Procurement

Advanced Guide

Introduction

This is an advanced guide which covers a range of additional functionality in the purchasing module on OneFinance. This guide **does not** cover the basic steps of how to raise an order in OneFinance. As such, you should be accustomed with the following guides before reading this guide:

- Buying from the Internal OneFinance Catalogue – frequently purchased items held in the internal OneFinance catalogue.
- Buying from the Web Catalogue - Office Depot Purchases
- Buying Ad Hoc Items- goods and services which are not in the internal catalogue
- Raising a Blanket Order - for regularly delivered products or services
- How to Approve or Reject a Requisition
- How to Receipt Goods and Services

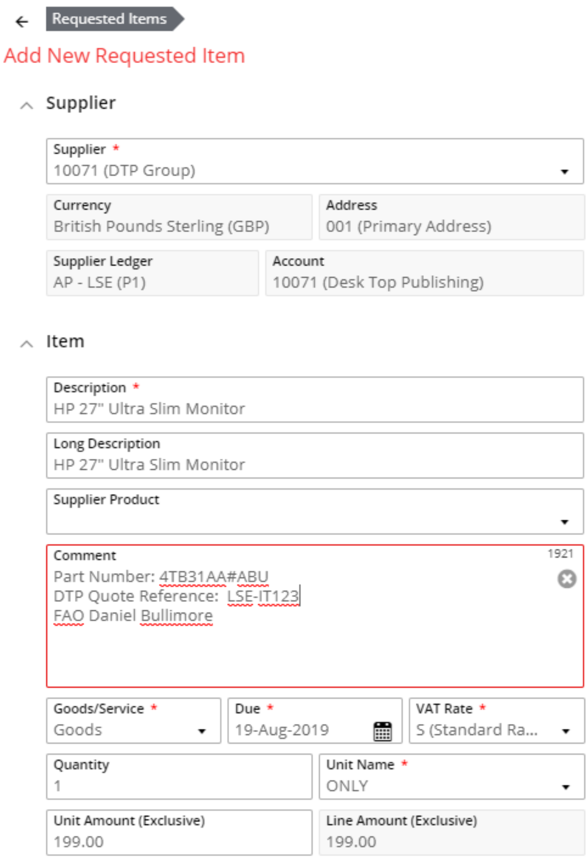
Ordering

Ad hoc IT Ordering

When you are ordering IT hardware, software or services which are **not** on the OneFinance catalogue, you need to contact the DTS support team first on It.Servicedesk@lse.ac.uk to discuss your requirements. Once they approve your purchase and/or provide you with a quote, you will then be asked to place your order on OneFinance.

You should follow the Buying Ad Hoc Items guide up to **step 8.**

1. You will need to complete the empty fields which should reflect (in detail) the service or goods you are purchasing. If you have been provided with a quote, the requisition should replicate the information on the quote.



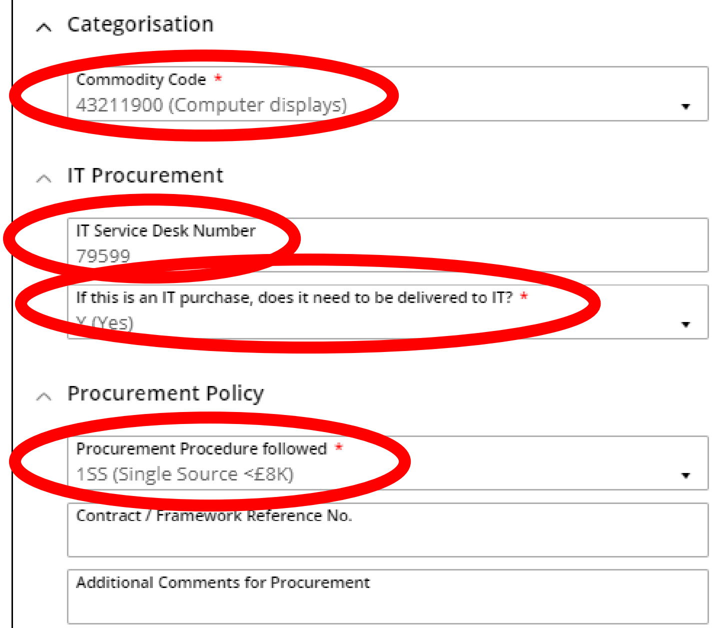
2. You will then need to ensure any IT goods are delivered to DTS so that they can asset tag them. Therefore, the **Delivery Point** needs to be amended to **110 (DTS Administration)**

3. Change the **Purchase Type** from General Purchase to **Asset Purchase.** The Asset Register and Template Asset field will appear. Depending on whether you are ordering equipment or software, in the **Template Asset** field, please select either:

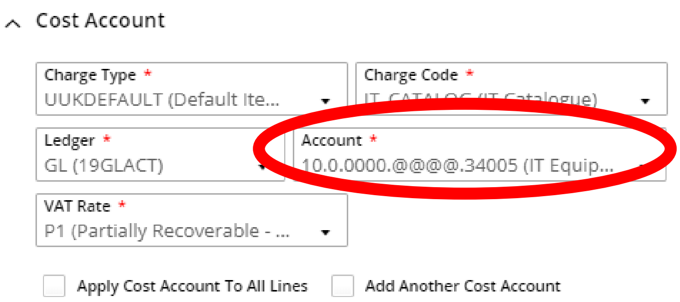
   - **109997 (IT Equipment Template**)
     OR
   - **109999 (IT Software Template)**

4. You should then complete the following:

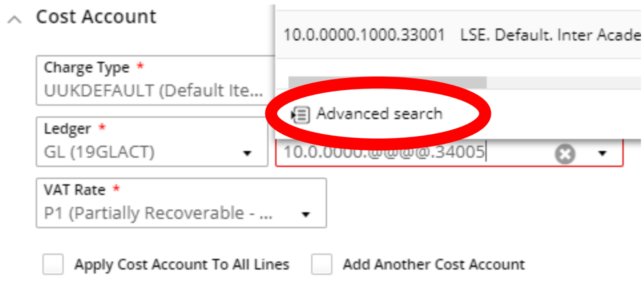
- Input a relevant **Commodity Code**
- Input your **IT Service Desk Number** which you received when you discussed your requirements with DTS.
- Amend the answer to **If this is an IT purchase, does it need to be delivered to IT** from No to **Yes**
- Select the appropriate **Procurement Procedure followed**



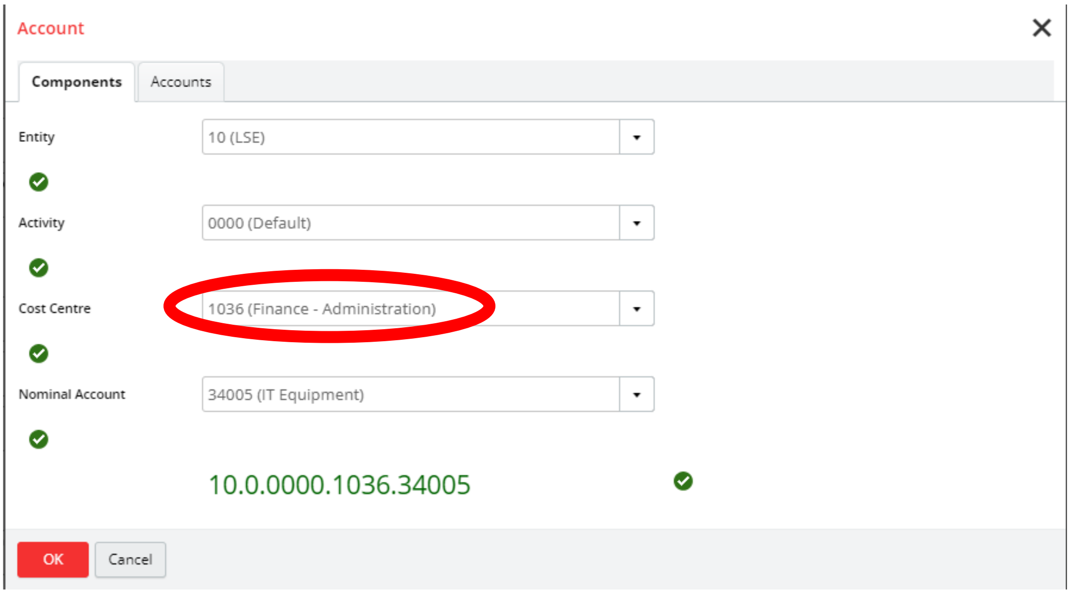
5. As you are using the DTS Administration Delivery Point, the **Cost Centre** in your account string will need amending to your Divisions/Departments/Teams cost centre, hence why it defaults to @@@@.



- You can change the account string by selecting the dropdown arrow on the **Account** field and selecting **Advanced Search**

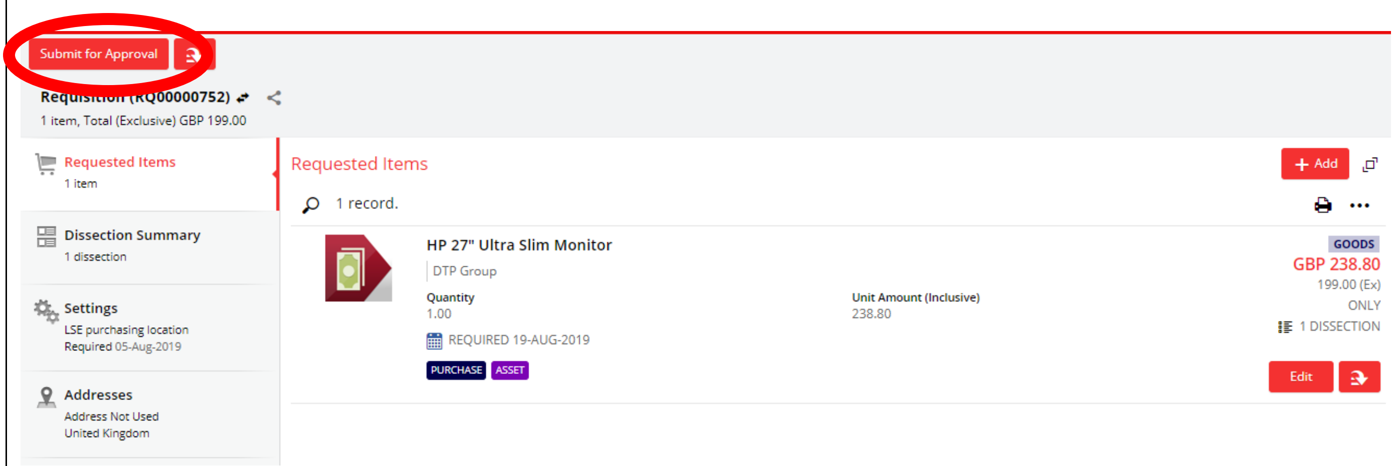


- From the **Components** tab, you are able to change the elements of the Account string. You do this by searching in the fields or by selecting the dropdown arrow. For IT Orders in particularly, you will need to amend the **Cost Centre.** Once the Cost Centre has been amended, click **OK**.



6. Click the **Save** button in the top right corner and the requisition returns to card view.

7. Select **Submit for Approval**. The requisition will then go to the **IT Pool** to check the details are correct.

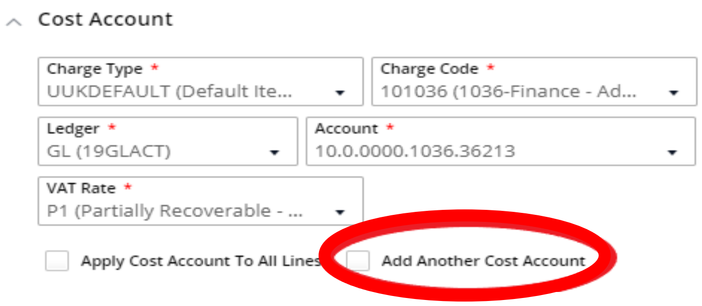


Splitting a Requisition Between Two Budget Codes

Products/service cost can be split between different divisions by adding cost accounts to the requisition line. Each requisition line can be split (cost accounts added) between/divided to as many divisions as needed.

