



INFOTEAM 2022

Hvordan adaptere beste praksis og utnytte IA for optimalisering av dine forretningsprosesser?

22.09.2022 – Line Kveim

VÅR AGENDA

- Hvorfor **standardisere**?
- Hvem **definerer** standard?
- Hvordan få **utbytte av IA** som malverk?
 - *Dokumentasjon av prosesser*
 - *Konfigurering*
 - *Usability*
- Vi deler **noen tanker** 😊



Intro

- Hvem er BE-terna og hvorfor har vi valgt dette temaet?
- Hvordan kan vi få utbytte av å strømlinjeforme din virksomhet?
- Hvorfor burde vi fokusere på å standardisere arbeidsprosesser?
- Hvordan kan vi effektivt benytte IA på veien for å oppnå dette?



Gold
Channel Partner



#1 EMEA Infor Business Partner



Microsoft



Hvorfor standardisere?

Skap rammer!

- Know your uniqueness!
- Klare rammer
- Enkelt å forholde seg til
- Alle vet hvordan prosessene ser ut

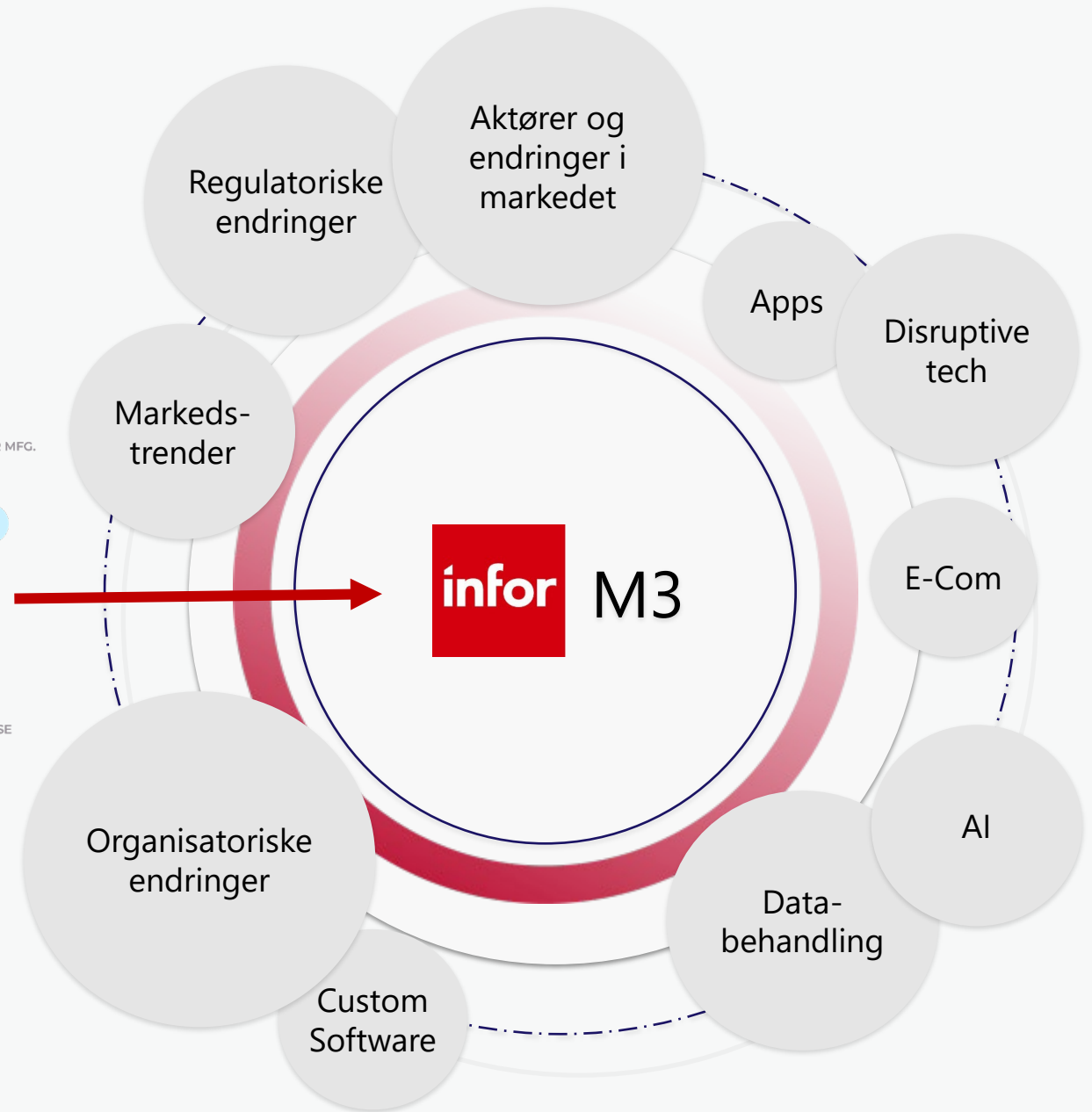
Minimer risiko

- Minimerer usikkerhet
- Lavere risiko ved organisasjonsendringer
- Skap stabilitet i organisasjonen!
- Flere kunder om samme arbeidsflyt – mer makt mot leverandørene

Raskere adaptasjon

- Raskere implementering av nye forretningsløsninger
- Lavere kost for tilpasninger

ERP er kjernen!





Implementation Accelerator

Hvem bestemmer standarden?

Leverandørens voksende ansvar

- M3 som motor – hvem bestemmer hvordan motoren skal fungere?
- Markedstrender for ERP peker mot:
 - Mindre custom i kjernen
 - Lavere antall Extensions
 - Høyere grad av industrifokus
- Kundene er med på å forme standarden igjennom:
 - Aktiv dialog med leverandør
 - Søke etter ny funksjonalitet
- Gjensidig tillitt mellom leverandør og kunde – til alles beste





Implementation Accelerator

Hvordan utnytte IA for å lykkes med standardisering?



Implementation Accelerator for Food and Beverage



Master Data
Establish Company Structure
Establish Finance Settings
Customer to Order Management
Supplier to Purchase Agreements
Items Creation to Release
Product Creation to Release
Delete IA Master Data
Grower Contract Agreements
Establish Packaging
Establish Inspection
Miscellaneous Master Data

