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RAMCOAVIATIONSOLUTION
VERSION 5.9

USERGUIDE
AP INVOICING HUB

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ABOUT THIS MANUAL

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco Aviation Solution.

This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based soft

HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 4 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **AP Invoicing Hub** business process. The sub-processes are explained in the remaining chapters.

Chapter2 focuses on the sub process **Review / Process Scanned Invoices &Notes**.

The **Index** offers a quick reference to selected words used in the manual.

DOCUMENT CONVENTIONS

- The data entry has been explained taking into account the "Create" business activity. Specific references (if any) to any other business activity such as "Modify" and "View" are given as "Note" at the appropriate places.
- **Boldface** is used to denote commands and user interface labels.

  Example: Enter **Company Code** and click the **Get Details** pushbutton.
- Italics used for references.

  Example: *See Figure 1.1.*
- The icon is used for Notes, to convey additional information.

REFERENCE DOCUMENTATION

This User Guide is part of the documentation set that comes with Ramco Aviation Solution.

The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems' Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

WHOM TO CONTACTF ORQUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

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INTRODUCTION

The **AP Invoicing Hub,** part of the **Payables Management** business process is a simple performance-driven solution designed to increase invoicing efficiency and provide a highly productive, yet simple performance-driven environment. It is compact and reduces traversals to multiple screens.

The **AP Invoicing Hub** business component comprises of two activities:

Accounts Payable Hub: This process enables the AP clerk to efficiently manage invoicing activities. All supplier invoices and notes can be managed easily. User Prefereces can be used to personalize and control the documents appearing in the hub. You can perform bulk processing of invoices and notes across document types like authorizing, matching, reversing, hold, release, delete and so on.

Review / Process Scanned Invoices & Notes: This process enables the Finance team to evaluate and validate the invoices/notes sourced from a third party application, such as the OCR system. Post successful validation, the invoices are incorporated into the Ramco invoicing system and processed to theirlogical end, such as authorization and release.

ACCOUNTS PAYABLE HUB

The **AP Invoicing Hub** is a one-stop shop for completing the tasks at hand in the invoicing process and proceeding to the next course of action.

The hub presents only the important and relevant information based on the login user's role or function. The rest is just a click away. Actionable data in the form of links indicates the next course of action to be performed. Also, alerts are color coded and displayed indicating the status of the records.

There is provision to enable documents that alone can be worked upon or to restrict the action buttons for specific users. This can be done by setting up the user role access rights preferences in the **User Preference** page that can be accessed from this Hub. Also, you can quickly create a document with the minimal information and can use the Easy Launch panel to go to the desired page to make modifications.

Additionally, the scanned invoices/notes sourced from third party systems are also routed to the AP Hub. From here, the users can process these documents by executing the requisite actions.

Key Features

- A one-stop screen with a To-do list to complete the task in hand and proceed to the next course of action.
- Based on user role access rights.
- Bulk and single invoice processing at a click.
- Quick creation of a document, Order based Invoice or and Delivery Charges Invoice (Way bill based)
- User preference where the user can set the applicable documents and suppliers that will come under his review.
- Tree to multiline navigation for further processing of documents.
- Alerts enable document payment status information at a glance.
- Advanced and Basic Search options to track documents including those in Authorized/ Overdue status.
- Data used for effective decision making.
- Follow up / next course of action through relevant links.
- Re-route documents to users for authorization
- Authorize invoices
- Track and assign pending documents

2.1 WORKING WITH ACCOUNTS PAYABLE HUB

The hub presents only the important and relevant information based on the login user's role or function. This process enables the AP clerk to efficiently manage invoicing activities. All supplier invoices and notes can be managed easily. User Preferences can be used to personalize and control the documents appearing in the hub. You can perform bulk processing of invoices and notes across document types like authorizing, matching, reversing, hold, release, delete and so on.

2.1.1 How to launch AP Invoicing Hub

1. Select the **AP Invoicing Hub** activity from the **AP Invoicing Hub** activity of the **Payables Management** business component. The **AP Invoicing Hub** appears. *See Figure 2.1.*

