

QMUL Purchasing Card – Training & Compliance

Operating Models Training 12.9.25

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Janice Trounson – Deputy Director of Finance, Financial Controls & Systems

Objectives of the Session

- Share process overview
- Explain cardholder responsibilities
- Review terms & conditions of card use
- Clarify support & escalation routes
- How to use Agresso for Purchasing card statements
- Time for Q&A and feedback
- Demonstration on how to approve a Purchase card claim and Expense claim In Agresso

Purchasing Card Cycle

- Application & agreement
- Card issue & activation
- Monthly reconciliation in Agresso
- Submission & approval
- Review / audit

Purchasing Card Cycle - Application

You can apply for a purchase card by completing the following form called “authorisation to apply for a QMUL Purchasing card”.

The form explains the scheme.

You will need to document the business reason behind the application and what you anticipate using the Purchasing card for.

The application must be sent to Accounts Payable (accountspayable@qmul.ac.uk) Where it will be logged and submitted for approval.

The application must be approved by the Budget holder and the Head of School and Finance for the application to be made with Barclaycard

The scheme is only open to employees, part of QMUL payroll. The cardholder is responsible for all spend on their card

Authorisation to Apply for a QMUL Purchasing Card

Purchasing Cardholder Applicant

Transaction Limits
Single & Monthly

Name

Signature

Please read before completing this, and the corresponding application.

Appropriate business spending - purchasing cards - are only to be used for appropriate business expenditure, typically low value items that cannot be purchased via the Agresso finance system. Additionally, the purchasing card may facilitate expenses when a member of staff is travelling, but this expenditure should be in accordance with the Travel and Expenses Policy, in particular limits for subsistence. HMRC audits usually focus on spending in this area when cards are used inappropriately for personal spend or for amounts greater than the permitted subsistence limits. Please also note that expenditure on purchasing cards has previously been requested, and released, under a Freedom of Information inquiry, so again, please ensure that expenditure is only for appropriate business spend.

When booking travel and accommodation use the Key Travel Online Booking system. For further details, please see the expenses policy. Please use our preferred suppliers for stationery where possible. If this is not possible, please contact the Procurement Section.

Below is the URL link to the Expense Policy

<https://www.qmul.ac.uk/governance-and-legal-services/media/arcs/policyzone/Expenses-Policy.pdf>

The card should not be used for business or staff entertaining, this should be scheduled on an expense claim form with the appropriate supporting documentation and list of attendees. Any gifts or hospitality received or given are required to be recorded on the gift and hospitality register

Please see: <https://www.qmul.ac.uk/finance/intranet/policies-procedures/expenses-policy/>

<https://webapps2.is.qmul.ac.uk/gifts/>

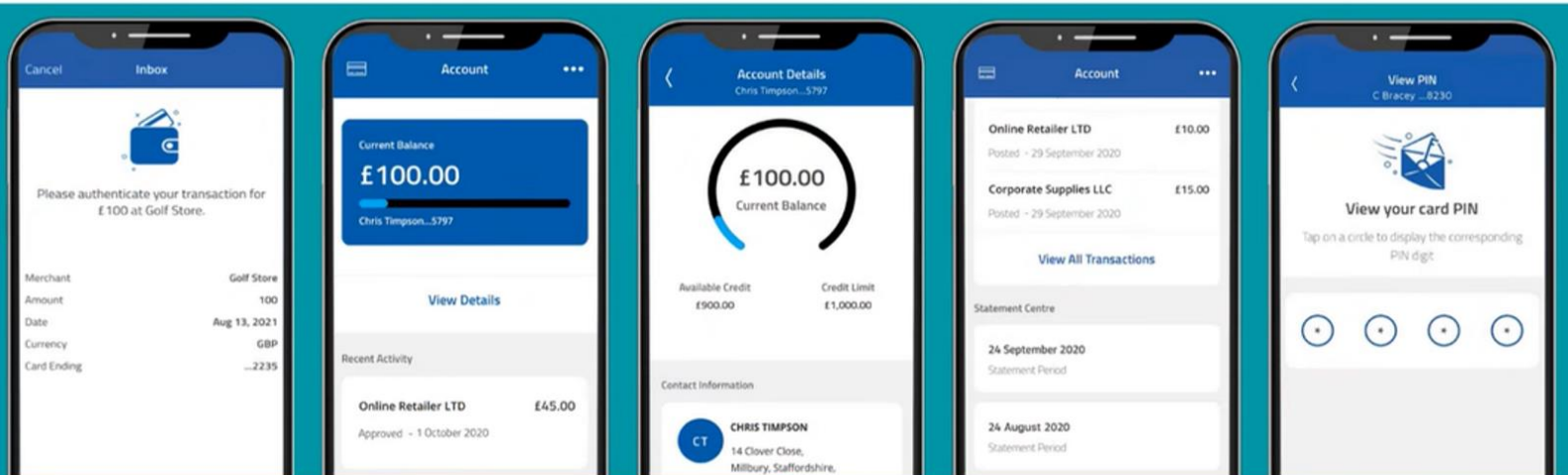
I agree it is my responsibility to retain the receipts for my expenditure for audit purposes, and particularly in support of research grant spending. Please note that receipts need to be retained for a period of six years, not including the current financial year.

