



**ORACLE**  
CLOUD SOLUTIONS

FUSION CLOUD FIXED SCOPE  
OFFERING

2015

*Service provider*

**NEWPOINT**



Apps and Middleware

## BUSINESS OBJECTIVES

Transparency of financial statements

Financial assessment options (reporting)

Provide an easy method of adopting to technological change e.g. User Interface, latest technology features

In built tax solution

Namibian accounting framework

Rapid implementation time framework for rapid ROI

## SOLUTION PROPOSAL

Modules in scope offering: *Fusion Financials Cloud* (GL, AP, AR, CM, FA)



# GENERAL LEDGER

## KEY FEATURES

- ✓ Journal entries
- ✓ Manage recurring/ allocating journals
- ✓ Journal approvals
- ✓ Budget journals
- ✓ GL reconciliations
- ✓ GL reports

## APPLICATION SCOPE

Configuration details	Description	
Chart of Accounts	One company chart of accounts with 4 maximum reporting levels.	1 CoA  <b>4 segments</b> <i>1 Company segment</i> <i>1 Cost Centre segment</i> <i>1 Account segment</i> <i>1 Additional segment</i>
Cross validation rules	Define GL cross-validation rules to allow new values	5 rules
Currencies	Define conversion Transaction Types for multiple currencies	5 rates
Company Ledger	Defined based on the financial reporting requirement	1
Legal entity	One legal entity based on the Namibian finance jurisdictions.	1
Business Group	One main employee organization unit containing all the jobs, employees' information and business units will be created.	1
Business Units	One operating unit will be defined for the invoicing transactions in the payables and receivables module.  All the company business units will be created based on the company organizational structure. Business units represent the different departments in the company.	1 operating unit  Maximum 20 business units
Accounts	Accounts that will used for distributing transaction accounting information	Based on the company accounts
Account Hierarchy Tree	Parent child relationship hierarchy shall be defined as per the business requirement	Up to 4 levels
Budgets	1 master budget will be defined.  Organizational budget templates for the different budgeting business units.	1 master budget  Maximum 20 business units
Approvals	Journal Approval Rules	2 rules

# ACCOUNTS PAYABLES

## KEY FEATURES

- ✓ Manage suppliers
- ✓ Manage supplier invoices
- ✓ Supplier Payments
- ✓ Invoice approvals
- ✓ Withhold On Invoices
- ✓ Invoice taxing
- ✓ Payment Printing
- ✓ Payment Voiding / Hold / Reissue
- ✓ Payables & General Ledger Reconciliation

## APPLICATION SCOPE

Configuration details	Description	
Supplier information	Suppliers, supplier site, contacts will be loaded in the system  Get Suppliers from the Legacy System	migrate suppliers on the current system
Payment terms	Period the supplier has offered the company to pay them for services.	3 payment terms
Payment methods	How the company may pay its suppliers <i>1. EFT (Based on the banking facilities format)</i> <i>2. Cheque</i> <i>3. Cash</i>  Perform the task Manage Payment Methods to define or manage payment methods and to attach or update validations that are assigned to them.	3 payment methods
Tax	The tax used for invoicing purposes will be based on the Namibian tax standards.  1. VAT 2. Exempt Tax 3. Freight	3 tax codes
Invoices	Type of invoices the company may receive from the supplier  1. cash receipt 2. credit memos 3. standard invoice 4. Etc.	5 invoice types (max)
Distribution sets.	Perform the task Manage Distribution Sets to define a distribution set, which is a list of accounts with or without percentages. When you create an invoice that is not associated with a purchase order, you can enter the distribution set name to automatically create the invoice distributions with a predefined set of accounts. If the distribution set has percentages, the invoice line amount is automatically distributed to the accounts, otherwise you must enter the amounts manually.	10

Invoice tolerances	Perform the task Manage Invoice Tolerances to define acceptable variances between invoice, purchase order, and receipt information. You can define both percentage-based and amount-based tolerances. Invoices that exceed the specified tolerances are placed on hold during the invoice validation process.	3 rules
Payment process profiles.	Perform the task Manage Payment Process Profiles to define or manage payment process profiles, which are entities that determine the payment processing type, grouping of instalments, grouping of payments, and the definition of usage rules based on payment methods, disbursement bank accounts, business units, and currencies.	3 profiles

