Functional Specification Documentation

PricewaterhouseCoopers GHRS

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Table of Content

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

1.1   Requirements

- As part of the control process , budget validation is required on the following:

    o   Validate budget in Purchase Order document
        - Purchase Order (in reference to PR)
        - Purchase Order (Direct)

- Reporting requirement for actual spend against budget
    o   Committed at Purchase Request level (pending for approval, approved but not generated and generated but open)
    o   Committed at Purchase Order level(pending for approval, approved but not generated and generated but open and closed PO where target AP is null)
    o   Actual spend at AP Invoice and Ap Credit Memo
    o   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
    o   Administration →Setup →Financials →Projects

- o 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

*Hide balance amount, division, period

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

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Page 3 of 14

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

select Yes to set as "active" for budget validation

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

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Page 4 of 14
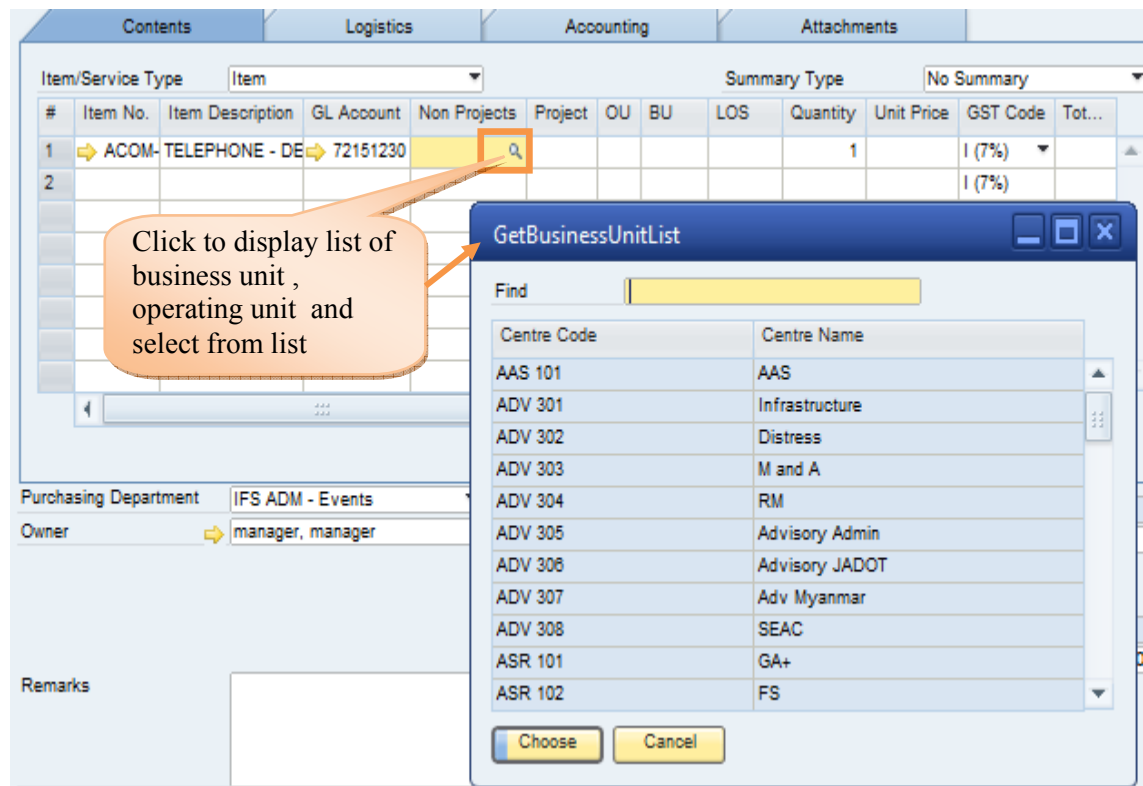
- Create SQL query functions to calculate total 'CommittedAmount at PR/PO level. Sum all values before GST for all purchase request/purchase order
  - Formula as follows:
    - add, PR/PO with Draft Status (pending Approval)
    - add, PR/PO with Approved Status (not generated)
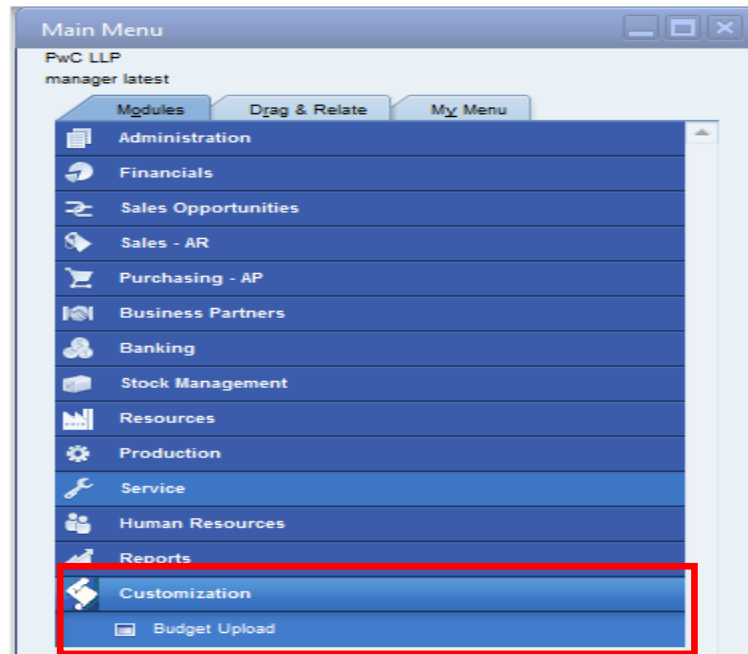   - add, PR/PO with Approved Status (generated)
    - less, PR/PO with draft Status (cancel/reject)
    - less, PR/PO generated (cancel/closed)

