

FINANCIAL MANAGEMENT SYSTEMS  
IMPROVEMENT COUNCIL (FMSIC)

# Sandia National Laboratories – Year-End PO Accruals Process Improvements

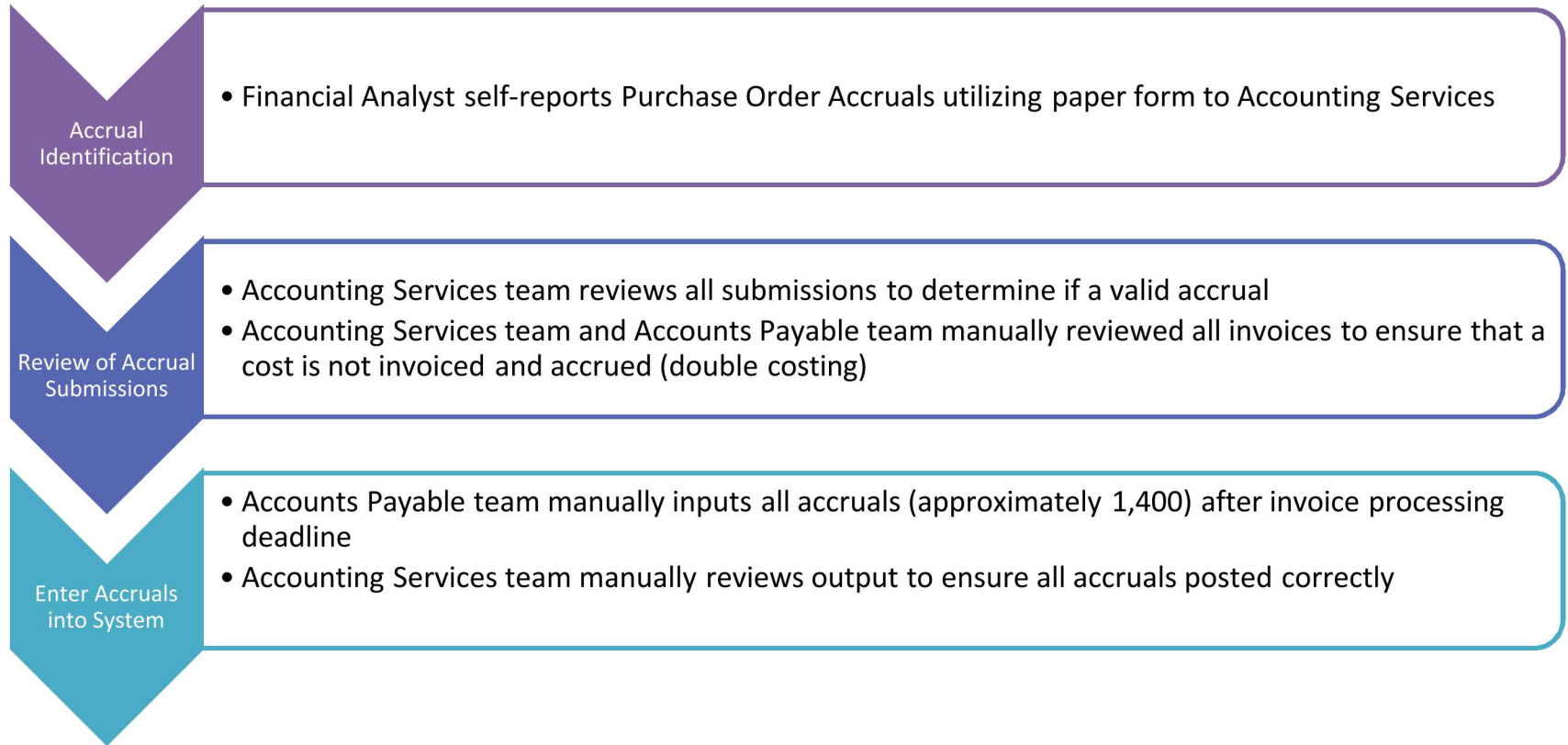
# Agenda

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1. Welcome and Introductions
2. Previous State – Process
3. Previous State – Pain Points
4. Development of New Process
5. Demonstration
6. Current State – Process
7. Documentation Requirements
8. Current State Benefits
9. Questions



# Previous State – Year-End Process



# Previous State– Pain Points

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1. Manual process with short turnaround
2. Relied on both paper and electronic forms of documentation
3. Required manual tracking of accrual activity
4. Required significant teaming between two different departments
5. Required manual entries and adjustments into system
6. Large volume caused delays



# Development of New Process

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- Requirements
  - Three Basic Requirements
    - Intuitive User Interface for Entry/Review
    - Automation of Adjustments for Invoice Activity
    - Automation Accrual Invoice Creation
- Stakeholders
  - Accounting Services – Process Owner (1 Team Member)
  - Accounts Payable – (1 Team Member)
  - Oracle Development team (2 Developers)
- Timeline
  - Requirements & Development: 12 weeks
  - Testing & Bug Fixes: 4 weeks



