Adapt IT Consulting and Training

INTEGRATOR 4.1 – TRAINING MANUAL
Finance System

Finance *i*Enabler

First edition: May 2018

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Contents

Couse Overview

Welcome to the ITS Integrator course for the Finance iEnabler subsystem. This course is designed to equip you with the skills and knowledge you need to use the Finance system on Integrator. In fact, this course is essential for anybody who is responsible for maintaining the Finance iEnabler.

Course duration

3 Days

Pre-requisite knowledge and skills

Before you can register for this course, you must have attended the interface training; this is where you will be taught on the look and feel of the system, as well as the knowledge to navigate through the system. You should also have a basic knowledge of the ITS Integrator system.

Course content

The course structure is divided into modules and covers the following:

Subsystem	Modules
Finance iEnabler	• Set up of Finance iEnabler • Access control management • How to log on to the Finance iEnabler for the first time without a pin • Maintain user defaults • How to maintain requisition classifications • How to create a non-defined requisition • How to override or reject insufficient funds • How to create a store item requisition • How to query budget reports • Difference between a budget query (financial) and a budget query (non-finance) report • How to query cost centre reports • Difference between a cost centre query (financial) and a cost centre query (non-finance) report • Handling GRV's in the iEnabler

Learning outcomes

On completion of this course, the trainee should be able to:

- Correctly set up and maintain the required web Finance subsystem parameters within the back-office Finance subsystem's code structures.
- Inform / educate employees on the correct use of the Finance iEnabler system.
- Maintain the back-office Finance subsystems with data from the Finance iEnabler system.
- Educate / inform staff on how to utilise the Finance iEnabler.
- Perform routine operational functions to maintain both

Module Structure

Each module contains the following parts:

Specific outcomes and assessment criteria

The specific outcomes and assessment criteria are very important because they state what is expected of you and how you will be assessed i.e. how you will know whether you have achieved the specific outcomes.

Introduction

Each module starts with a statement of the content and learning outcomes for that module to introduce you to the subject matter of the module. Suggested time allocation is also indicated. Bear in mind that the time allocation is only a guide and some people will take longer than others to complete the same task. The timeframe can also be longer if you choose to look up content from other resources.

Content

Module content consists of information moving from system pre-requisites to operational and menu management issues. The content is subdivided into topics, tasks, procedures and other information arranged in a logical sequence and broken down into small, connected and understandable units. This content can be supplemented by support materials such as PowerPoint presentations, worksheets, hand-outs, etc.

Acronyms, Glossary and Terminology

As far as possible, the workbook uses clear and non-technical language. However, it is inevitable that you will be introduced to new terminology or be faced with the use of acronyms to describe or explain the contents of this manual. All terminology and/or acronyms used will be explained in the content, but you will also find separate structured tables at the end of this manual.

MODULE

1

1 Set-up of Finance iEnabler

Specific outcomes

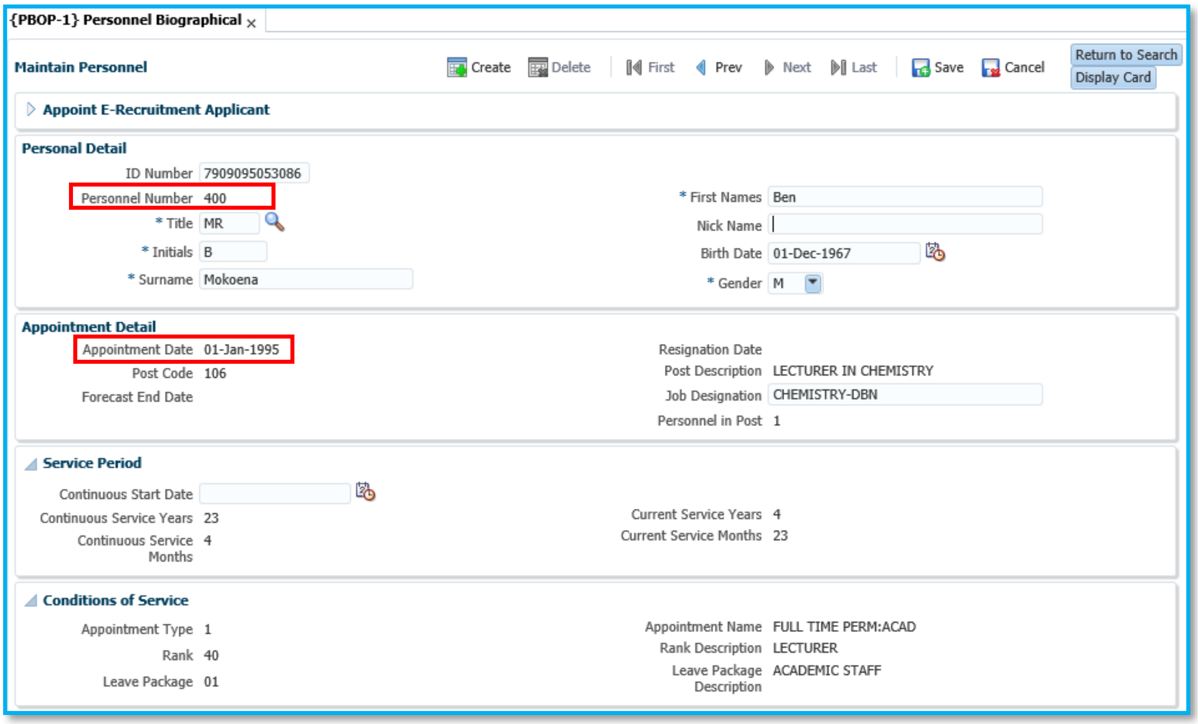
On completion of this module, you will be able to:

- Create a User
- Link users to specific programmes and menu options
- Set up the Finance iEnabler

1.1 Personnel Biographical Detail {PBOP-1}

This screen may be used for the appointment of new Personnel members as well as the maintenance of the Biographical Detail of existing Personnel members. A personnel biographical record may not be deleted because this record is the foundation for the HR system to identify a person uniquely on the ITS system. This record is also critical for the Payroll System because, without a biographical record a person will not be included in the normal salary calculation. The first step in the process of appointing a new personnel member would be to create a biographical record. The user must have a personnel number assigned to him/her in the option Personnel Biographical {PBOP-1}. A User without a personnel number will not be allowed to work on the Finance iEnabler. If no biographical exists, ask the Human Resources department to create a record on {PBOP-1b2}.

1.1.1 Personal Details {PBOP-1b2}



Fields to emphasise:

ID Number: Validations

- The system will not allow two Personnel Biographical records with the same ID Number (The first 10 digits are compared).
  - For South African Institutions
  - Must be 13 digits in length
  - Must match birth date and gender
  - Must be a Modulus 13 number
- For South African Institutions, the ID number is mandatory if The Nature of Person is A,C or M, but optional if the Nature of Person is B.

Personnel Number: The personnel number is the unique identifier of a personnel member in the ITS System.

- The program may be configured to automatically generate a personnel number by switching validation (AN)-Personnel Number Generation in the Validation Control {GOPS-22} to (Y)es.
- In this case the user may not supply a number as the system will generate the number.
- The generated number will be the Next Personnel Number in the Recruitment System Parameters {PRMT-3}.
- After the number is used once, the system will automatically increase the Next Personnel Number by 1.

The program will validate that the number is less than or equal to the Maximum Number entered in the Institutional Information {GCS-1}. The validation (PD)-Prevent Duplicate Numbers in the Validation Control {GOPS-22} is set to (Y)es. This validation is permanently switched on.

Title: This is a mandatory field. The title must be entered, preferably in the person's preferred language for correspondence to be produced correctly. Titles may be maintained in Title Types {GCS-9}.

Initials: Up to six initials, preferably without embedded spaces, must be entered.

Surname: In this mandatory field (and First Names below) the system will accept both upper and lower-case characters. An internal convention in this regard should be established by the institution to ensure consistent and neat reports.

First Names: This is a mandatory field.

Nickname: This is an optional field.

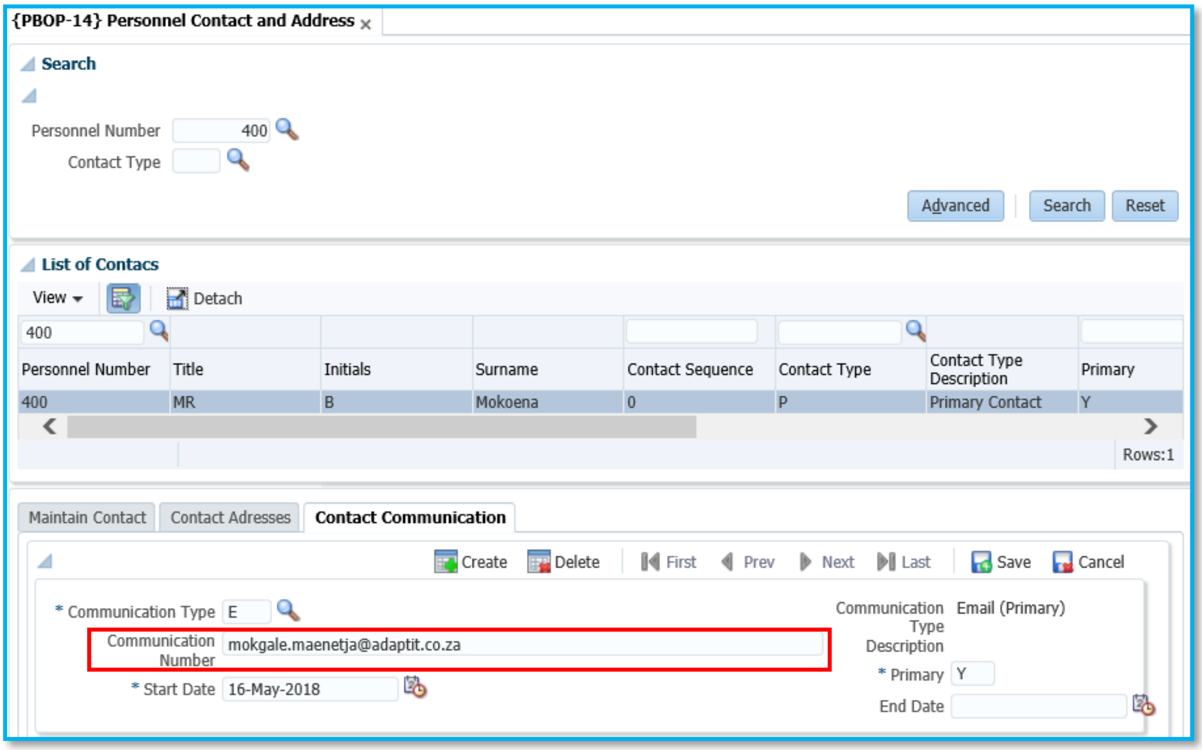
Birth Date: The field is mandatory for new records created through this screen. The field is also mandatory for permanent employees (i.e. where the employee's Appointment Type is indicated as (P)ermanent). For South African Institutions, the system will validate that the first 6 numbers of the ID number correlate with the birth date.

Gender: This field is mandatory. (Male / Female).

Personnel numbers where the appointment date is greater than the system date or the resignation date is less than the system date will not be allowed into the Finance Web System.

1.1.2 Personnel Contact and Address {PBOP-14}

The user should also have a valid email address added to their communication detail on {PBOP-14}.


{PBOP-14} Personnel Contact and Address
Search
Personnel Number 400
Contact Type
Advanced
Search
Reset
List of Contacs
View
Detach
Personnel Number
Title
Initials
Surname
Contact Sequence
Contact Type
Contact Type Description
Primary
400
MR
B
Mokoena
0
P
Primary Contact
Y
Rows:1
Maintain Contact
Contact Adresses
Contact Communication
Create
Delete
First
Prev
Next
Last
Save
Cancel
* Communication Type E
Communication Number mokgale.maenetja@adaptit.co.za
* Start Date 16-May-2018
Communication Type Description Email (Primary)
* Primary Y
End Date

MODULE

2

2 Access Control Management

Specific outcomes

On completion of this module, you will be able to:

- Control iEnabler user access
- Maintain user access definitions
- Link users to functions
- Set-up Finance iEnabler routing
- Set-up document retrieval and storage
- Set-up the display terms of the approval message
- Define finance user control

2.1 Introduction

During install, a generic function WEBS is installed on {USERS-2}. This Function Webs allows open access to ALL USERS with a Personnel Number, because it links automatically to all users with a personnel number. Options of ALL iEnablers are linked to function WEBS and therefore users will automatically have access to all options on the Finance iEnabler.

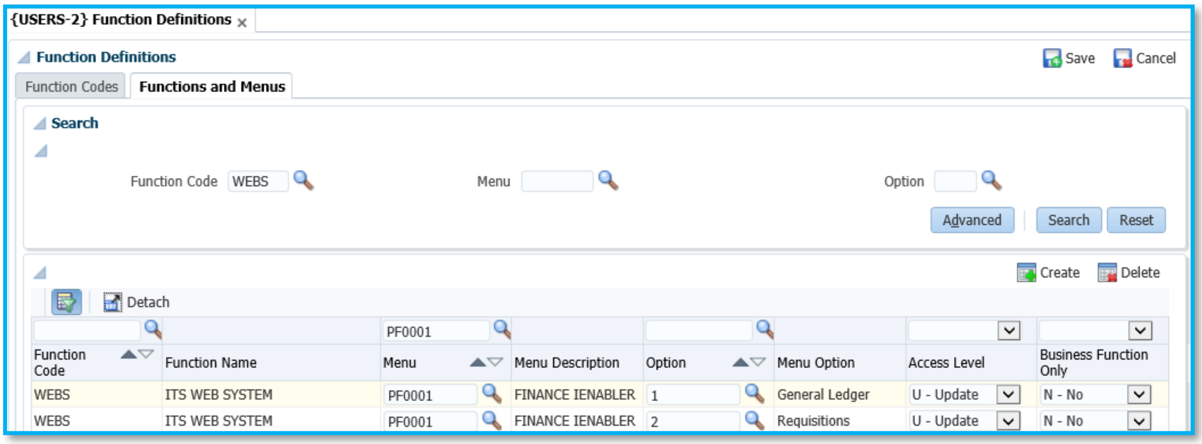
2.1 How to Control User Access

In this two-Tab option, the Control Officer can define Functions and subsequently link specific Menu Options to these functions. When the grouping of menu options to functions has been done, users can be linked to these under option {USERS-3}, TAB Individual User Functions in the System.
Query WEBS on block 2, Remove all Finance iEnabler programmes from this generic WEBS function. The programmes are:

- PF0001 – 1;2
- PR0001 – 1,2,3,4,5,6,7,8;
- PG0001 – 1,2,3,4,5,6;
- PGR001 – 1;2;3;4;5

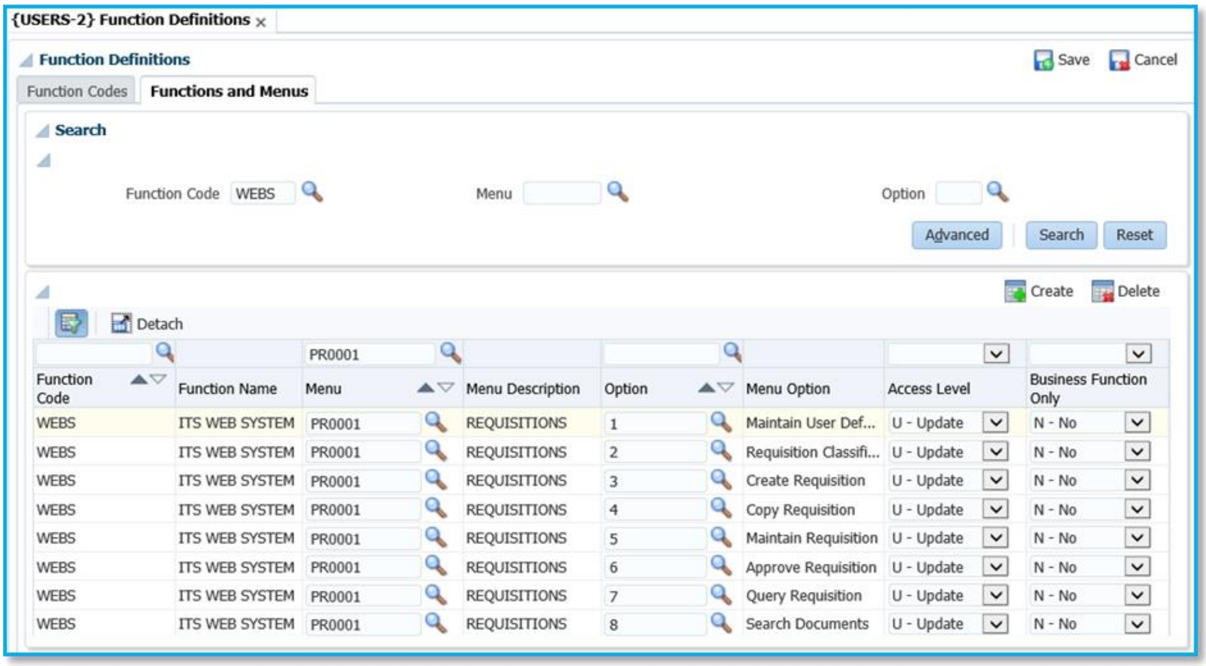
2.1.1 Functions Definitions PF0001 {USERS-2}

Query WEBS on block 2, remove all Finance iEnabler programmes from this generic WEBS function. The programmes are: PF0001 – 1,2



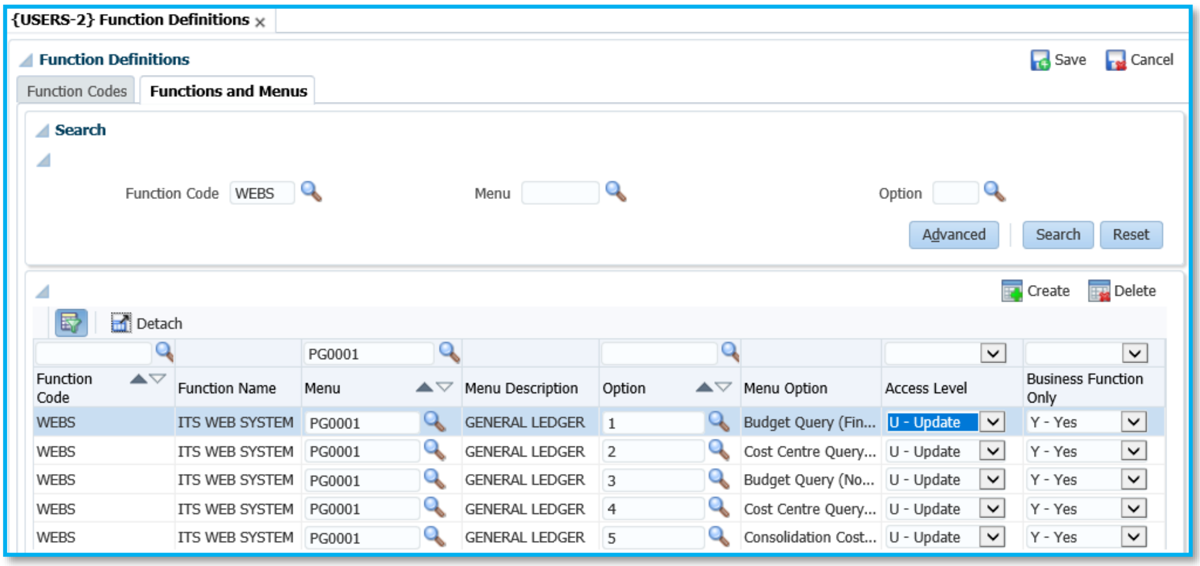
2.1.2 Functions Definitions PR0001 {USERS-2}

Query WEBS on block 2, remove all Finance iEnabler programmes from this generic WEBS function. The programmes are: PR0001 – 1,2,3,4,5,6,7,8



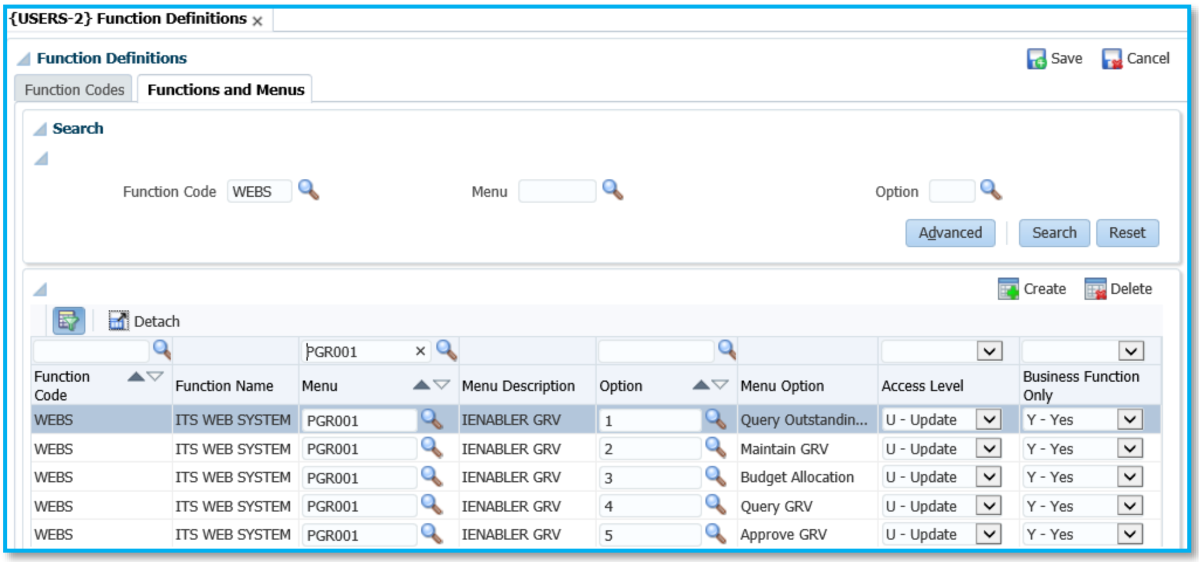
2.1.3 Function Definition PG0001 {USERS-2b2}

Query WEBS on block 2, remove all Finance iEnabler programmes from this generic WEBS function. The programmes are: PG0001-1,2,3,4,5



2.1.4 Function Definition PGR001 {USERS-2b2}

Query WEBS on block 2, remove all Finance iEnabler programmes from this generic WEBS function. The programmes are: PGR001-1,2,3,4,5



Function Code	Function Name	Menu	Menu Description	Option	Menu Option	Access Level	Business Function Only
WEBS	ITS WEB SYSTEM	PGR001	IENABLER GRV	1	Query Outstandin...	U - Update	Y - Yes
WEBS	ITS WEB SYSTEM	PGR001	IENABLER GRV	2	Maintain GRV	U - Update	Y - Yes
WEBS	ITS WEB SYSTEM	PGR001	IENABLER GRV	3	Budget Allocation	U - Update	Y - Yes
WEBS	ITS WEB SYSTEM	PGR001	IENABLER GRV	4	Query GRV	U - Update	Y - Yes
WEBS	ITS WEB SYSTEM	PGR001	IENABLER GRV	5	Approve GRV	U - Update	Y - Yes

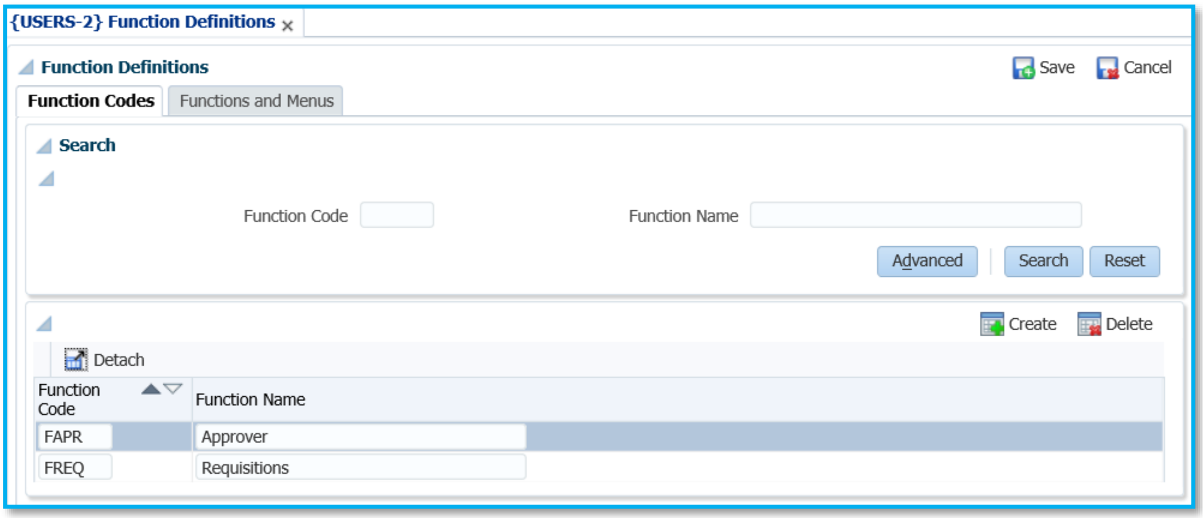
Fields to emphasise:

Function: One of the Functions defined above must be entered here. The name of the Function Code will display.
Menu: The Code of a Menu to be linked to this Function must be supplied.
Option: The Option of the Menu to be linked to this Function must be supplied.
Access Level: The level can be either (U)pdate or (S)elect, granting the user of this function / menu option combination either total or only limited ("Select") access into the database. Although this is a mandatory field, it will only be used by the system in the case of lowest level options. A limitation of "S" on a higher-level menu will therefore not preclude updating under a lowest level option if that lowest level option is indicated as "U". Access control will not be done to menu options that lead to other menus.
Business. Function Only: Tick this field if Menu Option can only be Accessed from Business Functions

A function will typically consist of many records: and one menu option could appear in any number of functions. If a function should for example access only one report in a sub-system, then access can be provided to that report option only. The system will, however, preclude two functions to be linked to the same user, if those two functions include the same menu option.

2.1.5 Create New Functions {USERS-2b1}

This menu option allows you to create new functions for a user which will be later linked in menu option {USERS-5}. All fields in this option are mandatory.

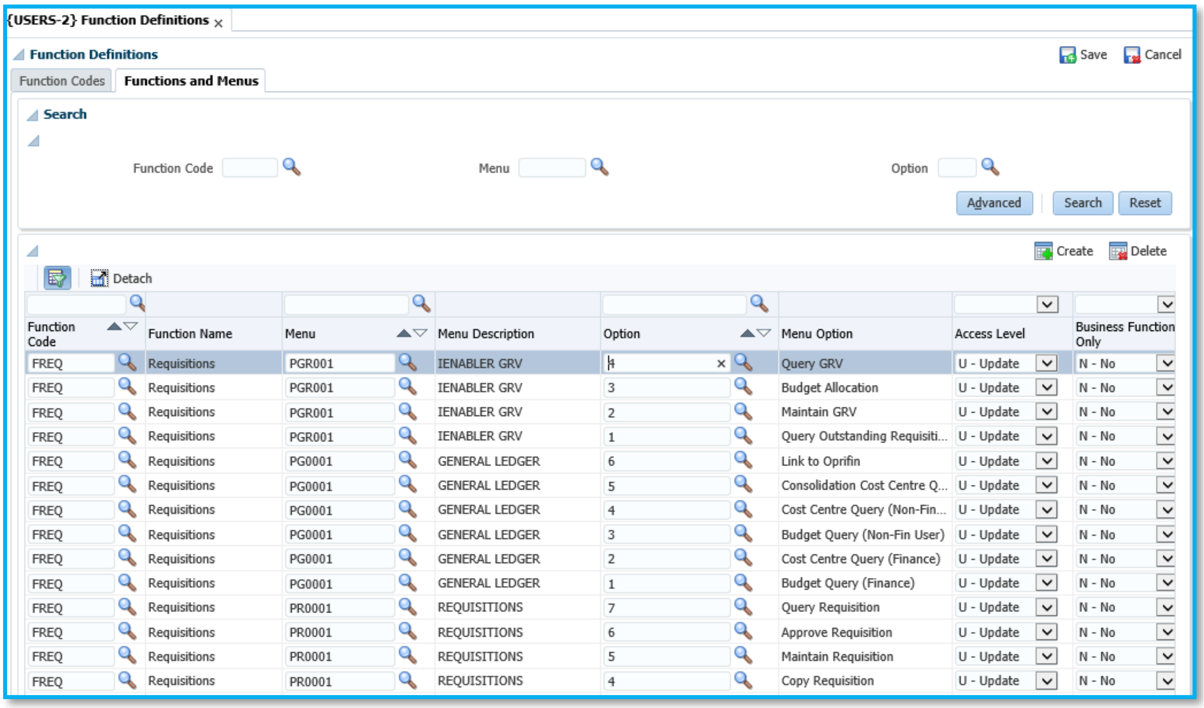


Fields to emphasise:

Code: A unique code to identify the function to be declared.
Description: The name of this function.
Date: If the date is greater that 01-Jan-1980, then Function will not be Released to Clients.

2.1.6 Link the Programmes {USERS-2b2}

All fields in this option are mandatory



Fields to emphasise:

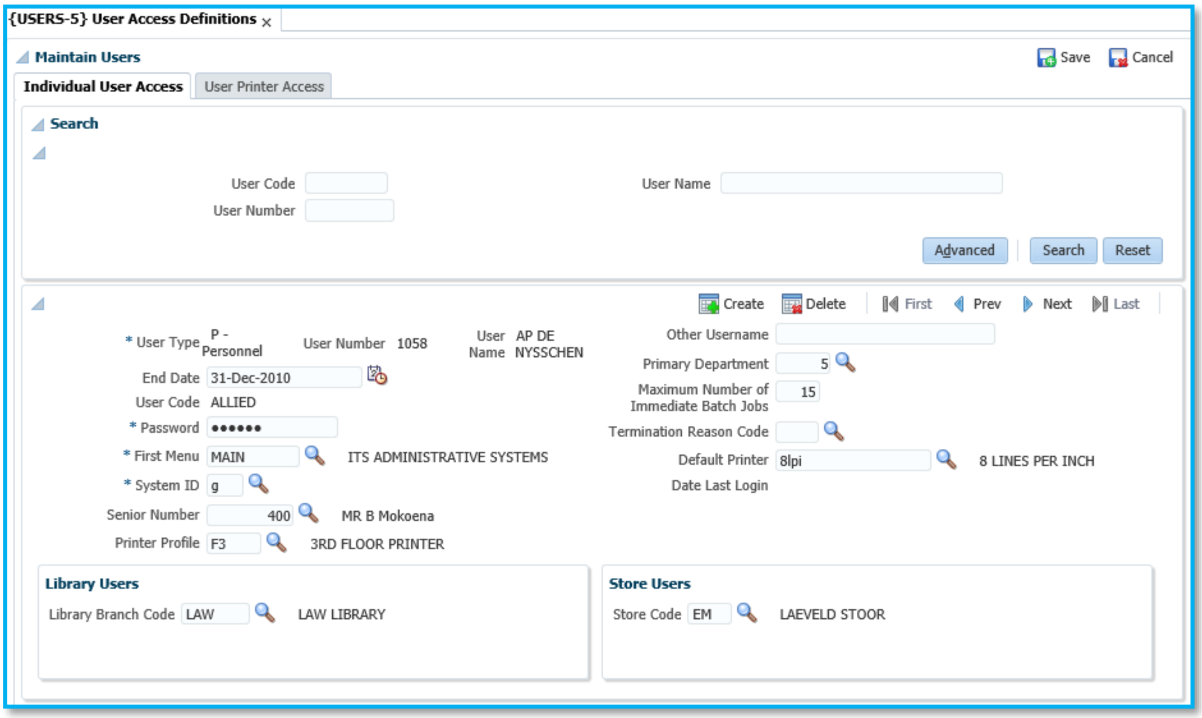
Function: One of the Functions defined above must be entered here. The name of the Function Code will display.
Menu: The Code of a Menu to be linked to this Function must be supplied.
Option: The Option of the Menu to be linked to this Function must be supplied.
Access Level: The level can be either (U)pdate or (S)elect, granting the user of this function / menu option combination either total or only limited ("Select") access into the database. Although this is a mandatory field, it will only be used by the system in the case of lowest level options. A limitation of "S" on a higher-level menu will therefore not preclude updating under a lowest level option if that lowest level option is indicated as "U". Access control will not be done to menu options that lead to other menus.
Bus. Function. Only: Tick this field if Menu Option can only be Accessed from Business Functions

A function will typically consist of many records: and one menu option could appear in any number of functions. If a function should for example access only one report in a sub-system, then access can be provided to that report option only.

The system will, however, preclude two functions to be linked to the same user, if those two functions include the same menu option.

2.2 User Access Definitions {USERS-5}

This option is used to create ITS users. The user must exist in the Personnel, Student or General system. User codes, passwords and printer detail may be linked. The Financial User Block has been removed from {USERS-5}, use {FCSM-5}.



Fields to emphasise:

Type: The type of user: (P)ersonnel, (S)tudent or (O)ther. (The user is not allowed to change a O to P type, if no record exists in {PBOP-1}.) Not updateable.
Number: Every user of the system must be given a unique nine-digit number. It could be useful if the Personnel Number, as defined in the Personnel System, is used for this purpose. If a number is entered here, the system will retrieve the name from the applicable system, if it exists there. It is possible, however, to create complete new records here without reference to the Personnel or Student Systems.
Name: The name of the user.
User Code: The login name used by the person on the ITS systems. This name should preferably be unique, but can be the same for a group of people, e.g. temporary staff. Not updateable.
First Menu: The code is entered and the corresponding description will be displayed. The code entered here will determine the starting menu the user will see when logging into the system.
Password: The password of the user is entered here. The user can later alter this value, at will, when logging into the system. This field is also not being mandatory and the user will be prompted to issue this at first login. The entered value will not be displayed for security reasons.
System ID: The ID of the system this person belongs to and on which, use of the SQL Generator on. Further refinement in access control by the SQL Generator, is dealt with on its own. Mandatory field, default = g.
Senior: For Users where Person Type is "P - Personnel", the Senior as entered in the Personnel Biographical {PBOP-1} will display here. The information in this field may be used in the iEnabler Application for User Access
Printer Profile: The printer profile this to which this user will be linked for new records entered here.
Other Username: The Other Username for this user, other than the ITS Username that a user can use to login to for example in Active Directory, NOVELL etc.
Primary Department: The Primary Department of the personnel number used in A above is displayed and may be queried.
End Date: Date on which current user has no more access to the ITS system.

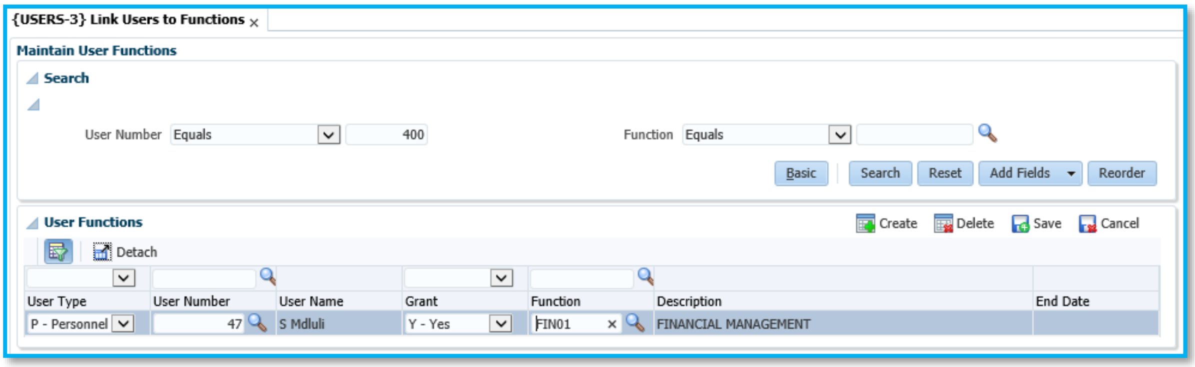
- When a Personnel Member is "Resigned" (Refer to Service Records {PBOP-2}), the date will be populated into the 'End Date' field, where the user Type is (P)ersonnel.
- When an expiry date is inserted for an "O"ther User {BOPS-22}/{GOPS-3}, the date will be populated into the 'End Date' field, where the user Type is (O)ther.
- When an expiry date is inserted in the Student Biographical Detail {SREGB-1}, the date will be populated into the 'End Date' field, where the user Type is (S)tudent.

Maximum Number of Concurrent Logins: This is the maximum number of times that a user may log in at one time. A value of zero indicates no maximum value is applicable.
Maximum Number of Login Tries: The number of times a user can log on, is set in default in {BATCH-1}. In this field the system operator can see how many times a user has logged in incorrectly. If the user has exceeded the maximum number of login tries, he/she will be blocked from logging in. This field must be cleared to enable the user to log on again.
Maximum Number of Immediate Batch Jobs: Enter the maximum number of immediate batch jobs that this user can run. This field should be entered to allow the user to generate Immediate Batch jobs.
Termination Reason Code: For records with an End Date, the Termination Reason {GCS2-25} must be entered.
Termination Reason: The description of the Termination Reason. Display field only.
Default Printer: The default printer for this user. This printer will be used for the stores vouchers, registration printouts, or any other printing that must be done on a per system / per user basis. A LIST

OF VALUES is available on the printers defined in {GPRT-1}.
Date Last Logged In: The last date that the User logged in. Display field only.

2.3 Link Users to Functions {USERS-3}

This option should be used in the distributed access control mode. This option checks that the granter of a Function has a "GRANT = Y" in the grants field. The granter may thus only grant Access to other users, to those functions which they themselves have been granted access (with a grant option = "Y"). {GOPS-4} (Grant Function to Users) vs {USERS-3} (Link Users to Functions).
Only high-level system administrators should have access to menu option {GOPS-4}. In here, anybody can 'grant' as well as give 'process' access to anybody. You do not have to have a 'grant' access to a function to give either a 'grant' access or a 'process' access to anybody. Keep in mind that if you create a function in menu option {USERS-2} (Function Definitions), an entry is automatically created for you in {GOPS-4} (and USERS-3) with a 'grant' access option.



Fields to emphasise:

User Number: The user number defined in {USERS-5}, TAB - Individual User Access Definition, must be entered: the name of the user will be displayed automatically.
User Type: Radio Group:

- S-Student
- P-Personnel
- O-Other.

