

# In Business for You

## Workstream Description

### Finance

#### Nonprofit Model 21.3

2021-11-30



This page left intentionally blank

## About this document

### Copyright

Copyright of the attached documentation is the property of UNIT4 N.V. and/or its group companies. Reproduction of this documentation for any purposes is prohibited without the prior express written authorization of UNIT4 N.V. or its group companies. Any unauthorized use, copying or sale of the above may constitute an infringement of copyright and may result in criminal or other legal proceedings.

Copyright © UNIT4 N.V. and/or its group companies. All rights reserved. Any other brand names and/or trademarks referenced herein are either registered or unregistered trademarks of their respective proprietors

### Context

Unit4 has developed the **Nonprofit Model** (NP Model), which is the approach to deliver out of the box capabilities embedded in the software based on best practices for Nonprofit organizations. It is supported by additional database configuration, documentation and an iterative delivery model.

### Workstreams

The NP Model consists of several workstreams. For each of these workstreams, documentation is available that describes the supplied capabilities. The following workstreams are available:

- Finance (mandatory)
- Budgeting
- Asset administration
- Procurement
- Sales
- Human Resources
- Payroll
- Travel & Expenses
- Project Cycle Management
- Award Management
- System Administration
- Volunteer Management

The workstreams setup is predefined based on the process scoped for the solution. In the personalization phase, the information specific from the customer is configured. Unit4 ERPx is a highly flexible and agile solution that can easily be adapted to support different system setups and processes.

### Intended audience

This documentation's intended audience is the organization's Finance department, familiar with all the financial department processes from data collection to reporting. Readers are not required to know all the details of financial processes. However, some knowledge of basic financial concepts would be advantageous for reading this document.

## Contents

<b>About this document</b> .....	<b>3</b>
Copyright .....	3
Context .....	3
Workstreams .....	3
Intended audience .....	3
<b>Finance</b> .....	<b>7</b>
Introduction .....	7
<b>Company Setup</b> .....	<b>8</b>
Company .....	8
Structures and hierarchies .....	8
Organizational structure .....	8
Geographical structure .....	10
Programmatic structure .....	10
Project geographical structure .....	10
HR position structure .....	11
Periods .....	12
Posting dimensions .....	13
Chart of Accounts .....	14
Account Rules .....	15
Currencies and Exchange Rates .....	17
Tax .....	17
Workflow .....	18
Task management .....	18
Mobile app .....	19
Personal tasks .....	20
Substitutes .....	20
Task alerts .....	21
<b>Accounting</b> .....	<b>22</b>
General Ledger .....	22
Journal Entry .....	22
Review of GL transactions .....	22

Reversal of GL transactions .....	22
Indirect cost allocation (addition) .....	23
Intracompany posting .....	23
Intercompany invoicing .....	23
Accounts Payable .....	24
Suppliers .....	24
Supplier workspace .....	24
Supplier creation .....	27
Supplier Amendment .....	29
Supplier Risk Analysis .....	30
Review of suppliers .....	31
Supplier payments .....	31
Open item maintenance .....	32
Remittance proposal .....	32
Payment files .....	32
Posting of payments .....	32
Manual payment .....	33
Incoming Invoices .....	34
Registration of incoming invoices .....	34
Invoice review and approval .....	34
Invoice posting .....	34
Crediting an invoice .....	35
Accounts Receivable .....	35
Donors .....	35
Donor workspace .....	36
Donor creation .....	37
Donor amendment .....	37
Review of donors .....	38
Attach documentation to Donor Record .....	38
Payment receipt process .....	38
Write-off .....	38
Bank Reconciliation .....	39
Manual entry of bank statements .....	39

Import of bank statements .....	39
Additional bank accounts details .....	39
Reverse bank statement .....	40
Manual matching .....	40
Bank reconciliation reversal .....	41
Commitment Accounting .....	41
Manual commitments (Addition) .....	41
Budget checking .....	42
Period/Year End .....	43
Period end AP invoice accrual process .....	43
Currency revaluation process for AP/AR/GL .....	43
Reconciliation .....	43
Period closure and password protection .....	43
Year-end process .....	44
<b>Index .....</b>	<b>45</b>

# Finance

## Introduction

This document describes the Finance workstream, which provides support for the business processes for accounting and analytical analysis. Next to a predefined configuration of these processes described in detail in this document, the solution consists of a standard set of inquiries and reports and predefined tailorable stationery outputs.

The described structures and processes are based upon the software capabilities provided with Unit4 ERPx.

The Finance workstream is part of the core scope of the NP Model. However, some specific processes and/or requirements are not included in the core implementation level. For those, there is a reference in the chapter that identifies it as an Addition.

## Company Setup

Organizational information is required in every transaction and every interaction with other organizations, communities and (local) governments. Many organizations have offices in multiple countries and /or work on projects in different countries. This requires them to set up multiple entities, which are named Companies in the NP model.

The Model contains a Gold client (Company) that can create new companies and select the setup needed in these companies.

### Company

The solution is delivered with a predefined configuration and setup to support the scoped processes in this document. This company has been created as a company X20 and is the GOLD client. This company is deployed for and is configured with English UK language by default. It is used to create new companies where setup is copied from the Gold client to the new companies to be set up. Part of creating new companies is defining a local currency this company is administered in, and a group reporting currency when it is part of a larger international organization with multiple companies with different local currencies.

The solution is based on the definition of separate companies for the different countries and field offices a Nonprofit organization is operating in. This allows running a local Income statement in a local currency and using a Global Chart of Accounts (GCoA) for group reporting with the use of a reporting currency. It provides segregation of duties via access control for both menu items as well as data per company.

- Use of local currency and local income statement per country, with the use of reporting currency to report across companies
- Local and Global Chart of Accounts (CoA) support in 4 different currencies (transaction currency, base currency, group reporting currency and donor/award currency)
- Localization engine per company possible depending on the country of operation
- Easy maintenance of menu access and data access
- Shared master data for donors, suppliers and exchange rates
- Copy of master data and setup between companies for all other objects (e.g. resources, projects, awards, programs, cost centers, countries, themes)

## Structures and hierarchies

### Organizational structure

An organizational structure with 3 levels is provided using Cost Centre, Department and Division on top of the Resource level. The values for these 3 levels of organizational units are part of the data entry for testing, which entails creating the cost center values, department values and divisions. Since every financial transaction is captured on a cost center level, the organizational structure allows for aggregating transactions for reporting purposes.



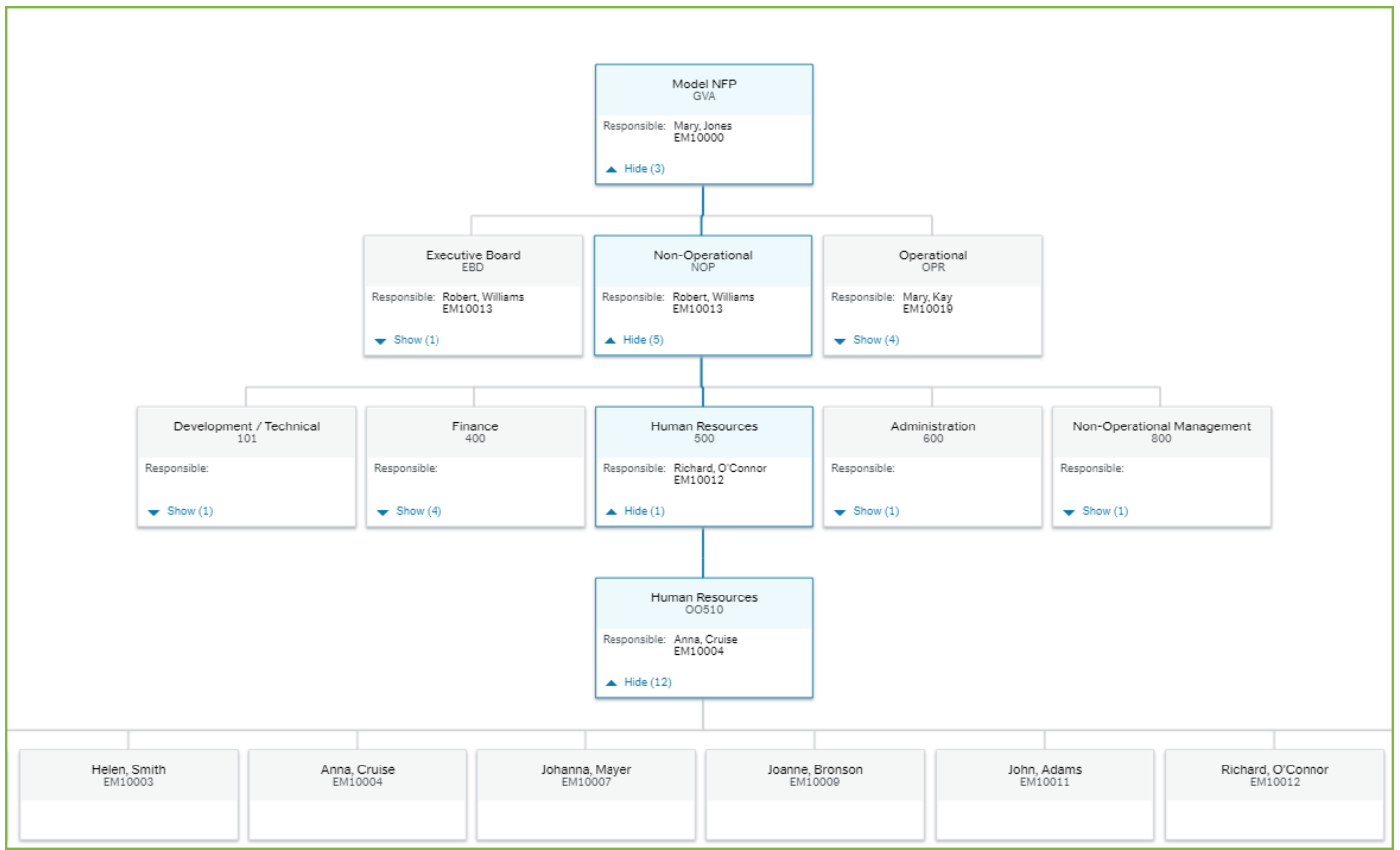


Figure 1 - Organizational structure

## Geographical structure

A second structure provided is the geographical structure based on cost centers that are linked to Countries and Regions. All ISO countries' values are provided by default in the solution as is a list of UN regions. These values can be amended during the implementation process. A visual representation of the structures is available. Maintenance of the structures can be done here by dragging the appropriate elements to another node in the hierarchy on any level.

