# Background

At present Barloworld make use of the MyMarket portal to procure Accommodation, Flights and Car Hire for the various business units within the organisation. Through the portal a relationship also exists with a Travel Management company, namely CWT, who charge a service fee for assisting with the booking of the above services.

Together with the current relationship, a new relationship for the Electronic Procurement (eProcurement) of goods and services from pre defined suppliers/vendors is being setup. This functionality will allow for users to electronically requisition the procurement of goods or services, obtain the necessary pricing from the portal, and then submit the requisition for electronic approval. Once approved a purchase order will electronically be submitted to the supplier/vendor, who will then supply the required goods or service.

The requirement has therefore been raised by the business to facilitate importing the relevant information supplied by MyMarket into Baan, to assist with the allocation of the expenses, and the payment of the various third parties involved with the delivery of the goods or services.

# Proposed Solution for Travel

## File Layout

The current file supplied by MyMarket will need to be modified to supply the following information:

|  |  |
| --- | --- |
| Field | Description |
| Customer Name | Name of Barloworld Company |
| Debtor Number | Debtors Code with MyMarket |
| Passenger | Name of Barloworld Employee (Traveller) |
| Order Number | MyMarket Order Number |
| Third Party \* | The End Supplier of the Goods |
| Account Allocation \* | The Type of Purchase being undertaken, i.e.   * Local Flight * International Flight * Local Car Hire * International Car Hire * Local Accommodation * International Accommodation * Service Fee * eProcurement |
| Cost Centre | The Barloworld cost centre to be charged for the services |
| Billable | Indicator to determine if the charge should be processed |
| Trip Description | The text that has been captured to indicate the purpose of the services rendered |
| TVK Number | The MyMarket reference |
| Invoice Amount | The total amount of the services rendered (inclusive of VAT) |
| Invoice Date | Date that service delivered |
| CC Description | Barloworld cost centre description, as contained in MyMarket |
| Trip Name | Trip details, as captured in MyMarket |
| Trip Type | The type of trip undertaken, i.e.   * DOM – Domestic * REG – Regional * INT – International |
| Route | Information about the route undertaken by the Barloworld employee |
| Nett | The net amount of the transaction (ex VAT) |
| VAT | The VAT portion of the transaction |
| Airport Tax | The Airport Tax value of the transaction |
| Division | The Barloworld division’s description |

\* Indicates new fields required in file

## File Import Process

File Saved on Users Local Machine

MyMarket Supplies Data File

Import Program Run to Create Purchase Orders based on MyMarket Data

Purchase Order(s) generated with Account Allocations

The file will be obtained from MyMarket in the specified format, and will then be saved on the user’s local machine, i.e. the c:\ drive.

The user will then open a new session which will have an option to validate the data contained in the file to determine if there are any potential errors.

## Errors during Validation

If errors are encountered during validation a report will be generated indicating the line number which has a problem, as well as what the issue is.

These transactions will need to be rectified before the file is imported. Therefore the import is based on all lines being successfully validated; if one line is erroneous then none of the lines are imported.

This measure is put in place, so as to avoid a duplicate upload of the same data, as one could forget to remove already processed lines out of a file, once the errors are rectified.

## Successful Validation:

Once the validation is successful the user will then import the file into the system, with the following actions occurring:

* Purchase order(s) generated per supplier of the service
* Purchase order(s) receipted to initiate the allocation of the expense to the relevant ledger account and dimension combinations, and the generation of the accrual in the Order Receipt/GRINYA account:

Overseas Travel

100.00

Orders Received

100.00

Please note that this transaction will not have any VAT implications, and the Packslip field will be filled with the MyMarket Order number.

## Creditors Transactions

## Self Billing

For self billing the supplier master will be configured to indicate that self billing will be applicable for the specified supplier:

The user will then run the Generate Self Billed Purchase Invoices session:

Whereby the system will then generate system invoices for the purchase orders that have been receipted up until the specified Cut Off Date and time.

This process will therefore generate the following transactions:

* Acknowledge the invoice against the creditor’s account, with the necessary updates to VAT Input, and the acknowledgement of the registration of the invoice
* Approve the invoice for payment, which will then transfer the acknowledgement of the registration of the invoice to the order receipt account, to clear out the accrual created during the purchase order receipt process

Invoice Received

100.00

Creditors Control

114.00

VAT Input

14.00

Orders Received

100.00

100.00

a

a

a

b

b

## Supplier Invoice Exceptions

There are going to be instances where a supplier’s invoice does not match up with what has gone through MyMarket, these instances will need to be investigate to determine why there are differences, and then the necessary corrective action needs to be taken, i.e. if the costs are valid, a sundry invoice needs to be processed against the suppliers account and allocated to the necessary account and dimensions:

Local Travel

100.00

Creditors Control

114.00

VAT Input

14.00

If the charge is not valid, a query needs to be logged with the supplier, with an indication that the amount will not be paid.