Grant: May this user, furthermore grant access on this option? If this is a (Y)es, then this user has the right to grant other users access to this function. A (N)o or a NULL is regarded as a NO. The latter record is required for a user to have access for herself / himself. NB: Should a user want to access the menu's and want to give access to other users for this function, then you must have 2 records for this function, one blank and one with a 'Y'.
Function: The function codes, which describe the task to be performed by the user, must be entered here. The function code is any one or more of the function codes defined in option {USERS-2}, TAB - Function Codes and Descriptions.
End Date: Date on which current user has no more access to the ITS system.

- When a Personnel Member is "Resigned" (Refer to service Records {PBOP-2}), the date will be populated into the 'End Date' field, where the user Type is (P)ersonnel.
- When an expiry date is inserted for an "O"ther User {BOPS-22}/ {GOPS-3}, the date will be populated into the 'End Date' field, where the user Type is (O)ther.

- When an expiry date is inserted in the Student Biographical Detail {SREGB-1}, the date will be populated into the 'End Date' field, where the user Type is (S)tudent.

Display field only

Any number of functions can be linked to a single user, but the system will preclude cases where the same menu option occurs more than once in the functions to be linked to a single user. The message: "Duplicate Menu / Option combination given to this person" will be displayed in such cases.

2.4 Setup for Routing

ITS will install the Routing Entry Types FBUY, FINS, FAP1, FAP2 and FREQ. These will be setup on {GROU-1}.

The following is an explanation of each of these functions:

FBUY: PM Buyer notification

If there are items in the requisition that needs buyer attention, the system will start this route to notify the buyer or the default buyer of the request. This default can be an Alias or the Chief Buyer email address. The institution must maintain this Default Email address on option {GROU-1}. In block 2 query this routing entry type for sequence 2 and update the field User/Email with the default value.

FINS: PM Insufficient funds notification

If there is Item in the Requisition that has insufficient funds, then the system will start this route to notify the Personnel that can do the overriding or rejection.

FAP1:PM 1st Approval notification

All Requisition Items must be approved by a 1st or 2nd level Approval. The system will start this route to notify the Personnel that can do the Approval or rejection.

FAP2: PM 2nd Approval notification

All Requisition Items must be approved by a 2nd level Approval if:

The system operational definition code EY “Number of Electronic Authorisation” is equal to 2

And the system operational definition code EZ “2nd Electronic Authorisation Minimum Amount” is less than the Amount that is allocated to the GLA.

The system will start this route to notify the Personnel that they can do the Approval or rejection.

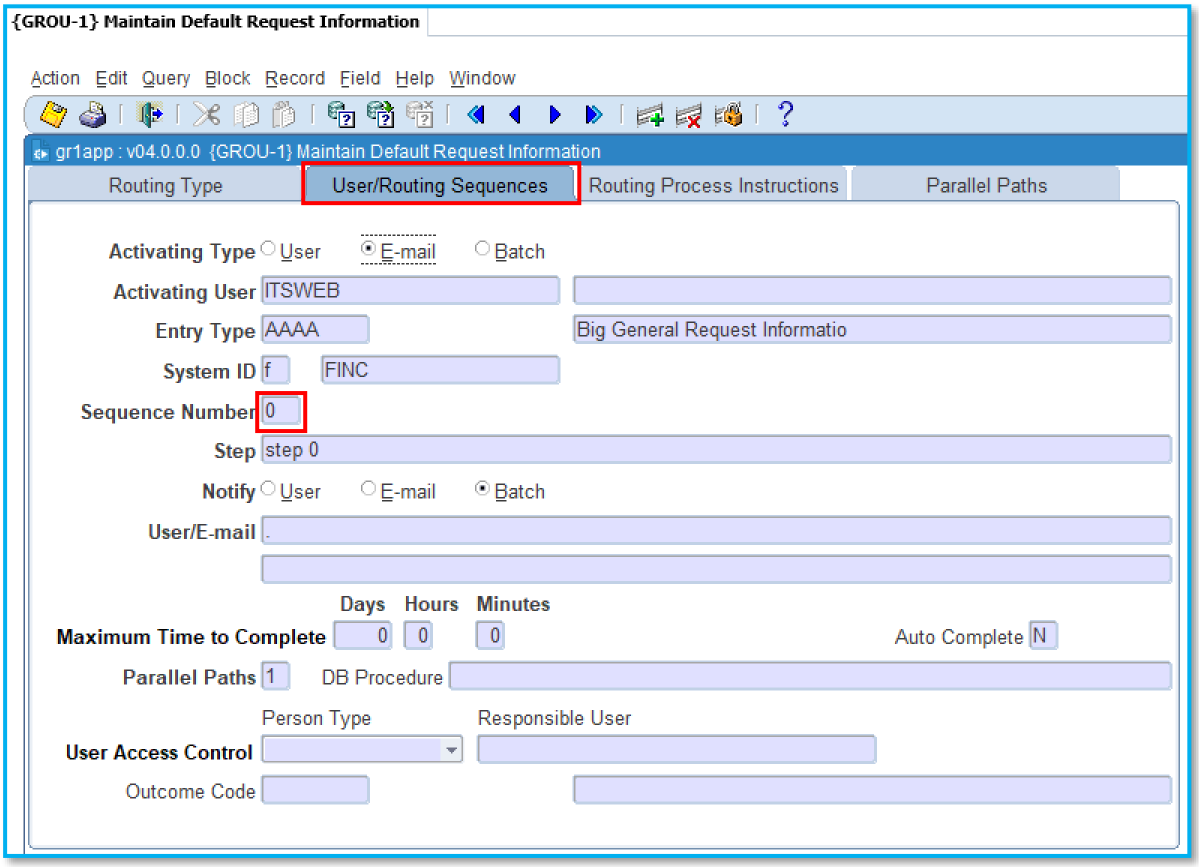
FREQ: PM Request Complete notification

As soon as the above processes are completed on the requisition, then this route will notify the Originating user and, depending on the data, the Buyer and/or Store Department of the requisition that is ready to be ordered and/or issued. This Route needs the default Email Address of the Buyer and Store Department.

2.4.1 Maintain Default Request Information {GROU-1b2}

This option is used to set up the default route definitions. This information will be used by the routing programs to set off each step in the different routing process after an outcome is entered for an active step. It is the code structure option for routing. Query this Routing Entry Type for Sequence Number

User/Routing Sequences



Fields to Emphasise:

Activating Type: Routing Requests for this Route initiated by a:

- (U)ser
- (E)mail or
- (B)atch Process

Activating User: The user code for the user who activates routing requests of this Route or ITSWEB or ALL

- If this code is ALL, it is applicable to all users
- If the user is entered as ITSWEB, this will indicate that routing requests will be initiated from the ITS iEnabler Systems.

The system uses this value when creating a routing request, but will always look for an entry for a specific user, before ITSWEB or the ALL option is used. This means that if a structure is in place for a

specific user and that specific user starts a route for this routing type, the system will use his/her route instead of the default ITSWEB or ALL.
Entry Type: Enter the type of routing entry as created in block 1. A List of Values will display all valid codes
System ID: The System ID from Block 1 will display.
Sequence Number: Enter routing sequence (step) number of the routing
process. A user may not create a record for sequence '0', as this is generally used by the pre-defined system Routing Entries as a starting point.
An exception is Request for Information Application Routes that should start at sequence zero. For information about the Request for Information refer to Web Information Request Types {GCS-30} and Web Information Request Data Model {GCS-31}.
Step: Enter the description of the process of the step. It will also be used as the Subject in the Email, should the sequence be set up to send an Email.
User/Email/Batch: (U)ser, (E)mail or (B)atch. This field partly indicates the person who will be notified that the sequence (step) needs to be completed

- (U)ser indicates that a user of the ITS System will be notified through the Work List.
- (E)mail indicates that the step will send out an Email message.
- (B)atch indicates that the step is used to join two or more parallel paths into a single step for a pre-defined outcome. (B)atch is also used where a database procedure is used to manipulate data in the system. The procedure would then complete the step.

The Outcome of a Batch Routing Sequence (step) cannot be updated by a user in the option Update a Routing Request {GROU-3}. This should be done by the specific program or database procedure using the routing system. An Email routing sequence may be set to Automatically Complete.

User/Email: The user code or e-mail address according to previous indicator.
The following parameters may be used to identify the email address of a user: aa,bb,cc, whereby:
If 'aa' ='SL", the system will use the Email instruction lines of the Routing Request where

- 'bb' = Sequence (step) number of the Routing Request and
- 'cc' = the line number of the 'bb' Sequence (step)
- e.g. $SL,0,1$ implies that the email address is read from the instruction field of the sequence (step) = 0, line 1.

If 'aa' = 'AD', an Email address from the Personnel System will be used where

- 'bb' = personnel address type
- 'cc' = personnel number
- e.g. $AD,E,4784$ implies that an email address is read from the communication number field of communication type = 'E', contact sequence number = 0 of the personnel number 4784.

That the dollar signs "$" must be included and there may be nothing else in the field when using this notation. Also note that mail can be sent to a pre-determined list of recipients by making use of valid, generic email alias structures i.e. (HumanResources@institution.ac.za)

Maximum Time to Complete: The time to complete will only be used if the action is overdue. If no outcome was assigned to the sequence within this time, the system will automatically complete the sequence and set the outcome to (T)imeout. A combination of zero Days, zero Hours and zero Minutes will not trigger an overdue status.

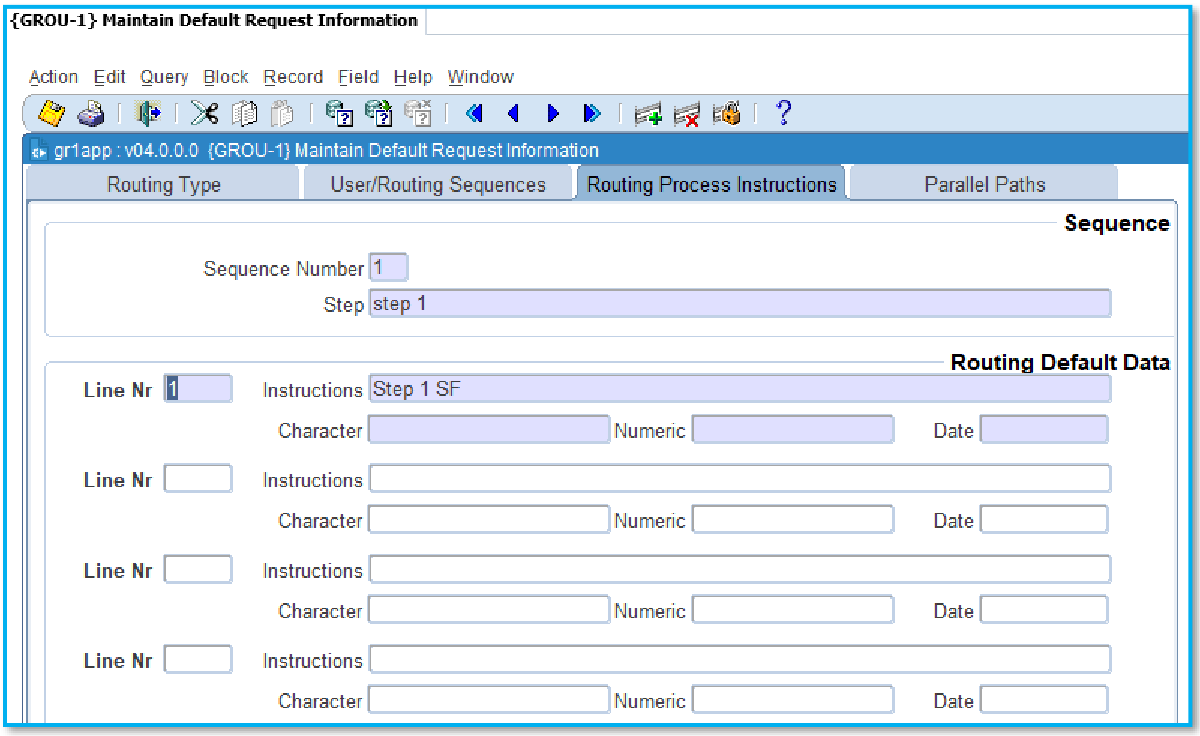
Auto Complete [N]: (Y)es or (N)o. This field is used to indicate if the sequence (step) should complete itself. The last sequence (step) of a Route should be linked to a (Y)es to indicate that this routing process is completed. Any Sequence (step) marked as Auto Complete (Y)es, will automatically link to an Outcome of (A)uto Completed when the record is created. If this is an Email type sequence then mail will be sent, whereas if it is a User type sequence, the user will not be notified in the ITS system.
Parallel Paths: This should always be 1, except where the field User/Email/Batch above is set to (B)atch where the number of parallel paths that should be completed before this step may be completed should be entered. For (B)atch Steps, the sequence (step) will only be completed once the number of directly preceding sequences leading to this step as indicated here is completed.
DB Procedure: If this step should execute a database procedure, the name of the procedure should be entered here. This procedure typically updates detail in the ITS Sub-systems and then populates the outcome of this sequence. See the individual sub-systems for further information.
User Access Control: The following two fields are used to allow a specific user to add an outcome on this sequence (step) via interfaces on the Web system. These web interfaces are specific to certain parts of the web system and the user must be logged on for this interface to work. The user will only see the records/sequences that are pertinent to him/her.
Person Type: (P)ersonnel Member, (S)tudent (O)ther
Responsible User: The specific user who should access the sequence record for approval/rejection. The specific personnel/student number may be entered here or system parameters may be used such as "$SL,0,13$". See the field User/Email above for detail about the notation.
Outcome Code: This field is used to automatically complete a step where the responsible user is the same as a previous sequence. However, this will only happen if the previous sequence did not have a timeout. This may be used to prevent Senior Personnel Members being required to approve the same Application more than once in Routing Entry Types with multiple levels of approval (for instance when one of the deputies of the CEO of an institution wishes to take leave.).

2.4.2 Maintain Default Request Information {GROU-1b3}

This block contains the information that can be used to generate an Email message with instructions to accompany each sequence (step) of the routing process. For every sequence (step), multiple lines may be entered. The general character, numeric and date fields are used to store fixed data as part of this request. A personnel leave application would typically store the personnel number in the numeric field. Although Routing Entry Type does not appear on this block, only records with the same Routing Entry Type and Sequence Number as in the previous block will be displayed. Records may not be deleted from this block for Routing Entry Types where there are outstanding Routing Requests.

Routing Process Instruction

Query all records. There should be a line 12 and 13. If not the user may create the lines. The record of line 12 field Instructions must be a Buying Department Email Alias or the Chief Buyer Email Address.
The record of line 13 field Instructions must be a Store Department Email Alias or the Person who do the issues. All notifications are done by email. Except for the default as requested above, the system will determine the email address of the personnel member as follow:
The system will select the Primary Email Address of the Personnel Member for the Contact Sequence Zero. If any of the routes fail the originating user will be notified to do some corrective actions.



Fields to Emphasise:

Line Number: Enter Line Number. The Email instructions will be in Line Number order.
For ease of use we suggest that you leave gaps between the line numbers i.e. 10,20,30… This will allow you to add extra detail without having to renumber any original records.
Instructions: The instructions/comments/information to be used e.g. for email messages.
The following parameters may be used to identify any other instruction or information on a previous Routing Sequence (step) $'SL',bb,cc$

- 'SL', Specific line of a Routing Sequence (step)
- 'bb' = Sequence (step) number of the route
- 'cc' = the line number of the 'bb'
- e.g. $SL,0,2$ implies that this routing sequence instruction field must use the instruction information of sequence (step) = 0, line 2.

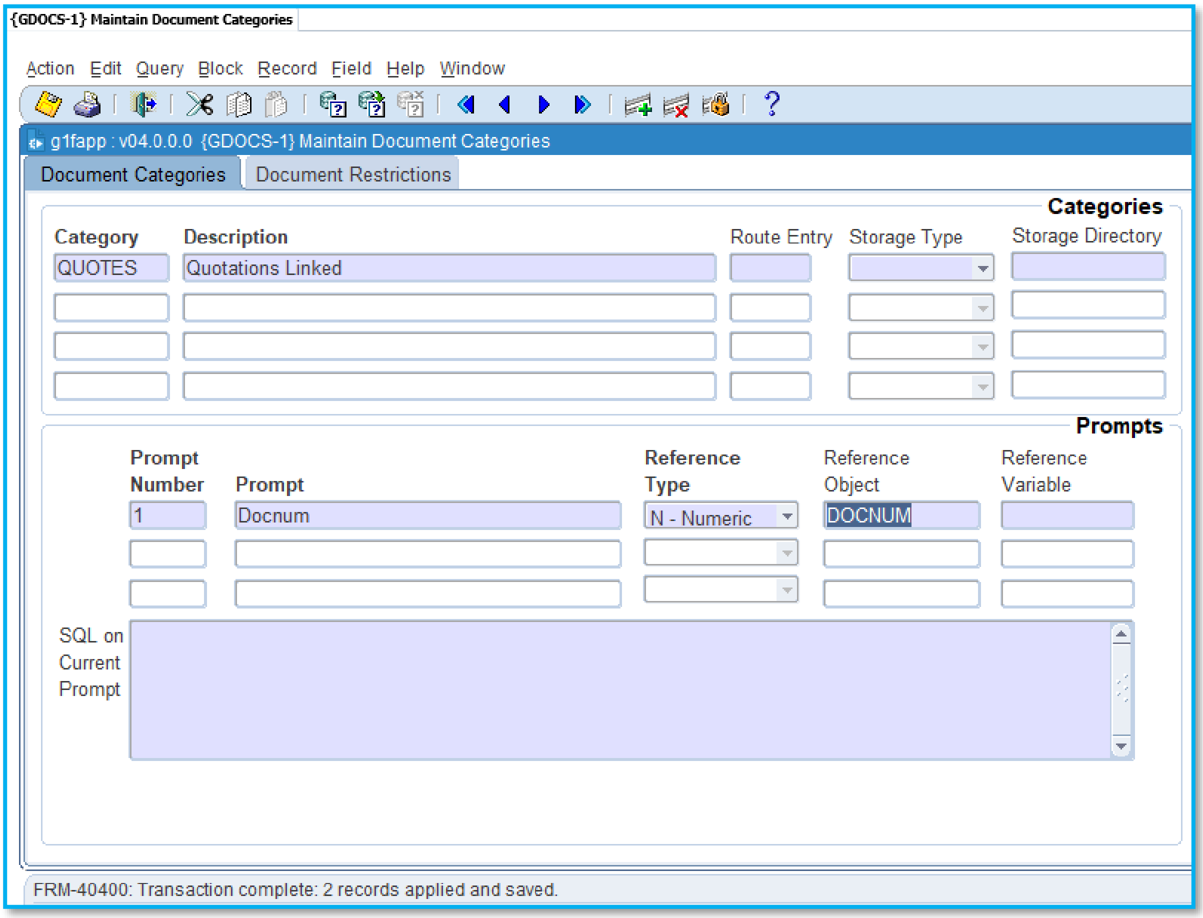
Character: A general character field to store data
Numeric: 2 A general numeric field to store data
Date: A general numeric field to store data

This is the final stage of a requisition data flow. The system will advise the Store or Purchase Department of the requisition. The store will issue the items if stock is available. The purchase department will copy the requisition into an order and that will start the process up to the payment of the supplier for the item/s requested.

2.5 Set-Up Document Retrieval and Storage

2.5.1 Maintain Document Categories {GDOCS-1}

This option may be used to define Document Categories, their storage rules, the reference tags linked to each category and file size and type restrictions for each category.



Fields to emphasise:

Category: Category Code
Description: Description of the Category Code
Route Entry: A Routing Request Type {GROU-1} If this field is entered, a Routing Request of the applicable type will be generated each time a document of this category is loaded.
Storage Type: If left blank, documents of the category will be stored on the back-end database of the Integrator System. If this method is used a document must be uploaded and stored before it can be viewed.

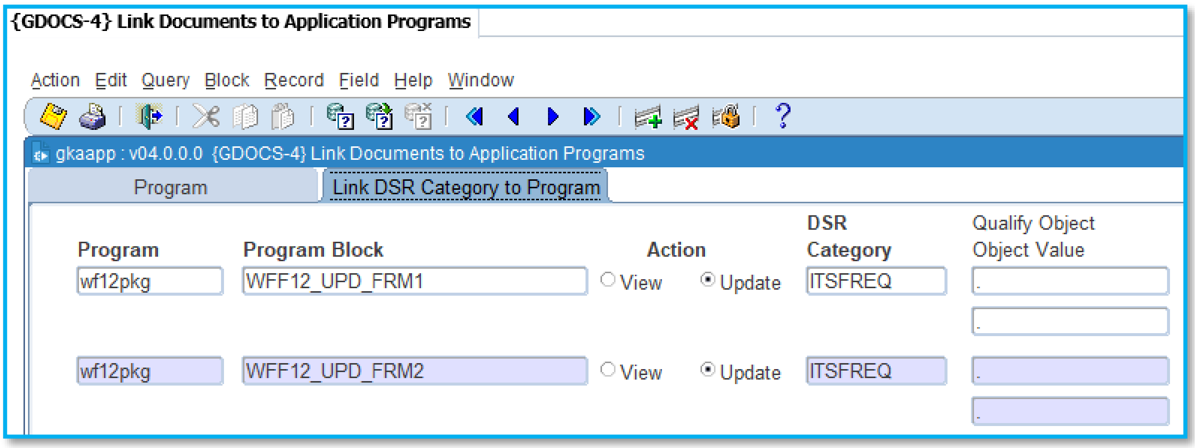
Note that for this storage type there is an upper limit of 4 GB per document. This storage type may have a significant effect on the increase in database size, depending on the size and volume of documents to be stored.

If set to "BFILE", documents of the category will be stored in a directory directly accessible for

read/write operations to the back-end database of the Integrator System through an "Oracle Directory Object". If this method is used a document must be uploaded and stored before it can be viewed. The creation of the Oracle Directory Object must be done by technical personnel through the back-end database.
If set to "HTTPURI", documents of the category will be stored at the specified URI / URL provided that the URL is accessible for read/write operations to the back-end database of the Integrator System. If this method is used and a default URL is enterd in the SQL block all entries pointing to this URL can automatically be viewed without saving the URL/document first.
If documents for a specific category exists in the same place, the actual url must be defined in the SQL block of the first prompt. If more than one prompt exists to identify the document which will be part of the URL then the default URL should be setup accordingly.
Please note this can be overwritten with a new URL when the document is uploaded and the url differs.
Example 1: Documents are difined by one batch promt for example Student number: Default part of URL where documents are stored: www.google.co.za/webph?q Promt part that forms part of the URL to identify the document - Student number: =[[1]] + Full URL setup in {GDOCS-1} SQL Block: www.google.co.za/webph?q=[[1Example 2: Documents are defined by two or more batch prompts for example Student number and study year: Default part of URL where documents are stored: www.google.co.za/webph?q Promt part that forms part of the URL to identify the document - Student number: =[[1]] and study Year &year=[[2]] Full URL setup in {GDOCS-1} SQL Block: www.google.co.za/webph?q=[[1]]&year=[[2]] Actual example of the document URL: www.google.co.za/webph?q=97200123&year=2014 The background set-up must be done by technical personnel
Storage Directory: The name of the "Oracle Directory Object" or "URI" where the documents are to be stored or retrieved from.

2.5.2 Link Documents to Application Program {GDOCS-4}

In this two-block option the user will be able to link a document category to a program.

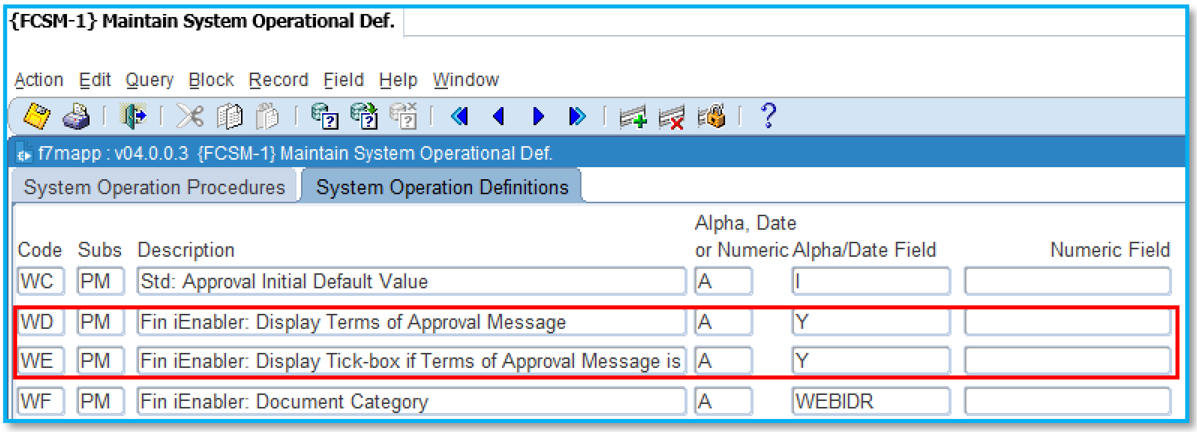


2.6 Set-Up the Display Terms of Approval Message

This option consists of two blocks and is the first option to be updated. The user defines the rules and parameters in which the financial systems must operate and these will default to all the financial subsystems, but can be changed at the appropriate level is allowed.

2.6.1 Maintain System Operational Definitions {FCSM-1b2}

Change value codes of WD and WE to Yes as indicated in the red block.



WD PM Fin iEnabler: Display Terms of Approval Message a Valid values are (Y)es or (N)o. Default is No. If the Institution makes use of finance -iEnabler - requisition this definition indicates if the terms of approval must display (If Yes). The terms of approval are setup in the description field of an External Convertion Code {GOPS-21}. The rest of the External Conversion Code fields must be:

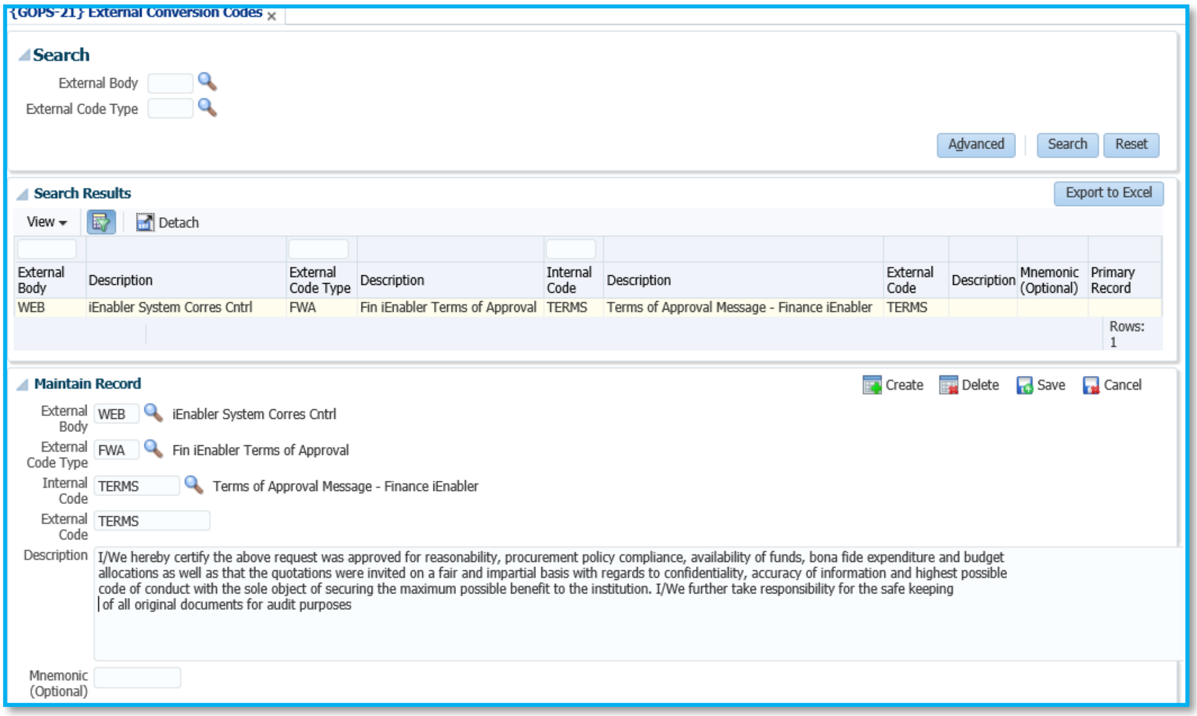
- External Body WEB
- External Code Type FWA
- Internal Code TERMS
- External Code TERMS

WE PM Fin iEnabler: Display Tick-box if Terms of Approval Message is Y a Valid values are (Y)es or (N)o. Default is No. If the Institution makes use of finance -iEnabler - requisition and the system operational code WD is (Y)es, then this definition indicates if the excepting tick-box for the terms of approval must be displayed and the approver must accept by ticking the tick-box. WH

- PM
- Allow Non-Buyers to Allocated Preffered Suppliers on Web Requisitions
- A
- Valid values are (Y)es and (N)o. If (Y)es requesters can update

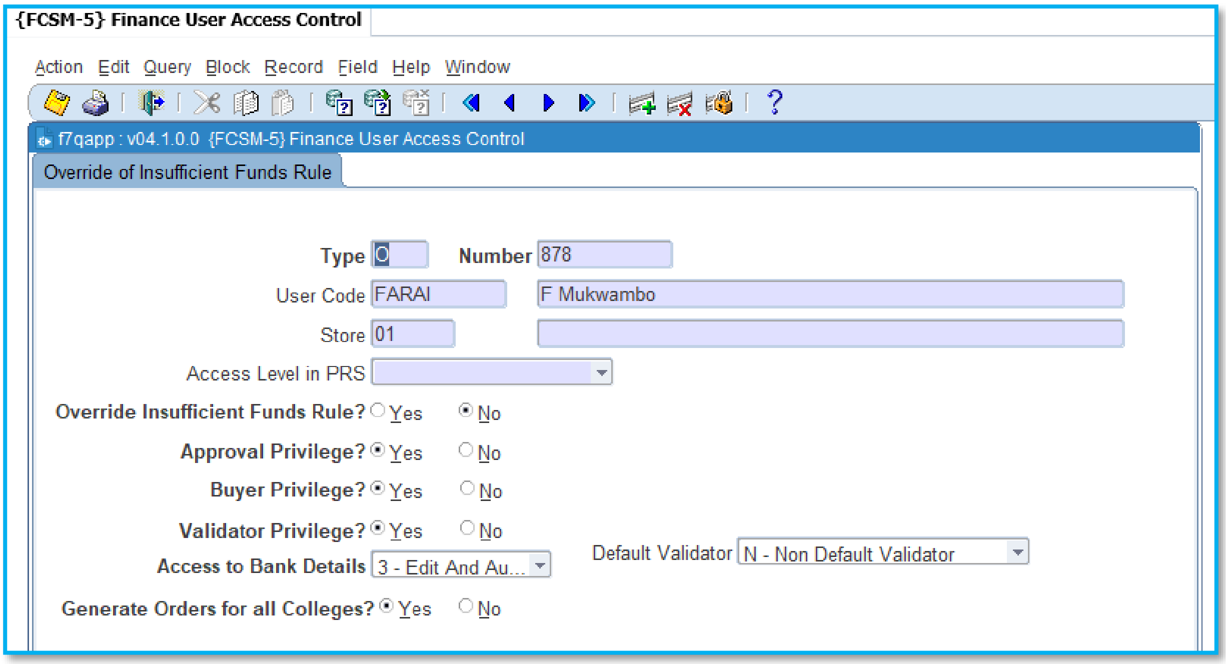
2.6.2 External Conversion Codes {GOPS-21}

This option can be used to build a relationship between any codes that may be used for external purposes: but it must relate to the institution's internal codes, e.g. if use is made of a central applications office.



2.7 Define Finance User Access Control On {FCSM-5}

The use of this option is to apply restrictions and privileges to specific users who deal with specific aspects of the financial system. Users must be defined in {USERS-5}. All users defined on menu option {USERS-5}, has a record in this option. User records cannot be created in the option but may be updated. Furthermore, multiple records cannot be defined for a user.



Fields to emphasise:

User Type: Supply the user type. The valid values are (P)ersonnel, (S)tudent, (O)ther or (T)emp.
Number: Supply the number of the user as defined on menu option {USERS-5}. A function containing user number and name is available on this field. On providing the user number, the name will default to the name field.
User Code: Supply user code as defined on menu option {USERS-5}.
User Code: Displays the user's name.
Store: Supply the store code to which the user may have access. When a user is defined on menu option {USERS-5}, store code ZZ is automatically linked to the user. Store code ZZ grants the user access to ALL stores. This means that should the user have access to the store menu options, the user may access and process transactions for any of the stores defined. Care must be taken when granting access to store menu options. This restriction applies primarily to the users who have access to the Stores System, which is within the Procurement Management System. Where a store user's responsibility is restricted to a specific store, the user may be restricted to the specific store by linking the relevant store code. However, in the event where a store user's responsibility covers all stores, the user must be linked to store code ZZ. Thus, users can be restricted to a specific store or has access to all stores. A function containing store code and name is available. Stores are defined on menu option {FPMM-22}.
Access Level in PRS: Supply the level of access to access salary related information of personnel on the Payroll System. These levels are 1 - Top management; 2 - Other salaried personnel; and 3 - Wages. This field must be null for users who are not authorised to access salary related information.
Override Insufficient Funds Rule: May this user override insufficient funds when such a condition exists? The valid values are (Y)es or (N)o. The completion of this field is dependent on rule BB, defined on menu option {FCSM-1b2}. If rule BB is set to (Y)es, all users in this option will be set to (Y)es and cannot be updated to (N)o. This implies that, as an institution, should any user encounter an insufficient funds situation, the user may override it to allow the transaction to be processed. If (N)o, all users on this option will be set to (N)o, but individual users who are granted privileges to override insufficient funds may be set to (Y)es in this option. This implies that, as an institution, the override of insufficient funds is not allowed except for those users who are authorised to.
Approval Privilege: Valid values are (Y)es or (N)o. The field is secondary to the Alpha Field value of the System Operational Definition Rule Code EA to ES. Only rule codes that are Electronic can be Approved. If Yes the user can approve transactions / documents depending on access and restrictions. Otherwise the user has no Electronic Approval Privileges.
Buyer Privilege: Valid values are (Y)es or (N)o. If Yes the user can maintain PM Buyer document fields depending on access and restrictions.
Validator Privilege: Select (Y)es or (N)o to allocate Validator status. The Validators will be selected when entering an iEnabler GRV. Restriction 'FPDG' is in effect for GRV status.
Default Validator: Select the Type of Validator from the List of Values.

- N - Non-Default Validator - will be able to view, validate an adjust any iEnabler GRV linked to the validator. (Not included in the validator routing)
- A - Additional Default Validator - will be able to view, validate and adjust any iEnabler GRV. (Not included in the validator routing.
- Y - Master Default Validator - will also be able to view, validate and adjust any iEnabler GRV and included in the validator routing, route 'FVAL. Multiple default Additional Validators are allowed.

Access to Bank Detail: If a SOD codes: "Authorise Bank Details" is set to (Y)es, bank details cannot be inserted or updated from biographical screens for the related person type and must be maintained from the option "Maintain Bank Details"

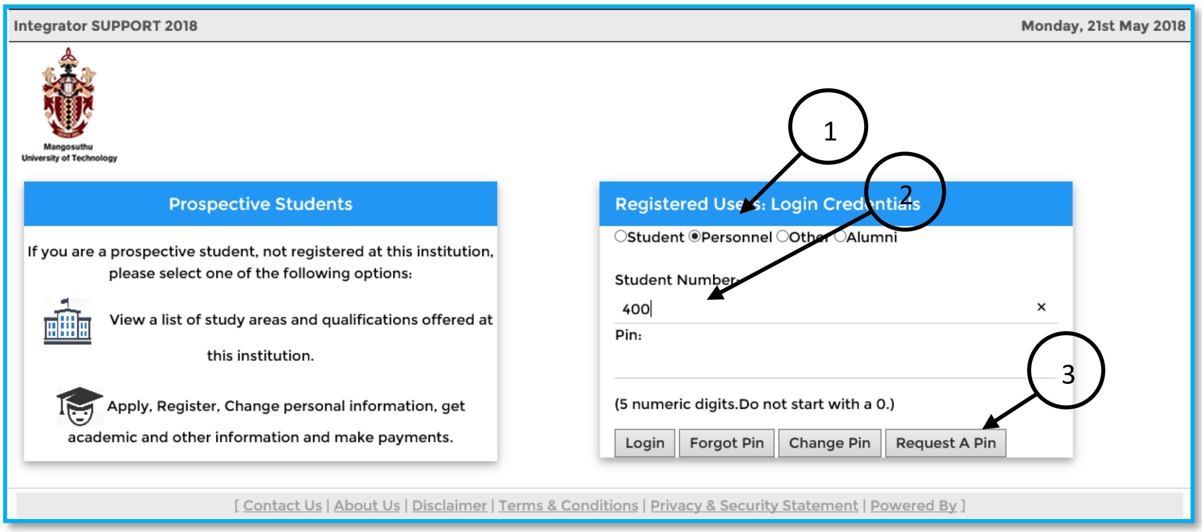
Each SOD relates to a specific subsystem:
- D1-Alumni
- D2-Debtors
- D3-Creditors
- D4-Other
- D5-Personnel
- D6-Student

Banking details are maintained on the following menus:
- FARO-28:AR Debtors
- FCTM-9: All Person Types
- FACO-29: Other defined in {GOPS-3}
- FCTM-10: Person Type Other not defined in {GOPS-3}
- FPMM-6: Creditors
- FPRI-14: Personnel
- PBOP-13: Personnel
- FSAO-16: Student Debtors
- SREGB-17: Student Debtors
- SALUM-15: Alumni

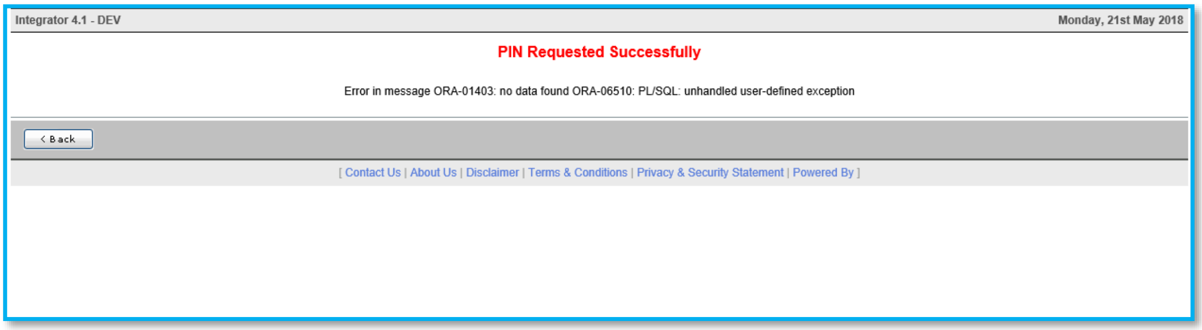
A user can either create / edit, authorisation or edit and authorise banking detail depending on the user privileges.
- Create / Edit - the user is only allowed to enter or edit banking detail not yet authorised.
- Authorise - the user is only allowed authorise banking details but may not enter or edit banking detail.
- Both - the user can both authorise banking details and enter or edit banking detail.