# ACCOUNTS RECEIVABLES

## KEY FEATURES

- ✓ Manage Customers
- ✓ Manage Customer Invoices
- ✓ Manage Customer Receipts
- ✓ Invoice Adjustments
- ✓ Credit Memo Applications
- ✓ Credit Card Receipts Processing
- ✓ Receipt Reversal / refund
- ✓ Auto Receipt Application
- ✓ Customer Receipt Remittance
- ✓ Receivables & General Ledger Reconciliation

## APPLICATION SCOPE

Configuration Details	Description	
Customer information	Customer, customer site, contacts will be loaded in the system Get Customers extract from the Legacy System	migrate customer on the current system
Payment terms	Period the customer has offered the company to pay them for services.	3 payment terms
Payment methods	How the company may pay its customers 1. EFT (Based on the banking facilities format) 2. Cheque 3. Cash	3 methods
Receipt classes and methods	Perform the task Manage Receipt Classes and Methods to set up the steps required for receipts and to set up default accounting information for receipt processing.	5 receipt classes and methods
Auto Accounting rules	Perform the task Manage Auto Accounting Rules to set up default accounting information for Receivables transaction processing.	3 rules
Receivables activities	Perform the task Manage Receivables Activities to set up default accounting information for all activities in accounts receivable other than transaction processing and receipt processing.	5 activities
standard memo lines	Perform the task Manage Standard Memo Lines to define memo lines for line items that are not inventory items	10 lines

## KEY FEATURES

- ✓ Manage Assets
- ✓ Manage Fixed assets
- ✓ Manage asset impairment & retirement
- ✓ Manage asset details
- ✓ Manage asset locations
- ✓ Manage asset employee assignments
- ✓ Manage asset category
- ✓ Asset Depreciation
- ✓ Asset depreciation

## APPLICATION SCOPE

Configuration details	Description	
Fiscal years	Perform the task Manage Fiscal Years to create a standard set of periods used to prepare annual financial statements for reporting and tax purposes.	1 year
Asset locations	Perform the task Manage Asset Locations to create locations to group and track your assets by physical location.	10 locations
Asset calendars	Perform the task Manage Asset Calendars to define depreciation calendars and prorate calendars according to your company's needs	1 calendar
Asset categories	Perform the task Manage Asset Categories to define information that is common to a group of assets, such as the depreciation method and the prorate convention	5 categories
Asset books.	Perform the task Manage Asset Books to organize depreciation rules, accounts, and calendars by asset book.	1 book
Depreciation formula	Calculating of depreciation on company assets	1 method

# CASH RECONCILIATION

#### KEY FEATURES

- ✓ Bank Reconciliation
- ✓ Import Bank Statement
- ✓ Auto / Manual Bank Reconciliation
- ✓ Reconciliation Tolerances
- ✓ Manage External Transaction
- ✓ Auto Transaction Creation from Bank Statement
- ✓ Cash Management & General Ledger reconciliation

#### APPLICATION SCOPE

Configuration details	Description	
Banks	Create Banks, Branches, and Accounts in Spreadsheet to create your bank, branch, and account information and loaded it into the Oracle Fusion Cash Management	10 banks 100 units
Upload banks	Perform the task Upload Banks, Branches, and Accounts to import your bank, branch, and account information into the Oracle Fusion Cash Management	10 banks 100 units
Transaction codes	Items lines charged by the bank appearing on the bank statement	All

# TAX & ADDITIONAL CONFIGURATION

## TAX APPLICATION SCOPE

Configuration details	Description	
Tax regimes	Create a Tax Regimes to create and maintain tax regimes for the taxes in each country and geographic region where a separate tax or collection of taxes apply	1 regime
Manage tax rates and tax recovery rates	Manage Tax Rates and Tax Recovery Rates to create and maintain details for tax rates and tax recovery rates.	All local rates
Jurisdiction	tax jurisdictions and tax rates	1 jurisdiction
Tax rules	Create and maintain tax rules that define the conditions under which the exceptions to the default taxability apply	5 rules
Tax exemptions	Create and maintain tax exemptions to reduce or increase the tax rate applied to a transaction	2 exceptions
Tax registrations	Create and maintain tax registration information related to a party's transaction tax obligation with a tax authority for a tax jurisdiction where it conducts business	1 tax registration

