



Payment Approval Workflow Automation

An Overview





Agenda

- About Avaali
- Avaali Payment Approval Workflow Overview

About Avaali

Who we are

- Specialist in Enterprise Information Management
- Headquartered in Bangalore, customers worldwide
- Over 50+ specialists, 250+ man-years of experience
- Partnership with BOB vendors –SAP, OpenText, Lexmark, Blackline, Canto etc.

What we do

- Advisory services to support in the creation of Enterprise Information Management strategies
- Connect strategy to execution
- Implement and support of best of breed technology solutions
- Solutions for Shared Service Centers

Differentiator

- Strong customer references in the businesses we operate in
- Rich understanding of solutions in EIM and its impact to achieve your business goals
- Specialized skill pool – with several years of global experience in implementation and advisory services
- High focus on accountability and delivering business outcomes for customers

Values

- Accountability
- Integrity
- Love for Success

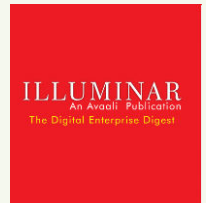
Why engage us



Thought Leadership

- Avaali continuously creates and invests in Digital thought leadership

- With over 20 editions, Illuminar has consistently enabled thought leadership on Digital Transformation topics
- Circulation is over 10,000 every month



Capabilities

- Our customers are able to leverage our rich capabilities to meet their Digital and SSC Goals

- Over 55+ consultants who are Digital specialists with functional and technology skills
- Senior consultants who come with varied experience



Ecosystem

- We partner with BOB solutions to help our customers leverage the apt solution for their requirements

- Partnership across EMEA and Asia with BOB vendors such as Lexmark, OpenText, Canto, Blackline etc.
- Leveraged some of these solutions for large scale SSC transformation projects for multiple customers across geographies



Rich client base

- We've partnered with large enterprises globally to help them realize their vision

- Over 45+ customers across geographies



Commitment

- Un-parallel commitment to our customers

- Customer references across all our projects, happy and satisfied customers.
- Consistently demonstrated value in the form of measurable outcome

<http://www.opentext.com/customer-stories/customer-story-detail?id=1239>
<http://www.opentext.com/customer-stories/customer-story-detail?id=1235>
<http://www.opentext.com/customer-stories/customer-story-detail?id=1190>
<http://www.opentext.com/customer-stories/customer-story-detail?id=1196>

Avaali – Payment Approval Workflow

How the solution helps

Streamlining and improving efficiency and governance of Payment Proposal approval

Current process

- ❑ Preparer Pulls accounting documents / Proposal into excel from SAP and send it to Approver

- ❑ Approver manually approves the excel / print out
- ❑ Tedious for approver to check documents / invoices against each entry, verify and approve
- ❑ Workflows are manual.

- ❑ Running Payment Run upon approval.

Issues with current process

- ❑ Long cycle time to execute the process.
- ❑ Tedious manual process - Prone to errors

- ❑ Long cycle time to execute the process
- ❑ Lack of visibility into the process
- ❑ Lack of audit trails
- ❑ People Driven / non standard process

- ❑ No / limited control to stop Payment Run before approval of Proposal.

How Payment Approval Asset helps

- ❑ Preparer will create a Payment Proposal.
- ❑ Workflow will be initiated and assigned to an Approver with an email Notification.
- ❑ Supporting documents can be attached.

- ❑ Automated workflows. Multi level approvals possible.
- ❑ Approver will have a view access of the Payment Proposal with a click to view the linked documents / invoices

