

User Manual for



Version 1.0

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Document/Link Name	Notes
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1 Introduction

At Spendkey, we believe in the transformative power of insights, which is why we go beyond simple dashboards and reporting. We exist to help companies confidently navigate the complex world of spending and supplier management to enable success in today's competitive business environment.

Our mission is to empower businesses to harness their data and unlock hidden insights to make data-informed decisions that achieve their strategic business goals. We do this through innovation and collaboration, with a passion for accuracy and delivering value for our customers.

Spendkey is a spend strategy platform that helps organisations transform data and documents into profit-driving recommendations and clear actions. Spendkey combines market intelligence and AI technology to extract the full potential of business data, driving success and growth for organisations of all sizes and industries.

Spendkey integrates a comprehensive suite of capabilities, including spend analytics, contract management, category management, market intelligence, negotiation strategies, risk management, and generative AI tools such as our Document Analyser and Cassian AI—all working together to drive profitable business growth. Our AI-powered spend strategy platform empowers businesses to make informed business decisions, have smarter supplier conversations, develop cost-saving strategies, and establish a healthy spend culture.

Spendkey, in collaboration with customers, has successfully crafted a comprehensive suite of tools. These innovative solutions encompass spend analytics, budgeting, and forecasting modules, providing Customer with the power to effectively manage costs and monitor expenses. These applications empower the organization to make well-informed, data-driven decisions, enhancing its overall financial strategy. With Spendkey's support, Customer can now navigate the complex landscape of financial management with confidence and precision, ensuring a brighter and more cost-efficient future.

Why Spendkey?

Spendkey is at the forefront of reshaping how businesses manage their spending. With our cutting-edge Spend Intelligence solution, we efficiently atomize and organize complex spending data, unveiling valuable opportunities and potential savings. What sets Spendkey apart is its ability to have your operations up and running within days.

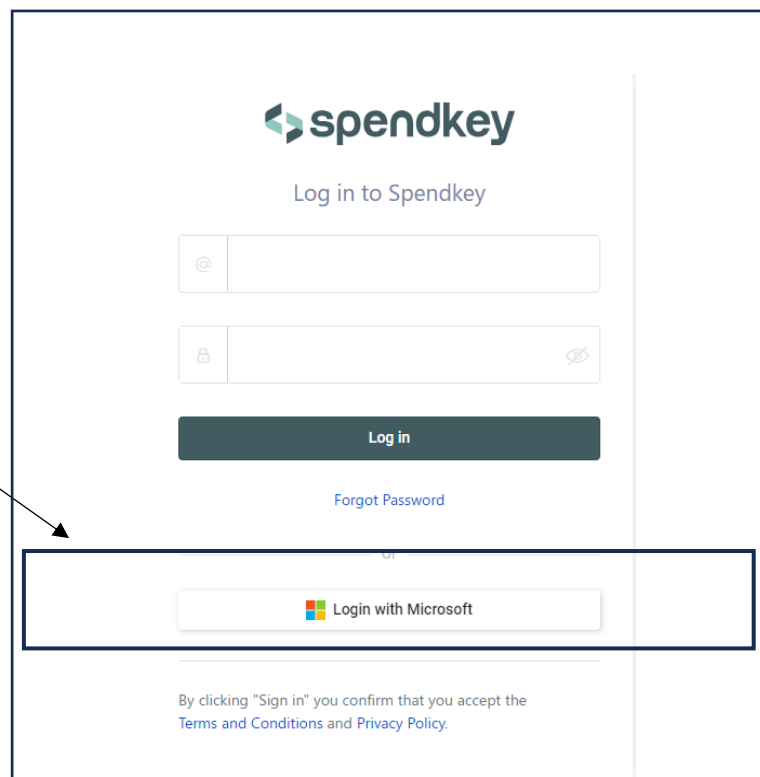
We understand that without this methodology, numerous opportunities remain unnoticed and unrecognised, making them an invaluable asset for companies seeking to optimize their financial strategies.

It's like having a trusted guide to navigate the financial journey.

2 Login:

Go to URL "demo.spendkey.app"

Login using Microsoft with valid credentials.



The screenshot displays the login interface for Spendkey. At the top, the Spendkey logo is shown, followed by the text "Log in to Spendkey". Below this, there are two input fields: one for an email address (indicated by an '@' icon) and one for a password (indicated by a lock icon and a toggle for visibility). A dark "Log in" button is positioned below the password field. Underneath the button is a link for "Forgot Password". At the bottom of the login section, a "Login with Microsoft" button is highlighted with a black rectangular box. An arrow points from the left side of the page towards this button. Below the login section, there is a disclaimer: "By clicking 'Sign in' you confirm that you accept the Terms and Conditions and Privacy Policy."

3 Spend Dashboard:

3.1 Features of dashboard

I. Slicer

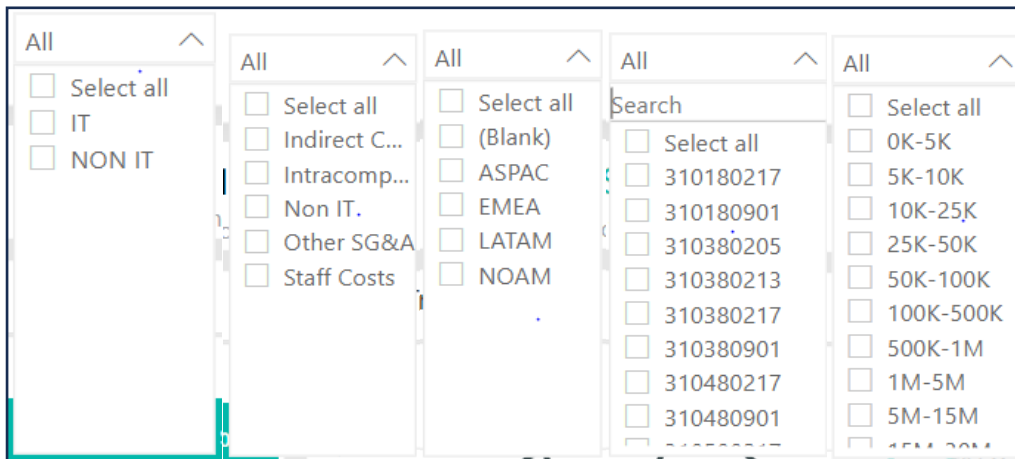
Below is the slicer which indicates IT/ Non-IT, Level 1, Region, Cost Centre and ID, and Transaction bracket where you can select any of the fields and filter it out.



Figure 1: Slicer

II. Filter/Dropdown

The drop-down/filters enable users to narrow their selection to specific areas such as categories, dates, regions, etc to view dashboards based on their requirements.



III. Ribbon

Below mentioned is the ribbon which indicates a quick summary of data where spend, transaction count, and average. transaction bracket, supplier count, and PO count are mentioned.



Figure 2: Ribbon

IV. Drill Through

The drill-through is interactive and allows users to drill through more detail about the selected category or supplier. By using the right click on your mouse or trackpad, the "Drill through" options will get activated and users can choose the options to change the views.

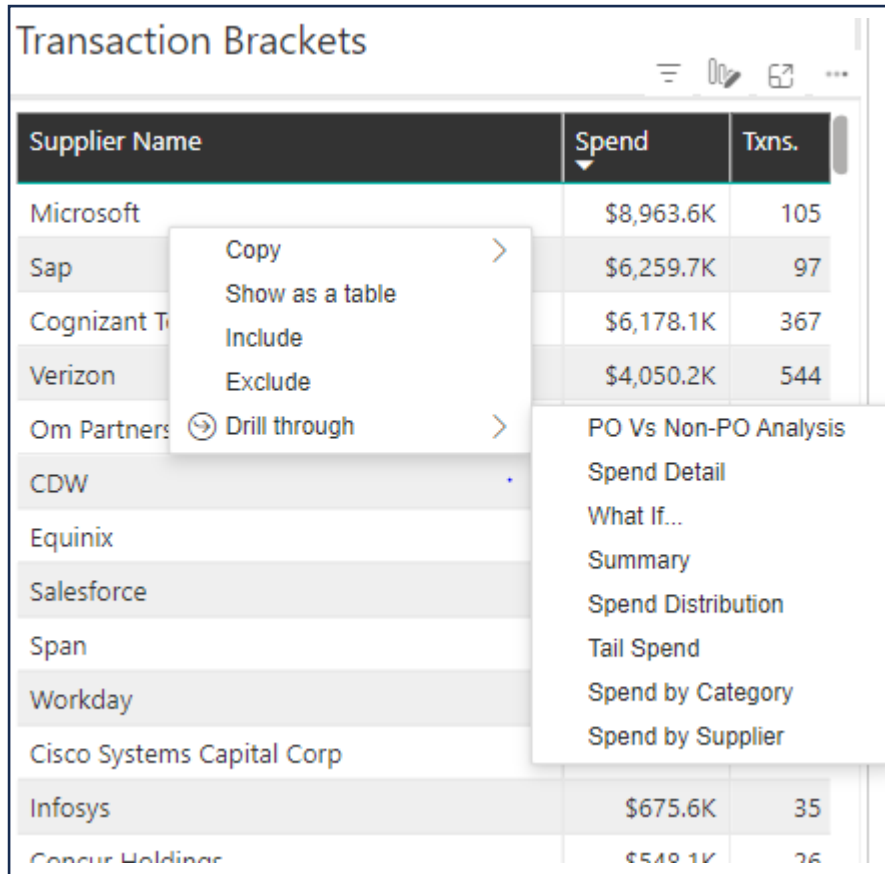
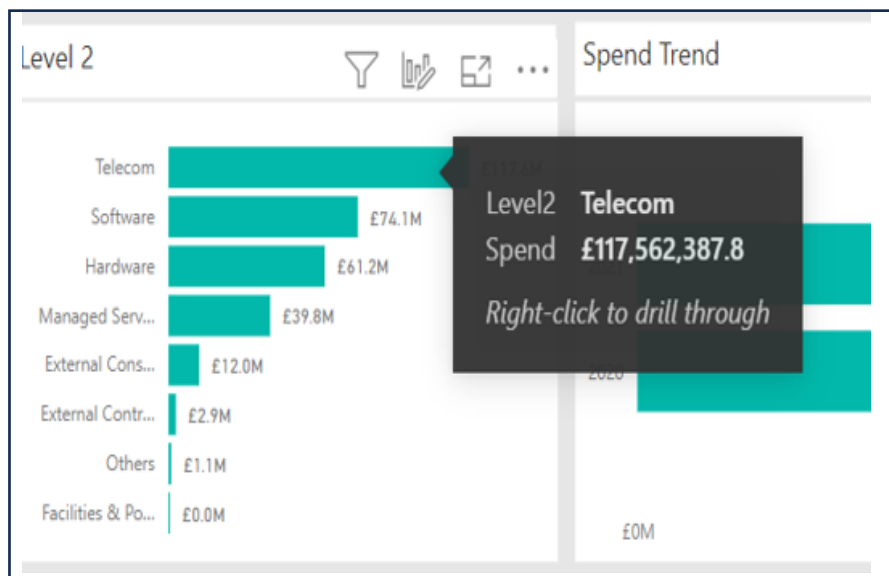


Figure 3: Drill Through

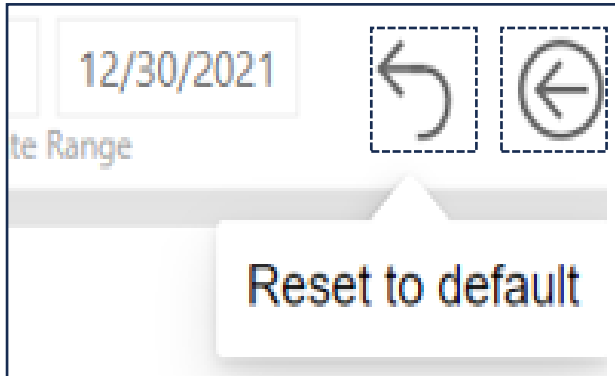
V. Mouse Hover

Mouse Hover feature: Hover your cursor over the components to view the values within the bar chart.



VI. Back & Reset Option

Easily navigate through your data with the convenient 'Back' button to return to previous pages and the 'Reset' button to start over.



VII. Export Data

The data that the reports show can be extracted from the reports using the Export data function. To Export data, click on the three dots you will get more options from where you can export data.

