FIORI APP - VENDOR INVOICES COST ALLOCATION

Technical Specifications document V2

Luxembourg, 7th October 2016

Entertain. Inform. Engage.

Fiori APP – Assign Invoice Responsible

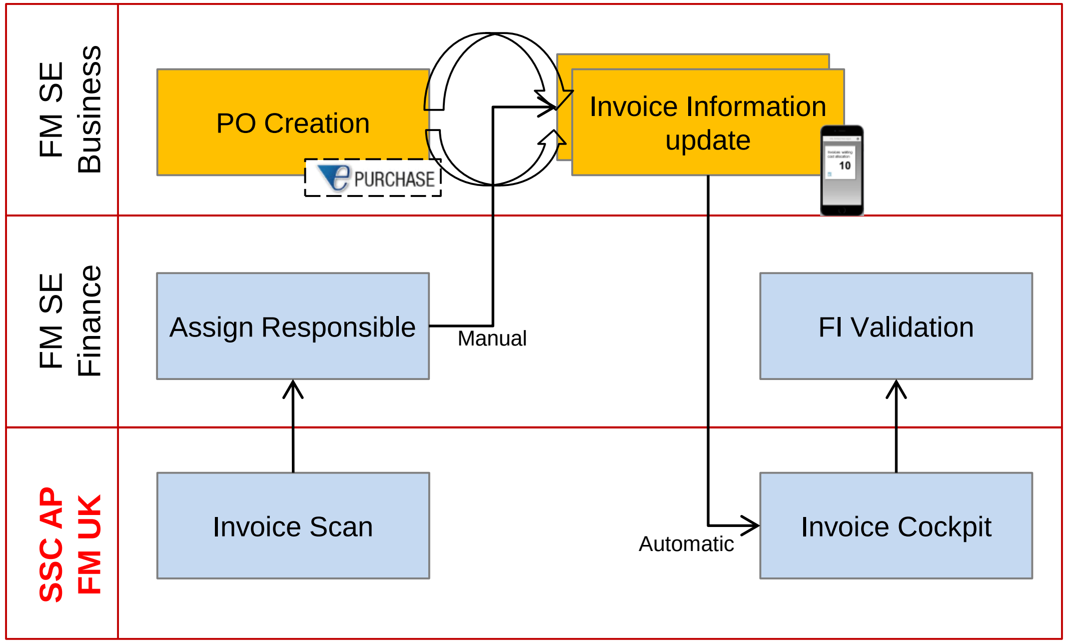
Solution Overview

Context:

With the centralization of the AP processes, SSC UK AP requires information to complete the invoice processing. That information is existing in SAP and to be used in SAP normally is exchanged by phone, IM or e-mail from the territory to the SSC. Currently the information exchanged within a SSC across most of the territories is done through paper. Invoices are printed and stamped to request a GL Account/Cost object and a signature. With the centralization of AP this process is no longer possible. In some cases AP requests additional information when something is missing and controllers rejects invoices back to the AP when something is missing which creates friction between the sender and receiver on the information being exchanged.

Challenge:

Provide PO capturers/approvers (as well as Production managers on territories without PO) the possibility to access the Invoice information and deliver the required information (cost centre/ WBS and GL account) so that AP team could process it in the Invoice Cockpit with the less interaction possible, and allowing users to own the information on the full P2P process



Solutions Proposed:

- A new transaction to allow the assignment of a user to an invoice
- A mobile web app enabling Productions managers to access the invoices and provide the information on a mobile device.

Fiori APP – Assign Invoice Responsible
Solution Overview

The FM SE Finance team assigns an user to an invoice so he can fill in the PO number (new transaction to be developed). Invoices that do not require the information from the business users (no PO invoices) will not need to go through this cost allocation update process.

- A business user will receive email alert whenever he has to complete the information of an incoming invoice. The user will only be able to see the invoice and what has been recognized in Readsoft verifier.
- In this cockpit he will be requested to assign a PO number and to mark the invoice as completed.
- This cockpit will be in ePurchase, in the same place where the user can create vendors and POs.