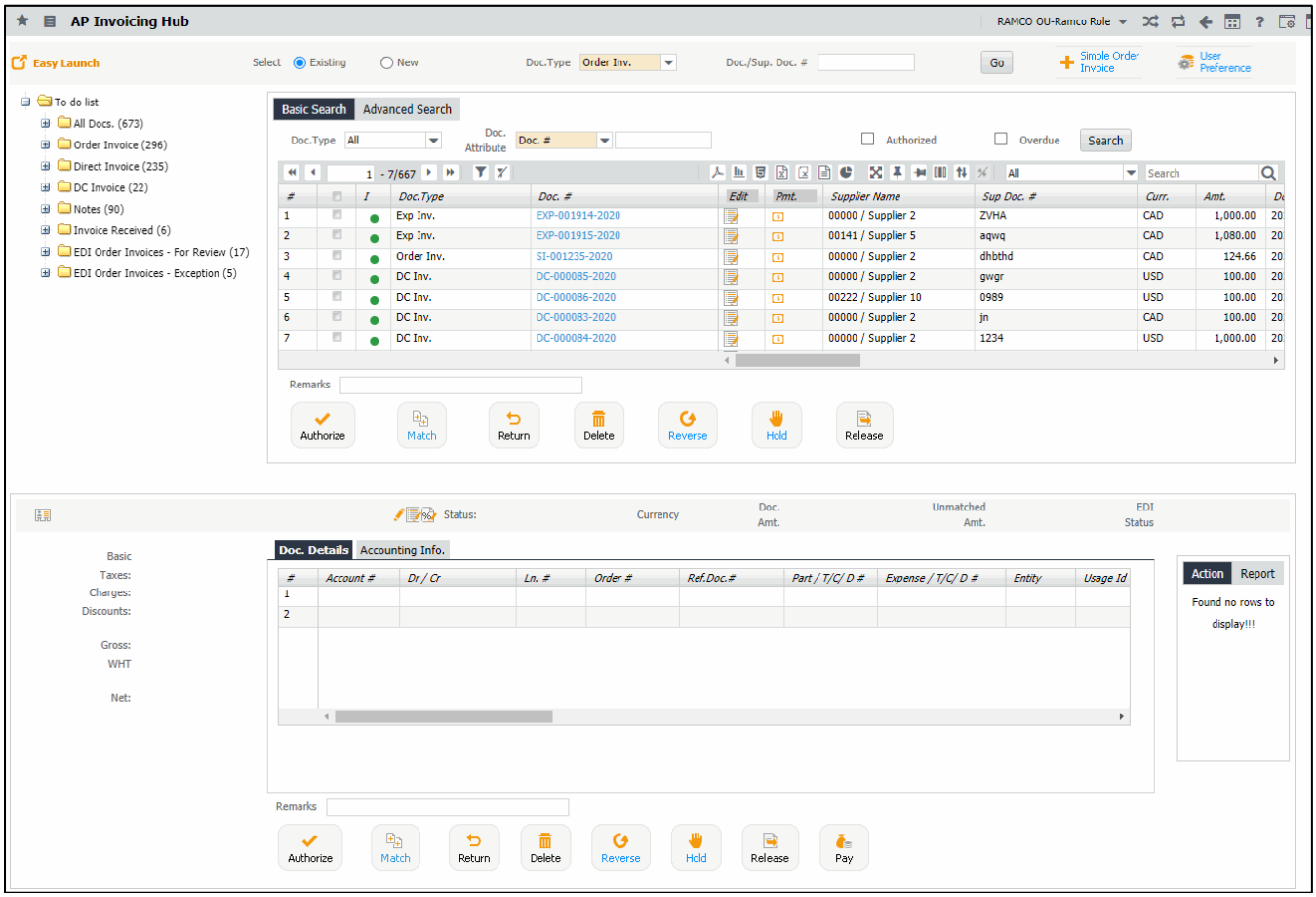

Figure 2.1 AP Invoicing Hub

2. Select the **Existing** radio butt on to open an already existing document, else select the **New** radio button to create a new document.

3. Use the **Doc. Type** drop-down list box to select an already existing document which you wish to modify details.

4. Click **Go** pushbutton to proceed further.

5. Use the **Basic Search** or the **Advanced Search** tabs to filter and retrieve data in the multiline below.

Note that the multiline displays status of invoice payment in color code Green indicating document is not yet due or for closed documents Red indicating documents which has crossed its due date and Amber indicating documents which are nearing its due dates.

The system retrieves all the details in the multiline as per the search criteria specified.

*Note that the default **Tree Structure** displays the parent node and root nodes along with their respective document counts based on **User Access Rights** and **User Preferences**.*

6. Select the records in the Tree Structure in the **To-Do** List section to retrieve the details of the selected document in the adjacent multiline.

7. Click on the hyperlinked **Doc #** column in the multiline to retrieve details of that document in the multiline below.

8. Select the action buttons to process invoices in bulk.

Note: The action buttons are available for the user as per the access right only and is indicated by a tick mark.