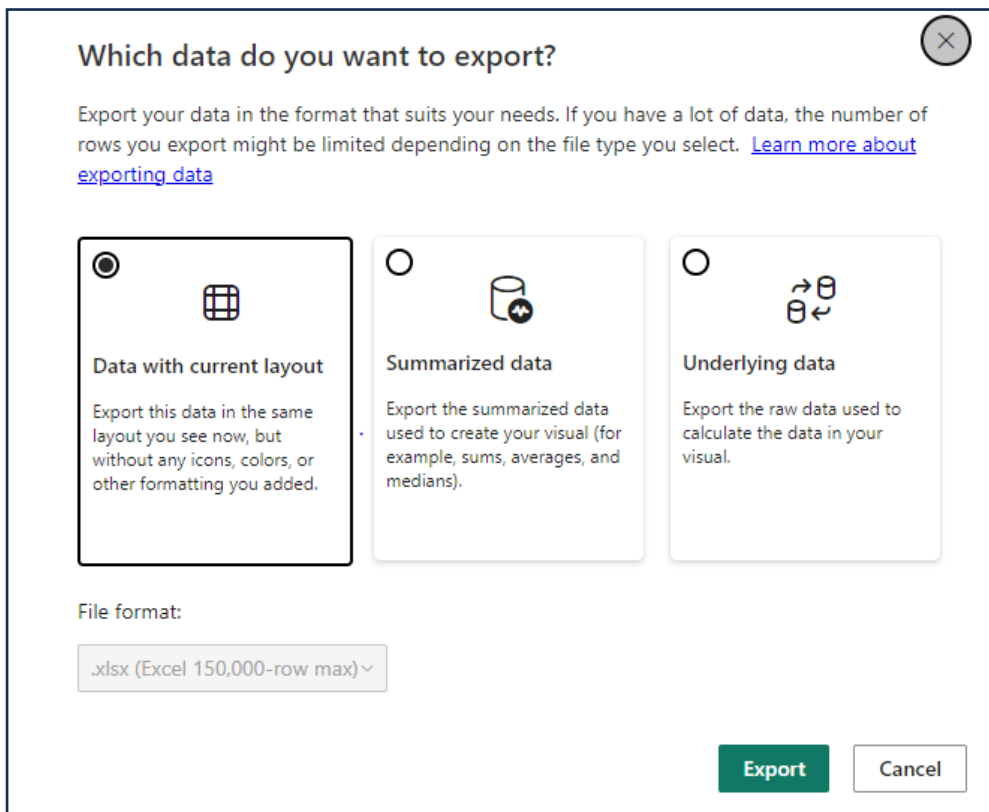


Figure 4: Export Data

VIII. Inline Filters

Click to open inline filters: Easily access common filter fields by clicking on the visual. Simple to use, just click 'Filter on this visual' for instant filtering options.

1) Click to use > Filter on this visual

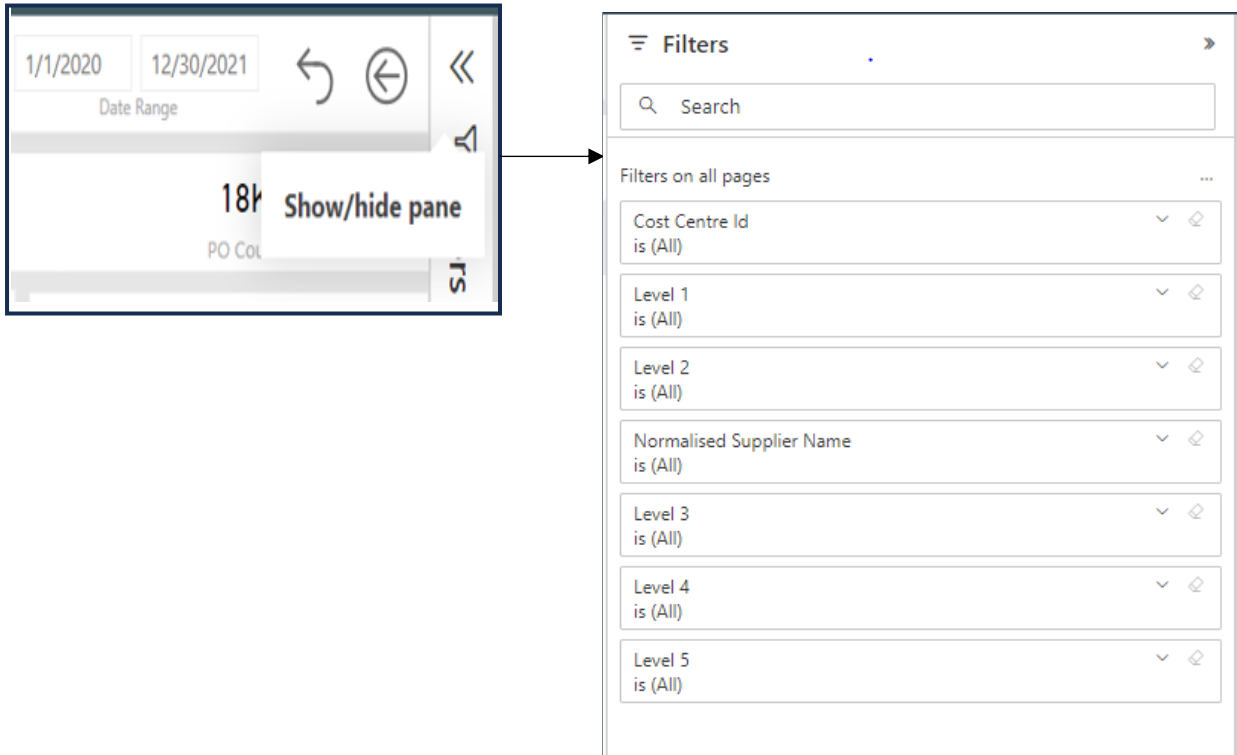


Figure 5: Inline Filters

IX. Graph Options

On each of the dashboards in the right-hand top corner, you will see these options.



Figure 6: Graph Options

These options are to:

1. Apply filters to your visuals to quickly access the information you need.
2. Change the graph type, for example from bar chart to pie chart.
3. Expand the dashboard to see a focused view.
4. Click on the 3 dots to export the data into an Excel or CSV format.

3.2 Spend Overview

Below mentioned in the spend overview section, users have access to a variety of graphical representations that allow them to view spending with different lenses and the ability to slice and dice the information based on their business needs. As an example, these include:

Level 1: A breakdown of where most of the spending is taking place, for example, indirect cost, intercompany, etc.

Spend trend: A comparison of spending over time, including a look at spending in 2022 and 2023.

ABC analysis: A breakdown of the number of suppliers that contribute 75% of your spending (Category A), the number of suppliers that contribute the next 20% of your spending (Category B), and finally the remaining suppliers that contribute 5% of your spend (Category C) and the corresponding spend associated with each of those categories.

Suppliers: A detailed look at which supplier we are dealing with.

Transaction Bracket Trend: shows different levels of spending and transaction counts (e.g., 0k to 5k, 8.402 transactions).



Figure 7: Spend Overview

3.3 Spend By Category

Below mentioned "Spend by category" can be organized into different levels or layers of categorization to provide more detailed insights into your expenses.

Level 1: This is the highest level of categorization and typically includes broad spending categories. These are the most general categories that provide an overview of your spending.

Level 2: At this level, you break down the broad categories from level 1 into more specific subcategories.

Level 3: Level 3 goes even deeper into the details of your spending.

Level 4: The level of categorization provides even more granular details.

Level 5: Level 5 is the most detailed level of categorization.

Supplier: A supplier is a company, or organization that provides goods or services to another entity.

The purpose of these different levels of categorization is to provide increasingly detailed insights into your spending patterns. This can be useful for budgeting, financial analysis, and making informed decisions about where you can cut costs or reallocate your expenses.

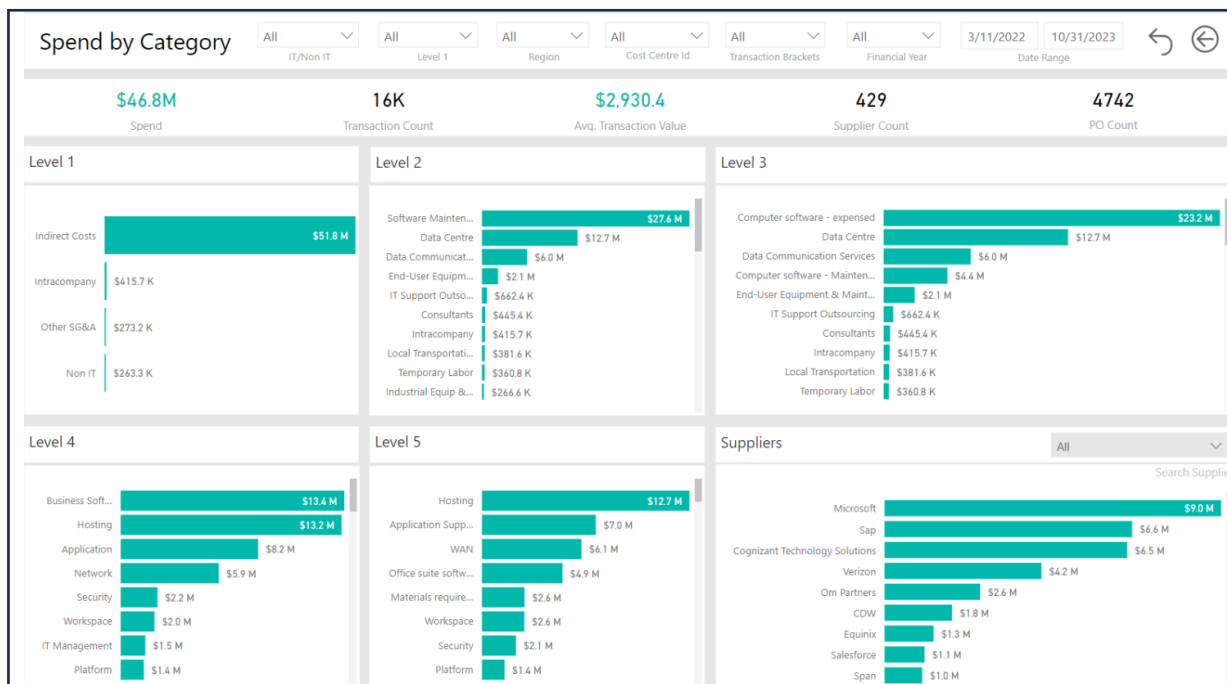


Figure 8: Spend by Category

3.4 Spend by Supplier

"Spend by supplier" is a financial metric that tracks the amount of money an organization spends with individual suppliers or vendors.

Supplier: This is the total amount of money spent with each supplier over a given period. It helps you understand which suppliers are the most significant in terms of your organization's spending.

Spend by Category:

Level 1: This could be the broadest level of categorization, such as major product or service groups.

Level 2: More detailed subcategories within the Level 1 categories.

Level 3: Even more specific subcategories within Level 2.

Level 4: Further refinement of categories, if necessary.

Level 5: The most granular level of categorization, which could represent individual products or services.

Analyzing spend by category at various levels helps you understand where your money is going and in what specific areas.

Spend Trend: This involves analyzing how the spending with each supplier or in each category is changing over time. Are you spending more, less, or about the same with specific suppliers or categories compared to previous periods? This trend analysis helps in budgeting and identifying cost-saving opportunities.

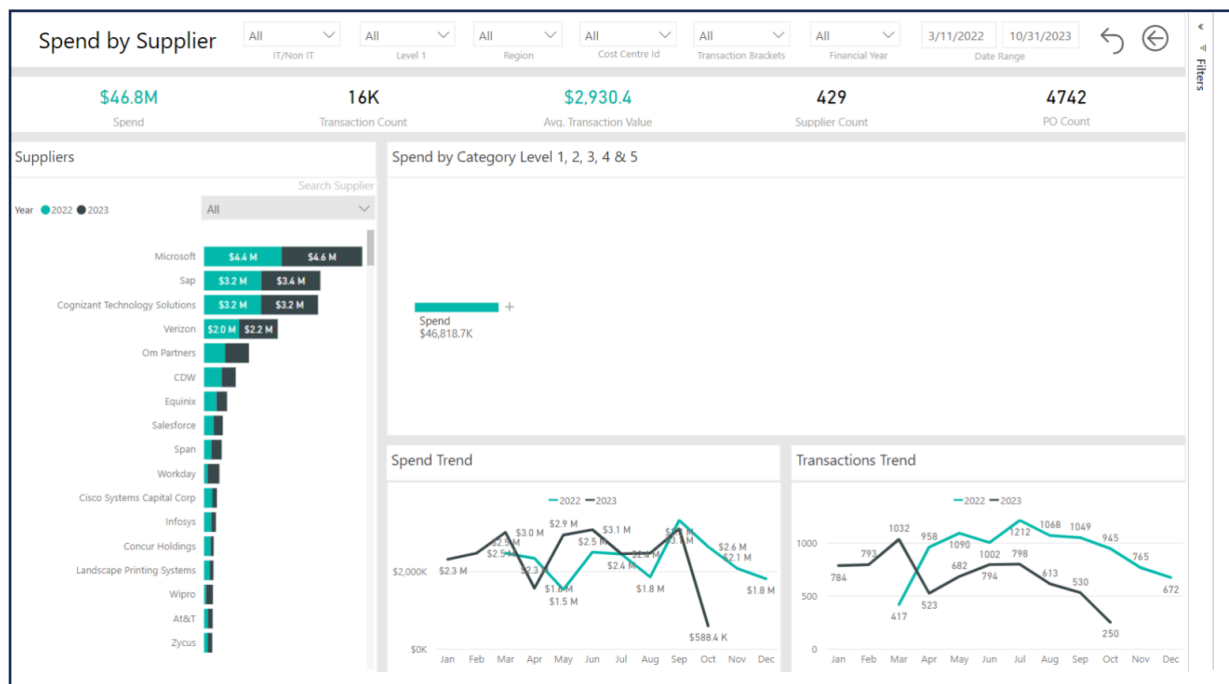


Figure 9: Spend by Supplier

3.5 Spend Distribution

"Transaction bracket trend" typically involves tracking and analyzing the patterns and changes in transaction volumes or values within predefined brackets or categories. This analysis is common in various fields, such as finance, retail, and procurement. It allows organizations to gain insights into how transactions are distributed and if there are shifts or trends in different transaction size categories.