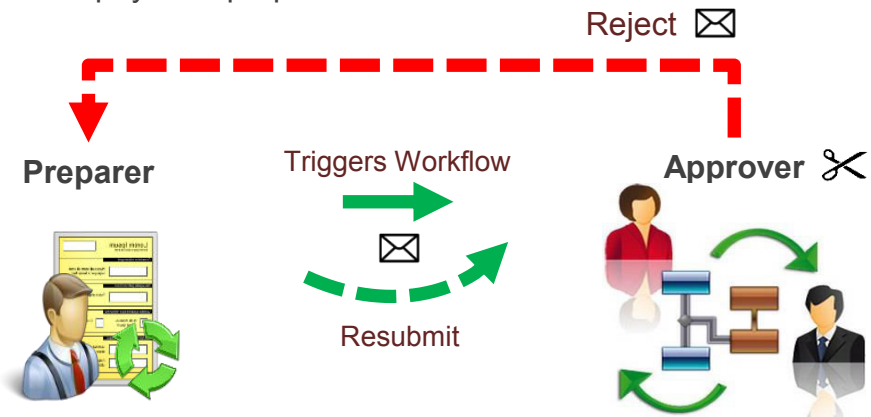
- ❑ Preparer cannot do Payment Run till Approver approves the proposal.

Reduced process cycle time by Workflow automation
 Better control on process
 Reporting for Audit Trail & better Visibility

Avaali – Payment Approval Workflow

How the solution works

Preparer can see rejection comments and make the required modifications. Then Preparer can re-submit the payment proposal



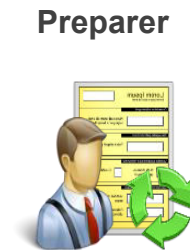
Preparer prepares the payment proposal in F110. This automatically triggers the approval workflow.

Preparer can attach supporting documents in F110.

Approver reviews the Payment proposal summary. Can navigate to F110 to view more details if required.

Approver can view the invoice as well as supporting documents. Can attach more documents if required. Approver can provide comments while approving or rejecting.

Approve
✉



Payment Run
➔



- Complete Audit Trial and Process Visibility.
- Highly Customizable
- Notifications

Note:
Preparer cannot edit the proposal once submitted / approved.

If preparer deletes the payment proposal at any point of time, then the workflow is automatically terminated.

Once payment run is completed, workflow is terminated and the SAP data is updated.

Preparer can proceed with the payment run.

Processing Screen – Approver

Display Document: Proposal Run is waiting

Doc. contents | Attributes | Recipient list

Proposal Run is waiting for your Approval

Created Workflow-System

Proposal Run is waiting for your Approval.

Below are the details:
Identification : S_06
Run Date : 03.01.2017

Please login to SAP and do the needful.

Email Notification to Approver

GOS Option - To attach/view documents

Process Payment Proposal S_06 03.01.2017

Payment Summary

| Run Date | ID | CoCd | Vendor | Customer | Crcy | Title | Name 1 |
|------------|------|------|--------|----------|------|---------|------------------|
| 03.01.2017 | S_06 | 3000 | 100757 | | USD | Company | Stark Industries |

Process Options

APPROVE

REJECT

DISPLAY COMMENTS

Payment Summary

Navigate to F110 on Double click and Review Proposal in details

Options to Approve, Reject and Display comments.

Processing Screen – Preparer (After Approval)

GOS Option - To attach/view documents

Payment Summary
Navigate to F110 on Double click and schedule Payment run

Options Display comments added by Approver

Payment Summary

| Run Date | ID | CoCd | Vendor | Customer | Crcy | Title | Name 1 |
|------------|------|------|--------|----------|------|---------|------------------|
| 03.01.2... | S_06 | 3000 | 100757 | | USD | Company | Stark Industries |

Process Options

DISPLAY COMMENTS

Display Document: APPROVED Proposal Run: ID S_06

Doc. contents | Attributes | Recipient list

APPROVED Proposal Run: ID S_06, Date 03.01.2017

Created Workflow-System

Your Proposal Run with Identification S_06 and Run Date 03.01.2017 has been Approved.

Please find the below comments of Approver:

User - SWATI ; Date - 04.01.2017
Everything is ok now. Approved

Please login to SAP and proceed with the Payment Run.