Purchasing Card Cycle – Handing Physical card over & activation

- The card will be received by Accounts Payable at Department W
- When the card and Pin number have been received an email from Accounts Payable will be sent to the applicant inviting them to come to DeptW to pick up the card.
- The QMUL cardholder agreement (copy on the next slide) must be signed when the card is collected, and a welcome pack will be emailed to the new card user
- The cardholder **must** book an induction “Teams meeting” for the scheme
- Each cardholder will have an account at Barclaycard

Stay in control, on the go

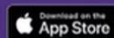
Our Barclaycard for Business app has been designed to help your cardholders manage your spending 24/7



It's free to download, and with it you'll be able to:

- view your PIN, instantly
- view your account balance and credit limit
- look back at previous transactions and statements
- freeze and unfreeze your card
- authenticate your online payments
- request a replacement card
- block your card if it has been lost or stolen

Download the app



If you don't have your **Username and Password** to hand you can select '**Trouble Signing In?**' and select '**Retrieve Username**' and '**Forgot Password**'.

You will receive an email with your details.

For any questions or further information, please see our list of [FAQs](#).

Appropriate Business Spend

- Low-value items not available through Agresso
- Travel expenses (in line with policy & limits) [Expense Policy](#)
- Business use only
- Subject to audit and Freedom of Information (FOI) requests

Purchasing Card Cycle – Monthly Reconciliation in Agresso

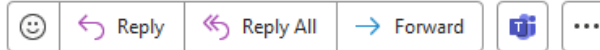
- Barclaycard publishes files containing the Purchasing card statements in the first 2 working days of the month
- The files are downloaded by AP and submitted to IT for Agresso import.
- Purchasing card users will be invited, via a system email, to log into Agresso and download their statement/transactions to complete their return.
- **Nb: if you have not used your card in the previous month, you will not receive an email.**
- **Nb: you will receive system emails every Monday if you have not completed your return**

Purchasing Card Cycle – Monthly Reconciliation in Agresso

New Purchase Card Statement to process



[Shared] Finance Agresso Agradmin
To Janice Trounson



Tue 05/08/2025 13:05

Dear User,

A new purchase card statement for your purchasing card spend is available to be imported and processed.

You can use this link to access the Unit4 system: https://ubw.unit4cloud.com/uk_qml_prod_web/

Please complete the task within the next 5 working days for the expense to be posted in the current period.

Our training notes and videos can be viewed at: <http://qm-web.finance.qmul.ac.uk/sections/accountspayable/purchasing-card-procedures/>

PLEASE NOTE: If you do not complete your Purchase card claim you are risk that your card might get blocked and then cancelled

Purchasing Card Cycle – Submission and approval

How to use Agresso to complete your Purchase card return

7 points to remember:

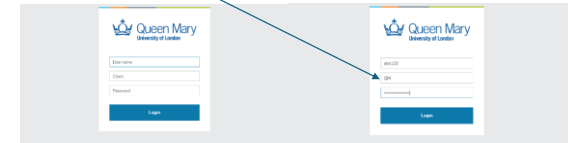
- 1- Be in the right place Purchase card
- 2- Select statement – import
- 3- Copy description in comment under what was the purpose
- 4- Import Expense transactions
- 5- Equal zero
- 6- Complete claim (category – description- attach receipt)
- 7- Send for Approval

