

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
ePro_001	eProcurement	Price Catalog Review	Fire Truck Contractor to load pricing file into CGI e-pro portal for approval by Procurement Analyst	Fully Met
ePro_002	eProcurement	Price Catalog Review	Procurement Analyst to validate Fire Truck Annual Contract pricing file (Item #1, #2 and #3) in CGI e-pro portal and approve for use	Fully Met
ePro_003	eProcurement	Contract to Order	CPO from Fire Truck Annual Contract Item #1 thru e-pro portal	Fully Met
ePro_004	eProcurement	Price Catalog Review	Procurement Analyst to validate price change in e-pro portal resulting from threshold discount contract amendment and approve new pricing file for use	Fully Met
ePro_005	eProcurement	Planning and Review	Procurement Management to run report of expenditures thru e-pro portal from Fire Truck Annual Contract	Fully Met
ePro_006	eProcurement	Price Catalog Review	Updates to vendor prices are automatically sent to City a. Punch Out review is manual; Need a notification when Catalogs (Hosted or Punch Out) are updated by Vendor (i.e. price change)	Fully Met
ePro_007	eProcurement	Contract to Order	eDispatch a. Punch Out, electronic dispatch today and would like to continue b. Hosted Catalogs, no electronic dispatch today but City would like to c. want eDispatch for non-Punch Out to be distinguished from eDispatch for Punch Out ("subscription for eProcurement") i. can we establish eDispatching outside of the "new Marketplace" d. not straightforward for most Vendors in terms of functional requirements; some Vendors have specific requirements i. some Vendors want Shipping info in a certain way; some Vendor tables aren't setup to receive info in the same way e. technical setup/configuration is pretty standard? how flexible is Adv for setup to send dispatch files to vendors?	Fully Met
ePro_008	eProcurement	Price Catalog Review	Pictures should be viewable on SHOP page if you load into Catalogs?	Fully Met
ePro_009	eProcurement	Contract to Order	Changes or notifications to an ePro order: changes and downstream effects (funds, etc.); big pain point for some tech folks: a. example: change on the PO or cancel the DO and go back to change the Req (outside of ePro) b. no changes after the DO has been dispatched	Fully Met
ePro_010	eProcurement	Contract to Order	Hosted catalog creates Delivery Order/ Contract Purchase Order using SHOP page	Fully Met
ePro_011	eProcurement	Price Catalog Review	Batch job imports data into Advantage	Fully Met
ePro_012	eProcurement	Price Catalog Review	Batch job exports data from VSS	Fully Met

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ePro_013	eProcurement	Price Catalog Review	Vendor loads catalog in Vendor Self Service (VSS) application	Fully Met
ePro_014	eProcurement	Price Catalog Review	Batch job for indexing MA will need to be run during the day per decided schedule	Fully Met
ePro_015	eProcurement	Contract to Order	ePRO available quantity is updated after order is dispatched.	Fully Met
ePro_016	eProcurement	Price Catalog Review	Vendor to load catalog in Vendor Self Service (VSS) application	Fully Met
FMS_010	FMS Impact	System Controls	System Assurances should be available	Fully Met
FMS_012	FMS Impact	Security and Workflow	Approval flows and secure access -Procurement scenario of approvals	Fully Met
FMS_013	FMS Impact	System Controls	Overridable Errors where a senior personnel can override a tolerance or budget setup	Fully Met
FMS_014	FMS Impact	Receipt Accrual	Receipt Accruals for Year End Process.	Fully Met
FMS_015	FMS Impact	System Controls	Budget Fiscal Year (BFY) Staging for partial dis-encumbrance with BFY Staging error currently in FMS needs to be revised, and considered for procurement documents during BFY Staging setup	Fully Met
FMS_008	Inventory	Revolving Fund	City needs to have the ability to perform Inventory transactions (issues, transfers, etc.) using revolving fund	Fully Met
INV_001	Inventory	General Setup	City needs to maintain stock items in warehouses for inventory management.	Fully Met
INV_002	Inventory	General Setup	City needs to be able to add/delete a Warehouse Locations	Fully Met
INV_003	Inventory	General Setup	City needs to be able to activate/inactivate a stock item at Inventory business unit (warehouse) level.	Fully Met
INV_004	Inventory	General Setup	City needs to be able to purge inactive stock items	Fully Met
INV_005	Inventory	General Setup	City needs to be able to maintain warehouses, add an stock items to a business unit (warehouses). Receiving stock items should allow unit of measurement (UOM) conversion. Create BIN Locations. Assign items to BIN location. Remove items from BIN Locations. Transfer items from one BIN Location to another BIN Location.	Software Modification
INV_006	Inventory	General Setup	City needs to be able to search for commodities and/or stock items in a central search location to review if it exist in inventory, contract, catalog in contracts, Punch-Out Catalogs, Reference Tables, etc. for usage purposes. There should be a central location for commodity and/or stock item search capabilities for the ERP system. Search criterais should include department, vendor, price, warehouses, expiration dates, mandatory source, expiration dates, etc.	Fully Met

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INV_007	Inventory	General Setup	System should allow adjustment of stock item quantity and price. Stock items quantity and price should be allowed to be negative amount	Fully Met
INV_008	Inventory	Transfers	System should allow Bin to Bin transfer, Stock items should be allowed to be stored in the same warehouse and in different BIN Locations	Software Modification
INV_009	Inventory	Transfers	System should allow stock items to be transferred between business units (warehouses)	Fully Met
INV_010	Inventory	Transfers	System should allow transfer all items from one warehouse to another	Fully Met
INV_011	Inventory	Blanket Order (SCR)	System should allow creation of blanket authority for stock item issuance	Fully Met
INV_012	Inventory	Blanket Order (SCR)	System should allow Increase, decrease, and deactivation of a blanket authority	Fully Met
INV_013	Inventory	Blanket Order (SCR)	System should allow creation and modification (increase/decrease) of ordering from a blanket authority	Fully Met
INV_014	Inventory	Blanket Order (SCR)	System should allow creation of an order that exceeds blanket authority	Fully Met
INV_015	Inventory	Blanket Order (SCR)	System should allow deactivation of a blanket authority	Fully Met
INV_016	Inventory	Contract Order	System should allow creation of a contract and then purchase orders from the contract. additionally system should allow entry of stock item information and change description in the Contract Purchase Order. The Vehicle Management System (VMS) fields need to be included in the interface design and allowed to be entered in the Contract Purchase Order (3 new fields). So, if Dept 32, 40, 70 and 38 is entered and Appropriation 3090 is entered then, interface should pick up the information for VMS.	Software Modification
INV_017	Inventory	Contract Order	System should allow creation of contracts with Catalog line items loaded with the contract. Then it should allow creation of a Contract Purchase Order (CPO) with multiple items (stocks and non-stocks) off the CPO catalog	Fully Met
INV_018	Inventory	Replenishment	System should allow functionality for assessing forecast demand to generate item forecasts based on prior usage history	Fully Met
INV_019	Inventory	Replenishment	System should allow functionality for Lead Time Calculation and to generate Lead Time counts based on prior activity.	Fully Met
INV_020	Inventory	Replenishment	System should allow functionality for calculating Reorder Quantity Calculation to set reorder levels for stock items.	Fully Met
INV_021	Inventory	Replenishment	System should allow functionality for running Inventory Replenishment Review (including items with different ABC codes) to determine which items will be replenished via Procurement.	Fully Met

