

***EFIN Work Instructions developed
by CISTECH and delivered with the
EFIN Implementation***

AP0100 Create a Short MRO AP invoice via AP Transactions

AP0110 Create a Short AP invoice with Tax

AP0120 Create a Short AP invoice with 1099 Charge line

AP0130 Create a Short AP invoice with Apportionment

AP0150 Create a Credit Memo via AP Transactions

AP0155 Allocate a Credit Memo to an Open AP Invoice

AP0200 Create and AP invoice with PO Receipts

AP0210 Create and AP invoice with PO-No Receipts

AP0300 Reverse a Short MRO AP Invoice

AP0310 Reverse a AP Invoice with PO match

AP0350 Chage an Open Ap Invoice Payment setting

AP0500 Create and Process Payment Lists for Payments

AP0510 Create a Manual Payment

AP0550 Void an Issued Check and Reverse Cash Transaction

AR0100 Create a Short AR Invoice in AR Transactions

AR0150 Create a Credit Memo in AR Transactions

AR0150 Allocate a Credit Memo to AR Invoices

AR0155 Allocate a Credit Memo to an AR Invoice_no cash

AR0200 Process and Allocate a Cash Receipt

AR0210 Process a Misc Cash Transaction

AR0220 Process a Cash Transaction with a Discount

AR0230 Process a Cash Transaction with a Bank Fee

AR0300 Reverse an AR Transaction

AR0350 Change an Open AR Invoice Payment setting

AR0355 Correct an Open AR Amount Due

EFIN0100 Entity Maintenance

EFIN0200 Creating Natures in EFIN and EGL

EFIN0250 Creating IFM users to be used in EFIN

EFIN0300 PowerLink / Netlink Aging in XA

EFIN0600 Apportionment Maintenance

EGL1000 EGL Setup - Account Segments

EGL1100 EGL Setup - EGL Calendars

EGL2000 EGL Inquiry - Ledger Book Balance Summary

EGL2100 EGL Inquiry - Financial Journal Entries Line Detail

EGL3000 EGL Journal Entries - EGL Journal Upload

EGL3100 EGL Journal Entries - Manual Entry

EGL3500 EGL Journal Entries - Inventory GL Transactions

EGL3505 EGL Create IM Ledger Entries with split

EGL3510 EGL Journal Entries - Production GL Transactions

EGL3520 EGL Journal Entries - Financial Events Deprecation entry coming from AM

EGL4000 Financial Analysis

EGL5000 EGL Month-End Close Process

EGL5100 EGL Year-End Close Process

Preparing for your Enterprise Finance Implementation

If you start now to prepare for EFIN, you will reduce your effort and shorten the time needed to implement. Following are suggestions to prepare your team for the most effective implementation.

Critical Success Factors

Implementing Enterprise Finance is the perfect time to develop streamlined and integrated processes to support today's business-not what was needed when your current AM/IFM system was installed. This project is driven by finance, not IT, so resources from the finance team are essential.

Leadership from Finance Project Executive

Define Project Objectives and Goals

Select Project Manager and Team

Ongoing Project leadership to confirm progress and resolve roadblocks

Allocate Resources

Finance Project Executive

Project Manager

Subject Matter Experts – AP, AR, Cash, GL

Preparing for EFIN

- **XA Release 10 is required, upgrade now!**

- **New Chart of Accounts**

Does your chart of accounts support today's reporting requirements? If not, now is your chance to change it. The COA is the starting point for your EFIN project, go ahead and define your new chart. The CISTECH team can provide guidance to help you leverage EGL functionality.

- **General Ledger Interfaces**

Review existing general ledger interfaces and rules to determine if they support your financial reporting requirements. The CISTECH team will help you understand key capabilities of EGL that can transform visibility of key operational data. GL interface improvements can be made in phases.

- **NetLink**

NetLink is the user interface for EFIN. The CISTECH team can provide training to get you started. AM/IFM Finance users have some basic capabilities available now. Start using them and other NetLink features.

- For IFM users:

- Enter Entities in NetLink
- Start using all NetLink inquiries

- For AM Users:
 - Enter Vendors using NetLink (on the procurement card)
 - Enter Customers using NetLink (on CSM Card)
 - Do all purchase order and inventory transaction research using NetLink

- **Current Process Review**

Review your current processes and identify improvements to streamline processes, improve efficiencies, and improve the quality of data needed by the business. This document of your objectives is the starting point for your EFIN implementation.

- **Data Cleanup**

- EFIN has a single 'Entity' file for all business relationships. Accounting Management users should eliminate duplicate customer and vendor numbers, as well as duplicate terms
- EFIN provides a new object to track purchased receipts not invoiced. Close and purge unneeded purchase orders to eliminate unnecessary and confusing data. Purging unneeded inventory transaction history will also shorten the conversion process.
- Clean up AP and AR open balances
- Review data classifications like Item class, Item accounting class, Customer class, Reason codes, etc. If these codes are to be used to configure the General Ledger Interfaces, the finance team should be responsible for maintaining them.

Planning for Improved Financial Management

When implementing Enterprise Finance you have the opportunity to streamline and integrate financial management processes to support today's business requirements – not those from 20 years ago when your current system was installed

A CISTECH EFIN consultant will help you identify opportunities to improve efficiencies, increase the effectiveness of your team, and provide visibility of critical information needed to manage your business. And provide a checklist of items to work on now to reduce the effort and accelerate the results of your upgrade projects.

A typical agenda, which can be tailored to your requirements, includes:

- Review with finance executive your vision for improved financial management and reporting
- Review with controller to understand challenges, specific desired improvements, and current accounting environment. Review month end close process to understand integration with operational systems
- Review Procure to Pay Process
 - Accounts Payable
 - Procurement
 - Receiving, Put away, Inventory accuracy, cycle counting
- Review Accounts Receivable
- Review Cash Application
- Summary meeting with financial management team
 - Review assessment of current operations
 - Recommend immediate changes that improve efficiencies
 - Identify improvements with EFIN that address your specific requirements
 - Recommend actions to prepare for EFIN implementation that reduce time and effort of the project
 - Design new chart of account, if needed
 - Document current processes including custom systems that work with XA
 - Review current GL rules and interfaces and if they meet your requirements
 - Clean up data. PO and inventory data cleanup is important.

There are two deliverables provided with this engagement. We will document desired improvements and benefits of migrating, and also prepare a list of tasks to perform now to prepare for your upgrade.

The typical engagement is 2 days. CISTECH will pay for all travel and living expenses. Services costs will be credited to the first invoice of your EFIN implementation.