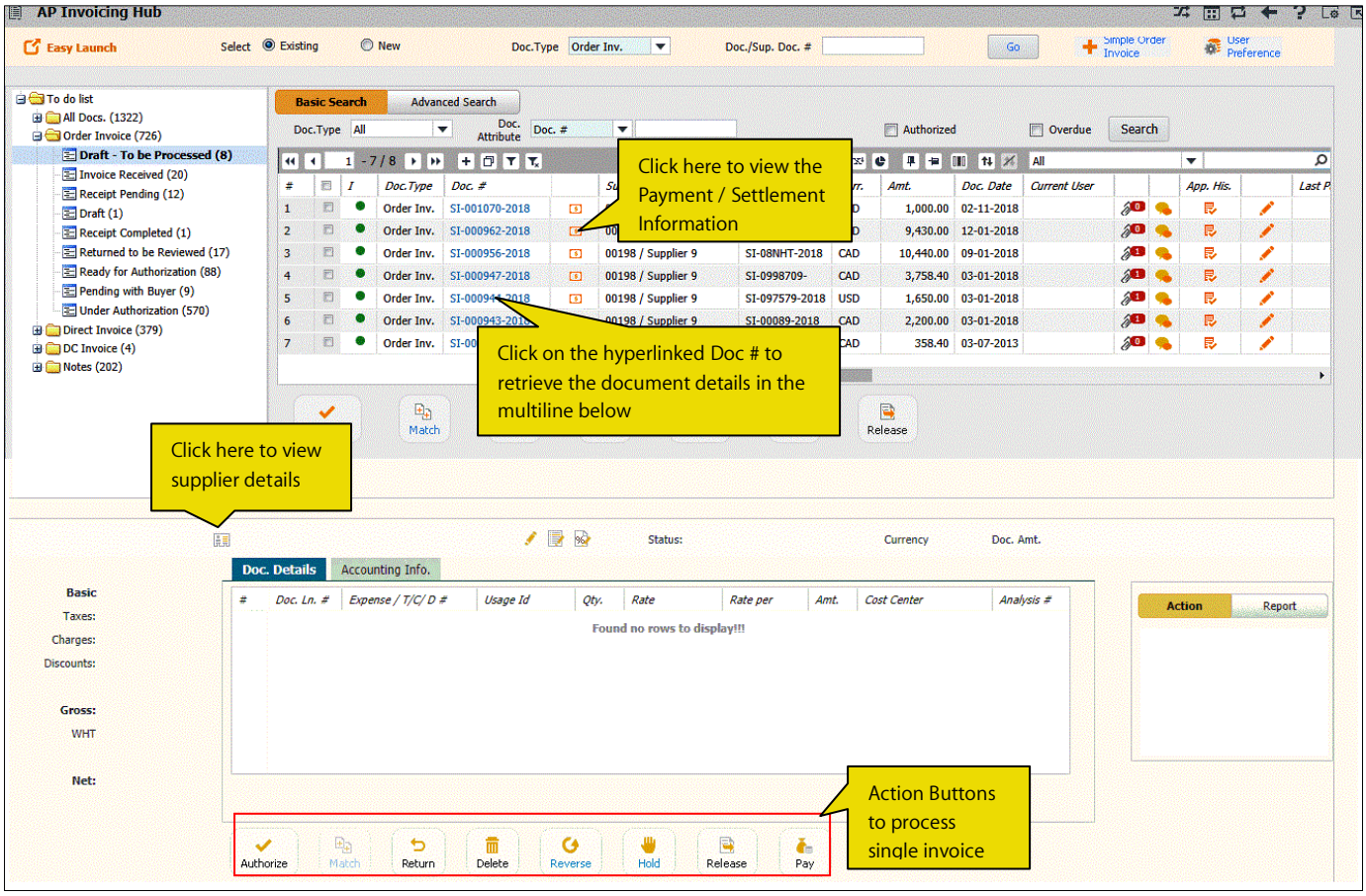

Figure 2.2 AP Invoicing Hub - multiline

9. Select the hyperlinked **Doc #** in the multiline to retrieve the details in the multiline below.

10. Click the icon in the multiline to modify multiple invoices. On click of the icon the screen navigates to the **Maintain Invoice** screen where the user can modify multiple invoices using the toggle option.

11. Click the icon in the multiline to display the "Payment Information" smart popup which enables to view the Payment / Settlement information of a document.

12. Click the icon in the multiline to modify the "Due Date" and "Discount Date" for Authorized Supplier Documents in the "Payment Schedule" screen.

13. Select the **Doc Details** tab to view details of the document selected.

14. Select the **Account Info.**tab to view account information details of the selected record.

15. Select the action buttons to process a single invoice.

Note: The action buttons are available for the user as per the access right only and is indicated by a tick mark.

To proceed, carry out the following:

- Click the **Actions** section in the right side of the multiline to select any of the links listed to perform the next possible action.

- Click the **Report** section in the right side of the multiline to select any of the reports listed to generate them in PDF format.

Payment Information smart pop-up

1. Click the icon in the multiline to display the "Payment Information" smart popup which enables to view the Payment / Settlement information of a document. *SeeFigure2.3.*

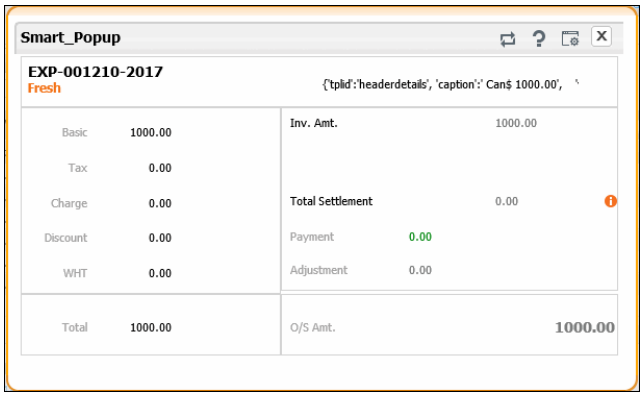

Figure 2.3 Payment Information Smart Pop-up

The "Payment Information" smart popup displays the following details:

- The total amount, tax value, charge, discount, WHT and Total amount of the invoice are displayed in the left section.
- The total settlement, Payment, Adjustment, O/S amount of the invoice are displayed in the right section of the pop-up.