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INV_022	Inventory	Replenishment	Inventory Replenishment job should run Inventory Replenishment to create Requisition or CPO for items based on items on contract or outside of contract.	Fully Met
INV_023	Inventory	Replenishment	System should allow the replenishment process to replenish a catalog stock item from contract.	Software Modification
INV_024	Inventory	Replenishment	Replenishment should replenish a sotck item based on the Unit of Measurement (UOM) conversion of the stock item	Fully Met
INV_025	Inventory	Express Issue	System should allow creation of an Express Issue with invalid, blank, or expired COA element(s).	Fully Met
INV_026	Inventory	Express Issue	Ssystem should allow functionality for accounting templates with partial or full Chart of Account elements	Fully Met
INV_027	Inventory	Express Issue	System should allow creation of an express issue with multiple lines (multiple stock items) and multiple accounting lines (AL), one accounting line with prior budget fiscal year (BFY) and special fund	Fully Met
INV_028	Inventory	Express Issue	System should allow creation of an express issue with multiple lines (multiple stock items) and multiple accounting lines (AL), one accounting line with prior budget fiscal year (BFY) and general fund	Fully Met
INV_029	Inventory	Express Issue	System should allow warehouse to warehouse (Inter business unit) transfers using Express Issue (Over the Counter) and system should back order stock items if the sotck item is not available in the requested warehouse	Fully Met
INV_030	Inventory	Express Issue	System should allow the functionality to place a stock item "on hold" (not deleted or inactivated). The stick item held will allow all pending trnasactions to be processed but should not allow new transactions to take place until and unless the stock item is "unheld". This functionality should also be available for commodities.	Software Modification
INV_031	Inventory	Express Issue	System should have the functionality to put controls in place to disallow stock items to be issued out if it is for prior Fiscal Year and General Fund is used in the issue document but allow the issue of sotck items with prior fiscal year if special fund is used	Fully Met
INV_032	Inventory	Material Stock Request	System should allow creation of stock requests with multiple stock item lines, and multiple accounting lines, one with prior budget fiscal year for special fund and another for budget fiscal year for general fund	Fully Met
INV_033	Inventory	Material Stock Request	System should transfer between warehouses with stock requests from requesting warehouse and issuance from transferring warehouse for proper audit trail as well as back ordering if transferring warehouse ran out of the stock item.	Fully Met

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INV_034	Inventory	Material Stock Request	System should allow modification of the stock request in the commodity lines before the issue confirmation is final and not allow modification after the issue confirmation is final from the transferring warehouse. System should also allow adding or deleting of commodity lines/quantity from the stock requests as well as changing/adding/deleting accounting lines.	Fully Met
INV_035	Inventory	Material Stock Request	System should allow stock requests to be copied from existing stock requests to prevent reentry of information if the requirement is the same	Fully Met
INV_036	Inventory	Material Stock Request	System should allow cancellation of stock requests commodity line a MSR commodity line before/after Confirmation is final	Fully Met
INV_037	Inventory	Material Stock Request	System should provide the functionality to reserve and unreserve stock items	Fully Met
INV_038	Inventory	Material Stock Request	System should allow functionality for tax markup and allow to update stock item price during issue to make sure tax is added to the sale price	Fully Met
INV_039	Inventory	Material Stock Request	System should allow modification of to add quantity of a stock request where there is not enough quantity on hand and item does not allow backorder	Fully Met
INV_040	Inventory	Material Stock Request	System should allow modification of to add quantity of a stock request where there is not enough quantity on hand and item does allow backorder	Fully Met
INV_041	Inventory	Material Stock Request	System should allow year-end processing for backorder items remaining in system (show inquiry screens and back out requests)	Fully Met
INV_042	Inventory	Material Stock Request	System should allow year end processing for new stock requests or Express Issue once the system is open for transaction for the new Fiscal Year in parallel to the closing of the prior fiscal year	Fully Met
INV_043	Inventory	Pick and Issue	System should allow full or partial picking process for one or many stock requests to issue out to requesting sites. System should allow pick plan to be processed with a range of warehouses	Software Modification
INV_044	Inventory	Pick and Issue	System should allow entering of picking feedback against a previously confirmed item	Workaround
INV_045	Inventory	Pick and Issue	System should provide functionality for confirmation of issue for partial or full issuance against one or many stock requests	Fully Met
INV_046	Inventory	Pick and Issue	System should allow modification or cancellation of a issue confirmation	Fully Met
INV_047	Inventory	Pick and Issue	System should allow additional issue confirmation against a partially confirmed stock requests. This should also show where funds are moving based on the confirmation issue	Fully Met
INV_048	Inventory	Return Material Authorization	System should maintain multiple warehouses and allow return of stock item to the warehouse where the stock was issued from another warehouse within the whole system.	Fully Met

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INV_049	Inventory	Return Material Authorization	System should allow the return of stock items to the warehouse from where the stock items were issued, even though, during the return, the stock items are no longer issued out of or maintained in the originating warehouse, both the warehouses are maintained within the ERP system	Fully Met
INV_050	Inventory	Return Material Authorization	System should allow the return of stock items to a different warehouse than it was issued from, as long as the item is stocked in that location	Fully Met
INV_051	Inventory	Return Material Authorization	System should allow the return of stock item with partial quantity than the issue	Fully Met
INV_052	Inventory	Return Material Authorization	System should allow the return of stock item from prior year issue	Fully Met
INV_053	Inventory	Receiving	The system should allow receipts of all the quantities on a purchase order from final shipment without payment of an invoice since the City requires a two step receipt process for stock items put-away. The first step will allow invoices to be processed and the second step would allow warehouse workers to place the stock items in the desired BIN Locations. This would facilitate the separation of duty between receiving groups at the warehouse based on the business process designed for optimal efficiency. The first step recognizes the staged items, and second step recognizes updating inventory counts.	Software Modification
INV_054	Inventory	Receiving	System should allow receipt of stock items less than the PO for a partial shipment or a final shipment.	Fully Met
INV_055	Inventory	Receiving	System should allow receipt of quantities less than the purchase order and then when the rest of the items arrive at the warehouse, receive the rest of the items.	Fully Met
INV_056	Inventory	Receiving	System should allow receipt of stock items greater than the purchase order	Fully Met
INV_057	Inventory	Receiving	System should allow receipt of stock items for a purchase order with prior year funding, this should be allowed if it is special fund and disallowed if it is general fund since general funds are restricted from cross fiscal year spending	Fully Met
INV_058	Inventory	Receiving	System should not allow modification of a receipt once the invoice has been processed for that receipt for partial payments but matching has not occurred and not allow the modification of the receipt if the invoice has been processed for final payment.	Fully Met
INV_059	Inventory	Receiving	System should allow modification of a receipt after an invoice has been created, and matching has been created. E.g., modify to increase a partial shipment quantity.	Fully Met
INV_060	Inventory	Receiving	System should allow modification of a receipt to reduce its quantity that is lower than the invoice quantity (match has not created)	Fully Met

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INV_061	Inventory	Receiving	System should allow cancellation of a receipt before and after an Invoice has been processed	Fully Met
INV_062	Inventory	Receiving	System should allow creation of a receipt for partial shipment, then reject remaining quantity. Receive the rest of the items when vendor sends rectified items.	Fully Met
INV_063	Inventory	Receiving	System should allow receipt of of an item in a different Unit of Measurement (UOM) then the purchase order since the receipt UOM is different than the order UOM and allow the conversion in the system	Fully Met
INV_064	Inventory	Component Rebuild	System should allow creation of internally manufactured item	Fully Met
INV_065	Inventory	Component Rebuild	System should allow building of internally manufactured item from multiple parts stored in the warehouse	Fully Met
INV_066	Inventory	Salvage Stock Items	System should allow the maintainance of salvage stock items and issues of salvage stock items	Fully Met
INV_067	Inventory	Salvage Stock Items	System should allow the purging of salvage Items. Items are allowed to be maintained as salvage items and issued at no cost during issuance of salvage items	Fully Met
INV_068	Inventory	Cycle Counting	System should allow automatic calculation of utilization rates for stock items through ABC classifications based on prior usage/sales for optimal maintainance, replenishment and counting of stock items	Software Modification
INV_069	Inventory	Cycle Counting	System should allow different parameters of Cycle Count available (by warehouse, by item, range of items, BIN location, range of BIN locations, utilization type, manual counts, etc).	Software Modification
INV_070	Inventory	Cycle Counting	System should allow inventory transactions to take place while Cycle Counting is in progress. The Cycle Counting should not interfere with the regular processing of stock items. Cycle Counting should allow with downloadable file for the count and for the file to be uploaded with the physical count performed through Cycle Counting for reconciliation purposed and efficiency in the process	Software Modification
INV_071	Inventory	Cycle Counting	System should provide a transaction history page for review of inventory transactions. System should allow adjustments to the system from cycle counting and allow workflow for adjustments higher than the allowed threshold of exceptions	Software Modification
INV_072	Inventory	Receiving	System should not allow backdating of receipts of stock items for prior Fiscal Year	Software Modification
INV_073	Inventory	Replenishment	System should allow replenishment with UOM conversion items. Reorder items stocked at the warehouse with a different UOM but the order should convert the UOM based on the purchase order UMO. Example is BOX vs. EA.	Fully Met

