

EE1: eSettlements In Out of Scope Requirements Detail

Req ID	Requirement Description	PS Fit/Gap		Recommended Solution		Scope	
	Statewide Requirement Description	Fit /Gap	Solution Comment	Solution Comments/Assumptions	Solution Full/Partial	Final Requirement Scope (In Scope or Out of Scope)	Gap In-Scope & Out-of-Scope Sub-classification
ES-001	Ability to inquire on Invoice Number and see Invoice details and Status of invoice.	Fit	eSettlements provides the ability to search for and review summary and detail invoice information. The invoices that appear are limited to invoices for the suppliers whose information the user has permission to access.	The proposed solution was an acceptable fit PO: Access to view invoices is by role and BU security.		In-Scope	NA
ES-002	Ability to inquire on Invoice Number and view payment details	Fit	The Supplier Dashboard allows you to view a general summary and graphed information regarding invoices and view a summary of the last 10 payments that have been generated.	The proposed solution was an acceptable fit		In-Scope	NA
ES-003	Ability to view any e-invoices prior to being created into a voucher	Fit	The Self-Service Invoice page allows you to enter search parameters to view invoices that have not yet become vouchers in the system.	The proposed solution was an acceptable fit PO: The schedule for execution of voucher build will need to be determined as to the frequency and timing		In-Scope	NA
ES-004	Ability to inquire on Purchase Orders and see the details of the PO.	Fit	This page allows you to see the associated purchase order information for an invoice line item.	The proposed solution was an acceptable fit		In-Scope	NA
ES-005	Ability to create invoices for both PO and non-PO related invoices via electronic means.	Fit	eSettlement provides the functionality to create an invoice by copying a purchase order, purchase order lines, or information from a packing slip, receipt or receipt lines. eSettlements also allows for non-PO invoices to be created that don't reference a Purchase Order	The proposed solution was an acceptable fit		In-Scope	NA
ES-007	Ability to validate invoices for duplicate checking (i.e. invoice number, invoice date, amount)	Fit	Duplicate invoice checking is done when the self-service invoice is saved.	The proposed solution was an acceptable fit PO: Uses the AP Configuration for Duplicate checking.		In-Scope	NA

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ES-008	SFS'S Ability to accept electronic invoices from suppliers in industry standard file formats, including EDI, XML, CXML	Gap	EDI Is not a supported file format at SFS. XML can be supported however, analysis will need to be done on the type of file formats that will be needed for eSettlements.	The recommended standard for files is XML This is the format that needs to be assessed with the technical team.		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-009	Ability for the solution to enforce data validation on submitted electronic invoices for multiple data fields(e.g. Business Unit, Vendor ID)	Fit	eSettlements does validation on invoice date in combination with invoice ID, vendor and buyer.	The proposed solution was an acceptable fit		In-Scope	NA
ES-010	Ability to accept and store file attachments related to an e-Invoice	Fit	PeopleSoft delivers the ability to store attachments added to eSettlements invoices or accounts payable vouchers.	The proposed solution was an acceptable fit		In-Scope	NA
ES-011	Ability to create vouchers from e-invoices.	Fit	The create invoice entry page allows supplier to enter invoice details, create self-service invoices, review and modify invoices already created and correct invoices containing any pre-voucher errors. Once the invoice is saved and submitted the invoice will run through voucher build and create a voucher.	\The proposed solution was an acceptable fit PO: There needs to be a policy discussion on acceptance/retention of electronic invoices in general.		In-Scope	NA
ES-012	Ability for suppliers to upload supporting invoice related detail and attachments and associate these with an original invoice after the original submission (e.g., follow-up requested documentation)	Gap	eSettlement has delivered functionality to attach multiple documents to the invoice. Any document attached at the invoice in eSettlements can also be seen on the voucher in AP. Once the invoice has been submitted it does not allow you to add additional attachments to the invoice.	All additional supporting documentation needed for an invoice can be added in AP.		In-Scope	Partially Met, Delivered Only (Gap In-Scope)
ES-013	Ability to have a user initiated notification for a specific invoice to the supplier when additional actions are required. The notification will include the denial comments, Invoice ID.	Gap	Notifications are delivered through eSettlement workflow. Any Self-Service Invoice that is routed through workflow will trigger the notifications. AP workflow notifications will be sent out on any XML invoices through AP, these invoices will not use eSettlement workflow. As part of the design Notification details on the workflow will need to be looked into with the new AWE Workflow.	The delivered workflow notifications will be used. Action: A meeting will need to be had on all notifications and workflow		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)