1. Got to the **Cost Account** section of a Requisition line (at the bottom)

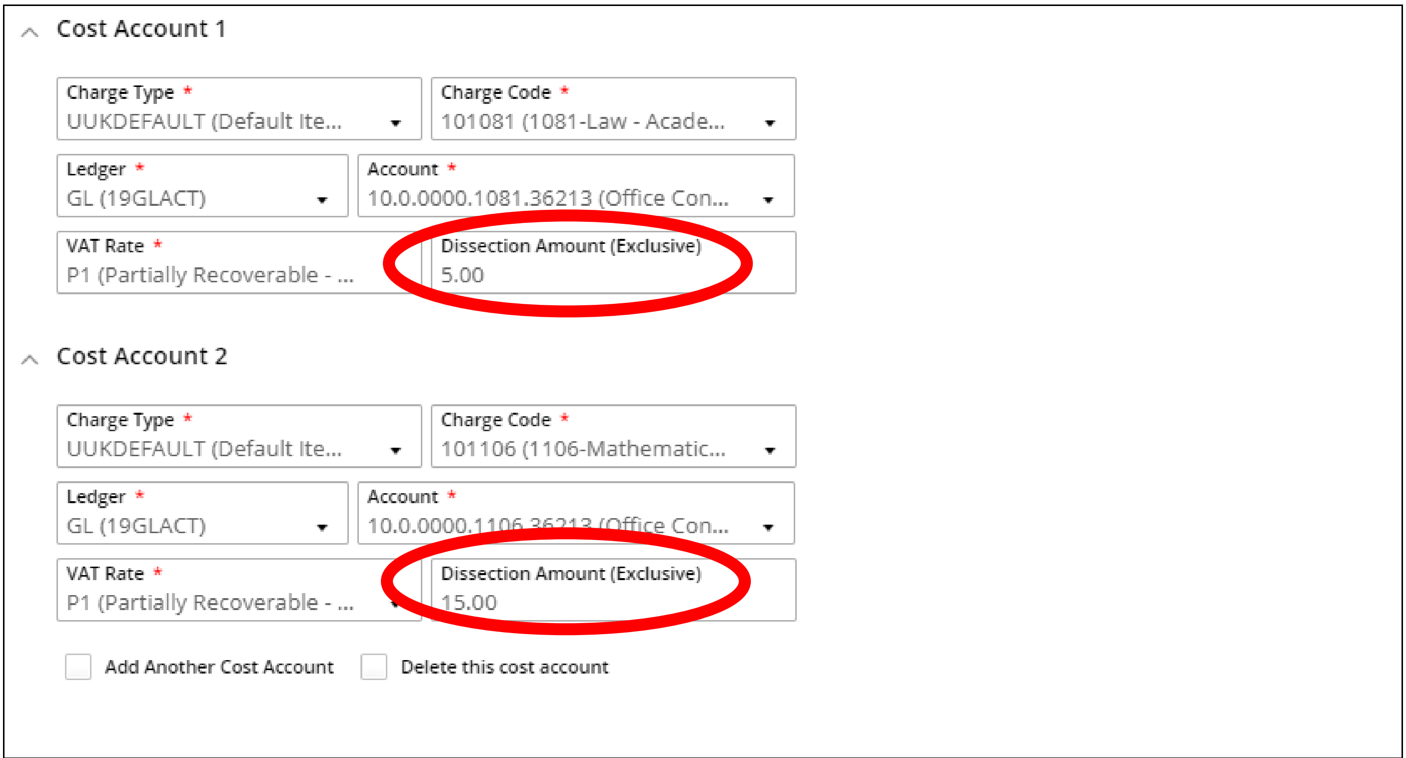
2. Tick the box **Add Another Cost Account**.



3. You would then need to input the **VAT Exclusive** amount into the **Dissection Amount (Exclusive)** field based on how much you want to charge each budget from the total cost.

   In the below example, the total cost of the item is £20 (VAT exclusive) and I am splitting £5 on one budget and £15 on another.

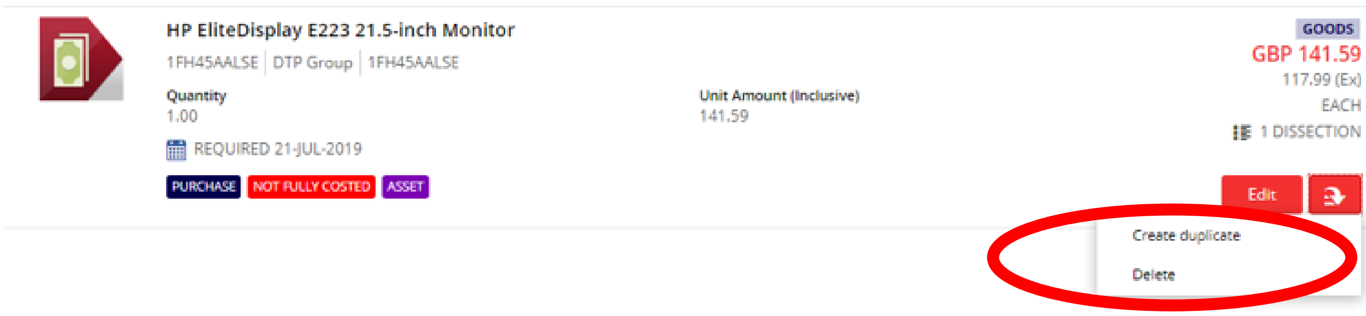
   The requisition will then need to be approved by both Budget Approvers.



Duplicating and Deleting a Requisition Line

Once you've raised one requisition line, you can duplicate it to save you re-typing all the details.

1. Next to Edit button on each line you will see the Action button. Click and select **Create Duplicate.** This action will create the exact same line which you can then edit.



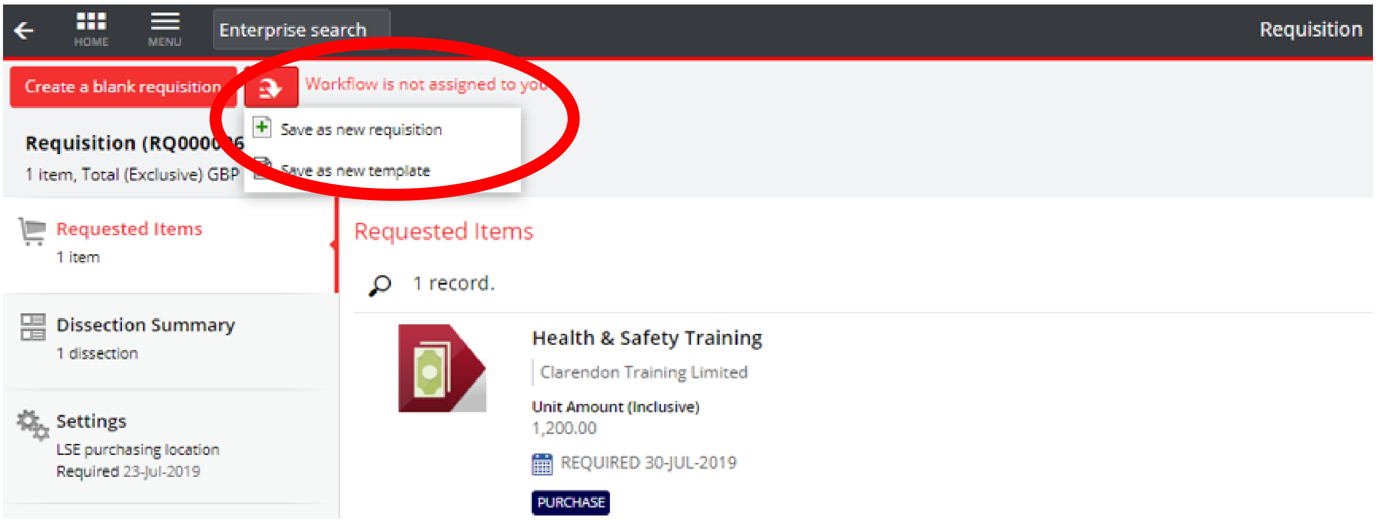
If you make a mistake, you can also delete the line.

2. Next to Edit button on each line you will see the Action button. Click and select **Delete.** This action will delete the requisition line.

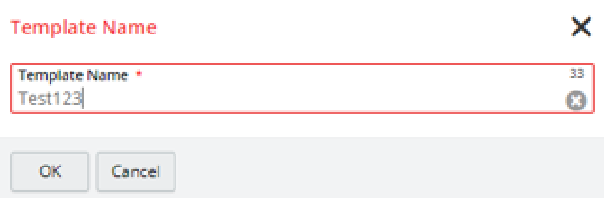
Creating an Order Template

If you are raising the same or a similar order regularly, it would be easier to raise the order once and then create a template. Once a template has been created, you can use it again and it will have saved all the items you had previously keyed in. You can then delete, duplicate or edit the lines if you want to.

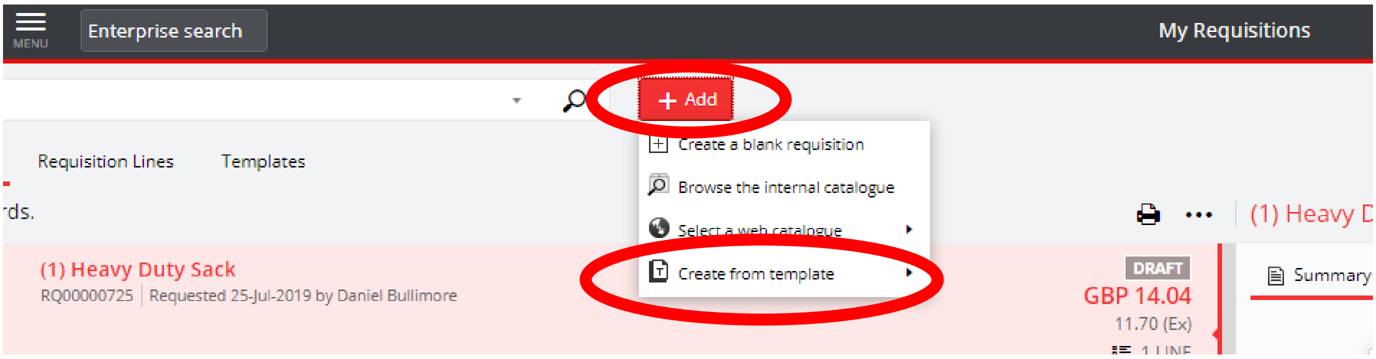
1. Once you've raised a requisition and submitted it for approval, click on the Action button  and select **Save as a new template.**



2. The system will then prompt you to name the template. Once you have inputted a relevant name, select OK.



3. The next time you go to raise a requisition from the **My Requisitions** tile, a fourth option will appear when you select **Add** called **Create from template**.

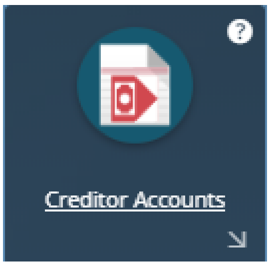


Searching for a Supplier

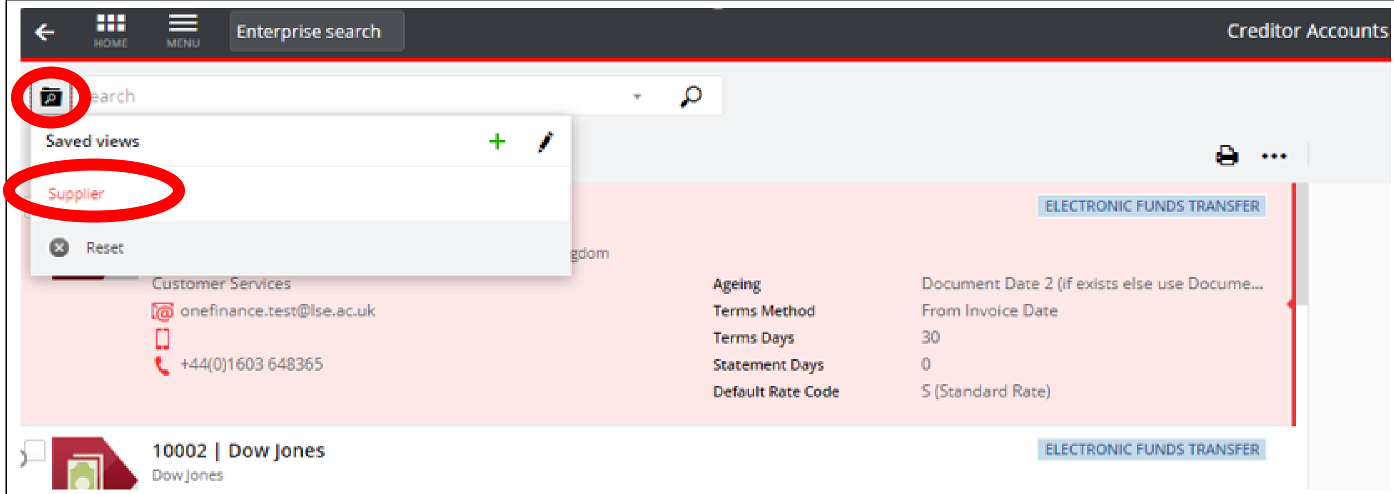
You can check to see if a supplier is on the system before having to raise a requisition.