REVIEWING AND PROCESSING SCANNED INVOICES & NOTES

Typically, in many organizations, a third party application is used to scan and generate data feed out of the supplier invoice data. The feed is then supplied to the Ramco Supplier Invoicing function to generate Order Based Invoice, Expense Invoice, Account Based Debit Note, Account Based Credit Note, Item Based Debit Note and Item Based Credit Note documents.

However, prior to any valid action on these documents, users must review, rectify and validate them since they have been inducted from a non-Ramco source. This process enables the Finance team to evaluate and validate the invoices/notes sourced from a third party application, such as the OCR system.

Each document thus generated by the Ramco Supplier Invoicing function is tagged with a tracking ID that is crucial for tracking the progress of the invoice/note. The documents are

not deemed fit for invoicing as long as they hold the tracking ID status as 'Errors' or 'Exceptions'. Upon rectification of errors and exceptions, the tracking ID status of these documents becomes 'To be processed'. These documents are then routed to AP Hub in which the users can process the documents to the logical conclusion by executing requisite actions in the Accounts Payable Hub activity.

The system evaluates the scanned documents against the Ramco Supplier Invoice function rules. Based on this, at the very onset of the activity, a breakup and count of the scanned documents with their error summary shown under the following heads:

- Errors: Documents that do not contain mandatory information are classified under Errors.
- Exceptions: Documents that contain incorrect information are classified under Exceptions.
- To be Processed: Upon rectification of errors and exceptions, the documents are deemed fit for processing and hence are categorized under To be Processed.

Users can perform the following vital actions on the scanned documents:

- Remove errors by modifying details
- Update details and eliminate exceptions
- Validate documents
- Generate supplier invoices/notes from validated documents and route them to Accounts Payable Hub for further processing
- Cancel tracking IDs thereby nullifying the related scanned documents

Remedy for errors and exceptions: Being intuitive, this activity also assists users by identifying errors and exceptions. Users can take a clue from the error message provided against the invoice / note and resolve them by updating the details of the document.

3.1 REVIEWING/ PROCESSING SCANNED INVOICES AND NOTES

1. Select the **Review / Process Scanned Invoices & Notes** link under the **Accounts Payable Hub** business component.

   The **Review / Process Scanned Invoices & Notes** page appears. *See Figure3.1.*

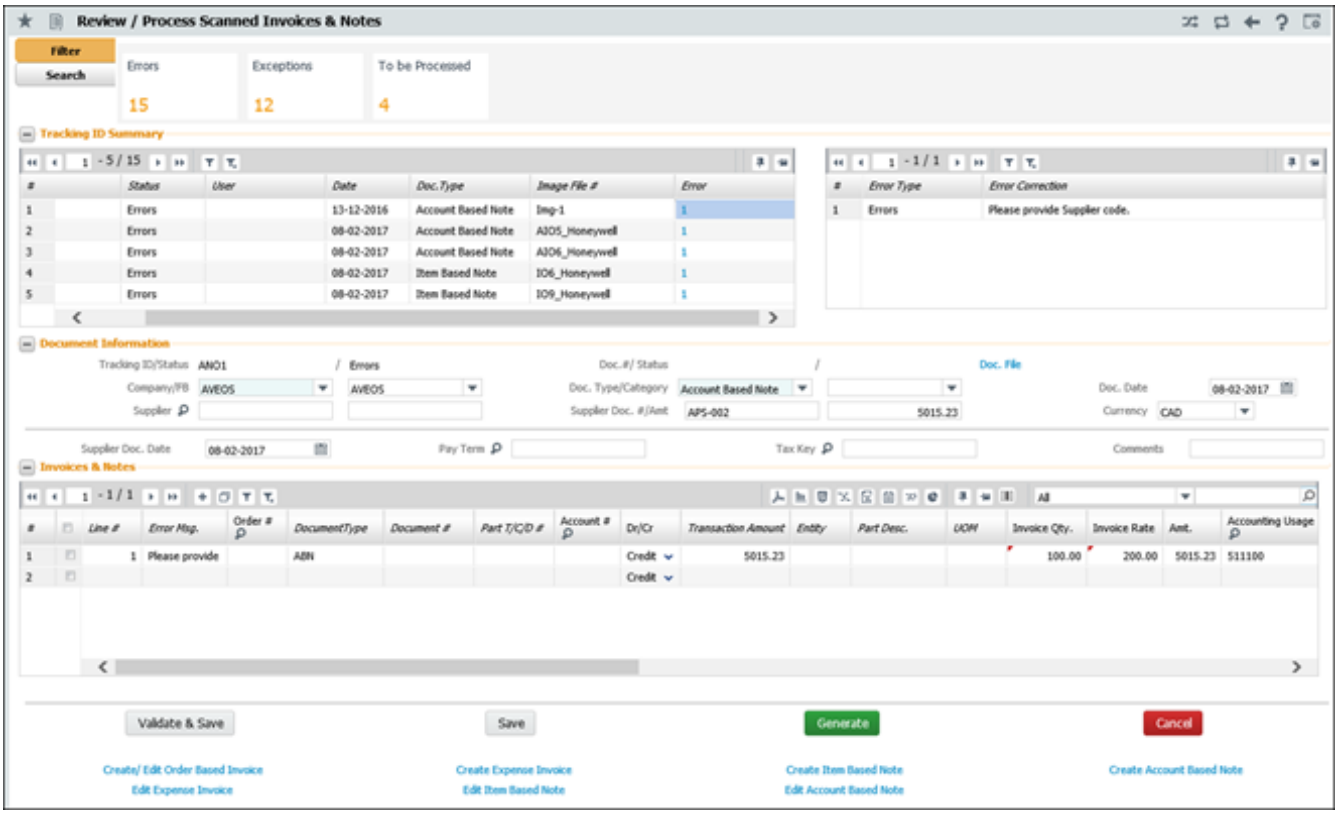

Figure 3.1 Review and process invoices and notes sources from external applications