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ES-014	Ability to control when e-invoices should be created into vouchers. e.g. expedite, reject	Fit	Provide Ad Hoc access to run voucher build on demand as needed. This may be limited to a small set of users or managers.	<p>The proposed solution was an acceptable fit</p> <p>PO: This is assumed to be an SFS request to operations to initiate the ad-hoc execution of voucher build.</p>		In-scope	NA
ES-015	Ability to report on suppliers with e-invoices that have been denied- Including Date Denied, Invoice Amount, Business Unit, Vendor ID, Vendor Name, User ID that issues denial, Name of User that issues denial, Invoice #, Status, Denial Reason Code. The report should be able to be run by Date Range.	Gap	A custom report will need to be developed that encompasses Date Denied, Invoice Amount, Business Unit, Vendor ID, Vendor Name, User ID that issues denial, Name of User that issues denial, Invoice #, Status, Denial Reason Code. The report will need to be run by date range.	<p>A query will be used to fulfill this requirement</p> <p>The denied reason code will need to be looked into as to whether the reason code would be necessary or if ID of user that denied it or date denied along with the additional field would be sufficient.</p> <p>Action Item- Look to see what data can be searched on in the inquiry page and whether that provides the details on invoices that are not denied but still awaiting approval.</p>		In-Scope	New Enhancement - Report Solution (Gap In-Scope)
ES-016	Ability to accept single or multiple invoices electronically in batch or ad-hoc intervals.	Fit	Invoice files can be accepted at any time.	Voucher build security will need to be extended to a select set of users who can run voucher build outside of the normal scheduled batch times for any invoices that require ad hoc voucher build runs.		In-Scope	NA

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ES-017	Ability to configure workflow rules to route e-invoices for approval prior to creation into voucher.	Fit	During buyer registration the buyer administrator establishes invoice approval information and creates user profiles with approval roles corresponding to the buyers specific approval level requirements. The workflow can be configured based on monetary limits to the approval level. This approval takes place prior to the invoice turning into a voucher.	<p>The proposed solution was an acceptable fit</p> <p>PO: The use of the workflow approval of an invoice prior to creation of a voucher will need to be decided from a business perspective.</p> <p>Action: EE1 team will need to find out more regarding the needs of BSC and how they plan to use FileNet for document workflow and determine a long term solution on what can be included as part of April 2015 go-live and beyond.</p>		In-Scope	NA
ES-018	Ability to inquire for invoices by multiple criteria supplier name, supplier ID, Amount-Invoice Total, item id, PO#, Contract#, Business Unit, Invoice Creation Date.	Gap	The delivered inquiry does not provide an ability to inquire on contract #. The delivered inquiry provides Supplier ID, Amount, Invoice Total, Business unit and invoice creation date. Contract # would need to be a custom field added to be able to inquire on it..	<p>The report will be developed but the contract # will be left off. The report will be developed to include Supplier ID, Amount, Invoice Total, Business unit and invoice creation date.</p> <p>- Change this requirement to be out of scope for eSettlements however the report can be pulled from AP. The contract field or data will ne be done in eSettlements.</p>		Out of Scope	Risk/Reward Project Officer Decision (Gap Out of-Scope)
ES-019	Ability to view the entire result set of an inquiry.	Gap	This will require technical change to be made in order to be able to return a result set than what is currently delivered in PS- PeopleSoft currently delivers the first 300 rows only.	<p>The inquiry will be left to only return 300 records as designed. If a larger view of the invoices is needed the requirement will be made available through E-21 and E-22. This will allow for a CSV dump of all invoices to be made.</p> <p>Action: SFS needs to decide on whether or not this setting will be changed at all or to provide an alternate solution.</p>		Out of Scope	Risk/Reward Project Officer Decision (Gap Out of-Scope)