1. Go to the **Accounts Payable** tab on the navigation bar at the bottom of the screen.

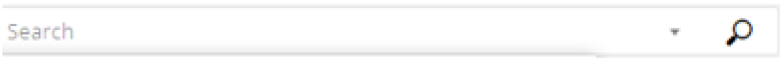
2. Select the **Creditor Accounts** tile



3. Click the magnifying glass  located on the left of the search field and then select **Supplier**.



4. All the suppliers available on the purchasing module will be listed and you can search a supplier's name in the Search field.

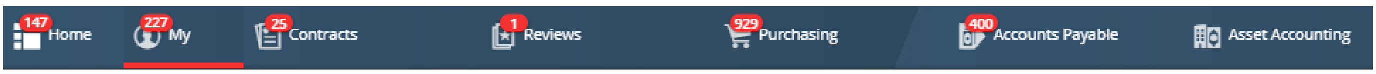


Goods Receipting

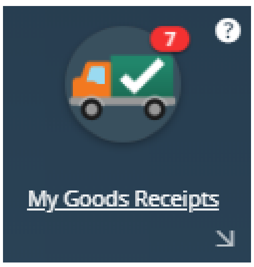
Bulk Receipting

You can receipt multiple purchase orders in one go rather than one-by-one.

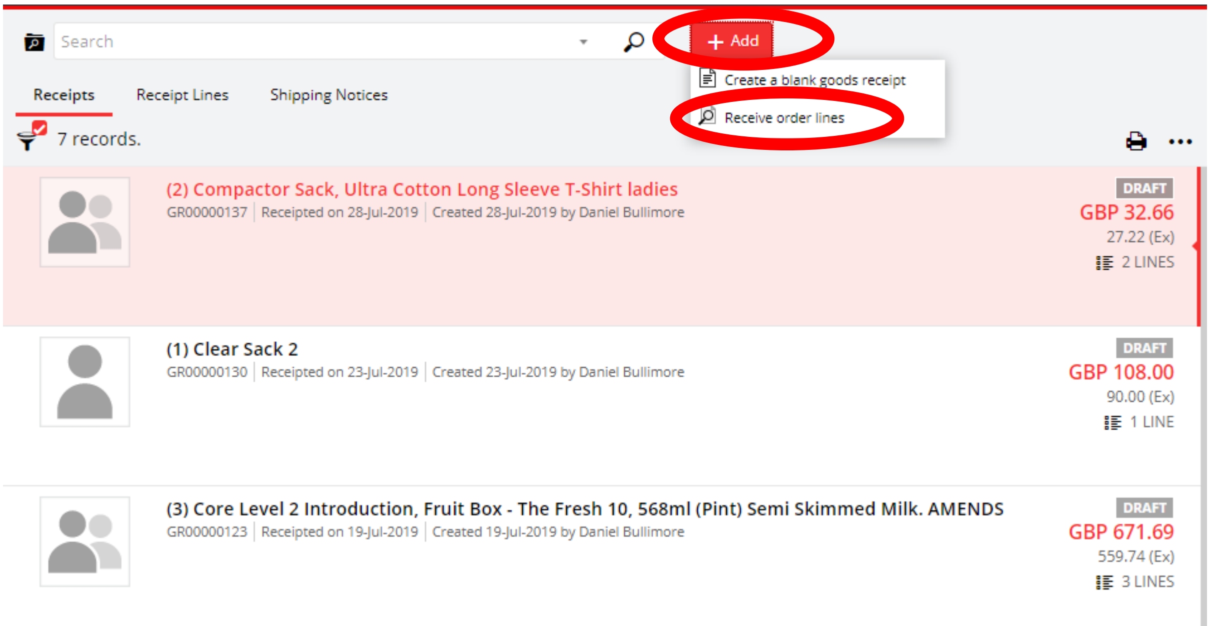
1. Go to the **My** tab on the navigation bar at the bottom of the screen.



2. Click on the **My Goods Receipt** tile

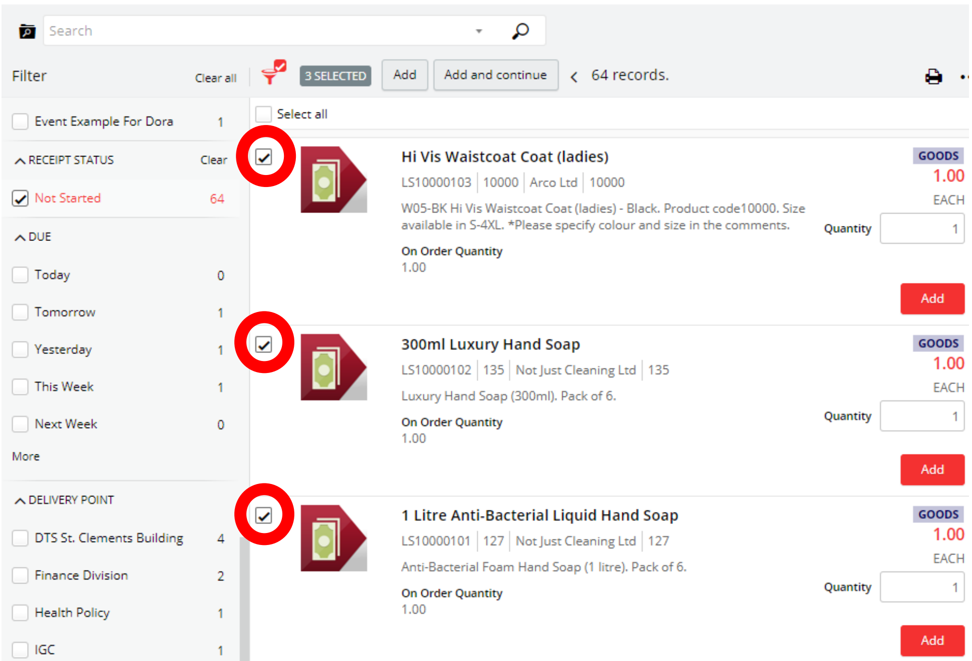


3. Select **Add** followed by **Receive order lines**

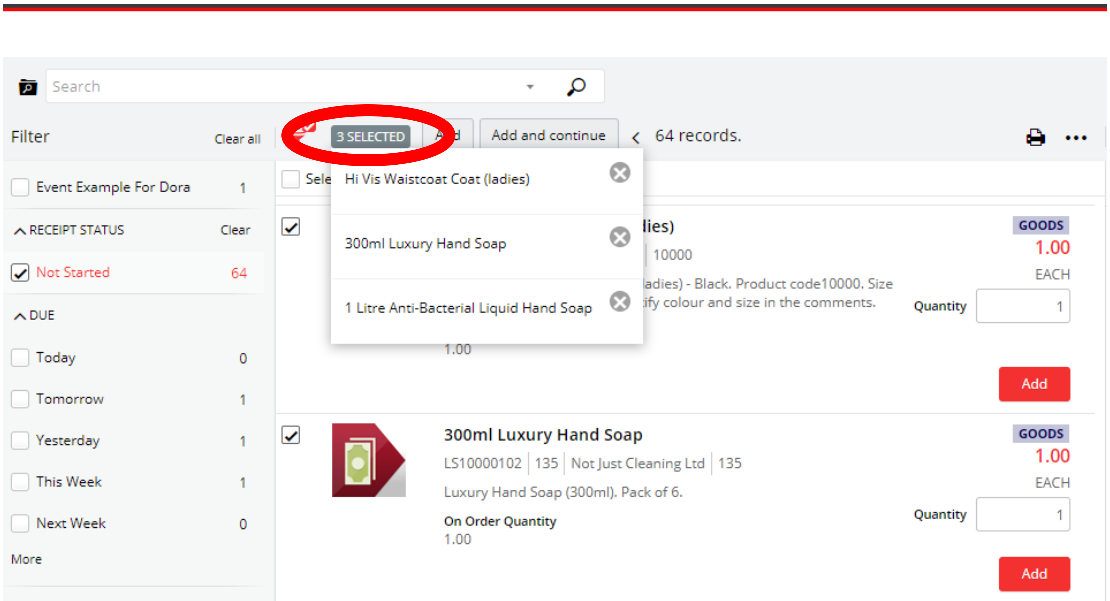


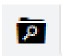
4. The **Review Goods** screen will open up

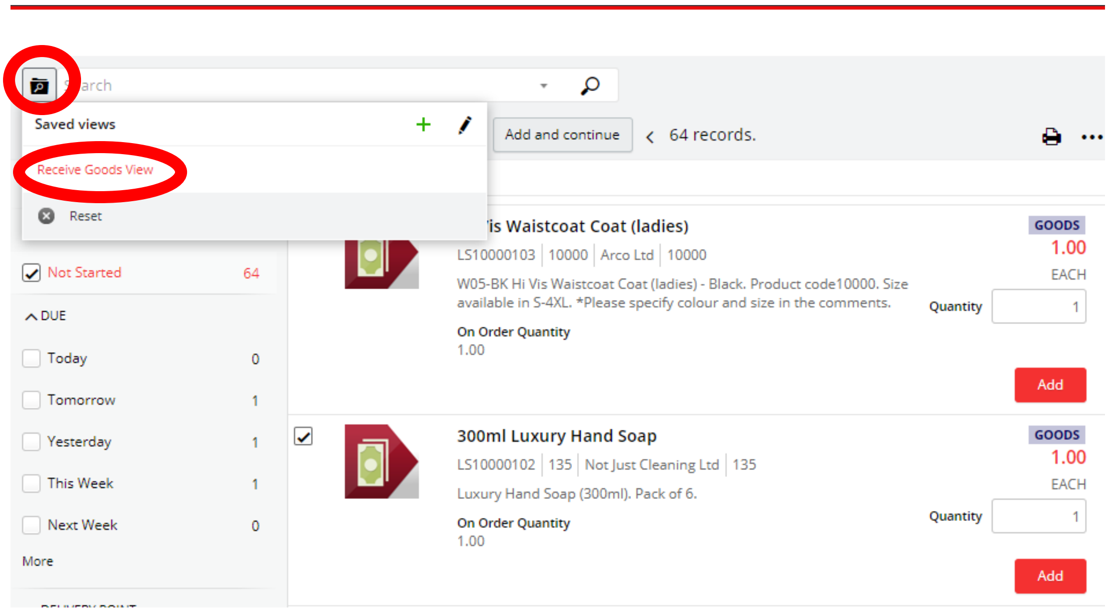
5. You can select the tick box next to the purchase orders that you want to bulk receipt.



