

ARCWAY Sample Project Process and IT Documentation



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1. Introduction

This sample project illustrates the basic concepts of the modelling of business processes and IT, but makes no claim to be complete regarding the content.

The process of invoice processing, more precisely the automatised editing of incoming invoice, is documented. Simultaneously, the following views are regarded in relation to the documentation of the process in form of different models:

- organisational view: organigram
- business view: business landscape and business data modell
- application view: application landscape

2. Processes

In the beginning of this chapter, the organisational view is displayed. Subsequently, the business aspect is collected in addition to the documentation of the processes.

Organigram

The organigram shows the organisational structure of the company. Business functions of the business landscape are assigned to the particular organisational units in order to express the role the organisational unit plays in processes.

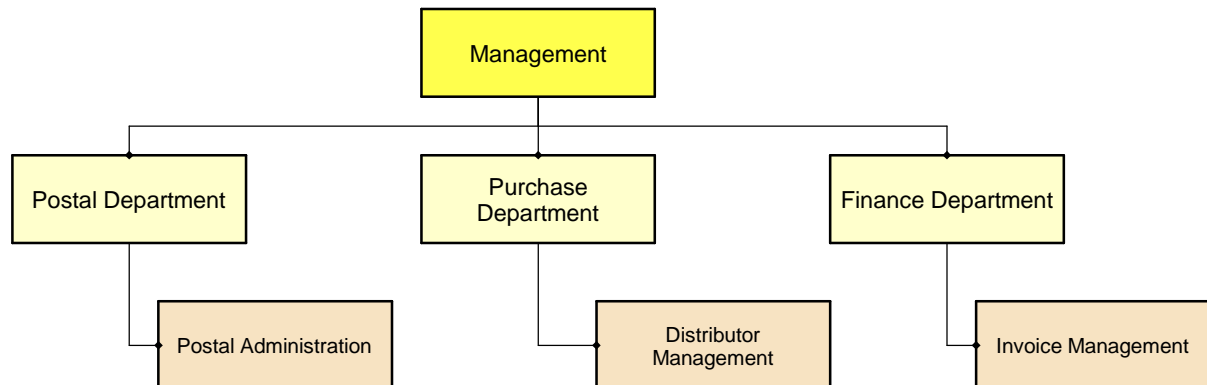


Figure 1 - Organigram

Elements with further information

[Distributor Management](#) (p. 12), [Invoice Management](#) (p. 12), [Postal Administration](#) (p. 13)

Process: Invoice Receipt Processing

The following process describes the sequence of the automatised editing of incoming invoice. After the invoice has reached the postal administration, it is assigned and delivered to the according department. During the invoice verification, the invoice is scanned and filed in the DMS for archiving. The invoice data is cross-checked with the order. In case a matching order is found, the order data is aligned with the invoice data and the adjusted invoice is approved and released for booking. In the case that no order is available for the invoice, the invoice is transmitted without an order reference, approved and released.