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INV_074	Inventory	Blanket Order	System should allow Stock Replenishment Document (SRD). The SRD should have a ceiling of \$1,000 per order. The SRD can only use the chart of accounts credentials set per document control settings.	Fully Met
INV_075	Inventory	Replenishment	System should allow Inventory Auto Replenishment based on ABC codes/utilization rates/Economic Order quantity/Re-Order Point/Safety Levels/Seasonal Variences/Special Items, etc. to determine which items will be replenished via Contract or Procurement, Requisition (RQS) since reorder job should create RQS for different receiving locations. Automatically generate a requisition or contract order.	Fully Met
INV_076	Inventory	Inventory Adjustment	System should allow Inventory correction with restriction to only allow certain users for the corrections capabilities	Fully Met
INV_077	Inventory	Review and Report	System should provide the inquiry and maintain inventory usage statistics online (receipts, issues, return, etc.)	Software Modification
INV_078	Inventory	General Setup	System should support the maintainance of commodities and stock items. Stock items should have the options to be different than commodities.	Fully Met
INV_079	Inventory	General Setup	System should allow different accounting method for Inventory management (it should provide Consumption Method and Purchase Method of Invenotry Accounting at a minimum. Warehouse should have their own fund accounting criterias but stock issuances should allow updates to the fund accounting in the issuance document	Fully Met
INV_080	Inventory	General Setup	System should provide functionality for accounting templates in inventory transactions but also allow fund accounting to be updated once the template has inferred the accounting distribution from the template. Updates should be allowed to the accounting distribution other than the accounting inferred from the template	Fully Met
INV_081	Inventory	General Setup	System should allow "google like" searching capabilities within the system for finding stock items in warehouses, catalogs within contracts, eProcurement contracts, etc. for a one stop searching capabity in the system, saving users the time and effort to go through different respositories for finding stock items	Fully Met
INV_082	Inventory	Replenishment	System should allow auto-replenishment in a parent-child warehouse scenario where the child warehouse will be replenished if the item does not exist in the parent warehouse through requisition/contract	Software Modification
INV_083	Inventory	Replenishment	System should allow auto Replenishment based on replenishment review and replenish for awards to existing contracts and requisitions for stock items not in contract. System should provide a report idetifying the award ready to be dispatched to vendor. The replenishment job should also allow download capability for the replenishment results for option of manual replenishment.	Fully Met

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INV_084	Inventory	Contract Order	The system should allow the consumption method of inventory accounting to increase stock item valuation and only expense the item when it is issued. So, Inventory balance increases during purchase order and receipts to warehouse and expense is recognized during inventory transactions to and from warehouses.	Fully Met
INV_085	Inventory	General Setup	Review and analyze with GSD so that SMS stock item coding should be done at the highest level by a master table. This should be used as master list, globally. Items should not be added or modified at the warehouse level. Items created at the highest level can be added to warehouses at the unit level. (same id's across units). In addition, the stock item code in SMS is 12 digits (8 digit commodity code + 4 digit item code), Advantage item code on the INVN table is 3 digits.	Fully Met
INV_086	Inventory	Replenishment	Follow up CGI Advantage functionality for supporting Unit of Measure (purchase/issue) tracking and calculation by vendor. SMS has a UOM conversion for each vendor.	Software Modification
INV_087	Inventory	Replenishment	Review solution for line item Contracts having specific stock items – only those specific items should be allowed to be purchased through a Contract Purchase Order (CPO). The specific stock item information on the contract will be inferred to the CPO.	Fully Met
INV_088	Inventory	Material Stock Request	The summary grid in the Material Stock Request document (MSR) should have quantity.	Software Modification
INV_089	Inventory	General Setup	If a Material Stock request (MSR) is completed with the Confirmation Issue (CI), the MSR should not be allowed to be updated again.	Software Modification
INV_090	Inventory	Receiving	Partial receipt scenarios will follow the existing City procedures: a. Receiver (RC) cannot be modified / cancelled if an invoice is entered. In order to modify/cancel the RC, the invoice needs to be cancelled first. b. Once payment has been made against the RC, the RC cannot be modified. A new RC document is created to receive the remaining balances.	Software Modification
INV_091	Inventory	Receiving	When creating a Receiver (RC) document, the receiving staff should have access to review the conversion for receiving within the RC document.	Fully Met
INV_092	Inventory	Transfers	Requesting Business Unit will need to kick off the transfer process (not the issuing Business Unit) for the transfer between business units process (Stock Transfer Issue, TI, and Stock Transfer Receipt, TR)	Software Modification
INV_093	Inventory	Transfers	Inventory balance be less than zero.	Fully Met
INV_094	Inventory	Receiving	System should provide functionality to inspect items before receiving into warehouse	Software Modification

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INV_095	Inventory	Receiving	System should provide functionality to monitor expiration date for perishable items and track expiration date	Software Modification
FMS_001	Payment Services	FMS Payables	Accrual of use tax and payout of use tax	Fully Met
FMS_011	Payment Services	Intercept Process	intercept Process	Fully Met
PS_001	Payment Services	Invoice Processing	Receiver Quantity = PO Quantity, Invoice partial quantity. (invoice one line - with multiple commodity lines)Then enter another Invoice to show remaining quantity balance. Enter payment terms that is different than PO payment terms. Select a payment address out of multiple payment addresses. Confirm match payment is made with discount based on discount terms setup on invoice	Fully Met
PS_002	Payment Services	Invoice Processing	Invoice a PO without any receiving quantity (Receiver is not entered)	Fully Met
PS_003	Payment Services	Invoice Processing	Invoice Price > PO Price within line tolerance (setup tolerance on PO) and show the error where the price exceeds tolerance	Fully Met
PS_004	Payment Services	Invoice Processing	Invoice Price < PO Price, final invoice, select a different tax code than PO on invoice (e.g., from Sales Tax to Use Tax). Use discount terms from PO. Make sure match payment is created with Invoice tax amount and discount.	Fully Met
PS_005	Payment Services	Invoice Processing	Invoice Price = PO Price, final invoice, add tax code (PO has no tax), within tolerance. Make sure match payment is created with tax amount. And show the error when the it exceeds tolerance.	Fully Met
PS_006	Payment Services	Invoice Processing	Invoice for a prior FY PO, one with general fund, one with special funds	Fully Met
PS_007	Payment Services	Invoice Processing	Enter multiple invoices that go to the same vendor with discount. Verify payments and Disbursement (multiple PRM and multiple AD/EFT) are/are not consolidated accordingly. (Multiple vendor invoices consoilidates to one check)	Fully Met
PS_008	Payment Services	Invoice Processing	Enter a duplicate invoice number using the same vendor code (Same invoice line number - to make sure there are no duplicate payments)	Fully Met
PS_009	Payment Services	Invoice Processing	Enter 2 separate invoices with the same invoice number, but different vendor codes	Fully Met
PS_010	Payment Services	Invoice Processing	Cancel an invoice, then create another invoice using the same vendor and invoice number as the cancelled invoice	Fully Met
PS_011	Payment Services	Invoice Processing	Process recurring invoice referencing the same PO	Fully Met
PS_012	Payment Services	Invoice Processing	Place invoice on hold (Payment Requests in Advantage, leveraging DISRQ and/or MATA table)	Fully Met

