

# **FDM Posting Engine Guide**

## **Section 3 – User Guide for the FDM Posting Engine**

This section of the guide provides details of the primary ‘flow’ for using the Posting Engine to initiate postings, and indicates the steps for performing postings.

### **Section 3.1 –Posting Engine Process Flow**

All postings made via the FDM Posting Engine will follow a standard flow. This has been captured in the diagram on the following page (see Diagram 1).

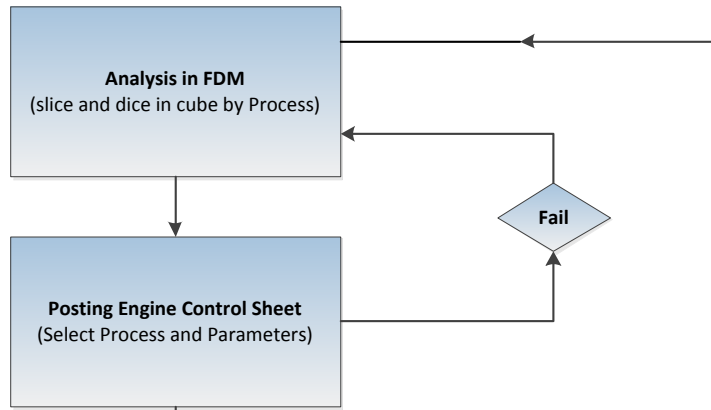
The posting process will have been developed by both the BAU Finance team and the FDM Development Support team.

When following this process flow, the following high level process is generally followed:

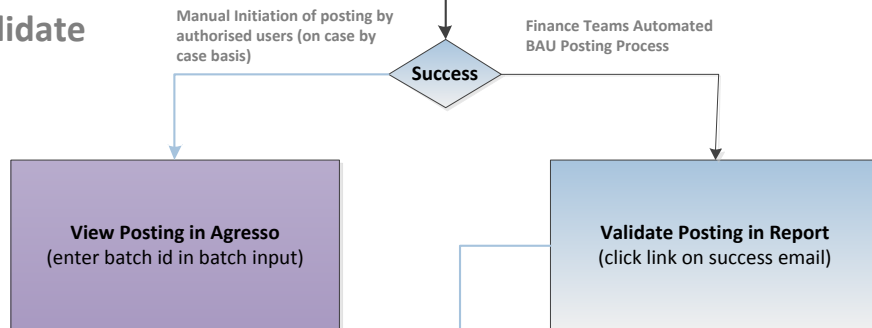
- Perform analysis during BAU process to determine the output that will be required for this posting period. Note that:
  - Analysis worksheets will generally be built when agreeing with the end-to-end process with the FDM Development Support Team and the development of the FDM queries required for posting.
  - Analysis worksheets will be maintained within the BAU Finance team and located on either the Finance LAN or Sharepoint (depending on the approach determined for each posting process/sub-process).
  - Analysis worksheets will be run each period with updated parameters to use to check the Posting Engine outputs. Teams will also perform any additional analysis required on a case by case basis to ensure the postings created can be compared.
  - It is not expected that Analysis worksheets will change significantly from period to period.
  - Where Analysis worksheets do change, the posting required by the Posting Engine will need to be reviewed to ensure queries are still appropriate.

Additionally, the BAU Finance Team will need to ensure they have a robust change management process to manage Analysis worksheet versions.
- BAU Finance Teams will also need to ensure they have a robust Signoff process for controlling the submission, approval and checking/reconciliation of their postings.
- Complete the Posting Engine Control Sheet and generate the appropriate posting from the FDM. The posting outputs will be based on queries that have been agreed/developed by the BAU Finance team and the FDM Support team) – see Section 2.1.

