Lean Specification

Conversion - O2\_GENAI\_CNV399

AP Open invoice

Document Control Information

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# Summary

## Objective

This conversion design document has been created to record the requirements for converting all **open** AP payable invoices from the XXX environment to Oracle ERP Cloud.

This functional specification document is intended to provide all the key information, dependencies, assumptions, business rules, data selection criteria, the detailed mapping between source application data and Oracle ERP Cloud fields and detailed data validation criteria for payable invoices conversion. All the open payables invoices and prepayments will be converted to Oracle Cloud using FBDI upload.

## Assumptions

* The source data extract will be provided in the FBDI format.
* All data mapping will be performed in the source system to map Oracle Cloud specific fields such as business unit, supplier name and site name, payment term, pay group, GL code combination, tax codes and invoice line types.
* All the journal entries generated by this conversion activity (invoice creation and dummy payment) will be posted in the General Ledger and would corresponding be reversed as well.
* Invoices are not partially paid/partially converted from legacy to Oracle Cloud.

## Proposed Process



## Dependencies and Prerequisites

* The standard system configurations need to be completed. Business unit, ledgers and invoice and common payables options need to be configured prior to the conversion.
* The supplier and sites are available in the system for the invoices to be converted.
* The PO conversion is completed in the system prior for the invoices to be converted.

# Functional Design

## Data Mapping Layout



## Cross Reference/Data Transformation

N/A

## Business Rules

|  |  |
| --- | --- |
| Rule ID | Description |
| BR01 | Tax Lines will be converted with line type as Tax in Cloud. |
| BR02 | All the Reverse charge tax and offset tax will be converted. Offset tax flag on the lines would be used to identify such tax lines. |
| BR03 | To ensure no tax is calculated in Oracle cloud after conversion, the tax classification code of the item line will be defaulted with a code “XX AP NO TAX”, where XX is the country code. A custom lookup under Manage Standard Lookup (**AP TAX RATE FOR CONVERSION)** to map BU/LE name and TCC to be created in Oracle Cloud ERP to map the TCC (I.e., TCC related to XX AP NO TAX). No TCC default required for US BUs in Cloud (Since by default Tax is Not applicable for US)    For Canada, use "NOTAX" in the User Defined Fiscal Classification field on the ITEM line. This is because Canada has province level taxes and 3 different XX AP NO TAX codes for GST, HST and PST. |
| BR04 | The flag at invoice header in the interface CALC\_TAX\_DURING\_IMPORT\_FLAG should be populated as N to ensure tax is not calculated on importing to Cloud |
| BR05 | In case of invoices where a tax line is created independently as a tax only line, it should be converted into Cloud with the tax only flag checked on the tax line. |
| BR06 | One tax line can be associated with multiple distributions. Eg: a recoverable and non-recoverable tax distribution line can be created for the same tax line. All associated distributions need to be converted to Oracle cloud ERP. |
| BR07 | Once Conversion is completed and all converted transactions are validated then a communication need to be sent to Tax team |

## Data Criteria Specifications

### Data Selection and Filtering Criteria

* All open invoice and prepayments for which assets were not created in XXX and unpaid will be converted as open invoices in Oracle Cloud ERP.
* Cancelled Prepayment Invoices will not be extracted for conversion.
* Zero Amount Prepayment Invoices/Standard invoices will not be extracted for conversion
* Below are the scenarios which will be extracted and converted based on the standard invoice / prepayment, payment, and asset creation status.
* Only paid prepayment invoices will be extracted from legacy system.



### Pre Extract Clean up Criteria

N/A

### Post Extract Clean up Criteria

N/A

### Pre Conversion Clean-up Criteria

N/A

### Post Conversion Acceptance Criteria

N/A

### Non-Converted Data

N/A

## Acceptance Criteria

N/A

## 2.6 Test Scenarios

N/A

# 3 Technical Specification

## 3.1 Process Description

N/A

## 3.2Design Approach

N/A

## 3.3 Data Selection Criteria

N/A

## 3.4 File Layout / Report Output

N/A

## 3.5 Data Processing / Derivation / Validation / Transformation Rules

N/A

## 3.6 Validation & Reconciliation

### 3.6.1 Data Validation

N/A

### 3.6.2 Data Reconciliation

|  |  |
| --- | --- |
| S. No. | Actions to be performed |
| 1 | On Screen Sample Validation ‘Spot Checking’: The business should pick some sample records and validate each data field on the screen. The comparison should be done for the same record in Oracle Cloud and source. |
| 2 | Total number of records received in the FBDI file should be same as Total number of records inserted in the interface. |
| 3 | Reconciliation report will be shared by conversion team with all fields required from Oracle Cloud for verification of converted amount and number of invoices. |
| 4 | All invoices on receipt or price hold in legacy should also be on hold in Cloud. |
| 5 | All invoices converted as prepayment should be applied to the standard invoice. |

### 3.6.3 Post-conversion Steps

|  |  |
| --- | --- |
| S. No. | Actions to be performed |
| 1 | Run the invoice validation program in Oracle Cloud ERP once all the invoices have been imported. |
| 2 | Complete the dummy payments for the prepayment invoices converted. |
| 3 | Run the Create accounting program for invoices and payments (done in previous step for prepayment invoices) in Oracle Cloud ERP after invoice validation is executed. |
| 4 | Run AP Trial Balance report. |
| 5 | Verify if all holds (including unmatched delivery hold) are applied on invoices in Oracle ERP Cloud. |
| 6 | The converted journal batch would be reversed for invoice and payment accounting. The invoices posted to Journals would have a common batch name, after create accounting and posting to journals which are converted with same accounting date, the batch name would be used to reverse the journals in Oracle Cloud ERP. |
| 7 | Close the conversion AP accounting period and open the next period. |

## 3.7 Component List

N/A

# 4 Application Setup and Technical Requirements

## 4.1 Programs/Report and Parameters

N/A

## 4.2 ESS Program, Scheduling and Executables

* **ESS Job -** **Load Interface File for Import**

**N/A**

## 4.3 Security and Controls Requirements

|  |  |  |
| --- | --- | --- |
| **Security/Control ID** | **Description** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |

## 4.4 Archiving & Purging

N/A

# 5 Open and Closed Issues

## 5.1 Open Issues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Reported | Status | Question | Resolution | Due Date | Responsible Party |
| 21-Jun-2023 | Closed | Any additional mapping requirements to be identified after source data extracted |  | 21-Jul-2023 | XXX finops |
| 29-Jun-2023 | Closed | What is the logic to create a URL for legacy invoice attachments stored in filenet? Can this be created through some logic? |  | 21-Jul-2023 | XXX |

## 5.2 Closed Issues

N/A

# 6 Appendix

N/A