



# WHITE PAPER

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**ALLOS**  
**Forms and Data Upload**



# Concept

**ALLOS allows you to upload data to your business systems, such as SAP, through validated forms in MS office.**

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ALLOS concept is based on the following premisses:

- 1) Users have a great familiarity with MS Office products, know how to get the most of them. Most companies and personally most employees have invested a lot in this knowledge and can improve their productivity by using Office .
- 2) Typically, business systems require a level of consistency, veracity and control that seems not to fit with the extreme flexibility of the MS Office. For this reason, many time IT department is not a big fan of productivity software.

So, the ideal solution would be to have the flexibility, simplicity and easy adoption of MS Office tools but at the same time have the consistency of your business systems.

For example, it would be great to be able to fill a purchase requisition in Excel, using the copy/paste, the spell check, formulas and with formats, layouts and charts we like and can do as a business user.

At the same time be able to validate the code of the material we are entering exists in SAP, we have budget for the purchase and what were the previous purchases for the same item.

So, the flexibility and power of your MS office with the consistency of your backend systems.

That' ALLOS.



# Concept

**As a result of getting the best of your systems, ALLOS accelerates the company processes ( from 70% to 90%) allowing for bulk upload of data.**

**It also simplifies the use of complex systems by making it easier to introduce the data in the system, thus requiring less training and being faster to get new people on board.**

**As it is not simple just in usage but also in configuration, ALLOS reduces greatly the costs of introducing new processes, and creating new layouts. It allows to be maintained essentially by the business, and thus reducing the total cost of the solution to fractions of any other type of frontend.**

**There are two parts on the solution which require analysis.**

## **Filling the data in validated forms**

Allos allows you to fill data with validated forms directly in Excel offline. These forms have multiple validations that make your data right before being sent to the system. It is thus possible to display all the necessary information for the user and for the business decisions in a single form in Excel.

## **Send data to your ERP in the simplest way**

Allows bulk uploads of large amounts of validated data, thus avoiding manual entry on multiple SAP screens for example. To upload data to the system, simply press a button, and the upload log is presented in a simple and readable way.

Updating and maintaining the interface is also very simple and reduces dramatically the involvement of IT in the process.



# Validated forms

You can use forms in Excel and work faster and with greater simplicity whilst having the validations that exist in your system controlling the veracity of the data. Additionally allow you to use all the capabilities of office to collaborate, work offline and be productive.

Validations typically are done in two ways: 1) restring the data you are allowed to fill in or 2) producing messages that warn you of actions you need to do to correct the data.

Type of validation	Example
Drop-downs and search lists to have the same validation and codes of your source system.	To choose the right SAP customer code, you should choose from a list of SAP customer
Validate the format (character, date, number) and field size	GL posting text limit is 50 characters and the value is numeric. This validations should be in the form.
Controls, with formulas, any verification of data,	Budget control that get available budget can be compared to the values of a cost posting.
Enables the introduction of data indicators to improve and accelerate business decisions	Before creating a Purchase order, you may want to get information about the vendor history, the available budget or the vendor evaluation. This can be shown in the form.



Year 2014					
Code	Description	WE	CE	FCE	TCE
SD_CPS0001	Mark Balack	13 200,00 €	9 608,00 €	2 805,00 €	452,00 €
SD_CPS0002	Ferdiuse Bari	10 800,00 €	9 903,00 €	1 952,00 €	478,40 €
SD_CPS0003	Amanda Cain	10 800,00 €	6 557,00 €	2 089,00 €	467,20 €
SD_CPS0004	Sarah Chung	13 200,00 €	3 325,00 €	3 915,00 €	454,40 €
SD_CPS0005	Kevin Clarke	10 800,00 €	2 395,00 €	1 633,00 €	369,60 €
SD_CPS0006	Deborah Dale	13 200,00 €	2 602,00 €	5 032,00 €	496,00 €
SD_CPS0007	Bev Dixon	10 800,00 €	3 359,00 €	1 804,00 €	554,40 €

- ❖ Faster processing of data, as we can use all the functions in Office to write, copy, etc.
- ❖ Greater consistency of data and reduced amount of errors when sending the information to the target system
- ❖ Better utilization of resources allowing people with no access to central systems validate the data offline if required.
- ❖ Greater efficiency and better decisions, by allowing users to see critical information on the business activity they are doing.

