



Functional Specification Documentation

PricewaterhouseCoopers GHRS

Version No.: 1.0

Date: 23-May -16

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1. Budget Validation – Projects and Non-Projects (BU)

1.1 Requirements

- As part of the control process , budget validation is required on the following:
 - Validate budget in Purchase Order document
 - Purchase Order (in reference to PR)
 - Purchase Order (Direct)
- Reporting requirement for actual spend against budget
 - Committed at Purchase Request level (pending for approval, approved but not generated and generated but open)
 - Committed at Purchase Order level(pending for approval, approved but not generated and generated but open and closed PO where target AP is null)
 - Actual spend at AP Invoice and Ap Credit Memo
 - Actual spend at Journal Entry level
 - Journal Entries (Direct)

1.2 Functions

- Project budget validation is at the total budget per project against the total lines (relating to same Project) before GST
- Non-Project (BU and OU) budget validation is at budget per Business Unit and at GL level against total lines (relating to same GL) amount before GST
- Display available balance budget in Purchase Request and Purchase Order document line details
- Generate report to extract budget against actual spend at GL level for Non-Project(BU/OU) and at Project Code level for projects
- Upload original and reforecast budget and maintenance of budget versions

1.3 Set-up and configurations

- Create Projects in Sap System. Project Table
 - Administration →Setup →Financials →Projects

#	Project Code (13 characters)	Project Code (8 Characters)	Project Name	Valid From	Valid To	Active
1		Prj001	Prj001			<input checked="" type="checkbox"/>
2						<input checked="" type="checkbox"/>

- Field Descriptions
 - Project Code (UDF-13 characters) – iPower project reference 13 characters code for the project
 - Project Code (standard field-8 characters) – enter 8 characters code for the project (required field)
 - Project Name - Enter name of project (100 characters)
 - Valid from – enter valid from date
 - Valid To – enter valid to date
 - Active – check to set project as active and can be selected and use in creating documents
 - Remarks (UDF) – 100 characters free text
 - Owner (UDF) – 50 characters free text (create FMS to select from list of OU)

- Create Budget Table for Non-projects and Projects

#	Validity	Period	Period	Budget Name	Period	#	Amount	Division	Budget amount	Project Code	Balance amount
1	1	1	1	BudgetControl Original Budget	Budget FY 2010	1	1,000	Equity	1,000		1,000
2	2	2	2	BudgetControl Original Budget	Budget FY 2010	2	2,000	Equity	2,000		2,000
3	3	3	3	BudgetControl Original Budget	Budget FY 2010	3	3,000	Equity	3,000		3,000
4	4	4	4	BudgetControl Original Budget	Budget FY 2010	4	4,000	Equity	4,000		4,000
5	5	5	5	BudgetControl Original Budget	Budget FY 2010	5	5,000	Equity	5,000		5,000
6	6	6	6	BudgetControl Original Budget	Budget FY 2010	6	6,000	Equity	6,000		6,000
7	7	7	7	BudgetControl Original Budget	Budget FY 2010	7	7,000	Equity	7,000		7,000
8	8	8	8	BudgetControl Original Budget	Budget FY 2010	8	8,000	Equity	8,000		8,000
9	9	9	9	BudgetControl Original Budget	Budget FY 2010	9	9,000	Equity	9,000		9,000
10	10	10	10	BudgetControl Original Budget	Budget FY 2010	10	10,000	Equity	10,000		10,000
11	11	11	11	BudgetControl Original Budget	Budget FY 2010	11	11,000	Equity	11,000		11,000
12	12	12	12	BudgetControl Original Budget	Budget FY 2010	12	12,000	Equity	12,000		12,000
13	13	13	13	BudgetControl Original Budget	Budget FY 2010	13	13,000	Equity	13,000		13,000
14	14	14	14	BudgetControl Original Budget	Budget FY 2010	14	14,000	Equity	14,000		14,000
15	15	15	15	BudgetControl Original Budget	Budget FY 2010	15	15,000	Equity	15,000		15,000
16	16	16	16	BudgetControl Original Budget	Budget FY 2010	16	16,000	Equity	16,000		16,000
17	17	17	17	BudgetControl Original Budget	Budget FY 2010	17	17,000	Equity	17,000		17,000
18	18	18	18	BudgetControl Original Budget	Budget FY 2010	18	18,000	Equity	18,000		18,000
19	19	19	19	BudgetControl Original Budget	Budget FY 2010	19	19,000	Equity	19,000		19,000
20	20	20	20	BudgetControl Original Budget	Budget FY 2010	20	20,000	Equity	20,000		20,000
21	21	21	21	BudgetControl Original Budget	Budget FY 2010	21	21,000	Equity	21,000		21,000
22	22	22	22	BudgetControl Original Budget	Budget FY 2010	22	22,000	Equity	22,000		22,000
23	23	23	23	BudgetControl Original Budget	Budget FY 2010	23	23,000	Equity	23,000		23,000
24	24	24	24	BudgetControl Original Budget	Budget FY 2010	24	24,000	Equity	24,000		24,000

