PECOS P2P
Version 16.0

Release Notes
March 2019

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1   Introduction

Elcom is pleased to announce the release of PECOS P2P version 16.0. This major release comprises a number of new features and functional enhancements.

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 P2P version 15.3 to PECOS P2P version 16.0 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 enhancements and the section in which they appear in these Release Notes.

Feature	Section
Remittance Advice Import (10869)	3
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1.3   Platform Support

PECOS v16.0 is certified for use with PCs with the following browsers: Microsoft Internet Explorer version 11 (11.253.17763.0); Edge version 44.17763.1.0 for Windows 10; and Google Chrome version 72.0.3626.81. 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 browser for the windows platform is Mozilla Firefox v65.0. Supported MAC Browsers include Safari v10.0 and Mozilla Firefox v65.0.

Purchase orders are rendered as Adobe Acrobat PDF files. An appropriate, up to date, Adobe Acrobat Reader for your operating system is required to view Purchase Orders, Internal Delivery Notes, Receipt Prints and Invoice Prints.

1.4   Overview

For the new features introduced with PECOS P2P version 16.0, 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. A **Functional Enhancements Overview** of the new feature is provided, and **Use Cases** are described in detail.

2 Minor Enhancements and Changes

The following sections detail the minor functional and user interface enhancements included in this release.

2.1 Returner Role

A new 'Returner' user role has been added to hide the 'Return Items' button in the Purchase Order Status Summary screen. This role allows the receipt and returns duties to be segregated and allow organisations who do not allow users to receive items, to ensure that they cannot also return items.

As part of the deployment of this release, to ensure existing user configuration is not affected, all users will have the new Returner role assigned.

2.2 TLS Support

In line with industry recommendation and best practice, support for protocols lower than TLS 1.1. will be discontinued for PunchOut connections. These options are no longer available for selection in the supplier profile.

As part of the deployment of this release any supplier who had any of the discontinued settings assigned will be automatically updated. It is recommended that all relevant supplier's PunchOut settings be reviewed post implementation.

2.3 Special Characters

PECOS allows special characters to be entered via the catalogue load, into Non Catalogue Items (procurement) and Item Maintenance (administration) fields. These characters, often entered via cut and paste, especially when entered into Item Number and Description fields, can cause issues with order transmission and indexing processes.

Special characters will still be allowed to be entered through the Loadcat program and via the UI, however they will now be cleansed when parsed or propagated into the database. Therefore, special characters entered into the Non Catalogue Item and Item Maintenance screens, will no longer be stored despite being saved through the UI. Similarly, special characters present in a catalogue load will not result in an upload failure but will be removed during the upload process.

The following list of non printable characters are included, but are not limited to, those that are removed:

ASCII code 00 = **NULL** (Null character)
ASCII code 01 = **SOH** (Start of Header)
ASCII code 02 = **STX** (Start of Text)
ASCII code 03 = **ETX** (End of Text, hearts card suit)
ASCII code 04 = **EOT** (End of Transmission, diamonds card suit)
ASCII code 05 = **ENQ** (Enquiry, clubs card suit)
ASCII code 06 = **ACK** (Acknowledgement, spade card suit)
ASCII code 07 = **BEL** (Bell)
ASCII code 08 = **BS** (Backspace)
ASCII code 09 = **HT** (Horizontal Tab)
ASCII code 10 = **LF** (Line feed)
ASCII code 11 = **VT** (Vertical Tab, male symbol, symbol for Mars)
ASCII code 12 = **FF** (Form feed, female symbol, symbol for Venus)
ASCII code 13 = **CR** (Carriage return)
ASCII code 14 = **SO** (Shift Out)
ASCII code 15 = **SI** (Shift In)
ASCII code 16 = **DLE** (Data link escape)
ASCII code 17 = **DC1** (Device control 1)
ASCII code 18 = **DC2** (Device control 2)
ASCII code 19 = **DC3** (Device control 3)
ASCII code 20 = **DC4** (Device control 4)
ASCII code 21 = **NAK** (NAK Negative-acknowledge)
ASCII code 22 = **SYN** (Synchronous idle)
ASCII code 23 = **ETB** (End of trans. block)
ASCII code 24 = **CAN** (Cancel)
ASCII code 25 = **EM** (End of medium)
ASCII code 26 = **SUB** (Substitute)
ASCII code 27 = **ESC** (Escape)
ASCII code 28 = **FS** (File separator)
ASCII code 29 = **GS** (Group separator)
ASCII code 30 = **RS** (Record separator)
ASCII code 31 = **US** (Unit separator)
ASCII code 127 = **DEL** (Delete)

2.4   VAT Type for eInvoices

Previously it was not possible for electronically loaded invoices, processed via PSI, to be assigned a VAT Type at line level if multiple Tax Treatments existed for the same percentage. The consequence of this was that although the 'TaxType' field was populated (i.e. with the Tax Type Description) the 'VAT_Type' field (i.e. the Treatment Key) in the APExport batch output contained no value.

The Invoice Loader has been updated to ensure a VAT Type is always assigned if there are multiple Treatment codes for the same percentage. The code associated to the corresponding order line will be used, to ensure that the APExport always contains a value.

2.5   Ad Hoc Invoice Line Default Accounting

The rule determining the financial tracking codes inherited by an ad-hoc line added to an invoice, have been changed.

Previous behaviour did one of two things depending on the level of financial tracking inherent in the order and invoice:

- When Invoice Header Level Accounting is in effect, the ad hoc line would use the header level account codes.

- When Line Level Accounting is in effect (i.e. changes at line level have previously been made) the ad hoc line would inherit the account codes from the first line of the invoice.

It was recognised that account codes associated to the first line of the invoice may not be the best source, especially where category accounting defaults are in use (forced defaults prevent editing). Neither is this source of default consistent with the eInvoicing process.

The source of the financial tracking codes when Line Level Accounting is in effect has been changed. Rather than use the codes from the first line of the invoice, the Requisitioner's default accounting is now used.

Note that SQA 16922 below, also refers.

2.6   Category Accounting

The way in which financial tracking codes are updated when category codes are changed for non catalogue items during editing and approval has been enhanced.

Previous behaviour did not record whether the line financial tracking codes were updated through either direct user editing or through a default associated to category accounting. As a consequence, previously applied accounting could be incorrectly retained when category codes were either removed or changed to a category that had no default accounting associated.

Example of previous behavior: A non catalogue item with no commodity associated, will initially inherit the user's default accounting. If the line was edited and associated to a category code with commodity accounting defaults, this accounting would (correctly) replace the user's default. If the same line was subsequently edited and the category code changed to one that did not have commodity accounting defaults associated, the accounting did not revert and the item would (incorrectly) retain the accounting applied by the initial category code.

Current behaviour has been updated to ensure that unless and until a user intervenes to manually change accounting, the defaults from either the user or the category code will be applied each time an edit is undertaken to the non-catalogue item and previous accounting will be replaced.

Using the previous example: A non catalogue item that has no commodity associated will initially inherit the user's default accounting. If the line is edited and associated to a category code that has commodity accounting defaults, this accounting will (correctly) replace the user's default. If the same line is subsequently edited and the category code changed to one that does not have commodity accounting defaults associated, the accounting will (correctly) revert back to the user's default.

Note that SQA 16841 below, also refers.

2.7   WCAG 2.0 Compliance

We have undertaken some non-functional, minor html code changes to contribute towards our commitment to meet full WCAG (Web Content Accessibility Guidelines) 2.0 Level A compliance. These enhancements make the PECOS P2P web pages more usable for web client applications that disabled users would utilise in place of a browser.

CSS is updated to make it compliant for read only text: for text area and selection, making font and background contrast high. Examples may be found in a number of procurement (e.g. Blanket Order Policy and Add Non-Catalogue Item) and administration (e.g. Organisation Maintenance and User Profile) screens across the application where read only fields exist.

2.8   Integration Gateway

Elcom have a number of robust application interfaces, in a number of different formats, to provide inbound and outbound integration. A significant amount of work has been undertaken to enhance these interfaces to support formats from widely used external systems such as ERP and financial systems, eInvoicing, Materials / Warehouse Management and PEPPOL Gateways. These recent enhancements have seen a significant increase in the number of document formats being supported and transformed.

The **Elcom Integration Gateway** (IG) is a new service that is used primarily by the new Remittance Import but can support multiple formats for inbound and outbound integrations to external systems. The IG will be expanded over time to enable multiple documents to be mapped and transformed into multiple formats.

2.9   Settlement Approval Summary

The following changes have been made to the Settlement Approval Summary screen:
- In the Order/Invoice comparison table:
    - The 'Qty Rtn' column has been renamed 'Qty / Amt Rtn'.
    - A new column has been added to display the quantity or amount received to date, called 'Qty / Amt Rcd', placed before the 'Qty / Amt Rtn' column.
- A new **Workflow Detail** block has been added at the top of the screen, comprising: Workflow Description (i.e. the plan description); Workflow Task (i.e. the activity task action); Task Description (i.e. the activity task name) and Requirement (i.e. the task email content).

Settlement Approval Summary

| Approve | Force Settle | Deactivate | Return To Requisitioner | Return To Invoicer | Edit | Back |

Comments/Feedback (254 characters max)

Workflow Detail

Workflow Description	Workflow Task	Task Description	Requirement
Invoice Settlement Approval plan	Request Approval	Approve price discrepancy	Please approve the following invoice which has a price discrepancy: Settlement Status: Mismatch between order and invoice (for non tolerance errors) Number: MJW5657684

3 Remittance Advice Import

3.1 Purpose

PECOS P2P provides the customer's finance system with an Accounts Payable Export containing reconciled and approved invoices for integration. Procurement users are currently therefore only able to ascertain that invoices have been passed for payment and are unable to view actual payment detail. This new feature allows customers to import remittance details into PECOS P2P from their payment system(s) and allow users to view invoice payment details.

When a payment is made, the payment process creates an associated remittance advice document. Remittance advice documents are summary statements that provide details about payments that have been made and typically include the payment method, bank information, amount paid, and a list of payables included in the remittance.

The new remittance advice import feature supports both cXML and flat file payment messages. Two new screens are provided to display remittance details.

3.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 3.6 below.

- Customers will be able to create a new import file containing summary payment information derived from their ERP system, for interface into PECOS P2P. This payment information will be uploaded against the relevant invoices and displayed for information purposes.

There will be different classes of user for whom access to payment and remittance information may or may not be relevant and who in turn, may have different application and order access permissions:

- Invoicers and accounts payable personnel who have settlement rights, and therefore require access to view remittance details to manage orders and supplier queries, will be able to do so automatically through a new link in the Settlement Detail screen.
- Requisitioners and buyers who do not have invoicing and settlement rights may require access to view payment and remittance details to manage orders and supplier queries. They can be assigned a new user permission in order for them to be able to do so, via a new Payments button in the Purchase Order Status Summary screen.
- Invoicers who do not have settlement rights, but require access to view remittance details to manage orders and supplier queries, can be assigned a new user permission in order for them to be able to do so, via a new Payments button in the Purchase Order Status Summary screen.
- Requisitioners, buyers and receivers who do not have invoicing and settlement rights, and do not require access to view payment and remittance details, will not be able to do so unless specifically granted permission.

3.3 Scope and Exclusions

- The Remittance Import will support two formats:
  - Flat file csv, for which an Excel template is provided.
  - cXML.
- The csv import is designed for summary transaction detail only, the display of which is supported in the new payment information screens. Although the cXML import supports a number of additional fields, per the cXML standard, these are not currently displayed in the PECOS P2P UI.

3.4 Document References

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

- PECOS P2P v16.0 User Manual
- PECOS P2P v16.0 Administration Manual
- PECOS P2P v16.0 Invoicing and Settlement Guide
- PECOS P2P v16.0 Batch Remittance Import and Template

3.5 Functional Enhancements

3.5.1 CSV File Format

A new csv flat file interface is available for batch loading remittance detail. Multiple remittances can be provided in each file, with each row of the file representing one invoice payment. An Excel template is provided with the following columns:

Field Description	Req.	Format or Allowed Values	Comment
Remittance ID	M	varchar 50	This is the remittance ID or Number that is generated by the

			payment system and assigned to each individual remittance. It is NOT a payment reference (e.g. cheque number or EFT reference).
			Multiple remittances may be provided in a single file.
Supplier Reference	C*	varchar 15 / 50	When an Internal Invoice ID is not provided, it is mandatory to provide either the Supplier Reference or the Order Number with the Invoice Number to uniquely identify the invoice.
			If the Order Number is not provided, the Supplier Reference must be provided and will be used to uniquely identify the invoice. It must correspond to the Supplier Number in the PECOS supplier profile. The permitted format for such data is varchar15.
			If the Order Number is provided this will be used to uniquely identify the invoice and this Supplier Reference will be used for reference only (e.g. payee or supplier name). The permitted format for such reference data is varchar 50.
Transaction Type	O	New or Void	This allows a file to be either added or deleted.
			• "New" is the default and adds the remittance detail.
			• "Void" allows a previous remittance to be deleted.
			Mixed transaction types are not permitted.
Currency	O	ISO Currency	Must be a valid ISO currency code.
			If no currency is provided the invoice currency will be displayed.
Payment Method	M	Auto Cash Che CCard DCard Draft Wire Other	This is the method by which payment was made to the supplier.
			The Payment Method may be mixed in a file but must be the same for each Remittance ID.
			The following values are allowed: "Auto" = Automatic Funds Transfer "Cash" = Cash "Che" = Cheque "CCard" = Credit Card "DCard" = Debit Card "Draft" = Bankers Draft "Wire" = Wire Transfer "Other" = Other
Payment Number	M	varchar 50	This is the payment transaction reference or payment identification number. For example a cheque number or electronic payment reference or wire transaction number.
			Mixed payment numbers are allowed but must be the same for each Remittance ID.
Payment Date	M	date	Being the date the remittance was generated.
			Mixed dates are allowed but must be the same for each Remittance ID.
			Must be provided in the correct date format for the PECOS site locale e.g. (18th March 2017):
			UK, EMEA = 18/03/2017
			US only = 03/18/2017
Net Amount	M	decimal	This is the total amount paid for this invoice.
			Although not validated, the Net Amount is defined as Gross Amount - Discount Amount - Adjustment Amount.
Gross Amount	O	decimal	Being the original gross invoice payment amount before any payment deductions (i.e. discount or adjustment).
			This is currently provided as reference only and does not appear in the PECOS UI.
Discount Amount	O	decimal	Being any discount deducted from the gross invoice payment amount.
			This is currently provided as reference only and does not appear in the PECOS UI.
Adjustment Amount	O	decimal	Being any adjustment amount deducted from the gross invoice payment amount.
			This is currently provided as reference only and does not appear in the PECOS UI.
Invoice	M	varchar 35	The invoice number being paid.

Number			
Invoice Date	O	date	This is the invoice date.
			Must be provided in the correct date format for the PECOS site locale e.g. (18th March 2017): UK, EMEA = 18/03/2017 US only = 03/18/2017
Order Number	C*	varchar 25	The full PECOS external Purchase Order reference to which the invoice relates.
			This is Conditionally provided. In order to uniquely identify the invoice it is mandatory, to provide **one of** the following:
			1) Internal Invoice ID **or**
			2) Supplier Reference **or**
			3) Order Number.
			If provided, the PECOS P2P assigned Internal Invoice ID will be used to identify the invoice being paid. The Order Number will become optional.
			If neither the Internal Invoice ID or Supplier Reference are provided, the Order Number and Invoice Number must be provided and will be used to uniquely identify the invoice.
			If the Internal Invoice ID is not provided and the Order Number is provided, this will be used with the Invoice Number to uniquely identify the invoice and the Supplier Reference field will be optional. It can be used for reference only (e.g. payee or supplier name).
			If the Internal Invoice ID and the Order Number are not provided, the Supplier Reference must be provided with the Invoice Number and will be used to uniquely identify the invoice.
Internal Invoice ID	C*	number 10	The Internal PECOS Invoice ID that is system assigned to the supplier invoice number.
			Data is Conditionally provided: if the Internal Invoice ID is provided here, this will be used to identify the invoice number and neither the Order Number or Supplier Reference need be provided.
			In the absence of the Internal Invoice ID, it is mandatory to provide either the Supplier Reference or the Order Number, with the Invoice Number, to uniquely identify the invoice.