Online Purchase card Experience Pack

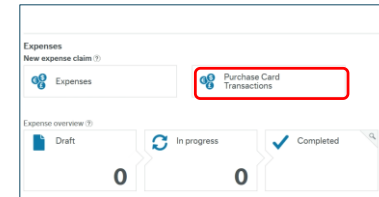
How to log in:

Click on the link below to access Agresso Unit4
https://ubw.unit4cloud.com/uk_qml_prod_web/Logout/Logout.aspx

Enter your log-in details:



1. When the Expenses screen is opened, two options will be displayed in the 'New expense claim' section as shown below:



Click on the 'Purchase Card Transactions' option to code and review purchase card spend.

Note: the Expense categories available for coding differ between the two claim types:

- Purchase card expense categories start with 'C'
- Expenses categories are numeric

Please ensure you use the correct screen as you cannot transfer claims from one to another and claims with incorrect coding cannot be saved.

Purchasing Card Cycle – Submission and approval

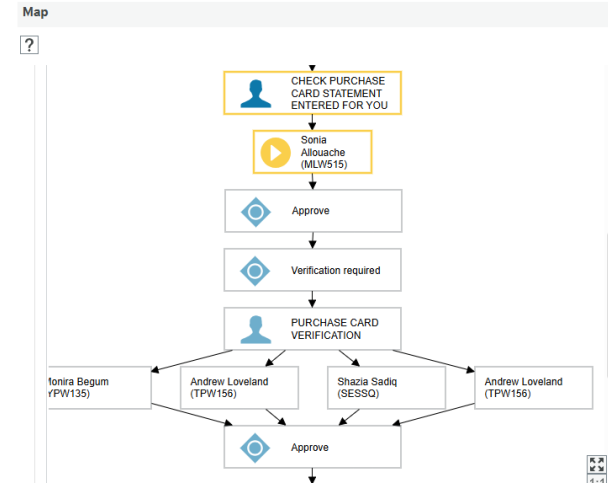
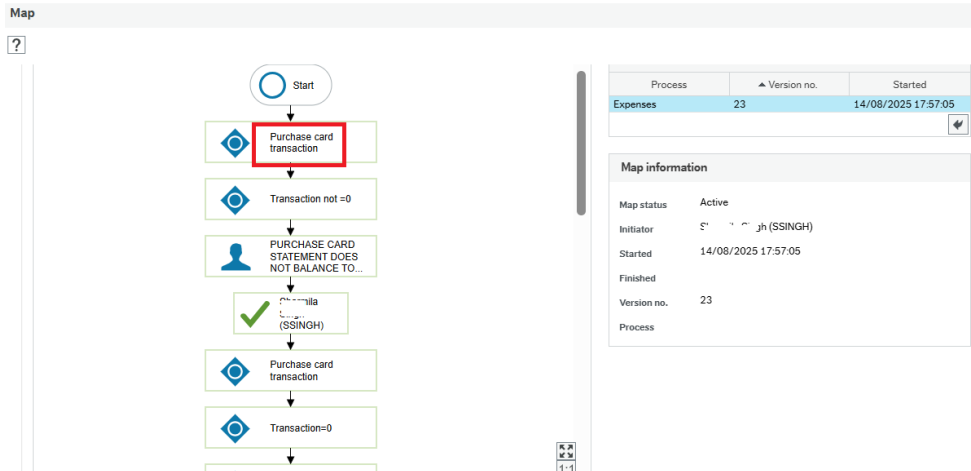
Having issue with the following:

- I have deleted by mistake a line/lines in my Barclaycard Statement Import. What to do now?
- I am trying to reconcile, but although I have the “Merchant Name” chosen from the drop-down list, the field “Budget Code” does not appear next to the merchant. Why?
- I have used the University’s card for a personal purchase by mistake. What to do now?
- I have used the purchase card in Sainsbury’s, and this is the “Merchant Name” which I have chosen from the drop-down arrow. However, it appears in red, and I cannot continue. What should I do?
- My Purchase card statement does not balance to zero. What should I do?
- My statement has not appeared, but I have transactions to process

https://www.qmul.ac.uk/finance/intranet/Purchasing_card_FAQ

Purchasing Card Cycle – Submission and approval

The Cardholder's claim is now in the system workflow to be reviewed by the verifier and then the cost centre approver in line with the delegated authority.



