



avaali™



Collaboration in Action

Avaali Velocious – Payment Approval

Solution Overview



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

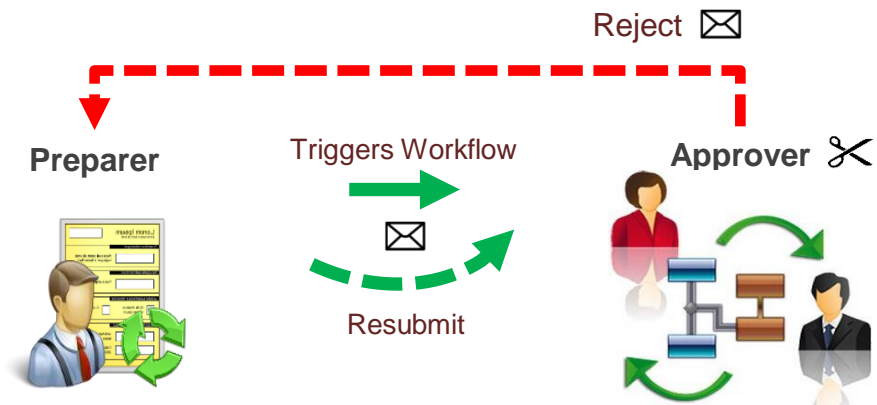
- ❑ Preparer cannot do Payment Run till Approver approves the proposal.

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

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.



Complete Audit Trial and Process Visibility.



Notifications

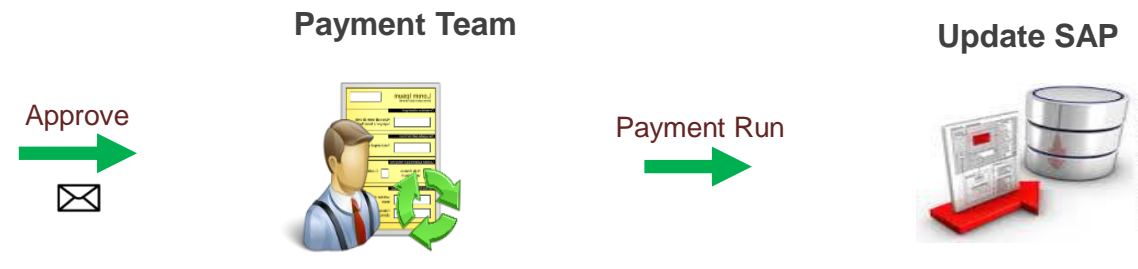


Highly Customizable

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.



Payment Team can see the approved payment proposal with comments and attachments in read only mode.

Processor can proceed with the payment run.

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

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)

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

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
03.01.2...	S_06	3000	100757		USD	Company	Stark Industries

Process Options

DISPLAY COMMENTS

Payment Summary

Navigate to F110 on Double click and schedule Payment run

Options Display comments added by Approver

Processing Screen – Preparer (After Rejection)

The screenshot shows the SAP interface for processing a payment proposal. It is divided into two main sections: a left pane for document details and a right pane for the proposal processing options.

Left Pane (Document Details):

- Header: **Display Document: REJECTED Proposal Run: ID S_06**
- Navigation: Doc. contents, Attributes, Recipient list
- Section: **REJECTED Proposal Run: ID S_06, Date 03.01.2017**
- Created: Workflow-System
- Message: "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 and send it back." "Please login to SAP and do the needful."

Right Pane (Process Payment Proposal S_06 03.01.2017):

- Section: **Payment Summary**
- Table:

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

Annotations:

- GOS Option - To attach/view documents:** Points to the GOS icon in the top toolbar.
- Payment Summary:** Points to the table area.
- Navigate to F110 on Double click and Edit Proposal:** Points to the double-click icon in the table.
- Options to Re-Submit for Approval and Display comments:** Points to the SUBMIT FOR APPROVAL and DISPLAY COMMENTS buttons.
- Email Notification to Preparer:** Points to the rejection message in the left pane.

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...



Payment Approval Based on F-53 / F-58

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



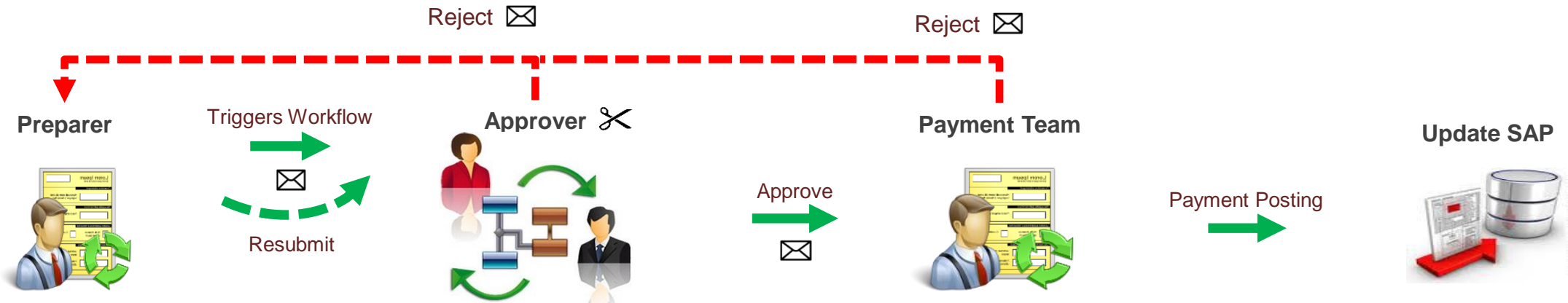
Complete Audit Trial and Process Visibility.



Notifications



Highly Customizable



A dashboard is provided where **Preparer** can select invoices for payment

Preparer prepares the payment proposal based on below criteria

1. By Company Code
2. By Vendor Number
3. By Invoices

Preparer can input partial/full payment amount, attach documents and submit for payment approval.

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

Approver can attach more documents if required and can provide comments while approving or rejecting.

Payment team can see the approved payment proposal with comments and attachments in read only mode.

The system will partially auto populate required fields in standard screen of F-53 and F-58.

Processor can verify the accounting entries and payment amount before proceeding.

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

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