PECOS P2P
Version 14.0

Release Notes

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Contents

1 Introduction

Elcom is pleased to announce the release of PECOS P2P version 14.0. This is a significant release comprising a change to the User Interface, a number of new features, functional enhancements and several defect repairs.

Some features are provided as separate modules to PECOS P2P and are capable of individual implementation and integration. Areas of interaction with PECOS P2P only are covered in these release notes.

Customers are advised to thoroughly review the changes in this release to take full advantage of the updates and enhancements.

1.1 Audience

These release notes are for customers who are upgrading from PECOS Internet Procurement Manager version 13.1 to PECOS P2P version 14.0 and should be read in conjunction with the appropriate administration and user manuals.

1.2 Feature Listing

The table below lists the major new features and the section in which they appear in these Release Notes.

Feature	Feature No.	Section Ref.	Customer Reference
New User Interface	-	3	-
Announcements	12409	4	-
New Online Help	11082	5	-
PCM: Automated Catalogue Loads	10731	6	ePS (APUC)
Budget Checking Enhancements	11083	7	-
Organisation Assignment for User Fields	11369	8	ePS (various) & The OU
Financial Tracking Icon	10273	9	ePS (various) & The OU
IE8 & IE9 Browser Compatibility	12829	10	ePS Program (SR2015-18: Capgemini)

1.3 Platform Support

PECOS v14.0 is certified for use with PCs with Microsoft Internet Explorer browser versions 8 to 11. Elcom recommends using the suggested hardware configuration or better, noted in the PECOS Supported Technology Guide. Further details can be obtained from your local IT or product support organisation. Additional supported browsers for the windows platform are Mozilla Firefox v31.x, Chrome 36.0.1985.143 and Safari v5.1.7. Supported MAC Browsers include Safari v7.0, Chrome v36.0.1985.57 and Mozilla Firefox v31.

PECOS is certified for Java 8 update 31.

Purchase orders are rendered as Adobe Acrobat PDF files. An appropriate Adobe Acrobat Reader for your operating system is required (v6.0 or later is recommended) to view Purchase Orders.

1.4 Overview

For the new features introduced with PECOS version 14.0, these release notes include a **Purpose** section containing a brief description of the new feature, **Usage Scenarios** and relevant **Exclusions** where appropriate. **Document References** to current versions of Guides and Manuals are given where further, more detailed information is available. An **Overview** of the new feature is provided, and **Use Cases** are described in detail.

1.5 Deployment Considerations

There are a number of implementation considerations and functionality retirements to be noted as part of the PECOS P2P version 14.0 deployment.

a) The following **Dynamic Options** have been **retired** in version 14.0 and are no longer valid:

- Custom Home Page > Workbench (workbench.asp). The new Dashboard home page replaces the old workbench. All user and organisational assignment should be removed prior to deployment of version 14.0.
- Home Page Graphic. This graphic is no longer used in the UI. Client Services will coordinate with customers to either resize existing Home Page Graphic files for use with the 'Navigational Toolbar Graphic' dynamic option, or collect and apply new graphics.
- Left Navigation Bar. This navigation panel will no longer appear in the UI. All Custom Links will be transitioned to the 'Useful Resources' dynamic option (formerly 'Custom Links') in order for them to appear in the Useful Resources section of the new Dashboard.

b) It is recommended that the following **Dynamic Options** be **reviewed** pre and post deployment of version 14.0:

- Custom Home Page > embedded URL. These pages will transition but if used will completely replace the new Dashboard home page, preventing access to the new ‘Announcements’ and ‘Useful Resources’ sections contained within the new Dashboard home page.
- Navigational Toolbar Graphic. This option is still valid and will be transitioned. It is recommended that any assigned graphic be reviewed for quality in the new UI.
- Registration Graphic. This option is still valid and will be transitioned. It is recommended that any assigned graphic is reviewed for quality in the new login screen.
- Registration Message. This option is still valid and will be transitioned. It is recommended that any assigned text is reviewed for quality in the new login screen.

c) The new administration task '**Announcements**' will be assigned to each organisation's Service Desk nominated L2 administrator upon deployment.

d) Users that deployed PECOS 13.1 with MS Internet Explorer version 11.x may have added the PECOS URL to their Compatibility View Settings, in order to enable the Administration module. When upgrading to 14.0 it is recommended that the compatibility view be deleted. Leaving the setting in place may have an adverse affect on some new UI fields.

2 Enhancements and Changes

The following sections detail the minor functional and user interface enhancements included in this release. Also detailed are deployment considerations that should be reviewed prior to upgrading to version 14.0.

2.1 Order User Fields

The Data Type of ‘Date’ has been extended to Order Type Document User Fields (this data type already exists for Invoice type fields). An extended field can therefore now be created to require that at the point of requisition creation, a date is input through a date picker, thereby ensuring that data is correctly validated and stored.

2.2 Supplier User Fields

PECOS P2P allows the Supplier Profile to be extended through the creation of Supplier User Field Definitions. These fields are available for inclusion in exports but were not available for inclusion in Purchase Orders (as for example, Document User Fields are).

The Supplier User Fields have been enhanced to allow them to be included in the Purchase Order header. When the 'Include in Exports' option is selected, the user field will be included in all XML transmitted orders. When the 'Include in Orders' option is selected, the user field will be included in all PDF transmitted orders (e.g. by eMail or fax).

2.3 Admin Audit Log

The Administration Transaction Audit Log is an existing feature that captures administration transactions for reporting and interrogation purposes.

The audit log has been extended to include all User Field Definitions. New Object Types have been added for: Supplier User Fields, Document User Fields and Item User Fields.

2.4 Manually Entered PO Numbers

PECOS P2P currently has a Client Services enabled feature that allows a Purchase Order Number to be manually inserted during requisition creation.

A new Custom PO Numbering option has been added to the Organisation Information screen in Organisation Maintenance to allow an administrator to manage the feature. Enabling the option will disable the system generated number and allow requisitioners and approvers to manually insert a purchase order number in the order delivery and invoicing screen.

2.5 eSourcing Configuration

A new eSourcing tab is added to Company Settings in the Organisation Maintenance screen in order to configure client site details for customers subscribing to the PECOS eSourcing module.

2.6 Standard Attachments

Standard Attachments is an existing feature that allows system administrators to upload pre-approved attachments for selection by users during the requisitioning and receipting process. It is possible to save these fields for administration purposes (by administration default or organisation override), but the organisation assignment did not also define a user’s procurement permission. This feature has been extended to allow attachments to be made available for selected departments for whom an attachment is relevant, rather than for all users.

For example, Zero Rating VAT certificates are uploaded as standard attachments but each certificate is bespoke and relates to specific purchases for specific departments. In order that users attach the correct certificate to their requisitions (which is a legal requirement) each certificates must be visible only to the relevant department. By extending the administration assignment to encompass the procurement permission of a Standard Attachment, administrators will be able to place an attachment in the appropriate organisation for users to access.

2.7 RMA Request

A cancel button is now provided in the RMA Request screen.

2.8 Dynamic Option

A new organisation and user dynamic option is provided to select a default home tab for administrators. This selection will determine the landing screen when users, with administration permission, navigate to P2P Admin. The option is called 'Admin Default Home Tab' and provides an option value for each of the eight main administration screen tabs.

2.9 PECOS Catalogue Manager

PECOS Catalogue Manager has undergone a functional review and a number of small enhancements have been made to the feature, including:

- Minor improvements to some screen layouts.
- A mouse over tool tip is added for the 'Select Catalogue File' button in the New Version tab.
- Validation for empty Catalogue Version Description in the New Version tab.
- The 'Prod Name' field in the Price Comparison and Content Comparison reports is changed to 'Item Description', to be consistent with the catalogue template field name.
- A number of field headers in the Content Comparison report are updated and re-sequenced to be consistent with the catalogue template.
- The Content Comparison report now reports detailed changes when the change relates to a non mandatory field being removed.
- A new audit entry for cancelled catalogue versions is added.
- The audit trail entry for new catalogue validation errors is improved.

2.10 Requisition Import

A minor change has been made to the Batch Requisition Import to override the user default tax treatment. Previously, imported requisitions would be assigned the default tax treatment of the user and ignore any tax element in the imported file. PECOS 14.0 will now use the tax element contained in the import to determine the tax treatment of the requisition.

2.11 Supplier PunchOut

A new supplier PunchOut configuration option has been added called 'New Window'. This option is selected in the 'Punch-Out ' tab of the supplier profile for External Market Place suppliers who do not support framing. When selected, the supplier's PunchOut site will open in a new window.

3 User Interface

3.1 Purpose

PECOS is released with a new User Interface (UI) for both P2P and P2P Administration modules. The new interface does not in itself introduce new procurement functionality but does provide a number of new and improved navigational and usability enhancements. These enhancements are represented primarily by a redesign of screens and menus with some navigation changes and includes: a new login screen; a new 'Dashboard' home page; new widgets for document discovery; visual indicators for new actions; intuitive widgets and icons; and some modular navigation panels for improved searching.

The new interface also includes some descriptive changes, including:

- PECOS Procurement is now branded PECOS 'P2P' with Administration and Reporting being provided under separate P2P tabs.
- ‘Recurring Requisitions’ are now known as ‘Templates’.
- ‘Manual Invoicing’ is now known as ‘Non-PO Invoices’.
- ‘Status Search’ is now known as ‘Documents Search’.
- The ‘Inbox’ is now known as ‘To Do’.
- 'Catalogue Explorer' is renamed 'Category Search'.
- The 'Results' screen has been removed.

The menu bars have been replaced with a tabbed design for improved navigation.

3.2 Usage Scenarios

Usage scenarios are not provided for this feature.

3.3 Scope and Exclusions

- The new interface has been applied to all P2P Procurement and P2P Administration pages.
- A new procurement home page and login screen have been created.
- Client Services will coordinate with customers to either resize or apply new graphics where necessary.
- Left Navigation and Custom links will be automatically transitioned to the new Useful Resources area.

3.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS P2P v14.0 User Manual
PECOS P2P v14.0 Administration Manual
PECOS P2P v14.0 Budget Checking Manual

3.5 Functional Enhancements

The following sections provide examples describing the major enhancements and changes to the user interface.

3.5.1 Design and Navigation

The new design of the user interface includes new tabbed menus, clearer headings and labelling, improved colour palette and new icons.

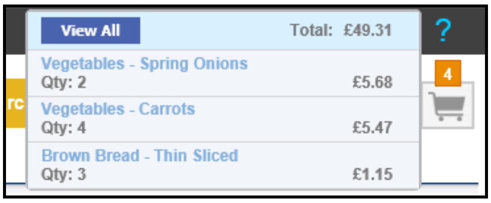
After login, the top of the screen will display a separate tab for each accessible PECOS module. Access to each will be dependent upon organisational and user permissions.

New UI - design and navigation

A **Search Bar** is provided at the top of the screen to enable users to undertake a Quick Search (against catalogue content) or a PO Search (against purchase order numbers) irrespective of where they are in the application.

User panel overlay

The logged in user's name is displayed in the top right hand corner of the screen in a **User Panel**. Clicking or hovering over the user name will open a new overlay that displays the user's organisation assignment and provides access to password change and log out.