3.1.1 Default Retrieval

2. Click the **Filter** pushbutton to display the following tiles: (However, the following appears by default on launch of the page.
   - Errors: Displays count of scanned invoices and notes with missing mandatory details
   - Exceptions: Displays count of scanned invoices and notes with erroneous details.
   - To be Processed: Displays count of execption-free and error-free scanned invoices and notes.
3. Click **Errors** to display invoices/notes with Tracking ID Status as "Error" in the "Tracking ID Summary" multiline. This status implies the documents do not contain mandatory information.
4. Click **Exceptions** to display the invoices/notes with Tracking ID Status as "To be Processed" in the "Tracking ID Summary" multiline. This status implies the documents contain wrong information.
5. Click **To be Processed** to display the invoices/notes with Tracking ID Status as "To be Processed" in the "Tracking ID Summary" multiline. This status implies the documents are now free of errors/exceptions and invoices/notes can be generated from them.

3.1.2. Search Retrieval

1. Alternatively, you can click the **Search** pushbutton to display the search criteria group box to enter the specification of invoices/notes sourced from the OCR/non-OCR systems you wish to retrieve. *See Figure 3.2.*

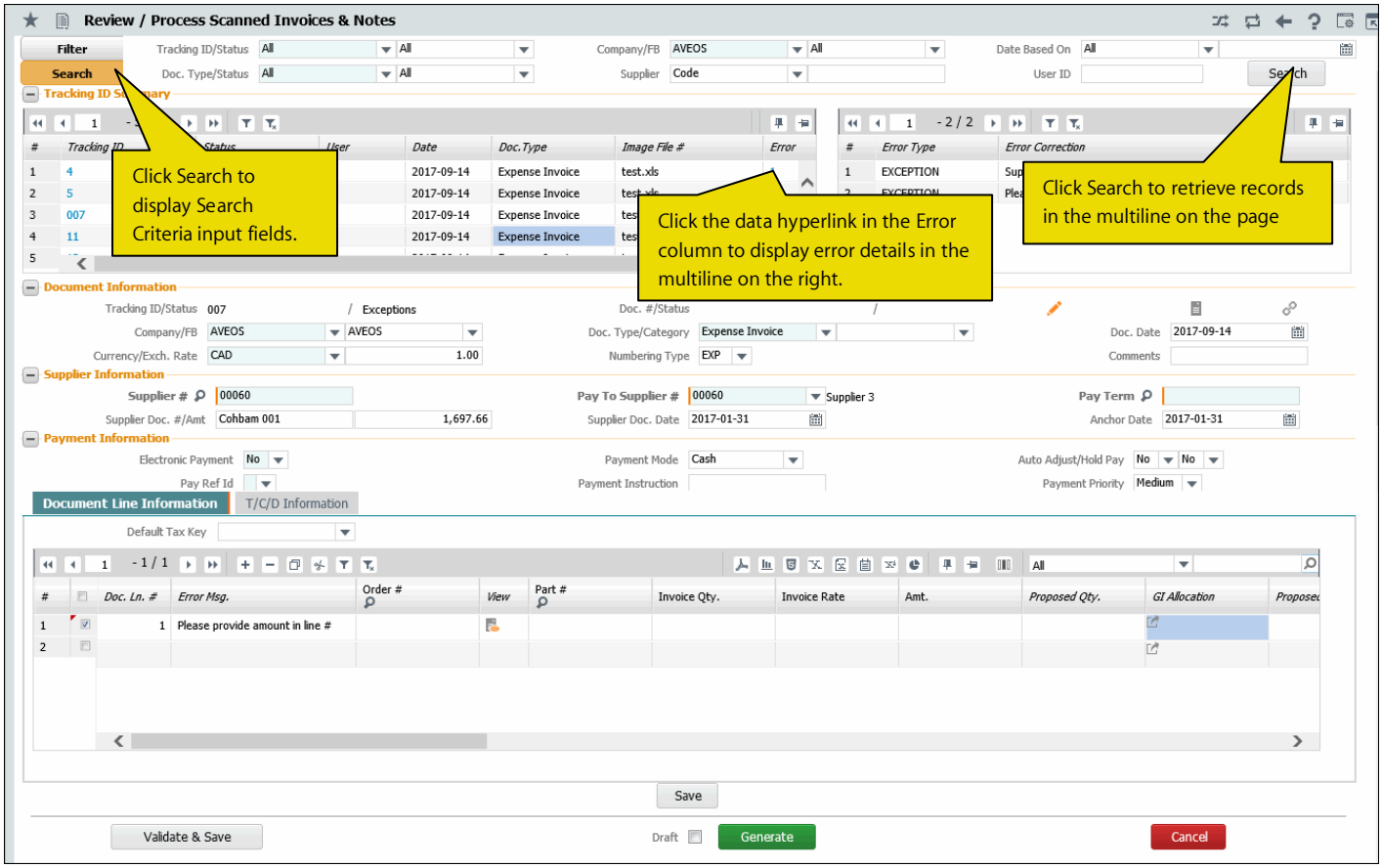

Figure 3.2 Search criteria for retrieval of invoices and notes for processing

2. Click the **Search** pushbutton below the search criteria to display the retrieved documents in the first multiline under "Tracking ID Summary".