# Validated forms

## **Collaborate using Microsoft tools before uploading the data to your ERP.**

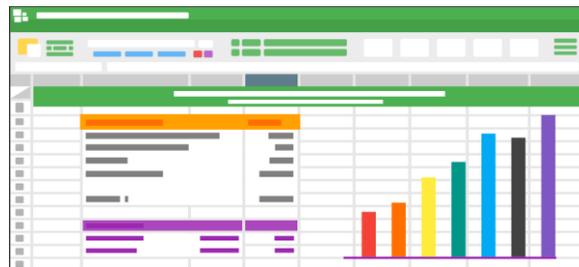
Use collaborative spreadsheets so people can work on the same data, with Teams, SharePoint, real time co-authoring, etc. Also, you can define document management workflows for the document before sending it to the target system, whether with MS tools or other.

## **Possibility to work offline with data before upload:**

The user can work on data and information without access to the central systems. Data is available offline and users to maintain their autonomy, mobility and flexibility.

## **Use cases**

These are just examples to illustrate what can be done with ALLOS. Still, the greater differentiation of ALLOS is not what is possible to do, but how easy it is to do it and make it happen.



## **Budget validation before upload**

A UN agency used ALLOS do budget transfers. There, you need information about the availability of budget on the different departments. For at the time of the decisions, you can have a report within the form, built by yourself, that will allow you to see information at the same time as

## **Validation of vendor invoices**

Aquapor gets files from utility customers with invoices information come with the vendor references. SAP internal codes are different to those references. What ALLOS does to read the information from the vendor file, integrated it with the internal SAP codes, validate the content, and only then the user can send it to SAP at the click of a button.

## **Integration with document Systems**

ALLOS allows you to have you can create contracts where several people collaborate in a spreadsheet through SharePoint, to create the right information. Many of them may not even have access to SAP. These users would then submit the word document into a workflow in SharePoint ( or any other document management system), where it would be approved and then sent to SAP.

# ALLOS Data Upload

## Overview

Allos allows the user to manage the interface with just a click of a button, directly from the sheet in Excel into the target system.

The interface to SAP is using the RDC interface, using BAPIs and RFCs, and to any other system by webservice.

After loading you immediately see the upload result, giving you the ability to manage the interface without the need of IT support.

Besides improving the speed of your processes and reduce the amount of time people spend doing on each activity, the greatest difference of ALLOS its on its simplicity

Document	Date	Amount	Description	Status					
1	10/10/2014	1004	1000	234.00	000043006	Assistência Técnica Previsão	Meia	000000200	NOUPLOAD
5	1	30	1000	3232.00	000043004	Assistência Técnica Previsão	Longa	000000201	NOUPLOAD
7	2	10	1007	-3460.00	001120400	Assistência Técnica Previsão		000000205	NOUPLOAD
8	2	30	1009	3232.00	000043001	Compra de Agua Previsão	EPAL	000000208	NOUPLOAD
9	3	10	1009	5522.00	001120400	Compra de Agua Previsão		000000209	NOUPLOAD
10	3	20	1009	735.00	000043002	Previsão custos comunicações	Oginy	000000200	NOUPLOAD
11	4	10	1011	-776.00	001120400	Previsão custos comunicações		000000200	NOUPLOAD
12	4	20	1011	234.00	000043005	Previsão custos IT	Ma	000000200	NOUPLOAD
13	5	30	1013	-234.00	000043005	Previsão custos IT		000000200	NOUPLOAD
14	5	40	1013	654.00	000043005	Previsão custos IT	EDP	000000200	NOUPLOAD
15	6	10	1015	454.00	000043005	Previsão custos IT		000000200	NOUPLOAD
16	6	20	1015	56.00	000043014	Custos de distribuição financeiros	Tuta	000000200	NOUPLOAD
17	6	30	1015	65.00	000043014	Custos de distribuição financeiros	Mit entium	000000200	NOUPLOAD
18	6	40	1015	426.00	000043014	Custos de distribuição financeiros	BW	000000200	NOUPLOAD
19	7	30	1017	540.00	000043014	Custos de distribuição financeiros	COOP	000000200	NOUPLOAD
20	7	40	1017	125.00	000043014	Custos de distribuição financeiros	COOP	000000200	NOUPLOAD
21	7	20	1017	612.00	000043014	Custos de distribuição financeiros	COOP	000000200	NOUPLOAD
22	7	30	1017	45.25	000043014	Custos de distribuição financeiros	COOP	000000200	NOUPLOAD
23	7	40	1017	34.40	000043014	Custos de distribuição financeiros	COOP	000000200	NOUPLOAD



# ALLOS Data Upload

## Simplicity of data upload

Allos is all about the ability to provide the user with the control of the interface and also to make the usability as simple as possible. With ALLOS, you control what you upload, you just need to press a button to do it, and you get full disclosure of the information returned by the system, whether is messages or document numbers generated.