ABC Analysis categorizes items or suppliers into A (high priority), B (moderate), and C (low). It helps allocate resources effectively based on importance.

A Category: These are high-priority items or suppliers that have the most significant impact on the organization. They typically represent a relatively small percentage of the total number of items or suppliers but contribute to a large portion of the organization's overall value or cost. Special attention is given to managing and controlling these items or suppliers.

B Category: This category includes items or suppliers of moderate importance. They are somewhat significant but not as critical as A-category items or suppliers. They may make up a larger portion of the total but have a moderate impact. They are managed with a balanced approach.

C Category: These are low-priority items or suppliers with the least impact on the organization. They often constitute many items or suppliers but contribute a relatively small portion of the overall value or cost. They are typically managed with minimal effort or resources.

Supplier: This is the total amount of money spent with each supplier over a given period. It helps you understand which suppliers are the most significant in terms of your organization's spending.

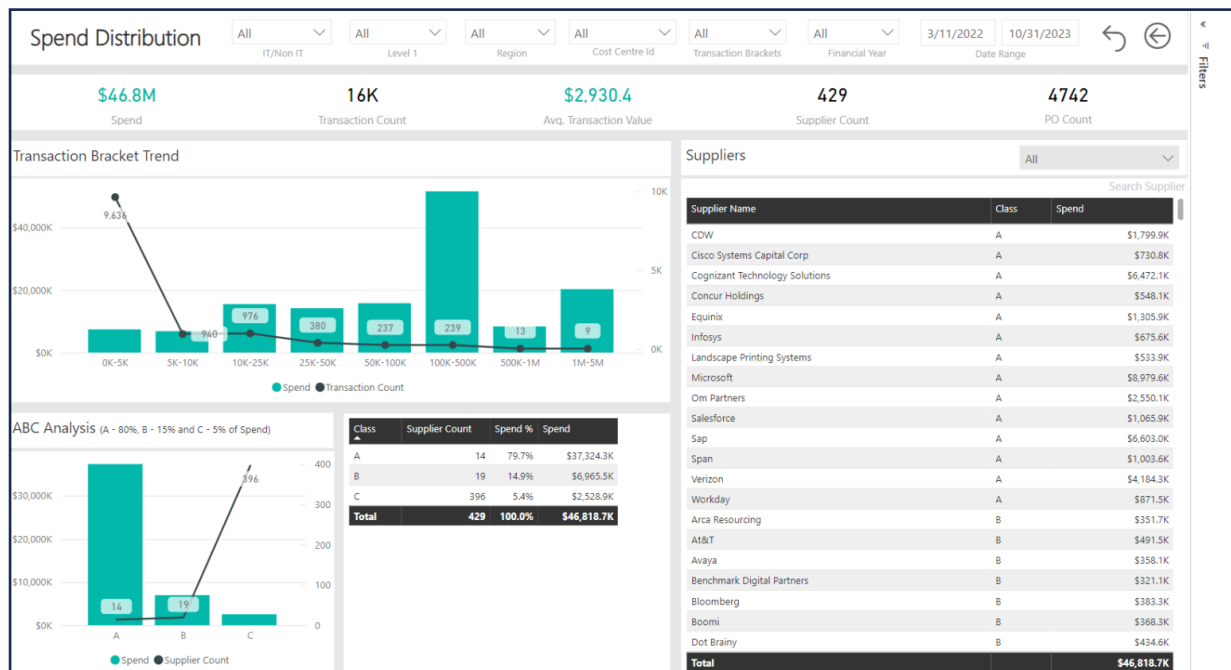


Figure 10: Spend Distribution

3.6 Spend Details

A "Spend detail report" is a structured and organized presentation of information that is stored in a database or system. This report is typically presented in a tabular format, resembling a table with rows and columns. Its primary purpose is to provide users with a comprehensive and easily understandable view of the data contained within various columns.

The screenshot displays a 'Spend Detail' report interface. At the top, there are filter dropdowns for 'IT/Non IT', 'Level 1', 'Region', 'Cost Centre Id', 'Transaction Brackets', 'Financial Year', and 'Date Range' (3/11/2022 to 10/31/2023). Summary statistics are shown: Spend \$46.8M, Transaction Count 16K, Avg. Transaction Value \$2,930.4, Supplier Count 429, and PO Count 4742.

Supplier Name	Spend	Non-PO Spend	Non-PO Spend %	Non-PO Txns.
Microsoft	\$5,075.5K	(\$1,614.5K)	-18.0%	69
Sap	\$6,803.0K	(\$2,641.9K)	-40.0%	55
Cognizant Technology Solutions	\$7,407.1K	(\$16.0K)	-0.2%	2
Verizon	\$4,184.3K	\$0.0K	0.0%	0
Om Partners	\$2,550.1K	\$0.0K	0.0%	0
CDW	\$1,799.9K	\$262.6K	14.6%	229
Equinix	\$1,305.9K	\$0.0K	0.0%	0
Salesforce	\$1,065.9K	(\$229.9K)	-21.6%	29
Span	\$1,003.6K	\$0.0K	0.0%	0
Workday	\$871.5K	(\$94.4K)	-10.8%	98
Cisco Systems Capital Gern	\$720.9K	\$78.9K	10.0%	13
Total	\$46,818.7K	(\$10,029.8K)	-21.4%	11235

Date	Supplier	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Spend	Line Description	Address
4/20/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$1.4K		11INDE
5/20/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$1.4K		11INDE
6/20/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$1.4K		11INDE
7/20/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$1.4K		11INDE
8/20/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$1.4K		11INDE
9/30/2023	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$1.5K		11INDE
9/30/2023	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	(\$17.7K)		11INDE
10/31/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	(\$17.2K)		PO Bc
10/31/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$1.4K		PO Bc
12/30/2022	Trimble Maps	IT	Indirect Costs	Application Development	Application Developm...	Application ...	Generic	\$2.9K		PO Bc
Total								\$46,818.7K		

Figure 11: Spend Details

3.7 Tail Spend (Bottom 20%)

"Tail spend" is a concept in procurement and supply chain management that focuses on the smaller, often unmanaged, and less strategic expenditures within an organization. It typically represents the bottom 20% of a company's spend. Here's a brief explanation of the terms you mentioned:

Bottom 20%: This refers to the lowest portion of an organization's total spend, typically representing the least significant expenses.

Tail Spend Split: This is a breakdown or categorization of the tail spend into two different segments based on criteria such as the tail of tail and head of tail.

Count of Transactions by Spend Buckets: This involves grouping transactions into spend "buckets" based on specific spend ranges, allowing for an analysis of how many transactions fall within each spending range.

Unique Count of Suppliers by Spend Bucket: This counts the number of distinct suppliers within each spend bucket, revealing how many different suppliers are contributing to the tail spend within each range.

Tail Spend by Level 5: This refers to categorizing or analysing the tail spend based on a more detailed level of categorization, often using a five-level hierarchy or taxonomy for greater specificity in expense types.

Tail Spend Suppliers: This provides information about the suppliers contributing to the tail spend, which may include a list of suppliers, their roles, and the extent of their involvement in the organization's tail spend.

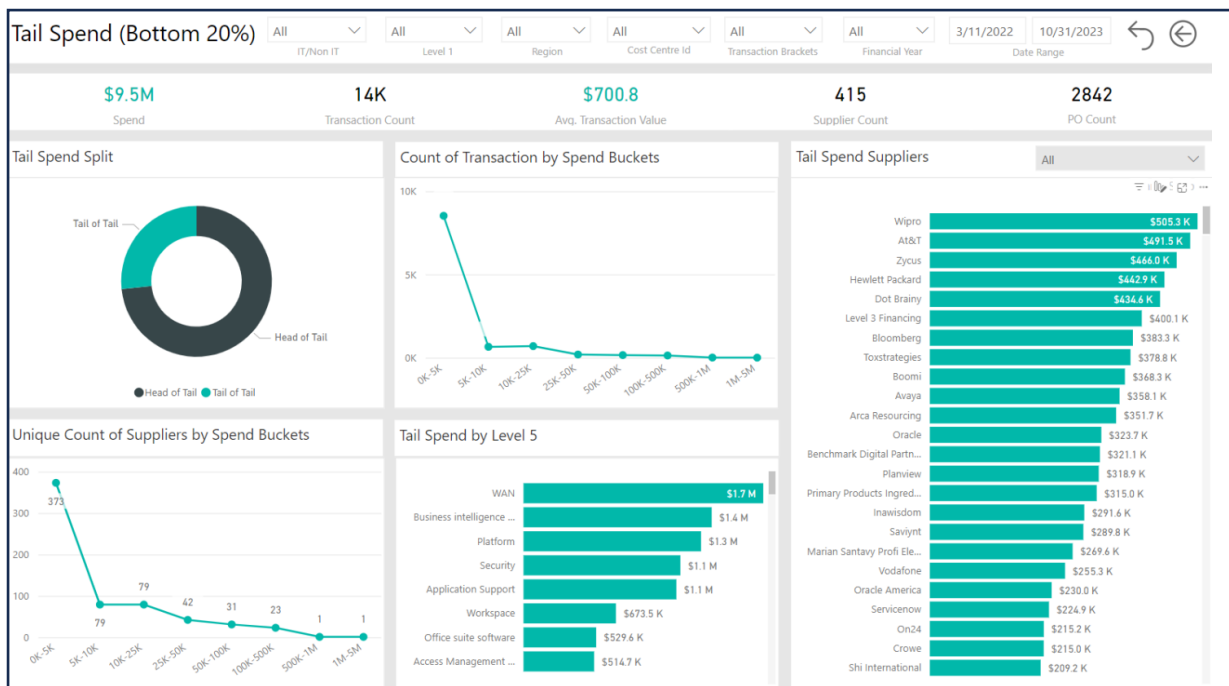


Figure 12: Tail Spend

3.8 PO V/s Non-PO Analysis

"PO vs. Non-PO" refers to the differentiation between expenses incurred through a purchase order (PO) and expenses that are not associated with a purchase order (non-PO). Here's a brief explanation of the terms you mentioned:

PO (Purchase Order): A purchase order is a document issued by a buyer to a seller, specifying the products or services to be provided, the quantity, price, and other terms and conditions. It is a formal agreement for procurement.

Non-PO (Non-Purchase Order): Non-PO spend includes expenses that are incurred without going through a purchase order process. These may include one-time or ad-hoc purchases, low-value expenses, or transactions not subject to a formal purchase order.

Supplier PO vs. Non-PO Count: This metric quantifies the number of transactions or suppliers that are associated with purchase orders (PO) compared to those without (non-PO). It helps analyse the distribution of procurement methods.

Supplier PO vs. Non-PO Spend: This metric calculates the total monetary value of spend on suppliers that involves purchase orders (PO) versus spending without purchase orders (non-PO).

Monthly PO Trend: This refers to the historical trends in purchase order spending over months. It helps organizations analyse fluctuations in procurement activity and adapt their strategies accordingly.

Level 2: Level 2 typically represents the second level of categorization or classification in a hierarchy or taxonomy of spend. It provides more detailed information compared to a broader categorization (e.g., Level 1). Level 2 categories are often subcategories within the broader spending categories.