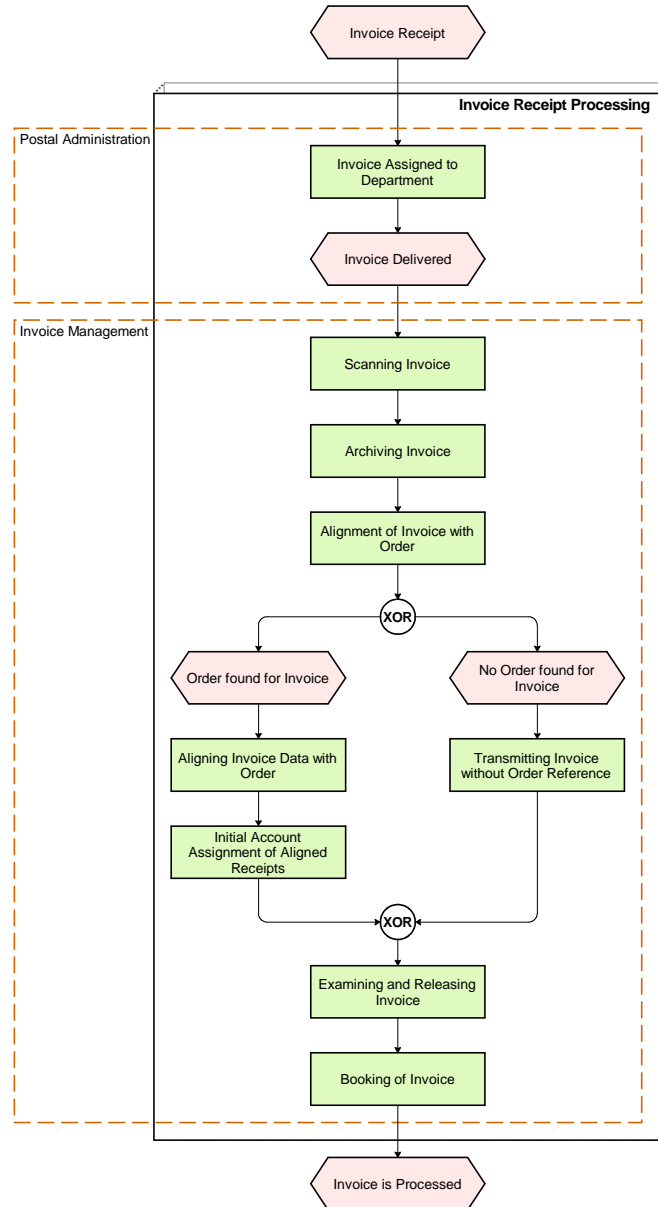


Figure 2 - Process: Invoice Receipt Processing

Elements with further information

[Alignment of Invoice with Order](#) (p. 12), [Invoice Management](#) (p. 12), [Invoice Receipt Processing](#) (p. 13), [Postal Administration](#) (p. 13)

Business Landscape

The business landscape gives an overview over the business functions and their interfaces, and the business data which are exchanged at the interfaces. The business landscape enables the navigation to detailed models respectively to process models.

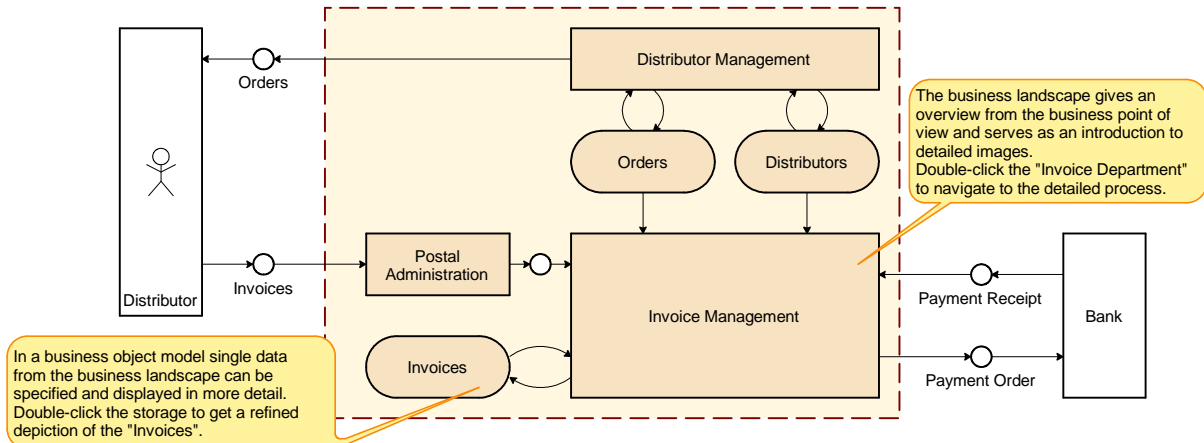


Figure 3 - Business Landscape

Elements with further information

[Distributor Management](#) (p. 12), [Distributors](#) (p. 12), [Invoice Management](#) (p. 12), [Invoices](#) (p. 13), [Orders](#) (p. 13), [Payment Order](#) (p. 13), [Payment Receipt](#) (p. 13), [Postal Administration](#) (p. 13)

Business Data Invoice

The following figure shows a detailed business data model of an invoice. The business data model shows, that multiple invoice line items can be deposited aside singular attributes.

