IAConnect AP Base Requirements Document

Requirement #	Functional Area	Functional Process	Full User Story Text	Completion Criteria	Additional Notes
AIP-CAP-001	Capture	Invoice Import	AIP-CAP-001 - As the System I shall be able to process emailed invoices, so that the body of the email is saved as a supporting document.	1. System checks for new emails with attachment(s) 2. System creates a new document in OnBase for each attachment	Assumes Mailbox Importer was purchased
AIP-CAP-002	Capture	Invoice Import	AIP-CAP-002 - As the System I shall be able to process emailed invoices, so that so that file attachments are included as an invoice for payment.	1. System checks for new emails with attachment(s) 2. System creates a supporting document out of the email body for the invoice attachment	Assumes Mailbox Importer was purchased
AIP-CAP-003	Capture	Invoice Import	AIP-CAP-003 - As the AP User I shall be able to process emailed invoices, so that so that invoice attachments are QA'd for page order and invoice accuracy.	1. AP Processor reviews batches in CPD and uses image correction and QA tools to modify as needed	
AIP-CAP-004	Capture	Invoice Scanning	AIP-CAP-004 - As the AP Scanner I shall be able to scan invoice documents, so that hard copy invoices can be processed.	1. AP Processor uses OnBase client to scan documents in using a local scanner 2. OnBase will ingest the document and send to CPD for Batch QA	
AIP-CAP-005	Capture	Invoice Scanning	AIP-CAP-005 - As the AP Scanner I shall be able to Rescan pages, so that the documents accurate and acceptable for OCR processing.	1. AP Processor reviews batches in CPD and uses image correction and QA tools to modify as needed	
AIP-CAP-006	Capture	Invoice Scanning	AIP-CAP-006 - As the AP Scanner I shall be able to delete pages, so that the documents accurate and acceptable for OCR processing.	1. AP Processor reviews batches in CPD and uses image correction and QA tools to modify as needed	

AIP-CAP-007	Capture	Invoice Scanning	AIP-CAP-007 - As the AP Scanner I shall be able to rotate page images, so that the documents accurate and acceptable for OCR processing.	1. AP Processor reviews batches in CPD and uses image correction and QA tools to modify as needed	
AIP-CAP-008	Capture	Invoice Scanning	AIP-CAP-008 - As the AP Scanner I shall be able to reorder pages, so that the documents accurate and acceptable for OCR processing.	1. AP Processor reviews batches in CPD and uses image correction and QA tools to modify as needed	
AIP-CAP-009	Capture	Invoice Processing	AIP-CAP-009 - As the System I shall be able to prepare documents in one document batches, so that Brainware can OCR and Validate invoice data.	1. System imports new invoices as sent from OnBase 2. System creates one batch per invoice file	
AIP-CAP-010	Capture	Invoice OCR	AIP-CAP-010 - As the System I shall be able to OCR and Extract header level fields for PO Invoices, so that data can be validated against ERP data.	1. System performs OCR and extraction, and validates against ERP data source	
AIP-CAP-011	Capture	Invoice OCR	AIP-CAP-011 - As the System I shall be able to OCR and Extract line level fields for PO Invoices, so that data can be validated against ERP data.	1. System performs OCR and extraction, and validates against ERP data source	
AIP-CAP-012	Capture	Invoice OCR	AIP-CAP-012 - As the System I shall be able to OCR and Extract header level fields for Non PO Invoices, so that data can be validated against ERP data.	1. System performs OCR and extraction, and validates against ERP data source	
AIP-CAP-013	Capture	Invoice Processing	AIP-CAP-013 - As the System I shall be able to Calculate the total miscellaneous amount across summary and line data, so that the total miscellaneous amount can be exported to OnBase at the summary level.	1. System performs OCR and extraction, and performs calculation	
AIP-CAP-	Capture	Invoice	AIP-CAP-014 - As the System I	1. System uses extracted invoice	

