

Panasonic India
Functional Requirement Definition
Document – T&E

Version 2.0

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1 Introduction

1.1 Purpose

The purpose of this document is to define and document all the envisaged business, functional and non-functional requirements that will be considered in scope for the Implementation of **Travel and Expense System** using Microsoft Dynamics Ax 2012 R3 at **Panasonic India** (referred to as PI henceforth in this document). The requirements defined in this document shall be reviewed by all key stakeholders and must be signed off by each of these stakeholders in order for the Design and Build phases of this project to commence.

1.2 Target Audience

The intended audience of this document includes:

1. PI Core Team
2. PI Steering Committee

1.3 Document Conventions

1.3.1 Flow Chart Conventions

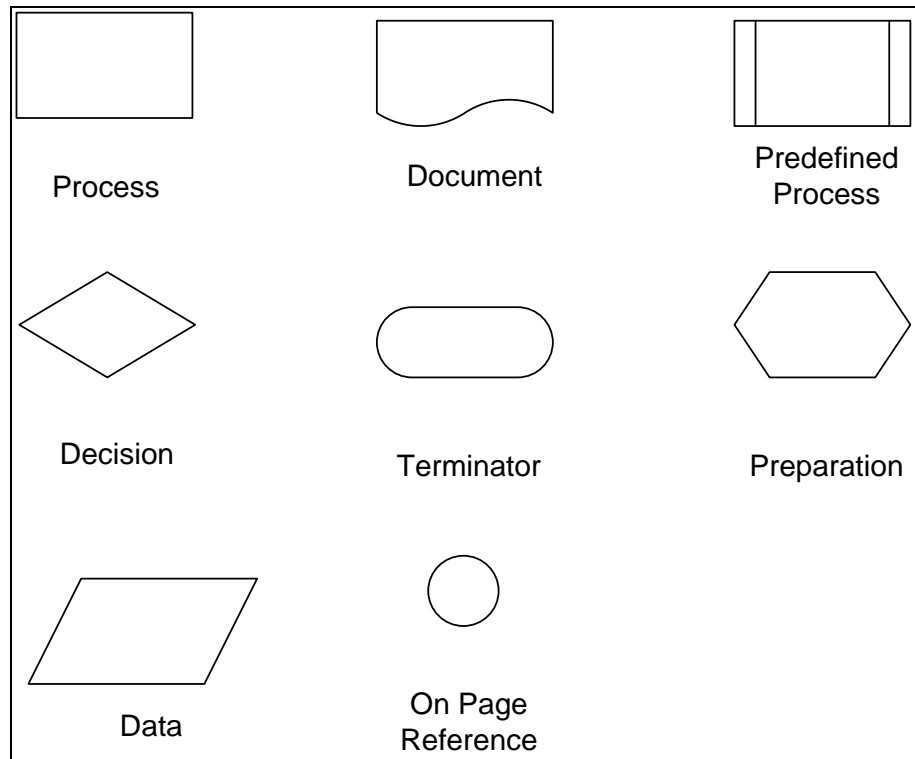


Figure 1 - Flow Chart Conventions

2 Product Overview

2.1 Product Concept

The travel and expense management solution at PI will be implemented with the following features

- ☐ Travel requisition and workflows
- ☐ Expense requisition and workflows
- ☐ Cost allocations
- ☐ Inbound and Outbound integrations with SAP

2.2 Business Objectives

Based on our preliminary discussions with the senior management of PI, we understand the PI intends to implement this solution in order to address the following broader objectives:

- ☐ Ability to track Travel and Expense requisitions within ERP to leverage the capabilities of the application
- ☐ Ability to monitor and track approvals and modifications to travel & expense requisitions
- ☐ Ability to consolidate at a transactional level , the information of all requisitions for reporting purposes
- ☐ Ability to manage the process efficiently and reduce loopholes

2.3 Primary Customers

The intended users of this product are

- ☐ PI Employees across levels



3 Requirement Methodology

3.1 Requirement Gathering

Requirements for PI were gathered through the following means:

- ☐ A demonstration of Standard AX Travel & Expense has been given to PI
- ☐ Post demonstration PI expectations have been captured and Gaps has been identified and prioritized

Internal Stakeholders Interviews

Name	E-Mail ID
Yash Ahuja	yash.ahuja@in.panasonic.com
Ashish Garg	ashish.garg@in.panasonic.com

Table 1: Stakeholders

3.2 Requirement Traceability

The Functional Requirement Definition Document captures each functional requirement definition that has been discussed and understood during the Assess phase. The FRD document constitutes the principal document in the establishment of the traceability of the requirements to the actual application proposed to be delivered by PwC. The steps in the FRD will subsequently be mapped with the design documents. Design documents will constitute the document essential to customize various GUI environments that the users will be using. Design documents will cover, entry screens, report layouts and major system driven processes such as provision and payout calculations. PwC will maintain traceability of requirements to the design document to testing strategy documents such as User Acceptance Test Plan (ATP). Such traceability will be crucial to establish the completeness of delivery and allow confirmation to testing and subsequently acceptance of ownership of the configured solution by PI.

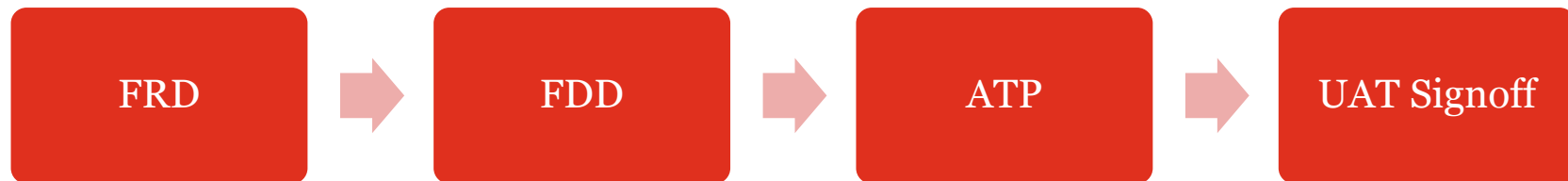


Figure 2 - Requirement traceability

4 Functional Requirements

4.1 Assumptions

- ❑ All the processes discussed under this section are with respect to DAX application unless otherwise stated.
- ❑ All finance related configuration are as required in AX and shall not be actual data or part of the implementation.
- ❑ All screens including fields (in screens) shown in FRD are suggestive and taken from current PI application. Actual screens will vary as available in AX
- ❑ Existing Trade partner Portal (<https://partners.in.panasonic.com>) shall be used for T&E.
- ❑ All master data shall be imported from .XLS including employee, department, cost center etc. For future new master creation interfaces shall be developed.
- ❑ Existing Technical design, architecture as done in POIS+ shall be used for integration with SAP.
- ❑ All the hardware, application. License, cloud, Certificate, subscription and network requirements for implementing various modules are provided by PI.
- ❑ All the users which are created/imported in DAX from Active Directory and has the permission on the Employee Self Services module of the Enterprise Portal are allowed to create, view and modify (unapproved requisitions) and print the travel and expense requisition.
- ❑ All the HR policies will be downloaded from the help section of the Portal.

4.2 Functional Overview

4.2.1 Application Process Flow

Below diagram depicts a summary of entire processes involved in implementation of Travel and Expense requisitions.

