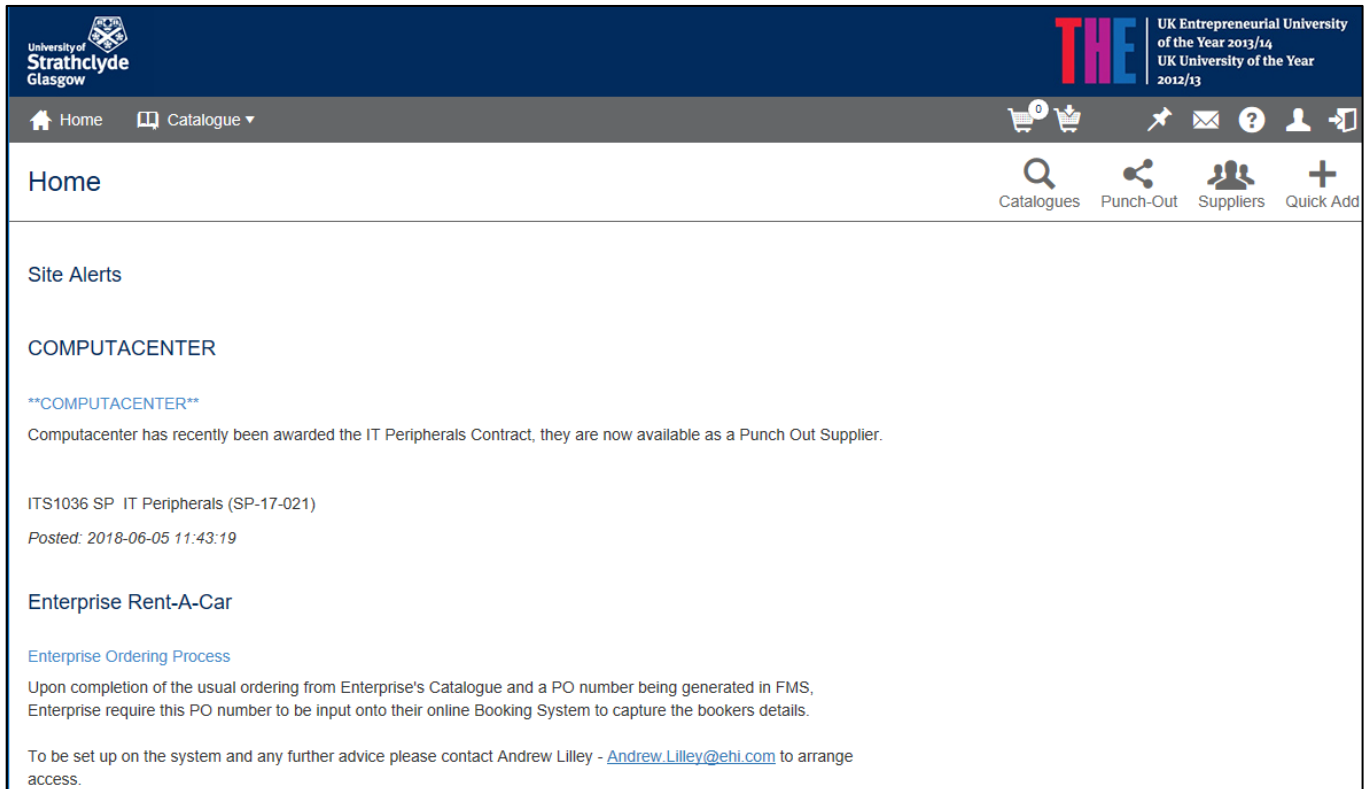
☐ Marketplace

Delete | **Go shopping** | Generate to requisition | Retrieve shopping

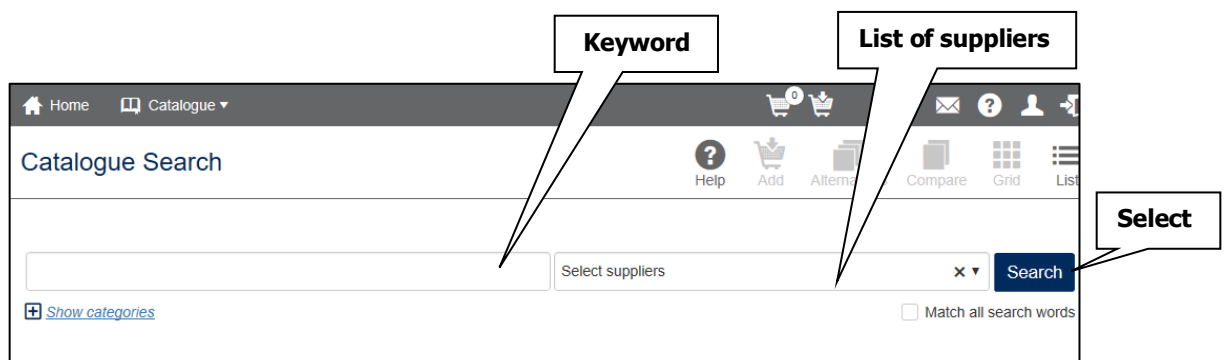
Punchout tab

Go shopping

5. A new window will open which opens the Parabilis system.



6. Enter a **keyword** for the item you are searching for or select the supplier drop down list and select a supplier.



7. Select the **Search** button.
8. Recommended results are displayed.
9. Place a tick in the checkboxes for the item(s) that you wish to purchase.

10. Enter the quantity beside **Add to basket** and select the **Add to basket** button.

Catalogue Search

1 supplier selected

186 results found

10 items per page

Sort By: Relevance

Recommended results

Insurance, car hire, GROUP 0 or GROUP 1

£10.00 EA

1 Add to basket

Car hire, GROUP 0 CAR (1.0 litre, 3 Door Economy Car), 7 TO 27 DAY CHARGE, VEH3085 NW

£15.43 EA

1 Add to basket

Car hire, GROUP 0 CAR (1.0 litre, 3 Door Economy Car), 7 TO 27 DAY CHARGE, VEH3085 NW

£13.03 EA

1 Add to basket

11. Once you have selected all of the items that you wish to purchase, select your **basket** icon.

Basket

Home Catalogue

Catalogue Search

Help Add Alternatives Compare

12. Once you have finished shopping, select the **Checkout** button.

Basket

Alternatives Empty basket Update basket Checkout

Checkout

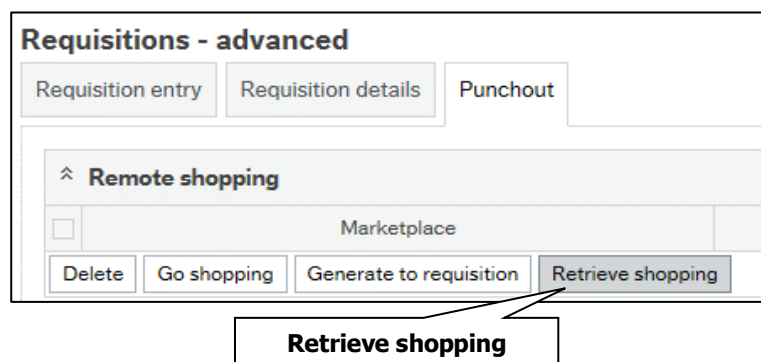
1 item Net £10.00

Net price	Qty	UOI
£10.00	1	EA

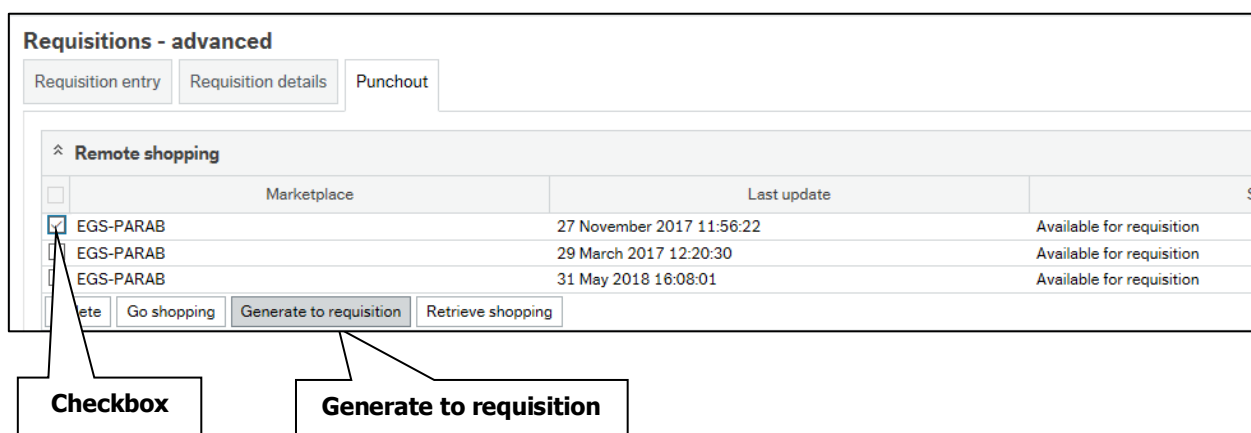
£10.00 net total for this supplier

1 item Net £10.00

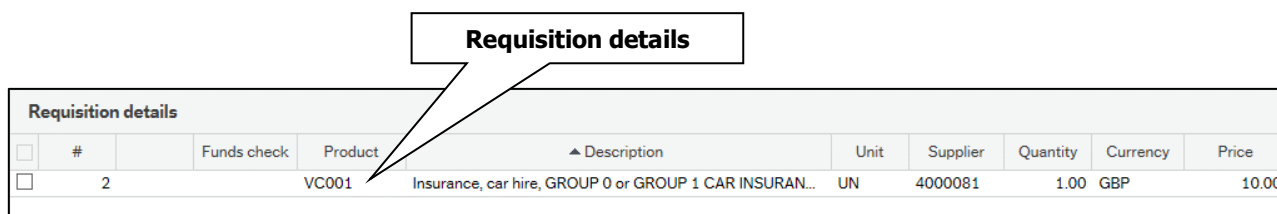
13. After all items have been added, select **Checkout**. The window will automatically close and re-direct back to FMS.
14. Select the **Retrieve shopping** button.



15. Select the **check box** next to the line item(s) that you wish to generate the requisition for, then select the **Generate to requisition** button. The status should show as available for requisition.



16. The product details will be entered automatically onto the requisition details tab. **Do not** change any of the information here as this may prevent the order being sent successfully.



17. GL Analysis must be populated for each line of the requisition if the Sub Project was not previously identified at Step 2.

18. Select the **Save** button and **Close** the requisitions window.

[illegible]

Guidance is available on allowing pop ups from supported browsers and can be found on the FMS Training Pages.

PUNCHOUT TO SUPPLIER WEBSITE

Punchout orders allow you to access the suppliers' website via the Parabilis e-procurement system. The websites are unique to the supplier therefore the navigation may vary slightly.

1. Select **Procurement** from the menu, and choose **Requisitions - advanced** from the **Requisitions** section.

Requisitions Advanced

Requisitions - advanced

Requisition entry Requisition details Punchout

Requisition

Requisitioner*
Claire Collins HWB15109
1048873

Status*
Active

External reference

Message

Default supplier & contract

Supplier ... Contact

Default GL analysis

Subproject ... Activity ...

Delivery contact

Delivery date
22/07/2019

Delivery contact
Select delivery address from the list (Deli ...)

Delivery address
Dummy

Delivery description

Delivery attention

2. Enter the appropriate details on the Requisition entry tab including the **Sub Project** (if only one sub project is to be charged) and **Delivery address**.
3. Select the **Punchout** tab.
4. Select the **Go shopping** button.

Requisitions - advanced

Requisition entry Requisition details Punchout

Remote shopping

Marketplace

Delete Go shopping Generate to requisition Retrieve shopping

Punchout tab

Go shopping

5. Select **Punchout**

Home Catalogue

Home

Site Alerts

COMPUTACENTER

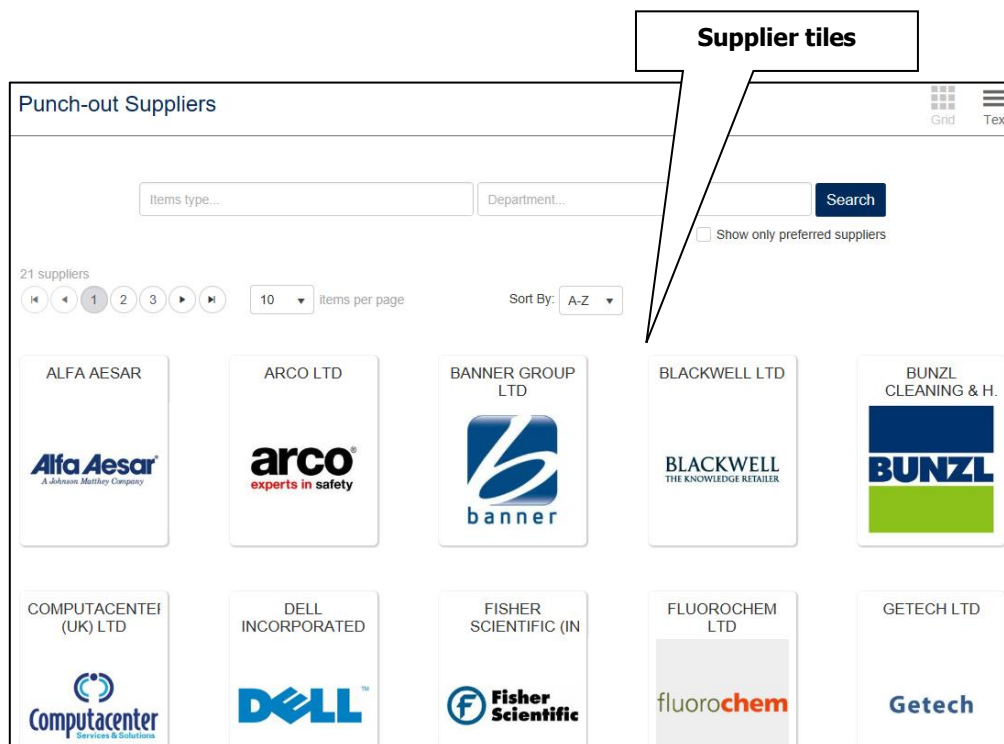
****COMPUTACENTER****

Computacenter has recently been awarded the IT Peripherals Contract, they are now available as a Punch Out Supplier.