* Conditional. One of the following data sets must be provided to uniquely identify the Supplier Invoice:

a) Internal Invoice Number. This will be used first. The Order Number and Invoice Number will become optional.

b) Order Number + Invoice Number. This will be used second, if no Internal Invoice ID is present. The Supplier Reference will become optional.

c) Supplier Reference + Invoice Number. This will be used third, if no Internal Invoice ID is present and no Order Number is provided (or if there is a mismatch between the Order Number and Invoice Number). The Order number will become optional.

The import file must be delivered to the Elcom Service Desk in the normal way, quoting the PECOS instance and organisation, for loading.

3.5.2 cXML Format

A new import is provided for the cXML standard **PaymentRemittanceRequest** consisting of the elements described below (note that not all attributes will be supported and required for PECOS).

A full description of all elements and attributes and their format and syntax can be found in the relevant cXML resource at http://cxml.org.

1. **PaymentRemittanceRequestHeader** - defines header information that applies to the entire payment or remittance and has the following structure:

```
<PaymentRemittanceRequestHeader>
<PaymentMethod>
        <Description>
        <ShortName/>
        </Description>
</PaymentMethod>
<PaymentPartner>
        <Contact/>
```

```
        <IdReference/>
        <PCard/>
</PaymentPartner>
<PaymentReferenceInfo>
        <PaymentReference/>
        <DocumentReference/>
</PaymentReferenceInfo>
<Comments/>
<Extrinsic/>
</PaymentRemittanceRequestHeader>
```

2. **PaymentRemittanceSummary** - defines summary information of a PaymentRemittanceRequest and has the following structure:

```
<PaymentRemittanceSummary>
        <NetAmount>
                <Money currency="GBP">2.00</Money>
        </NetAmount>
        <GrossAmount>
                <Money currency="GBP">2.85</Money>
        </GrossAmount>
        <DiscountAmount>
                <Money currency="GBP">0.35</Money>
        </DiscountAmount>
        <AdjustmentAmount>
                <Money currency="GBP">0.50</Money>
        </AdjustmentAmount>
</PaymentRemittanceSummary>
```

3. **RemittanceDetail** - defines the remittance detail of a specific payable that has been paid and has the following structure:

```
<RemittanceDetail lineNumber="1" referenceDocumentNumber="R0001" paymentProposalID="1234">
        <PayableInfo>
                <PayableInvoiceInfo>
                        <InvoiceIDInfo invoiceDate="2015-11-02T12:00:01-08:00"
invoiceID="i1003"></InvoiceIDInfo>
                </PayableInvoiceInfo>
        </PayableInfo>
        <NetAmount>
                <Money currency="GBP">1000.00</Money>
        </NetAmount>
        <GrossAmount>
                <Money currency="GBP">1000.00</Money>
        </GrossAmount>
        <DiscountAmount>
                <Money currency="GBP">0.00</Money>
        </DiscountAmount>
        <AdjustmentAmount>
                <Money currency="GBP">0.00</Money>
                <Modifications>
                        <Modification>
                                <AdditionalDeduction type="withholdingTax">
                                        <DeductionAmount>
                                                <Money currency="GBP">200.00</Money>
                                        </DeductionAmount>
                                </AdditionalDeduction>
                        </Modification>
                </Modifications>
        </AdjustmentAmount>
</RemittanceDetail>
```

3.5.3 Audit Trail Entries

For each purchase order relating to an invoice for which a remittance is received, an entry will be made in the Order Audit Trail when a file is successfully posted with the Action: "Remittance details recorded". The remittance ID will be recorded in the Additional Comments.

For each purchase order relating to an invoice for which a remittance is successfully deleted, an entry will be made in the Order Audit Trail with the Action: "Remittance details cancelled". The remittance ID will be recorded in the Additional Comments.

3.5.4   User Permission

In order to effectively manage the requirements of different user types for whom permission to remittance details needs to be controlled, two user access permissions are provided to manage access to new payment and remittance screens:

1. A new User Role is added in the User Profile called "Payment Information", controlled by a check box:
   a. Checked = permission granted
   b. Unchecked (default) = permission not granted
2. When a user is assigned the Settlement role, permission is automatically granted.

All drill down hyperlinks provided in the new payment and remittance screens are affected by a user's Order Access Level permission. For example any order link to the PO Status summary screen is suppressed if a user does not have permission to the order; and any link to Invoice or Settlement screens are suppressed if the user does not have necessary user permissions.

3.5.5   Display Screens

Since a user may have different access permissions, payment and remittance information is available through the Purchase Order Status Summary and Settlement Resolution screens.

3.5.5.1   PO Status Summary

At an order level, a user (who may not have invoicing and settlement rights) can see all invoices and remittances for that order and whether those invoices are paid. This detail is displayed in the **Payment Information** screen which is accessed through the **Purchase Order Status Summary** screen by clicking a **'Payments'** button.

In the Payment Information screen, an Invoice Detail section will list the invoices received against the purchase order and by clicking a 'Remittance' button, a Remittance Detail section will display the remittance(s) received against each invoice with the following information:

- Remittance Number - this is a hyperlink to drill down to the full Remittance Detail
- Payment Date
- Payment Method
- Remittance Total

Payment Information

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Supplier: 3G Softsolutions   PO Number: CSS113544

Invoice Detail

Quick filter:

Invoice No ▲	Invoice Amount	Type	Invoice Date	Settlement Status	Action
113516	£840.48	DI	14/01/2019	Remittance Received	Remittance
113544	£70.04	DI	12/01/2019	Remittance Received	Remittance

Remittance Detail 113516

Quick filter:

Remmittance No ▲	Payment Date	Payment Method	Remittance Total
AG678564	14/02/2019	CCard	£123.00
AG679845	19/02/2019	CCard	£717.48

In the Remittance Detail section of the Payment Information screen, clicking a remittance number will open the **Remittance Detail** screen for that remittance. The Remittance Line Detail section will display all invoices paid on that remittance by line number, including their PO numbers and net payment amounts.

Remittance Detail

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Supplier: 3G Softsolutions

Remittance Summary

Remittance No	Payment Date	Payment Method/ID	Currency	Net Total
AG678564	14/02/2019	CCard / CSS113544	GBP	£123.00

Remittance Line Detail

Line No ▲	PO No	Invoice No		Net Amount
1	CSS113544	113516		£123.00

3.5.5.2   Settlement Resolution

In the Settlement Resolution screen, a remittance link for all paid invoices will display in the Action column of the Invoice table, labelled: 'Remittance'.

Settlement Resolution

| Create Invoice | Manual Close | AP Inquiry | Back |

Order Summary

Order No	Requisitioner	Supplier	Date	Order Total	Est Tax	Est Gross	Order Tolerance (line)	Status
CSS113544	OS & USER 3	3G Softsolutions	14/01/2019	£816.00	£24.48	£840.48	0.0%	Order is open

Invoices

Invoice Number	Type	Invoice Date	Date Received	Total Amt.	VAT	Delivery	Status	Actions
113544	DI	12/01/2019		£70.04	£2.04	£0.00	Remittance Received	Remittance
113516	DI	14/01/2019		£840.48	£24.48	£0.00	Remittance Received	Remittance
			Totals:	£910.52	£26.52	£0.00		

Clicking the Remittance link opens a **Remittance List**, detailing all the remittances received for the selected invoice.

Remittance List

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Quick filter:

Remittance No ▲	Payment Date	Payment Method / ID	Remittance Total
AG678564	14/02/2019	CCard	£123.00
AG679845	19/02/2019	CCard	£717.48

Clicking a remittance number will open the **Remittance Detail** screen for that remittance. The Remittance Line Detail section will display all invoices paid on that remittance by line number, including their PO numbers and net payment amounts.

3.5.6   Document Search

Post import, the Settlement Status for all paid invoices is updated from "Processed to Accounts Payable" to "Remittance Received".

The Document Search will allow orders to be searched by Remittance ID and status:

- The 'Cheque No' option in the Find By ID search window has been replaced with 'Remittance No'.
- A 'Remittance Received' option is added to the Invoice Settlement Status in the Find By Status search.

3.6   Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios should be used in conjunction with customer's own test cases to assist with testing the new feature.
Testing these use cases is only required by those customers who wish to implement this new feature.
Customers should raise a Service Request in the normal manner if they wish to implement and test.

3.6.1   Import New Remittances by csv (Supplier Reference)

Description: Create a valid csv remittance batch of new data to be loaded using supplier reference. Deliver and upload.
Prerequisites:
a)   PECOS P2P contains matched and reconciled invoices, previously exported for payment to the finance system.
b)   A number of these invoices are available for payment in the customer's finance system.
Steps

1. The customer's finance system runs a payment cycle.
2. The finance system generates cheques or BACS instructions with remittance advices, and sends them to suppliers.
3. A csv file is generated in the prescribed format for import to PECOS P2P.
4. The csv file has a Transaction Type = 'New' and contains all mandatory fields including Supplier Reference but excluding Order Number.
5. The csv file is delivered to the destination folder advised by Client Services.
6. File is uploaded.
7. Customer is advised of import results.
8. Use case ends.

Expected behaviour: The csv batch import is successfully imported.

3.6.2   Import New Remittances by csv (Order Number)

Description: Create a valid csv remittance batch of new data to be loaded using order number. Deliver and upload.
Prerequisites:
a) PECOS P2P contains matched and reconciled invoices, previously exported for payment to the finance system.
b) A number of these invoices are available for payment in the customer's finance system.
Steps
1. The customer's finance system runs a payment cycle.
2. The finance system generates cheques or BACS instructions with remittance advices, and sends them to suppliers.
3. A csv file is generated in the prescribed format for import to PECOS P2P.
4. The csv file has a Transaction Type = 'New' and contains all mandatory fields including Order Number but excluding Supplier Reference.
5. The csv file is delivered to the destination folder advised by Client Services.
6. File is uploaded.
7. Customer is advised of import results.
8. Use case ends.

Expected behaviour: The csv batch import is successfully imported.

3.6.3   Import Remittances for Deletion by csv

Description: Create a valid csv remittance batch for deletion. Deliver and upload.
Prerequisites:
a) Use cases 3.6.1 or 3.6.2 are completed.
b)   A number of the remittances previously generated and imported to the P2P are voided in the customer's finance system.
Steps
1. The finance system voids cheques or BACS instructions and their associated remittance advices.
2. A csv file is generated in the prescribed format for import to PECOS P2P.
3. The csv file has a Transaction Type = 'Void' and contains the original Remittance ID(s).
4. The csv file is delivered to the destination folder advised by Client Services.
5. File is uploaded.
6. Customer is advised of import results.
7. Use case ends.

Expected behaviour: The csv batch import is successfully imported.

3.6.4   Display New Remittance Details from PO Status

Description: Remittance information displays correctly in new P2P screens accessed from the PO Status Summary screen.
Prerequisites:
a) Use cases 3.6.1 or 3.6.2 are completed or a new batch import is successfully uploaded.
b) User is a requisitioner with full order access to test data.
c) User has Payment Information, Invoicer and Settlement roles assigned.
Steps
1. User logs in and navigates to Document Search.
2. User searches for an order for which a remittance has been received.
3. System displays document search results.
4. User clicks on the order number.
5. System opens the Purchase Order Status Summary screen.
6. User clicks on the Payments button.
7. System opens the Payment Information screen.
8. User clicks on a Remittance button.
9. System displays Remittance Detail for the selected remittance.
10. User clicks on a Remittance Number.
11. System opens the Remittance Detail screen.
12. Use case ends.

Expected behaviour: Remittance screens open and display correctly and contain correct and accurate information.

3.6.5   Display New Remittance Details from Settlement

Description: Remittance information displays correctly in new P2P screens accessed from the Settlement Resolution screen.

Prerequisites:

a)   Use cases 3.6.1 or 3.6.2 are completed or a new batch import is successfully uploaded.
b)   User is a requisitioner with full order access to test data.
c)   User has Payment Information, Invoicer and Settlement roles assigned.

Steps

1.   User logs in and navigates to Document Search.
2.   User searches for an order for which a remittance has been received.
3.   System displays document search results.
4.   User clicks on the Settle action icon.
5.   System opens the Settlement Resolution screen.
6.   User clicks on a Remittance link in the Actions column of the Invoices table.
7.   System opens the Remittance List screen.
8.   User clicks on a Remittance No.
9.   System opens the Remittance Detail screen.
10. Use case ends.

Expected behaviour: Remittance screens open and display correctly and contain correct and accurate information.

4   Supplier Profile

4.1   Purpose

The supplier profile has been enhanced to provide a number of new fields.

4.2   Usage Scenarios

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

- Customers who require supplier financial or payment information for integration purposes are able to hold this information in the PECOS P2P supplier profile. This information can be imported into PECOS and held as master data and also included in the AP Export to enrich the payment processing data.

- The supplier profile is able to hold details of the main Supplier Contact to assist administrators and buyers identify the appropriate individual to contact for resolving or escalating disputes.

4.3   Scope and Exclusions

- The new Financial Information tab is generally available for all master and subordinate supplier profiles. All administrators who have access to suppliers will see financial information as read only unless they are assigned a specific administration task, in which case they will have edit permission.
- The new Supplier Contact field is available generally all master and subordinate supplier profiles without any additional permission requirements.
- Upon site upgrade, only the site administrator will be given the new Administration Security Task.

4.4   Document References

Additional information may be found in the following PECOS Manuals for the enhancement referred to in this section:
- PECOS P2P v16.0 Administration Manual
- PECOS P2P v16.0 Bulk Supplier Load

4.5   Functional Enhancements

4.5.1   Financial Information

4.5.1.1   New Fields

A new sub screen is provided called "Financial Information" containing the following fields. All fields are optional.

- Payment Category: To provide a generic payment category/type. Allows up to 20 characters.
- Payment Method: To select a method by which invoices are paid for the supplier. Select a value from the list box.
- Bank Details:
    - o   Bank Name: The name of the main bank. Up to 30 characters are allowed.
    - o   Sort Code: The sort code for the main bank. Up to 12 characters are allowed.
    - o   Account Name: The account name of the main bank. Up to 20 characters are allowed.
    - o   Account Number: The account number of the main bank. Up to 16 characters are allowed.
- Payee Name: To provide the name of the payment payee, in particular where it is different from the Supplier Name. Allows up to 60 characters.
- Company Code: To provide a company identification for financial tracking and integration purposes. Allows up to 20 characters.

- WGA Code: To provide a 'Whole of Government Analysis' code or similar identification for financial tracking and integration purposes. Allows up to 20 characters.

4.5.1.2 Display Properties

The following display properties are employed for Bank Details:
- On initial entry all text will display in full.
- Saved details will display in fully or partially obscured format:
  - Bank Name: will display fully obscured.
  - Account Name: normal display.
  - Sort Code: the last 2 digits only will display, the rest will be obscured.
  - Account Number: the last 4 digits only will display, the rest will be obscured.

It is possible to delete and replace saved bank details but not edit them.

4.5.1.3 Administration Permission

The *existing* Administrative Task: 'Suppliers', will grant all administrators read only permission to the new Financial Information screen. The 'Financial Info' tab will be available but all fields will display greyed upon opening the screen.

A *new* Administrative Task called '**Suppliers - Financial info**' is provided to restrict an administrator's ability to enter and update Financial Information (in particular bank details). Only when permitted will the administrator be able to fully enter and update all fields in the Financial Information screen.

4.5.2 Contacts

New general supplier contact fields called **Supplier Contact** have been added to the existing Contact Information screen. Five text input fields are available - each formatted and validated in the same way as existing contact fields and are optional: "Name:"; "Phone:"; "Mobile:"; "eMail:" and "Job Title:".

4.6   Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios should be used in conjunction with customer's own test cases to assist with testing the new feature.

