**BUSINESS WORLD GLOSSARY**

**ACCOUNT CODE:** Defines the ‘what’ of financial data i.e. the type of income or expenditure. For example – travel; fees; conference expenses. Account codes have narrative descriptions which can be looked up or typed in using type ahead functionality so users do not need to remember the code.

**ACCOUNT RULE:** Ensures that the right data is gathered in the correct format so that accurate reports can be produced. There are currently 18 account rules. For example - the requirement to input a destination for travel expenses.

**ATTRIBUTE:** A category of information. Think of them as headings, for example – supplier; department; cost centre; resource ID.

**ATTRIBUTE VALUE:** A type within a category. For example Office Depot is a type of supplier, Cultures and Languages is a type of department, DW1 is a type of cost centre, 10060804P01 is a type of resource ID. Attribute values can be identified using the value lookup or by picking from drop down menus.

**COST CENTRE:** A level in the financial reporting structure which captures where income and expenditure (pay & non-pay) are charged to: e.g. (DP2) Psychological Sciences External Research; (DT1) Geography Core Activities; (DH3) Management Internal Research; (PD1) Alumni Engagement; (PF3) Operational Estates Long term Maintenance; (PJ2) Corporate Information Systems. Cost centres will have a number of projects and sub-projects attached to them and the cost centre will automatically back-fill upon you choosing the relevant sub-project.

**DATA CONTROL:** Controls the data seen and accessible to different staff according to defined data control privileges based on role. This is managed via system access and will affect the menu options the user sees.

**DOCUMENT ARCHIVE:** Relevant documents are saved and stored against the correct area of the database. For example – HR (contracts and P45 against a resource record), expenses (receipts against a resource), procurement (invoices, supplier contracts against a supplier), project management (committee approval papers for capital projects against a project).

**ENQUIRY TOOL:** Means of looking up information. Simple: one piece of information sought, just start to type name / attribute value. Advanced: drop down menu or use wildcard (* at beginning and/or end of enquiry).

**POSITION:** Is the job held by a resource. Some resources have multiple positions.

**PRIVATE REPORT:** Bespoke reports, created locally for your own use and not shared College-wide.

**PROACTIS:** The purchasing system that users punch-out of Business World into to enable them to buy from supplier catalogues.
**PROJECT:** Defines the overall activity, for example fee income, PGR research funding, a capital project or a revenue project.

**RELATION:** Relations are the links between attributes (such as position to resource). They are important for reporting purposes and enable flexible reporting. They also mean that data only needs to be input once rather than requiring duplication in the system.

**RESOURCE:** Is the individual (you, me David Latchman etc!).

**ROLE:** Is the type of job, for example budget holder, line manager. An individual will often have more than one role. Roles are used for specific functionality (eg expenses approver) and to drive access (eg Income Team have access to Income Manager which is not required by others).

**SHARED REPORT:** These are globally pre-defined reports which are created centrally and shared across College. The list can be extended and reports can be placed in relevant areas of the system.

**SUB-PROJECT:** Defines the ‘who’ or ‘where’ of financial data, at the sub-project level, and is the lowest level of analysis. Used for example with a research grant (if shared between departments there will be a different sub-project for each), or a research centre event. Examples are 100212-10 (MSc Global Politics), 100201-10 (Molecular mechanisms of kinesin-5s in fungal mitosis), 100005-10 (External Relations Administration).

**WORKFLOW:** The workflow moves processes through the system. Workflow shows the steps of every process and is managed within the system leading to faster, more efficient and transparent processing. A basic workflow might be: create customer>approval task to sales and customer approver>creation is approved or rejected (with comments)>customer is created or removed.

**BUSINESS WORLD MODULES**

**PAYROLL:** Calculates and processes monthly payroll, the formulae for all payment and deduction types inclusive of statutory payments and deductions.

**HR HUMAN RESOURCES:** Deals with recruitment & appointments, booking of internal training & development, recording of all absences, updating of personal information, probation, PDR and applying for promotion, case management and HESA reporting.

**R2R RECORD TO REPORT:** Encompasses financial reporting and analysis, posting transactions, period end processes and workflow. This requires chart of accounts and account rules.

**P2P PROCUREMENT TO PAY:** Activities involved in the procurement of good and services - setting up suppliers, amending supplier information, raising requisitions, issuing purchase orders, approval and goods receipting. This will include a punch-out service known as Proactis which provides an
integrated marketplace enabling the development of on contract buying via e-CATALOGUES. Receipt and matching of purchase invoices, payment of suppliers.

**EXPENSES:** Preparation and submission of an expense claim transaction, approval for payment and payment.

**S2C SALES TO CASH:** Setting up and amending customers, production of sales invoices, debt analysis & collection, direct debits and bank reconciliations.

**INCOME MANAGER:** Receipting of payments from a wide range of sources and processing these payments against debtor invoices.

**RCP RESEARCH COSTING & PRICING:** Involves the planning, costing & pricing, peer review, approving and submission of research funding applications. Post award recording of award amounts ready for uploading into Planner and PLC.

**PLANNER:** Budget management – maintenance, amendments and forecasting and the creation of project budgets.

**PLC PROJECT LIFE CYCLE:** Create and amend projects. Project management including post award research grants.