## Generate



## Validate



## Post

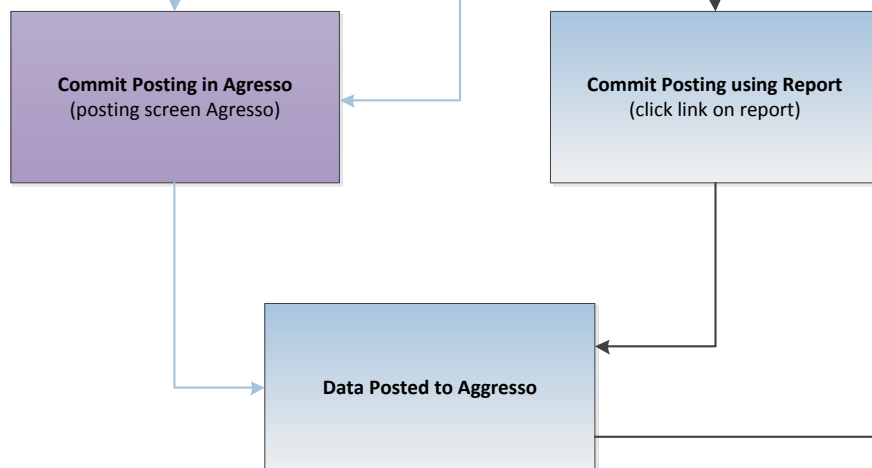


Diagram 1: FDM Posting Engine Process Flow

- Validate the postings by comparing the output from the Posting Engine with the correct postings identified in the analysis phase to ensure the correct selections have been made by the Posting Engine
- Commit the postings into Agresso. This is performed via accessing a Reporting Services report from a link included in the confirmation e-mail sent by the Posting Engine once the journal has been created and sent to Agresso.
- Note in the above diagram that there is a potential to perform a submission on the Agresso in a manual way, but this will be limited to authorised individuals and generally only used on an exception basis when building new processes that will piloted for short periods (will be tested first prior to use in production however).

## Section 3.2 – Using the Control Sheet

A standardised control sheet is used to initiate postings within the FDM Posting Engine. This is located on Sharepoint – see Section 3.2.2 step 1 below.

This provides a controlled mechanism that underpins the postings generated from FDM processing, and specifically ensures the posting process is both (a) pre-prepared for running at the appropriate points for each period during financial reporting cycles and (b) can only be initiated by authorised staff within each BAU team.

### Section 3.2.1 – Control Sheet Format

The format of the control sheet is standardised to ensure that all posting processes are both clear and can be performed efficiently by each team.

Core elements of the Control Sheet include the following:

1. The **Process Column Slicers** which indicate the **Process** and **Sub-process** that posting can be performed for. This is selectable and will depend on the BAU processes (and sub-processes) that have been integrated into the FDM Posting Engine.

These Process and Sub-processes identifiers will ensure:

- Processes and Sub-processes are defined in a consistent manner within both Agresso and FDM.
- Postings are clearly identifiable to the posting process they relate to.
- Are only linked to the selected process and sub-process and thus appropriate to the process generating them.

2. The **Posting Slicers** that can be selected in various combinations to control the posting process. These will be activated as required by the user, and used to generate the posting entries.

Only valid posting slicers will be displayed for any given Process and Sub-process. The Posting Engine will ignore any incorrect selections to ensure the integrity of agreed postings between FDM and Agresso.

3. The **Generate Posting button** that is activated once the appropriate selections for the posting have been made and posting is to be initiated.

Postings generated will automatically be scheduled for posting pending approval

A screenshot of the Control Sheet has been included below. This also highlights the three elements outlined above:

The screenshot shows the 'Finance Data Mart Posting Engine' control sheet. It includes the following components:

- Process:** A list with 'UA' and 'US' (highlighted).
- Time Series:** Options for 'Current Period', 'LTD', 'Percent of Open Period Total', and 'VTD'.
- Accounting Period:** A grid of years from 201705 to 201309.
- YOA:** A list of years from 'OLD' down to '2013'.
- Entity Code:** A list of codes including '2623', '3622', '3623', '6050', '6107', '623', 'APUL', 'AUAIP', 'AUBTRUST', 'AUBUPL', 'AUSELIM', 'BBFL', 'BBML', 'BERE', 'BMEL', 'BRQS', and 'BSIN'.
- Sub Process:** A list with 'US' (highlighted).
- Client Code:** A list with 'BP' (highlighted).
- Generate Posting:** A button at the bottom center.