S...	Scans	Te...	Park	PO Info	Name 1	Document	CoCode	Doc. Date	Posting Date	Vendor	PayT	Amount	Crcy	Vendor text	Reference
					Andrew Dickie	300284	9080	28.07.2016	01.08.2016	1000011298	0030	171.00	GBP	Gardening work at st 1& st2 Terrace	49
					BAKER & MCKENZIE (HONG KONG)	303905	9080	22.04.2016	17.08.2016	1000016623	0001	380.00	USD	BAKER & McK-LABOR AND EMPLOYMENT LAW ADV	9335073184
					Andrew Dickie	310386	9080	17.08.2016	18.08.2016	1000011298	0030	122.92	GBP	Gardening work at st 1& st2 Terrace	50
					ASSA ABLOY LTD	312230	9080	03.08.2016	24.08.2016	1000015705	0030	18.95	GBP		1220730217
					CHARITIES AID FOUNDATION	321049	9080	07.09.2016	14.09.2016	1000016695	0030	47.55	GBP	CHARITIES AID FOUNDATION - GAYE	OP0056396
					ROODLANE MEDICAL LTD	321333	9080	31.08.2016	14.09.2016	1000003572	0030	50.00	GBP	ROODLANE MEDICAL- cnslt	59FREMED0146

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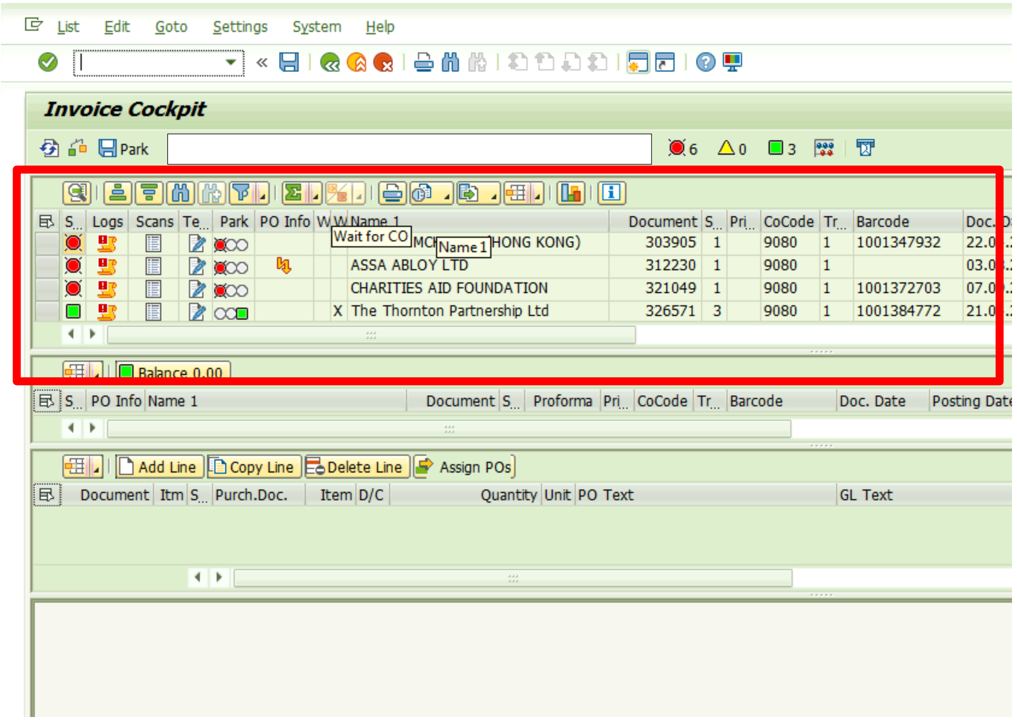
SAP Transaction to assign PO Responsible – ZW003

Development Responsible: FTS

Scope: New transaction to be developed

The new transaction is a simplified view of the SAP invoice cockpit but we will only show the invoice header information:



- Information based on table already existing
- Selection screen
  - Company code mandatory
  - Vendor – optional
  - Status (field to be defined)
- New fields to be added:
  - User/Cost allocation Responsible (CAR)
  - New Status
- Functionalities
  - Users will be able to see the scan
  - Change the CAR field
  - Save
  - Manually Trigger the email informing new invoices to be treated.