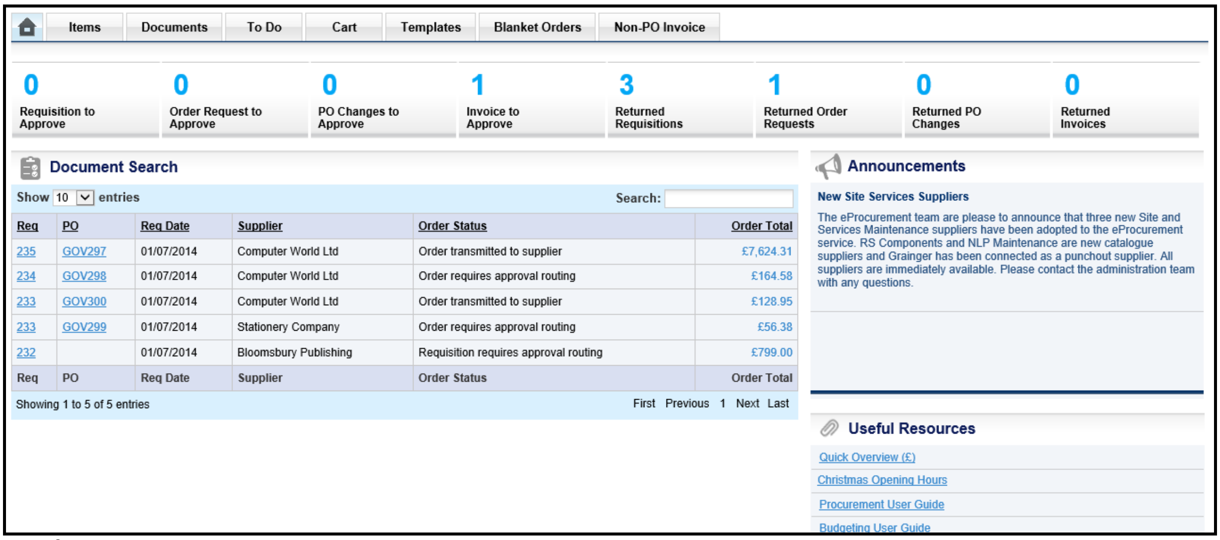


Shopping basket overlay

The current **Shopping Basket** also displays at the top of the screen indicating the number of items currently added. Hovering over the basket icon will open a new overlay that displays summary details of the basket content.

3.5.2 Dashboard / Home Page

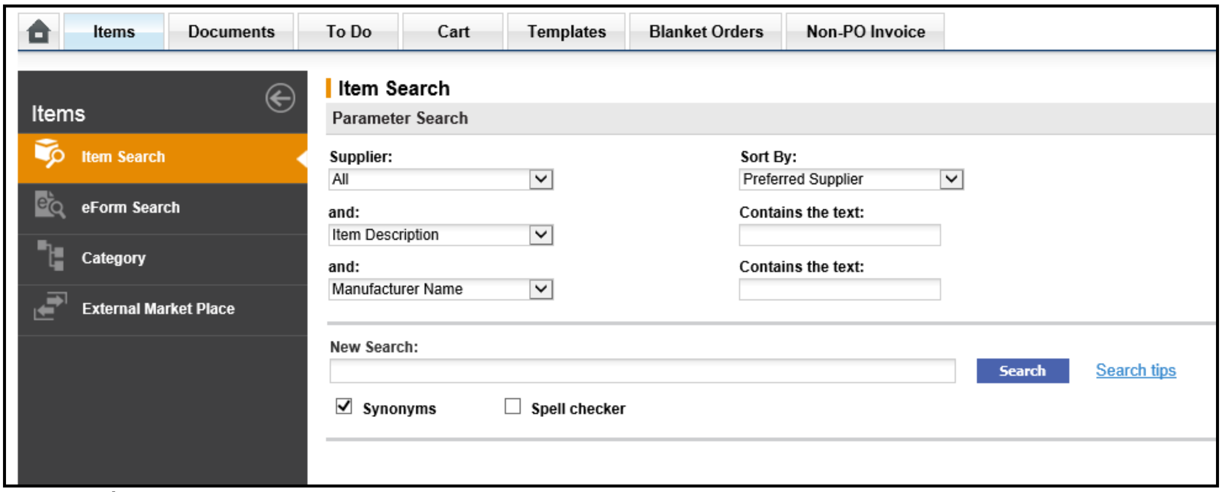
A new home page is provided. A dashboard view provides easy access to the following key activities: all outstanding jobs, known as **'To Do'** items, with single click access to open the detail (formerly the Inbox), an **Announcements** panel containing important messages posted by system administrators; a Document Search allowing direct access to a user's most recent transactions; and a **Useful Resources** section (previously Custom Links or Left Navigation Bar) containing internal and external links and downloadable documents.



New home page

3.5.3 Item Search

The catalogue search screen has been redesigned to provide clearer access to each item search function and is found in a new **'Items'** tab. A collapsible left navigation panel provides separate access to each searchable source.

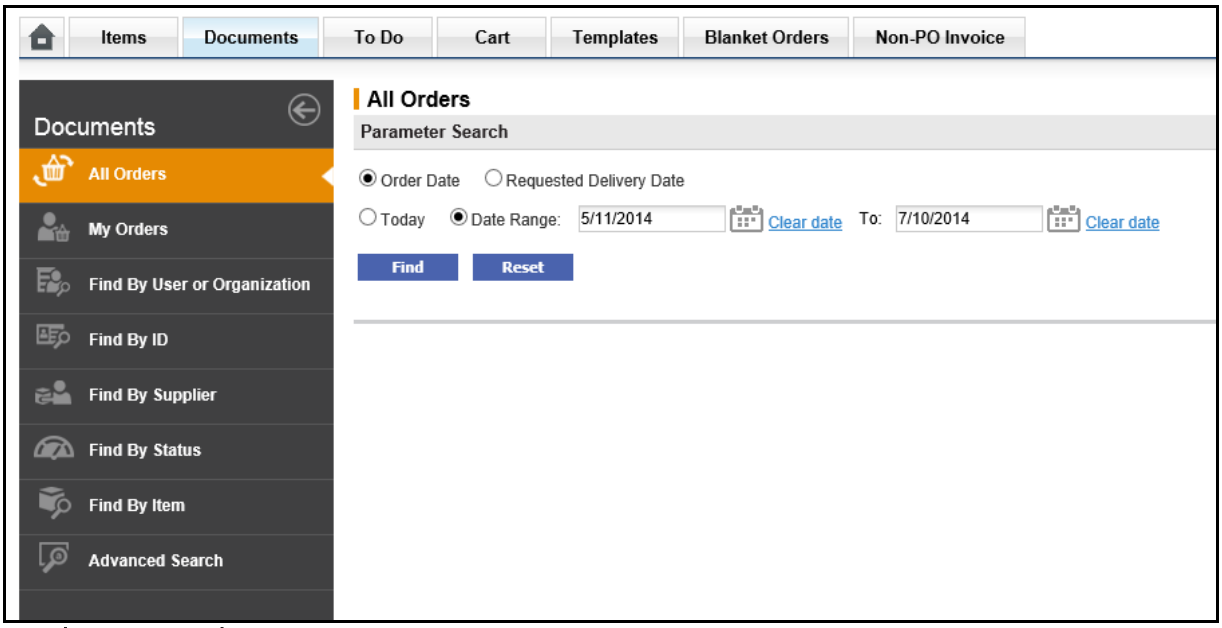


Item search screen

Search results will appear at the foot of this screen (rather than in a separate window), enabling easier navigation between searches and sub searches. Note that the search criteria sections are also collapsible.

3.5.4 Document Search

The **Document Search** (formerly the 'Status Search') functionality has been simplified to enable users to more easily select the means by which they locate their documents. A navigation panel to the left, provides more defined navigation through clear search options. The search criteria and sub menus are both collapsible.



New document search

4 Announcements

4.1 Purpose

As part of the new user interface (see section 3 above) a new **Announcements** feature is provided as part of the newly designed Procurement home page.

The Announcements service allows administrators to create and maintain announcements to be displayed to users within specific organisations. Each announcement has an id; a title and body text (including optional URL links); and contains a ‘display from’ and ‘display to’ date, to control when the announcement is visible. All announcements are fully auditable.

4.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 4.6 below.

1. A message is displayed to all P2P users that a new procurement policy has been published. A link is provided to access new policy documents.
2. An announcement is posted to advise users within a specific department that new supplier catalogues have been made available.

4.3 Scope and Exclusions

- A new area is created in the PECOS P2P home page to display announcements that are relevant to each user based on their organisation assignment.
- Announcements are managed in a new Company administration screen.
- Permission to manage Announcements is controlled through a separate Administrative Task permission.
- Announcements can be copied but cannot be deleted.

4.4 Document References

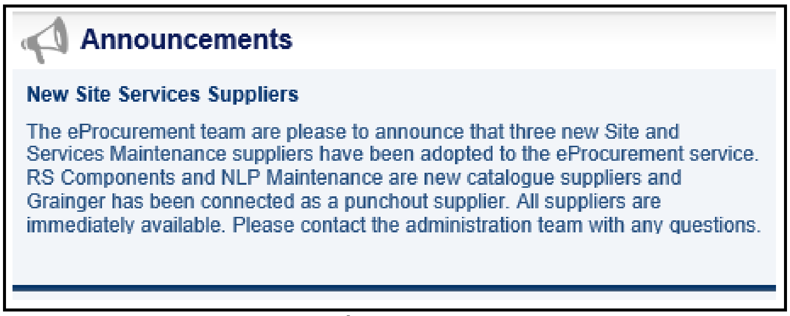
Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS P2P v14.0 User Manual
PECOS P2P v14.0 Administration Manual

4.5 Functional Enhancements

4.5.1 Procurement

The P2P Home Page displays a new panel containing announcements. Announcements will display if they relate to the logged in user's organisation and they are within their publication period.



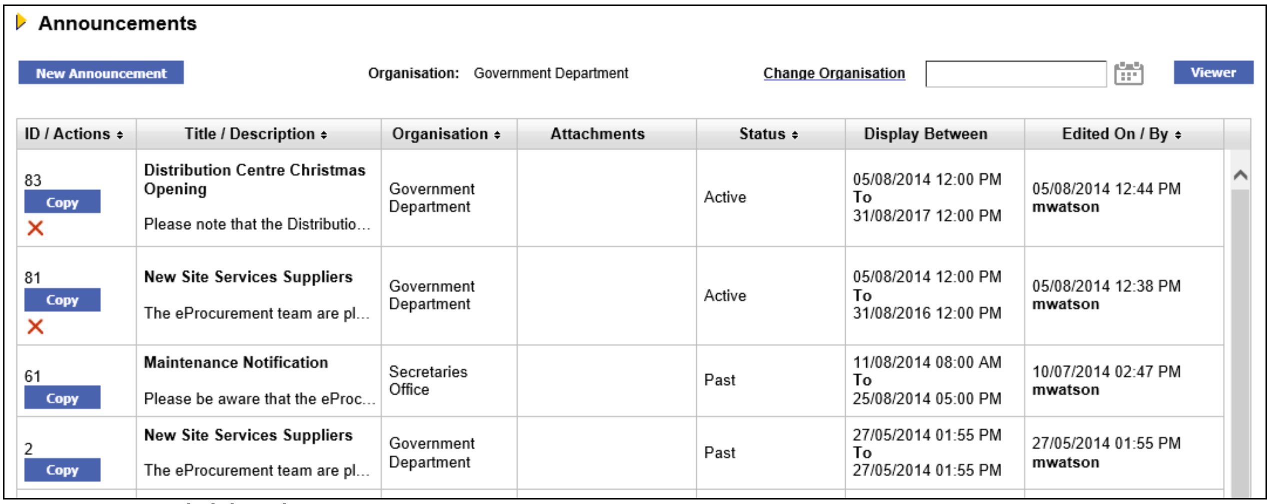
Home page announcements panel

4.5.2 Administration

Announcements are managed in P2P Administration by any administrator who is assigned the new 'Announcements' administration task permission. Site administrators will be granted this task upon site upgrade (as coordinated by Client Services) and any other subsequent administrator who requires access can then have their administration permissions manually updated by an administrator who has been granted this task.