Three blue arrows with red circles containing numbers 1, 2, and 3 point to the 'Sub Process' list, the 'Generate Posting' button, and the 'Entity Code' list respectively.

### Section 3.2.2 – Process Steps for Posting

To perform a posting of transactions via the Posting Engine, the following steps will need to be followed:

**Step 1:** Access a copy of the standard control sheet on the FDM Sharepoint site. The control sheet used to initiate a posting process is located at the following address:

<http://sharepoint01/sites/Finance/FDM/Control Sheets/Forms/AllItems.aspx>

The name of the control sheet is “**FDM Posting Engine**”

Note 1: This control sheet must always run from this location as it is the latest version and has appropriate controls to ensure it run by authorised staff for formal production processes.

Note 2: It is recommended that users include this location on Sharepoint as a favourite in Internet Explorer to ensure easy access to the control sheet whenever it is required.

**Step 2:** Undertake the preliminary analysis that is required for each posting period for the particular posting required. Most teams will have developed a standard analysis sheet that can be used to check the posting that will be created by the FDM.

**Step 3:** Update the Control Sheet to reflect the postings that will be required.

An example of a Control Sheet for Gross Ultimates is indicated below:

The screenshot displays the 'Finance Data Mart Posting Engine' interface. It features several dropdown menus and a grid of accounting periods. The 'Process' dropdown is set to 'US'. The 'Time Series' dropdown is set to 'LTD'. The 'Accounting Period' grid shows various years, with '201501' highlighted. The 'YOA' dropdown is set to '2015'. The 'Entity Code' dropdown is set to '2623'. A 'Generate Posting' button is located at the bottom.

When highlighting the appropriate slicers to frame the posting, please note:

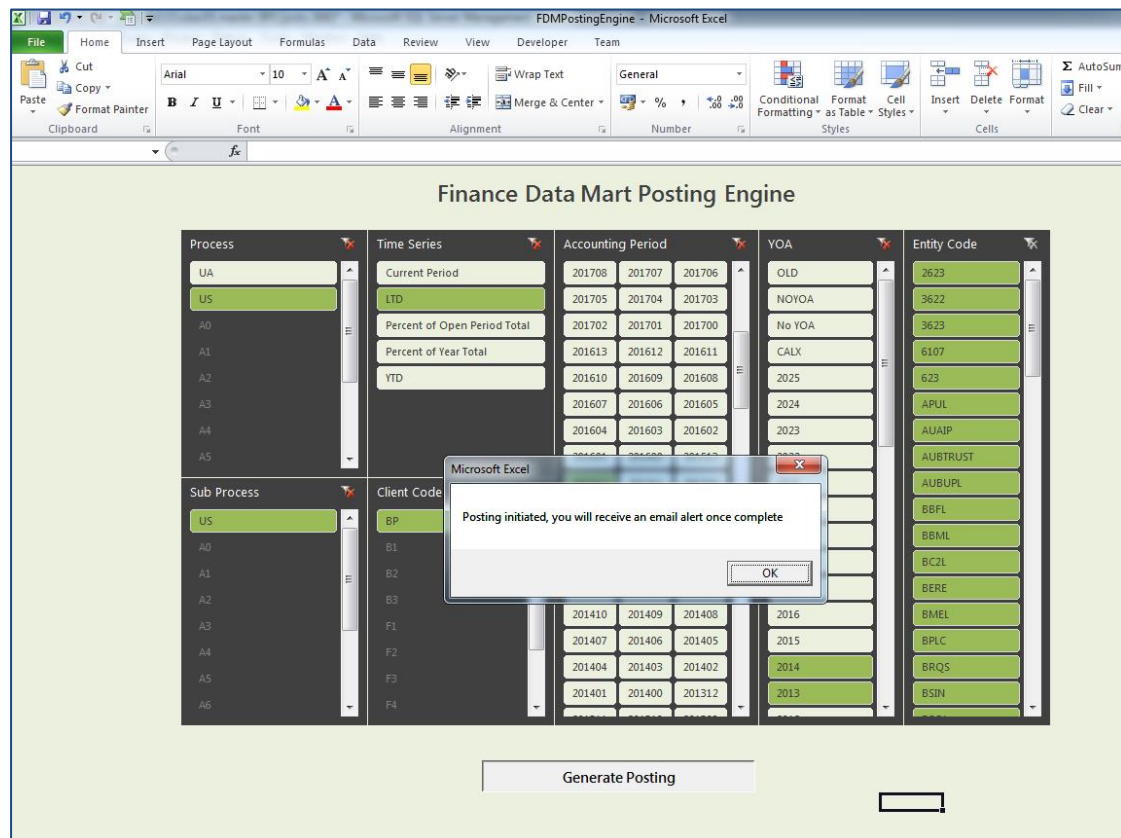
- Only the items that can be selected based on the posting type will be available.