Email Notification to Preparer

Processing Screen – Preparer (After Rejection)

GOS Option - To attach/view documents

Payment Summary
Navigate to F110 on Double click and Edit Proposal

Options to Re-Submit for Approval and Display comments

Email Notification to Preparer

Process Payment Proposal S_06 03.01.2017

Payment Summary

| Run Date | ID | CoCd | Vendor | Customer | Crcy | Title | Name 1 |
|------------|------|------|--------|----------|------|---------|------------------|
| 03.01.2... | S_06 | 3000 | 100757 | | USD | Company | Stark Industries |

Process Options

SUBMIT FOR APPROVAL

DISPLAY COMMENTS

Doc. contents | Attributes | Recipient list

REJECTED Proposal Run: ID S_06, Date 03.01.2017

Created Workflow-System

Your Proposal Run with Identification S_06 and Run Date 03.01.2017 has been Rejected.

Please find the below comments of Approver:

User - SWATI ; Date - 04.01.2017
Payment Method is wrong. Please correct the payment method ans send it back.

Please login to SAP and do the needful.

Analytics Report

Analytics Report for complete visibility on the Status with cycle Time and Audit Trail Details

Payment Transaction Report

Payment Data

Identification to

Run Date to

Vendor & Customer

Vendor to

Customer to

View Comments

Paying company code to

Sending company code to

Maximum No. of Records

Payment Transaction Report

AVAALI SOLUTIONS | Automatic Payment Transaction Report

Display Details Attachment List

| Run Date | Run ID | Amount in... | Currency K... | Status | Current/Las... | First Name | Last Name | Current/Las... | Work Item... | Creation ... | Creati... | Work Item ... | End Date |
|------------|--------|--------------|---------------|-------------|----------------|------------|-------------|----------------|--------------|--------------|-----------|---------------|------------|
| 03.01.2... | S_08 | 600.00- | USD | APPROVED | AVAALI | | AVAALI | CREATOR | 1363718 | 03.01.2... | 12:10 | STARTED | |
| 03.01.2... | S_06 | 600.00- | USD | PAYMENT ... | WF-BATCH | | Workflow... | CREATOR | 1363703 | 03.01.2... | 11:47 | COMPLETED | 03.01.2... |
| 03.01.2... | S_05 | 600.00- | USD | PAYMENT ... | WF-BATCH | | Workflow... | CREATOR | 1363685 | 03.01.2... | 10:16 | COMPLETED | 03.01.2... |
| 03.01.2... | S_04 | 600.00- | USD | PAYMENT ... | WF-BATCH | | Workflow... | CREATOR | 1363677 | 03.01.2... | 10:14 | COMPLETED | 03.01.2... |
| 03.01.2... | S_03 | 600.00- | USD | PAYMENT ... | WF-BATCH | | Workflow... | CREATOR | 1363669 | 03.01.2... | 10:01 | COMPLETED | 03.01.2... |
| 03.01.2... | S_02 | 600.00- | USD | APPROVED | AVAALI | | AVAALI | CREATOR | 1363654 | 03.01.2... | 06:57 | COMPLETED | 03.01.2... |
| 03.01.2... | S_01 | 600.00- | USD | APPROVED | AVAALI | | AVAALI | CREATOR | 1363649 | 03.01.2... | 06:56 | STARTED | |

