Lean Specification

Conversion - O2\_GENAI\_CNV401

Receipt Conversion

Document Control Information

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# Summary

## Objective

This document has been created to record the requirements for converting Receipt from legacy systems VISION and EFSS to Oracle Cloud ERP.

All required data that has mapped to Oracle fields has to be picked up from cleansed extract that XXX will provide in a requested format and fed into the Oracle Cloud Accounts Receivable module with the help of Oracle Standard Application Development Framework Desktop Integration (ADFdI) template.

This design document is intended to provide all the key information, assumptions, rules, and logic that are required to convert the Open (Unapplied or Unidentified), closed, on-account Receipts from the source system i.e., VISION and EFSS to the target system Oracle Fusion Cloud ERP using Oracle standard ADFdI template.

The purpose of this functional specification is to outline requirements to map and extract Receipt data and to provide an overview on how the AR Receipt details will be captured in Oracle Fusion Cloud ERP.

This document outlays the conversion of Receipts for the NA, EMEA and APAC regions.

## Assumptions

* On receipt data extracted from VISION environment and POS system, clean up activity are to be performed by XXX team.
* ADFDI template file containing cleansed Receipt data for conversion is received from XXX team, this template will be used for uploading Receipt in Oracle Cloud ERP. No additional business process validations are to be performed on excel template.
* XXX team need to provide correct transaction details where conversion receipts need to be applied to Transactions. Incorrect applications will be handled manually by XXX team post conversion.
* The accounting period of accounting date for the receipt conversion will be opened prior to conversion.
* Closed receipts are converted only for below scenarios:

1. If receipt is applied to invoice and Invoice is having open balance
2. If receipt is applied to Invoice where Invoice creation date is in 6 months range

* On Account receipt conversion if any will be converted as un-applied receipts only.
* The Receipts would be converted in the same currency as in the legacy system
* Business Unit, Receipt Method, Receipt Source, Banks, and Bank accounts will be configured in Oracle Cloud and the list of values will be shared with XXX Team prior to data extract for each mock conversion cycle and cutover
* XXX team to provide appropriate Bank details and Receipt source, Receipt method for receipts to be converted. If any receipt is provided with incorrect bank details, then it needs to be reversed manually after by XXX Team and provide the Receipt with correct details for load.
* For receipts to be applied to AR Invoices, XXX team should share correct AR Invoice references in the conversion upload file. Any incorrect association need to be manually handled after conversion.
* Receipt Number maintained in legacy system will be the Receipt Number on converted receipts in Oracle Accounts Receivable
* All open AR Receipts as of last day of cutover month will be converted in cutover month with the accounting date as last day of cutover month and Receipt date same as that in VISION.
* XXX Team will provide the data in a excel file. The columns in excel file should be aligned to Oracle Receipt ADFDI Template. Data Mapping file and a sample template is attached in Section 2.4
* Once the Customer Master data is converted in Oracle, the mapping of Vision customer number and Site with Oracle customer number and Site Number will be shared with XXX Team prior to each mock conversion cycle and cutover
* No new customer payments/receipts will be recorded in LEGACY system from first day of Go-live month period to date of Go Live.
* As an exception, if any receipts are created on and after first day of Go-live month period and before Go-live, then XXX Finance Users will enter such receipts manually in Oracle Accounts Receivable after Go Live. Such receipts will not be converted as part of Data Conversion.
* Any data transformation and translation of extracted data will be done prior to providing the data in Oracle ADFDI template for uploading to Oracle Cloud.

## Proposed Process

N/A

## Dependencies and Prerequisites

1. Dependency on receiving of cleansed Receipt data in an ADFDI format from XXX Team
2. All the mandatory fields in Receipt mapping template should be filled with data
3. Required configuration / setup would be available for conversion
   1. All Operating Units related to North America, EMEA & APAC are defined in Oracle
   2. All the necessary configurations which are required as a prerequisite for receipt creation should be completed in Oracle ERP
4. Customer and AR invoice conversion should be completed successfully before starting with AR Receipts conversions in Oracle.