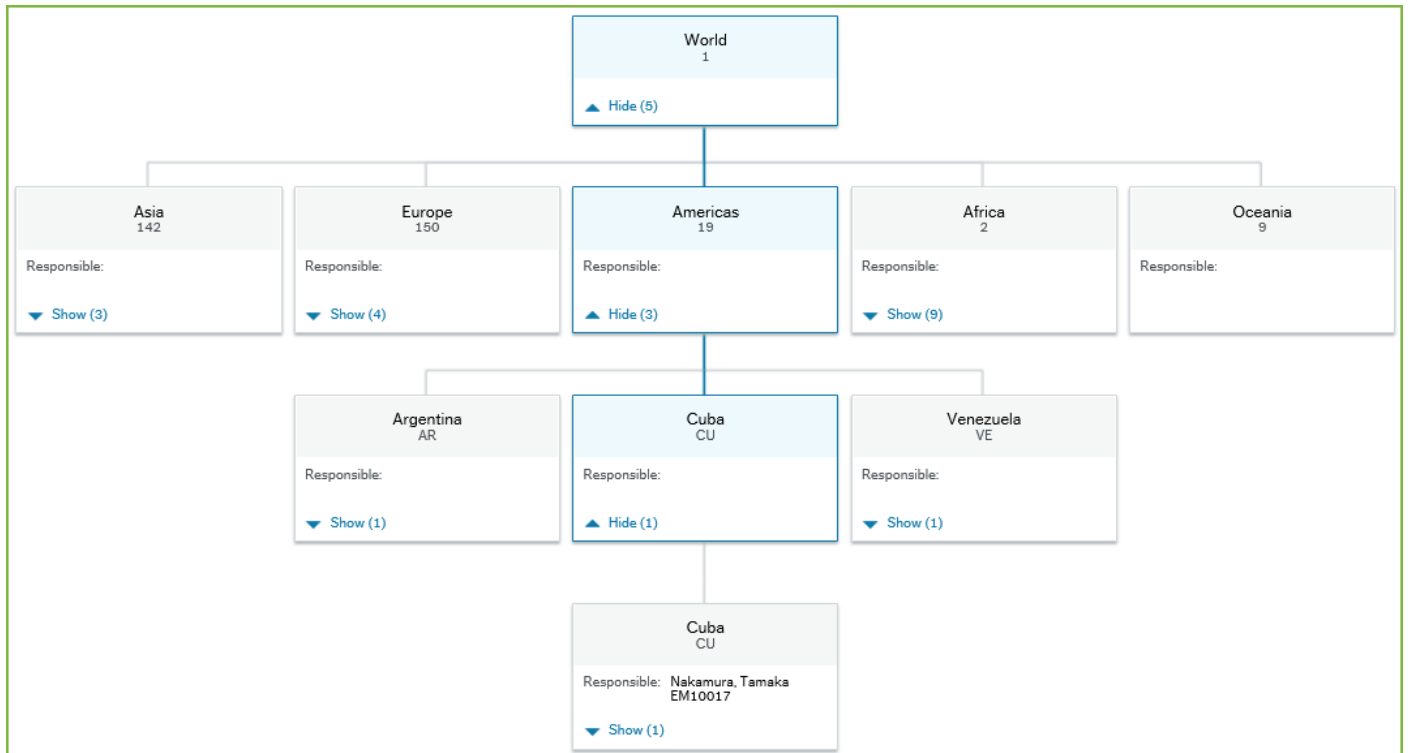


Figure 2 - Geographical structure

## Programmatic structure

Projects are reported in a Programmatic structure using the relation between projects and programs, objectives and goals. During the NP Model implementation, programs, objectives and goals are defined according to the organizational values. All transactions captured at project level can be reported in this way against program, objective and goal level. This programmatic structure is compliant with the Common Data Model for Nonprofits (CDM) as defined by NetHope in partnership with Microsoft<sup>1</sup>.

## Project geographical structure

When the organization requires to report every project based on the country it is in, and this is not due to the organizational unit that is owning it, project geographical structure is provided. It provides every project to be related to an operating country and area. For instance, this is the case if multiple offices (cost centers) from different countries are collaborating on the same project in a single country.

<sup>1</sup><https://docs.microsoft.com/en-us/common-data-model/>

## HR position structure

A HR organization structure is provided, with 7 reporting position levels on top of the resources position. This allows the reporting of every resource position to be linked to a managing/reporting position from a HR perspective. The reporting position is managed in the position register as one of the reporting labels on a position.

## Periods

The standard setup provides different types of time segments related to the nature of operations. For example, for accounting purposes, there are 15 monthly periods configured.

- 12 monthly periods based on calendar year – for current operations and transactions
- One opening period – for year opening balance, transferring closing balance from previous year
- Two closing periods for year-end adjustments

The screenshot shows the 'Period maintenance' window with the following configuration:

- Lookup: Accounting period
- PeriodID: GL
- Description: Accounting period
- Attribute: PERIOD
- Fiscal year: 2021
- Date from: 1/1/2021
- Date to: 12/31/2021

Period	GL period	Date from	Date to	Period name	Status	Consolidation period
202100	202100	1/1/2021	1/1/2021	202100	Active	0
202101	202101	1/1/2021	1/31/2021	202101	Active	0
202102	202102	2/1/2021	2/28/2021	202102	Active	0
202103	202103	3/1/2021	3/31/2021	202103	Active	0
202104	202104	4/1/2021	4/30/2021	202104	Active	0
202105	202105	5/1/2021	5/31/2021	202105	Active	0
202106	202106	6/1/2021	6/30/2021	202106	Active	0
202107	202107	7/1/2021	7/31/2021	202107	Active	0
202108	202108	8/1/2021	8/31/2021	202108	Active	0
202109	202109	9/1/2021	9/30/2021	202109	Active	0
202110	202110	10/1/2021	10/31/2021	202110	Active	0
202111	202111	11/1/2021	11/30/2021	202111	Active	0
202112	202112	12/1/2021	12/31/2021	202112	Active	0
202113	202113	12/31/2021	12/31/2021	202113	Active	0

Figure 3 - Accounting periods

For budgeting and forecasting purposes, a period definition with 12 monthly periods is provided, fed by the accounting periods. Periods used for timesheet entry are provided as weekly periods. For registration of travel expenses, another definition of 12 monthly periods is defined.

## Posting dimensions

For posting transactions to the General Ledger (GL), the solution allows users to select dimensions that define the transaction's nature. These dimensions are part of every financial transaction and are captured during the entry of purchases, travel expenses, incoming invoices, journal entries, timesheets and payroll transactions. Up to 7 posting dimensions per account are available, and the following posting dimensions are provided:

#	Dimension	Definition
1	Cost center	Organizational unit
2	Project	Project (used for all project expenditure)
3	Legal Entity	Legal Entity (Intracompany posting company for charging costs and transferring funds to other companies within the group)
	Asset	Fixed asset
	Resource	Resource identification, which relates the individual resource (e.g. employee, volunteer, expatriate) to the transaction (e.g. travel expenses)
	Product	Product identification, which links transaction to the product (e.g. products in the procurement catalog)
	Campaign	Used for accounts with donated income to identify the campaign the income is linked to
4	Workorder	Subproject linked to a single award to allow multiple awards to fund a single project
5	Activity	Activity used to specify the type of work being done and related to the donor's requirements. The activity equals the Logframe activity level on which impact is monitored to compare actual spending with the achieved impact.
6	Award	Award defines the source of funding and, therefore, the income side of the transaction. It allows for capturing different income types raised (e.g. contributions, grants, pledges, awards, gifts in kind). Combining the project and the award allows every transaction on spending to be allocated to the right source of funding.

## Chart of Accounts

International organizations require a solution provided with accounting standards, enabling both local and global reporting. The Global Chart of Accounts (GCoA) intends to collect and classify all the required information and financial data to generate accurate reports on a corporate level. The solution links any account in the Local Chart of Accounts (LCoA) to the associated global account structure (GCoA). This provides a chart of accounts that complies with the local statutory and legal requirements while still reporting on group level across all companies.

The solution offers a predefined IFRS base Nonprofit chart of accounts, with multi-lingual definable descriptions to facilitate the global and local chart of accounts. The GCoA is available on company level and is therefore copied across to all companies involved.

**For further details about the provided chart of accounts, please see the separate document NP Model-21.3-Chart of Accounts.pdf**

Balance statement structure is provided containing the following categories:

Balance statement grouping				
Level 1	Level 2	Level 3		
Assets	Long term assets	Property, Plant & Equipment		
		Investment Property		
		Intangible Assets		
	Current Assets	Inventories		
		Cash and Cash Equivalents		
		Current tax assets		
		Short term debtors		
		Short term investments		
		Liabilities	Long term liabilities	Long term borrowing
				Long term creditors
Deferred tax liabilities				
Other long-term liabilities				
Current Liabilities	Accruals			
	Short term borrowing			
	Short term creditors			
	Current tax liabilities			

Balance statement grouping		
Level 1	Level 2	Level 3
Equity	Reserves	Share capital
		Usable reserves

A three-level I&E statement structure is provided containing the following categories:

Income & expense statement grouping		
Level 1	Level 2	Level 3
Income	Operating Income	Funding income
		Sales income
	Other Income	Other income
		Other gains/losses
Expenses	Operating Expenses	Cost of Sales
	General & Admin	Employees Expenses
		Travel Expenses
		Premises Expenses
		Office Expenses
		Marketing Expenses
		Other Expenses
	Financial Expenses	Currency Gain/Loss
		Asset Expenses
		Other Financial Expenses

## Account Rules

To allow the organization to capture and allocate every transaction to the correct dimensions, the solution provides you with several rules (account rules) linked to a group of accounts of the same nature. These are used to specify the dimensions, validate the entered transaction line, and automatically complete the allocation. This flexible setup allows to specify distinctive dimensions on every account (e.g. a cost account for recruitment allows allocation per resource, while a depreciation transaction on fixed assets will hold the asset ID on the same position).

