

Business World List of Guidance - Finance

User Guide	Module	Audience
New user set up: Microsoft Authenticate and SSO Getting Started	All	All new users
Out of Office - Assign Substitutes when out of office	All	All new users
How to search for active workflows	All	All users
Requisitions	Purchasing	Users who send or receive orders/transactions/documents in workflow
Missing Goods Received	Purchasing	Users who need to raise a requisition to request goods or services
Payment without an invoice (PWI)	Purchasing	Users who raise requisitions and will also need to action the subsequent invoice
Purchase Invoice	Purchasing	Users who process payments to suppliers
Supplier Invoice	Purchasing	School users who process payments to suppliers
Setting up a new supplier	Purchasing	Users who process payments to suppliers
Has my supplier invoice been paid	Purchasing	Users who process payments to suppliers
Print a Copy Purchase Order	Purchasing	Users who raise requisitions
Setting up a County Supplies Delivery address	Purchasing	Users who raise requisitions to County Suppliers
Petty Cash Closure	Purchasing	Users who process petty cash
Petty Cash	Purchasing	Users who process petty cash
Purchase Cards	Purchasing	Purchase Card holders and/or verifiers
Purchase Card Report - PCARD06	Purchasing	Purchase Card holders and/or verifiers
Requisition Approval	Approval	All cost centre authorisers
Supplier and Purchase Invoice Approval	Approval	All cost centre authorisers
Timesheet Approval	Project Costing and Billing	Users who directly manage staff who enter timesheets in Business World
Timesheet Entry	Project Costing and Billing	Users that enter timesheets in Business World
Invoicing from IRAREV and IRACAP work orders	Project Costing and Billing	For users who use Project management Billing to charge from their own work orders to another service area (currently only applicable to Landscapes and Pest Control Sections)
PLC Invoice Approval for a Cost Centre manager	Project Costing and Billing	For costc managers who have requested work to be completed by either Landscapes or Pest Control
New Project and/or Work Order Request	Project Costing and Billing	This shouldn't be available as obsolete
Project and Work order set up	Project Costing and Billing	Users within Finance/Support that need to set up work orders to enable one service to charge another via timesheets
Sales Order (Debtors) Invoice	Sales	Users who need to raise a sales order invoice to a customer for collection of income
Sales Order (Debtors) Credit Note	Sales	Users who need to raise a sales order invoice to a customer for collection of income
Sales order printing	Sales	Users who need to raise a sales order invoice to a customer for collection of income
How to get paid	Sales	Users who need to raise a sales order invoice to a customer for collection of income
New customer creation	Sales	Users who need to raise a sales order invoice to a customer for collection of income
Local Banking	Banking Income	Users who receive income by cash or cheque
Local Banking Corrections	Banking Income	Users who receive income by cash or cheque
Unallocated Income Enquiry	Banking Income	Users who receive income by cash or cheque

The above guidance is available here: <https://staffinfo.southampton.gov.uk/finance-procurement/agresso/default.aspx>

HR guidance is not listed above but is available here:

<https://staffinfo.southampton.gov.uk/hrod/hronline/bwhelp/default.aspx>