A new P2P administration menu option is provided under the existing Company option to undertake the administration of announcements.

A new announcement is created with a Display From and Display To date and time to ensure that announcements are visible to users over the relevant time period. Announcements can also be saved to specific organisational units to ensure that they are also visible to relevant user group(s).



ID / Actions	Title / Description	Organisation	Attachments	Status	Display Between	Edited On / By
83 Copy	**Distribution Centre Christmas Opening** Please note that the Distributio...	Government Department		Active	05/08/2014 12:00 PM To 31/08/2017 12:00 PM	05/08/2014 12:44 PM **mwatson**
81 Copy	**New Site Services Suppliers** The eProcurement team are pl...	Government Department		Active	05/08/2014 12:00 PM To 31/08/2016 12:00 PM	05/08/2014 12:38 PM **mwatson**
61 Copy	**Maintenance Notification** Please be aware that the eProc...	Secretaries Office		Past	11/08/2014 08:00 AM To 25/08/2014 05:00 PM	10/07/2014 02:47 PM **mwatson**
2 Copy	**New Site Services Suppliers** The eProcurement team are pl...	Government Department		Past	27/05/2014 01:55 PM To 27/05/2014 01:55 PM	27/05/2014 01:55 PM **mwatson**

Announcement administration

Announcements will have one of three statuses: Future (display date is not yet live); Active (announcement is visible to users) and Past (announcement is either withdrawn or the display to date is less than today's date).

Once created, an announcement can be copied and saved as a new record to alter text or the display date, or it can be withdrawn from view. In order to maintain audit ability an announcement cannot be deleted.

4.6 Use Case Scenarios

The following section provides use scenarios. These scenarios can be used to assist with testing the new feature.

4.6.1 Create New Announcement - Default Org

Description: Create a new announcement to display to users in the administrator's default administration organisation.
Prerequisites:
a) Administrator has announcements permitted administration task assigned.
Steps:
1. *Administrator* navigates to P2P Admin.
2. *Administrator* opens Company > Announcements.
3. *Administrator* selects New Announcement button.
4. System opens New Announcement screen.
5. *Administrator* enters announcement title and text.
6. *Administrator* selects appropriate display to and from dates.
7. *Administrator* clicks save.
8. Use case ends.

Expected behaviour: Announcement is saved to the administrators default administration organisation for administration and P2P view purposes. Announcement displays to all users within the assigned organisation when the display from date is reached. The announcement ceases to display when the display to date is past.

4.6.2 Create New Announcement - Selected Org

Description: Create a new announcement to display to users in an organisation other than the administrator's default administration organisation.
Pre-requisites:
a) Administrator has announcements permitted administration task assigned.
Steps:
1. *Administrator* navigates to P2P Admin.
2. *Administrator* opens Company > Announcements.
3. *Administrator* selects New Announcement button.
4. System opens New Announcement screen.
5. *Administrator* enters announcement title and text.
6. Administrator clicks Change Organisation and selects the organisation against which the announcement is to be assigned.
7. *Administrator* selects appropriate display to and from dates.
8. *Administrator* clicks save.
9. Use case ends.

Expected behaviour: Announcement is saved to the selected organisation for administration and P2P view purposes. Announcement displays to all users within the selected organisation when the display from date is reached. The announcement ceases to display when the display to date is past.

4.6.3 Copy Announcement

Description: Create a new announcement from an existing announcement.
Pre-requisites:
a) Administrator has announcements permitted administration task assigned.
Steps:
1. *Administrator* navigates to P2P Admin.
2. *Administrator* opens Company > Announcements.
3. *Administrator* clicks Copy action against existing announcement.
4. System opens Copy Announcement screen.
5. *Administrator* updates announcement title and text.
6. *Administrator* selects appropriate display to and from dates.
7. *Administrator* clicks save.
8. *System* confirms the copy is successful.
9. *Administrator* clicks cancel.
10. Use case ends.

Expected behaviour: A new Announcement is created and saved to the administrators default administration organisation for administration and P2P view purposes. Announcement displays to all users within the assigned organisation when the display from date is reached. The announcement ceases to display when the display to date is past.

5 Online Help

5.1 Purpose

The existing online help solution has been updated with a more detailed and maintainable wiki based solution. The upgraded help pages are available for both P2P and P2P Administration modules and contain more detailed data that can be more easily maintained and downloaded. Customers will additionally benefit from a more user friendly environment that can, in time, be optionally tailored to suit individual implementations.

Online Help facilitates users to find all relevant information about any task being undertaken. The pages are based on PECOS P2P User Guides and Manuals and provide structured information to satisfy the different demands of its users.

5.2 Usage Scenarios

Usage scenarios are not provided for this feature.

5.3 Scope and Exclusions

- New Wiki help pages are initially provided for P2P Procurement Users, P2P Administration and P2P Reporting in the first phase of delivery of version 14.0.
- New help pages for Budget Checking, Invoicing and Settlement, Approval and Catalogue Management will be provided through incremental updates to the Help files (Note: Help file updates will not require additional releases of PECOS).

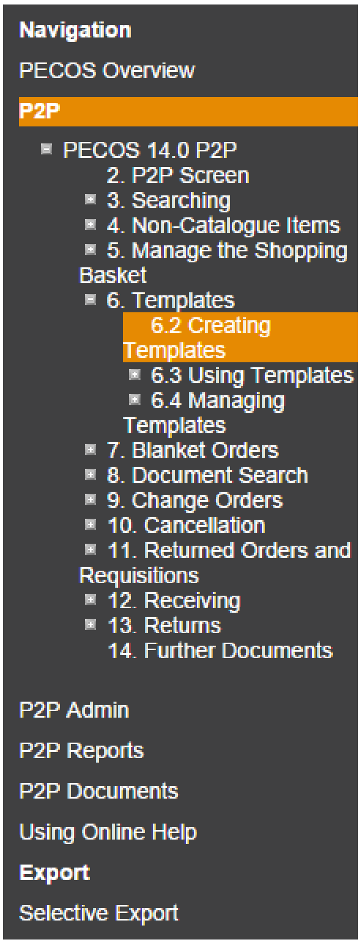
5.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS P2P v14.0 User Manual

5.5 Functional Enhancements

5.5.1 Navigation



The documentation content is held in a number of web pages in major application groupings (e.g. PECOS Overview, P2P, P2P Admin and P2P Reporting).

Information can be navigated via the links embedded in the pages, by using the search panel or by using the tree explorer:

The **Search Panel** allows the user to search across all pages in the help system. Enter search text and click the 'search' button to search for key words. Results are presented in a results page, by relevance calculated by the degree of match to the title of the page and its content. The Search Panel accepts the entry of a "Query": a text string of 'Terms' (words or phrases) and 'Operators' (such as 'AND' and 'OR') that is used to find relevant information.

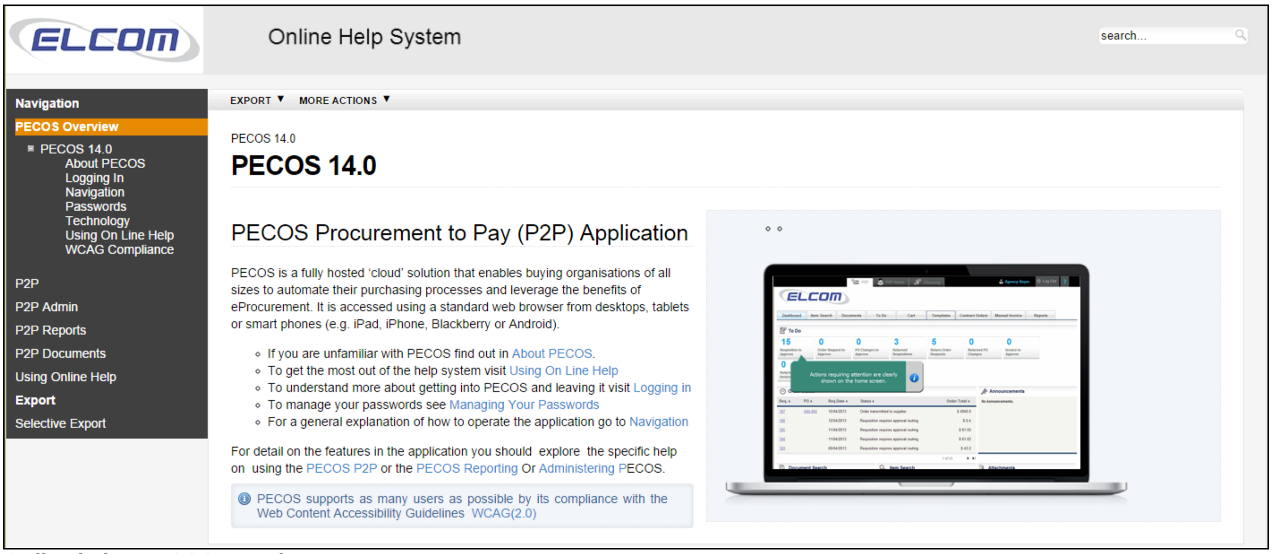
Tree Explorer represents the hierarchical grouping of the pages:

- The current page and its children are displayed along with any parent pages.
- Clicking on a page will navigate to that page.
- When a page has additional pages a '**+**' symbol will appear. Click to expand.
- If a '**-**' symbol appears, the tree elements can be collapsed.

The information on each page comprises text and illustrations. Each topic is logically structured on separate hierarchical pages and includes further detail within child pages as appropriate. Pages have hyperlinks between topics as well as additional documentation where appropriate. Some documents and files can be downloaded or opened in a separate browser.

5.5.2 Overview

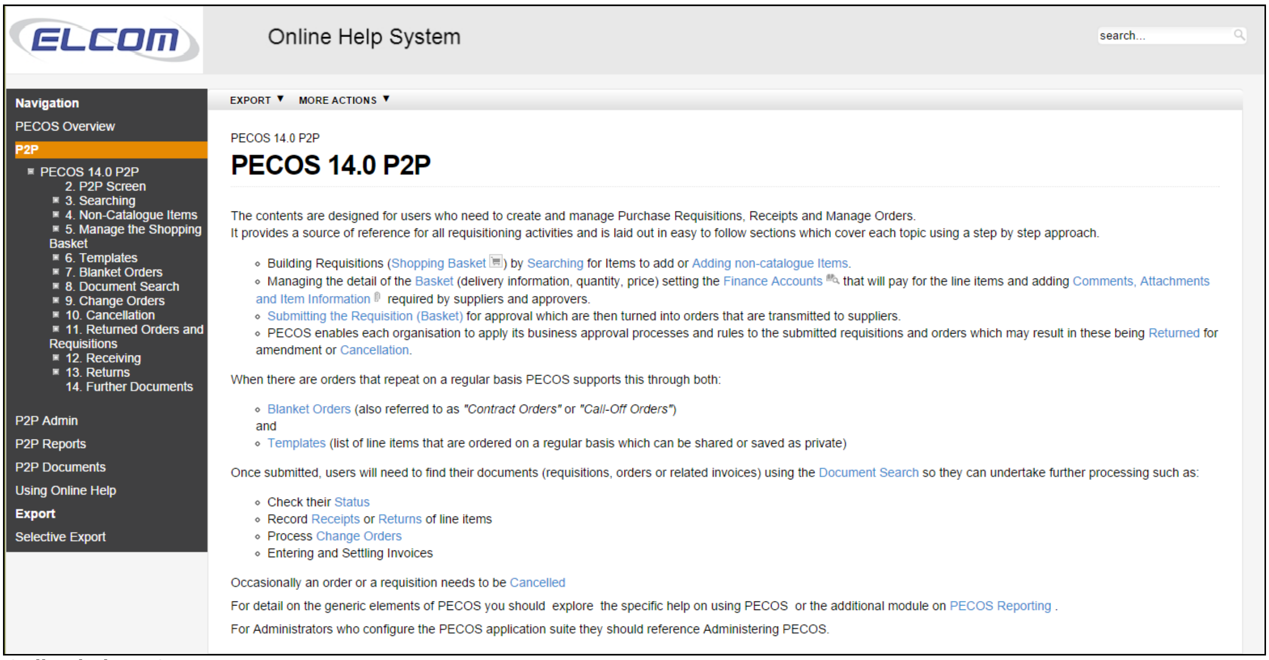
A **PECOS Overview** section contains information about general and common functionality like logging in, changing passwords and using online help.