4.6.1   Supplier Admin - Read Financial Info

Description: A system administrator with 'Suppliers' administration permission is able to only view Financial Info.
Prerequisites:
a)   Administrator with 'Suppliers' permitted administration task.
b)   Supplier profiles exist with financial information populated.
Steps
1.   Administrator navigates to P2P Admin> Suppliers > Profiles.
2.   System displays the Supplier Profile screen.
3.   Administrator searches and selects a supplier.
4.   System populates the Supplier Profile screen.
5.   Administrator clicks the 'Financial Info' button.
6.   System displays the Financial Information screen.
7.   Use case ends.
Expected behaviour: Administrator is able to view the Financial Information screen, correctly populated and with read only permission.

4.6.2   Supplier Admin - Edit Financial Info & Alert

Description: A system administrator with 'Suppliers' and 'Suppliers-Financial info' administration permission is able to view and edit Financial Info.
Prerequisites:
a)   Administrator with 'Suppliers' and 'Suppliers-Financial info' permitted administration tasks.
b)   Supplier profiles exist with financial information populated.
c)   The Supplier Financial Information Admin Alert eMail Notification Message is configured.
Steps
1.   Administrator navigates to P2P Admin> Suppliers > Profiles.
2.   System displays the Supplier Profile screen.
3.   Administrator searches and selects a supplier.
4.   System populates the Supplier Profile screen.

5. Administrator clicks the 'Financial Info' button.
6. System displays the Financial Information screen.
7. Administrator edits financial information and saves the change.
8. System generates and issues an alert email.
9. Use case ends.

Expected behaviour: Administrator is able to view the Financial Information screen, correctly populated and with appropriate edit permissions. The Supplier Financial Information eMail alert notification message is correctly generated and delivered.

5   Interfaces & Bulk Loads

5.1   Purpose

A number of fields have been added to the standard exports and bulk load files as a result of development changes and enhancements made in this release. This section details all of those changes.

5.2   Usage Scenarios

The following are summary examples of how these enhancements could be utilised.

- An organisation is able to store banking and payment information master file data in the PECOS P2P supplier profile. In order to ensure that payments are correctly and accurately processed by an external system or third party solution, this data is contained in the APExport.

- WGA and Company Code fields are provided for customers who require additional organisational identifiers for integration purposes. These fields can be used for example, to provide additional information for reporting, budgeting or financial accruals.

5.3   Scope and Exclusions

- All new export file fields are provided as a result of enhancements to the supplier profile made in this release. Section 4, above refers.

- All fields are generally provided without the requirement for any additional configuration.

5.4   Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section:
- PECOS P2P v16.0 Export Guides
- PECOS P2P v16.0 Bulk Supplier Load
- PECOS P2P v16.0 Bulk User Load
- PECOS P2P v16.0 Bulk Address Load

5.5   Functional Enhancements

5.5.1   Order Export

The following supplier fields have been added to the Order Export *Order Request Header*:
1.   Company Code
      a.   Element name: CompanyCode
      b.   Located in Element: Order Request > OrderRequestHeader
      c.   Format: Data type = string, Length = 20, Optional
2.   WGA Code
      a.   Element name: WGACode
      b.   Located in Element: Order Request > OrderRequestHeader
      c.   Format: Data type = string, Length = 20, Optional

The following Receipt Required field has changed syntax and has been moved:
- The 'Receipt_Required' field has been removed from OrderRequestHeader > Requisitioner.
- A 'Receipt Required' field has been added to the OrderRequestHeader. The field content remains an optional single character (Y or N).

5.5.2   Receipt Return Export

The following supplier fields have been added to the ReceiptReturn Export *Purchase Order, Summary Info*:
1.   Company Code
      a.   Element name: CompanyCode
      b.   Located in Element: PurchaseOrder > SummaryInfo
      c.   Format: Data type = string, Length = 20, Optional
2.   WGA Code
      a.   Element name: WGACode
      b.   Located in Element: PurchaseOrder > SummaryInfo
      c.   Format: Data type = string, Length = 20, Optional

5.5.3 AP Export

The following supplier fields have been added to the APExport *Summary Info* in a new *Supplier Financial* tag:
1. Payment Category
    a. Element name: PaymentCategory
    b. Located in Element: PayablePO > SummaryInfo > SupplierFinancial
    c. Format: Data type = string, Length = 20, Optional
2. Payment Method
    a. Element name: PaymentMethod
    b. Located in Element: PayablePO > SummaryInfo > SupplierFinancial
    c. Format: Data type = string, Length = 15, Optional
3. Payee Name
    a. Element name: PayeeName
    b. Located in Element: PayablePO > SummaryInfo > SupplierFinancial
    c. Format: Data type = string, Length = 60, Optional
4. Company Code
    a. Element name: CompanyCode
    b. Located in Element: PayablePO > SummaryInfo > SupplierFinancial
    c. Format: Data type = string, Length = 20, Optional
5. WGA Code
    a. Element name: WGACode
    b. Located in Element: PayablePO > SummaryInfo > SupplierFinancial
    c. Format: Data type = string, Length = 20, Optional

5.5.4 Bulk User Load

The Bulk User Load has been updated with a number of new fields (described below) and the standard template has been updated.

5.5.4.1 Returner Role

A new field is added for the role of 'Returner' with two options: 'Y' (Yes) and 'N' (No). Completion is optional with a default of 'N'.

5.5.4.2 Payment Information Role

A new field is added for the user role of 'Payment Information'. It has two options: 'Y' (Yes) and 'N' (No). Completion is optional and the default is 'N'.

5.5.4.3 Personal Templates Only

A new field is added for the user role of 'Personal Templates Only'. It has two options: 'Y' (Yes) and 'N' (No). Completion is optional and the default is 'N'.

5.5.4.4 Search Preference

A new field to define a user's 'Search Preferences' is added. Completion is optional but when provided, the 'Override Organisation Settings' will be checked and a personal user preference will be defined. There are a number of options:

*   'A' = All. This will select the 'Show all items' radio button.
*   'P1' through to 'P10'= Preference. These will select the 'Show preferred items only' radio button. The number following the P will indicate which preference rank is selected (e.g. 'P1' will select priority 1, 'P2' will select priority 2 etc).

5.5.5 Bulk Supplier Load

5.5.5.1 Financial Fields

The following new Financial fields have been added:
1. Payment Category: Optional, varchar20
2. Payment Method: Optional, varchar15
3. Payee Name: Optional, varchar60
4. Bank Name: Optional, varchar30
5. Account Name: Optional, varchar20
6. Sort Code: Optional, varchar12
7. Account Number: Optional, varchar16
8. Company Code: Optional, varchar20
9. WGA Code: Optional, varchar20

5.5.5.2 Primary Contact Fields

The following new Primary Contact fields have been added:
1. Primary Contact Name: Optional, varchar50

2. Primary Contact Phone: Optional, varchar20
3. Primary Contact Mobile: Optional, varchar20
4. Primary Contact eMail: Optional, varchar255
5. Primary Contact Job Title: Optional, varchar40

5.5.5.3   Address GLN

The following address fields have been added:

1. Remittance Address GLN: Optional, varchar20
2. Supplier Address GLN: Optional, varchar20

5.5.5.4   Contact eMail Addresses

The Supplier Bulk Load has been updated to allow for the entry of up 255 characters for all previous contact eMail addresses, namely: PO Change / Cancellation Contact; RMA Request Contact; Price Quote Contact.

5.5.6 Bulk Address Load

The following field has been added:

1. Address GLN: Optional, varchar20

5.6   Use Case Scenarios

No use scenarios are provided for this section.

6   UOM and Pack Size Display

6.1   Purpose

The display of the Unit of Measure (UOM), Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) has been improved across the application in a number of screens, including: Catalogue Search Results, Compare Items, Shopping Basket, Receipt Entry, Invoice Entry, Settlement Resolution, as well as in all document summary and approval screens. Additionally, the UOMQ and UOMQU has been labelled as 'Pack Size'. These changes will provide clarity and consistency; allow requisitioners to better identify differences between similar items from the same or different suppliers; allow receivers to better manage deliveries; and allow finance personnel to better identify and manage invoice discrepancies.

6.2   Usage Scenarios

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

- For suppliers who provide UOMQ and UOMQU data for their items, requisitioners are able to better identify pack sizes in catalogue search results and, alongside the Unit Price, are able to make better informed and more efficient procurement decisions.

- Following the improvement of Unit of Measure and Pack Size display in receipting screens and receipt prints, users who have responsibilities for processing or managing receipts are able to better identify delivery quantities and units of measure. These users are therefore able to perform their duties more accurately by eliminating booking in errors.

6.3   Scope and Exclusions

- All screen changes are generally available without any additional role or configuration requirements.

6.4   Document References

Additional information may be found in the following PECOS Manuals for the feature referred to in this section:
- PECOS P2P v16.0 User Manual
- PECOS P2P v16.0 Invoicing and Settlement Guide
- PECOS P2P v16.0 Approvers Guide

6.5   Functional Enhancements

6.5.1   UOM and UOMQU Display

For all changes described in this section, the full *Description* of the Unit of Measure (UOM) and Unit of Measure Quantity Unit (UOMQU) rather than the *Code*, will also now be displayed. For example, rather than 'PK' we will display 'Pack' and rather than 'CT' we will display 'Carton'. This is more meaningful for a user who may not fully understand, for example, all of the ANSI X-12 codes.

6.5.2   Catalogue Search Results Screen

The UOM in the Catalogue Search Results screen has been decoupled from the Price and displayed in a separate field called 'UOM'.

The UOMQ for each item is displayed in a new field below the UOM, labelled 'Pack Size'.

Compare	Qty	Item Number	Mfr No	Manufacturer	Supplier	Price	UOM	Unit Price	Preferred
		Item Description			GHS		Pack Size		
☐		3000	2568999	Sweet Things	Watsons Waffles & Sons Ltd	£1.00	Box	£0.10/EA	★★★★½
		Small Plain Waffles			◇		10		
☐		2000	2568946	Sweet Things	Watsons Waffles & Sons Ltd	£1.50	Box	£0.19/EA	★★½☆☆
		Medium Plain Waffles					8		

6.5.3   Compare Items Screen

The Compare Items screen has been updated to separate the UOM from the Price. This is to provide consistency with changes made to the Catalogue Search Results screen and previously to the Receive Items screen. The UOM is also removed from the Ordering Information section and displayed in a separate row labelled: 'Unit of Measure' below 'Your Price per Unit of Measure'.

The 'UOM Quantity' and 'UOM Quantity Unit' are removed from the Ordering Information section. The UOM Quantity is repositioned in the Item Description section and displayed under 'Unit of Measure' as: 'Unit of Measure Quantity (Pack Size)'. The UOMQU continues to be displayed after the Unit Price.

6.5.4 Shopping Basket

The display of the UOM has been clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'.

The Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) for each item is now displayed in a new field called 'Pack Size'. The UOM and Pack Size are placed in a new column to the left of the price fields.

Qty	Item No	Mfr No	Manufacturer	Supplier	UOM	Unit Price	Est VAT	Actions
			Item Description		Pack Size	Ext price	Est Gross	
Requisition delivery and invoicing				Requisition Totals (GBP): Net: £202.68 Gross: £243.22				
Order delivery and invoicing				Healthcare Services Total (GBP)		Net: £202.68	Gross: £243.22	
6	120006	BWK200	Kimberly-Cla	Healthcare Services	Pack	£33.78	£40.54	
			Disposable cover gown lite with knitted cuffs		10 / Each	£202.68	£243.22	

6.5.5 Requisition and Status Summary Screens

6.5.5.1 Requisition Review

The display of the UOM has been clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'.

The Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) for each item is now displayed in a new field called 'Pack Size'. In the Order Line Detail section, the UOM and Pack Size are placed in a new column to the left of the price fields.

Line Item No	Item No	Mfr No	Manufacturer	Qty	UOM	Unit Price	Est VAT	Comments
			Item Description		Pack Size	Ext price	Est Gross	
1	120006	BWK200	Kimberly-Clark	6	Pack	£33.78	£40.54	
			Disposable cover gown lite with knitted cuffs		10 / Each	£202.68	£243.22	

Order Line Detail - Healthcare Services

6.5.5.2 Requisition Status Summary

The display of the UOM has been clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'.

The Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) for each item is now displayed in a new field called 'Pack Size'. In the Order Line Detail section, the UOM and Pack Size are placed in a new column to the left of the price fields.

6.5.5.3 Order Request Status Summary

The display of the UOM has been clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'.

The Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) for each item is now displayed in a new field called 'Pack Size'. In the Order Line Detail section, the UOM and Pack Size are placed in a new column to the left of the price fields.

In addition, the 'Qty Resv' column has been removed from the Order Line Detail table and some columns have been reorganised.

6.5.6 Invoicing and Settlement Screens

6.5.6.1 Invoice Entry

The Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) for each item are now displayed in a new field called 'Pack Size', displayed in a new column added to the invoice table, placed after the line item description.

The Order Unit Price and UOM remain in the same field, however display has been improved by adding a space either side of the ' / ' separator.

6.5.6.2 Settlement Resolution

For each line in the Order/Invoice Comparison table, the UOM is added to the Order Information and Invoice Information Qty fields. The Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) is now displayed in a new column called 'Pack Size', placed after the order information quantity.

Additionally, in the Order/Invoice comparison table: the 'Qty Rtn' column is renamed 'Qty / Amt Rtn'; and a new column is added to display the quantity or amount received to date, called 'Qty / Amt Rcd', placed before the 'Qty / Amt Rtn' column.

6.5.6.3 Settlement Approval Summary

For each line in the Order/Invoice comparison table, the UOM is added to the Order Information and Invoice Information Qty fields. The Unit of Measure Quantity (UOMQ) and Unit of Measure Quantity Unit (UOMQU) is now displayed in a new column called 'Pack Size', placed after the order information quantity.

6.5.6.4 Invoice Detail

The column heading 'Unit Price/UoM' has been changed to read: 'Unit Price'.

The display of the UOM has been clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM', placed in a new column to the right of Unit Price.

The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is now displayed in a new field called 'Pack Size', placed in a new column to the right of Unit Price and UOM.

6.5.6.5 Edit Invoice

The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item are now displayed in a new field called 'Pack Size', displayed in a new column added to the invoice table, placed after the line item description.

The Order Unit Price and UOM remain in the same field, however display has been improved by adding a space either side of the ' / ' separator.

6.5.7 Approval Screens

The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is now displayed in a new field called 'Pack Size'. The UOM and Pack Size are placed in a new column to the left of Unit Price and Ext Price.

In addition, for the Order Request and PO Change Approval Summary screens, the 'Qty Resv' column has been removed from the Order Line Detail table.

The following approval screens are affected:

- Requisition Approval Summary
- Requisition - Approval Edit Mode
- Order Request Approval Summary
- Order Request - Approval Edit Mode
- PO Change Approval Summary
- PO Change - Approval Edit Mode

6.5.8 Returned Document Screens

The display of the UOM is clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'.

The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is displayed in a new field called 'Pack Size'. The UOM and Pack Size is placed in a new column to the left of the price fields.

In addition, for the Returned Order Request and Returned PO Change Approval Summary screens, the 'Qty Resv' column has been removed from the Order Line Detail table.

For the following returned document screens are affected:

- Returned Requisition Summary
- Requisition Editing
- Returned Order Request Summary
- Order Request Editing
- Returned PO Change Summary
- PO Change Editing

6.5.9   Document Detail Screens

6.5.9.1   AP Detail

The display of the UOM is clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is displayed in a new field called 'Pack Size'. In the Order Line Detail section, the UOM and Pack Size has been placed in a new column to the left of the price fields.

6.5.9.2   Template Detail

The display of the UOM is clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is displayed in a new field called 'Pack Size'. In the Line Detail table, the UOM and Pack Size has been placed in a new column to the left of the price fields.

Add	Qty	Item No	Mfr No	Manufacturer	Supplier	UOM	Unit price	Est VAT
				Item Description		Pack Size	Ext price	Est Gross
☐	4	CC12347		Targus	Computer World Ltd	Pack	£29.00	£23.20
				Laptop Backpac - Extra Large		10 / Each	£116.00	£139.20

6.5.9.3   Blanket Order Detail and Create Release

The display of the UOM is clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is displayed in a new field called 'Pack Size'. The UOM and Pack Size has been placed in a new column to the left of the price fields.

