

RELY – Accounting Scenario Management

Vodafone 18 December 2018



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 (*).

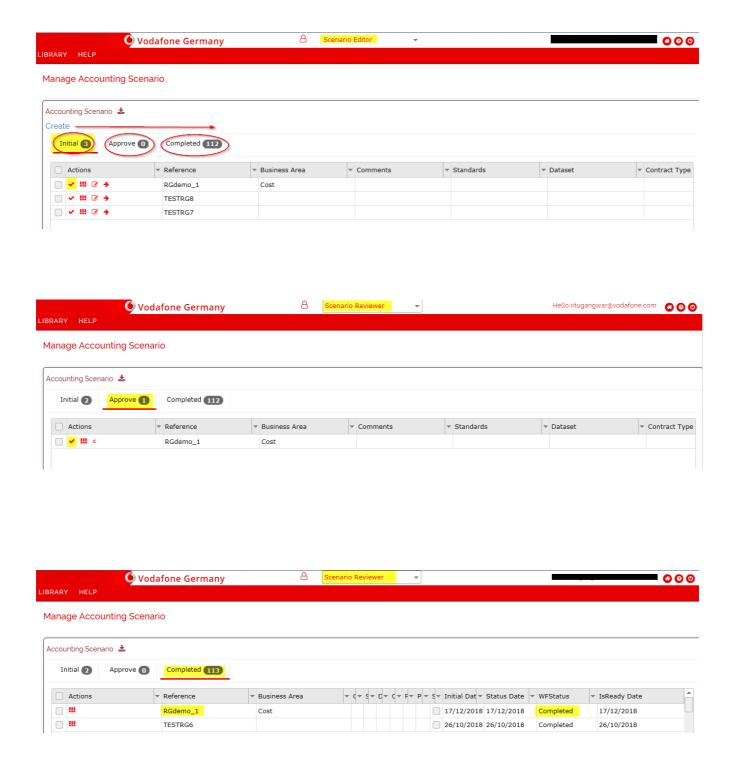
Validations

- 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.

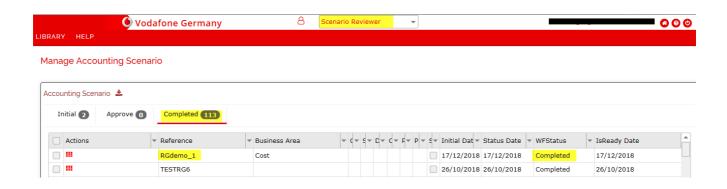




A new Accounting Scenario can be withdrawn any time by the requester provided the workflow has not completed for that Accounting Scenario.



Once the workflow is finished (either normal completion (final approval) or abrupt end (Reject, Withdraw etc)), the Accouting 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.





Versioning in Accounting Scenario

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



New Version is available in Initial Step-



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 more. 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 requested has completed the workflow, you can edit the entity in the Initial Step.

Reject (\checkmark): 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.