



Business World User Guide

Title	Finance Authorisation
Summary	<p>Many documents in Business World will require authorization but the cost centre authoriser (budget holder) or manager.</p> <p>Tasks will be forwarded in workflow for approval and will arrive in the Business World tasks of the person who is the approver of the cost centre or the manager of the section depending on the type approval required.</p> <p>This guide will show you how to approve or reject tasks</p> <p>Prior reading: Business World: Getting Started guide.</p>
Audience	Finance Authorisers
Content	<ol style="list-style-type: none">1. Requisition Approval2. Further information

REQUISITION APPROVAL

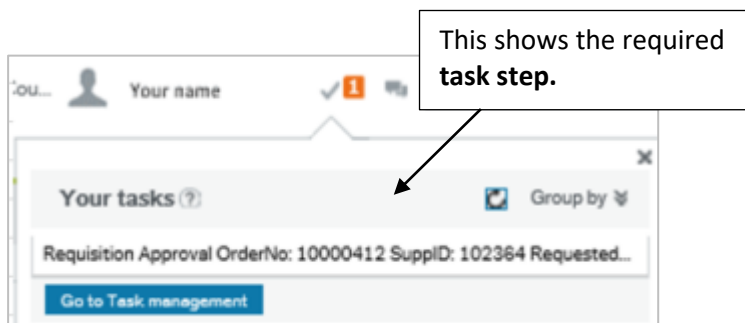
Requisitions will route to you as the Cost Centre authoriser and will be found in your Business World **Task Manager (Tasks)**.

When you receive a requisition for approval there are a number of actions that you can take which are listed below:

- Approve the whole requisition.
- Reject the whole requisition back to the Requesting Officer to either request more information, to request that they add some documentation or close the requisition line(s) as it is no longer required.
- Approve part of the requisition and/or reject part of the requisition back to the Requesting Officer to either request more information, to request that they add some documentation or close the requisition line as it is no longer required. Any lines that have been approved, aggregated to a supplier will move on in the workflow.

Workflow tasks that you are required to do are found in the Tasks button in the top right of your screen. They will show a number in orange if there is something to do.

1.1. To look at your tasks, click on the orange box – a **Your tasks** pop-up will appear.



1.2. You can now either click on **Go to Task management** or **Requisition Approval** in the **Your tasks** pop-up.

A window like the one shown below will be displayed:

The workflow log show the requesting officer and an audit trail of how the document has progressed (in this example the name has been removed)

The screenshot shows a web application window titled "Requisition Approval". It contains three main sections:

- Requisition information:** A table with fields: Resource (Your name), Updated (21/09/2019), Deliv.addr. (Civic Centre, Civic Centre Road, Southampton United Kingdom, SO14 7LY), and Requisition number (10000412).
- Workflow log (row 1):** A table with a single entry: 21/09/2019 19:21, Distributed. Below it is a comment field "(Enter a comment)" and a "Copy" button.
- Requisition details:** A table with columns: Map, Status, Funds check, Currency, Curr. amount, Quantity, Unit, Price, Product, Product descripti..., Supplier, Responsible, Delivery date, Status. It lists three items:

Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Price	Product	Product descripti...	Supplier	Responsible	Delivery date	Status
<input type="checkbox"/>			GBP	201.50	10.00	EA	20.15	LY101679	LYRECO HPC3...	102364		21/09/2019	Active
<input type="checkbox"/>			GBP	312.60	30.00	EA	10.42	LY105104	LYRECO BLAC...	102364		21/09/2019	Active
<input type="checkbox"/>			GBP	84.00	100.00	BOX	0.84	LY103596	LYRECO PLAIN...	102364		21/09/2019	Active

In the example above there are three requisition lines. Use the vertical and horizontal scroll bars to move around the window.

If you move further down the window you can see the **Product text** section. This is where you will see any additional text that has been entered on the requisition line.

The screenshot shows two sections of the application:


- Additional information:** Contains a "Product text" field which is currently empty.
- GL Analysis:** A table with columns: Map, Status, Funds check, Account, Costc, Analysis, Legentity, Tax code, Tax system, Percentage, Amount. It shows a single row of data:

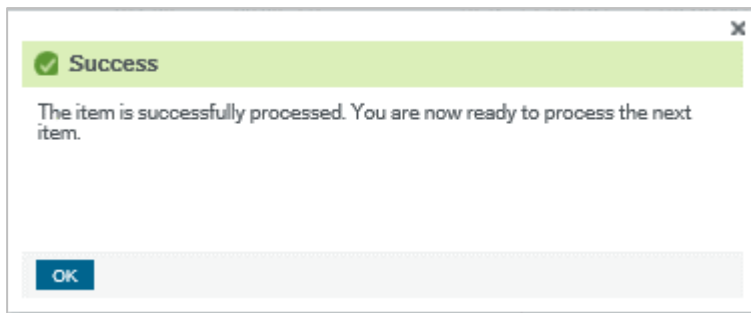
Map	Status	Funds check	Account	Costc	Analysis	Legentity	Tax code	Tax system	Percentage	Amount
<input type="checkbox"/>			A40100	AT0030		SO	P1		100.00	201.50
Σ									100.00	201.50

You will also see the **GL Analysis** section where you can view the coding

In the bottom left hand corner of the window there are two buttons that you can use to action the requisition and these are listed in the table below:

Approve	Will approve the whole requisition and it will move on in workflow
Reject	This will reject the whole requisition which will be routed back to the Requesting Officer
Advanced Mode	Takes you to a window where you can approve or reject part of a requisition

To approve the whole requisition click on the  button. The following message will be displayed:



Click OK.