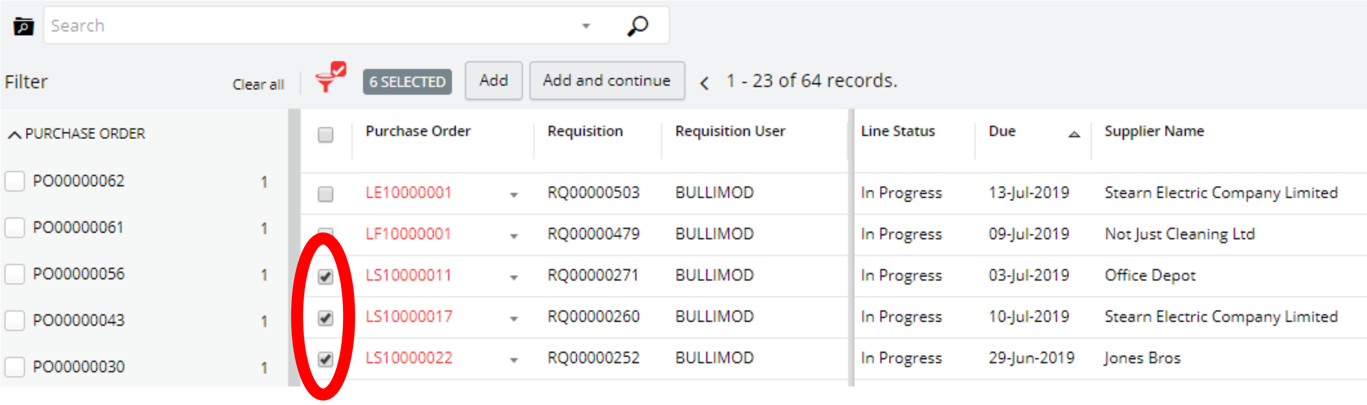
- If you click the **Selected** button, you can view the purchase orders you want to bulk receipt and can remove purchase orders by selecting



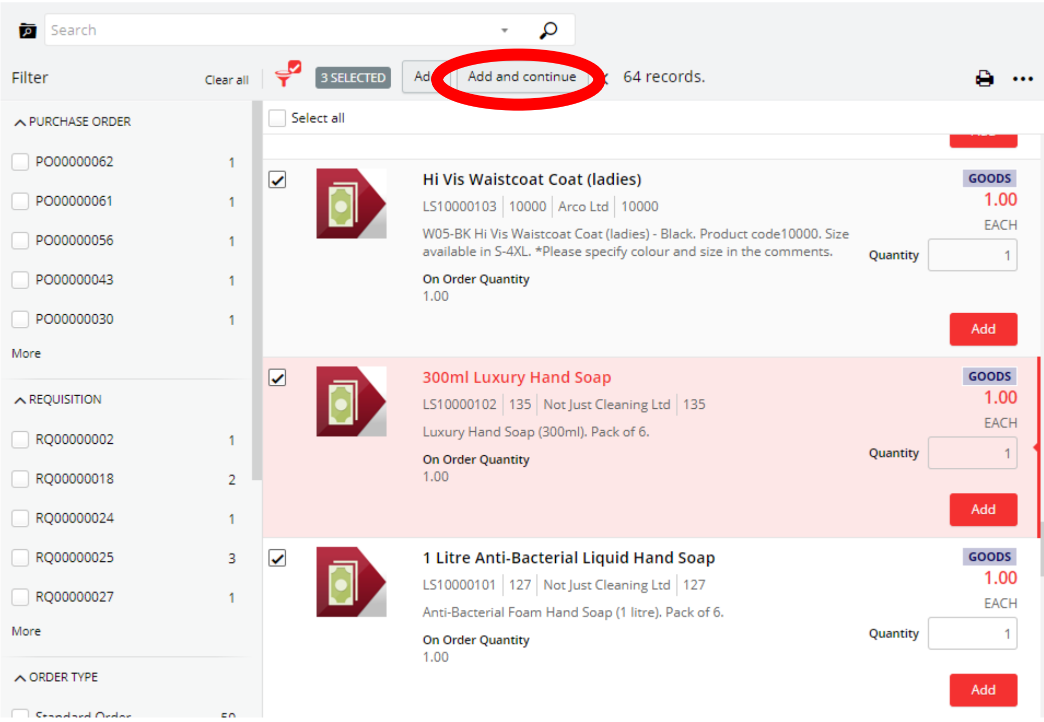
6. You can also change the view from Card View to Grid View by clicking the magnifying glass  followed by **Receive Goods View**



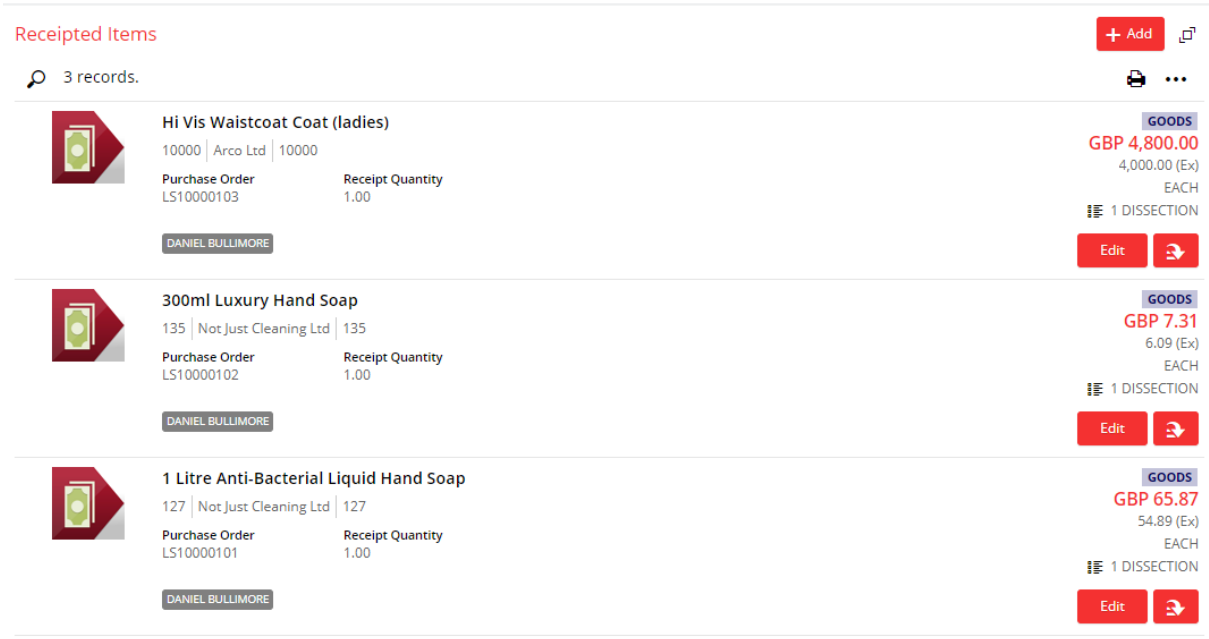
7. If you change view, please repeat step 5.



8. Once you have selected all the purchase orders you want to bulk receipt, click **Add and continue** which is located at the top of the page.



9. The **Goods Receipt** screen will open, and the purchase orders will then be condensed on one goods receipt.



- You will also be able to see a clear view of the details of the requisition you select on the right side of the page, like the example shown.

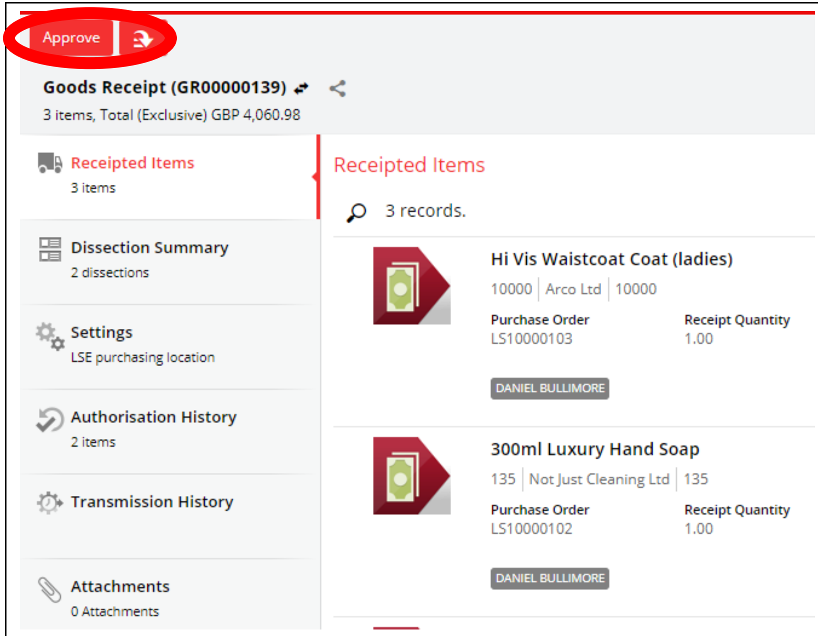
GOODS RECEIPT

UNAPPROVED

Goods Receipt	GR00000139
Reference	Receipted on 29-Jul-2019
Issued	29-Jul-2019
Receipt Total	GBP 4,060.98
Receipt User	Daniel Bullimore

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
1 Litre Anti-Bacterial Liquid Hand Soap LS10000101 - 127 - Not Just Cleaning Ltd	1.00	each	54.89	GBP 54.89
300ml Luxury Hand Soap LS10000102 - 135 - Not Just Cleaning Ltd	1.00	each	6.09	GBP 6.09
Hi Vis Waistcoat Coat (ladies) LS10000103 - 10000 - Arco Ltd	1.00	each	4,000.00	GBP 4,000.00
			Total	4,060.98

10. Click **Approve** in the top left corner to receipt the purchase orders.



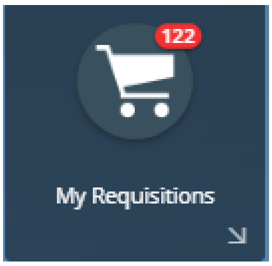
Reporting

Viewing Your Requisitions

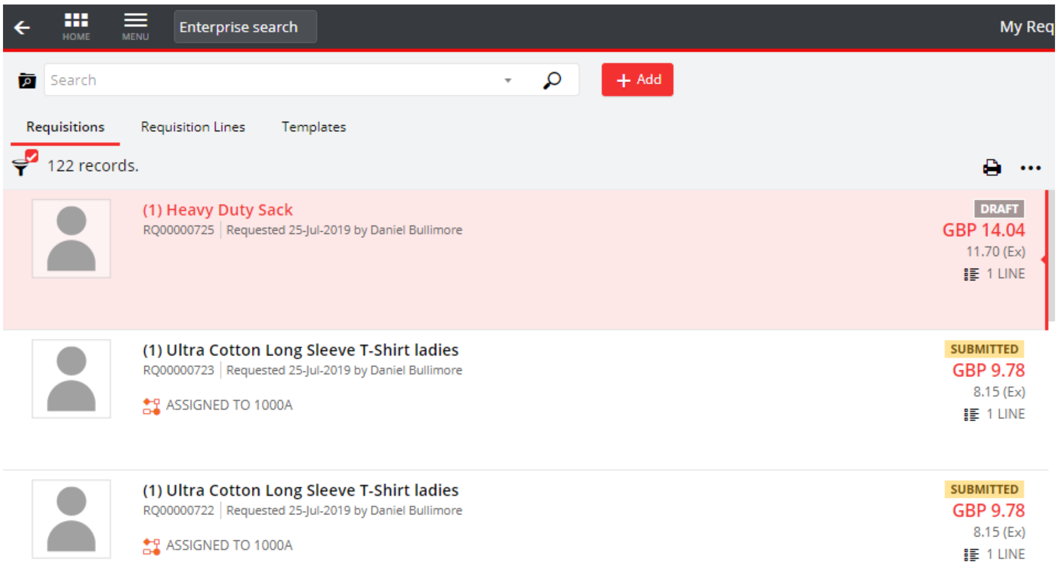
You can view the requisitions you have previously raised to see where they are in the approval process.

1. Go to the **My** tab on the navigation bar at the bottom of the screen.

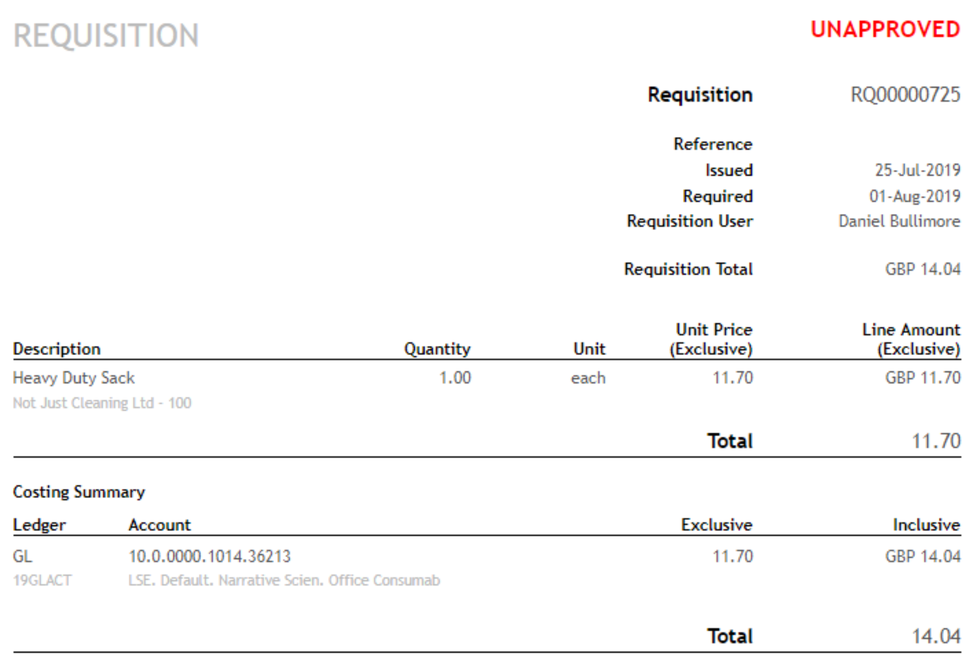
2. Click on the **My Requisitions** tile



- A screen will open with the requisitions you have previously raised on the left side.



