**Invoice Automation**

Requirement Document

Version 1.0

Revision History

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# Introduction

## Purpose

[Specify the purpose of this collection of Requirements.]

The Accounting and Finance department is looking to automate the invoicing process to standardize the invoicing process, email notifications and invoice document format.

## Scope

[A brief description of the scope of this collection of **Requirements**; what Project(s) they are associated with and anything else that is affected or influenced by this document.]

The automation will use Dispatch Notes created in Syspro. Currently the automation will invoice dispatches that do not have a deposit on it until Syspro can update APIs to invoice with deposits on the sales order.

## Contributors

[This subsection provides the list of resources and their initials used to create the information for **Requirements**.]

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Title** |
| Ben Erickson | MIS | VP of MIS |
| Justin Pope | MIS | Software Developer |
| Stephanie | MIS | Business Analyst |
| Patricia Toney | Accounting and Finance | Accounts Receivable Specialist |
| Carla Dooley | Accounting and Finance | Credit and Accounts Receivable Manager |
| Ellen Mims | Accounting and Finance | Invoicing Processor |
| Laurie Lewis | Accounting and Finance | Controller |

## Definitions, Acronyms and Abbreviations

[This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the **Requirements**.]

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Syspro | Enterprise Resource Planning system used by Gabriella White |
| ERP | Enterprise Resource Planning system |
| SQL | Structured Query Language |
| 2Ship | Transportation Management System that reduces shipping expenses by comparing rates and services with all the carriers to find the best price |
| CRM | Customer Relationship Management; utilized to manage business relationships with customers |
| M-Files | Metadata-driven document management platform |
| MKT | Market; warehouse name in Syspro |
| BAU | Business as usual |

# Overview

[This subsection describes what the rest of the **Requirement Document** contains and explains how the document is organized.]

## Current State

[This subsection describes the current functionality of the existing process or application for enhancements.]

Invoices are created from the Accounting and Finance department using Syspro. There are two ways that the department creates invoices: Dispatch Notes and Sales Orders. The following are the steps they take:

### Dispatch Notes

Within Syspro, open Dispatch Note Maintenance. Clicking on the magnifying glass pulls up the following screen:

Graphical user interface, application, table

Description automatically generated

From this screen, dispatch notes that highlighted red are not ready to be invoiced. Also, Status 7 means that the dispatch notes will be ready to be invoiced and will no longer be highlighted red.

The column Counter Sales Deposit will display whether there has been a deposit made on the order. It will be highlighted blue with a Y if there is a deposit. There will be no highlight and either a ‘N’ or blank value if there has been no deposit on the order. If there has been a deposit made, there will be extra steps to move the deposit to the invoice.

Once you have found an invoice, double click on a dispatch note you are ready to invoice. This will open Dispatch Note Maintenance. Once in Dispatch Note Maintenance, click ‘End Dispatch’ and the End Dispatch dialog will open.

Graphical user interface, application, Word

Description automatically generated

Confirm the following values are selected:

* Document to Print: Invoice
* Document Format: O – OPTIO SYSPRO

Once the values are selected, click ‘Print’.

If there are no deposits to take, click print and continue to the direction for the ‘Print’ window below.

If the Dispatch Note has a deposit on the order, click ‘Take Payment’ and the dialog Cash Drawer will open.

Graphical user interface, application, table

Description automatically generated

Enter in ‘200’ for the Cash drawer value and click ‘Accept’.

Popup “This Cash Drawer is in use by one or more operators” will display and click ‘Ok’.

Popup “There are Deposits on File, Do you wish to view the deposits?” will display and click ‘Yes’. The window Deposits will display.

Graphical user interface, application, Excel

Description automatically generated

The ‘Counter Sales’ window is used to allocate deposits to the invoice.

Graphical user interface, application

Description automatically generated

Between the ‘Deposits’ window and ‘Counter Sales’ window, you can verify the following situations:

* Deposits match Invoice total
  + Click on a Deposit, which would highlight the deposit line, click ‘Apply’ and then click on the save icon.
  + Confirm that this matches the Invoice total.
  + If multiple deposits are to be applied, click on each one and apply them to the invoice.
* Deposits are more than Invoice total
  + Click on a Deposit and click ‘Apply’.
  + Change the ‘Amount To Apply’ to equal the ‘Invoice Total’ and click ‘Save’.
* Deposits are less than Invoice total
  + Click on a Deposit, click ‘Apply’ and then click on the save icon.
  + This will leave an undistributed amount to be due.

Once deposits are allocated, click ‘Print’ from the ‘End Dispatch’ window.

A ‘Print’ window will display. Confirm that the ComboInvoice printer is selected and click ‘OK’ to continue.

Graphical user interface, application

Description automatically generated

Next a ‘Reprint Document’ window will display and click ‘Cancel’.

Graphical user interface, text, application

Description automatically generated

### Sales Orders

## Future State Request

[This subsection describes the requester enhancements/change they would like to have changed for the process or application; these requests will be evaluated and added to the Functional Requirement section if feasible. This section will also list new requirements for non-existing processes or applications]

Invoices should be invoice automatically from dispatch notes.

# Understanding the User Environment

* Who are the users?

Accounting and Finance Department, Credit and Accounts Receivable Manager, Invoicing Processors, Accounts Receivable Specialists

* Which additional applications do you use that we need to interface with?

SYSPRO, MS Outlook, SQL reports, CRM, and M-Files

* What are your expectations for usability of the product?

Same as is currently in place for the affected applications

* What are your expectations for training time?

None

* What kinds of hard copy and online documentation do you need?

None

# Assessing the Opportunity

* Who needs this application in your organization?

Accounting and Finance Department, Credit and Accounts Receivable Manager, Invoicing Processors, Accounts Receivable Specialists

* How many of these types of users would use the application?

None

* How would you value a successful solution?

The ability to invoice Dispatch Notes automatically and consolidate emails that are sent to customers

# Assessing Reliability, Performance, and Support Needs

* What are your expectations for reliability?
* What are your expectations for performance?
* Do you have special needs for support? What about maintenance and service access?
* What are the security requirements?

# Functional Requirements

[This subsection describes the deliverables needed to complete the request. General Requirements will define a list of deliverables that will not be detailed out in the other sections. User Interfaces will define any deliverables visible to the end user (reports, screens, etc.). Software Interfaces will define the deliverables not visible to the end user (tables layouts, system integration coding, etc.). Hardware Interfaces will define any deliverables for the infrastructure needed to complete the request]

## General Requirements

## User Interfaces

## Software Interfaces

## Hardware Interfaces

# Error Handling

# Questions and Issues

# Risks and Assumptions

# Signoff

Sign-off Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_