Fiori APP – Assign Invoice Responsible
E-mail alert on invoices waiting cost allocation

Development Responsible: FTS

Scope: New background job

Once the AP team assigned the user to an invoice. An email alert sent evert morning will be sent to the user with a link open the Fiori web app.

- Automatic email alert to be sent from GTRS if new items are assigned to the user with the information:
  - Amount of items assigned to the user with cost allocation missing
  - Link will open the Fiori app in the user's phone
  - Person and email of the person who assigned the invoice

Fiori APP – Assign Invoice Responsible
Initial Tile screen

Development Responsible: External Developer

Scope: Fiori Tile definition

There will be only a tile showing the number of invoices that were assigned to the user.

- To be performed by an external company
- Information retrieved from SAP Production environment
- Tile showing amount of items assigned to the user with cost allocation missing

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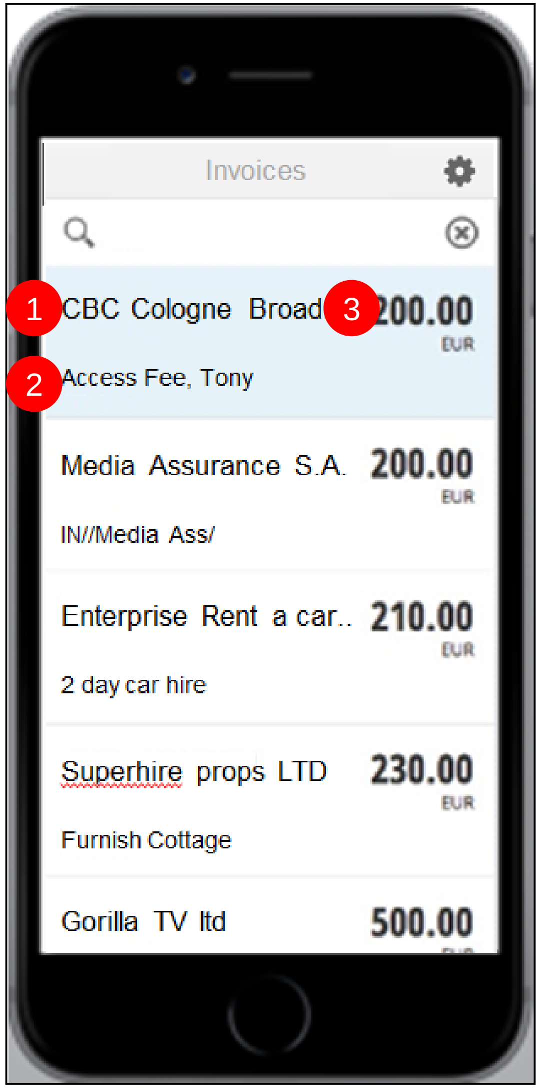
Invoice Inbox



Development Responsible: External Developer

Scope: Invoice list (inbox)