Purchasing Card Cycle – Submission and approval

- **Verifier Role:** nominated staff who receive the statement submissions in Agresso. Their role is to ensure that each transaction is:
 - In policy and for valid business expense
 - Properly described in the description ie purpose of the trip; overview of the spend etc ie “Conference in Belgium March 3rd – 5th Fiscal Policy in the EU”
 - Correctly coded – account and budget code, plus additional detail
 - The detailed VAT receipt is correctly attached
- **Approver Role:** this role will rely on the above being completed, but the approver should still ensure the analysis is compliant
- **Non-compliant transactions** should be rejected until correct - i.e. personal spend to be categorise to the correct account code and reimbursed by the cardholder

Purchasing Card Cycle – review and audit

Cards are settled monthly by direct debit. Costs must be classified correctly in the accounts.

Statements must be completed and approved **every month**.

Expenditure is reviewed by Financial Accounts, ITS, Taxation and Internal Audit. Expenditure is disclosable in FOI requests.

Purchases must comply with University policies.

Cards must be used **only for their intended purpose**. Cards not used or not required must be cancelled, especially when someone leaves QMUL.

Cardholder Agreement (Responsibilities)



QUEEN MARY UNIVERSITY OF LONDON (QMUL) - PURCHASING CARD - INDIVIDUAL CARDHOLDER AGREEMENT

Please note the Card is for use by the named cardholder only, and may not be shared with other team members, or colleagues.

- Entrusted with financial commitments
- Charges linked to department's budget code
- Charges subject to FOI (Freedom Of Information)
- Responsible for monthly reconciliation & submission
- Receipts retained for 6+ years

I agree to comply with the following terms and conditions regarding my use of the card:

1. I understand that I am being entrusted with a Purchasing Card and will be making financial commitments on behalf of QMUL. I will strive to obtain the best value for QMUL.
2. I understand QMUL is liable for all charges made on the card and that all charges will be set against my department's budget code. Please remember that you are responsible for the expenditure on your card – so do not allow the card to be used by others. I also understand that I am responsible for the monthly reconciliation and submission of all card spend via Agresso, and that failure to do so may result in suspension of the card or disciplinary action being taken.
3. I agree it is my responsibility to retain the receipts for my expenditure for audit purposes, and particularly in support of research grant spend. Please note that receipts need to be retained for a period of six years, not including the current financial year, and must be uploaded and attached to the relevant transaction when completing the monthly statement submission.
4. I agree to use this card for appropriate QMUL businesses only and agree not to charge personal purchases. I understand that the QMUL will audit the use of this Card and take appropriate action on any discrepancies.

Appropriate business spend – the purchasing card should only be used for appropriate business expenditure, typically **low value items** that are not able to be purchased via the Agresso finance system. Additionally, the purchasing card may facilitate expenses when a member of staff is travelling, but this spend should be **in accordance with the Travel and Expenses Policy**, in particular limits for subsistence. HMRC audits usually focus on spend in this area when cards are used inappropriately for personal spend or for amounts greater than the permitted subsistence limits. Please also note that spend on purchasing cards has previously been requested, and released, under a Freedom of Information request, so again, please ensure that expenditure is only for appropriate business spend.
5. I agree when booking travel and accommodation to use the Key Travel Online Booking system. For further details please see the expenses policy. Please use Office Depot for stationary where possible. In the event that this is not possible I will contact the Procurement Office.
<http://qm-web.finance.qmul.ac.uk/policies-procedures/expenses-policy/>
6. I agree that the card is **not** to be ordinarily used for **business or staff entertaining**, this should be scheduled on an expense claim form with the appropriate supporting documentation and list of attendees. Any gifts or hospitality received or given should be logged on the gift and hospitality register. Please see <http://qm-web.finance.qmul.ac.uk/policies-procedures/>
<https://webapps2.is.qmul.ac.uk/gifts/>
7. I understand that computer hardware and software should be purchased via the IT department and certainly via Agresso. In the event that this is not possible I will contact the IT Helpdesk.

