



# RELY – Accounting Scenario Management



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# Accounting Scenario Management

This module will be used for provisioning, changes and de-provisioning of Accounting Scenario in the portal.

## Roles

Scenario Editor  
Scenario Reviewer

## Menu

Library -> Accounting Scenario Library

## Creation

Typically Scenario Editor can create Accounting Scenario. All mandatory fields will be marked with red asterisk (\*).

## Validations

- 1) Single Accounting Scenario cannot have multiple roles simultaneously
- 2) Same Reference cannot be used for two Accounting Scenario



## Approval

A Accounting Scenario created by Scenario Editor will go through 2 cycles of approval (Scenario Editor and Scenario Reviewer). All Accounting Scenario need to be approved by Scenario Reviewer in Approve Step for successful creation.

Vodafone Germany Scenario Editor

LIBRARY HELP

Manage Accounting Scenario

Accounting Scenario

Create

Initial 3 Approve 0 Completed 112

Actions	Reference	Business Area	Comments	Standards	Dataset	Contract Type
<input checked="" type="checkbox"/>	RGdemo_1	Cost				
<input checked="" type="checkbox"/>	TESTRG8					
<input checked="" type="checkbox"/>	TESTRG7					

Vodafone Germany Scenario Reviewer

LIBRARY HELP

Manage Accounting Scenario

Accounting Scenario

Initial 2 Approve 1 Completed 112

Actions	Reference	Business Area	Comments	Standards	Dataset	Contract Type
<input checked="" type="checkbox"/>	RGdemo_1	Cost				

Vodafone Germany Scenario Reviewer

LIBRARY HELP

Manage Accounting Scenario

Accounting Scenario

Initial 2 Approve 0 Completed 113

Actions	Reference	Business Area	C	S	D	C	F	P	S	Initial Date	Status Date	WFStatus	IsReady Date
<input checked="" type="checkbox"/>	RGdemo_1	Cost								17/12/2018	17/12/2018	Completed	17/12/2018
<input checked="" type="checkbox"/>	TESTRG6									26/10/2018	26/10/2018	Completed	26/10/2018



A new Accounting Scenario can be withdrawn any time by the requester provided the workflow has not completed for that Accounting Scenario.

Vodafone Germany

Scenario Editor

LIBRARY HELP

Manage Accounting Scenario

Accounting Scenario

Create

Initial 2 Approve 1 Completed 113

Actions	Reference	Business Area	Comments	Standards	Dataset	Contract Type
	RGDemo_2	Enterprise				

Once the workflow is finished (either normal completion (final approval) or abrupt end (Reject, Withdraw etc)), the Accounting Scenario will appear in the 'Completed' tab of the workflow. If a user is successfully approved, the user is marked 'Active' in the system. All active users can be edited.

Vodafone Germany

Scenario Reviewer

LIBRARY HELP

Manage Accounting Scenario

Accounting Scenario

Initial 2 Approve 0 Completed 113

Actions	Reference	Business Area	C	S	D	C	F	P	S	Initial Date	Status Date	WFStatus	IsReady Date
	RGdemo_1	Cost								17/12/2018	17/12/2018	Completed	17/12/2018
	TESTRG6									26/10/2018	26/10/2018	Completed	26/10/2018



## Versioning in Accounting Scenario

Scenario Editor can create a new version of Completed Accounting Scenario from Completed Step

The screenshot shows the 'Vodafone Germany' Scenario Editor interface. The top navigation bar includes 'LIBRARY' and 'HELP'. The main section is titled 'Manage Accounting Scenario'. Below this, there's a section for 'Accounting Scenario' with a 'Create' button. A red box highlights the text 'To create new version' with a red arrow pointing to the 'Initial' step in the scenario flow. The flow consists of three steps: 'Initial' (2), 'Approve' (1), and 'Completed' (113). Below the flow, there's a table with columns: Actions, Reference, Business Area, Comments, Standards, Dataset, and Contract Type. The table contains two rows: one for 'RGdemo\_1' with a 'Cost' business area, and another for 'TESTRG6'.

Actions	Reference	Business Area	Comments	Standards	Dataset	Contract Type
<input checked="" type="checkbox"/>	RGdemo_1	Cost				
<input checked="" type="checkbox"/>	TESTRG6					

New Version is available in Initial Step-





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## Important Actions


Depending upon the workflow and your role in that workflow, you will be presented with appropriate Actions (that you can take on that Accounting Scenario).


Here's the list of most common "Actions" and their behaviour

**Submit**(): You can approve the Accounting Scenario using this action. Upon click, it moves the Accounting Scenario to the next available role in the workflow. If you were the last role, it moves the request to 'Completed' tab with 'Completed' status.


**Withdraw**(): If you do not want the current owner to further process your Accounting Scenario, you can bring back to your tab by using this Action. You can then take "Edit" Action to make changes or "Reject" it altogether.

**Review**(): This Action lets you view detailed information of the Accounting Scenario in read-only mode. It also presents you with relevant Actions at the bottom on the form for you to take further actions (like Approve, Reject, Cancel etc)

**Edit**(): This Action lets you to change information on the request while it travels through the approval workflow. If a request has completed the workflow, you can edit the entity in the Initial Step.

**Reject** (): If you need any clarification or want requester to make some changes to the request, you can send it back to requester (with your comments) using this Action.

**Duplicate**(): Use this action to create duplicate Accounting Scenario.

**Download**(): Use this action to download Accounting Scenario list.