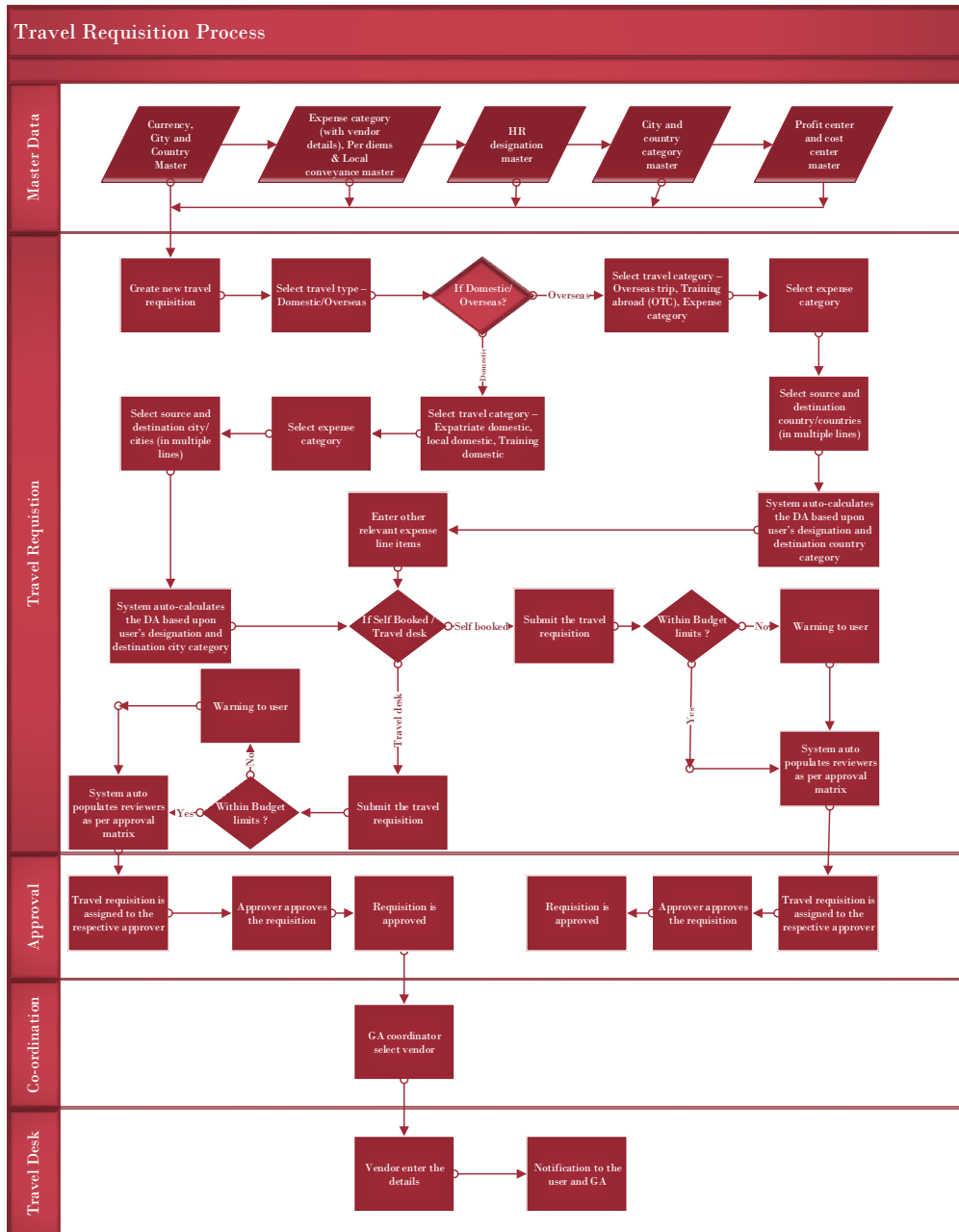


Figure 3: Travel Requisition Overview

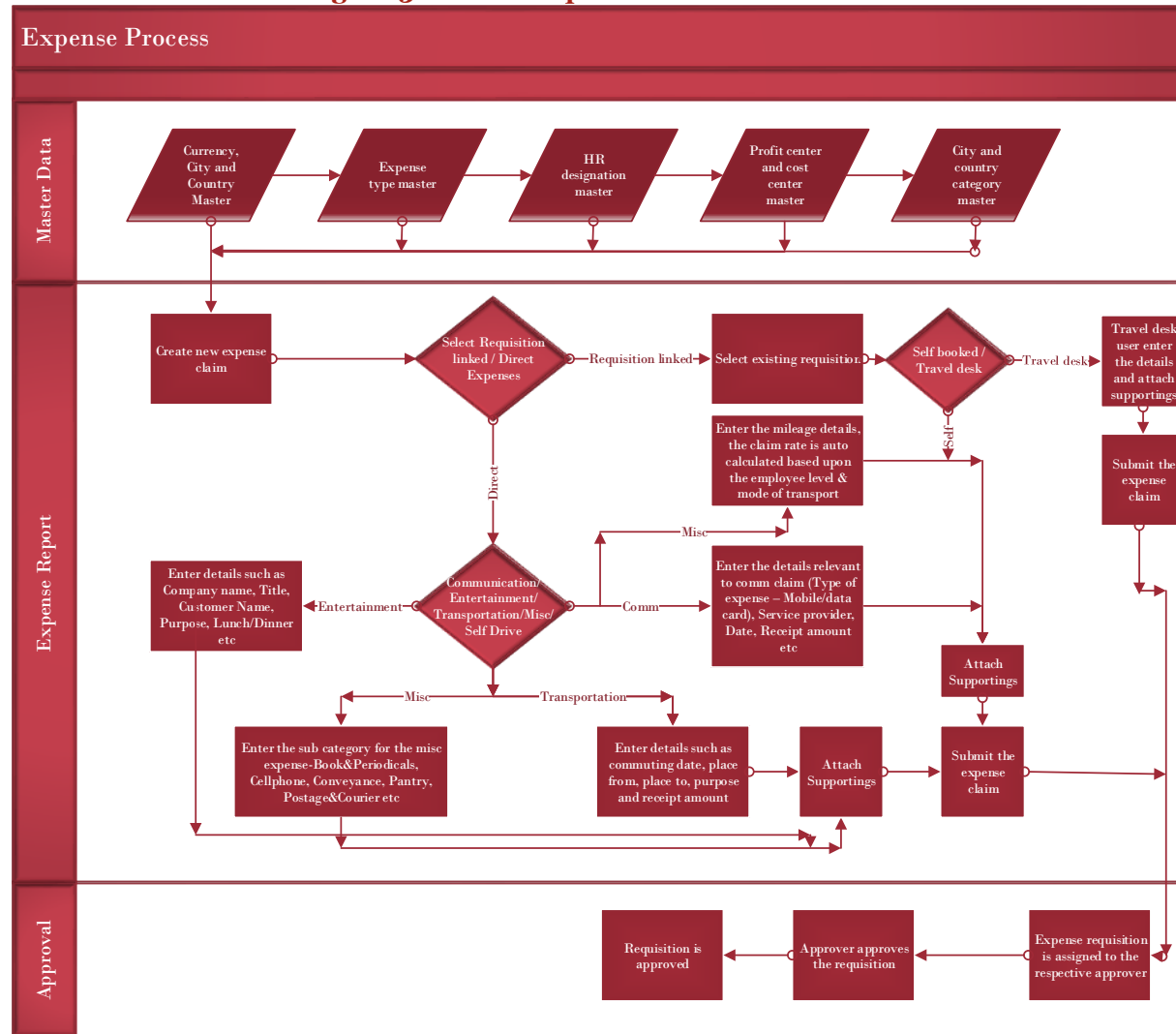


Figure 4: Expense requisition overview

4.3 Functional Requirements

4.3.1 Travel & Expense Requisition

4.3.1.1 User Profiles

All users in PI are tagged to Division, Department and Profit Centers. The information of all employees is maintained in SAP. The employee information would be taken from SAP and stored in AX for the purposes of travel and expense requisitions. Any change to any of these dimensions for the employee would have to be integrated into AX from SAP.

The users and employees of PI will login to the portal and will be authenticated through the active directory of PI. Therefore, we would need to create all users as users in AX application. The role given to the employees and users would be different and would determine which links on the Enterprise portal are available to them.

This application would be available over the intranet of PI as well as the internet for easy accessibility for employees who are travelling. All users by default would always login via the internet.

User Profile for T&E

1. General User – A user who shall be able to create, print and search Requisition and enter expenses. User shall also be able to copy the earlier requisition to create the new requisition.
2. Approver - A user who shall be able to create, print and search Requisition and enter expenses. . User shall also be able to copy the earlier requisition to create the new requisition. Besides he shall be able to approve requisition and expenses.
3. Administrator – A user who shall be able to view, amend, search, print and approve the requisition and enter expenses. User shall also be able to copy the earlier requisition to create a new requisition.
4. Travel Desk – A user who shall be able to view the requisitions raised to the travel desk. User shall also be able to enter and submit the details related to bookings done by travel desk. Travel desk user will enters the details of booking of air tickets and also update the amount later on if required.
5. GA User – A user who shall be able to create, print, search, amend, assign vendor and approve the requisition and enter expenses. User shall also be able to copy the earlier requisition to create a new requisition.

All the users shall be able to create, print and search the requisitions and enter expenses on behalf of other employees of Panasonic by assigning other user as a delegate.

The following screen shots illustrate the login page as well as the landing page for the users on Enterprise portal.