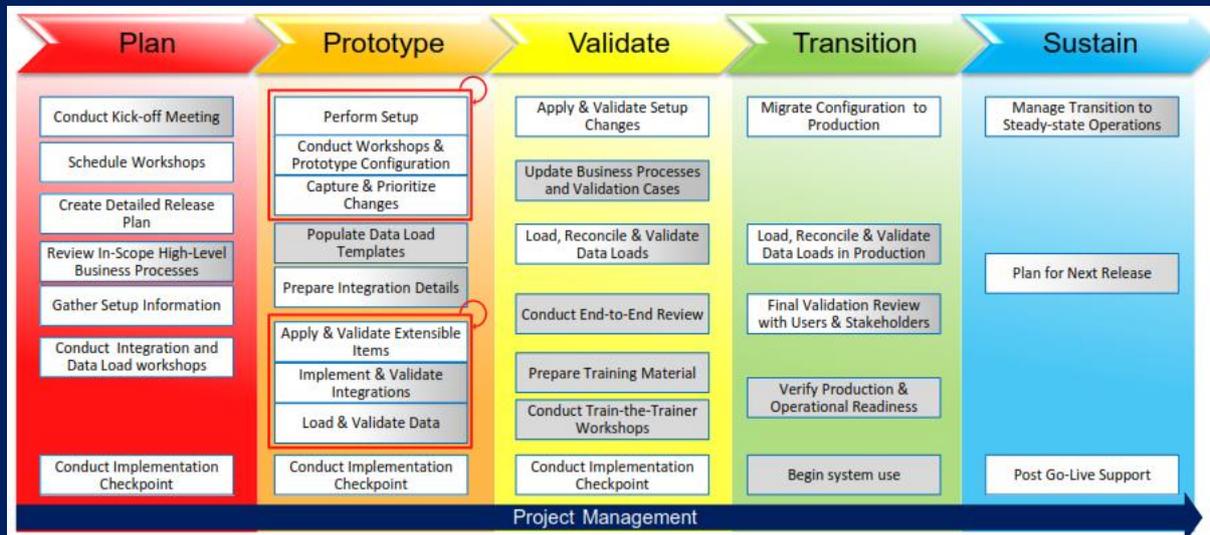
## ADDITIONAL CONFIGURATIONS SCOPE

Configuration details	Description	
Data migration	Migration of open AP / AR Invoices, Assets, Trial balances & Masters Note: 1. Data has to be provided in Newpoint templates and only open transactions shall be migrated to fusion application 2. migration of historical data is out of scoping for the project	Transactions in open periods
Reports	<i>Development of 5 transactional reports using BI Publisher recommended reports</i> Customer invoice aging report Customer dunning letter report Supplier outstanding report Asset register report	Standard reports only
Email alerts	Development of 2 email alerts (as per requirements)	2 emails per requirement
SLA Modifications	Development/ modification of 2 SLA events (as per requirements)	2 per requirement