Policy Highlights

- Use Key Travel (Agresso supplier ID102086) for bookings
- Use Lyreco (Agresso supplier ID200081 punchout or Agresso supplier ID195360 if not on Emarket) for stationery
- Entertainment spend must not be paid with the Purchasing card but via expense claim
- The Purchasing card must not be used to buy IT hardware/software. These purchases must be sought via IT department

Booking Travel via the Key Travel online portal



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Prepared by Janice Trounson 19 June 2019

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Prohibited Use

- No cash withdrawals or PayPal
- No gift vouchers or cash equivalents
- No self-employed/intermediary provider payments

<https://www.qmul.ac.uk/finance/intranet/paying-external-workers-and-suppliers/>

- No split transactions to bypass limits

Security & Returns

- Report lost/stolen card to Barclaycard via phone app + Accounts Payable Helpdesk (accountspayable@qmul.ac.uk)

The Accounts Payable team will give you a form to complete to report the fraudulent transactions – Barclaycard will not refund until the form has been submitted

- Surrender card when leaving QMUL or transferring roles

The system setup for the card is under your budget code – using the card in another section will be charged to the old section. A new card (new application) must be sought.

- Cancel recurring subscriptions before departure

Non-Compliance

- Misuse/abuse → withdrawal of card

Before a card is placed on hold or withdrawn we will contact you.

Cards have never been placed on hold without communications

- Disciplinary action possible if the scheme is abused (up to dismissal)

Support & Contacts

- Accounts Payable Helpdesk
- Email: accountspayable@qmul.ac.uk
- Tel: 0207 882 7527 / 7452
- Contact Agresso IT via Service desk (email) when you have an issue with the system (Agresso)

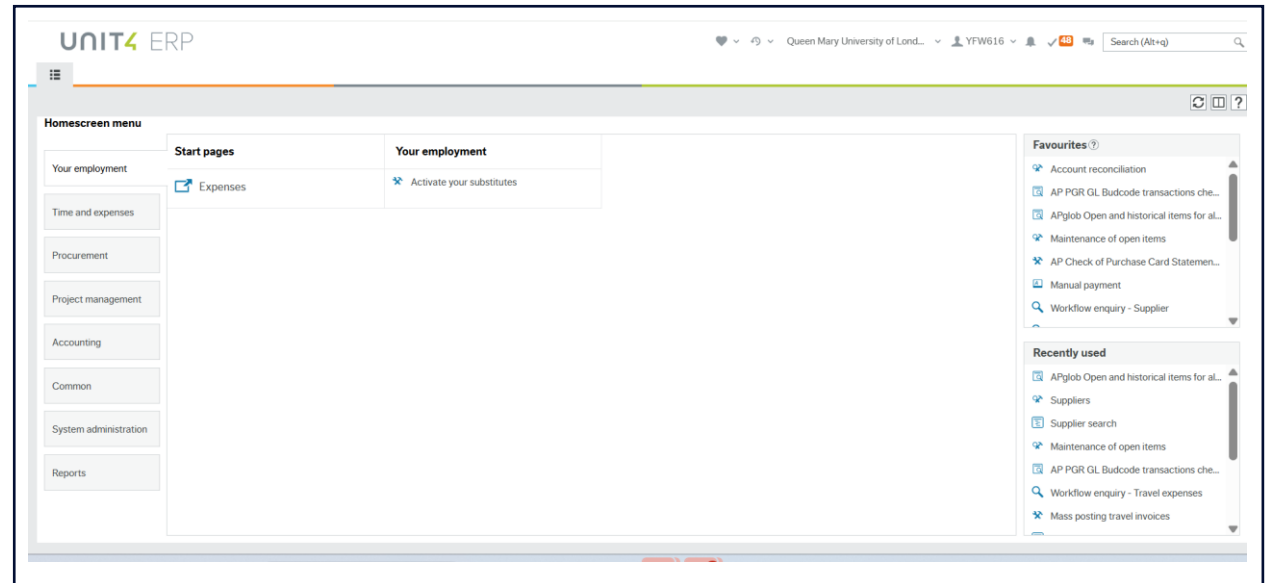
Q&A

- Open discussion
- Clarifications

Expense / Purchase card review and approval

- Demonstration on how to review and approve Expense and Purchase

Expense Policy



Thank you



Queen Mary
University of London