Lean Specification

Conversion - O2\_GENAI\_CNV400

Paid invoice

Document Control Information

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# Summary

## Objective

This conversion design document has been created to record the requirements for converting all paid AP payable transactions 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 paid invoice conversion. All the paid invoices created in last 1 year before go-live 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 and invoice line types.
* No accounting impact will be created in Oracle Cloud.
* 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

# Functional Design

## Data Mapping Layout



## Cross Reference/Data Transformation

N/A

## Business Rules

|  |  |
| --- | --- |
| S. No. | **Description** |
| 1 | Extract data for paid Invoices from source system |
| 2 | Populate Invoice data input in the Conversion template in the FBDI format |
| 3 | In Oracle Cloud, prepaid invoices need to be converted as standard invoice or Credit Memo. Prepayment invoices will not be converted in Oracle Cloud. |
| 4 | Invoices which were PO matched in the source system will be converted as non-PO matched invoices in the target system. PO’s will not be converted from the legacy system for Paid invoice conversion |
| 6 | All mandatory fields required in FBDI will be provided. If any fields are not provided, they will be defaulted from the supplier site default value |
| 7 | After invoice is loaded through FBDI, import payables invoices will be run to import to the AP module |
| 8 | Invoices will be converted only with header information of business unit, invoice number, supplier, and site and mandatory DFFs. Invoice amount will be provided as zero. |
| 9 | Invoice lines will be converted with zero-line amount and mandatory DFF. Common distribution code for each BU will be used for conversion. This needs to be provided in the FBDI file. |
| 10 | Invoices will be in cancelled state after conversion |
| 11 | Invoices will not create any accounting entries in Oracle Cloud after conversion |
| 12 | Tax will not be converted from source to Oracle Cloud |

## Data Criteria Specifications

### Data Selection and Filtering Criteria

* All paid invoices for which asset were created in XXX will be converted as paid standard invoices in Oracle Cloud ERP.
* Invoices with creation date in last 1 year for which active suppliers and sites are converted or present in Oracle Cloud ERP will be extracted.
* Cancelled Invoices will not be extracted for conversion
* Zero Amount invoices will not be extracted for conversion

### 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 invoices |

### 3.6.3 Post-conversion Steps

|  |  |
| --- | --- |
| S. No. | Actions to be performed |
| 1 | Cancel the invoices through API |
| 2 | Run AP Trial Balance report |
| 3 | 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 |
| 27-Jun-2023 | Closed | Any additional mapping requirements to be identified after source data extracted | Provided feedback to Barbara for mapping queries of FBDI format | 27-Jul-2023 | XXX finops |
| 12-Jul-2023 | Closed | Invoice Amount (header/detail) is requested by business for the buy-back calculation in RecVue and Financial reporting | As per Recvue at cutover the data will be provided and can be manually uploaded through sql loader.KDD- FPA-2973 | 18-Jul-2023 | Deloitte |

## 5.2 Closed Issues

N/A

# 6 Appendix

N/A