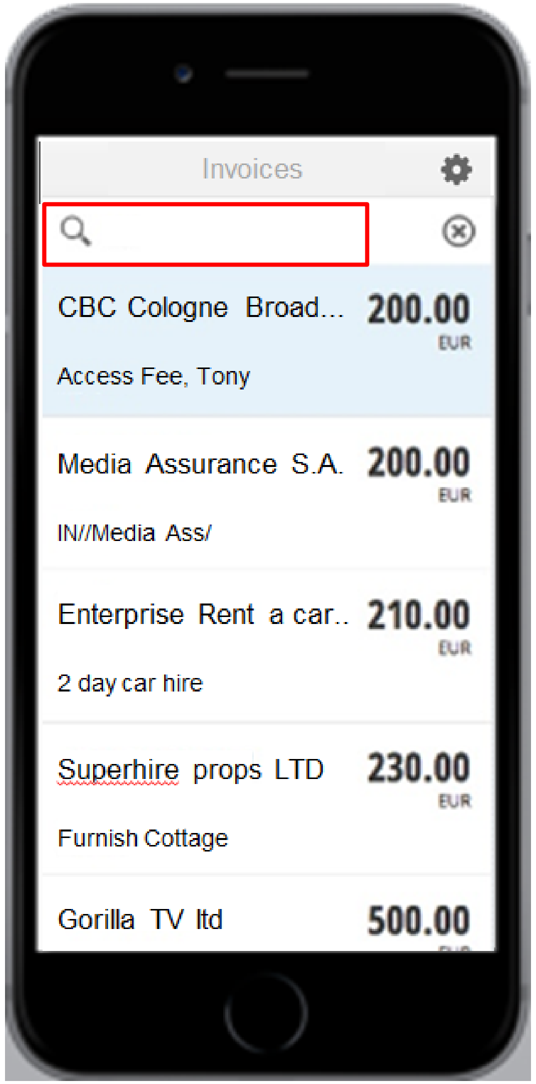
After clicking in the tile the user will be able to see the list of invoices that were assign to him. The user will be able to see the vendor description, amount and header text

- Information retrieved from SAP Production environment
- All items assigned to the user should be available using scroll down
- Amount of items showed at the same time in the screen depends on the mobile device type
  - Every item should have the size to let the user see the data described below

- Screen should show the following data per item assigned to the user

1. Vendor name
2. Description of the item
3. Amount

Fiori APP – Assign Invoice Responsible
Inbox Search



Development Responsible: External Developer

Scope: Invoice list (inbox)

The user can search on the available invoices on the search window on top

- Information sent to and retrieved from SAP Production environment
- Search text needs to be located in the upper part of the screen
- User can only search alphanumeric characters (letters or numbers)
- The search should be done as soon as the user type any single character, updating the result every time there's any change in the search text (like eExpenses search help)
- Length of the term to search should
- It should search in the items assigned to the user (if field contains the term search) based on
  - Vendor name
  - Description of the item
  - Amount
- The result should be sorted as following:
  - First results vendor names having the search term sorted by alphabetical order
  - Afterwards, description of the items having the search term sorted by vendor
  - Finally, if users has entered a value, items with value contained search term sorted by vendor name
- The user can access the invoice by clicking on the available items

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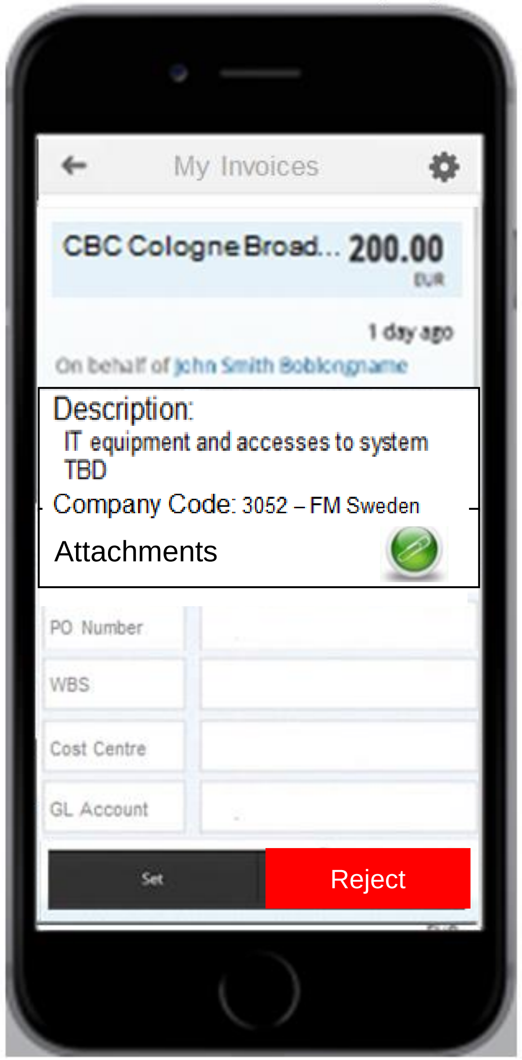
Invoice screen