6.5.10 Invoice Print

The invoice pdf conversion has been updated to include a field for pack size. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is displayed in a new field called 'Pack Size' which is placed in a new column to the right of the 'UOM'.

6.5.11 Order Print

The purchase order pdf conversion has been updated to include a field for pack size. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is displayed in a new field called 'Pack Size' which is placed in a new column to the right of 'UOM'. In addition, the 'UoM' column heading will be updated to be all capitals (i.e. 'UOM).

6.5.12 Receipting Screens

6.5.12.1 Receipt Entry

The 'UOM' column has been updated to accommodate 'Pack Size' with the column header and line fields being split horizontally. The Pack Size field will display the UOMQ and the UOMQU for each item.

6.5.12.2 Edit Receipt

The 'UOM' column has been updated to accommodate 'Pack Size' with the column header and line fields being split horizontally. The Pack Size field will display the UOMQ and the UOMQU for each item.

6.5.12.3 Receipt Summary

The 'UOM' column has been updated to accommodate 'Pack Size' with the column header and line fields being split horizontally. The Pack Size field will display the UOMQ and the UOMQU for each item.

6.5.12.4 Receipt Detail

The system now displays the UOM full description (e.g. 'Pack' will display rather than 'PK').

6.5.12.5 Delivery Note Print

The delivery note pdf conversion has been updated to include a field for pack size. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item now display in a new field called 'Pack Size', placed to the right of the 'UOM'.

6.5.12.6 Receipt Print

The receipt print pdf conversion has been updated to include a field for pack size. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item now display in a new field called 'Pack Size'. The Pack Size will be placed to the right of the 'UOM'.

6.5.13 Change Order Screens

6.5.13.1 Purchase Order Change

The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is now displayed in a new field called 'Pack Size'. The UOM and Pack Size are placed in a new column to the left of Unit Price and Ext Price.

6.5.13.2 Purchase Order Change Review

The display of the UOM is clarified by decoupling it from the Unit Price and displaying in a separate field called 'UOM'. The Unit of Measure Quantity and Unit of Measure Quantity Unit for each item is displayed in a new field called 'Pack Size'. In the Order Line Detail section, the UOM and Pack Size has been placed in a new column to the left of the price fields.

6.6 Use Case Scenarios

The following section provides use scenarios for these changes. These scenarios should be used in conjunction with customer's own test cases to assist with testing the feature.

6.6.1 Catalogue Search

Description: The UOM and Pack Size display correctly in catalogue search results.
Prerequisites:
a)   Requisitioner has access to catalogues that contain UOMQ's and UOMQU's.
Steps
1.   Requisitioner searches for items containing UOMQ's and UOMQU's.
2.   System displays Item Search results.
3.   Use case ends.
Expected behaviour: All UI changes including UOM and Pack Size are displayed correctly.

6.6.2 Shopping Basket

Description: The UOM and Pack Size display correctly in the Shopping Basket.
Prerequisites:
a)   Requisitioner has access to catalogues that contain UOMQ's and UOMQU's.
Steps
1.   Requisitioner searches for items containing UOMQ's and UOMQU's.
2.   System displays Item Search results.
3.   Requisitioner adds items to the Shopping Basket.
4.   Requisitioner clicks on the Basket tab
5.   System displays the Basket.
6.   Use case ends.
Expected behaviour: All UI changes including UOM and Pack Size are displayed correctly.

6.6.3 Invoice Entry

Description: The Pack Size and other UI changes display correctly in the Invoice Entry screen.
Prerequisites:
a)   User has invoice entry permission.
b)   Orders are available for invoicing.
Steps
1.   User navigates to Documents and searches for orders.
2.   System displays document search results.
3.   User selects the Invoice Action icon.
4.   System displays the Invoice Entry screen.
5.   Use case ends.
Expected behaviour: All UI changes including Pack Size are displayed correctly.

6.6.4 Settlement Approval

Description: The Pack Size and other UI changes display correctly in the Settlement Approval Summary screen.
Prerequisites:
a)   User is an approver.
b)   A number of invoices exist requiring approval by the user.
Steps
1.   User navigates to To Do and selects Invoices.
2.   System displays all invoices to approve.
3.   User clicks on an Invoice No.
4.   System displays the Settlement Approval Summary screen.
5.   Use case ends.
Expected behaviour: All UI changes including Workflow Detail and Pack Size are displayed correctly.

6.6.5 Receipt Entry

Description: The UOM, Pack Size and other UI changes display correctly in the Receipt Entry screen.
Prerequisites:
a)   User has receipt entry permission.
b)   Transmitted orders are available for receiving.
Steps
1.   User navigates to Documents and searches for orders.
2.   System displays document search results.
3.   User selects the Receipt Action icon.
4.   System displays the Receipt Entry screen.
5.   Use case ends.
Expected behaviour: All UI changes including UOM and Pack Size are displayed correctly.

7 Reorganised Receiving Screens

7.1 Purpose

A number of changes have been made in recent releases to the receipting process, including enhancements for receipt workflow and Ad hoc items, as well as a number of improvements to screen flow and layout. The changes in this release represents further enhancements within this program of work to improve and enhance receipting for both PECOS P2P users and for 3rd party integration.

Additional restructuring of the current receipting and returns screens has been undertaken to support a more streamlined process and includes enhanced usability and logical flow and the merging of receipt and return history to display in one place.

7.2 Usage Scenarios

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

- Receiving personnel are able to more easily enter receipt information in a less cluttered Receive Items screen, and without the need for scrolling. In addition, previous receipts, including any returns, are presented clearly in order for any discrepancies or queries to be resolved quickly and efficiently.

7.3 Scope and Exclusions

- All screen changes are generally available without any additional configuration requirements.
- A place holder is added for an Internal Delivery Address which is scheduled for development at a later date.

7.4 Document References

Additional information may be found in the following PECOS Manual for the feature referred to in this section:

- PECOS P2P v16.0 User Manual

7.5 Functional Enhancements

7.5.1 Receipt Entry

In order to improve data entry for Receipt Entry page a number of changes have been undertaken:

- A small PO context block is placed at the top of the page, containing: Order Number, Requisition Number, PO Type and Ordered by (requisitioner).
- Supplier and Delivery Detail has been rearranged and is now displayed in a collapsible section, containing: Supplier Name, Delivery Address, Internal Address (place holder for future development), Delivery Date and Delivery Method.
- A number of unnecessary fields have been removed from the Order Detail section to 'de-clutter' the screen including:
  - o Payment Method and Payment Terms.
  - o Buy-for and Requisitioner GSRN.
  - o Order Values: Est Tax, Est Ship, Order Total and Est Gross.
  - o FOB / Freight terms.
  - o The Status table has been removed.
- The Prior Receipts table has been removed and access is now through a 'Prior Receipts / Returns' button at the top of the screen.
  - o The new button provides access to a new Receipt History page to display prior receipts as well as returns.
  - o The button will only appear if the order has any prior receipt or return transactions.
- The Comments block will only display if there is at least one requisition or order level comment. This area is also now presented in a collapsible section (collapsed by default).
- The Receipt Detail table displays with enhanced UOM and Pack Size fields (described elsewhere in this document).
- The 'Receive All' button has been renamed to better describe its purpose and is now labelled 'Receive Outstanding'.

Receipt Entry

[Save New Receipt] [Cancel] [Print Delivery Note] [Prior Receipts / Returns]

Order Detail – PO Number: MJW161

Requisition No	PO Type	Ordered By
325	Standard	Mike Watson

Supplier and Delivery Info	▼

Comments	▼

Receipt Detail
* required.

						Quick filter:	

Delivery Note Number	Date Received *	Receipt State	Receipt Location	Actions
	📅 ✕	Please Select ▼	Please Select ▼	📎 [Receive Outstanding]

Line Item No	Item No	Mfr No	Manufacturer	Item Description	Order Qty	UOM	Received to Date	Qty/Amt Received *	Actions
					Order Amount	Pack Size	Item Location	Item State	
1	3000	2568999	Sweet Things	Small Plain Waffle	3 / BX	Box	3		📎
						10 / Each	Please Select ▼	Please Select ▼	
2	2000			Medium Plain Waffle	6 / BX	Box	3		📎
						8 / Each	Please Select ▼	Please Select ▼	

7.5.2 Return Entry

In order to improve data entry for the Return Entry page a number of changes have been undertaken:

- A small PO context block is placed at the top of the page, containing: Order Number, Requisition Number, PO Type and Ordered by (requisitioner).
- Supplier and Delivery Detail has been rearranged and is now displayed in a collapsible section, containing: Supplier Name, Delivery Address, Internal Address (place holder for future development), Delivery Date and Delivery Method.
- A number of unnecessary fields have been removed from the Order Detail section to 'de-clutter' the screen including:
  - Payment Method and Payment Terms.
  - Buy-for and Requisitioner GSRN.
  - Order Values: Est Tax, Est Ship, Order Total and Est Gross.
  - FOB / Freight terms.
  - The Status table has been removed.
- The Prior Returns table has been removed and access is now through a 'Prior Receipts / Returns' button at the top of the screen.
  - The new button provides access to a new Receipt History page to display prior returns as well as receipts.
  - The button will only appear if the order has any prior receipt or return transactions.
- The Comments block will only display if there is at least one requisition or order level comment. This area is also now presented in a collapsible section (collapsed by default).

Return Items

[Save Return] [Submit RMA Request] [Prior Receipts / Returns] [Back]

Order Detail – PO Number: MJW161

Requisition No	PO Type	Ordered By
325	Standard	Mike Watson

Supplier and Delivery Info	▼

Comments	▼

Line Detail

Line Item No	Item No	Mfr No	Manufacturer	Supplier	Order Qty	Order Amt	Returned to Date	Qty to Return	RMA Number
			Item Description		Item Comment			Reason for Return	
1	3000	2568999	Sweet Things	Watsons Waffles & Sons Ltd	3	1		0	
			Small Plain Waffle					Incorrect Item Received ▼	
2	2000			Watsons Waffles & Sons Ltd	6	0		0	
			Medium Plain Waffle					Incorrect Item Received ▼	

7.5.3 Request RMA

The user's Fax number has been replaced by the user's eMail address and is an editable field.

7.5.4 Prior Receipts and Returns

A new screen is provided through a new 'Prior Receipts / Returns' button, to display all prior receipt and return details. It is accessed from either the Purchase Order Status Summary, Receipt Entry or Return Items screens. This new screen contains the information previously displayed in the Prior Receipts section of the Receipt Entry screen and Prior Returns section of the Return Items screen.

The Prior Receipts and Returns screen contains the following detail and format:

- A small PO context block at the top of the page containing: the Order Number, Requisition Number, PO Type and Ordered by (requisitioner).
- The historic receipt and return data merged and display in chronological order (latest first).
- By default the blocks will be displayed in a collapsed state with the exception of the latest receipt or return. Each block will be identified by the type 'Return' or 'Receipt' along with the date of the transaction.
     a. A Receipt will contain the same details currently displayed in the Prior Receipts table.
     b. A Return will contain the same details currently displayed in the Prior Returns table.
- The print option for the Delivery Note print is initiated from the page header using the 'Print Delivery Note' button.
- The print options for each Receipt Print is initiated from the Receipt block headers using a 'Print Receipt' icon.

7.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios should be used in conjunction with customer's own test cases to assist with testing the new feature.

7.6.1 Receipt Entry

Description: The changes made to the Receipt Entry screen display correctly.
Prerequisites:
a) User has receipt entry permission.
b) Transmitted orders are available for receiving.
c) Orders contain requisition or order level internal or external comments.
Steps
1. User navigates to Documents and searches for orders.
2. System displays document search results.
3. User selects the Receipt Action icon.
4. System displays the Receipt Entry screen.
5. Use case ends.
Expected behaviour: All UI changes including new header detail, collapsible supplier and delivery information section and collapsible comments section are displayed correctly.

7.6.2   Return Items

Description: The changes made to the Return Items screen display correctly.
Prerequisites:
a)   User has return entry permission.
b)   Transmitted orders are receipted and available for returns processing.
c)   Orders contain requisition or order level internal or external comments.
Steps
1.   User navigates to Documents and searches for orders.
2.   System displays document search results.
3.   User clicks on the PO Number.
4.   System opens the Purchase Order Status Summary screen.
5.   User clicks the Return Items button.
6.   System displays the Return Items screen.
7.   Use case ends.
Expected behaviour: All UI changes including new header detail, collapsible supplier and delivery information section and collapsible comments section are displayed correctly.

7.6.3   Prior Receipts and Returns

Description: The new Prior Receipts / Returns button and Prior Receipts and Returns screen display correctly from the Receipt Entry screen.
Prerequisites:
a)   User has receipt entry permission.
b)   Transmitted orders with previous receipt and return history are available.
Steps
1.   User navigates to Documents and searches for orders.
2.   System displays document search results.
3.   User selects the Receipt Action icon.
4.   System displays the Receipt Entry screen.
5.   User clicks the Prior Receipts / Returns button.
6.   System displays the Prior Receipts and Returns screen.
7.   Use case ends.
Expected behaviour: The Prior Receipts / Returns button and Prior Receipts and Returns screen display correctly.
The Print Delivery Note button and Print Receipt icons display correctly.

8   Self Approval

8.1   Purpose

PECOS P2P currently provides a number of configuration options to ensure that an approver does not approve their own requisitions and order requests when they are themselves the owners of an approval step.

- For bypassing approval, based on a requisitioner's approval or managerial grade, the user profile Bypass Approval Level is used and approval plans configured appropriately. This requires a degree of configuration for multiple approval steps and does not provide a means of directing approval to an alternate or delegated approver.
- For directing approval to an alternative approver when the document owner is the owner of an approval step, requires the creation of additional ARG's which must be assigned to all approvers. This requires additional configuration and does not work for organisations who route approval based on financial tracking segment value.

An easier process for bypassing self approval, especially for customers who route approval based on financial tracking segment value, has been identified and is addressed in this new feature.

8.2   Usage Scenarios

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

- A customer's approval process is configured to resolve approval roles by segment value. The scheme of delegation dictates that no approver is allowed to approve their own requisitions and orders. By setting the new 'Allow self approval' permission to 'No', it is now possible to ensure that this delegation rule is automatically applied and where no alternative approver is available, the system administrator is informed.
- A customer's approval process is configured to resolve approval roles by approval rule group. The scheme of delegation dictates that no approver is allowed to approve their own requisitions and orders. By setting the new 'Allow self approval' permission to 'No', it is now possible to ensure that this delegation rule is automatically applied without the need to create additional ARG's for each approver. In addition, where no alternative approver is available, the system administrator is informed.

8.3   Scope and Exclusions

- The new administration option is generally available without any additional configuration requirements or administrator security task permission.
- The default settings will ensure that no change to self approval bypass permission is implemented upon implementation.

8.4   Document References

Additional information may be found in the following PECOS Manual for the feature referred to in this section:

- PECOS P2P v16.0 Administration Manual

8.5   Functional Enhancements

8.5.1   Enhancement

- A new 'Approval' tab is provided in organisation settings to allow an 'Allow self approval' permission to be configured:
    a.   At the L2 there is a radio button with two options:
        i.   'Yes' (default)
        ii.   'No'
    b.   At the L3 and below there are three options:
        i.   'Default from parent organisation' (default)
        ii.   'Yes'
        iii.   'No'
- If the new 'Allow self approval' permission is set to 'No' then the owner of any document shall not be allowed to approve their own documents:
    a.   Approval emails will be suppressed
    b.   Approval documents will not be routed to the task owners To Do list
- The 'owner' of each document type will be defined as:
    a.   Requisitions, Order Requests and Change Orders: Buy For User or Requisitioner
    b.   Receipts: the Receiver
    c.   Invoices: the Invoicer

- Approval routing will SUCCEED when one or more approver who is not the document owner is available to receive the approval object:
    a. When the Owner Type = 'User' and the assigned User is not the document owner.
    b. When the Owner Type = 'Role' and the role is one of the system defined roles and the user assigned to the Role is not the document owner.
    c. When the Owner Type = 'Role' and the role is not a system defined role and there is one or more user assigned to the role in the user's ARG in addition to or different to the document owner. Note that if the approval requirement is 'Required by all' and only one other approver remains available this is deemed acceptable (i.e. one approver is sufficient).
- Approval routing will FAIL when the only approver available to receive the approval object is the document owner:
    a. When the Owner Type = 'User' and the assigned User is the document owner.
    b. When the Owner Type = 'Role' and the role is one of the system defined roles and the user assigned to the Role is the document owner.
    c. When the Owner Type = 'Role' and the role is not a system defined role and the only user assigned to the role in the user's ARG is the document owner.
- When approval routing fails, the Default Workflow Approver defined in Message Management will receive the approval document and the Approver Notification eMail message per existing configuration.

