iNext User Guide

Version History

Version #	Revision Date	Change Request Comments	Implemented By
1.3	28 Aug 2024	Removed Phase 1 Steps and updated screenshots	Chyna De Los Angeles
1.2	20 Aug 2024	Added INext Phases , EDB dependencies	Kunal Kishor
1.1	3 July 2024	Added report interpretation content, view report/bills as optional content and version history	Chyna De Los Angeles Ashish Kumar Jaiswal
1.0	2 July 2024	New Document	Chyna De Los Angeles Kit Mun Lam

Table of Contents

1. Overview & Purpose

The purpose of this document is to outline the steps needed to perform either a single or multiple Concur Bill(s) Validation using the iNext tool.

2. Types of Validation

The are two validation types: single or multiple report validation. Identify which validation method is needed and proceed to the relevant steps.

2.1 Single Report Validation

The user can perform a single bill validation by entering a single report id.

See steps for [Single Report – With Report ID]

2.2 Multiple Report Validation

The user can perform multiple bills validation simultaneously by uploading an CSV file with a list of report IDs.

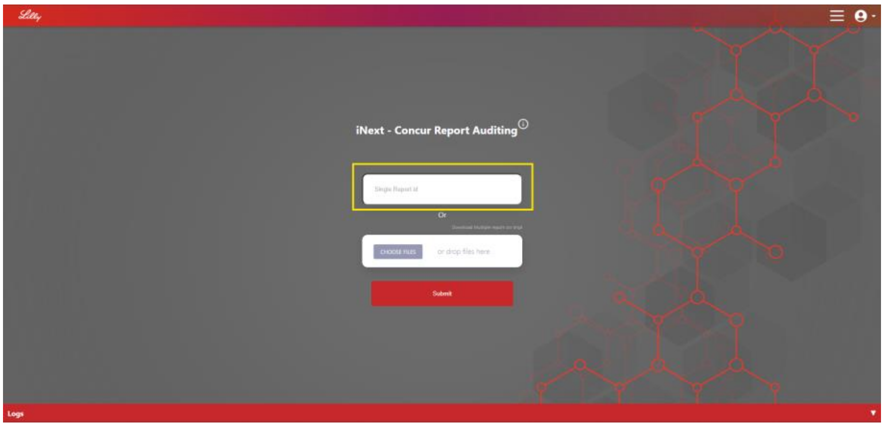
See steps for [Multiple Reports – With Report IDs]

3. Using iNext

To access iNext, navigate to [inext.lilly.com] and log in with your Lilly credentials via single Sign on (SSO).

3.1 For Single Report – With Report ID

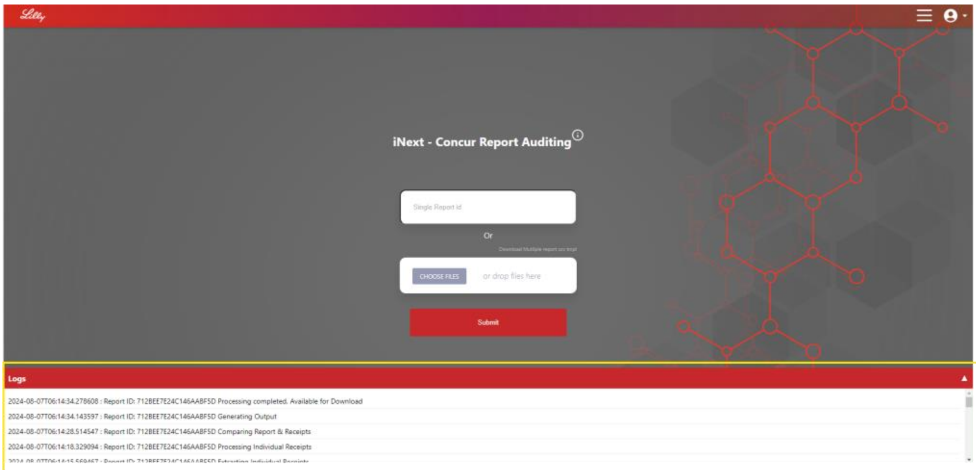
Step 1: Enter Report ID



- Enter a report ID in the text box.
- Press **‘Submit’**.

