Hi,

This is the detailed process and don’t share with anyone as this have confidential details

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| **Step No.** | **Key Stroke** | **Comment** |  | **Business Applications** |
| 1 | **Open Outlook item and identifying file format** |  |  |  |
|  | i. Go to the [APSAPE@Anixter.com](mailto:APSAPE@Anixter.com) outlook folder and open statement items received from vendor.  ii. Check for the Attachment format (Excel/PDF/Word document/Tiff and body of mail) | SME will open email item from outlook and will identify the file format |  | Outlook and Document format |
| 2 | **Formatting and consolidating vendor statement files and verifying Invoice number format for reconciliation** |  |  |  |
|  | 1.Open Statement file from the email.  2. For statements file in format PDF/Word document/Tiff and details from email body, copy required information (Inv#, PO#, Amount & Invoice Date) and open an excel file to paste this information in it.  3. If multiple attachments, copy required information from all the files and put in one excel.  4. Separate different ERP type invoice details following the below PO number format and create separate sheets for SXE and Legacy invoices.  i. PO# for Eclipse starts with 'SE'/'PE' and has 10 digits  ii. PO# for SXE has 7 digits XXXXXXX-00 or CKXXXXXX-00  iii. PO# for LEGACY has the format XXX-XXXXX-XXX  5. From the Eclipse invoices, copy PO number to locate vendor record in Eclipse, go to F1+F+V in Eclipse, paste the PO number and vendor record will appear.  5. Hit Alt A, Alt S and Alt L to view transaction details on vendor Ledger record, verify the invoice number format from system record with invoice number format given in statement file and make changes as per invoice number format in system record for reconciling data with vendor disbursement data report. | Formats the data, identify invoice number format and separates different ERP invoices |  | Excel& Eclipse |
| 3 | **Login Eclipse Online** |  |  |  |
|  | i. Login to Citrix  Ii. Enter User ID  Iii. Enter Password  iv. Click [APS Electrical]  v. Double click on [EL Eterm], A window pops-up  vi. Click on [Eclipse- Dial]  Vii. Enter User ID  Viii. Enter Password  ix. A blue screen appears. Enter Password again  x. A black screen appears. | Web Application Opened using Internet Explorer |  | IE |
| 4 | **Schedule and Download Disbursement report from Eclipse** |  |  |  |
|  | i. Click [F1] [F][V] in Eclipse to go to 'Vendor Screen', Copy PO number form vendor statement and paste it in [F1] [F][V] screen in Eclipse to get Vendor number  ii. Hit F7+A+2+H and enter start date (old invoice date form statement file), end date (Current date) and put vendor number with prefix Dot (.) and hit Alt H to schedule report  iii. Go to Eclipse and enter [F1] [P][Y] for 'Spooler Control' screen  iV. Press [Alt+L]  V. Save the Report on file path -> filename.xlsx (for vendor disbursement report)  vi. Click [Open]  vii. Select 'ASCII'  viii. Click [Enter][Y]  Xi. Go to the folder having the downloaded Disbursement file. | This File consists of downloaded Disbursement Report |  | Excel / Share folder/ Eclipse |
| 5 | **Processing Vendor statements without macro for below 50 lines** |  |  |  |
|  | i. Open vendor Statement  ii. Create column as Comments  iii. Copy invoice number and paste in Eclipse to check status  iv. In Eclipse go to F5+A+E screen Enter the branch as “5” default and Go to Ship from field put”#” and enter the invoice number  V. Check the invoice status whether it is paid or any Discrepancy  Vi. For paid invoices update the status with paid date and ACh or Check number  Vii. To check discrepancy in F5+A+E screen use Alt+C Go to tracker sent and view the tracker using [Alt+v]  Viii. Check the type of discrepancy (pricing ,material Receiving and Quantity issue, Open Gen issue) and update the respective comment | This File consists of Vendor Statement Report | Excel / Share folder/ Eclipse |  |
| 6 | **Running macro for vendor statements consisting more than 50 lines** |  |  |  |