Numbering	Type of rule	Account rule	Dimensions
01	Cash and Banks operations	1	None
02	Assets	2	None
03	Donors and Other Debtors	3	Cost center, Award
04	Suppliers and Other Creditors	4	Cost center
05	Tax	5	None
06	Expenses	6	Cost center
07	Travel Expenses	7	Cost center, Project, Resource, Workorder, Activity, Award
08	Assets Expenses	8	Cost center, Asset
09	Project Expenses	9	Cost center, Project, Workorder, Activity, Award
10	Procurement Expenses	10	Cost center, Project, Product, Workorder, Activity, Award
11	Intracompany accounts	11	Cost center
12	Personnel expenses	12	Cost center
13	Other income	13	Cost center
14	Project accounts	14	Cost center, Project, Resource, Workorder, Award
15	Financial Transactions	15	Cost center
16	Error account	16	Cost center, Project, Resource, Workorder, Activity, Award
17	Timesheet cost	17	Cost center, Project, Resource, Workorder, Activity, Award
18	Timesheet recovery	18	Cost center
19	Income from donations	21	Cost center, Campaign
20	Income from grants	22	Cost center, Award



## Currencies and Exchange Rates

All International Organization for Standardization (ISO) common currencies are provided with the solution. The local currency is set as the base currency for all transactions. This currency is also set by default as group reporting currency for consolidated reporting.

The base and reporting currency are defined during implementation.

Exchange rates are stored on the company level with a start and end date, with a minimum interval of 1 day. Our best practice is to set up a shared Exchange rate register across companies to minimize maintenance, which is supported in the solution. Exchange rates are maintained separately for the local currency and the group reporting currency.

## Tax

The solution uses a combination of tax codes and tax systems to calculate and post the right tax amounts during the entry of financial transactions, if applicable. Each tax code is connected to a tax account, and a percentage tax is captured.

Since tax setup is localized per country, more detail can be found in the relevant country/region specific Localization Document.

## Workflow

The NP Model comes with several predefined workflow processes for reviewing and approving master data and transactions in all scoped workstreams. Hence the generic concept of workflow and approval processes, this section describes the workflow task management.

### Task management

The model offers several ways to review and approve tasks sent by the solution. The Web interface contains a Task list on the top of the menu ribbon, which indicates the number of active tasks for the user to be picked up. It also links to the more time-management driven task management screen, where the user can review tasks based on importance. A mobile solution is provided with the Task app.

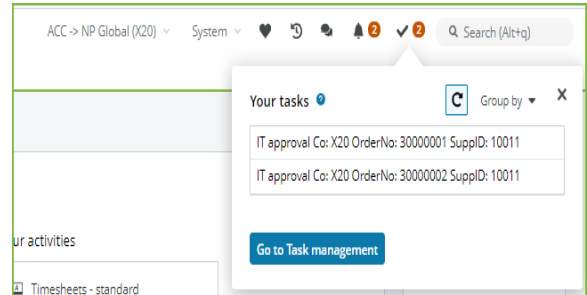


Figure 4 - Workflow task list

### Task management

The task management screen displays all pending tasks for the user and classifies them by importance. The user can decide to approve tasks based on importance, process or day.

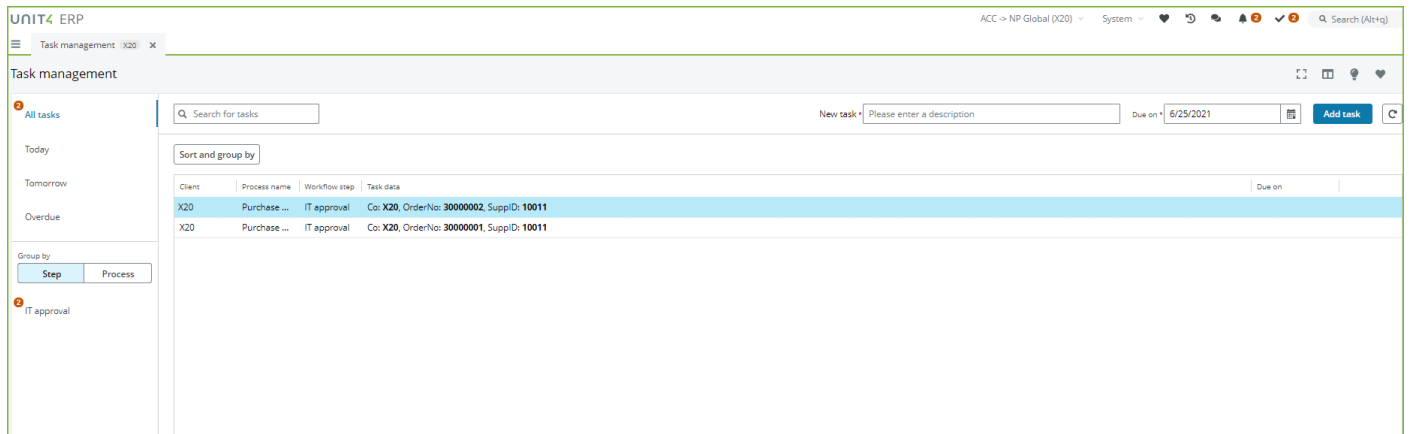


Figure 5 - Task management screen

## Mobile app

The mobile Task app allows the user to approve and review tasks at any time and any place. It contains the tasks for the following most common processes:

Process	Description
Incoming invoices	Review of incoming purchase and supplier invoices
Travel expenses	Review of submitted expense claims
Timesheets	Review of submitted timesheets
Absences	Review of submitted absence requests
Purchase Requests	Review of submitted purchase requests
Purchase Orders	Review of submitted purchase orders
Goods Receipt	Review of submitted goods receipt notes

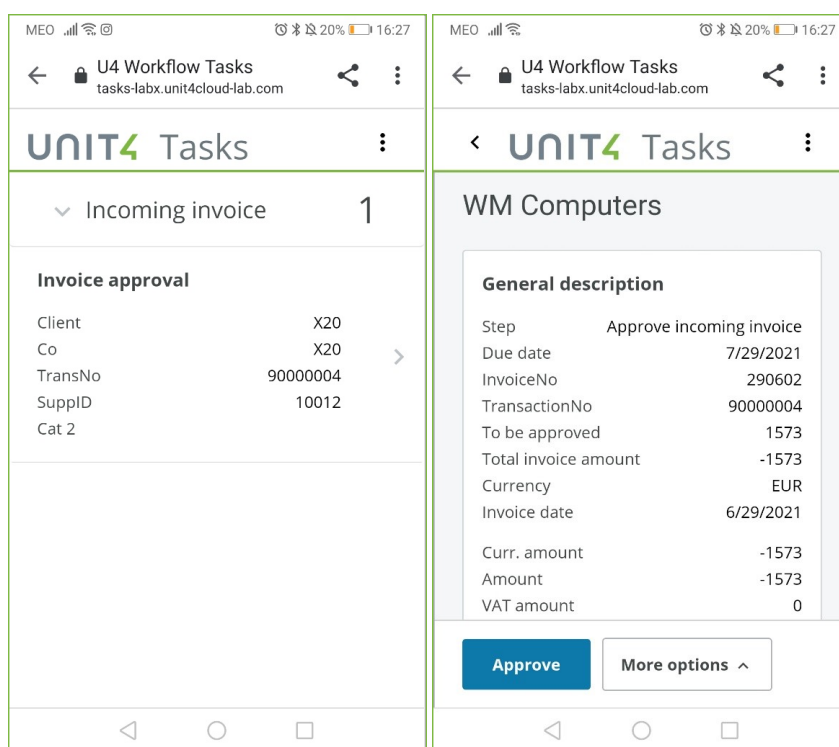


Figure 6 - Mobile app

## Personal tasks

Next to system-generated workflow tasks, the user can define personal tasks with a defined deadline, which occur in their task list and task management screen.

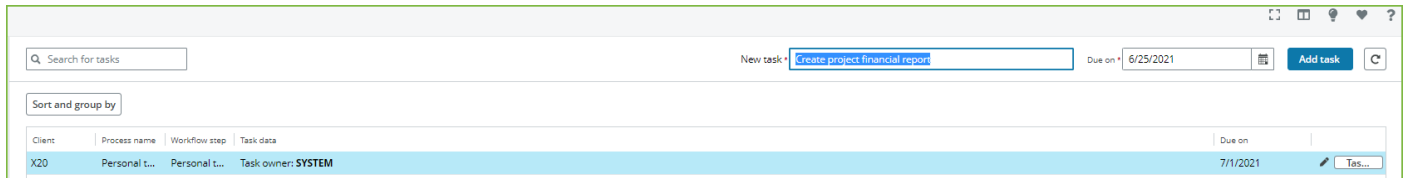


Figure 7 - Registration and follow-up on personal tasks

## Substitutes

When task owners with active workflow tasks are absent, the model allows them to enter their out-of-office dates and assign a substitute for approval. These substitutes are defined as part of the data collection since they must be identified as having the same mandate to approve tasks.

