



Secure Source to Pay (SS2P) SRM Participant Workbook

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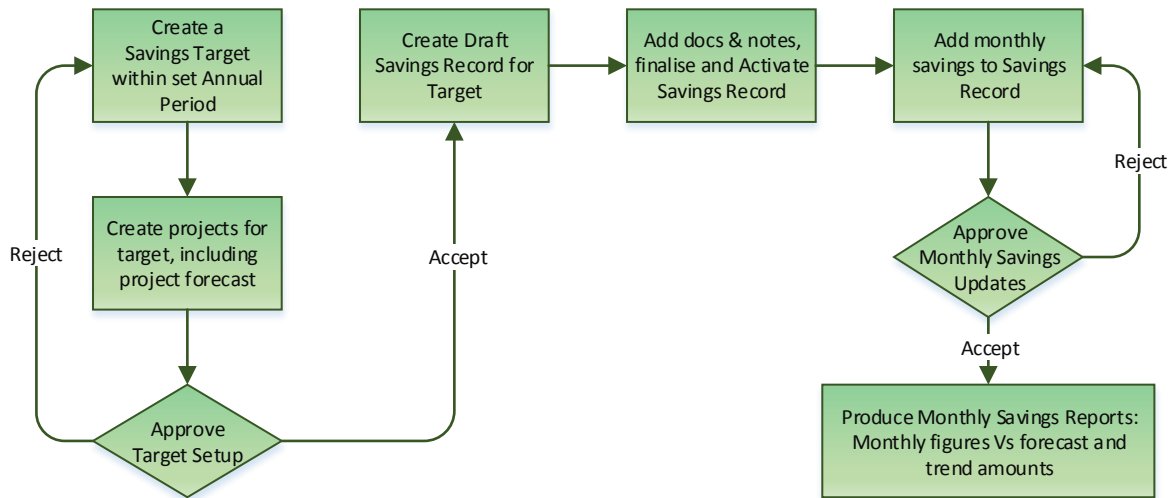
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High Level Process

In order to understand the basic user site experience, the process flow below displays the way the user is guided through the site. A series of standard processes are created to help with site design and architecture.



Access Savings Tracker

Access the Savings Tracker module via the application dropdown in the top corner of the Web3 Application window to redirect to the Savings Tracker homepage. The Tracker is permissions-based.

For any user with isolated access to the Savings Tracker module, upon login they are taken directly to the Savings Tracker homepage and bypass the eSourcing and Contract Management modules.

Business Model

The system is underpinned by the client's business model, creating the link to users and other independent system entities. This is fundamental to ensuring adherence to user-defined roles and access rights, to assisting the driving of approval workflows, and in supporting the requirements of multi-entity client reporting.

The core high-level system entity types are as follows:

- Organization (e.g. worldwide headquarters)
- Region (e.g. Europe, Asia Pacific etc.)
- Countries (e.g. France, Vietnam etc.)
- Cost Center
- GL Code
- Categories



The system operates a strict model of access security which is driven by the Secure Procure-to-Pay (SS2P) roles and responsibilities engine. The above core model can change according to the client's own setup.

[Dashboard](#)

The dashboard follows a standard layout as seen throughout the web3 system.

The **quick links** reflect the menu options available to the user, and the links are customizable via the **Modify Dashboard** button. Users can personalize their dashboards from a list of available options, and save the layout.

All standard web3 widgets are made available including: News, Weather, Reminders, etc. All widgets, apart from the **Management Alerts**, work regardless of **Business Model** access; i.e. users have access to see the figures for all regions and categories.

[Contribution by Region \(in Month\)](#)

The year-to-date widget displays the total savings for the previous month, broken down by region contribution.

[Contribution by Region \(YTD\)](#)

This widget is similar to the **Contribution by Region (in Month)** widget, but displays the total savings for the year-to-date broken down by region contribution.

[Contribution by Category](#)

The contribution by category widget sums up all actual savings values entered for the given month and groups them by **Category**.

[Management Alerts](#)

The Management Alerts widget is similar to what currently exists within the web3 P2P module. The alerts include:

- Targets awaiting approval
- Savings figures awaiting approval
- Active Savings Records
- Active targets

All alerts are limited to user access, so only show figures for the countries to which the user has access. The alerts listed above do not generate emails, and only show a reminder on the user's dashboard for them to access the relevant area of the system.

[System Roles](#)

System roles determine what functionality a user has access to within the Savings Tracker application.



Users can have multiple roles assigned to them, to grant them multiple levels of functionality access. System roles are assigned within the administration section of the Savings Tracker application, and are assigned on a per-user basis.

Only users with Administrative permissions of the Admin Center can assign system roles, therefore, on system setup at least one Administrator User is created.

It is envisioned the following system roles are initially required:

- Savings Administrator
- Savings Finance Approver
- Savings Procurement Approver
- Savings Creator

The assignment of roles define the areas of the system a user has access to. Assigned roles are not dependent on, nor determine, the hierarchical privileges in relation to the business location, for example, Region A, Country B, etc. This is determined by the assignment of the user within the business model hierarchy as explained later in the document.

Role Matrix

The matrix below outlines access privileges per role within the Savings Tracker. A user can be assigned multiple roles to allow access to multiple functional areas. For example, a user could be assigned the Savings Creator and Savings Administrator roles allowing them to create Savings Records and administer any post approval Savings actions.

Task	Savings Administrator	Savings Finance Approver	Savings Procurement Approver	Savings Creator
Run Reports	Y	Y	Y	Y
Create Saving Record	Y		Y	Y
Edit / Update Saving Record	Y		Y	Y
Delete Savings Record	Y			
Delete Savings Record (When not active)	Y			Y
Insert Monthly Saving Figure to Saving Record	Y		Y	Y
Edit/Update Monthly Saving Figure to Saving Record	Y		Y	
Delete Monthly Saving Figure to Saving Record	Y			

Procurement Approval of Monthly Saving Figure	Y		Y	
Finance Approval of Monthly Saving Figure	Y	Y		
Create Target	Y		Y	Y
Edit / Update Target	Y		Y	Y
Delete Target	Y			
Delete Target (When not active)	Y			Y
Procurement Approval of Target records	Y		Y	
Finance Approval of Target records	Y	Y		

Targets

All Targets

Select the **View All Targets** sub-menu item to redirect to the **All Targets** screen. On initial access, the screen defaults to the current year and displays targets for the 12 month period. The selection of target year is available at all times and allows users to navigate between target periods to ensure users can view historic, current, and future data.