*Hide balance amount, division, period

- New Column in Purchase Request and Purchase Order documents
 - Projects : POR1.PROJECT
 - OU_BU BUDGET (UDF) : U_AB_NONPROJECT
 - Budget Balance (UDF) : U_AB_BALANCE

Purchase Order (Approved)

Supplier Code: 21000206
Supplier Name: Building and Construction Authority
Contact Person:
Supplier Question No.: annualPO/23
Local Currency:
PO No.: JAHNULPO 300000021
Status: Open
Posting Date: 04/01/2015
Delivery Date: 04/05/2015
Document Date: 04/01/2015

Item/Service Type	Item	Item Description	GL Account	BU	BU Budget	Project	Budget Balance	BU	BU	SD	Quantity	Unit
1	HFEVNT-EVENTS-100001	FIRMWIDE EVENTS - D&D (EVENT MANAGEMENT)	Tr181000	52112	ASR 101	ASR	12	SGD				

- New field (UDF) in Budget scenario table
 - Active : U_AB_ACTIVE

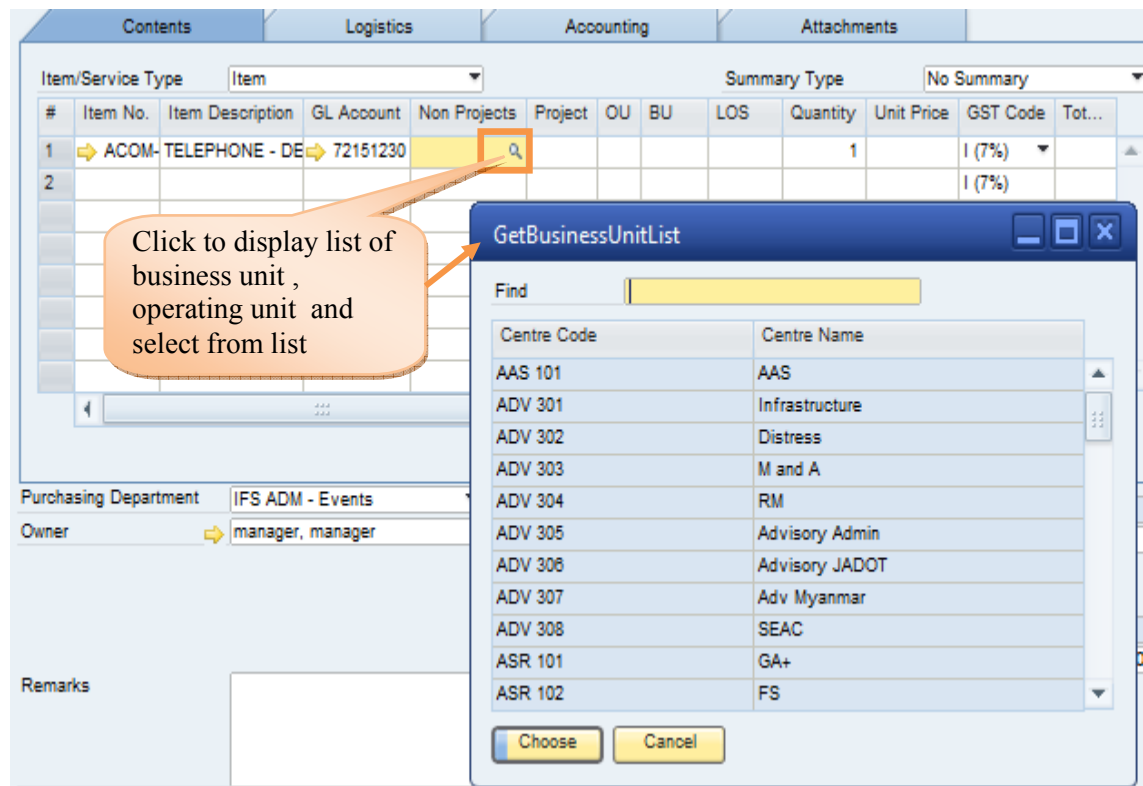
Budget Scenarios - Setup

Accounting Year: 01/07/2015

#	Budget Name	Based on	Initial Ratio (%)	Rounding Method	Active
1	2015 Budget	2015 Budget	100	No Rounding	
2	Reforecast Budget 2015	Reforecast Budget 20	100	No Rounding	
3	BU Budget 2015	BU Budget 2015	100	No Rounding	

select Yes to set as
“active” for budget