8.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios should be used in conjunction with customer's own test cases to assist with testing the new feature.

8.6.1 No Self Approval / Role Based and Approval Fails

Description: Self approval is prevented when the org setting is correctly configured. Approval is by a configured role. The requisitioner is the only assignee to the approval role which causes approval failure. The default Workflow Approver is notified in the normal way.

Prerequisites:
a) The test requisitioner belongs to an organisation which has the org setting to allow self approval set to 'No'.
b) Message Management Delivery Failure is fully and accurately configured for a Default Workflow Approver.
c) An approval step is assigned to an administrator created role in the test requisition workflow plan.
d) The approval step requires all requisitions to be approved and is the only approval step.
e) The test requisition workflow plan is assigned to the test ARG.
f) The requisitioner ONLY is assigned to the approval role in the test ARG.
g) The requisitioner is a member of the test ARG.

Steps
1. Requisitioner creates a new requisition and submits.
2. System sends the requisition to the test requisition plan and requires approval.
3. System does not send the requisition to the requisitioner and fails the approval.
4. System notifies the Default Workflow Approver.
5. Use case ends.

Expected behaviour: Self approval is correctly prevented. The system transmits the Approval Notification eMail message to the assigned Default Workflow Approver.

8.6.2 No Self Approval and Approval Succeeds

Description: Self approval is prevented when the org setting is correctly configured. Approval is by a configured role. The requisitioner is not the only assignee to the approval role. Approval is directed to all or any other assignee to the approval role.

Prerequisites:
a) The test requisitioner belongs to an organisation which has the org setting to allow self approval set to 'No'.
b) Message Management Delivery Failure is fully and accurately configured for a Default Workflow Approver.
c) An approval step is assigned to an administrator created role in the test requisition workflow plan.
d) Approval is required by all owners of the role.
e) The approval step requires all requisitions to be approved and is the only approval step.
f) The test requisition workflow plan is assigned to the test ARG.
g) The requisitioner is one of three users assigned to the approval role in the test ARG.
h) The requisitioner is a member of the test ARG.

Steps
1. Requisitioner creates a new requisition and submits.
2. System sends the requisition to the test requisition plan and requires approval.
3. System does not send the requisition to the requisitioner.
4. System does send the requisition to all other users assigned to the approval role.
5. Use case ends.

Expected behaviour: Self approval is correctly prevented. The system direct approval correctly to all other approval role owners.

8.6.3 No Self Approval / User Based and Approval Fails

Description: Self approval is prevented when the org setting is correctly configured. Approval is user based. The requisitioner is the user assigned to the approval step which causes approval failure. The default Workflow Approver is notified in the normal way.

Prerequisites:
a)   The test requisitioner belongs to an organisation which has the org setting to allow self approval set to 'No'.
b)   Message Management Delivery Failure is fully and accurately configured for a Default Workflow Approver.
c)   The test requisition workflow plan contains an approval step owned by a User.
d)   The user assigned as the approval owner is the requisitioner.
e)   The approval step requires all requisitions to be approved and is the only approval step.
f)   The test requisition workflow plan is assigned to the test ARG.
g)   The requisitioner is a member of the test ARG.

Steps
1.   Requisitioner creates a new requisition and submits.
2.   System sends the requisition to the test requisition plan and requires approval.
3.   System does not send the requisition to the requisitioner and fails the approval.
4.   System notifies the Default Workflow Approver.
5.   Use case ends.

Expected behaviour: Self approval is correctly prevented. The system transmits the Approval Notification eMail message to the assigned Default Workflow Approver.

9 Message Management

9.1 Purpose

The system has previously provided a Message Management facility available at the level 2 (Company) only, containing mandatory administration settings for:

- Defining one recipient for undeliverable eMail messages received as a result of failed transmissions from PECOS P2P.
- Defining recipients for all replies received to any system generated order transmission or approval message.
- Defining one recipient for error messages generated from failed workflow approval tasks and configuring an override eMail notification message.
- Defining recipients for notification of faxed order delivery failures and configuring the eMail notification message that is to be sent.

In order to facilitate more efficient and accurate message distribution and management within a multi-organisational configuration (for example within Scottish Health Boards), Message Management has been extended administratively down to the organisation level (i.e. levels 3 to 10).

9.2 Usage Scenarios

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

- A consortium is configured with its primary legal entities at the level 3 in the PECOS P2P organisation structure. The system administrators for each level 3 organisation are different and are now able to be assigned as the recipients of eMail delivery failures and workflow approval failures.

  Previously a single level 2 administrator received all messages and had to forward them manually to the relevant organisation's administrator.

9.3 Scope and Exclusions

- The new administration option is generally available without any additional configuration requirements.
- Existing L2 settings will be retained and will remain the mandatory default unless specifically overridden at a child organisation level.

9.4 Document References

Additional information may be found in the following PECOS Manual for the feature referred to in this section:

- PECOS P2P v16.0 Administration Manual

9.5 Functional Enhancements

In order to facilitate more efficient and accurate message distribution and management within a multi-organisational configuration, Message Management has been made available for administration purposes at the organisation levels (i.e. levels 3 to 10).

9.5.1 Organisation Changes

- The existing Message Management functionality, in its entirety has been made available for completion at all organisation levels (i.e. 3 through to 10) in addition to the existing level 1 site and level 2 company settings.
- The 'Message Management' button in the Organisation maintenance screen has been moved and will remain visible when navigating out of a Level 2 organisation in Organisation Explorer.
- The L2 company level settings will continue to provide the parent default and completion of Message Management recipients will remain mandatory at the L2.
- Settings are provided for all L2 subordinate child organisations (i.e. levels 3 to 10). These will be optional and will automatically inherit parent settings if no override is provided:
  - a. No level 1 settings will be inherited.
  - b. The level 2 settings will be inherited by all level 3 child organisations.
  - c. A level 3 setting will be inherited by all of its level 4 child organisations.
  - d. A level 4 setting will be inherited by all of its level 5 child organisations.
  - e. et cetera.
- Inheritance is based on existing PECOS P2P functionality. Where settings are not specifically provided for a subordinate organisation level (i.e. 3 to 10), the system will look up the organisation hierarchy until a parent setting is found, as far as level 2.
- When settings are configured for levels 3 to 10 they will be used as an override to any parent setting. The system provides a new check box as a means to identify when override settings are to be entered and invoked for an

subordinate organisational level. The check box is called: "Override parent organisation message management definitions" and until selected, options are inactive and read only.

- The users available for assignment in Message Management are determined by existing functionality: these are system administrators with Permitted Administration Organisation permission for the organisation for which Message Management definitions are being set. Administrator selection is on a 'top down' basis, again, determined by existing functionality.

9.5.2   New Keywords

Additional Keywords have been added for the Default Workflow Approver eMail configuration:

- Workflow Plan Name: %@WorkflowPlanName% - the name of the approval plan from which the unresolved task originates.
- Task Name: %@WorkflowTaskName% - the name of the task that is unresolved.
- Organisation Name: %@OrgUnitName% - the organisation to which the unresolved task is associated.
- Requisition ID: %@ExternalRequisitionID% - the requisition number.
- Requisitioner's Name: %@BuyerName% - the name of the requisitioner.
- Requisitioner's ID: %@BuyerID% - the ID of the requisitioner.
- Buy-for User Name: %@ShipToName% - the name of the buy for user.
- Buy-for User ID: %@BuyForID% - the ID of the buy for user.
- Document Type: %@DocumentType% - being the document object type that is unresolved.

9.6   Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios should be used in conjunction with customer's own test cases to assist with testing the new feature.

9.6.1   Level 3 Configuration

Description: Message Management is available and configured for a level 3 organisation.
Prerequisites:
a)   Company L2 Message Management settings are completed and saved.
b)   Administrator has full Organisation Maintenance permission for all organisation levels.
c)   Multiple administrators are available as eMail recipients for Message Management.
Steps
1.   Administrator navigates to Admin > Company > Org Maintenance
2.   System displays Organisation Maintenance.
3.   Administrator select a Level 3 organisation in Organisation Explorer,
4.   System displays Organisation Information for the selected organisation.
5.   Administrator clicks the Message Management button.
6.   System displays the Manage Message Delivery Failures and Replies screen in read only mode.
7.   Administrator clicks the 'Override parent organisation message management definitions' check box.
8.   System displays the screen in edit mode.
9.   Administrator changes the recipient for all tasks makes changes to email messages as required.
10.   Administrator clicks the Save button.
11.   System successfully updates the settings.
12.   Use case ends.
Expected behaviour: Message Management settings are available at the organisation level and are successfully updated and saved.

9.6.2   Level 3 Settings Successful

Description: Message Management override is configured for a level 3 organisation. Override settings for Default Workflow Approver are successfully used.
Prerequisites:
a)   Use Case 9.6.1 is complete.
b)   Test requisitioner belongs at the Level 3 that contains Message Management override settings.
c)   The requisition workflow used by the test requisitioner is configured to purposefully fail approval routing.
Steps
1.   Requisitioner creates a requisition and submits.
2.   System fails approval routing.
3.   System notifies the default workflow approver.
4.   Use case ends.
Expected behaviour: The correct default workflow approver receives the correctly configured approver notification eMail message.

10 Accounts Payable Workbench

10.1   Purpose

Prior to this release all invoice entry and settlement activity had to be undertaken through a Document Search. Search results display in purchase order context only and invoice entry or settlement tasks are accessed by navigating individual icons or menu options through multiple screens.

In order to provide Accounts Payable personnel with a proactive invoice and settlement management area with reduced navigation, an **Invoice and Accounts Payable Workbench** has been created. The workbench provides the ability to search and view based on user, invoice, purchase order or supplier context and provides a single point of access to all relevant invoice screens and payables functionality.

10.2   Usage Scenarios

The following are summary examples of how this new or enhanced feature could be utilised. Detailed use cases are listed in section 10.6 below.

- All users who are required to undertake invoice and settlement processing tasks can do so in a single place, through a new **Invoicing** tab, eliminating the need for complicated navigation through the generic Document Search. All data and tasks presented are relevant to the context of the accounts payable role and within the user's existing access permissions.
- Senior finance users are able to monitor and manage invoice and settlement tasks through a tabular view with detailed search functionality. The invoice data presented includes all key values including dates, users, suppliers and statuses; all of which can be filtered and sorted. Invoice history, attachments, settlement detail and remittance information is all available to view.

10.3   Scope and Exclusions

- Access to the new Invoice and Accounts Payable Workbench is optional and provided through the existing Invoicer user role.
- Access to payment, invoice and settlement tasks and all associated data is provided within user's existing user roles, access permissions and organisation assignment. No additional permissions are required.

10.4   Document References

Additional information may be found in the following PECOS Manual for the feature referred to in this section:

- PECOS P2P v16.0 Invoicing and Settlement Guide

10.5   Functional Enhancements

10.5.1 Access Permissions

Access to the **Invoice and Accounts Payable Workbench** is through a new main navigation menu tab labelled 'Invoicing'. The display of the new Invoicing tab will be controlled by the existing 'Invoicer' user role and will be hidden by default unless the user has this role assigned to them.
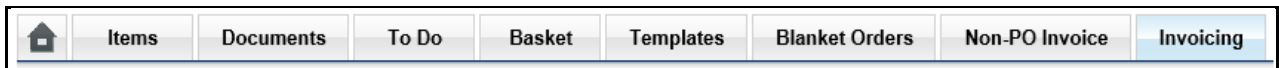
The level of data access, available processing options and degree of document drill down will be determined by a user's existing user role assignment and order access level. No separate permissions are required for workbench views.

10.5.2 Invoice Data Table

An invoice data table displays invoice detail, with one invoice per row. A **default content** will display automatically upon screen opening, without the need to undertake a search. The default data set will be based on invoice date and the default range for inclusion will be the current date less 30 days, inclusive (i.e. all invoices with a date from today or within the past 30 days will populate).

The table contains the following columns:

- **Invoice Number**: This is the supplier's invoice number. The number is a hyperlink, opening the Invoice Detail screen.
- **Type**: The invoice type indicator:
    - 'DI' for debit invoices
    - 'CR' for credit invoices
- **Invoice Date**: The invoice date.

- **Invoicer**: This indicates the invoice originator:
  - For manually entered invoices, including Non-PO invoices, this is the name of the user who entered the invoice.
  - Where received through the cXML batch or eInvoice processes, a fixed value, 'Electronic' will display.
  - For ERS generated invoices, a fixed value, 'ERS' will display.
- **PO Number**: The PECOS purchase order number against which the invoice is processed. The number is a hyperlink opening the Purchase Order Status Summary screen.
- **Supplier Name**: The name of the supplier as it appears in the PECOS supplier profile.
- **Supplier Number**: The Supplier Number that appears in the PECOS supplier profile. This will usually be the accounts payable ledger reference.
- **Invoice Total**: The gross invoice amount.
- **Invoice Status**: The Order Settlement Status (i.e. the invoice status of the order). Note that "Invoice requires approval routing" will not display, as this is not a true settlement status but an invoice state indicator only.
  "Any Status" is the default and displays all statuses. Existing status labels have been mapped for clarity and will appear for selection in a list box as follows:
  - The order has been fully invoiced = "Full"
  - The order has been fully invoiced and paid = "Full and Paid"
  - Fully invoiced – one or more invoices are mismatched = "Full with Mismatches"
  - The order has been over invoiced = "Over"
  - The order has been partially invoiced = "Partial"
  - One or more invoices have been paid = "Partial and Paid"
  - One or more invoices are mismatched = "Partial with Mismatches"
  - Pending initial match = "Pending Match"
  - No Invoices Received
- **Settlement Status**: The Invoice Settlement Status (i.e. the settlement status of the invoice).
  "Any Status" is the default and displays all statuses. Existing status labels have been mapped for clarity and will appear for selection in a list box as follows:
  - Deactivated = "Deactivated"
  - Delivery tolerance exceeded = "Delivery Mismatch"
  - Force settled = "Force Settled"
  - Received – unprocessed = "Not Matched"
  - Processed to accounts payable = "Paid"
  - Remittance Received from AP = "Paid with Remittance"
  - Exception - Order tolerance exceeded = "Price Mismatch"
  - Mismatch between order and invoice (for non tolerance errors) = "Quantity Mismatch"
  - Exception - Full match pending receipt = "Receipt Mismatch"
  - Partial match pending receipt = "Receipt Mismatch"
  - Reconciled = "Reconciled"
  - Reconciled - pending full invoicing = "Reconciled (Pending)"
  - Exception - VAT tolerance exceeded = "VAT Mismatch"
- **In Approval**: This will identify if the invoice is currently in settlement workflow:
  - 'Yes' - the invoice is in the approval process.
  - 'No' - the invoice is not in the approval process.
- **Actions**: This column will display the following icons to enable users to review existing or process additional invoice data:
  - **Create Invoice**. Click to open the Invoice Entry screen. If the order is manually closed the Invoice List will display.
  - **Settlement Resolution**. Click to open the Settlement Resolution screen. If the order is manually closed the screen will open in view only mode.
  - **Payment Information**. This icon will display only if there is remittance detail lodged against the invoice. Click to open the Payment Information screen for the order.
  - **Invoice Attachments**. This icon will only display if there is at least one attachment for the invoice. Click to display an invoice attachments table containing all attachment hyperlinks for the invoice.

A number of columns will be **sortable** by clicking on the column header. Sorting on the same column will alternate between ascending and descending order.

