



Background

The Finance Directorate is pleased to report the ongoing successful implementation of Procure to Pay (P2P), which is transforming the way in which we procure goods and services from our suppliers.

A multi-disciplinary team from the Finance and Information Services Directorates continues to work in partnership with our software providers, Science Warehouse, Unit4 and ITESOFT in the roll-out of P2P.

Work Underway and Complete

P2P has already been successfully implemented in the Faculties of Arts, Humanities and Social Sciences, and Engineering and Physical Sciences and in Professional Services. The target end date for the roll-out of P2P across the University is the end of January 2016 and the financial systems user base will expand to reach a total of 3,500 upon project completion. Feedback on the training programme and the solution has been very positive to date and has informed the development of a number of new reports as outlined below.

Training

The roll-out of the P2P solution has been underpinned by a comprehensive training programme delivered in partnership with the William J Clinton Leadership Institute, to those staff who have the role of requisitioner, nominated buyer and/or budgetary approver. By the end of the project it is estimated that over 1,000 staff will have been trained in the P2P system.

To complement the classroom based training, the P2P team has developed a range of short video clips which refer to various tasks within the P2P system. Whether you are already live on the system or you are about to go live, the videos will provide helpful guidance on actions that you may have to undertake in the new system. The videos cover:

- Requisitioning
- Nominated Buyer Approval
- Budgetary Approval
- Receipting

[Click here to access the videos](#)

Please note that the videos are hosted on a Mediasite website and users will be required to enter their usual network credentials before accessing the videos.

New Reports

A number of new Qfis enquiries which our users will find useful have recently been released. These enquiries have been designed after consultation with our user base and, in response to, requests raised during our initial stakeholder and subsequent training sessions.

The reports will allow users to report and track processes and can be accessed from the following menu option within Qfis;

- Main Menu
- Reports
- P2P Reports

Science Warehouse Suppliers

The Procurement Team continues to work closely with Science Warehouse to expand the number of our key contracted suppliers to join the e-market place. Please click on the link below for the latest list.

[Current Science Warehouse supplier list](#)

We are currently working with Science Warehouse regarding free-format orders in an effort to address issues that some users are having with off-catalogue requisitions. We plan to provide an update on this in advance of the end of January 2016.

Credit Note Processing

The Payments Team is currently streamlining the Credit Note Approval Process and will be issuing updated Credit Note Processing Guidance in due course.

User Support

If you have any queries about any of the above items or any aspect of the P2P project please contact the team on P2Psupport@qub.ac.uk or Ext 5217.