- 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
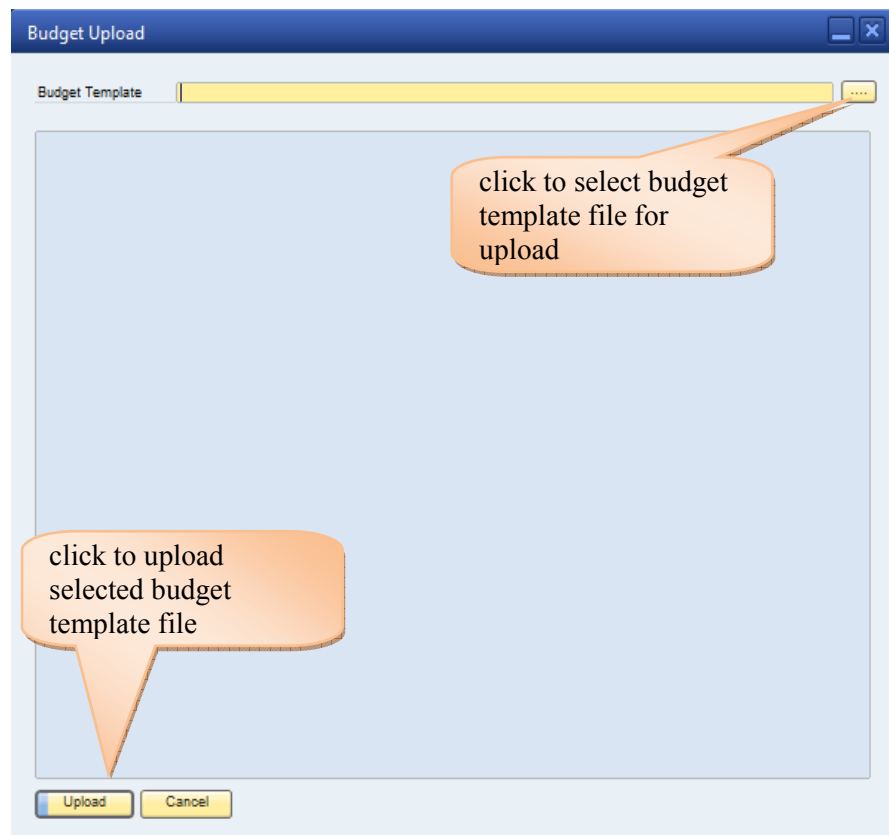   - less, Committed PR
    - less, Committed PO