validation

- Create FMS in Non-Project Fields to look up for Business Unit and Operating Unit

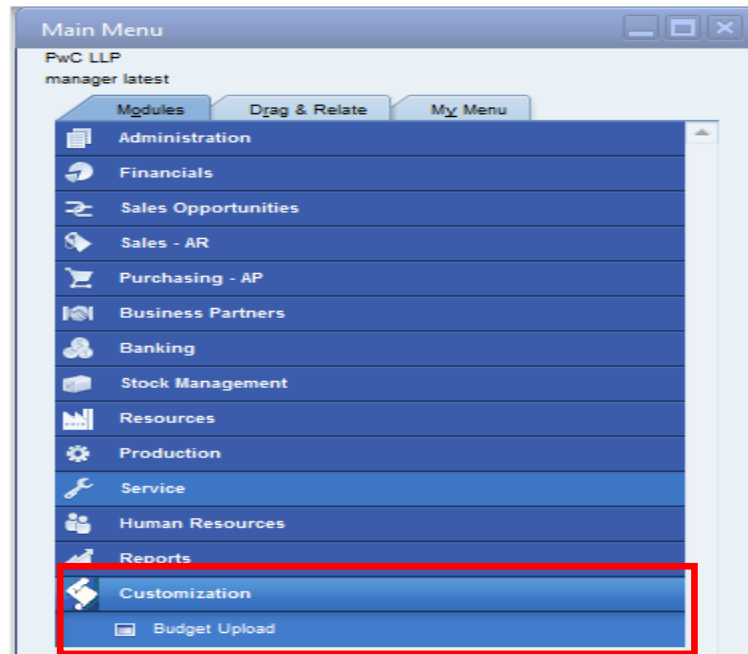


- Create SQL query functions to calculate total 'CommittedAmount at PR/PO level. Sum all values before GST for all purchase request/purchase order
 - Formula as follows:
 - add, PR/PO with Draft Status (pending Approval)
 - add, PR/PO with Approved Status (not generated)
 - add, PR/PO with Approved Status (generated)
 - less, PR/PO with draft Status (cancel/reject)
 - less, PR/PO generated (cancel/closed)
- Create SQL query functions to calculate 'ActualSpend_APJE' at AP Invoice and Journal Entries level. Sum all values before GST for all AP Invoices and AP Credit Note
 - Formula as follows:
 - add, AP Invoice with base PO/GRPO
 - add, AP Invoice (Direct)
 - add, AP Invoice with link AP credit memo
 - less, AP Credit Memo (stand alone)
 - less, AP Invoice (cancelled)
 - add, JE from iPower import
 - add, JE (Direct)
- Create SQL query functions to calculate 'Budget Available Balance'
 - Formula as follows:
 - add, Budget amount
 - less, Committed PR
 - less, Committed PO