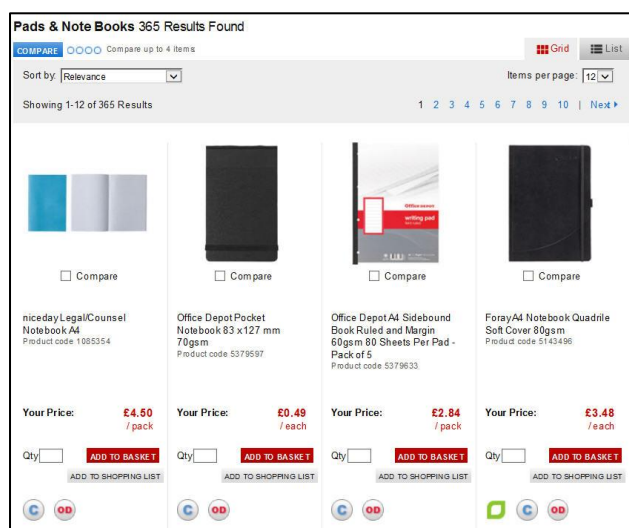
Catalogues Punch-Out Suppliers

Select

6. Select the appropriate **Supplier tile** from the homepage to open the supplier website. Suppliers are in alphabetical order.

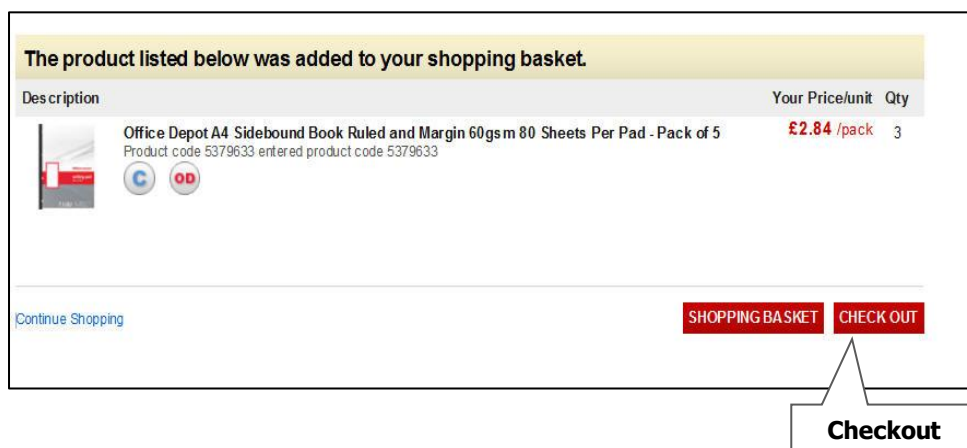


7. From the supplier's website, search for and add items to your basket that you wish to purchase.

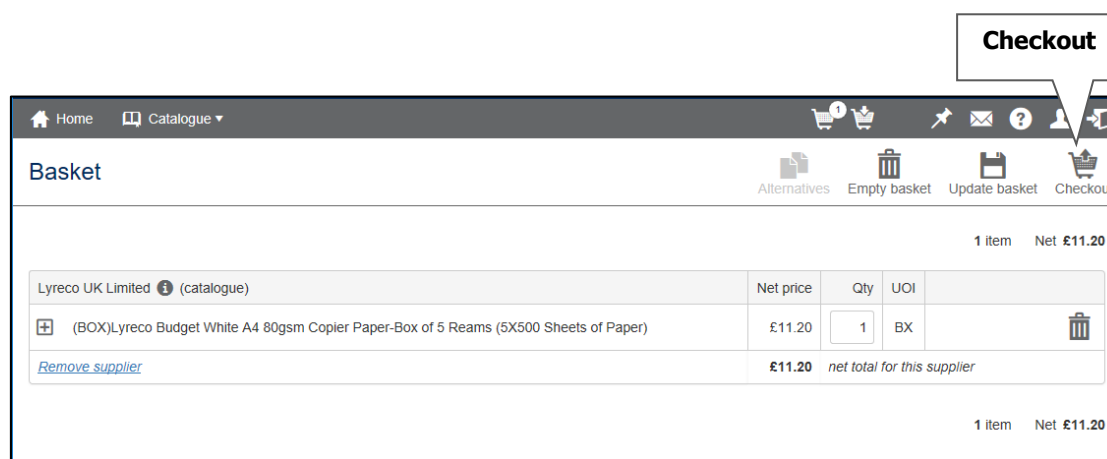


Items showing with a price of £0.00 are restricted, you should not attempt to add these items to your basket.

8. Once you have finished shopping, select the **checkout** (or similar) button.



9. You will then return to Parabilis. Select the **Checkout** button, the window will automatically close and re-direct back to FMS.



10. Select the **Retrieve shopping** button.

11. Follow steps 13-18 (see Punchout – Hosted Catalogue, page [20](#)) to complete the order, remember not to change any details in the requisition.

REQUISITION WORKFLOW

Workflow is a series of approval steps that allows both the system and individuals to approve or reject orders. When a requisition is saved with an active status, it enters into workflow and the information entered on the requisition will determine the relevant steps that the order needs to take to be approved.

Approval Level	
1. Fast Track (Up to and including £1k)	Staff identified by HoD to be given Fast Track Approval status
2. Up to and including £10k	Staff identified by HoD to be given delegated authority up to £10k
3. Greater than £10k (if levels 1 & 2 filled) to £25k	Sub-Project Manager
4. Between £25,000.01 and £50k	Project Manager
5. Between £50,000.01 and £100k	Cost Centre Manager
6. Between £100,000.01 and £250k	Head of Department /PS Director
7. Between £250,000.01 and £500k	Dean / Chief Operating Officer / Finance Director
8. Between £500,00.01 and £5m	Chief Financial Officer / Vice Principal
9. Over £5m	Chief Financial Officer & Vice Principal

In addition to the above table:

- Products with a **tax code** of PE – Will route to **VAT accountant** after Sub Project Manager (or equivalent step)
- Products ordered against a **research** project – Will route to the **Research Finance** team for an additional check.

* Estates staff should refer to the Estates approval guide found here:

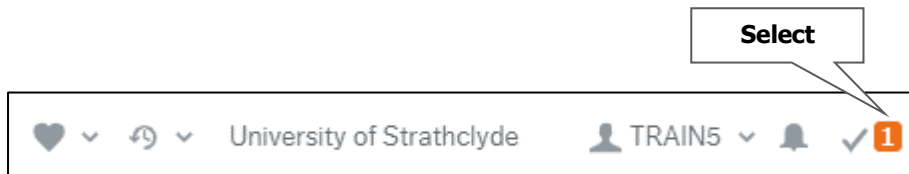
<https://strath.sharepoint.com/sites/fms/sitepages/EstatesAndFinance.aspx>

WORKFLOW – ATTACH DOCUMENTS

The first step in workflow is via a task sent to the requisitioner' task list. This is where any relevant documents can be attached. Documents can be attached when creating a requisition although you can also use the task to attach any relevant information. This task must be processed to move the requisition on to the approval stage. If attachments are not required, select the No Documents to attach option.

If you have documents to attach, ensure the documentation is saved in an accessible drive.

1. Select the task from the task list on the top right of the screen.



The requisition details will open

Requisition details

Please ensure correct building delivery address is selected and attach any documents if required.

Requisition information

Resource	TRAIN 5	Requisition number	2117883
Updated	07/11/2019		

Workflow log (row 1)

07/11/2019 11:31 TRAIN5 (TRAIN5) - Distributed

(Enter a comment)

Copy

Requisition details

<input type="checkbox"/>	Map	Status	Funds check	Product	Product des...	Unit	Supplier	Responsible	Delivery date	Quantity
<input type="checkbox"/>				OC001	(BOX)Lyrec	UN	4004159		07/11/2019	1
				Paper Photocopying	Unit		LYRFOUJIK LTD			

Document attached

No Documents to attach

Advanced mode

Clear


Open

Workflow user log

Log book

Export

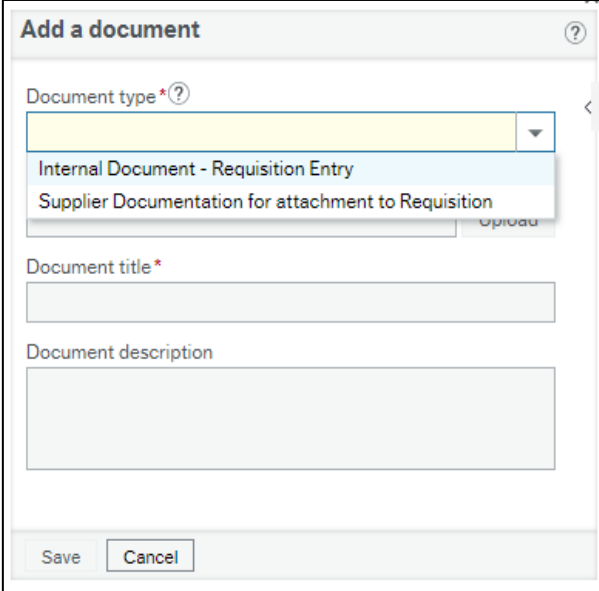
ADD AN ATTACHMENT

2. Select the **Open documents** icon. 
3. Select the **Add a document** option.



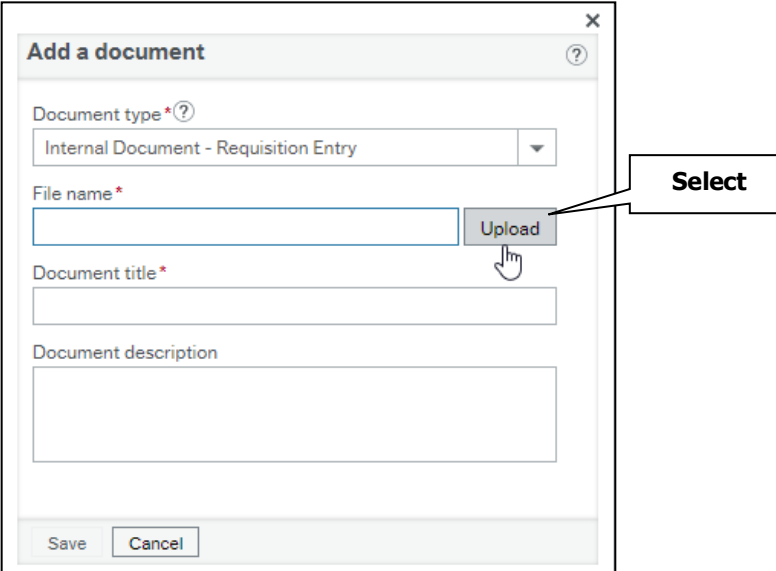
4. Select the document type from the drop down list:

- **Internal Document - Requisition Entry** – documents not to be sent with the PO
- or
- **Supplier Documentation for attachment to Requisition** – documents to be sent with the PO.



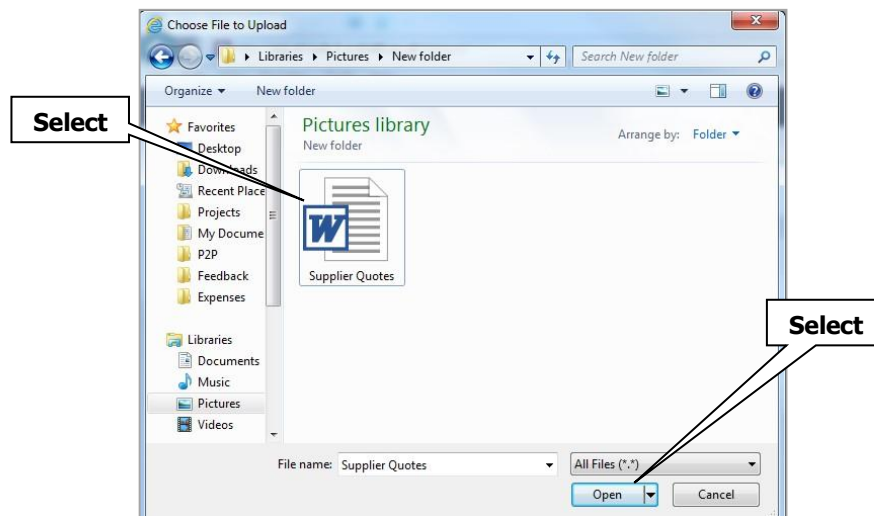
The screenshot shows a web form titled "Add a document". It has a dropdown menu for "Document type" which is currently open, showing two options: "Internal Document - Requisition Entry" and "Supplier Documentation for attachment to Requisition". Below the dropdown are fields for "Document title" and "Document description". At the bottom are "Save" and "Cancel" buttons.