# METHODOLOGY

# METHODOLOGY

## OUM Cloud Approach



## 1 PROJECT PLAN & DELIVERABLES

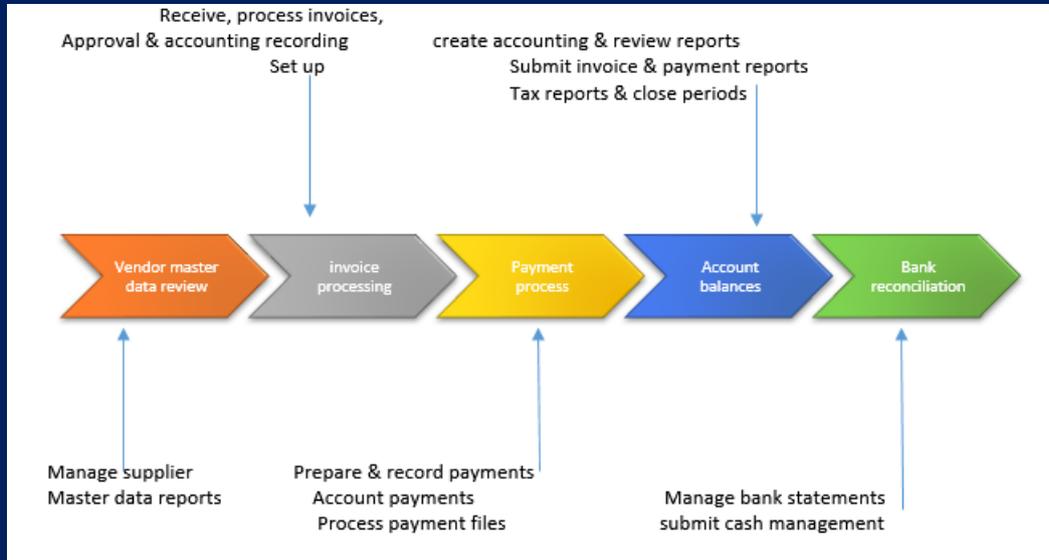
Phase	Work Product	Responsibility
<b>Project Design</b>		
	Reviewed Contract, Scope, Workplan and Budget	Newpoint/client
	Project Management Plan	Newpoint
	Training Workshop Schedule	Newpoint/client
	Documentation Requirements	Newpoint
	Technical Readiness Assessment Project Plan	Newpoint/client
<b>Configure</b>		
	Setup Documentation, Future Process Model	Newpoint
	Data Mapping, Prepared Data, Validated Data	Newpoint
<b>Validate</b>		
	Configured Applications	Newpoint
	Prepared Users	Newpoint/client
	Validated Data	Newpoint
	End-to-End Review Results	Newpoint/client
	User Guide, Admin Guide	Newpoint
	Trained Trainers	Newpoint/client
<b>Transition</b>		
	Clean Production Environment	Newpoint
	Configured Production Environment	Newpoint
	Validated Data	Newpoint
	Validated Production Environment	Newpoint
	Skilled Users	Newpoint/client
<b>Realization</b>		
	Steady-State Operations	Newpoint
	Post Go-Live Support	Newpoint
	Final Acceptance Certificate	Client

## 2 IMPLEMENTATION PLAN & TIME LINES

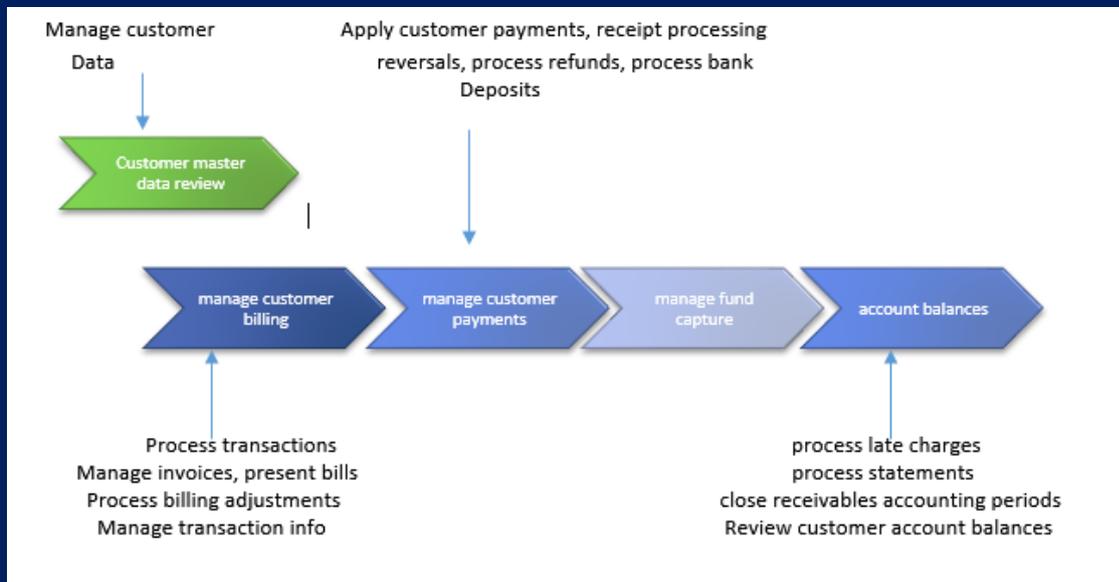
Phase	Task Name	Milestone
<b>Project Design</b>		
	Review Contract, Scope, Workplan and Budget (Core)	2 days
	Review Project Approach with Client and Confirm Client Readiness (Core)	
	Conduct Functional and Technical Design Workshops (Core)	
	Conduct Technical Readiness Assessment Kickoff Meeting (Optional)	
	Conduct Implementation Checkpoint (Core)	
<b>Configure</b>		
	Initial Configuration	1 weeks
	Load and Validate Data - Configure	
	Conduct Implementation Checkpoint (Core)	
<b>Validate</b>		
	Setup Applications (Core)	1 weeks
	Prepare Users for Validation (Core)	
	Load, Reconcile and Validate Data (Core)	
	Conduct End-to-End Review (Core)	
	Publish User Guide (i.e., Job Aid) (Optional)	
	Prepare for Training (Optional)	
	Conduct Train-the-Trainer Workshops (Optional)	
	Conduct Implementation Checkpoint (Core)	
	Manage Project Execution (Core)	
<b>Transition</b>		
	Remove Test Data from Production (Optional)	1 weeks
	Migrate Configuration to Production (Core)	
	Load, Reconcile and Validate Data Loads in Production (Optional)	
	Conduct Final Validation Review with Users and Stakeholders (Core)	
	Conduct End-User Training (Optional)	
	Conduct Implementation Checkpoint (Core)	
<b>Realization</b>		
	Manage Transition to Steady-State Operations (Core)	3 days
	Post Go-Live Support (Core)	
	Gain Acceptance (Core)	
	Close Processes and Contract (Core)	