014		Processing	shall be able to Derive invoice values from the PO number, so that PO data captured from the invoice is verified against ERP data.	data and ERP data source to look up and validate related PO data	
AIP-CAP-015	Capture	Invoice Processing	AIP-CAP-015 - As the System I shall be able to Derive vendor id and vendor site id from the remit information on the invoice, so that vendor data captured from the image is verified against ERP data.	1. System uses extracted invoice data and ERP data source to look up and validate related vendor data	
AIP-CAP-016	Capture	Invoice Processing	AIP-CAP-016 - As the System I shall be able to Derive PO line number from line item data, so that PO line data captured from the image is verified against ERP line data.	1. System uses extracted invoice data and ERP data source to look up and validate related PO line data	
AIP-CAP-017	Capture	Invoice OCR	AIP-CAP-017 - As the System I shall be able to Import OCR verified data and apply to the original document, so that data can be validated against ERP data.	1. System imports data from OCR process and re-indexes document in OnBase 2. System then evaluates data and routes to destination in Workflow	
AIP-CAP-018	Capture	Void Document Import	AIP-CAP-018 - As the System I shall be able to Evaluate void reasons, so that documents requiring separation are routed to a user for correction.	1. System evaluates the Invalid Reason Code and routes to corresponding destination in Workflow	
AIP-CAP-019	Capture	Void Document Import	AIP-CAP-019 - As the System I shall be able to Evaluate void reasons, so that documents requiring re-indexing to supporting documentation are automatically reindexed.	1. System evaluates the Invalid Reason Code and routes to corresponding destination in Workflow	
AIP-CAP-020	Capture	Void Document Import	AIP-CAP-020 - As the System I shall be able to Evaluate void reasons, so that document requiring deletion are automatically re-indexed as a AP - Deleted Document.	1. System evaluates the Invalid Reason Code and routes to corresponding destination in Workflow	
AIP-CAP-	Capture	Vendor	AIP-CAP-021 - As the System I	1. System uses extracted invoice	

021		Lookup Resolution	shall be able to Evaluate vendor issue reasons, so that Vendor data that is not able to be verified with the ERP during capture is routed to the Vendor Master team for review.	data and ERP data source to look up and validate related vendor data. 2. System routes invoices with a status of Vendor Not Found to the Vendor Master team.	
AIP-CAP-022	Capture	Invoice Submission	AIP-CAP-022 - As the User I shall be able to Submit an invoice to a centralized email box, so that Invoices are properly routed for OCR image capture.	1. Users shall be able to submit emails/attachments to a centralized mailbox to be set up by KBR. 2. Invoices are converted into TIFF format before routing for OCR. 2. Attachments are considered invoices and emails are considered supporting documents. 3. Invoices are routed for OCR Image capture within Brainware.	
AIP-MNG-023	Manage	Invoice Processing	AIP-MNG-023 - As the System I shall be able to identify a duplicate invoice, so that suspected duplicates are routed for proper processing actions.	1. System shall look at Vendor ID, Invoice Date, Invoice Amount, and Invoice Number to determine potential duplicate invoices. 2. System shall route potential duplicates to the Rejected Queue to await further action. 3. System prompts Accounting Representative with a messaging saying that the invoice is a possible duplicate	
AIP-MNG-024	Manage	Invoice Processing	AIP-MNG-024 - As the AP Processor I shall be able to View other AP Processors assigned invoices, so that I can process invoices on behalf of the assigned user.	1. The Accounting Representative clicks Queue Administration, then Show other user's documents. 2. The System displays a listing of Accounting Representatives. 3. The Accounting Representative selects the user they wish to process invoices on behalf of.	
AIP-MNG-025	Manage	Invoice Processing	AIP-MNG-025 - As the AP Manager I shall be able to Reassign an invoice, so that an alternative AP Representative can process the invoice.	1. The AP Manager clicks reassign invoice 2. The System displays a listing of AP Manager 3. The AP Manager chooses an	