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PS_013	Payment Services	Invoice Processing	Receive all Quantity on PO, final shipment, Invoice Quantity < RC quantity, Final Invoice. (one RC with multiple commodity lines) And do another line on the invoice where it is equal to the receiving quantity Match payment is created with Invoiced Quantity. Match is created to FINAL close PO and release unused PO funds. (Make sure the finalization happens when PO,RC and IN are fully matched. Partial receipts or invoices will release encumbrance - two additional scenarios - Add to PO scenario)	Fully Met
PS_014	Payment Services	Invoice Processing	Receive Quantity < PO, mark as final shipment. Enter Invoice quantity = PO quantity.	Fully Met
PS_015	Payment Services	Payment	Create Emergency payment by using PRC document and then MD. (stand alone PRC) (Create a payment without the mathcing process)	Fully Met
PS_016	Payment Services	Matching Process	Verify match results for the following scenarios: - Receive Quantity < PO, mark as final shipment. Enter Invoice quantity = PO quantity. - Create Emergency payment by using PRC document and then MD. (stand alone PRC)	Fully Met
PS_017	Payment Services	Matching Process	Run Match job - verify Match document is created with the Price = lower of Invoice Price/Order price, Quantity = lowest of RC/IN,	Fully Met
PS_018	Payment Services	Matching Process	Quantity = lowest of RC/IN, but IN Quantity should not exceed RC Quantity. For IN Quantity < Receiver Quantity, Match should create Quantity with Invoice	Fully Met
PS_019	Payment Services	Matching Process	Verify tax profile and discount terms from IN (Tax Terms)	Fully Met
PS_020	Payment Services	Matching Process	Schedule payment that will miss the discount terms. Verify discount is not taken.	Fully Met
PS_021	Payment Services	Matching Process	Tolerance allowable (Zero tolerance - no tolerance)	Fully Met
PS_022	Payment Services	Matching Process	Verify encumbrance funds are released for short payment (Finalized PO releases encumbrance)	Fully Met
PS_023	Payment Services	Matching Process	Manually create payment document (Bypass match) (PRC)	Fully Met
PS_024	Payment Services	Matching Process	Modify match document, e.g., modify discount terms that a disbursement has not been created	Fully Met
PS_025	Payment Services	Matching Process	Cancel match document that a disbursement has not been created (Cancel match to prior year PO) - (Four scenarios for Prior Year and Current Year and General Fund and Special fund)	Fully Met

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PS_026	Payment Services	Matching Process	Partial RC, partial IN, partial PO	Fully Met
PS_027	Payment Services	Matching Process	Match to reference a prior year PO with special funds	Fully Met
PS_028	Payment Services	Credit Memo	Test consolidate credit memo with commodity based payment and non-commodity based payment on both GAX and PRM. A check going to reference a PRM and a GAX and a CM all together.	Fully Met
PS_029	Payment Services	Credit Memo	Enter credit memo for a specific fund and department. Run AD chain job to ensure credit is applied to accounting line with the department code, but not by fund (the fund is not consolidated, but it is working within SMS) Have a CM entered with Dept. A and another CM with dept. B going to the same vendor with different funds and then a PRM is entered with only dept. A... shows it does consolidated based on dept. but not by fund. (Revisit the topic to look at credit memo at funding stream level - Prior Year General Fund may be a topic to look at)	Fully Met
PS_030	Payment Services	Credit Memo	Modify credit memo with a different amount	Fully Met
PS_031	Payment Services	Credit Memo	Enter credit memo for general funds. At year end, cancel outstanding credit memo with general funds	Fully Met
PS_032	Payment Services	Credit Memo	Cancel AD that references a credit memo. Verify that credit memo is not reopen. Another credit memo needs to re-establish (current FMS practice)	Fully Met
PS_033	Payment Services	Disbursement	Show AD parameter setup (DISPA) - Pay Cycle - Choice of vendor selection from vendor table	Fully Met
PS_034	Payment Services	Disbursement	Review pending payment and modify pending payment before running AD Chain (modify PRM or via DISRQ, etc. to change from EFT to warrant, discount terms, etc.) - Both EFT and Check	Fully Met
PS_035	Payment Services	Disbursement	Review pending payment and modify pending payment before running AD Chain (modify PRM or via DISRQ, etc. to change from EFT to warrant, discount terms, etc.) - Both EFT and Check. Run AD to verify (create both AD and EFT):	Fully Met
PS_036	Payment Services	Disbursement	Tax, discount, consolidate/not consolidate, credit memo, vendor payment address	Fully Met
PS_037	Payment Services	Disbursement	Consolidate / separate checks based on vendor code / address	Fully Met
PS_038	Payment Services	Disbursement	Match is not created for vendor on hold	Fully Met
PS_039	Payment Services	Disbursement	Create a PRM that reference a prior year PO	Fully Met