Once all target lines are displayed, a field calculating the total of all estimated savings values displays as well. The columns on this screen include the following:

- Target ID
- Region
- Country
- Category
- Estimated Savings
- Savings Type
- Created By
- Created Date

The **basic search** functionality allows users to search against any of the data held against a target record. The **advanced search** functionality opens an additional section of the screen similar to what is currently implemented within the eSourcing and Contract Management modules.

All fields held against a target record are shown, allowing the user to narrow down the results using a combination of any attributes.

Create New Target Record

Selecting the **Add Target** button displays the screen where you can enter **Target Record** details. If you are using the Target Record approvals engine, you can edit details up until the time the record is submitted for approval. Once the record is submitted for approval, the details are locked down and subject to rules of the approval process.

Header Tab

The **Header** tab is the default display.

Field Name	Field Type	Character	Mandatory	Field Type Description
Entity Name	Dropdown	List	Yes	Determined automatically by business model and user access to it, or selectable if user has access to multiple entities.
Tag	Text Box	Text	Yes	A user definable value entered here for analysis purposes.
Target Start Period	Text Box	Text	Yes	User chooses the month in which the target period starts.
Target Year	Text Box	Numeric	Yes	Entry of the year of the target period.

Upon saving the initial details in the **Header** tab, the target is saved and assigned a unique reference number. The information displays again for the user edit, delete, or submit to approvals.

The unique reference number and status displays on the page, and the user works through the subsequent tabs.

Add a Target

There are three ways to add a target in the system.

- Click **Create Target** from the side menu
- Click **Add Target** from **All Targets** page
- Click **Target Upload** from **All Targets** page.

The **Create Target** and **Add Target** options displays the same page in the system. To proceed:

1. Enter Target Details you wish to put into the system.
2. Click **Save**.

Note: Once you enter and save the target details, you can edit, send for approval, or delete.

3. Add activities associated with the target. Go to the **Activities** tab.
4. Click **Add Activity** and enter activity details.
5. Click **Save**.
6. Edit the saving trend by clicking the **Edit Savings Trend** button.
7. Enter the savings predicted for each month as a percentage.
8. Click **Save**.

Once completed and saved, the saving trend table updates on the activities page.

To begin the target upload process, follow the steps to download the template file:

1. Click **Target Upload**.
2. Click **Download Template** and save the file locally.
3. Open the template and enter all required details.
4. Once completed, save the file locally to upload into the system.
5. To upload the spreadsheet, click **Browse** from the **Upload Targets** page and select the file to upload.
6. Click **Upload**.

The **All Targets** page updates with the file upload. Add more activities to this target and edit the savings trend by clicking on target reference number and following the instructions above.

Edit a Target

To edit a target:

1. Click the desired **Target Reference Number** to access the header page.
2. Click **Edit**, and amend any details.

Send for Approval

To send a target for approval:

1. Click the desired **Target Reference Number** to access the header page.
2. Click **Send** located next to **Send for Approval**, and a dialog box displays confirming to send.

The status changes from **Draft** to **Awaiting Approval** on the **All Targets** page.

Delete Target

To delete a target:

1. Click the desired **Target Reference Number** to access the header page.
2. Click **Delete**. A dialog box displays, confirm you want to delete the target.

The Activities Tab

Next in sequence is the **Activities** tab.

Field Name	Field Type	Character	Mandatory	Field Type Description
Savings Trend (%)	Text Box	Number	Yes	Allows the user to enter % values
Remaining	Text Box	Read only	N/A	Remaining % is 100% minus the total of Saving trend %'s
Total	Text Box	Text Box	N/A	Total is the sum of all savings trend figures. % = will always equal 100% Value = will always equal the target amount.
Activity ID	Read only	Read only	No	Auto generate unique ID
Activity Description	Text Box	Alphanumeric	No	

Field Name	Field Type	Character	Mandatory	Field Type Description
Savings Type	Dropdown	List	No	3 Options: EBITDA COST PLUS HARD COST AVOIDANCE
Estimated Start	Dropdown	List	No	Month the target record is starting within the period
Savings Amount	Text Box	Number	No	Numeric value

Adding an amount to the target also adds the amount to the **Target Amount** field, shown at the top of this tab, and on the **Header** tab.

Savings Tab

The next tab in sequence is the **Savings** tab. This is a *display only* screen that shows savings linked to the particular target. You can also access the **Savings** page by clicking **Savings Records** from the dashboard. From this menu, you can view all savings or create a savings.

The All Savings page shows all savings in the system based on criteria selected in the dropdown for department and items per page. From this page, you can search for a specific savings using the search functionality.

To perform a search:

1. Select the desired **Department** from the dropdown,
2. Type the search criteria and click **Search**.
3. Complete an advanced search by clicking **Advanced Search**, which displays the page where you are able to enter details into any field and search.

Create Saving

There are two ways to create a saving:

- **Create Savings** from the sidebar menu
- **Create Savings** from the **All Savings** page

To proceed:

1. On the **Create Savings** page, enter savings details.
2. Once the savings is created, click **Savings Figures** to start projecting where the saving will take place.
3. Click on **Projected Savings** on the next screen.
4. Enter the projected savings. Enter the figures manually or click the **Split** button to distribute the saving equally for the period.
5. Once the figures are entered, click **Confirm** to update the savings details.

To add any documentation:

1. Click **Add Document**. The document settings box displays.

2. Add any documents. Click **Save**.

To add any notes:

1. Click **Create Note**. The **Notes** box displays.
2. Enter your note. Click **Add**.

To create an alert:

1. Click **Add Alert**.
2. The system automatically generates two alerts, one for the savings owner and one for the person the alert was created by.
3. Edit either alert by clicking **Edit**, and edit or delete the alert.

Note: The Audit Trail shows all activity in the savings part of the system. You can do a search by narrowing down the time frame by day, and you can export the data to Microsoft Excel by clicking **Export Journal**.

Edit Saving

To edit a saving:

1. Click the desired **Saving Reference Number** to edit from the **All Savings Screen**.
2. The **Savings Details** page displays. Click **Edit**.

Activate Saving

To activate the saving:

1. Click the **Activate** button
2. A dialog box displays confirming you want to activate the savings record. Click **OK** to proceed with Activation.

The Audit Tab

Last in line is the **Audit** tab, which shows all audit records captured at time of creating and amending data related to the target.