Demand to Plan
Demand Capture to Forecast
- Infor M3 Demand Planner
Planning Calculations to Master Planning
Prepare to Report Goods Receipt

Procure to Pay
Proposal to Purchase Order
Put-away to Inspection - Stats
Indirect Procurement
Claim to Resolution
Prepare to Report Goods Receipt
Grower Purchase to Final Settlement

Pricing to Customer Agreements
Sales Prices and Discounts
Customer Agreements

Production to Inventory
Prepare to Produce
Make to Order
Receipt to Approval
Process Manufacturing
Consumption to Statistics
Lot Blending and Tank Cleaning
Light Manufacturing
Manufacturing Schedules
Subcontracted Operations

Graphical Lot Tracker
GLT Setup
Trace and Recall General Process
Supplier Recall a Component
Distribution Quality Issue
Manufacturing Quality Issue
Customer Initiated Complaint
Attribute and Item
Compare Raw Material Usage
Audit MO Reporting in M3 from GLT

Distribution to Internal Invoice
Distribution Orders
Simple Distribution Flow
Internal Sales Orders

Warehouse Management
Count to Correct
Reclassification to Inventory Movements
Lot Handling to Tracing
Misc Warehouse Management Functions

Inventory to Managed Packages
Inbound Processes
Warehouse Activities
Outbound Processes

Freight Costs to Charges
Freight Agreement to Charge Confirmation
Detention Charges to Invoicing
Receive Freight Invoice to Accounting

Inspection to Approval
Acquire to Inspect
Inspect to Approval or Rejected Stock
Inspection in Warehouse and Outbound

Order to Cash
Order Receipt to Batch Order Creation
Create Customer Order Header
Create Customer Order Lines
Order Confirmations
Order Monitoring to Order Management
Confirmed Orders to Allocation
Shipment Planning to Pick List Release
Picking to Packing
Loading to Delivery Note
Picking to Dispatch Using Factory Track
Proof of Delivery to Invoice
Invoice Payment to Statistics
Goods Return to Credit
Invoice Adjustments
Order to Cash, Simple Order Flow

Inventory Planning Workbench
Set Up IPW
Process IPW

Maintenance to Work Order
Maintenance Settings to Equipment Creation
Work Order to Statistics