- You will also be able to see a clear view of the details of the requisition you select on the right side of the page, like the example shown.



REQUISITION

UNAPPROVED

Requisition	RQ00000725
Reference	
Issued	25-Jul-2019
Required	01-Aug-2019
Requisition User	Daniel Bullimore
Requisition Total	GBP 14.04

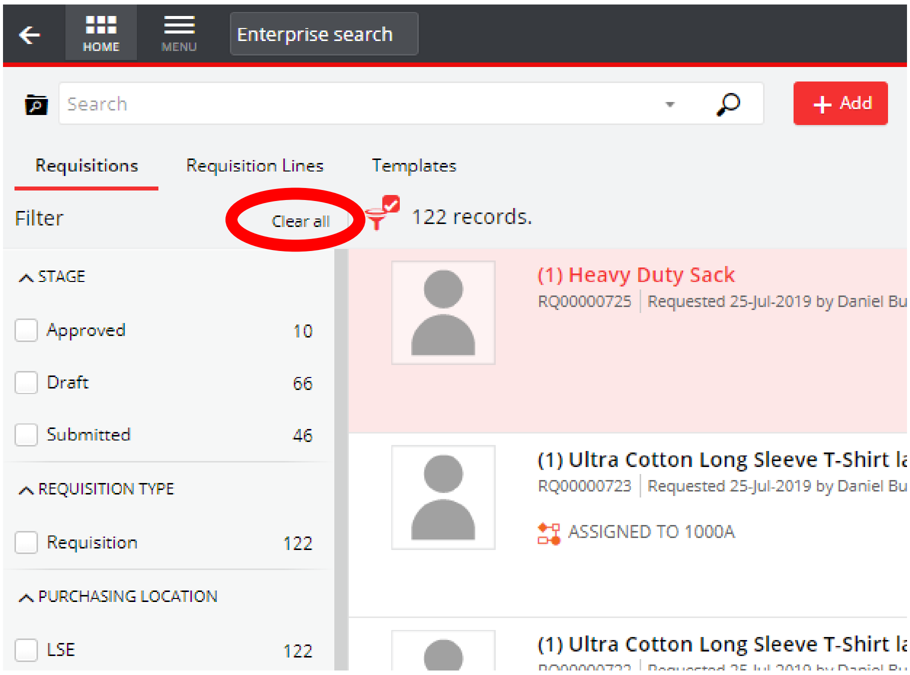
Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Heavy Duty Sack Not Just Cleaning Ltd - 100	1.00	each	11.70	GBP 11.70
			Total	11.70

Costing Summary

Ledger	Account	Exclusive	Inclusive
GL 19GLACT	10.0.0000.1014.36213 LSE. Default. Narrative Scien. Office Consumab	11.70	GBP 14.04
		Total	14.04

The system is already defaulted to filter out any completed/approved requisitions as they will be shown in the **My Purchase Orders** tile**.** However, if you wanted to view **all** your requisitions you would:

3. Select the filter button  on the top left of your screen and then select **Clear all**

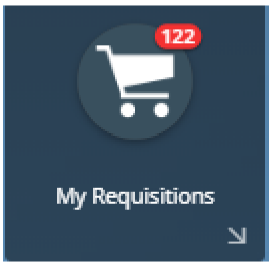


Grid View - Requisitions

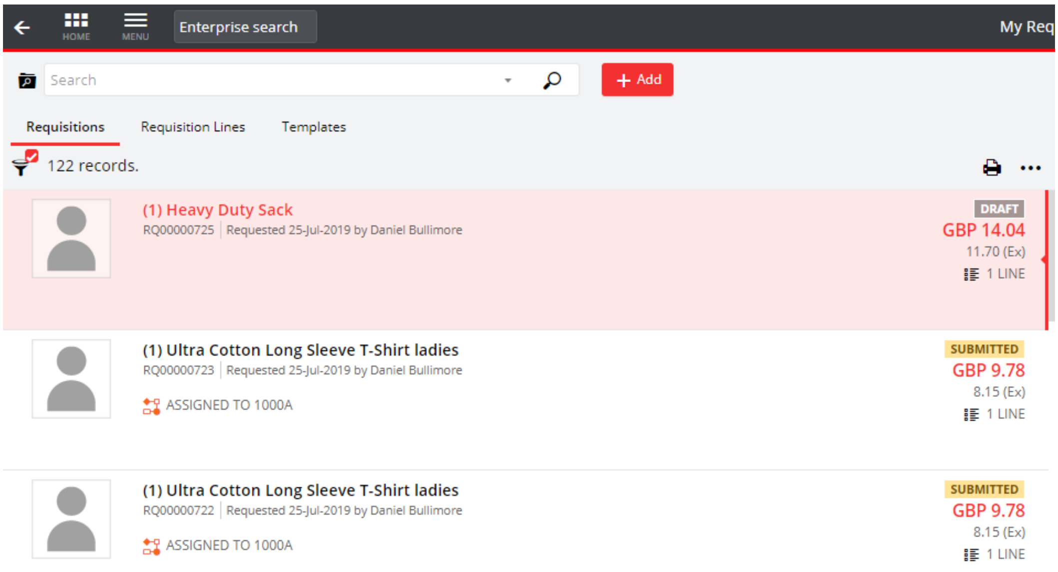
The Operational Procurement Team have created a system-wide grid view with data that we believe are to be the most important when it comes to reporting. The following steps shows you how to access that view and how to create your own view.

1. Go to the **My** tab on the navigation bar at the bottom of the screen.

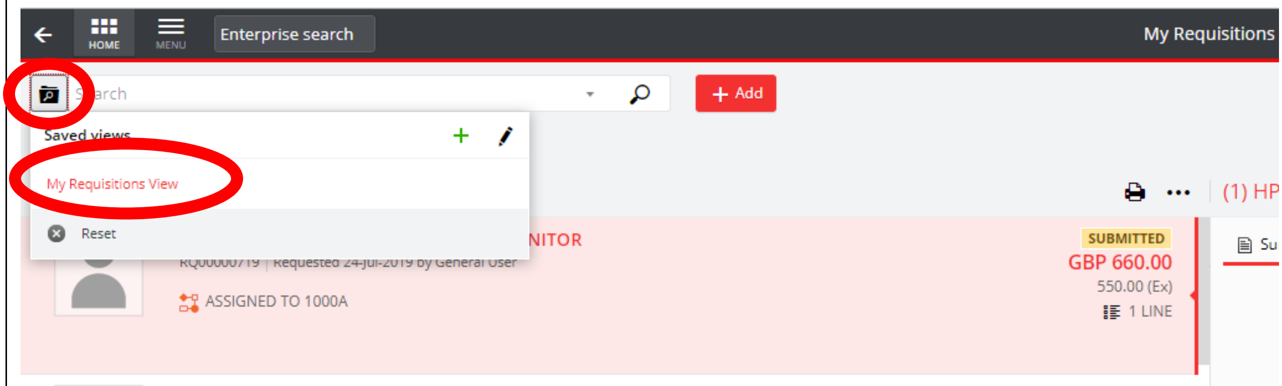
2. Click on the **My Requisitions** tile



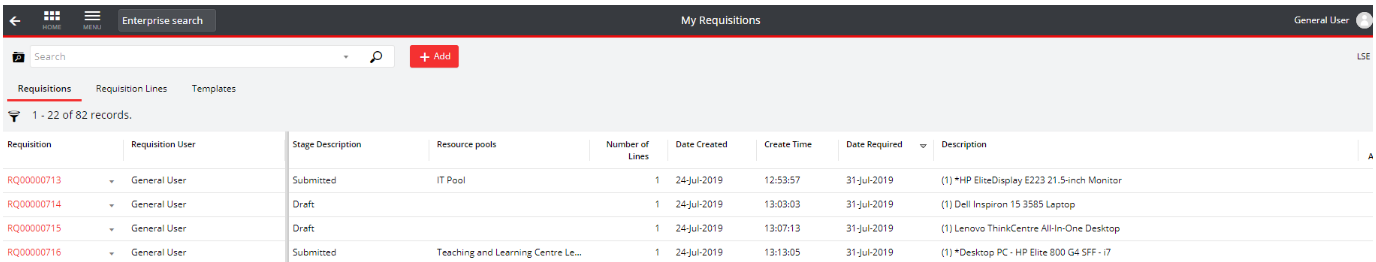
- A screen will open with the requisitions you have previously raised on the left side. This type of view is called a **Card View** and is the default view for the system.



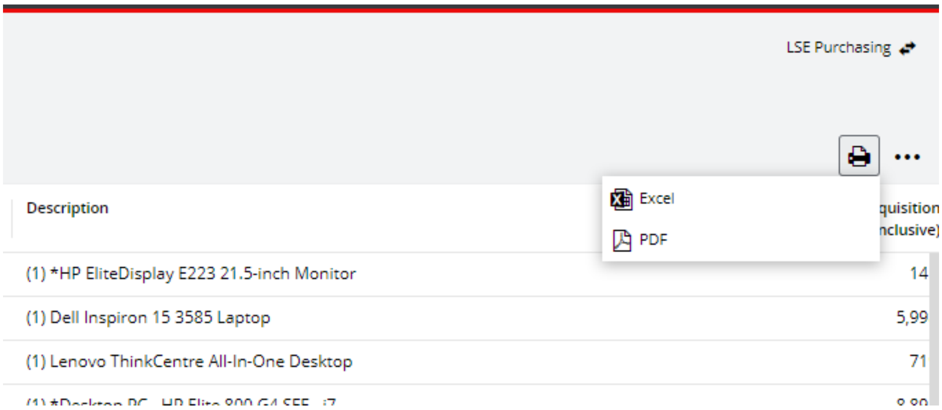
3. Select the magnifying glass icon in the top left corner followed by **My Requisition View**



- The same information that you viewed in **Card View** is now displayed in **Grid View**



4. If you wish, you can then download this information to excel or PDF by selecting the printer icon in the top right corner and selecting the format.