Development Responsible: External Developer

Scope: Invoice list (inbox)

After clicking in the invoice the user has access to the pre-filled information and existing master data on SAP. By default the first screen will appear on the missing information tab of the invoice.

- Information retrieved from SAP Production environment
- The following information should be displayed:
  - Vendor name Description of the item
  - Amount
  - Company code
- Attachments should be accessible by clicking a button (see slide 8 – Attachments)
- It should be displayed and allow the user to click for search the following fields: (slide 10- search terms)
  - PO Number
  - WBS
  - Cost Centre
  - GL account
- Following buttons should be shown to the user: (see slides 11 and 12)
  - Sent
  - Reject

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Attachments

Development Responsible: External Developer

Scope: Invoice list (inbox)

When clicking in the attachment button the user can see the invoice that was scanned/emailed

- Information is retrieved from the production archiving system for attached documents
- All pages of every attached document should be able to be seen using a scroll down
- Zoom in/out inside every page of the document is needed
- If there are several documents attached, a tab per document and giving access to every document should be displayed in the right side of the screen where the attached documents are viewed.

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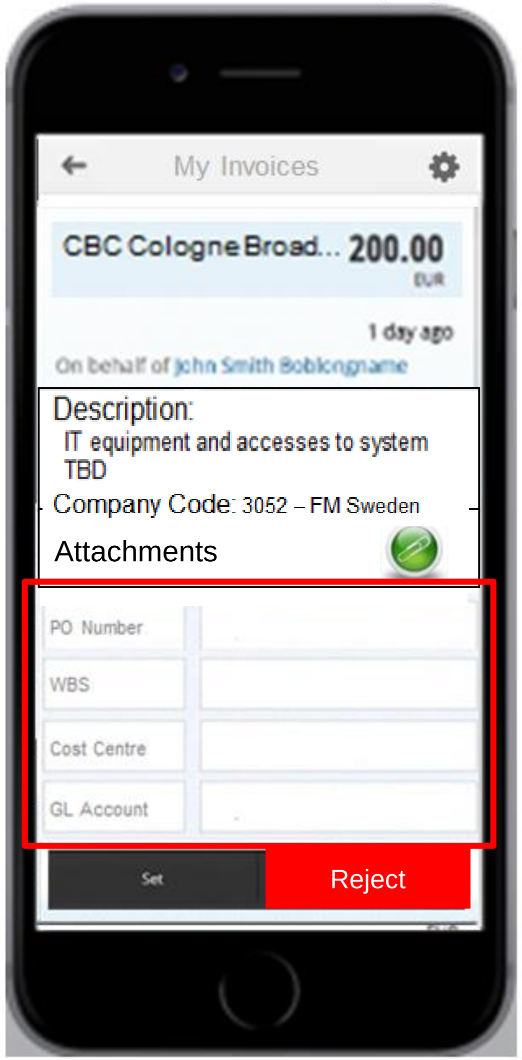
Fill the data (1/2)