Financial Plan to Report
Cost Accounting
AP – Invoices without POs to Display
AP – Invoices with POs to Month End
AR – Invoicing to Reminders
AR – Customer Payments
AR – Direct Debits to Month End
General Ledger Processes
GL – Period and Year End
Fixed Assets Set-up to Asset Register
Fixed Assets Depreciate to Month End
Current Assets
Taxation – EU / USA
Risk Management
Reporting
Budgeting
Audit and Accounting

General Data Protection Regulation (GDPR)

Transaction Archiving Management

Job Scheduler

Integration to Analytics





Dokumentasjon/prosesser

- Løpende oppdatert av Infor
- Prosessbeskrivelser
- Process manager

- Dokumentere differanser fremfor alle prosesser

Pre-konfigurerte maler

- Malverk
- Eksempeldata
- Grunndata

Out-of-the-box usability!

- Scripts!
- Homepages!
- Widgets!

Info

- Infor Concierge
- Infor Support Portal
- Enhancements
- Infor Marketplace
- CloudSuite Self-Service
- Concierge Customer
- Product Marketplace
- Process Intelligence**

Search

Welcome to Infor Concierge

ers with Digital Assistant

Open Incidents



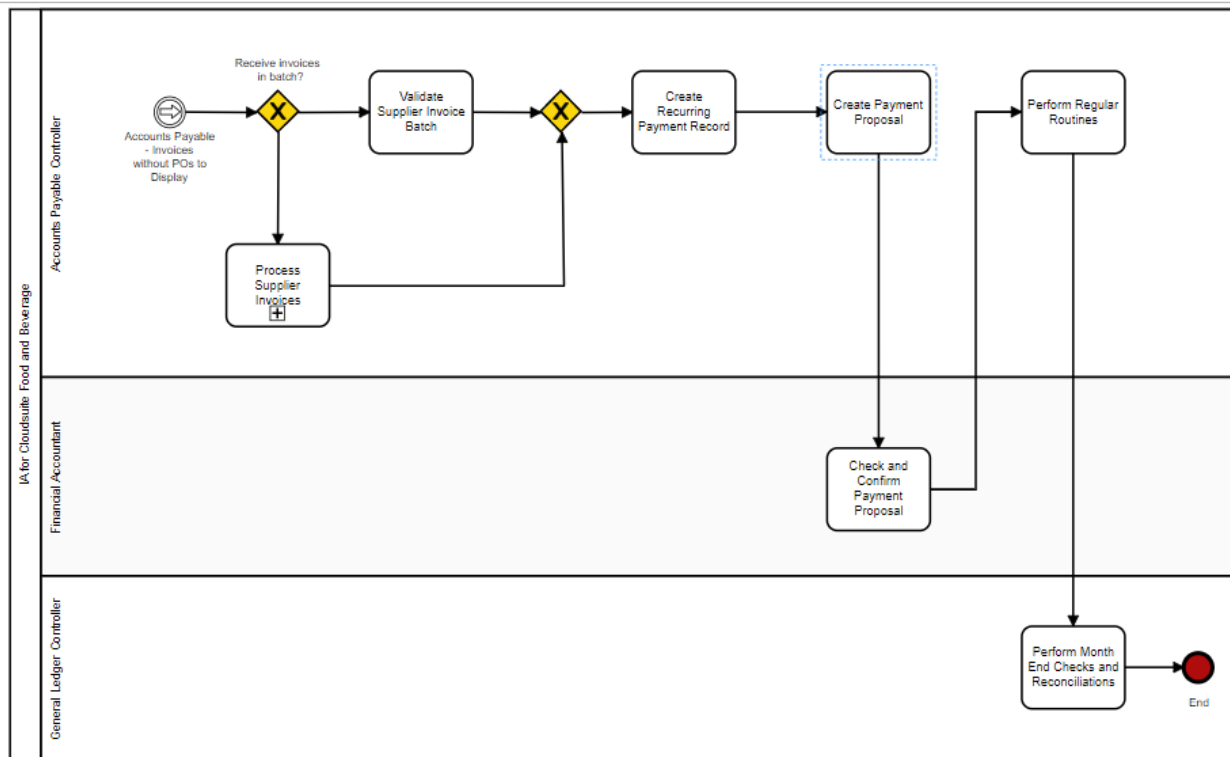
Process Intelligence

Processes

IA for Infor CPQ	IA for Infor CS Aerospace and Defense	IA for Infor CS Automotive	IA for Infor CS Chemicals
IA for Infor CS Corporate	IA for Infor CS Distribution Enterprise	IA for Infor CS Distribution Enterprise - F&B...	IA for Infor CS Distribution Enterprise - Industrial...
IA for Infor CS Engineering and Construction	IA for Infor CS Equipment	IA for Infor CS Fashion	IA for Infor CS Food and Beverage
IA for Infor CS Food and Beverage - Dairy	IA for Infor CS Healthcare	IA for Infor CS High Tech and Electronics	IA for Infor CS Industrial