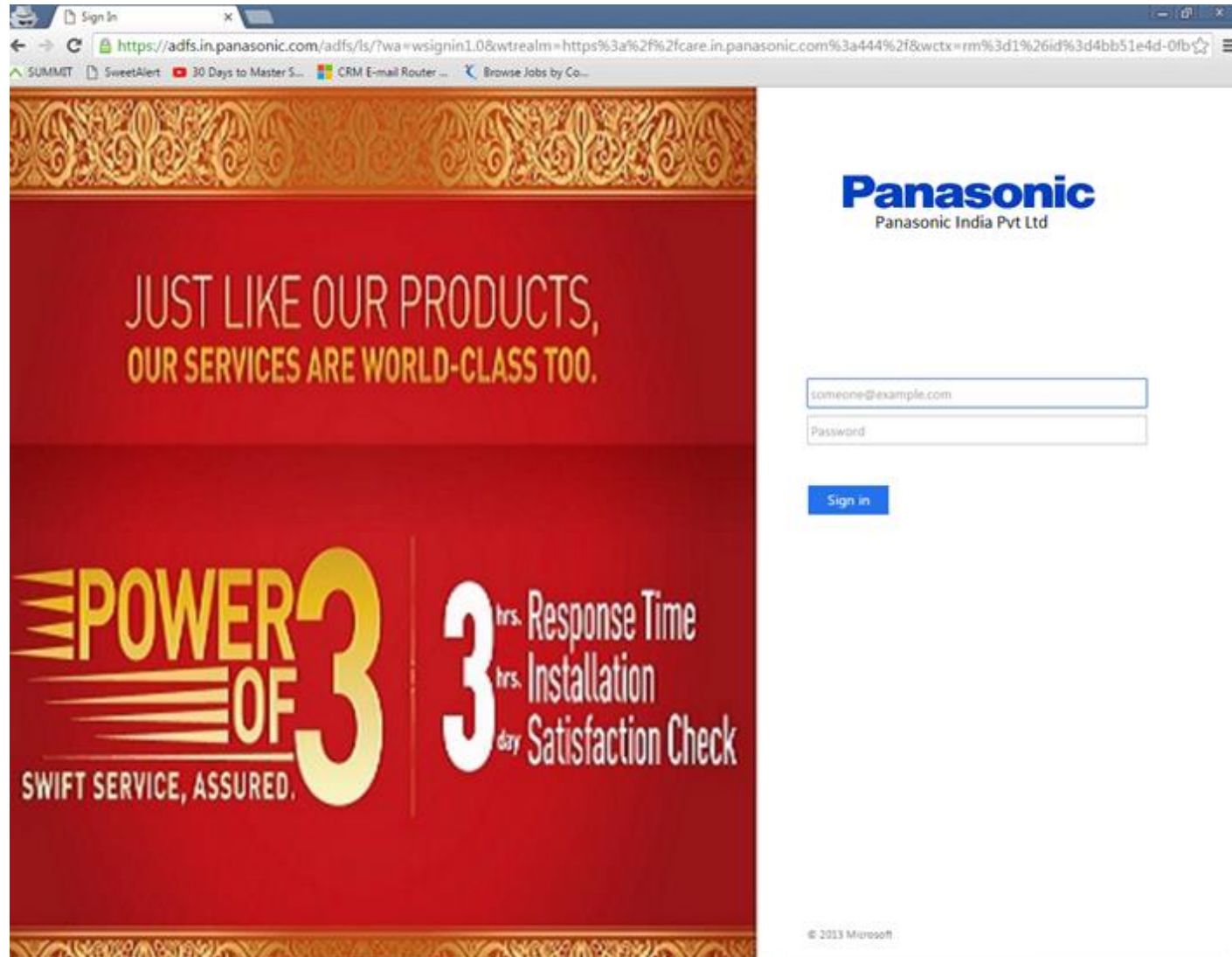


Figure 5: Login Screen

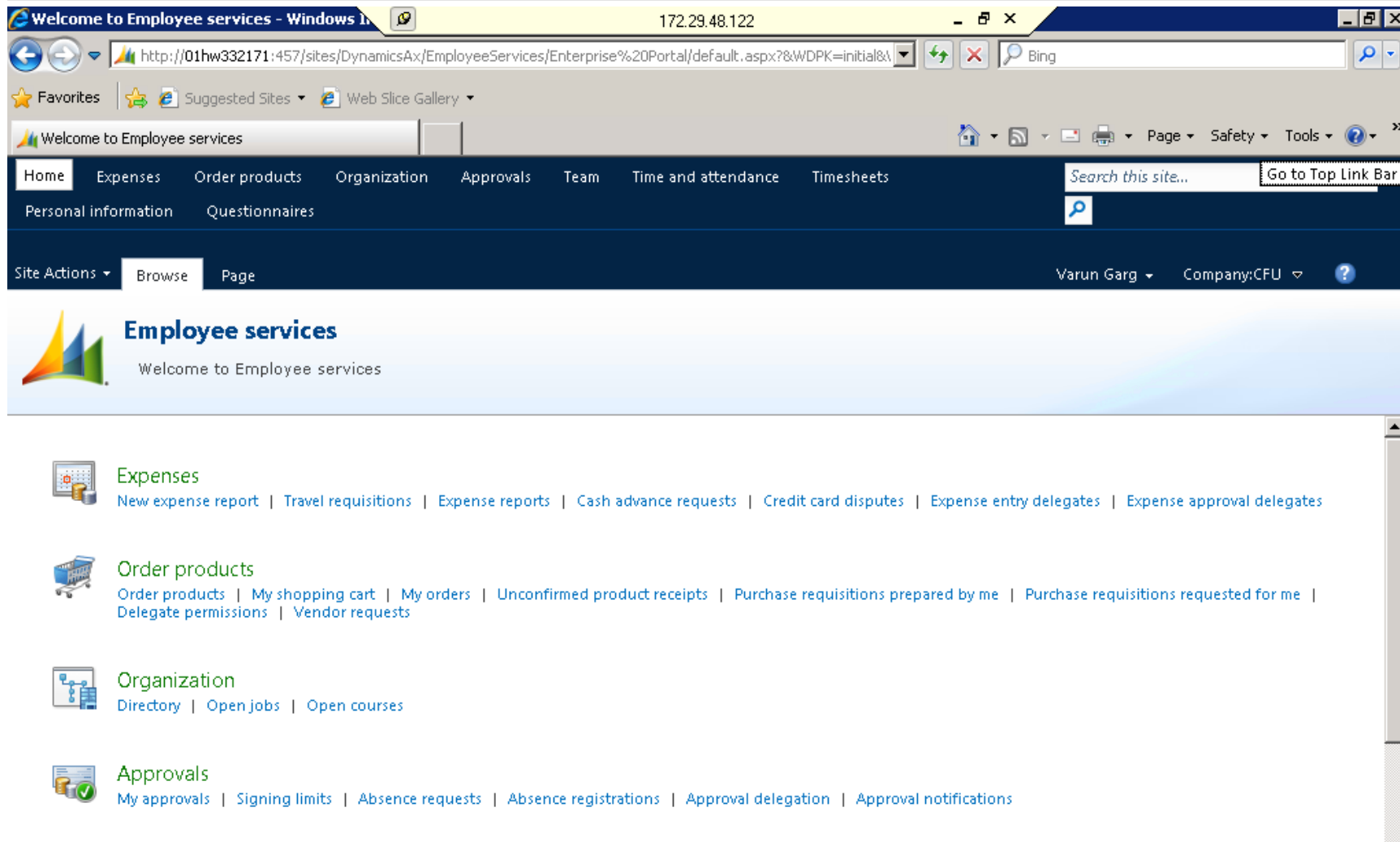


Figure 6: Landing page

4.3.1.2 Travel Requisition

Travel requisition is raised by employees of PI for any Domestic or Overseas travel. All travel requisition go through a series of workflow approvals as per the HR policy of PI. The HR policy also controls the daily allowance made available to the employees as per their designation in the organization. A detail of the controls would be given in the subsequent sections.

An **Expense type & Travel Type master** is setup before any travel or expense requisitions can be raised.

Searching of the Travel requisition is based on the requisition number.

The list of expense types which are at PI are as below. This is a sample list of all expense types for travel and expense requisitions.

Latest Master Data of all expense types for travel and expense requisitions will be provided by the PI.

- Accommodation
- Air Ticket Cost
- Airport Tax
- Communication
 - Cell phone expenses
 - Data card expenses
- Daily Allowance
- Entertainment
- Gift
- Medical
- Mileage
- Miscellaneous
 - Postage and Courier charge
 - Pantry expenses
 - Printing and Stationery

- Conveyance
- Cellphone expenses
- Office maintenance expenses
- Staff welfare
- Books and periodicals
- Transportation
- VISA Cost
- Self-Drive by Bike
- Self-Drive by Car

The list of travel types (Sample Data) which are at PI are as below:-

- Local Domestic
- Expatriate Domestic
- Training Domestic
- Foreign Trip
- Training Abroad (OTC)

4.3.1.3 Expense Requisition

Expense requisitions are raised by employees of PI to claim any expenses incurring from travel or any other expenses incurred during the office hours. Employees can get the expense requisition from the approved travel requisition if employee has raised travel requisition and claiming for the same. Approved travel requisition will fetched as it is if user select it while raising the expense claim. All the details along with amount will directly fetched from the travel requisition and viewed in the expense claim.

Attachments in Expense Requisition are either mandatory or optional based on the Expense categories. Only .pdf, .jpg and .png formats will be accepted for attachments.

Searching of all the Expense requisition is based on the requisition number.

These expenses are broadly categorized into 6 main categories (Sample Data):-

- Communication
- Entertainment
- Late Night/ Holiday Transportation
- Miscellaneous
 - Conveyance
 - Cellphone Expenses
- Self – drive by bike
- Self – drive by car

The details of each expense claim type and the related process will be explained in subsequent sections.

NOTE: Configuration of setting up other users as a delegate who can create and submit expense reports and travel requisition can be done in DAX.

4.3.2 Master Data Maintenance in AX Client

The master data to be maintained for Travel and expense requisitions processing will be detailed in this section. For any requisition, travel or expense, we need to maintain a few global masters which are imperative for processing any of these requisitions.

The details of the masters are given below:-

- **Currency & Exchange Rate Master:** We need to maintain the currency and exchange rate master in AX so that any requisition when placed in a different currency can be converted to the respective INR amount. The currency master is a default feature in AX, the path and the screen shot for the same is given below.

