Lean Specification

Conversion – Procurement Contracts- (O2\_GENAI\_CNV409)

Document Control Information

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# Conversion Summary

## Purpose/Justification

The functional specification document is intended to provide the developer all the key information, assumptions, rules, and logic that are required to extract, cleanse, and convert the relevant data from NA and EMEA Sharepoint the Oracle Fusion Cloud ERP.

The conversion is applicable for NA and EMEA fleet Business Units.   
  
**Note** - Due to low volume of APAC contracts and no downstream impact of these contracts, APAC will be creating these contracts manually in Oracle environment post go-live.

## Conversion Description and Overview

XXX will use this conversion to sync the procurement contracts information from Sharepoint to Oracle Fusion Cloud ERP. This conversion process is going to be based on different assumptions, dependencies, and reconciliation.

## Definitions and Acronyms

|  |  |
| --- | --- |
| Acronym | Meaning |
| PO | Purchase Order |

# Functional design

## Conversion Details

|  |  |
| --- | --- |
| Conversion Source | North America and EMEA Sharepoint |
| Conversion Target | Oracle Fusion Cloud ERP |
| Conversion Method | Import/Export |
| Expected Volume |  |

## Data Selection and Sorting

* **Active Contracts**
* All active contracts that have an active PO from NA and EMEA regions with headers, contract terms and conditions and supporting documents to be converted.
* **Import Contract Terms**
  + Applicable for NA and EMEA regions
  + Terms for active contracts to be imported and added to the ‘Documents’ tab in the Contracts Documents section of the contract in a pdf/.doc format.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Category** | **File Name or URL** | **Title** | **Description** | **Attached By** | **Attached Date** |
| File | TBD | TBD | TBD | TBD | TBD | TBD |

## Referenced User Stories

|  |  |
| --- | --- |
| User Story ID | User Story |
| FPA-1951 | As a Negotiations Manager, I want the ability to view contracts which were eligible for conversion |

## Data Mapping

**ContractHeader.csv** ; **ContractHeaderFlex.csv** ; **ContractParty.csv** ; **ContractPartyContact.csv** ;

**ContractHeader - Activate.csv** ; **Attachment.csv** ; **ContractRelObject.csv** ;

**Consolidated Contract Conversion Template.xlsx** ; **Contract Import Export Template Mapping from Front End.docx** ; **XXX Fleet Accounting PO\_CNV\_2010\_Procurement Contracts Conversion.xlsx**

Contract Party and Contact Mapping

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Party Role** |  | **Contract Role** | **Fusion Party Role** | **Fusion Contact Role** |
| SUPPLIER\_ORG |  | Supplier Contact | SUPPLIER\_ORG | Supplier Contact |
| INTERNAL\_ORG |  | Budget Center Owner | INTERNAL\_ORG | Budget Center Owner |
| INTERNAL\_ORG |  | Requestor | INTERNAL\_ORG | Requestor |
| INTERNAL\_ORG |  | Internal Stakeholder | INTERNAL\_ORG | Internal Stakeholder |
| INTERNAL\_ORG |  | Contract Manager | INTERNAL\_ORG | Contract Manager |
| PARTNER\_ORG |  | Supplier Contact | SUPPLIER\_ORG | Supplier Contact |
| INTERNAL\_ORG |  | Supplier Contact | INTERNAL\_ORG | Requestor |
| SUPPLIER\_ORG |  | Requestor | SUPPLIER\_ORG | Supplier Contact |
| SUPPLIER\_ORG |  | Internal Stakeholder | SUPPLIER\_ORG | Supplier Contact |
| SUPPLIER\_ORG |  | Contract Manager | SUPPLIER\_ORG | Supplier Contact |

## Conversion Logic

|  |  |
| --- | --- |
| S. No. | Description |
| 1. | All active contracts on the NA and EMEA Sharepoint tagged to an open PO to be converted to cloud |
| 2. | The naming convention for Contracts should be in a way that ties it back to the Negotiations |
| 3. | All the data will be converted to Cloud using File Import and Export. |