IA for Infor CS Industrial Enterprise (LN)	IA for Infor CS Public Sector	IA for Infor EAM	IA for Infor HR Talent
IA for Infor M3 Demand Planner	IA for Infor Manufacturing (M3)	IA for Infor PLM for Process - F&B	IA for Infor WFM
	IA for Infor WMS	Standards and Navigation Tips	

Invoices with POs to Month End

Diagram Process Attributes



click - related options - 6 or Ctrl 6. and right click - change to view and to modify the proposal lines.

Business Process Code

FABXFI.15.20

Pay Supplier Invoices

Application Code (level 4)

[APS130](#)

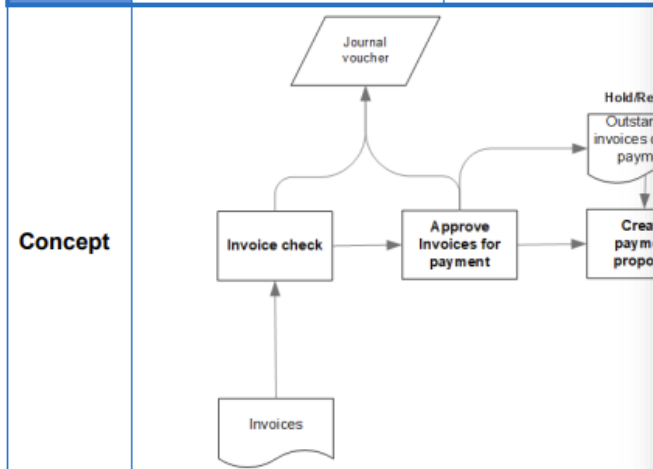
Supplier Payment Proposal. Open

Related Documents

FABXFI.15.20 Supplier payments.pdf



FABXFI.15.20 Supplier payments		
General Information	Document	System
	Application: M3 Module: Finance – Accounts Payable	User: Role: Security:



See also the document 'Accounts Payable Preconfiguration Settings - Accounts Payable - APS905/F Settings 200 and 240 should be checked or unchecked. **Supplier. Open for Purchase Financial – CRS624**

The financial panels within the supplier master file are of Supplier. Open - CRS620 or called as a separate program normally be created at a preliminary status (status = 10) checked, amended and the status of the supplier then modified. **Payment Term. Open – CRS075**

Set-Up

Payment terms are set and can be created in different languages and preconfigured.

AP Payment Method. Open – CRS071

The setting 'print amounts' on the check payment method to be used for the decimal amount within the payment. In 1 of 4.56, the text amount can be printed in the following ways:

- 1 = Four,56
- 2 = Four and 56/100 Dollars
- 3 = Four,56 Dollars
- 4 = Four Dollars and 56 Cents
- 5 = Four Dollars and fifty six Cents