2.8 How to Log on to Finance iEnabler for the first time without a Pin

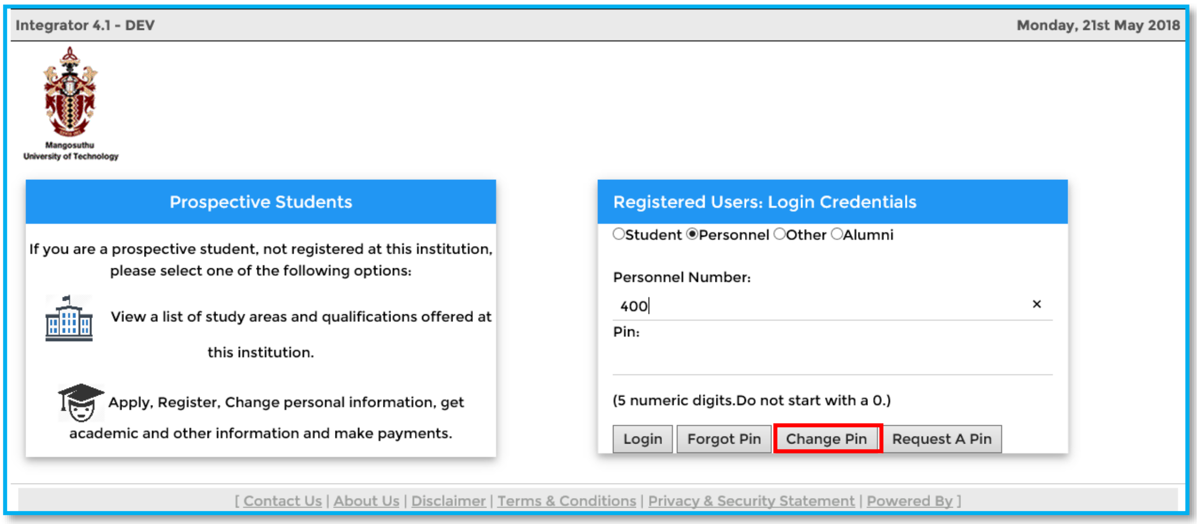
Open an Internet Explorer session. Type in the URL address or click on the icon provided by your IT department.
1. On web page, select the personnel button
2. Type un your personnel number assigned to you in {PBOP-1}
3. Click on the request a pin button. The system will assign a unique pin to your user id.



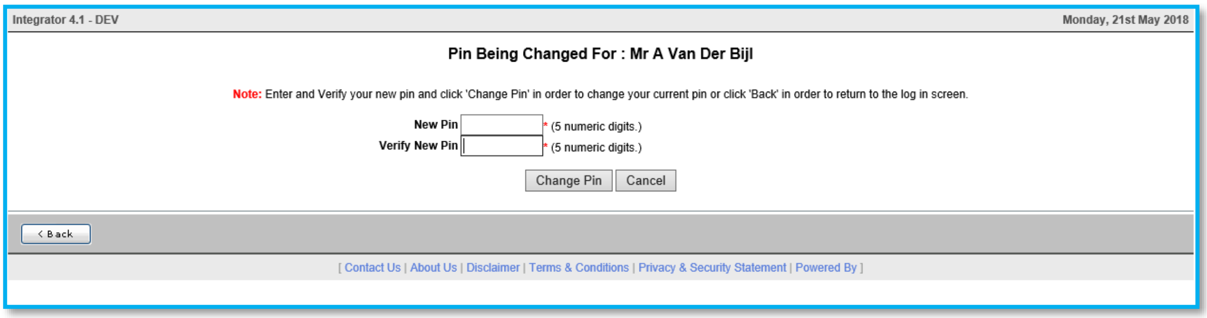
The following message will be displayed after you have requested your pin.



Check your normal email, because the system will send you an email to inform you about your pin number that was assigned to your user id. Now you can use this pin to login to the Finance Ienabler. You can also change the pin number that was awarded to you by clicking the change pin option in the red box



This page will display after clicking the change pin option. You will enter your new pin and verify it.



MODULE

3

3 Requisitions

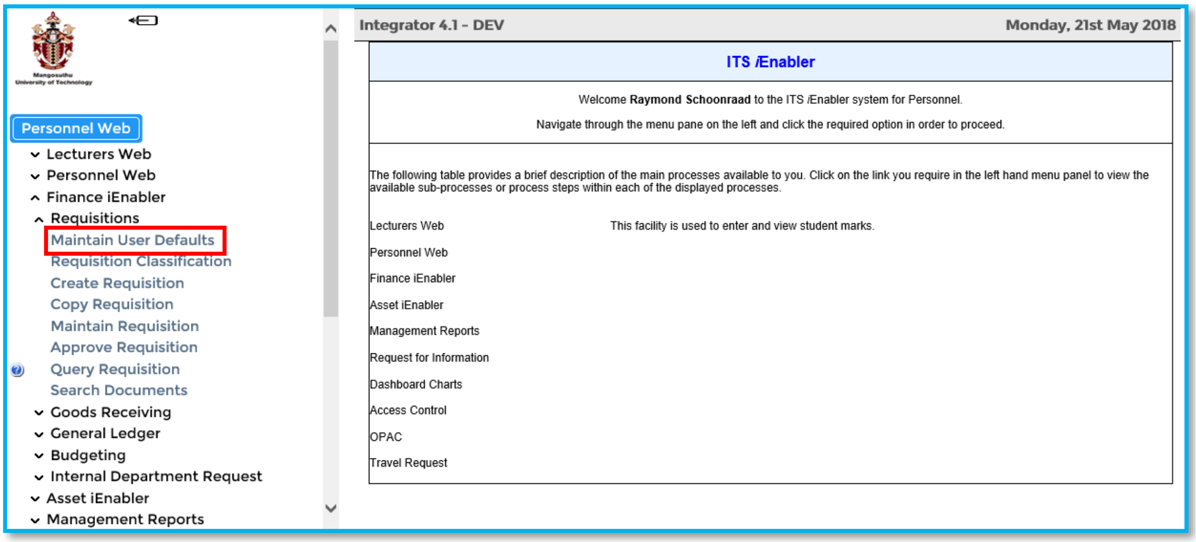
Specific outcomes

On completion of this module, you will be able to:

- Create a non-defined requisition
- Add item detail on a requisition
- Add items to a requisition
- Add minimum quotation information
- Perform a requisition approval
- Override or reject insufficient funds

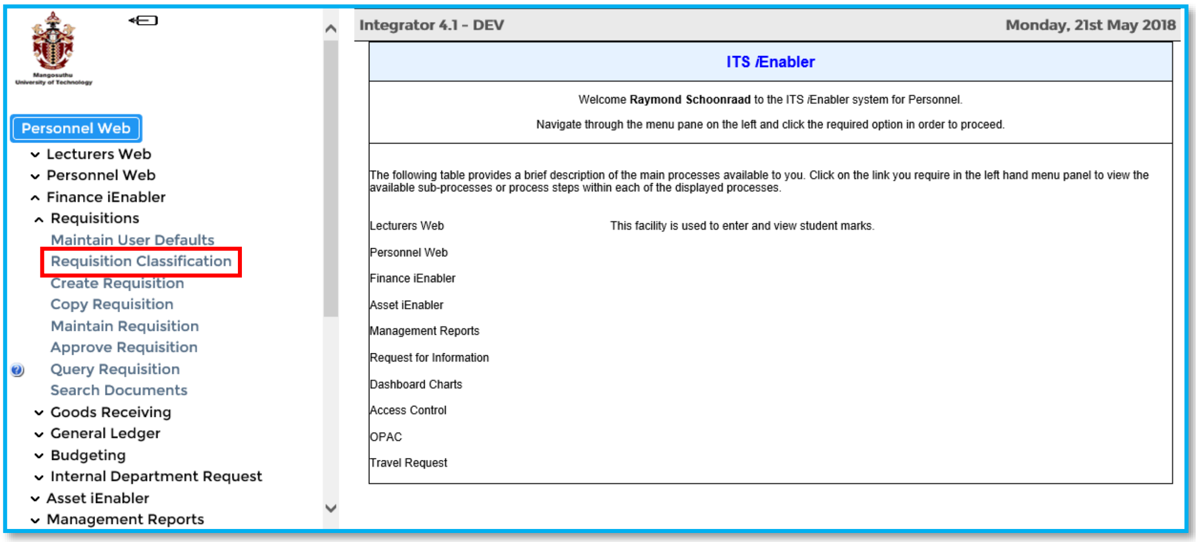
3.1 Maintain User Defaults

In this option the user maintains and create his/her own User Default Information. When the user creates a new Requisition the user information added here will default and be added to the new document. If defaults exist, it assists in completing fields that have the same value over and over in all the requisition on a user. The system is released with many User Default Definitions. The user may link and maintain his/her information on these User Default Definitions. This will enhance the fluent and fast creation of the requisition because the default values will be inserted into the requisition and the user only maintains this information if the value must change for a requisition.



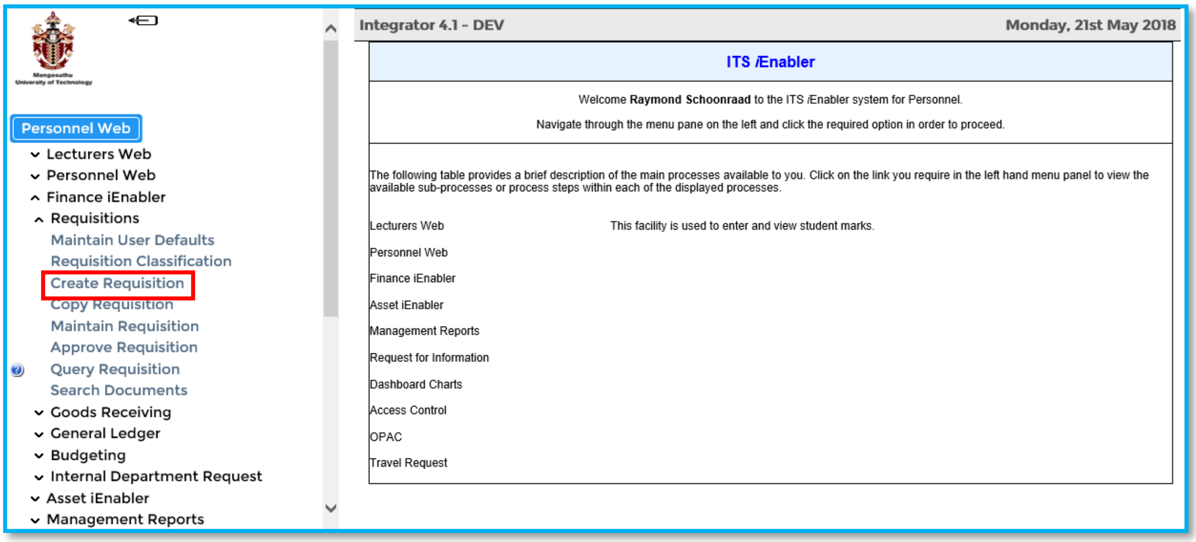
3.2 Requisition Classification

In this option the user maintains and create his/her own Requisition classification. Requisition classification is used to classify their Requisitions in to different groups. ("Folders"). A requisition classification is used to give all similar requisition a name for example Stationary, Chemicals etc. The user creates its own and links them to the new requisition. The first screen list the Requisition Classification created and used by the user. The user may change or delete any record if it was not used in a Requisition.

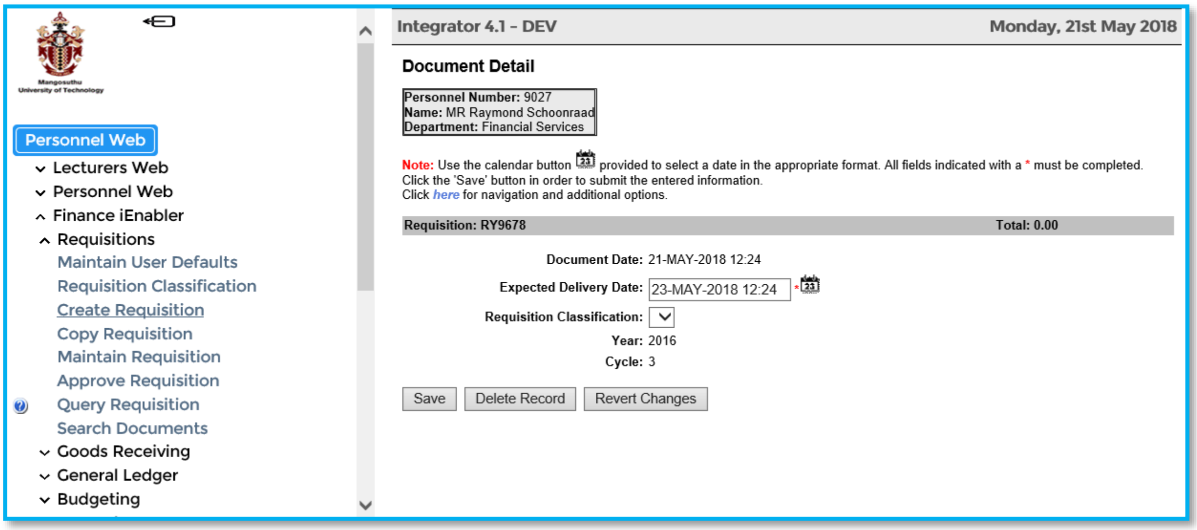


3.3 How to Create a Non-Defined Requisition

Click on Create Requisition.



The following screen will appear.



What Happens in the Background When a New Document is Created?

A background process creates the Requisition Document Definition as follows:

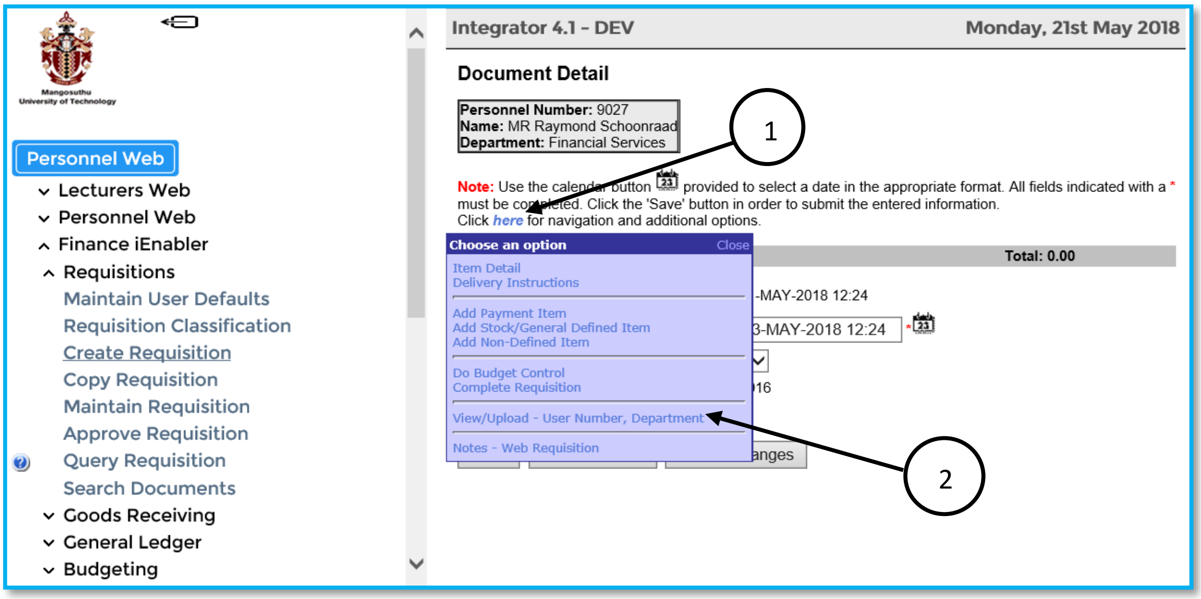
Document Number: In option Maintain Auto Generated Numbers {FCSM-3} there is an Auto Generated Number Code K2. The web system will use this code to get the next Requisition Number.
Document Date: Will be System date.
Expected Delivery date: This field is equal to System Date plus the number of days of the System Operational Definition Code AA namely "POSSIBLE DELIVERY DAYS" of subsystem PM in option Maintain System Operational Definition {FCSM-1}.
Year: The current Year of the PROCUREMENT MANAGEMENT subsystem will default to this field as define in option Maintain Subsystems Definition {FCSM-2}.
Cycle: The current Cycle of the PROCUREMENT MANAGEMENT subsystem will default to this field as define in option Maintain Subsystems Definition {FCSM-2}.

Remember to click on "Save" to commit.

3.3.1 Add Scanned or Emailed Quotations to the Requisition

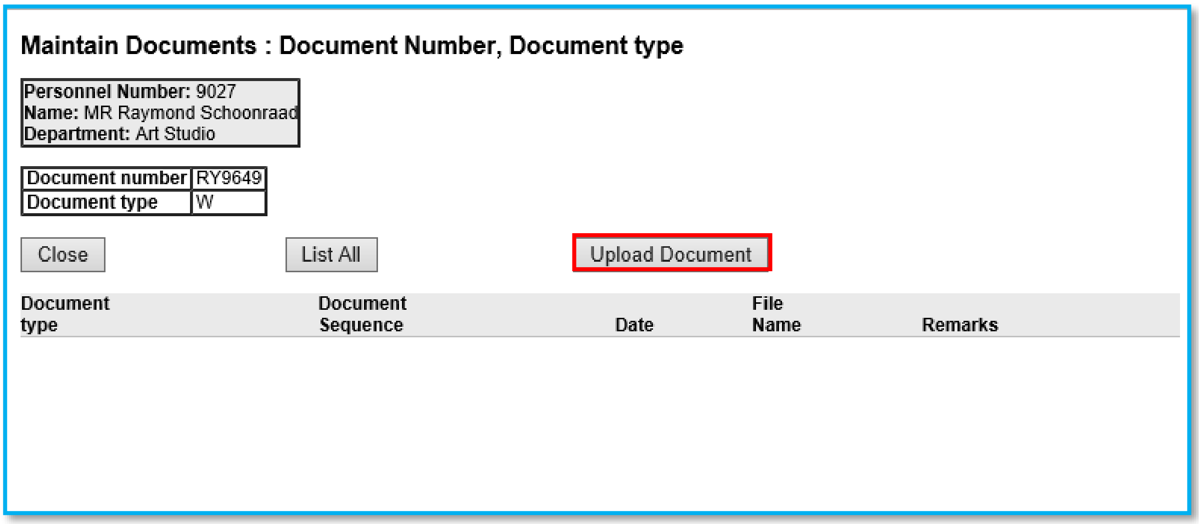
Should you wish to upload any documents, for example quotations, to support prices that you will enter on the request, the following should be done:

1. Click on the blue "here" so that the navigation menu can be displayed.
2. Click on the "View/Upload – Finance Requisitions. The system will not allow you to attach any electronic documents.

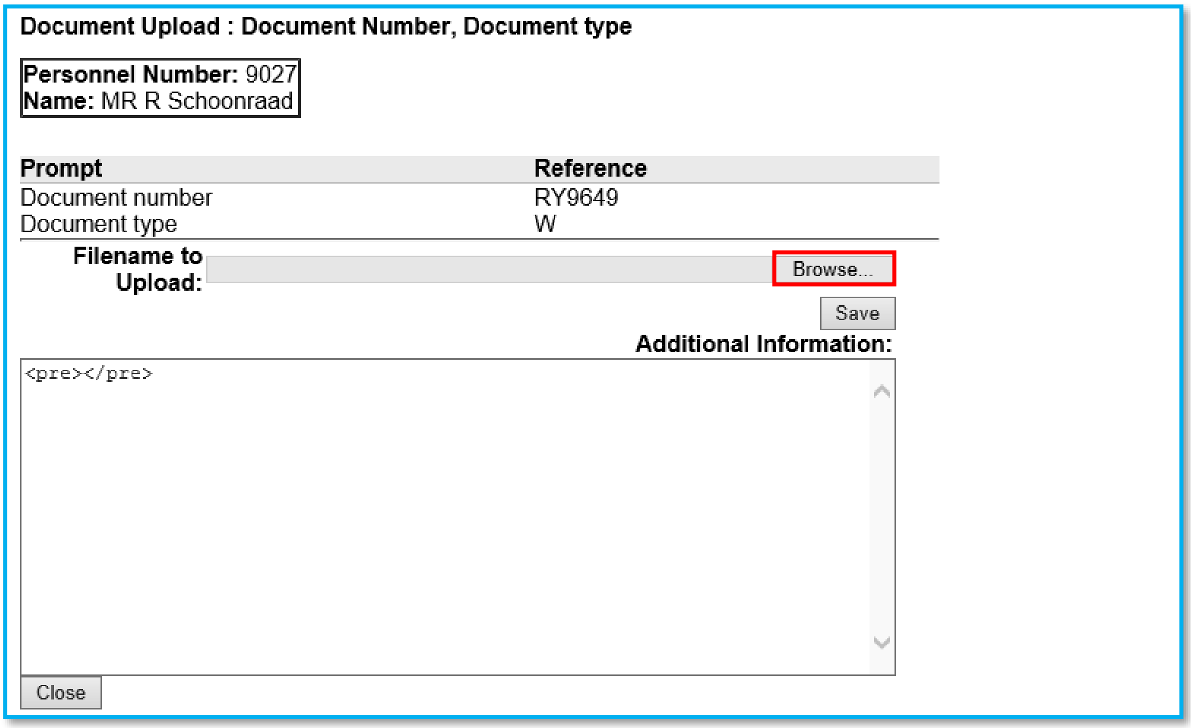


3.3.2 View / Upload Document

The following screen will be displayed once the “View/Upload – Finance Requisitions” was selected.



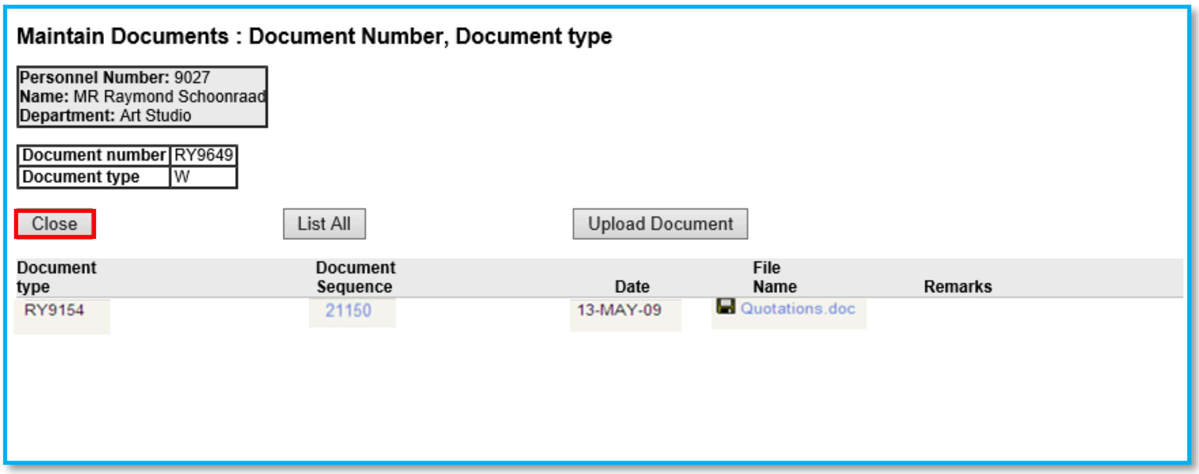
Click on the “Upload Document” button. After you have clicked on the “Upload Document” button, the following screen will be displayed.



On this screen the user can browse for the file (quotations) that he/she would like to upload. Click on the browse button and select the file that you would like to upload. This is like adding attachments to emails. After you have selected the file to be uploaded, the system will bring the user back to the document upload screen. Click on "Save" to save the document. The system will notify the user whether the process was successful or not.

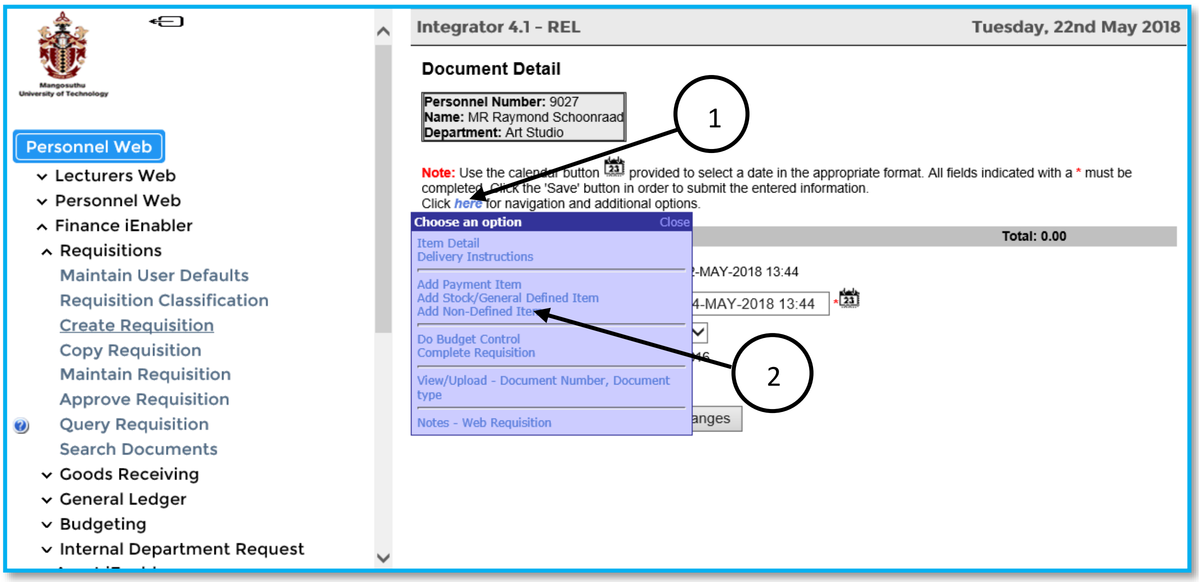
3.3.3 Document Uploaded

More than one document can be added to a request. Should you wish to add more documents; the process can simply be repeated. When finishing uploading quotation files, click on "close" to go back to the main screen and to proceed with the creation of the requisition.



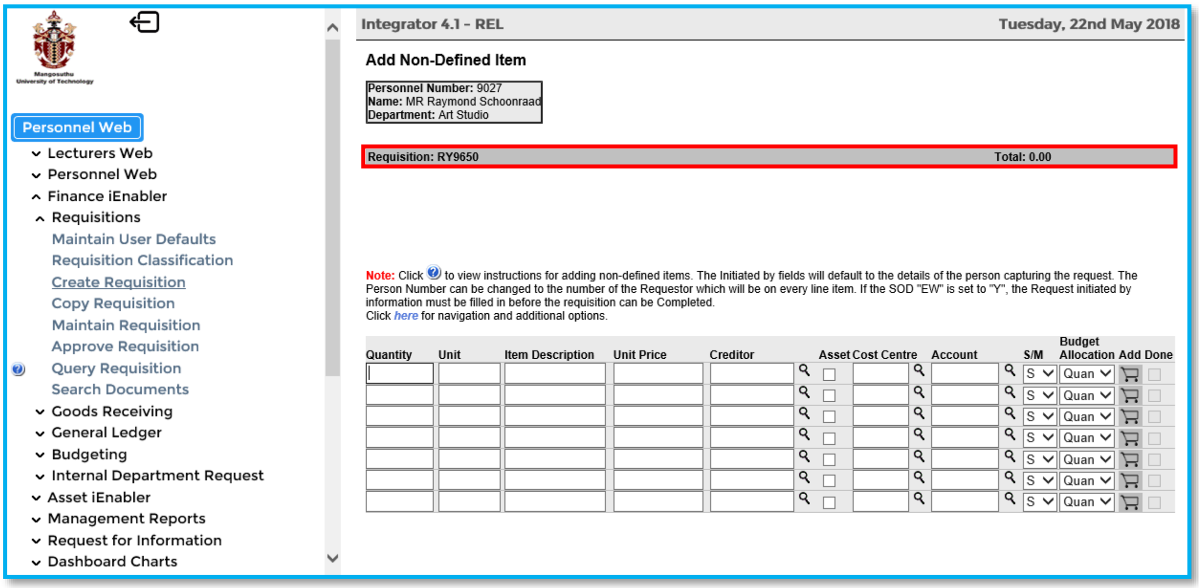
3.4 Adding Item Detail on the Requisition

1. Click on the blue here so that the navigation menu can be displayed.
2. Select “Add non-Defined Item” on the navigation menu. Items that are not defined on the system can be added to the requisitions on this screen.



3.4.1 Add non- defined item

The following screen will be displayed.



Detailed description of the add non-defined item.

In the grey line bordered by the red box:

- Requisition number of the left automatically generated.

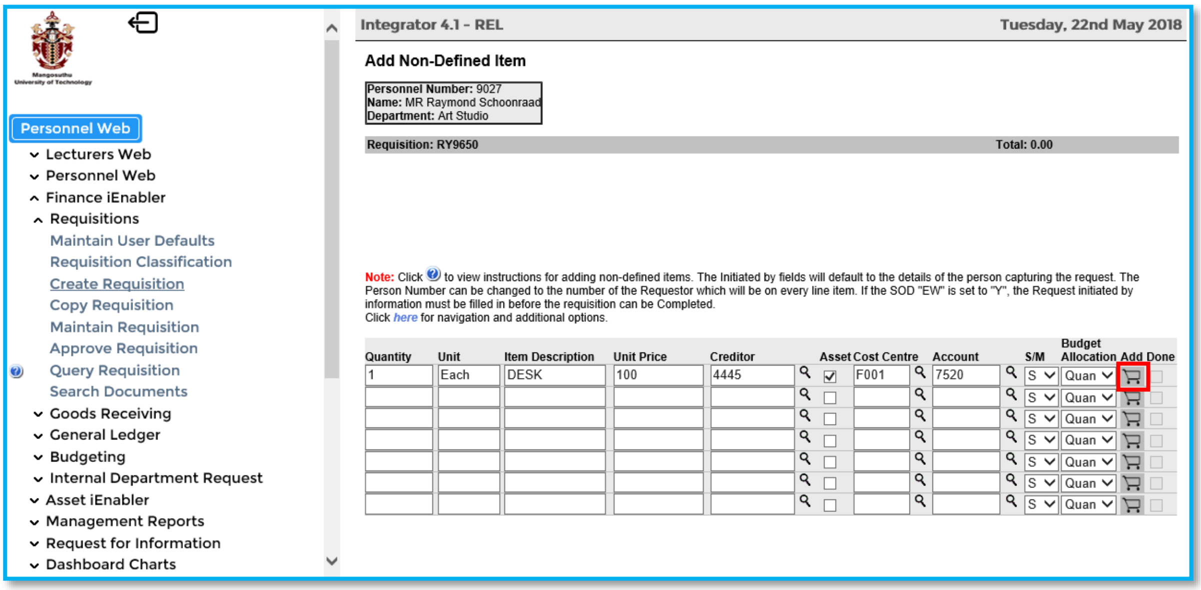
- The total value of the requisition is displayed on the right.

Definition of each column:

Quantity: To add an Item to the requisition the user must specify the number of units required.
Unit: Enter the requested Unit of Measure of the Item, for example Lt, Kg, Box, etc.
Item Description: The user must describe the Item that is requested. The field will display only plus minus 20 characters. Input more information by just carry on typing and the field will scroll to the right. Use the left and right arrow keys to read the Description
Unit Price: The user will enter the unit price EXCLUSIVE of VAT.
Cost Centre: The user will enter the Cost Centre of the budget GLA.
Account: The user will enter the Account of the budget GLA.
S/M: Value can be Multiple (M) or Single (S) and the default is single. This is an indicator to the system of the number of GLA's that finance the item. If the user selects multiple then the system will navigate the user to the Financial Item Detail Screen where more General Ledger allocations can be added.
Budget allocation: How should the Budget be allocated. The system can process three different Financing methods, namely Quantity, Percentage or Cost. At creation of the Item the system will default to Quantity. The user may change this value.
Add Button: When all the information was added to the different columns the item is saved by clicking on the "trolley" button.
Done: An indicator that will confirm that the Item was add to the Requisition.

3.5 Add Items to the Requisition: Financed by a Single Budget Allocation

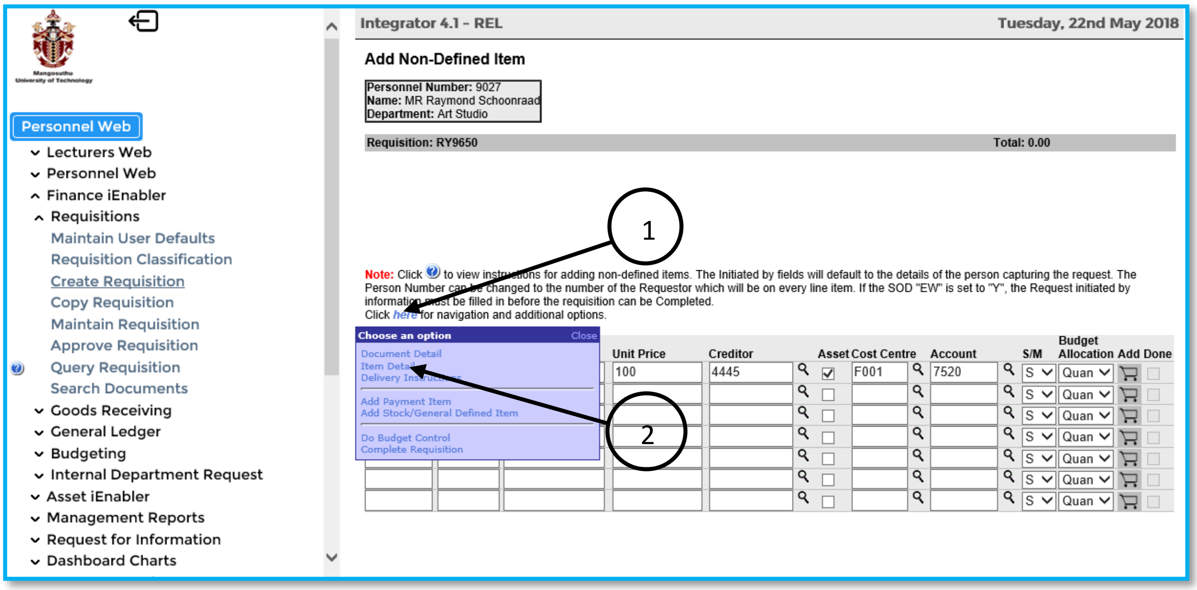
Complete the quantity, unit, full description, unit price, creditor, cost centre, account and click on the "add to trolley" button.



3.6 Add Minimum Quotation Information

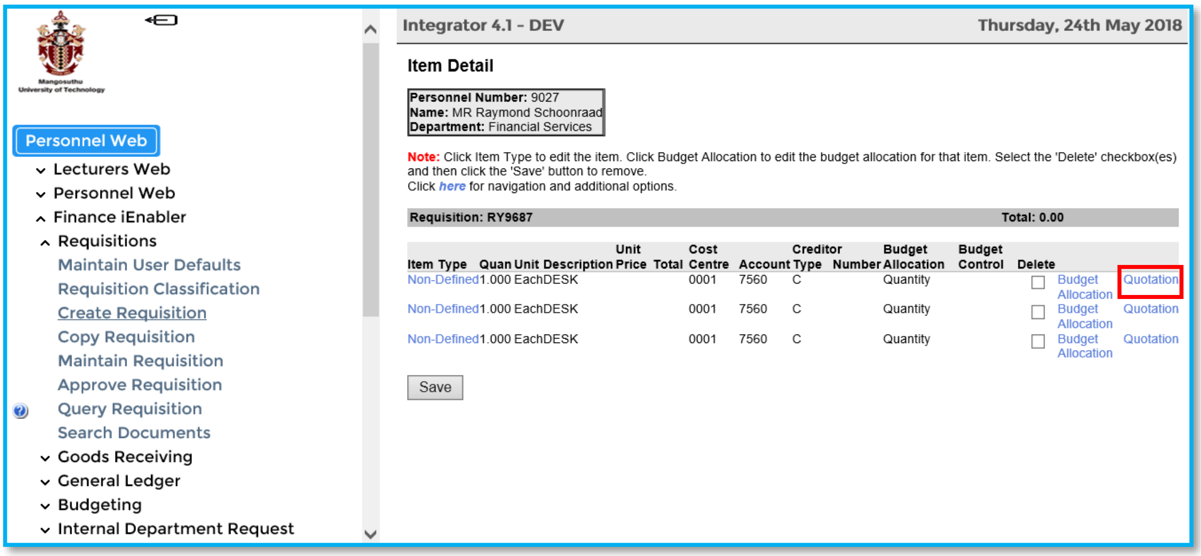
The minimum quotation information is defined in the System Operational Definitions {FCSM-1b2} on code AB for subsystem PM. The minimum quotation information is added to the requisition as follows:

1. Click on the here so that the navigation menu can be displayed.
2. Click on the "Item Detail"

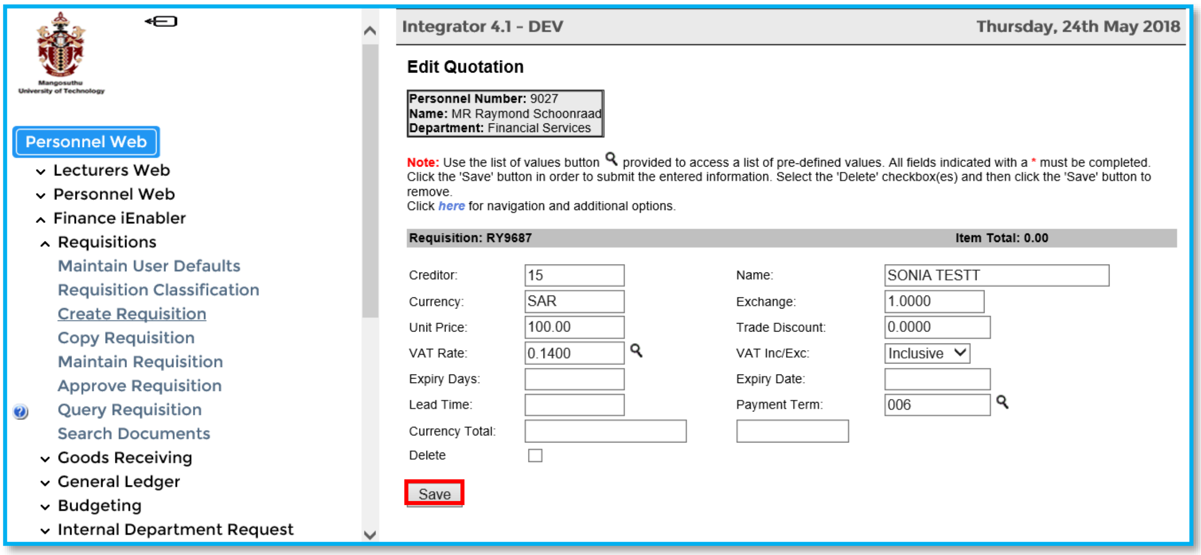


3.6.1 Add Quotation Requirements

The details of all items added to the requisition will be displayed on the Item Detail screen. Click on Quotation link in the red box to add all the minimum quotation requirements.