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Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
PS_040	Payment Services	Disbursement	Cancel checks to re-generate another check - reissue	Fully Met
PS_041	Payment Services	Disbursement	Cancel checks for prior year	Fully Met
PS_042	Payment Services	Invoice (VSS)	Enter invoice for goods that are not received yet	Fully Met
PS_043	Payment Services	Invoice (VSS)	Enter invoice for goods where invoiced quantity > received quantity	Fully Met
PS_044	Payment Services	Invoice (VSS)	Enter invoice for goods where invoiced dollar amount is > PO dollar amount	Fully Met
PS_045	Payment Services	Invoice (VSS)	Enter invoice for goods where PO has no tax, but Invoice has tax (include tolerance). One invoice exceeds tolerance and one is within tolerance.	Fully Met
PS_046	Payment Services	Invoice (VSS)	Enter final invoice for a partially paid PO, but total quantity of IN < total quantity of PO (short final)	Fully Met
PS_047	Payment Services	Invoice (VSS)	For a final paid PO, verify the option to create an invoice is not available	Fully Met
PS_048	Payment Services	Invoice (VSS)	Enter invoice with a duplicate invoice number for the same vendor (Expected result is error)	Fully Met
PS_049	Payment Services	Invoice (VSS)	Enter invoice with a invoice number that is used by another vendor	Fully Met
PS_050	Payment Services	Invoice (VSS)	Modify Invoice by vendor and then cancel Invoice by vendor (VSS) before payment.	Fully Met
PS_051	Payment Services	Invoice (VSS)	Verify VSS invoice is interfaced to FIN, approve invoice	Fully Met
PS_052	Payment Services	Invoice (VSS)	Verify VSS invoice is interfaced to FIN, reject invoice. Verify notification to vendor of rejected invoice	Fully Met
PS_053	Payment Services	Invoice (VSS)	Modify INVSS in Advantage by City employee and cancel INVSS in Advantage by city employee	Fully Met
PS_054	Payment Services	Invoice (VSS)	Invoice awarded service contracts and allow vendor to view current payment status through VSS. View current payment status within VSS.	Fully Met
PS_055	Payment Services	Invoice (VSS)	The ability to define discount terms and scheduled payment date for invoices submitted by vendors in VSS	Fully Met
PS_056	Payment Services	Financial Inquiry	View PO without any pending payment (view available agreements in VSS to invoice against order on agreement)	Fully Met
PS_057	Payment Services	Financial Inquiry	View pending vendor check	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
PS_058	Payment Services	Financial Inquiry	View disbursed checks	Fully Met
PS_059	Payment Services	Financial Inquiry	View a payment that has been disbursed, but later cancelled (cancelled check)	Fully Met
PS_060	Payment Services	Financial Inquiry	Vendors will have the ability to review details of a check that is issues for multiple payment documents	Fully Met
PS_061	Payment Services	Invoice Processing	Allow entry of invoices with a prior accounting period. Accept comments information and pass that information in the form of a remittance advice.	Fully Met
PS_062	Payment Services	Disbursement	Process cancelled / returned checks. For Cancel checks: Allow for cancellation of payment made in a previous period and a previous FY. Allow for cancellation of checks that were erroneously made to an incorrect encumbered purchase orders. Re-issue another check. Not re-issue another check. Report expired and cancelled warrants at any chart of account field. Cancel checks prior to printing of checks. Cancel a prior FY check	Fully Met
PS_063	Payment Services	Invoice Processing	Billings comply with contract terms (i.e., fixed unit price, hourly rates, discount terms, limits set by a schedule of payments, advance payments, acknowledgments of receipt for advance, and certifications required of the contractor)	Fully Met
PS_064	Payment Services	Invoice Processing	Prototype third party vendor setup and payment scenario (get more information from Ken on scenario, lease scenario). **Note: FMS currently uses the third party payment feature.	Fully Met
PS_065	Payment Services	Payment	Change tax rate between PO to Payment: 1. Ensure the Payment calculate tax based on new tax rate table or inferred from PO. 2. Modify a PO will take the updated rate	Fully Met
PS_066	Payment Services	Matching Process	Modify match document that is closed and then cancel matched document that is closed (disbursement has been created) - Expected result is error out. After the check is process the PRM should not be able to be modified. (AP 006)	Fully Met
PS_067	Payment Services	Matching Process	Modify invoice before the matching manager (submit) and modify invoice after (reject). After PRM is processed, the IN should not be able to be modified. (AP 007)	Fully Met
PS_068	Payment Services	Payment	One vendor with commodity based (PO) and Service based (SC), would 1 PRM be created? Potential discount through PRM? When is discount taken? AD? PRM? CM? Discount should be after CM and before any tax. Should be >> Payment = Amount Billed – discount – tax – CM = Amount paid (in this order)	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
PS_069	Payment Services	Credit Memo	Credit memos as a line item. Track balance remaining on credit memo. Look into the functionality of selecting where the City wants to apply the CM. CM is applied to payments when payment is greater or equal to the invoice. CM balance can be monitored using Disbursement Request (DISRQ) table or check the CM.	Fully Met
PS_070	Payment Services	Payment	Allow changes to vendor mailing address after a partial payment has been made.	Fully Met
PS_071	Payment Services	Credit Memo	Consolidate credit memo with commodity based payment and non-commodity based payment on both GAX and PRM. A check going to reference a PRM and a GAX and a CM all together.	Fully Met
PS_072	Payment Services	Payment	Partially received items having the option not to be paid during matching process. There should be an error in the invoice (IN) saying that IN quantity cannot be greater than receipt quantity.	Software Modification
PS_073	Payment Services	Payment	Provide confirmation on cancellation of a payment (GAX) referencing a prior FY General Fund PO should not reject and not reinstate an encumbrance.	Fully Met
PS_074	Payment Services	Disbursement	Functionality for setting up to allow groups to modify fields on Disbursement Request table (DISRQ) based on document types? (ex. AP team can modify PRM, but not service based AP)	Fully Met
PS_075	Payment Services	Payment	Verify functionality of verifying contract prices carried over from CPO/receiver at Payment Request Commodity (PRC) level.	Fully Met
PS_076	Payment Services	Credit Memo	If CM is greater amount than invoice, demonstrate Advantage functionality of tracking remaining CM balance as means of requesting vendor refund or applying to future invoices. CM is applied to payments when payment is greater or equal to the invoice. CM balance can be monitored using Disbursement Request (DISRQ) table or check the CM.	Fully Met
PS_077	Payment Services	Invoice Processing	Invoice and Receiver Quantity and Price should be configured to only allow lower or equal to the PO price and quantity, reject if Quantity or Price is higher	Fully Met
PS_078	Payment Services	Invoice Processing	Configure for audit log on Tax tables for tax table modifications	Fully Met
PS_079	Payment Services	Payment	Is vendor payment hold notice printed in a separate form	Fully Met
PS_080	Payment Services	Invoice Processing	In FIN, discount on IN should be able to be different than PO per vendor, City doesn't want vendor to update discount terms on the Invoice in VSS. Vendor should not be allowed to modify discount terms on Invoice in VSS, it should be inferred from the PO.	Fully Met
PS_081	Payment Services	Invoice Processing	Setup vendor discount per PO/Contract, not by vendor	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
PS_082	Payment Services	Credit Memo	Credit memo should have accounting and budget impacts and the funding should go back to the budget	Fully Met
PS_083	Payment Services	Invoice Processing	Currently on the voucher the city can just select a "finalize" button and it will reduce everything on the encumbrance. Functionality should be provided to modify the PO to disencumber unpaid amount	Fully Met
PS_084	Payment Services	Disbursement	Cancel an AD with a discount using DC for a prior BFY	Fully Met
PS_085	Payment Services	Payment	Provide functionality for payments to third parties	Fully Met
PS_086	Payment Services	Invoice Processing	Future Document Triggering: 1. How does the user know a recurred document is created? Can a prefix be setup on the recurred doc?	Fully Met
PS_087	Payment Services	Disbursement	Use tax calculation. This needs to be net of discount	Fully Met
PS_088	Payment Services	Credit Memo	Credit Memo year end processing. The outstanding CMs for prior FY general fund have to be cancelled and re-entered. The special fund ones do not have to be cancelled.	Fully Met
PS_089	Payment Services	Payment	Provide functionality for finalizing check cancellation when the City has no intent of paying a check after a cancellation.	Fully Met
FMS_002	Procurement	Year End	Receipt Accruals for Year End Process	Fully Met
FMS_003	Procurement	Year End	Year end requisition lapse process (req not fully sourced, and lapse the remainder lines)	Fully Met
FMS_004	Procurement	Year End	BFY staging to disallow new and increase of requisition, PO, payment during year end	Fully Met
FMS_005	Procurement	Year End	Year end PO lapse process (over > years for general funds)	Fully Met
FMS_006	Procurement	Year End	Year end processing for new RQS, PO - BFY Staging Controls to disallow processing	Fully Met
FMS_007	Procurement	Year End	Undo a lapsed requisition	Fully Met
Proc_001	Procurement	General Setup	Procurement location setup	Fully Met
Proc_002	Procurement	General Setup	Tolerance table setup - 50% for Requisition, 0% for Purchase Order.	Fully Met
Proc_003	Procurement	General Setup	Terms and conditions template setup for use in Procurement documents.	Fully Met
Proc_004	Procurement	General Setup	Buyer Assignment setup: USER, MANG, BUYR	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
Proc_005	Procurement	Requisition to One-Time Purchase Order	Create a Requisition from a template document. Show terms and conditions template. Enter in Sales Tax. Show reject/error message when using expired, blank or invalid COA elements. Show reject/error message when exceeding a budget for pre encumbered funds.	Fully Met
Proc_006	Procurement	Requisition to One-Time Purchase Order	Show buyer assignment on Procurement Management (PRCUID). Then modify a Requisition COA information (no PO against requisition), submit Final. Source a Requisition with multiple commodity lines/accounting lines to a PO, final close the Requisition with sales tax.	Fully Met
Proc_007	Procurement	Requisition to One-Time Purchase Order	Source a Requisition to a PO, enter different COA information. Vendor payment terms inferred from VCUST table. Manually enter new vendor payment terms. Modify the PO to increase quantity within and above tolerance (Show tolerance values, within and exceeding 50%).	Fully Met
Proc_008	Procurement	Requisition to One-Time Purchase Order	Source a Requisition with multiple commodity lines/accounting lines to a PO. Use a vendor placed on hold, or a debar vendor (inactive vendor or new vendor with inactive ID code). Submit the PO with a valid vendor and within tolerance. Enter the PO quantity < requisition quantity, "final" reference the Requisition, partially close the Requisition. Enter in use tax.	Fully Met
Proc_009	Procurement	Requisition to One-Time Purchase Order	Create Requisition with vendor, multiple commodity lines, multiple accounting lines with diff Funds. Source a Requisition with multiple commodity lines to multiple PO's for partial quantities. Verify unused funds are released from requisition.	Fully Met
Proc_010	Procurement	Requisition to One-Time Purchase Order	Create a Requisition and PO. Add new line on PO and a new line on the Requisition. Cancel the PO (that has not been referenced by Payment, Receiver, or Invoice) then create another PO. Verify Requisition is re-opened then re-closed.	Fully Met
Proc_011	Procurement	Requisition to One-Time Purchase Order	Create a Requisition then PO for partial amount. Modify partially closed Requisition to increase the quantity. Modify a partially closed Requisition COA information.	Fully Met
Proc_012	Procurement	Requisition to One-Time Purchase Order	Create Requisition with multiple commodity lines, then create a PO. Receive, invoice, and pay one line, out of multiple lines on the PO. Then modify to PO to cancel the other lines.	Fully Met
Proc_013	Procurement	Requisition to One-Time Purchase Order	Create a Requisition, then PO. Show Accounting template use (partial/full CoA elements). Create a RC and then an IN. Modify a PO that has not been paid to increase price and quantity, a Receiver and Invoice are entered for full receive/invoice (match payment has not been created).	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
Proc_014	Procurement	Requisition to One-Time Purchase Order	Increase the Receiver, Invoice Quantities to partial amount. Run match payment. Modify a PO that has not been paid to increase price, a Receiver and Invoice are entered (match payment has been created).	Fully Met
Proc_015	Procurement	Requisition to One-Time Purchase Order	Create Disbursement for Order-Receipt-Invoice. Modify a partially paid PO that to increase price (partial RC, invoice, and payment are entered).	Fully Met
Proc_016	Procurement	Requisition to One-Time Purchase Order	Modify a partially closed PO to increase the quantity and price > RQS, within the tolerance (partial Payment). Modify a partially closed PO to change the COA, and add a new commodity line. Cancel a partially closed PO.	Fully Met
Proc_017	Procurement	Requisition to One-Time Purchase Order	Create a RQS and PO from Prior Year. Cancel of one commodity line (out of many) of a prior year PO referencing a Req.	Fully Met
Proc_018	Procurement	Requisition to One-Time Purchase Order	Modify a prior year PO with general funds to increase quantity and add a new line. Modify a prior year PO with special funds to increase quantity and add a new line. Cancel a prior FY PO with special fund and another one for general funds. (Expected result is to fail based on BFY Staging setup)	Fully Met
Proc_019	Procurement	Emergency/Reserve Purchase Order	Reserve auto-generated number to use for PO's in the future. Create a draft "reserved PO" with a vendor, but no commodity or accounting information yet. Go back to a reserved PO and add referencing Requisition document.	Fully Met
Proc_020	Procurement	Requisition to Event	Create a stand-alone event with multiple commodity lines, select vendors and vendor list for solicitation	Fully Met
Proc_021	Procurement	Requisition to Event	Create a Requisition to an Event and submit. Cancel the Event before the close date, and create a brand new Event from the same Requisition.	Fully Met
Proc_022	Procurement	Requisition to Event	Create an event from a Requisition with multiple commodity lines. Amend an event before close date (e.g., modify an existing commodity code). Extend an event before close date (modify lines).	Fully Met
Proc_023	Procurement	Requisition to Event	Create vendor responses for multiple lines items. Include attachments. Enter some response for full bid, some response for partial bids (no bid on some lines). Multiple responses from same vendor.	Fully Met
Proc_024	Procurement	Requisition to Event	Modify responses on an amended event, e.g., add a new line to the event. Let the event close. Modify response after closing time/date. Attempt to cancel responses after close date.	Fully Met
Proc_025	Procurement	Requisition to Event	Cancel an Event after close date. Extend an Event after close date.	Fully Met
Proc_026	Procurement	Requisition to Event	Create a Requisition then an Event. Create multiple Responses then let the Event close. Evaluate events using tabulation. Evaluate/rank event responses using Evaluation Criteria. Evaluate responses using multiple Evaluator documents.	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
Proc_027	Procurement	Event to One-Time Purchase Order	Create multiple POs from an event with multiple commodity lines that are sourced from a requisition. Enter T&C (Comments) using template; identify a few T&C lines that will not be printed on PO form. Verify requisition is closed.	Fully Met
Proc_028	Procurement	Event to One-Time Purchase Order	Create Performance Evaluator (PE) document to evaluate vendor performance. Record vendor claims.	Fully Met
Proc_029	Procurement	Event to Annual Requirements Contract	Award an Event to a Contract. Use different line types: Cost Plus, Fixed Price, Price Catalog. Enter T&C using template. Create with department, unit, and spending limits.	Fully Met
Proc_030	Procurement	Event to Annual Requirements Contract	Create CPO with multiple accounting lines with multiple Type 1 funds, sales tax, with discount terms inferred from VCUST, but override discount terms. Create CPO for partial Spending Limits using different types of lines items: Cost Plus, Fixed Price, Price Catalog.	Fully Met
Proc_031	Procurement	Event to Annual Requirements Contract	Create Receiver and Invoice against CPO. Modify a CPO that has not been paid to decrease price and quantity, a Receiver and Invoice are entered for full receive/invoice (match payment has not created). Modify/cancel a CPO that has not been paid to increase price, a Receiver and Invoice are entered (match payment has not created)	Fully Met
Proc_032	Procurement	Event to Annual Requirements Contract	Modify a partially closed CPO to decrease the quantity up to the remaining open quantity (partial payment)	Fully Met
Proc_033	Procurement	Event to Annual Requirements Contract	Modify a partially closed CPO to decrease the quantity exceeding the remaining open quantity	Fully Met
Proc_034	Procurement	Event to Annual Requirements Contract	Create CPO against Contract both without a fixed price	Fully Met
Proc_035	Procurement	Event to Annual Requirements Contract	Amend the contract with different prices on multiple contract lines for Cost Plus item, and add new lines, close out line items which are obsolete or no longer available.	Software Modification
Proc_036	Procurement	Event to Annual Requirements Contract	Award an event to multiple Contracts, partially close the Requisition, use tax Contract, infer vendor terms from VCUST. Notify vendor and buyer of award. Enter insurance information	Fully Met
Proc_037	Procurement	Event to Annual Requirements Contract	Modify a fully closed CPO (modify CoA, commodity line, quantity)	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
Proc_038	Procurement	Event to Annual Requirements Contract	Modify a prior year CPO with special or general funds to decrease quantity	Fully Met
Proc_039	Procurement	Contract Amendments	Create a new Contract (Master Agreement). Amend an existing Contract: add a new line, change price, delete an existing line, Extend the Contract dates.	Fully Met
Proc_040	Procurement	Contract Amendments	Renew an existing Contract after it has expired.	Fully Met
Proc_041	Procurement	Contract Amendments	Terminate an existing Contract.	Fully Met
Proc_042	Procurement	Event to Annual Requirements Contract	Award an event to a contract. Put the vendor on hold for updating vendor information. Update vendor information in vendor table and ensure the contract could not be updated while the vendor was on hold for updating vendor information.	Fully Met
Proc_043	Procurement	Contract Order	Ensure functionality PO mod version to be created but not final, then the Receiver cannot be created against the PO in draft mode.	Fully Met
Proc_044	Procurement	Requisition	Assign Purchase Requisition numbers: Automatically, Automatically with user-override. Automatically (table/rule-based) specify based on what? Dept, commodity, dollar amount?, Automatically with user override within the requisition document, Manually.	Fully Met
Proc_045	Procurement	Requisition	Requisition (10 boxes of Copy Paper-EPP) to Reverse Auction (RA) Event (such as close date, bidder can continue to submit after closed). Copy Paper RA to One-Time Purchase Order-Received by end user dept. with multiple receivers.	Software Modification
Proc_046	Procurement	Contract Amendment	Fire Truck Annual Contract Amendment reducing all pricing by 1%. Support mass price changes for a supplier (same percentage or amount change). Provide email notification to users on contract amendment. Escalation % feature on MA can be used for threshold discount (i.e., when threshold is met, then enter the Escalation % with a negative %).	Fully Met
Proc_047	Procurement	Transfers	Trash Bags RFQ to One-Time Purchase Order-Received in Warehouse. Transfer to another warehouse (TI/TR). Then conduct an indirect issuance of that stock item (SRQ-PI-CI).	Fully Met
Proc_048	Procurement	Contract Order	CPO from Annual Requirements Contract for Fire Truck Item #1 at 1% reduced price	Fully Met
Proc_049	Procurement	Events to Annual Requirements Contract	RFQ to Annual Requirements Contract (Fire Truck is Line Item #1, Discount from Seagrave Price List is Item #2 with 10 sub-items as "worksheet for evaluation purposes", and 100 Hours Regular Labor Rate is Item #3 in RFQ and resulting annual contract). Item #1 - Fixed Price, Item #2 - Catalog, Item #3 - Labor?, Item #4 Cost Plus.	Software Modification