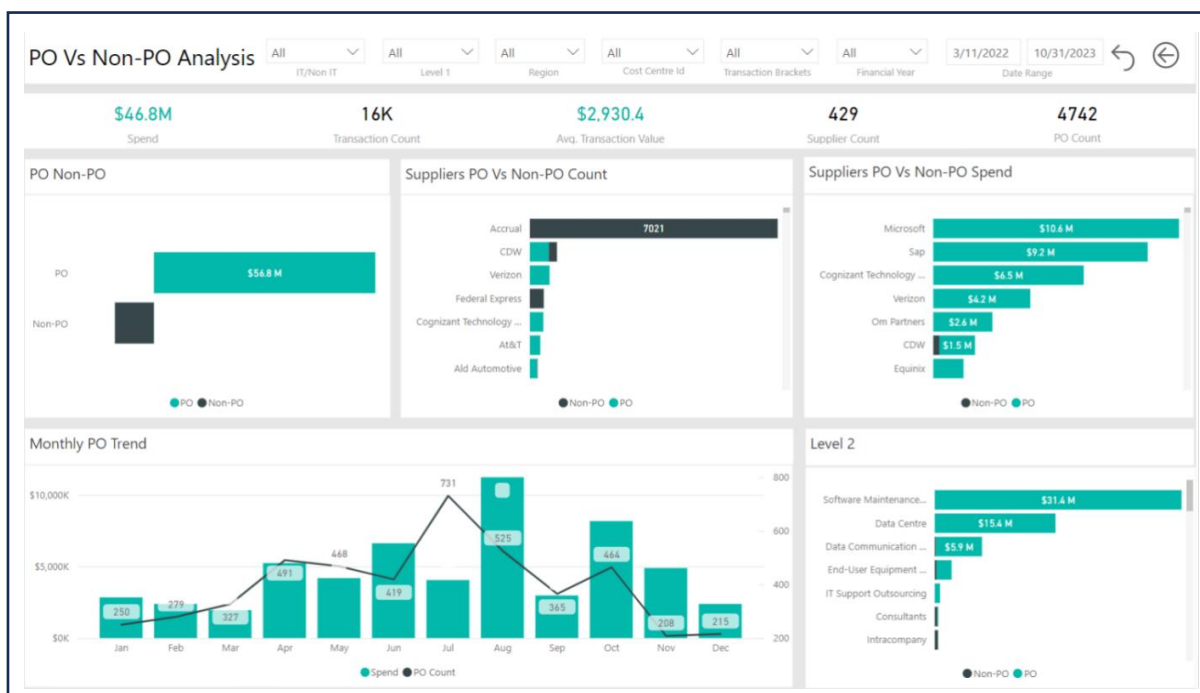


Figure 13: PO v/s non-PO

3.9 What If

The What IF dashboard provides us with a % change in the end slider. Users can use this slider to change the % of spend and see how the change impacts the classification levels and the supplier's spending.

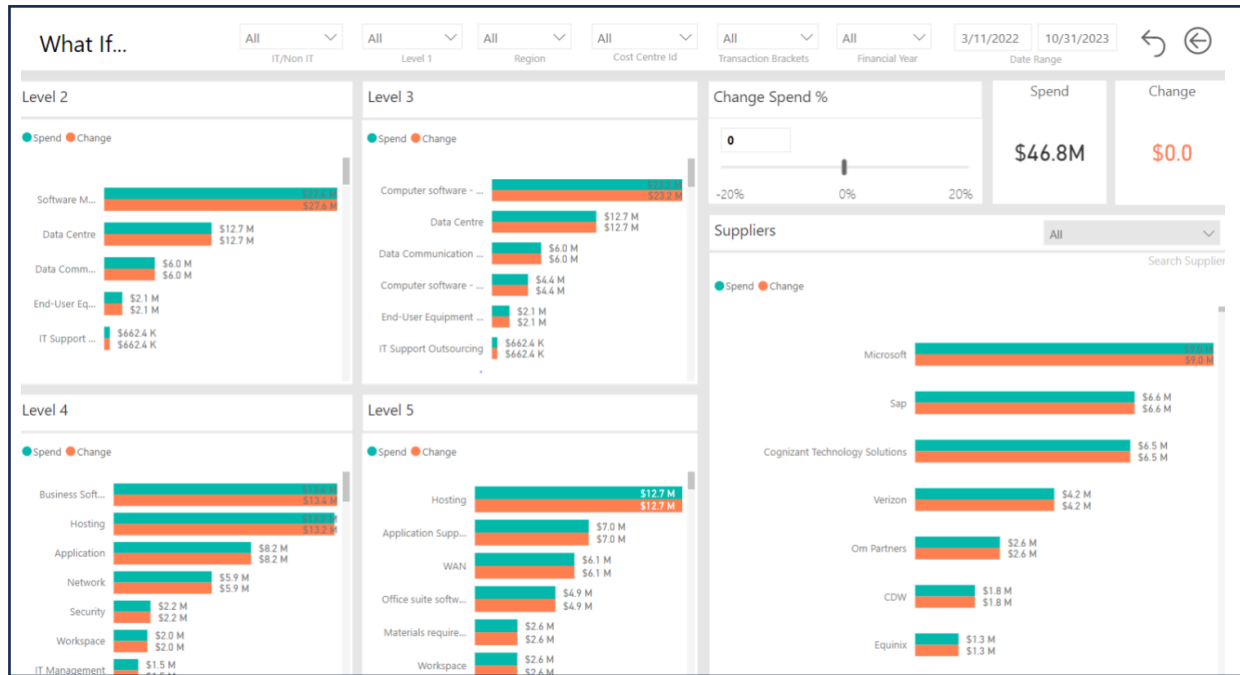


Figure 14: What If

4 Budget Dashboard

The budget dashboard has 3 reports

1. Budget Overview
2. Budget Distribution
3. Budget Details

4.1 Budget Overview

This report provides a summary of spending, Budget, and Variance against the Supplier Costcentre and GL account. The slicers above can be used to slice the data according to requirements.

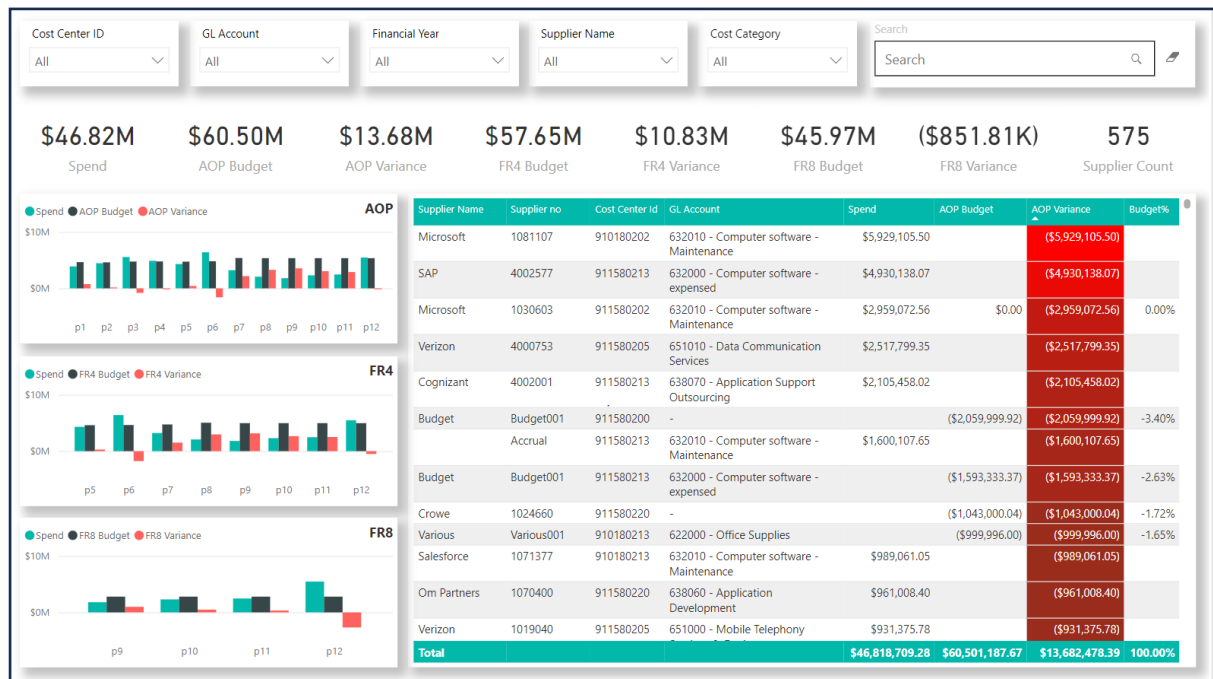


Figure 15: Budget Overview

4.2 Budget Distribution

This report shows the distribution of spending budget and variance in different brackets ranging from 0K-5K to 5M-15M.

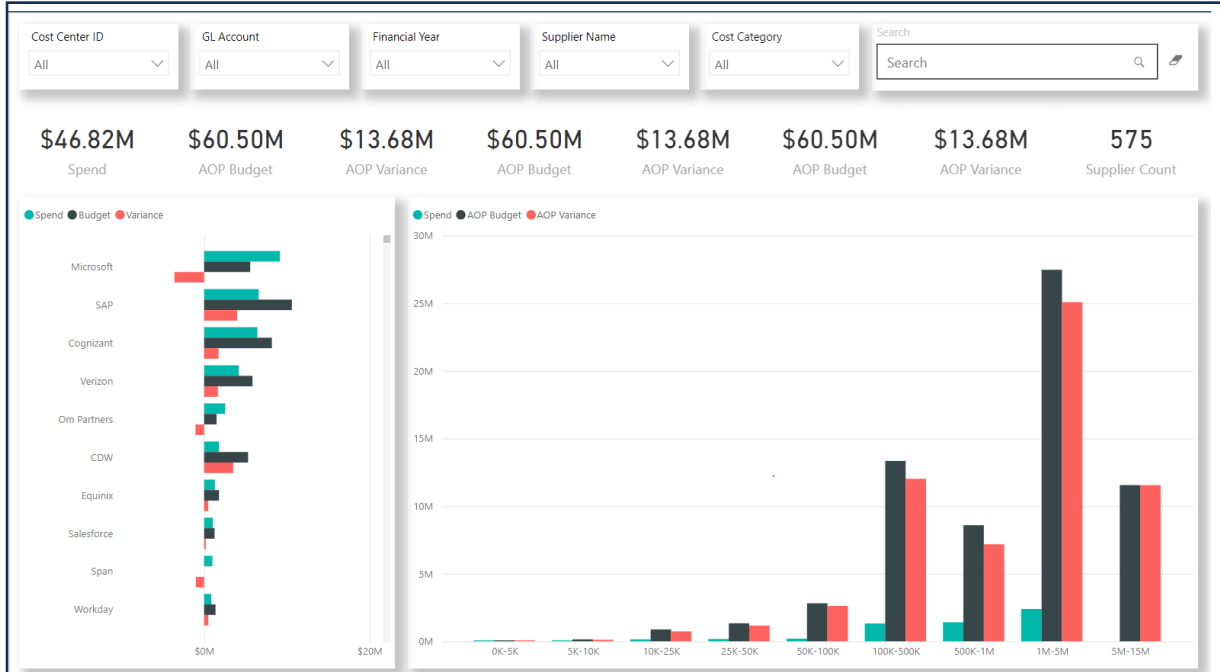


Figure 16: Budget Distribution

4.3 Budget Details

Budget details are a tabular format report of spending, Budget, and Variance against the Supplier name.