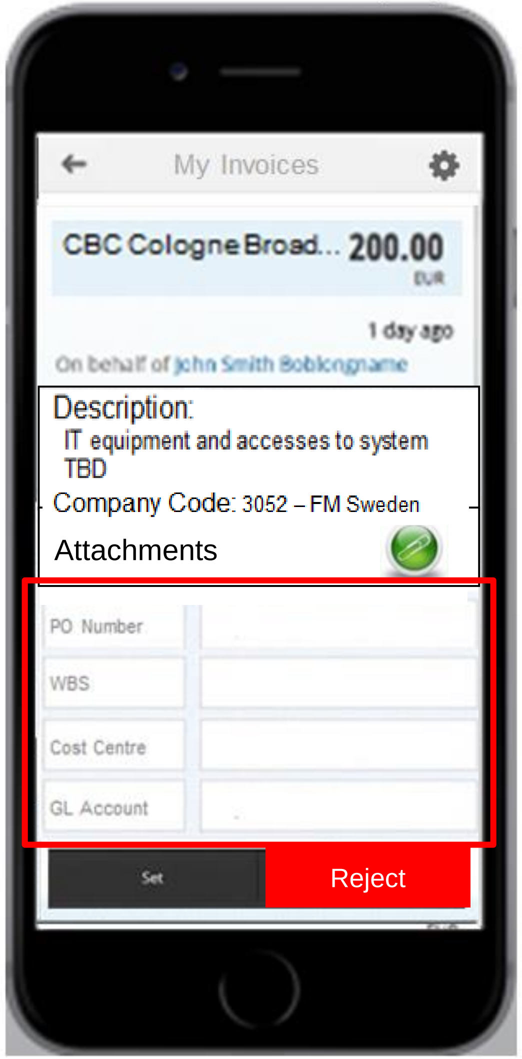
Development Responsible: External Developer

Scope: Invoice list (inbox)

After clicking in the processing button, the user will be able to assign a PO number or the cost assignment.

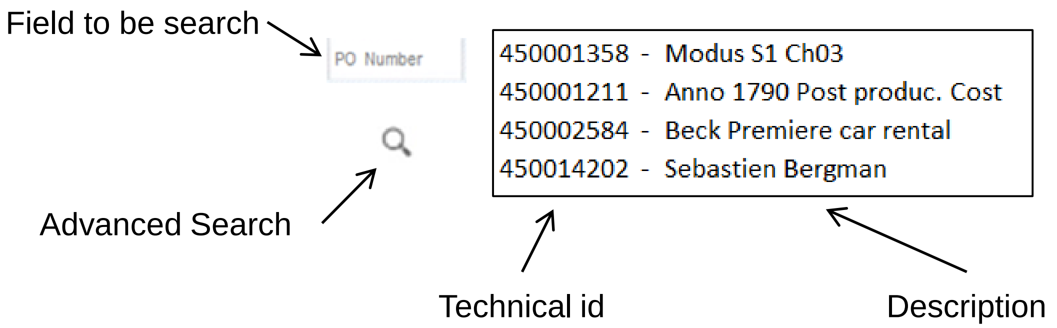
- Information sent to and retrieved from RTP (SAP Production environment)
- The following information should be displayed:
  - Vendor name
  - Description of the item
  - Amount
- Following information not filled yet should have a readable field allowing the user to search between authorized values depending on: (to be activated when the user click up to the field)
  - Purchase order: PO's created by the user.
  - WBS: Based on authorizations for the user, active WBS allowing posting
    - To show: WBS code + description
  - Cost centre: Based on authorizations for the user, activate Cost Center with valid date
    - To show: Cost Center code + description
  - GL account: To show only active GL accounts for company code (normally range 6)
- Information fulfilled by the user should be transferred to RTP (Production environment) to the following fields:
  - Purchase order
  - WBS
  - GL account
  - Cost center

Fiori APP – Assign Invoice Responsible
Fill the data (2/2)



- When a PO is selected the Account assignment (GL account and Cost Centre/WBS) will be displayed but blocked for changes.
- When the user selects any other option than the PO number field becomes blocked for edit.
- When the previous requirement are accomplished, a button 'Sent' should be activated to allow the user to send the data to SAP Production environment
- Reject button should be always available to allow the user to reject the item. (slide 11 – rejection)

- All fields described in previous slide should allow the user to search as following described in the same screen
- A new button 'Advance search ' should appear and a list of result with the conditions described in the previous slide should be shown allowing the users to go up and down through the list using scroll down.