When viewing existing targets, the system displays an additional tab labelled **Linked Savings Records**, which displays all linked Savings Records.

Notes about Target Records

- All target records created are sent for approval, and follow the 2-stage approval process as identified in the [Approvals](#) section later in this document.
- The ability to create a target record is restricted to users with the Savings Creator, Savings Procurement Approver, or Savings Administrator role.
- Targets records are the parent to **Savings Records**, and as such the Savings Records inherit their business unit. They are linked by the user selecting the appropriate Target when creating the Savings Record.



Target Upload

The Target Upload functionality provides the ability to create multiple target records without the need to manually enter them.

Users can download a template from the system to use for record uploads. The target upload template include the following fields:

- Entity Code/Name (which is country)
- Currency Code
- Category/Tag
- Target Year
- Target Start Period Number/Name (1/January, 2/February, etc.)

The fields listed above follow the same validation rules as the manual creation of a Savings Record within the application.

Upon upload, the file is validated to ensure all fields are correct and the user has the relevant access. Should any of the fields not match, the system displays a prompt with a list of highlighted errors. The system only accepts the file once all fields validate correctly.

Savings Records

All Savings Records

Select the **View All Savings Records** sub-menu item to redirect to the **All Savings Records** page.

The All Saving Records page is blank, with no records shown, until the user selects the **Country** they wish to view the Savings Records for. The Country selection dropdown is available at all times, and allows users to navigate between the countries they have access to.

If a user has access to only one country, the country is selected by default, and all related **Savings Records** are shown on initial access.

The **basic search** functionality allows users to search against any of the data held against the Savings Records. The ***advanced search*** functionality opens an additional section of the screen, similar to what is currently implemented within the eSourcing and Contract Management modules.

All fields held against the Savings Record are shown, allowing the user to narrow down results using a combination of attributes.

In addition to the above, the user has the ability to create a new Savings Record using the **Add Savings Records** button. The screens in the subsequent sections explain the process in more detail.

Savings Header

Upon selection of the **Create Savings Record** menu item, the user can enter the **Savings Header** details. If the Savings Record approvals engine is being used, the details can be edited up until the time the record is submitted for approval. Once the record is submitted for approval, the details are locked and subject to rules of the approval process.

For the purpose of implementation, no approval of saving records are required. All saved records are given an **Active** status.

The list of fields available on this screen are detailed below:

Field Name	Field Type	Character	Mandatory	Field Type Description
Business Unit	Read Only	Read Only	N/A	Inherited from the target selected by user during creation.
Cost Center	Dropdown	List	Yes	Ability to select a cost center from the business model
GL Code	Dropdown	List	Yes	Ability to select a GL Code from the business model
Vendor Name	Text Box	Alphanumeric	No	Autocomplete of all suppliers held in the system
Currency	Read Only	Read Only	N/A	Read only view of the default currency against the country
eSourcing Considered	Radio Buttons	Radio Buttons	Yes	2 Options: Yes No If No, the reason box is mandatory
Reason	Text Box	Alphanumeric	See above	
Saving ID	Read Only	Read Only	N/A	YYMM-COUNTRY-0001 i.e. 1410-USA-0001
Initiative Description	Text Box	Alphanumeric	No	
Saving Category	Dropdown	List	Yes	Same categories as sourcing
Associated Target	Autocomplete	Autocomplete	No	A list of all associated target records within the year and category combination. This is a Phase 2 field
Saving Type	Radio Buttons	Radio Buttons	Yes	2 Options: One off cash payment Reduction in Price
Duration of Savings	Dropdown	List	Yes	Dropdown with the values 1-12 If One off cash payment is selected, default this field to 1 and grey out so user cannot amend.
Actual Saving Start Date	Calendar	Calendar	Yes	Calendar control - default to 1st of the month selected
Actual Saving End Date	Read Only	Read Only	N/A	Savings start date plus duration
Contract Duration	Text Box	Numeric	Yes	User entered field (numeric only). No decimals
Saving Owner (Buyer)	Dropdown	List	Yes	selectable from list of key contacts against the country; users must be listed as a key contact and must exclude financial approver

Field Name	Field Type	Character	Mandatory	Field Type Description
Division	Dropdown	List	Yes	CL - Contract Logistics FM - Freight Management CL/FM - Contract Logistics and Freight Management
Addressable Spend	Text Box	Currency	Yes	Cell format = Currency
Estimated savings during contract	Text Box	Currency	Yes	Cell format = Currency

Savings Record Documentation

Once the details of the Savings Record are established, you can access the **Documentation** tab, which provides an area to upload documentation.

The document type list allows the user to pick the document type from a database controlled pre-determined list.

Access to documentation should be the same access allowed to the **Savings Record**.

Field List				
Label	Field Type	Character	Mandatory	Description
Title	Text Box	Alpha Numeric	Yes	Text box allowing the user to enter a title against the document.
Description	Multi Line Text Box	Alpha Numeric	No	Multi Line text box allowing the user to enter a description against the document.
Document	File Upload	N/A	Yes	File upload showing the file that the user is attaching.

Savings Record Notes

The Notes tab enables the user to enter any Savings Record specific notes. Notes are also shown in the audit trail. All notes entered against the Savings Record are stamped with the date, time and user ID.

Field List				
Label	Field Type	Character	Mandatory	Description
Text	Multi Line Text Box	Alpha Numeric	No	Text box allowing the user to enter text to be stored as a note against the contract

Audit Trail

The Audit Trail tab shows all actions carried out against the Savings Record, along with the relevant user. All entries in the Audit Trail are time stamped and dated to keep full history.



The Audit Trail tab also provides the user the ability to search against all audit postings related to the current Savings Record logged in the database.

Savings Record Alerts

The Savings Tracker module provides the ability to setup alerts. All alerts are triggered between 9-9.30am on the day of the notification. Alerts also take into account the local time zone of the specific user. The standard alerts are:

- Creation Alert
- Expiry Alert
- Due Date Alert

Savings Record Creation Alert

Upon initial creation of the Savings Record, an alert is sent to the **Savings Creator** and the **Savings Owner** (as defined in the Savings Record).

Rules: Savings Record Creation Alert = sent when the Savings Record is saved for the first time.

Savings Expiry Alert

The system generates a savings expiry alert for all Savings Records with a savings type of **Reduction in Price**. This alert is sent to the **Savings Creator** and the **Savings Owner**.

