JOB LIST

- Alter Existing tables (**See "**Vendor Invoice Logging Table Script.sql**" for example)
  - o [VENDORS] table
    - ▪ Add new columns
      - • [SAP_Vendor_Number] (VARCHAR(50)), NULL
      - • [Is_SAP_Feed_Enabled] BIT, NOT NULL, DEFAULT(1)
      - • [AS400_Vendor_Number] (VARCHAR(50)), NULL
  - o [VENDOR_INVOICES]
    - ▪ Ensure unique combination of [Invoice_Number] and [Vendor_ID]. Add CONSTRAINT UNIQUE(Invoice_Number, Vendor_ID).
    - ▪ Add New Column
      - • Is_SAP_Feed_Enabled BIT, NOT NULL, DEFAULT(1)
- Alter Existing UI's and Functionality
  - o OTIS Main Screen (** See "**OTIS link location for New Invoice Management Screen.jpg**" for example)
    - ▪ Add link to new Vendor Invoice Management UI
  - o VENDORS Screen in OTIS (** See "**OTIS Vendor Screen UI Adjustment.jpg**" for example)
    - ▪ Add ability to see and edit new data (textfield) for new column [VENDORS].[SAP_Vendor_Number]
    - ▪ Add ability to see and edit the BIT toggle (checkbox) for new column [VENDORS].[Is_SAP_Feed_Enabled]
    - ▪ Add ability to see and edit new data (textfield) for new column [VENDORS].[AS400_Vendor_Number]
  - o ~~**Hold this bullet item until Phase 2 **~~ ~~ORDER_DETAILS and ADD_COST Screens In OTIS (** See both "~~**OTIS Order Details Add Cost Screen UI Change.jpg**~~" and "~~**OTIS Order Details Edit Screen UI Change.jpg**~~" for example)~~
    - ▪ ~~If a vendor invoice has been received ([VENDOR_INVOICES].Details_ID EXISTS) then **ALL** costs associated to the Order Detail will need to be locked down. Do not allow the addition, editing, or removal of any of the following data associated to the Order Detail ID:~~
      - • ~~[ADD_COSTS].Add_Cost_Cost~~
      - • ~~[ADD_COSTS].Add_Cost_Total_Cost~~
      - • ~~[PRODUCT_OPTION_DETAILS].Option_Cost~~
      - • ~~[PRODUCT_OPTION_DETAILS].Cost_Flat~~
      - • ~~[ORDER_DETAILS].Unit_Cost~~
      - • ~~[ORDER_DETAILS].Details_Total_Cost~~
      - • ~~[ORDER_DETAILS].Product_Qty_Total_Cost~~
      - • ~~[ORDER_DETAILS].Product_Option_Total_Cost~~
      - • ~~[ORDER_DETAILS].Product_Add_Cost_Total_Cost~~

- o VENDOR_INVOICE Screen in OTIS (** See "**OTIS Vendor Invoice Screen UI Adjustment.jpg**" for example)
  - Enforce unique combination of [VENDOR_INVOICES].[Invoice_Number] and [VENDOR_INVOICES].[Vendor_ID]. Check before INSERT or UPDATE and return error if a duplicate is found. "Error: Duplicate Vendor Invoice Number"
  - Add new checkbox for "SAP Feed". By default mark as TRUE IF the Vendor selected in the Vendor Select List has [VENDORS].[Is_SAP_Feed_Enabled] = 1 ELSE set this check box to FALSE (unchecked). See "OTIS Vendor Invoice Entry Screen.jpg"
  - Do not allow the editing or deletion of any vendor invoice that has been logged. Disable the delete and edit buttons on the UI if [VENDOR_INVOICES].[Vendor_Invoice_ID] EXISTS in [VENDOR_INVOICE_STATIC_LOGS].[Vendor_Invoice_ID]
- Create New "Vendor Invoice Management Module" Screens. Accessible via OTIS->Admin (dropdown). See "Link location for Invoice Management Screen.jpg"
  - o New Screens
    - Vendor Invoice Management Screen (** See "**Vendor Invoice Management Screen.pdf**" for example)
      - Overview: Allow very quick logging and submission of vendor invoices. Allow vendor invoice querying and reporting. Allow the exporting of result set data.
      - Wire frame: Vendor Invoice Management Screen.pdf
    - Vendor Invoice Submission Management Screen (** See "**Vendor Invoice Submission Management Screen.pdf**" for example)
      - Overview: Allow easy querying of previously created vendor invoice batches. Allow easy re-submission of previous vendor invoice batches. Allow the exporting of result set data.
      - Wire Frame: Vendor Invoice Submission Management Screen.pdf
    - Vendor Invoice Submission Detail Screen (** See "**Vendor Invoice Submission Detail Screen.pdf**" for example)
      - Overview: Allow the full details of previous submission results for a batch. Allow the exporting of result set data.
      - Wire Frame: Vendor Invoice Submission Detail Screen.pdf
    - Vendor Invoice Pre-Submission Check Screen (** See "**Vendor Invoice Pre-Submission Check.pdf**" for example)
      - Overview: Provide user an opportunity to reflect on decision before proceeding. Provide a count of the number of invoices that will be included in submission if the user proceeds.
      - Wire Frame: Vendor Invoice Pre-Submission Check Screen.pdf
    - Vendor Invoice Submission Confirmation Screen (** See "**Vendor Invoice Submission Confirmation Screen.pdf**" for example)