Online help - PECOS overview

5.5.3 P2P Help

A **P2P** section provides detailed information about the requisitioning process in PECOS P2P, including catalogue searching, managing the shopping basket, creating templates and processing receipts.



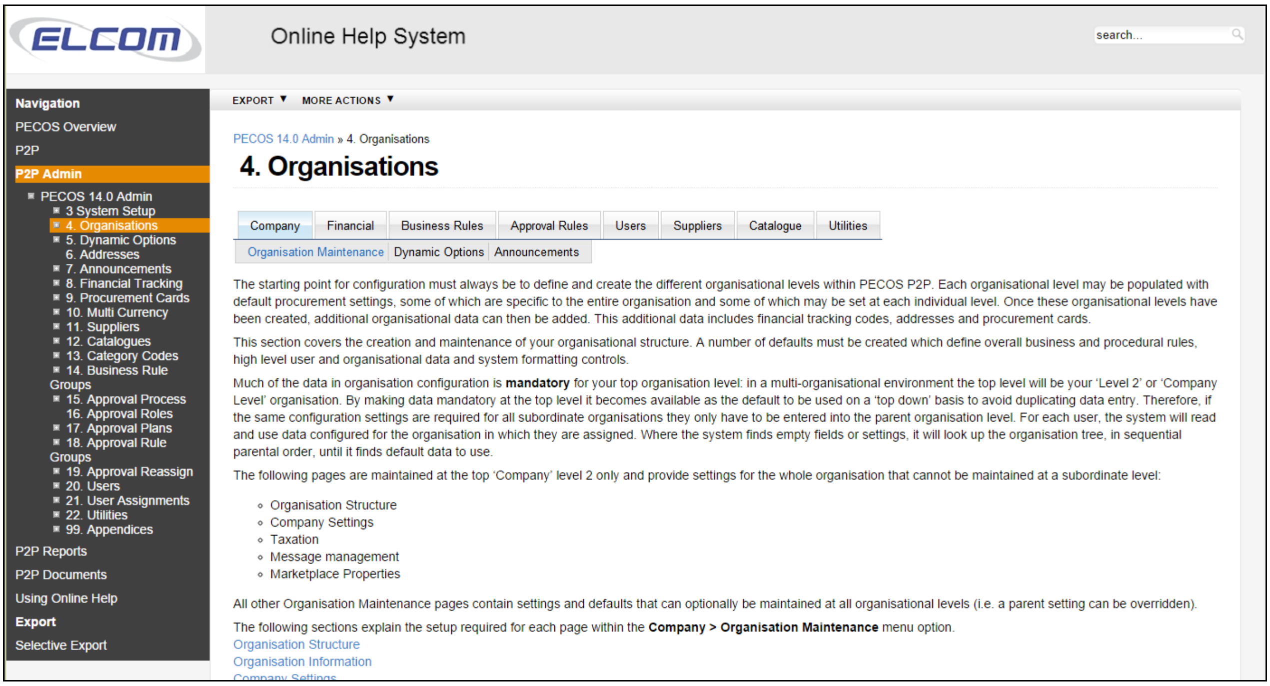
Online help - P2P

A separate set of pages is provided for **P2P Reports** which contains information on navigating and running reports using the interactive report viewer as well as detailed descriptions of the available Transactional and Administrative extracts.

When completed and published, a **P2P Documents** section will contain downloadable copies of all P2P user guides and manuals.

5.5.4 Administration Help

The **P2P Admin** section provides detailed pages about PECOS Administration and provides users with administration permission, access to detailed setup, configuration and maintenance task information.



Online help - administration

5.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios can be used to assist with testing the new feature.

5.6.1 Open Help Pages

Description: Access Help pages for P2P Procurement.
Prerequisites:
a) User has PECOS P2P permission.
Steps:
1. *User* logs in to P2P.
2. *User* opens Company > Announcements.
3. *User* selects the help button (?) in the top right hand corner of the screen.
4. System opens P2P Help.
5. *User* navigates help pages.
6. Use case ends.

Expected behaviour: Help pages display successfully in a separate window.

6 PCM Automated Catalogue Loads

6.1 Purpose

The PECOS Catalogue Management (PCM) sub-system is provided to compliment the PECOS P2P eProcurement process for the provision and management of catalogue data. It is designed to operate as a fully integrated catalogue content management solution for PECOS, eliminating all of the problems experienced when integrating to external third party solutions.

The current release of the PCM solution enables any PECOS P2P organisation to search for existing catalogues and upload catalogue content for full validation of fields, formats and extended content. A detailed error report is generated for all validation failures and is downloadable in Excel format. Users are also able to use PCM as a content repository and run reports to compare the current catalogue to either a contract or previous version.

The feature has been extended to enable catalogues to be published directly to PECOS P2P without the need to download for manual submission. Automated catalogue loads now provides for full integration of the PCM module with PECOS P2P.

6.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 6.6 below.

1. A commodity manager is able to upload a new version of a supplier catalogue, run validation and comparison reports and then publish the new catalogue version directly into PECOS P2P.
2. A procurement officer is able to fully maintain and publish updates to internal catalogues directly in PCM, without the need to send or post each new version to the Elcom Service Desk.

6.3 Scope and Exclusions

- Catalogues are published as *Reloads* only.
- Catalogues are automatically published direct to the logged in PECOS P2P instance and cannot be directed to an alternate or third party solution.
- Multi-media files must still be submitted for upload in the existing way, direct to the support desk.

6.4 Document References

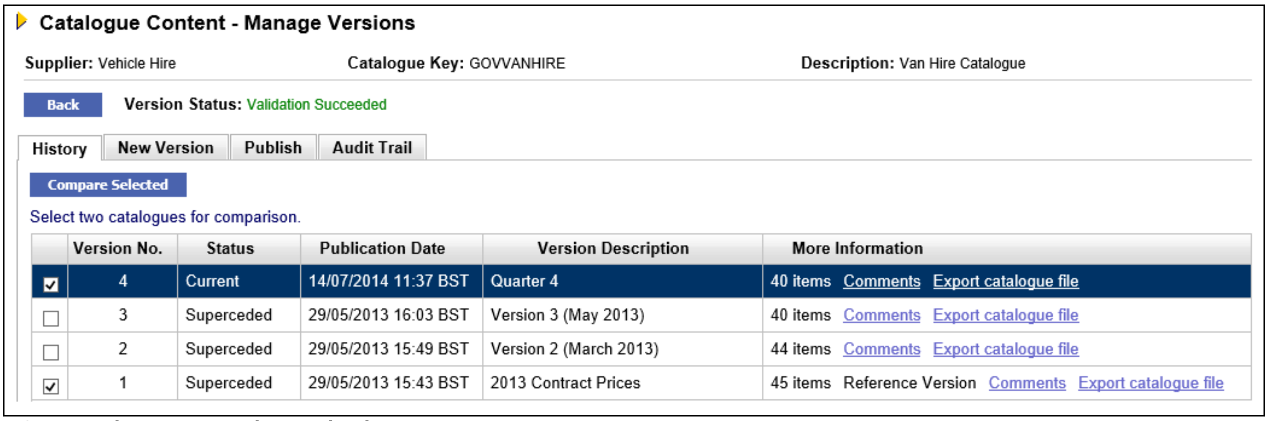
Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS Catalogue Manager User Guide

6.5 Functional Enhancements

6.5.1 Catalogue Comparison

In the History tab, the selection of catalogue versions for comparison reporting is now done by clicking a **check box** in a new column to the left of the catalogue version table. Selecting two catalogues will enable the 'Compare Selected' button for the running of reports.

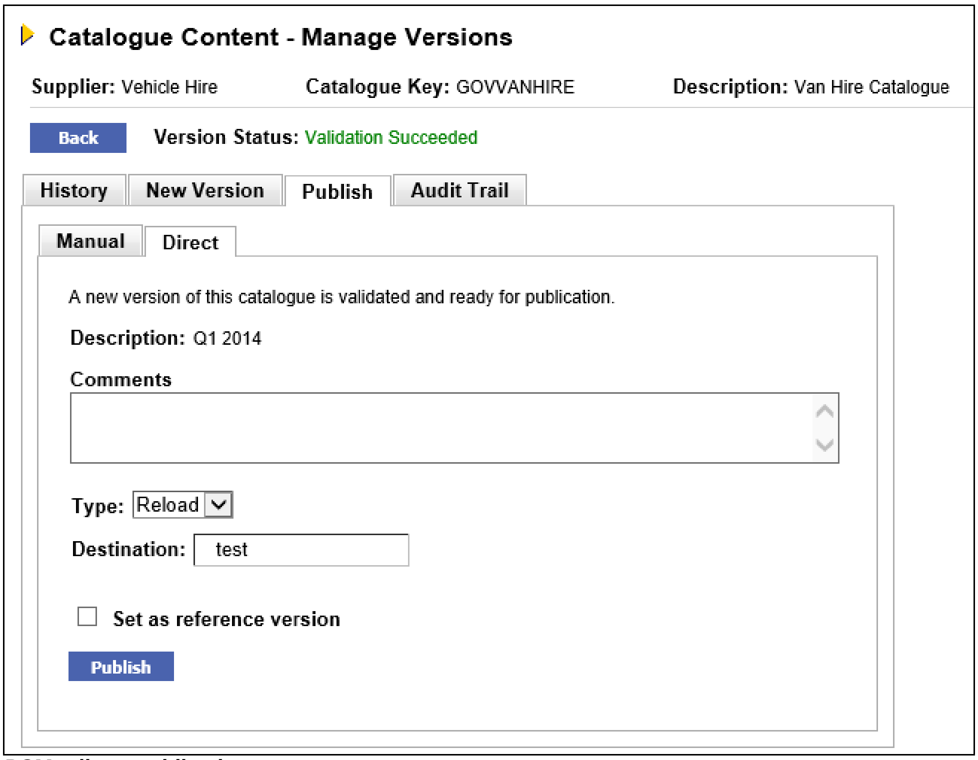


PCM - catalogue comparison selection

6.5.2 Direct Publication

A new option is added to the Publish tab for selection of **Direct** publication to PECOS P2P. Enter Comments and click the 'Publish' button to publish the catalogue automatically to PECOS P2P without the need to download and submit separately.

The type of load (Reload) and destination of the catalogue will be automatically populated. The destination will be the logged in site name.



PCM - direct publication

Catalogues that are published directly will be re-indexed by the existing processes that run automatically throughout the day. The availability of catalogues will therefore be determined by the existing indexing schedules that are in operation for each site.

6.6 Use Case Scenarios

The following section provides use scenarios. These scenarios can be used to assist with testing the new feature.

6.6.1 Publish Catalogue - Direct

Description: Publish a catalogue direct to PECOS P2P.
Prerequisites:
a) Site and Administrator has PCM access privileges.
b) Supplier and Catalogue Key are created.
c) Catalogue is valid.
Steps:
1. *Administrator* searches and selects supplier.
2. *Administrator* uploads new version.
3. System validates catalogue and makes ready for publication.
4. *Administrator* selects tabs: Publish and Direct.
5. *Administrator* enters Comments and clicks the 'Publish' button.
6. System creates new version, publishes catalogue, updates status and audit trail.
7. Use case ends.

