

Reflection Document

Raissa Makonga

Student Bachelor Applied Computer Science
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Introduction

This document provides a reflection on my internship; it will cover the work I did during my internship and my personal development as well. The reflection is divided into two main sections:

1. A substantive reflection on the project work, the results and the impact.
2. A personal reflection on the learning experience.

Part 1: Substantive Reflection

During my internship at Agfa, I worked on two major projects:

- Travel and Expense Tool
- Payment Term Analysis

For the Travel and Expense, it was a project that started before my internship and will continue after I leave. I created an As-Is document, which covered the different procedures, and the different tools used in the different regions. I collected the 2024 data and used that data to create overviews for 2024 and was used to analyse which G/L codes should be used in the new tool.

For the payment term analysis, once again, I extracted invoices from 2024, this was used in Microsoft Power Automate to automate the process of extracting certain fields from 10,000 invoices. Which this information, I created graphs and charts that can be used by the Procurement strategy to figure the next steps.

For Agfa, the travel and expense, my As-Is document will serve as a blueprint for rolling out the new solution. The 2024 overview will help in which countries should be the pilot based on different factors. The payment term, the different business units have data driven visibility into which invoices/vendors are being paid early, late or on time.

For both projects, the projects need to be completed or even expanded. The tasks I did can help the team move forward with their decisions. In terms of usage, the payment term, they will use the flow that I created in order to automate the invoices for the other three systems.

Part 2: Personal Reflection

The internship gave me a good first experience with a large, international business environment. Especially in a place that I could apply my analytical and technical skills in a practical environment. It also helped me to understand what it is like to participate with real projects, taking into consideration everyone's work schedule and personal schedule as well.

I learn how to with work SAP, I have briefly worked with in my second year but it was very different, I enhanced my Excel skills especially in terms of graphs and charts. I also developed confidence in working with colleagues, it was good that the other staff

members saw me as an equal and made me feel that way. I have always been independent, but this helped me grow and get more confident and resourceful. I also learned a lot about how to communicate the findings making use of charts and structured documents.

Overall, my internship gave me the chance to contribute to two meaningful projects with real business impact, that was a big plus for me. Working with actual data and the tasks I did added value to the company. I left the internship not only with a valuable experience but also a very clear idea of what kind of work I want to pursue in the future.