3.1.3. Analyze invoice/note errors

3. To display error details on the right, click the data hyperlink in the Error column of **Tracking ID Summary** multiline.

3.1.4. Data entry to update records/remove errors and exceptions

4. In the **Document Information** group box, click the hyperlinked **Edit Icon** to edit the invoice if the status of Invoice is Draft, Fresh, Matched or Auto Matched failed.
5. Click the hyperlinked **Doc. File** to view the file contents.
6. Click the **AP HUB** icon to re-route the user to AP Hub Screen.
7. use the Company /FB drop-down list box to select the company for the tracking ID.
8. Use the **Doc. Type/Category** drop-down list box to select the type of the document. The drop-down list box displays the following: 'Order Based Invoice', 'Expense Invoice', 'Item Invoice', 'Account Based Note' and 'Item Based Note' in addition to 'All'. From the next drop-down list box, select the user-defined Category to which the document belongs.
9. Enter the date on which the document was created in the **Doc. Date** field.
10. Enter **Supplier #, Pay to Supplier #and Pay Term** for the document.
11. Enter **Doc. #/Amt**, to indicate the supplier invoice/note associated with the document and its value.
12. Enter the date on which the supplier invoice/note was created, in the **Supplier Doc. Date** field.
13. Enter **Pay Term** and **Anchor Date** for the invoice/note document.

14. In the **Payment Information** group box, enter the **Electronic Payment**, **Payment Mode**, **Auto Adjust / Hold Pay**, **Pay Ref ID**, **Payment Instruction** and **Payment Priority** to specify the payment details.
15. Select the **Document Line Information** tab to review the invoice / notes details.
16. Select the **TCD Information** tab to enable the visibility of the TCD details of the invoice / notes.
17. First, select the check box for the invoice or note that you wish to work with. You can then click the pushbuttons for the required task.
18. Click the **Validate & Save** pushbutton to validate the correctness of the document and save the changes made in the document.
19. Click the **Save** pushbutton to save changes made in the document.
20. Click the **Generate** pushbutton to generate invoice / note from the document.
21. Click the **Cancel** pushbutton to nullify the tracking ID thereby cancelling the document.

Document Line Information

1. Select the **Document Line Information** tab in the **Review Process Scanned Invoice and Notes** page. *See Figure 3.1.*
2. In the **Document Line Information** multiline, enter the unique identification number for the document being, in the Order # field.
3. Enter the number identifying the part invoiced in the document in the **Part #** field.
4. Enter the quantity of the part invoiced in the document in the **Invoice Qty** field.
5. The invoice rate per unit of the part in the **Invoice Rate** field.
6. The total invoice amount for the part in the **Amount** field.
7. Enter **Accounting Usage** for the invoice amount and **Cost Center** to which the invoice amount is charged.
8. Enter **Analysis #** mapped to the account code to which the invoice amount is posted.
9. Enter **Sub Analysis #** of the analysis # mapped to the account code to which the invoice amount is posted.
10. Enter **Tax Key** and **Tax Amount** for the invoice/ note.
11. Enter **Expense Type** and **Expense Classification** for the invoice / note amount.
12. .Enter the account to which the invoice/note amount must be posted in the **Account #** field.
13. The amount in the invoice / note that is to be credited or debited in the **Dr. / Cr.** field.
14. Select the **Destination Finance Book** to specify the finance book to which the expenses defined in multiple finance books will be posted.
15. Select the **Destination Usage ID** to which expenses defined in multiple Usage IDs will be posted.

Note: The two fields 'Destination Finance Book' and 'Destination Usage ID' appear, only if the 'Document Type' is expense Invoice.

In the section below the multiline,

16. Enter the **EDI Status** and **EDI Remarks** of the EDI Invoice.
17. Select the **User Status** drop-down list box to specify the user status of the Supplier Order Based Invoice.