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
Proc_050	Procurement	Contract Management	Automatically generate notifications based on user-defined format, when user-defined contract milestones or thresholds are met (for example, insurance expiration date, or when a user-specified percentage of funds have been expended, or when contract balance reaches threshold limit). -> Show error when entire threshold is hit. Scenario where Granger/Insurance expires but not the entire MA.	Fully Met
Proc_051	Procurement	Contract Order	CPO from Annual Requirements Contract to Supplier for Fire Truck Item #1. Cross-reference specifications (to contracts, commodity codes, etc., aka add an Attachment). Check for annual contract in place when entering a Purchase Requisition based on commodity codes. Warning message is issued when a contract is in place for that commodity code stating the contract number.	Fully Met
Proc_052	Procurement	Procurement Management	Allow functionality for Procurement Type/States/Milestones for Fuel, Aggregate Procurement Types, etc.	Fully Met
Proc_053	Procurement	Contract Order	Future document triggering for lease payment, copiers, creates quarterly CPO every time.	Fully Met
Proc_054	Procurement	Contract Order	Renewal of Fire Truck Annual Contract 10 days before year 1 expiration date (Issue Contract Amendment with new expiration date).	Fully Met
Proc_055	Procurement	Procurement Management	Security role should be setup so that only users with appropriate authority are allowed to set the reference type as "Final" or "Partial" on PO documents.	Fully Met
Proc_056	Procurement	Contract Amendment	Ensure that a contract (MA) amendment can be printed via forms	Fully Met
Proc_057	Procurement	Events to Annual Requirements Contract	Create generic T&Cs and include the message within the T&C so it will save the city from having to create "one time" evaluation criteria	Fully Met
Proc_058	Procurement	Contract Amendment	Renewal of Contracts (Master Agreements) using Renewal document (RN)	Fully Met
Proc_059	Procurement	Procurement Management	Temporary hold the MA from depts to order against (e.g., updating discount, etc)?	Fully Met
Proc_060	Procurement	Contract Order	Ensure that closed agreement or expired agreement could not be invoiced against using VSS but a CPO (DO) is created prior to the MA expiration.	Fully Met
Proc_061	Procurement	General Setup	System functionality when deleting procurement location with documents in flight should retain the old addresses. An audit trail should be set up for Procurement Locations.	Fully Met