5. Select the **Upload** button to browse for the file. This opens your network drives (you should save your document in an accessible location prior to this process).

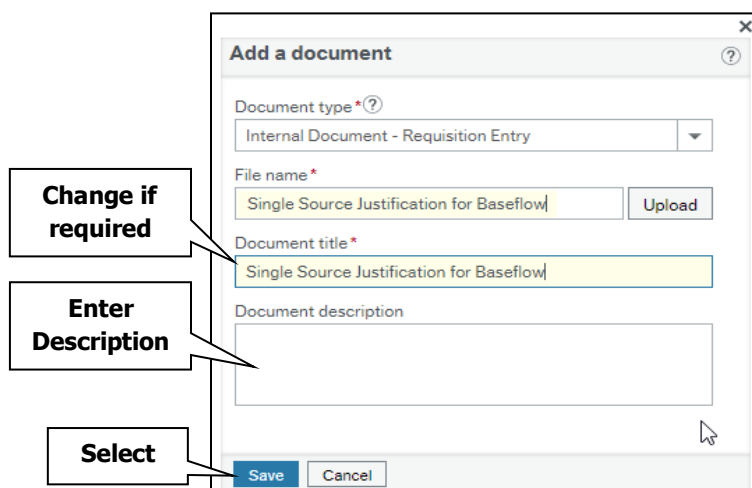


This screenshot shows the same "Add a document" form, but now the "Document type" dropdown is set to "Internal Document - Requisition Entry". The "File name" field is empty. A callout box with the word "Select" points to the "Upload" button, which is located next to the "File name" field. The "Document title" and "Document description" fields are also visible, along with the "Save" and "Cancel" buttons at the bottom.

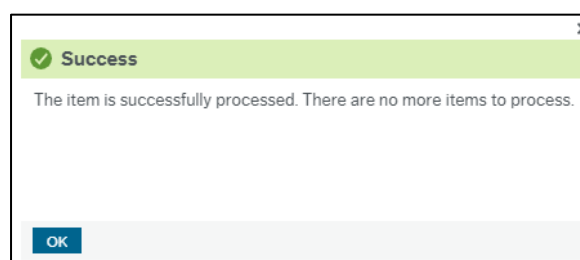
6. Search for your document within your folders. Once found, click once on the document then select **Open** or perform a double click on the document.



7. You can change the **Document title** and add a **description** if required although this is not mandatory.



8. Select the **Save** button.
9. Within the task screen, select the documents attached option. Document attached
10. Once completed a notification will appear to advise the task has been successfully processed.



RETRIEVE A SAVED REQUISITION

There may be occasions when you need to retrieve a requisition, for instance if you have saved the requisition as **parked** and you wish to make changes to it (non-punchout only).

1. Select the **Requisitions - advanced** option from the **Procurement** menu.
2. Select the **Open** button from the **footer** menu.

3. A **Value lookup** window will open however this should be closed by choosing the cross (X) at the top right of the window or by choosing the close button.

4. A **Requisition number** field will appear

Requisitions - advanced

Requisition entry | Requisition details | Punchout

Requisition number

Requisition

Requisitioner *
TRAIN 5
1235

Status *
Active

External reference

Message

Default supplier & contract

Supplier

Default GL analysis

Subproject

5. Enter the **Requisition number** in full then press **tab** on your keyboard.
6. The **requisition** details will be displayed.



Changes can only be made from here if the requisition is set to a parked status. Active requisitions cannot be changed.

AMEND A REJECTED REQUISITION

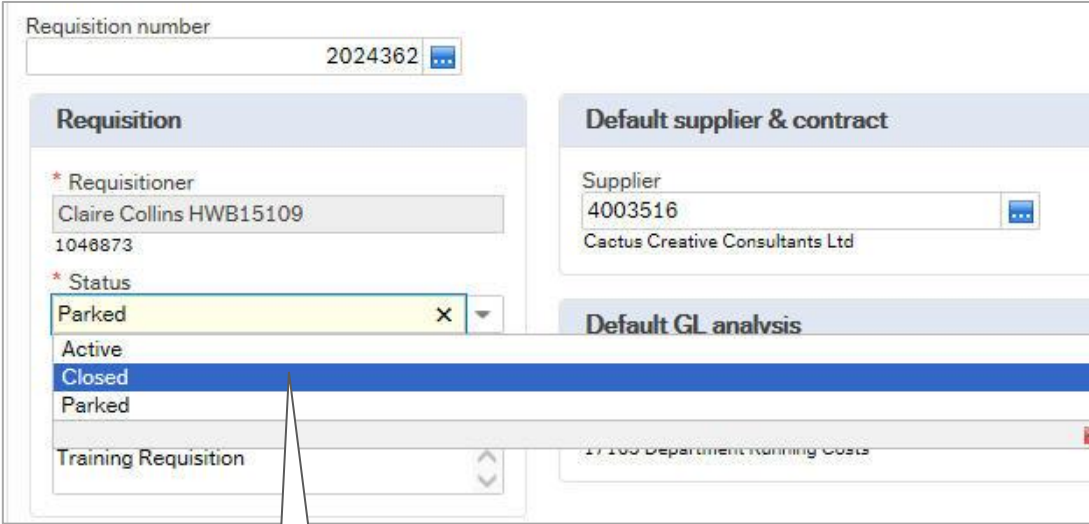
To amend a requisition that has been rejected:

1. Follow steps 1-6 (see Retrieve a Saved Requisition, page [31](#)).
2. Make the relevant changes on the **requisition** tabs.
3. Select the **Save** button.
4. The requisition will now re-enter **workflow**.

CLOSE A PARKED REQUISITION

If a requisition is no longer required, you can close off the order.

1. Follow **steps 1-6** (see Retrieve a Saved Requisition, page [31](#)).
2. From the **Status** drop down, select the **Closed** option then press tab.



The screenshot shows a web form for a requisition. At the top, the 'Requisition number' is 2024362. Below this, there are two main sections: 'Requisition' and 'Default supplier & contract'. In the 'Requisition' section, the 'Status' dropdown menu is open, showing options: 'Parked', 'Active', 'Closed', and 'Parked'. The 'Closed' option is highlighted in blue. A callout box with the word 'Select' points to the 'Closed' option. Other fields include 'Requisitioner' (Claire Collins HWB15109, 1048873) and 'Supplier' (4003516, Cactus Creative Consultants Ltd). There is also a 'Default GL analysis' section.

3. Select the **Save** button from the footer menu.



The screenshot shows a footer menu with three buttons: 'Save', 'Clear', and 'Open'. A callout box with the word 'Select' points to the 'Save' button.



Once closed, you are unable to make changes to the order or re-activate it so this should only be actioned if the requisition is no longer required.

CLOSE AN ACTIVE REQUISITION

If you need to close a requisition that has already entered workflow (saved as active), the requisition must be rejected by the approver and returned to the requisitioner first, before this can be closed.

1. Make sure the document attached task has been completed (see page [29](#)).
2. Ask the financial approver to reject the requisition.
3. A task will be issued to the requisitioner.
4. Open the task - this will show as requisition to be amended followed by the order no (requisition number).

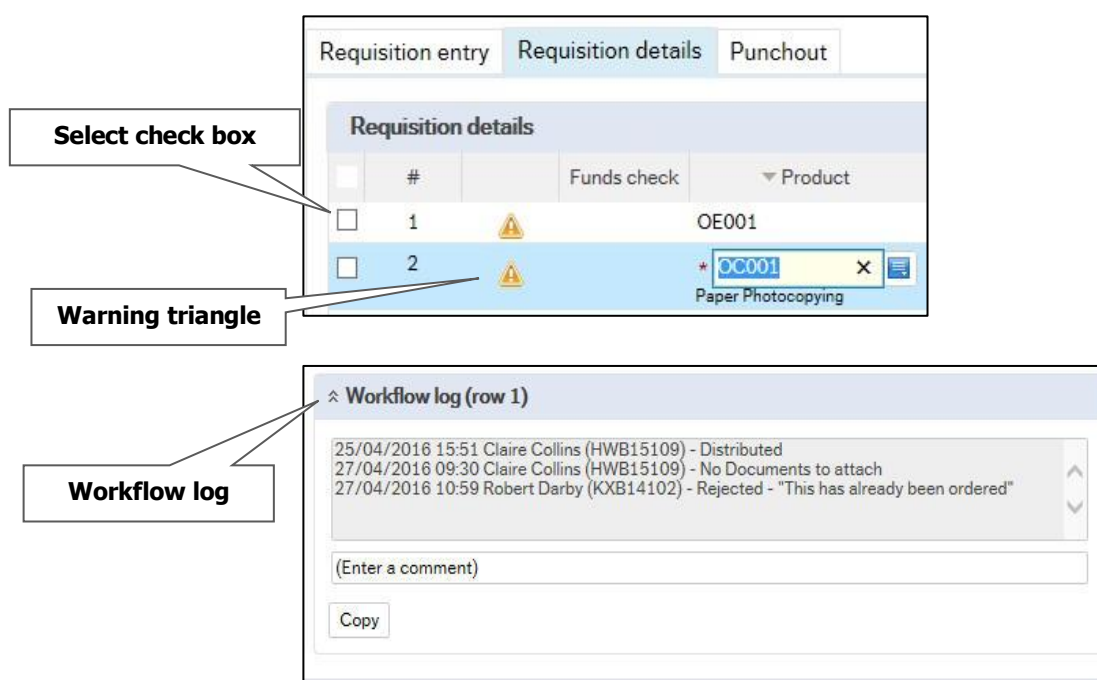


5. Follow **steps 2 and 3** (see close a parked requisition, page [31](#)).
6. Once saved the task will be removed from your task list.

CLOSE INDIVIDUAL LINES ON REJECTED REQUISITION

5. You can close an individual order line by opening the task. Follow **steps 1-6** (see Retrieve a Saved Requisition, page [32](#)) and select the **Requisition details** tab.

Select the line you wish to remove by checking the box next to the relevant line. You can select the warning triangle to check the **Workflow log**, this should show the reason for rejection.



6. Select the **Close** option at the bottom of the order lines.

[illegible]

7. Select **Save** from the footer menu.

Save Clear Open

8. Once the order is saved, any active lines will re-enter workflow. You will be required to complete the Attach Documents task again.



Avoid Parking individual lines where possible as this will prevent the Purchase Order being created if active lines are approved.

REQUISITION ENQUIRIES

This section covers:

- Enquiries explained
- Enquiring on your own requisitions
- Enquiring on Department Requisitions
- Workflow Enquiry

There are a number of different reports that can be used to find out details of the requisitions that have been raised:

REQUISITION WORKFLOW ENQUIRY

- The **Workflow enquiry – Requisitions** report is used to see the workflow stage for the requisition e.g. who the requisition is with for approval.
 1. Select **Procurement** from the menu, and select **Workflow enquiry - Requisitions** from the **Requisitions** section.
 2. Enter the Requisition number in the **Requisition No** field and select the **Search** button.



Avoid running a search without a search criteria as this will look for all requisitions in workflow within your cost centre.

Workflow enquiry - Requisitions

✧ Selection criteria

Task owner like Active ☒

Workflow status like Historical ☒

RequisitionNo. like

Company like

Results

Search Detail level Rows per page

Copy to clipboard

#	T	Process	Step	Task owner (T)	Workflow status (T)	RequisitionNo.	Responsible (T)	Product	Description	Unit	Unit price	Curr. amount	Ordered

Search **Requisition No**

3. Select the **Workflow status** hyperlink.

Workflow enquiry - Requisitions

Selection criteria

Task owner like:

Workflow status like:

RequisitionNo. like:

Company like:

Active ☒

Historical ☒

Results

Search: Detail level: All levels Rows per page: 50

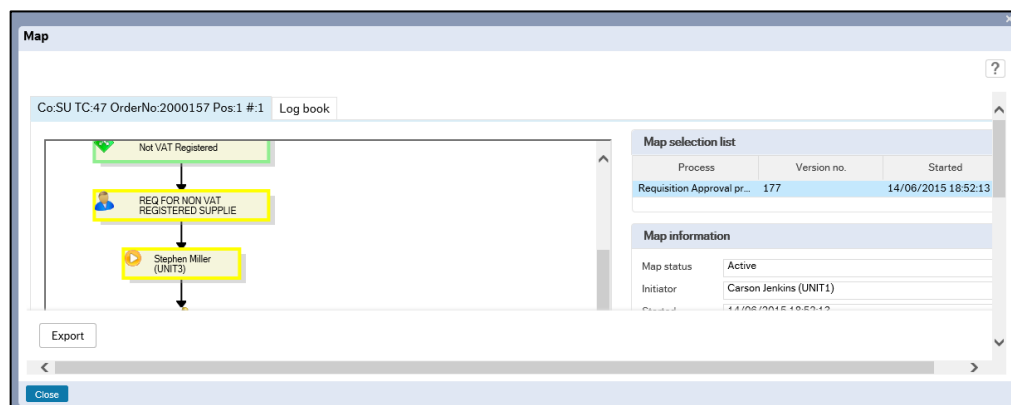
Copy to clipboard

#	T	Process	Step	Task owner (T)	Workflow status (T)	RequisitionNo.	Responsible (T)	Product
1	A	Requisition Approval process	Req for Non VAT Registered Supplier with VAT	Stephen Miller	Workflow in progress	2000157	IC001	Electron

Choose columns Export

Workflow status

4. Review the workflow and select the **Close** button.



Close

5. Select the **Close** icon at the top of the Workflow enquiry window.

Below are some of the most common types of status you will see in the Workflow Enquiry.