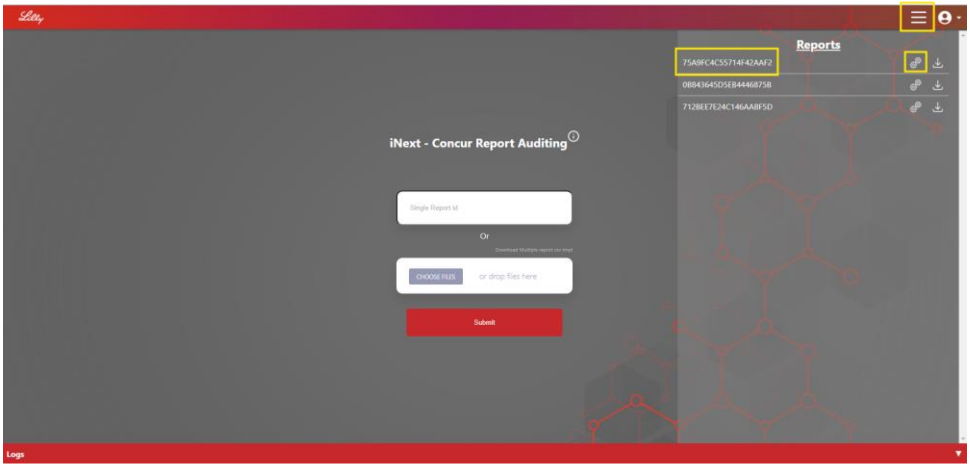
Once the user presses submit, the iNext tool will automatically pull the report from the EDB for processing. A green pop-up box on the top right of the page indicates a successful submission and process is in progress.

Tip: View the logs at the bottom of the page to see the status. The logs are timestamped, with the top one being the latest update.

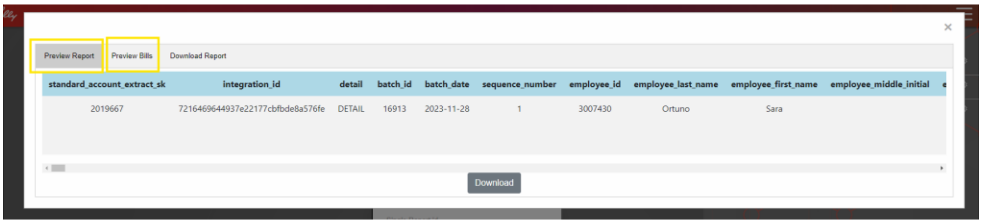


Optional Step: Viewing the Report & Bills

Once the processing of the report is complete, the latest log will show ‘Processing complete, Available for Download’.

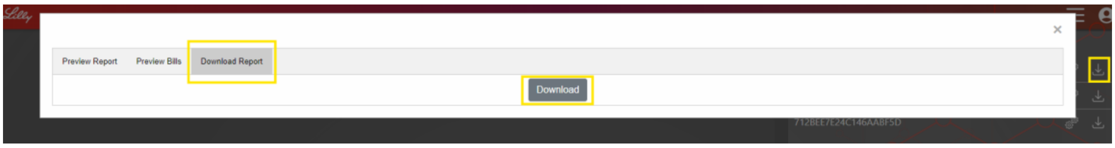


- Click the hamburger icon on the top right of the page.
- Look for the relevant report ID and click the gear icon.



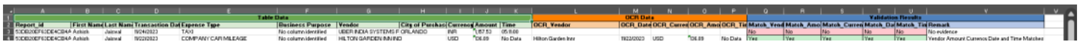
- Click **'Preview Report'** to view extracted report information.
- Click **'Preview Bills'** to view extracted receipt and invoice information.

Step 2: Download the Report



- Click the **'Download'** button or the download icon to download the generated report.

Step 3: Interpret the Report



- The green columns are the extracted report data.
- The orange columns are the extracted bills data.
- The blue columns are the validation results.

The **'Amount'** & **'OCR_Amount'** column values are compared and updates the **"Match Amount"** column with below:

- **Yes** – for a complete match.
- **No** – for a non-match.

The **'Currency'** & **'OCR_Currency'** column values are compared and updates the **"Match_Currency"** column with below:

- **Yes** – for a complete match.
- **No** – for a non-match.

The **'Vendor'** & **'OCR_Vendor'** column values are compared and updates the **"Match_Vendor"** column with below:

- **Yes** – for a complete match or probability (60%) match.

- **No** – for a non-match.

The **‘Date’** & **‘OCR_Date’** column values are compared and updates the **“Match_Date”** column with below:

- **Yes** – for a complete match.
- **No** – for a non-match.

The **‘Time’** & **‘OCR_Time’** column values are compared and updates the **“Match_Time”** column with below:

- **Yes** – for a complete match.
- **No** – for a non-match.