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Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
Proc_062	Procurement	General Setup	Show buyer assignment on Procurement Management (PRCUID). Then modify a Requisition COA information (no PO against requisition), submit Final. Source a Requisition with multiple commodity lines/accounting lines to a PO, final close the Requisition with sales tax. Option should be there for updating default buyer at the time of RQS creation, not after the requisition is submitted (FG PROC-003). When a buyer is updated in the buyer assignment. Monitor audit trail (FG PROC-004). GSD clock starts when RQS is approved in Advantage. Advantage documents finalized should capture the finalized dates.	Fully Met
Proc_063	Procurement	Event to Annual Requirements Contract	Create vendor responses for multiple lines items. Include attachments. Enter some response for full bid, some response for partial bids (no bid on some lines). Multiple responses from same vendor. Bid responses should be allowed to be processed in the system after the official manual bid close date. Should not be allowed to enter manual responses in Financial before close date (PROC 007). Ability to load bid responses through spreadsheet (xml).	Fully Met
Proc_064	Procurement	Event to Annual Requirements Contract	Analyze the functionality of Performance Evaluation response to trigger an email for immediate response to designated person.	Fully Met
Proc_065	Procurement	Event to Annual Requirements Contract	Master Agreements (Contracts), catalogs in Excel are loaded for automatic creation of awards if item is part of a price catalog. Determine how the pdf is used for the point of reference? This may be required for the SHOP page since the SHOP page requires items to be viewable.	Fully Met
Proc_066	Procurement	Event to Annual Requirements Contract	Analyze the functionality for contract not be updated while the vendor is being worked on in Advantage. SMS throws an error if a Contract is being updated at the same time that a vendor is being updated	Fully Met
Proc_067	Procurement	Event to Annual Requirements Contract	Contract with various contract lines types (catalog, fixed price, discount, etc).	Fully Met
Proc_068	Procurement	Event to Annual Requirements Contract	System should allow functionality for vendors to provide volume discount based on volume of transactions with the particular vendor	Software Modification
FMS_009	Service Contract	Service Contract Management	Service contract (BQ91 becomes MA and encumbered through SC with Service type) - Service Contracts in FMS Financials are maintained in Budget Structure 91.	Fully Met
SC_001	Service Contract	Service Contract Management	Service Contracts with Service Commodity Codes	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
SC_002	Service Contract	Service Contract to Encumbrance	Single vendor Service Contracts with budget limit, insurance and surety bond An encumbrance (SC) is processed against this contract that exceeds the contract budget (reject), doesn't exceed the budget (accept), has encumbrance record date w/in contract effective dates (accept) and has encumbrance record date outside effective dates (reject). The MSA can be modified to extend the "expiration date" so the encumbrance will now validate	Fully Met
SC_003	Service Contract	Payment	Ensure multiple invoices can be processed for the same SC. Single checks can be processed using single payment option.	Fully Met
SC_004	Service Contract	Payment	One vendor with commodity based (PO) and Service based (SC), one PRM would be generated or single payment may be selected for separate checks.	Fully Met
SC_005	Service Contract	Service Contract Management	Ensure sub-vendor payment amount is pledged but not enforced.	Fully Met
SC_006	Service Contract	Service Contract to Encumbrance	Ensure that encumbrance or payment cannot be processed for the contract when the Insurance/Surety Bond are expired.	Workaround
SC_007	Service Contract	Payment	Encumbrance should validate against the Contract Expiration Date on the Service Contract, and for payment (or invoice) document, the Service From/To date on Payment/Invoice document must be w/in the contract expiration date.	Fully Met
SC_008	Service Contract	Payment	Payment for MSA can be processed when effective date is expired	Fully Met
SC_009	Service Contract	Invoice Processing	Invoice date as manual, not inferred from system date	Fully Met
SC_010	Service Contract	Service Contract to Encumbrance	Allow encumbrance (SC) to be increased even after contract expiration date. For payment, service date on payment must be within contract expiration date	Fully Met
SC_011	Service Contract	Payment	If discount is defined for both Vendor and Commodity, commodity discount should take precedence	Fully Met
SC_012	Service Contract	Payment	If discount is defined in VCUST and should infer to the Invoice (IN)	Fully Met
SC_013	Service Contract	Service Contract to Encumbrance	When dis-encumbering SC, it should validate against the contract expiration date	Fully Met
SC_014	Service Contract	Payment	Overpayment such as expenditure refund should reflect update to the MSA expended amount	Fully Met
SC_015	Service Contract	Credit Memo	CM referencing MSA/PRM so that expenditure for the contracts is reduced by applied CM amount.	Fully Met
SC_016	Service Contract	Service Contract Management	Send notifications to other departments other than the one that established the contract as well	Fully Met
SC_017	Service Contract	Service Contract Management	Verify if MSA is assigned to a buyer team, all buyers in that team get an alert and email	Fully Met