# Functional Design

## Data Mapping Layout

 

## Cross Reference/Data Transformation

N/A

## Business Rules

|  |  |
| --- | --- |
| S. No. | Description |
| 1 | AR Receipts conversion template is populated and provided by XXX team. Mapping file and ADFDI template with sample data populated in the sheet ‘Receipt Batch’ is added in section 2.4 |
| 2 | Technical team to validate the conversion template data files and report the validation errors to XXX.  Validations:   1. Check if there are no NULL values for mandatory fields 2. Check if the appropriate values are populated in columns 3. Check if correct Bank details, receipt method, receipt source is populated in the conversion file |
| 3 | Confirm the ‘Open’ status of AR and GL Period in Oracle is Cutover Month. All open AR Receipts as of last day of cutover month will be converted in cutover month with the accounting date as last day of cutover month and Receipt date same as that in VISION. |
| 4 | Technical team to upload the Receipts provided in conversion template using the ADFDI in Oracle Cloud ERP |
| 5 | Technical team to review the value updated in ‘Status’ column to confirm number of records processed successfully and number of records that failed. |
| 6 | Provide reconciliation report with converted Receipt count |

## Data Criteria Specifications

### Data Selection and Filtering Criteria

Receipts with open balance (Unapplied, Partially Applied, Unidentified) to be extracted and loaded in Oracle Cloud ERP will be extracted.

It is required to extract all receipts associated with closed Receivable transactions selected for conversion to Oracle Cloud ERP.

|  |  |
| --- | --- |
| **Transaction Type** | **Payment Criterion** |
| AR Receipts – Unapplied  (Unapplied in Vision terminology) | Receipts not matched with any AR Invoice |
| AR Receipts – Unidentified  (Unmatched in Vision terminology) | Receipts not having an associated Customer |
| AR Receipts – On Account  (N/A in Vision) | Receipts for advance amount paid by customers. On-account receipt if any will be converted as unapplied receipt in oracle Cloud. |
| AR Receipts – Applied/Closed  (Match Difference) | Receipts for matching with the Open\Closed AR Invoice |

### 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 | File Import and Export Process log needs to be reviewed to take count of number of records processed by the program. Any error records need to be corrected appropriately |
| 2 | Review Import program log to ensure successful processing of all records. |
| 3 | High Level Reconciliation for converted AR Receipts will be done by the Technical Team as below   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Receipts ADFDI Template** |  | **Unapplied\Applied Receipt Register Report in Oracle AR** |  |  |  | | Count of Records | = | Count of records in ‘Receipt Number’ Column |  |  |  | | Total of ‘Receipt Amount’ Column | = | Total of ‘Receipts Entered Amount’ column |  |  |  | | List of customers in ‘Customer Name’ | = | List of customers in ‘Customer Name’ column |  |  |  | |

### 3.6.3 Post-conversion Steps

|  |  |
| --- | --- |
| S. No. | Actions to be performed |
| 1 | After all unapplied, unidentified (unmatched), and applied/closed receipts are interfaced, the AR team will manually investigate any records that failed in upload. These records may be fixed in the legacy system and interfaced again, depending on the nature of the issue. Configuration related errors can be fixed by technical team in oracle. |
| 2 | Run the create accounting process for posting the accounting created for converted Receipts |
| 3 | Manage Journal Sources and query source value ‘Receivables’  Set Freeze Journal = No; Save and Close |
| 4 | Navigate to General Accounting and query Journal Batch created for posted converted Receipts. |
| 5 | Reverse the accounting created for converted Receipts. |
| 6 | Manage Journal Sources and query source value ‘Receivables’  Set Freeze Journal = Yes; Save and Close |

## 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 |
| 5-Jul-2023 | Open | Bank, Bank branch and Bank account for Fleet Business Units |  | 13-Jul-2023 | XXX |
| 7-Jul-2023 | Open | Receipt Sources | Single receipt source Conversion for NA.  To be checked with EMEA | 13-Jul-2023 | Deloitte |
| 7-Jul-2023 | Open | Receipt Methods | Single receipt method Conversion for NA.  To be checked with EMEA | 13-Jul-2023 | Deloitte |
| 7-Jul-2023 | Open | Receipt Volume for EMEA region |  | 13-Jul-2023 | XXX |
| 10-Jul-23 | Open | Check the number of receipts that can be loaded via ADFDI in a single upload |  | 13-Jul-23023 | Deloitte |

## 5.2 Closed Issues

N/A

# 6 Appendix

N/A