**WebX Access Specification Form**

**NOTICE:** The applicant’s manager must sign the document. Please do not write on this document only signatures in pen and ink are allowed.

**Personal Information**

|  |  |
| --- | --- |
| Name and Surname: |  |
| Domain Username |  |
| E-mail address |  |
| Ticket Number |  |
| **Branch Codes** |  |

Which functions do you need to perform on WebX?

|  |  |
| --- | --- |
| Contract  * Capture and amend contract details. * Approve and run the monthly recurring invoices. | **Finance Reports**   * Age Analysis, Amortisation, AP Invoice, Commission Claims, General Ledger, Income Statement, JC SACO Invoices, LSN Cell Numbers, LSN Monitor, LSN Zone test, Recurring Invoice Batches, SBV SMS Cost, SMS Cost, Uniform back order |
| **Document**   * Print and email documents (invoices, statement, and credit notes) * Capture invoices in batches, check them and reassign to other people. * Manage group Statements. * Import VIP Journals | **Reports**   * Age Analysis, Age Analysis Detail, Customer Ledger, SACO Invoice Detail Report,   **Job Costing Report**   * JC SACO Invoices, JC Job costing Details, JC Order Intake, JC WIP Ageing, JC WIP by sub job |
| **Business Partner**   * View Business Partner information.   **Manage Business Partner**   * Update and manage Business Partner information. | **Financial Accountant**   * Finance Reports. * View contract (recurring) conversions and status. * Approve recurring (contract based) and casual invoice batches. * View progress and approve Stock Take. * Approve credit note batches. |
| **Credit Note Viewer**  View credit notes submitted by other people.  **Credit Note Data Capturer**   * Capture credit note batches, check them and reassign to other people. Capture single credit notes. | **Financial Manager**   * View Financial and general reports. * View business partner.   **Technical Data Capturer**   * Capture casual and recurring invoices and credit notes. * Draw general reports. |
| **Credit Note Approver**   * Approve credit note batches and submit to SAP. * Approve single credit notes.   **Credit Note Gatekeeper**   * Submit single credit notes to SAP. | **Technical Accountant**   * Finance Reports. * View contract (recurring) conversions and status. * Approve recurring (contract based) and casual invoice batches. * View progress and approve Stock Take. * Approve credit note batches. |
| **Request requisition / orders**   * Capture Requisitions and attach documents for procurement department. * Capture asset requisitions. * Approve requisition. * Approve asset requisition | **Debtor**   * View the financial overview per customer. * Draw invoice, statement and credit note per customer. * Change invoice reference. See and change the statement per customer |
| **Global Purchase Orders**  View purchase orders captured by other people. |
| **MANAGER FULL NAME**  **MANAGER** **SIGNATURE**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ **DATE**  \_\_\_\_ | |