**Business Requirements Document (BRD) - Accounts Receivable Revenue Generation**

**1. Introduction**

**1.1 Purpose of the Document**

This document describes the requirements and process for **Revenue Generation** within the **Accounts Receivable** department. The main objective is to document the current process, identify issues, and propose improvements to enhance efficiency and automation.

**1.2 Scope**

The process includes activities related to **revenue generation, accounting, validation, and reconciliation** for contracts managed by Endava.

**1.3 Stakeholders**

* **Revenue Operational Specialist**
* **AR Team**
* **Finance Manager**
* **IT Support (for Oracle ERP)**
* **Business Unit Leads**

**2. Current Process (As-Is BPMN)**

**2.1 Description of the Existing Process**

Currently, the revenue generation process follows these steps:

1. **Review & Approve CRF (Confirm Readiness Form)** – Validation of contracts and invoices in Oracle ERP.
2. **Create Revenue Accounting and Transfer to GL** – Processing revenues and transferring them to the General Ledger (GL).
3. **Clear Create Accounting Exceptions** – Checking for errors and resolving them through Oracle Support.
4. **Run Create Accounting Transactions** – Completing the accounting process.
5. **Manage Billing Offset** – Linking revenues with issued invoices.
6. **Export Revenue Distribution Report** – Generating the final revenue distribution report.

**2.2 Identified Issues**

* **Excessive manual processing**, leading to **high processing time**.
* **Errors in contract validation** due to reliance on manual review.
* **Delays in accounting** caused by unresolved exceptions.
* **Lack of an automated notification system** for errors and exceptions.

**3. Proposed Process (To-Be BPMN)**

**3.1 Proposed Improvements**

* Automating contract validation through **Oracle ERP**.
* Implementing an **automated notification system** for errors.
* Optimizing the transfer to GL by **automating validation parameters**.
* Reducing processing time by **integrating a monitoring dashboard**.

**3.2 Expected Benefits**

✅ **30-40% reduction in processing time**. ✅ **Elimination of human errors** through automated contract validation. ✅ **Improved process visibility** with dashboards and notifications.

**4. Functional and Non-Functional Requirements**

**4.1 Functional Requirements**

* Automatic revenue generation for approved contracts.
* Automated validation of CRF data before transfer to GL.
* Creation of a notification system for accounting exceptions.

**4.2 Non-Functional Requirements**

* The process must be completed in **<5 minutes for 90% of transactions**.
* **99.9% availability** for the automated processing system.

**5. User Stories and Acceptance Criteria**

**5.1 User Stories**

* **As a Revenue Specialist**, I want the system to **automatically generate revenues from approved contracts**, so that I can reduce errors and processing time.
* **As a Finance Manager**, I want accounting exceptions to be **automatically notified via email**, so that I can correct them faster.

**5.2 Acceptance Criteria**

✅ The system allows automatic revenue generation for contracts with "Approved" status. ✅ Revenues are automatically validated before transfer to GL. ✅ The user receives an automatic notification in case of errors.

**6. Risks and Constraints**

* ❗ **Dependency on Oracle ERP** – Technical issues may delay implementation.
* ❗ **User resistance to change** – Employee training is essential.
* ❗ **Implementation time** – Requires coordination across multiple teams.

**7. Conclusion and Next Steps**

🔹 Implementing the proposed improvements will optimize the **Revenue Generation** process and reduce **errors and delays**. 🔹 Next Steps: 1️⃣ Validate requirements with stakeholders. 2️⃣ Implement changes in Oracle ERP. 3️⃣ Test and adopt the optimized process.