Invoice and Accounts Payable Workbench

From Invoice Date: 17/02/2019   To Invoice Date: 19/03/2019

Invoice Number: PO Number: Settlement Status: Any Status

Search   Clear

Showing 1 to 7 of 7 entries   First Previous 1 Next Last

Invoice No	Type	Inv Date ▼	Invoicer	PO Number	Supplier Name	Supplier No	Invoice Total	Invoice Status	Settlement Status	In Approval	Actions
								Any Status	Any Status	All	Clear
8577549	DI	12/03/2019	Mike Watson	GOV1586	Surgical Supplies Ltd	2165415	£1,320.00	Full	Reconciled	No	
asdf	DI	12/03/2019	Shaun Harraughty	GOV1585	VWR International Ltd	5623654	£62.03	Full with Mismatches	Quantity Mismatch	Yes	
helpme	DI	12/03/2019	Shaun Harraughty	GOV1585	VWR International Ltd	5623654	£62.03	Full with Mismatches	Reconciled	No	
446464	DI	28/02/2019	Mary Robins	GOV1566	Lab Services	PHJH76	£729.60	Full with Mismatches	Price Mismatch	Yes	
4564564645	DI	28/02/2019	Mary Robins	GOV1571	RS Components	6939393525	£12.86	Full	Reconciled	No	
86786	DI	19/02/2019	Mike Watson	GOV1564	Property Maintenance Services	858858282	£2,160.00	Full with Mismatches	Quantity Mismatch	Yes	
hnhnhnhn	DI	19/02/2019	Mike Watson	GOV1564	Property Maintenance Services	858858282	£2,160.00	Full with Mismatches	Reconciled	No	

Showing 1 to 7 of 7 entries   First Previous 1 Next Last

10.5.3 Data Search and Filter

A number of search and filter options are available to refine the invoice table view.

10.5.3.1 Search

Invoice Date: allows the default view of 30 days to be updated. The entry of either a From or To date is valid. Where 'From' is blank, all invoices up to the specified 'To' date will be returned and where 'To' is blank, all invoices from the specified 'From' date up to today's date will be returned.

Invoice Number: returns all invoices that contain the search string.

PO Number: returns all purchase orders (irrespective of invoicing status) that contain the search string.

Settlement Status: select from the list box to return all invoices in the selected Settlement Status.

10.5.3.2 Filter

In addition to being sorted, columns will be **filtered** based on data that *contains* the entered search value in the filter box in the column header. Multiple columns can be filtered at the same time. The following columns allow table data to be filtered:

- Invoice No
- Invoicer
- PO Number
- Supplier Name
- Invoice Status: select a status from the list box
- Settlement Status: select a status from the list box
- In Approval: select from the list box

A 'Clear' button is available to reset the invoice table to its pre filtered view.

10.6 Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios should be used in conjunction with customer's own test cases to assist with testing the new feature.

10.6.1 Workbench Access

Description: Ensure a user is able to access the Invoice and Accounts Payable Workbench and has the correct data access based on existing user permissions.

Prerequisites:
a) Existing user with 'Invoicer' role and predetermined settlement rights and order access permission.
b) Invoices are available in various statuses and for varying dates, including up to the previous 30 days.
c) The user has permission to view a number of the available invoices.

Steps
1. User logs in and is able to see the 'Invoicing' main menu tab.
2. User clicks the 'Invoicing' tab.
3. System opens the Invoice and Accounts Payable Workbench.
4. System populates the invoice table with default data.
5. Use case ends.

Expected behaviour: The system correctly provides access to the Invoicing tab and displays the expected default invoice data based on their user permissions.

10.6.2 Date Search and Invoice No Filter

Description: Check that data in the invoice table is accurately presented based on invoice date search and Invoice No column heading text filter.

Prerequisites:

a)   Use Case 10.6.1.

Steps

1.   Use case starts at the previous use case 10.6.1 step 4.
2.   User clicks the 'From' date picker and selects a date to extend the invoice search range.
3.   User clicks the 'Search' button.
4.   System refreshes the invoice table and displays additional invoice data.
5.   User enters a partial value in the 'Invoice No' column filter.
6.   System filters the invoice table data based on the value entered.
7.   User clicks the 'Clear' button.
8.   System resets the table data to the pre filtered view.
9.   Use case ends.

Expected behaviour: The system correctly displays invoice data pre and post search and filter.

10.6.3 Date Search and Invoicer Filter

Description: Check that data in the invoice table is accurately presented based on invoice date search and Invoicer column heading text filter.

Prerequisites:

a)   Use Case 10.6.1.

Steps

1.   Use case starts at the previous use case 10.6.1 step 4.
2.   User clicks the 'From' date picker and selects a date to extend the invoice search range.
3.   User clicks the 'Search' button.
4.   System refreshes the invoice table and displays additional invoice data.
5.   User enters a partial value in the 'Invoicer' column filter.
6.   System filters the invoice table data based on the value entered.
7.   User clicks the 'Clear' button.
8.   System resets the table data to the pre filtered view.
9.   Use case ends.

Expected behaviour: The system correctly displays invoice data pre and post search and filter.

10.6.4 Date Search and Status Filter

Description: Check that data in the invoice table is accurately presented based on invoice date search and Settlement Status column heading text filter.

Prerequisites:

a)   Use Case 10.6.1.

Steps

1.   Use case starts at the previous use case 10.6.1 step 4.
2.   User clicks the 'From' date picker and selects a date to extend the invoice search range.
3.   User clicks the 'Search' button.
4.   System refreshes the invoice table and displays additional invoice data.
5.   User selects a Settlement Status from the column list box filter.
6.   System filters the invoice table data based on the value selected.
7.   User selects 'Any Status' in the Settlement Status column list box filter.
8.   System resets the table data to the pre filtered view.
9.   Use case ends.

Expected behaviour: The system correctly displays invoice data pre and post search and filter.

10.6.5 Settlement Action Icon

Description: Check that correct Action icons appear and the Settlement icon operates as expected.

Prerequisites:

a)   Use Case 10.6.1.

Steps

1.   Use case starts at the previous use case 10.6.1 step 4.
2.   User clicks the Settlement icon for an invoice that is not manually closed.
3.   System opens the Settlement Resolution screen.
4.   Use case ends.

Expected behaviour: The system correctly displays action icons and navigates to the correct Settlement Resolution screen when the appropriate icon is selected.

11 Administration Alerts

11.1 Purpose

Administration Alerts allow eMail notification messages to be generated when key administration data is changed under edit. This new feature allows changes to critical or security sensitive data to be monitored and is introduced initially to support the new supplier financial information fields.

11.2 Usage Scenarios

The following are summary examples of how this new feature could be utilised. Detailed use cases are listed in section 11.6 below.

- Senior administrators are able to generate a notification message to be delivered to a senior finance officer, containing details of edited fields and user details, when any changes are made to banking information in the supplier profile.

11.3 Scope and Exclusions

- Generally available. A new tab is added to the existing email Notification Message section of Organisation Maintenance and is accessible under existing administration task permission.

11.4 Document References

Additional information may be found in the following PECOS Manual for the feature referred to in this section:

- PECOS P2P v16.0 Administration Manual

11.5 Functional Enhancements

11.5.1 Notification Messages

A new Administration Alert is provided which will generate an eMail message when administration data is changed under edit. Initially, in this release, an alert will be generated when supplier financial details are changed. The alert will take the form of a formatted eMail to be sent to a specified recipient, triggered upon a certain condition.

The alert eMail message is configured in the existing **Notification** sub window of **Organisation Maintenance** through a new tab called **Admin Alerts**.

Fields for the entry of the **eMail Recipient** will be provided and may be either:
- User: A PECOS P2P user selected from a user search; or
- Email: An external recipient may be selected. Two text boxes are provided for completion: 'eMail Address:' and 'Recipient Name:'.

The administrator is able to provide default eMail **Subject Text** and **Body Text** which may include the following Keywords:
- Action (<%Action%>): being the action performed on the updated field (i.e. Delete or Modify).
- Administrator (<%Administrator%>): being the name of the administrator who made the change.
- Date (<%Date%>): being the date and time the field was updated.
- Field Name (<%Field_Name%>): being the name of the field that has been updated.
- Object Description (<%Object_Description%>): being the description or name of the object that has been updated (i.e. in this case the name of the supplier).
- Object Type (<%Object_Type%>): being the object that has been updated. (i.e. in this case it will always be 'Suppliers').
- Organisation (<%Organization%>): being the organisation unit name that the object belongs to.

Transmission of the Notification eMail will be triggered when any supplier profile Financial Information field is updated and saved by any user, manually through the UI. (Note: not via a bulk load or through cXML integration.)

11.6   Use Case Scenarios

The following section provides use scenarios for this new feature. These scenarios should be used in conjunction with customer's own test cases to assist with testing the new feature.

11.6.1 Supplier Admin - Alert Generated

Description: A system administrator with 'Suppliers' and 'Suppliers-Financial info' administration permission is able to edit Financial Info and a notification alert is generated.

Prerequisites:
a)   Administrator with 'Suppliers' and 'Suppliers-Financial info' permitted administration tasks.
b)   Supplier profiles exist with financial information populated.
c)   The Supplier Financial Information Admin Alert eMail Notification Message is configured.

Steps
1.   Administrator navigates to P2P Admin> Suppliers > Profiles.
2.   System displays the Supplier Profile screen.
3.   Administrator searches and selects a supplier.
4.   System populates the Supplier Profile screen.
5.   Administrator clicks the 'Financial Info' button.
6.   System displays the Financial Information screen.
7.   Administrator edits financial information and saves the change.
8.   System generates and issues an alert email.
9.   Use case ends.

Expected behaviour: Administrator is able to edit Financial Information. The Supplier Financial Information eMail alert notification message is correctly generated and delivered.

12 Accruals Generator

PECOS P2P customers have always been able to generate commitments and accruals either directly using the integrated reporting solution (Actuate BIRT) or locally using the Order Export and/or the Receipt Export. All payments (reconciled invoices) are transmitted to a client's finance system using the Accounts Payable Export.

A new Accruals Generator (AG) has been developed to provide a detailed financial accruals and payment interface to be used as an alternative or compliment to running reports or data exports. The AG has the following capabilities:

- Calculates separate line level transactions in near real time.
- Generates three file types for simultaneous transmission:
    1. Calculates an **accrual** based on receipt and invoice transactions.
    2. Calculates a **payment** based on reconciled and force settled invoice statuses.
    3. Calculates **reversing accrual** transactions for all existing accruals based on subsequent line level processing conditions.
- Flexible general ledger and accounts payable field mappings can be defined at header and line level.
- Allows Balance Sheet posting accounts to be defined in order to generate **double entry** transactions for interfacing directly into a client finance or general ledger system.
- All AG files can be scheduled to run based on specific customer requirements (e.g. multiple times during the day, daily, monthly etc).
- Generates an accruals audit report for reconciliation purposes.

The AG will be implemented on a per customer basis through a Client Services engagement in order to accurately configure the data generator, correctly identify and map all output transactions, define the required transformations and schedule interfaces.

13 Defect Repairs

The table below shows the defects repaired in release 16.0 by defect ID and area. Also provided are examples of scenarios that can be replicated to confirm the correction of the defect.

13.1 Pre-Requisites

To replicate and perform validation of the scenarios, you must have access to a PECOS P2P site deployed with version 16.0, a user id and password allowing access to the appropriate areas of the application and a detailed knowledge of PECOS P2P administration (some scenarios may require additional set up or configuration). If you do not, please see your PECOS system administrator.

13.2 Defect Listing

SQA No.	Description	Area and Function	Customer(s)
1165	Unit of Measure (UOM) for parts added during change order appears as lower case and the item type is missing.	Procurement - Change Orders	Scottish Councils
4243	When an item is added and then deactivated using the bulk catalogue load it is able to be subsequently added once more through item maintenance. When this occurs the item tables are not correctly updated which leads to partial insertion and omission from the catalogue search index.	Administration - Item Maintenance	Scottish Government
5561	The supplier contact eMail address is restricted to fifty characters while the main supplier profile eMail address can accept 255 characters.	Administration - Supplier Profile	Scottish Government
5915	If a part number contains '#', the line level receipt attachment link returns the 'Requisition Comments and Attachments' page and clicking 'Back' leads to an http 404 error.	Procurement - Comments & Attachments	Scottish Councils
6016	When line is removed during a change order, entering a full receipt for all remaining lines retains the receipt status 'One or more items have been partially received'.	Procurement - Change Orders	Scottish Councils
6218	If receipt comments include an ampersand or pound sign at header level, the comments get assigned to last line on the receipt and any text after the ampersand is lost.	Procurement - Receipts	Scottish NHS
7395	For a change order, in edit mode, updating a receipt fails with an Internal Server Error when an item is changed.	Procurement - Receipts	Scottish Councils
15323	A template author cannot view a template saved to an organisation when the author does not belong in the same organisation hierarchy.	Procurement - Templates	Scottish Councils
15872	When submitting a RMA a 'http 500-Internal Server Error' is returned if a negative number is specified in the quantity column.	Procurement - Return Items	Leidos
15874	In Receipt Comments and Attachments, if the attachment description text includes an ampersand, the text after the ampersand is lost when saving the attachment.	Procurement - Receipts	Leidos
15875	In Receipt Comments and Attachments, if the attachment description text includes a percentage symbol, the percentage symbol does not get saved.	Procurement - Receipts	Leidos
15877	During receipt editing, entering spaces in the Delivery Note Number leads to 'An internal error occurred while saving the receipt'.	Procurement - Receipts	Leidos
15983	During receipt editing, selecting 'Unreceive All ' and then 'Update Receipt' leads to the error: 'You must have at least one item with a Qty/Amt to receive'.	Procurement - Receipts	Leidos
16622	In a receipt approval plan the task completion audit trail entry and user comments are not visible on PO audit trail when the receipt is approved.	Administration - Receipt Workflow	Leidos

16700	When the PO Image is oversized it does not resize correctly in the Invoice Print.	Procurement - Invoicing	Internal
16804	The Tax Tolerance setting for VAT does not get saved.	Administration - Taxation	Internal
16810	In the Order Export the item type is missing on some Non-Catalogue order lines added during change order.	Integration	Scottish Government - GCC
16820	An amount based line can get over receipted even when the 'Receipt Tolerance' dynamic option is set to 'True'.	Procurement - Receipting	Scottish NHS
16841	Category accounting works during initial order submission but not if the category is subsequently changed during the approval process.	Procurement - Approval	Kingston NHS
16920	The catalogue load takes significantly longer in PECOS P2P v15.3 than it did in v15.2.	Integration	Scottish NHS
16922	If forced category accounting is in effect and an invoice has an additional line manually added, account code assignment from line 1 gets applied onto the new line and is not editable.	Procurement - Invoicing	Kingston NHS
16960	When a user enters a receipt with a quantity that is higher than the order quantity and then changes the quantity to be lower, an 'Invalid receipt quantity' error message is displayed when saving.	Procurement - Receipting	Scottish Councils
16981	The Settlement Type on the APExport appears twice for each line and is not consistent with the DTD.	Integration	Leidos
17002	Non-Catalogue items do not allow negative amounts.	Procurement - Non-Catalogue Items	Leidos
17142	Error deleting Approval Rule Groups.	Administration - ARGs	Internal
17146	3 Way Matching set in the supplier profile is not recognised when a supplier is assigned during requisition or order approval.	Procurement - Approval	LPP
17227	The Outstanding Approvals page fails to load when one of the approvers does not have a default account code assignment.	Administration - Outstanding Approvals	Kingston NHS
17282	For amount based orders, 3 way matching ignores return amounts.	Procurement - Matching	NIA
17530	If an invoice is matched to an order containing a line added during the Change Order process, financial tracking from the change order is not passed on the APExport.	Procurement - Matching	Scottish Councils

13.3   Test Scenarios

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

13.3.1 Defect 1165

Defect Description: The Unit of Measure (UOM) for parts added during a change order appears as lower case and the item type is missing.

User:
• Requisitioner

Pre-requisites:
a) Change Order permission for user and supplier.
b) Open orders on a status that allows changes.
c) User has Non-Catalogue item permission.