Rules: The Savings Expiry Alert = Actual Saving End Date – Number of Notification Days.

Due Date Alert

The system generates a monthly reminder alert to the **Savings Creator** to remind them of the due date for the monthly figures. By default, the alert is generated on the first Monday of the month and reminds the user their savings figures are required.

Rules: The Due Date Alert = First Monday of the month.

Due to the amount of emails that could be generated, the system sends a summary email containing all Savings Records rather than individual emails.

Manual Alert Creation

In addition to the default alerts above, the user has the ability to create alerts for other users of the system. The user can create alerts, but with differing dates for the nominated users. If a user selects to create additional alerts, a pop-up box is shown allowing the user to enter the relevant details. Users are also given the following options:

- **Subscriber:** Choose the receiver of the alert.
- **Fire Alert:** Amend the number of days before the specific alert.
- **Reminder Alert:** Choose duration between reminder alerts and the maximum numbers or repeats.

- **Periodicity:** Choose the period between alerts.
- **Message:** Any additional text you wish to display on the alert.

Savings Figure

Add Projected Savings

During the Savings Record creation process, users have the ability to add **Projected Savings**. Projected Savings are estimations of savings that are generated. The **Projected Savings** button displays on the **Savings Figures** tab against the Savings Record.

Upon selecting the **Projected Savings** button, a pop-up page displays where the user can enter projected savings against the Savings Record. An additional read-only field displays the currency in which these figures are entered.

Also displayed on the page:

- The number of months is equal to the **Duration of Savings** selected on the Savings Header tab of the Savings Record, and take into account the **Actual Savings Start Date** from the Savings Header tab.
- The **Savings ID** contains the system-generated **Savings ID** from the Savings Header tab. Users have the ability to enter individual figures within each of the months shown, these are entered in **Savings Record Currency** and sum up in the **Total** field at the bottom of the screen.
- Should the user want to enter equal figures for all months, they can enter the sum total in the **Estimated Savings** field. Following this, the user must press the **Split** button.
- The **Estimated Savings** field is populated using the **Estimated Savings during Contract** field from the **Savings Record** header. The system automatically splits the figure and equally distributes across all available months on the screen.
- **Projected Savings** can be amended at any point during the life of the record. If the system cannot create a whole number when being split by the number of months, the system uses decimal places when necessary.

Savings / Carry-over

During the Savings Record creation process, users have the ability to add projected savings. These figures are estimations of savings that will be generated.

Targets contain Savings Records. The parent Target of a Savings Record can cover a different time period. This allows a Savings Record to extend further into the future than the parent Target period. The system needs to cater for savings both within the target period, and mark as carryover any residue savings that might fall beyond the associated Target's period.

The target periods are based on calendar year (begin January 1 and end December 31). For this reason, when showing the savings figures against a Savings Record, the screen must be split to



show the two different savings types. The differentiation will be made to easily display to the user the savings in and out of the target period.

Notes:

- All actual savings entered within the parent target period must be given a status in the background of **in target savings** and be shown within the **New Savings in Target Period** section.
- All actual savings entered outside of the parent target period must be given a status in the background of **carryover savings** and be shown within the **Carryover Savings** section.

The above statuses must be set against the savings values to ensure users can report the carryover savings across multiple entities.

Savings Record Amendments

Savings Records can change at any point through the term, but this situation is not typical. The Wax Digital system needs to plan for such eventualities, and the process of how it will handle these is described below.

During Initial Creation

Users have the ability to amend any details of a Saving Record while it is in a **Draft** status.

After Submission

You cannot modify the following Savings Record elements once the record has an **Active** status:

- **Savings Record Header**
 - Business Unit
 - Cost Centre / GL Code
 - Currency
 - Saving ID
 - Saving Category
 - Saving Type
 - Duration of Savings
 - Actual Saving Start Date
 - Actual Saving End Date
 - Division
- **Savings Record Documentation**
 - Savings Record documents cannot be deleted

You can modify the following Savings Record elements when the record has an **Active** status:

- **Savings Record Header**
 - E-sourcing Considered
 - Reason
 - Initiative Description
 - Contract Duration

- Savings Owner (buyer)
- Addressable Spend
- Estimated Savings
- **Savings Record Documentation**
 - Add new documents
- **Savings Record Notes**
 - Add new notes
- **Savings Record Alerts**
 - Change alert dates
- **Projected Savings**
 - Amend projected savings at any time

Note: Administrators have the ability to amend the savings at any point.

Savings Record Termination

There are two types of terminations:

1. Natural termination / Expiry
2. Early termination

Natural Termination / Expiry

Savings Records, which run to their savings expiry date, simply terminate and their status changes to **Expired**. The savings expiry date is calculated using the savings start date + savings duration.

Early Termination

Early termination is limited to users with the **Savings Administrator** role.

To terminate a savings record:

1. Select a Savings Record from the **All Savings Records** page.
2. Within the **Actions** section, click **Terminate**.
3. If the Savings Record has all prerequisites set to terminate, a termination confirmation message displays. Only users with Administrator rights can terminate Savings Records at any point.
4. Enter a termination reason. The termination reason is captured within the audit history for auditing purposes.

When terminating a Savings Record, savings figures previously reported and approved are still available for reporting purposes.

Savings Record Deletion

Savings Record deletion is limited to the **Savings Record Creator** and **Savings Administrators**.

To delete a savings record:

1. Select the Savings Record from the **All Savings Records** page.
2. Within the **Actions** section, click **Delete**.

3. If the Savings Record has all prerequisites to be deleted, a deletion confirmation message displays.

Users have the ability to delete Savings Records when the following rules apply:

- **Draft** status
- Submitted but no **Actual Savings Values** entered

Savings

Add New Savings

Once you create and save a Savings Record, the **Add New Savings** button appears on the **Savings Figures** tab against the record.

On a monthly basis, users add actual savings against a Savings Record for the previous month. These figures represent the actual savings generated and are retrospectively added for the previous months. The screen also displays a read-only currency value, showing the original currency the record was created in. Currency can be edited while the Savings Record remains in **Draft** mode.

The savings ID on this screen contains the system-generated Savings ID from the Savings Header tab.

The **Actual Savings Date** defaults to the next period open for savings, i.e. if the savings were entered Jan 2014, the next time the user selects to add a new savings, the year and month defaults to Feb 2014. Administrators have the ability to manually select the year and month to amend any erroneous figures entered by users. All actions are captured within the audit history to ensure all amendments are recorded.

