Agenda

- Budgets/financial coding in BW
  - Recap on coding
  - BQ to BW mapping tools
  - Request new projects
  - Actual v budget report
- HR Update
  - New leave types
  - New forms
- Finance UAT
  - UAT overview for testers
  - Test schedule
  - Procurement UAT considerations
- AOB
Financial reporting structure in Business World

- College
- Department
- Project
- SubProject
- Cost Centre
- School

Transactions posted at this level
Financial reporting hierarchy: Schools

- B
- S4
  - School of Science
- DN
  - Dept of Biological Sciences
- DN1
  - BioScience Core
- 100746
  - BioScience Computing
- 100746-10
  - BioScience Computing

Level: College, School, Department, Cost Centre, Project, SubProject
Financial reporting hierarchy: Professional Services

School and Department are same

Transactions posted at this level

Transactions posted at this level
Financial coding in Business World

BluQube

Costc.Activity. Analysis

BSC00.BSX30.M30

Business World

Subproject + Account

100746-10 + 3775

Bioscience computing

Professional fees and consultancy
Financial coding in Business World

BluQube

Cost Act. Analysis

ER200.ER215.R10

Business World

Subproject + Account

101198-24 + 3030

Turkey

Staff advertising and recruitment expenses
Mapping BluQube codes to Business World

- BQ Costc.activity to BW Project + Subproject
- BQ Analysis to BW Account
### Mapping Costc.activity -> Project & Subproject

**BSC00.BSX30.M30**

<table>
<thead>
<tr>
<th>#</th>
<th>BluQubeCode</th>
<th>BluQubeCode (T)</th>
<th>SubProject</th>
<th>SubProjectTitle</th>
<th>Project</th>
<th>Project (T)</th>
<th>CostCentre</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSC00_BSX30</td>
<td>Department of Biological Sciences Core Activities_Biological Science Computing</td>
<td>100746-10</td>
<td>Biological Science Computing</td>
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**ER200.ER215.R10**

<table>
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<th>#</th>
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<th>BluQubeCode (T)</th>
<th>SubProject</th>
<th>SubProjectTitle</th>
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<th>CostCentre</th>
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<tbody>
<tr>
<td>1</td>
<td>ER200_ER215</td>
<td>Recruitment_Turkey</td>
<td>101198-24</td>
<td>Turkey</td>
<td>101198</td>
<td>Countries</td>
<td>PE3</td>
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</table>
### Mapping Analysis -> Account

**BSC00.BSX30.M30**

<table>
<thead>
<tr>
<th>#</th>
<th>BqAnalysis</th>
<th>BqAnalysis (T)</th>
<th>Account</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>M30</td>
<td></td>
<td>3775</td>
<td>Consultant fees</td>
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**ER200.ER215.R10**

<table>
<thead>
<tr>
<th>#</th>
<th>BqAnalysis</th>
<th>BqAnalysis (T)</th>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R10</td>
<td></td>
<td>3030</td>
<td>Staff advertising and recruitment expenses</td>
</tr>
</tbody>
</table>
Request new projects/sub-projects in BW

Not applicable to research and consultancy projects
Requesting new codes

Mar

Request in Planning Tool

Aug

go-live

Request in Business World

Planning Tool copied into BW
# Actual versus budget report

**Global reports**

- Finance Reports
  - Accounts Receivable
  - Coding and Structure
  - Financial Accounting
  - Income
- Management Accounting
  - Actual v Budget
  - Budget transaction enquiry
  - Budget transaction enquiry 1