TCD Information

1. Select the **TCD Information** tab in the **Review Process Scanned Invoice and Notes** page. *See Figure 3.1.*

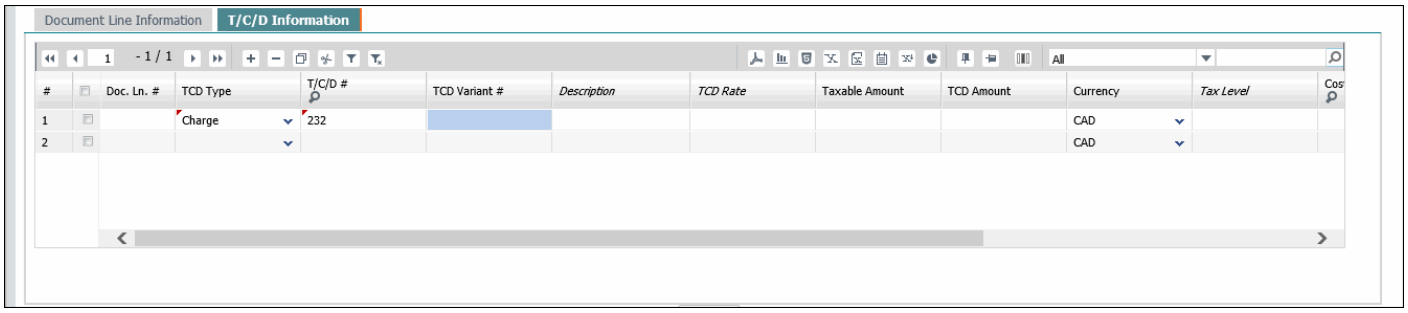

Figure 3.2 TCD Information tab

2. In the **TCD Information** multiline, enter the identification number for the line record in the multiline of the document.
3. Use the **TCD Type** drop-down list box to select the type of the TCD. The drop-down list box displays the following: "Tax", "Charge" and "Discount".
4. Use the **Currency** drop-down list box to select the code identifying the currency in which the TCD amount has been calculated. The system lists all the currencies which are permissible/ Assigned for the login OU Company.
5. Click the **GR Allocation** hyperlink to view the Goods Inward Allocation done for the order.

GR Allocation Pop-up

This Pop-up enables to view the quantity allocation of the Orders as per their respective reference document.

1. Click the icon in the multiline to display the "**GR Allocation**". GR Allocation shows the quantity allocation of the Orders as per their respective reference document. *See Figure 2.3.*

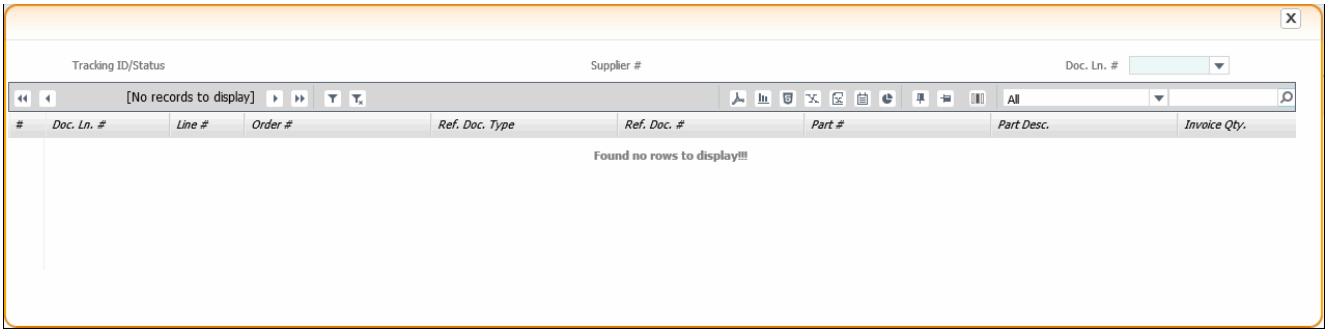

Figure 2.3 GR Allocation Pop-up

The "**Payment Information**" smart popup displays the following details in the header section:

2. The **Tracking ID/Status** for the invoice/note and the **Supplier #** associated with the document.
3. Use the **Doc. Line #** drop-down list box to select the record in the multiline of the order. The system lists all the records of the invoice/notes.
4. The **Invoice Qty**, **Invoice Rate**, **Invoice Amt.**, **Proposed Qty**, **Proposed Rate** and **Proposed Amt** fields are displayed in the multiline.

3.2 MANAGING SUPPLIER INVOICE UPLOAD

The **Manage Supplier Invoice Upload** screen enables to record bulk Supplier Expense Invoices and Supplier Order Based Invoices. Supplier # and Supplier Invoice # together will be the key based on which different invoices will get generated. Provision to show all the errors through bulk validation is provided in this screen.