FABXFI.15.20 Supplier payments																			
Set-Up	<p>Check. Write amount as Text – CRS180</p> <p>The standard value text has been created for languages GB and DE. Value text may be created in other languages by entering the language as Standard.</p> <p>Using Action F16 – Cur name/lg from CRS180, will open Currency. Write – CRS182 where it is also possible to create a currency name and decimal language. US Dollars and Euros have been preconfigured.</p> <p>FAM functions must be configured in FAM Function. Open – CRS405 against "AP30" to "AP35" (for the relevant payment methods).</p>																		
Process	A payment proposal is created for all supplier invoices that are due for payment. The payment proposal can be reviewed and invoiced held or released as required. When the proposal is confirmed the ledgers are updated and a payment document is created for the payment method selected within the proposal.																		
Inputs	<table border="1"> <thead> <tr> <th>Field</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Division</td> <td></td> </tr> <tr> <td>Due Date (To)</td> <td></td> </tr> <tr> <td>Bank Account ID</td> <td></td> </tr> <tr> <td>Ordinary Payment</td> <td></td> </tr> <tr> <td>Recurring Payment</td> <td></td> </tr> <tr> <td>Payment request</td> <td></td> </tr> <tr> <td>Payment Proposal Date</td> <td></td> </tr> <tr> <td>Report Text</td> <td></td> </tr> </tbody> </table>	Field	Value	Division		Due Date (To)		Bank Account ID		Ordinary Payment		Recurring Payment		Payment request		Payment Proposal Date		Report Text	
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STEPS	
1	Check the environment you are working in and open Supplier Payment Proposal. Create a payment proposal by selecting option Create or CTRL 1.
2	On APS131/E enter the relevant selection criteria. The 'to' due date field, payment selection should be entered. If the rest of the fields are left blank ordinary payment will be selected. The match credit notes field should be set as required from the setting on Settings - Accounts Payable - APS905. Click next or press enter to create the proposal.
3	Back on screen Supplier Payment Proposal. Open - APS130/B the proposal normally appear within 30 seconds. If invoices for a range of payment methods and for a range of currencies are selected, payment proposals will be created.
4	Select the payment proposal and right click - change to view and to modify.
5	From Supplier Payment Proposal. Open - APS130 the proposal can be printed. Right click - related options - 6 or Ctrl 6.
6	Once the proposal correctly shows the records to be paid, from APS130, the proposal can be confirmed using right click - related options - 9 or Ctrl 9. This means that the payment document will be created, as per the payment method.

FABXFI.15.20 Supplier payments	
7	When the payment method 'checks' is used, APS140 is the next screen displayed, where, for example, the checks, may be sorted by amount or by supplier name. Note that the screen displayed is relevant to the payment method used, for example if the payment method ACH for US ACH payments is selected, the screen displayed would be Bank Transfer. Open – APS160. Likewise, if payment method SCT – for European SEPA credit transfers is selected, the appropriate next step and SEPA output file is produced accordingly.
8	If you are using pre-printed check stationery, confirm the defaulted check number with the top check in the check printer and press enter or next.
9	The printed checks can then be manually signed or automatically processed through a check signer and sent on to the suppliers.
Output	A confirmed proposal and payment document relevant to the payment method used for the supplier. A validated journal voucher which can be viewed in the general ledger and updated accounts payable records.

Test Variants	
1	Produce proposals for all relevant suppliers and payment methods.
2	Test the output for all relevant payment methods.
3	Verify the ledger have been updated correctly.
4	Amend the proposal before confirming and check the output.
5	Test, if applicable, recurring payments.

Additional Information / Tips	
	Before printing checks, it is recommended to control the check-printer, for example check that there is sufficient and the correct stationery and that the correct printer cartridge is installed.
	If the 'next proposal date' is entered in Supplier Payment Proposal. Open - APS130/E, the cash discount will be optimized. If the cash discount is the same in the next payment proposal, the invoice will not be paid this time, it will be stopped with stop code '5'.
	The <u>maximum payment amount</u> and the <u>payment priority</u> fields can be used to ensure that, if funds are limited, the suppliers you wish to pay get paid first.
	The field ' <u>match credit notes</u> ' within the selection criteria of Suppl Payment Proposal. Create – APS131/E determines how credit notes should be handled when the payment proposal is created; 0 = No automatic match of credit notes is done when the proposal is created. Credit notes are only matched against invoices having the same payment date. 1 = Automatic match of credit notes is done when the proposal is created. If the invoice(s) having the same payment date as the credit note(s) do not cover the credit note amount, a calculation will be done of invoices with other payment dates until the amount of the invoices covers the credit note(s). The payment date of all credit notes and invoices will be automatically changed to the latest found payment date.
	Checks can be re-printed from program <u>Supplier Payment Proposal. Open - APS130</u> (using right click - related options - 8 or Ctrl 8) as long as the payment proposal hasn't been deleted. Checks can be re-numbered in <u>Check. Change number - APS145</u> .
	There are various options within <u>Check. Open Checkbook – APS300</u> including the options to stop, void or reverse a check. The options available to the user are dependent upon the status of the check.