Expected behaviour: New catalogue successfully published to PECOS P2P.

7 Budget Checking

7.1 Purpose

The fully integrated PECOS Budgeting Module allows organisations to undertake budget checking as part of the P2P process. Organisations can create multiple budgets against existing financial tracking methods and assign one or more to their users in order to provide budgetary control at the point of requisition creation. Budgetary policies can be created at the budget or line levels to determine: how requisitions are to be constrained; whether spending is to be controlled on a period or cumulative to date basis; how budgetary exceptions must be handled; and who owns the exceptions for approval.

Budgets are uploaded and downloaded using a multi-sheet, pre-populated XLSX template to ensure correct format and data accuracy.

The Budget Worksheet has been enhanced to enable Budget Managers to report against original budget control values. The template now contains additional Actual and Availability data: an actual sheet contains totals of actual spend by budget line and period; and an availability sheet displays available spend by budget line and period. These sheets contain formulas that calculate values from the current active version of the budget with reference to the 'Cumulative' or 'Period' policy being set.

7.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 7.6 below.

1. Budget Line owners are able to review up to date availability data in order to make informed approval decisions.
2. Budget Managers are able to review actual spend data against original budget values in order to make tactical spend control decisions.
3. A Financial Controller is able to review the overall status of budgets and can undertake strategic spend analyse to determine the need for budget changes as part of the organisations flexible budgeting policy.

7.3 Scope and Exclusions

- Enhancements are made to the budget worksheet to add two new sheets to display: *actual spend* by budget line and period; and *availability* by budget line and period.
- The upload/download of the budget worksheet is available to *Administrators* with *Budgeting* administration permission.

7.4 Document References

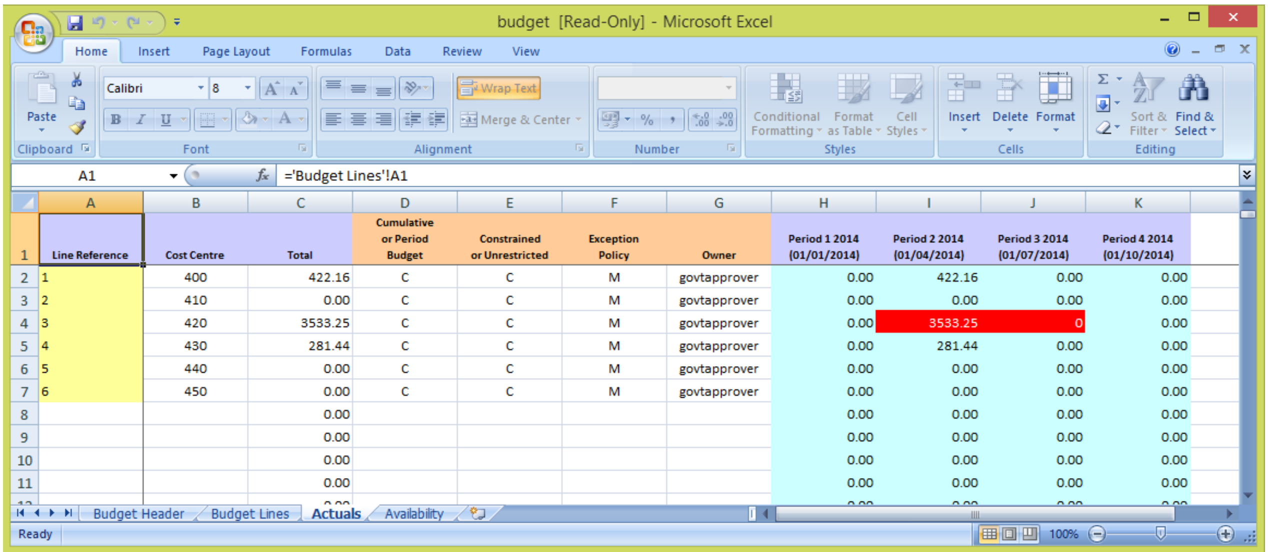
Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS Budget Checking Manual

7.5 Functional Enhancements

7.5.1 Budget Worksheet - Actuals

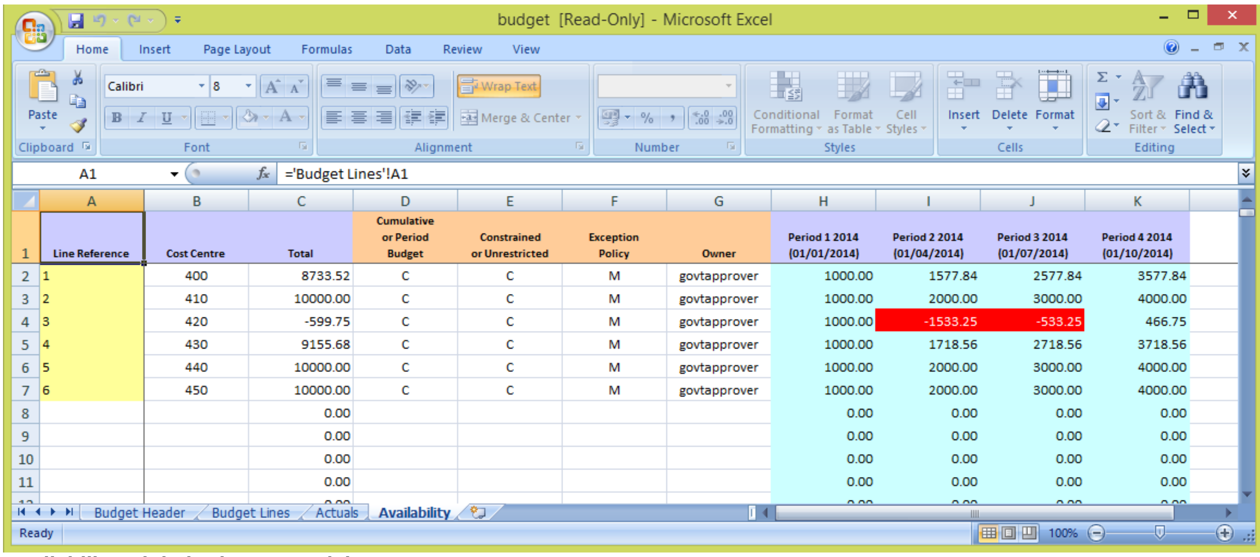
An 'Actuals' tab has been added to the budget spreadsheet, the format of which is identical to the original budget lines sheet. Actual spend against budget is displayed by period for each budget line, calculated using the appropriate availability policy. Conditional formatting highlights any period for which actual spend exceeded availability.



Actual tab in budget spreadsheet

7.5.2 Budget Worksheet - Availability

An 'Availability' tab has been added to the budget spreadsheet, the format of which is identical to the original budget lines sheet. Availability, calculated as availability (based on the appropriate availability policy) less actual spend, is displayed by period for each budget line. Conditional formatting highlights all periods where availability is negative (where actual spend exceeded availability).



Availability tab in budget spreadsheet

7.5.3 Administration Audit Log

The Administration Transaction Audit log has been enhanced and now includes the object types of 'Financial Calendars' and 'Budgets'. Audit entries are now available for these two objects.

7.6 Use Case Scenarios

The following section provides use scenarios. These scenarios can be used to assist with testing the new feature.

7.6.1 Download Budget Template

Description: Download budget spreadsheet containing actual and availability data.
Prerequisites:
a) Administrator has budgeting permission.
b) At least one budget is active and trading.
Steps:
1. *Administrator* navigates to Financial > Budgeting.
2. *Administrator* clicks 'Open Download' for an active budget.
3. *Administrator* elects to either save or open the budget spreadsheet.
4. Use case ends.

Expected behaviour: Budget spreadsheet opens, containing actual and availability data.

8 Organisation Assignment for User Fields

8.1 Purpose

User Field Definitions is an existing feature that allows system administrators to create extended fields for the order header, order line, invoice and catalogue. These fields are currently saved to the system administrator's default organisation, without an option to override the organisation assignment. The fields are similarly available to procurement users based on the same default organisation assignment.

An **Organisation button** has been added to ***Document*** **User Field Definitions** to allow assignment to an administration organisation for administration purposes. This will also define the organisational access permission for Requisitioners (for Order Type fields) and Invoicers (for Invoice Type fields).

An **Organisation button** has been added to ***Item*** **User Field Definitions** to allow assignment to an administration organisation for administration purposes. This will also define the organisation access permission for Requisitioners for all Order Type item fields (not for Catalogue Type fields).

This feature enhancement allows administrators to better manage the administration and procurement permissions of user fields without the need to change their default admin organisation, thereby ensuring they are placed in the appropriate department for procurement user access.

8.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 8.6 below.

1. The Site administrator is able to create a mandatory Order Type Document User Field, saved to the Procurement Department to ensure that buyers enter appropriate sourcing information for non catalogue requisition lines. The Procurement team administrator will also be able to amend the field options.
2. The Finance department administrator is able to create an Invoice Type Document User Field to capture a batch number that is used only by the Accounts Payable team when entering invoices.
3. The Science Department Manager can create an Item User Field that displays only to specific users in appropriate departments in order for them to flag additional approval requirements (required legally) when buying certain chemical elements.

8.3 Scope and Exclusions

- The organisation assignment of User Field Definitions determines both the *administration* permission as well as the *procurement* organisation visibility of the field.
- Catalogue type Item User Field organisation assignment determines only administration permission.
- Organisation assignment is 'top-down'. The assigned organisation and all its child organisations will inherit administration and procurement permissions.
- Existing User Field Definitions can be edited to change their original organisation assignment.
- Administrators will be able to see all approval plan user field criteria according to their permitted administration organisation privileges. This is normal PECOS P2P behaviour.

8.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS P2P v14.0 User Manual
PECOS P2P v14.0 Administration Manual

8.5 Functional Enhancements

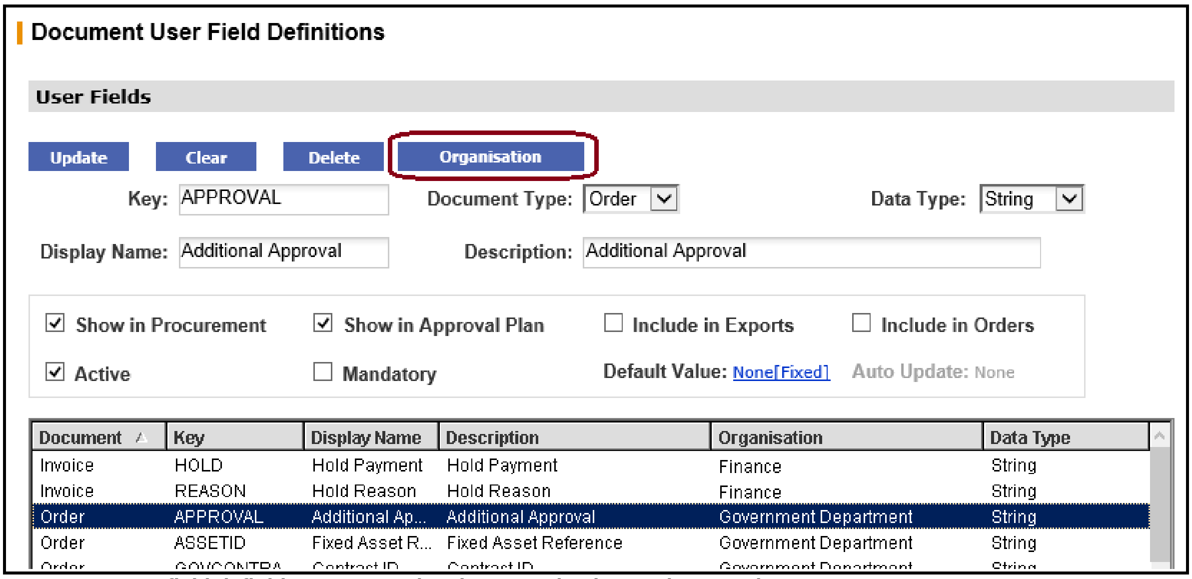
8.5.1 Document User fields

The Document User Field Definitions screen has been updated with an **'Organisation' button** for the assignment of administration and procurement privileges.