Financial Year	Period	Supplier Name	Supplier no	Cost Center Id	GL Account	Spend	AOP Budget	AOP Variance	FR4_Bud
2023-2024	p2	Schneider Electric	1065508	711280205	632000 - Computer software - expensed	\$5,679.85	\$500.00	(\$5,179.85)	\$5,679.85
2023-2024	p3	Bright Interactive	1066110	910180213	632000 - Computer software - expensed	\$5,326.42	\$583.33	(\$4,743.09)	\$5,326.42
2023-2024	p1	Synchro Sistemas De Informacao	1068939	310380901	632000 - Computer software - expensed	\$1,984.88	\$750.00	(\$1,234.88)	\$1,984.88
2023-2024	p2	Synchro Sistemas De Informacao	1068939	310380901	632000 - Computer software - expensed	\$1,984.88	\$750.00	(\$1,234.88)	\$1,984.88
2023-2024	p3	Synchro Sistemas De Informacao	1068939	310380901	632000 - Computer software - expensed	\$1,984.88	\$750.00	(\$1,234.88)	\$1,984.88
2023-2024	p4	Synchro Sistemas De Informacao	1068939	310380901	632000 - Computer software - expensed	\$1,984.88	\$750.00	(\$1,234.88)	\$1,984.88
2023-2024	p5	Synchro Sistemas De Informacao	1068939	310380901	632000 - Computer software - expensed	\$1,984.88	\$750.00	(\$1,234.88)	\$1,984.88
2023-2024	p6	Synchro Sistemas De Informacao	1068939	310380901	632000 - Computer software - expensed	\$1,984.88	\$750.00	(\$1,234.88)	\$1,984.88
2023-2024	p7	Synchro Sistemas De Informacao	1068939	310380901	632000 - Computer software - expensed	\$1,984.88	\$750.00	(\$1,234.88)	\$1,984.88
2023-2024	p2	Comcast Cable Communications	1018079	911580205	651010 - Data Communication Services	\$870.87	\$416.67	(\$454.20)	\$870.87
2023-2024	p1	Voxel Media	1068070	911580213	632000 - Computer software - expensed	\$575.72	\$416.67	(\$159.05)	\$575.72
2023-2024	p4	Bottomline Technologies	1066005	910180213	632010 - Computer software - Maintenance	\$535.69	\$583.33	\$47.64	\$535.69
2023-2024	p5	Bottomline Technologies	1066005	910180213	632010 - Computer software - Maintenance	\$535.69	\$583.33	\$47.64	\$535.69
2023-2024	p6	Bottomline Technologies	1066005	910180213	632010 - Computer software - Maintenance	\$535.69	\$583.33	\$47.64	\$535.69
2023-2024	p3	Bottomline Technologies	1066005	910180213	632010 - Computer software - Maintenance	\$535.64	\$583.33	\$47.69	\$535.64
2023-2024	p1	Bottomline Technologies	1066005	910180213	632010 - Computer software - Maintenance	\$510.18	\$583.33	\$73.15	\$510.18
2023-2024	p2	Bottomline Technologies	1066005	910180213	632010 - Computer software - Maintenance	\$510.18	\$583.33	\$73.15	\$510.18
2023-2024	p4	Comcast Cable Communications	1018079	911580205	651010 - Data Communication Services	\$251.22	\$416.67	\$165.45	\$251.22
2023-2024	p3	Comcast Cable Communications	1018079	911580205	651010 - Data Communication Services	\$123.17	\$416.67	\$293.50	\$123.17
2023-2024	p1			911580213	632010 - Computer software - Maintenance		\$687.00	\$687.00	\$687.00
2023-2024	p2			911580213	632010 - Computer software - Maintenance		\$687.00	\$687.00	\$687.00
2023-2024	p3			911580213	632010 - Computer software - Maintenance		\$687.00	\$687.00	\$687.00
2023-2024	p4			911580213	632010 - Computer software - Maintenance		\$687.00	\$687.00	\$687.00
2023-2024	p5			911580213	632010 - Computer software - Maintenance		\$687.00	\$687.00	\$687.00
2023-2024	p6			911580213	632010 - Computer software - Maintenance		\$687.00	\$687.00	\$687.00
2023-2024	p7			911580213	632010 - Computer software - Maintenance		\$687.00	\$687.00	\$687.00
Total						\$29,884.48	\$145,452.54	\$115,568.06	\$143,452.54

Figure 17: Budget Details

5 IT Opex Budget Page

5.1 Search (Free search)

Search for Vendor Name, Cost centre ID, and Category level in the “Search” text box for specific vendor details.

Search		Select Financial Year	2022-2023			Total Rows	Budget available	Budget unavailable	Columns	Budget	Filters	
Vendor	Category Level	Cost Centre Id	AOP Budget	AOP RF	AOP to RF Variance	AOP FR4 Budget	AOP FR4 RF	AOP FR4 to RF Variance	AOP FR8 Budget	AOP FR8 RF	AOP FR8 to RF Variance	Action
One Time Vendor	Workspace	512980202	0	1,788.6	-1,788.6	1,788.6	1,788.6	0	1,788.6	1,788.6	0	⋮
PROXIMUS NV		510480205	0	0	0	0	0	0	0	0	0	⋮
BOSMA AND BRON...	Equipment expensed	510280205	0	0	0	3,178	3,178	0	6,355.99	6,355.99	0	⋮
HEWLETTPACKAR...	Workspace	510280202	0	2,084.98	-2,084.98	2,084.98	2,084.98	0	2,084.98	2,084.98	0	⋮
INFORIT BV		510780213	14,397.12	11,229.75	3,167.37	10,173.96	9,118.17	1,055.79	5,374.92	5,374.92	0	⋮
INFORIT BV	Materials require...	510780213	0	0	0	0	0	0	0	0	0	⋮
TELENET SOLUTIO...		510480205	31,334.88	24,441.21	6,893.67	22,143.32	19,845.43	2,297.89	11,698.36	11,698.36	0	⋮
HEWLETT PACKAR...	Workspace	510680202	0	100	-100	100	12,069.93	-11,969.93	13,571.09	13,571.09	0	⋮
AUTOCONT S R O	Mobile	510680202	0	3,596.5	-3,596.5	3,596.5	4,930.7	-1,334.2	10,333.9	10,333.9	0	⋮
AUTOCONT S R O	Workspace	510680202	0	327.5	-327.5	327.5	327.5	0	907.5	907.5	0	⋮

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5.2 Vendor Details

By clicking on a specific vendor name user can get all the details for that supplier such as its currency, GL Account No, Line description, Material group desc, PO No, Region, etc.

Click on the vendor's name to view the details.

Vendor	Category Level	Cost Centre Id	AOP Budget	AOP RF	AOP to RF Variance	AOP FR4 Budget	AOP FR4 RF	AOP FR4 to RF Variance	AOP FR8 Budget	AOP FR8 RF	AOP FR8 to RF Variance	Action
One Time Vendor	Workspace	512980202	0	1,788.6	-1,788.6	1,788.6	1,788.6	0	1,788.6	1,788.6	0	⋮

One Time Vendor Transaction Total Amount: 1,788.6 ✕

Cost Centre Id	Currency Code	GL Account No	Line Description	Material Group Description	PO No	Region	Transaction Amount	Trans Amt in USD	Transaction Date	Period Name
512980202	PLN	651000	iCare Services	Telecom Wireless	4500049440	PL	1056.9	296.05	20/04/2022	P1
512980202	PLN	651000	iCare Services	Telecom Wireless	4500049440	PL	731.7	204.96	24/06/2022	P3

TELENET SOLUTIO...		510480205	31,334.88	24,441.21	6,893.67	22,143.32	19,845.43	2,297.89	11,698.36	11,698.36	0	⋮
HEWLETT PACKAR...	Workspace	510680202	0	100	-100	100	12,069.93	-11,969.93	13,571.09	13,571.09	0	⋮
AUTOCONT S R O	Mobile	510680202	0	3,596.5	-3,596.5	3,596.5	4,930.7	-1,334.2	10,333.9	10,333.9	0	⋮
AUTOCONT S R O	Workspace	510680202	0	327.5	-327.5	327.5	327.5	0	907.5	907.5	0	⋮

Figure 18: Vendor details

5.3 Nested Filter

The user may also do a multi-input search for a certain supplier using the “Nested Filter” search. Users may save the filter that they have applied to reapply them at any given point in the future.

Select Financial Year: 2022-2023
Total Rows 836 Budget available 409 Budget unavailable 427
Columns Budget Filters

			AOP			FR4			FR8			
			26,067,383...	36,906,748...	-10,839,364...	40,214,380...	44,775,882...	-4,561,502...	58,203,153.1	58,203,153.1	0	
			Budget	RF	RF Variance	Budget	RF	RF Variance	Budget	RF	RF Variance	
Vendor	Category Level	Cost Centre Id	AOP Budget	AOP RF	AOP to RF Variance	AOP FR4 Budget	AOP FR4 RF	AOP FR4 to RF Variance	AOP FR8 Budget	AOP FR8 RF	AOP FR8 to RF Variance	Action
One Time Vendor	Workspace	512980202	0	1,788.6	-1,788.6	1,788.6	1,788.6	0	1,788.6	1,788.6	0	⋮
PROXIMUS NV		510480205	0	0	0	0	0	0	0	0	0	⋮
BOSMA AND BRON...	Equipment expensed	510280205	0	0	0	3,178	3,178	0	6,355.99	6,355.99	0	⋮
HEWLETTPACKAR...	Workspace	510280202	0	2,084.98	-2,084.98	2,084.98	2,084.98	0	2,084.98	2,084.98	0	⋮
INFORIT BV		510780213	14,397.12	11,229.75	3,167.37	10,173.96	9,118.17	1,055.79	5,374.92	5,374.92	0	⋮
INFORIT BV	Materials require...	510780213	0	0	0	0	0	0	0	0	0	⋮
TELENET SOLUTIO...		510480205	31,334.88	24,441.21	6,893.67	22,143.32	19,845.43	2,297.89	11,698.36	11,698.36	0	⋮
HEWLETT PACKAR...	Workspace	510680202	0	100	-100	100	12,069.93	-11,969.93	13,571.09	13,571.09	0	⋮
AUTOCONT S R O	Mobile	510680202	0	3,596.5	-3,596.5	3,596.5	4,930.7	-1,334.2	10,333.9	10,333.9	0	⋮
AUTOCONT S R O	Workspace	510680202	0	327.5	-327.5	327.5	327.5	0	907.5	907.5	0	⋮

Figure 24: Nested Filter

Save Filter/ Saved Filters

Users may save the filter that they have applied to reapply them at any given point in the future.

The screenshot shows a filter configuration interface. On the left, a 'Filter By' panel lists various criteria: Supplier Name, Cost Category, Cost Centre ID, GL Account Number, Material group, PO Number, Transaction Amount, and Transaction Date. Each criterion has a corresponding input field or dropdown menu. At the bottom of this panel are three buttons: 'Save Filter', 'Clear All', and 'Apply'. On the right, a 'Saved Filters List' panel is shown, which is currently empty. A dashed box highlights the 'Saved Filters List' header, and an arrow points from this box to a text box that says 'Here, the user can view the saved filter.' Another arrow points from the 'Save Filter' button to a text box that says 'Users can save the applied filter by clicking on the "save" button.'

Figure 19: Save/Saved Filter

5.4 Create Budget

Users will be able to “create the budget” with a budget name for the selected financial year by using the simple steps given below.

The screenshot shows a budget management interface. At the top, there is a search bar, a dropdown for 'Select Financial Year' set to '2022-2023', and summary statistics: 'Total Rows 836', 'Budget available 409', and 'Budget unavailable 427'. On the right side, there are three buttons: 'Columns', 'Budget' (highlighted with a red box), and 'Filters'. Below this is a table with columns for 'AOP' and 'FR4', each with sub-columns for 'Budget', 'RF', and 'RF Variance'. The main table below has columns: 'Vendor', 'Category Level', 'Cost Centre Id', 'AOP Budget', 'AOP RF', 'AOP to RF Variance', 'AOP FR4 Budget', 'AOP FR4 RF', 'AOP FR4 to RF Variance', 'AOP FR8 Budget', 'AOP FR8 RF', 'AOP FR8 to RF Variance', and 'Action'. The table lists various vendors and their budget details.

Figure 20: Create Budget

The screenshot shows a 'Create Budget' dialog box. At the top, it displays 'Budget available 409' and 'Budget unavailable 427', along with 'Columns' and 'Budget' buttons. Below these are two options: '+ Create Budget' and 'Download Budget'. The form contains the following fields:

- Budget Name:** A text input field.
- Financial Year:** A dropdown menu currently showing 'Select Financial Year'.
- Confirmation:** A checkbox followed by the text: 'Do you really want to create an IT Opex budget, since once it has been created, it won't be deleted?'
- Buttons:** 'Cancel' and 'Create Budget' buttons at the bottom.

Fill in the above-required fields and click on “Create Budget.”

Users will be able to create a budget only when all the fields are filled & Check box is ticked.

5.5 Column

The user has the capability of viewing the required budget columns by clicking on the “Column” & selecting the required one.