- **Workflow in Progress** – Select the map icon to view the stage
- **Finished** - The requisition has been fully approved and a purchase order now created
- **Rejected** – The requisition has been rejected at approval and returned to the requisitioner via a task
- **Aborted** - The requisition has been closed within the workflow stages by the requisitioner

OWN REQUISITIONS

The **Own requisitions** report is used to make an enquiry about requisitions that you have raised. You can use this report to search for requisitions based on various search criteria, e.g. **Supplier ID, Requisition number**, etc. This report can be used to find out the **purchase order number** for the requisition:

1. Select **Procurement** from the menu, and choose **Own requisitions** from the **Requisitions** section.
2. The results will populate automatically.
3. This enquiry is locked to the individual user so you can run a search without entering criteria by selecting the search button. If you would prefer to filter your search, you can enter criteria in the **header fields**.

#	Requisition	Purchase order	Workflow status (T)	Pos	Text	Product	Description	Unit
1	2000004	3000000	Finished	1		OA001	General Stationery	UN
	2000004							
3	2000005	3000001	Finished	1		TA001	Accommodation and Hotels	UN
	2000005							
5	2000006	3000068	Finished	1		LM001	Laboratory Equipment purchase	UN
	2000006							
7	2000007	0	Workflow in progress	1		LM001	Laboratory Equipment purchase	UN
	2000007							
9	2000009	3000009	Finished	1		OA001	General Stationery	UN
	2000009							

4. Select the **Search** button.
5. Select the **Requisition** number from the search results to view the requisitions details.



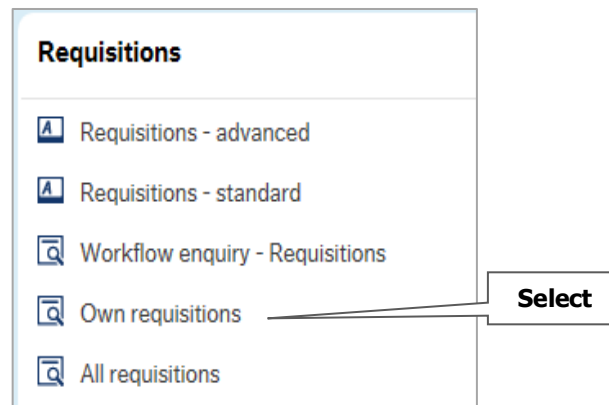
6. Select the **Close** icon at the top of the Own requisitions enquiry window



Parked requisitions will show 'No workflow' in the Workflow status column. This is because they have not entered workflow yet.

ALL REQUISITIONS

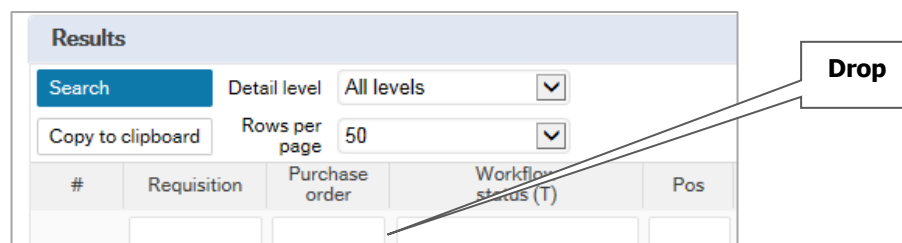
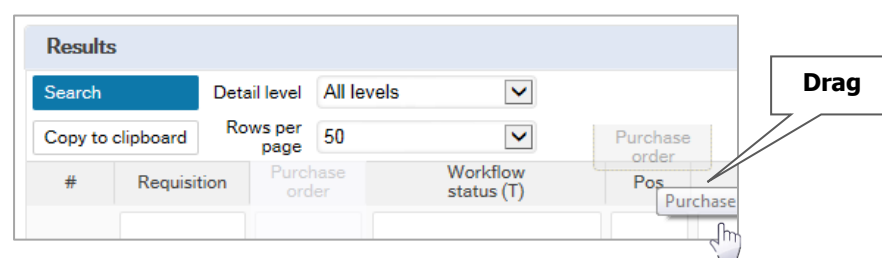
Nominated users will have access to the **All Requisitions** enquiry, which will provide information for all requisitions raised within your department cost centre. The information returned is similar to that in the **Own Requisitions** enquiry. If you require access to this enquiry, you should refer to the access pages on the FMS knowledge hub.



ENQUIRIES NAVIGATION TIPS

The header fields are not static and you can re-arrange these into an order that suits you by using drag and drop with your mouse.

1. Select the **header column** you wish to move
2. Hold down a left click and drag the field into the area you wish to see it. For example, if you want to move the **purchase order** number to be displayed next to the **requisition number**.
3. The column will remain in the new position even after you have logged out and back in.



CHOOSE COLUMNS

You can choose to hide certain columns for the enquiry 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.

Check Boxes

Choose columns

Columns

Requisition	<input checked="" type="checkbox"/>	Pos	<input type="checkbox"/>
Workflow status (T)	<input checked="" type="checkbox"/>	Product	<input checked="" type="checkbox"/>
Text	<input checked="" type="checkbox"/>	Description	<input checked="" type="checkbox"/>
Unit	<input type="checkbox"/>	Ordered	<input checked="" type="checkbox"/>
Amount (C)	<input checked="" type="checkbox"/>	SupplD (T)	<input checked="" type="checkbox"/>
Purchase order	<input checked="" type="checkbox"/>	Deliv.date	<input type="checkbox"/>
Contract	<input type="checkbox"/>		

OK

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

<div>Search</div> <div>Detail level All levels</div> <div>Copy to clipboard</div> <div>Rows per page 50</div>									
#	Requisition	Purchase order	Workflow status (T)	Product	Description	Ordered	Amount (C)	SupplD (T)	
1	2024351	5023847	Finished	LB001	Laboratory consumables and sundries	1.00	100.00	Scotbark	
2	2024351	5023848	Finished	LB001	Laboratory consumables and sundries	1.00	100.00	3D Alchemy	
Σ1	2024351						200.00		
4	2024352	0	Finished	LB001	A	1.00	20.00	Access Audio Visual Limited	
5	2024352	0	Workflow in progress	LB001	Laboratory consumables and sundries	1.00	100.00	Active Robots Limited	
Σ1	2024352						120.00		



For more hints and tips on enquiries you should refer to the Reports section of the FMS training pages.

REQUISITION APPROVAL

Once a requisition has entered workflow and the **attach documents** task is complete, it will follow the next approval stage.



Requisitions created by fast track users will generate to purchase orders once the attach documents task is complete, as long as the order is under £1000 and does not require any additional approval (e.g. VAT exemption)

There are a number of approval routes that the requisition will take depending on the order you have raised. You can view the expected route by following the steps shown in the requisition workflow enquiry section.

If you are a financial approver, you will receive a **task** within **FMS** along with an automated notification email.

APPROVE REQUISITIONS

Requisition approval tasks will open in advanced mode by default. This allows the approver to approve and reject individual lines within the order rather than approving or rejecting the full order (simple mode)

To approve a requisition in advance mode:

1. Select the task menu
2. Open the Requisition approval task

Task Screen

Requisition Financial Approval

Sort by: [v] Ascending << Requisition

Select all visible items

- ☐ Name: Claire Collins HWB15109
Curr. amount: 350.00
Requisition number: 2025103
Updated: 28/09/2016
- ☐ Name: Claire Collins HWB15109
Curr. amount: 350.00
Requisition number: 2025104
Updated: 03/10/2016

Total: 2

Requisition information

Resource: Claire Collins HWB15109
Updated: 28/09/2016
University of Strathclyde
Wolfson Building
Main Entrance (Cleaning consumables)
106 Rottenrow East
Glasgow
G4 0NW

Requisition number: 2025103

Workflow log (row 1)

28/09/2016 15:31 Claire Collins (HWB15109) - Distributed
03/10/2016 10:11 Claire Collins (HWB15109) - No Documents to attach

(Enter a comment)

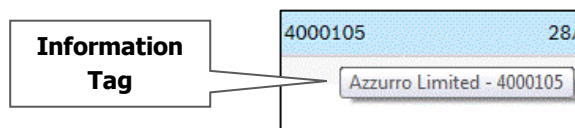
Copy

Requisition details

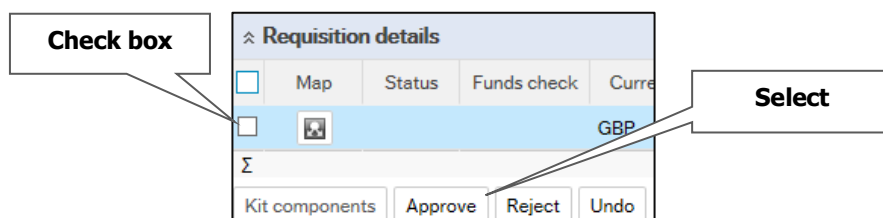
	Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Price	Product	Product description	Supplier	Responsible
<input type="checkbox"/>				GBP	350.00	1.00	UN	350.00	AB001	Fine and Creative Arts; Eq...	4000105	
Σ												

Kit components Approve Reject Undo

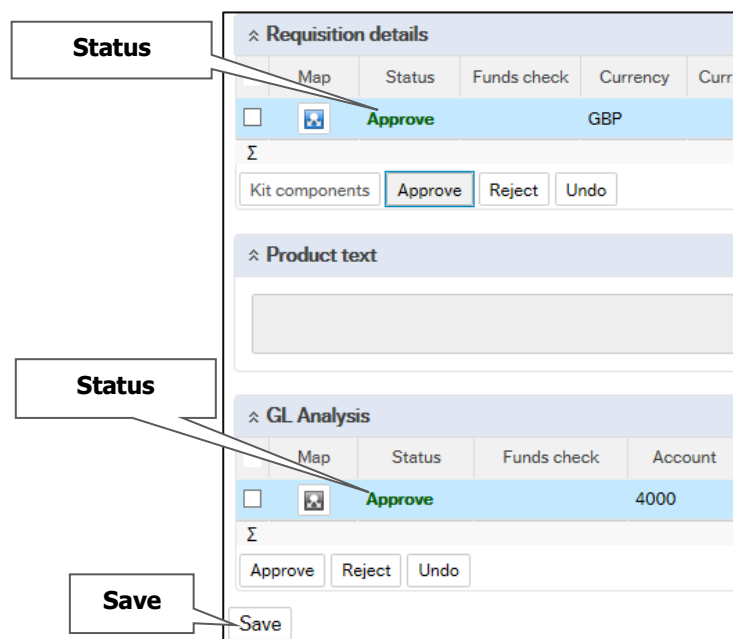
3. View the requisition details task (some information is in preview format however if you hover over the information, a tag will appear with the full details).



4. Once satisfied that the order should be approved, select all lines by checking the boxes. Once checked select the **Approve** button under the requisition lines.
 - If you are only approving certain lines you can individually check the box next to the relevant line.
 - If approving all lines, you can select the check all visible rows box. If the order is over more than one page, you can use the page navigators.

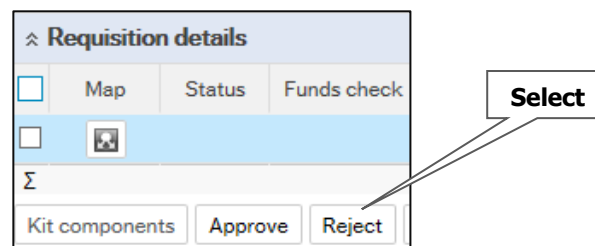


5. The status heading will show as approve in both the **Requisition details** and the **GL Analysis** section. Select the **Save** button (below the GL analysis – you may need to scroll down to view this).