If you have completed all your approvals click X to leave the Requisition approval window.



The requisition will now be converted to a purchase order and sent to the supplier automatically all will be returned to the Requesting Officer to send on to the supplier.

REQUISITION APPROVAL

If you have received a requisition in your tasks and you want to reject it all access the requisition approval as in steps 1.1 and 1.2 above

To reject the document click on the  button in the bottom left hand corner. A rejection reason box will pop up and you will need to enter a reason you are rejecting the document so the Requesting Officer knows what to do when it is returned to them.

Requisition Approval - Reject

Enter your comment Please can you increase the quantity of item LY101679 from 10 to 20

Reject

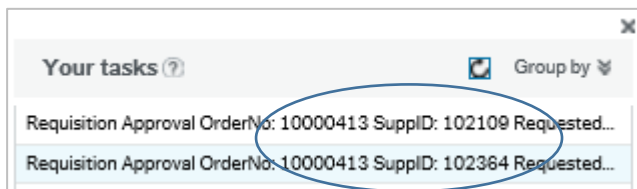
Click the here

The requisition will now be returned to the Requesting Officer.

APPROVING PART OF A REQUISITION

If you have received a requisition which has requests for goods and services and it is to more than one supplier, you may want to approve part of it and/or reject part it. You can do so by following the process below:

Open the requisition from your Tasks to view it. You can tell that a requisition has been raised to more than one supplier as it is shown more than once in your Tasks. When you open it, all lines to all suppliers will be shown on the one requisition.



In the example below you can see there are four lines and two supplier id's.

Requisition details											
<input type="checkbox"/>	Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Price	Product	Product descripti...	Supplier
<input type="checkbox"/>				GBP	201.50	10.00	EA	20.15	LY101679	LYRECO HP C3...	102364
<input type="checkbox"/>				GBP	312.60	30.00	EA	10.42	LY105104	LYRECO BLAC...	102364
<input type="checkbox"/>				GBP	84.00	100.00	BOX	0.84	LY103596	LYRECO PLAIN...	102364
<input type="checkbox"/>				GBP	50.00	1.00	UN	50.00	QA40100	Equipment Purc...	102109
Σ					648.10						

Advanced mode

In order to approve part of the requisition you will need to click on the **Advanced mode** button in the bottom left hand corner of your window. The button will now show as **Simple Mode** but you are actually now in the **Advanced mode** (and if you click back on **Simple Mode**, it will take you back to the original window).

To approve or reject only some of the lines you will need to click on the line(s) to tick them for selection.

Requisition details									
<input type="checkbox"/>	Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Price	Product
<input checked="" type="checkbox"/>				GBP	201.50	10.00	EA	20.15	LY101679
<input checked="" type="checkbox"/>				GBP	312.60	30.00	EA	10.42	LY105104
<input type="checkbox"/>				GBP	84.00	100.00	BOX	0.84	LY103596
<input type="checkbox"/>				GBP	50.00	1.00	UN	50.00	QA40100
Σ					648.10				
<input type="button" value="Kit components"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Undo"/>									

Once you have selected the required lines you can click here

The status on the lines should show the word **Approve** in green lettering.

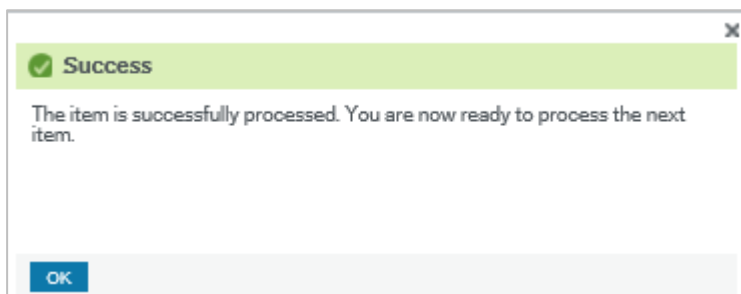
Requisition details									
<input type="checkbox"/>	Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Price	Product
<input type="checkbox"/>		Approve		GBP	201.50	10.00	EA	20.15	LY101679
<input type="checkbox"/>		Approve		GBP	312.60	30.00	EA	10.42	LY105104
<input type="checkbox"/>				GBP	84.00	100.00	BOX	0.84	LY103596
<input type="checkbox"/>				GBP	50.00	1.00	UN	50.00	QA40100

Repeat the process above by highlighting the line you want to reject this time and click the **Reject** button.

Requisition details									
<input type="checkbox"/>	Map	Status	Funds check	Currency	Curr. amount	Quantity	Unit	Price	Product
<input type="checkbox"/>		Approve		GBP	201.50	10.00	EA	20.15	LY101679
<input type="checkbox"/>		Approve		GBP	312.60	30.00	EA	10.42	LY105104
<input type="checkbox"/>		Reject		GBP	84.00	100.00	BOX	0.84	LY103596
<input type="checkbox"/>		Reject		GBP	50.00	1.00	UN	50.00	QA40100
Σ					648.10				
<input type="button" value="Kit components"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Undo"/>									

If you have made a mistake on any of the lines, select the line(s) and click **Undo**.

Now click on the **Simple Mode** button to take you back to the original window and click **Approve**



Note: even though you are clicking on **Approve** in this final stage it will only approve those lines you selected and will reject the lines you rejected

FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at Business.World@southampton.gov.uk.

Please also find a link to the Business World FAQs on Staff Stuff [here](#).