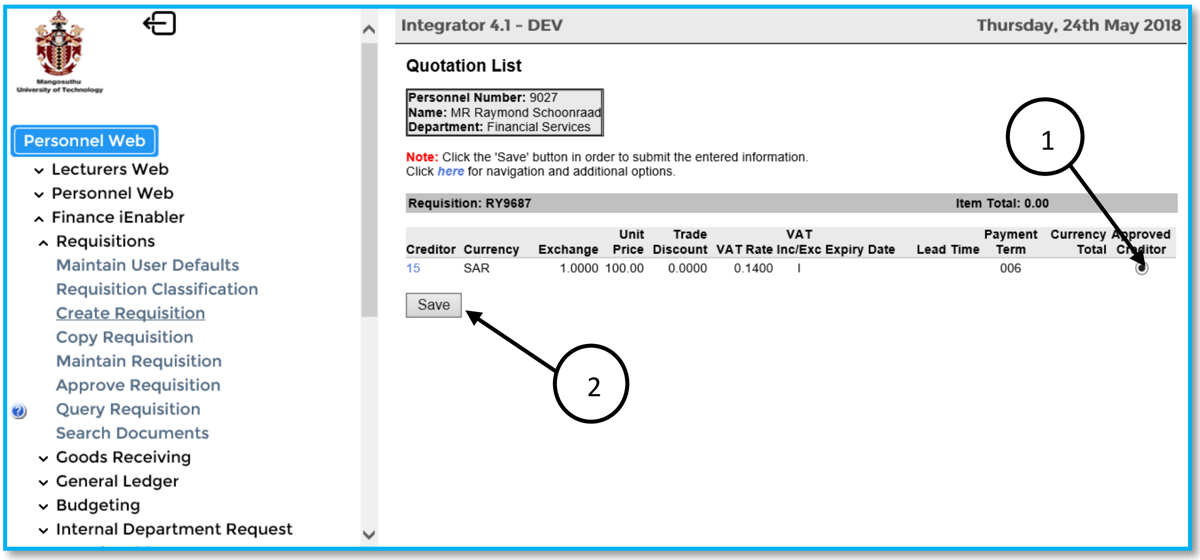


Complete all the necessary minimum quotation requirements and save.



3.6.2 Verify Creditor

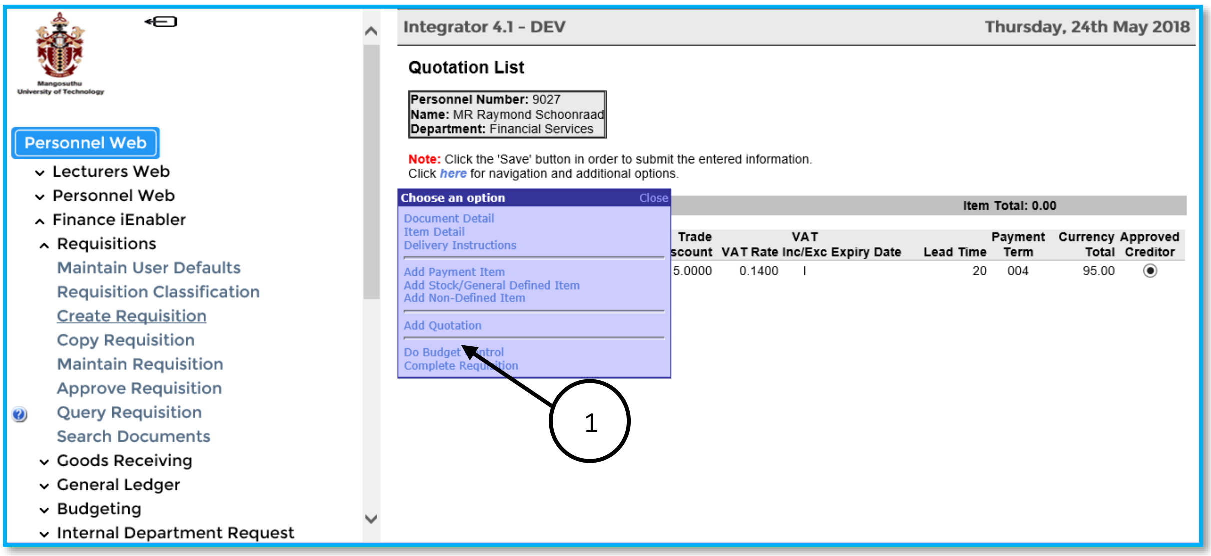
1. Indicate the approved and preferred creditor on the right-hand side.
2. Save that information again.



3.6.3 Budget Control

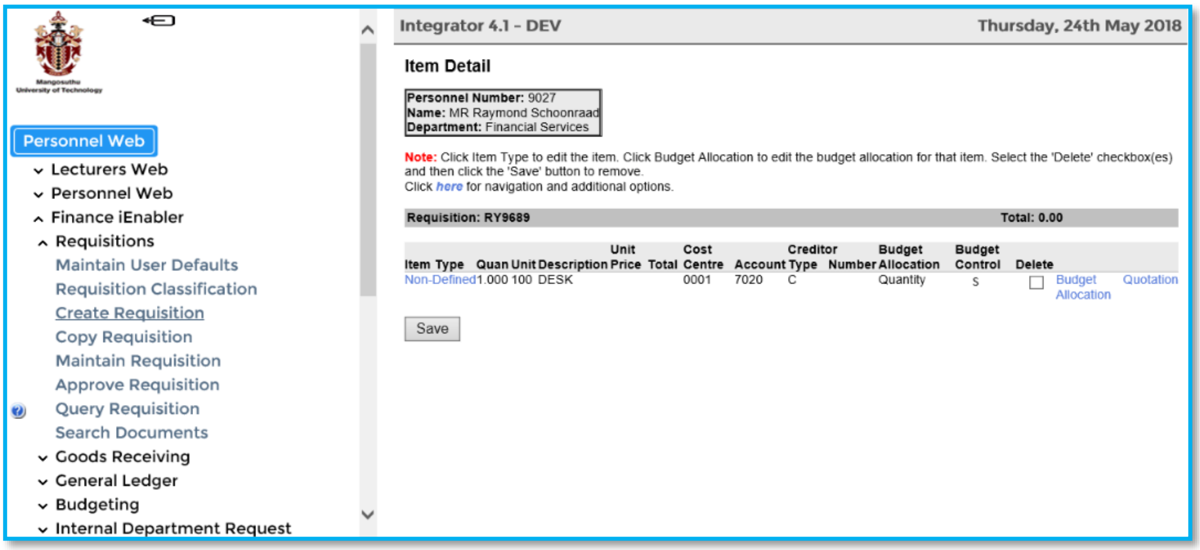
1. Select “Budget Control” from the navigation menu.

The outcome of the budget control will be shown on the next screen.



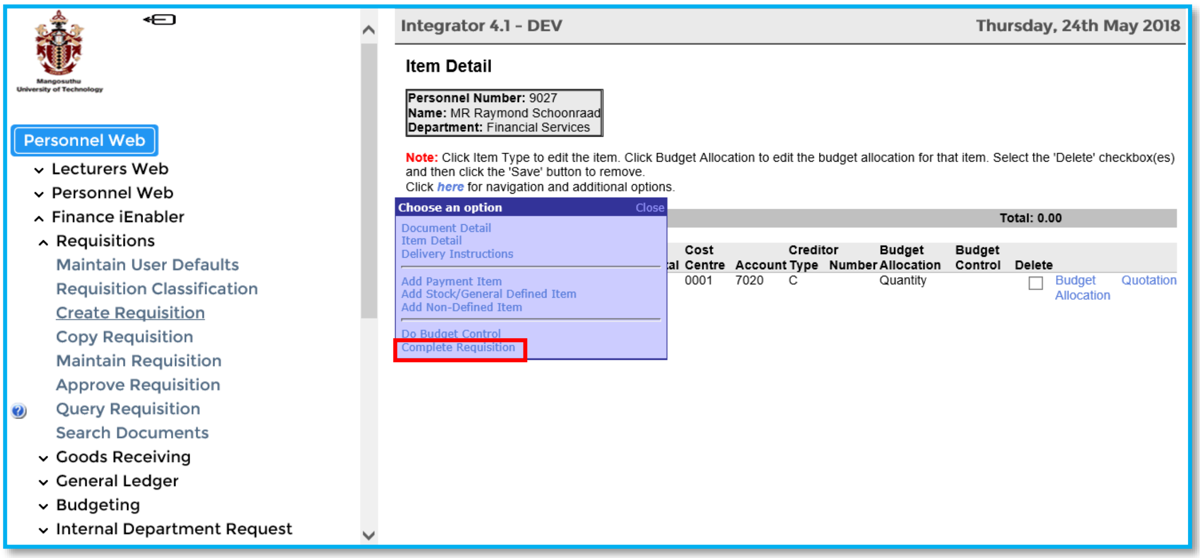
3.6.4 Budget Control Outcome

The outcome of the budget control is displayed below. "N" indicates insufficient funds and "S" indicates sufficient funds. In this case we have sufficient funds.

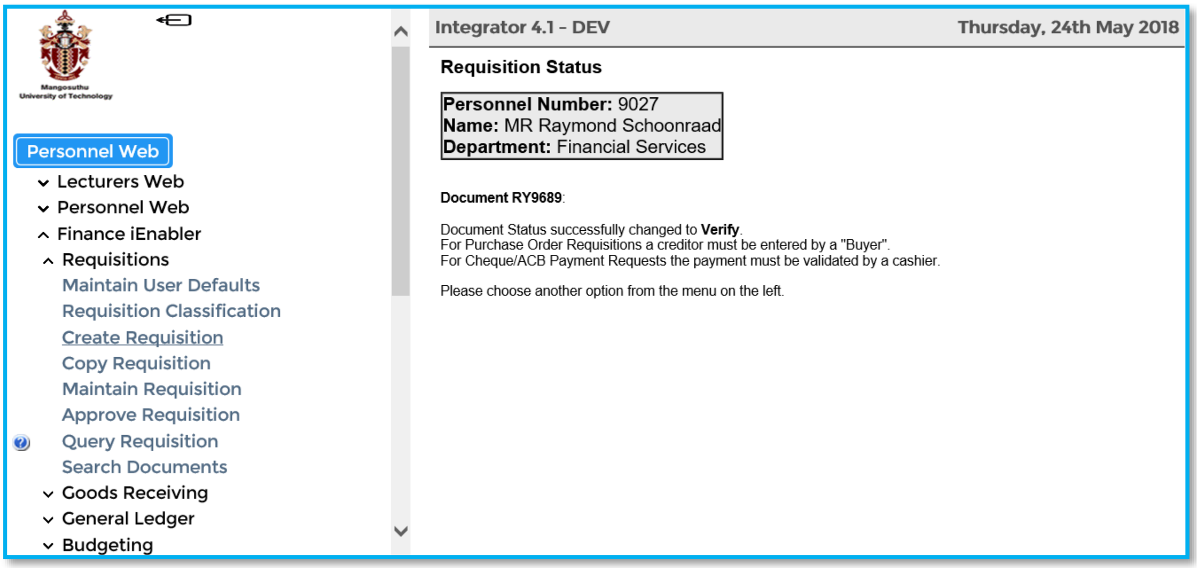


3.6.5 Complete Requisition

The request can now be completed by clicking on "*here*" and selecting "Complete Requisition"



Once the “Complete Requisition” action is selected, the system will validate all data for correctness. If there are any errors the system will indicate to the user that data should be corrected. The second action the system will perform is to calculate in which status the document should be in. Non-defined requisitions need buyer validation and the status will be change to status “verify”. The third action the system will perform is to start the routing depending on the status of the request. In the case of status “verify” the routing type FBUY will be activated to inform the buyer that the request must be verified. The following screen will be displayed after the request was completed.

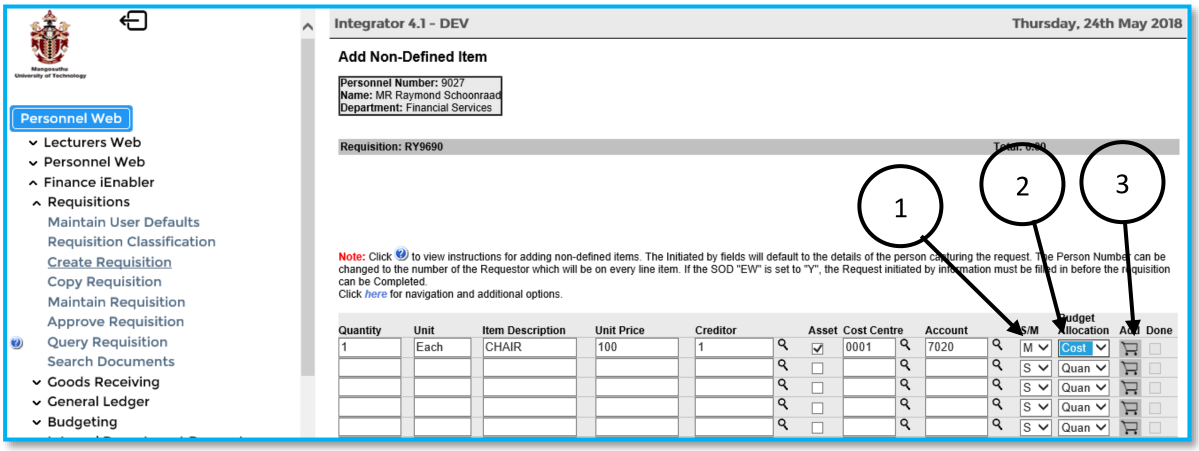


Email will be sent by the routing system to the relevant buyer.

3.7 Add Items to the Requisition Financed by Multiple Budget Allocations

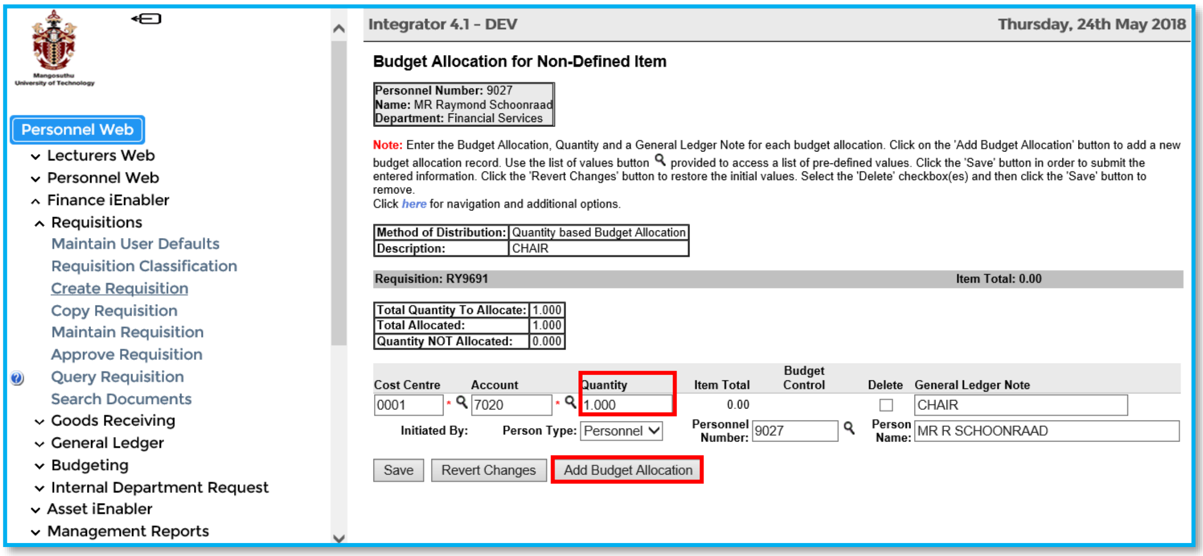
Select “Add non-Defined Item” on the navigation menu. Items that are not defined on the system can be added to the requisitions on this screen. Complete again all the item information by completing each column.

1. Difference: The budget allocation will change to "M".
2. The user must select the method of financing for example Quantity, Percentage or Cost.
3. Add the item to the trolley, using the trolley icon.

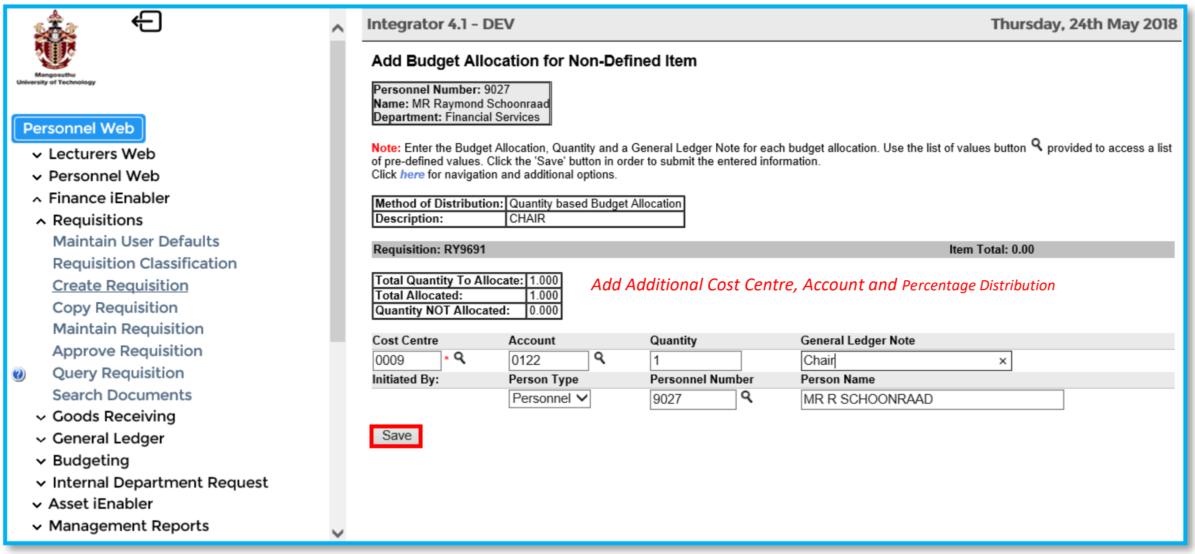


3.7.1 Distribute Cost of Item

On this screen the user can distribute the cost of the item to more than one GLA. This can be done between different GLA's using quantity, percentage or cost. Add the other expense GLA's by clicking on the "Add Budget Allocation" button.



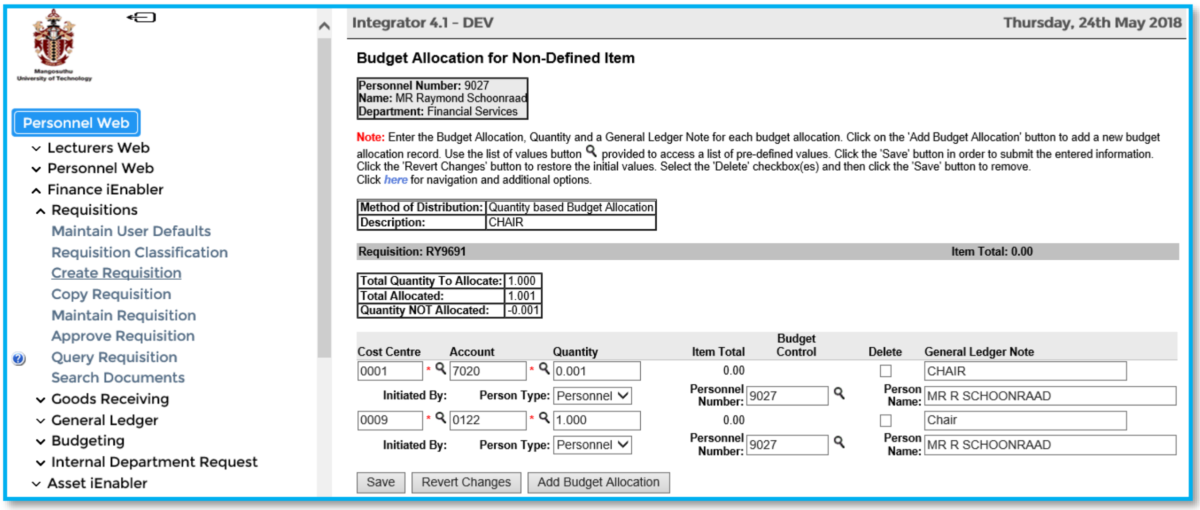
The following screen will open where the user should enter the additional Cost Centre, account and Percentage.



Save the information.

3.7.2 Information Distributed

The distribution information will be displayed below.

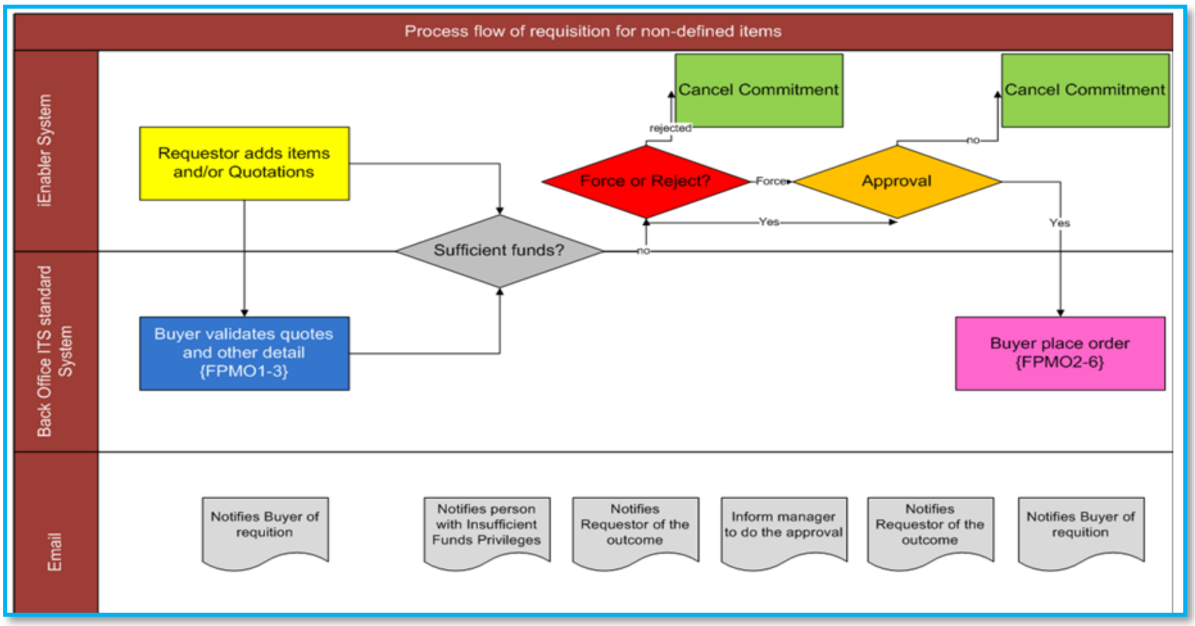


If more Budget Allocations should be added, the above procedure should be repeated. When all allocations were done, the normal procedure can continue. User can click on here to display the validation menu. From here select “Item detail” where quotations can be added or budget control can be done. The very last step will be to complete the requisition which will change the status of the document. Email will notify the relevant Buyer to validate the document on the ITS Back Office on {FPMO1-3}.

Can work be interrupted on a document and data added at a later stage?

Yes, the user can at any stage save their work and exit from the Finance iEnabler. Whenever the user wants to proceed, he/she can click on maintain request to carry on with processing on the request. Only documents in status “processing” can be found on maintain request. Documents in status "verify" and "final" cannot be found on the maintain request list and cannot be maintained further by the user.

DIAGRAM OF NON-DEFINED ITEMS REQUISITIONS PROCESS

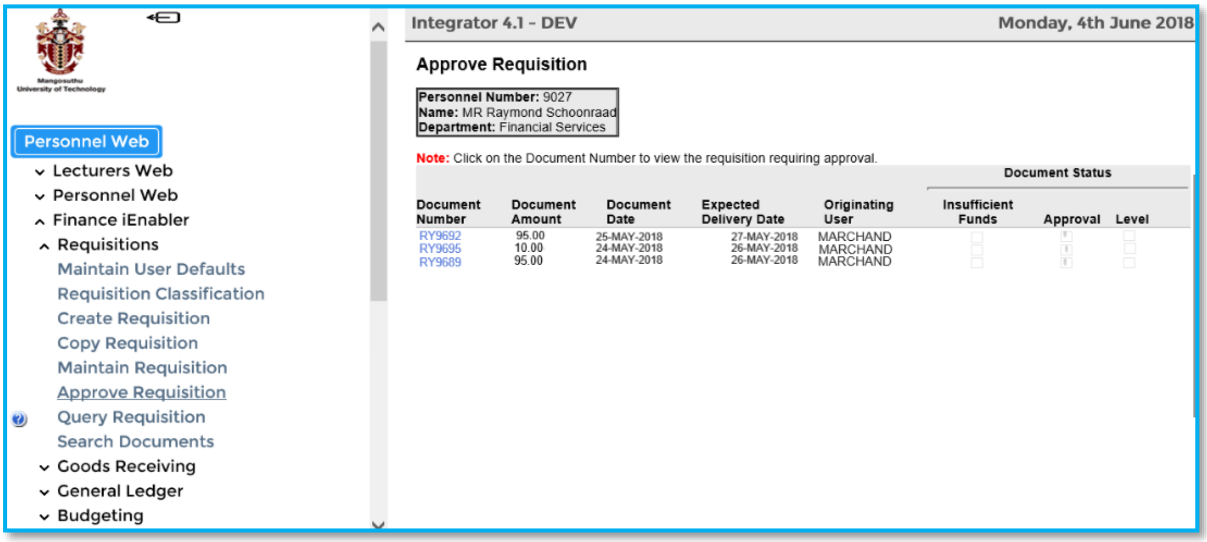


3.8 Requisition Approval

After the buyer validated the requisition on the ITS Back Office in {FPMO1-3} the status of the requisition will change to "Approval". The web requisition must be approved on the web. Only the users with Approval privileges and the correct restrictions can approve the requisition. Users are granted Approval privileges on menu option Financial User Access Control {FCSM-5}. User can be restricted for approvals by restrictions FA, FAP or FAPR to Amount ranges and/or Department, Cost Centre and Account Category.

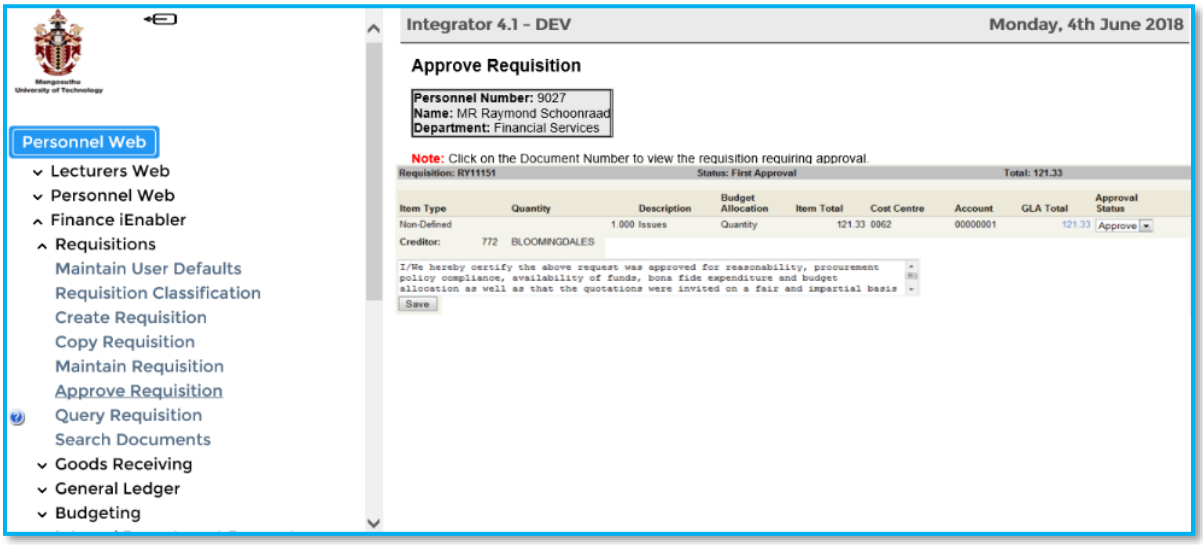
3.8.1 Click on Approve Requisition

Once The user clicks on the "Approve Requisition" option, all requisitions that the user is entitled to approve or reject, according to his/her restriction set-up will be displayed.

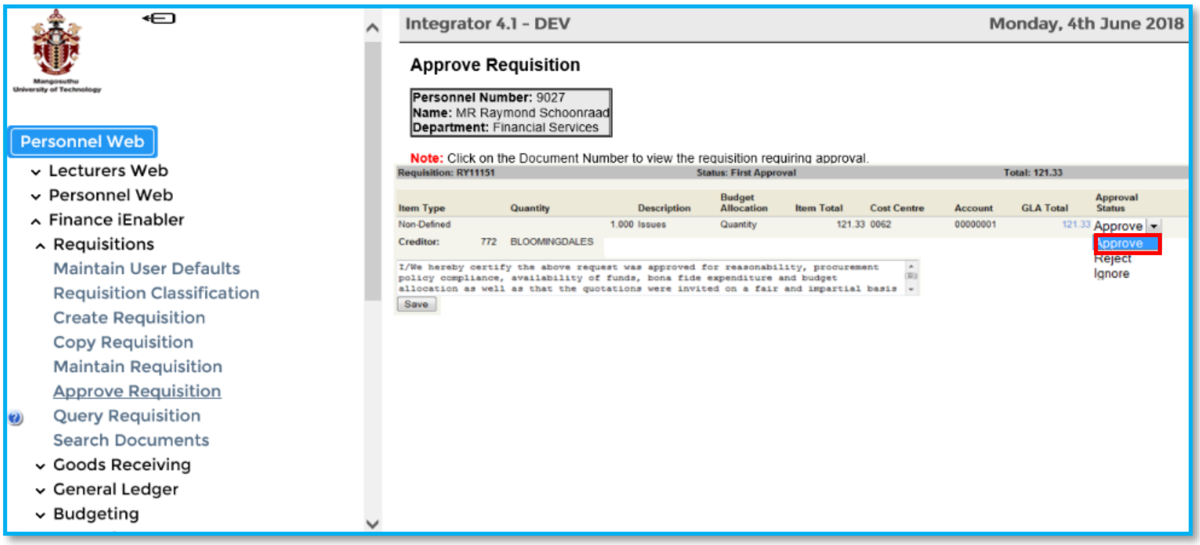


3.8.2 Click on The Relevant Requisition Number

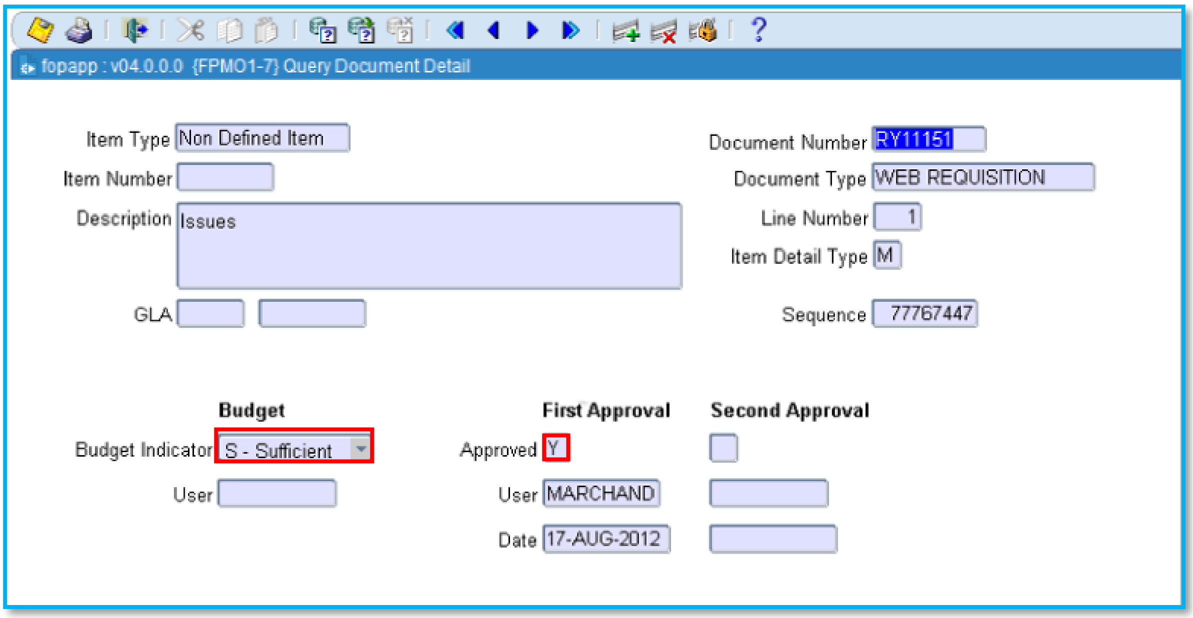
Select the blue requisition number on the left that needs to be approved. The First approval screen will be displayed. Information that is displayed on the screen. In the grey line – Requisition Number, Status of the requisition, total value of the requisition. The detail of the requisition is displayed, including Item type, Quantity, Description, Budget Allocation, Item Total, Cost Centre, Account and GLA Total.



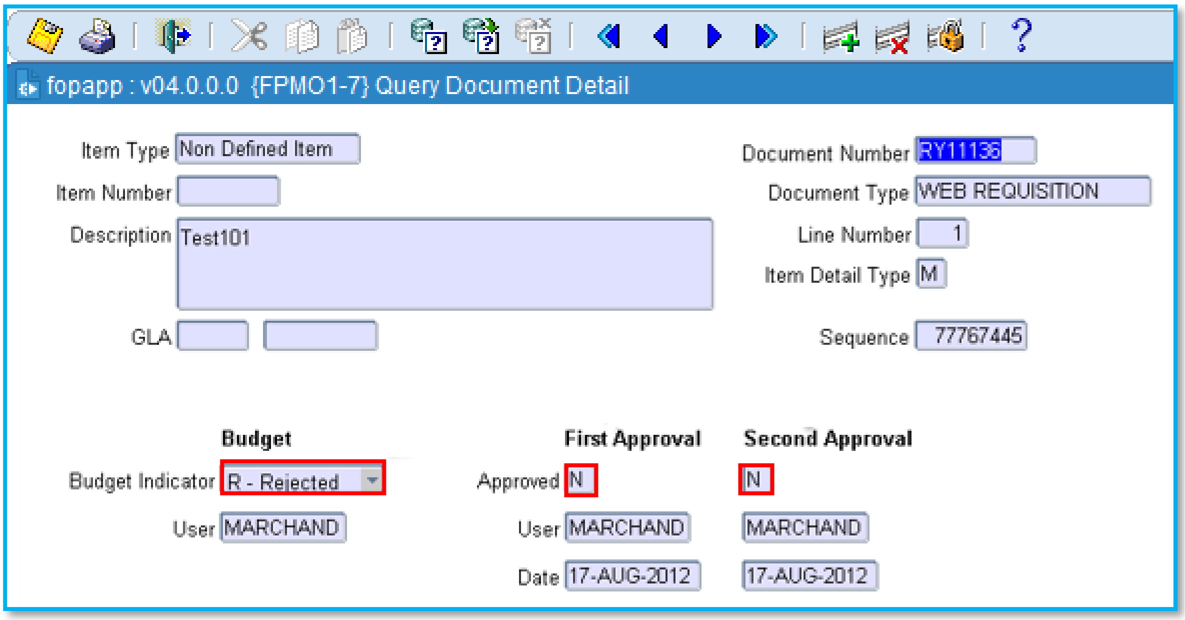
On the far right-hand side, a drop-down menu is available, where the user should indicate what the status of the requisition should be. The status can be changed to either approve, reject or ignore.



Approve: Should the user select "approve" the status of the request will change to normal or to 2nd approval depending on how many approvals the System Operational Definitions {FCSM-1} require. When the document is queried on {FPMO1-7}, the Budget/Approvals will display the following:



Reject: Should the user select "reject" the status of the request will change to normal. The requisition will be removed from the list of requisitions to be approved or rejected. When the user query this request on the ITS Back Office {FPMO1-7} the Budget/Approvals will show that the request has been Rejected and the username that rejected the requisition will be displayed.