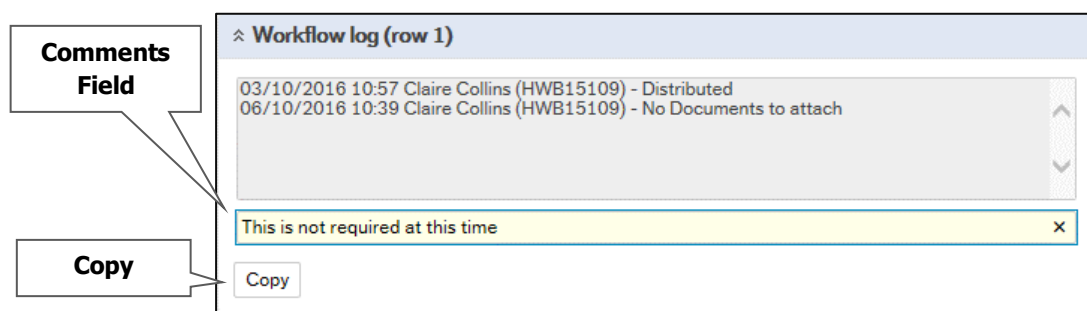


REJECT A REQUISITION – ADVANCED MODE:

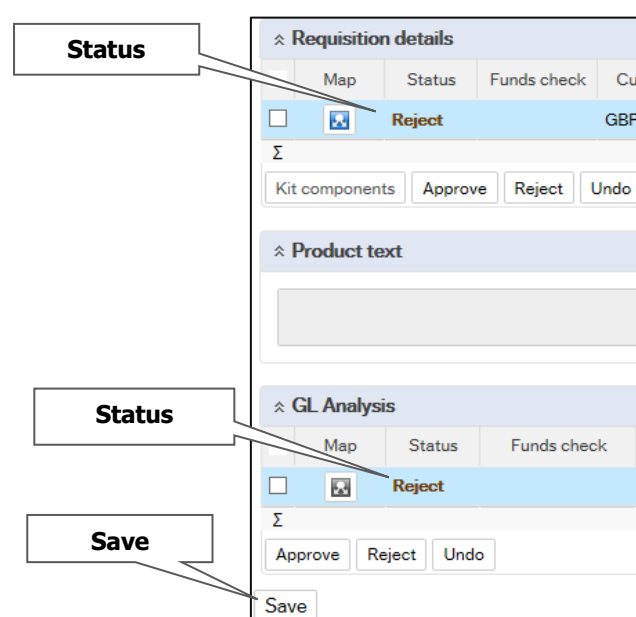
1. Follow steps 1-4 (see Own Requisitions, page [39](#)) however select the **Reject** button below the **Requisition details** lines.



2. Enter a reason for rejecting the requisition into the comments field, shown under the **Workflow log** section.



3. If you are rejecting multiple lines, select the **Copy** button, this will duplicate the comment to all lines.
4. The status heading will show as reject (shown in red) in both the **Requisition details** and the **GL Analysis** section. Select the **Save** button (below the GL analysis – you may need to scroll down to view this).



REQUISITION APPROVAL – SIMPLE MODE

Simple mode can be used when you are approving or rejecting the full requisition. If any individual lines need to be rejected, you should stay within **Advanced mode**.

To approve a requisition in Simple Mode:

1. Select the **Tasks** list ☒ from the top right of the screen.
2. Open the Requisition approval task.
3. Select the **Simple mode** button from the footer menu.

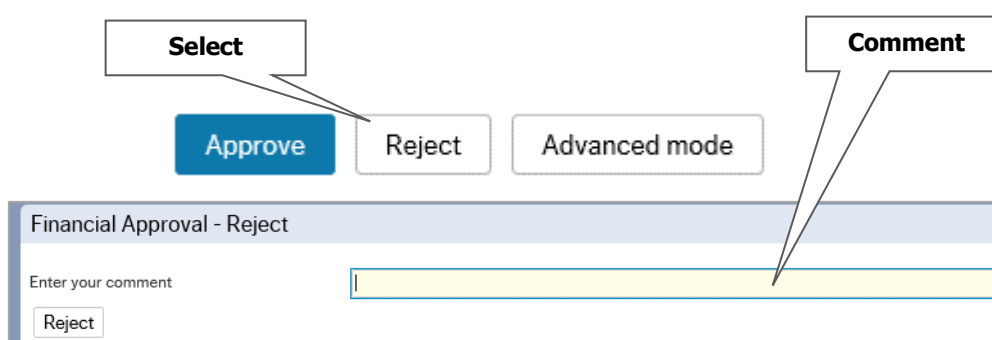


4. To approve the full order, select the **Approve** button from the footer menu – once selected the task will move out of your task list.



✓ The item is successfully processed. You are now ready to process the next item.

5. To reject the full order, select the **Reject** button (you will be prompted to enter a comment, then choose **Reject** if you have not already done so). Once rejected the task will move out of your task list.



✓ The item is successfully processed. You are now ready to process the next item.

PURCHASE ORDERS

This section covers:

- Purchase order explained
- Purchase order notification
- View purchase order details
- View PDF copy of purchase order
- Amend/Cancel purchase orders

PURCHASE ORDER EXPLAINED

Once a requisition has been fully approved and the workflow steps completed, a purchase order is generated. This is now a committed spend and is reserved against the relevant budget.

A purchase order cannot be amended once generated, if any items need to be added you should raise a new requisition. Purchase orders should only be cancelled in exceptional circumstances, details of which are available later in this guide.

PURCHASE ORDER NOTIFICATION

Once a requisition has been fully approved, you will receive a notification email to advise that a **Purchase Order** number has been generated.

From: University of Strathclyde [<mailto:financial-systems@strath.ac.uk>]
Sent: 30 April 2016 10:11
To: Claire Collins
Subject: Purchase order from Requisition

Dear Claire Collins 30/04/2016

Purchase orders have been created as follows:

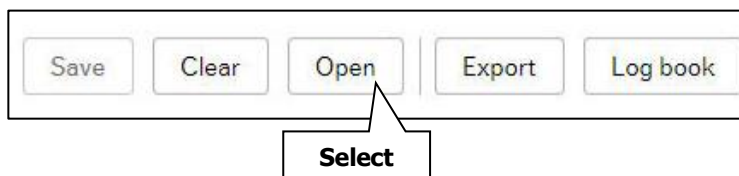
Requisition_no	PO_number	Supplier_id	Supplier_name	Supplier e_mail	Header_text	Order_date	Requested_by_id
2026936	5026761	4003538	Easy Composites	sales@train.easycomposites.co.uk	Claire C/	30/04/2016	HWB15109

If you have not received the email or have not written down the PO (see Own Requisitions, page [39](#)) to find the purchase order number.

VIEWING PURCHASE ORDER DETAILS

There are a number of ways to view information on a purchase order depending on the information you wish to see. To see a general overview of the order or to check the status of an order, you can use the **Purchase order** option in **FMS**.

1. Select **Procurement** from the menu, and choose **Purchase order** from the **Purchase orders** section.
2. Select the **Open** button from the footer menu.



3. A Value lookup window will appear, however this should be closed by selecting the **X** at the top right of the window or the close button at the bottom of the window.

Value lookup

i Your search produced no results.

Search criteria

Advanced

Search

Order number	Supplier/Customer	Supplier/Customer (T)	External reference	Responsible (T)	Requested by (T)	Accountable	Order date	Delivery date	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Close

Select

4. A **Purchase order number** field will appear. You can enter the purchase order number in this field and select **tab** to populate the details.

Enter purchase order no.

1 - Purchase order 2 - Invoice 3 - Delivery

* Purchase order number

Purchase order information

Contract

* Supplier

5. You can check the order status on the **Purchase Order** tab

1 - Purchase order 2 - Invoice 3 - Delivery 4 - Setup

* Purchase order number
5023857

Purchase order information

Contract
...

* Supplier
4001535
EE Bills
EE Bills, PS Collections Meridian House Yarm Road, I
Contact
0
E-mail
...

* Order type
Purchase Order

* Status
Ordered

Order acknowledgement
☐

Internal references

* Responsible
...

* Requested by
Claire Collins

Accountable
...

External reference

External reference
Call Off Training Example 3

External order ID
...

Dates

Period
201609

* Delivery description
Date
25/04/2016

Delivery date
25/04/2016

* Order date
25/04/2016

Follow-up
25/04/2016

Order Type

The most common **Status** types you will see are:


- **Ordered** – Emailed to supplier's email address held on FMS / transmitted via Punchout.
- **Finished** – The order has been fully goods received and invoiced

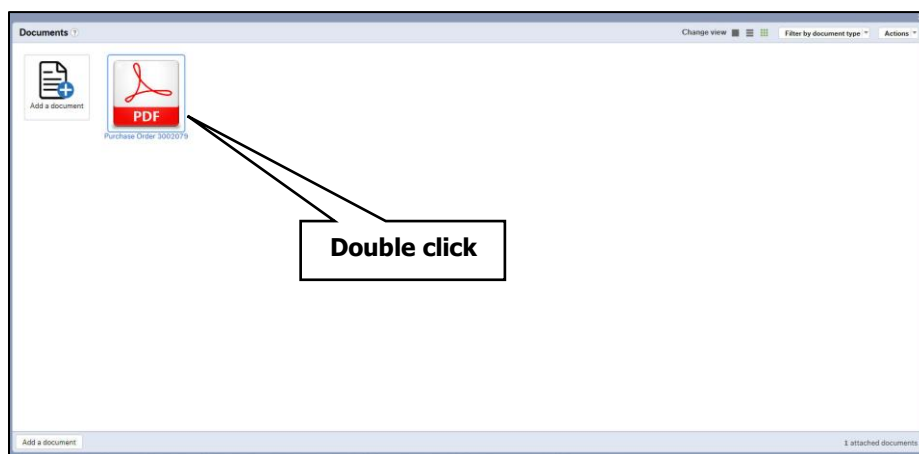
You may also see:

- **Not Ordered** – The email has not been sent to the supplier and you should contact the FMS help email address help@strath.ac.uk if you see this status.
- **Closed** – The order has been cancelled.

VIEW PDF COPY OF PURCHASE ORDER

If you need to see a copy of the order that was issued to the supplier:

1. Select the **Open documents** icon  in the top right hand corner of the screen.
2. Double click on the **purchase order pdf** to view the contents. This is applicable to **non-cXML** (non Punchout) orders.



3. The **purchase order** will be displayed. You can use the scroll buttons to view the full page.

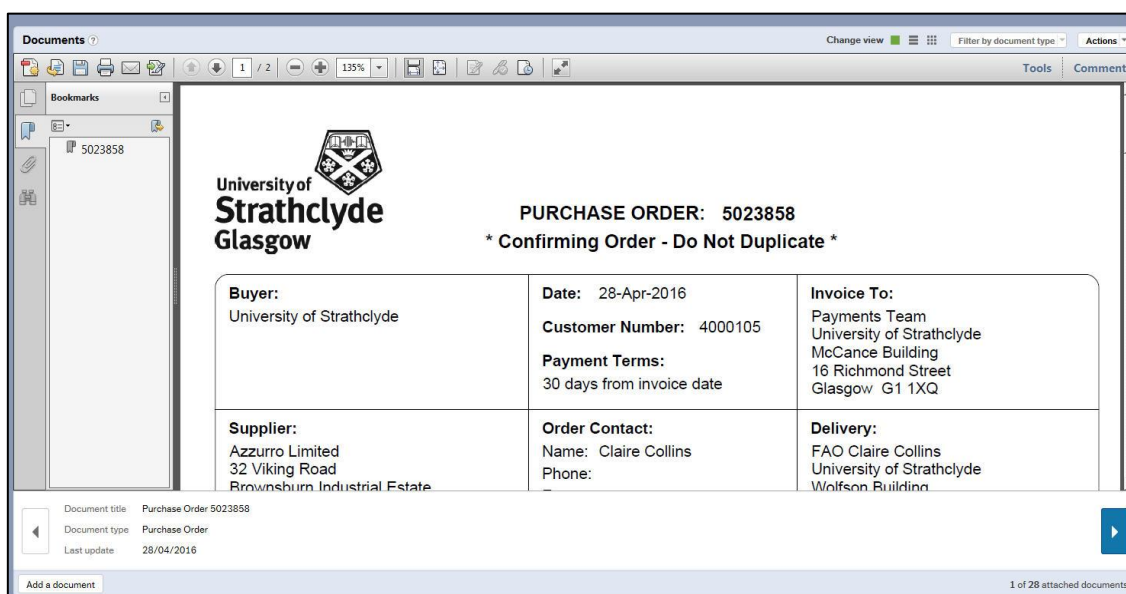



IMAGE OF PURCHASE ORDER



PURCHASE ORDER: 5132100

*** Confirming Order - Do Not Duplicate ***

Invoices that do not contain a valid purchase order number and are not submitted in pdf format will not be paid.