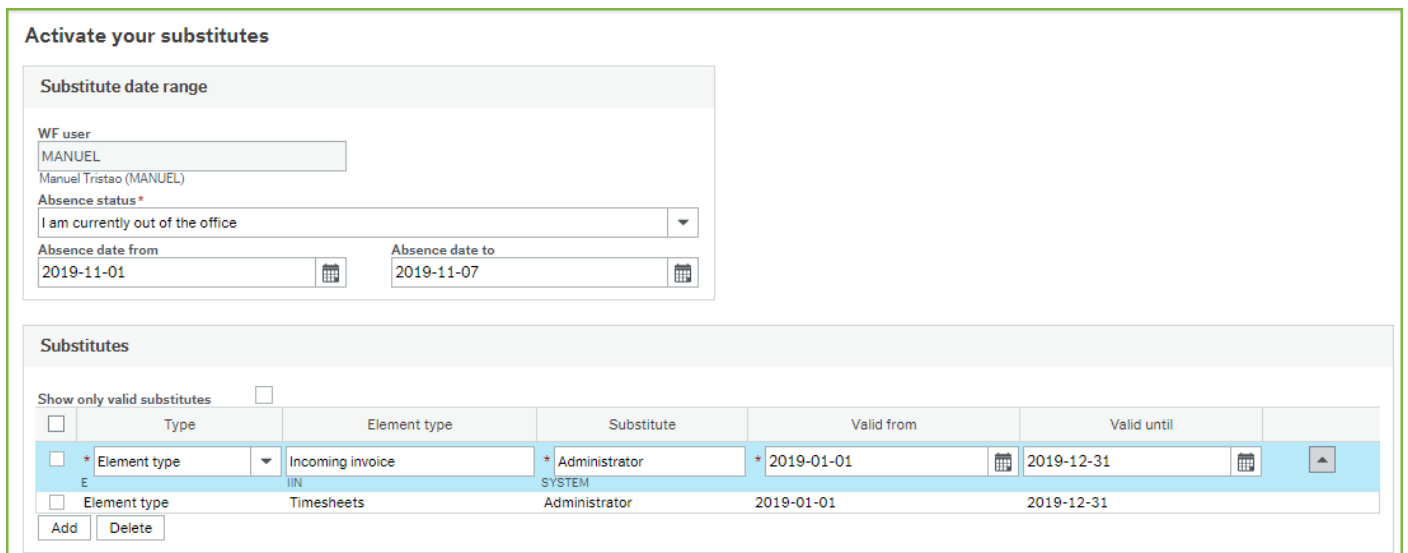


Figure 8 - Out of office assistant

## Task alerts

Several predefined task alerts are set up to inform task owners daily of pending new tasks. This email/alert is aggregated and shows a table with all new tasks across the day. It provides a link to the user to directly access the associated task in the solution. The users can turn the alerts off themselves.

**Travel expense approval**

Dear user,

The following Expense claims are available for follow up in your tasklist. You can use the link in the table grid to open the associated expense claim.

Client	Transaction no	Resource	Description	Currency	Cur.amount	Amount	
X20	70000038	EM10015 (Knox, Summer)	sonia	EUR	2510.00	2510.00	<a href="http://gdcvasfqual.unit4.com/VASF/default.aspx?accessId=TT100&amp;viewId=TTT010&amp;title=Travel%20expenses%20approval&amp;helpId=15425">http://gdcvasfqual.unit4.com/VASF/default.aspx?accessId=TT100&amp;viewId=TTT010&amp;title=Travel%20expenses%20approval&amp;helpId=15425</a>

Archive alert Delete alert

*Figure 9 - Daily workflow task alert*

Alerts are sent for the following processes daily at 7:00 am.

Process	Description
Incoming invoices	GL transaction
Travel expenses	Travel request
Timesheets	Absence request
Pre-award review	Award review
Purchase Requests	Purchase Orders
Sales order	Project review
Personnel review	Position review
Competences	Training request

## Accounting

### General Ledger

The general ledger works as a central repository for accounting data and information transferred from other modules like accounts payable, accounts receivable, fixed assets, purchasing, sales, and projects needed to prepare financial statements. It is available as well for manual entry of financial transactions directly into the General Ledger.

#### Journal Entry

All general ledger transactions are registered in a journal using predefined journal types for which a dedicated numbering range is applied. General ledger transactions are captured, either manually or fed from other processes. For the manual journals, a transaction registration process with an approval process is provided. After registration, journal entries are sent for review and are posted automatically when approved. Documents can be attached to the journal entries in a predefined document folder. Once posted, GL transactions are final and can only be corrected by reversal or correction journal. If VAT is included in the journal entry – VAT lines are ready for VAT declaration after posting.

When entering journals, each transaction line will default to the company currency and tax code linked to the chosen account, but this currency and tax code can be manually overridden. Amounts entered for the transaction lines are automatically translated to the company and reporting currency based on the exchange rate register. When users are authorized to do so, they can override this exchange rate upon entry.

A predefined Excel template is provided to enable bulk uploads of general ledger entries. Journals that are uploaded are subject to the same validations as the manually entered transactions. The solution enables the import of General Ledger, Accounts Payable, or Accounts Receivable transactions via a predefined Excel template. This avoids mistakes being made during entry and inaccurate transactions being posted into the GL and sub-ledgers.

Posting of recurring journals is provided, using a distribution key and starting period. The following distribution keys are predefined: monthly, quarterly, semi-annual and annual.

#### Review of GL transactions

When journals are saved, they are sent for review in a workflow. The approval process of the registered GL transaction depends on whether the transaction's allocation is based on a project. All project-related transactions are forwarded to the associated project manager for approval. Non-project related transactions to the cost center manager apply definable amount thresholds for additional review of other hierarchical levels in the organizational structure. The amount limits for approval are predefined and are amended during implementation.

#### Reversal of GL transactions

The solution allows you to undo an erroneous journal posting when required. A selection of one or more posted GL transactions is made, and this creates a reversal proposal. This proposal can be changed before confirming it and letting the solution make the reversal entry. A reversal inquiry is available to check on all reversed transactions.

## Indirect cost allocation (addition)

Indirect Cost Allocation is provided as an additional process. It allows the user to run a process that retrieves selected indirect cost accounts per period and re-allocate that across all active projects in the period. An Excel calculation and upload template are used to calculate the distribution. The user can review the suggested re-allocation and amend it before uploading the re-allocated transactions automatically. The transaction is sent into workflow for review and approval. Although the template supports the process, it can be tailored with additional services to meet more specific requirements.

**NOTE:**

Currently only one reallocation account is supported.

## Intracompany posting

International Nonprofit organizations have a requirement to charge costs and transfer funding between the different country/field offices, mainly from the international office's direction. Therefore, an intracompany process is provided. The organization's structure is typically defined as a single legal and fiscal entity, where the field and country offices are part of the same entity as the international office or headquarters. The solution provides the ability to post transactions from one company to another within the same database instance.

The process is executed when a transaction is made in a source company and another destination company is entered. The process automatically creates an additional transaction against the current account and posts an intracompany transaction in the destination company, using the same current account. Automatic reconciliation of these transactions is done. A settlement of the current account needs to be handled regularly using a manual transaction. Specific accounts in the CoA are defined to allow for cost charging, including a company (legal entity) dimension to define the destination company.

## Intercompany invoicing

In the organization's case, being organized as separate legal and fiscal companies requiring proofing invoice documents, support for an Intercompany invoicing process is available. It allows the creation of an Intercompany outbound invoice to an Intercompany customer (the sending company). A manual inbound invoice registration is provided against an Intercompany supplier (the receiving company). This process requires the Sales order workstream to be added as an Addition to support the creation of the Intercompany outbound invoice. For this process, a specific donor and supplier group is defined with separate control accounts.

## Accounts Payable

The accounts payable process provides your organization support for the invoice to pay process. It can be integrated with the Procurement workstream to record purchases and match invoices against purchase orders. It allows for the registration of suppliers, registration, review and approval of incoming invoices and the payment of invoices to suppliers via a local bank.

### Suppliers

The supplier record stores all the relevant data from a specific supplier. It collects general contact information (names, addresses, phone numbers, email, website and contact persons), VAT and company registration numbers. It also contains detailed information that affects purchasing conditions. New suppliers are automatically numbered with a unique numeric range.

The solution performs a validation to prevent double entry of suppliers. This validation is executed on the VAT registration number, bank account number and IBAN number of a supplier (with bespoke validation dependent on the local client requirement). A warning is shown when identical values have been entered elsewhere.

Suppliers are aggregated into supplier groups to define the AP control accounts for the group. The realized and unrealized exchange gain and loss accounts for AP revaluation are captured on the supplier group level. The solution provides data access, set per supplier group, to prevent users in the AP department from creating employee suppliers since these are automatically generated in the Human Resource workstream when creating Resources.

A predefined set of supplier groups is provided:

Supplier Group	Definition
Domestic suppliers	Supplier group for the domestic suppliers
International suppliers	Supplier group for international suppliers
Employees and Contractors	Supplier group for resource suppliers
Intercompany Suppliers	Supplier group for intracompany suppliers a multi-company environment
Sub-awarding Suppliers	Supplier group for sub-awarded partners and agents

### Supplier workspace

An out-of-the-box portfolio of suppliers and associated workspace is provided.

This portfolio contains the portfolio of all suppliers, except for employee suppliers, and is shared by users of the Finance and Procurement workstreams.



**NOTE:**

AP users and Procurement users have different levels of access to the Supplier portfolio.

The supplier portfolio displays an overview of all suppliers, including main details, open supplier balance and due supplier balance.



From the portfolio, by zooming into a specific supplier’s workspace, you access an overview of supplier details, payments, procurement and contract information. It includes the supplier details, workflow tasks and associated documents for the chosen supplier.