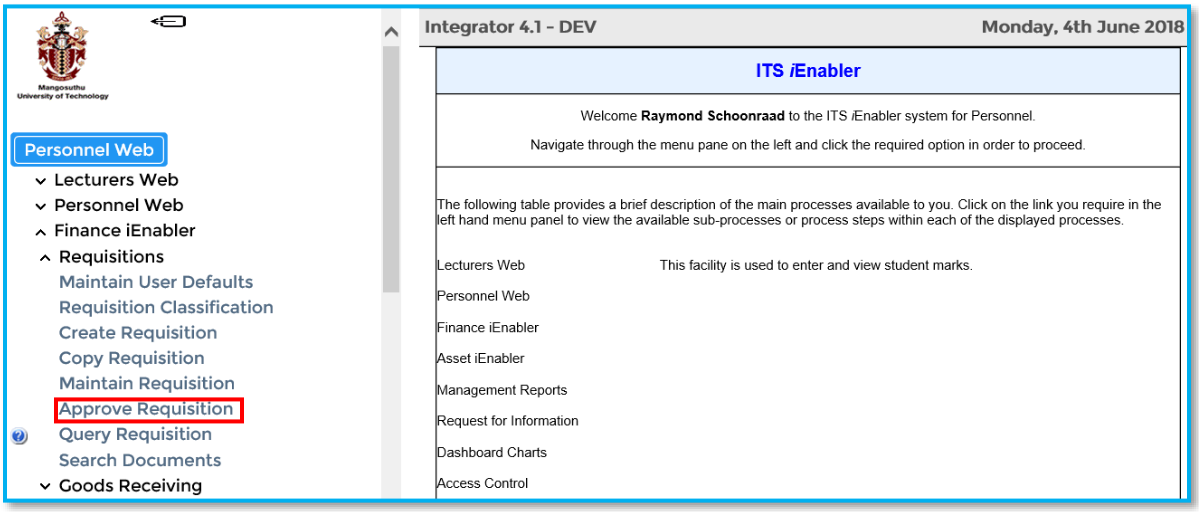


Ignore: Should the user choose to ignore the request, the requisition will remain on the list to be approved or rejected, and the document status will not change. This function is normally used when the user wants to investigate further information before approving/rejecting or want to ask another person to approved/reject the record.

Function of the Save Button: Click this button to save the changes you have made on the Screen. If you navigate to another screen, with changes and without saving, then the changes will be lost .If further requisitions need to be approved, the user can click on "Approve Requisitions" again and select the next requisition to be approved.

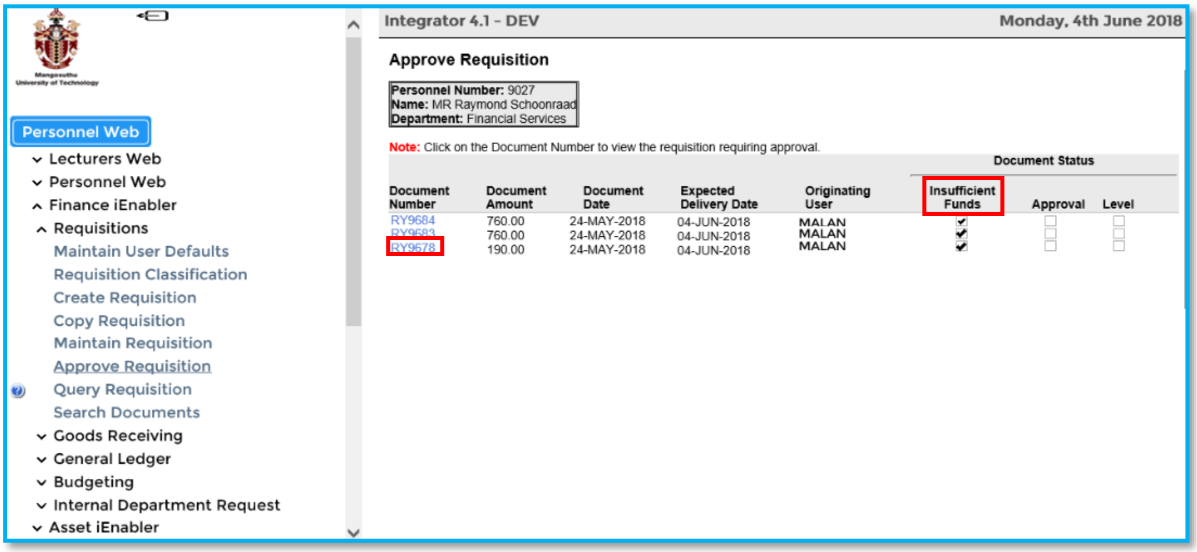
3.9 How to Override or Reject Insufficient Funds

Click on the approve requisition option on the left-hand side



In this option, only the users with insufficient privileges and the correct restrictions can override the requisition. Users are granted Override insufficient privileges on menu option Financial User Access Control {FCSP-1}. Users can be restricted for override insufficient funds by restrictions FA, FAP or FAPR to Amount ranges and/or Department, Cost Centre and Account Category. On the first screen, the user will see the entire Not Approved Requisitions list. On the list will be requisitions where the user is able to process the approval or force through insufficient function.

Click on the relevant requisition number on the left-hand side.

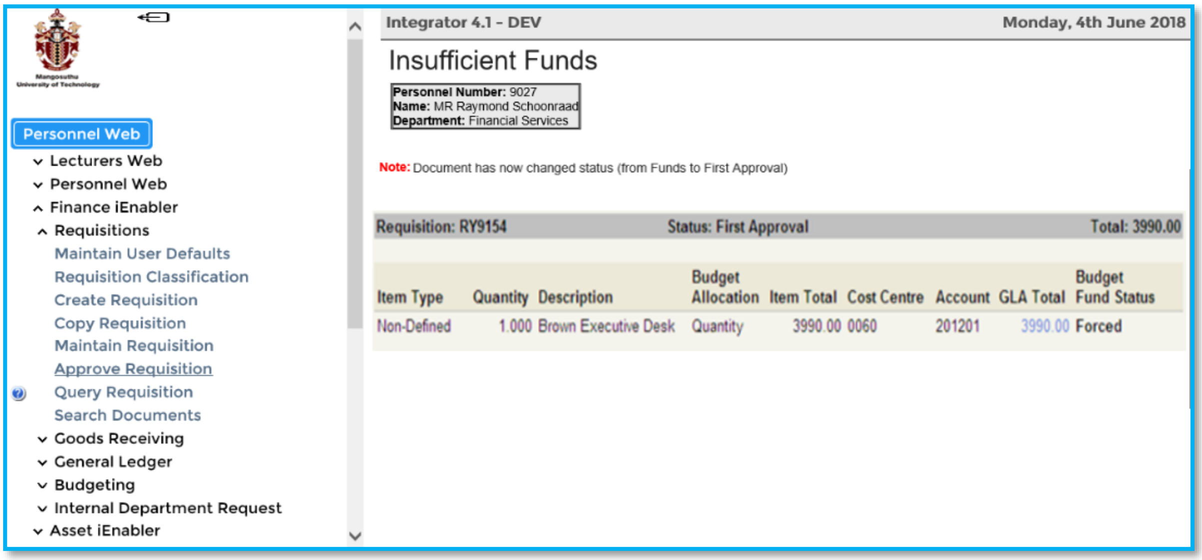


The following screen will be displayed. All Item records of the Requisition will be displayed, but only records where the FUND Status are Not Forced will have an input combo box and the system will display "FORCE" in the field.

The user has the following choices:

- To approve all, click on the "I Accept" button and then on the save button
- To reject/ignore/force change the value of the field to the required setting per item level, individually. Select the outcome per item and then save.
- Set the record to ignore if you want to investigate further before approving/rejecting or want to ask another person to approved/reject the record.

After the user forced/rejected the items, ticked the I accept tick box and saved the information, the following information will appear.



Click on "Approve Requisition" on the left side and the program will return the user back to the original screen where the user can select the next document.

MODULE

4

4 How to Create a Store Item Requisition

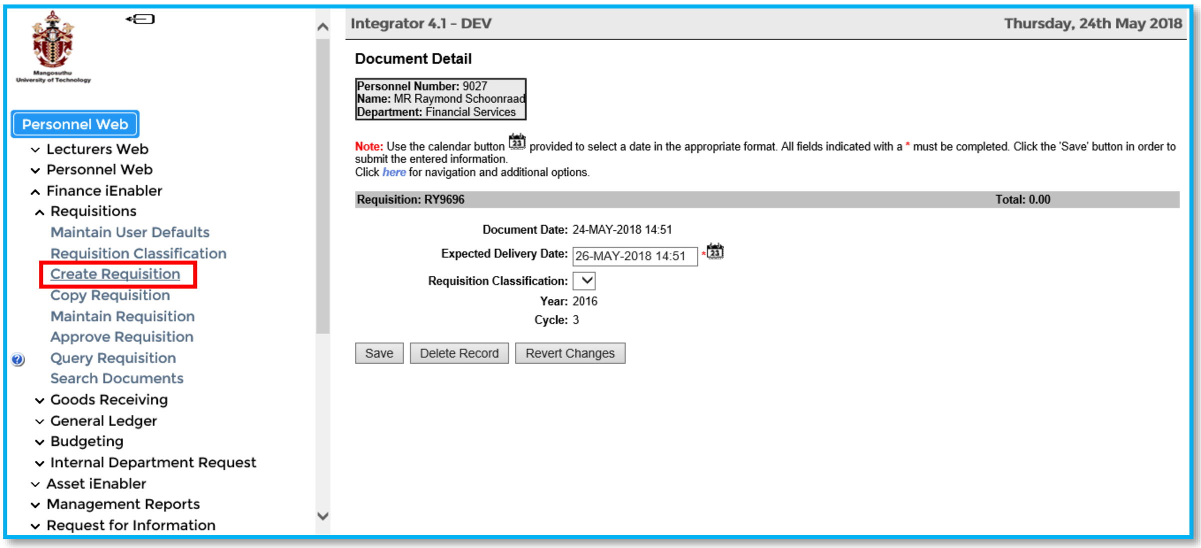
Specific outcomes

On completion of this module, you will be able to:

- Create a requisition
- Add store items to the requisition
- Manage the item detail
- Add budget allocation to each item

4.1 Create Requisition

Click on the create requisition on the left-hand side.



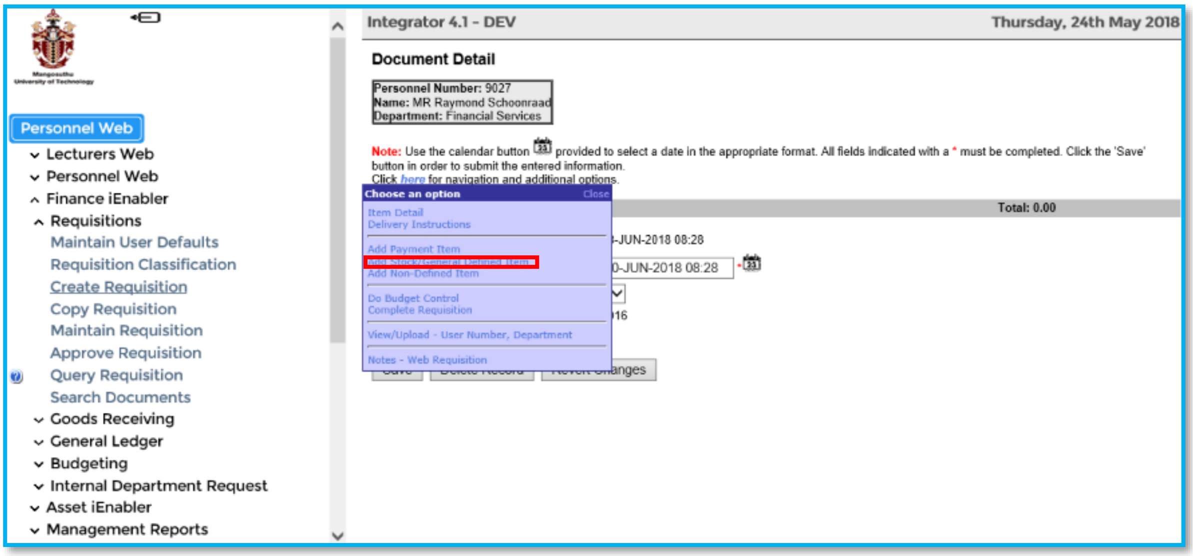
What Happens in the Background When a New Document is Created?

A background process creates the Requisition Document Definition as follow:

Document Number: In option Maintain Auto Generated Numbers {FCSM-3} is there an Auto **Generated Number Code K**2: The web system will use this code to get the next Requisition Number.
Document Date: Will be System date.
Expected Delivery date: This field is equal to System Date plus the number of days of the System Operational Definition Code AA namely "POSSIBLE DELIVERY DAYS" of subsystem PM in option Maintain System Operational Definition {FCSM-1}.
Year: The current Year of the PROCUREMENT MANAGEMENT subsystem will default to this field as define in option Maintain Subsystems Definition {FCSM-2}.
Cycle: The current Cycle of the Procurement Management subsystem will default to this field as define in option Maintain Subsystems Definition {FCSM-2}.

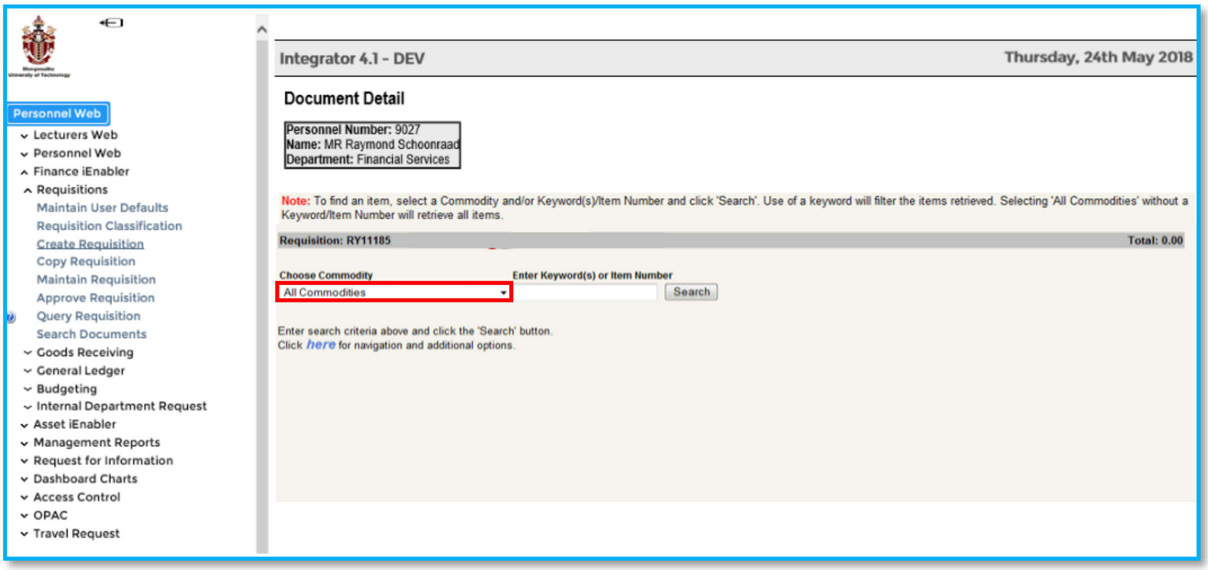
4.2 Add Store Items to the Requisition

Click on *here* to display the navigation menu. Select "Add Stock/General Defined Item"

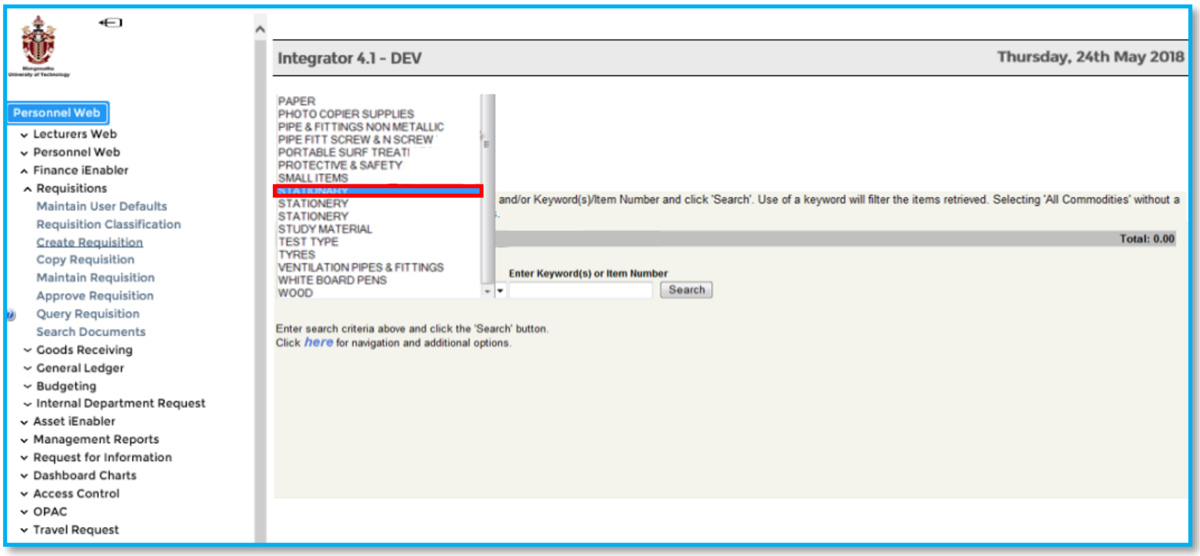


4.3 Select the Commodity from The Pop-Up List of Values

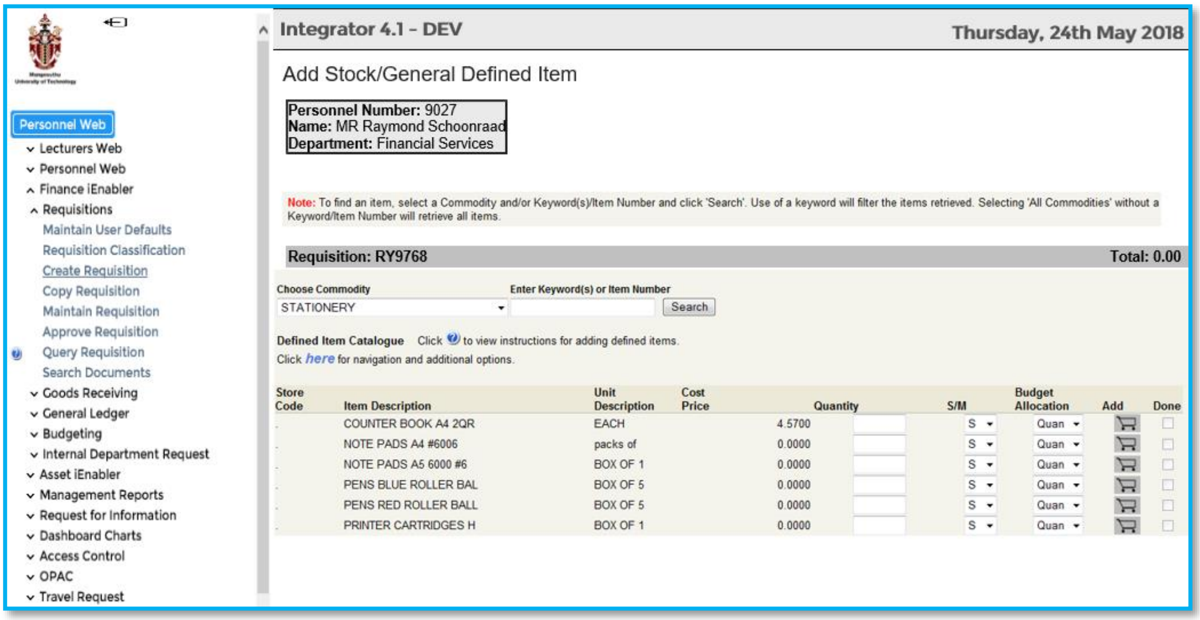
Choose Commodity: Use this field to select only Items of a specific commodity code or set the field to "All". Use the Combo box down arrow to see the complete list of all the Commodity Code Descriptions. **Search by Keyword:** The user may add a keyword to select only specific Items where the word is used in the Item Description. Search for the required items in the Item Catalogue. The search can be done per commodity or by keyword within a commodity.



Select the commodity from the pop-up list of values and click on the search button.

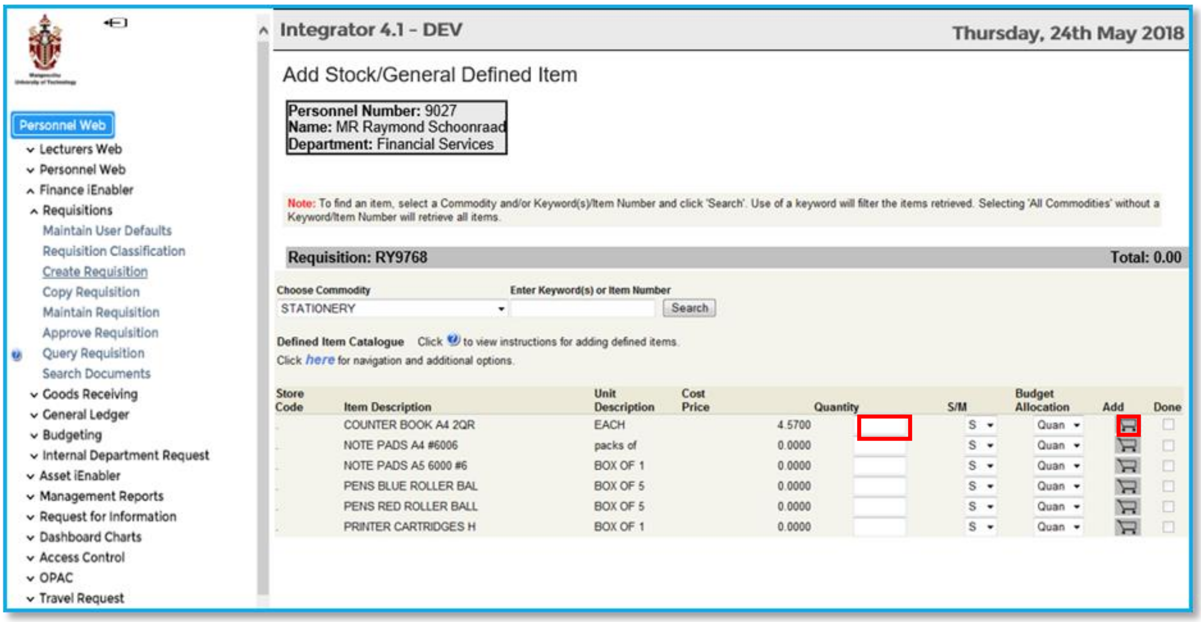


All the items in that commodity will be displayed on the next screen.

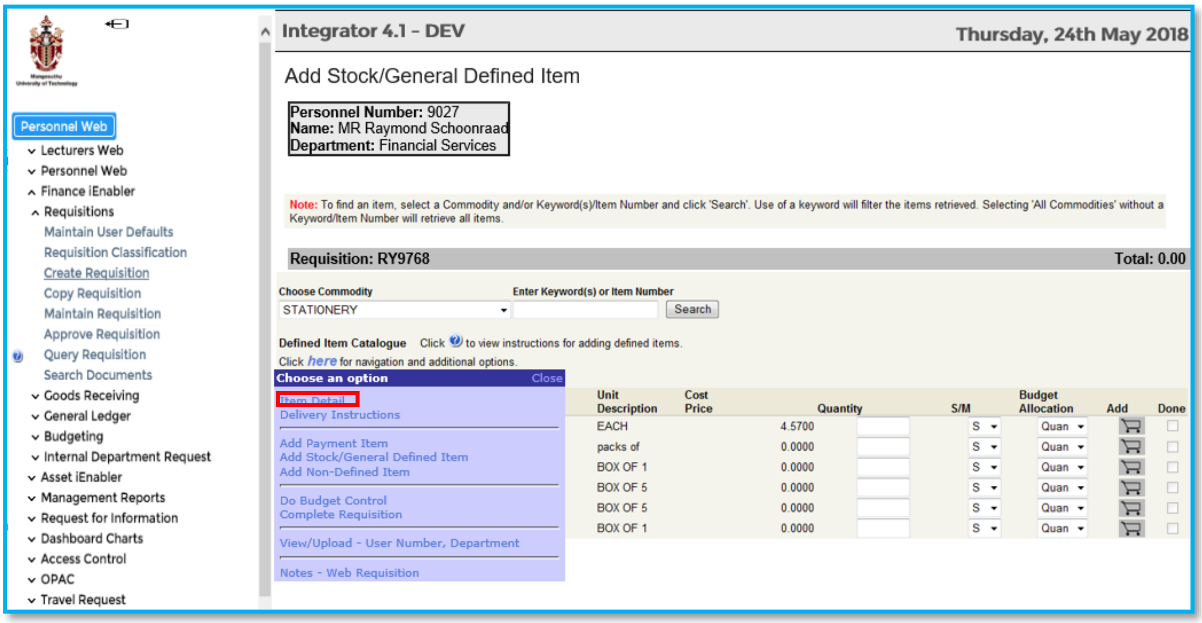


4.4 Select the Required Item from The List and Enter the Quantity

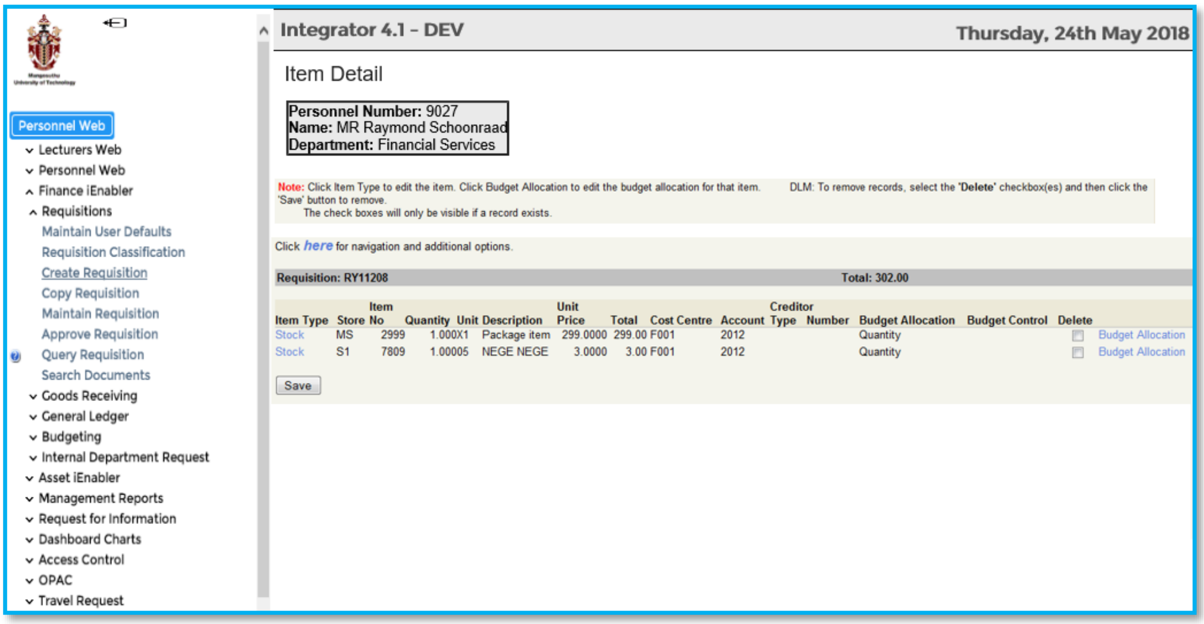
Decide on how this expense must be financed? Single or multiple accounts? If multiple, how must it be distributed – quantity, percentage or cost distribution? In most instances, stationery and store items will be charged as a single quantity distribution on one account. Add item to the list, by clicking on the trolley. This will save the input. Repeat the process and search for other required items and add to the trolley. When all the items are added to the trolley, click on "*here*" to navigate and see additional options.



4.5 Select Item Detail from the List on The Navigational Menu

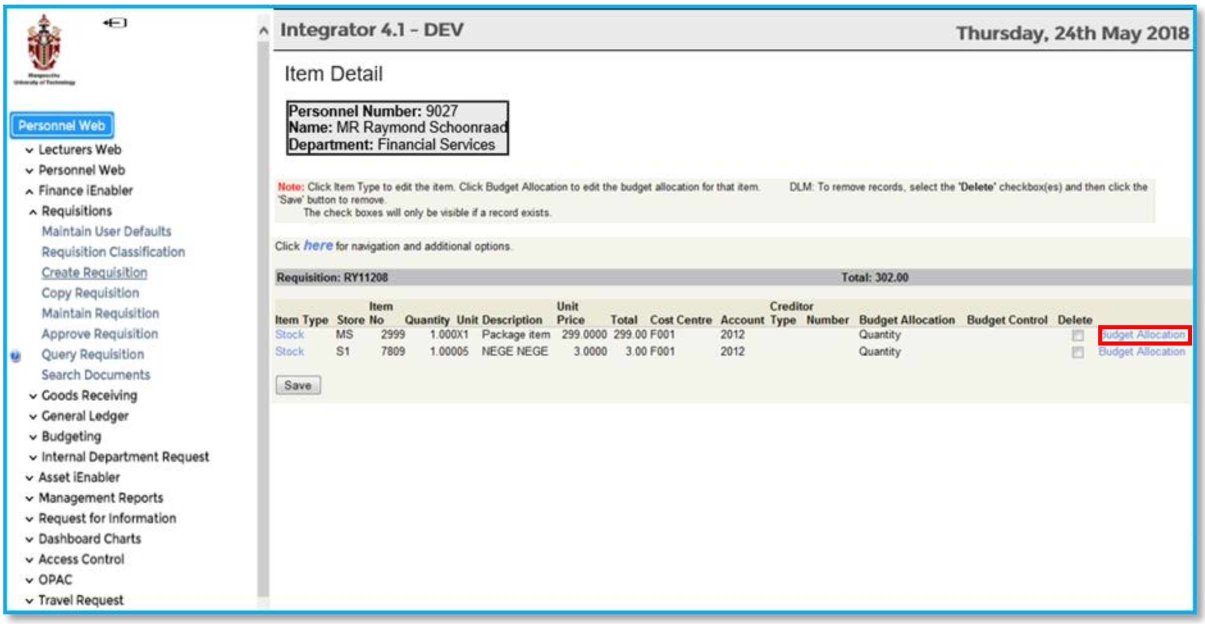


The following screen will be open and will show all the selected items – quantity and unit price.

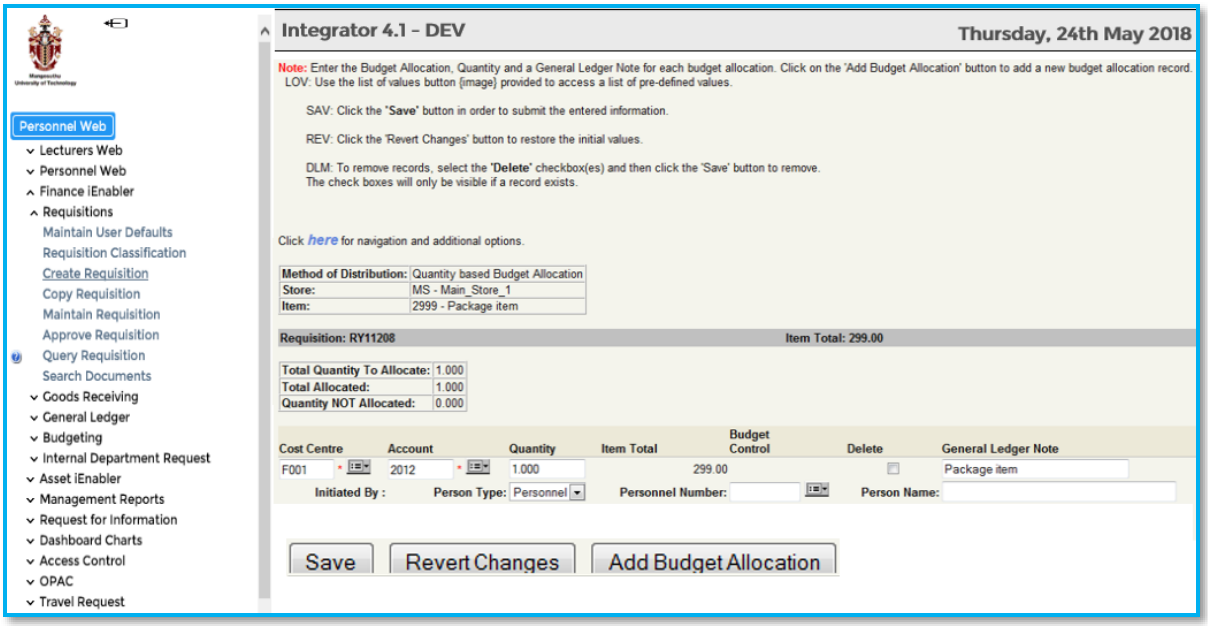


4.6 Add Budget Allocation to Each Item

Click on the “add budget allocation” on the right.

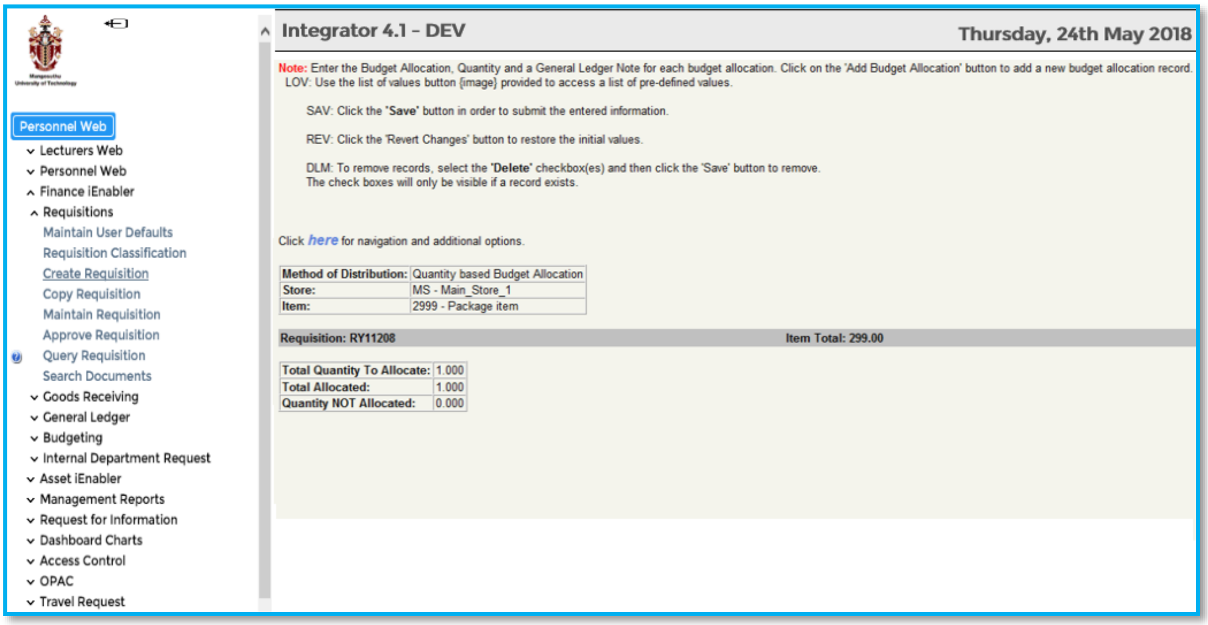


The following screen will open where the user will complete the cost centre, account and quantity information for each line.



Cost Centre: Each item must be allocated to an expense Cost Centre. The field has a List of Values function, the button is on the right-hand side is the field. With the account below it forms the GLA, see more rules on the GLA below the Account definition.
Account: An Account is mandatory for each item. The field has a List of Values function, the button is on the right-hand side is the field. With the cost centre above it forms the GLA, see more rules on the GLA below.
GLA Rules: Each item must have a valid GLA. If invalid, the user must change to a valid GLA. The user of the GLA can be restricted by restriction FPD or FPDR. For more detail on the restriction see manual Financial Code Structure Option Maintain User Restrictions {FCSM-4}. If the user did set up a default Cost Centre and/or Account, under the User Default, but the GLA is invalid then the default will not display. If both fields are null, then there can be two reasons. Firstly, the user did not specify it and must be entered by the user. Secondly there are more than one GLA financing the Item.

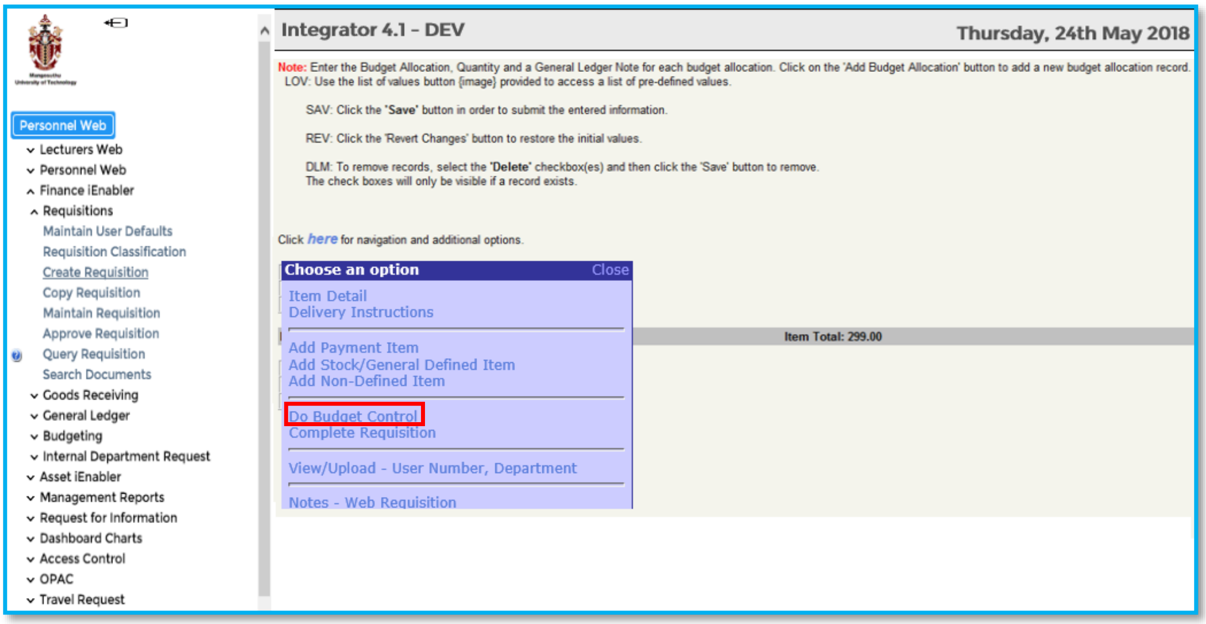
Save the information, and the following screen will be displayed:



Click on the "*here*", select item detail from the pop-up menu. When the Item Detail Screen appears, select the next item and complete the budget allocations. Continue adding the budget allocations, until all the information was added to the different items. Click on item detail and make sure that all the budget allocations were added.

Do a budget control check to make sure sufficient funds are available.

How? Click on the "*here*" and choose "Do Budget Control".



