OneUniversity... an update on what’s changing in Finance and Procurement

A guide to the key changes that OneUniversity will bring.
Key benefits of OneUniversity

With the introduction of OneUniversity, we asked Deputy Director of Finance Kevin Mallett what key benefits the new solution will bring to Finance & Procurement, what the changes mean for Schools and Directorates and how its implementation will support our strategy.

“The OneUniversity solution heralds an exciting new era for our staff and students. The Finance module is the first of many that will provide our Schools and Directorates with a system to enable the improvement of our operational effectiveness and levels of service.

“It will provide a single source of information eliminating the need for local databases and a reliance on paper, and it will reduce the most repetitive tasks freeing up staff for more rewarding activity that adds real value. It will improve the flow of information across the University and enable us to foster a culture of continuous improvement by boosting skills, expertise and knowledge.

“A suite of standard reports will be available and will meet the majority of business requirements. If not, requests for other information are welcome along with a reason or justification.

“This is not just an investment in a new system, but an investment in our people who are key to developing a change programme to inform, prepare and support staff and students for the changes that OneUniversity will bring”.

Our people – the key to success

We have a dedicated team of locally based key contacts including change champions in each of the Schools and Directorates supporting our end user community.

They do this by acting as a local link between the Programme and their teams, communicating messages, raising awareness of key changes and helping to prepare people for the new ways of working.

Our people are key to the success of the Business Transformation Programme.
What's changing

Your guide to approvals

What are approval pools?

Approval pools are an integral part of the OneUniversity finance solution which help us manage the University’s budgets ensuring that spend is managed appropriately and with the correct levels of authorisation.

Approval pools will vastly reduce the need for paper-based signatures and will provide a full audit trail in the system.

Approval pools correspond to budget centres within Schools and Directorates and it’s here that all purchases and expense claims requiring authorisation are routed. Approvers have financial responsibility for one or more budget centres and decide whether the spend is:

→ Appropriate
→ Necessary
→ Within budget and coded against the correct budget centre
→ Permitted in accordance with UoD procurement policies

Approvers have been given an approval limit which corresponds to one of the thresholds in the table below.

<table>
<thead>
<tr>
<th>Role</th>
<th>Requisitions</th>
<th>Expenses</th>
<th>Purchase cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>under £1000</td>
<td>£50–£100</td>
<td>£50–£100</td>
</tr>
<tr>
<td>Level 2</td>
<td>£1000–£5000</td>
<td>£100–£500</td>
<td>£100–£500</td>
</tr>
<tr>
<td>Level 3</td>
<td>£5000–£25000</td>
<td>£500–£1000</td>
<td>£500–£2500</td>
</tr>
<tr>
<td>Level 4</td>
<td>over £25000</td>
<td>over £1000</td>
<td>over £2500</td>
</tr>
</tbody>
</table>

How will this affect me?

Having self-approval limits for expenses (£50) and purchases from pre-approved content (£100) will reduce the volume of approvals needing checked by another member of staff, freeing up valuable time as well as cutting down on paper.

To find out more about our procurement policy, visit [dundee.ac.uk/procurement](http://dundee.ac.uk/procurement)
Chart of accounts and new coding string

When we spend the University’s money it’s important that we record the amount against the correct budget code.

What’s changing?

The operational ledger is what the majority of us will interact with and it will now consist of six components rather than the four elements we currently have. Below is the old string and the new string equivalent.

<table>
<thead>
<tr>
<th>OLD STRING</th>
<th>Element 3</th>
<th>NEW</th>
<th>Element 4</th>
<th>NEW</th>
<th>Element 2</th>
<th>Element 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW STRING</td>
<td>Project</td>
<td>Project type</td>
<td>Budget group</td>
<td>Funding source</td>
<td>Budget centre</td>
<td>Nominal account</td>
</tr>
</tbody>
</table>

How will I know my new codes?

We’ve created a mapping tool, which can be found in the Business Transformation All Staff folder, to help you with this. Simply enter your old code, click the search button and your new six component code will be displayed.

The tool only contains codes that currently have a balance against them. Mappings for projects that are yet to have activity will be created soon. We’re also working on a browser version which will enable the creation of new projects.

The new coding string will provide more accurate levels of data analysis.

Delegations

There will be no delegation of tasks in OneUniversity

The Programme has explored the possibility of using the delegations functionality within One University. Due to the nature of an integrated system, the addition of modules such as Human Resources gives the potential for inappropriate access to sensitive information. The Programme has therefore taken the decision not to use this functionality.
No PO no pay

What’s changing?