## Results

<table>
<thead>
<tr>
<th>#</th>
<th>Account</th>
<th>Account (T)</th>
<th>Working Budget</th>
<th>Actual</th>
<th>Commitments</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2020</td>
<td>Staff costs - professional</td>
<td>0.00</td>
<td>79,568.00</td>
<td>0.00</td>
<td>-79,568.00</td>
</tr>
<tr>
<td>2</td>
<td>100879-10</td>
<td>Finance - Corporate</td>
<td>0.00</td>
<td>79,568.00</td>
<td>0.00</td>
<td>-79,568.00</td>
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<tr>
<td>3</td>
<td>2020</td>
<td>Staff costs - professional</td>
<td>0.00</td>
<td>10,302.97</td>
<td>0.00</td>
<td>-10,302.97</td>
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<tr>
<td>4</td>
<td>3030</td>
<td>Staff advertising and recruitment expenses</td>
<td>0.00</td>
<td>108.25</td>
<td>0.00</td>
<td>-108.25</td>
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<tr>
<td>5</td>
<td>100886-10</td>
<td>Welcome Trust ISF 2</td>
<td>0.00</td>
<td>10,409.22</td>
<td>0.00</td>
<td>-10,409.22</td>
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<tr>
<td>6</td>
<td>2060</td>
<td>Staff costs - pension provision</td>
<td>0.00</td>
<td>-181,372.00</td>
<td>0.00</td>
<td>181,372.00</td>
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<tr>
<td>7</td>
<td>2065</td>
<td>Staff costs - holiday pay accrual</td>
<td>0.00</td>
<td>13,446.00</td>
<td>0.00</td>
<td>-13,446.00</td>
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<tr>
<td>8</td>
<td>3055</td>
<td>Staff training/CPD provided externally</td>
<td>0.00</td>
<td>5,369.50</td>
<td>0.00</td>
<td>-5,369.50</td>
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<tr>
<td>9</td>
<td>101137-10</td>
<td>College Contingency</td>
<td>0.00</td>
<td>-182,556.50</td>
<td>0.00</td>
<td>182,556.50</td>
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<td>10</td>
<td>PG6</td>
<td>Finance Corporate Activities</td>
<td>0.00</td>
<td>-72,579.28</td>
<td>0.00</td>
<td>72,579.28</td>
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<tr>
<td>11</td>
<td>2012</td>
<td>Staff costs - T&amp;S non-fractional other duties</td>
<td>0.00</td>
<td>50.00</td>
<td>0.00</td>
<td>-50.00</td>
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<tr>
<td>12</td>
<td>2020</td>
<td>Staff costs - professional</td>
<td>0.00</td>
<td>1,528,485.50</td>
<td>0.00</td>
<td>153,100.48</td>
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<td>13</td>
<td>3030</td>
<td>Staff advertising and recruitment expenses</td>
<td>0.00</td>
<td>1,870.37</td>
<td>0.00</td>
<td>-1,870.37</td>
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<tr>
<td>14</td>
<td>3055</td>
<td>Staff training/CPD provided externally</td>
<td>0.00</td>
<td>3,161.99</td>
<td>0.00</td>
<td>-7,838.01</td>
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<tr>
<td>15</td>
<td>3060</td>
<td>Staff study assistance</td>
<td>0.00</td>
<td>2,025.00</td>
<td>0.00</td>
<td>11,025.00</td>
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<tr>
<td>16</td>
<td>101417-10</td>
<td>Finance Department</td>
<td>1,701,385.98</td>
<td>1,531,488.86</td>
<td>0.00</td>
<td>170,037.12</td>
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<tr>
<td>17</td>
<td>PG7</td>
<td>Finance Department</td>
<td>1,701,385.98</td>
<td>1,458,699.58</td>
<td>0.00</td>
<td>242,686.40</td>
</tr>
</tbody>
</table>
HR Update: coming soon

• New forms
  • Leaver notification and exit questionnaire
  • Flexible working request
  • Sabbatical leave request
  • Study assistance request

• New leave types
  • TOIL
  • Compassionate leave
  • Study leave

Alerts for managers
• End of fixed term contract
• Probation
User Acceptance Testing (UAT)

What is UAT?

- Real world testing carried out by the intended audience

What is the purpose of UAT?

- Check functionality is working end to end as expected, and that users can perform their business processes.
Your role as a tester

- Represent the interests of your department
- Accept results on behalf of your department
- Ensure bugs and problems are documented
- Ensure results are documented
- Ensure end to end functionality works
- Execute the test cases provided

You are trying to break the system!
Timelines for UAT

April
- Run Tests
- P2P
- Expenses
- RCP
- Sales
- Budgets

May
- Retest
- Analyse results & fix defects
- Contingency

June
- Sign off UAT
- End User Training

Testing by Finance staff will run in parallel
## Training schedule for Testers

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 Mar</td>
<td>P2P Requisitions</td>
<td>P2P Goods Receipting</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>26 Mar - 1 Apr</td>
<td>P2P Requisitions</td>
<td>P2P Goods Receipting</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
<td>College Closed</td>
<td></td>
<td>P2P Goods Receipting</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>P2P Requisitions</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>9 - 15 Apr</td>
<td>Sales/Customers</td>
<td>Sales/Customers</td>
<td>Budget Management</td>
<td>Budget Management</td>
<td></td>
</tr>
</tbody>
</table>
Where is the testing done?

Defects fixed here

Testing conducted here

Training conducted here
Logon

https://birkbeck-test.unit4cloud.com/uk_bir_test_agresso_web/Login/Login.aspx

User name = your BBK username
Password = your BBK username
Client = BK
Process

Receive test scripts
- Print or electronic

Run tests
- Follow steps in scripts

Record results in scripts
- Record your inputs
- Take screenshots of any errors
- Save any output files (e.g. PDFs)
- Record actual result (pass/fail)

Return results back to us
- Include any output files, screenshots
- Make suggestions for future changes or improvements