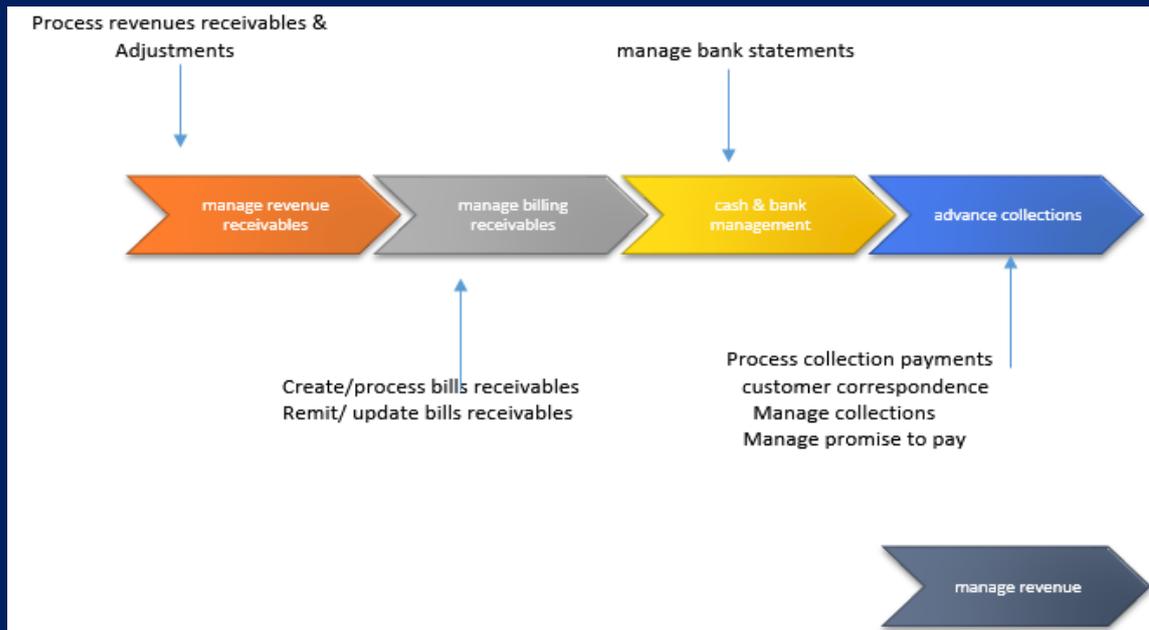
### 3 STANDARD FUNCTIONALITY APPROACH

#### PROCURE TO PAY

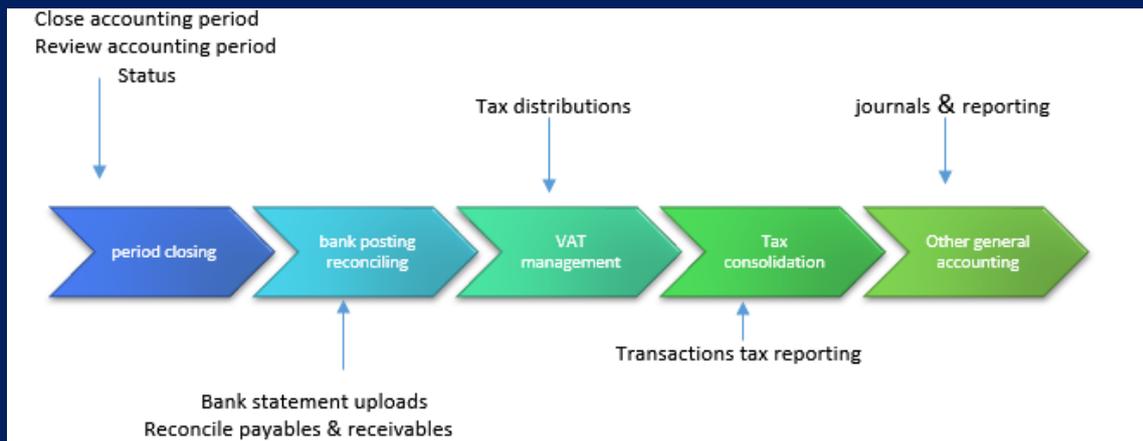


#### CUSTOMER TO CASH





## GENERAL ACCOUNTING



## ASSET MANAGEMENT



# NAMIBIA LOCALIZATION

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### MANAGEMENT ACCOUNTS

For each management account, a separate account is defined on the system. The calculations are based on the Namibian jurisdiction and the offering institutions like Social Security, Ministry of Finance (Tax), Medical Aid, Loans from the bank (Vehicle, Housing, and Personal), etc.

The management accounts would be based on the definition of the chart of accounts.

### REPORTING

NEW POINT have an understanding of the financial reporting standards used by the Namibian market. In the solution a Namibian reporting standard template will be used for analytics and reporting requirements.

- ✓ **IFRS** (*International Financial Reporting Standard*) Regulations

They are used to accountants guide them in recording and reporting financial information

### FUNCTIONALITY

The accounting principles incorporated in the implementation methodology are based on the GAAP standards.

- ✓ **GAAP** (*Generally Accepted Accounting Principles*)

The common set of accounting principles, standards and procedures that companies use to compile their financial statements. GAAP are a combination of authoritative standards (set by policy boards) and simply the commonly accepted ways of recording and reporting accounting information.

### TAX

The tax setup would be based on the Namibian jurisdiction and rates and is distributed in a netting

The tax comes with the scope and is based on the Inland Revenue taxing information standard and formulas.

## BANK RECONCILIATION

- ✓ The SWIFT payment template will be used for online payments and transfers.