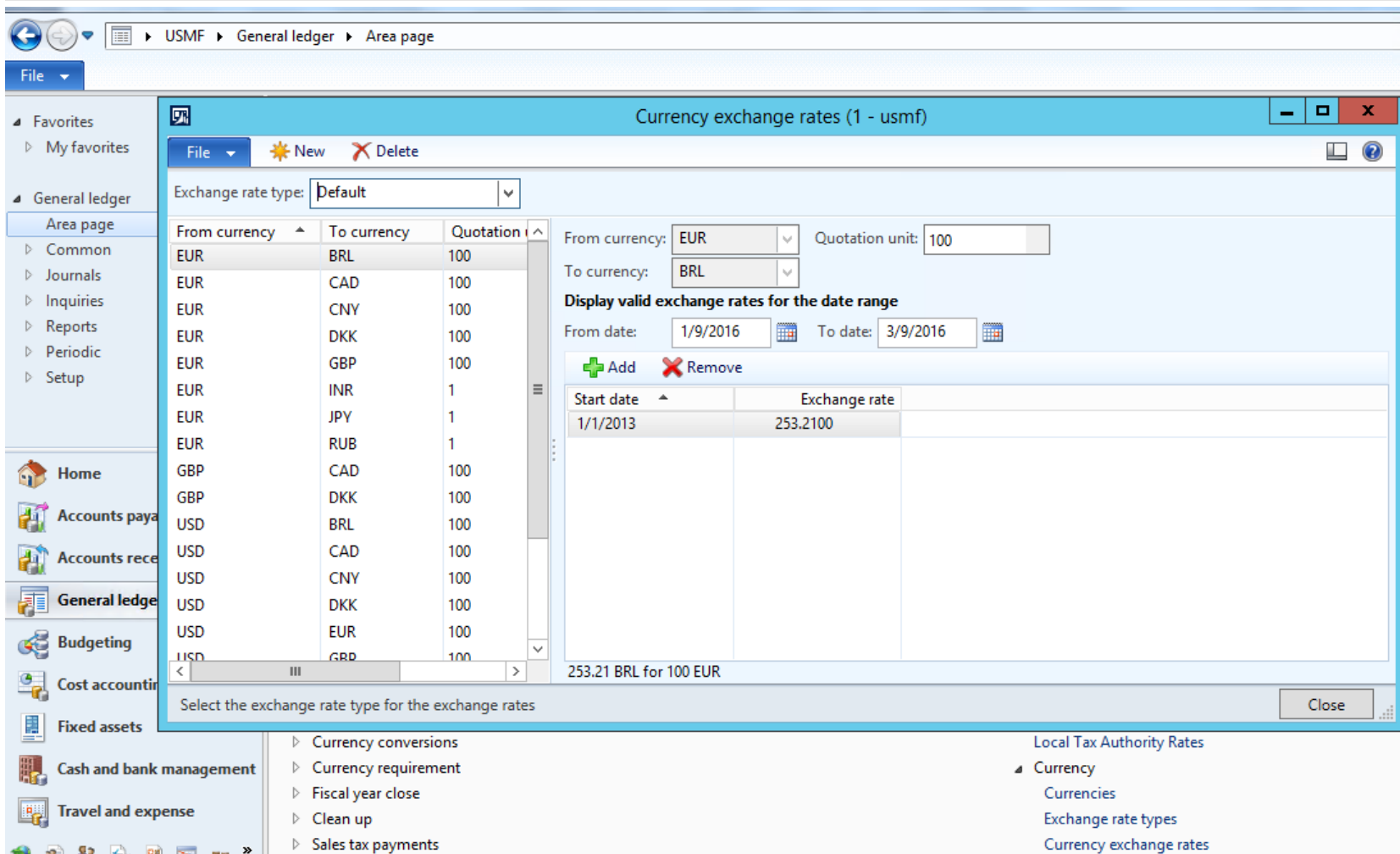
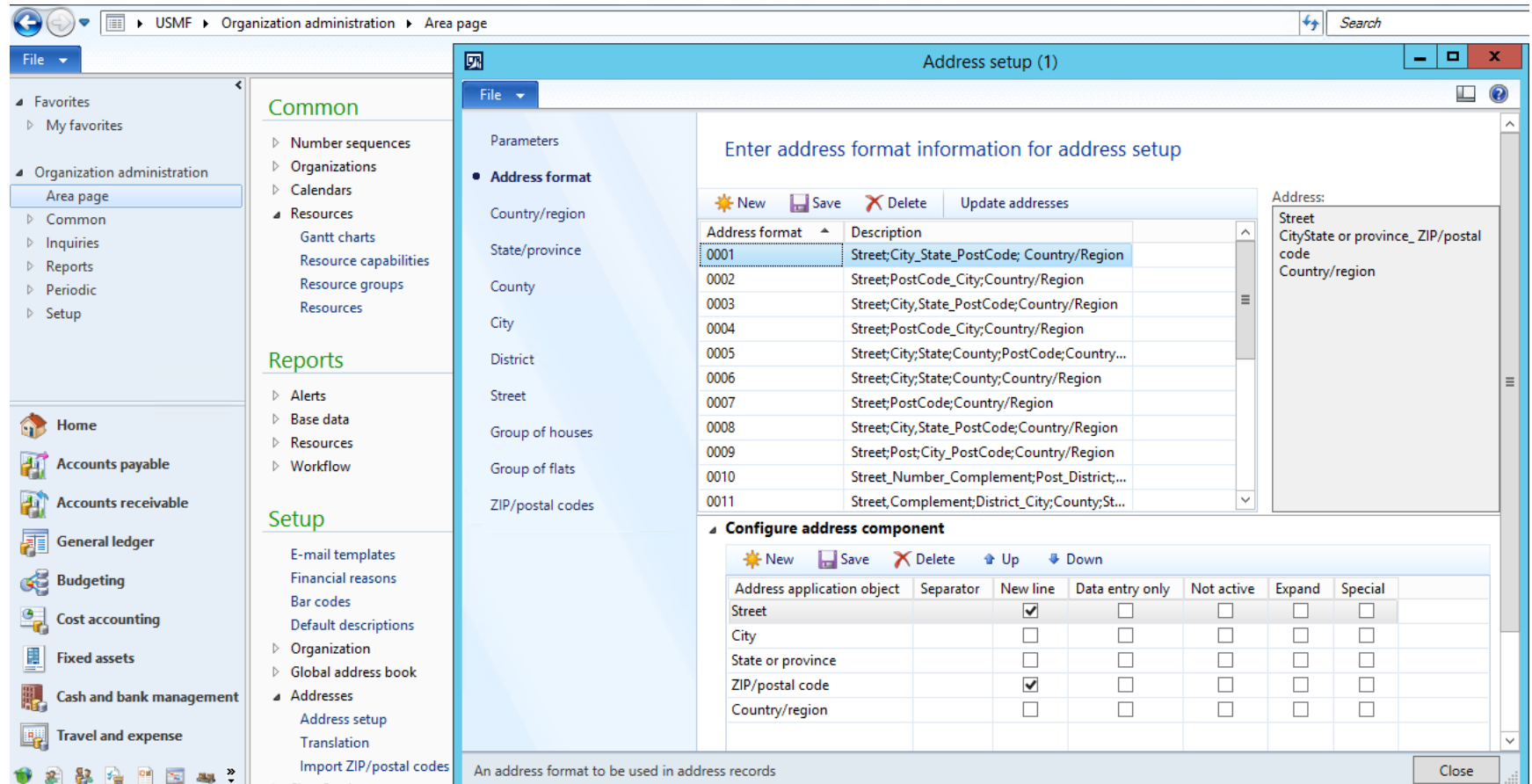


Figure 7: Currency and exchange rate master

- **City and Country Master:** For any Domestic/International travel requisitions to be placed, we would need the city and country masters. The address book setup is standard in AX which will be used to capture the city and country masters. For PI there would be additional fields added to

the city and country master to define the categorization of the city and country. All cities and countries are categorized as per PI policy to determine the daily allowance payable to the employees when travelling. The gradation of the cities/countries is as follows:-

- Category A
- Category B
- Category C
- Category D



The screenshot shows the SAP Address Setup (1) window. The left sidebar contains navigation options: Favorites, Organization administration (Area page, Common, Inquiries, Reports, Periodic, Setup), Home, Accounts payable, Accounts receivable, General ledger, Budgeting, Cost accounting, Fixed assets, Cash and bank management, and Travel and expense. The main area is titled 'Address setup (1)' and contains a table of address formats and a configuration section.

Address format	Description
0001	Street;City_State_PostCode; Country/Region
0002	Street;PostCode_City;Country/Region
0003	Street;City_State_PostCode;Country/Region
0004	Street;PostCode_City;Country/Region
0005	Street;City;State;County;PostCode;Country...
0006	Street;City;State;County;Country/Region
0007	Street;PostCode;Country/Region
0008	Street;City_State_PostCode;Country/Region
0009	Street;Post;City_PostCode;Country/Region
0010	Street_Number_Complement;Post_District;...
0011	Street, Complement;District_City;County;St...