These metrics are provided:

- Supplier open balance
- Supplier due balance
- Supplier aged debt in days (based on the longest invoice due)
- Supplier PO amount and quantity
- Supplier purchase request amount and quantity
- Purchase orders graph per order number
- Purchase request graph per requisition
- Supplier aged debt graph
- Supplier open items graph
- Supplier registered invoices amount graph
- Purchase requests, orders and invoices associated to contracts with drill down capability
- Contract vs maverick spend percentage in pie chart with drill down capability
- An overview of running contracts per supplier

Links are available to the following activities:

- Supplier record with all donor details
- Purchase request entry
- Maintenance of open AP items
- Remittance maintenance
- Remittance proposal
- Remittance confirmation

Supplier ID	Supplier name	Supplier group ID (T)	Language	IBAN	Supplier Aged debt (KPL)	Supplier Due balance (K...)	Supplier Open balance (L...)	Notifications	Refresh
10001	DHL freight partners	Domestic Suppliers	NL	NL38FVLB0260374784	79	15800	15800	● - 3	↻
10002	Hewlett Packard	Domestic Suppliers	NL		0	0	0		
10003	Price Waterhouse Coopers	Domestic Suppliers	NL	NL24RBOS0569994101	0	0	0		
10004	CSS Telecom	Domestic Suppliers	NL	NL26ABNA0539357340	0	0	0		
10005	Alternate	International Suppliers	EN		342	12000	12000	● - 3	
10006	Land Rover UK	International Suppliers	NL		343	36000	36000	● - 3	
10007	RWE energy	International Suppliers	DE	NL28RBOS0569988888	0	0	0		
10008	UNIT4 Business Software N...	Domestic Suppliers	NL						
10009	Apple Inc.	International Suppliers	US						

Figure 10 - Supplier portfolio

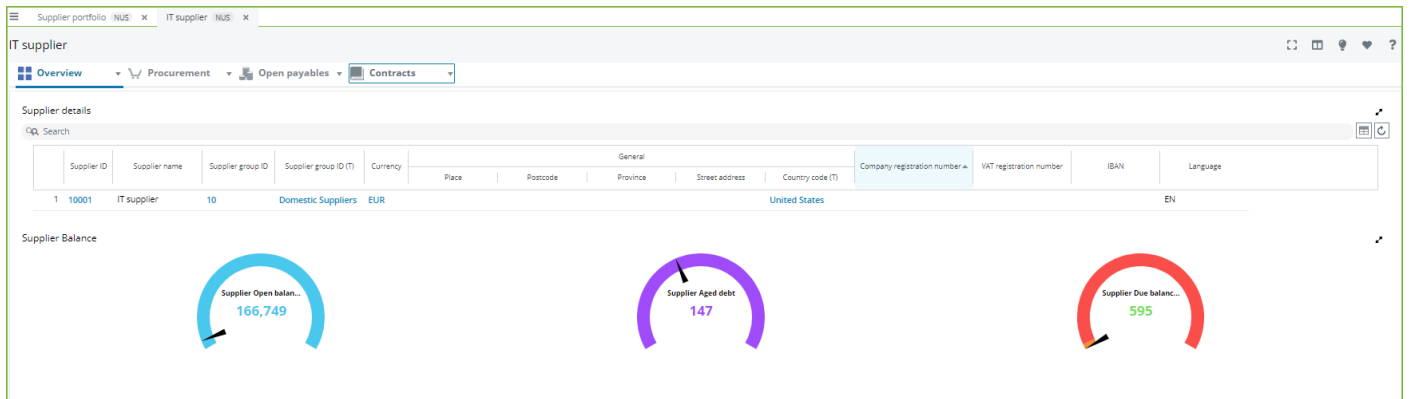


Figure 11 - Supplier portfolio, award metrics

## Supplier creation

The solution supports the creation of suppliers directly in the supplier record for permitted users (typically the AP department). You can specify several different addresses for a single supplier, each of which has a specific benefit.

The following address types are available:

Address Type	Definition
General	Used to indicate an address that is the organization's physical location or office, or from where a service is delivered
Delivery	Used to indicate an address that is the physical location of an organization, where a service or product is delivered
Payment	Used to specify the address to which you send the payment specification
Bank	Used to indicate the bank address
Copy	Used to specify the address to which a copy of the documents must be sent

### Suppliers

Supplier
Contact information
Invoice
Payment
Relations
Action overview
Risk analysis
Details

**Supplier**

Lookup  
 ...

Fresh & Clean

Supplier ID

Supplier name \*

**Classification**

Supplier group \*  
 ▼

10

Country \*

GB

Language \*

EN

**Supplier identification**

Company registration number

VAT registration number

Short name \*

External reference \*

Updated by MIGUELINA, 11/16/2021 2:54:48 PM (User time zone)

Figure 12 - Supplier master file

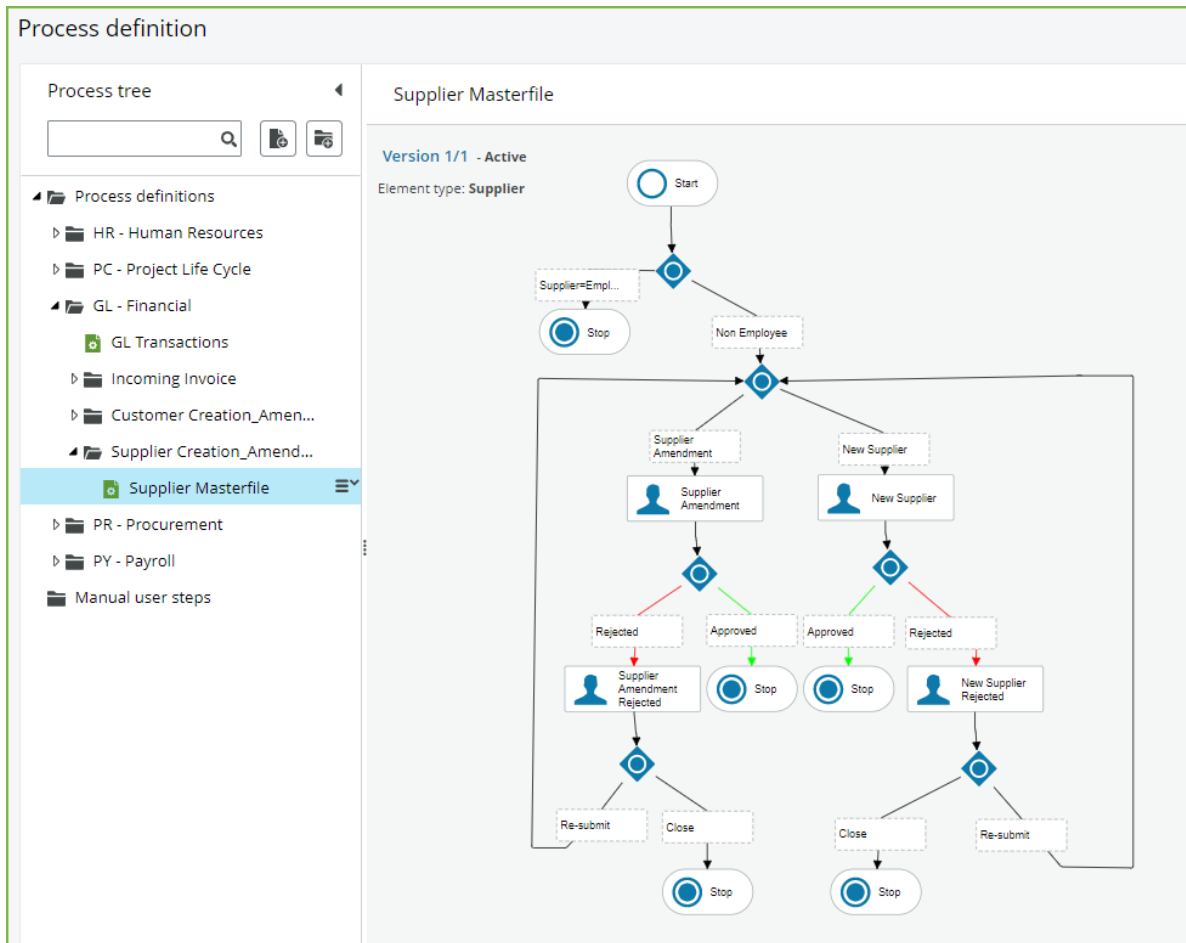


Figure 13 - New Supplier approval

When a supplier must be paid to a different bank account using a payment recipient or factoring agent, the solution lets you create payment recipients linked to the supplier. In the payment process, the payment recipient bank account is used instead of the original supplier bank account.

Every supplier is linked to one of the following available payment terms.

### Payment Terms

Net Cash

Net 15 days with a 10% discount, if paid in 10 days

Net 15 days

Net 30 days

Net 60 days

Net 90 days

**Payment Terms**

Net 180 days

Due 20th of the following month

End of the following month

Every supplier is linked to one of the following payment methods.

**NOTE:**

The payment method can be overwritten at invoice level.

**Payment Methods**

BACS

Cheque

**Supplier Amendment**

The supplier amendment process is used to correct and maintain supplier records already available in the system. Amended Supplier records are sent in a workflow for approval before changes being applied (e.g. a change of bank account number of a supplier must be approved to avoid fraud). After the Supplier Master file amendment is requested, it is approved using the Financial department's workflow approval. The approver sees the old and amended values triggered for workflow in their approval screen to compare the values.