Vendor	Category Level	Cost Centre Id	AOP Budget	AOP RF	AOP to RF Variance	AOP FR4 Budget	AOP FR4 RF	AOP FR4 to RF Variance	AOP FR8 Budget	AOP FR8 RF	AOP FR8 to RF Variance	Action
One Time Vendor	Workspace	512980202	0	1,788.6	-1,788.6	1,788.6	1,788.6	0	1,788.6	1,788.6	0	⋮
PROXIMUS NV		510480205	0	0	0	0	0	0	0	0	0	⋮
BOSMA AND BRON...	Equipment expensed	510280205	0	0	0	3,178	3,178	0	6,355.99	6,355.99	0	⋮
HEWLETPACKAR...	Workspace	510280202	0	2,084.98	-2,084.98	2,084.98	2,084.98	0	2,084.98	2,084.98	0	⋮
INFORIT BV		510780213	14,397.12	11,229.75	3,167.37	10,173.96	9,118.17	1,055.79	5,374.92	5,374.92	0	⋮
INFORIT BV	Materials requirem...	510780213	0	0	0	0	0	0	0	0	0	⋮
TELENET SOLUTIO...		510480205	31,334.88	24,441.21	6,893.67	22,143.32	19,845.43	2,297.89	11,698.36	11,698.36	0	⋮
HEWLETPACKAR...	Workspace	510680202	0	100	-100	100	12,069.93	-11,969.93	13,571.09	13,571.09	0	⋮
AUTOCONT S R O	Mobile	510680202	0	3,596.5	-3,596.5	3,596.5	4,930.7	-1,334.2	10,333.9	10,333.9	0	⋮
AUTOCONT S R O	Workspace	510680202	0	327.5	-327.5	327.5	327.5	0	907.5	907.5	0	⋮

Figure 21: Column

- AOP Budget
- FR4 Budget
- FR8 Budget

5.6 Budget, RF & RF Variance of AOP, FR4 & FR8

There is a small section added in between to show the “Budget”, “RF” & “RF Variance” of “AOP”, “FR4” & “FR8” (The same section is added on the “Set Budget” page)

		AOP		FR4			FR8					
		20,567,375...	35,146,089...	-14,578,713...	27,098,479...	29,924,374...	-2,825,895...	29,924,374...	29,924,374...	0		
		Budget	RF	RF Variance	Budget	RF	RF Variance	Budget	RF	RF Variance		
Vendor	Category Level	Cost Centre Id	AOP Budget	AOP RF	AOP to RF Variance	AOP FR4 Budget	AOP FR4 RF	AOP FR4 to RF Variance	AOP FR8 Budget	AOP FR8 RF	AOP FR8 to RF Variance	Action
One Time Vendor	Workspace	510180215	0	0	0	1,749.4	1,749.4	0	1,749.4	1,749.4	0	⋮
ELECTRABEL	Non IT	510180215	0	0	0	9,166.29	9,166.29	0	9,166.29	9,166.29	0	⋮
ELECTRABEL	Non IT	510680205	0	0	0	0	0	0	0	0	0	⋮
ELECTRABEL	Non IT	511680204	0	95.83	-95.83	95.83	95.83	0	95.83	95.83	0	⋮
PROXMUS NV	Mobile Telephony S...	510180215	0	10,728	-10,728	10,728	10,728	0	10,728	10,728	0	⋮
PROXMUS NV	Mobile Telephony S...	510380205	0	0	0	130.52	130.52	0	130.52	130.52	0	⋮
PROXMUS NV	Mobile Telephony S...	510480205	0	1,009.98	-1,009.98	1,009.98	1,009.98	0	1,009.98	1,009.98	0	⋮
PROXMUS NV	Mobile Telephony S...	510680205	0	16.11	-16.11	16.11	16.11	0	16.11	16.11	0	⋮
PROXMUS NV	Mobile Telephony S...	511680205	0	49.79	-49.79	49.79	49.79	0	49.79	49.79	0	⋮
PROXMUS NV	Mobile Telephony S...	512980204	0	1,792.67	-1,792.67	1,792.67	1,792.67	0	1,792.67	1,792.67	0	⋮

AOP			FR4			FR8		
20,567,375....	35,146,089....	-14,578,713...	27,098,479....	29,924,374....	-2,825,895....	29,924,374....	29,924,374....	0
Budget	RF	RF Variance	Budget	RF	RF Variance	Budget	RF	RF Variance

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Below are several minute yet important details from the "IT Opex Budget" page.

AOP			FR4						FR8			
30,343,577.12	31,199,623.05	-856,045.93	28,222,931.65	29,084,370.57	-861,438.92	18,860,883.98	18,860,883.98	0				
Budget	RF	RF Variance	Budget	RF	RF Variance	Budget	RF	RF Variance				
Vendor	Cost Category	Cost Centre Id	AOP Budget	AOP RF	AOP to RF Variance	AOP FR4 Budget	AOP FR4 RF	AOP FR4 to RF Variance	AOP FR8 Budget	AOP FR8 RF	AOP FR8 to RF Variance	Action
PROXIMUS NV	Information Techn...	510380205	0	49.24	-49.24	49.24	49.24	0	49.24	49.24	0	⋮
PROXIMUS NV	Information Techn...	510480205	0	-6.53	6.53	-6.52	675.51	-682.03	3,340.47	3,340.47	0	⋮
PROXIMUS NV	Information Techn...	510480205	0	0	0	0	0	0	0	0	0	⋮
PROXIMUS NV	Information Techn...	510680205	0	580.81	-580.81	580.81	580.81	0	580.81	580.81	0	⋮
PROXIMUS NV	Information Techn...	511680205	0	4.15	-4.15	4.15	4.15	0	4.15	4.15	0	⋮
PROXIMUS NV	Information Techn...	511680205	0	0	0	0	634.59	-634.59	7,800.93	7,800.93	0	⋮
PROXIMUS NV	Information Techn...	512980204	0	0	0	0	1,849.92	-1,849.92	1,849.92	1,849.92	0	⋮
ACERTA SOC. SEC...	Information Techn...	510680205	0	1,042	-1,042	1,042	1,042	0	1,042	1,042	0	⋮
ACERTA SOC. SEC...	Information Techn...	511680205	0	0	0	0	0	0	199	199	0	⋮
TELEKOM DEUTSC...	Information Techn...	510180205	0	0	0	0	0	0	448.57	448.57	0	⋮

Show more

Select Financial Year **2023-2024** ▼

Total Rows **1109** Budget available **319** Budget unavailable **790**

Show more

Selecting a financial year allows the user to select the desired financial year.

Show more loads a further set of data on the view.

5.7 View AOP Details

The user can have access to comprehensive information regarding **AOP**, **FR4** & **FR8** by clicking on the "Action button".

Vendor	Category Level	Cost Centre Id	AOP Budget	AOP RF	AOP to RF Variance	AOP FR4 Budget	AOP FR4 RF	AOP FR4 to RF Variance	AOP FR8 Budget	AOP FR8 RF	AOP FR8 to RF Variance	Action
One Time Vendor	Workspace	510280202	0	0	0	0	0	0	0	0	0	⋮
One Time Vendor	Workspace	510380205	0	0	0	0	0	0	131.47	131.47	0	⋮
One Time Vendor	Workspace	512280202	0	0	0	0	0	0	0	0	0	⋮
One Time Vendor	Workspace	512980202	0	1,788.6	-1,788.6	1,788.6	1,788.6	0	1,788.6	1,788.6	0	⋮
One Time Vendor	Workspace	512980204	0	0	0	0	0	0	9,961.64	9,961.64	0	⋮
METALO ZAANDA...	Equipment expensed	911580205	0	4,263.71	-4,263.71	4,263.71	4,263.71	0	4,263.71	4,263.71	0	⋮
GOM	Generic Application	510180215	0	0	0	0	0	0	0	0	0	⋮
PROXIMUS NV	Mobile Telephony S...	510180205	0	0	0	0	0	0	0	0	0	⋮
PROXIMUS NV	Mobile Telephony S...	510180215	0	0	0	0	0	0	8,551.42	8,551.42	0	⋮
PROXIMUS NV	Mobile Telephony S...	510380205	0	0	0	0	0	0	0	0	0	⋮

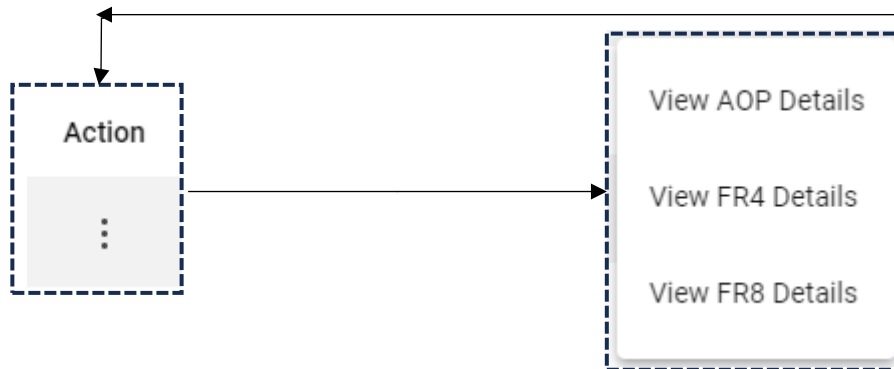


Figure 22: View AOP Details

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Here, for every month we have “FY Actual P1”, “FY P1 Budget”, and “P1 Variance”. Where “FY P1 Budget” is editable we can add/update the budget and add comments based on the added/updated budget.

Also, we have a small section on the right where users can add a comment and delete it if not required.

There is a dropdown in this section where the user can select a period and view the respective comments.

Users can also search for comments in this section.

one time vendor AOP Report ×

P1			P2			P3			P4			All Comments
FY Actuals P1	FY P1 Budget	P1 Variance	FY Actuals P2	FY P2 Budget	P2 Variance	FY Actuals P3	FY P3 Budget	P3 Variance	FY Actuals P4	FY P4 Budget	P4 Variance	
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<input type="text" value="Search Comment"/> P1
P5			P6			P7			P8			
FY Actuals P5	FY P5 Budget	P5 Variance	FY Actuals P6	FY P6 Budget	P6 Variance	FY Actuals P7	FY P7 Budget	P7 Variance	FY Actuals P8	FY P8 Budget	P8 Variance	
\$0	\$0	\$0	\$0	\$0	\$0	\$160.33	\$0	\$-160.33	\$0	\$0	\$0	<input type="text" value="Add your comment here"/> <input type="button" value="Clear"/> <input type="button" value="Save"/>
P9			P10			P11			P12			
FY Actuals P9	FY P9 Budget	P9 Variance	FY Actuals P10	FY P10 Budget	P10 Variance	FY Actuals P11	FY P11 Budget	P11 Variance	FY Actuals P12	FY P12 Budget	P12 Variance	
\$0	\$0	\$0	\$181.1	\$0	\$-181.1	\$0	\$0	\$0	\$0	\$0	\$0	

Budget in EUR

Conversion Rate

Budget in USD

Comment

5.8 View FR4 Details

Here, for every month we have “FY Actual P5”, “FY P5 Budget”, “P5 FR4 Budget”, and “P5 Variance”. Where “P5 FR4 Budget” is editable we can add/update the budget and add comments based on the added/updated budget.

In FR4 report we have following months: P5, P6, P7, P8, P9, P10, P11 & P12.

one time vendor FR4 Report																All Comments	
P5				P6				P7				P8					
FY Actuals P5	FY P5 Budget	P5 FR4 Budget	P5 Variance	FY Actuals P6	FY P6 Budget	P6 FR4 Budget	P6 Variance	FY Actuals P7	FY P7 Budget	P7 FR4 Budget	P7 Variance	FY Actuals P8	FY P8 Budget	P8 FR4 Budget	P8 Variance	Q, Search Comment	P5
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$160.33	\$0	\$0	\$-160.33	\$0	\$0	\$0	\$0		
P9				P10				P11				P12					
FY Actuals P9	FY P9 Budget	P9 FR4 Budget	P9 Variance	FY Actuals P10	FY P10 Budget	P10 FR4 Budget	P10 Variance	FY Actuals P11	FY P11 Budget	P11 FR4 Budget	P11 Variance	FY Actuals P12	FY P12 Budget	P12 FR4 Budget	P12 Variance	Add your comment here	
\$0	\$0	\$0	\$0	\$181.1	\$0	\$0	\$-181.1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<input type="button" value="Clear"/> <input type="button" value="Save"/>	

Figure 23: View FR4 Details

5.9 View FR8 Details

Here, for every month we have “FY Actual P9”, “FY P9 Budget”, “P9 FR4 Budget”, “P9 FR8 Budget”, and “P9 Variance”. Where “P9 FR8 Budget” is editable we can add/update the budget and add comments based on the added/updated budget.

In the report, we have the following months: P9, P10, P11 & P12.

P9					P10					P11					P12					All Comments	
FY Actuals P9	FY P9 Budget	P9 FR4 Budget	P9 FR8 Budget	P9 Variance	FY Actuals P10	FY P10 Budget	P10 FR4 Budget	P10 FR8 Budget	P10 Variance	FY Actuals P11	FY P11 Budget	P11 FR4 Budget	P11 FR8 Budget	P11 Variance	FY Actuals P12	FY P12 Budget	P12 FR4 Budget	P12 FR8 Budget	P12 Variance	Search Comment	P9
\$0	\$0	\$0	\$0	\$0	\$181.1	\$0	\$0	\$0	\$-181.1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

Figure 24: View FR8 Details

6 Set Budget Page

On the Set Budget page, we have 2 sections where users can see “Recommended Suggestions” & “View Added Budget”.