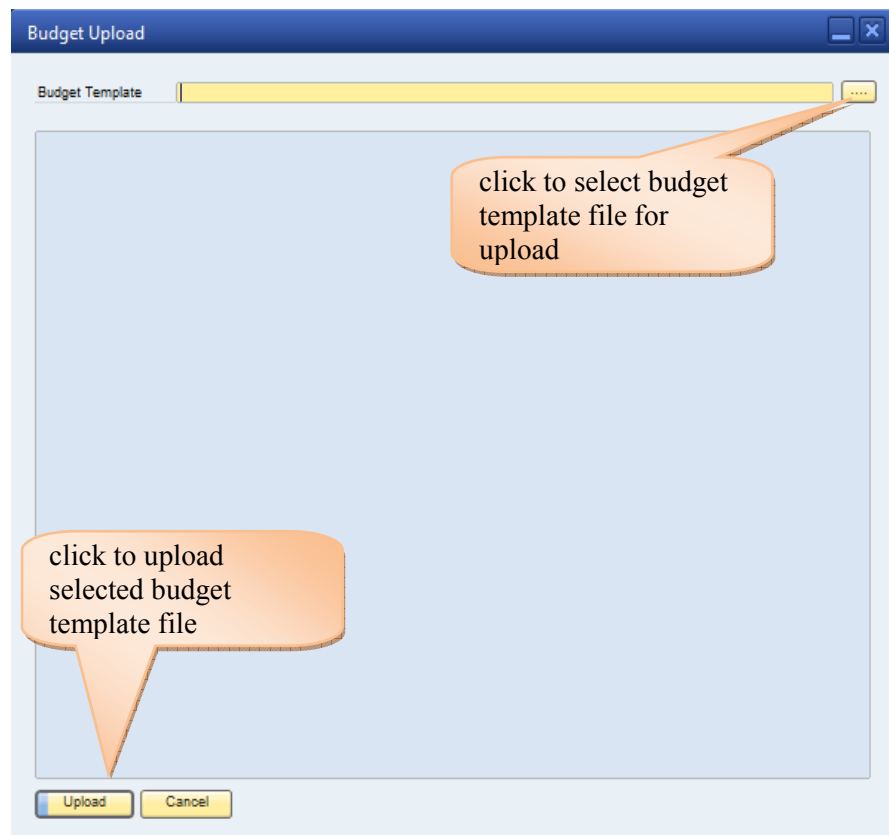
- less, ActualSpend_JE/AP

1.4 Process Details

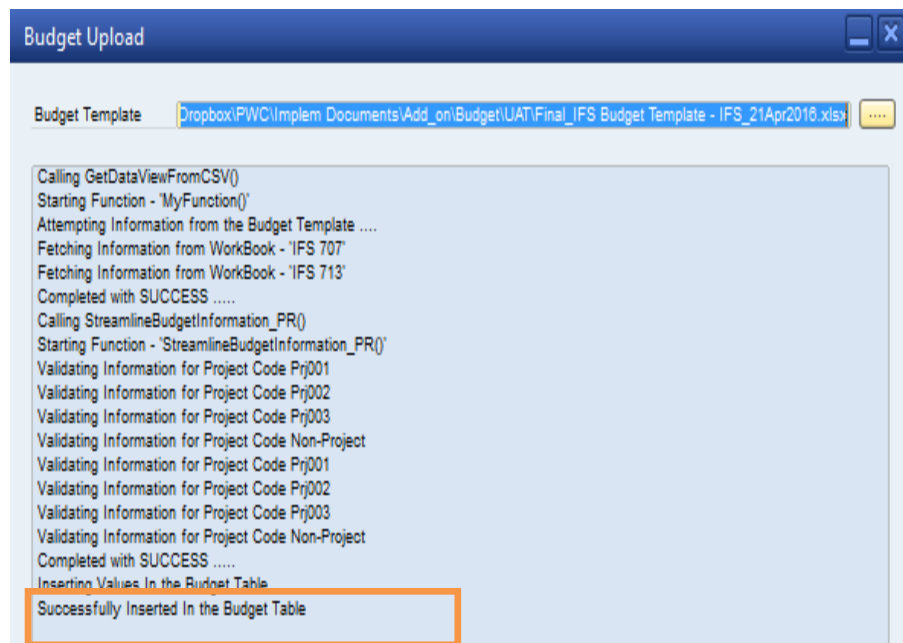
- Budget upload into Sap system
 - Populate budget as per template
 - Upload budget using addon : AE_PWC_IN04
 - Select Customization→Budget Upload