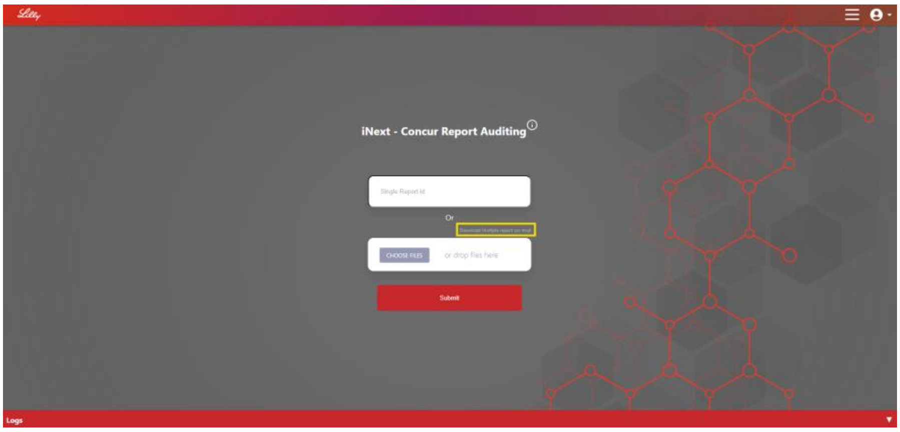
The **‘Remark’** columns are comments about the extraction/comparison.

- No evidence – No bill is found against the concur report line item
- As per the match result (Match_Vendor, Match_Amount, Match Date, Match Time)

3.2. Multiple Reports – With Report IDs

Step 1: Prepare CSV File

Prepare an excel file with a list of report IDs. A template is available to download by clicking **‘Download Mutliple report csv tmpl’**

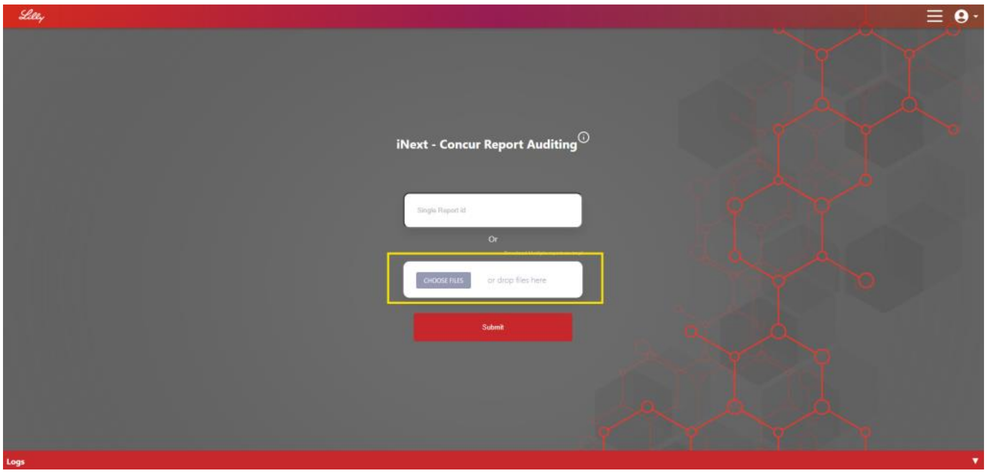


Excel File Best Practise:

- No header is needed.
- Report IDs should be in 1 single column, as shown in the template.

- A limit of 20 report IDs.

Step 2: Upload CSV File



- Click **'Choose Files'** or drop the prepared excel file to upload.
- Press **'Submit'**.

Supported Documents: Excel file with a list of report keys (.csv)

Once the user presses submit, the iNext tool will automatically pull the report of all the provided report IDs from EDB for processing. A green pop-up box on the top right of the page will indicate a successful upload.

Tip 1: The processing can take a while depending on the amount of report IDs. The processing can run in the background when the user is away and when the computer is shut down.

Tip 2: View the logs at the bottom of the page to see the status. The logs are timestamped, with the top one being the latest update.

Optional Step: Viewing the Report & Bills

Once the processing of the report IDs are complete, the reports will be listed under the hamburger icon.

Choose what report you want to view – See Optional Step

Step 3: Download & Interpret the Report

Download the Report:

See 3.1 Step 2 on how to download the report.

Interpret the Report:

See [3.1 Step 3] on how to interpret the report.

4. Best Practises & Troubleshooting

For common issues and their solutions, please see below:

Best Practises

1. **Best Practices:** When uploading to SAP Concur, do not include multiple receipts in one page. Only have one receipt per page.

   Why? Having multiple receipts in one page, reduces the OCR's functionality to extract the relevant data.

Troubleshooting

1. **Problem:** My receipt/bill will not be recognised.

   Solution: Ensure the receipt/bill uploaded is a good quality image and all the relevant details are visible and clear e.g. vendor name, amount, date.
   Note: Handwritten bills are unsupported at this time.

5. Frequently Asked Questions (FAQs)

For frequently asked questions, please see below:

1. **Question:** What languages are supported?
   Answer: English for images and for printed text language: Spanish, German, Italian, Portuguese

6. Support & Contact Information

For support, please see point of contacts below:

Email support: ashish.jaiswal@lilly.com