Scenario:
1. User selects PO Change in PO Status Summary screen.
2. System displays the Purchase Order Change screen.
3. User adds a new Non-Catalogue line and submits the change.
4. System creates a change order.

5. Use case ends.

Expected behaviour: Upon review of the change order line detail, the added item has the correct item type associated. In line with development undertaken in the current release (section 6 above refers) the full UOM description is assigned.

13.3.2 Defect 4243

Defect Description: When an item is added and then deactivated using the bulk catalogue load, it is able to be subsequently added once more through item maintenance. When this occurs the item tables are not correctly updated which leads to partial insertion and omission from the catalogue search index.

User:
- Requisitioner / Administrator

Pre-requisites:
a) A number of catalogue items exist that have been loaded through the bulk catalogue load.
b) User is a requisitioner with access to test catalogue.
c) User is an administrator with Item Maintenance permission.
d) Catalogue that was previously loaded, containing items for deactivation.

Scenario:
1. User submits catalogue to Elcom Support.
2. Elcom support load the catalogue for deactivation using the bulk catalogue load.
3. Elcom Support run reindex.
4. System makes items inactive.
5. User searches catalogues for deactivated item(s) - do not display.
6. User navigates to Admin > Item Maintenance and selects catalogue containing deactivated item(s).,
7. User enters details for a deactivated item (using the same Item Number).
8. User clicks the Save button to add the item.
9. System does not insert and displays a message to advise that the item already exists and is deactivated.
10. Use case ends.

Expected behaviour: A deactivated item cannot be inserted a second time through item maintenance.

13.3.3 Defect 5561

Defect Description: The supplier contacts eMail address is restricted to fifty characters while the main supplier profile eMail address can accept 255 characters.

User:
- Administrator

Pre-requisites:
a) User has supplier admin permission.
b) Supplier profiles exist.

Scenario:
1. User navigates to P2P administration and opens the Supplier Profile screen.
2. User clicks Search.
3. System display supplier search results.
4. User selects a supplier
5. System loads supplier profile.
6. User clicks the Contacts button.
7. System opens the Contact Information screen.
8. User enters up to 255 characters in eMail address fields.
9. Use case ends.

Expected behaviour: The supplier Contact eMail address fields accept up to 255 characters.

13.3.4 Defect 5915

Defect Description: If a part number contains '#', the line level receipt attachment link returns the 'Requisition Comments and Attachments' page and clicking 'Back' leads to an http 404 error.

User:
- Requisitioner

Pre-requisites:
a) User is a requisitioner.
b) Catalogue items containing '#' are available for ordering.
c) No approval process required.
d) User has receipting permission to their own orders.

Scenario:
1. User creates a basket for a single supplier containing a number of lines, including some with a # in the part number.

2. User submits the basket.
3. System creates a requisition and purchase order.
4. System transmits the purchase order.
5. User searches for the transmitted purchase order in Document search.
6. System presents the order in Search Results
7. User clicks the Receipt icon.
8. System opens the Receipt Entry page.
9. User clicks the attachment icon for a line containing a part number with a #.
10. System presents a pop up warning message.
11. User clicks 'OK'.
12. System opens the Line Comments and Attachments screen.
13. Use case ends.

Expected behaviour: The correct line level comments and attachments screen is opened in the Receipt Entry screen for items containing a '#'.

13.3.5 Defect 6016

Defect Description: When a line is removed during a change order, entering a full receipt for all remaining lines retains the receipt status 'One or more items have been partially received'.

User:
• Requisitioner

Pre-requisites:
a) User has Change Order and Receipt permission to all test orders.
b) Test orders exist that are not yet receipted.
c) Test orders are available for change order processing.
d) Test orders have multiple liens.
e) No Change Order workflow is required.

Scenario:
1. User searches and navigates to the PO Status Summary screen for a test order.
2. User clicks the Change PO button.
3. System opens the Purchase Order Change screen.
4. User deletes a line / sets the quantity to 0.
5. User enters Audit Trail Comments and submits the PO Change.
6. System presents the PO Change Review screen.
7. User submits the change.
8. System creates and transmits the change order.
9. User searches for the change order in Document Search.
10. System presents the order in search results, displaying the Receipt Status as 'No items received'.
11. User clicks the Receipt icon.
12. System opens the Receipt Entry screen.
13. User processes and saves a full receipt for all lines.
14. System presents the Search Results screen and displays an updated Receipt Status.
15. Use case ends.

Expected behaviour: The Receipt Status for the change order displays correctly as fully received.

13.3.6 Defect 6218

Defect Description: If receipt comments include an ampersand or pound sign at header level, the comments get assigned to the last line on the receipt and any text after the ampersand is lost.

User:
• Requisitioner

Pre-requisites:
a) Open test orders are available for receipting.
b) Orders have multiple lines.
c) User has Receipt permission.

Scenario:
1. User searches for a test order.
2. System displays order in Search Results.
3. User clicks the Receipt icon.
4. System opens the Receipt Entry screen.
5. User clicks to open the Receipt Comments and Attachments screen at header level.
6. System displays the Receipt Comments and Attachments screen.
7. User enters a comment containing an ampersand and Saves.
8. System redisplays the Receipt Entry screen.
9. System updates the receipt comments and attachment icon at header level.
10. Use case ends.

Expected behaviour: The header level comment is saved correctly at header level.

13.3.7 Defect 7395

Defect Description: For a change order, updating a receipt fails with an Internal Server Error when an item is changed.

User:
- Requisitioner

Pre-requisites:
a)   User has Change Order, Receipt and Receipt Edit permission to all test orders.
b)   Multi-line test orders exist that are not yet receipted.
c)   Test orders are available for change order processing.
d)   No change order approval.
e)   No receipt approval.

Scenario:
1.   User searches for a test order.
2.   System displays order in Search Results.
3.   User clicks the Receipt icon.
4.   System opens the Receipt Entry screen.
5.   User processes and saves a full receipt for one line.
6.   System saves.
7.   User navigates to the PO Status Summary screen for the receipted order.
8.   User clicks the Change PO button.
9.   System opens the Purchase Order Change screen.
10.   User makes a changes to a non receipted line.
11.   User enters Audit Trail Comments and submits the PO Change.
12.   System presents the PO Change Review screen.
13.   User submits the change.
14.   System creates and transmits the change order.
15.   System redisplays PO Status Summary screen.
16.   User clicks the Receipt button for the change order.
17.   System opens the Receipt Entry screen.
18.   User clicks the Prior Receipt/Returns button.
19.   System opens the Prior Receipts and Returns screen.
20.   User clicks on a prior receipt.
21.   System opens the Receipt Detail screen.
22.   User clicks on the Edit button.
23.   System opens the Edit Receipt screen.
24.   User undertakes an edit and updates the receipt.
25.   System saves, redisplays the Receipt Detail screen and confirms the edit.
26.   User clicks the Back button.
27.   System redisplays the Prior Receipts and Returns screen.
28.   Use case ends.

Expected behaviour: The prior receipt is successfully edited and saved following a change order update.

13.3.8 Defect 15323

Defect Description: A template author cannot view a template saved to an organisation when the author does not belong in the same organisation hierarchy.

User:
- Requisitioner

Pre-requisites:
a)   User has L2 order access.
b)   User resides in a L3 organisation.
c)   Organisation has at least two L3 branches.

Scenario:
1.   User creates a new basket.
2.   User clicks the Save As Template button.
3.   System presents the Save As Template screen.
4.   User completes template details and clicks the Select Organisation button to assign to a Group.
5.   System opens the Organisation Assignment explorer window.
6.   User selects a L3 organisation that is different to the L3 organisation in which their own user profile is located.
7.   User clicks Finished.
8.   System redisplays the Save As Template screen.
9.   User Saves the template.
10.   System confirms the template is saved.

11. User clicks the Templates tab.
12. System opens the Templates table.
13. Use case ends.

Expected behaviour: The template created and saved is visible by the author in the Template table.

13.3.9 Defect 15872

Defect Description: When submitting a RMA request for multiple line items, a 'http 500-Internal Server Error' is returned if a negative number is specified in the quantity column.

User:

• Requisitioner

Pre-requisites:

a)   Receipted orders are available for processing returns.

Scenario:
1.   User searches for a test order in Document Search.
2.   System displays search results.
3.   User clicks the PO Number.
4.   System displays the PO Status Summary screen.
5.   User clicks the Return Items button.
6.   System displays the Return Items screen.
7.   User clicks the Submit RMA Request button.
8.   System displays the Request RMA screen.
9.   User attempts to enter a negative quantity in the Qty column for any item.
10. Use case ends.

Expected behaviour: The user is unable to enter a negative quantity for a RMA Request.

13.3.10   Defect 15874

Defect Description: In Receipt Comments and Attachments, if the attachment description text includes an ampersand, the text after the ampersand is lost when saving attachment.

User:

• Requisitioner

Pre-requisites:

a)   User has receipt permission for all test orders.

Scenario:
1.   User searches for a test order in Document search.
2.   System displays order in Search Results.
3.   User clicks the Receipt icon.
4.   System opens the Receipt Entry screen.
5.   User clicks the comments and attachments icon for a line.
6.   System presents a click through.
7.   User clicks OK in the click through message.
8.   System displays the Line Comments and Attachments screen.
9.   User enters a comment containing an ampersand in the middle.
10. User clicks to Save the comment.
11. System confirms the comment is saved.
12. User clicks the back button to close the screen.
13. System redisplays the Receipt Entry screen.
14. User clicks the comments and attachments icon for the same line for which the comment has been entered.
15. System presents a click through.
16. User clicks OK in the click through message.
17. System displays the Line Comments and Attachments screen.
18. Use case ends.

Expected behaviour: The complete text of the comment is correctly saved.

13.3.11   Defect 15875

Defect Description: In Receipt Comments and Attachments, if the attachment description text includes a percentage symbol, the percentage symbol does not get saved.

User:

• Requisitioner

Pre-requisites:

a)   User has receipt permission for all test orders.
b)   Document is available to attach.

Scenario:

1. User searches for a test order in Document search.
2. System displays order in Search Results.
3. User clicks the Receipt icon.
4. System opens the Receipt Entry screen.
5. User clicks the comments and attachments icon for a line.
6. System presents a click through.
7. User clicks OK in the click through message.
8. System displays the Line Comments and Attachments screen.
9. User Clicks the Browse button to select a new attachment.
10. System opens a file explorer window.
11. User selects a file to attach
12. User enters an attachment description containing a % symbol.
13. User clicks the Add New Attachment button.
14. System uploads the attachment and displays it in the attachment table at the top of the screen.
15. Use case ends.

Expected behaviour: The full and accurate description of the file attachment - including the % symbol - displays correctly in the attachment table.

13.3.12   Defect 15877

Defect Description: During receipt editing, entering spaces in the Delivery Note Number leads to 'An internal error occurred while saving the receipt'.

User:
- Requisitioner

Pre-requisites:
a)   User has receipt and receipt edit permission to all test orders.
b)   Receipted orders exist which do not have receipts in workflow.
c)   All receipts are available for editing.

Scenario:
1. User searches for a test order in Document search.
2. System displays order in Search Results.
3. User clicks the Receipt icon.
4. System opens the Receipt Entry screen.
5. User clicks the Prior Receipts/Returns button.
6. System opens the Prior Receipts and Returns screen.
7. User clicks a prior receipt number.
8. System opens the Receipt Detail screen.
9. User clicks the Edit button.
10. System opens the Edit Receipt screen.
11. User edits the Delivery Note Number by entering spaces within it.
12. User clicks the Update Receipt button.
13. System redisplays the Receipt Detail screen and confirms that the receipt is updated.
14. Use case ends.

Expected behaviour: A delivery note number containing spaces is successfully and correctly saved during receipt edit.

13.3.13   Defect 15983

Defect Description: During receipt editing, selecting 'Unreceive All ' and then 'Update Receipt' leads to the error: 'You must have at least one item with a Qty/Amt to receive'.

User:
- Requisitioner

Pre-requisites:
a)   User has receipt and receipt edit permission to all test orders.
b)   Receipted orders exist which do not have receipts in workflow.
a)   All receipts are available for editing.

Scenario:
1. User searches for a test order in Document search.
2. System displays order in Search Results.
3. User clicks the Receipt icon.
4. System opens the Receipt Entry screen.
5. User clicks the Prior Receipts/Returns button.
6. System opens the Prior Receipts and Returns screen.
7. User clicks a prior receipt number.
8. System opens the Receipt Detail screen.
9. User clicks the Edit button.

10. System opens the Edit Receipt screen.
11. User clicks the Unrecieve All button.
12. System changes all quantities to zero.
13. User clicks the Update Receipt button.
14. System redisplays the Receipt Detail screen and confirms that the receipt is updated.
15. Use case ends.

Expected behaviour: A receipt can be edited to remove all receipt quantities with all lines set to zero.

13.3.14   Defect 16622

Defect Description: In a receipt approval plan the task completion audit trail entry and user comments are lost and not visible on PO audit trail when the receipt is approved.

User:
- Requisitioner

Pre-requisites:
a)   A receipt approval plan is valid and routes all receipts.
b)   Receipt approval routes all receipts to the requisitioner user.
c)   Orders are available for receipting.
d)   User has access to test orders and has receipt permission.

Scenario:
1.   User navigates to the Documents screen and searches for orders.
2.   System returns orders in Search Results.
3.   User selects Receipt icon for an order.
4.   System displays the Receipt Entry screen.
5.   User processes and saves a receipt.
6.   System routes the Receipt to the User.
7.   User clicks the Home tab.
8.   System displays the Home Page.
9.   User clicks Receipts to Approve in the outstanding actions bar.
10.   System display the Receipts To Do screen.
11.   User clicks on the Receipt ID.
12.   System opens the Receipt Summary screen.
13.   User enters a Comment and clicks the Complete button.
14.   System completes the receipt.
15.   User returns to Documents screen and searches for the receipted order.
16.   System returns orders in Search Results.
17.   User clicks on the PO Number
18.   System opens the Purchase Order Status Summary screen.
19.   User scrolls to the Audit Trail.
20.   Use case ends.

Expected behaviour: The order audit trail contains an entry for the completion audit message and contains the comments entered at the time of completing the receipt To Do task.

13.3.15   Defect 16700

Defect Description: When the PO Image is oversized it does not resize correctly in the Invoice Print.

User:
- Requisitioner

Pre-requisites:
a)   An oversized Purchase Order Image is assigned as a Company Dynamic Option.
b)   User has Invoicer and Settlement permissions.
c)   Invoices are processed against test orders.

Scenario:
1.   User navigates to the Documents screen and searches for orders.
2.   System returns orders in Search Results.
3.   User selects the Settlement icon for an invoiced order.
4.   System displays the Settlement Resolution screen.
5.   User clicks on the Invoice Number
6.   System displays the Invoice Detail screen.
7.   User clicks the Print Invoice button.
8.   System creates a pdf and displays the invoice in a new window.
9.   Use case ends.

Expected behaviour: The invoice pdf sizes and displays the custom image correctly.

13.3.16 Defect 16804

Defect Description: Tax Tolerance settings for VAT (percentage or amount) does not get saved.

User:

• Administrator

Pre-requisites:

a) Organisation maintenance (Company and Create Org Structure) permission.
b) VAT is set as an active Tax Type

Scenario:

1. User navigates to Admin > Company > Organisation Maintenance.
2. System opens Organisation Maintenance screen.
3. User selects L2 organisation in Organisation Explorer.
4. System displays L2 Organisation Information.
5. User clicks the Taxation button.
6. System displays the Taxation screen.
7. User clicks VAT Tax Type.
8. System displays VAT Tax Type settings.
9. User selects and enters a Percentage Tolerance.
10. User clicks the Update button.
11. System confirms that the update is saved.
12. User clicks the Save button at the top of the screen.
13. System refreshes the screen and confirms updates are successful.
14. Use case ends.

Expected behaviour: VAT tax tolerances are successfully saved.

13.3.17 Defect 16810

Defect Description: In the Order Export the item type is missing on some Non-Catalogue order lines added during the change order process. The item_type in the order_items table gets set to NULL and the Order Export is missing the correct Item Type content for those lines.