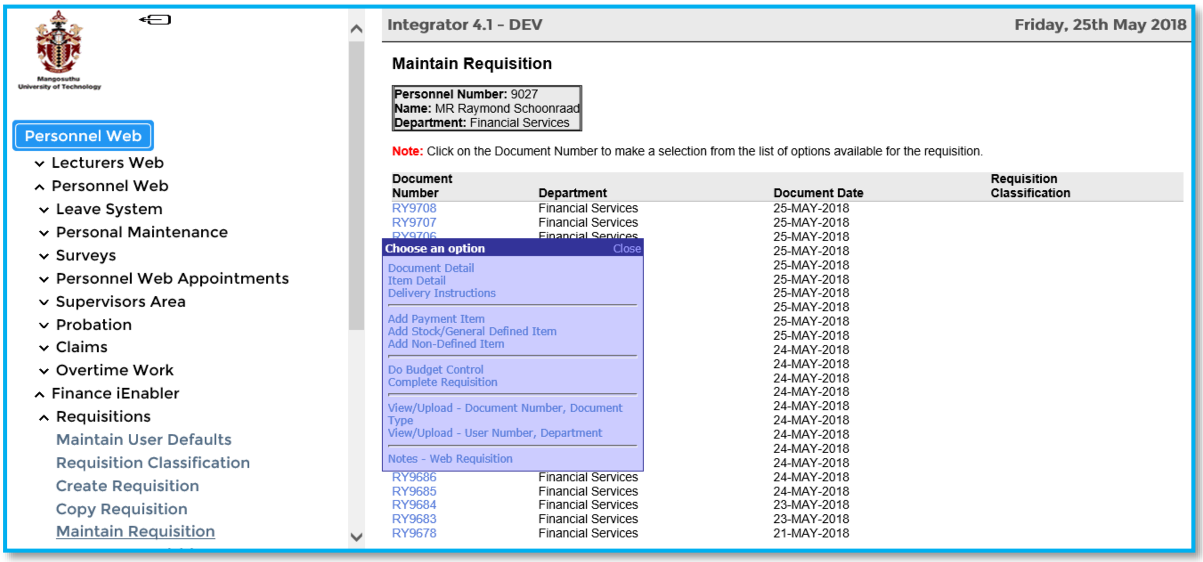
The system will do a validation to make sure that enough funding is available. The outcome of the budget validation will show "S" for sufficient and "N" for Insufficient. If insufficient funds are available, please change quantity, GLA allocation or delete record. Save all changes before continuing with next action. The next step will be to save all the changes and as soon as the user has listed all items needed for this requisition; did a budget check and added all changes needed, the COMPLETE process can be selected from the click "*here*"

Complete the document. This is the point of non-return. The system will do the following: Validate all data for correctness, if any errors, report back to the user to correct. Start the budget control function for records that was not validated previously. Calculate in what status the request must changes to start the routing depending on the status of the Request. On completion, a screen will appear, informing the user about the changed status of the document. An email will also be sent off to the HOD, informing the person that a document is waiting for approval level 1.

4.7 Questions and answers

Can Work Be Interrupted on a Document and Data Added at a Later Stage?

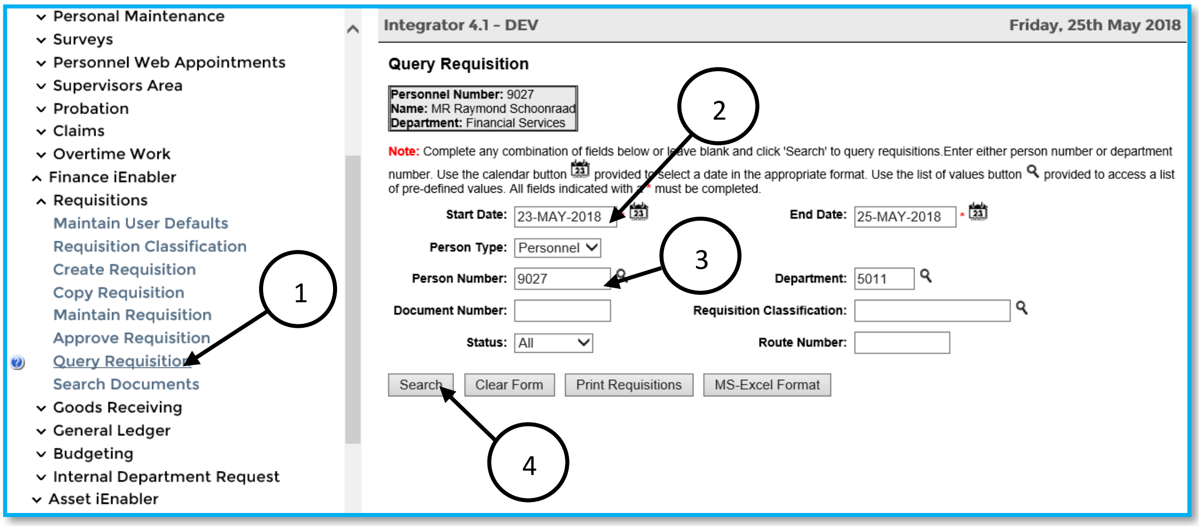
YES! Just save your work and whenever needed, click on the MAINTAIN REQUISITION option on the left-hand side. Only documents that are in status "Processing" will appear on this list. To continue working on the document, click in the request number. A pop-up menu will appear. The user should select the preferred action and continue working.



How Do I Query a Requisition?

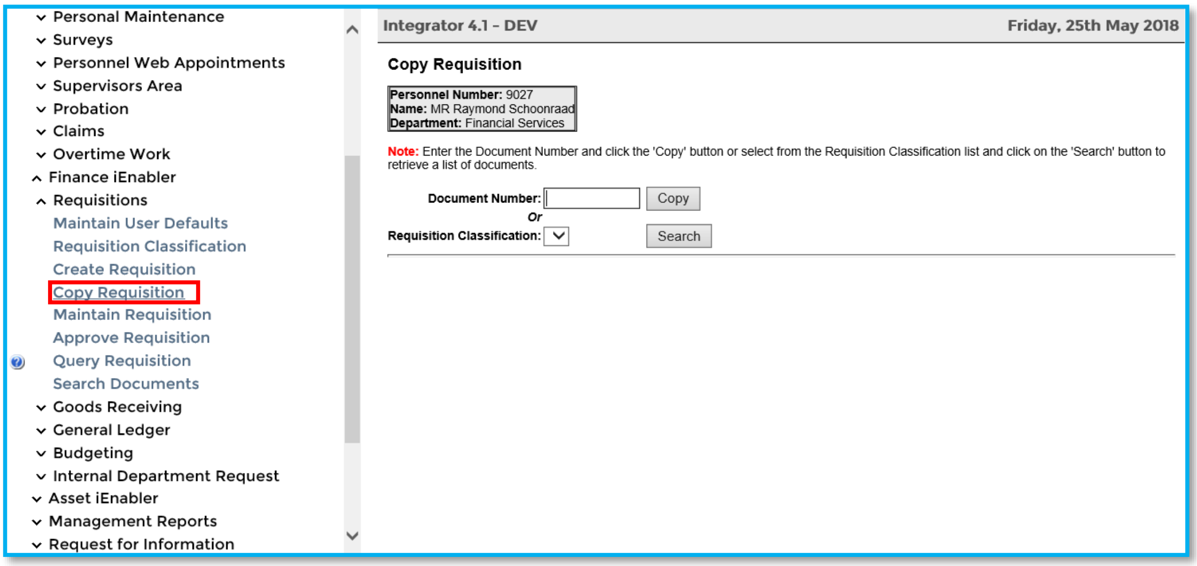
In this option the user can query the requisition throughout its life span. Only the progress of the requisition can be viewed during the status period Buyer, Funds Approval 1 or 2. Thereafter the Stock Issues, Order, GRV and Invoice document information can be view depending on the progress level. The first screen that the user will see is the Query Requisition.

1. Click on the "query requisition" option on the left-hand side.
2. Select your specific dates
3. Enter personnel number
4. Click on search



How Do I Copy a Requisition?

Click on "copy requisition" on the left-hand side. This option creates a new Requisition from an existing Requisition, where the status on the requisition is not processing. It allows the user to add item information to the newly created Requisition. The user has a choice between entering a specific request number, if known, and search by a specific requisition classification. Fill in the document Number and click on the Copy Requisition button.

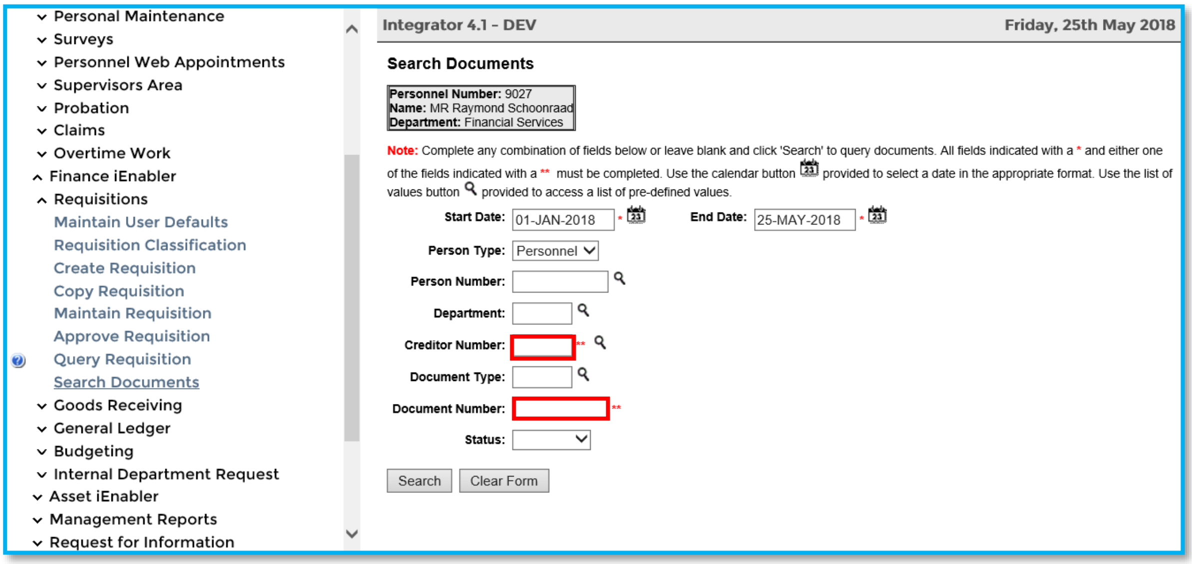


After the program has copied the Item information into the newly created Requisition, it will navigate the user to the Item Detail screen. Click on the 'Save' button and use the "*here*" to add more items or to complete the requisition. The user can now apply changes, add more items or complete the document.

How Do I Search for a Requisition?

Click on "Search Document" on the left-hand side. In this option the user can search the requisition throughout its life span. The user has a choice between entering a specific request number, if known.

Creditor Number and Document Number are mandatory fields, they need to be filled before you search requisitions.



MODULE

5

5 General Ledger

Specific outcomes

On completion of this module, you will be able to:

- Set-up Web General Ledger prerequisites
- Query budget reports
- Use the cost centre reports
- Identify the difference between financial and non-financial cost centres

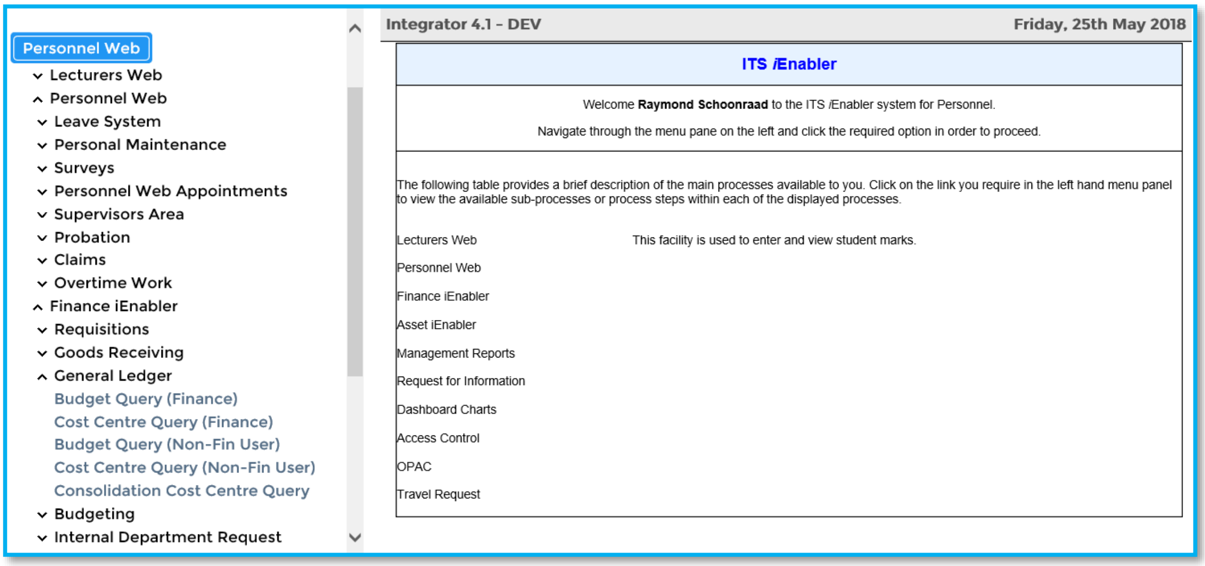
5.1 Web General Ledger prerequisites

Subsystem Financial Code Structure (CS) and General Ledger (GL) must be operational. The Web User of the General Ledger can be restricted with the restriction FGLB for the following combinations. {FCSM-4b2 and 3}.

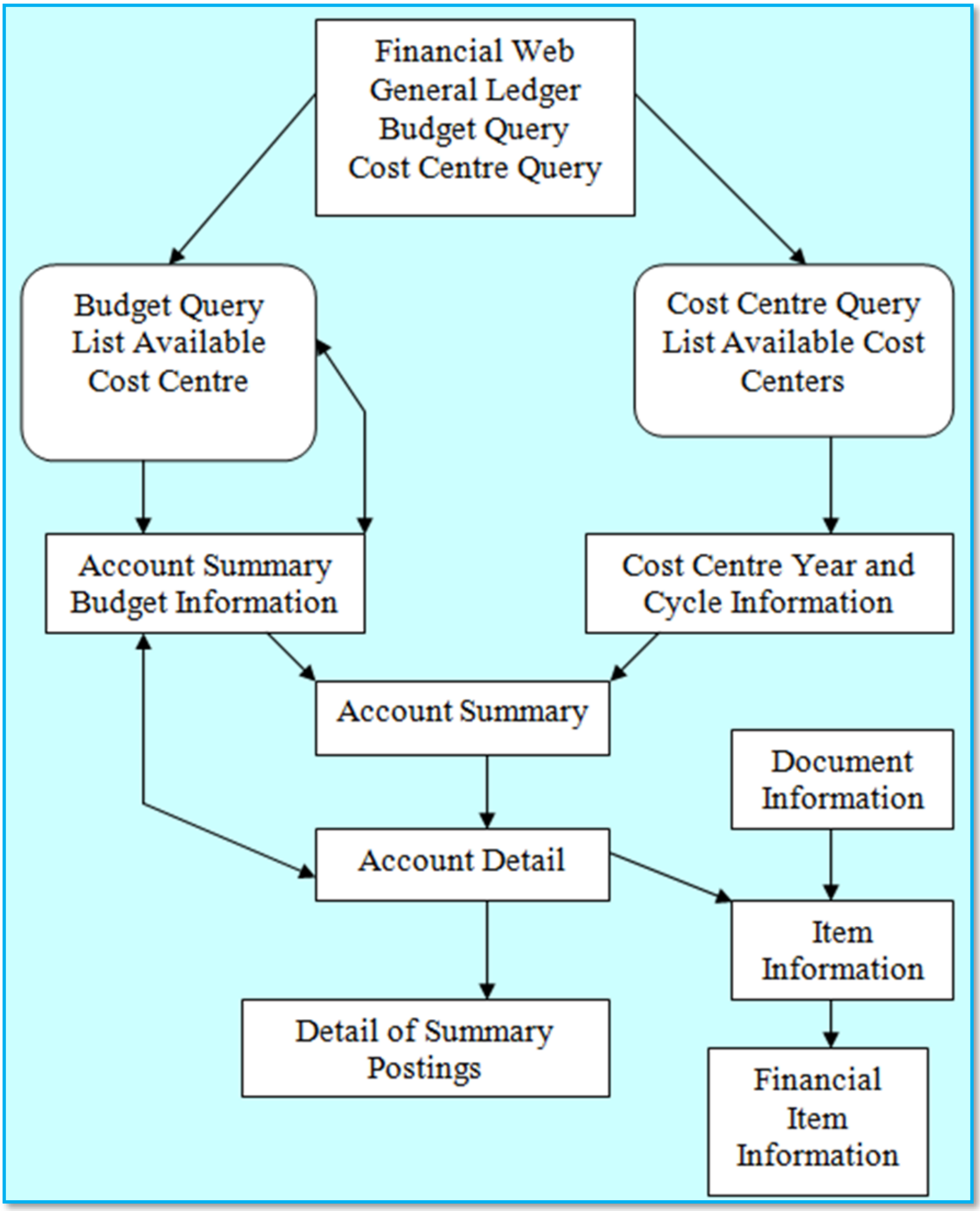
- If restriction FGLB is not linked to the user, then he/she may see all Cost Centres and Accounts of the Institution.
- Restricted to Department/s only (can see all Cost Centre and Accounts of the Department)
- Restricted to Department/s Cost Centre/s only (can see the Cost Centres linked only and all the Accounts of the Cost Centre)
- Restricted to Department Account Category Range (can see all Cost Centre of the Department and the Accounts of the Cost Centre/s will be restricted to the account category range linked only.)
- Restricted to Department/s Cost Centre/s and Account Category Ranges (can see the Cost Centres linked only and all the Accounts of the Cost Centre and the Accounts of the Cost Centre/s will be restricted to the account category range linked only)

Above rules may be flagged Inclusive or Exclusive

Commitments from Procurement Management Information System (PM) and un-posted transactions from Procurement Management Information System (PM) and Accounts Receivable (AR) will also be retrieved if exist.

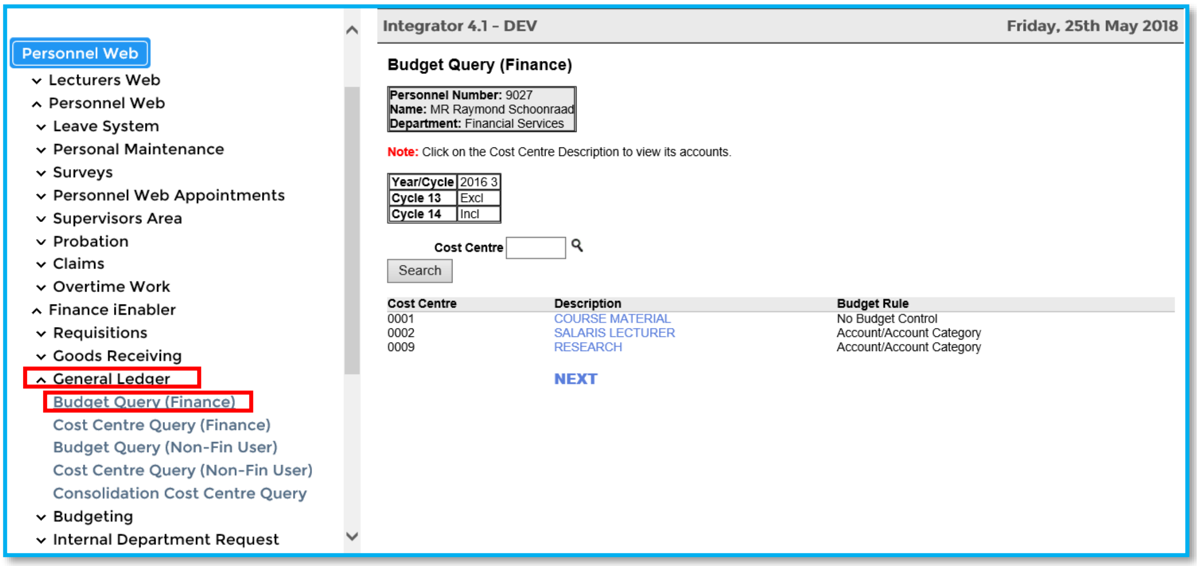


This functionality in the web is a query and display area of General Ledger information in the form of a budget or cost centre query. The following information can be displayed to the user.



5.2 How to Query Budget Reports?

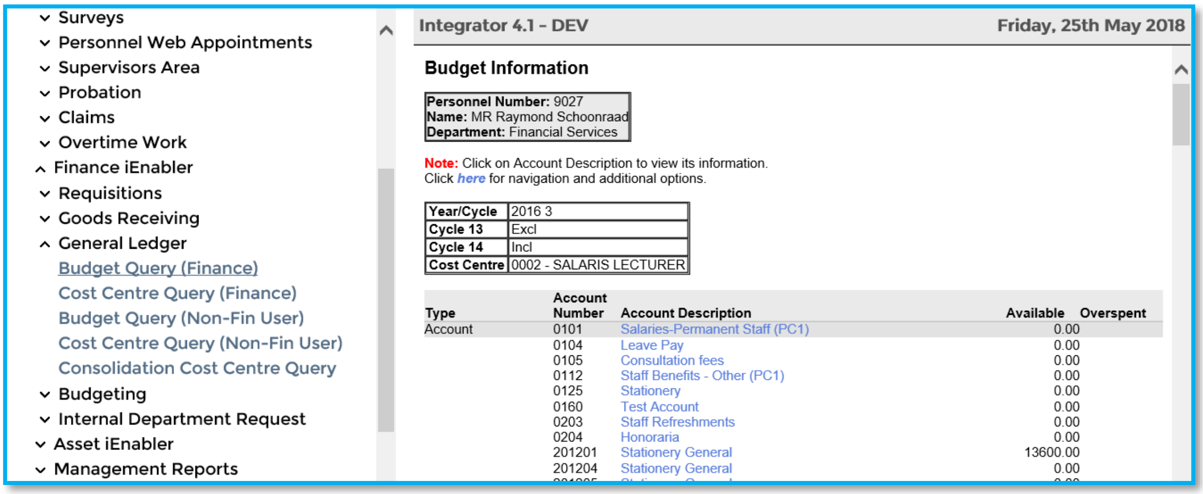
To query budget reports, expand the General Ledger folder and click on Budget Query (Finance)
If the user selects this option, ledger information will be displayed to the user using cost centre and account budget rules and the Year and Cycle of the Procurement Management Information System (PM). The lists can be restricted by the restriction FGLB.



Budget Query List the Cost Centres that the user has access to (If restricted by FGLB) and the year and cycle that will be used to display any further information. The list consists of the following columns:

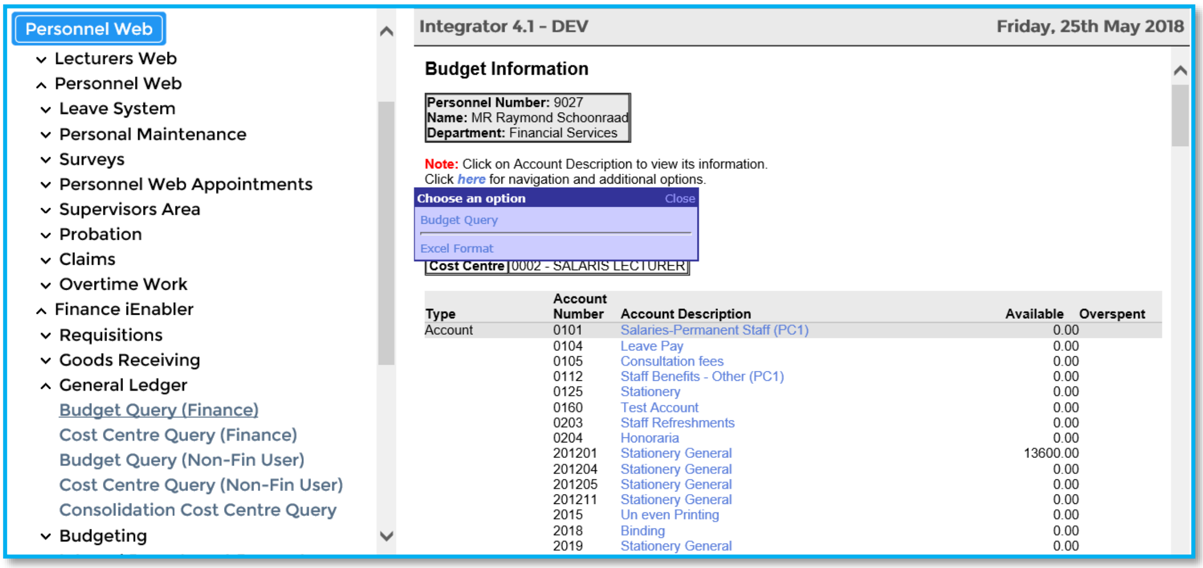
- Cost Centre Code
- Description of the Cost Centre
- Budget rule of the Cost Centre

The user may click, using the mouse, on any of the listed Cost Centre Descriptions and that will take the user to one of the following screens, depending on the budget rule of the cost centre:
Budget Information
Budget Rules is NOT equal to “No Budget Control”
Or
Account Summary
Budget Rules is equal to “No Budget Control”.

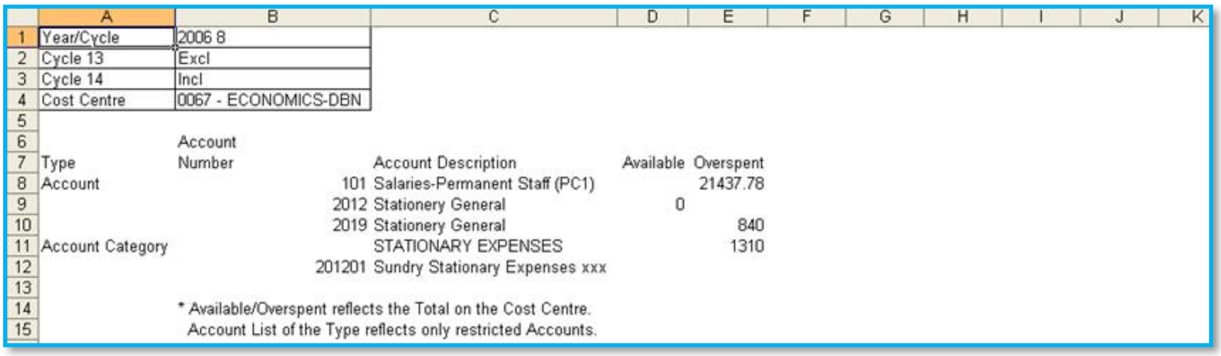


When the user clicks on the "*here*" the following pop-up menu is available.

- Budget Query: Will take the user back to the previous screen.
- Excel Format: Choosing this option, will transfer the cost centre budget detail into an Excel workbook, and the information can be saved on the user's desktop.

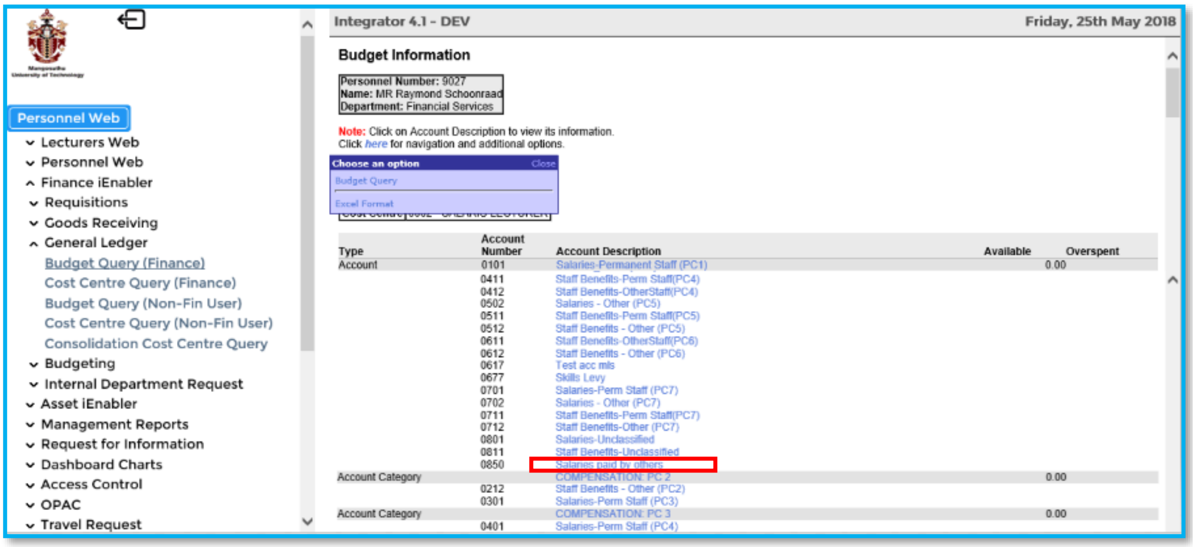


5.2.1 Excel format

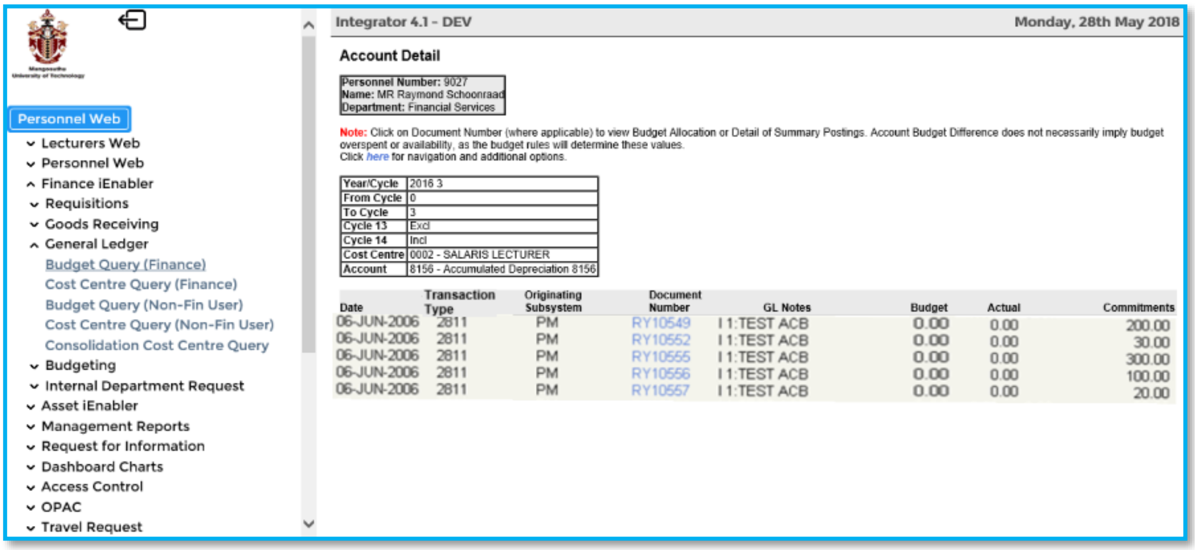


5.2.2 Account Detail

If the user clicked on an account description, it will show the account detail. List the Detail transaction of the Accounts in Account Summary for the selected Cost Centre.



5.2.3 Expanded Account Description.



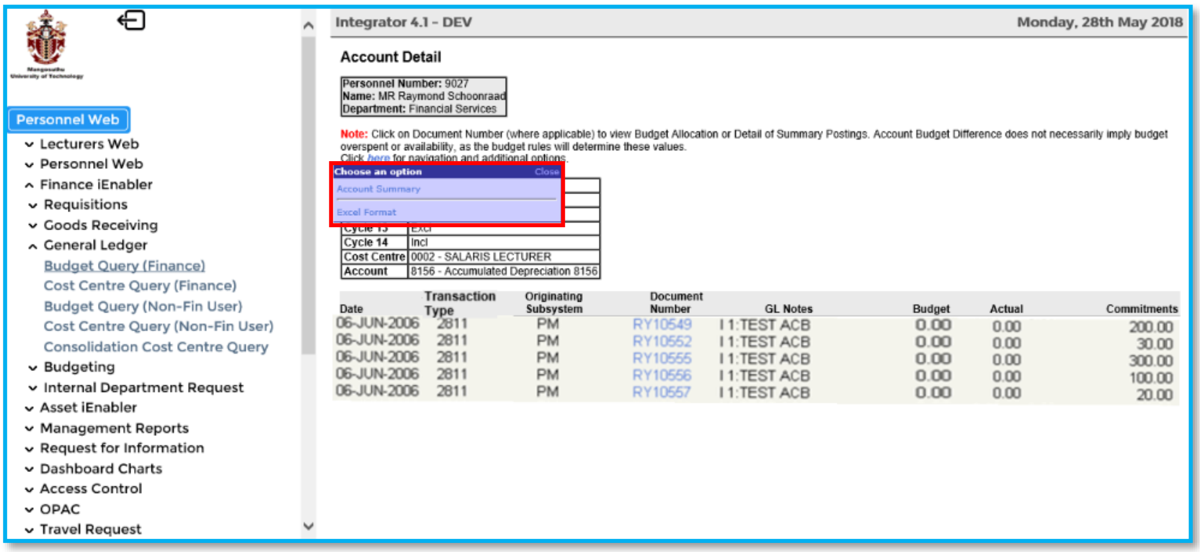
The header will display the following information:

- The selected Cost Centre Code and Description
- The selected Account Code and Description
- The Year, Cycle From, Cycle To, Cycle 13 and Cycle 14 parameters used to select the Account Detail Information

The list consists of the following columns:

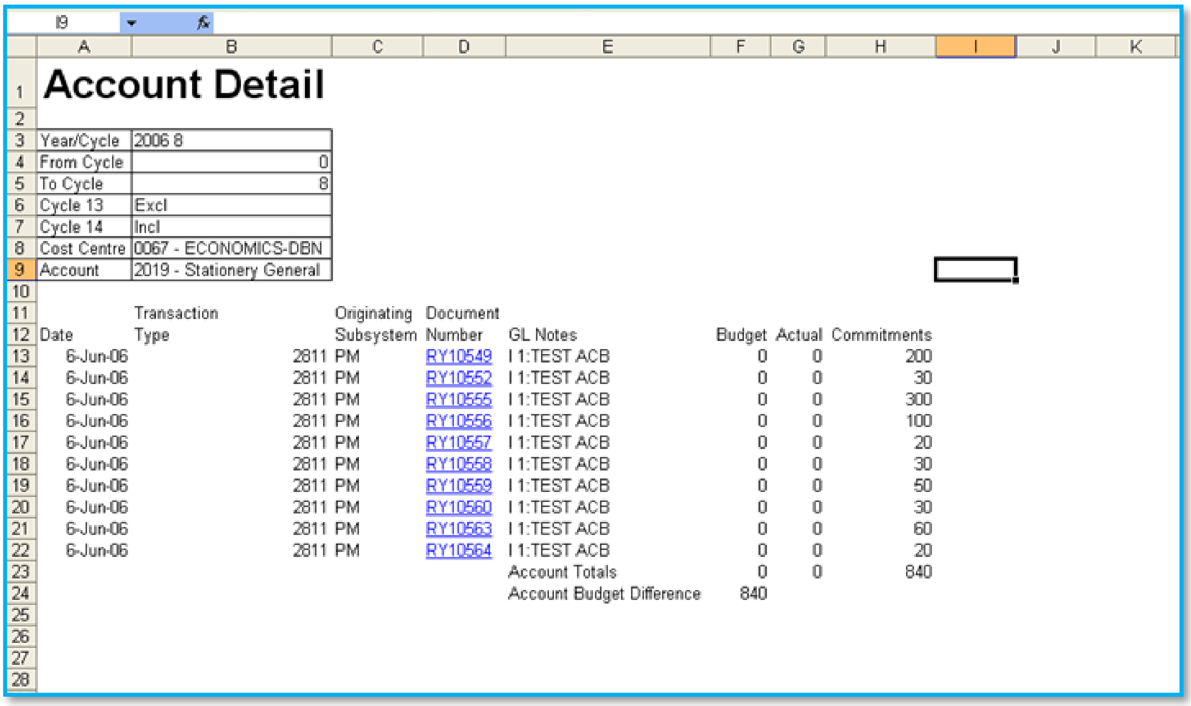
Date; Transaction Type; Originating Subsystem; Document Number; General Ledger Note; Actual, Budget and Commitments, Total for columns Actual, Budget and Commitments and Balance of the Account.

On the click "*here*" the budget information and Excel format is available again.



Budget Query: Will take the user back to the previous screen.
Excel Format: Choosing this option, will transfer the account detail into an Excel workbook, and the information can be saved on the users' desktop.

5.2.4 Excel Format

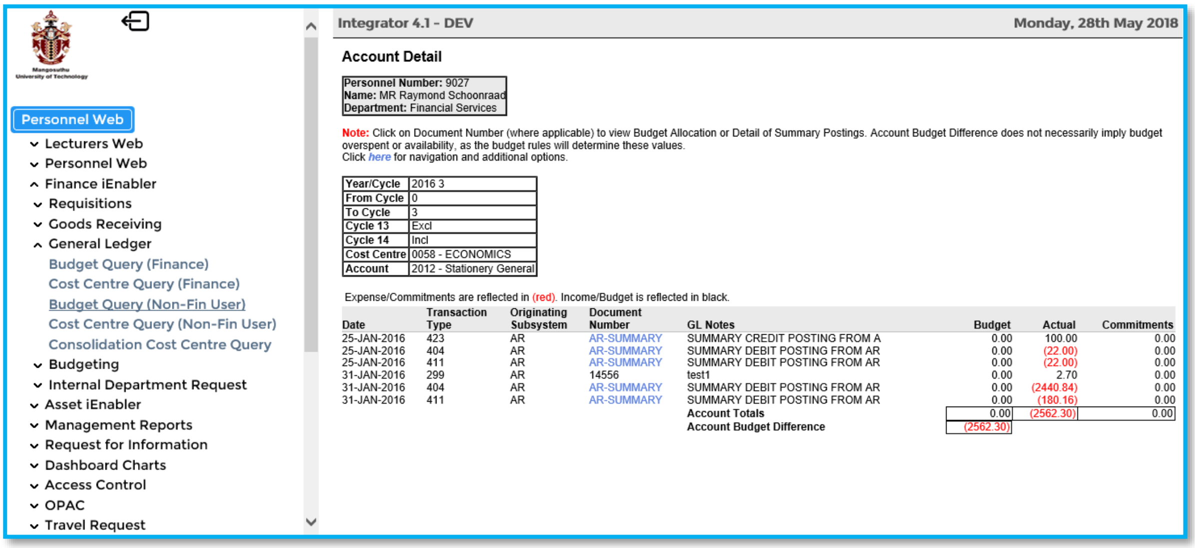


Account Detail

Year/Cycle	2006 8
From Cycle	0
To Cycle	8
Cycle 13	Excl
Cycle 14	Incl
Cost Centre	0067 - ECONOMICS-DBN
Account	2019 - Stationery General

Date	Transaction Type	Originating Subsystem	Document Number	GL Notes	Budget	Actual	Commitments
6-Jun-06	2811	PM	RY10549	I 1:TEST ACB	0	0	200
6-Jun-06	2811	PM	RY10552	I 1:TEST ACB	0	0	30
6-Jun-06	2811	PM	RY10555	I 1:TEST ACB	0	0	300
6-Jun-06	2811	PM	RY10556	I 1:TEST ACB	0	0	100
6-Jun-06	2811	PM	RY10557	I 1:TEST ACB	0	0	20
6-Jun-06	2811	PM	RY10558	I 1:TEST ACB	0	0	30
6-Jun-06	2811	PM	RY10559	I 1:TEST ACB	0	0	50
6-Jun-06	2811	PM	RY10560	I 1:TEST ACB	0	0	30
6-Jun-06	2811	PM	RY10563	I 1:TEST ACB	0	0	60
6-Jun-06	2811	PM	RY10564	I 1:TEST ACB	0	0	20
				Account Totals	0	0	840
				Account Budget Difference	840		

The user may click; using the mouse, on any of the listed Document Numbers, that are highlighted and that will take the user to one of the following screens.



