



## **Finance Transformer**

### **Funding Source on Approval Notifications**

## Introduction

In collaboration with Research Services and the TOPS Research & Innovation Support Transformer, we have now launched an enhancement to the approval notifications process.

From 29 April 2020, all requisition and expense claim approval notifications will display the funding source associated with the project code charged for the expenditure. For grant funded approvals in particular, up-front identification of the funder will streamline the process to validate expenditure against the relevant terms and conditions. This replaces the previous multi-step process and reduces the administration attached to approving 100,000 requisitions and 35,000 expense claims per annum.

This guide explains where to find the funding source on the approval notifications received by email or viewed within MyFinance.

## Funding Source on Email Approval Notifications

1. The **Funding Source** on requisition approval email notifications can be found next to the **Award Name**:

From [redacted] Description: Test  
 To [redacted] Total: 100.00 GBP  
 Sent: 16-Apr-2020 16:17:52 Tax (Non Recoverable): 20.00 GBP  
 ID: 10397934 UCL PO Administrator

Line	Description	Supplier	Cost Center	Unit	Quantity	Price /CRD/	Amount /CRD/	Project Number	Project Name	Task Number	Task Name	Award Number	Award Name	Funding Source	Expenditure Type	Expenditure Organisation	Track As Award	Intended
1	Test	SIGNATURE RECRUITMENT LTD	G98	Each	1	100	100.00	539548	G88 KKLF DA COSTA	D-OTH	Other Costs	173849	539548 G88 KKLF MANSOUR	KAY KENDALL LEUKAEMIA FUND	22 Temporary Staff Costs	UCL	N	

**Approval Sequence**

UCL Requisition Authorised Signatory Group | In Process

Num	Name	Action	Action Date	Note
4	[redacted]	Pending		
3	[redacted]	Pending		
2	[redacted]	Reserved	16-Apr-2020 16:17:51	
1	[redacted]	Submitted	16-Apr-2020 16:16:42	

**Related Applications**

[Edit Requisition](#)  
[View Requisition Details](#)  
[Open Document](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.  
 Please approve or reject this requisition.  
 Action: [Approve Reject Request Information](#)

2. The **Funding Source** on expense claim approval email notifications can be found next to the **Award Name**:

From [redacted] Person: [redacted]  
 To [redacted] Cost Center: Jul  
 Sent: 17-Apr-2020 08:41:26 Purpose: Test Project 510023  
 ID: 10397942 Report Total: 100.00 GBP  
 Employee Number: 612955  
 UPT: ENORSON

**Instructions**  
 Please approve or reject this expense claim. Please provide a Note if you reject.

**Cash and Other Expenses: Business Expenses**

Details	Line	Date	Expense Type	Reimbursable Amount (GBP)	Justification	Imaged Receipt Required	Attachments
	1	01-Mar-2020	Postage	100.00	test	✓	

**Expense Allocations**

Project Number	Task Number	Award Number	Funding Source	Project Expenditure Organization	Cost Center	Amount
510023	D-OTH	161135	WELLCOME TRUST	H89 Financial Accounting	D06	100
Total				100.00		

**Previously Submitted Expenses**

Date	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification
14-Dec-2018	Hospitality - Staff & Student Ent - UK		440.00 GBP	Cash Receipt	
19-Dec-2017	Hospitality - Staff & Student Ent - UK		420.00 GBP	Cash Receipt	
02-Dec-2015	Hospitality - Staff & Student Ent - UK		260.00 GBP	Cash Receipt	
09-Dec-2014	Season Ticket Advance	TFL	2,136.00 GBP	Cash Receipt	

**Approval Notes**

Note	Author	Date	UCL Approval Group
No results found.			

**Approvals History**

Seq.	Date	Status	Performer	Approval Group	Comments
1	17-Apr-2020 08:41:26	Notified	[redacted]	UCL Authorised Signatories	
1	17-Apr-2020 08:41:26	Notified	[redacted]	UCL Expenses and Project Manager	

**Related Applications**

[Expense Report Details](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.  
 Action: [Approve Reject Request Information](#)

# Funding Source on Approval Notifications within MyFinance

1. The **Funding Source** on requisition approval notifications can be found next to award name:

Status Monitor > Monitor Search > Monitor Activities History >

**Purchase Requisition 2478310** for [redacted] Approve Reject More Information Request

From [redacted] Description SM Test 2  
 To [redacted] Total 52.99 GBP  
 Sent 17-Feb-2020 14:23:54 Tax (Non Recoverable) 0.00 GBP  
 ID 7192779 UCL PO Administrator [redacted]  
 Attachments

**Requisition Lines**

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (GBP)	Amount Project (GBP)	Project Number	Project Name	Task Number	Task Name	Award Number	Award Name	Funding Source	Expenditure Type	Expenditure Organization	Track As Asset	Intended Use
1	SM Test 2	SIR A WORLDWIDE LTD	G19	Each	1	52.99	52.99	54952	G19 Corlela Collet	S-ACA	Academic Salaries	178524	54952 G19 Corlela Collet	UCL - NATIONAL INSTITUTE FOR HEALTH RESEARCH UNIVERSITY COLLEGE LONDON HOSPITALS BIOMEDICAL RESEARCH CENTRE	22 Books & Subscriptions	UCL	N	

**Approval Sequence**

In Process

Num	Name	Action	Action Date	Note
4	[redacted]	Pending		
3	[redacted]	Pending		
2	[redacted]	Reserved	17-Feb-2020 14:23:53	
1	[redacted]	Submitted	17-Feb-2020 14:23:04	

**Related Applications**

[Edit Requisition](#)  
[View Requisition Details](#)  
[Open Document](#)

**Response**

Note:

[Return to Worklist](#)

2. The **Funding Source** on expense claim approval notifications can be found under **Show All Details**:

Status Monitor > Monitor Search > Monitor Activities History >

**Expense UCLXEXP449267** for [redacted] Approve Reject More Information Request

From [redacted] Person [redacted]  
 To [redacted] Cost Center A01  
 Sent 10-Apr-2020 14:47:07 Purpose Test 510023  
 ID 10396489 Report Total 100.00 GBP  
 Employee Number [redacted]  
 UPI [redacted]  
 Attachments

**Instructions**

Please approve or reject this expense claim. Please provide a Note if you reject.

**Cash and Other Expenses: Business Expenses**

[Show All Details](#) | [Show All Details](#)

Details Line	Date	Expense Type	Reimbursable Amount (GBP)	Justification	Imaged Receipt Required	Attachments
1	01-Mar-2020	Postage	100.00	test	✓	

**Expense Allocations**

Project Number	Task Number	Award Number	Funding Source	Project Expenditure Organization	Cost Center	Amount
510023	D-OTH	161135	WELLCOME TRUST	H89 Financial Accounting	D06	100
<b>Total</b>						100.00