- Overview: Provide user a count of the vendor invoices that were submitted as confirmation of action.
- Wire Frame: Vendor Invoice Submission Confirmation Screen.pdf
  - Vendor Invoice Log Confirmation Screen (** See "**Vendor Invoice Log Confirmation Screen.pdf**" for example)
    - Overview: Provide user a count of the vendor invoices that were logged as confirmation of action.
    - Wire Frame: Vendor Invoice Log Confirmation Screen.pdf
- Create New table(s) to store the required logging data for SAP Automator Process (**See "**Vendor Invoice Logging Table Script.sql**" for example)
  - New table [VENDOR_INVOICE_STATIC_LOGS]
    - Vendor_Invoice_Static_Log_ID
      - Primary Key
      - Identity
      - INT, NOT NULL
    - Vendor_Invoice_ID
      - FK [VENDOR_INVOICES].[Vendor_Invoice_ID]
      - INT, NOT NULL
    - Order_ID
      - FK [ORDERS].[Order_ID]
      - INT, NOT NULL
    - Order_Details_ID
      - FK [ORDER_DETAILS].[Details_ID]
      - INT, NOT NULL
    - Vendor_ID
      - FK [VENDORS].[Vendor_ID]
      - INT, NOT NULL
    - Vendor_Name
      - VARCHAR(50), NOT NULL
    - SAP_Vendor_Number
      - VARCHAR(50), NOT NULL
    - Invoice_Number
      - VARCHAR(50), NOT NULL
    - Invoice_Date
      - DATE, NOT NULL
    - Invoice_Total_Amount
      - DECIMAL(18,4), NOT NULL
    - Invoice_Tax_Amount
      - DECIMAL(18,4), NOT NULL
    - Invoice_Ship_Amount
      - DECIMAL(18,4), NOT NULL

- ▪ Logged_Date_Time
  - • DATETIME, NOT NULL
  - • DEFAULT (GETDATE())
- ▪ GL_Account_Number
  - • VARCHAR(50), NOT NULL
- ▪ Cost_Center_Number
  - • VARCHAR(50), NOT NULL
- ▪ Vendor_Invoice_Batch_ID
  - • INT, NULL
- ▪ Vendor_Invoice_Batch_Date_Time
  - • DATETIME, NULL
- o New Table [VENDOR_INVOICE_ SUBMISSION_LOGS]
  - ▪ Vendor_Invoice_Batch_Submission_Log_ID
    - • Primary Key
    - • Identity
    - • INT, NOT NULL
  - ▪ Vendor_Invoice_Batch_ID
    - • FK [VENDOR_INVOICE_STATIC_LOGS].[Vendor_Invoice_Batch_ID]
    - • INT, NOT NULL
  - ▪ Submission_Date_Time
    - • DATETIME, NOT NULL
    - • DEFAULT (GETDATE())
  - ▪ Recipient_Notes
    - • VARCHAR(250), NULL
  - ▪ Submission_Response_Notes
    - • VARCHAR(250), NULL
- • Create New SQL Function for Character Stripping. (** See "**Strip Char SQL Function fn_StripCharacters.sql**" for example)
  - o Standard function for removing characters from a string. I have created this in Beta already for testing. Please review function and either utilize or create another similar function if a better solution can be found.
  - o This function is used in the code flow script.

Log and Submit New Invoices

SIMPLE CODE FLOW FOR "Log and Submit New Invoices" button on "Vendor_Invoice_Management" screen. (** See "**Vendor Invoice Logging_Submission - Code Flow.sql**" for example)

- • Log [VENDOR_INVOICE] INTO NEW TABLE [VENDOR_INVOICE_STATIC_LOGS]
- • Create an xls file that will be submitted to Deluxe that contains the logged invoice data

- See "SAP Automator Template File with notes.xls" for the template overview and instructions for the file that needs to be created.
- See "SAP Automator File - InkHead_12142017_091251 EXAMPE FILE.xls" for an example file loaded with data
- Update [VENDOR_INVOICE_STATIC_LOGS] with an iterated [Vendor_Invoice_Batch_ID] and [Vendor_Invoice_Batch_Date_Time] values.
- Submit newly created xls file (may need to be manual at the very beginning. Still do not have FTP instructions)
- Log the submission resultant into [VENDOR_INVOICE_ SUBMISSION_LOGS]

Re-Submit Select Batches

SIMPLE CODE FLOW FOR "Re-Submit Selected" button from "Invoice Submission Management" Screen (** See "**Vendor Invoice Logging_Submission - Code Flow.sql**" for example)

- Create an xls file that will be submitted to Deluxe that contains the previously logged invoice data that matches the batch_id(s) selected
  - See "SAP Automator Template File with notes.xls" for the template overview and instructions for the file that needs to be created.
  - See "SAP Automator File - InkHead_12142017_091251 EXAMPE FILE.xls" for an example file loaded with data
- Submit newly created xls file (may need to be manual at the very beginning. Still do not have FTP instructions)
- Log the submission resultant into [VENDOR_INVOICE_ SUBMISSION_LOGS]

Vendor Invoice Search and Reporting Query

- Corresponds with the search fields and "Search" button on the "Vendor Invoice Management" screen under "Vendor Invoice Search and Reporting" section.
- Run query upon button push and return result set for display in the "Vendor Invoice Management" screen. **See "**Vendor Invoice Search and Reporting SQL.sql**"

SAP Pending Vendor # Canned Report

- Corresponds with the "SAP Pending Vendor # Report" button on the "Vendor Invoice Management" screen under "Audit & Management" section.
- Run query upon button push and return result set for display in the "Vendor Invoice Management" screen. **See "**SAP Pending Vendor # Report SQL.sql**"

Update SAP Vendor Number Canned function

- Corresponds with "Update SAP Vendor Number" button on the "Vendor Invoice Management" screen under "Audit & Management" section.
- Run function upon button press. **See "Update SAP Vendor Number SQL Script.sql**" for example code