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Page 5 of 14

▪ less, ActualSpend_JE/AP
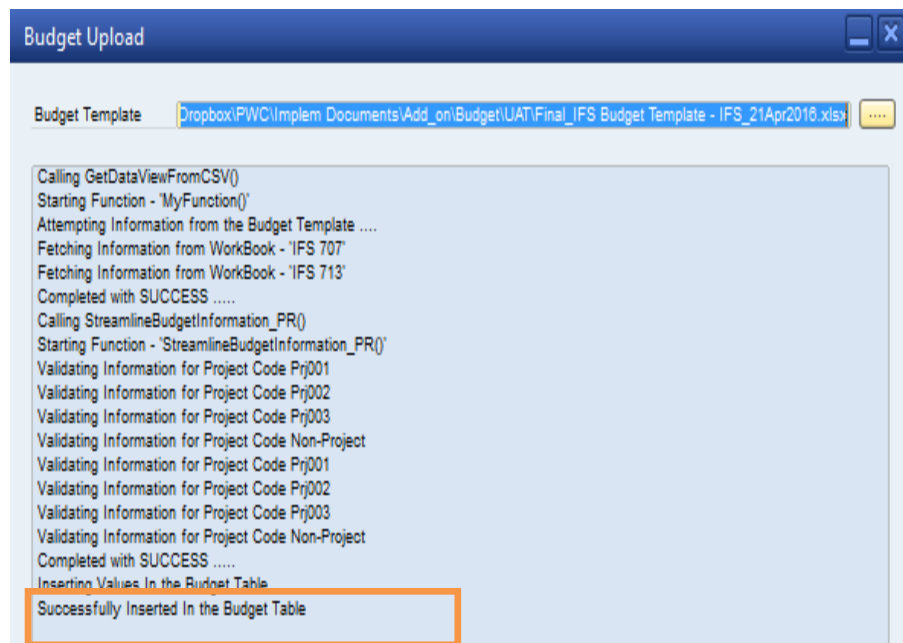
1.4   Process Details

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

▪   Select budget template file to upload

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Page 6 of 14

Budget Upload

Budget Template [   ] [...]

> click to select budget template file for upload

> click to upload selected budget template file

[Upload] [Cancel]