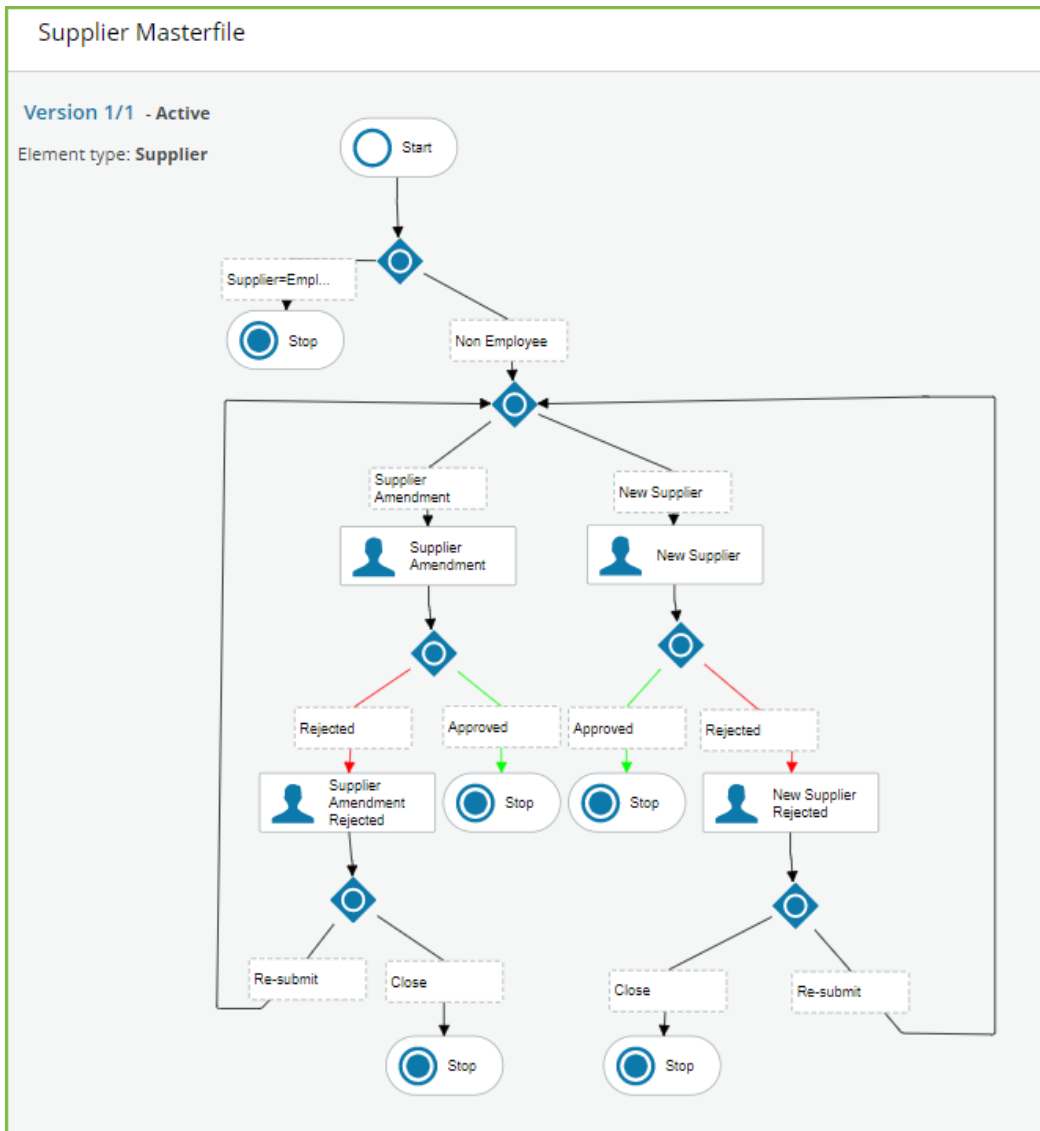


Figure 14 - Supplier amendment approval

## Supplier Risk Analysis

A supplier risk analysis section is provided on the supplier record to evaluate the risk assigned to purchasing products/services from a certain supplier.

Figure 15 - Supplier risk analysis

To store important documents on suppliers, several document folders have been defined and provided to attach a document in our document archive for retrieval. The following document types are available in the solution:

Document Type	Definition
Bank details	Used for attachment of the supplier bank detail documents, as evidence for the entered bank account to be correct
Remittance advise	This document type is automatically added when a payment process is run and a payment specification is generated.

## Review of suppliers

Suppliers created by the Procurement department are always sent for review and approval by the AP department. This application control avoids new suppliers being created without proper financial information or terms and conditions attached. Entry of suppliers by the AP department itself are automatically approved without review. Amendments to existing suppliers are always sent for approval by the AP department, whoever made the change to avoid fraudulent actions.

## Supplier payments

The payment process's main purpose is to collect the due invoices to be paid to the supplier. The solution provides a three-step process that starts with creating a remittance proposal and confirmation, generates payment files and posts payments to the General Ledger.

## Open item maintenance

The solution provides Maintenance of open items to enquire on the open liabilities (posted invoiced to be paid). Another functionality of this window is updating the main information regarding payment method, status, and due date, complaint code.



### NOTE:

If the invoice has been included in the remittance, the only information which can be updated is status.

## Remittance proposal

The remittance proposal selects all invoices due for payment based on their due date. This due date is calculated during the registration of invoices using the registration date and the supplier's payment condition. The process allows additional selection criteria such as a specific supplier group, payment method or specific supplier. This allows for the separate payment process of travel expenses to personnel, and a separate payment run for your trade suppliers. A remittance proposal stationery output is generated for internal use, which can be amended to contain your corporate style.

The remittance proposal is generated by the Finance department and can contain:

- Expenses claims
- Travel Advances
- Incoming Invoices
- Credit Notes
- Manual Payments

The remittance confirmation is run automatically after the proposal is created. A remittance confirmation stationery output is provided for external use. When the Remittance process is finished, the payment method's selection and processing is the next step. The payment confirmation output is automatically attached to the supplier record for later retrieval.

## Payment files

The electronic payment message is generated, and you can export a file with the payment information per line item to the bank for payment.

*Payment files are localized per country, more detail can be found in the relevant country/region specific Localization Document.*

## Posting of payments

The solution provides you with an automatic process for updating the General Ledger (GL) with all payments. It posts the payment transaction and updates the sub-ledger, making the invoices historic and retrievable as paid items. A reversal process is provided to reverse payment transactions and invoices.



**Manual payment**

You will find a manual payment functionality in the solution. This is used to process payments that are registered manually in the system. A standard payment process is provided for these payments, and valid examples of such payments are when you need to:

- match an invoice with a credit note
- match payments and supplier invoices

This procedure does not require any approval or confirmation, and after saving, the registered information is posted to the GL.

## Incoming Invoices

The main purpose of this process is to register, approve and post Incoming Invoices. Invoices are sent for review and approval before they get posted. The solution allows for loading and attaching the original invoice document to the invoice registration. The invoice document is automatically attached to the invoice transaction and displayed during registration, approval and posting of the invoice transaction. Invoices can be received on paper, digital or as an e-invoice.

### Registration of incoming invoices

Three types of incoming invoices are distinguished and supported in the solution:

- Purchase Invoices - Invoices associated with a request or purchase order
- Contract invoices – those invoices directly matched to a contract
- Supplier invoices - Invoices that do not have an associated purchase order

All invoice types are registered and matched in the same registration screen, so there is no need to change window according to the type of invoice.

In the case of a purchase invoice, the associated purchase order is entered, and the cost allocation is retrieved and entered automatically from the purchase. It allows for 3-way matching of the invoice with the purchase order and goods receipt note(s). A contract invoice is matched during registration against a valid contract and allows reporting on contract consumption, for instance used for utility and rent contracts with monthly recurring incoming invoices.

For supplier invoices, no order and no accounting analysis are defined, so the cost allocation needs to be entered manually or by using a posting template. Entering the supplier invoice in the registration, the AP control account, and other supplier-related information, as a default payment method and payment condition is populated.

### Invoice review and approval

All registered invoices are sent for approval in the workflow before being posted. The 3-way matching limits entered in the purchase order defines whether approval is needed in the purchase invoices. When the invoice amount is within the thresholds, automatic approval occurs as the originating purchase order/request has already been approved. The project manager is the first approver, the cost center manager the second approver. This second step contains amount limits and requires approval from higher hierarchical levels in the organizational structure. The amount limits can be amended during implementation.

### Invoice posting

The solution provides a scheduled process that automatically posts all approved invoices to the General Ledger. It runs hourly to allow for a timely posting of invoices to have the cost as soon as they have been approved. Before the invoices are posted, they are available for reporting as invoices pending approval, having a different status in the General Ledger.

## Crediting an invoice

The Credit Note process serves to financially register adjustments in supplier debts resulting from errors made during invoice registration. The standard registration process for incoming invoices is used to register the credit note, where the credit is linked in a reference field to the original invoice. All registered credit notes need to be approved before being posted. The same workflow used for Incoming Invoices is applied, ensuring that every Credit Note is approved by the project manager and by the cost center responsible.

## Accounts Receivable

The accounts receivable process provides your organization with support for the entry and maintenance of donor/customer receivables. It can be expanded with our sales solution to generate invoices based on sales orders as an Addition. It provides the registration and review of donor information, posting of AR invoices and payment matching.

### Donors

The donor record stores all the relevant data from a specific donor. It collects general information such as name and contact information, and legal identification numbers (VAT number, organization registration number, etc.). New donors are automatically numbered with a unique numeric range.

The customer record stores all the relevant data from a specific customer. It collects general information such as name and contact information, and legal identification numbers (VAT number, organization registration number, etc.). New customers are automatically numbered with a unique numeric range.

Donors are aggregated into donor groups first - to define AR control accounts for the group. The following predefined donor groups are provided within the solution:

Donor Group	Definition
Domestic Donors	Donor group for domestic Donors
International Donors	Donor group for international Donors
Intercompany Donors	Donor group for intracompany activities

When the donor commits a payment from a different bank account since they use a payment recipient or factoring entity, the solution supports the creation of payment recipients linked to the donor. In the receipt matching process, the payment recipient bank account is used instead of the original donor bank account. Every donor is linked to one of the following payment methods:

Payment methods
BACS
Cheque
Credit card

## Donor workspace

An out-of-the-box portfolio of donors and associated workspace is provided. This contains the portfolio of all donors and is accessible by AR users. The donor portfolio displays an overview of all donors, including main details, open AR balance and DSO (days sales outstanding) as alerts.

From the portfolio, zooming into the donor's workspace gives you access to overview, payments and awards information. It includes the donor details, workflow tasks and metrics.

These metrics are provided:

- Donor open AR balance amount
- Donor DSO (Days Sales Outstanding), or maximum days due for payment
- Donor open AR balance history for the last 12 months
- Donor DSO history for the last 12 months
- Donor open balance per invoice and due date
- Donor due balance per invoice and due date
- Current awards per donor
- Award amounts per donor
- Open AR balance per award

Links are available to the following activities:

- Donor record with all donor details
- Maintenance of open AR items
- Statement of Accounts report to be generated (and optionally send per email)
- Payment receipt entry

The screenshot shows a web application interface for 'X20 Donor portfolio'. It features a table with columns for Donor ID, Donor name, Donor group ID (T), Country code (T), Language, Currency, Donor open bala..., Donor DSO (KPI)..., Notifications, and Refresh. The table lists several donors, including Bloomberg, Danida, DEC, DFID, European Civil Protection & Humanitarian Aid Operatons (E..., European Union, Gilead Sciences, Government of Norway, and Government of Scotland. Each row shows a Donor ID, Donor name, Donor group ID (T), Country code (T), Language, Currency, Donor open bala..., Donor DSO (KPI)..., Notifications, and Refresh. The Donor DSO (KPI)... column includes a green dot and a '+2' value.