Simplicity Feature	Example
Load data into SAP with a simple click of a button	You have list of GL postings to send to SAP. Fill in the spreadsheet, press the button and these will be uploaded directly to SAP
Gets SAP messages and displays them in Excel	The SAP messages from the SAP processing will be displayed in front of the posting that you have done in Excel.
Controls partial loads to avoid duplicate entries	If you have uploaded, you want the ALLOS to control what GL posting have already been done.  You might also want to partially load the spreadsheet and send only some postings.
Retrieves key-values, to control the upload of each Excel row	If a Posting has been done to the accounting system, a posting number is generated and shown in Excel.

# ALLOS Data Upload

## Flexibility of data upload

Allos DNA is to provide flexibility on the management of any of its products. In the management of this interface, you will be able to control the display of messages, simulate your work, send to different systems, and have multiple types of scenarios that you can control.



Flexibility Feature	Example
Allows the simulation of the execution, using the screen by screen	<p>You can simulate the upload to SAP without the posting being done ( for most RFC interfaces).</p> <p>When doing Screen by screen postings (BDC) the simulation will show you SAP screens step by step, so you can see how the interface is behaving in the background.</p>
Allows loading to different systems	<p>You can set up multiple systems and send information to those two different systems from the same sheet of Excel.</p> <p>For example, if you want some financial postings to go to System A and others to System B, you just need to select which system you want to send the information to from a dropdown menu.</p>
Translate the messages by custom messages, defined for a better understanding of the results	<p>For example, a message could say “Field XPTO does not exist” and it is defined as an information message in SAP.</p> <p>In ALLOS, we can say it is actually an error and we can translate the message to “The type of posting is not correct”, which is more meaningful to the user.</p>

## Flexibility of data upload (cont.)



Flexibility Feature	Example
Allow for header and multiple lines in the upload	A Purchase Order has header data such as vendor information and address, and several items with the quantities and prices of goods ordered. You can easily create the
Flexibility on defining scenarios for upload, whether is different transactions or different systems.	Imagine you have two different type of SAP invoices. Some are logistics invoices, some are direct Finance invoices. You want to post using the same layout, and, depending on some intelligence you build, choose the lines that go to Finance and the ones that go to Logistics invoices.
Possibility of defining sequential actions in a single interface	A use case is a budget transfer. When you transfer the budget in SAP, you may need to reduce the original department allowed budget in one SAP transactions, then move the budget on another and then increase the budget on a third. With ALLOS you can do it in one only line.
Integrate into the form data from files or your systems so you can manage your interfaces without the need of IT intervention.	You want to retrieve file data from your Electricity supplier Excel file with he list of all the invoices. Then you wan to retrieve from SAP the right codes to classify the cost centre where the costs are going to and the budget availability for that invoices. You can retrieve all data into the spreadsheet and Check the budget before you post to SAP. This way, you will be the one managing the interface.

# ALLOS Data Upload

## Configuration data upload

To provide flexibility, ALLOS also focus on providing a wide variety of configuration options that allow the form to function correctly according to each customer specific needs. ALLOS configuration is simple and flexible making it simple to develop and maintain interfaces.



Configuration Feature	Example
Managing the link between the spreadsheet and the fields in SAP	You can retrieve the data from a particular SAP interface (BAPI) and place the structures and fields in the interface configuration. For each column or cell of the spreadsheet you can very easily map what goes to SAP where, with no need for coding-
Recording the SAP transaction like a macro	You are allowed to record SAP screens and then create spreadsheets from which you can upload validated data in SAP. You can easily manage which data goes where. Please see next page for more details
Getting the right validations required for the data	When building the purchase order interface, you can automatically get the right formats of vendor ( a dropdown of possible vendors) or number ( needs to be a number). Then, those fields can be formatted in Excel with exactly the same setup as in SAP.
Placing any file information in the right columns of the interface	You want to retrieve a file sent by the telecoms operator into the spreadsheet to the correct columns, so it can be imported to SAP as GL postings.
Allows you to trigger new data extracts each time you upload new data to the system.	This means that although it is an asynchronous system from a data extractor point of view, it will always keep the data up to date for the ALLOS user. Example, when you upload a Bank statement you want the values of the balances to be available immediately.

## Creating a simple interface

We highlight this function as it shows how the simplest way to create an interface is with ALLOS. ALLOS records SAP screens and creates a spreadsheet where you can fill data that then users will load into SAP in bulk, being in full control of the interface.

So, if you have 100 vendors you want to update, just record what you do like a macro, create a form automatically, and update all of them.