# Development of New Process

- IT Solution – Integration with Oracle E-Business Suite
  - Custom application within Oracle E-Business Suite
  - Oracle Application Framework
    - Stable within core EBS, Survives Upgrades, easily utilize EBS functionality/tables
  - Creation of two custom database tables (Accrual Header/Accrual Lines); one PL/SQL package to perform candidate PO/Project validation, accrual adjustments, invoice creation, accrual history logging, and activity alerts
  - Two custom Concurrent Manager Jobs – Accrual Adjustments, Accrual Interface Transactions
  - Utilization of Oracle Delivered Jobs – AP Import, Validation, Create Accounting, Project Accounting

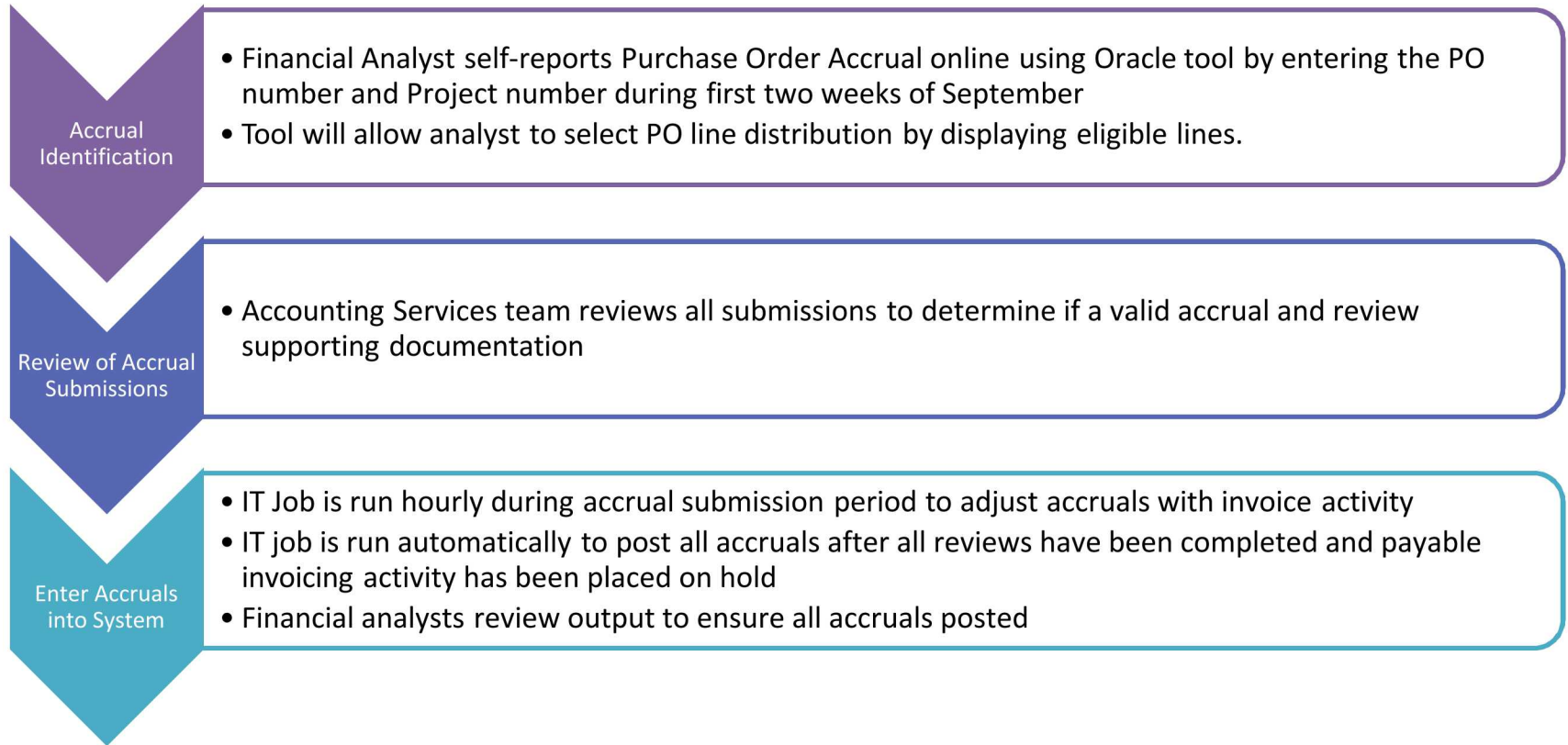


# Demonstration

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# Current State – Year-End Process





# Current State– Benefits

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1. Automated process
2. Only electronic forms of documentation
3. System tracking of accrual activity - financial analyst is able to search and check status
4. Streamlines teaming and communication
5. No manual entries into system
6. Fewer adjustments required
7. Saves over 400 hours a year



# Questions

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# Backup

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# Screen Shot Examples

Figure 1

 Sandia National Laboratories

Accruals

QUALITY

**PO Accruals Request: Search**  
This page initially displays a list of your accrual requests for the current fiscal year. Use the Search options to find other requests, depending on your permissions. Click the "Create New PO Accrual Request" button to find a PO and create a new accrual request.