With the launch of OneUniversity we’re implementing a ‘No PO No Pay’ policy, all invoices from suppliers must quote a valid OneUniversity Purchase Order (PO) number.

Benefits of No PO, No Pay

→ Ensures that purchases are authorised before goods, services and works are supplied.
→ Enables the University to process invoices efficiently, ensuring a positive payment profile with suppliers/contractors.
→ Enables accurate timely reporting, budgeting and forecasting across the University.
→ Reduces risk to the University by formally agreeing the terms, conditions and deliverables before the supplier/contractor begins any work.

How’s it going to work?

Invoices received with a valid OneUniversity PO number will be processed as normal by Accounts Payable. Invoices received without a valid OneUniversity PO number will be returned to the supplier until a valid PO number can be provided and the invoice is resubmitted.

Things to remember

→ Don’t commit University funds without raising a PO first.
→ Use a University approved supplier in compliance with the Procurement Policy.
→ When raising an appropriate requisition, obtain approval and communicate the OneUniversity PO number to the supplier/contractor.

Exceptions

There will be some exceptions to this policy where a PO is not appropriate for the type of supplier or transaction. The list of exceptions will be published on the Procurement webpages.

FAQs

If you have any queries about the No PO No Pay policy, please email procurement@dundee.ac.uk. A suite of FAQs will form part of the guidance around the policy and is available in the Knowledge Base located within the IT portal at help4u.dundee.ac.uk
Expenses

How will the changes in expenses affect me?

Claiming staff expenses through OneUniversity means no more paper forms. Any claim under £50 will be approved automatically and you’ll receive the money after the next payment run. Claims over £50 will route to the relevant approval pool first.

Compliance with the University’s policies and procedures will be monitored through frequent spot checks. Regular and multiple submissions below £50 will be transparent, observed and reviewed.

You can make a claim on the go, photographing your receipts and uploading them using your phone or mobile device.

As a University employee you’ll be expected to make your own claims.

Advances

You can also make a request for an advance. Instead of requesting this through the Cash Office, the advance, once approved, will be paid directly into your bank account.

Bank details

When your expense claim is approved in OneUniversity, the payment will be made directly into your bank account. These details will continue to be kept securely when moved to OneUniversity. You can choose to make your claim in GBP or the currency in which the expense was paid.

If you have any concerns about your personal information being used for this purpose please contact Human Resources on x86999.

You’ll need to upload a receipt for each line of your claim except mileage.

Invoice mismatch

If goods or services received don’t correspond to the original invoice due to a difference in price, VAT, quantity, or terms of delivery, the mismatch needs to be resolved.

How do you resolve an invoice mismatch?

An invoice mismatch will route first from Accounts Payable to a resolution pool where it will be recorded before being sent on to the appropriate approval pool. A resolution pool is the facility in OneUniversity which allows University staff to investigate invoice discrepancies.
Data security

OneUniversity will provide everyone with secure access to accurate and reliable data. Your role may require you to have enhanced access to University financial information, including reports and enquiries, based on your user profile.

The system logs activity, and those logs may be reviewed from time to time to ensure good operational practice and appropriate use of the system.

We ensure that our systems and policies are compliant with the legal guidelines for the collection and processing of personal information of individuals (GDPR) but we all have a collective responsible for data security in our daily work and on all of our devices.

Business process maps which illustrate some of the key components of OneUniversity are available in the Knowledge Base.

Q: Do I have to download an app to access OneUniversity on my mobile device?
A: No, OneUniversity can be accessed through a browser with your UoD login details at oneuniversity.dundee.ac.uk

Q: Can I access OneUniversity outside the University network?
A: Yes. Multi-Factor Authentication (MFA) will be in place for any mobile device.

Q: Is security training compulsory before accessing OneUniversity on a mobile device?
A: Yes, Business Transformation is working with IT to ensure that all users who will access OneUniversity will have completed mandatory security training by 1 October 2018.

For more information:
dundee.ac.uk/bt

Contact the team:
business-transformation@dundee.ac.uk

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Here are some of the top statistics from the Business Transformation Programme team:

**OVER 1 MILLION DATA TRANSACTIONS**
Will be migrated across to the new system.

**2110 TESTS HAVE BEEN PASSED**
Ensuring that the solution meets the requirements of the University.

**3159 EXPENSE CLAIMS CREATED**

**EXPENSE CLAIMS FOR 2017**
6171
Of which 2218 were under £50
Meaning in the new system, around 36% of expenses will be processed with no approval required.

**TOTAL NUMBER OF PEOPLE TRAINED**
312

17% of requisitions from last year were under £100
Meaning over 8,000 transactions will be self-approved in the new system.

13 different nationalities have worked in the Business Transformation team.