To enter savings amounts:

1. Click the **Add New Savings** link.
2. Enter the **Amount** and the **Saving Type**:
 - BITDA
 - COST PLUS
 - HARD COST AVOIDANCE

Notes:

- The system allows a single savings figure against each of the savings types. Users do not have the ability to add multiple figures of a single saving type. Not all three types have to be updated at the same time; the user just updates the relevant types during the update session.
- The **Total Savings Amount** field is read-only and contains the sum of all figures entered against the different savings types.
- 3. As the figures go for approval, enter any additional supporting information in the **Remarks** field. This information is sent to the relevant approver and is captured in the audit trail.

Amendments made by Savings Administrators also require approval and follow the standard approval process. To ensure users have the ability to amend the figures, the **Modal** pop-up is not used, and a screen is created allowing users with relevant access to amend relevant fields.

Administrators cannot revert approvals (e.g. Finance), and send the saving back amendment, and also have the right to amend older savings, resetting the approval status, but not allowing users to amend amounts.

Following approval, only Administrators have access to the **Actual Savings Date** dropdowns. This ensures only users with the relevant access can make retrospective amendments.

Approvals

Approval Schemes

It is only upon successful creation of a **Target Record** or the entry of an actual saving that the approval process is initialized. This is done via the **Submit** button in the relevant system area.

Notes:

- **Target Record** approval is required when a new target record is created for a country within the system.
- **Actual Savings** approval is required when a new savings figure is entered against a Savings Record.

There are two approval schemes available for the Savings Tracker module, each of which can be configured to switch on or off at time of system implementation. The schemes typically require no further administration beyond initial switching on, but may be influenced by configuration rules. The approval rules, subjects, and **Approvers** must be set up and maintained within the **Approval Administration Center** for each scheme as described in the remainder of this section.

The rules for the two schemes are:

Approval Scheme:	Procurement Approval	Finance Approval
Purpose:	<i>Procurement approval by the nominated procurement user</i>	<i>Finance approval by the nominated finance user</i>
Approval Rules:	<i>Company / Branch entity</i>	<i>Company / Branch entity</i>
Approval Subject Restrictions:	<i>All</i>	<i>All</i>
Other Rule Restrictions:	<i>No</i>	<i>No</i>
Approval Scheme mandatory:	<i>Yes</i>	<i>Yes</i>
Approval Rule Configured in Approvals Admin:	<i>Yes</i>	<i>Yes</i>
Approver(s) defined by:	<i>The Approval Rule</i>	<i>The Approval Rule</i>

Approval Scheme:	Procurement Approval	Finance Approval
“Approval Required Above” limit is used:	Yes	Yes
How many levels:	10	10
How multiple levels are processed:	<i>Goes to each level in turn until top level is reached</i>	<i>Goes to each level in turn until top level is reached</i>
Level types (e.g. pools, delegates)	<i>Pool at each level</i>	<i>Pool at each level</i>
Rule uses Delegate Pools or personal delegates:	<i>Personal delegates</i>	<i>Personal delegates</i>
Roles req’d to approve:	<i>Savings Procurement Approver</i>	<i>Savings Finance Approver</i>
Allow modification after submitting:	Yes	No
Reject response allowed:	Yes	Yes

Procurement Approval Scheme

This scheme initiates **Procurement Approval** based on the **Actual Savings Entered** or **Target Record** created by a user, and are required to contain a **Savings BU Approver** within the approval administrator screen. The nominated contacts must approve before they become effective.

The **Savings Procurement Approver** has the option to either approve or reject the figure/record:

- On approval, the figure/record is given a status of **Awaiting Approval**, and moves on to the **Finance Approval Scheme** for financial approval.
- On rejection, the figure/record is given a status of **Failed Approval**, and is stopped from moving on to the next stage of approval. For any rejections, the approver is required to enter a rejection reason.

The audit trail captures the approval response, whether it is was accepted or rejected. This includes the date and time, along with the user ID, and scheme on which the response was received.

Finance Approval Scheme

This scheme initiates **Procurement Approval** based on the **Actual Savings Entered** or **Target Record** created by a user, and are required to contain a **Finance Approver** within the approval administrator screen. The nominated contacts must approve before they become effective.

The **Finance Approver** has the option to either approve or reject the figure/record:

- On approval, the figure/record is given an **Approved** status.
- On rejection, the figure/record is given a status of **Failed Approval**, and is stopped from moving on to the next stage of approval. For any rejections, the approver is required to enter a rejection reason.

The audit trail captures the approval response, whether it is was accepted or rejected. This includes the date and time, along with the user ID, and scheme on which the response was received.

Approval Rules

Approval Rules can be defined in **Approvals Admin** for both approval schemes.

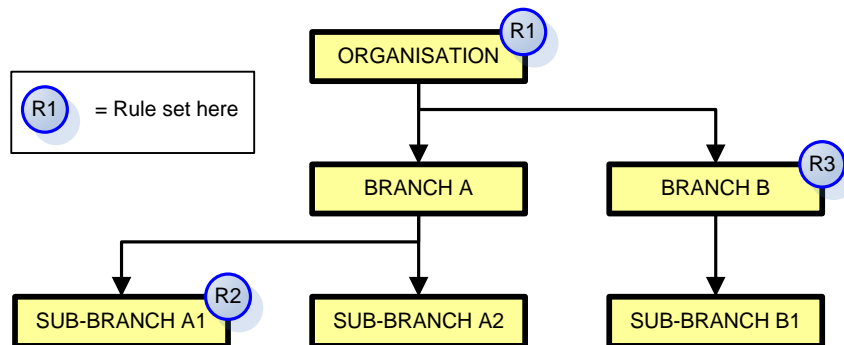
Rules can be defined to set limits in various ways, known as **Approval Item Limit Rules**. Rules can be defined to enable progress through multiple approval levels where, typically, each higher level adopts a higher positioned **Approver** to manage items through that level. The means by which approval items ascend through the multiple levels is also configurable, as **Approval Level Ascension Rules**.

For the purpose of this rollout, the System only allows a single approver within each of the schemes set against the country. In a future phase, the approval level functionality could allow for multiple approval levels within a single scheme, i.e. multiple Procurement Approvers.

Approval Rule Inheritance

Inherited rules apply where a rule set at the top tier is inherited by all lower tiers. This ensures rules are in place for all tiers. Locations further down the tiers can be edited by exception with the system, using the lowest level configured rule for that scheme.