Configure address component

Address application object	Separator	New line	Data entry only	Not active	Expand	Special
Street		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State or province		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIP/postal code		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Country/region		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Address: Street
City/State or province_ ZIP/postal code
Country/region

An address format to be used in address records

Figure 8: Address book setup – City and Country Master

- **Expense Categories:** The expense categories and their sub categories at PI for travel and expense requisitions will be maintained in this master. The controls around each category, if applicable will be detailed in subsequent sections. The list of categories (sample data) at PI are detailed below:
 - Accommodation
 - Air Ticket Cost
 - Airport Tax
 - Communication
 - Cell phone expenses
 - Data card expenses
 - Daily Allowance
 - Entertainment
 - Gift
 - Medical
 - Mileage
 - Miscellaneous
 - Postage and Courier charge
 - Pantry expenses
 - Printing and Stationery
 - Conveyance
 - Cellphone expenses
 - Office maintenance expenses
 - Staff welfare
 - Books and periodicals
 - Transportation
 - VISA Cost
 - Self-Drive by Bike

- Self-Drive by Car

- **Travel Type Master:** The travel type master is dependent upon the destination of travel. If the employee chooses domestic travel, the travel types are different when compared to an international travel. The various categories (sample data) are defined below:
 - Domestic
 - Local Domestic
 - Expatriate Domestic
 - Training Domestic
 - International
 - Foreign Trip
 - Training abroad (OTC)
- **Organization Hierarchy:** The PI organization is categorized into Division, Department and Profit Centers. Each employee in the organization is tagged to a profit center which in turn rolls up to department and division. When raising any travel/expense claim, these details are populated at the header of the requisition. The details of all profit centers with their respective department and division, will be shared by PI team. The illustrative screen for the organization hierarchy is as below :

Applicant Name	: V Satyanarayana	Submit Date	: 23/12/2015
Employee ID	: 05E002270	Reference No	: eTRAVEL74290
Company Name	: Panasonic India Pvt Ltd	RFI Revision No	: 0
Division Name	: PI-Sales Platform	Document Status	: Approved
Department Name	: PI-Sales Platform- CS - Service CPD	Application Status	: Completed
Profit Center Name	: PI-Sales Platfrom- CS - Service CPD	Routing Level	:
Branch Name	: New Delhi	Post Flag	: Posted
Staff Grade	: Assistant Manager	Name as in Passport	: V Satyanarayana
Staff Type	: Staff	Passport Number	: G5589514
Priority	: <input type="text" value="High"/>		

Figure 9: Organization Hierarchy

- **HR Designation Levels:** Currently at PI, there are multiple HR designation levels. These levels are important because a lot of policies around travel and expenses are based upon the level of an employee in the organization. Therefore, it is important that we keep track of all levels in the organization. The current levels are as below:-
 - Director on Board
 - Director
 - Associate Director
 - Senior General Manager
 - General Manager
 - Dy. General Manager
 - Assistant General Manager
 - Sr. Manager
 - Manager
 - Dy. Manager
 - Assistant Manager
 - Sr. Executive
 - Executive
 - Executive VP
- **GL Code /Tax code Mapping for expense categories:**

This would be done to an extent as required for T&E module but no Finance module implementation is considered. All finance related transaction shall be done in SAP.

When any travel/expense requisition is raised in PI, the GL code and tax codes are captured with that transaction. At PI, Finance is implemented in SAP and any transaction which has a financial impact is integrated to SAP for the relevant financial postings. The current e-Work application captures the GL code and tax codes against each travel/expense requisition.

- *GL code and tax code mappings for travel requisitions:* When raising any travel requisition, the GL and tax code mappings are done basis the travel type selected by the user. The list of sample data is as follows :

Travelling to	Travel Type	GL Code	Tax Code
Domestic	Expatriate Domestic	53140001	NA
Domestic	Local Domestic	53140001	NA
Domestic	Training Domestic	53140001	NA
Overseas	Foreign Trip	53140002	NA
Overseas	Training Abroad (OTC)	53140002	NA

For any expenses associated to the travel requisition, the expenses are associated to the GL code and tax code separately. For an example, if a travel requisition is raised by an employee for overseas travel – Foreign, and the employee puts in the expense lines as entertainment and transportation. In that case, the GL code on the travel requisition would be as per the table above and the GL codes for each of the expense lines would be as per the tables below. Foreign, and the employee puts in the expense lines as entertainment and transportation. In that case, the GL code on the travel requisition would be as per the table above and the GL codes for each of the expense lines would be as per the tables below. The table below is a sample data and GL Codes along with Expense type will be shared PI.

Expense Type	Travel Type	GL Code	Tax Code
Accommodation	Expatriate Domestic	53140006	NA
	Foreign Trip	53140008	NA
	Local Domestic	53140006	NA
	Training Abroad (OTC)	53140008	NA
	Training Domestic	53140006	NA
Air Ticket Cost	Expatriate Domestic	53140001	NA
	Foreign Trip	53140002	NA
	Local Domestic	53140001	NA
	Training Abroad (OTC)	53140001	NA
	Training Domestic	53140001	NA
Airport Tax	Expatriate Domestic	53140001	NA
	Foreign Trip	53140002	NA
	Local Domestic	53140001	NA
	Training Abroad (OTC)	53140001	NA



	Training Domestic	53140001	NA
Communication	Expatriate Domestic	53150002	NA
	Foreign Trip	53150002	NA
	Local Domestic	53150002	NA
	Training Abroad (OTC)	53150002	NA
	Training Domestic	53150002	NA
Daily Allowance	Expatriate Domestic	53140006	NA
	Foreign Trip	53140006	NA
	Local Domestic	53140006	NA
	Training Abroad (OTC)	53140006	NA
	Training Domestic	53140006	NA

Expense Type	Travel Type	GL Code	Tax Code
Entertainment	Expatriate Domestic	53180001	NA
	Foreign Trip	53180001	NA
	Local Domestic	53180001	NA
	Training Abroad (OTC)	53180001	NA
	Training Domestic	53180001	NA
Gift	Expatriate Domestic	53180001	NA
	Foreign Trip	53180001	NA
	Local Domestic	53180001	NA
	Training Abroad (OTC)	53180001	NA
	Training Domestic	53180001	NA
Mileage	Expatriate Domestic	54090005	NA
	Foreign Trip	54090005	NA
	Local Domestic	54090005	NA
	Training Abroad (OTC)	54090005	NA
	Training Domestic	54090005	NA
Miscellaneous	Expatriate Domestic	54090025	NA
	Foreign Trip	54090025	NA
	Local Domestic	54090025	NA
	Training Abroad (OTC)	54090025	NA
	Training Domestic	54090025	NA



Transportation	Expatriate Domestic	53140005	NA
	Foreign Trip	53140007	NA
	Local Domestic	53140005	NA
	Training Abroad (OTC)	53140007	NA
	Training Domestic	53140005	NA
Visa Cost	Expatriate Domestic	53140001	NA
	Foreign Trip	53140002	NA
	Local Domestic	53140001	NA
	Training Abroad (OTC)	53140001	NA
	Training Domestic	53140001	NA

- *GL code and tax code mappings for expense transactions:* When raising an expense claim, the GL code and tax codes mappings are done based upon the expense category chosen and the level of the employee in the organization. Therefore, if an employee let's say grade Manager raises an entertainment claim, then that GL code mapping can be different vis a vis when an Associate Director raises the same expense claim.

The screen below is an illustrative screen and for information purpose only.

Claim Type	Expense Type	Staff Type	Communication/Miscellaneous Type	GL Code
▶ Communication Claim				
▶ Entertainment Claim				
	Entertainment	Vice President		53180001
	Entertainment	Executive		53180001
	Entertainment	General Manager		53180001
	Entertainment	Manager		53180001
	Entertainment	Assistant Manager		53180001
	Entertainment	Senior Manager		53180001
	Entertainment	Director		53180001
	Entertainment	President		53180001
	Entertainment	DMD		53180001
	Entertainment	Senior General Manager		53180001
	Entertainment	AGM		53180001
	Entertainment	Senior Executive		53180001
	Entertainment	Associate Director		53180001
▶ Late Night/Holiday Transportation				
▶ Miscellaneous Claim				
▶ Self Drive Transportation by Bike				
▶ Self Drive Transportation by Car				

Figure 10: GL code configuration for expense claim codes

- **Travel Entitlement:** When raising travel requisitions, for any level the travel entitlement should be configurable. Depending upon the entitlement only, the drop down should be visible when an employee is raising the travel requisition. The list of all available entitlements are given below (Sample Data) :-
 - By Air
 - AC – I Class
 - AC – II Class
 - Deluxe Bus
 - Self-Drive
 - Others

- **Local Conveyance modes:** The list of all available conveyance modes at PI are listed below (Sample Data) :-
 - Hired Taxi AC
 - AC Taxi
 - Non – AC Taxi
 - Auto
 - Bus

4.3.3 Travel & Expense claim limits

For all claims, travel and expense PI has an upper cap on the claim amounts per level. These need to be setup for expense categories, so that the necessary validations can be triggered when the employees are submitting their requisitions. The details for all such limits are described in this section.

When raising any domestic travel requisitions, the expense limits are defined/configured per level. For any travel requisition created, the daily allowance is auto calculated and visible under the expense lines. In case of domestic travel, the allowance is calculated based upon the level of the employee and the destination city he/she is travelling to (Depending upon the city classification as configured earlier in city master).