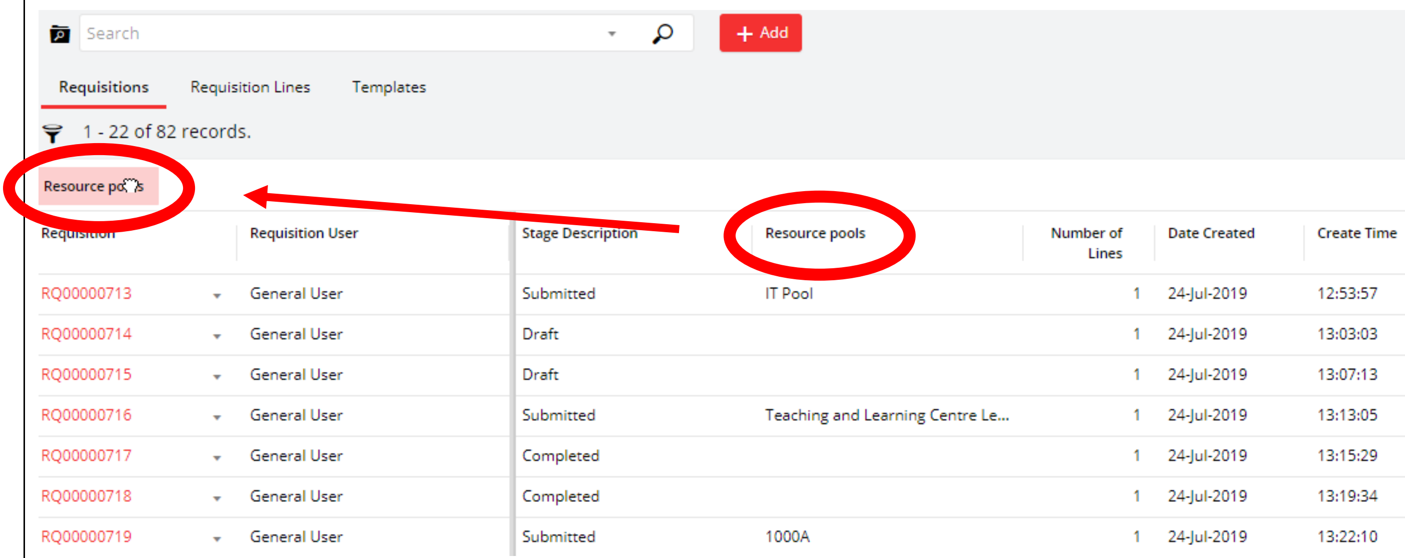


Amending the Data in Grid View – Requisitions

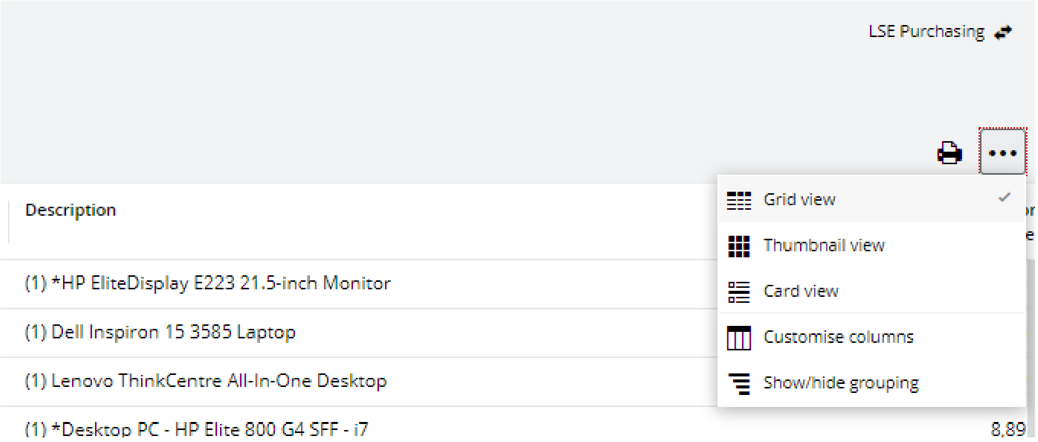
Following on from steps 1 – 3 in the previous section, you can also amend the data you want to see in **Grid View** (something you can't do in Card View).

1. You can **Group** the data by certain **Column Headings** by dragging the column top the top of the page.

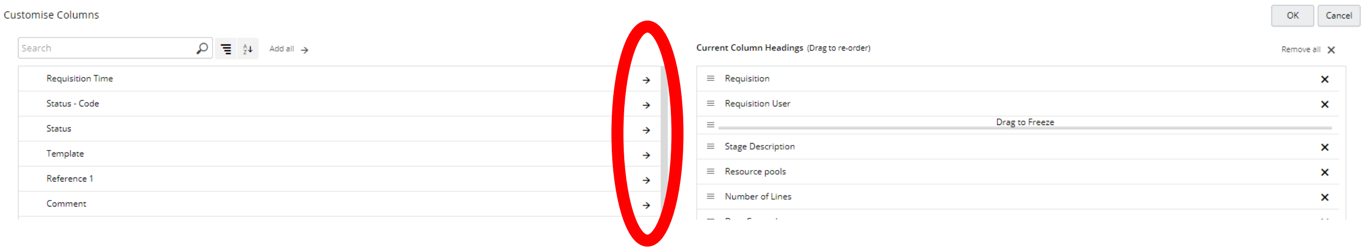
   In the below example, I have grouped my data by Resource Pools, which tells me which pool my requisition is with for approval.



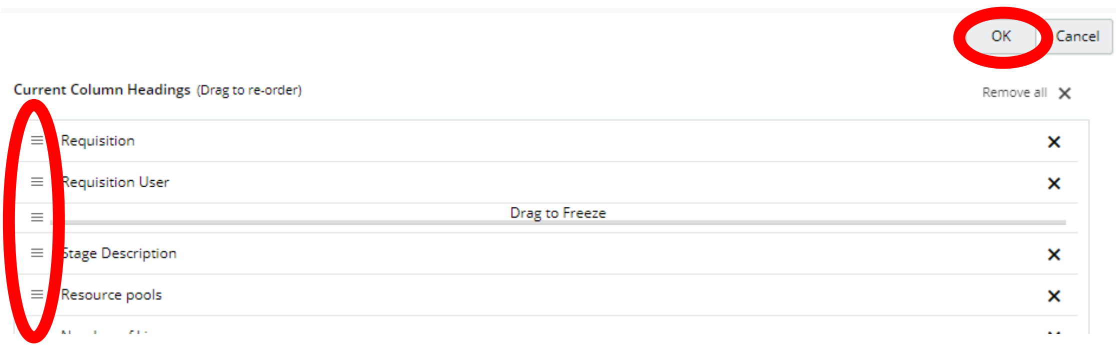
2. Select the 3 dots icon ••• in the top right corner of the screen and select **Customise Columns**



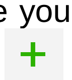
3. The Customise Columns screen will open, and you can customise your data by selecting the column headings on the right and moving them to the screen on the left by selecting the arrow →

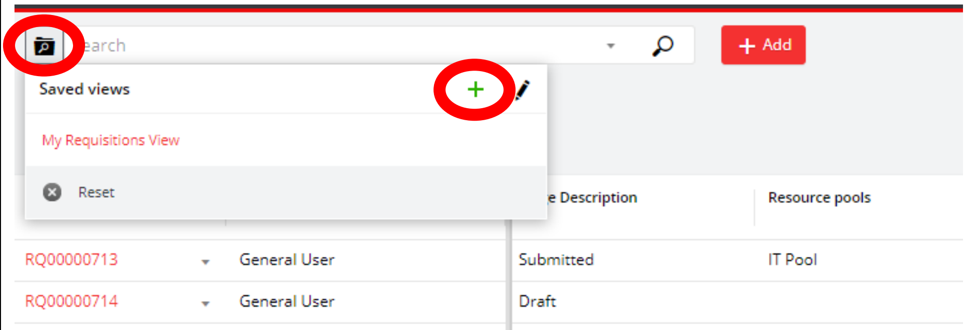


- You can change the Column's position by dragging up and down or to freeze it, by selecting ≡ next to the Column Heading. Once you are happy with your columns, click OK.

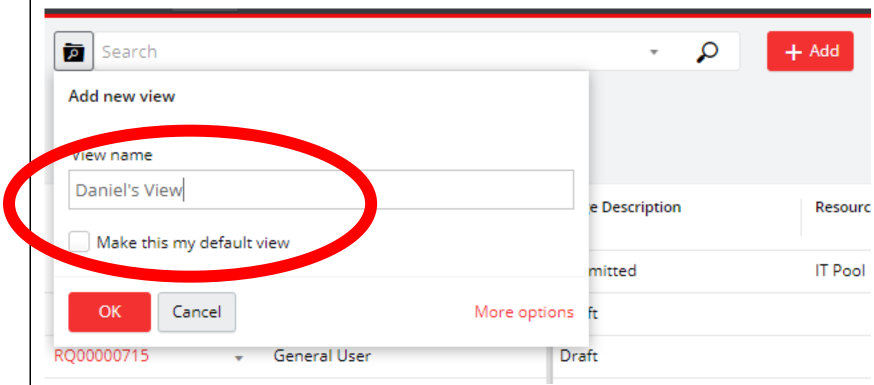


- The new columns will then appear in your Grid View.

4. If you wish to save your new view, then select the magnifying glass  in the top left corner followed by 



5. The system will then prompt you to name your new view and you can tick to make it your default view. Once you've inputted a relevant name, please select OK 

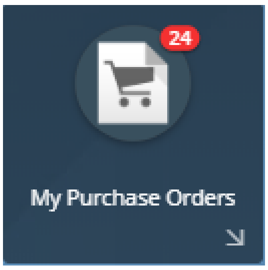


Grid View – Purchas Orders

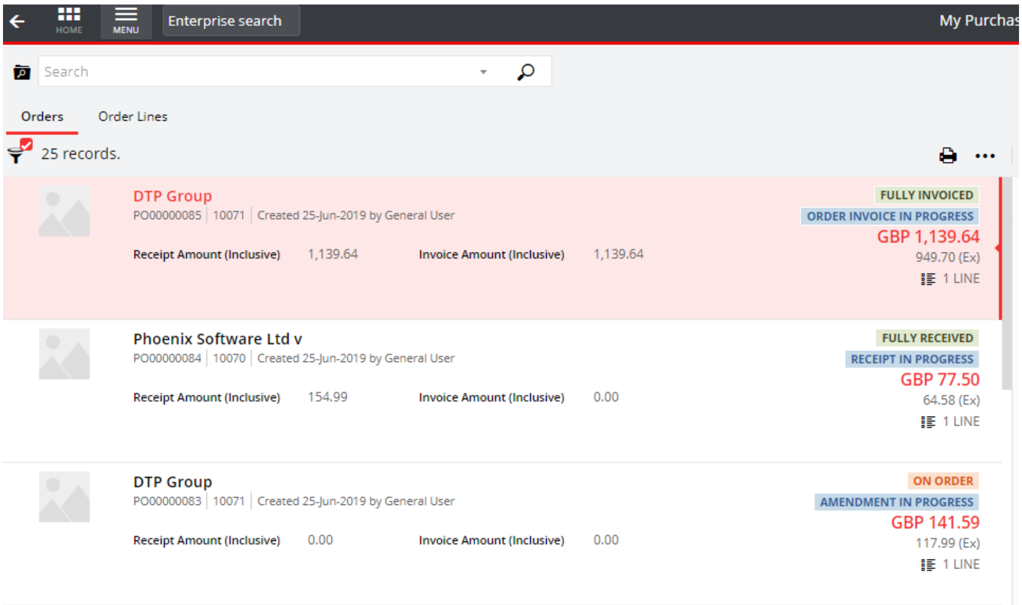
The Operational Procurement Team have created a system-wide grid view with data that we believe are to be the most important when it comes to reporting. The following steps shows you how to access that view and how to create your own view.

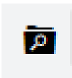
1. Go to the **My** tab on the navigation bar at the bottom of the screen.

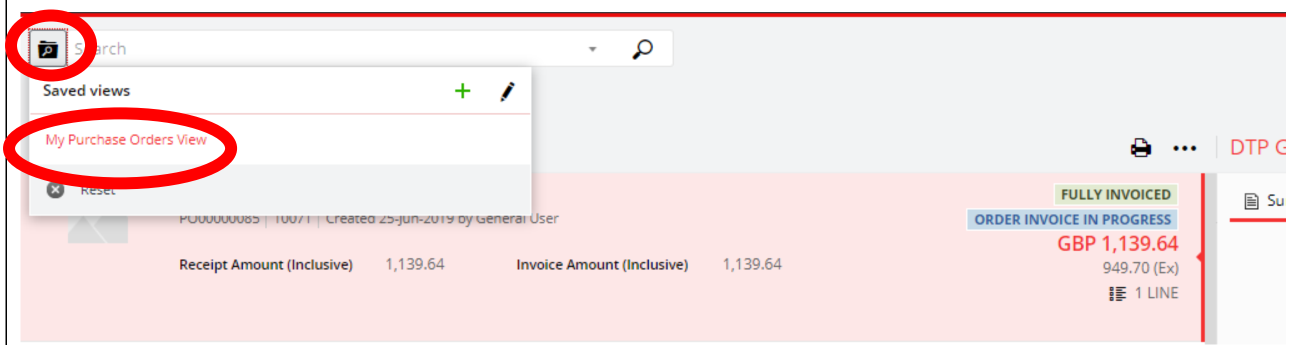
2. Click on the **My Purchase Orders** tile



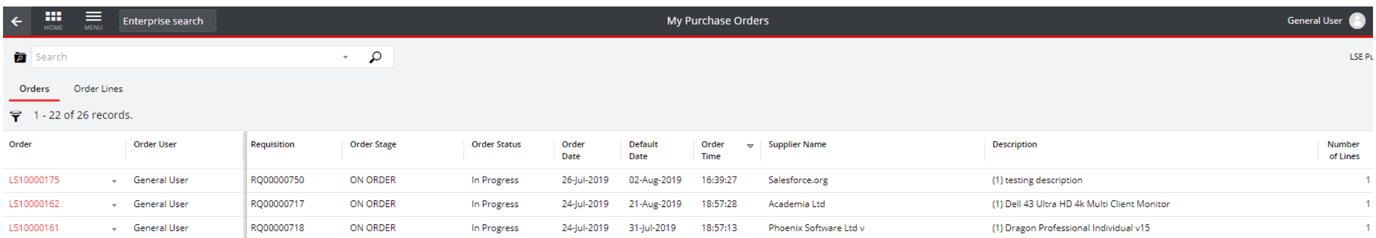
- A screen will open with the purchase orders you have previously raised on the left side. This type of view is called a **Card View** and is the default view for the system.