Dokumentasjon/prosesser

- Løpende oppdatert av Infor
- Prosessbeskrivelser
- Process manager

- Dokumentere differanser fremfor alle prosesser

Pre-konfigurerte maler

- Malverk – COPY vs. Migrering?
- Eksempeldata – Bruk i WS!
- Grunndata

- Eksempel finans!
 - *Kontoplan*
 - *Konteringsregler*
 - *MVA*

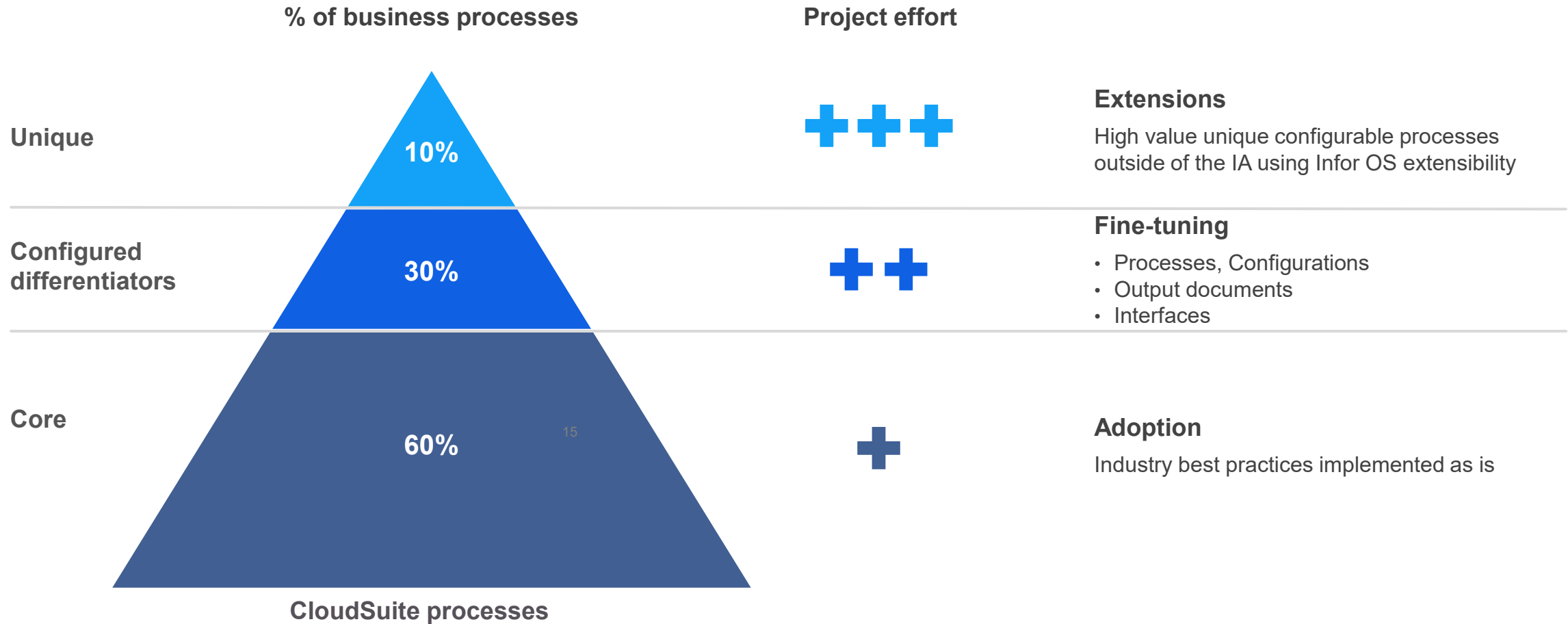
Out-of-the-box usability!

- Scripts!
- Homepages!
- Widgets!



NOT ALL BUSINESS PROCESSES ARE CREATED EQUAL

Infor's 60:30:10™ process framework for IAs



Performance
Management



Manufacturing
Process Automation

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- Demo

CULTURAL
PROBE

DEVELOP
PERSONAS

CARD
SORTING

CUSTOMER
INTERVIEWS

LISTEN IN ON
CUSTOMER
SERVICE CALLS

FIELD
VISITS

RUN A
USABILITY
TEST

USER
SURVEY



Noen tanker?



BE-TERNA

Thank you.

 +47 924 33 050

 line.Kveim@be-terna.com

 Schweigaards gate 14, Oslo