## Error Handling Logic

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Error / Warning / Information** | **Description** | **Output** | **Message Format** |
| 1. | Error | Contract headers/parties CSV load successful but with errors | Review error files from Contracts upload and check for error message |  |
| 2. | Error | Failures related to invalid suppliers | Supplier existence and relationship to be verified and contract reuploaded after resolution |  |
| 3.. | Error | Party contacts failed due to invalid party name | Verify if the employee exists or not on Cloud |  |
| 4 | Error | Employee exists but failed due to resource error | Verify that the employee is added to JTF resource and re process the CSV file. |  |

## Assumptions

* Oracle Cloud will be the source of contract creation, updates, and renewals in future state.
* Contracts from the Sharepoint will be imported as active contracts in the Oracle Cloud.
* All contracts will have the required attributes as indicated in the mapping sheet.
* Each contract will have a unique number identifier which must be unique across all Contract Types.
* Contracts will be migrated with the legacy contract number.
* Contract data will have to be loaded in following order:

1. Contract Header
2. Contract Party/ Parties
3. Contract Terms

* **Note:** Oracle Fusion Cloud ERP Import Management functionality does not support the import of Contract Deliverables, Notes, Risks and Contract terms as a template does not exist.
* Contracts extraction and cleansing to be done by XXX.
* Conversion and Reconciliation of contracts to be done by Deloitte.

## Dependencies

* Contract types must be configured
* Currency must be configured
* Legal Entity must be configured
* Organization ID/Name must be configured
* All Suppliers (inactive and active) that are tied to a contract will be converted as part of Supplier conversions
* Required DFFs (Descriptive Flexfields) to be enabled and mapped during data conversion
* The user to be used for contracts conversion, should be defined as an employee and a procurement agent in the system and should have the Application Administrator role assigned
* Party roles must be defined SUPPLIER\_ORG and INTERNAL\_ORG
* Contract managers to be defined as active employees (to added to JTF resource)

## 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 FOS Shared Drive. |
| 2. | **Control Totals:** Verify the number of Contract data (Headers, Parties and contracts) created in total. Does the figure match with the expected number of records in import File?   * Total number of records received in the import files. * Total number of records imported in Cloud.   The Output file of the conversion program will include the count of records successfully loaded in Oracle along with the count of records which failed. This count should match the count of records loaded through the conversion template. The following counts are expected in the output file of the conversion Program:  Output file data after loading the data from the flat file to staging table:  \*\*Figures given below are just for reference purpose   |  |  | | --- | --- | | Total records processed | 500 | | Number of records loaded successfully | 480 | | Error records | 20 |   Output File data after validation run:   |  |  | | --- | --- | | Total records processed | 480 | | Number of records validated successfully | 400 | | Invalid records | 80 |   Output file data after conversion run:   |  |  | | --- | --- | | Total records processed | 400 | | Number of records converted successfully | 390 | | Error records | 10 |   Any differences between the extracted numbers and the number of records migrated should be explained. |
| 3. | Create a Custom BIP report to extract all the converted contract data in Oracle Cloud and cross reference the same with the source system extract for reconciliation. |
| 4. | Number of converted contracts should be equal the number of contracts from the Source System |

## Post Conversion steps

|  |  |
| --- | --- |
| S. No. | Actions to be performed |
| 1. | Search the Contract Number |
| 2. | Search the Party Name |
| 3. | Search the Contract Owner |

# Technical Design Specifications

## Overview

NA

## Source system extraction Design

NA

## Data cleansing mechanism

NA

## Transformation requirements

NA

## Load method into target

NA

## Error Handling

|  |  |  |
| --- | --- | --- |
| S. No. | Condition | Action |
|  |  |  |
|  |  |  |
|  |  |  |

# Technical Reconciliation reports

|  |
| --- |
| **Recon Report: SQL query** |
|  |

# Unit testing

## Technical unit testing

|  |  |  |
| --- | --- | --- |
| <S. No | Scenario | Expected Result |
|  |  |  |
|  |  |  |

## 5.1 Functional unit testing

|  |  |  |
| --- | --- | --- |
| S. No | Scenario | Expected Result |
| 1. | Search the Contract Number | The user should be able to search for the contract number |
| 2. | Search the Contract Owner | The user should be able to search for the Contract Owner |

# Open Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Reported | Status | Question | Resolution | Due Date | Responsible Party |
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# Appendix

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| --- | --- | --- | --- | --- | --- |
| Date Reported | Status | Question | Resolution | Due Date | Responsible Party |
|  |  |  |  |  |  |
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