### Step by step

#### Create the interface

1. You record SAP screens (through Batch input) using ALLOS.
2. Then, you define what fields you want to use
3. Finally, you press a button to generate automatically a spreadsheet template, which can already have a number of validations associated with it.

#### Filling in the spreadsheet

1. Anyone can fill in the spreadsheet and introduce validated data

#### Run the interface

1. Open the filled in spreadsheet, press a button and data goes to SAP
2. A log advises you of any problem in data entry, as if you were in SAP, so you are in control.

*Create the form*

*Fill the validated form*

*Press a button to load to SAP*

# Getting results

## Some Customer stories

Aquapor uses ALLOS to upload data extensively, both on transactional data and master data. We chose here two representative stories with significant impact.

### Customer managed vendor interfaces in Aquapor

ALLOS gets the data sent by the various suppliers (in different formats, such as Excel or CSV). This data (fleet & fuel, insurance, tolls, mobile communications or others) is then imported by ALLOS to Excel, where ALLOS works the data, getting the internal references for the vendor reference (for example, from phone number what is the employee number and the cost centre). Then, the user sends it to SAP just pressing an ALLOS

Besides all processing and data transformation being automatic, also it was the first time that level of detail was available for reporting. Using other ALLOS tools then controllers were able to get information about the cost of each resource in detail.

But we believe the most importante part is that no need of IT intevention is needed. All control is by the user.



### Period end at Aquapor

Aquapor has a Cockpit with all the period end posting for all companies, where you can update the values and dates and do any estimates that it considers relevant for period end. Then, it is just pressing a button a check the progress of month end activities.

The processing time has drastically reduced from 4 days to 1 day.



“ From the moment that the layouts are created, any change is very simple and quick. All the data is updated simply by clicking a 'button'.”

**Isabel do Carmo**  
Head of Accounting

# Getting results

## Other Customer stories

### APDL - Supplier invoices

APDL used ALLOS To load communications and fuel bills into SAP. The entire process is managed by business users, who retrieve information from suppliers' websites, use ALLOS to validate the data and then send all the information to SAP.

There was more detailed to be reported on whilst there was a saving of 60% of the processing time.



### ADN - Loading Labs data

Rather than posting manually, the data from the labs requests for chemicals is introduced in the ALLOS spreadsheet and directly introduced as purchase orders in SAP, with all the correct references.

Besides being very fast to develop, and maintainable easily, it reduced 90% of the processing time.



### Wayfield - Complex bank statements

Complex bank statements needed to be done twice a day in a controlled fashion, comparing to bank balances and previous postings. With ALLOS, the intelligence to determine the right postings to be done was possible and more than 50 statements a day are done, most with different formats.

Savings in time are estimated in 75%, without the need of SAP specialists to do it, only normal users.



### UN Agency - Replacing LSMW

A UN agency used LSMW to upload lists of participants in they technical cooperation programs: it complex and not user friendly- It had also to be done by specialists. Now it uses ALLOS to provide users with forms, that are filled in with validated data and then uploaded to SAP, just by clicking a button.

It has saved more than 50% of the time managing the interface.



### Luságua- Work allocations

Luságua had a complex work time allocation from the HR posting. It uses ALLOS to build and maintain the distribution rule in Excel, that generate thousands of postings in SAP CO that will then be posted at the click of a button.

The alternative would have been a very expensive project in SAP, that would generate additional dependency on consultants and IT.



# Getting results

## Summary of benefits

### Cost reduction in IT cost of interfaces

- Easy creation of interfaces, with few screens to get a form ready to go
- Simple modification of interfaces, just by changing the relationship between what is in the spreadsheet and the SAP fields.
- Prevents any need for costly changes to SAP, either ABAP or configuration, by having interfaces with no ABAP.



### Reduction of IT support time and faster processing by the user

- It allows the business user to manage the interface with just the click of a button, directly from the source sheet in Excel, not requiring IT intervention.
- Shows the SAP messages in Excel, directly linked to the data entered and makes it easier to correct errors by the business user
- 70% to 90% increase in speed of processing, even comparing to existing interfaces

### Reduced installation costs and low security concerns

- Requires no additional hardware purchase. You can use an existing PC, or a virtual machine for the ALLOS configurator to be installed
- Maintenance of original security for data uploads inherited from SAP, since the uploads are done with the user ID of each employee

### Reduced implementation costs:

- Decrease in training costs - as intuitive, used in a format already known (MS Office), the training need is very reduced
- Reduced adaptation costs - using applications that are easily accepted by users, such as Excel, the adoption of the solution is quick, reducing the resistance to change
- Allows temporary and new employees to more easily start to be productive because of Allos' simplicity



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