If the posting to General Ledger was in summary then the user can view the detail transactions of the summary posting. See below for more detail on the Detail of Summary Posting Screen.

Detail of Summary Postings

List the detail transactions of a Summary Posting for the Account and Cost Centre in the Account Detail Screen.

The header will display the following information:

- The selected Cost Centre Code and Description
- The selected Account Code and Description
- The Journal Number, Date and Transaction Type code

The list consists of the following columns:

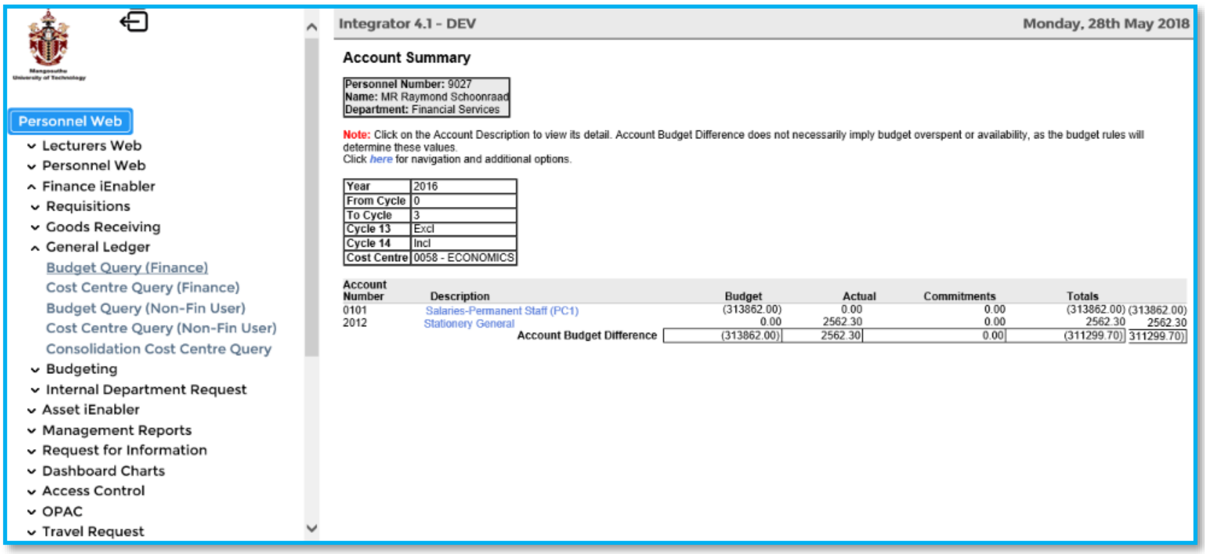
- Reference Number
- General Ledger Note
- Creditor Code
- Creditor Name
- Debit
- Credit
- Total for columns Debit and Credit
- Balance of the Debits minus Credits

5.3 Budget Query (Financial) and Budget Query (non-fin) Reports

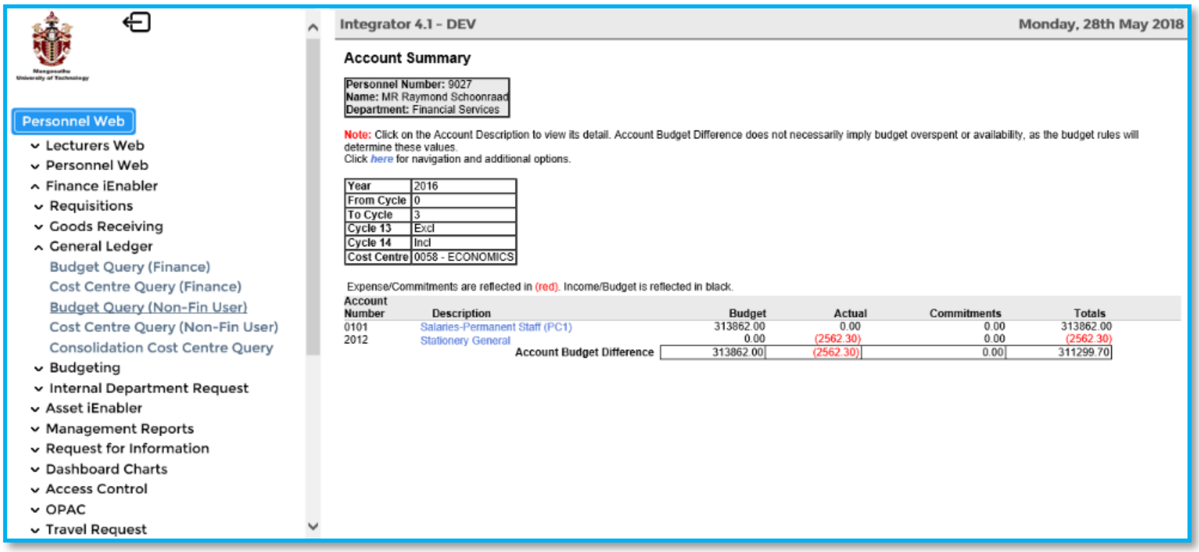
What is The Difference between a Budget Query (Financial) and a Budget Query (non-fin) Report?

The outcome and results are the same. The only difference is in the layout.
Budget Query (Financial) Report: The symbols and layout adhere to financial settings used by the standard system. Credit amounts are indicated by brackets "()".
Budget Query (non-financial) Report: Colour is used to indicate expenses. Output will still be the same as the above report.

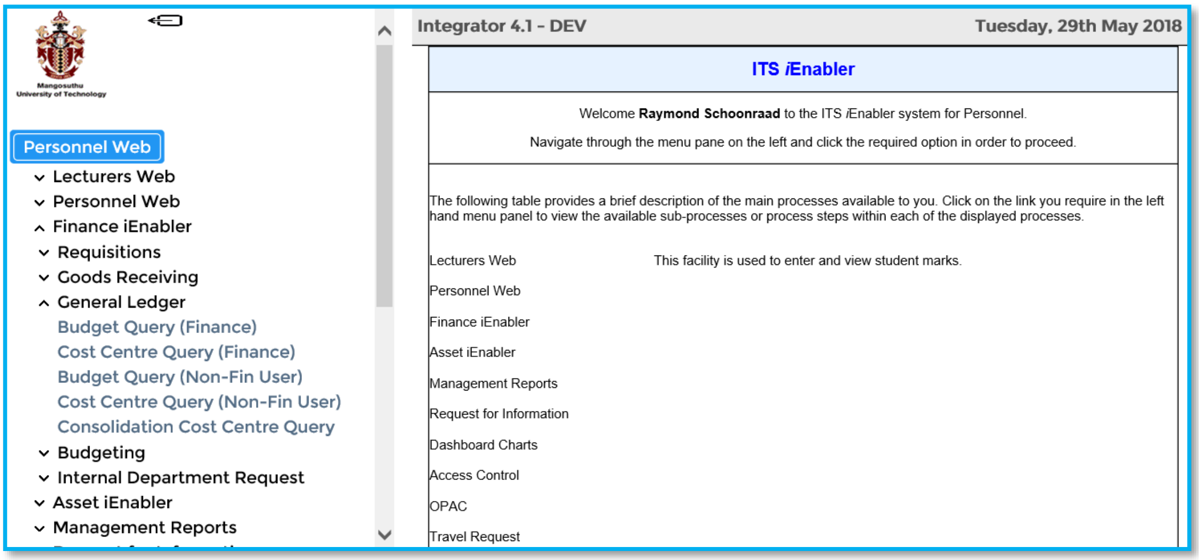
5.3.1 Budget Query (Financial) Report



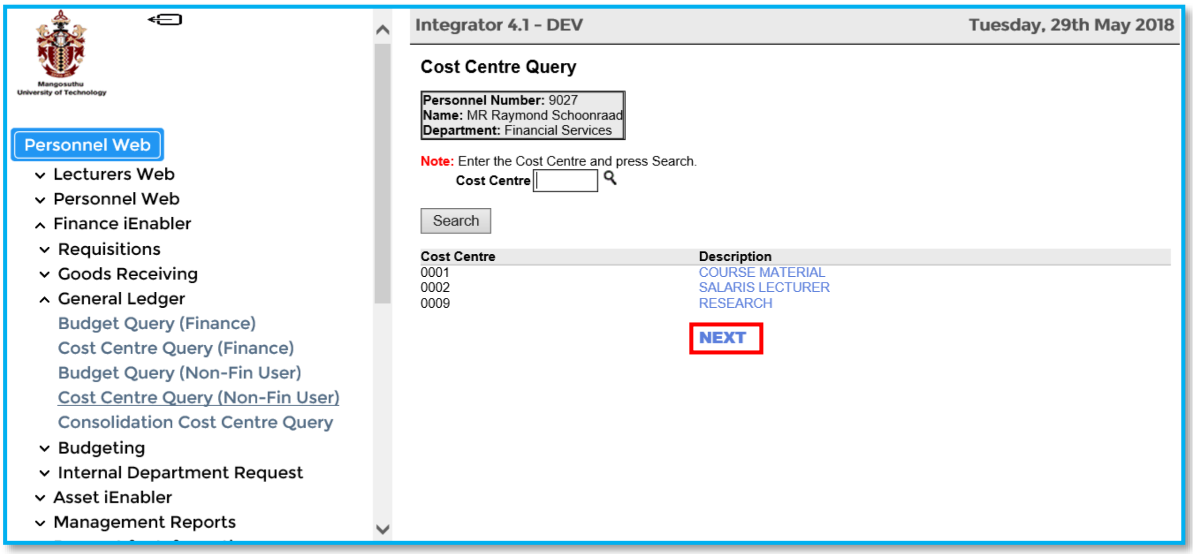
5.3.2 Budget Query (non-financial) Report



5.4 How to Use the Cost Centre Reports.

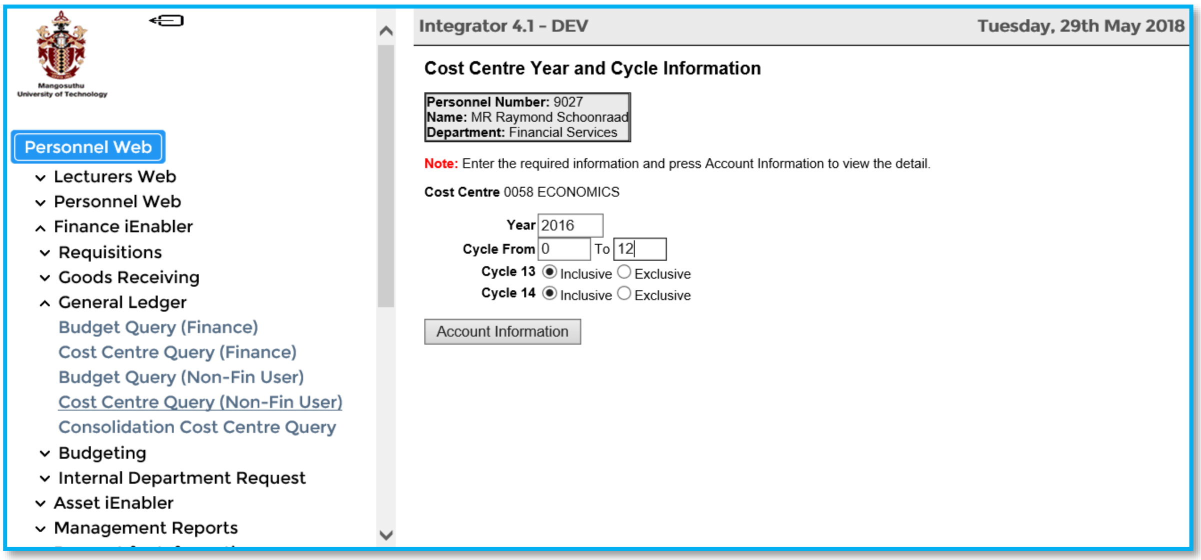


The following screen will be displayed listing ONLY the cost centres that the user has access to in restricted in option {FCSM-4}, the user may click next to view additional cost centres.



5.4.1 Listed Cost Centres

The user may click, using the mouse, on any of the listed Cost Centre Descriptions and that will take the user to the following screen.

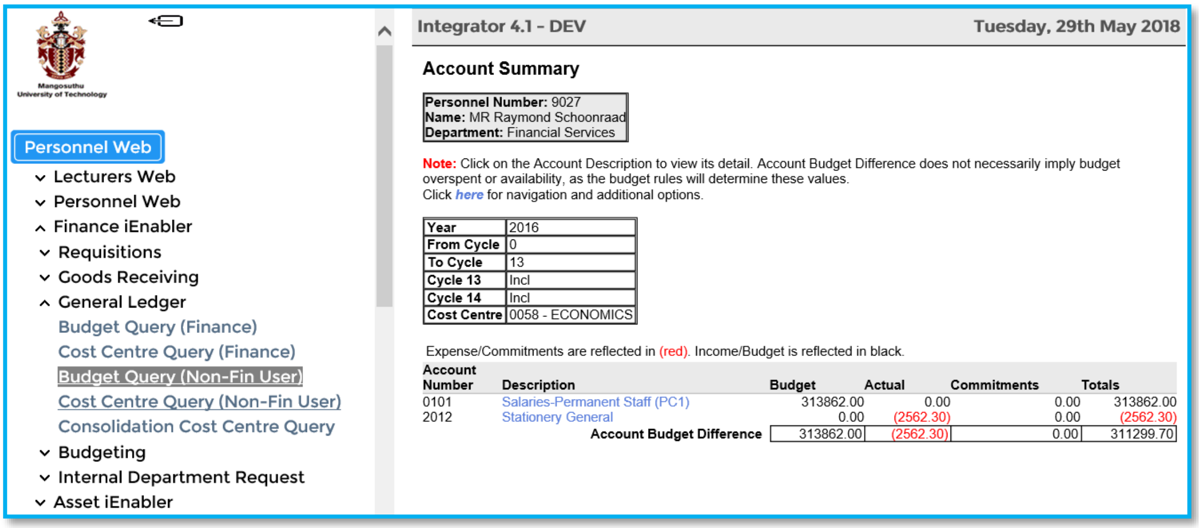


The screen will display the Cost Centre that was chosen on the previous screen. The User may change the following values:

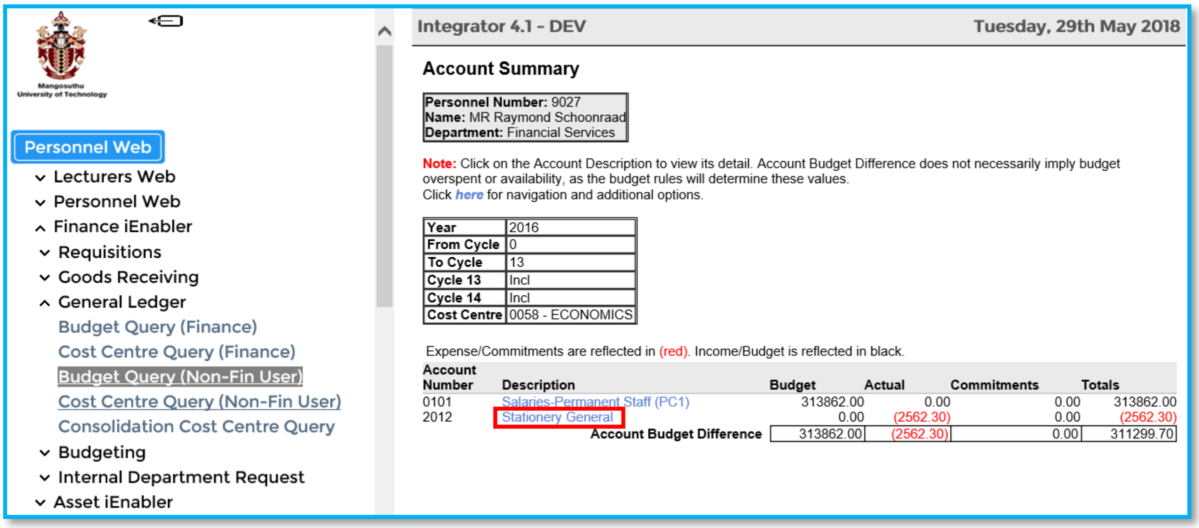
Year: The current General Ledger year will default into the field. The user may change the value to any previous or future Year.
Cycle from: The default will be Zero. The user may change this to any value between 1 and 12, if this value is less than or equal to the Cycle To. Using the Cycle from as Zero will ensure that the information started at the beginning on the Cost Centre Year, else you may find that that the information can be retrieved over the Year End on the Cost Centre.
Cycle to: The system will default the current cycle of the General Ledger. The user may change this to any value between 1 and 12, if this value is greater than or equal to the Cycle From.
Cycle 13: Default is Inclusive and the user can change it to Exclusive. Cycle 13 is the Year End Transaction Cycle after the operational cycle 12 was closed. If the Cycle From is not Zero then this value will be ignored and the data will be retrieved Exclusive.
Cycle 14: Default is Inclusive and the user can change it to Exclusive. Cycle 14 is the Opening Balance Cycle before the operational cycle 1 was stared. If the Cycle From is not Zero then this value will be ignored and the data will be retrieved Exclusive.

5.4.2 Account Information

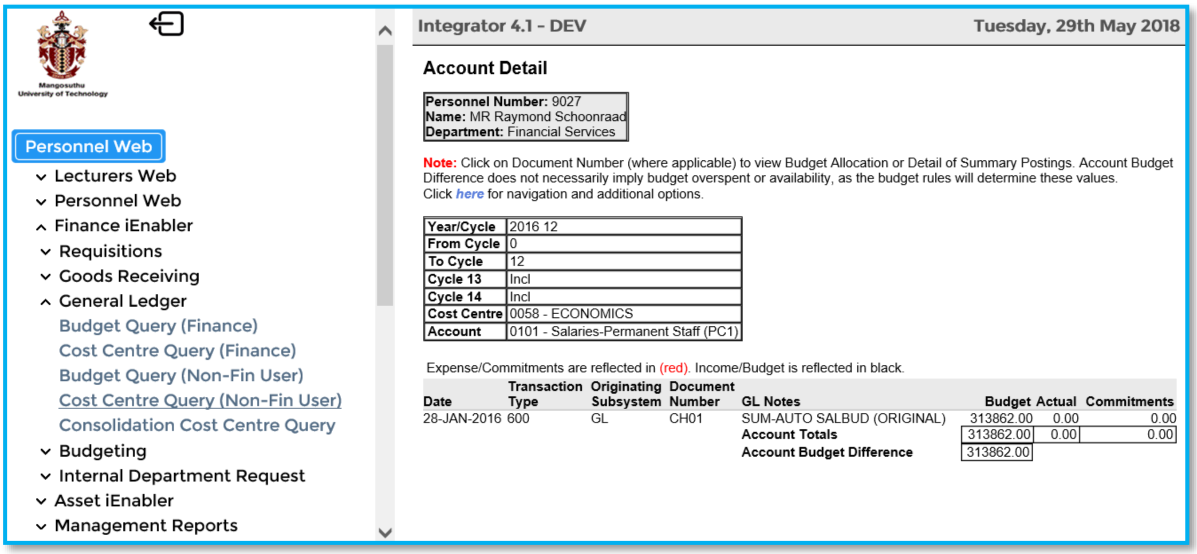
When the user clicks on the Account Information button, the Account Summary Screen will display.



The user can then click on the description to view the transactions on the account.



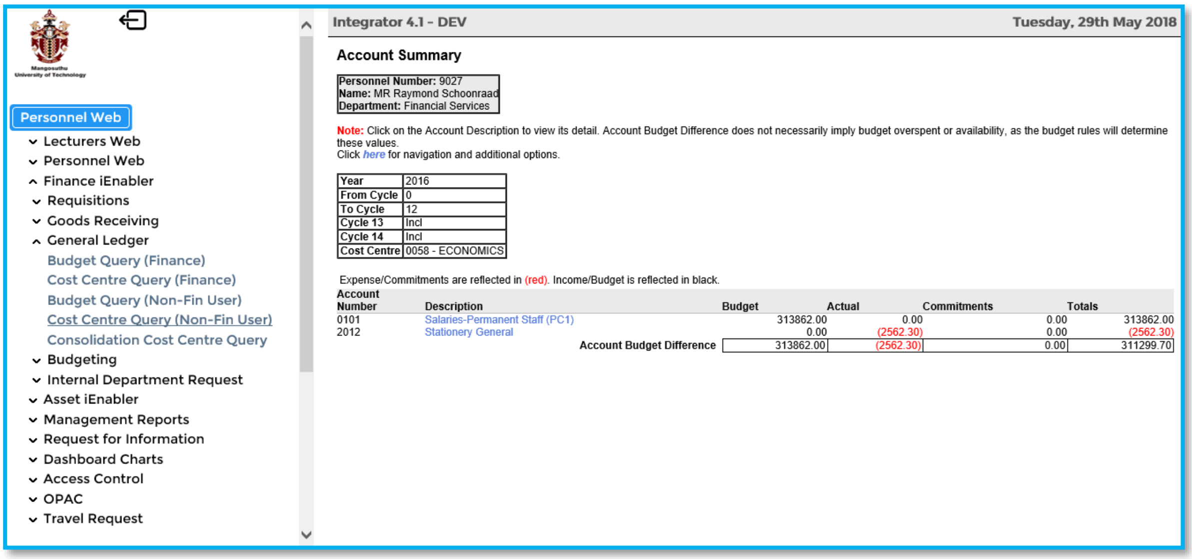
5.4.3 Transactions on the Account



5.5 Financial and non-financial cost centre reports

What is the difference between financial and non-financial reports?

The outcome and results are the same. The only difference is in the layout.
Cost Centre (Financial) Report: The symbols and layout adhere to financial settings used by the standard system. Credit amounts are indicated by brackets "()".
Cost Centre (Non- Fin) Report: Colour is used to indicate expenses. Output will still be the same as the above report.



MODULE
6

6 Handling GRV's in the iEnabler

Specific outcomes

On completion of this module, you will be able to:

- Set-up Web GRV prerequisites
- Perform the Finance iEnabler GRV process
- Perform GRV validations
- Perform GRV maintenance

6.1 Introduction

The purpose of enabling users to process GRV's on the iEnabler is to enable users to be able to process GRV's from various campuses even if they do not have access to the Finance back office.

6.2 Web GRV prerequisites

The following must be set-up to be able to process GRV's on the Finance iEnabler.

6.2.1 Maintain System Operational Definitions

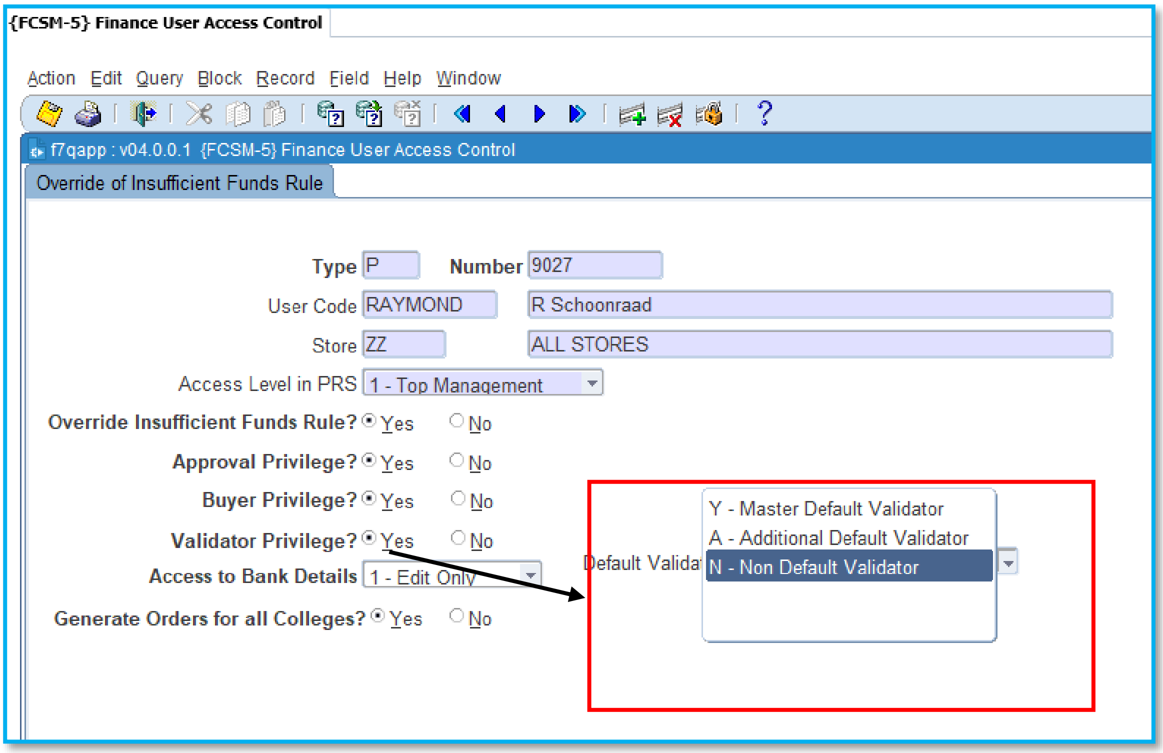
User must be linked to restriction FPDG on {FCSP-5}. Maintain System Operational Definitions on {FCSM-1}.

BQ	PM	Allow GRV Quant to exceed ORD Quant	A	Y	
BR	PM	ORD/GRV Variance amount N17.2	N		100
BS	PM	ORD/GRV Variance % N6.3	N		10

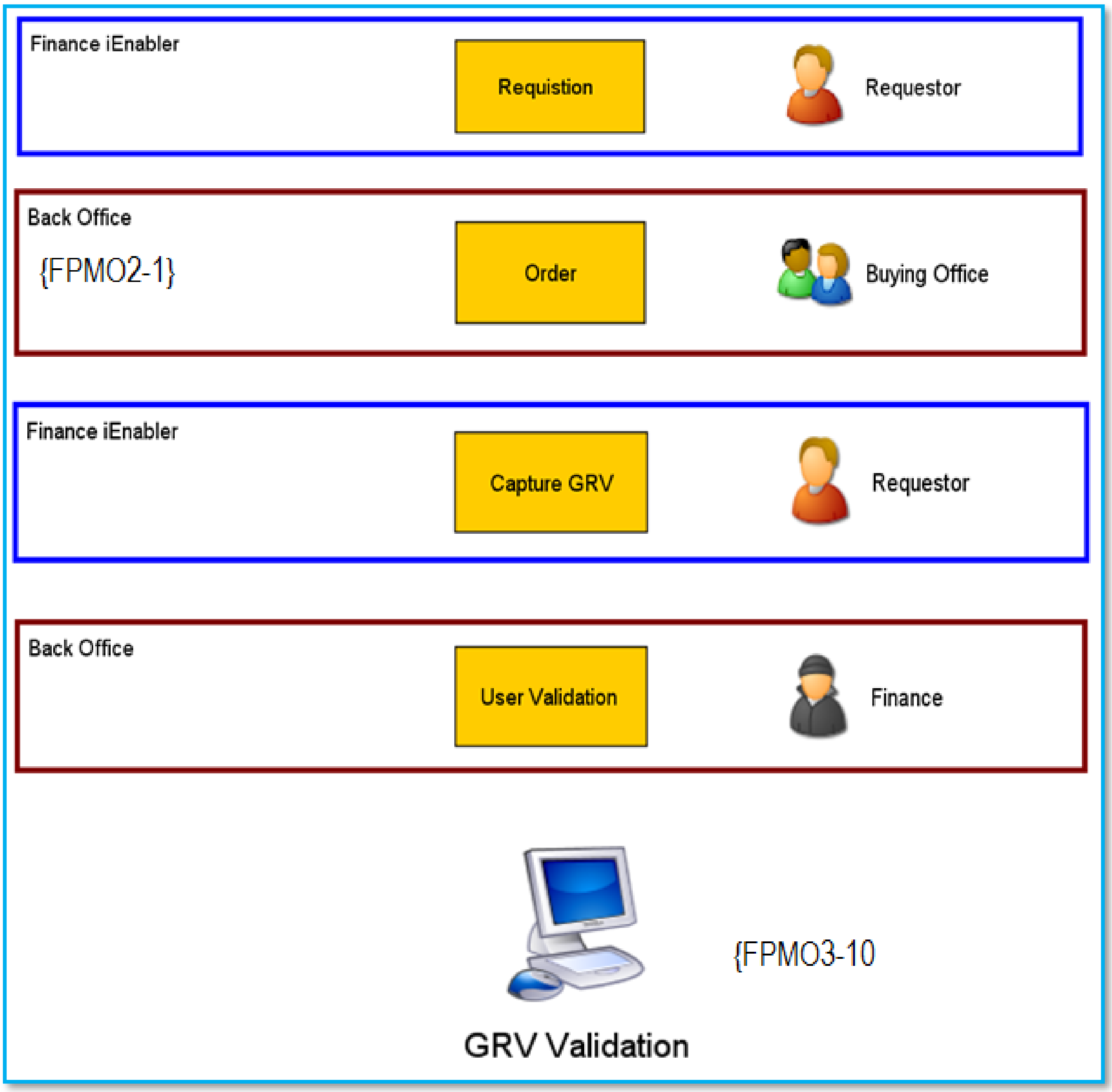
Ensure that users have access to the relevant menu options, {FPMO3-10} and {FPMO3-3}

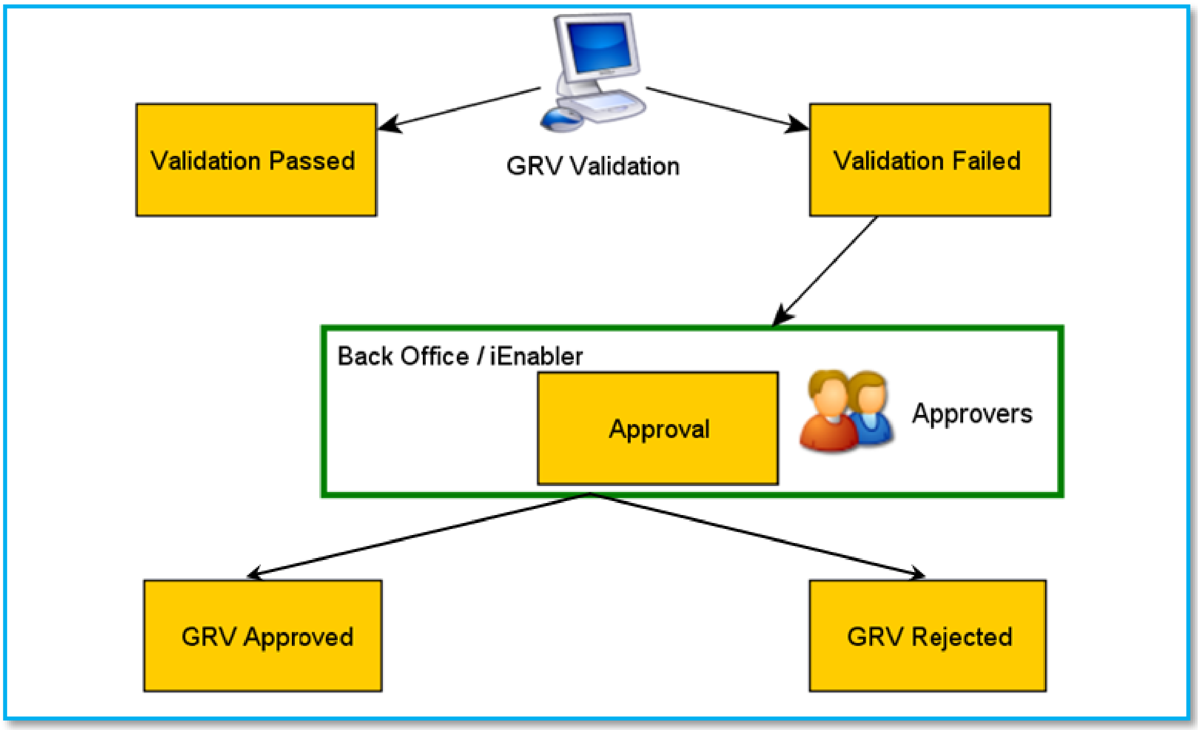
6.2.2 Override of Insufficient Funds Rule

Define Finance User access on {FCSM-5}.

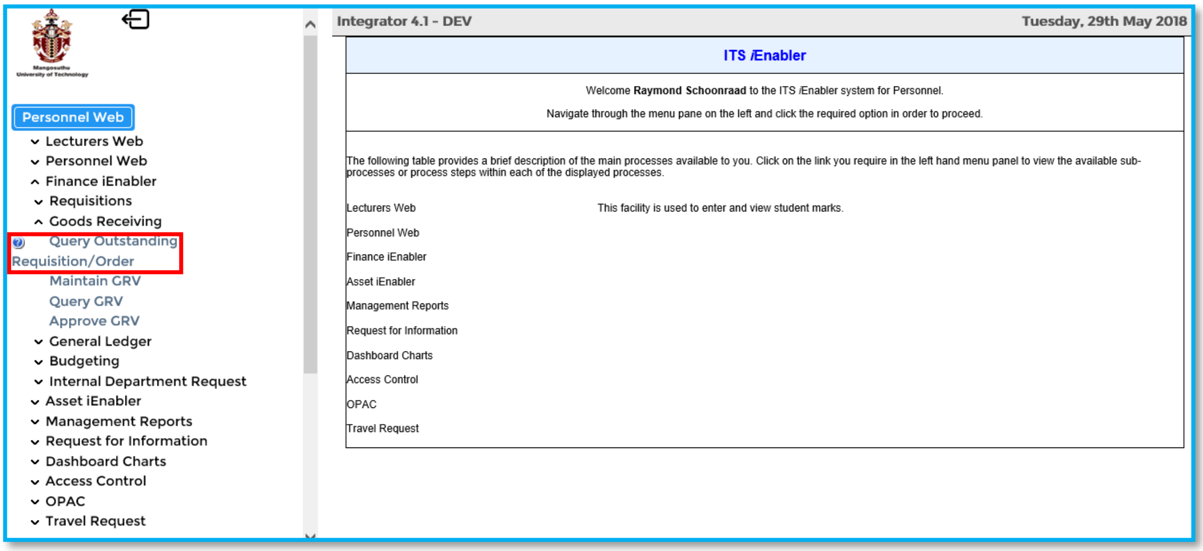


6.3 iEnabler GRV Process

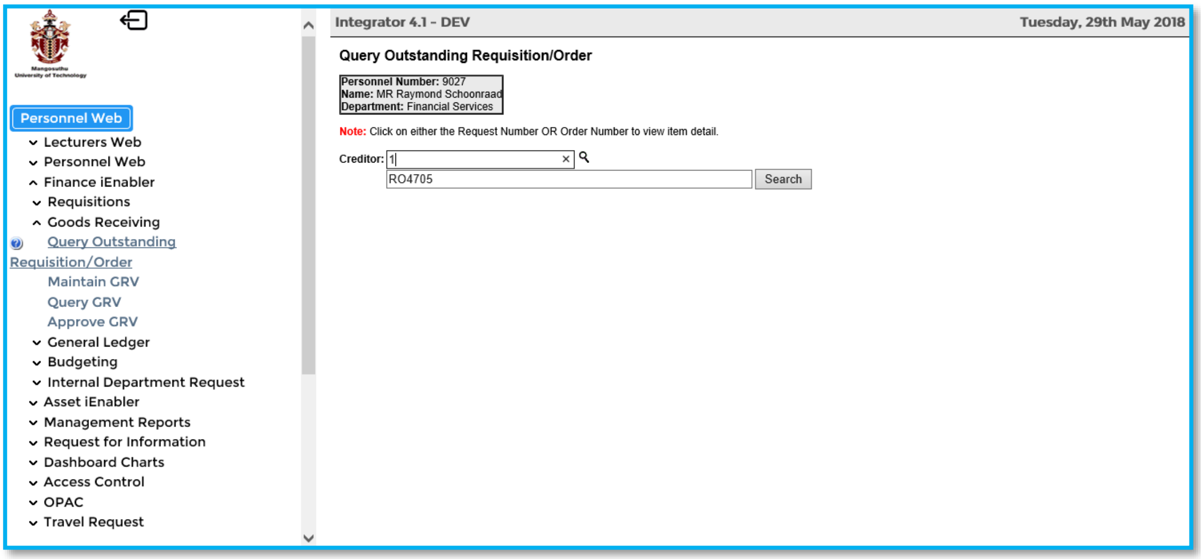




Once the user has processed the request, and the order has gone through all the necessary stages to get to status normal, the user will go to the iEnabler and do a query on the outstanding requisition per order.