Search

Note that the search is case insensitive

Accrual Id

Status

Accrual Requestor

Fiscal Year

Supplier Name

PO Number

You can search for text strings using the % wildcard operator. (%name%)

Go

Clear

Create New PO Accrual Request

Accrual Id	Status	Accrual Requestor	Approver/Rejector	Approved Date
No results found.				

Figure 2

**PO Accrual Request: Add PO Distributions**  
Here you see a list of candidate PO distributions under the "Amount to be Accrued" heading. Select PO Distributions below by checking the Box in the "Add" column or use the "Select All" or "Select None" buttons. Enter the amount in the "Est Costs as of 9/30" column, then click the "Add Selected Distributions" button to add them to the request.

PO Accrual Request: Add PO Distributions to Request, Id 37, Current Status: INCOMPLETE

Back

Add Selected Distributions

Accrual Header Info

Accrual Id: 37

Accrual Type: Year-End

Current Status: INCOMPLETE

Requestor Information

Requestor Name: [REDACTED]

Requestor's Org: 10501

Date Requested: 09-Aug-2013

Requestor's Phone: 505/284-9821

Purchase Order (PO) Information

PO Number: 1334512

Supplier Name: DELL MARKETING LP

Amount to be accrued: Candidate PO Distributions for PO 1334512

☒ TIP Estimated Costs as of 9/30 is the total (unburdened) amount of cost expected to be incurred by year-end (9/30) on a given line. This figure is the sum of (1) all invoiced costs received to date, and (2) all other costs for which no invoice has been received.

More Help...

Select All

Select None

Add	PO Line	Ship Line	Dist Line	Line Proj	Task Description	Exp Org	Expenditure Type	Unit Price	Dist Line Order	Amount Dollar	Amt Ordered	Est Costs as of 9/30 (A)	Dist Amount Billed (B)
<input checked="" type="checkbox"/>	1	1	1	10478 114	Enterprise Products	10597	PO ITEMS PURCHASED	\$4,636,887.42	1.00	\$4,636,887.42		2468443.71	\$2,318,443.71

Privacy and Security

Home Logout



# Screen Shot Examples

Figure 3

PO Accrual Request: Main Page

**PO Accrual Request: Update Accrual, Id 37, Status: INCOMPLETE**

Click the "Back" button to return to the Accrual Request Search page. Click the "Update" Button to save changes.

[Back](#) [Update](#) [Delete Request](#) [Submit for Approval](#)


**Accrual Header Info**

Accrual Id: 37  
Accrual Type: Year-End

**Requestor Information**


Requestor Name: [REDACTED]  
Requestor's Org: 10501

**Attached Required Documentation**

 **TIP** Attach Accrual Request supporting documentation with the "Add..." button. Using your Mouse arrow, Hover over the Add Attachments window appears, select the Attachment Type (File), then browse and upload page. You can then select and open the attached file. ACCRUAL REQUESTS WILL BE REJECTED IF SUPPORTING DOCUMENTATION IS NOT ATTACHED.

Attachments: [Attached Files...](#) [Add...](#)

Figure 4

 Sandia National Laboratories **Accruals** **QUALITY**

**PO Accruals Request: Search**

This page initially displays a list of your accrual requests for the current fiscal year. Use the Search options to find other requests from other requestors and/or previous fiscal year request, depending on your permissions. Click the "Create New PO Accrual Request" button to find a PO and create a new accrual request.

**Search**

Note that the search is case insensitive

Accrual Id:   
Status:   
Accrual Requestor:   
Fiscal Year:   
Supplier Name:   
PO Number:

You can search for text strings using the % wildcard operator. (%name%)

[Go](#) [Clear](#)

[Create New PO Accrual Request](#)

Accrual Id	Status	Accrual Requestor	Approver/Rejector	Approved Date	PO Number	Supplier
1	COMPLETED	[REDACTED]	[REDACTED]	23-Jul-2013	1339373	SCIENCE APPLICATIONS INTERNATIONAL CORP
5	COMPLETED	[REDACTED]	[REDACTED]	26-Jul-2013	1368402	SCIENCE APPLICATIONS INTERNATIONAL CORP
15	COMPLETED	[REDACTED]	[REDACTED]	30-Jul-2013	54262	SCIENCE APPLICATIONS INTERNATIONAL CORP

[Home](#) [Logout](#)

Privacy and Security