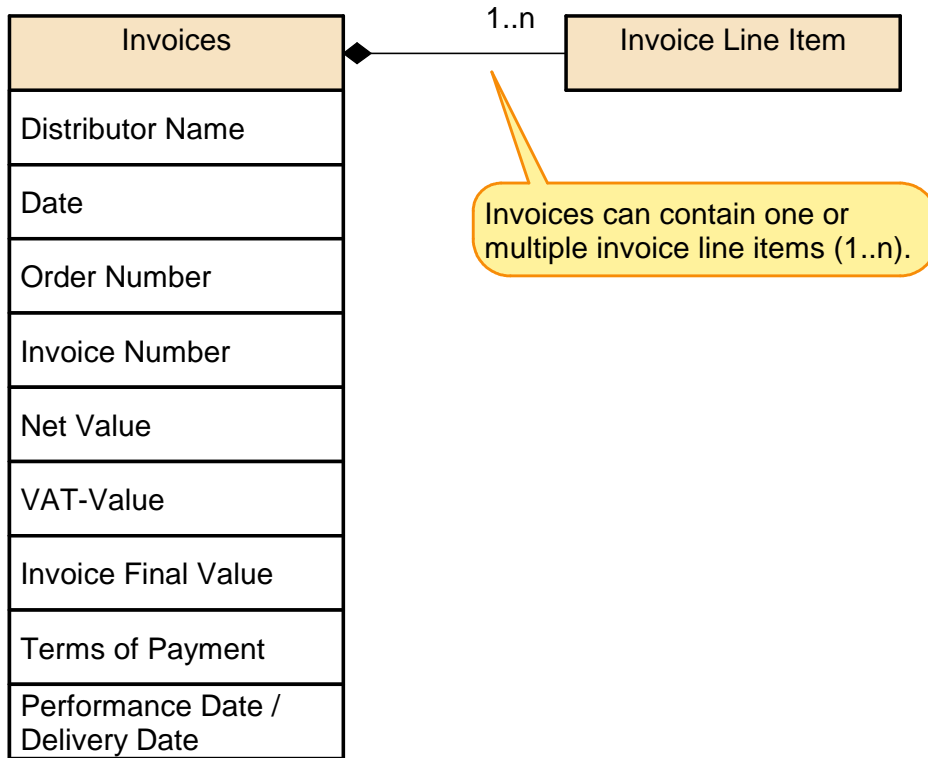


Figure 4 - Business Data Invoice

Elements with further information

[Invoices](#) (p. 13)

3. IT Architecture

In this chapter, the IT architecture is documented.

Application Landscape

The application landscape shows the interfaces between the applications, which are needed for the assistance of the described processes, and their users.

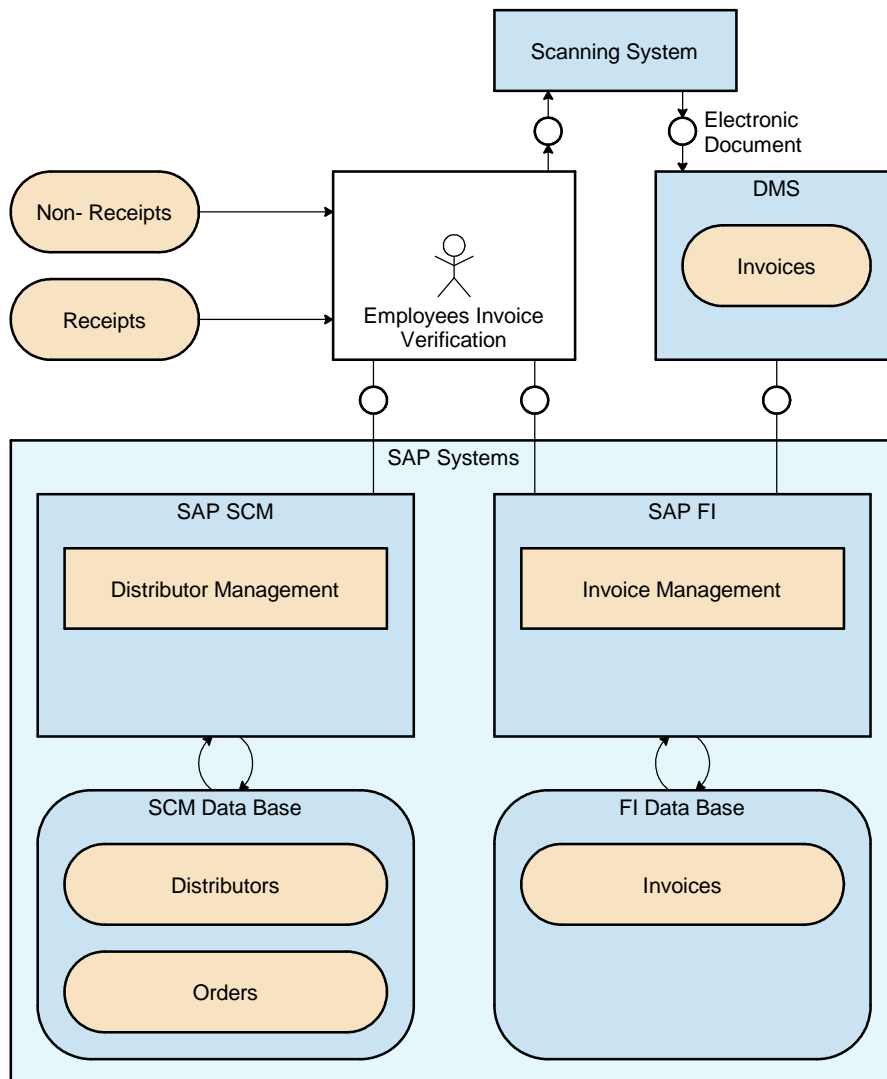


Figure 5 - Application Landscape

Elements with further information

[Distributor Management](#) (p. 12), [Distributors](#) (p. 12), [DMS](#) (p. 12), [FI Data Base](#) (p. 12), [Invoice Management](#) (p. 12), [Invoices](#) (p. 13), [Orders](#) (p. 13), [SAP FI](#) (p. 14), [SAP SCM](#) (p. 14), [Scanning System](#) (p. 14), [SCM Data Base](#) (p. 14)