				alternative member 4. The invoice is reassigned to the alternative member of Accounts Payable	
AIP-MNG-026	Manage	Invoice Processing	AIP-MNG-026 - As the System I shall be able to base Vendor Terms and Due Date off of Invoice Receipt Date, so that invoices may be processed with proper dates for visibility.	1. System uses Invoice Receipt Date in place of Invoice Date to determine Due Date based off of Vendor Terms.	
AIP-MNG-027	Manage	Invoice Processing	AIP-MNG-027 - As the AP Processor, or AP Manager I shall be able to place an invoice on hold, so that invoices that require additional information can be removed from the initial processing queue.	1. AP Processor clicks the "Hold Invoice" Task 2. System asks for a hold reason. 3. Accounting Representative enters a Hold reason on a note. 4. AP Processor selects the date the invoice should be held until. 5. Invoice transitions to the Hold Queue	
AIP-MNG-028	Manage	Invoice Processing	AIP-MNG-028 - As the AP Processor, or AP Manager I shall be able to remove an invoice from Hold, so that Invoice can be processed.	1. AP Processor clicks the "Remove Hold" Ad Hoc Task 2. The Invoice transitions to the AP Initial Review Queue for processing.	
AIP-MNG-029	Manage	Invoice Processing	AIP-MNG-029 - As the System I shall be able to notify an AP Processor, as well as the AP Manager of an invoice reaching its hold date, so that invoices placed on hold may begin reprocessing.	1. System sends an email to the AP Processor who initiated the hold, on the date the invoice was denoted to be held until.	
AIP-MNG-030	Manage	Invoice Processing	AIP-MNG-030 - As the AP Processor I shall be able to Reindex an invoice, so that invoices may be updated with proper information for processing.	1. AP Processor clicks the "Index Invoice" task. 2. The System presents the IAConnect indexing form. 3. AP Processor has the ability to modify Invoice Header information in order for processing to continue.	
AIP-MNG-031	Manage	Invoice Processing	AIP-MNG-031 - As the AP Processor I shall be able to GL Code an invoice, so that invoices may be updated with	1. AP Processor Clicks the "GL Coding" task. 2. The System presents the IAConnect GL Coding form.	

			proper coding information for processing.	3. AP Processor has the ability to modify Invoice Line information in order for processing to continue.	
AIP-MNG-032	Manage	Invoice Processing	AIP-MNG-032 - As the AP Processor, or AP Manager I shall be able to reject an invoice, so that invoices which do should not be processed are removed from the workflow.	1. AP Processor Clicks the "Reject Invoice" ad hoc task 2. System prompts the AP Processor with a pre-defined list 3. AP Processor chooses a rejection reason 4. System prompts the AP Processor with a note asking for further detail (if necessary) 5. Invoice transitions to the rejected queue	
AIP-MNG-033	Manage	Invoice Processing	AIP-MNG-033 - As the AP Processor, or AP Manager I shall be able to route an invoice to a selected Buyer, POC, Vendor Maintenance team, or AP Manager, so that invoices which do should not be processed are removed from the workflow.	1. AP Processor Clicks the "Route To" ad hoc task. 2. System prompts the AP Processor with a pre-defined list of locations available for routing. 3. AP Processor chooses a specific user for review (if Buyer or POC) 4. System prompts the AP Processor with a note asking for the reason for routing. 5. Invoice transitions to the selected queue.	
AIP-MNG-034	Manage	Invoice Processing	AIP-MNG-034 - As the AP Processor, Buyer, POC, Vendor Maintenance User, AP Manager, or Approver I shall be able to attach supporting documents, so that invoices have proper supporting documentation for processing to continue.	1. AP Processor Clicks the "Add Supporting Document" ad hoc task 2. System prompts the AP Processor with a document import view. 3. AP Processor selects the file to import. 4. AP Processor clicks the ok button to finalize the import.	
AIP-MNG-035	Manage	Invoice Processing	AIP-MNG-035 - As the AP Manager I shall be able to remove an invoice from processing, so that invalid or rejected invoices are archived and not paid.	1. AP Manager clicks the Remove from Processing ad hoc task. 2. System removes the invoice from workflow processing. 3. System stores the rejected invoice as a separate document type (AP - Rejected Invoice)	