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ES-020	Ability to view the entire result set of an inquiry.	Gap	This will require technical change to be made in order to be able to return a result set than what is currently delivered in PS- PeopleSoft currently delivers the first 300 rows only.	<p>The inquiry will be left to only return 300 records as designed. If a larger view of the invoices is needed the requirement will be made available through E-21 and E-22. This will allow for a CSV dump of all invoices to be made.</p> <p>Action: SFS needs to decide on whether or not this setting will be changed at all or to provide an alternate solution.</p>		Out of Scope	Risk/Reward Project Officer Decision (Gap Out of-Scope)
ES-021	Ability to return the entire result to be downloaded in excel or csv format.	Fit	This will require technical change to be made in order to be able to return a result set than what is currently delivered in PS- PeopleSoft currently delivers 300 rows.	<p>This will be the workaround provided for viewing large result sets on Requirement ES-19 and ES-20.</p> <p>5/20- After some additional analysis it was determined that the inquiry pages on the dashboard in eSettlements provide more than 300 rows. They return a couple thousand rows. This will meet the need of users that have more than 300 invoices in the system.</p>		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-022	Ability to return the entire result to be downloaded in excel or csv format.	Fit	This will require technical change to be made in order to be able to return a result set than what is currently delivered in PS- PeopleSoft currently delivers the first 300 rows only	<p>This will be the workaround provided for viewing large result sets on Requirement ES-19 and ES-20.</p> <p>5/20-After some additional analysis it was determined that the inquiry pages on the dashboard in eSettlements provide more than 300 rows. They return a couple thousand rows. This will meet the need of users that have more than 300 invoices in the system.</p>		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-023	Ability to restrict access to Authorized vendors in eSettlements.	Fit	PeopleSoft security will control the access to authorized buyer users and suppliers. VMU will manage the eSettlement Supplier access.	<p>The proposed solution was an acceptable fit</p> <p>PO: e-Settlements uses the term Buyer as the BU.</p>		In-Scope	NA

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ES-026	Ability to capture the Invoice Received date in relation to an e-invoice based on NYS guidelines.	Gap	Invoice received date is not a delivered field this will require a customization.	<p>A custom field will need to be built in eSettlements to accommodate this field. Voucher build will also need to be customized.</p> <p>Action: This requirement will be deferred until there is a better understanding of how Filenet will use eSettlements. Pending an additional decision this requirement is out-of scope for filenet.</p> <p>5/20-It was determined that there needs to be a way to accommodate the invoice received date on all invoices that are entered into the system not coming in from an XML file Source.</p>		In-Scope	4 New Enhancement - Gap Solution (Gap In-Scope)
ES-027	Ability to capture or adjust chartfield values on e-invoices prior to creation of vouchers.	Fit	The create invoice entry page allows you to view and modify accounting chartfields for the invoice line. If an invoice is created from a PO or receipt the chartfields are obtained from the PO or the Receipt. The viewing and adjustment of chartfields is ultimately driven by configuration access. Pre-defined speed charts can also be used.	The proposed solution was an acceptable fit		In-Scope	NA

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ES-028	Ability to predefine chartfield values at the supplier level by business unit.	Fit	The system populates and allows for chartfields to be pre-defined at several different levels- Buyer Template- Agreement and at the Requestor level. If the chartfields are pre-defined only at the requestor level they will populate on to the invoice unless the value is already defined at the Agreements level. Any values populated at the agreement level will populate onto the invoice automatically.	The proposed solution was an acceptable fit PO: Action for team to look into the functionality to see what is available to an approver to enter. Can the approver enter the Speed Chart during their approval process instead of having vendors provide? This is only for Non-PO vouchers, PO vouchers will use the COA from the PO. Also need a recommendation on the LOE to support the configuration of these for each vendor and who will own this configuration? Operationally we may not be ready to support this at go-live.		In-Scope	NA
ES-029	Ability to integrate with FileNet as a document storage method.	Gap	FileNet will become the document storage repository for attachments. This will be handled by the infrastructure team.	The technical team is looking into the alternatives between storage of attachments within PeopleSoft and in Filene. An enterprise-level decision will be required regarding the use of FileNet as the repository for EE1.		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-030	Ability to provide a mechanism for supplier manual addition and removal of user accounts	Fit	The user profile set up for each user has a function that allows you to lock the account. This will prevent a user from being able to access the system.	The proposed solution was an acceptable fit		In-Scope	NA
ES-031	Ability for suppliers to update their own contact information	Fit	The review supplier details page allows the supplier to review a summary of details and information related to the supplier. They can view established addresses, Enter new address information, View established contacts, Enter new supplier contact details, View established locations, Enter supplier location information. It also allows the supplier to review any additional details entered at the time of the agreement.	The proposed solution was an acceptable fit		In-Scope	NA