- - Advanced search will allow a search (like eExpenses search) for the fields allowed (to be defined per field)

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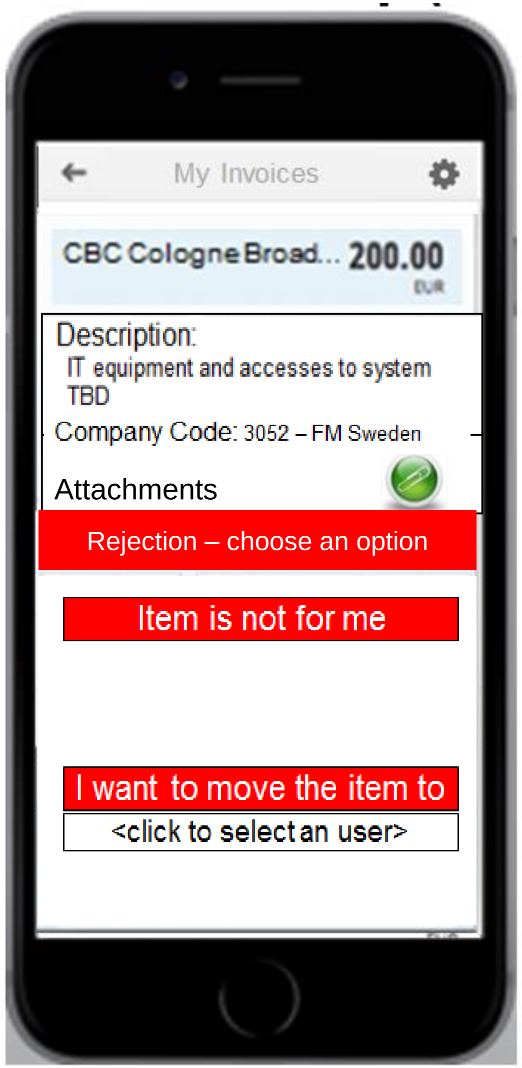
Rejection



Development Responsible: External Developer

Scope: Invoice list (inbox)

Rejection button should be always available for user

- New window should be opened
- Rejection should provide to the user to main options:
  - Send back to SSC (item sent back to transaction to assign PO responsible) clicking on ‘Item is not for me’
  - Move to other user. This user should have authorizations enough to process the item to be forwarded
    - A list should be displayed in the same screen with the authorized users able to move up and down the list with a scroll down
    - A search help should be provided to do advanced search (same as eExpenses search help)

Field to be search

Move item to

Lars Beck
John Smith
Kate Jones

Advanced Search

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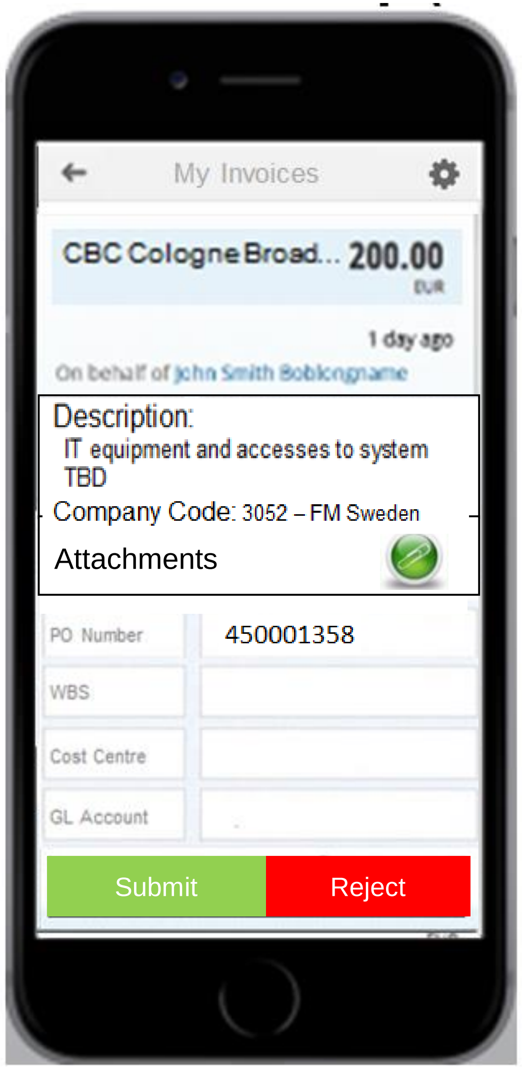
Submit