Buyer: University of Strathclyde	Date: 07-May-2019 Supplier Number: 4001452 Payment Terms: 21 days from invoice date	Invoice To: fms-supplierinvoices@strath.ac.uk
Supplier: Capita IT Services Limited Pavilion Building Tannochside Park Ellismuir Way Uddingston South Lanarkshire G71 5PW	Order Contact: Name: Paul Gilhooley Phone: 0141 548 2994 Email: paul.gilhooley@strath.ac.uk	Delivery: Paul Gilhooley Electronic and Electrical Engineering Royal College Building 204 George Street Glasgow G1 1XW

Page 1 of 1

Line	UoM Description	Quantity	Unit Price £	VAT Type	Est. VAT £	Estimated Amount £
1	Units	1	1,724.40	PS	344.88	1,724.40
	IB001 Desktop Computer Purchase; PCs; Applemacs; Monitors Surface Pro 6 for PNDC					

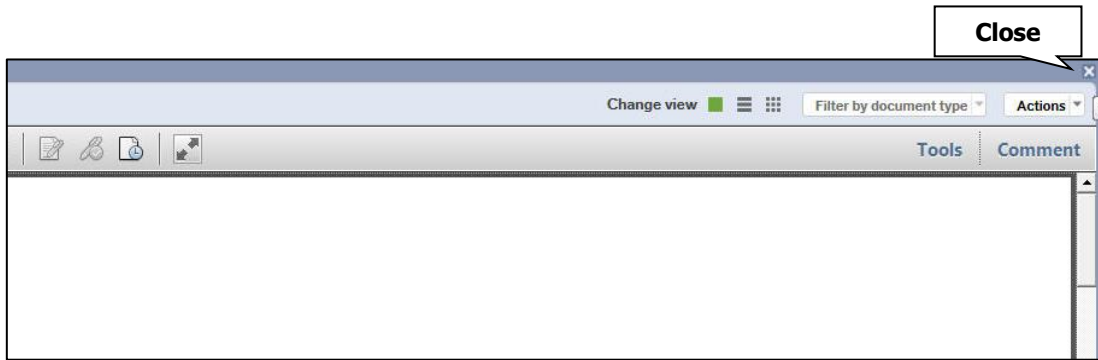
VAT Types			Total Estimated Amount £: 1,724.40	
Key	Description	Estimated VAT (£)		
PS	Purchases (Input) - Standard Rate	344.88		
			Total Estimated VAT £: 344.88	
			Estimated Gross Amount £: 2,069.28	

University of Strathclyde Conditions of Contract apply. For full terms and conditions please visit
<http://www.strath.ac.uk/procurement/informationforvisitorsandsuppliers/generaltermsandconditions>

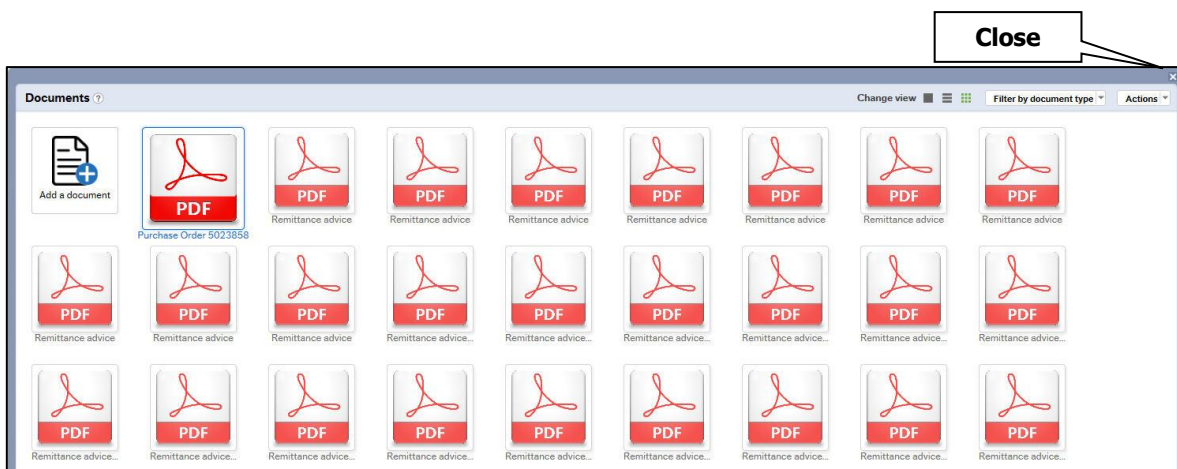
The University of Strathclyde is a charitable body, registered in Scotland, No. SC015263

VAT Reg No. 261339762

4. **Close** the PDF window.



5. **Close** the **Open documents** window.



For non punchout orders, a copy of the purchase order can also be found in the Goods receipt section of the Procurement menu, by selecting the attachments icon. See page [52](#) for more details on the goods receipt process.

AMEND A PURCHASE ORDER

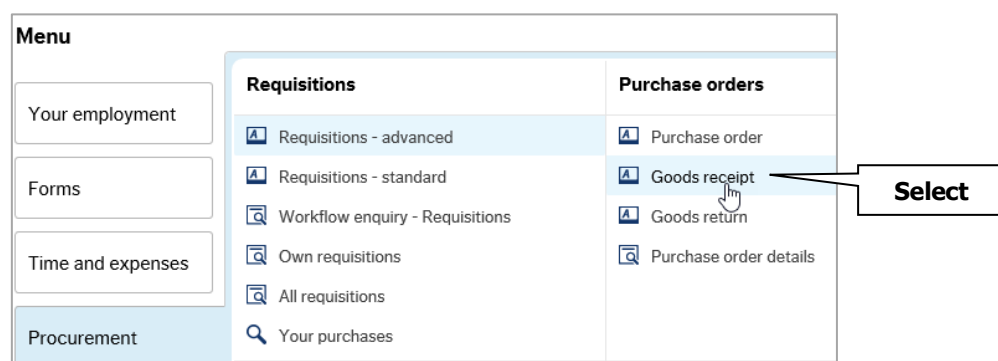
A purchase order itself cannot be amended via FMS however for the below scenarios, you should follow the related instructions:

- **Amount**
 - If the amount invoiced is lower than the original Purchase order, the order should update automatically and any commitment will be released automatically.
 - If the amount is higher than the original order, then the invoice will be automatically processed. If the invoice amount is higher than 2.5% or £25.00, whichever is the greater then an **Approval of Overspend** task will be issued to the requisitioner to confirm the amount is correct.
- **Quantity**
 - If a quantity increase is required on the order, a new requisition should be created and the approval process will be followed.
 - If a quantity decrease is required then you should contact the supplier directly and at the goods receipting stage you should mark the items not needed as **'rest cancelled'**.

CANCEL A PURCHASE ORDER

Once a Purchase order has been issued, it should not be cancelled unless there are exceptional circumstances. For example, an order that has been generated to an incorrect supplier and has not been goods receipted and no invoices/credit notes have been registered or posted against the order.

1. Contact the supplier directly to inform them the Purchase order number is no longer valid.
2. Check that no invoices/credit notes are registered or posted against the Purchase order, then from the **Procurement** menu select **Goods receipt**.



6. Enter the **Purchase order** number and press **tab**.

Order information

Order number

?

x

...

Order status

Supplier

7. Select the **Order number**, which will now be **hyperlinked**.

Select

Order information

Order number

5045904

Order status

Ordered

Supplier

Capita IT Services Limited

8. From the **Order information** window, you can view the **invoice history** section for any invoices listed.

Invoice History

Order information

Order number 5045904

Supplier 4001452

Capita IT Services Limited

Amounts

Order amount incl. discount	92.30	Registered invoices	0.00	Amount delivered	0.00
Total discount	0.00	Posted	0.00	Returned	0.00
Order amount excl. discount	92.30	To invoice	92.30		

Details

Status	Order line	Product	Description	Unit	Order price
Ordered	1	TA001	Accommodation and Hotels	UN	92.30
Σ					

Receipt history

Order line	Receipt No.	Received by	External ref	Receipt date	Product	Product description
------------	-------------	-------------	--------------	--------------	---------	---------------------

Invoice history

Invoice history	TT	Transaction date	Transaction number	InvoiceNo	Period	Account	Cost Centre
-----------------	----	------------------	--------------------	-----------	--------	---------	-------------

Close

No Invoice example:

Receipt history

Order line	Receipt No.	Received by	External ref	Receipt date	Product	Product description
------------	-------------	-------------	--------------	--------------	---------	---------------------

Invoice history

Invoice history	TT	Transaction date	Transaction number	InvoiceNo	Period	Account	Cost Centre (Cat1)
-----------------	----	------------------	--------------------	-----------	--------	---------	--------------------

Close

Invoice Registered Example:

Invoice history

Invoice history	TT	Transaction date	Transaction number	InvoiceNo	Period	Account	Cost Centre (Cat1)	Project (Cat 2)	Curr. amount
Registered	IN	21/02/2017	40123878	BG97731	201707	8707	90001	BAL1014	-358.80
Σ									-358.80

NO INVOICE REGISTERED

1. Close the **Order information** window and stay within the goods receipt screen.
2. The **Qty received** should be set to zero as default and should not be changed.
3. Select the **Rest cancelled** check box next to **all** lines on the order and select a reason code from the drop down list.

Qty. received	Unit	Unit price	Rest cancelled	Reason code
0.00	UN	81.69	<input checked="" type="checkbox"/>	<div> <div>▼ ▲</div> <div> Cash Sales Faulty product Product no longer required Stock - Stocktaking errors Stock - found and added manually Stock - write off/ deterioration/ loss Supplier is unable to fulfil order Wrong product ordered Wrong product received </div> </div>
0.00				

Select (pointing to the Rest cancelled checkbox)

Select (pointing to the Reason code dropdown)

4. Once complete, select the **Save** button, from the footer menu

5. A **confirmation message** will appear

Changes on order 5023861 have been saved

Order information

References

6. You can open the order again using the steps above and view the Order Information screen. The **amounts** and **quantity** will now show as zero.

Order qty	Ordered amount	Previously received	Qty. received	Unit
0.00	0.00	0.00	0.00	UN
0.00		0.00	0.00	

7. The PO will automatically close off during the overnight updates. You can check the status using the same process as steps 6 and 7 above (Cancel a Purchase Order).

INVOICE REGISTERED:

Cancellation of Purchase orders (with an invoice registered) are assessed on a case by case basis, please contact finance-helpdesk@strath.ac.uk for guidance and include as much detail as possible (order number, transaction number etc.).

GOODS RECEIPTING

This section covers:

- Goods receipting explained
- Goods receipting (all items delivered)
- Goods Receipting (partial delivery)
- Releasing commitments against purchase orders

GOODS RECEIPTING EXPLAINED

Goods receipting is an essential part of the purchasing process and all orders are required to be goods receipted. Once a satisfactory full or part delivery has been received, details are entered onto the system against the relevant order. Goods receipting confirms that products/services have been received and gives permission for payment. This enables the workflow to progress to the next stage.

Goods receipting will be undertaken by staff who have been allocated a goods receipting role on FMS. In general, approvers will not be permitted to goods receipt orders that they have approved.

There are two ways to goods receipt on FMS:

- **Manual Goods Receipt**
 - Completed upon receipt of ordered products or services via the procurement menu (proactive)
- **Missing Goods Receipt task**
 - Completed via the task menu, an automatic task is issued to the requisitioner on receipt of the invoice (re-active)



Goods receipting is often referred to as GRN – Goods Received Note

MANUAL GOODS RECEIPTING

Where possible you should complete the manual process for **goods receipting** as this prevents any delays to supplier payments and keeps an accurate account of the purchase order.

There are certain circumstances however where you should not goods receipt via the procurement menu:

- The order is a **variable call off** order
- A **missing goods receipt** task has already been issued to the requisitioner
- The items have **not** been **received**

For all other types of order, you can **goods receipt** via the **procurement** menu.

1. From the **Procurement** menu, select **Goods receipt** from the Purchase orders section.

The screenshot shows a web interface with a 'Menu' on the left and a main content area. The 'Menu' has options: 'Your employment', 'Forms', 'Time and expenses', 'Procurement' (highlighted), and 'Planner'. The main content area is divided into three sections: 'Requisitions', 'Supplier information', and 'Purchase orders'. Under 'Purchase orders', there are four options: 'Purchase order', 'Goods receipt' (highlighted with a blue bar and a callout box saying 'Select'), 'Goods return', and 'Purchase order details'.

2. Enter the purchase order number that you want to receipt, then press the tab button on your keyboard.

The screenshot shows a form with three main sections: 'Order information', 'References', and 'Delivery'. In the 'Order information' section, the 'Order number' field contains '5023858' and is highlighted with a blue box. The 'Order status' field is empty. The 'Supplier' field is also empty. The 'References' section has fields for 'Requested by' and 'External reference', both empty. The 'Delivery' section has fields for 'Delivery date' and 'Delivery time' (set to 00:00).

3. When the Purchase order details are displayed scroll to the order lines section and within the **Qty received** field enter the quantity value received. This should be in relation to the ordered qty e.g. order qty 1 – received 1.

qty	Ordered amount	Previously received	Qty. received	Unit	Unit price
1.00	2,380.00	0.00	0.00	UN	2,380.00

Order qty	Ordered amount	Previously received	Qty. received	Unit
1.00	2,380.00	0.00	1.00	UN

Order qty

Qty received



You can only goods receipt against the quantity and not the amount.



You can only goods receipt up to the value of the ordered quantity, FMS does not allow you to over goods receipt.



You must enter a value for each line of the order if the order has multiple lines and has been fully receipted.

- Once you have entered the **Qty received** values, select the **Save** button from the footer menu.

Order qty	Ordered amount	Previously received	Qty. received
1.00	2,380.00	0.00	1.00
1.00		0.00	1.00

Quantity
Saved

Additional delivery information

GL Analysis

Save

Clear

Workflow user log

Export

Log book

Save

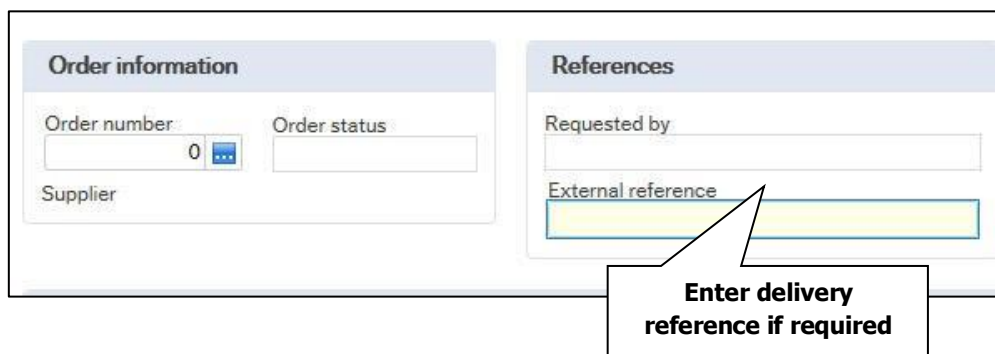
Once saved, a **goods receipt** number will be generated and displayed at the top of the page.