---

TEST SCRIPTS - HR

<table>
<thead>
<tr>
<th>Test Script ID:</th>
<th>UAT-0168</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Absence</td>
</tr>
<tr>
<td>Testers</td>
<td></td>
</tr>
<tr>
<td>Test Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
<th>Path</th>
<th>Input Data</th>
<th>Expected Result</th>
<th>Actual Result</th>
<th>Test Status</th>
<th>Defect ID</th>
<th>Error detail</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Entering full days absence for approval (non Academic)</td>
<td>Go to Your Employment &gt; Quick Links &gt; Absence (note 3 balances showing in overview: Current entitlement: Overall Entitlement: Remaining balance) Click on Absence request</td>
<td>Choose Annual Leave from 'Reason' drop down First day: 20th Oct 2017 Last days 23rd Oct 2017 Keep 'Is this a full day' as Yes Put Cornwall - long weekend in Additional Information Click on 'Send for approval'</td>
<td>If work schedule known by system: Summary is 2 days / 14hrs (i.e. recognises that this is over a weekend and excludes the Sat &amp; Sun as non-working days unless they are working days for you) Popup saying successful sent for approval Request moves to 'In progress' in absence request overview Appears in stripy yellow in the calendar Appears in Line Manager's task list for approval or rejection Remaining balance recalculated and taken/booked balance now appears (may take a few mins) If work schedule not known by system: error message saying 'No personal work schedule exists in given time period'</td>
<td>As expected</td>
<td>Pass</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Creating draft and then submitting it

Go to Your Employment > Quick Links > Absence (note 3 balances showing in overview: Current entitlement: Overall Entitlement: Remaining balance)

Choose Annual Leave from 'Reason' drop down First day: 30th Oct 2017 Last days: 31st Oct 2017 Keep 'Is this a full day' as Yes

Popup message saying this has been saved as draft Now appears in your drafts in absence request overview

As expected
BUSINESS WORLD – PROCUREMENT TO PAY UAT PLAN

Bhavin Mistry – Procurement Officer
b.mistry@bbk.ac.uk
<table>
<thead>
<tr>
<th>Process</th>
<th>Sub-process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisitioning</td>
<td>Raising a free text order</td>
</tr>
<tr>
<td></td>
<td>Raising a catalogue order</td>
</tr>
<tr>
<td></td>
<td>Blanket orders</td>
</tr>
<tr>
<td></td>
<td>Sending purchase orders &amp; Assets</td>
</tr>
<tr>
<td>Checker / Approvals</td>
<td>Receiving tasks for approvals</td>
</tr>
<tr>
<td></td>
<td>Thresholds</td>
</tr>
<tr>
<td></td>
<td>Rejections</td>
</tr>
<tr>
<td></td>
<td>Adding commentary</td>
</tr>
<tr>
<td>Receiving &amp; Returns</td>
<td>Goods receiving</td>
</tr>
<tr>
<td></td>
<td>Goods returning</td>
</tr>
<tr>
<td></td>
<td>Purchase order Closing</td>
</tr>
<tr>
<td>Invoice Queries</td>
<td>Managing invoice queries</td>
</tr>
<tr>
<td>Non PO Payments</td>
<td>One-off payment requests</td>
</tr>
<tr>
<td></td>
<td>Student refunds</td>
</tr>
<tr>
<td></td>
<td>Reimbursement of non-staff expenses</td>
</tr>
<tr>
<td>Supplier Set up</td>
<td>Supplier set up requests and updates</td>
</tr>
<tr>
<td>Procurement Card Coding</td>
<td>Coding expenditure &amp; attaching receipts</td>
</tr>
</tbody>
</table>
Format of Procurement UAT

• Scenarios
  ▪ Designed to work through whole process.

• UAT Log
  ▪ Confirming your outcomes

Requisitioning Free Text

Scenario 1

Your department is ordering some furniture which is to be delivered to your offices onsite.

- Raise a requisition that will be sent to the supplier and flagged as an asset.
- Delivery date to be in 3 days.
- Select the appropriate delivery address from drop down and add room location and the name of the individual who will receive the delivery.
- Quotation reference is XDT1200
- You need to make both the Checker and the Approver aware that the price quoted on the quotation is higher than the price on the requisition.

Raise requisition for:

Qty: 10 chairs and tables.

Each chair is £25.00 each and each table is £50.00 each. Both will be charged at standard vat of 20%.

Scenario 2

Raise a requisition for 500 test tubes that qualify for Zero rate Vat, cost to be spread across two different cost codes.

Select - Assign appropriate UNSPSC description to line level detail.
Benefits of Business World: Procure to Pay

• Business World: Procure to Pay is designed to support Schools and Departments with procurement in terms of:
  ▪ Compliance with public sector obligations;
    ▪ (e.g: Segregation of duties- authorisation of spend-clear audit trails (Research Councils) - repository for evidence)
  ▪ Overall efficiency in end to end processes;
  ▪ Transparency of requirement, authorisation, supplier selection and payment;
  ▪ Releasing resources in the longer term to focus on value added activities; and
  ▪ Building long term working relationships internally and externally

= VALUE
Next Meeting Tue 8 May, 10:30-12:00

See website for 2018 meeting dates

http://www.bbk.ac.uk/businessworld/champions
Where to go for more information

Business World @ Birkbeck

Contact Us

businessworld@bbk.ac.uk

www.bbk.ac.uk/businessworld

Ext. 3030