**Process**

This document will explain the object attachment solution for Aitken Spence Oracle Fusion Cloud. There will be a separate documentation which explains the scanning and invoice processing solution as well.

* Users can attach images (documents) for any transaction in the Fusion Cloud using **'ERP Object Attachment Service'.** As per partner recommendation, images/image folders will be uploaded to the DBCS on below mentioned locations.

1. AP Invoices - /home/orftp/fin/invoice\_img
2. Payment Vouchers - /home/orftp/fin/payment\_img
3. AR Invoices - /home/orftp/fin/ARinvoice\_img
4. Etc... (for any requirement which comes in future)

* Once the webservice has been triggered, based on the status of the service (Success or failed), images should move in to a separate Backup location, which could be viewed by an administrator.

e.g. BKP\_AP\_INVOICES (Main folder)

ATT\_IMAGES (Sub Folder)

FAI\_IMAGES (Sub Folder)

* Image name should include a suffix (date and time) before moved in to the backup folder.
* Users should able to receive an alert, which lists down module wise (AP, AR) transactions which does not have an attachment once day. Further, users should able to get information from fusion on non-attached transactions based on the date and time provided.

E.g. – User receives an alert on 12th November 2018 at 8:00AM which lists the non-attached AP invoices of 11th November 2018.

* After 3 to 4 months, based on the capacity usage, administrator could move backup folder to offline location where he/she can retrieve for any emergency requirement.

**AP Invoices Process Flow**

Webservice Checks images in scheduled periods (3 minutes)

Images in DBCS (Saved under barcode number)

Attached?

Yes

No

End

Add date and time Suffix and Move to Backup Location (Success Folder)

Add date and time Suffix and Move to Backup Location (Failed Folder)

Attach image to AP Transaction

Trigger email alert\* to users (Once a day – 8:00AM) listing non-attached transactions

Email Alert – This could be email alert/report which identified users receive automatically. Further, there should be a way to get information for a user (non-attached transactions) through the Fusion.