The screen below is an illustrative screen and for information purpose only.

Travelling To	Classification/ Country	DA (Regular)/ DA for Business Trip	DA With Meals/ DA for Training	Effective Start Date	Effective End Date	Hotel	Travel Entitlement	Local Conveyance
▼ Domestic								
▼ AGM								
	A	1200	200	01/09/2014	31/03/2015	6000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus
	A	900	200	01/04/2014	31/08/2014	6000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus
	B	900	200	01/09/2014	31/03/2015	5000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus
	B	900	200	01/04/2014	31/08/2014	5000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus

Figure 11: Domestic travel expense limits

In case of International travel, this is calculated based upon the country visited. The level/grade of the employee is not taken into consideration when the travel is International.

The screen below is an illustrative screen and for information purpose only.

Travelling To	Classification/ Country	DA (Regular)/ DA for Business Trip	DA With Meals/ DA for Training	Effective Start Date	Effective End Date	Hotel	Travel Entitlement	Local Conveyance
▶ Domestic								
▼ Overseas								
	Australia Singapore Bangladesh China Hong Kong India Japan Korea Pakistan Thailand Nepal Iraq	65	25	01/04/2014	31/03/2016	--NA--	--NA--	--NA--
	Brazil Colombia Costa Rica Panama El Salvador	65	25	01/04/2014	31/03/2016	--NA--	--NA--	--NA--
	Brunei Vietnam	60	25	01/04/2014	31/03/2016	--NA--	--NA--	--NA--
	Germany USA Belgium Finland France Norway	80	25	01/04/2014	31/03/2016	--NA--	--NA--	--NA--

Figure 12: International travel expense limits

4.3.4 Travel Requisition on Enterprise Portal

This section would explain how the travel requisitions would be raised on the Enterprise portal. All fields relevant to the requisition would be listed down in this section and the relevant field level validations would be explained.

When the travel requisition is created by an employee, the header of the requisition should contain the following information:-
The below screen is an illustrative screen and for information purpose.

Applicant Name	: A13	Submit Date	: 09/02/2016
Employee ID	: 05E000411		
Company Name	: Panasonic India Pvt Ltd		
Division Name	: CFST	Document Status	: New
Department Name	: DEPT-CFST	Application Status	: New
Profit Center Name	: PC-CFST		
Branch Name	: New Delhi		
Staff Grade	: Assistant Manager	Name as in Passport	: A13
		Passport Number	: 2142314

Figure 13: Travel Requisition Header

- Applicant Name – Name of the employee raising the requisition
- Employee ID – Employee ID as existing in SAP
- Company Name – Employee's company (This is associated to the division)
- Division Name – This is the organization hierarchy associated with the employee. This is rolled up from the profit center to which the employee is associated with.
- Department Name – This is the organization hierarchy associated with the employee. This is rolled up from the profit center to which the employee is associated with.
- Profit Center – The profit center associated to the employee, will flow in from SAP.
- Staff Grade – The level/grade of the employee in the organization
- Submission Date – Date of submission of requisition
- Document status – Workflow document status

For keying in the travel information, the following fields should be available.
The below screen is an illustrative screen and for information purpose.

Travel Details

Travelling To* : Domestic
Travel Type* : Expatriate Domestic

GL Code* : 53140001
Pre-Travel Cost(INR) : 2,250.00

Travel Desk Req : Yes No
Travel Desk : A17

Ticket Coordinator Req* : Yes No

Reason for Travel* : Official Travel

Travel Schedule Summary

Date of Departure from IND		Date of Arrival to IND		Start Time		End Time		No of Days	
Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post
10/02/2016		12/02/2016		08.00		10.00		2.5	0

Travel Schedule

Transport Mode* : AC-I Class
Class of Travel* : Select

Dep. Country* : India
Dest. Country* : India

Dep. City* : Select
Dest. City* : Select

Dep. Date* :
Arr. Date* :

Dep. Time* :
Arr. Time* :

Purpose of Trip* :

Figure 14: Travel details and schedule

- Travel Details
 - Travelling To (Mandatory) – This is to identify if the travel is domestic or International
 - Travel Type (Mandatory) – Depending upon the selection above, the travel type should be a filtered drop down (As explained in section above for Travel type)
 - Charge to (Mandatory) – This should be a drop down of all the profit centers associated to the department the employee is in, but the default value should be the profit center that the employee is currently linked to.
 - Travel desk required? – This is a combo-box of yes/no. Depending upon this selection, a copy of the requisition would be marked to the travel desk user group
 - Travel desk – This would be a drop down of all users associated to the travel desk user group.
 - Reason for Travel (Mandatory) – This should be a free text field which the employee should fill in.
- Travel Schedule
 - Transport Mode (Mandatory) – This is the mode of travel i.e. By Air, By Train, Others
 - Class of Travel – Depending upon the mode selected, it would give a drop down of Business/Economy (By Air) or AC – I Class/AC – II Class (By Train) or Self Drive/Others (Others)
 - Departure Country (Mandatory) – If travel overseas is selected, this is mandatory. This is the list of the country master setup.
 - Destination Country (Mandatory) – If travel overseas is selected, this is mandatory. This is the list of the country master setup.
 - Departure City (Mandatory) – If travel domestic is selected, this is mandatory. This is the list of the city master setup.
 - Destination City (Mandatory) – If travel domestic is selected, this is mandatory. This is the list of the city master setup.
 - Departure Date (Mandatory) – Date of departure
 - Arrival Date (Mandatory) – Date of arrival at the destination city
 - Departure Time
 - Arrival Time

4.3.4.1 Calculation of Daily Allowance

Domestic Travel

When raising a domestic travel requisition, the daily allowance (per diems) is calculated based upon the destination city chosen by the employee. The city categorization is taken from the city master and according to the daily allowance setup for the level/grade of the employee and the city category, the system should auto calculate the daily allowance. Based upon the number of days of stay, the daily allowance calculated should be multiplied with the number of days of stay to get the overall allowance for the travel. The user has to manually add the daily allowance as expense onto the travel requisition. There is also a field for allowance type which determines if it's a business travel or for training purposes, which determines which allowance should be selected from the master setup.

The below screen is an illustrative screen and for information purpose.

Travelling To	Classification/ Country	DA (Regular)/ DA for Business Trip	DA With Meals/ DA for Training	Effective Start Date	Effective End Date	Hotel	Travel Entitlement	Local Conveyance
Domestic								
AGM								
	A	1200	200	01/09/2014	31/03/2015	6000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus
	A	900	200	01/04/2014	31/08/2014	6000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus
	B	900	200	01/09/2014	31/03/2015	5000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus
	B	900	200	01/04/2014	31/08/2014	5000	By Air AC-I Class AC-II Class Deluxe Bus Self-Drive Others	Hired Taxi AC AC Taxi Non-AC Taxi Auto Bus

The below screen is an illustrative screen and for information purpose.

Expense Breakdown:
 Select Expense Type: Select

<input type="checkbox"/>	Expense Type	GL Code	Tax Code	INR Amount		Add Details	Remarks
				Pre	Post		
<input type="checkbox"/>	Daily Allowance	53140006	NA	1,500.00	0.00	View/Edit	
Total				1,500.00	0.00		

Add
Delete

Daily Allowance:

<input type="checkbox"/>	SNo	City		Allowance Type (Travel)		Currency
		Pre	Post	Pre	Post	Pre
<input type="checkbox"/>	1	Amritsar	Select	Select	Select	INR

Add
Delete

Select
Regular
Training/Seminars

Overseas Travel

When raising an overseas travel requisition, the daily allowance is calculated based upon the destination country. The setup for allowance per country is looked up and the daily allowance for the travel is established. Thereafter, depending upon the number of days of stay in the country, the overall allowance is calculated.

The below screen is an illustrative screen and for information purpose.



Expense Breakdown:

Select Expense Type:

<input type="checkbox"/>	Expense Type	GL Code	Tax Code	INR Amount		Add Details	Remarks
				Pre	Post		
<input type="checkbox"/>	Daily Allowance	53140006	NA	4,587.16	0.00	View/Edit	
Total				4,587.16	0.00		

Add

Delete

Daily Allowance:

<input type="checkbox"/>	SNo	Country		Allowance Type (Travel)	
		Pre	Post	Pre	Post
<input type="checkbox"/>	1	<input type="text" value="UK"/>	<input type="text" value="Select"/>	<input type="text" value="Training/Seminars"/>	<input type="text" value="Select"/>

Add

Delete

NOTE: In addition, Travel Requisition to include the request for Transportation and Accommodation in addition to the Air Ticket Request. User can raise the request for Hotel and Taxi while raising the request for Air Ticket. This can be either booked manually or through the travel desk.

4.3.5 Expense Requisition on Enterprise Portal

This section would explain how the expense requisitions would be raised on the Enterprise portal. All fields relevant to the requisition would be listed down in this section and the relevant field level validations would be explained.

When the expense requisition is created by an employee, the header of the requisition should contain the following information:-

The below screen is an illustrative screen and for information purpose.