Each user field can be assigned to an organisation: selection of an organisation is done in the standard way by selecting an organisation from an Organisation Explorer tree and saving the selection. Selection is not mandatory: if no organisation is selected, the field will automatically be saved to the administrators default administration organisation. This is the default PECOS P2P functionality.

The affect of organisation assignment is two-fold:

- The field will be available administratively to any administrator assigned to this organisation and below. This is standard PECOS P2P functionality.
- The field will appear in the procurement module only within this organisation on a top-down basis. All users who belong to this organisation or any child organisation, will be able to see and complete this field. Users outside of this organisational tree will not see the field.



Document user field definitions screen showing organisation assignment button

8.5.2 Item User Fields

The Item User Field Definitions screen has been updated with an **'Organisation' button** for the assignment of administration and procurement privileges.

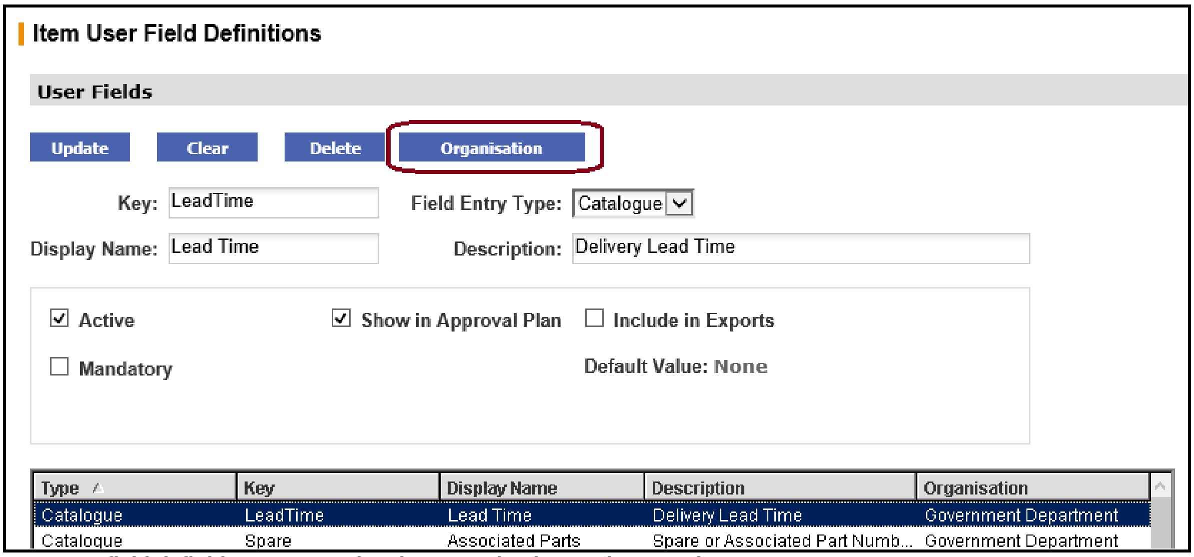
Each user field can be assigned to an organisation: selection of an organisation is done in the standard way by selecting an organisation from an Organisation Explorer tree and saving the selection. Selection is not mandatory: if no organisation is selected, the field will automatically be saved to the administrators default administration organisation. This is the default PECOS P2P functionality.

The affect of organisation assignment for Order type fields is two-fold:

- The field will be available administratively to any administrator assigned to this organisation and below. This is standard PECOS P2P functionality.
- The field will appear in the procurement module only within this organisation on a top-down basis. All users who belong to this organisation or any child organisation, will be able to see and complete this field. Users outside of this organisational tree will not see the field.

The affect of organisation assignment for Catalogue type fields is:

- The field will be available administratively to any administrator assigned to this organisation and below. This is standard PECOS P2P functionality.



Item user field definitions screen showing organisation assignment button

8.6 Use Case Scenarios

The following section provides use scenarios. These scenarios can be used to assist with testing the new feature.

8.6.1 New Order Document Field saved to L3 Organisation

Description: Create a new Order type Document User Field, saved to the L3 organisation.
Prerequisites:
a) Administrator has Document User Field Maintenance admin permission and has L2 admin organisation privileges.
b) L3 Buyer (i.e. belongs to L3 organisation) and has requisitioning permission.
c) L2 Buyer (i.e. belongs to L2 organisation) and has requisitioning permission.
Admin Steps:
1. *Administrator* navigates to Utilities > User Field Definitions > Documents.
2. *Administrator* selects Order type, enters new field details and attributes.
3. Administrator clicks organisation button, selects L3 organisation and updates.
4. Administrator clicks the Add button.
5. *System* saves the new field to the L3 organisation.
6. Use case ends.

L3 Procurement Steps:
1. *Buyer* creates new requisition.
2. *Buyer* opens order delivery and invoicing screen.
3. *System* displays document user field.
4. Use case ends.

L2 Procurement Steps:
1. *Buyer* creates new requisition.
2. *Buyer* opens order delivery and invoicing screen.
3. *System* <u>does not</u> display document user field.
4. Use case ends.

Expected behaviour: Document User Field is available for administration by the L3 administrator and all L2 administrators. Field can be viewed only by all L3 users and below and not by a user outside of this organisation.

8.6.2 New Invoice Document Field saved to L3 Organisation

Description: Create a new Invoice type Document User Field, saved to the L3 organisation.
Prerequisites:
a) Administrator has Document User Field Maintenance admin permission and has L2 admin organisation privileges.
b) L3 User (i.e. belongs to L3 organisation) and has invoice entry permission.
c) L2 User (i.e. belongs to L2 organisation) and has invoice entry permission.
d) Invoicable orders exist.
Admin Steps:
1. *Administrator* navigates to Utilities > User Field Definitions > Documents.
2. *Administrator* selects Invoice type, enters new field details and attributes.
3. Administrator clicks organisation button, selects L3 organisation and updates.
4. Administrator clicks the Add button.
5. *System* saves the new field to the L3 organisation.
6. Use case ends.

L3 Procurement Steps:
1. *User* enters invoice details.
2. *User* clicks 'Additional Invoice Information' button.
3. *System* displays document user field in Additional Invoice Information window.
4. Use case ends.

L2 Procurement Steps:
1. *User* enters invoice details.
2. *User* clicks 'Additional Invoice Information' button.
3. *System* <u>does not</u> display document user field in Additional Invoice Information window.
4. Use case ends.
   Alternatively. At 1:
   2. *System* does not display 'Additional Invoice Information' button.
   3. Use case Ends.

Expected behaviour: Document User Field is available for administration by the L3 administrator and all L2 administrators. Field can be viewed only by all L3 users and below and not by a user outside of this organisation.

8.6.3 New Order Item Field saved to L3 Organisation

Description: Create a new Order type Item User Field, saved to the L3 organisation.
Prerequisites:
a) Administrator has Document User Field Maintenance admin permission and has L2 admin organisation privileges.
b) L3 Buyer (i.e. belongs to L3 organisation) and has requisitioning permission.
c) L2 Buyer (i.e. belongs to L2 organisation) and has requisitioning permission.

Admin Steps:
1. *Administrator* navigates to Utilities > User Field Definitions > Items.
2. *Administrator* selects Order type, enters new field details and attributes.
3. Administrator clicks organisation button, selects L3 organisation and updates.
4. Administrator clicks the Add button.
5. *System* saves the new field to the L3 organisation.
6. Use case ends.

L3 Procurement Steps:
1. *Buyer* creates new requisition.
2. *Buyer* opens a 'line comments attachments and item information' screen.
3. *System* displays item user field.
4. Use case ends.

L2 Procurement Steps:
1. *Buyer* creates new requisition.
2. *Buyer* opens a 'line comments attachments and item information' screen.
3. *System* does not display item user field.
4. Use case ends.

Expected behaviour: Item User Field is available for administration by the L3 administrator and all L2 administrators. Field can be viewed only by all L3 users and below and not by a user outside of this organisation.

9 Financial Tracking Icon

9.1 Purpose

In order to provide an indication when financial tracking codes are changed in a shopping basket or requisition, a new financial tracking icon is now provided.

When financial tracking codes are updated at requisition, order or line level in the shopping basket (prior to submission) or in the requisition or order request (during approval editing), the icon will change.

Users are now able to more easily identify when account codes have and have not been updated.

9.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 9.6 below.

1. An organisation provides a default nominal code for all items and requires users to assign a valid account code combination prior to the shopping basket being submitted. Users and approvers are able to identify which lines have been changed are which lines have not.
2. A central buyer creates a basket containing multiple order requests purchased on behalf of different departments. As the cost centres for each order are updated, the changed icons at order and line level indicate those orders that have been changed and those that have yet to be changed.

9.3 Scope and Exclusions

- When the default financial tracking code is changed at **Requisition** level all icons at Order and Line level are also updated.
- When the default financial tracking code is changed at **Order** level all icons at Line level are also updated.
- Icons are updated in the shopping basket at requisition, order and line level. Icons that display in document status summary screens are not updated.
- Changed icons are displayed to **Approvers** in document approval edit screens and also to **Invoicers** in the invoice entry screen.

9.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

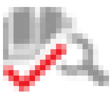
PECOS P2P v14.0 User Manual

9.5 Functional Enhancements

9.5.1 New Icon - Scope

A new financial tracking icon (displayed below) will replace the default icon when any default financial tracking code is updated and saved:

- In the **Requisition** level, **Order** level and **Line** level financial tracking screens.
- In any **Approval Edit** screen.
- In all **Editing** screens for **returned** documents.
- In the **Invoice Entry** screen.
- In the **Purchase Order Change** screen.



New icon

9.5.2 Requisition Level

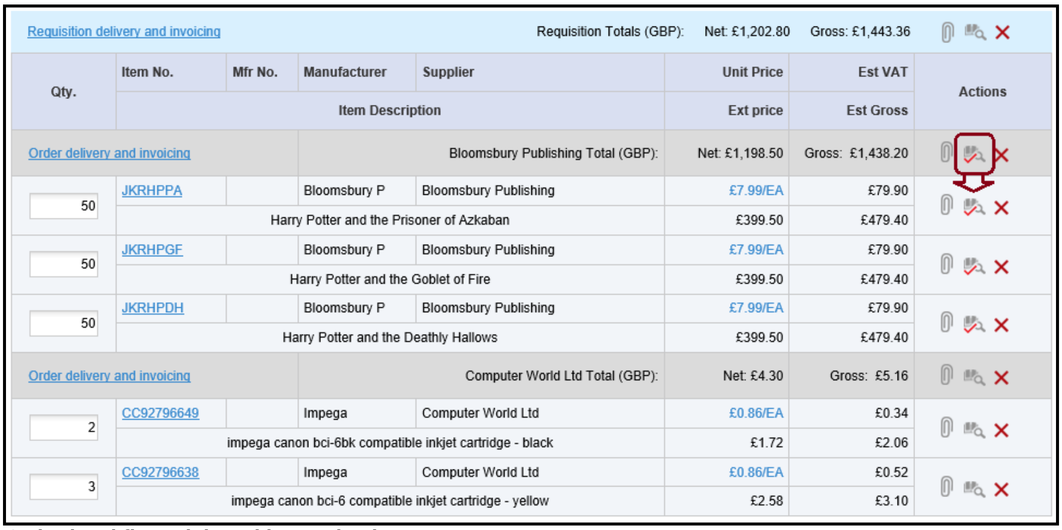
When changes are saved in the **Requisition Financial Tracking** screen, the default icon will be changed for all order and line levels within the requisition, to indicate that all lines have been updated.

Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
Requisition delivery and invoicing				Requisition Totals (GBP):	Net: £1,202.80	Gross: £1,443.36	
	Item Description				Ext price	Est Gross	
Order delivery and invoicing				Bloomsbury Publishing Total (GBP):	Net: £1,198.50	Gross: £1,438.20	
50	JKRHPPA		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Prisoner of Azkaban				£399.50	£479.40	
50	JKRHPGF		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Goblet of Fire				£399.50	£479.40	
50	JKRHPDH		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Deathly Hallows				£399.50	£479.40	
Order delivery and invoicing				Computer World Ltd Total (GBP):	Net: £4.30	Gross: £5.16	
2	CC92796649		Impega	Computer World Ltd	£0.86/EA	£0.34	
	impega canon bci-6bk compatible inkjet cartridge - black				£1.72	£2.06	
3	CC92796638		Impega	Computer World Ltd	£0.86/EA	£0.52	
	impega canon bci-6 compatible inkjet cartridge - yellow				£2.58	£3.10	

Requisition level financial tracking code changes

9.5.3 Order Level

When changes are saved in the **Order Financial Tracking** screen, the default icon will be changed for all lines for the order, to indicate that all lines have been updated.

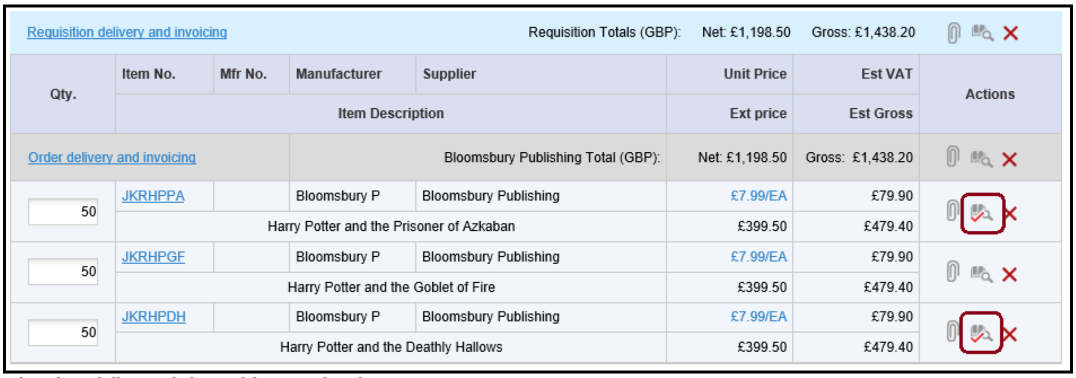


Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
Requisition delivery and invoicing				Requisition Totals (GBP):	Net: £1,202.80	Gross: £1,443.36	
	Item Description				Ext price	Est Gross	
Order delivery and invoicing				Bloomsbury Publishing Total (GBP):	Net: £1,198.50	Gross: £1,438.20	
50	JKRHPPA		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Prisoner of Azkaban				£399.50	£479.40	
50	JKRHPGF		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Goblet of Fire				£399.50	£479.40	
50	JKRHPDH		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Deathly Hallows				£399.50	£479.40	
Order delivery and invoicing				Computer World Ltd Total (GBP):	Net: £4.30	Gross: £5.16	
2	CC92796649		Impega	Computer World Ltd	£0.86/EA	£0.34	
	impega canon bci-6bk compatible inkjet cartridge - black				£1.72	£2.06	
3	CC92796638		Impega	Computer World Ltd	£0.86/EA	£0.52	
	impega canon bci-6 compatible inkjet cartridge - yellow				£2.58	£3.10	

Order level financial tracking code changes

9.5.4 Line Level

When a change is saved in the **Line Financial Tracking** screen, the default icon will be changed for that line only.



Qty.	Item No.	Mfr No.	Manufacturer	Supplier	Unit Price	Est VAT	Actions
Requisition delivery and invoicing				Requisition Totals (GBP):	Net: £1,198.50	Gross: £1,438.20	
	Item Description				Ext price	Est Gross	
Order delivery and invoicing				Bloomsbury Publishing Total (GBP):	Net: £1,198.50	Gross: £1,438.20	
50	JKRHPPA		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Prisoner of Azkaban				£399.50	£479.40	
50	JKRHPGF		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Goblet of Fire				£399.50	£479.40	
50	JKRHPDH		Bloomsbury P	Bloomsbury Publishing	£7.99/EA	£79.90	
	Harry Potter and the Deathly Hallows				£399.50	£479.40	

Line level financial tracking code changes

9.6 Use Case Scenarios

The following section provides use scenarios. These scenarios can be used to assist with testing the new feature.

9.6.1 Shopping Basket - Requisition Level Change

Description: Edit and save financial tracking codes in the Shopping Basket at Requisition Level
Prerequisites:
a) Requisitioner has requisitioning rights and access to more than one catalogue/supplier.
b) Requisitioner has access to multiple financial tracking code values.
Steps:
1. *Requisitioner* creates a new multi supplier Shopping Basket.
2. *Requisitioner* clicks Requisition Financial Tracking icon.
3. System opens Requisition Financial Tracking screen.
4. *Requisitioner* changes financial tracking codes and saves.
5. System redisplays the Shopping Basket with updated icons.
6. Use case ends.

Expected behaviour: All financial tracking code icons at requisition, order and line level are updated to indicate changes.

9.6.2 Shopping Basket - Order Level Change

Description: Edit and save financial tracking codes in the Shopping Basket at Order Level
Prerequisites:
a) Requisitioner has requisitioning rights and access to more than one catalogue/supplier.
b) Requisitioner has access to multiple financial tracking code values.
Steps:
1. *Requisitioner* creates a new multi supplier Shopping Basket.
2. *Requisitioner* clicks Order Financial Tracking icon.
3. System opens Order Financial Tracking screen.
4. *Requisitioner* changes financial tracking codes and saves.
5. System redisplays the Shopping Basket with updated icons.
6. Use case ends.

Expected behaviour: Financial tracking code icons for the order and all lines are updated to indicate changes.

9.6.3 Shopping Basket - Line Level Change

Description: Edit and save financial tracking codes in the Shopping Basket at Line Level.
Prerequisites:
a) Requisitioner has requisitioning rights and access to more than one catalogue/supplier.
b) Requisitioner has access to multiple financial tracking code values.
Steps:
1. *Requisitioner* creates a new multi supplier Shopping Basket.
2. *Requisitioner* clicks Line Financial Tracking icon.
3. System opens Line Financial Tracking screen.
4. *Requisitioner* changes financial tracking codes and saves.
5. System redisplays the Shopping Basket with updated icon.
6. Use case ends.

Expected behaviour: Financial tracking code icon for the line is updated to indicate change.

9.6.4 Requisition Approval

Description: Approver edits and saves financial tracking codes in the Requisition at Line Level.
Prerequisites:
a) Approver has requisition objects to approve.
b) Approval Plan provides edit permission for financial tracking codes.
Steps:
1. *Approver* opens To Dos.
2. *Approver* clicks Requisitions.
3. *Approver* opens requisition and selects Edit button.
4. System opens the requisition in Approval Edit Mode.
5. *Approver* clicks Line Financial Tracking icon.
6. System opens Line Financial Tracking screen.
7. *Approver* changes financial tracking codes and saves.
8. System redisplays the requisition with updated icon.
9. Use case ends.

Expected behaviour: Financial tracking code icon for the line is updated to indicate change.

9.6.5 Invoice Entry

Description: Invoicer changes financial tracking code at line level.
Prerequisites:
a) Invoicer has permission for invoice entry.
Steps:
1. *Invoicer* searches order and opens invoice entry screen.
2. *Invoicer* clicks Line Financial Tracking icon.
3. System opens Invoice Line Level Accounting screen.
4. *Invoicer* changes financial tracking codes and saves.
5. System redisplays the Invoice with updated icon.
6. Use case ends.

Expected behaviour: Financial tracking code icon for the line is updated to indicate change.

10 Browser & Java Compatibility

10.1 Purpose

To extend the browser backward compatibility support to include Internet Explorer versions 8 and 9. To additionally add compatibility for Java 8.

10.2 Usage Scenarios

The following are summary examples of how this new feature is utilised.

1. All procurement users are able to operate PECOS v14.0 using Microsoft Internet Explorer version 8.
2. All procurement users are able to operate PECOS v14.0 using Microsoft Internet Explorer version 9.

10.3 Scope and Exclusions

- Support for Internet Explorer is extended backwards from the date of initial release of PECOS version 14.0 from version 10 and 11, which are also supported.
- Support for Java version 8 is extended forwards from the date of initial release of PECOS version 14.0 from version 7 Update 60.

10.4 Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section.

PECOS Supported Technology Guide

11 Defect Repairs

The table below shows the defects repaired in release 14.0 by defect ID and area. Also provided are examples of scenarios that can be replicated to confirm the correction of the defect.

11.1 Pre-Requisites

To replicate and perform validation of the scenarios, you must have access to a PECOS P2P site deployed with version 14.0, a user id and password allowing access to the appropriate areas of the application and a detailed knowledge of PECOS P2P administration (as some scenarios may require additional set up or configuration). If you do not, please see your PECOS system administrator.

11.2 Defect Listing

SQA No.	Description	Area and Function	Customer(s)
2266	Administrators cannot see order type document user fields in approval plans when they are created by a subordinate administrator.	Administration > Approval Plans	The Open University
3907	PECOS Catalogue Manager contains field mapping errors in the catalogue export impacting placement of URL, Link1 and Link2 fields.	Administration > PCM	Angus Council, North Lanarkshire Council
4789	Not able to approve a change order when a new Financial Tracking Method is assigned that is under budgetary control.	P2P > Budgets	Internal
5396	Error message 'Budget service unavailable' is displayed when a change order is placed for items with Financial Tracking codes that are under budgetary control which had not been under budgetary control when the original order was placed.	P2P > Budgets	Internal
5638	Win32 error displays in comments and attachments screen when in order edit approval.	P2P > Approval	Internal
8260	Supplier delivery date defaults get assigned prior to purchase order transmission.	Administration > Suppliers	Scottish NHS
8317	Organisational delivery date default is not assigned when the source is 'Requisition'.	Administration > Org Maintenance	Internal
8423	Incorrect spacing in the Requisition Review screen.	User Interface	Internal
8426	Incorrect spacing in the Requisition Approval Edit Mode screen.	User Interface	Internal
8438	Receipt Import Page does not display .	P2P > Integration	Internal
8440	Inappropriate warning message for Manual PO Number entry in Order Delivery and Invoicing screen.	P2P > Requisitioning	Internal
8517	Submit RMA Request returns an error.	P2P > Requisitioning	Internal
8518	Settlement Approval Summary screen does not display correctly if invoice has an attachment.	P2P > Invoicing	Internal
8519	Back button is misaligned in the AP Detail screen.	User Interface	Internal
8623	13.1 upgrade script removes the Custom Home Page dynamic option instead of the Home Page Graphic option.	Administration > Dynamic Options	Internal
8708	Update to Home Page 'To Do bar text.	P2P > Literals	Internal
8841	Bulk Supplier Load file parses incorrect null value for order tolerance field.	P2P > Integration	The Open University

11.3 Test Scenarios

Below are the test scenarios for the defects listed in the above table.