If you select **Save** without entering a quantity in the qty received field no goods receipt will be completed You must return to the order and enter the quantity received.

ENTER DELIVERY NOTE NUMBER

If you receive a delivery note from a supplier, you have the option to use the **external reference** field to note the delivery reference. This is useful though not essential, as the reference is displayed when the invoice is being registered and it helps the payments team process the invoice accurately. You can save a new delivery note every time you receipt against an order.



PARTIAL GOODS RECEIPT

If you have only received a proportion of your order, you can perform a partial goods receipt. This allows accurate information to be held on FMS and allows swift payment of the supplier invoices for the amount that has been delivered.

1. Follow steps 1 and 2 as shown in **Manual Goods Receipting** above
2. If you have a multi-line order, complete the order lines that have been received by entering the quantity value and leave the non-received order lines as zero.

If you have a multiple quantity order, enter the quantity value you have received e.g. if you have received 7 out of 10 items, enter the number 7 in **Qty received** field.

Product	Description	Order qty	Ordered amount	Previously received	Qty. received	Unit
OA001	General Stationery	1.00	10.00	0.00	1.00	UN
TB001	Rail Travel	1.00	18.00	0.00	0.00	UN
LM001	Laboratory Equipment purchase	1.00	25.00	0.00	1.00	UN

Product received 1

Product not received 0

Order qty	Ordered amount	Previously received	Qty. received
10.00	13.50	0.00	7.00
10.00		0.00	7.00

3. Select the save button

4. A goods receipt number will be generated for the receipted part of the order.
5. Once the remaining items of the order have been received, follow the steps above and complete the goods receipt for the remaining items.

GOODS RECEIPT – REST CANCELLED

The manual goods receipt process can be used to cancel the full order or part of the order and to release commitment back to a budget (e.g. call off orders/items not received).

This should only be completed if you wish to cancel off the order/part of the order or individual order lines completely as you **cannot** reverse the process once completed.

You can only use this process if the items have **not** been fully goods receipted. If you have fully receipted an order and you need to cancel it, you should contact finance-helpdesk@strath.ac.uk quoting the purchase order number.

CANCEL FULL PURCHASE ORDER

If you need to cancel a purchase order completely e.g. the order was placed in error or no longer required, you should:

- Contact the supplier to confirm the order is no longer valid.
- Use the rest cancelled process within goods receipt menu (shown below).

Once closed the commitment is released back to the budget during the overnight processing.

1. Enter the purchase order number that is to be cancelled, then tab out to show the details.

Goods receipt X

Order information

Order number: 0

Supplier:

Order status:

Enter Purchase Order number

2. The **qty received** should be set to zero as default and should not be changed.

Ordered a...	Order qty	Previously...	Qty. receiv...
2,910.00	10.00	0.00	0.00
	10.00	0.00	0.00

Leave as zero

3. Check the rest cancelled box next to **all** lines on the order.

Qty. receiv...	Unit	Unit price	Rest cancel...
0.00	UN	291.00	<input checked="" type="checkbox"/>
0.00			

Select

4. Now choose a reason from the cancellation drop down list.

Rest cancel... Reason code

☒ Product

Cash Sales

Faulty product

Product no longer required

Stock - Stocktaking errors

Stock - found and added manual

Stock - write off/ deterioration/ k

Supplier is unable to fulfil order

Wrong product ordered

Wrong product received

Select

5. Once complete, press **Save**.
6. A confirmation message will appear.

✓ Changes on order 5023861 have been saved

Order information

References

7. You can open the order again as detailed in step 1, where you will see the amounts now show as zero.

Order qty	Ordered amount	Previously received	Qty. received	Unit
0.00	0.00	0.00	<input type="text" value="0.00"/>	UN
0.00		0.00	0.00	

CANCEL REMAINING PART OF ORDER

You can use the “rest cancelled” process to goods receipt part of an order and cancel the remaining products or services.

1. Enter the **purchase order number** that you want to part cancel, then tab to show the details.

☰
Goods receipt ×

Order information

Order number

Order status

Supplier

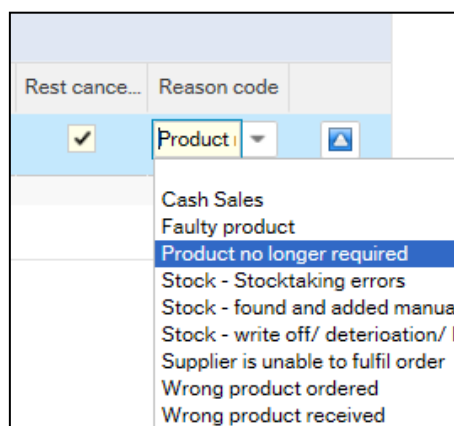
2. Enter the amount you have actually received in the **Qty received** field (for multi-line orders make sure you have done this for **all** lines).

Order qty	Ordered amount	Previously received	Qty. received	Unit
10.00	2,910.00	0.00	<input type="text" value="5.00"/>	UN
10.00		0.00	5.00	

3. Check the **rest cancelled** box next to all lines on the order that you wish to cancel.

Qty. received	Unit	Unit price	Rest cancelled
<input type="text" value="5.00"/>	UN	291.00	<input checked="" type="checkbox"/>

- Choose a cancellation reason from the Reason code drop down list.



- Once completed, press **Save**.
- A confirmation message will appear including a goods receipt number for the received items.

✓ Changes on order 5023876 have been saved
Receipt no: 4031112

- The amounts will now reduce to show the **received** amounts only and the remaining balance will release back to the budget

Order qty	Ordered amount	Previously receive...	Qty. received
5.00	1,455.00	5.00	0.00
5.00		5.00	0.00

GOODS RECEIPTING – ADDITIONAL INFORMATION

Further details on a Purchase order can be accessed via the **Goods receipt** page on FMS. This includes:

- A breakdown of the amounts **registered** and **posted** (processed for payment) and the amount still to be invoiced. This is useful for checking the availability on call off orders.
- Any previous **goods receipts** that have been actioned.
- Details of **registered invoices**

This information can be accessed from the manual **Goods receipt** screen and from the **missing GRN** Task.

To view from the manual goods receipt section:

1. Select **Procurement** from the menu, and choose **Goods receipt** from the **Purchase orders** section.
2. Enter the **Purchase order** number in the **Order Number** field.
3. Select the **Purchase order** number, which will be hyperlinked (blue and underlined).

Order information

Order number
[5023858](#)

Order status
Ordered

4. The **Order info** window will open.

Order Information

Amounts (Net)

Order info

Order information

Order number 5023858 Supplier 4000105 Azzurro Limited

Amounts

Order amount incl. discount	350.00	Registered invoices	350.00	Amount delivered	0.00
Total discount	0.00	Posted	0.00	Returned	0.00
Order amount excl. discount	350.00	To invoice	350.00		

Quantity

Volume	0.00
Weight	0.00

Details

Status	Order line	Product	Description	Unit	Order price	Order quantity	Order amount
Ordered	1	LB001	1 X Office Desk - Black	UN	350.00	1.00	350.00
							Σ 350.00

Receipt history

Order line	Receipt No.	Received by	External ref	Receipt date	Product	Product description	Quantity	Amount

Invoice history

Invoice histo	TT	Transaction date	Transaction number	InvoiceNo	P	Account	Cost Centre (Cat1)	Project (Cat 2)	Curr. amount
Registered	IN	28/04/2016	40052731	1234		8707	90001	BAL1014	-420.00
									Σ -420.00

Close

Receipt History

Registered Invoices

Order line details

Gross Value of invoice

To view the Purchase order detail from the task:

5. Select the hyperlink from the **Missing GRN** task.

Order information

Supplier name [Hogg Robinson \(Travel\) Limited](#)
OrderNo [5023861](#)
ExtRef
Requested by HWB15109
Order date 09/05/2016
Status Ordered

Select

6. The **order info** screen will open.

Order info

Order information

Order number 5023861 Supplier 4000553 Hogg Robinson (Travel) Limited

Amounts

Order amount incl. discount1,000.00Registered invoices195.00Amount delivered345.00

Total discount0.00Posted189.99Returned0.00

Order amount excl. discount1,000.00To invoice810.01

Quantity

Volume0.00

Weight0.00

Details

Status	Order line	Product	Description	Unit	Order price	Order quantity	Order amount
Ordered	1	TA001	Training Call Off Accommodation and Hotels	UN	1.00	1,000.00	1,000.00
Σ							1,000.00

Receipt history

Order line	Receipt No.	Received by	External ref	Receipt date	Product	Product description	Quantity	Amount
1	4031078	system		11/05/2016	TA001	Accommodation and Hotels	100.00	100.00



You can access this information at any time via the manual goods receipt option, even if an order has finished.

MISSING GOODS RECEIPT TASK

A missing GRN task is generated when an invoice is registered against an order and no manual goods receipt has been performed. You should action a Missing GRN task (if you are satisfied with the goods/services received) promptly to prevent any delay to the supplier's payment. A missing GRN task is most likely to be received when:

- A supplier issues an invoice promptly
- The person goods receipting the order has been delayed in manually goods receipting
- The order is a variable call off order

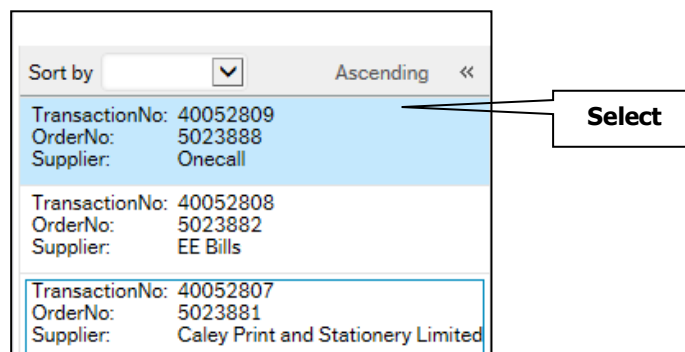
GOODS RECEIPTING VIA MISSING GRN TASK

This example shows how to **goods receipt** for an order that has not been receipted manually.

1. To **goods receipt** via the task, select your task list from the top right of the screen.



2. Select the **'Enter missing GRN'** task
3. Any outstanding tasks will be shown and by selecting the task on the left of the screen, the goods receipt details will show in the main window (if you only have one task this will open by default).



Please confirm the goods receipt proposal or click Goods receipt in the tools menu to amend the receipt.

Order information

Supplier name: Alexandra

OrderNo: 5023872

ExtRef: ****Training Example Only****

Requested by: AGS06175

Order date: 18/05/2016

Status: Ordered

Workflow log

18/05/2016 15:24 Claire Collins (HWB151)

(Enter a comment)

Invoice

Training

10 Smith Street
Glasgow
G1 1AB

INVOICE

INVOICE #1234
DATE

TO:

Name
Company Name
Street Address
City, ST ZIP Code
Telephone

SHIP TO:

Name
Company Name
Street Address
City, ST ZIP Code
Telephone

COMMENTS OR SPECIAL INSTRUCTIONS:

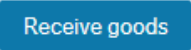
PO 5023872

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	****Training Purchase**** Size M Tunic D397	11.50	23.00

Action	Status	Order line	Product	Product description	Quantity	Unit	Amount	Currency	Receipt date	Receipt No.	External ref	Received by
Receive goods	To receive	1	SG001	Medium Tunic D397	2.00	Units	23.00	GBP	02/06/2016			

Check these details against the invoice details

To Receive the Goods:

1. Check the invoice against the instructions at the bottom of the screen
2. Select the **Receive goods** button 
3. The items have now been receipted, the task should disappear, and a goods receipt number will be generated.

✓ Receipt no: 4031111
The item is successfully processed. You are now ready to process the next item.



The Missing Goods receipt task is set to Simple Mode – This means that you can only receive or reject the full order. If there are any issues with the task e.g. you only wish to receive a qty of 5 out of 10, then reject the task back to Finance with a helpful explanation.

REJECT MISSING GRN TASK

A GRN Task should only be rejected if:

- The invoice should be registered against a different Purchase Order
- The quantity is higher than the original order – you are unable to approve in these circumstances.



If you receive a GRN task before the goods/services have been received, keep the task in your task list until ready to action.

1. Follow steps 1 to 3 of Goods receipting via a missing GRN task above
2. Open the missing GRN task.
3. Enter a comment in the **workflow log**.

⌵ Workflow log

17/05/2016 10:30 Claire Collins (HWB151)

This order is currently being disputed with the

4. Select the **Reject** button from the footer menu.
5. The task will **workflow** back to the initiator.
6. If you select the **reject button** before entering a comment, a prompt will appear to add a comment. Enter the details then select the reject button to move the task on.