- Select budget template file to upload



- Budget upload screen after successful import.(click cancel to exit window)

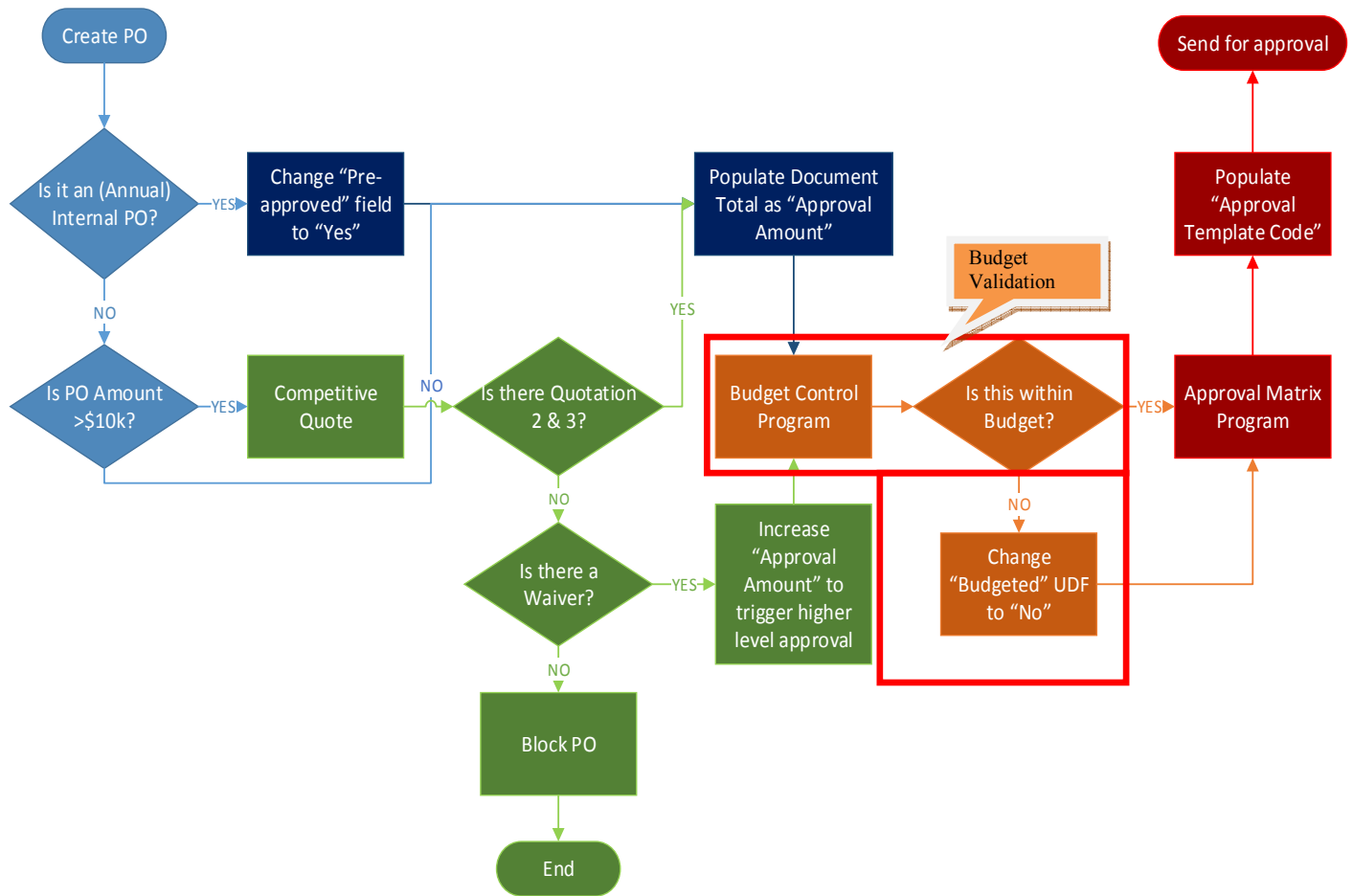


- Updated budget table screen

#	Line Item	Account	Period	Budget Name	Period	As of Month	Current	Budget Amount	Period Date	By Date	Balance Amount
1	1			BudgetControl Original Budget	Budget FY 2010	1/1/10	1,000	1,000	1/1/10		1,000
2	2			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
3	3			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
4	4			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
5	5			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
6	6			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
7	7			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
8	8			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
9	9			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
10	10			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
11	11			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
12	12			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
13	13			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
14	14			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
15	15			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
16	16			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
17	17			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
18	18			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
19	19			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
20	20			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
21	21			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
22	22			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
23	23			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500
24	24			BudgetControl Original Budget	Budget FY 2010	1/1/10	500	500	1/1/10		500



- Validate budget at Purchase order document
 - PO creation

PO Creation



- PO screen

The screenshot shows the SAP Business One Purchase Order form. The 'Non-Projects' column is highlighted with a red box. The 'Budget Committed' and 'Budget Balance' columns are also highlighted. The 'Approval Amount' field is highlighted with a red box, showing a value of 0.00. The 'Budgeted' field is highlighted with a red box, showing a value of 'No'.

- OU_BU budget column, press tab or click  to select from list of project. If not null validate budget against business unit else no validation