- ✓ The bank statements configuration will be used same as the company's bank statement structure.
- ✓ Eliminate time-consuming searches and navigation to multiple pages by accessing bank statement and reconciliation processing from a single page.
- ✓ Actively address errors and warnings with automatic alerts and one-click navigation to relevant bank statement lines and details.
- ✓ Automate bank statement reconciliation with flexible matching rules and multiple passes during automatic reconciliation.

## BUDGETARY FEATURE

The budgeting feature in the FSO is an inbuilt capability of the General Ledger module and would be implemented as an optional requirement.

## DEPRECIATION

The asset deprecation process would come with one formula, and would be based on the company depreciation formula.

Only the GAAP standards would be considered in the FSO.

## BENEFITS FOR SMALL – MEDIUM ENTERPRISES

As part of strengthening your business, the need for automated process arises and is beneficial for reduced operational costs.

This offering scope enables SMEs adopted scalable infrastructure and capabilities as a service, where you pay as you use.

### *Benefits of the cloud:*

- Up-to-date cloud software solutions without placing too much cost on the business.
- Availability of unlimited data storage from the cloud, which can be expanded anytime
- Access to data from anywhere and anytime means portability and flexibility; giving more time and effort to be placed on business strategies and solutions.
- Sophisticated and high levels of security protocol that ensure business and data protection.

- Better business performance due to the portability, flexibility, efficiency and productivity that cloud provides.
- Simplified back-end data management and control using automatic cross referencing and reconciliation cloud features.