AIP-MNG-036	Manage	Invoice Processing	AIP-MNG-036 - As the Buyer, POC/Requestor, Vendor Maintenance User, or Approver I shall be able to return an invoice to AP Review, so that AP Processors have the ability to continue processing on invoices or make corrections before continuing.	1. User clicks the "Return To AP" ad hoc task. 2. System prompts the user with a reason for the return. 3. System prompts the user for a note explaining why they are returning the invoice. 4. System routes the invoice for AP Review.	
AIP-MNG-037	Manage	Invoice Processing	AIP-MNG-037 - As the System I shall be able to Prevent invoices from being release for approval without GL Coding, so that invoices are properly allocated with GL Information.	1. Accounting Representative clicks the submit for approval ad hoc task 2. System verifies that GL Coding Total is equal to invoice total 3. System prompts Accounting Representative with a message stating that GL Coding must be completed.	Item is configurable in IAConnect
AIP-MNG-038	Manage	Invoice Processing	AIP-MNG-038 - As the System I shall be able to evaluate PO Invoice Total to be within 10% of the PO Total, so that PO Invoices are properly validated to be within tolerance for processing.	1. System performs the tolerance check upon ingestion. 2. System applies a note to the invoice for AP Review.	Percentage is configurable. Please note percentage or dollar amount is a header value
AIP-MNG-039	Manage	Invoice Processing	AIP-MNG-039 - As the System I shall be able to Check 2/3 Way matching based on Accepted Quantity, so that invoices are checked for amount and quantity matching before routing for approval.	1. System performs the 2/3 Way match check when an invoice is routed for approval, as well as during import to Costpoint. The 3 way match is based on Accepted Quantity in Costpoint. 2. If a mismatch is identified, the invoice is routed for Buyer review in the appropriate Mismatch Identification queues	IAConnect can match on accepted or received quantity
AIP-MNG-040	Manage	Invoice Processing	AIP-MNG-040 - As the System I shall be able to send an email notification, so that Buyers, POC's/Requestors, or the Vendor Maintenance team are notified of work assigned to them.	1. System sends an email to the Buyers, POC's/Requestors, or the Vendor Maintenance assigned for an invoice when items arrive for their review.	

AIP-MNG-041	Manage	Invoice Processing	AIP-MNG-041 - As the System I shall be able to Route an invoice for approval, so that business approval rules are applied to an invoice.	1. System checks the invoice for keywords which require/do not require approval. 2. System auto-approves invoices which do not require approval. 3. System routes items requiring approval to the proper approvers.	
AIP-MNG-042	Manage	Invoice Processing	AIP-MNG-042 - As the Approver I shall be able to review GL coding of an invoice, so that GL information is properly reviewed before approval.	1. Approver clicks the Review GL Coding ad hoc task. 2. System displays the GL Coding interface as read only.	
AIP-MNG-043	Manage	Invoice Processing	AIP-MNG-043 - As the Approver I shall be able to approve an invoice, so that invoice can be paid .	1. Approver clicks the Approve ad hoc task 2. System records the approver, date, and time 3. System transitions the invoice to the Final Review Queue	
AIP-MNG-044	Manage	Invoice Processing	AIP-MNG-044 - As the Approver I shall be able to reject an invoice, so that invoices will be given proper reasons for rejection of payment.	1. Approver clicks the Reject ad hoc task 2. System records the approver, date, and time 3. System prompts the Approver for a rejection reason. 4. System prompts the Approver for a note explaining further detail (if necessary)	
AIP-MNG-045	Manage	Invoice Processing	AIP-MNG-045 - As the Approver I shall be able to request hold with AP, so that invoices may be placed on hold.	1. Approver clicks the Request Hold ad hoc task. 2. System prompts the Approver for a note explaining why they are requesting the hold, as well as the requested hold date. 3. System routes the invoice to AP Review, notifying the AP Processor that a hold has been requested.	
AIP-MNG-046	Manage	Invoice Processing	AIP-MNG-046 - As the Approver I shall be able to return an invoice to the previous approval level, so that the current approver can return	1. Approver clicks the Return to Previous Level task.	