Donor ID	Donor name	Donor group ID (T)	Country code (T)	Language	Currency	Donor open bala...	Donor DSO (KPI)...	Notifications	Refresh
10005	Bloomberg	International Donors	United Kingdom	EN	GBP	0	0	+2	
10007	Danida	International Donors	Germany	DE	EUR	0	0	+2	
10040	DEC	International Donors	United Kingdom	EN	GBP	0	0	+2	
10010	DFID	International Donors	United Kingdom	EN	GBP	0	0	+2	
10045	European Civil Protection & Humanitarian Aid Operatons (E...	International Donors	Belgium	EN	EUR	0	0	+2	
10001	European Union	International Donors	Belgium	NL	EUR	0	0	+2	
10030	Gilead Sciences	International Donors	United States	US	USD	0	0	+2	
10037	Government of Norway	International Donors	Norway	EN	NOK	0	0	+2	
10035	Government of Scotland	International Donors	United Kingdom	EN	GBP	0	0	+2	

Figure 16 - Donor portfolio

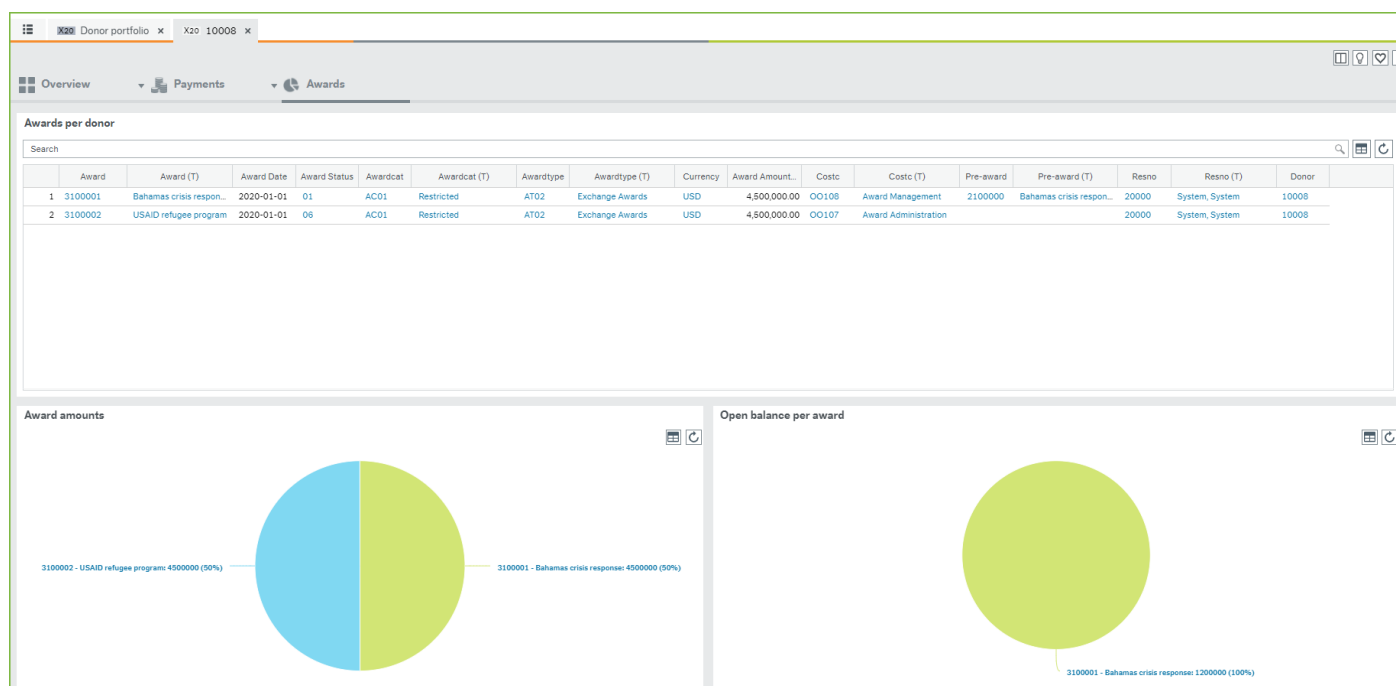


Figure 17 - Donor portfolio, award metrics

## Donor creation

The solution supports creating new donors directly in the donor record for allowed users (typically the AR department). It is required to record at least one address for your donors, but the solution provides multiple address types for registration. The following address types are available:

Address Type	Definition
General	Used to indicate an address for the organization's physical location or office or from where an operation is performed
Bank	Used to indicate the bank address
Copy	Used to specify the address to which a copy of the documents must be sent

## Donor amendment

The donor amendment process is used to maintain existing donor records in the system. Before changes are effectuated, amended donor records are sent in a workflow for approval. After the supplier master file amendment is requested by the digital form, it is approved using the Financial department's workflow approval. The approver sees the old and amended values triggered for workflow in their approval screen to compare values.

## Review of donors

Donors created by the Sales department and Award management department are always sent for review and approval by the AR department. This application control avoids new donors being created without accurate financial information and the terms and conditions attached. The entry of donors by the AR department are automatically approved without review. Amendments to existing donors are always sent for approval to the AR department, whoever made the change to avoid fraudulent actions.

## Attach documentation to Donor Record

To store important documents on donors, several document folders have been provided to attach documents in our document archive for retrieval. The following document folders are available:

Document folder	Definition
Sales order document	Used for attachment of the mass sales orders to the sales invoice
Sales order invoice	Used for attachment of the sales order to the sales invoice

## Payment receipt process

Payment receipting is the process of reconciling and posting received payments to the open receivables. The solution provides a manual matching entry as well as an automatic matching process. An invoice reversal is provided to ensure the correction of a wrongly posted payment.

## Write-off

When committed funding is not received, and an open receivable is created for this, the solution has a write-off process on these debts. It posts the open receivable to an expense account in your Income statement.

## Bank Reconciliation

The bank reconciliation process offers automatic uploading or manual entry of bank statements and reconciles them with the company's cashbook entries. The user may run an automatic or manual allocation between the open items and automatically generate cashbook entries in the General Ledger by the information retrieved from the bank statement. Furthermore, it allows for the reversal of a registered bank statement or a previous reconciliation. Reconciled and unreconciled items are reported on in specific reports.

### Manual entry of bank statements

Bank statements can be manually entered, where the user enters the bank account number and bank balance followed by all bank transactions on the statement. Subsequently, they are reconciled against the cashbook entries on the same bank account.

### Import of bank statements

Bank statement import is a highly localized process and depends on the countries and banks an organization works with. Therefore, this is part of our localization packages per country, which can be added separately.

The localization package supports the MT940 format for end-of-day bank statements. To allow for matching and automatic posting of your bank statement, the solution provides rules to be entered. These rules define the combinations of accounts, credits, debits, dates and text fields to be used during import of the statement and reduce the manual work. A validation supports checking of the initial balance of the statement being uploaded is equal to the final balance of the last statement uploaded. The system sends a warning alerting the user to the difference between statements and asks if they want to accept the difference before saving the statement.

*Since the import of bank statements is localized per country, more detail can be found in the relevant country/region specific Localization Document.*

### Additional bank accounts details

The solution stores detailed information about your company's bank accounts. This includes the bank name, currency, account number and (bank) account code in the LCoA to be used. Additional fields are added to record other required information. (e.g. regarding the bank account signatures: the first and last name, their position in the company and email addresses).

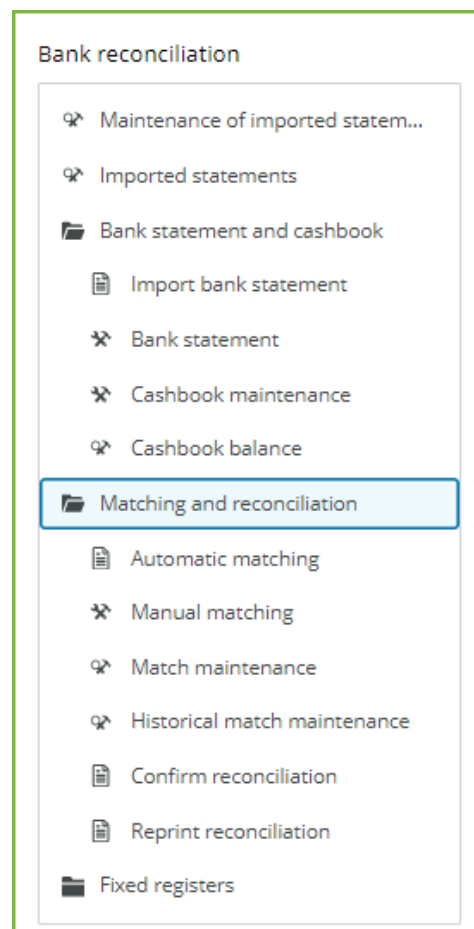


Figure 18 - Bank import and reconciliation

The screenshot shows a web application interface for 'Bank accounts'. The main title is 'Bank accounts' with a sub-tab 'Bank Account Details'. The form is divided into several sections:

- Bank:** Lookup field with value '100'. Below it, 'Local bank account' is displayed.
- Bank account:** Field with value '100'.
- Bank details:**
  - Currency:** Field with value 'Euro' (EUR).
  - Country:** Field with value 'United Kingdom' (GB).
  - IBAN:** Field with value 'GB98MIDL07009312345678'.
  - Swift:** Field with value 'IIIGGB22'.
  - Bank institution:** Field with value 'Default Bank Institution' (DEFAULT).
  - Clearing code:** Empty field.
  - Bank account number:** Field with value '12345678'.
  - GL update level:** Dropdown menu.
  - Payment category logic:** Dropdown menu.