# ASSUMPTIONS & ADDITIONAL SERVICES

## ASSUMPTIONS



- ✓ This will be a solution-driven solution and not requirement driven following standard process and focusing on the business benefit.
- ✓ Report personalization ONLY includes changing the company logo
- ✓ Oracle OUM for Cloud implementation approach will be used for the implementation which is an iterative based implementation.
- ✓ The client is responsible for computer literacy of its system users.
- ✓ Organization change management will be the client's responsibility.
- ✓ The client is responsible for making sure all the required data & documentation needed for the implementation is available.
- ✓ It's the clients responsibility to make sure that the users understand the new solution by ensuring that system users make use of the provided training period
- ✓ The implementation is based on the Cloud deployment model, hosted at Oracle
- ✓ In the Cloud deployment model, two project environments are available: A sandbox and a production environment.
- ✓ Application customization, personalization, custom reports are not offered by the FSO, but offered as additional services.
- ✓ Migration & archiving of historical data is not offered by the FSO, but as additional service.
- ✓ Open periods on the current system will be migrated as part of the new setup, in the provided template.
- ✓ The client is responsible for cleansing and extracting data from their previous system and should be provided in the templates provided by Newpoint.
- ✓ Newpoint may opt to provide cleansing and data extraction as an additional service but not part of the FSO.
- ✓ All client data and documentation should be delivered in English language & signed off as the correct data material.
- ✓ The client is responsible for submitting the wrong data in case of the wrong data uploaded hence the delay in implementation and cleansing the system of incorrect data.
- ✓ Any approvals or feedback from the customer will be the clients responsibility and must not exceed two work days since the delivery date
- ✓ The client should ensure that the required infrastructure is in place and dedicated to the implementation.
- ✓ Customer will accept providing the service remotely
- ✓ Requirements not part of the original requirement scope may be treated as additional services.
- ✓ It is the responsibility of the client to make sure they understand these assumptions.

## EXCLUSIONS

1. **Integration** to other systems (Oracle or others)
2. **Data Migration** for this implementation would be; customer & supplier master data, transactions in open periods, banking information. Any other data will not be migrated due to this implementation (certain templates will be provided during the implementation to be filled with required data)
3. **Data extraction** for this implementation will done by the client from their current system
4. **Health Check** any other cycles will be out of our health check scope
5. **Enhancements** application customization, UI personalization is out of scope of this implementation
6. **Single Sign** on set-up is not included

## RESOURCE DELIVERABLES

### **IT Manager/ Customer Representative**

Ensure the availability of required resources (Computers, Connections, Network, etc.)  
Data migration key person

### **Project Team**

Gathers business and functional requirements and maps them to application functionalities

Application configuration

Deliverable creation

User training

Functional & Technical support

### **User**

Provide all required data

Test all implemented functions

Provide feedback to the implementation team

## CUSTOMER RESPONSIBILITIES CUTOMERS RESPONSIBILITIES

1. Order the Fusion Financial Cloud before the start of the project & Sign the contract
2. The client should assign a user dedicated to work with the consultants during the implementation phase.

3. Should make sure to provide:  
Data in the required format for the implementation  
Additional information and documentation  
A quality assurance team for sign-off  
Trainer  
Schedule a weekly status meeting

## ADDITIONAL SERVICES ADDITIONAL SERVICES

Newpoint Electronic Solutions offers the following services out of scope:

1. **Data Migration** facilitating the migration of data from/to Oracle EBS
2. **Support** to help you to guarantee smooth operations for your implementations & post live phases
3. **Upgrading** from any release to the latest one, (customizations will not be considered)
4. **Implementation** of Fusion applications on premises, EB Suite line of applications, Business Processing Management, Service Oriented Architecture, etc.
5. **Training** through our Oracle certified training centre workshops can be tailored to fit your business requirements and meet industry needs
6. **Health check** to assess idle implementations and insure the best use of existing ones, we provide as audit and consultancy services with recommendations and corrective actions
7. **Data Archiving for your historical data**
8. **Reporting** to enrich your systems reporting to meet the managerial needs (Discoverer reports, Oracle reports, OBI, XML Publisher, etc.)

## MARKET DELIVERABLES

1. Sales presentations
2. Website
3. White paper
4. Videos (OPTIONAL)