1. Select the **Manage Supplier Invoice Upload** activity under the **Accounts Payable Hub** business component.

   The **Manage Supplier Invoice Upload** page appears. *See Figure 3.1.*

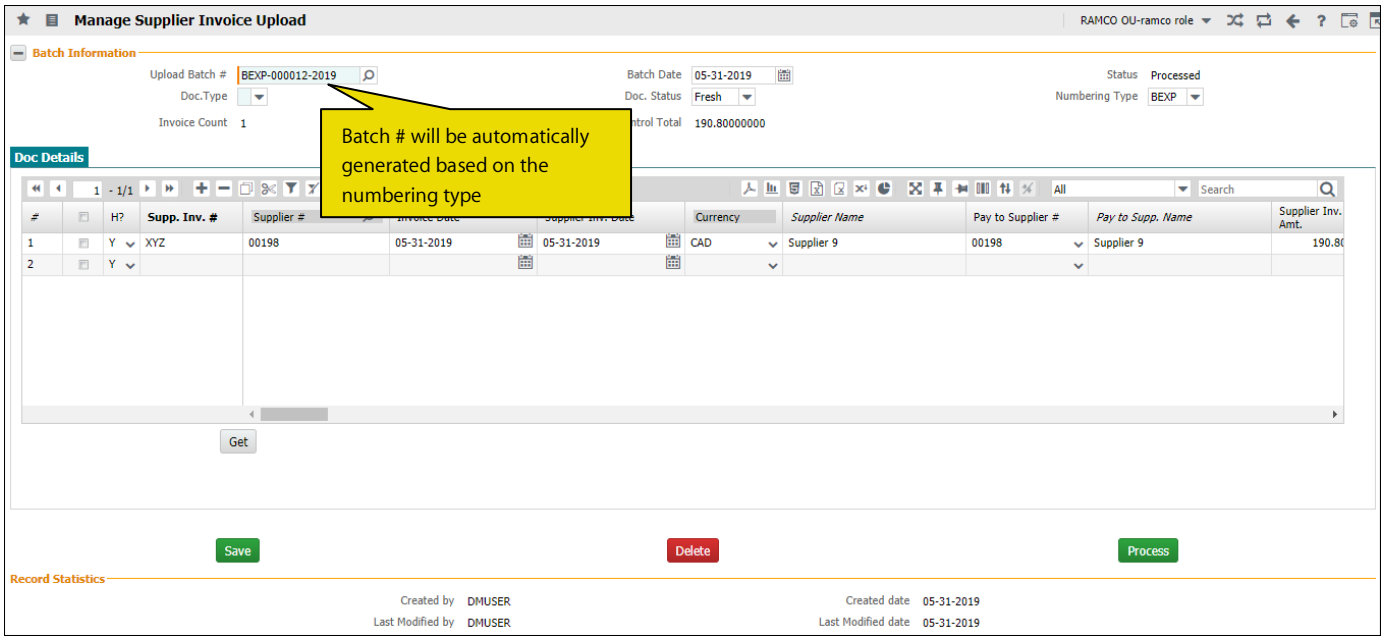

Figure3.1 Manage Supplier Invoice Upload

In the **Batch Information** section

2. Enter the **Upload Batch #**. Batch # will be automatically generated based on the numbering type. On entering an existing upload batch #, the system displays the batch details.
3. Specify the **Doc. Type** to generate the bulk supplier invoices which could be 'Expense Invoice' or 'Order Invoice'.
4. Specify the **Doc. Status** of the invoices.
   - If the Doc. Type is selected as 'Expense Invoice', then the system lists the values 'Fresh' and 'Matched'.
   - If the Doc. Type is selected as 'Order Invoice', then the system lists the values 'Authorized' and 'Matched'.

In the **Doc Details** multiline

5. Specify **H?** to indicate whether the .header details has to be repeated for the supplier invoice
6. Enter the **Supp. Inv. #**identifying the invoice that has been issued by the supplier.
7. Enter the **Supplier #**, **Invoice Date** and **Supplier Inv. Date**.
8. Specify the **Pay to Supplier #** to whom the payment must be made.
9. Specify the **Expense Category** for which the expense invoice is raised.
10. Use the **Codification Status** drop-down list box to specify the applicability of codification status. The system lists the following options:

- Codified - Indicates that the user is aware of the Codification and has to provide the name of the Codifier in the corresponding fields.
- Not Applicable - Indicates that Codification is not applicable for Expense Invoice.
- Pending - Indicates that Expense Invoice is pending for Codification and corresponding Codifier Name has to be provided.

11. Specify the **Pay Processing**, **Pay Mode** and **Pay Ref Id**.
12. Enter the **Anchor data** from which the payment schedule of the invoice would be calculated.
13. Enter the **Usage ID** mapped to the account code and **Amt.** invoiced for the item.
14. Enter the **Cost Center**, **Analysis #**, **Sub Analysis #** and **Expense Classification** for the invoice.
15. Specify the **Maint. Obj. Type** for which the expense is recorded which could be 'Aircraft Reg. #', 'Component #' or 'Facility Object #'.
16. Enter the **Cust Order #**, **AME #**, **SWO #** and **Task #**.
17. Use the **TCD Applied On** drop-down list box to specify the level in which the TCD is applied which could be 'Document' or 'Line' level.
18. Use the **TCD Type** drop-down list box to specify the type of TCD which could be 'Tax', 'Charge' or 'Discount'.
19. Enter the **Taxable Amt.** and **TCD Amt.** for the invoice.
20. Enter the **Cost Center**, **Analysis #** and **Sub Analysis #** of the TCD.
21. Specify the **Destination FB** to specify the finance book to which expenses defined in multiple finance books will be posted.
22. Enter the **Destination Usage ID** to which expenses defined in multiple usage IDs will be posted.
23. Enter the **Upload File #** that has to be attached with the invoice that is getting generated.
24. Click the **Get** pushbutton to retrieve the details of the Supplier in the multiline based on Supplier # provided.
25. Click the **Save** pushbutton to save the entered details in the multiline.

✎ *Note: On save, the Upload Batch # gets generated in 'Fresh' status.*

26. Click the **Process** pushbutton to process the batch.

✎ *Note: On click of "process", the Batch Status will get updated as 'Initiated'.*

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