**Invoice Automation**

Requirement Document

Version 1.0

Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Description** | **Author** |
| 2023 Jan 03 | 1.0 | Documentation Creation | Justin Pope |

Contents

[1 Introduction 4](#_Toc123653797)

[1.1 Purpose 4](#_Toc123653798)

[1.2 Scope 4](#_Toc123653799)

[1.3 Contributors 4](#_Toc123653800)

[1.4 Definitions, Acronyms and Abbreviations 4](#_Toc123653801)

[2 Overview 4](#_Toc123653802)

[2.1 Current State 4](#_Toc123653803)

[2.2 Future State Request 4](#_Toc123653804)

[3 Understanding the User Environment 4](#_Toc123653805)

[4 Assessing the Opportunity 4](#_Toc123653806)

[5 Assessing Reliability, Performance, and Support Needs 5](#_Toc123653807)

[6 Functional Requirements 5](#_Toc123653808)

[6.1 General Requirements 5](#_Toc123653809)

[6.2 User Interfaces 5](#_Toc123653810)

[6.3 Software Interfaces 5](#_Toc123653811)

[6.4 Hardware Interfaces 5](#_Toc123653812)

[7 Error Handling 5](#_Toc123653813)

[8 Questions and Issues 5](#_Toc123653814)

[9 Risks and Assumptions 5](#_Toc123653815)

[10 Signoff 5](#_Toc123653816)

# 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 entire process, send out less emails, and unify brand identity within the invoice emails.

## 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.

## 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 |

## 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.]

To invoice an order, the following manual steps are completed by the Marketing, Accounting and Finance departments:

* Marketing delivers the printed pick ticket and 2Ship tracking label to Accounting and Finance
* Accounting and Finance enter order number, tracking information, shipping date, changes status to 8 and completes the order
* Once the order is invoiced the status automatically changes to 9

Additionally, invoice header branding is not consistent from division to division. For instance, a brand logo can be oversized or misaligned on an invoice.

## 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. The following points would mark the success of the project:

* Orders should be accessible for invoicing from the Dispatch Notes Maintenance screen within Syspro.
* Appropriate shipping information should also be included.
* Reducing the number of shipping email notifications and invoice email notifications for orders being received by customers.
* Develop an SQL exception report that includes specific details on all fabric sample invoice exceptions.
* Ensure that company branding, specifically headers, is consistent with current guidelines across all marketing fabric sample invoices, shipping email notification and invoice email notifications.

# 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

No user interface requirements.

## Software Interfaces

## Hardware Interfaces

No hardware interface requirements.

# Error Handling

# Questions and Issues

# Risks and Assumptions

# Signoff

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