Example of rules within an entity hierarchy and how the approvals process checks that information against approval items:



Level Ascension Rules

There are no restrictions on the number of levels configurable for any approval rule, and some rules may be configured not to have any levels. Those rules that do opt to send approval items up a structure of approval levels, typically specify an **unlimited** level as the top level, so a finite and manageable number of levels used below that.

There are two types of level ascension rules which offer flexibility in how approval items move through the workflow:

1. **Limit of Responsibility - All Level Ascension Rule:** This rule forces each approval item through every level, until it reaches a level where the limit is greater than the approval item's own value.
2. **Limit of Responsibility - Jump-to Ascension Rule:** This rule specifies an entry point level into the workflow relative to the approval item value, for approval within that single level only.

Note: The Savings Tracker module utilizes the **All Level Ascension Rule**.

Approvers, Delegates, and Pools

Approvers can adopt almost any type of user role in the Web3 system when performing their day-to-day tasks, but they can also identify as having an Approver responsibility within the organization, and as such will come to be recorded against certain rules within the Approvals Administrator section of the Admin Center.

Each approval rule is assigned a **Main Approver**, a user who assumes initial responsibility for the approval. Each Main Approver can be assigned assistants to provide cover for when the Main Approver is out of the office.

The functionality governing the relationships between Main Approver, Approver Pools, Delegates, and Delegate Pools are based on an *assistance-when-required* theme. Approval rules are defined to enable assistance when any one of these entities or groups become too busy or unavailable to perform approvals within a timely manner. The time limit is also a configurable rule. There is also an out-of-office feature which automatically directs approvals from one entity or group to another.

The way by which approved or rejected subjects are communicated, or inter-Approver communications takes place, is also configurable. Typically this is achieved by auto-generated emails.

Delegation Management System

Approvers are sometimes unavailable, which can cause delay in processing their **Manage Approvals** in a timely manner. To address this issue, the web3 system enables a pool of Approvers to associate with each Main Approver, for each approval rule, in order to share the Manage Approvals among a wider team.

Alternatively, a pool of **Delegates** can be made available to the Main Approver who takes on that work, only when he/she is not able to process approvals. A further configurable option, the Main Approver and each Approver in the pool is assigned a **Personal Delegate** to take care of his/her workload when absent.

Flexibility is offered over and above complexity. Usually, a simplistic set of delegations is configured for each Main Approver, such as assigning only one pool; Approver pool or delegation pool. Additionally, the ability to assign a Personal Delegate to the Main Approver and pool members may be switched on or off for each approval scheme.

[Email Alerts](#)

[Approval Emails](#)

[Actual Savings Value Approval Email](#)

Actual Savings Approval emails are sent to the relevant Approver, and are in the following format:

From: <Email Address>
Sent: <Date / Time Stamp>
To: <Approver Email Address>
Subject: <Savings Record Name> - <Savings Month> <Alert Type>

Approval Email	
Business Unit	Header Text
Cost Centre	Header Text
GL Code	Header Text
Saving ID	Header Text
Initiative Description	Header Text
Saving Category	Header Text
Saving Type	Header Text
Saving Creator	Header Text
Saving Owner (Buyer)	Header Text
Division	Header Text
Savings Figures	
Actual Savings Date	<month>
Currency	<currency>
Breakdown of savings amounts	<EBITDA value>
Breakdown of savings amounts	<COST PLUS value>
Breakdown of savings amounts	<HARD COST AVOIDANCE value>
Sum of Actual Savings Value	<Sum of the amounts>

All Approval emails contain two links at the end of the main body text, allowing users to:

- **Approve:** Opens a reply email with the approval. Once the user sends, a notification is sent to the system with an approval from that user.
- **Reject in App:** Opens the application login screen. Once the user enters their login details, the approval is shown.



Target Record Approval Email

Target Record Approval emails are sent to the relevant Approver, and are in the following format:

From: <Email Address>
Sent: <Date / Time Stamp>
To: <Approver Email Address>
Subject: <Target Record Name> - <Alert Type>

Approval Email	
Country	Header Text
Category	Header Text
Project	Header Text
Description	Header Text
Start	Header Text
Estimated Savings	Header Text
eSourcing Considered	Header Text
Addressable Spend	Header Text
Savings Type	Header Text

All Approval emails contain two links at the end of the main body text, allowing users to:

- **Approve:** Opens a reply email with approval. Once the user sends, a notification is sent to system with an approval from that user.
- **Reject in App:** Opens the application login screen. Once the user enters their login details, the approval is shown.

Notification Emails

Savings Record creation, Expiry, and Due Date Alerts are sent to the Savings Record Creator and have the following format:

From: <Email Address>
Sent: <Date / Time Stamp>
To: <Approver Email Address>
Subject: <Savings Record Name> - <Alert Type>

Notification Email	
Business Unit	Header Text
Cost Centre	Header Text
GL Code	Header Text
Currency	Header Text
eSourcing Considered	Header Text
Reason	Header Text
Saving ID	Header Text



Initiative Description	Header Text
Saving Category	Header Text
Saving Type	Header Text
Duration of Savings	Header Text
Actual Saving Start Date	Header Text
Actual Saving End Date	Header Text
Contract Duration	Header Text
Saving Owner (Buyer)	Header Text
Division	Header Text
Addressable Spend	Header Text
Vendor Name	Header Text
Vendor Number	Header Text
Estimated savings during contract	Header Text

No further buttons or actions are required on this email.

[Spend Upload](#)

The Spend Upload functionality gives the ability to report against spend figures within the SSRS reporting suite. This functionality allows Administrators to create custom reports and provide dashboards for spend analysis.

This functionality is accessed via the dedicated menu item within the Savings Tracker module. The screen contains the following fields:

- The values shown within the **Year** field contain the active year and all previous years.
- The values shown within the **Month** field hold the values between January and December.

Users have the ability to upload an excel file for the selected year and months. If users choose to re-upload a file, they can also choose whether to overwrite the originally uploaded data or not. If they do choose to overwrite the data, reports accessing the data will change.

If a blank file is uploaded for the period, and the user chooses to overwrite the originally uploaded data, all data within the period is blanked out, and no data displays within the system for users to report against.

All uploads are captured within the audit history table and are downloadable for users with the correct permissions. The audit history captures the username of the upload initiator, along with the filename and the upload.