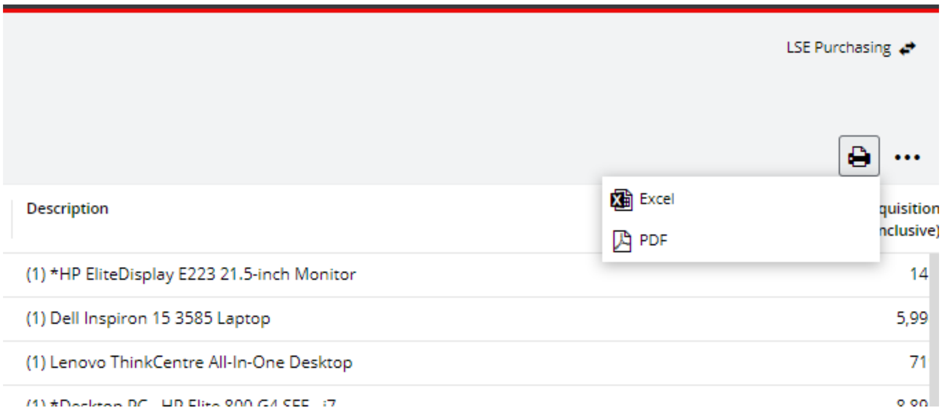
3. Select the magnifying glass icon  in the top left corner followed by **My Purchase Order View**



- The same information that you viewed in **Card View** is now displayed in **Grid View**



4. If you wish, you can then download this information to excel or PDF by selecting the printer icon in the top right corner and selecting the format.

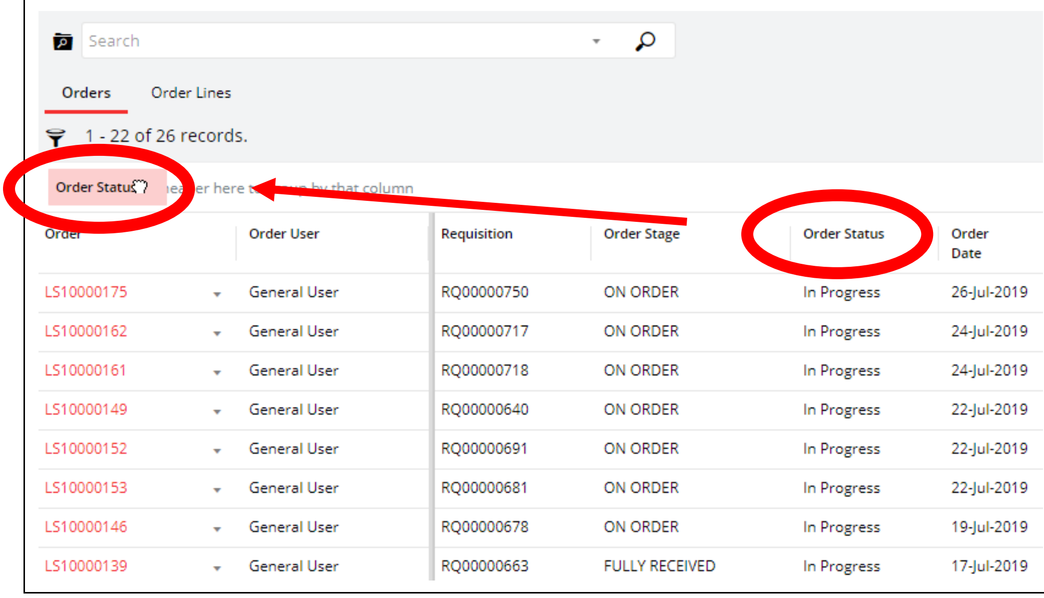


Amending the Data in Grid View – Purchase Orders

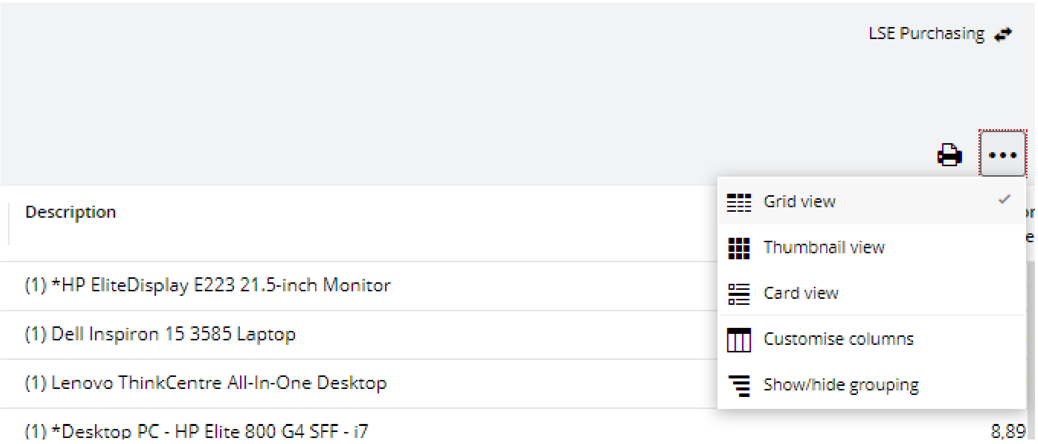
Following on from steps 1 – 3 in the previous section, you can also amend the data you want to see in **Grid View** (something you can't do in Card View).

1. You can **Group** the data by certain **Column Headings** by dragging the column top the top of the page.

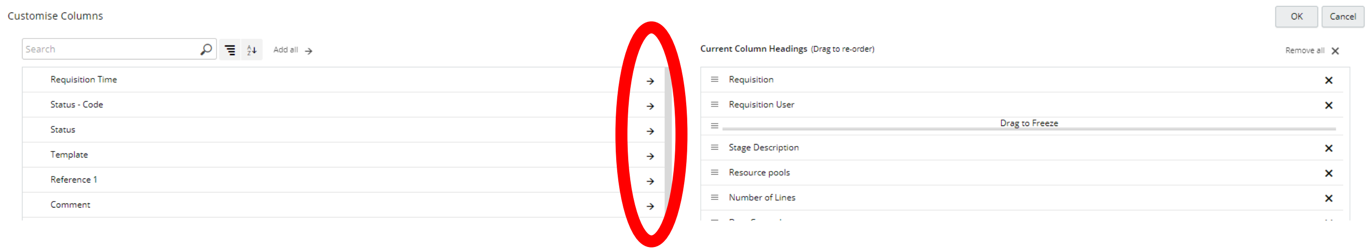
   In the below example, I have grouped my data by Order Status, which tells me whether the purchase order is In Progress or Complete.



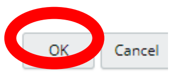
2. Select the 3 dots icon ••• in the top right corner of the screen and select **Customise Columns**

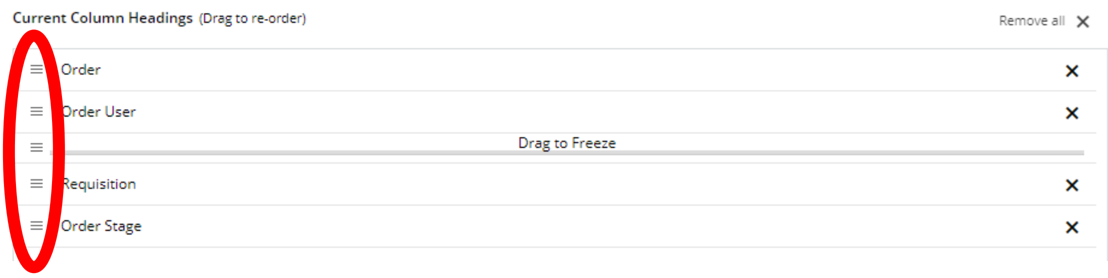


3. The Customise Columns screen will open, and you can customise your data by selecting the column headings on the right and moving them to the screen on the left by selecting the arrow →



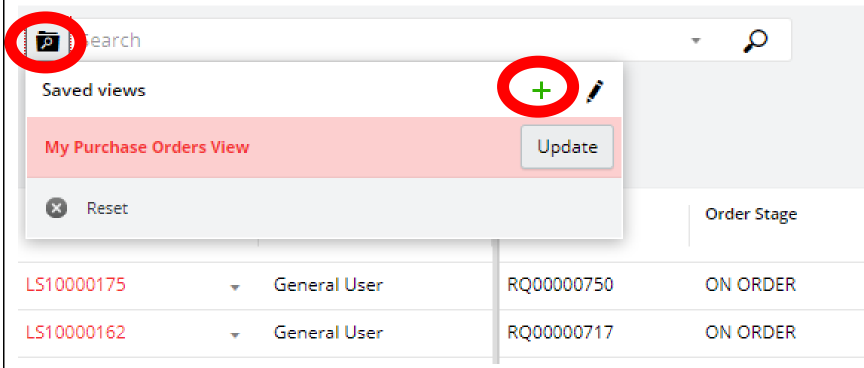
- You can change the Column's position by dragging up and down or to freeze it, by selecting ≡ next to the Column Heading. Once you are happy with your columns, click OK.



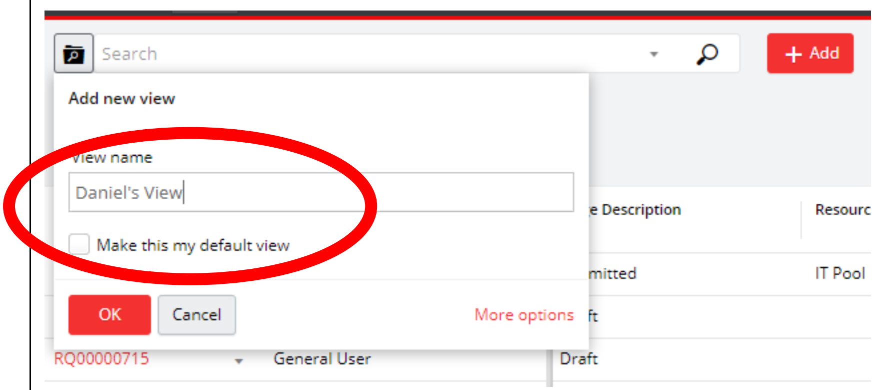


- The new columns will then appear in your Grid View.

4. If you wish to save your new view, then select the magnifying glass in the top left corner followed by



5. The system will then prompt you to name your new view and you can tick to make it your default view. Once you've inputted a relevant name, please select OK

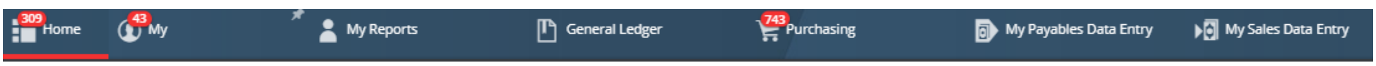


Approvals

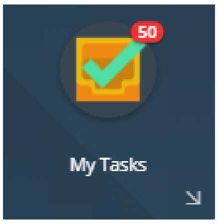
Bulk Approvals

If you are in an approval pool, you are able to approve multiple tasks at once.