Supplier Name	Category Level	Cost Center Id	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	+ Selected
<input type="checkbox"/> ORANGE SLOVENSKO A.L.	WAN	911580205	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> COMCAST CABLE COM.	Bank Fees & Charges	911580205	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> LOFTWARE INC	Generic Application	911580213	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> TCR SYSTEMS LLC	Equipment expensed	911580205	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> CDW DIRECT LLC	Cost Travel Provider	510280205	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> CDW DIRECT LLC	WAN	510280205	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> CDW DIRECT LLC	Workspace	510680204	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> CDW DIRECT LLC	Printer & Copier Equipment	512280202	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> CDW DIRECT LLC	Workspace	512980202	0	0	0	0	0	0	0	0	0	0	0	0	Add
<input type="checkbox"/> CDW DIRECT LLC	Security	512980213	0	0	0	0	0	0	0	0	0	0	0	0	Add

Figure 25: Set Budget Page

6.1 Recommended Suggestions

Here, the client can add a budget for a vendor for a particular month.

Recommended Suggestions		View Added Budget		Financial Year 2023-2024												Search
<input type="checkbox"/>	Supplier Name	Category Level	Cost Center Id	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	+ Selected
<input type="checkbox"/>	ORANGE SLOVENSKO A...	WAN	911580205	0	0	0	0	0	0	0	0	0	0	0	0	Add

Figure 26: Recommended Suggestions

After entering the budget, the user can click on the “Add” button and then a confirmation box pops up asking in which financial year this budget should be added.

Confirmation

Select Financial Year

2022-2023

Cancel
OK

6.2 View Added Budget

Here, the client can view the added budget for each supplier.

Recommended Suggestions		View Added Budget		Financial Year 2023-2024												Search
Supplier Name	Category Level	Cost Center Id	AOP				FR4				FR8				Action	
			P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12		
(DNU)GARTNER INC	Associations and Memberships	911580212	0	0	0	0	0	0	0	0	0	0	0	0	⋮	
(DNU)GARTNER INC	Consultants	911580212	0	0	0	0	0	0	0	0	0	0	0	0	⋮	
(DNU)UNIMA 2000 SYSTE...	Temporary Labor	512980204	0	0	0	0	0	0	0	0	0	0	0	0	⋮	
ACCELALPHA INC	Consultants	911580213	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	⋮	
Accrual	Travel Allowance	511680218	0	0	0	0	0	0	0	0	0	0	0	0	⋮	
ACQUIA INC	Generic	911580213	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	⋮	
ACISIS INC	Security	911580205	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	⋮	
ACISIS INC	Generic Application	911580213	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	⋮	
ACTALENT SCIENTIFIC LLC	Application Support	911580213	0	0	0	0	0	0	0	0	0	0	0	0	⋮	
ADAPTIVE INSIGHTS LIML...	Project Mangement Software	910180213	0	0	0	0	0	0	0	0	0	0	0	0	⋮	

Figure 27: View Added Budget

6.3 Edit Added Budget

By clicking on the action button user can edit the added budget if required.

Figure 28: Edit Added Budget

On the overall page “Set Budget” page we have a free text “Search” box.

We have a financial year dropdown to view the budget of a particular year.

We also have a “Download Template” option where users can download “Budget Excel Template” & “Supplier, Taxonomy & Cost-centre ID Excel Template”.

Further, we have a provision where the user can directly upload an Excel file to load the data on the screen.

There is a “Upload History” button where the user can see which files have been uploaded with a username.

6.4 Download and Upload Budget Excel Template

Uploaded Date	File Name	Uploaded By	Total Record
29/06/2023	SK_uploadTemplate (10)_updated.csv		1
29/06/2023	SK_uploadTemplate (9)_new.csv		1
29/06/2023	SK_uploadTemplate (9).csv		1
29/06/2023	SK_uploadTemplate (10)_updated.csv		1
29/06/2023	SK_uploadTemplate (10).csv		1

Figure 29: Download & Upload Budget Excel Template

Here user can add a budget manually for the selected vendor (1 at a time).

Also, once the user adds an amount in the “Split Amount” box it gets equally split into all 12 periods.

Download Template Upload Excel Choose File No file chosen Upload Upload History + Budget

OR

Recommended Suggestions View Added Budget Financial Year: 2023-2024 Search

		AOP			FR4			FR8		
		Budget	RF	RF Variance	Budget	RF	RF Variance	Budget	RF	RF Variance
		25,844,696...	52,258,658...	-26,413,961...	36,286,025...	36,286,025...	0	36,286,025...	36,286,025...	0

Supplier Name	Category Level	Cost Center Id	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	Action
(DN)UGARTNER INC	Associations and Memberships	911580212	0	0	0	0	0	0	0	0	0	0	0	0	⋮
(DN)UGARTNER INC	Consultants	911580212	0	0	0	0	0	0	0	0	0	0	0	0	⋮
(DN)UNIMA 2000 SYSTE...	Temporary Labor	512980204	0	0	0	0	0	0	0	0	0	0	0	0	⋮
ACCELALPHA INC	Consultants	911580213	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	9,666.67	⋮
Accrual	Travel Allowance	511680218	0	0	0	0	0	0	0	0	0	0	0	0	⋮
ACQUIA INC	Generic	911580213	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	8,686.33	⋮
ACISIS INC	Security	911580205	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	5,916.67	⋮
ACISIS INC	Generic Application	911580213	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	⋮
ACTALENT SCIENTIFIC LLC	Application Support	911580213	0	0	0	0	0	0	0	0	0	0	0	0	⋮
ADAPTIVE INSIGHTS LIMIL...	Project Management Software	910180213	0	0	0	0	0	0	0	0	0	0	0	0	⋮

Show more

Figure 30: Add Budget Manually

Add Manual Budget ✕

Select Financial Year

Category Level

Split Amount
 Split

Supplier Name

Cost Center ID

P1

P2

P3

P4

P5

P6

P7

P8

P9

P10

P11

P12

Comment

Close
Save

Click on "Save" button to add budget manually.

7 Forex Rate

On this page, users can enter the current exchange rate for 1 USD to other present currencies in the dropdown.

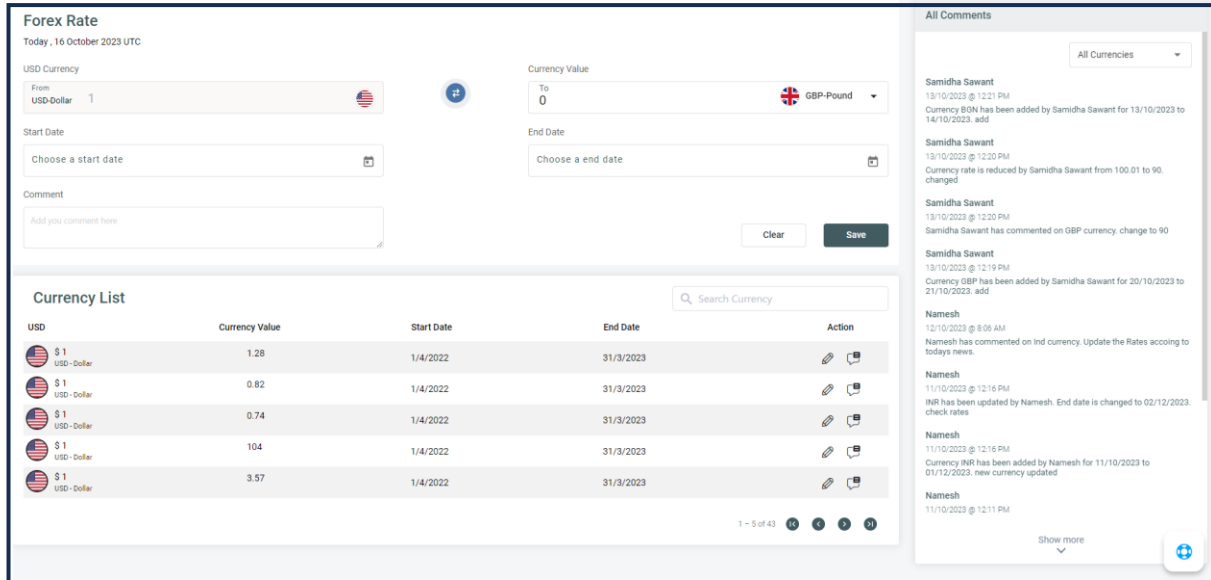
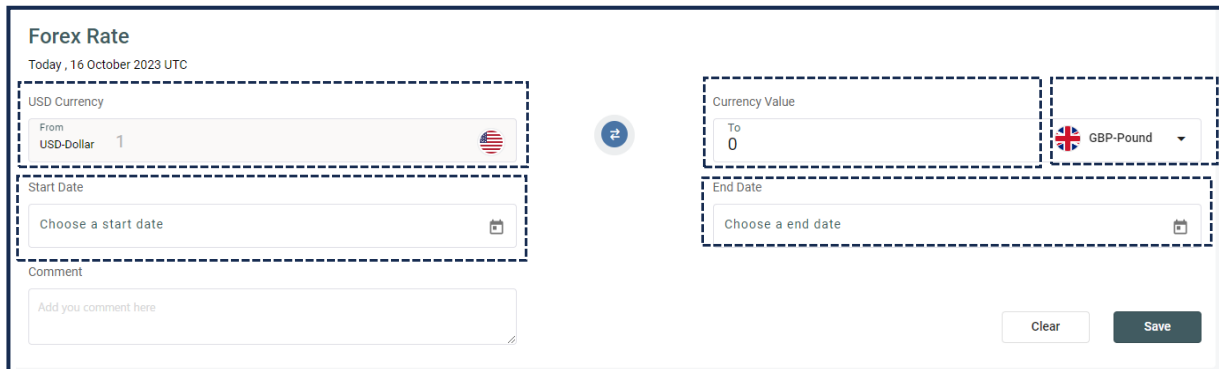


Figure 31: Forex Rate

Steps:



In Currency value, the user should select the currency for which rate has to be applied & also user should add the current exchange rate value.

Users can select the date from the “Start date & End date” box.

The user should add the comment in the “Comment” textbox as it is a mandatory field.

By clicking on the “Save” button, the entered Forex rate will get saved and it will appear in the “Currency List” added in the below screenshot.

USD	Currency Value	Start Date	End Date	Action
\$ 1 USD - Dollar	1.28	1/4/2022	31/3/2023	
\$ 1 USD - Dollar	0.82	1/4/2022	31/3/2023	
\$ 1 USD - Dollar	0.74	1/4/2022	31/3/2023	
\$ 1 USD - Dollar	104	1/4/2022	31/3/2023	
\$ 1 USD - Dollar	3.57	1/4/2022	31/3/2023	

Figure 32: Currency List

- Users can read the entire list of FX rates that have been added by all users here.
- User can search for a specific currency’s Forex Rate in the “Search” textbox.

All Comments

All Currencies

Samidha Sawant
21/09/2023 @ 7:49 AM
Samidha Sawant has commented on CAD currency, testing comment

Samidha Sawant
15/09/2023 @ 1:16 PM
Samidha Sawant has commented on CAD currency, add

Samidha Sawant
15/09/2023 @ 1:16 PM
DKK has been updated by Samidha Sawant. End date is changed to 16/09/2023. update

Samidha Sawant
15/09/2023 @ 1:15 PM
Currency DKK has been added by Samidha Sawant for 15/09/2023 to 17/09/2023. add

Akash Pawar
15/09/2023 @ 12:35 PM
Akash Pawar has commented on CAD currency, test-8pm

Akash Pawar
15/09/2023 @ 12:32 PM
Akash Pawar has commented on CAD currency, time test

Akash Pawar
15/09/2023 @ 12:27 PM
Akash Pawar has commented on CAD currency, Test-dev

Akash Pawar
15/09/2023 @ 12:22 PM
Akash Pawar has commented on CAD currency, test comments

Akash Pawar

Show more

Figure 33: Forex Rate: Comments

Users will be able to view added comments in the “All Comments” section.
By clicking the “Show more” link user can view the remaining comments.

8 MIS Dashboard

The MIS dashboard has 2 reports:

1. MIS Report
2. Dynamic Report

Click on the required report from either of the 2 reports from the left side menu bar to view and that report will be opened.