User:

• Requisitioner and Administrator

Pre-requisites:

a) User and Supplier allows change orders to be raised.
b) User has Non-Catalogue permission.
c) Test orders are not invoiced or settled and open for changes.
d) No Change Order workflow required.
e) User has administration permission to Settlement and is able to run Order Export.
f) The Order Export should be run prior to test for ease of reading the export post test.

Scenario:

1. User navigates to the Documents screen and searches for an order(s).
2. System returns order(s) in Search Results.
3. User clicks the PO Number.
4. System opens the Purchase Order Status Summary screen.
5. User clicks the Change PO button.
6. System opens the Purchase Order Change screen.
7. User adds a full Non-Catalogue Item to the order.
8. User completes and submits the change order.
9. System generates a change order and transmits.
10. User manually enters the Order Export URL and submits the call.
11. System displays the Order Export Page.
12. User clicks to get the next batch
13. System generates and displays the next batch.
14. Use case ends.

Expected behaviour: The Item Type for the added Non-Catalogue line correctly displays as noncat.

13.3.18 Defect 16820

Defect Description: An amount based line can get over receipted even when the 'Receipt Tolerance' dynamic option is set to 'True'. The system saves an originally entered over receipted value despite returning an error message and accepting the entry of a correct value.

User:

• Requisitioner

Pre-requisites:

a) A number of orders containing multiple amount based lines are available.

b) User has receipt permission.
c) Orders are not receipted.
d) The organisation level dynamic option for 'Receipt Tolerance' is set to 'True' for the test organisation.

Scenario:
1. User navigates to the Documents screen and searches for an order.
2. System returns order in Search Results.
3. User clicks the Receipt icon.
4. System displays the Receipt Entry screen.
5. User enters valid receipt header information.
6. User enters an amount greater than the order amount.
7. User clicks the Save New Receipt button.
8. System returns an out of tolerance error message.
9. User clicks OK.
10. System closes error message.
11. User re-enters the amount to be the same as the order amount.
12. User clicks the Save New Receipt button.
13. System saves the receipt.
14. User clicks Back.
15. System updates the Receipt Status and redisplays the Search Results.
16. User clicks on the Receipt Icon.
17. System displays the Receipt Entry screen.
15. User clicks the Prior Receipts/Returns button.
18. System opens the Prior Receipts and Returns screen.
19. Use case ends.

Expected behaviour: The saved and recorded amount received is correct.

13.3.19 Defect 16841

Defect Description: Category accounting works for a Non-Catalogue item during initial requisition submission but not if the category is subsequently changed during the approval process.

User:
- Requisitioner

Pre-requisites:
a) Category accounting is force configured for a number of category codes.
b) User has Non-Catalogue Entry permission.
c) Requisition approval required.
d) User is the owner of requisition approval.

Scenario:
1. User navigates to the Basket screen.
2. User clicks the Add Non-Catalogue Item button.
3. System displays the Add Non-Catalogue Item screen.
4. User enters full item details.
5. User assigns the item to a category that has accounting assigned.
6. User clicks the Add and Return button.
7. System redisplays the Basket.
8. User clicks the Line Financial Tracking icon.
9. System opens the Line Financial Tracking screen.
10. User confirms that category accounting is correctly assigned.
11. User clicks Cancel button.
12. System redisplays the Basket.
13. User clicks Submit.
14. System creates a requisition and routes for approval.
15. User clicks To Do tab.
16. System displays the To Do list displaying requisitions requiring approval.
17. User clicks the test Requisition ID.
18. System displays the Requisition Approval Summary screen.
19. User clicks the Edit button.
20. System displays the Requisition Approval Edit Mode screen.
21. User clicks the Item Number.
22. System displays the Edit Non-Catalogue Item Screen.
23. User changes the category assignment to a category containing different category accounting.
24. User clicks the Update Non-Catalogue Item button.
25. System redisplays the Requisition Approval Edit Mode screen.
26. User clicks the Return to Requisition Summary button.
27. System redisplays the Requisition Approval Summary screen.
28. User clicks the financial tracking icon for the changed order.
29. System opens the Financial Tracking Information screen.

30. User checks that commodity accounting is correctly applied.
31. User clicks the Back button.
32. System redisplays the Requisition Approval Summary screen.
33. User clicks the Approve button.
34. System redisplays the To Do list.
35. User clicks the Documents tab and searches for test requisition.
36. System displays the Search Results.
37. User clicks the Requisition Number.
38. System opens the Requisition Status Summary screen.
39. User clicks the financial tracking icon.
40. System opens the Financial Tracking Information screen.
41. User checks that the category code and category accounting is correctly assigned.
42. Use case ends.

Expected behaviour: Editing a category code during requisition approval correctly changes and retains category accounting where category accounting is configured.

13.3.20   Defect 16920

Defect Description: The catalogue load takes significantly longer in PECOS P2P v15.3 than it did in v15.2.

User:

• Administrator

Pre-requisites:
a)   Large automated catalogue load batch available.
b)   Version 15.2, 15.3 and 16.0 test sites are available.
c)   Catalogue batch loaded to v15.2 site - load time recorded.
d)   Catalogue batch loaded to v15.3 site - load time recorded.
e)   All sites run the same windows server version.

Scenario:
1.   User submits catalogue batch for loading.
2.   Elcom provides Loadcat report showing process start and end times.
3.   Use case ends.

Expected behaviour: The times for loading catalogues to all sites is similar and no significant increase in time is noticed.

13.3.21   Defect 16922

Defect Description: When forced category accounting is in effect and a multiple line invoice has an additional line manually added, the account code assignment from line 1 gets applied onto the new line and is not editable.

User:

• Requisitioner

Pre-requisites:
a)   User has invoicer permission.
b)   Orders are available for invoicing.
c)   Test orders contain multiple items with forced category accounting at line level.
d)   Test invoices have line level accounting in effect.

Scenario:
1.   User navigates to the Documents screen and searches for an order to invoice.
2.   System returns order in Search Results.
3.   User clicks on the Invoice icon.
4.   System opens the Invoice Entry screen.
5.   User adds an Ad hoc line to the invoice.
6.   User clicks on the financial tracking icon for the added line.
7.   System presents the Invoice Line Level Accounting screen.
8.   User updates accounting for all segments and clicks Save.
9.   System redisplays the Invoice Entry screen.
10. Use case ends.

Expected behaviour: The ad hoc line is assigned the requisitioner's default financial tracking code combination and financial tracking codes are fully editable.

Note. Where header level accounting is in effect or the invoice contains only one line, the header accounting is inherited by the ad hoc line and not the requisitioner's default. Accounting is editable at line level in all cases.

13.3.22   Defect 16960

Defect Description: Defect occurs when the receipt tolerance is set to not allow over receipting. When a user enters and tries to save a receipt quantity that is higher than the order quantity (i.e. out of tolerance) and then changes the

quantity to be lower than the order quantity, an erroneous 'Invalid receipt quantity' error message is displayed when saving the second time.

User:

• Requisitioner

Pre-requisites:

a)   A number of orders containing multiple lines with multiple quantities are available.

 b)   User has receipt permission.

 c)   Orders are not receipted.

d)   The organisation level dynamic option for 'Receipt Tolerance' is set to 'True' for the test organisation.

Scenario:

1.   User navigates to the Documents screen and searches for an order to receive.
2.   System returns order in Search Results.
3.   User clicks the Receipt icon.
4.   System displays the Receipt Entry screen.
5.   User enters valid receipt header information.
6.   User enters a quantity greater than the order quantity for a line.
7.   User clicks the Save New Receipt button.
8.   System returns an out of tolerance error message.
9.   User clicks OK.
10. System closes error message.
11. User re-enters the quantity to be less than the order quantity.
12. User clicks the Save New Receipt button.
13. System saves the receipt.
14. Use case ends.

Expected behaviour: A valid receipt quantity is successfully saved following the unsuccessful entry of a quantity that is out of tolerance.

13.3.23   Defect 16981

Defect Description: The SettlementType tag on the Accounts Payable Export appears twice for each line and is not consistent with the DTD.

User:

• Administrator

Pre-requisites:

a)   User has Administration and Settlement permission to run the APExport.

b)   A number of invoices are processed and available for export.

Scenario:

1.   User manually enters the Accounts Payable Export URL and submits the call.
2.   System displays the Accounts Payable Export Page.
3.   User clicks to get the next batch.
4.   System generates and displays the next batch.
5.   Use case ends.

Expected behaviour: The SettlementType appears only once after ItemType.

13.3.24   Defect 17002

Defect Description: Non-Catalogue items do not allow negative amounts: they had done previously (for example to apply a discount).

User:

• Requisitioner

Pre-requisites:

a)   User has Requisitioner and Non-Catalogue Entry permission.

Scenario:

1.   User navigates and opens a Basket.
2.   System displays the Basket screen.
3.   User clicks the Add Non-Catalogue Item button.
4.   System opens the Add Non-Catalogue Item screen.
5.   User enters item details including a description.
6.   User enters a negative Estimated Price.
7.   User clicks the Add and Return button.
8.   Use case ends.

Expected behaviour: The Add Non-Catalogue Item screen accepts negative price values.

13.3.25   Defect 17142

Defect Description: A SQL error is displayed when deleting an Approval Rule Group that has no assignments and no membership.

User:
- Administrator

Pre-requisites:
a)   User has Admin security permission to Approval Rule Groups.
b)   Existing ARG's exist with no assignments and no membership.

Scenario:
1.   User navigates to administration > Approval Rules > Approval Rule Groups.
2.   System displays the Approval Rule Group screen.
3.   User searches and selects an ARG to delete.
4.   System loads the selected ARG.
5.   User clicks the Delete button.
6.   System displays a confirmation click through.
7.   User click OK to delete.
8.   System deletes the ARG and confirms.
9.   Use case ends.

Expected behaviour: An ARG which has no assignments or membership is successfully deleted .

13.3.26   Defect 17146

Defect Description: 3-Way matching set in the supplier profile is not recognised when a supplier is assigned during requisition or order approval. The workflow default remains at 2-Way matching.

User:
- Requisitioner

Pre-requisites:
a)   Test Supplier Financial Settlement Option is set for 3-Way matching.
b)   The test organisation's workflows do not include a Require Receipt Action (i.e. 2-Way matching is defaulted).
c)   No receipting is required at item level.
d)   User has Requisitioner and Non-Catalogue Entry permission.
e)   Requisition workflow is configured.
f)   No order request approval required.
g)   The user is the assigned approver and has full edit rights.
h)   For optional steps the user has Invoicing and Settlement permission.

Scenario:
1.   User navigates to a new Basket.
2.   User clicks the Add Non-Catalogue Item button.
3.   System displays the Add Non-Catalogue Item screen.
4.   User enters full item details for an Unknown supplier.
5.   User clicks the Add and Return button.
6.   System redisplays the Basket.
7.   User clicks Submit.
8.   System generates a requisition and sends for requisition approval.
9.   User clicks To Do.
10.   System displays requisitions requiring approval.
11.   User clicks on the requisition previously submitted.
12.   System opens the Requisition Approval Summary screen.
13.   User clicks the Edit button.
14.   System opens the Requisition-Approval Edit Mode screen.
15.   User clicks the Non-Catalogue item number.
16.   System displays the Edit Non-Catalogue Item Approval Edit Mode screen.
17.   User selects an Existing Supplier.
18.   User clicks the Update Non-Catalogue Item button.
19.   System saves the change and redisplays the Requisition-Approval Edit Mode screen.
20.   User clicks the Return To Requisition Summary button.
21.   System redisplays the Requisition Approval Summary screen.
22.   User clicks the Approve button.
23.   System generates a purchase order and transmits.
24.   User clicks the Documents tab.
25.   System displays the Document Search screen.
26.   User searches for the test order.
27.   System displays the order in Search Results with a Receipt Status - 'No items received'.
28.   (optional step) User clicks the Invoice icon.
29.   (optional step) System displays the Invoice Entry screen.

30. (optional step) User enters full invoice and VAT with no changes.
31. (optional step) User saves the invoice.
32. (optional step) System displays the Invoice Confirmation screen.
33. (optional step) User clicks Close.
34. (optional step) System redisplays the Search Results screen.
35. (optional step) User clicks the Settle icon.
36. (optional step) System displays the Settlement Resolution screen.
37. (optional step) User clicks Run Matching button.
38. (optional step) System runs matching (3-way).
39. (optional step) System assigns the invoice settlement status: 'Exception-Full match pending receipt'.
40. Use case ends.

Expected behaviour: The matching configuration flag of the supplier (i.e. 3-way), assigned during approval editing, is correctly applied to the order, replacing the originally assigned organisation matching flag (i.e. 2-Way). This is seen both in the Order's Receipt Status (pre receipt) as well from the settlement status assigned after running the Comp810 (assuming no receipts are processed).

13.3.27   Defect 17227

Defect Description: The Outstanding Approvals page fails to load with the message: 'You have encountered a system error' when one of the approvers assigned to an outstanding approval does not have a default account code assignment.

User:
- Administrator

Pre-requisites:
a)   A number of documents are outstanding in the approvals process.
b)   At least one of the approvers assigned to an outstanding document does not have a default account code assignment.
c)   User is an Administrator with Outstanding Approvals permitted admin task.

Scenario:
1.   User navigates to P2P admin.
2.   User clicks Approval Rules > Outstanding Approvals.
3.   System displays the Outstanding Approvals-Approval Listing screen.
4.   Use case ends.

Expected behaviour: The Outstanding Approvals screen opens successfully whether or not an approver has no default accounting assigned.

13.3.28   Defect 17282

Defect Description: For amount based orders, 3 way matching ignores return amounts and does not net with received amounts.

User:
- Requisitioner

Pre-requisites:
a)   User has Receiver, Invoicer and Settlement permission.
b)   Amount based orders transmitted and available for receipt/return processing.
c)   3-Way matching required for all orders.
 d)   No receipt tolerances required.

Scenario:
1.   User navigates to the Documents screen and searches for an order to receive.
2.   System returns order in Search Results.
3.   User clicks the Receipt icon.
4.   System displays the Receipt Entry screen.
5.   User enters valid receipt header information.
6.   User fully receives the order and clicks Save New Receipt.
7.   System saves the receipt.
8.   User clicks Back.
9.   System displays the Search Results screen.
10.   User clicks the PO number for the same order.
11.   System displays the Purchase Order Status Summary screen.
12.   User clicks the Return Items button.
13.   System displays the Return Items screen.
14.   User enters an amount to return and clicks Save Return.
15.   System saves the return and redisplays the Purchase Order Status Summary screen.
16.   User clicks the Create Invoice button.
17.   System displays the Invoice Entry screen.
18.   User enters an Invoice ID and Invoice Date.

19. User enters full invoice details matching the order quantity and order price.
20. User enters correct VAT amount and clicks to Save Invoice.
21. System displays the Invoice Confirmation screen.
22. User clicks Close.
23. System redisplays the Purchase Order Status Summary screen.
24. User clicks the Settle button.
25. System displays the Settlement Resolution screen.
26. User clicks Run Matching.
27. System runs the Comp810.
28. System generates a receipting mismatch settlement status.
29. Use case ends.

Expected behaviour: For an amount based order the return amount is correctly netted with the receipt amount for 3-way matching.

13.3.29   Defect 17530

Defect Description: If an invoice is matched to an order containing a line added during the Change Order process, financial tracking from the change order is not passed on the APExport.

User:
- Requisitioner

Pre-requisites:
a)   Approved purchase order available for invoice processing.
b)   eInvoice is processed that contains a line that is not on the PO.
c)   Change order permissions for user and supplier.
d)   No change order or settlement approval required.
e)   User has settlement and matching permission.
f)   User has administration permission to run the APExport.

Scenario:
1. System processes the eInvoice and adds a new invoice line for the item not on the PO.
2. User creates a change order and adds a line consistent with the added invoice line.
3. User changes financial tracking codes on the new line.
4. User runs matching.
5. System reconciles the invoice.
6. User manually runs the APExport from their browser.
7. System generates a new APExport containing the test invoice.
8. Use case ends.

Expected behaviour: The financial tracking codes applied to the change order are correctly saved and appear in the APExport.