File Format

The file format is per the following:

Cost Centre / GL Code	Spend	Currency Code
1000060	21514	GBP

1000080	30757	GBP
1000320	11241	GBP
1000500	-74	GBP
1000700	1319856	GBP
1000726	202796	GBP
1000754	16539	GBP

File Validation

When uploading a file, the system validates the Cost Center/GL Codes in the spreadsheet against the Cost Center/GL Codes held in the business model.

Should any of the Cost Center/GL Codes not exist, the system shows an on screen prompt to the user with a list of highlighted codes that could not be validated. The file is only be accepted once all Cost Center/GL Codes are valid.

Reporting Data

Once uploaded, all spend data is available to report against within the reporting model. The spend upload data is hidden from all users apart from those with the relevant permissions

SSRS Administrators have the ability to allocate this data to user accounts within the **Reporting** tool. To ensure reports are customizable to the needs of the client, no canned reports are created for the implementation. All reports are created within SSRS.

Users have access to view savings/target data for all entities as data within the **Reporting Model**, and is not limited by **Business Model** access.

Exchange Rates / Currencies

Exchange rates are periodical with a start date, but an open end date. A new rate automatically supersedes the existing rate upon reaching its start date, so there is no overlap. The new rate becomes active upon its start date and the previous rate is made inactive.

Exchange rates can be amended, but only before the **Start Date** is reached. This is to enable erroneous situations to be addressed, such as an incorrect rate being entered.

The current live rate can be altered in the **Currency Administration** section. This effectively causes the creation of a new exchange rate with a start date of the time the rate was saved. Start dates cannot be amended after their date is reached.

Unless specific alternative rules are in place, conversions always use the current exchange rate. The Savings Tracker adopts the base currency held in the business model. To ensure this currency applies across the system, it is set against the top level entity.

Administrators do not have the ability to amend this due to the knock on effects on historical data. By amending the base currency, all previous reporting is also inaccurate, for this reason, any amendments required to the base currency need to be made by Wax Digital.

[System](#)

General Document List Features

Document lists have search, sort, and filter functions available to all users who have access to these screens. The user can also change the amount of results displayed per page from 10, 20, 50, 75, and 100 per results page. Once located, the document can be selected to view the full details. Free text search is also available on the screens.

System Notification

User action requirements as defined within the functional spec, (i.e. approvals, review notifications, etc.) are notified to the user via email.

Where appropriate, users can then log into the system to perform the necessary actions. In addition, if considered beneficial, users are able to approve via email using mobile application.

Internationalization

Internationalization is the process of enabling elements of the software to be globally accessed and used. Elements of the software which can be localized are:

- All page text, both static and dynamic
- Images / branding
- Numbering
- Dates

Local device settings must be in place to display local character sets.

A default local setting is obtained from the user's browser. However, an alternative localized setting can be set independently against the country entity or user profile in the Admin Center, where two settings are available, the user can change the local setting using the dropdown at the top of the screen.

Language

The system is available in the following languages.

- Czech
- Chinese – simplified
- Danish
- Dutch
- English – UK
- English – US
- Finnish

- French
- German
- Italian
- Polish
- Portuguese
- Spanish
- Turkish

The system caters to allocate and default a language against any level of the Business Model, including User Level.

[Audit Recording](#)

Any actions taken by a user within the system need to be recorded in the audit log. This needs to include actions such as creation, amendment, approval, upload, etc.

[Building Reports](#)

Building reports is done through the Microsoft Reports Builder application. This application is launched via the SQL Server Reporting Services (SSRS) website, and does not need to be installed on your machine. You do, however, need to ensure your machine is running at least Windows XP, and Microsoft .NET 2.0 or greater.

[Reports Builder](#)

To run the reports builder:

1. Click the **Report Builder** button in the **Report Manager**.
2. Once you access this URL a small application (Report Builder V3) is downloaded and run on your local PC.
3. At this point, you are presented with a number of options, these include:
 - a. **New Report** to create a new report
 - b. **Open** to open a previously saved report
4. After making your selection, you are asked for your username and password.

[Report Builder Interface](#)

The top of the screen has three control bars

- **Home:** This area is for your standard formatting, such as font styles, size, and color.
- **Insert:** This area contains all objects you can insert into your report, such as charts, images, and data tables.
- **View:** This area contains what panels are shown in the report builder, Report Data, Properties, Grouping, and Rulers.



On the left-hand side is the **Report Data** you can choose when creating your report. The right-hand side is where you build and design your report. Each area is discussed in more detail in the rest of this document.

Report Data

This area is the biggest visual change in report builder 3 compared to version 1. This panel contains all report data available to you when building your report.

Built-in Fields

Reports builder V3 has a number of pre-defined built-in fields available for you report. These are as follows:

Name	Description
Execution Time	The date and time the report began to run
Language	The language of the user running the report. For example, EN-GB.
Overall Page Number	The page number of the current page for the entire report. This value is not affected by ResetPageNumber. OverallPageNumber can only be used in an expression in a page header or page footer.
Overall Total Pages	The total number pages for the entire report. This value is not affected by ResetPageNumber. OverallTotalPages can only be used in an expression in a page header or footer.
Page Name	The name of the page. At the beginning of report processing, the initial value is set from InitialPageName, a report property. As each report item is processed, this value is replaced by the corresponding value of PageName from a rectangle, a data region, a data region group, or a map. Not supported on tablix column hierarchy groups. PageName can only be used in an expression in a page header or page footer.
Page Number	The current page number relative to page breaks. At the beginning of report processing, the initial value is set to 1. The page number increments for each rendered page. To number pages within page breaks for a rectangle, a data region, a data region group, or a map, on the PageBreak property, set the ResetPageNumber property to True. Not supported on Tablix column hierarchy groups. PageNumber can only be used in an expression in a page header or page footer.
Render Format is Interactive	Whether the current rendering request uses an interactive rendering format.

Render Format Name	The name of the renderer as registered in the RSReportServer configuration file. Available during specific parts of the report processing/rendering cycle.
Report Folder	The full path to the folder containing the report. This does not include the report server URL
Report Name	The name of the report as it is stored in the report server database
Report Server URL	The URL of the report server on which the report is being run
Total Pages	The total number of pages relative to page breaks to reset PageNumber. If no page breaks are set, this value is the same as OverallTotalPages. TotalPages can only be used in an expression in a page header or footer.
User ID	The ID of the user running the report. If you are using Windows Authentication, this value is the domain account of the current user. The value is determined by the Reporting Services security extension, which can use Windows Authentication or custom authentication.