Applicant Name	: A13	Submit Date	: 09/02/2016
Employee ID	: 05E000411		
Company Name	: Panasonic India Pvt Ltd		
Division Name	: CFST		
Department Name	: DEPT-CFST	Application Status	: New
Profit Center Name	: PC-CFST		
Branch Name	: New Delhi		
Staff Grade	: Assistant Manager		
		Claim Amount (INR)	: 0.00
		Type Of Claim *	: <input type="text" value="Communication Claim"/>

- Applicant Name – Name of the employee raising the requisition
- Employee ID – Employee ID as existing in SAP
- Company Name – Employee’s company (This is associated to the division)
- Division Name – This is the organization hierarchy associated with the employee. This is rolled up from the profit center to which the employee is associated with.
- Department Name – This is the organization hierarchy associated with the employee. This is rolled up from the profit center to which the employee is associated with.
- Profit Center – The profit center associated to the employee, will flow in from SAP.
- Staff Grade – The level/grade of the employee in the organization
- Submission Date – Date of submission of requisition
- Document status – Workflow document status
- Claim Amount – This is auto-calculate from the lines by summing up the individual line amounts.

For different types of claims, the fields differ and the information captured is also different.

4.4 Expense booking by Travel desk

4.4.1 Background

As a high level process PI users will raise travel requisition and expense report in the system. Expenditure (For Example Ticket booking, accommodation, taxi, visa costs) in regard to travel are borne by PI which are tracked in POIS+ system and interfaced to the SAP through outbound batch interface.

Certain expenses are arranged by PI Travel Desk on behalf on PI user. A user shall only request for these arrangements.

4.4.2 Process

Sr No.	Process	Coverage in POIS+
1	PI User shall enter Requisition for his/her travel.	Yes
2	Based on Travel Category , a request shall be sent to PI Travel Desk (mail)	Yes
3	PI Travel Desk shall arrange requisite facilities and share Tickets, arrangement with PI user. In case of non-availability of arrangement, PI user shall recall the requisition and do necessary arrangement by Self.	No
4	PI Travel Desk will enter Expense Details against Requisition. If arranged by self. Expense details shall be entered by PI user.	Yes
5	Expense shall be sent for approval	Yes
6	Once the expense reports are approved, these would be sent to SAP (Batch Interface)	Yes

A new Profile shall be created for Travel Desk.

Expense Category shall be predefined for arrangements done by Travel Desk.

NOTE: There are few assumptions as follows:

1. All the expenses booked by travel desk would be in INR.
2. All the expenses raised by travel desk will be against travel requisition raised by the user.
3. Attachment facility would be available for travel desk to upload the files.
4. User profile for travel desk would be different depending upon the roles of the user.

5. All the requisitions which are not part of travel desk will not sent to the GA for approval.

4.5 Budget validation

All the users in PI will raise the travel requisition and expense report and will be validated against the budget uploaded in the system.

4.5.1 Budget Upload

As per the present scope of assignment the Travel and expense module will require budget data in the prescribed format shared by PwC. Budget will be cost center, expense category wise. As a part of current scope, one time budget data will be shared by PI and will be uploaded in the system.

4.5.2 Budget Validation

Budget validation is important for the PI to identify the expenditure on the travel of the employees and trade partners of PI.
As a part of current scope of the assignment

1. User raising the Travel requisition will be shown a warning message against the budget value as per cost center attached to employee. While submitting the travel requisition, only warning message will be displayed in case user crosses the budget value. Approver will be able to know the status of the budget overflow.
2. In case user has selected the travel requisition while raising the expense, no validations or warning message of budget value and approval workflow for budget will be considered.
3. In case user is raising the expense without selection of travel requisition, validations (Warning message) of budget value will be considered and approval workflow will be different as per budget value.
4. Budget validation will only apply in case where the data is available cost center, expense category wise. In case of non-availability of data, budget validation will not apply.

4.5.3 Budget Workflow

Approval authority for budgeting workflow will be differently managed in the system. All the requisitions and expenses beyond budget value will go through the approval workflow defined for budget.

NOTE: There are few assumptions as follows:

1. All the validations will be on the Portal without viewing the budget amount to the user.
2. Cost Centre shall be as available in Employee master. No change shall be available as a feature.
3. Uploading format will be shared by PwC and one time upload for Phase 1 will be done by PwC.
4. No additional report is considered.
5. Direct Expenses will not be considered for budget validations for the user.

4.6 Expense Claims

4.6.1 Communication Claim

When raising a communication claim, the following information needs to be captured.

The below screen is an illustrative screen and for information purpose. Actual screen may differ from the following.

Types of Commn. *	:	<input type="text" value="Select"/>	Date of Commn. Bill *	:	<input type="text"/>
Service Provider *	:	<input type="text" value="Select"/>	Receipt Amt *	:	<input type="text"/> <input type="text" value="INR"/>
Type of Budget *	:	<input type="text" value="Select"/>	Exch Rate (INR) *	:	<input type="text" value="1"/>
Expense Type	:	<input type="text" value="Communication"/>	Receipt Amt (INR) *	:	<input type="text" value="1000.00"/>
GL Code *	:	<input type="text" value="53150002"/>			

- Profit Center to charge (Mandatory) – This is a drop down of all profit centers associated to the department linked to the employee.
- Types of Communication (Mandatory) – Whether mobile or data card expense
- Service provider (Mandatory) – Airtel, Vodafone, Reliance, Aircel etc.
- GL Code – This should auto populate from the setup
- Date of Bill – Date of the receipt of expense
- Receipt Amount (Mandatory) – The amount on the receipt (Can be in another currency)
- Default exchange rate – If the above amount in not in INR, the relevant exchange rate should populate
- Receipt Amount INR – The amount in INR

4.6.2 Entertainment Claim

When raising an entertainment claim the following information needs to be captured.

The below screen is an illustrative screen and for information purpose. Actual screen may differ from the following.

Expense Type	INR Amount		Submit For	Remarks
	Pre	Post		
Entertainment	5,000.00	0.00	<input checked="" type="radio"/> Pre Approval <input type="radio"/> Post Approval	

Entertainment Details:

<input type="checkbox"/> SI.No	PI Attendant	Company Name	Title	Customer Name	Purpose
<input type="checkbox"/> 1	A13	XYZ Inc.	President	ABC	Official

Entertainment Expense:

<input type="checkbox"/> SNo	Category		No of Persons		Date		Place/Description		Currency		FC Amount	
	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post
<input type="checkbox"/> E1	Lunch	Lunch	2	0	09/02/2016				INR	INR	5,000.00	0.00

- PI Attendant – The employee from PI
- Company Name – The Company name from for whom the dinner/lunch was organized
- Customer Name – Name of the customer
- Purpose – Purpose of the event
- Sub Category – Lunch/Dinner/Others
- Number of persons
- Total Amount of the bill
- Amount per head is automatically calculated based upon the total amount and number of persons

4.6.3 Transportation Claim



When raising an entertainment claim the following information needs to be captured.

The below screen is an illustrative screen and for information purpose. Actual screen may differ from the following.

Commuting Date *	:	<input type="text"/>		Boarding Time	:	<input type="text"/>
Place From * (eg., Beach Road)	:	<input type="text"/>		Place To * (eg., Bedok South Ave1)	:	<input type="text"/>
Purpose *	:	<input type="text"/>				
Expense Type	:	Late Night/Holiday Transportation		Receipt Amt *	:	<input type="text"/> <input type="text" value="INR"/>
GL Code *	:	<input type="text" value="54090005"/>		Exch Rate (INR) *	:	<input type="text" value="1"/>
	:			Receipt Amt (INR) *	:	<input type="text"/>

- Commuting Date – Date when the expense was incurred
- Place from – From location
- Place to – To location
- Purpose – Justification of the expense
- Profit center to charge – This is the drop down of all profit centers associated to the department linked with the employee
- Receipt Amount – This amount can be in any currency
- Exchange Rate – If above amount is not in INR, then the relevant exchange rate should be pulled
- Receipt amount INR – The receipt amount in INR

4.6.4 Miscellaneous Claim

When raising a miscellaneous claim, the following fields should be captured.

The below screen is an illustrative screen and for information purpose. Actual screen may differ from the following.

Profit Center to Chrg *	:	<input type="text" value="0101 - PC-CFST"/>	Date of Expense *	:	<input type="text"/>
Expense Type	:	Miscellaneous	Receipt Amt *	:	<input type="text"/> <input type="text" value="INR"/>
Types of Miscellaneous *	:	<div> <div>Select</div> <div> Books and Periodicals Cellphone Expenses Conveyance Office Maintenance Expenses Pantry Expenses Postage and Courier Charge Printing and Stationery Staff Welfare </div> </div>	Exch Rate (INR) *	:	<input type="text" value="1"/>
GL Code *	:		Receipt Amt (INR) *	:	<input type="text"/>
GST Code *	:				
Expense Desc *	:				

- Profit Center to charge – This is the drop down of all profit centers associated to the department linked with the employee
- Expense description – The justification of the expense
- Date of expense – Date when the expense was incurred
- Receipt Amount – This amount can be in any currency
- Exchange Rate – If above amount is not in INR, then the relevant exchange rate should be pulled
- Receipt amount INR – The receipt amount in INR

4.6.5 Self-Drive by Bike/Car

When raising an expense with this claim type, the following fields should be available.