			items to a previous approver if need be.		
AIP-MNG-047	Manage	Invoice Processing	AIP-MNG-047 - As the Approver I shall be able to add an approver, so that proper approvers may be added to an invoice's approval path.	1. Approver clicks the Replace/Add Approver ad hoc task 2. System records the approver, date, and time 3. System prompts the approver for the additional approver to add to the invoice	
AIP-MNG-048	Manage	Invoice Processing	AIP-MNG-048 - As the Approver, Administrator I shall be able to replace an approver, so that invoice can be processed.	1. Approver clicks the Replace/Add Approver ad hoc task 2. System records the approver, date, and time 3. System prompts the approver for the replacement approver to add to the invoice 4. System removes the Approver from the invoice's approval path 5. System sends a notification to the new approver.	
AIP-MNG-049	Manage	Invoice Processing	AIP-MNG-049 - As the System I shall be able to send email notifications, so that approvers are notified in alignment with KBR business approval rules.	1. System sends an email notification to the assigned approver.	
AIP-INT-050	Integrate	Invoice Processing	AIP-INT-050 - As the System I shall be able to import invoice vouchers into Costpoint, so that vouchers may be paid.	1. System applies the most recent Fiscal Year, Period, and Subperiod to the invoice. 2. System determines whether to submit an AP or PO voucher. 3. System attempts to import the voucher into Costpoint via the Web Integration Console.	
AIP-MNG-051	Manage	Invoice Processing	AIP-MNG-051 - As the System I shall be able to route successful voucher imports to a holding queue, so that payment information may be written to vouchers.	1. System checks that the voucher import was successful. 2. System routes the invoice to a successful release queue.	

AIP-MNG-052	Manage	Invoice Processing	AIP-MNG-052 - As the System I shall be able to route unsuccessful voucher imports to an exceptions queue, so that exceptions may be handled and the invoice may be re-imported to Costpoint.	1. System checks that the voucher import was unsuccessful. 2. System routes the invoice to an import process exceptions queue.	
AIP-MNG-053	Manage	Invoice Processing	AIP-MNG-053 - As the AP Processor, or System Administrator I shall be able to review vouchers which encountered import exceptions, so that exceptions may be handled and the invoice may be re-imported to Costpoint.	1. User is able to review the error message from Costpoint using the Message Viewer ad hoc task.	
AIP-MNG-054	Manage	Invoice Processing	AIP-MNG-054 - As the AP Processor, or System Administrator I shall be able to route unsuccessful voucher imports for re-import, so that the invoice may be re-imported to Costpoint.	1. User clicks on the Re-import Voucher ad hoc task. 2. System routes the invoice for re-import.	
AIP-MNG-055	Manage	Invoice Processing	AIP-MNG-055 - As the AP Processor, or System Administrator I shall be able to review GL coding of an invoice, so that GL information may be reviewed.	1. User clicks the Restart Process ad hoc task. 2. System prompts the user for a note explaining why reprocessing is occurring. 3. System clears approval information. 4. System routes the invoice for AP Review.	
AIP-MNG-056	Manage	Invoice Processing	AIP-MNG-056 - As the AP Processor, or System Administrator I shall be able to restart processing for an invoice, so that invoices may be properly reprocessed in the case where it is necessary.	1. User clicks the Review GL Coding ad hoc task. 2. System displays the GL Coding interface as read only.	
AIP-ACC-057	Access	Authentication	AIP-ACC-057 - As the OnBase User I shall be able to log into the OnBase client, so that without entering my password.	1. User will open OnBase client	

AIP-RTR-058	Retrieve	Invoice Research	AIP-RTR-058 - As the AP User I shall be able to Search for invoices, so that documents can be found using header level fields.	1. User will access the Search & Retrieval functionality within the OnBase client	
AIP-INT-059	Integrate	Post to ERP	AIP-INT-059 - As the System I shall be able to query Costpoint for payment data, so that invoices are updated with payment details and removed from workflow.	1. Payment information for vouchers is queried nightly from Costpoint. 2. Vouchers which have received payment information from Costpoint will be removed from processing	Payment information is considered to be Check Number, Check Date, and Check Amount.