4. Issues

Recording the process "Alignment of Invoice with Order"	
<p>Should the exact process sequence of the alignment of an invoice with an order be documented as well?</p> <p>Directly linked with Model Element</p> <p>Alignment of Invoice with Order (p. 12)</p> <p>Occurrence on</p> <p>Process: Invoice Receipt Processing (p. 7)</p>	<p>Priority high</p> <p>Status open</p> <p>Responsible Due</p> <p>Creator Tatjana Scope</p> <p>Created 02/18/2009 02:36 PM</p> <p>Last Modifier fkraatz</p> <p>Modified 03/06/2009 02:34 PM</p>

5. Glossary

Alignment of Invoice with Order	
<p>Occurs in Process: Invoice Receipt Processing (p. 7)</p> <p>Issues</p> <ul style="list-style-type: none"> • Recording the process "Alignment of Invoice with Order" (p. 11) 	<p>Type Function</p>
Distributor Management	
<p>Is responsible for the management of distributors and orders.</p> <p>Occurs in Application Landscape (p. 10), Business Landscape (p. 8), Organigram (p. 6)</p>	<p>Type Function</p>
Distributors	
<p>All data necessary for the administration of distributors are collected.</p> <p>Occurs in Application Landscape (p. 10), Business Landscape (p. 8)</p>	<p>Type Information</p>
DMS	
<p>Document Management System, which is used for the administration and archiving of documents.</p> <p>Occurs in Application Landscape (p. 10)</p>	<p>Type Function</p>
FI Data Base	
<p>Data base for the administration of all Financial Accounting Data.</p> <p>Occurs in Application Landscape (p. 10)</p>	<p>Type Information</p>
Invoice Management	
<p>Is responsible for the examination of the receipts concerning completeness and correctness.</p> <p>Occurs in Application Landscape (p. 10), Business Landscape (p. 8), Organigram (p. 6), Process: Invoice Receipt Processing (p. 7)</p>	<p>Type Function</p>

Invoice Receipt Processing

<p>Is responsible for the processing of the incoming invoices.</p> <p>Occurs in Process: Invoice Receipt Processing (p. 7)</p>	<p>Type Function</p>
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Invoices

<p>An invoice is a document which contains a detailed list of the monetary claim of a distributor for a delivery of goods or other services. It contains all required data for the administration of invoices.</p> <p>Occurs in Application Landscape (p. 10), Business Data Invoice (p. 9), Business Landscape (p. 8)</p>	<p>Type Information</p>
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Orders

<p>Is an instruction to the distributor to deliver a list of articles (which is specified in the order) on a specified date to a specified address. All data necessary for the administration of the order are collected.</p> <p>Occurs in Application Landscape (p. 10), Business Landscape (p. 8)</p>	<p>Type Information</p>
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Payment Order

<p>Is an instruction to the house bank to execute the payment to the specified recipient.</p> <p>Occurs in Business Landscape (p. 8)</p>	<p>Type Information</p>
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Payment Receipt

<p>Is the confirmation of payment on an account which is issued by the house bank.</p> <p>Occurs in Business Landscape (p. 8)</p>	<p>Type Information</p>
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Postal Administration

<p>Is responsible for the administration of mailing.</p> <p>Occurs in Business Landscape (p. 8), Organigram (p. 6), Process: Invoice Receipt Processing (p. 7)</p>	<p>Type Function</p>
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SAP FI	
<p>SAP Financial Accounting System, which is used for the administration of invoices and cash flow among others.</p> <p>Occurs in Application Landscape (p. 10)</p>	<p>Type Function</p>
SAP SCM	
<p>SAP Supply Chain Management System, which is used for the administration of all distributor data and orders among others.</p> <p>Occurs in Application Landscape (p. 10)</p>	<p>Type Function</p>
Scanning System	
<p>Scanning system, which is used for the converting of paper documents into electronic documents.</p> <p>Occurs in Application Landscape (p. 10)</p>	<p>Type Function</p>
SCM Data Base	
<p>Data base for the administration of all SCM data.</p> <p>Occurs in Application Landscape (p. 10)</p>	<p>Type Information</p>

6. Index

6.1 Plans

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6.2 Global Elements

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