What can be selected is controlled by the posting creation query definitions which are implemented into the Posting Engine.

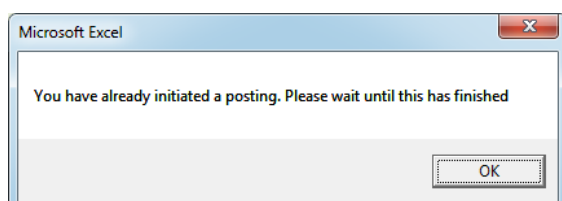
These can only be changed by the FDM Support Team – please contact the team via the e-mail address [fdm@beazley.com](mailto:fdm@beazley.com) to initiate any new posting processes that might be required in BAU.

- Colours are used to indicate what is possible to post for the query:
  - Light Green. Available in the slicers and can be selected
  - Mid Green. Available in the slices and has been selected
  - Dark Green. Not available for selection
- Note: When selecting, the standard Microsoft approach to selections can be used:
  - Control Click will individually select or deselect items in the slicer
  - Shift Click will highlight from the previously clicked item in the slicer to the item that has been Shift Clicked. This can be used in combination with the Control Click to then deselect or additionally select individual items as required.

**Step 4:** Select the **Generate Posting** button. This will use the FDM server to create the postings. Users will see the following screen and a message to indicate that the Posting Engine is now creating the postings as part of the defined process:



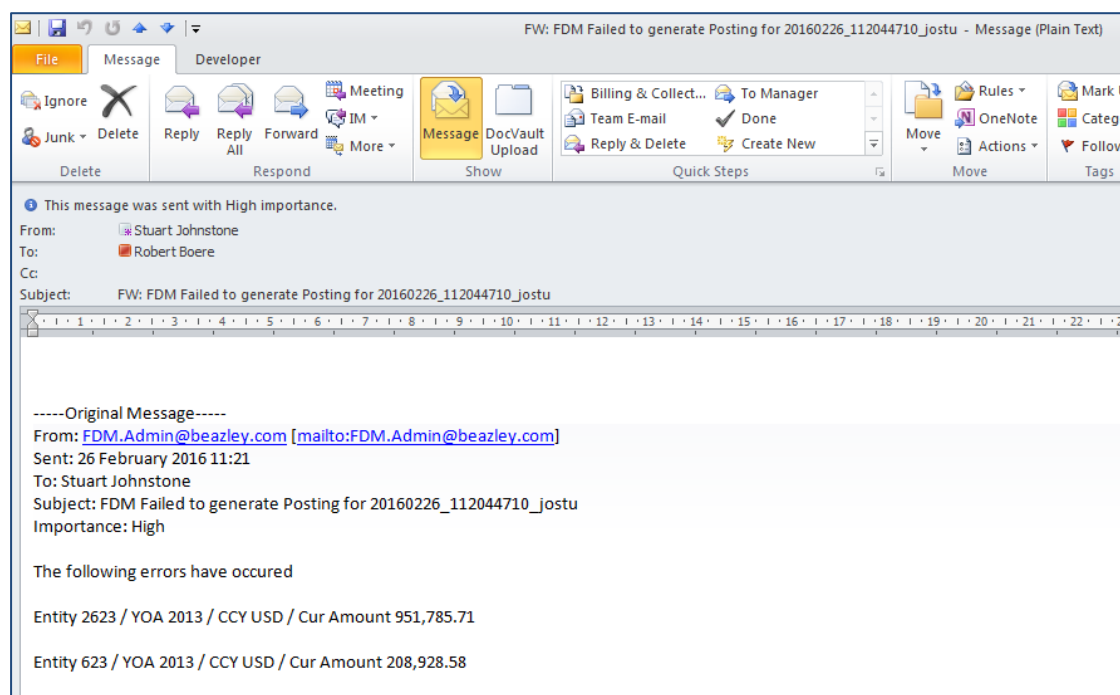
If a user accidentally hits the **Generate Posting** button again, the Control Sheet will automatically display the following message to indicate that processing is still occurring:



This prevents multiple postings from occurring at the same time.

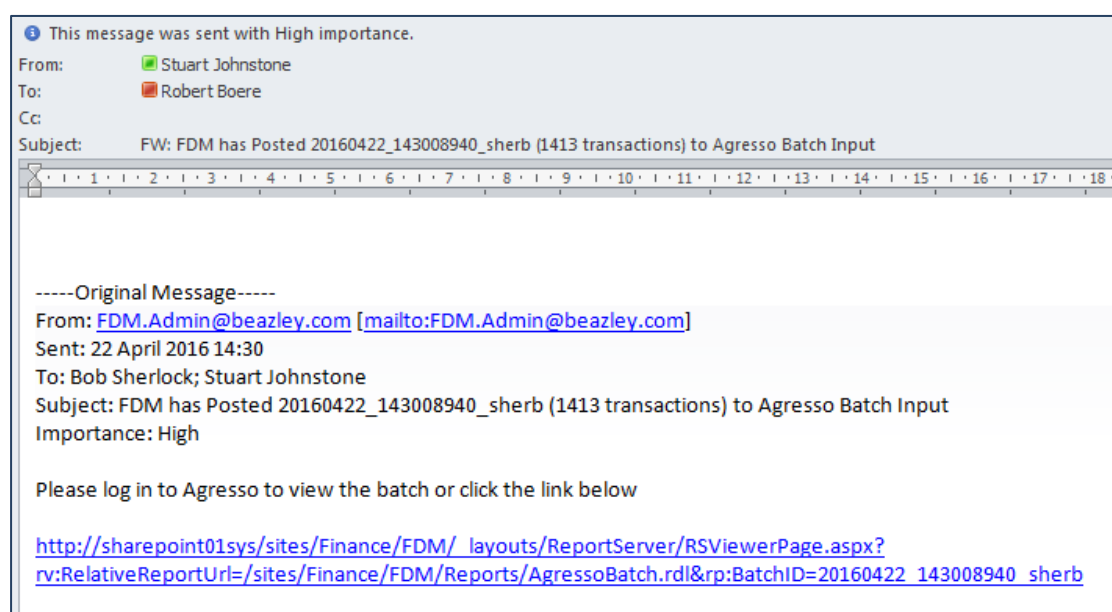
**Step 5:** The user submitting the Control Sheet will receive a confirmation e-mail once the posting has been created and has been placed in the Agresso ACR Batch Input table, or will receive notification that errors have occurred.

- Where errors have occurred the confirmation e-mail will appear as follows:



Note: This email outlines any errors that were identified. These can be followed-up and resolved prior to re-initiating the posting process. If a user has any issues with posting please contact the FDM Support Team on [fdm@beazley.com](mailto:fdm@beazley.com).