9. Submit the information

- Information to be sent to RTP (production environment)
- Submit button will be deactivated until the user will fill the following data:
  - 1. PO number
  - 2. WBS/Cost center and GL account

- When user will click on 'submit' the information will be sent back to SAP invoice cockpit to the respective fields

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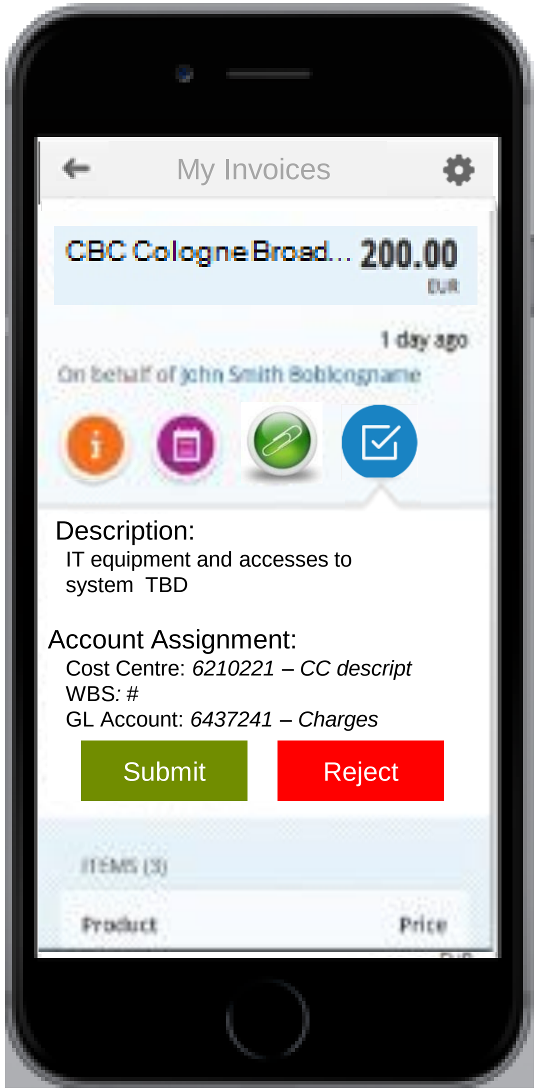
Improving Communication exchange - Mobile Mock-up (5/7)

7. (Cont)
   - All the input fields need to have a search capability either by code or by description
   - All the input fields require to have search help so that complex/advanced searches can be performed.
   - The PO number if not validated or erroneous should show as an error when selectin and it must not allow to complete the action
   - The WBS presented should be released and not closed and the set to allow postings
   - The cost centres presented must show only valid cost centres (based on the validity date)
   - The GL accounts presented must be activate in the company code where the invoice should be posted

Fiori APP – Assign Invoice Responsible
Improving Communication exchange - Mobile Mock-up (7/7)



9. (Cont)
   - When an invoice is submitted the invoice is validated in regards of the delivery of the service (goods receipt flag) and confirmation for posting.
   - When an invoice is rejected an information is requested either on a form of slider (e.g. wrong production accountant, the service was not delivered) or in the form of a comment that the AP processor can access
   - Once a status is changed for an invoice the counter of invoices should be updated accordingly