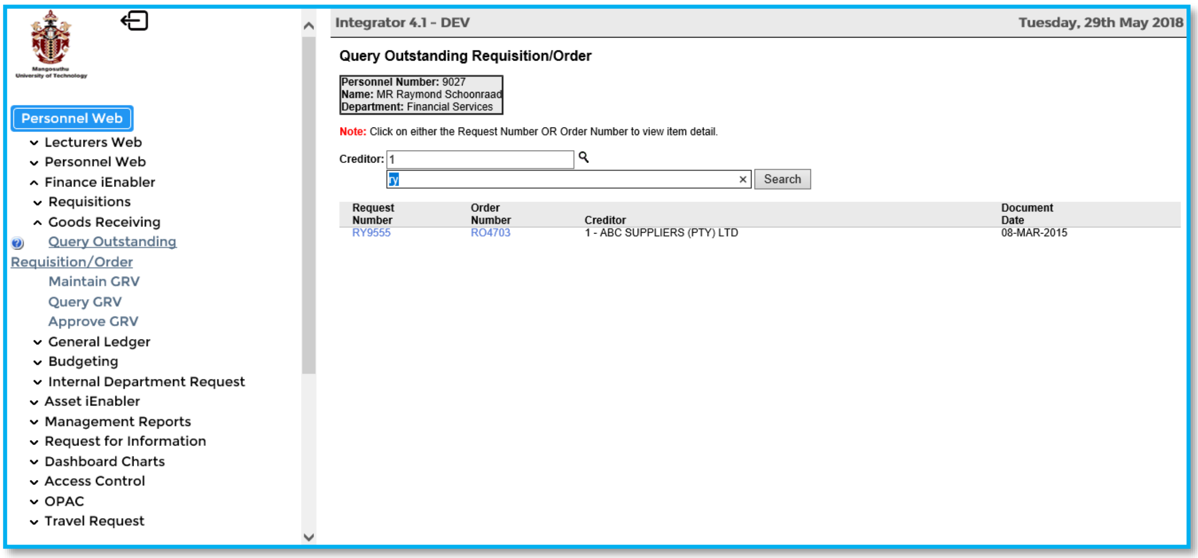


The user will be required to enter a creditor number as well as a request number or order number. When these fields were entered, the user will click on the search button to view output.

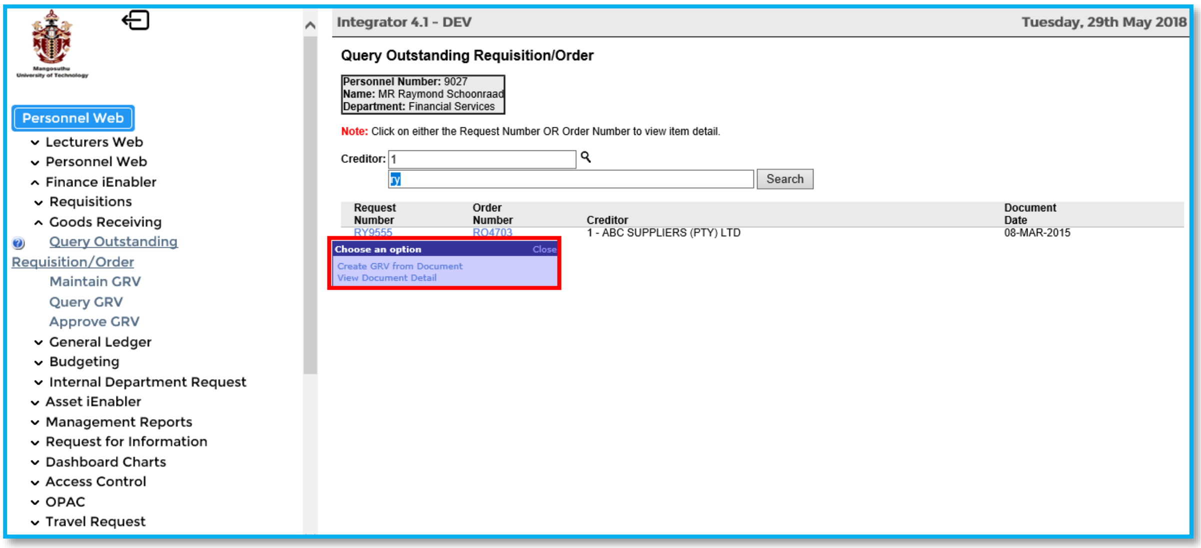


6.3.1 Outstanding Requisition/Order

If the search was successful, and the system validates that the order or request still needs a GRV, the following information will be displayed.

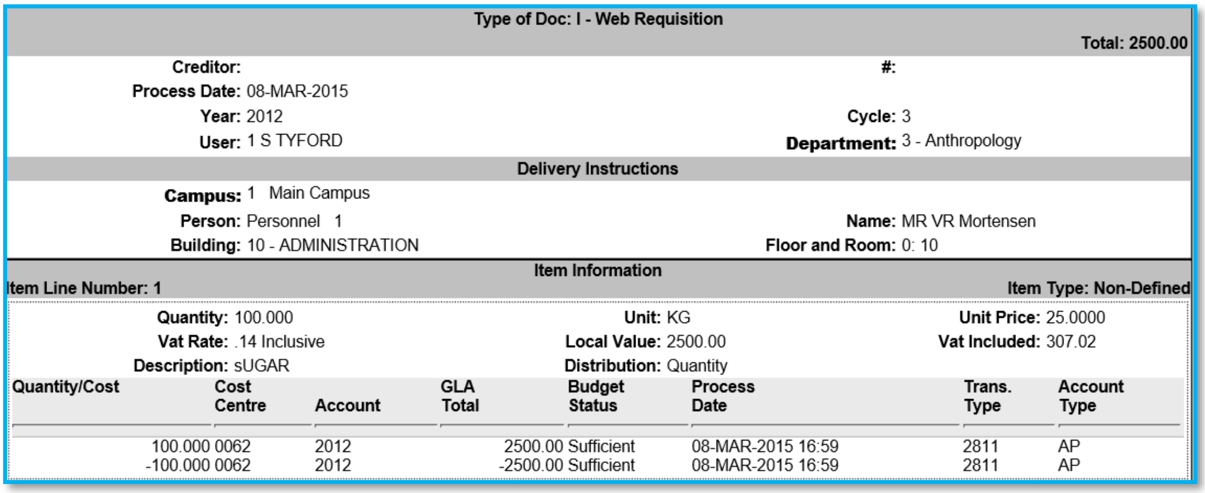


When the user clicks on the user clicks on either the request or order number he/she will be able to either create a GRV or to view the document detail.



6.3.2 View the Document Detail

If he should select to view the document detail, the following will be displayed. The request or the order detail, depending which document number the user selected. The user can also print these pages.



Type of Doc: I - Web Requisition

Total: 2500.00

Creditor: **#:**
Process Date: 08-MAR-2015
Year: 2012 **Cycle:** 3
User: 1 S TYFORD **Department:** 3 - Anthropology

Delivery Instructions

Campus: 1 Main Campus
Person: Personnel 1 **Name:** MR VR Mortensen
Building: 10 - ADMINISTRATION **Floor and Room:** 0: 10

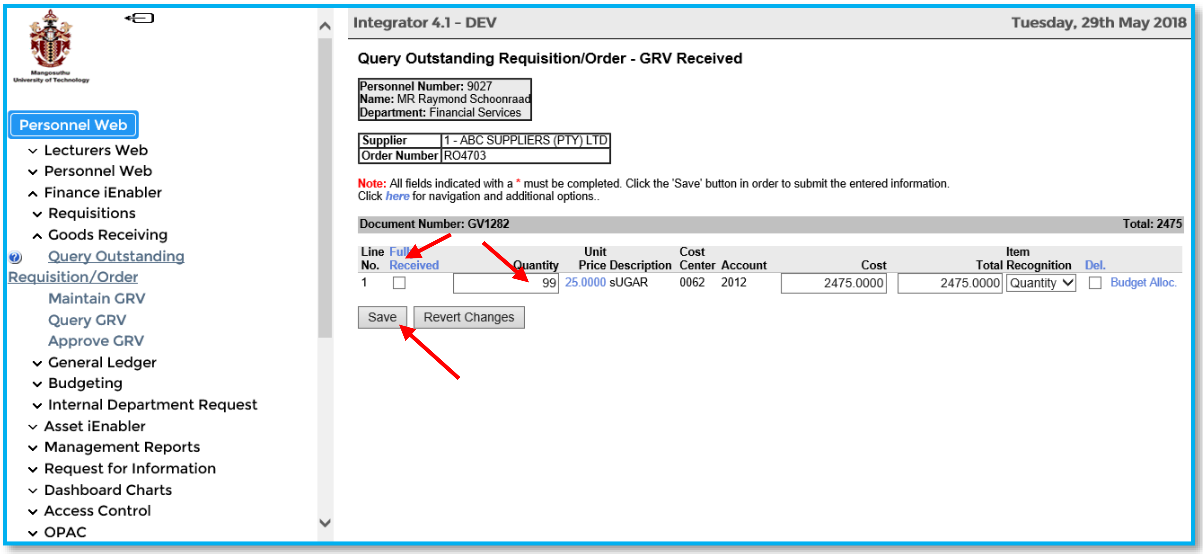
Item Information

Item Line Number: 1 **Item Type: Non-Defined**

Quantity: 100.000 **Unit:** KG **Unit Price:** 25.0000
Vat Rate: .14 Inclusive **Local Value:** 2500.00 **Vat Included:** 307.02
Description: sUGAR **Distribution:** Quantity

Quantity/Cost	Cost Centre	Account	GLA Total	Budget Status	Process Date	Trans. Type	Account Type
100.000	0062	2012	2500.00	Sufficient	08-MAR-2015 16:59	2811	AP
-100.000	0062	2012	-2500.00	Sufficient	08-MAR-2015 16:59	2811	AP

Should the user select to create a goods received voucher, the following page will be displayed.



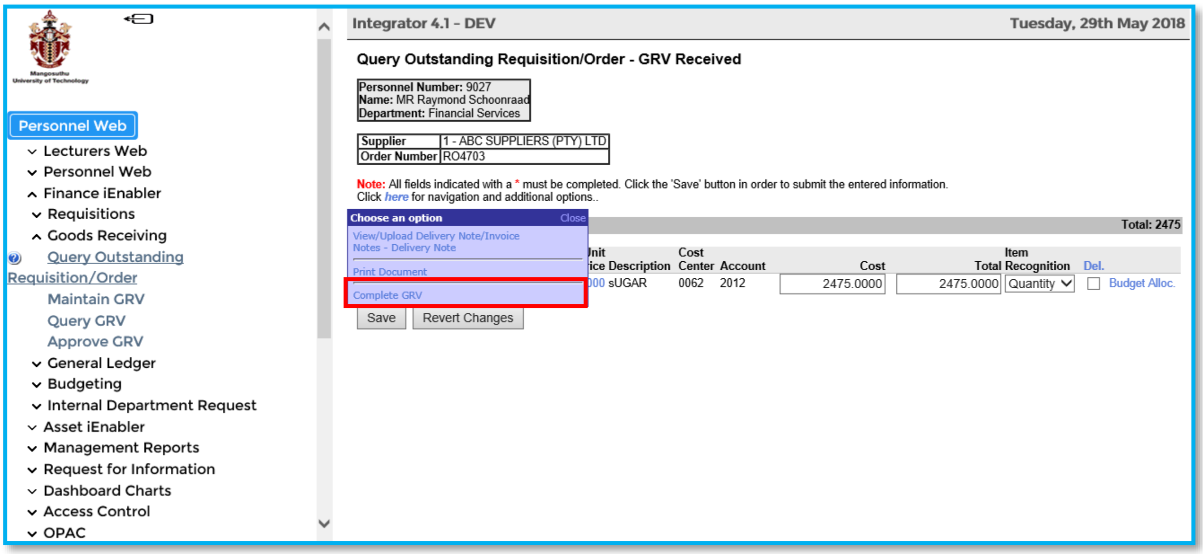
The user should then indicate what needs to be received. He can either select to fully receive the order, or he can indicate the quantity to be received. Should he indicate to only partially receive the order, he will be able to create another goods received voucher at another time for this order. If the order is fully received, the order will be fully copied, and the user will not be able to process further goods received vouchers on this order.

The user is also able to view the budget allocation from this screen.

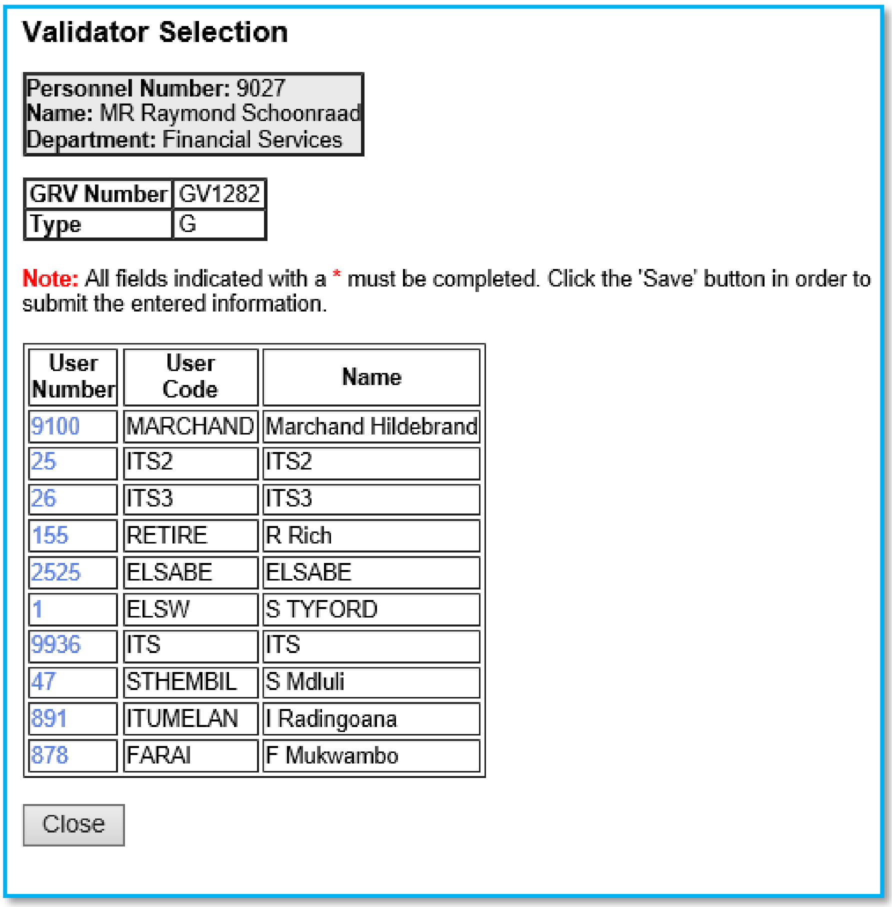
Should the user not wish to receive, he can choose to delete the GRV that has been created by clicking the ‘Revert Changes’ button.

Once user is satisfied that all details were completed, he can click on the save button. The GRV will now be in status “processing”. While the GRV is in status “processing” the user will still be able to maintain the GRV in the web. This means that changes can still be done to the GRV. To maintain the GRV, user should select Maintain GRV on the left-hand side.

If the user is satisfied with the GRV he can click on “here” and select to complete the GRV. The GRV will now have a status “verify”.



When the GRV is completed, a Validator Selection page is displayed. The user should then click on a validator number i.e. the user number. The GRV will now be in status “Verify”. If the GRV is in status “verify” the GRV needs to be validated in the back office.



Validator Selection

Personnel Number: 9027
Name: MR Raymond Schoonraad
Department: Financial Services

GRV Number	GV1282
Type	G

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information.

User Number	User Code	Name
9100	MARCHAND	Marchand Hildebrand
25	ITS2	ITS2
26	ITS3	ITS3
155	RETIRE	R Rich
2525	ELSABE	ELSABE
1	ELSW	S TYFORD
9936	ITS	ITS
47	STHEMBIL	S Mdluli
891	ITUMELAN	I Radingoana
878	FARAI	F Mukwambo

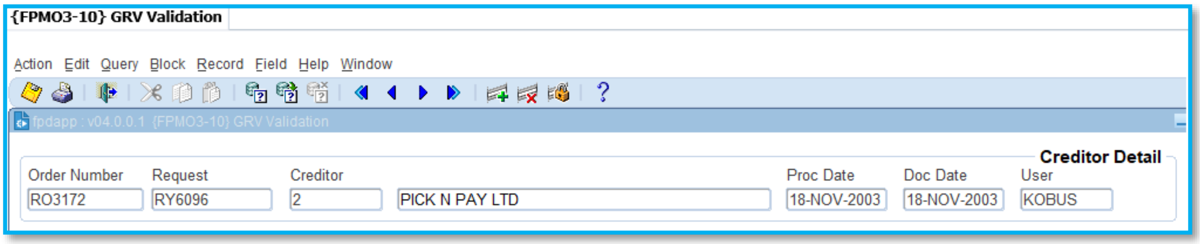
Close

6.4 GRV Validation

The GRV validation is done on {FPMO3-10}. All iEnabler generated GRV's (Web GRV Documents) must pass through a validation phase. This option allows users with validation privileges to perform the validation function and perform validation maintenance if required. All Web GRV documents are marked for validation and allocated to a selected validator. Validator's are maintained with menu option {FCSM-5} - Finance User Access Control.

6.4.1 Creditor Detail {FPMO3-10b1}

This block displays the Order / Request information of the GRV's displayed in the second and third block. The block can be used to enter a query to select specific GRV's for validation using any of the fields or any combination thereof.

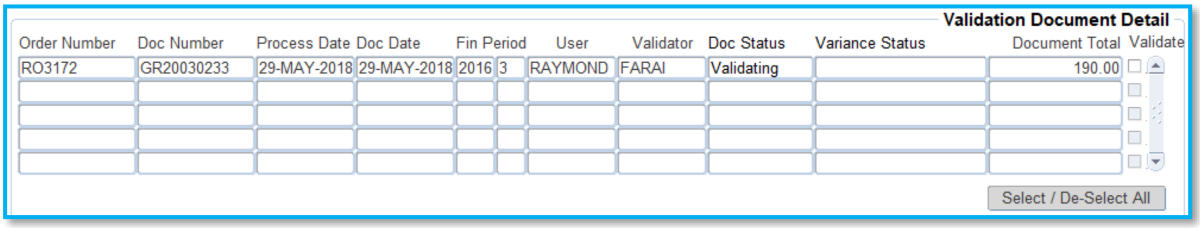


Fields to emphasise:

Order Number: The order number is the main selection. Use the LOV to show all available orders with GRVs for validation allocated to the specific validator.
Request: The requisition number that led to the order to be placed, if any.
Creditor: The creditor code that on which the order has been placed and delivered the items.
Proc Date: Date on which the order has been processed.
Doc Date: The document date of the order linked to the GRV.
User: The user that processed the order linked to the GRV

6.4.2 Validation Document Detail {FPMO3-10b2}

All Web GRV Documents in the validation phase allocated to the signed-on user will be listed here. If the signed-on user is a default validator the user will be able to view and maintain all Web GRV documents in the validation phase. The validator allocated by the user in the iEnabler when the user completed the GRV and any default validators will be able to see and maintain the GRV document. Completing a GRV is an action that the iEnabler user performs in the web application when all the relevant goods received information has been captured and the user forwards the GRV for further processing and finally payment. Multiple GRV's are visible for a specific order in this block. Individual GRV's, selected GRV's or all GRVs can be selected for validation.



Fields to emphasise:

Order Number: The order document number from which the GRV has been created and on which the goods were received.
Doc Number: The GRV document number for validation.
Process Date: The date the GRV document has been processed in the system.
Doc Date: The document date of the GRV.
Fin: The financial year of the GRV.
Period: The financial cycle of the GRV.
User: The user that generated the GRV.
Validator: The validator allocated to the GRV when the GRV was completed.
Doc Status: The status of the GRV (should initially be Validation). If the GRV is selected for validation in block 2 the field will change to indicate the status to which the document will change if the validator has completed the GRV validation and user forwards the GRV for further processing and finally payment. The document status can change to status 'Normal' or 'Approval'.
Variance Status: The variance status indicates if a line or lines on the GRV falls outside the allowable Order / GRV variance.
Allowable variance is defined on the SOD codes:

- BR - ORD/GRV Variance amount
- BS - ORD/GRV Variance %
- BQ - Allow GRV Quant to exceed ORD Quantity.

The following values can be displayed:

- Quantity Variance
- Unit Price Amount Variance
- Unit Price % Variance
- Null (No variance rejection).

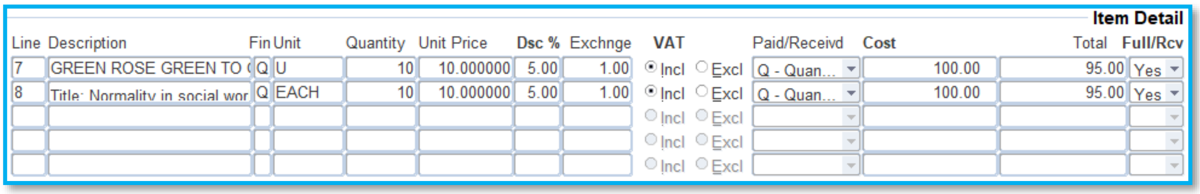
Document Detail: The GRV amount.
Validate: The 'Validate' tick box is ticked, the document is validated and the document and variance statuses are updated accordingly.

A 'Select / De-Select All' button will mark all documents for validation.

If a variance rejection for the document is indicated, the document status will change to 'Approval' else the status will change to normal.

6.4.3 Item Detail {FPMO3-10b3}

This block will display the item detail per line, of a document selected in block 2. This block will allow changes to the Unit Price, Disc%, Exchange Rate and Vat Include/Exclude indicator.



Fields to emphasise:

Line: Line number of the item. On right click a pop-up menu is available that allows changes to the financial detail records for cost distribution purposes. Detail lines may not be added. Financial Item Detail or Set Received/Paid Indicator. The Set Received/Paid option is only available if the line item's Received/Paid option is set to 'Q'uantity.
Description: Line item description.
Fin: Cost distribution method.

- Q - Quantity
- P - Percentage
- C - Cost

Unit: Describing the grouping of the item eg doz, bundles etc. It also contains the item# for stores and library orders
Quantity: The number of order units that have been received. Unit can have up to 3 decimals. A GRV can receive more units than the quantity ordered. If the paid received indicator is set to "Quantity" the user must enter the total number of order units received. If the paid received indicator is set to "Monetary" the field is a display only field and the system will calculate the quantity value using the cost entered by the user in the cost field.
Unit Price: Unit price is copied from the order when the GRV's is created but may change by the receiver or during the validation phase. The program will validate if the unit price entered differs from the unit price per order. Variance are defined in {FCSM-1} code BR - "ORD/GRV Variance amount" and BS - "ORD/GRV Variance %". Should the variance be outside the allowable variance the variance will be subject to approvals.
Discount: Trade discount percentage copied from the order when the GRV's was created, may changed by the receiver or during the validation phase.
Exchange: The rate at which the foreign currency value of the receipt will be converted to local currency. The value is copied from the Order. Exchange rate is only updateable if the currency is not local currency and exchange is updateable on PM documents.

- If the field Exchange Rate Updateable on the Originating document is (Y)es the exchange rate is updateable
- Else the field Exchange Rate Updateable on the Originating document is (N)o the exchange rate is not updatable and the exchange rate cannot be changed by the user.

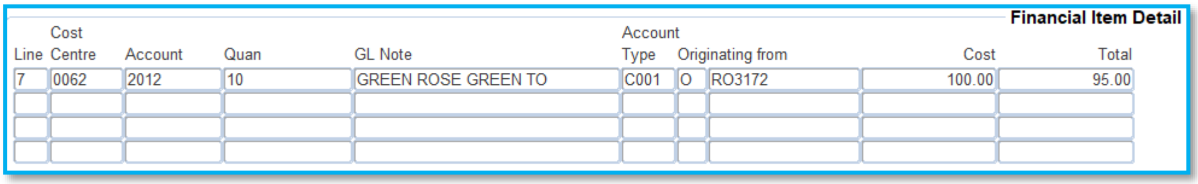
VAT Incl / Excl: Vat = I - Inclusive or E - Exclusive.
Paid/Received: Paid / Received indicator, indicates the method by which goods will be received. Good can be received in quantity or in monetary value. The paid / received indicator on a GRV is updateable until the first unit of the item has been received (first GRV) thereafter the indicators is set for the item. On the first GRV the value is copied from the order thereafter the indicator is set to the value of the

GRV's already received. If the line item is indicated here as 'Q'uantity, the indicator may be changed to 'M'onetary in the line item pop-up menu. 'M'onetary will allow the line to be be received as cost instead of 'Q'uantity.Only changes from 'Q'uantity to 'M'onetary is allowed.

Cost: If goods are received based on quantity, Paid / Received = 'Q' then cost = Quantity * VAT Inclusive Unit Price. If goods are received based on monetary value, Paid / Received = 'M' then the user enters the cost value and quantity is calculated quantity = unit price / cost. If the cost entered is VAT Exclusive, VAT is added to the unit price. Cost is only updateable if the Paid/Received indicator = 'M'onetary.
Total: The local currency value of the item which includes the trade discount and exchange conversion.
Full/Rcv: Fully Received can be set up when the iEnabler GRV is created, or it can be changed at validation, which will close the item detail as Fully Received. The result of marking a line as fully received is like the complete function for a GRV document.

6.4.4 Financial Item Detail {FPMO3-10b4}

This block will display the financial detail per line item detail, of a line item selected in block 3.



Financial Item Detail

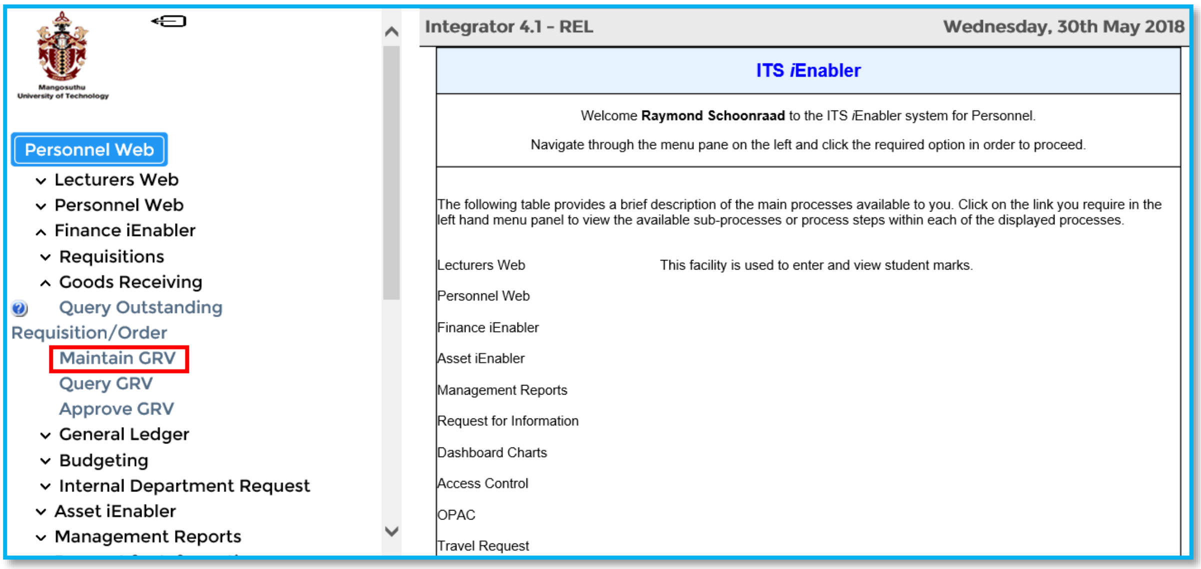
Line	Cost Centre	Account	Quan	GL Note	Account Type		Originating from	Cost	Total
7	0062	2012	10	GREEN ROSE GREEN TO	C001	O	RO3172	100.00	95.00

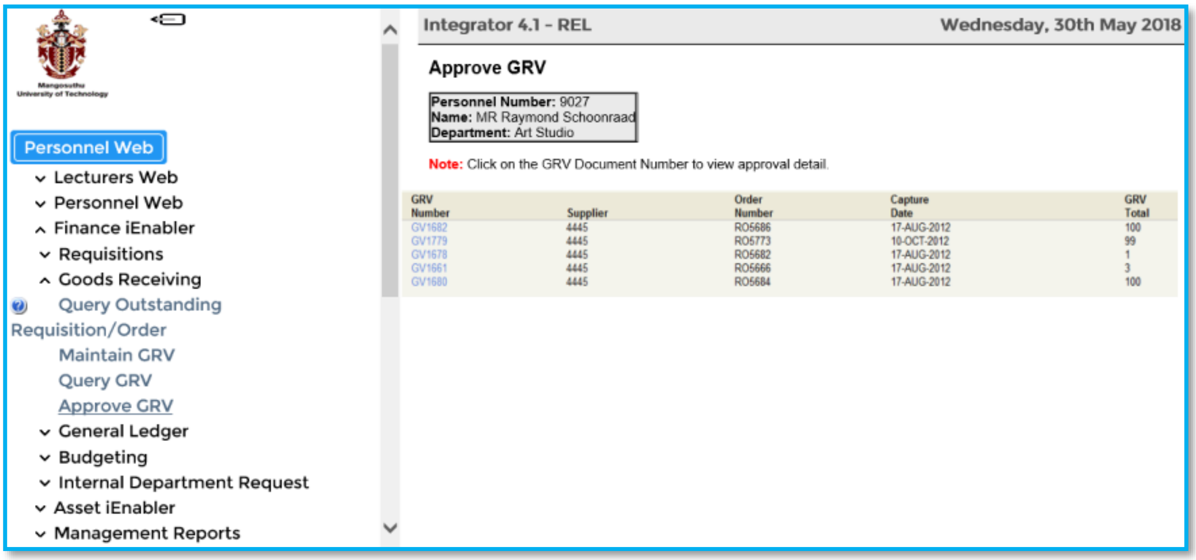
Fields to emphasise:

Line: Line number of the item.
Cost Centre: The expense cost centre code of the GLA.
Account: The expense account code of the GLA
Quantity: The number of units for this line item.
General Ledger Notes: The note to follow the transaction to the general ledger.
Account Type: Creditor Account Type.
Originating From: The order from which the GRV was created. The Document Type of the copied document. The Document Number of the copied document
Cost: Cost price of item.
Total: The local value of the line.

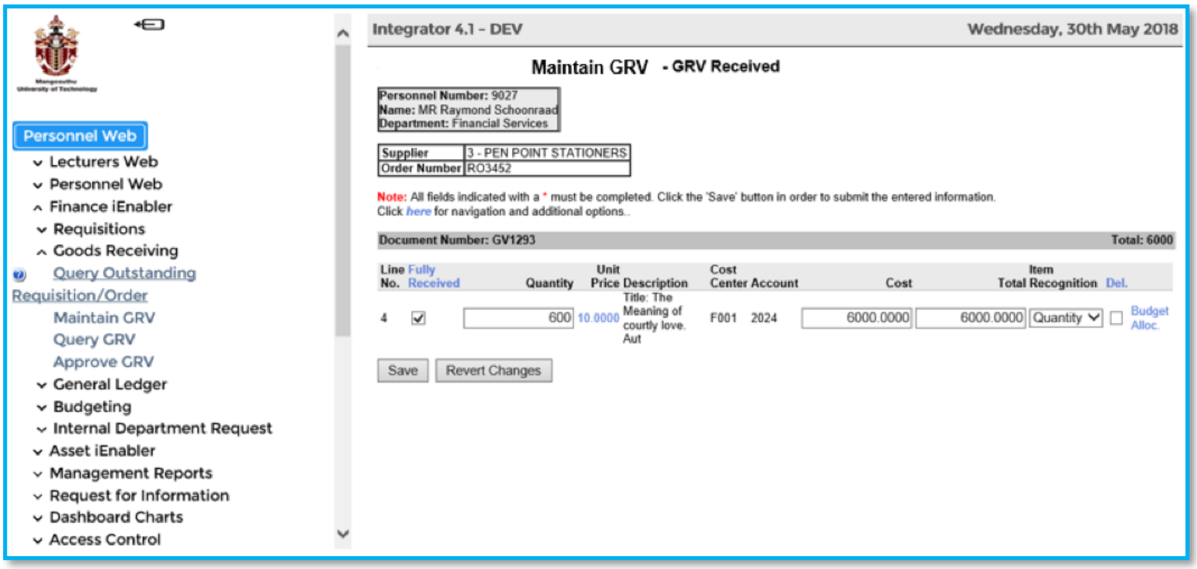
6.5 GRV Maintenance

A GRV can only be maintained if the GRV is in status “Processing”. When the user selects to “Maintain GRV” the system will display all GRV’s which are currently in status “processing”, which he is able to maintain.





Once the user clicks on any of the GRV numbers, he will be taken back to the screen where the quantities to be received are entered.


Personnel Web
Lecturers Web
Personnel Web
Finance iEnabler
Requisitions
Goods Receiving
Query Outstanding Requisition/Order
Maintain GRV
Query GRV
Approve GRV
General Ledger
Budgeting
Internal Department Request
Asset iEnabler
Management Reports
Request for Information
Dashboard Charts
Access Control
Integrator 4.1 - DEV
Wednesday, 30th May 2018
Maintain GRV - GRV Received
Personnel Number: 9027
Name: MR Raymond Schoonraad
Department: Financial Services
Supplier 3 - PEN POINT STATIONERS
Order Number RO3452
Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information.
Click here for navigation and additional options.
Document Number: GV1293
Total: 6000
Line No. Fully Received Quantity Unit Price Description Cost Center Account Cost Item Total Recognition Del.
4 600 10.0000 Title: The Meaning of courtly love. Aut F001 2024 6000.0000 6000.0000 Quantity Budget Alloc.
Save
Revert Changes

Acronyms, Glossary & Terminology

Acronym

Acronym	Definition
DSL	Data Sheet Layout (spreadsheet format of selected applications)
DSR	Document Storage and Retrieval
EP	Entry Point
ES	Entry Screen (menu/front end)
iComms	I-Communications - New Implementation of Selected Letters, Lists and Labels via Desktop Integration. I.e. Creating Letters with a Word Processing Application outside the ITS Back Office System.
iGrams	A Visual Representation of Complex Data for Simplification.
LOV	List of Values
OID	Oracle Internet Directory
PCL	Printer Controlled Language
PoE	Portfolio of Evidence
SMS	Student Management System
SSO	Single Sign On
URL	Uniform Resource Locator. Usually pronounced by sounding out each letter but, in some quarters, pronounced "Earl" - is the unique address for a file that is accessible on the Internet.
XML	Extensible Mark-up Language. A mark-up language like HTML, used in reporting and iComms
XSL	Extensible Style sheet Language. A style sheet defining the output format of XML

Glossary

Term	Definition
Block	A section of screen that displays related information associated with a record.
Canvas	Any 'white space' on a screen. Right-clicking on the canvas usually offers additional options.
Database	An electronic system of storing and retrieving information so that it can be displayed according to many predetermined formats.
Execute query	The act of conveying search criteria to retrieve and display selected data.
Field	A box on the screen that displays numeric or alphanumeric information, or permits numeric or alphanumeric information to be entered.
List of Values	A list of codes (numeric or alphanumeric) accessible through menus in certain fields. **Note:** Is represented by an ellipsis or ... at the end of the field.
Output	The displayed or printed result by which information is requested from the database through a query or entered search criteria.
Query	A database term for a search carried on one or more fields on a screen.
Query criteria	Search criteria used in a query.
Record	A data structure composed of one or more fields.
Report	The displayed or printed output resulting from report criteria used to generate a report.
Report query	Criteria used to search the database so that a report is generated.
Screen	All that relates to data can be displayed or entered in fields in one or more blocks.
Maintain	Create, Capture, Insert or Enter Records Delete, Purge Records Update, Change or Rectify Records
Utilise	Query, View, Understand or Use Information
Verify	Check, Control, Confirm or Validate Information
Analyse	Interpretation Applying of processes Examine, Investigate, Consider, Evaluate or Scrutinise
Compile	Collect, Assemble, Accumulate or Gather
Rollback	Reversal
Calculate	Compute
Copy	Duplicate

Terminology

Term	Definition
Academic structure	This is the structure of all academic qualifications / study programs offered by a university, linked to a faculty, then to an academic department, and then linking all the subjects / courses / modules that form part of the curriculum to the qualification / program. It includes all pre- and co-requisites per subject / course, credits per subject / course / module, formats of offering and all relevant information related to the completion of a particular qualification, i.e. degree, diploma, etc. This structure is maintained on the university's student information system.
Analyze	Interpretation Apply of processes Examine, Investigate, Consider, Evaluate or Scrutinizes
Block	A section of screen that displays related information associated with a record.
Calculate	Compute
Canvas	Any 'white space' on a screen. Right-clicking on the canvas usually offers additional options.
Compile	Collect, Assemble, Accumulate or Gather
Copy	Duplicate
Database	An electronic system of storing and retrieving information so that it can be displayed according to many predetermined formats.
Dean	The person who has been appointed by the university as the academic head of a faculty.
Department	A sub-section of a faculty's organizational structure, based on an academic field and / or main subject, whereas the department is responsible for the qualifications or study programs that are linked to the field or main subject. An academic department is headed up by a Head of Department (HOD).
Execute query	The act of conveying search criteria to retrieve and display selected data.
Faculty	A sub-section of a university's academic structure, based on a collective but related number of study fields or subjects, e.g. Faculty of Medicine. A faculty is headed up by a Dean.
Faculty Administrator	The person who has been appointed to execute the administrative functions of a faculty that includes inter alia student administration, financial administration and committee administration.
Faculty Manager	The person who has been appointed to manage the overall administrative functions of a faculty, and who is a member of the faculty's executive management team.
Field	A box on the screen that displays numeric or alphanumeric information, or permits numeric or alphanumeric information to be entered.

Generate	Create or Delete Data Compute Results Adjust Results Print or Run a Report Print or Run a List Print or Run a Letter Print or Run a Label Print or Run a Log File
HOD	The person who is appointed as the head of an academic department.
List of Values	A list of codes (numeric or alphanumeric) accessible through menus in certain fields. **Note:** Is represented by an ellipsis or at the end of the field.
Maintain	Create, Capture, Insert or Enter Records Delete, Purge Records Update, Change or Rectify Records
Output	The displayed or printed result by which information is requested from the database through a query or entered search criteria.
Query	A database term for a search carried on one or more fields on a screen.
Query criteria	Search criteria used in a query.
Record	A data structure composed of one or more fields.
Report	The displayed or printed output resulting from report criteria used to generate a report.
Report query	Criteria used to search the database so that a report is generated.
Rollback	Reversal
Screen	All that relates to data can be displayed or entered in fields in one or more blocks.
Utilize	Query, View, Understand or Use Information
Verify	Check, Control, Confirm or Validate Information

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