8.1 MIS Report

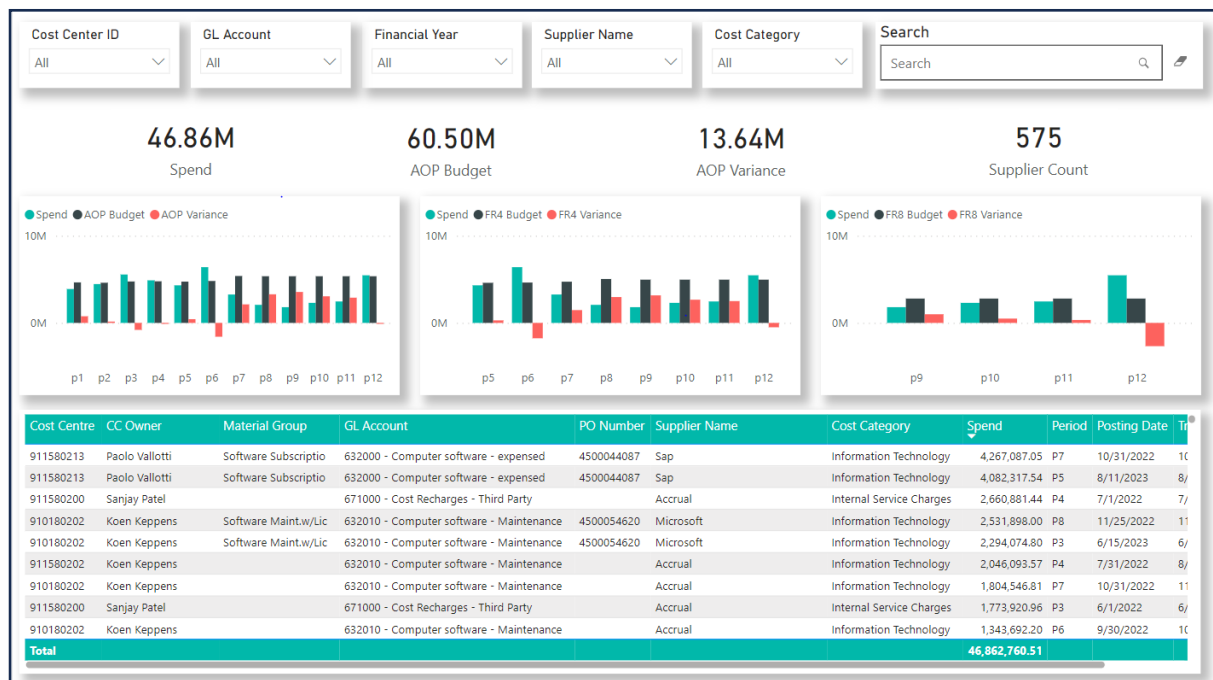


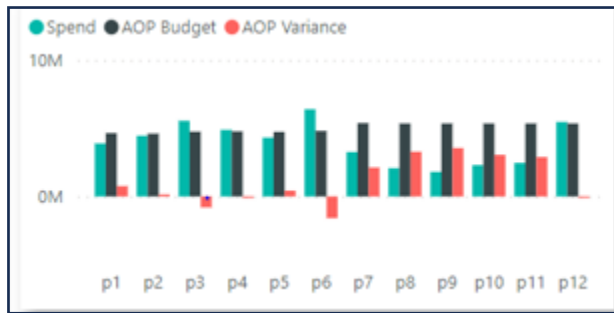
Figure 34: MIS Report

The figure shows the MIS report. We can slice the data to the desired view by using the slicers given at the top, and the search bar allows you to search for any parameter that you want to search.

To slice the data by cost-centre ID click on the drop-down menu and select the cost-centre's which you want to view and then the view will display the data according to the selection made.

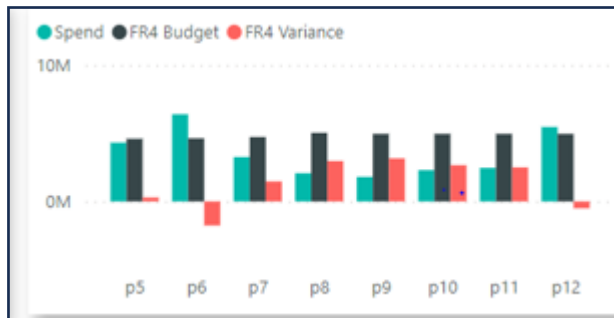
Spendkey Limited

1st Graph



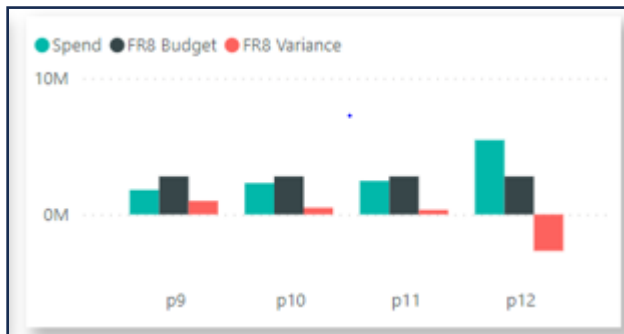
Show us a distribution by spend.

2nd Graph



Shows us a distribution by AOP Budget

3rd graph



Shows us a distribution by AOP variance.

The table at the bottom shows us the data in the different fields these fields can be personalised and required columns can be selected.

Cost Centre	CC Owner	Material Group	GL Account	PO Number	Supplier Name	Cost Category	Spend	Period	Posting Date	Tr
911580213	Paolo Vallotti	Software Subscriptio	632000 - Computer software - expensed	4500044087	Sap	Information Technology	4,267,087.05	P7	10/31/2022	10
911580213	Paolo Vallotti	Software Subscriptio	632000 - Computer software - expensed	4500044087	Sap	Information Technology	4,082,317.54	P5	8/11/2023	8/
911580200	Sanjay Patel		671000 - Cost Recharges - Third Party		Accrual	Internal Service Charges	2,660,881.44	P4	7/1/2022	7/
910180202	Koen Keppens	Software Maint.w/Lic	632010 - Computer software - Maintenance	4500054620	Microsoft	Information Technology	2,531,898.00	P8	11/25/2022	11/
910180202	Koen Keppens	Software Maint.w/Lic	632010 - Computer software - Maintenance	4500054620	Microsoft	Information Technology	2,294,074.80	P3	6/15/2023	6/
911580202	Koen Keppens		632010 - Computer software - Maintenance		Accrual	Information Technology	2,046,093.57	P4	7/31/2022	8/
910180202	Koen Keppens		632010 - Computer software - Maintenance		Accrual	Information Technology	1,804,546.81	P7	10/31/2022	11/
911580200	Sanjay Patel		671000 - Cost Recharges - Third Party		Accrual	Internal Service Charges	1,773,920.96	P3	6/1/2022	6/
910180202	Koen Keppens		632010 - Computer software - Maintenance		Accrual	Information Technology	1,343,692.20	P6	9/30/2022	10/
Total							46,862,760.51			



To personalise the table hover over the table and a bar shows up in it Choose the highlighted option which is “personalise” to add the desired column to the table.

The personalised column gets removed or the view resets to its default columns once the page is refreshed

8.2 Dynamic Report

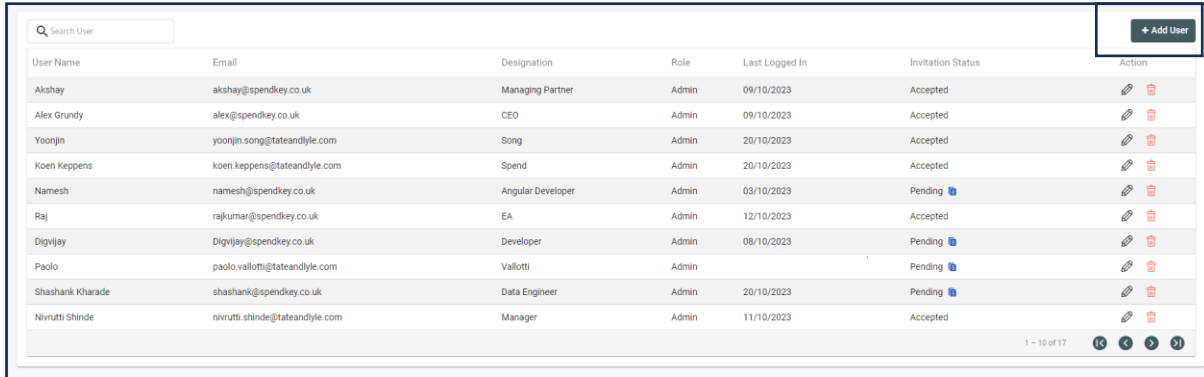
This report allows the user to create a report by selecting any columns provided on the left-hand side. Just select the columns that you want and those will be added to the report. This report can be further sliced by using the different slicers at the top.

Supplier Name	Supplier No	Transaction Amount	Debit Credit Ind	Amount in USD	Accounting Document Number	Address	CC Code
One Time Vendor	0199998	0.00	H	0.00	5105921034		Paolo
One Time Vendor	0199998	4.40	S	5.37	1900000000		Paolo
One Time Vendor	0199998	148.50	S	181.10	1900000055		Paolo
One Time Vendor	0199998	196.04	S	239.07	1900000000		Paolo
One Time Vendor	0199998	520.44	S	644.44	1900000000		Paolo
One Time Vendor	0199998	730.00	S	890.24	5000000778		Paolo
One Time Vendor	0199998	731.70	S	204.96	5105930497		Koen
One Time Vendor	0199998	1,056.90	S	296.05	5105902324		Koen
METALO ZAANDAM BV	1001268	4,263.71	S	4,263.71	200017286	GROTE TOCHT 1	Paolo
METALO ZAANDAM BV	1001268	4,263.71	S	4,263.71	200018376	GROTE TOCHT 1	Paolo
METALO ZAANDAM BV	1001268	4,263.71	S	4,263.71	200018548	GROTE TOCHT 1	Paolo
PROXIMUS NV	1002941	0.01	H	-0.01	1900000077	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	0.01	H	-0.01	1900000096	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	0.01	S	0.01	1900000049	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	0.01	S	0.01	1900000076	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	0.45	S	0.45	1900000013	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	1.00	S	1.00	1900000071	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	1.17	S	1.43	1900000060	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	2.00	S	2.44	1900000059	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	2.00	S	2.44	1900000122	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	3.08	H	-3.08	1800000011	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	3.08	H	-3.08	1900000092	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	3.08	S	3.08	1900000091	BOULEVARD DU ROI ALBERT II 27	Paolo
PROXIMUS NV	1002941	4.15	S	4.15	1900000013	BOULEVARD DU ROI ALBERT II 27	Paolo

Figure 35: Dynamic Report

9 User Management

This view is used to manage the user and their access to the reports.



The screenshot shows a user management interface with a search bar at the top left and an 'Add User' button at the top right. Below is a table with columns: User Name, Email, Designation, Role, Last Logged In, Invitation Status, and Action. The table lists 10 users with various roles and statuses. At the bottom right of the table, there is a pagination indicator '1 - 10 of 17' and navigation icons.





















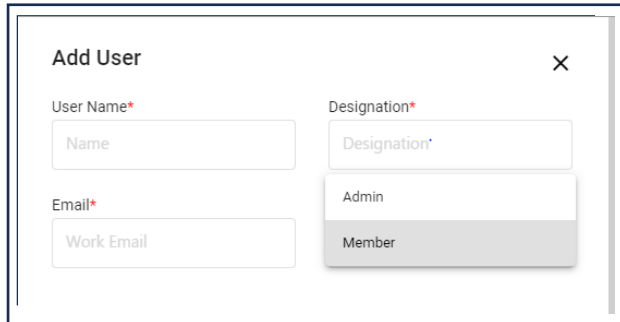
User Name	Email	Designation	Role	Last Logged In	Invitation Status	Action
Akshay	akshay@spendkey.co.uk	Managing Partner	Admin	09/10/2023	Accepted	 
Alex Grundy	alex@spendkey.co.uk	CEO	Admin	09/10/2023	Accepted	 
Yoonjin	yoonjin.song@tateanddyle.com	Song	Admin	20/10/2023	Accepted	 
Koen Keppens	koen.keppens@tateanddyle.com	Spend	Admin	20/10/2023	Accepted	 
Namesh	namesh@spendkey.co.uk	Angular Developer	Admin	03/10/2023	Pending	 
Raj	rajkumar@spendkey.co.uk	EA	Admin	12/10/2023	Accepted	 
Digvijay	digvijay@spendkey.co.uk	Developer	Admin	08/10/2023	Pending	 
Paolo	paolo.vallotti@tateanddyle.com	Vallotti	Admin		Pending	 
Shashank Kharade	shashank@spendkey.co.uk	Data Engineer	Admin	20/10/2023	Pending	 
Nivrutti Shinde	nivrutti.shinde@tateanddyle.com	Manager	Admin	11/10/2023	Accepted	 

Figure 36: User Management

Click on Add User to add a new user



The 'Add User' form has a title bar with a close button (X). It contains three input fields: 'User Name*' with a sub-label 'Name', 'Email*' with a sub-label 'Work Email', and 'Designation*' with a dropdown menu. The dropdown menu is open, showing 'Admin' and 'Member' options.

Fill in the required fields and allow access to the user accordingly as a member or admin.

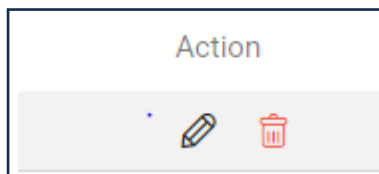


Figure 37: Edit/Delete User

The edit and delete function is used to perform the said action.

For more information kindly contact us at:

support@spendkey.co.uk