Details of Payment Run Date 02.12.2016, Run ID 02.12.2016

Automatic Payment Transaction Report Details

Payment Summary

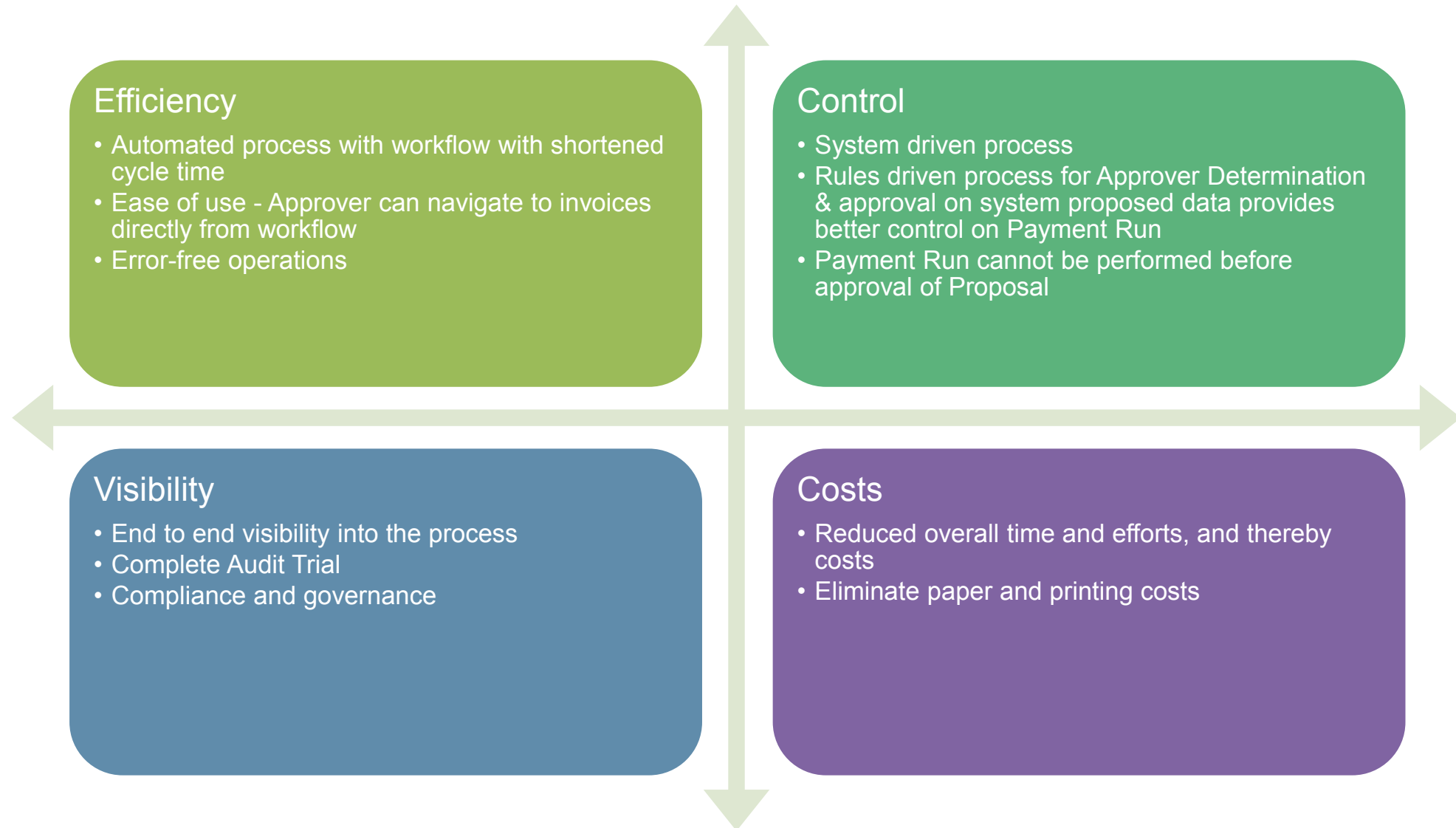
| Run Date | ID | CoCd | Vendor | Customer | Crcy | Title | Name 1 |
|------------|------|------|-----------|----------|------|-------|-------------------------|
| 02.12.2... | S_01 | 1000 | T-K515A25 | | EUR | | Sapsota Company Limited |

Process History

| Last Agent | First Name | Last Name | Last Role | Start Date | Start ... | End Date | Comments |
|------------|------------|-----------|-----------|------------|-----------|------------|-------------|
| SWATI | | SWATI | APPROVER | 02.12.2... | 11:18... | 02.12.2... | View Com... |
| AVAALI | | AVAALI | CREATOR | 02.12.2... | 11:20... | 02.12.2... | View Com... |
| SWATI | | SWATI | APPROVER | 02.12.2... | 11:28... | 02.12.2... | View Com... |
| AVAALI | | AVAALI | CREATOR | 02.12.2... | 11:35... | 02.12.2... | View Com... |



Benefits



Further Information

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[Illuminar](#)