|  | i. Open the statement macro  ii. Copy the data’s (invoice number, Date and amount) from Vendor Statement excel and paste it in Vendor statement tab on Statement Macro  Iii. Copy the data from vendor Disbursement excel and paste it into Disbursement tab on Statement Macro  v. Run the Macro [Alt+Q]  vi. macro will precise the Statement with fields like (Approved ,Paid, Awaiting for approval, Deductions, Research manually) accordingly in comments Column  Viii. Do VLOOKUP with invoice number column on vendor statement Excel with invoice number and comments on Statement macro to get Précised data’s  ix. Filter out and provide Status on Awaiting for approval ,Research Manually and Deducted amount fields by Manually researching on Eclipse  x. To check the status on Eclipse Go to F5+A+E screen Enter the branch as “5” default and Go to Ship from field put”#” and enter the invoice number  xi. Check the invoice status whether it is paid or any Discrepancy  Xii. For paid invoices update the status with paid date and ACh or Check number  Xiii. To check discrepancy in F5+A+E screen use Alt+C Go to tracker sent and view the tracker using [Alt+v]  Xix. Check the type of discrepancy (pricing ,material Receiving and Quantity issue, Open Gen issue) and update the respective comment | Running Macro for precising the Statement |  | Excel’ |
| 7 | **Formatting Disbursement report and performing Vlook up in Input file** |  |  |  |
|  | i. Open the downloaded Disbursement file  ii. Delete first 6 rows from the file and do text to column to structure data into columns  Iii. Copy the data from formatted vendor Disbursement excel and paste it into new sheet of Input Excel (Excel file with vendor statement information) for lookup  v. Add columns in input file - Amount, Deduction(True/False), Discount (True/False), Approval status, Date, CK#, Deduction Amount, Disc Amount, Deduction reason, Status and Comments in the 'Eclipse' sheet of Input Excel  vi. Copy the amount from 'Disbursement' sheet for all the Invoice# present in the 'Eclipse' sheet and paste the copied amounts into the newly created 'Amount' column for the respective Invoice# in the 'Eclipse' sheet.  Vii. Do the same process(Step-45) for Approval status, Date, CK#, Deduction Amount, Disc Amount, Deduction reason column  Viii. Match all the Amount present in the 'Amount' and 'Deduction Amount' columns. Of 'Eclipse' sheet. If same then Update the 'Deduction' column as TRUE or else FALSE  ix. Match all the Amount present in the 'Amount' and 'Discount Amount' columns. If same then Update the 'Discount' column as TRUE or else FALSE | This will download Disbursement report and sheet in input data |  | Excel |
| 8 | **Create and Download Discrepancy report** |  |  |  |
|  | i. Create a new sheet 'Discrepancy' into same Input Excel sheet  ii. Schedule the Discrepancy report from Eclipse  Iii. Go to Eclipse, press F7+A+N  iv. A pop-up appears. Fill the fields as below  1. Enter:all  2. Vendor:(empty)  3. Sort option:'c'  v. Click [Enter].  vi. Select [Br|Vendor|Creation Date] from menu  Vii. Click [Enter]  Viii. Press [Ctrl+H]  ix. Press [F1][P][Y] to Navigate to 'Spooler Control Screen'  x. Press Alt+L to download the discrepancy file  xi. Provide the file path and file name. Save it in .xlsx form  Xii. Copy the data from Discrepancy report  Xiii. Paste the copied data into 'Discrepancy' sheet of Input Excel | This File consists of data from Discrepancy report |  | Excel |
| 9 | **Create separate columns in Eclipse sheet for Discrepancy Report** |  |  |  |
|  | i. Create two columns named 'UET Description' and 'Track ID' in 'Eclipse' sheet  ii. Copy the columns data of 'UET Description' and 'Track ID' from the 'Discrepancy' sheet  Iii. Paste it in 'UET Description' and 'Track ID' columns respectively. Create two columns named 'UET Description' and 'Track ID' in 'Eclipse' sheet | Split the data from Discrepancy report into eclipse sheet and validate |  | Excel |
| 10 | **Download 'Unbuilt' file** |  |  |  |
|  | Go to 'Eclipse' screen  ii. Click [F7] [A][D] one by one.  iii. Press [down arrow] until to reach Aging Bucket text.  iv. Enter '7' for Aging Buckets  v. Press [down arrow]  vi. Enter 'N' for Exclude Freight Vendors  vii. Press [Alt]+[H] | This file consists of Raw data for Unbuilt report |  | Eclipse |
| 11 | **Perform operation in 'Unbuilt' report** |  |  |  |
|  | i. Report Information should be remove from report  ii. Format the data from unstructured data | Filter out only 90+ above days in aging column 'Bucket' |  | Eclipse |