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Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
SC_018	Service Contract	Service Contract Management	MSA Buyer/Contract Admin assignment requirement: MSA Buyer/Contract Admin assignment should be based on Document Dept Code. Each department should have their own Contract Administrator, and each department could have different contract administrators for each contract. Identify how buyer assignments will be configured for MSA	Fully Met
SC_019	Service Contract	Service Contract Management	System should ensure that only the services available (commodities) in the contract (MSA) are available to be encumbered for payment	Fully Met
SC_020	Service Contract	Payment	Two-way matching to process a payment against encumbrance and against an MSA with no effective dates. An IN for an SC is created to exceed the encumbrance open amount outside of tolerance (reject), have a service date on IN outside of contract effective dates (reject), have a duplicate IN number (reject), exceed the encumbrance open amount w/in tolerance(accept), not to exceed encumbrance open amount (accept), service date on IN w/in contract effective date (accept). Create an MSA with no effective dates to go through the payment process.	Fully Met
SC_021	Service Contract	Service Contract Management	Budget with a ceiling amount for a MULTIVEND Contract. Budget is allocated to 2 departments w/in total contract budget limit (accept), allocate budget to two departments exceeding total contract budget limit (reject). Create MSA w/o budget limit with no \$999 million figure, allocate amount to 2 different departments (accept).	Fully Met
SC_022	Service Contract	Service Contract Management	Budget for an Open Order authority. Budget is established with a vendor specified with no ceiling amount. The budget is allocated to two different departments and encumbrance is processed against it. A payment is further processed using two way match after a legal name change has been made through a VCM document	Fully Met
SC_023	Service Contract	Service Contract Management	Amending an existing Contract (MSA) by extending the effective dates and increasing/decreasing the contract budget limit	Fully Met
SC_024	Service Contract	Service Contract to Encumbrance	Partial Dis-Encumbrance for current BFY and prior BFY for both special and general funds	Fully Met
SC_025	Service Contract	Payment	Payment with external intercept, discount, use tax, and credit memo	Fully Met
SC_026	Service Contract	Service Contract to Encumbrance	Prior BFY encumbrance for general and special appropriation and modification of these prior BFY encumbrances	Fully Met
SC_027	Service Contract	Payment	Cancel payment documents that reference an encumbrance for general fund and special fund and both prior and current BFY	Fully Met
SC_028	Service Contract	Service Contract Management	Deactivate a contract budget for a specific department, with payment processed prior to the deactivation. Once deactivated, process and encumbrance against it(reject) and then reactivate and process and encumbrance against it (accept)	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
SC_029	Service Contract	Payment	Retention : be able to auto-deduct retention amount, and allow payment of retention to a third party vendor	Fully Met
SC_030	Service Contract	Payment	Backup Withholding with a missing or incorrect TIN and when the IRS requests 30% withholding rate	Fully Met
SC_031	Service Contract	Service Contract Management	Contract Expiration Notification: 1. Alert buyer of the expiration of a service contract 2. Renew a contract that will expire soon	Fully Met
SC_032	Service Contract	Credit Memo	Credit memo should be displayed in VSS	Fully Met
SC_033	Service Contract	Cash Receipt	Cash Receipt Corrections performed by Demand Audit should be reflected in the MSA	Fully Met
VC_001	Vendor	Vendor Creation	Create a new vendor with (Legal name and different DBA) and a valid BTRC number with order and payment addresses	Fully Met
VC_002	Vendor	Vendor Creation	Create a new vendor with a valid BTRC number with order and multiple payment addresses	Fully Met
VC_003	Vendor	Vendor Creation	Create a new vendor with a valid BTRC number with order address but no payment address	Fully Met
VC_004	Vendor	Vendor Creation	Create a new vendor with an invalid BTRC number (Not in VBTC)	Fully Met
VC_005	Vendor	Vendor Creation	Create a new vendor with an inactive BTRC number	Fully Met
VC_006	Vendor	Vendor Creation	Add a new domestic order and international payment address to an existing vendor	Fully Met
VC_007	Vendor	Vendor Creation	Create a new vendor with a valid BTRC number but the legal name of the vendor (based on OOF file) is not the same as the legal name on hand	Fully Met
VC_008	Vendor	Vendor Creation	Modify BTRC number from a temp number (444's) to a valid number	Fully Met
VC_009	Vendor	Vendor Creation	Change vendor status to Inactive, Debar, etc.	Fully Met
VC_010	Vendor	Vendor Creation	Modify BTRC number from valid number to a temp number (444's)	Fully Met
VC_011	Vendor	Vendor Creation	Modify an existing vendor valid BTRC number to an invalid number (Expect error)	Fully Met
VC_012	Vendor	Vendor Creation	Modify vendor legal name with a valid BTRC number that is different than the Legal Name on the VBTC table (add DBA name)	Fully Met
VC_013	Vendor	Vendor Creation	Modify vendor legal name with a temp BTRC number	Fully Met
VC_014	Vendor	Vendor Creation	Deactivate an ordering address from a vendor where a valid contract has this address (Expected result is error)	Fully Met
VC_015	Vendor	Vendor Creation	Add Vendor Business Type - DBE, DVBE, etc	Fully Met
VC_016	Vendor	Vendor Creation	Add/update vendor contact information	Fully Met

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
VC_017	Vendor	VSS Registration	Registration in VSS for an existing vendor within Financials	Fully Met
VC_018	Vendor	VSS Registration	Modify Discount terms and add payment address by Vendor	Fully Met
VC_019	Vendor	VSS Registration	Leave required fields blank during registration (e.g., TIN, payment address) (Expected result is error)	Fully Met
VC_020	Vendor	VSS Registration	Enter required fields during registration, but with invalid code/information	Fully Met
VC_021	Vendor	VSS Registration	Enter required fields during registration, but all required information are not entered. Logout. Log back in to enter other required information	Fully Met
VC_022	Vendor	VSS Registration	Register a vendor that exists in VSS based on Legal Name, but different TIN	Fully Met
VC_023	Vendor	VSS Registration	Register a vendor that exists in VSS based on Legal Name and TIN (Expected result is an error)	Fully Met
VC_024	Vendor	VSS Registration	Register a vendor (individual) that exists based on social security number, but a different Name.	Fully Met
VC_025	Vendor	Account Maintenance	Track changes in VSS and Financials, allow vendor to update within VSS and show approval process within Financials. (Show updates made in VSS and Financials)	Fully Met
VC_026	Vendor	Home Page Options	The options by which the City Vendors and the general public will have the ability to view announcements, contact City departments, view registration tips, and have access to available forms from the VSS home page.	Fully Met
VC_027	Vendor	Security and Site Maintenance	The options by which City can restrict access to certain users to execute batch jobs, update reference tables in VSS, setup password policies, workflow documents to departments and setup emails to vendors. Vendor to add multiple users to the Vendor account with different access.	Fully Met
VC_028	Vendor	Security and Site Maintenance	Provide the ability to restrict certain types of vendors from being posted to VSS	Software Modification
VC_029	Vendor	Account Maintenance	Ability to search for the original VCC for a specific vendor code	Fully Met
VC_030	Vendor	Account Maintenance	Allow for document versioning in VSS, such as amendment of PO/Contract	Software Modification
VC_031	Vendor	Invoice Processing	Notifications of INVSS rejects/modify/cancel/user comments in Financials	Workaround
VC_032	Vendor	Account Maintenance	City would like to have following information available in the award within VSS: Buyer email address and possibly supervisor name (or at least the option to enter two names) under Vendor Contact Information. This would allow for users of the VSS portal to contact the Buyer by email instead of phone and contact a supervisor in the occasion of escalating a request.	Software Modification

Exhibit D: Business Requirements

Prototype Scenario	Business Function	Business Process	Business Scenarios	Disposition
VC_033	Vendor	Account Maintenance	VSS allows legal name change and the City does not want this to be a readily available modification to be made by the vendor in order to prevent inaccurate data. This area needs to be discuss for VSS and FMS (VBTC) legal name inference.	Fully Met
VC_034	Vendor	Account Maintenance	Functionalities on hiding fields in VSS for vendors not to be allowed to update certain fields in VSS. Verify if configurable option is available. This is to disallow legal name change in VSS by vendor.	Fully Met
VC_035	Vendor	Account Maintenance	Requirement for update to VSS vendor information trigger VCM document.	Fully Met
VC_036	Vendor	Account Maintenance	Follow up on creation of vendor to trigger VCC document from VSS.	Workaround
VC_037	Vendor	Account Maintenance	Follow up on functionalities for more details of the vendor's information brought over from SMS (i.e. Gender, state permit numbers, ethnicity).	Workaround
VC_038	Vendor	Account Maintenance	Provide different options under "certification" tab on VCM. The City is very interested in "debarred" status.	Fully Met
VC_039	Vendor	Account Maintenance	Ensure that an invoice can be created in VSS that the contract is expired, but a CPO is created prior to the contract expiration.	Fully Met
VC_040	Vendor	Account Maintenance	FMS has a mod to include and valdiate against Business Tax Registration Certificate (BTRC) provided by Office of Finance to vendors working in Los Angeles. System should include BTRC in Vendor Self Service (VSS) module as well.	Software Modification