11.3.1 Defect 2266

Defect Description: Administrators cannot see order type document user fields in approval plans when they are created by a subordinate administrator.

Users: *Administrator*, *Subordinate Administrator*.

Pre-requisites:

a) *Administrators* belong to the same organisation.
b) *Administrators* have 'Document User Field Maintenance' and 'Approval Plans' administration task permissions.

Scenario :

1. *Subordinate Administrator* goes to Utilities > Document User Field Definitions.
2. *Subordinate Administrator* creates a new order level document user field at their default level.
3. Administrator goes to Approval Rules > Approval Plans.
4. *Administrator* creates a new approval plan.
5. *Administrator* goes to criteria section of the plan.
6. *Administrator* selects and configures the order level document user field created by the subordinate administrator and adds.
7. *Administrator* updates the plan.
8. Use case ends.

Expected behaviour: *Administrator* can view the order document user field created by the *Subordinate Administrator* and can configure and add it to an approval plan of appropriate type.

11.3.2 Defect 3907

Defect Description: PECOS Catalogue Manager contains field mapping errors in the catalogue export impacting placement of URL, Link1 and Link2 fields.

User: *Administrator*

Pre-requisites:

a) PCM catalogue exists and .csv export file is created.
b) New valid catalogue version is available for upload.

Scenario:

1. *Administrator* goes to Catalogue > Catalogue Content > Manage.
2. *System* opens the *Catalogue Content - Find Catalogue* screen.
3. *Administrator* searches and selects catalogue.
4. *System* displays the *Catalogue Content – Manage Versions* screen.
5. *Administrator* selects *New Version* tab.
6. *Administrator* clicks the *Select Catalogue File* button to upload a new *Catalogue*.
7. *Administrator* clicks on the *Upload Catalogue File* button.
8. *Administrator* publishes the *Catalogue.*
9. *Administrator* selects to *History* tab.
10. *Administrator* clicks the *Export catalogue file* link.
11. *Administrator* opens and views the catalogue file.
12. Use case ends.

Expected behaviour: The PECOS Catalogue Manager exported catalogue file displays the correct placement of URL, Link1 and Link2 fields.

11.3.3 Defect 4789

Defect Description: Not able to approve a change order when a new Financial Tracking Method is assigned that is under budgetary control.

Users: *Administrator, Requisitioner, Approver.*

Pre-requisites:

a) Budget Checking is enabled.
b) Budget is active.
c) Change Order Approval Plan exists.
d) Requisitioner and order supplier have Change Order permission.
e) Organisation setting: Requisition Budgetary Policy = Single Budgets Only.
f) Organisation setting: Non Budgetary Lines Policy = Partially Assigned.

Scenario:

1. *Requisitioner* creates an order which is <u>not</u> under budgetary control.

2. *System* transmits the order to the supplier.
3. *Requisitioner* creates and submits a Change Order.
4. *System* routes Change Order for approval.
5. *Approver* opens To Do > PO Changes and selects the Change Order.
6. *System* displays the PO Change Approval Summary screen.
7. *Approver* clicks the *Edit* Button.
8. *System* displays the *PO Change Approval Edit Mode* screen.
9. *Approver* assigns an account code from a different method that is under budgetary control.
10. *Approver* submits the edit.
11. *Approver* clicks to approve the Change Order.
12. Use case ends.

Expected behaviour: Change Order is approved.

11.3.4 Defect 5396

Defect Description: Error message 'Budget service unavailable' is displayed when a change order is placed for items with Financial Tracking codes that are under budgetary control which had not been under budgetary control when the original order was placed.

Users: *Administrator, Requisitioner.*

Pre-requisites:

a) Budget Checking is enabled.
b) Budget is active.
c) Change Order Approval Plan exists.
d) Requisitioner and order supplier have Change Order permission.

Scenario:

1. *Requisitioner* creates an order which is <u>not</u> under budgetary control.
2. *System* transmits the order to the supplier.
3. *Requisitioner* creates a Change Order and assigns financial tracking codes which are under budgetary control.
4. *Requisitioner* submits the Change Order.
5. Use case ends.

Expected behaviour: System does not display the error message "Budget service unavailable" and successfully submits the change order, which is now under budgetary control.

11.3.5 Defect 5638

Defect Description: In order request approval editing, a Win32 error displays in the comments and attachments screen when the approver clicks to add an attachment when no document has been selected.

Users: *Approver*

Pre-requisites:

a) Order request in approval.
b) Approver has edit rights.

Scenario:

1. *Approver* opens order request approval summary screen.
2. *Approver* enters edit mode and opens order level comments and attachments screen.
3. Approver clicks 'Add New Attachment' button.
4. *System* displays pop up warning message.
5. *Approver* clicks 'OK'.
6. *System* closes warning message.
7. Use case ends.

Expected behaviour: No Win32 error is displayed when the approver closes the pop up warning message to confirm that no file is selected for upload.

Alternative Scenario: Apply test also to PO Changes in approval edit.

11.3.6 Defect 8260

Defect Description: When a Delivery Date Default is set in the supplier profile as 'Optional' and the source is 'Purchase Order', the date is assigned when the purchase order is generated rather than when it is transmitted.

Users: *Requisitioner, Approver*

Pre-requisites:

a) Supplier purchase order options are: Delivery Date = Optional and Delivery Date Default = Purchase Order+2 days.
b) Order request requires approval.

Scenario:

1. *Requisitioner* creates new requisition.
2. Requisition is submitted and purchase order request is sent for approval.
3. *Approver* reviews order request (no delivery date is assigned).
4. *Approver* approves order request.
5. *System* generates purchase order and assigns delivery date.
6. *Requisitioner* reviews transmitted order (delivery date is assigned).
7. Use case ends.

Expected behaviour: System assigns the correct delivery date at the point of order transmission and not before.

11.3.7 Defect 8317

Defect Description: When a Delivery Date Default is set at organisation level as 'Optional' and the source is 'Requisition', the date is not assigned correctly at the point of shopping cart submission (requisition creation).

Users: *Requisitioner*

Pre-requisites:

a) Organisation Delivery Date Default is set as 'Optional' with a source of Requisition+5 days.
b) Supplier has no Delivery Date Default override.
c) Requisition approval.

Scenario :

1. *Requisitioner* submits shopping cart.
2. *System* assigns delivery date.
3. *Requisitioner* reviews requisition summary (delivery date is assigned).
4. Use case ends.

Expected behaviour: System assigns the correct delivery date at the point of requisition creation.

11.3.8 Defect 8423

Defect Description: Spacing required above Additional Order Information section in the Requisition Review screen.

Users: *Requisitioner*

Pre-requisites:

a) Requisition Review is available

Scenario:

1. *Requisitioner* creates a new shopping cart.
2. *Requisitioner* clicks the 'Req Review' button.
3. *System* displays the Requisition Review screen.
4. Use case ends.

Expected behaviour: All sections and tables are consistently and appropriately spaced.

11.3.9 Defect 8426

Defect Description: Spacing required above the Direct Item Entry section in the Requisition - Approval Edit Mode screen.

Users: *Approver*

Pre-requisites:

a) Requisition in approval.
b) Approver has edit rights.

Scenario:

1. *Approver* opens the Requisition Approval Summary screen and selects the 'Edit' button.
2. System opens the requisition in approval edit mode.
3. Use case ends.

Expected behaviour: All sections are consistently and appropriately spaced.

11.3.10 Defect 8438

Defect Description: The Receipt Import page does not display and returns a 500 error.

Users: *Administrator*

Pre-requisites:

a) Receipt import access permission.

Scenario:

1. *Administrator* logs in and opens *site*/pm/gb/receiptimport.asp

2. *System* displays the Receipt Import Page.
3. Use case ends.

Expected behaviour: The Receipt Import page displays properly.

11.3.11 Defect 8440

Defect Description: The warning message for a missing Manual PO Number is displayed inappropriately in the Order Delivery and Invoicing screen.

Users: *Requisitioner*

Pre-requisites:

a) Organisation is configured for Manual PO Entry.

Scenario:

1. *Requisitioner* creates a new shopping cart.
2. *Requisitioner* clicks the Order Delivery and Invoicing link.
3. *System* displays the Order Delivery and Invoicing screen.
4. *Requisitioner* clicks the Order financial tracking icon.
5. *System* displays the Order Financial Tracking screen.
6. *Requisitioner* clicks 'Cancel'.
7. *Requisitioner* closes the Order Delivery and Invoicing screen and returns to the Shopping Cart.
8. Use case ends.

Expected behaviour: When no manual PO number is provided, the system does not display a warning message until the shopping cart is submitted.

11.3.12 Defect 8517

Defect Description: Clicking the 'Submit RMA Request' button returns a 500-Internal server error.

Users: *Requisitioner*

Pre-requisites:

a) Supplier configured for RMA Request contact.
b) Approved order transmitted to supplier.

Scenario:

1. *Requisitioner* clicks the 'Submit RMA Request' button in the Return Items screen.
2. *System* opens the Request RMA screen.
3. Use case ends.

Expected behaviour: The Request RMA screen opens successfully.

11.3.13 Defect 8518

Defect Description: The Settlement Approval Summary screen does not display the Invoice Attachments section properly for invoices that have attachments.

Users: *Approver*

Pre-requisites:

a) Invoices awaiting approval have attachments.

Scenario:

1. *Approver* clicks on an invoice number in the Invoices to approve page of the To Do screen.
2. *System* opens the Settlement Approval Summary screen
3. Use case ends.

Expected behaviour: The Settlement Approval Summary screen displays successfully.

11.3.14 Defect 8519

Defect Description: The.

Users: *Invoicer*

Pre-requisites:

a) User has settlement permission.
b) PO is transmitted.

Scenario:

1. *Invoicer* clicks on the 'AP Inquiry' button in the Settlement Resolution screen.
2. *System* display the AP Detail screen.
3. Use case ends.

Expected behaviour: All buttons in the AP Detail screen are correctly aligned.

11.3.15 Defect 8623

Defect Description: The 13.1 > 14.0 instance upgrade script incorrectly removes the Custom Home Page dynamic option and does not remove the Home Page Graphic dynamic option.

Users: *Administrator*.

Pre-requisites:

a) PECOS version 13.1 upgrade to PECOS P2P version 14.0 is completed.

Scenario :

1. *Administrator* is able to select the 'Custom Home Page' dynamic option at organisation and user level.
2. *Administrator* is not able to select the 'Home Page Graphic' dynamic option at organisation and user level.
3. Use case ends.

Expected behaviour: System upgrade successfully removes the correct dynamic option.

11.3.16 Defect 8708

Defect Description: The To Do bar text in the home page contains inconsistent pluralisation of document types.

Users: *Requisitioner*.

Pre-requisites:

a) None.

Scenario :

1. *Requisitioner* logs in.
2. *System* displays the home page.
3. System displays the To Do bar text: 'Requisitions to Approve', 'Order Requests to Approve', and 'Invoices to Approve'.
4. Use case ends.

Expected behaviour: The home page To Do bar presents correct and consistent text.

11.3.17 Defect 8841

Defect Description: The Bulk Supplier Load inserts an incorrect value into the supplier profile for order tolerance value when it is not specified and left blank. A 0 is inserted instead of a null value causing unwanted supplier level overrides to organisation level settings.

Users: *Administrator.*

Pre-requisites:

a) Bulk supplier load file containing null values in 'order tolerance value' fields (column CH) for supplier updates.

b) Bulk supplier load completed successfully.

Scenario :

1. *Administrator* opens updated supplier profiles.
2. *System* displays a null value for Order Tolerance value for all.
3. Use case ends.

Expected behaviour: The bulk supplier load parses the correct value for order tolerance values.