| 12 | **Apply filters different columns in Eclipse Sheet** |  |  |  |
|  | i. If 'Approval Status' is N\A and 'Amount' column has negative value, update Status as "Need Credit Memo" and Comment as 'Please send credit memo copy to 'APSAPE@anixter.com' for the respective amount  ii. If 'Approval Status' is N\A and 'Amount' column has positive value, update Status as "Need Invoice Copy" and Comment as 'Please send Invoice copy to 'APSAPE@anixter.com' for the respective amount  Iii. If 'Approval Status' is N/A then check the Deduction column  ==> If 'True' then update Status column as 'Deduction Taken' and update Comments as per 'Deduction Reason' Column  If 'Approval Status' is N/A then check the Discount column  ==> If 'True' then update Status column as 'Discount Taken' and update Comments as 'Discount availed in invoice' Column  iv. If 'Approval Status' is 'Y' and 'Date and CK#' columns are blank, update the 'status' as Approved and check the amount column  ==>If amount is positive, update the 'Comment' column as 'Scheduled to pay' for the respective amount  ==>If amount is negative, update the 'Comment' column as 'Credit will be taken in next payment run' for the respective amount  v. If 'Approval Status' is 'Y' and 'Date and CK#' columns have data, check for the 'amount' column  ==>Do validation for ACH No. and CK#.(If CK# <=5 then it is ACH No or else CK#)  ==>If 'Amount' is positive, update 'Status' column as Paid and update the 'comment' column as 'Paid on mm/dd/yy (the one in date column) with CK#/ACH No.(the one in check column)' for the respective amount  ==>If 'Amount' is negative, update 'Status' column as 'Credit taken' and update the 'comment' column as 'Credit has been applied to CK#/ACH No. (the one in check column)' on mm/dd/yy (the one in date column) for the respective amount. | This file consists of different columns data and update status accordingly |  | Excel |
| 13 | **Updating status for disputed invoices based on UET Description** |  |  |  |
|  | If 'Approval Status' is 'N', update the 'Status' and 'Comment' columns based on 'UET Description' column as follows:  UET Description -> Status -> Comment  i. Admin Job Pro -> Approved-> Scheduled to pay  ii. Admin Manual Entry -> Manual Search-> Manual Search  iii. Branch No Open No-> Discrepancy -> Requested branch for Open PO  iv. Customer Job Rebate Credit -> Discrepancy-> Rebate Credit, requested bran for clarification  v. Duplicate Shipment -> Discrepancy ->Requested branch for clarification on duplicate shipment for this order  vi. Freight Discrepancy -> Discrepancy-> Requested branch for clarification on freight charges  vii. Material not received -> Discrepancy-> Requested branch for clarification on material receiving issue  viii. No Eclipse po# -> Discrepancy-> Requested branch for valid PO number  ix.p/o Wrong vendor -> Discrepancy-> Requested branch for fixing the PO header  X. Phantom did not auto match-> Discrepancy-> Manual Check  Xi. Pricing Discrepancy -> Discrepancy ->Requested branch for clarification on price variance for items, (enter items detials from Eclipse)  Xii. Quantity Discrepancy -> Discrepancy-> Requested branch for clarification on quantity variance for items, (enter items detials from Eclipse)  ->To get item details from Eclipse,copy the 'Track ID' from Input Excel  ->Go to Eclipse, Press Shift+F4  ->Click User and paste the copied Track ID  ->Click Enter  ->Copy the 'ProductID' from the screen and paste into 'Comment' column |  |  | Excel |
| 14 | **Validate the Status column and update in Outlook** |  |  |  |
|  | i. Now check for the 'Status' column. If status is 'Need Credit Memo/Need Invoice Copy'. go to outlook.  ii. Copy the Invoice Number one at a time  Iii. Go to Outlook and perform a search using copied 'Invoice no'  Iv. If found, copy the mail  v. Paste it into share drive  **Path:\\gscnas03\GSC\_depts2$\AP Electrical\Offshore Team\Email Handling\Statement**  vi. If not found, update the status as 'Not found' and 'Comment' as 'Send email to 'APSAPE@anixter.com'  VII. Send this Input Excel to the vendor | This validates Status Column and send mail to 'APSAPE@anixter.com' if invoice no is not found |  | Excel / Outlook |