- Project column, click  to select from list of business unit. if not null validate budget against project else no validation
- Committed column, auto populated by system
- Balance column, auto populated by system
- Approval amount field, auto populated by system (sum of all line items before gst)
- Budgeted field, auto updated by system
 - No – if approval amount exceeds the budget
 - Yes- if approval amount is within the budget
- Any accrued amount at the end of financial year will have impact on budget for new financial year as follow:
 - actual spend on new financial year will be negative because of the reversal of accruals
 - negative amount will be zero out after creation of AP invoice
- Rename OU field name to OU(Cost Alloc) in PR, PO and JE
- Update actual spend for budget at GL level
- Consider partial amount drawn on PO in calculating budget balance and committed
- If OU_BU Budget and Project fields are not null then budget validation is based on project field
- Maintain budget versions. New version will be the basis for budget validation. To consider actual spend and committed from previous versions of budget

1.5 Reports and Template

- Budget Template (excel format)

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PricewaterhouseCoopers

IFS Budget Template

CORE INFO

Version 1.0

DESCRIPTION

BUDGET NAME

ENTITY NAME

PERIOD

ENTITY CODE

CURRENCY

IFS 707

BudgetScenario Original Budget

Singapore Office

Budget FY 2015

PwC Singapore

In SGD000

GL Account Code

GL Name (Short)

GL Name (Long)

Proj1

Proj2

Proj3

Non-Project

Total

71111100

CS staff

CS - Staff salaries

1,000

200

1,200

71111110

CS staff

CS - Staff CPF

800

2,000

300

2,800

71111120

CS staff

CS - Staff PwL

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- Budget Report (TBA)
 - Option to view details of actual spend and committed as to PO, AP and JE

Budget Control Reports

Action items:

- Roger and IFS BudgetHolder** to review report template and provide comments

- Budget reports
 - Users should be able to select view reports by BU/Project and Financial Year
 - Report should include unbudgeted items and 'open' Purchase Requisition (PR) amount that refer to budget
 - User should be able to drill down to identify POs and Invoices that consume the budget