At the bottom, a status message reads: 'Updated by SYSTEM, 6/17/2021 3:06:13 PM (User time zone)'.

Figure 19 - Bank account details

## Reverse bank statement

The solution provides the reversal of a bank statement. To complete this task, the user selects the item in the Bank statement and deletes the entry. This erases the bank statement's registration and, subsequently, delete it from the Manual Bank Reconciliation. If you try to delete a reconciled bank statement, you won't be able to complete this action (you won't be able to save changes to that bank statement).

## Manual matching

Manual matching of open items in the bank account is provided to complete the reconciliation of all the transactions that were not matched automatically. In the matching window, the user sees all cashbook transactions on one side and all statement transactions on the other and can select the transactions to be matched.



## Bank reconciliation reversal

Sometimes mistakes and errors in the bank statement are identified when the reconciliation is completed. The solution automatically creates a General Ledger journal entry from a bank statement for those open items that are not matched. This type of transaction is only used to post bank charges journal entries. The solution allows the user to undo a reconciliation.

## Commitment Accounting

The solution generates commitments either automatically or manually. Automatic commitments are created during travel requests and expense claims, when raising a purchase request or purchase order, and are updated with the receipting of goods and invoices.

To distinguish in the type of commitment, the solution defines whether a commitment should be regarded as hard or soft. In this respect, a purchase request and travel request are defined as soft commitments, where the purchase order and expense claim are defined as hard commitments. The reported commitment amounts are automatically updated when a transaction's status is changed (e.g. from purchase request to purchase order, to goods receipt and received invoice).

Type of transaction	Action	Type of commitment
Purchase order	Create	Hard commitment
Goods received	Create	Accrual commitment
Purchase requisition	Create	Soft commitment
Incoming invoice	Create	Hard commitment
Travel request	Create	Soft commitment
Expense claim	Create	Hard commitment

### Manual commitments (Addition)

Next to the generation of automatic commitments, the solution allows for the entry of manual commitments and reservations. This manual commitment is reported as either a soft or hard commitment and can be distributed across multiple periods using distribution keys (e.g. an annual amount entered to be distributed across all monthly periods). Manual commitments are manually matched to actual transactions such as invoices.

## Budget checking

Generating or creating commitments needs to be prevented if no budget is available, to avoid overspending. Therefore, the solution provides budget checking during commitment creation. It allows for flexible definitions of the available budget and checks on multiple combinations of dimensions and time frames. A warning is provided in both the entry screen and the approval screens, allowing the user to enter a commitment and warning if it exceeds the budget. It is up to the approver to decide on whether this budget overrun is accepted or not during workflow review. The budget check results are shown during review and approval, including the budget check thresholds and available/committed budget.

Budget checking is available during:

- Entry of purchase request
- Entry of purchase order
- Approval of purchase requests and purchase orders
- Entry of travel request
- Entry of expense claim
- Approval of travel requests and expense claims
- Registration of incoming invoices
- Entry of manual commitments and reservations

The following budget check definitions are used during entry and approval of a commitment:

Available Budget	Definition	Tolerance %	Budget alert %
By account	Check the current year's operational expenditure per account to validate against the fiscal year's operational budget per account.	10	5
By account, by costc	Check current year's operational expenditure per account and cost center to validate against the operational budget for the fiscal year per cost center and account	10	5
By account, by costc, by project	Check the project expenditure per account, cost center and project to validate against the project budget over the project's lifetime.	10	5
By account, by costc, by project, by work order (award)	Check the work order expenditure to validate against the workorder budget per account, cost center, project and workorder over the workorder's lifetime.	10	5
By account, by costc, by project, by workorder, by activity	Check activity expenditure to validate against the activity budget per account, cost center, project, workorder and activity over the activity's lifetime.	10	5

## Period/Year End

This process is designed to complete all tasks necessary for opening a new period, closing the previous one, and storing results through reports. Overall, the various period end routines ensure that the accounting data complies with the accounting principles of matching, prudence, consistency, completeness and your organization's accounting policies.

### Period end AP invoice accrual process

The invoice accrual process is used to post registered transactions pending approval in the given period and automatically reverse them in the next period. Any unbalanced financial movements will be balanced against the system account defined as such. This process's output is a report, and it only updates the General ledger; Accounts payable are not updated. Expenditure on transactions pending approval can be reported in this way.

### Currency revaluation process for AP/AR/GL

The currency revaluation process automatically calculates the exchange gains and losses in transactions due to changing exchange rates. At the end of the period, the process calculates the exchange rate differences in the transaction with the exchange rate for the last day of the period concerned. The variance is posted against the unrealized exchange loss or gain account. Revaluation is available for GL, AP and AR transactions.

The accounts for the exchange gains/losses for GL transactions are defined at the company level and at the customer and supplier group levels for AR and AP transactions. There are two categories of these accounts: the unrealized exchange gains/losses and the realized exchange gains/losses. The realized gains/losses accounts are used when an actual transaction is entered in the system, and the difference in the exchange rate creates a variance. The unrealized accounts are used during the revaluation process for open payables and receivables.

To flag accounts for GL revaluation, a label is available at account level that is defaulted with 'No' as value for revaluation. The account can be selected for revaluation by changing the value of this field to 'Yes.'

### Reconciliation

The solution allows you to run validation for the Period End process through Reconciliation of the AP/AR against GL. The process enables an audit trail to reconcile Accounts Payable/Receivable with the General Ledger. Any transactions with Accounts Payable/Receivable without corresponding data entry in the General Ledger are listed. Since financial transactions generated in the solution are posted simultaneously in General Ledger and Subledgers for AP/AR, there are no differences in balances to be expected. Another validation available in the solution is an inquiry on unbalanced transactions. This allows you to list any transactions in the General Ledger, which do not balance for the organization and period selected.

### Period closure and password protection

After the period end, the open period is closed or set to password-protected to restrict financial entries in that reported period. Authorized users can post in these accounting periods, provided they have the password. Once the technical adjustments for that period are terminated, the Period status is changed to Closed.

## Year-end process

The process supports the opening of a new financial year, the closing of the previous one and storing results in reports. After storing all required reports and their analysis, the process covers the reversal of the General Ledger transactions that are to be corrected before the clearance and transfer of the results into the next year and the calculation of the yearly depreciation on assets.

Period end validation is performed in the year end process, following the same steps described in the former sections. After validation has run, the financial department needs to decide if it is necessary to do a reversal (based on a Period End Validation report). The solution provides the user with a better analysis of the GL accounts by allowing the possibility to run the following reports:

- AP Period End Specification - specifies balances per supplier at the end of a given period. The report printout can be sorted by supplier, account and transaction attribute.
- AR Period End Specification - lists and totals all transactions outstanding for a specific period. Sorting can be performed per Donor, account and accounting analysis attribute.
- Period End Validations – to check the GL/AR/AP reconciliations, the list of unbalanced transactions and the requirement of a Reversal.
- Transaction Reports – to store the closing period's transaction list.
- Year End depreciation of assets – to run the depreciation process of assets, to retrieve their net value for new period.

The Financial department responsible for year-end process must ensure that the organization's assets have been depreciated for the active period. It is relevant to verify if all additional operations on assets were performed: additions, sale registration, disposal, etc. If the asset's depreciation was done over the year, the user can update the depreciation base at the end of a financial year by running a process to generate a system report. This report will state if the assets have been depreciated for the entire year by analyzing the latest depreciation period. If missing depreciations for assets have been found, the depreciation process should be run.

The Opening balance is generated for the next financial year by an automatic process. If this process is run more than once, the current opening balance transactions are reversed automatically. To check if the process has run without issues, an Opening balance report is provided. Once transactions and opening balances are confirmed and transferred to the next year, it is possible to close the last period of the former year.

# Index

## A

Account Rules 15  
 Accounting 22  
 Accounts Payable 24  
 Accounts Receivable 35  
 Additional bank accounts details 39  
 Attach documentation to Donor Record 38

## B

Bank Reconciliation 39  
 Bank reconciliation reversal 41  
 Budget checking 42

## C

Chart of Accounts 14  
 Commitment Accounting 41  
 Company 8  
 Company Setup 8  
 Context 3  
 Copyright 3  
 Crediting an invoice 35  
 Currencies and Exchange Rates 17  
 Currency revaluation process for AP/AR/GL 43

## D

Donor Amendment 37  
 Donor Creation 37  
 Donor workspace 36  
 Donors 35

## E

Year-end process 44

## F

Financials 7

## G

General Ledger 22  
 Geographical structure 10

## H

HR position structure 11

## I

Import of bank statements 39  
 Incoming Invoices 34  
 Indirect cost allocation (addition) 23  
 Intended audience 3  
 Intercompany invoicing 23  
 Intracompany posting 23  
 Invoice posting 34  
 Invoice review and approval 34

## J

Journal Entry 22

## M

Manual commitments (Addition) 41  
 Manual matching 40  
 Manual payment 33  
 Mobile app 19

## O

Open item maintenance 32  
 Organizational structure 8

## P

Payment files 32

Payment receipt process 38  
Period closure and password protection 43  
Period end AP invoice accrual process 43  
Period/Year End 43  
Periods 12  
Personal tasks 20  
Posting dimensions 13  
Posting of payments 32  
Programmatic structure 10  
Project geographical structure 10

## R

Reconciliation 43  
Registration of incoming invoices 34  
Remittance proposal 32  
Reversal of GL transactions 22  
Reverse bank statement 40  
Review of donors 38  
Review of GL transactions 22  
Review of suppliers 31

## S

Structures and hierarchies 8  
Substitutes 20  
Supplier Amendment 29  
Supplier creation 27  
Supplier payments 31  
Supplier Risk Analysis 30  
Supplier workspace 24  
Suppliers 24

## T

Task alerts 21  
Task management 18

Tax 17

## W

Workflow 18  
Workstreams 3  
Write-off 38

This page left intentionally blank

**UNIT4**

**In business for people**