- Where successful creation of postings has occurred the confirmation e-mail will appear as follows:



**Step 6:** Once the successful creation of postings confirmation e-mail is received, the user can click on the link in the confirmation e-mail to access the Reporting Services view of the postings which is held on Sharepoint.

This view will appear in the users Internet Browser as follows:

Global Finance > Finance Data Mart > Reports

Actions | 1 of 1 | Find Next | 100%

**Enter password for 201603 to enable posting link**

When enabled link can be clicked to commit posting

Link enabled if password entered for a password protected period

**Agresso Batch Input**

Batch ID: ProfCom2201603 623 2019

Transactions to post to Agresso ledger

Totals by YOA, Entity and CCY

Voucher Type: JV Voucher Date: 31/03/2016

YOA: 2014

Tri Focus	Description	Cat 2	Cat 5	Cat 6	Cat 7	Trans Date	Amount	USD
Entity: 623								0.04
Account: 59500								0.04
Account: 62155							814,987.56	(0.06)
Account: 83220							(814,987.56)	
Entity: BBFL								(0.10)
Account: 59500							(0.10)	
Account: 62155							(814,987.56)	
14	201603 Profit Commission on 2014 YOA				BBFL	01/01/1900	(8,441.15)	(8,441.15)
22	201603 Profit Commission on 2014 YOA				BBFL	01/01/1900	(6.90)	(6.90)
23	201603 Profit Commission on 2014 YOA				BBFL	01/01/1900	(93,540.46)	(93,540.46)

Parameters: Show Transactions: No, Password:

**This must be compared to the Preliminary Analysis worksheets to ensure the postings to be performed are appropriate/aligned to the intended postings.**

Once this check is completed, the user may commit the posting in Agresso as follows:

- The posting period (accounting period) is open** – Users can right click the link to post the batch to Agresso and no password is required.

File Edit View Favorites Tools Help

Finance > Finance Data Mart > Reports

Actions | 1 of 1 | Find Next | 100%

**Please click period 201604 to commit Batch to Agresso**

**Agresso Batch Input**

Batch ID: 20160324\_135329943\_jostu

- The posting period is password protected** - The link is disabled until Users enter the password parameter (on right hand side) and re-run the report. If the password is correct, the link will be enabled as above.

File Edit View Favorites Tools Help

Finance > Finance Data Mart > Reports

Actions | 1 of 1 | Find Next | 100%

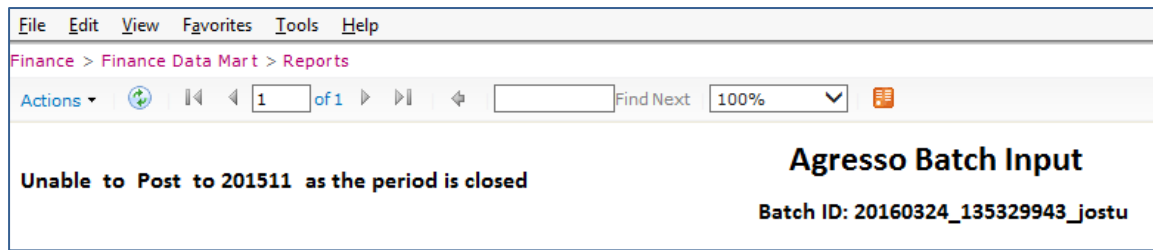
**Enter password for 201602 to enable posting link**

**Agresso Batch Input**

Batch ID: 20160324\_135329943\_jostu



3. **The posting period is closed** – The link is disabled preventing the batch being committed to Agresso. Entering a password will not enable the period.



Note: If the Sharepoint link does not work correctly, please contact to FDM Project Team and request that your access be enabled. The team can be contacted at: [fdm@beazley.com](mailto:fdm@beazley.com)

### Section 3.3 – Reviewing Postings

Users will now be able to review the postings in FDM once the postings are reflected in the FDM Cube as part of the realtime postback processing.

It is the responsibility of the team initiating the postings to ensure that the postings are both accurate and complete.