Parameters / Filters

Report parameters are one of the built-in collections you can reference from an expression. By including parameters, you can customize report data and appearance based on choices a user makes. Before we introduce a parameter to your report, make sure you have a dataset (see the [Dataset](#) section below).

To add an example parameter:

1. Right click your dataset and select **Query**.
2. Click the filter icon at the top of the panel.
3. Select your required parameters from the report data model.
4. Define your **Expression** type.

Notes:

- Apply filters to the report to narrow down the results.
- Filters can be as simple or as complex as you require.
- You can add unlimited numbers to a given report.
- The more filters added to a report, the longer it takes to execute.
- Find more information on the filter and expressions on the [Microsoft reporting site](#).

Images

Any custom images you add to your report are added to your images collection. Follow the instructions below:

1. Navigate to the **Insert** tab.
2. Select **Image**.

3. Draw a rectangle anywhere in your report for the placement of your image (you can change the position of the image later).
4. Give your image a name (this is your reference for the image).
5. Click the **Import** button and select the image you wish to upload from your harddrive.

DataSources

The DataSources collection represents all data sources used in a report. Use the **Report Data** pane for a hierarchical view of report datasets organized under the data source they reference.

For Web 3, the data source we use is the report model. Your ad-hoc reports folder contains the report model. You can name the data source anything you wish.

Datasets

Each dataset in a report contains one or more **Field** collections, which is the set of fields specified by the dataset query, plus any additional calculated fields you create. After you create a dataset, the field collection appears in the **Report Data** pane.

This is where we can see the report model fields available to us. To create a dataset for your report from the report model:

1. Right click on datasets and select **Add Dataset**.
2. Call your dataset something you will recognize (i.e.. *My Fields*).
3. Select **Use a dataset embedded in my report**.
4. Select your data source from the dropdown.
5. Click the **Query Designer...** button.
6. The query designer window displays the fields available. Select the fields you want in your report.
7. Click **OK**.
8. The **Query** builds up automatically, based on your selection.
9. Press **OK** to complete the process

You can drag Fields around to change the display order, rename, style with colors, or text effects such as bold or italics. The above report provides a simple list of all documents in the system defined as a **Purchase Order** (a filter has been applied).

In addition to adding a group of fields from one entity, you can mix together fields from different entities. This is useful if you want to build a more advanced report. You can only mix fields from specific entities, where there is a logical relationship. In report builder, these relationships are already worked out for you and if one exists, it tells you about it. The software does not let you mix entities and fields if they do not have a relationship.

Sorting and Grouping

Once you add all required fields to a report and any optional filters, specify how you want your data to group and sort:

1. Right click on any table heading and select **Tablix Properties**.
2. The **Tablix Properties** dialogue box display. Using these options, pre-define the fields your report is to sort on.

Customize Reports

A final step before running your report is to customize the design. The report document is edited just like other Microsoft Word documents; add titles, text, and images to any location of the report.

To add your own customizations:

1. Select the **Insert** icon from the Navigation bar.
2. Add the item you want to insert.

Run Reports

When you are happy with the content of your report, run it either within the report builder tool, or from the SSRS website. You can export your report from either location.

Run Reports within Report Builder

To run the report in Report Builder:

1. Click the **Run Report** button on the Navigation bar.

Note: Your report is executed and displayed in the report window when completed. Depending on the complexity, it may take a few minutes to return a result.

2. If you are happy with your report, export to a variety of formats, including Excel, CSV and PDF. Click the **Export** button on the toolbar.
3. Save it to your local system and modify it as you require.

You can also save your report to the reporting server as a template. This has two advantages:

- Run the same report again in the future without having to rebuild it.
- Save an empty report, complete with your branding and layout, and then re-use it in the future by adding data.

To save a report:

1. Select **Save As** from the **File** menu.
2. Choose a name for your report, and a save location.

Note: This works similarly to the MS Word Save option.

To load your reports in the same way:

1. Select **File** and **Open**.
2. Select your saved template or report to open and work with it.

Run Report through Website

To run from the report manager:

1. Use your url followed by /reports.
2. The login screen displays, use your username and password. If you do not have a username and password, contact the helpdesk.
3. From here, browse to the location where you saved your report earlier. This interface also gives the user the ability to create new folders, which can be viewed from the report builder application. This allows you to save your reports in a more logical structure.
4. Once located, run the report by clicking the report name. The report is then run inside your web browser and looks very similar to the report builder application. You can also export your report in the same way as before, and to the same formats. The key difference is, you cannot make any changes to your report. You must open it up in the Report Builder application.

Report Subscriptions

In addition to running reports **On Demand**, SSRS provides the option to schedule reports to run at pre-determined times. This is known as a **report subscription**.

To configure subscriptions:

1. You must first write a report and save it to the report server.
2. Select the report you wish to schedule, and click the **New Subscription** button.
3. The **Subscription Configuration** screen displays. Reports are usually delivered via email, although they can also be delivered via FTP or a Windows File share if configured.
4. For email reporting, specify the recipients on this screen, as well as the format of the report (Excel, PDF etc.), and add an extra comment to the email.
5. Click the **Select Schedule** button to display a calendar, and specify how often the report is to run and at which times and dates.

Advanced Features

In addition to the basic features of the report builder discussed above, there are more advanced features of the product for more complicated reports.

Expressions

Usually, you can find all the data you require for a report in the list of entities and fields. For some reports, however, you may require something not readily available. For example, a count of villages, or a number of users per village, this is where expressions come in handy. Using expressions, you can build up a comprehensive formula to get the value you need, and then use the value in a report.

Follow these steps:

1. Select the entity you wish to work with and click the **Expression** button.

2. The **Formula Editor** window displays. On the right hand side is a formula box, where you build your formulas. On the left, a list of fields you can work with, and a second tab called **Functions**.
3. Double click a field to add it to the formula box.
4. Go to the **Functions** tab.
5. On this screen you see a large list of functions, grouped into folders. Double click on a function to add to the formula window. You may need to re-select the field from the first window, depending on the function selected. When you are happy with your formula, give the new field a name at the top of the screen.
6. Click **OK**, and the new field displays in the field list for the **Entity**. The field can then be used in the report like any other.

Note: Any fields created this way are temporary and available to a single report only. They do not appear for other users or reports. Expressions are a very powerful tool when building reports and can be especially useful for complicated financial reports, providing a large amount of flexibility.