The below screen is an illustrative screen and for information purpose. Actual screen may differ from the following.

Profit Center to Chrg *	:	<input type="text" value="0101 - PC-CFST"/>	Commuting Date *	:	<input type="text"/>
Mileage Start *	:	<input type="text"/>	Place From *	:	<input type="text"/>
Mileage End *	:	<input type="text"/>	Place To *	:	<input type="text"/>
Purpose *	:	<input type="text"/>			
Distance Travelled *	:	<input type="text"/>			
Expense Type	:	<input type="text" value="Self Drive"/>			
GL Code *	:	<input type="text" value="54090005"/>	Mileage Claim Rate *	:	<input type="text" value="4.00"/>
			Receipt Amt *	:	<input type="text"/> <input type="text" value="INR"/>
			Exch Rate (INR) *	:	<input type="text" value="1"/>
			Other Charges (INR) (ERP/Parking/Toll/Others) *	:	<input type="text" value="0"/>
			Receipt Amt (INR) *	:	<input type="text"/>
			Taxable Amount *	:	<input type="text" value="0.00"/>
Comment/Reason	:	<input type="text"/>			

- Commuting Date – Date when the expense was incurred
- Mileage start
- Mileage end
- Distance travelled – This is auto-calculated from the mileage start and end
- Mileage claim rate – This is auto populated through a pre-defined setup
- Place from – From location
- Place to – To location
- Purpose – Justification of the expense
- Profit center to charge – This is the drop down of all profit centers associated to the department linked with the employee
- Receipt Amount – This amount can be in any currency
- Exchange Rate – If above amount is not in INR, then the relevant exchange rate should be pulled



-
- Receipt amount INR – The receipt amount in INR

4.7 Travel and Expense requisition workflows

When the travel and expense requisitions are submitted by the employees, it goes through the pre-defined configured workflow. The various stages of the workflow are as below:-

- Created/Draft – At the time when the requisition is being created, the workflow status or document status would remain as created or draft.
- Submitted – As soon as the employee submits his requisition, the document/workflow status would change to Submitted.
- Pending with Reviewer – Once the workflow is assigned to the respective reviewer, the document/workflow status would change to pending with reviewer
- RFI – If the reviewer has asked for more information, the status would be RFI
- Cancelled – The employee can cancel/re-call the workflow if it hasn't been approved by the reviewer as yet
- Approved – Once the reviewer has approved the requisition, the status of the requisition would change to Approved

4.7.1 Workflow Hierarchy

The workflow hierarchy at PI is dependent upon the profit center and the level/grade of the employee submitting the requisition. The attached files, give the workflow hierarchy for their current e-Work application. This would either be replicated on AX or simplified upon relevant approvals and then configured.



Application

Workflow Profile Re



Application

Workflow Profile Re

NOTE: Conditional workflows can be part of Travel requisition and Expense report based on limits defined in the system based on Expense category.

4 Monitoring & Reporting Requirements

The standard AX travel and expense reports will be available.

5 Integration to Other Applications

5.1 Objective of Integration

The main objective of integration of AX 2012 Travel and expense with SAP is to ensure that the correct financial postings are done on SAP, and that the correct employee master data is reflected in AX at the time of raising the travel/expense requisitions.

5.1.1 Integration with SAP for Master Data (Inbound)

As per the present scope of assignment the Travel and expense module will require regular and updated Employee Master Data from the present SAP application.

Following master information shall be maintained:

1. Employee Master Data –PI will maintain updated employee information in SAP. This information will be shared regularly and PI technical team will ensure that latest information is sent to AX T&E.
2. Any changes to employee's organizational hierarchy would be sent from SAP to AX, else the employee information would be incorrect during the travel and expense requisition process. This might lead to incorrect information being sent back to SAP for financial postings.

5.1.2 Integration with SAP for Approved Travel and Expense Requisitions (Outbound)

Once the travel and expense requisitions are finally approved in AX, these would be sent to SAP to post the financial transactions. No financial posting will happen in AX, only the approved requisitions will be sent to SAP. The exact fields which need to be sent shall be agreed upon during the design phase.

5.1.3 Integration with SAP for Reimbursements Data (Inbound)

Once the payments have been made in SAP to the employees, the payments data will be sent back from SAP to AX, so that the employees can view the status of their travel and expense requisitions on Enterprise portal. The exact fields which need to be sent back shall be agreed upon during the design phase.

6 Email Notifications

Email notifications will need to be configured in the system. The notifications need to be triggered at each step of the travel/expense requisition workflow, so that the user who has to approve the requisition is made aware of the workflow assignment. When the employee submits the requisition, an email will be triggered to the next level approver, so that he is aware that there is a requisition pending his approval. The same process shall be followed until the last step of the approval workflow for travel and expense requisitions.

7 Document Control

DOCUMENT RELEASE NOTICE	
Document Title: Travel & Expense Functional Requirements Document (FRD) Release (Number): 2.0 Date of Release: 09 February 2016	
Author(s): Shwetank Sahai Neeraj Chawla	Date: 09 February 2016
Reviewer(s):	Date:
Approved by:	Date:





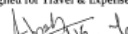


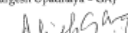



REVISION HISTORY			
Document No 0.5	Project Travel & Expense Functional Requirements Document (FRD)		
Revision No.	Issue Date	Change Details	Approved by
Version 0.5	09 Feb 2016	Original Document	
Version 0.8	10 Feb 2016	Changes as per mail on 09 Feb 2016 based on SOW	
Version 2.0	16 Mar 2016	Appending new requirements	

8 Sign Off

Travel and Expense FRD Sign off is provided by Panasonic India on 22-Mar-2016.

Screen shot for the same is attached for reference.

TRAVEL & EXPENSE FUNCTIONAL REQUIREMENT DOCUMENT SIGN-OFF CERTIFICATE		Panasonic	
Travel & Expense (Phase-1)/21 st -Mar-2016/FRD v2.0			
Client:	Panasonic India		
Project:	Travel & Expense (Phase-1)		
Initiated by:	Ashish Jain	Date:	21 st -March-2016
Deliverable Reference:	T&E FRD v2.0 (Phase-1)	Type:	<input type="checkbox"/> Proposal <input type="checkbox"/> Project Plan <input checked="" type="checkbox"/> Functional Requirement Document <input type="checkbox"/> Design <input type="checkbox"/> End User Training <input type="checkbox"/> UAT <input type="checkbox"/> Go-Live
<u>Deliverable Description: Functional Requirement Document v2.0 (Phase-1) Sign-off Document</u>			
Requirements' gathering was performed for Travel & Expense (Phase-1) Project Functionality with PI Business team. Functional Requirement document passes all the criteria that were specified by Business Users.			
Upon acceptance of this certificate, requirements gathering/ Assess Phase will be considered complete for Travel & Expense (Phase-1) Project.			
Upon the sign-off, FRD v2.0 will be published with the stakeholders that will be used for all further references.			
Signed for Travel & Expense (Phase-1) Application		Date: 21 st -March-2016	
 (Yash Ahuja - Project Owner)			
 (Neeraj Sehgal, Application Head)			
 (Nidhi Aggarwal - PI IT PM)			
 (Ashish Jain - PwC PM)			
TRAVEL & EXPENSE FUNCTIONAL REQUIREMENT DOCUMENT SIGN-OFF CERTIFICATE		Panasonic	
Travel & Expense (Phase-1)/21 st -Mar-2016/FRD v2.0			
Client:	Panasonic India		
Project:	Travel & Expense (Phase-1)		
Initiated by:	Ashish Jain	Date:	21 st -March-2016
Deliverable Reference:	T&E FRD v2.0 (Phase-1)	Type:	<input type="checkbox"/> Proposal <input type="checkbox"/> Project Plan <input checked="" type="checkbox"/> Functional Requirement Document <input type="checkbox"/> Design <input type="checkbox"/> End User Training <input type="checkbox"/> UAT <input type="checkbox"/> Go-Live
<u>Deliverable Description: Functional Requirement Document v2.0 (Phase-1) Sign-off Document</u>			
The list of all the stakeholders for Travel and Expense (Phase-1) are:			
Signed for Travel & Expense (Phase-1) Application		Date: 21 st -March-2016	
 (Ashish Maheshwari - Finance)			
 (Rahul Raizada - HR)			
 (Durgesh Upadhyaya - GA)			
 (Ashish Jain - Business Excellence)			
 (Ashish Jain - PwC PM)			

9 Open Points

9.1 List of action items

S. No.	Action Item	Last Action	Status	Remarks	Responsibility	Expected Closure Date
1	Discussion on Cost allocation to Cost Centers		Closed	User raising the travel requisition and expense claim will select the cost center. By default user cost center interfaced from SAP will be displayed along with check box (checked). User needs to uncheck the flag to change the cost center. Also, cost center master data needs to be maintained.	PI	11 Feb 2016
2	3 Reports – Discussion, template		Open		PI	11 Feb 2016
3	Ticket Re-issuance		Open		PI	28 Mar 2016
4	Travel desk access on Portal		Open		PI	28 mar 2016