New! As we removed budget in PR

BU	Project	Project name	GL	GL description	Non-Prj Budget (latest)	Project Budget (latest)	Commitment	Actual	Total Consumed	Available Balance	Purchase Requisition Amount	Available after Purchase Requisition	Original Budget (Version 1)	Revised Budget (Version 2)
					(1)	(1)	(2)	(3)	(4)	(5)	(6)	(7)		
									(4) = (2) + (3)	(5) = (1) - (4)		(7) = (5) - (6)		
IFS-HR			7233300		300	-	200	50	250	50	3	47	200	300
IFS-HR			7233310		0	-	40	150	190	-190			0	0
IFS-HR	D&D		7233300		-	500	400	150	550	-50			500	500
IFS-HR	D&D		7233310		-	0	35	0	35	-35			0	0
Total					300	500	675	350	1,025	-225			700	800
Unbudgeted item														

- New Document screen display to include OU_BU Budget , Project and Budget Balance
 - Purchase order

Purchase Order (Approved)

Supplier Code: 31000001
 Supplier Name: Building and Construction Authority
 Contract Partner:
 Supplier Contract No: AnnualPO123
 Local Currency:
 PO No: ANNUALPO 33000001 - 5
 Status: Open
 Posting Date: 04-01-2018
 Delivery Date: 04-05-2018
 Document Date: 04-01-2018
 Period: 2018-01
 WTax Required:
 WTax Note:
 Confirmed Rhet Amount: 0.00
 Waiver Description:
 Approval Amount: 12,000.00
 Budgeted: No

Item/Service Type	Item	Item Description	GL Account	OU_BU Budget	Project	Budget Balance	Summary Type	No Summary	BU	UOS	Quantity	Unit
1	HPEVNT-EVENTS-100091	FIRMWIDE EVENTS - D&D (EVENT MANAGEMENT)	T1181300	52112	ASR 101	ASR	12	920				

Purchasing Department: JIN Sales Employee
 Owner: manager, manager
 Total Before Discount: 900 12,000.00
 Discount: %
 GST Tax: 500 940.00
 Total Payment Due: 900 12,940.00
 Remarks:
 OK Cancel

- AP Invoice /AP Credit Memo

AP Invoice

Local Currency:
 Document Date: 04-05-2018

Item/Service Type	Item	Item Description	GL Account	GL Name	GST Code	OU_BU Budget	PROJECT	Budget Balance	OU
1	HPEVNT-EVENTS-100091	FIRMWIDE EVENTS - D&D (EVENT)	T1181300	FIRM WIDE ACTIVITIES	1 (TV)	52112			

Purchasing Department: JIN Sales Employee
 Owner: manager, manager
 Total Before Discount: 900 1,000.00
 Discount: %
 Advance Payment:
 Freight:
 Payment:
 GST Tax: 500 10.00
 WTax Amount:
 Total Payment Due: 900 1,010.00
 Applied Amount:
 Balance Due: 900 1,010.00
 Remarks: Based on Purchase Order 300000001. Based on Goods Receipt PO 15
 OK Cancel Copy From Copy To

- Journal Entry/Vouchers

AP Invoice

Local Currency: Document Date: 04/03/2018

Contents Logistics Accounting Attachments

Item Service Type	Item	Item Description	GL Account	GL Name	GLT Code	Summary Type	No Summary
HPEVNT-EVENTS-100091	PRMWIDE EVENTS - D&D (EVENT)	T1191300	PRMW WIDE ACTIVITIES	1 (TN)	GL_P4 Budget	PRODUCT	Budget Balance 30
							Budget Balance 52110

Purchasing Department: Jiv Sales Employee
 Order: manager, manager

Payment Order: Run

Remarks: Based on Purchase Order 300000001 Based on Goods Receipt PO 15

Total Before Discount: SGD 1,000.00
 Discount: %
 Advance Payment:
 Freight:
 Rounding:
 GST Tax: SGD 10.00
 WTax Amount:
 Total Payment Due: SGD 1,010.00
 Applied Amount:
 Balance Due: SGD 1,010.00

OK Cancel Copy From Copy To