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

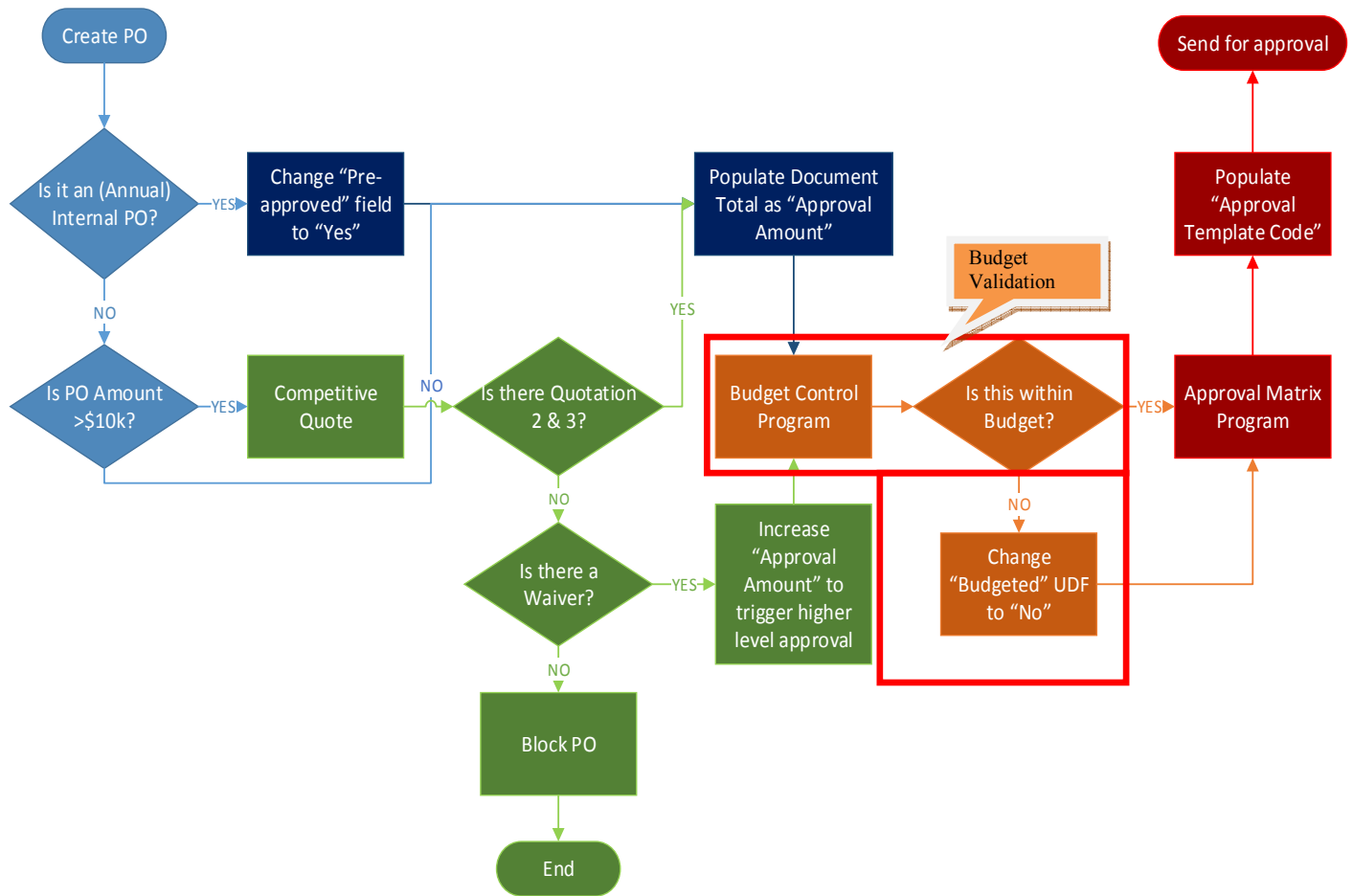**Budget Upload**

Budget Template | Dropbox\PWC\Implem Documents\Add_on\Budget\UAT\Final_IFS Budget Template - IFS_21Apr2016.xlsx | [....]

```
Calling GetDataViewFromCSV()
Starting Function - 'MyFunction()'
Attempting Information from the Budget Template ....
Fetching Information from WorkBook - 'IFS 707'
Fetching Information from WorkBook - 'IFS 713'
Completed with SUCCESS .....
Calling StreamlineBudgetInformation_PR()
Starting Function - 'StreamlineBudgetInformation_PR()'
Validating Information for Project Code Prj001
Validating Information for Project Code Prj002
Validating Information for Project Code Prj003
Validating Information for Project Code Non-Project
Validating Information for Project Code Prj001
Validating Information for Project Code Prj002
Validating Information for Project Code Prj003
Validating Information for Project Code Non-Project
Completed with SUCCESS .....
Inserting Values In the Budget Table
Successfully Inserted In the Budget Table
```

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Page 7 of 14

▪ Updated budget table screen

- Validate budget at Purchase order document
  - o PO creation

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Page 8 of 14

PO Creation

o   PO screen

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Page 9 of 14

- 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)
- Budgetted 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 calucating 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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Page 10 of 14

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

Budget Control Reports

- 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)	Committed	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

  o Purchase order

  o AP Invoice /AP Credit Memo

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Page 12 of 14

o Journal Entry/Vouchers

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Page 13 of 14