Enter missing GRN - Reject

Enter your comment

Reject

Comment Field

Reject

MATCH TO INVOICE EXPLAINED

A **missing GRN** task is generally issued with an action of **receive goods** meaning that no **manual GRN** has been completed for that particular order or item. On some occasions where a manual GRN has been completed, a **missing GRN task** will be issued with the action as **match to invoice**.

▲ Action

Match to invo...

This normally happens when:

- A manual GRN has been completed **after** a missing GRN task has been issued.

	Action	Status	Order line	Product	Product desc...	Quantity	Unit	Amount	Currency	Receipt date	Receipt No.	External ref
<input type="checkbox"/>	Match to in...	Received	2	OE001	HP LASERJ...	1.00	4410310...	52.50	GBP	19/05/2016	4031106	****TRAININ...

You can view the **goods receipt history** by clicking the purchase order hyperlink.

Order information

Supplier name [Spectrum Computer Supplies Limited](#)

OrderNo [5023887](#)

ExtRef *****TRAINING EXAMPLE ONLY*****

Requested by AGS06175

Order date 19/05/2016

Status Ordered

Select

Receipt history								
Order line	Receipt No.	Received by	External ref	Receipt date	Product	Product description	Quantity	Amount
2	4031106	Linda Good	****TRAINING EXAMPLE ONLY****	19/05/2016	OE001	Office Equipment (excl copiers) Purchase	1.00	52.50

Position number

You can also check that the invoice has been matched to the correct order line, by checking the position number in the **Order line** field. This relates to the line on the purchase order and is useful for checking multi line orders.

These types of missing GRN tasks should be actioned in the same way as any other Missing GRN task, either by choosing Receive goods to confirm or reject the task with a helpful explanation.

Receive goods

Reject

ADDITIONAL INFORMATION FOR DEPARTMENT GOODS RECEIPTERS

It is important to note that **missing GRN** tasks will always workflow to the person who raised the original order. It is good practice to contact the department goods receipters (if relevant to your department) to confirm that the goods/services have been received to enable the task to be actioned.

There are sections within FMS that may help you to confirm if a task has been generated:

- To see if an invoice has been registered (see Goods Receipting – Additional Information, page [62](#))
- The workflow enquiry – incoming invoice is used to view the workflow stage of an invoice transaction.

CALL OFF ORDERS

This section contains:

- Call off orders explained
- Variable Call off order
- Multi VAT rate orders
- Fixed call off order
- Multi Line Orders

CALL OFF ORDERS EXPLAINED

A call off order is set up when a budgeted amount is set aside for multiple purchases that are ordered from a supplier on a regular basis. The way you set up a call off order can be driven by the frequency/volume of invoices that you are likely to receive. There is a variety of ways to set these up.

Call off orders are normally used for products and services such as:

- Estates Building works/repairs
- Fixed Contracts
- Monthly services/contracts e.g. Taxi contract
- Catering supplies
- Travel and Accommodation
- Agency recruitment
- Laboratory gas supplies

VARIABLE CALL OFF ORDER EXPLAINED

Variable call off orders are set up when a product or service is required over an ongoing period of time however, the amounts and invoice frequency's will vary, e.g. Taxis. These types of orders are set up to earmark the funds from the budget (commitment) and allows the supplier to quote the same purchase order number on all corresponding invoices. Due to the nature of these orders and the way that FMS deals with orders, they are set up with the quantity reflecting the amount and the price set as £1.00

VARIABLE CALL OFF ORDER

The first example shows an order for Laboratory gases which are regularly topped up with varying quantities.

1. Select **Procurement** from the menu and choose **Requisitions Advanced:**
2. Complete the **Requisition Entry** screen as normal.
3. Within the **Requisition details tab**, complete the fields as you would a normal requisition however, the quantity field must reflect the budgeted spend and the price must be entered as £1.00. The example below shows an order for an estimated spend of £600 for gases.

Product	Description	Unit	Supplier	Quantity	Currency	Price
* LI001 Gases and Refrigerants	Standing Order f	UN Units	4000154 BOC Limited	600.00	GBP Sterling Pound (G...	1.00

Enter Quantity as Value

Enter Price as 1



For call off orders, the **Product Information** box within detailed information should be used to add additional information For example an explanation that the order is an estimate call off order and any further details that may be relevant to the supplier.

- Expand the **double chevron** to open the **product text** box and enter any special instruction. This will be printed on the purchase order for the supplier, so avoid entering sensitive information.

⌵ Detailed information

Product information

Product text

Purchase Order to cover Journeys Aug16 - July 17 Taxi Hire acc 123456

Additional Information

Suppliers should send all invoices directly to fms-supplierinvoices@strath.ac.uk this means the requisitioner or goods receipt may not know the exact amount to be invoiced. Therefore it is recommended that you do not goods receipt this type of order until you receive a **missing goods receipt** task. This allows you to confirm that you have received the correct amount and will reduce the call off order amount on an individual invoice basis.

MULTI VAT RATE ORDERS EXPLAINED

For orders that have variable tax codes in one order (e.g. some catering products), you should enter at least 2 lines for your order. The example below shows a £1500 catering order with standard rate and zero rate items.

This means that the invoice can be coded correctly against the relevant **VAT** codes.

Product	Description	Unit	Supplier	Quantity	Currency	Price	Amount	Status
CO001	Confectioner...	UN	4001562	1,200.00	GBP	1.00	1,200.00	Active
* CM001	Bakery Produ...	UN	4001562	300.00	GBP	1.00	300.00	N
Bakery Products		Units	Fife Creamery Limited		Sterling Pound (G...			N

You can view the tax code in the GL analysis section for each line:

Product	Tax code
CO001 Confectionery	PS Purchases (Input)...

Product	Tax code
CM001 Bakery Produ...	PZ Purchases (Input) - Z...

Setting the order up in this way allows the monthly invoices to be linked to the relevant requisition line.

This type of order can be goods receipted via the **Procurement** menu and manually goods receipting process, as you would be receipting the relevant lines on a month-by-month or quarter by quarter basis.

MULTIPLE LINE / MULTIPLE INVOICES CALL OFF ORDER

If you have an order that has multiple invoices however, the order requires multiple lines based on another criteria, you can use the quantity field to reflect the number of expected invoices.

This type of order may be more relevant to Estates staff where fixed contracts are in place for all university buildings e.g. quarterly air conditioning maintenance.

1. Complete the **requisition entry** tab as normal.
2. Complete the first requisition line (ensuring the GL analysis is correct and adding any additional information in the **Product Information**).
3. Enter the invoice quantity in the **Quantity** field e.g. 4 for a quarterly invoice, 12 for monthly etc.
4. Enter the actual or estimated price per line per service e.g. 4 @ £350 in the **Amount** field.
5. Check the box next to the completed line and choose **Copy**. Copy the line to reflect how many lines are required (e.g. 1 line per building) entering a meaningful description in the **Description** field. Remember to change any relevant information e.g. the price if it is different to the copied line.

Product	Description	Unit	Supplier	Quantity	Currency	Price	Amount	Status
ED002	181 St James Road Estates Controls	UN	4001624	4.00	GBP	350.00	1,400.00	Active
ED002	McCance Building	UN	4001624	4.00	GBP	420.00	1,680.00	Active
ED002	Graham Hills	UN	4001624	4.00	GBP	320.00	1,280.00	Active
ED002	Henry Dyer	UN	4001624	4.00	GBP	295.00	1,180.00	Active
ED002	John Anderson	UN	4001624	4.00	GBP	350.00	1,400.00	Active

Quantity

Price

The individual invoices can then be **Goods receipted** manually for each line as and when required.

MANAGING CALL OFF ORDERS

This section covers:

- Goods receipt process for call off orders
- Release commitment
- Completed call off orders

GOODS RECEIPT VARIABLE CALL OFF ORDER

Variable call off orders are set up when a product or service is required over an ongoing period however, the amounts and invoice frequencies will vary e.g. Taxis. These types of orders are set up to reserve the funds from the budget (commitment) and allows the supplier to quote the same purchase order number on all corresponding invoices. Due to the nature of these orders and the way that FMS deals with orders, they are set up with the quantity reflecting the amount and the price set as £1.00.

Goods receipting is driven by quantity, so this provides flexibility within the purchase order and allows us to release commitment using the **rest cancelled** process if necessary.

Below is an example of a variable call off order at requisition stage. This shows an order for Taxi's with an amount of £600 to be reserved from the budget.

Quantity reflects amount

Price set as £1

Requisition details		Punchout							
2024391									
tails									
	Funds check	Product	Description	Unit	Supplier	Quantity	Currency	Price	Amount
		TI001	Order to cover Various journeys expected Au...	UN	4000487	600.00	GBP	1.00	600.00
								600.00	
Park		Close							

Quantity reflects amount

Price set as £1

When an invoice is processed for these types of orders, the amount will be registered against the quantity e.g. an invoice is received from Glasgow taxis for £35.99 - Finance will register the invoice as a quantity 35.99.

The main difference with **Missing GRN tasks** for call off orders is the quantity should reflect the amount and the invoiced net amount.



Although you should not goods receipt via the manual process, you can still view the order information and use the rest cancelled process to release commitment if required.

1. To goods receipt a variable call off order, follow steps 1-3 (see Goods Receipting vai Missing GRN task, page [65](#))
2. Check that the quantity amount reflects the invoice net amount.

Order information

Supplier name: Shredall (East Midlands) Limited
 OrderNo: 5023878
 ExtRef: ****Training Example Only****
 Requested by: AGS06175
 Order date: 18/05/2016
 Status: Ordered

Workflow log

18/05/2016 16:07 Claire Collins (HWB151)

(Enter a comment)

Invoice

Training

10 Smith Street
 Glasgow
 G1 1AB

INVOICE

INVOICE #54321
 DATE

TO:
 Name
 Company Name
 Street Address
 City, ST ZIP Code
 Telephone

SHIP TO:
 Name
 Company Name
 Street Address
 City, ST ZIP Code
 Telephone

COMMENTS OR SPECIAL INSTRUCTIONS:

PO 5023878

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Uplift and disposal for March 2016	£200	£200
SUBTOTAL			£200
SALES TAX			£40
SHIPPING & HANDLING			
TOTAL DUE			£200

	Action	Status	Order line	Product	Product description	Quantity	Unit	Amount	Currency	Receipt date	Receipt No.	External ref
<input type="checkbox"/>	Receive goods	To receive	1	SJ001	Order for uplift and dispos...	200.00	Units	200.00	GBP	02/06/2016		
								Σ	200.00			

Remove action Undo

3. You can now either receive goods or reject the task.

CALL OFF ORDER - OVER QUANTITY

You can only goods receipt to the maximum quantity on a Purchase Order. You may find that you will receive a GRN task for an amount that does not move on through workflow and remains in your task list. When this happens, it is likely that the value of the invoice is higher than the remaining quantity to be invoiced. This can be checked via **Procurement>Goods receipt** option in FMS:

1. Select the PO hyperlink to open the Order information window.

Goods receipt

Order information

Order number: [5172472](#) Order status: Ordered

Supplier: [Westfield Caledonian Limited](#)

Select Hyperlink

2. Check the **To invoice** amount within the information window against the **Registered invoices** amount. In the example below, you can see the “To invoice” amount is lower than the “Registered invoices” amount, which means the GRN task cannot be completed.

Order info					
Order information					
Order number 5172472 Supplier 4001317 Westfield Caledonian Limited					
Amounts					
Order amount incl. discount	15,000.00	Registered invoices	845.88	Amount delivered	14,157.74
Total discount	0.00	Posted	14,157.74	Returned	0.00
Order amount excl. discount	15,000.00	To invoice	842.26		

Registered invoices amount

To invoice amount

3. If there is not enough funds showing on the **To invoice** on the purchase order, you should:
 - Create a new order (including a message to the supplier that this is for payment purposes only and not a new order).
 - Reject the task back and ask this to be re-registered against the new **Purchase Order** number.
 - Complete the **rest cancelled** process for the original order.



An email alert will be issued to the requisitioner when the call off order is approaching its quantity limit to allow you to review and manage the call off order.

CLOSE A COMPLETED CALL OFF ORDER

If the full order quantity has been invoice then no action is required because the order will finish automatically. If there is quantity left to receipt, then you should use the **Goods Receipt – Rest Cancelled** process as shown below:

RELEASE COMMITMENT - REST CANCELLED

If you need to release **commitment** back to a budget from a call off order, you can do this via the **rest cancelled** process.

1. Enter the **purchase order** number that you want to release the commitment from and select tab to show the details.

2. Leave the **Qty received** field as zero (the previously received column should reflect the Net amount that has already been invoiced).

Description	Order qty	Ordered amount	Previously receive...	Qty. received
Telephony Mobile Line re...	420.00	420.00	320.00	0.00
	420.00		320.00	0.00

Leave as zero

3. Check the **rest cancelled** box next to all lines on the order that you wish to cancel.

Previously receive...	Qty. received	Unit	Unit price	Rest cancelled
320.00	0.00	UN	1.00	<input checked="" type="checkbox"/>

Select

4. Choose a description from the **Reason code** drop down list.

5. Once complete, select **Save**.
6. A **confirmation** message will appear.

✓ Changes on order 5023857 have been saved

7. The amounts will now reduce to show the **received** amounts only.

Order qty	Ordered amount	Previously receive...	Qty. received
320.00	320.00	320.00	0.00

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.enquiries@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/>