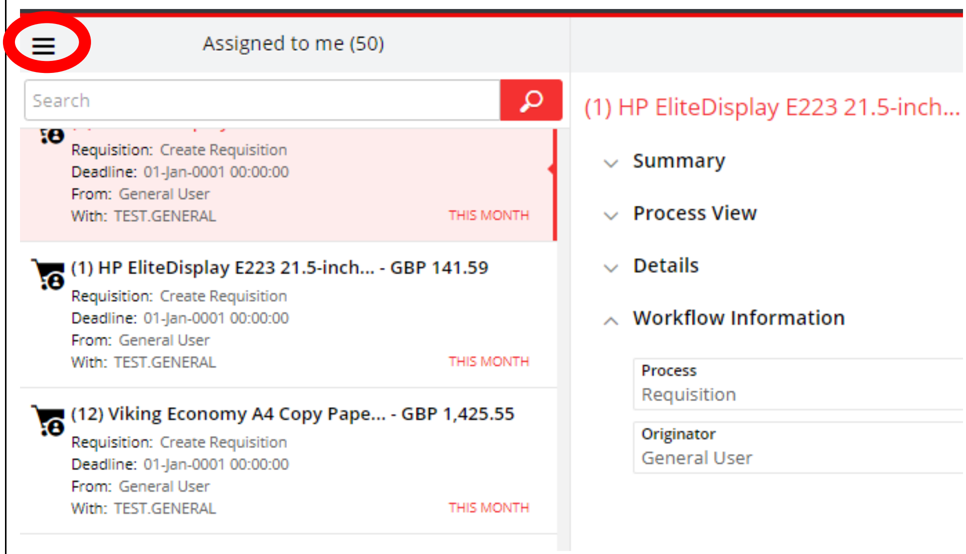
1. Go to the **Home** tab on the navigation bar at the bottom of the screen.



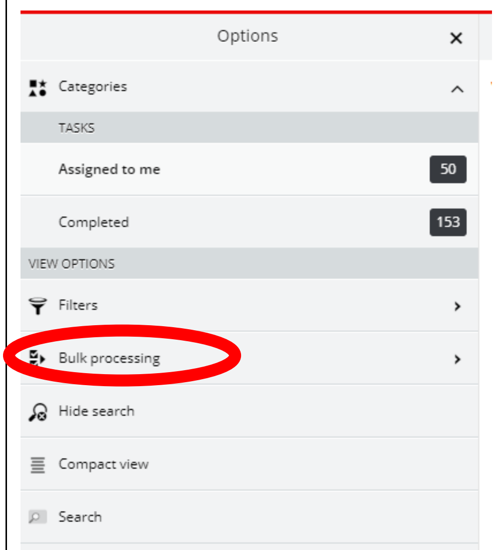
2. Click on the **My Tasks** tile



3. A screen will open with the tasks that have been assigned to you for actioning. Select the  in the top left corner of the screen.

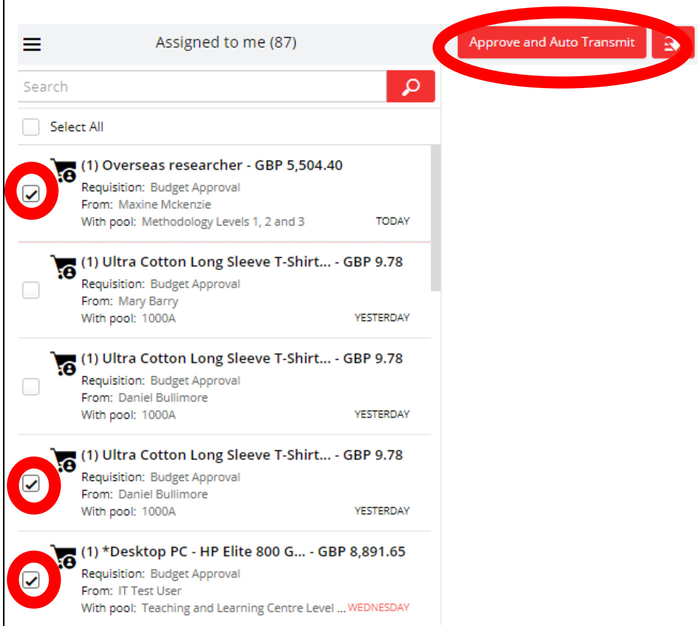


- A dropdown menu will appear. Click on **Bulk Processing.**

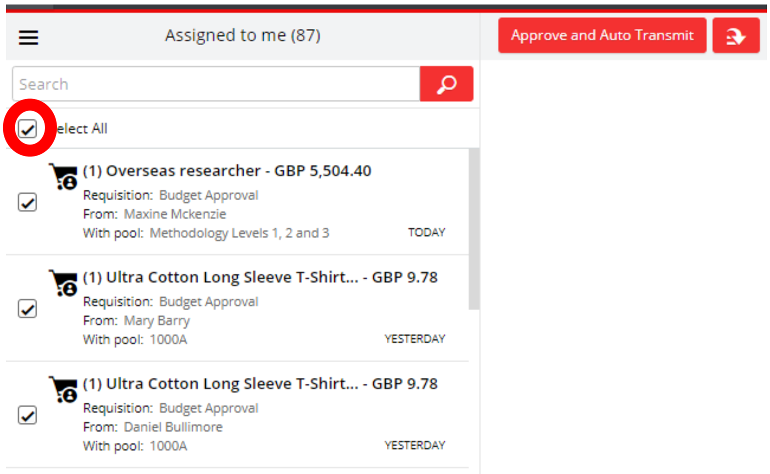


4. Another dropdown menu will appear which shows the different groups that your tasks are categorised under. Select a **Group**.

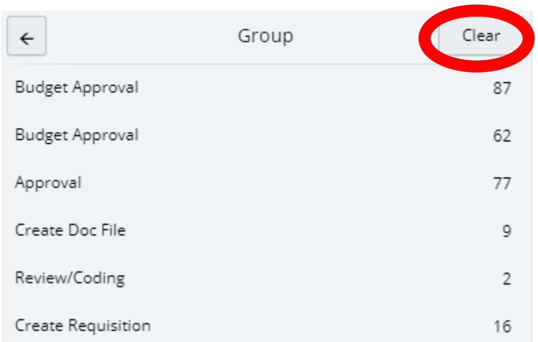
5. A list of tasks related to that Group will appear. You can then select the tick boxes of the requests that you want to approve at once.



6. You can also tick **Select All** to approve all tasks.



7. You can then go back to the normal view of tasks by repeating steps 3 – 4 but then select **Clear**

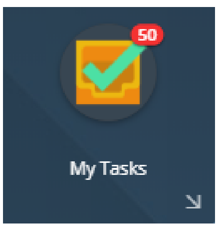


Filtering Tasks

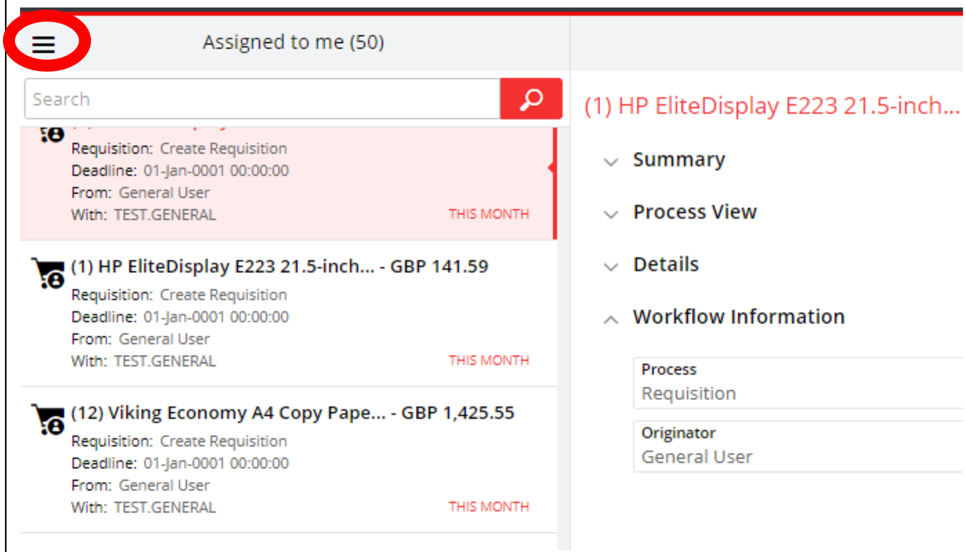
If you are in an approval pool, you are able to approve multiple tasks at once.

11. Go to the **Home** tab on the navigation bar at the bottom of the screen.

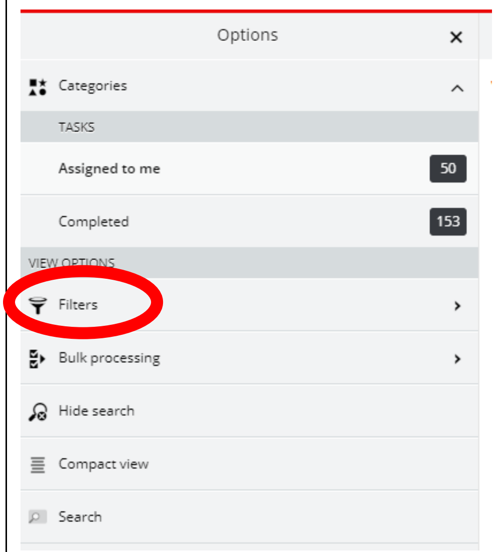
12. Click on the **My Tasks** tile



13. A screen will open with the tasks that have been assigned to you for actioning. Select the  in the top left corner of the screen.

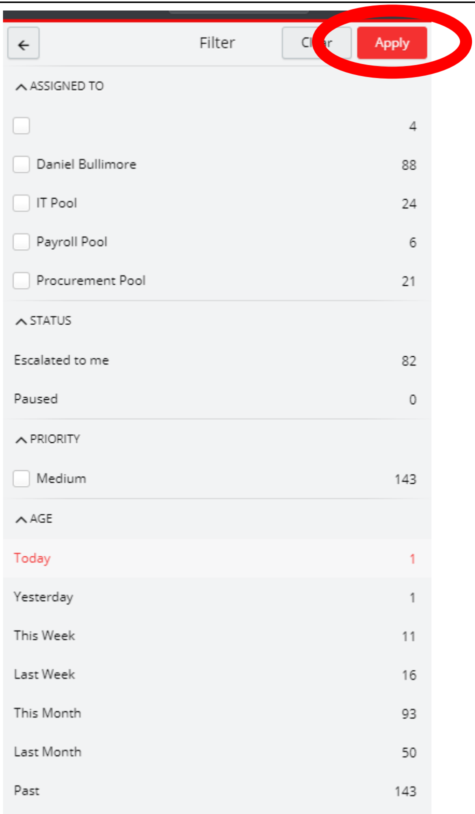


- A dropdown menu will appear. Click on **Filters.**

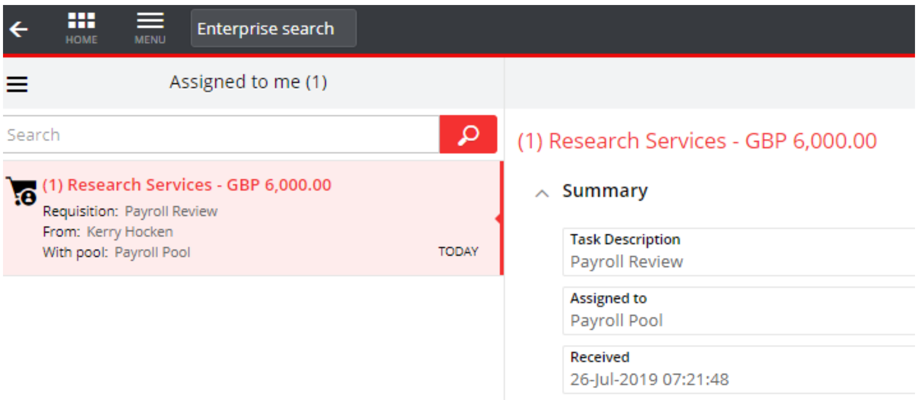


14. A list of filtering options will appear. You can filter your tasks based on which pool they are assigned to, their status, their priority, and their age.

Select a filter and then click **Apply**.



- The tasks under that filter will appear in the My Tasks screen.



15. You can then go back to the normal view of tasks by repeating steps 3 – 4 but then select **Clear**