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ES-033	Ability for Authorized Users to submit questions to Authorized Administrator(s) electronically	Gap	eSettlements currently provides an IM functionality that can be enabled however, there are no additional delivered methods to communicate form the supplier to the buyer.	Use the same communication methods that are currently being used in the portal to communicate with the supplier.		Out of Scope	Risk/Reward Project Officer Decision (Gap Out of-Scope)
ES-034	Ability to communicate via HTTP/SSL protocol	Fit	All inbound connections to the internet facing environments are SSL	The proposed solution was an acceptable fit		In-Scope	NA
ES-037	Ability to distinguish a origin for the invoice transaction (e.g., file net, market place, portal)	Gap	The Origin of all eSettlement invoices is MPY. All invoices created in eSettlements will have that origin as they are built into vouchers through the voucher build process. There is no distinction between invoices coming from marketplace and other sources.	A new origin can be added for eSettlements transactions coming in through different file sources. This can be configured in PS and added to the file layout standard.		In-Scope	Partially Met, Delivered Only (Gap In-Scope)
ES-040	Ability to create a mechanism for creating test user accounts	Fit	Test user accounts can be created in eSettlements to test new suppliers coming into the system. These accounts can be disabled once all testing is complete to prevent further access into the system. These users can be created in the same way that production users are created.	The proposed solution was an acceptable fit		In-Scope	NA
ES-042	Ability to add additional BU's associated to a supplier.	Fit	The supplier registration process allows buyers to create agreements with suppliers. When the agreements are created they are created by BU. Additional BU's can be enabled per user in the same manner.	The proposed solution was an acceptable fit PO: There needs to be a policy discussion on acceptance/retention of electronic invoices in general specifically around Bulkload/ Never Phase agencies.		In-Scope	NA

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ES-047	Ability to register Suppliers (vendors) as eSettlements Suppliers individually or in bulk	Gap	The registration process is a 2 step process. Bringing vendors into eSettlement vendor tables can be done in bulk however, the agreements must be done individually. The individual agreements contain supplier specific information including location, invoicing requirements, payment terms, banking information.	<p>Recommendation: The proposed requirement is recommended that it not be moved forward. Vendor specific information should be entered individually and not in bulk.</p> <p>PO: Agreed that the setup for a vendor to participate in eSettlements will be performed on a case by case basis. The "bulk" portion of this requirement is Out of Scope.</p>		Out of Scope	Contrary to Best Practice Design (Gap Out of-Scope)
ES-048	Ability to track disputes	Fit	Once the invoice is created the system allows a payment to be placed on hold. Invoice payment schedules can be placed on hold at any point in the business process until the actual time of payment. If the invoice has multiple payment schedules one or all can be put on hold. Saving a dispute automatically triggers e-may notifications to the supplier. Any comments associated to the dispute can be placed on the notice and will be sent to the supplier. After the dispute is resolved, the system sends the resolution email message to the appropriate roles and user ID's.	<p>The proposed solution was an acceptable fit</p> <p>PO: This is tied to whether or not we utilize the Workflow processing in e-Settlements prior to voucher build. Otherwise the only way to dispute a invoice when it becomes a voucher is to place the payment on hold.</p>		In-Scope	NA

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ES-049	Ability to launch Batch processing load of invoices	Fit	eSettlements provides the ability to load invoices through an XML format in bulk form.	This solution assumes we are using the delivered application messaging technology for loading invoices. The SFS technical team is exploring additional options.		In-Scope	NA
ES-051	Have an ability to create a template voucher linked to eSettlements that contains pre-defined values specific to the supplier.	Gap	A template voucher can not be created in eSettlements to be used over and over.	Currently there is no solution for this GAP. There is no delivered template functionality within eSettlements to use the voucher templates that are currently being used. There is no current functionality to fulfill this GAP. Defer this requirements pending additional discussion on how Template vouchers currently work and how they are being used. This will be out of scope for EE1. The standard is developed but it would need to be determined how different vendors can use this.		Out of Scope	Charter - Outside of Charter Scope (Gap Out-of-Scope)
ES-052	Ability to provide a notification or report that provides details on invoices that have been entered that were not turned into vouchers on a daily basis by the vendor specific to the BU.	Gap	A custom report will need to be developed that encompasses Date Denied, Invoice Amount, Business Unit, Vendor ID, Vendor Name, User ID that issues denial, Name of User that issues denial, Invoice #, Status, Denial Reason Code.	A query can be built that will show invoices that were rejected for any reason not just denials. This would need to be a daily e-mail that showed any voucher that failed Action: A meeting will need to be had on all notifications and workflow		In-Scope	New Enhancement - Report Solution (Gap In-Scope)

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ES-053	Ability to provide a notification that provides details on invoices that have been entered by a vendor. Email will be sent to the level 1 approver of the invoice. The notification will contain, BU, Date, Invoice Number, Vendor Name, Vendor ID, Amount, PO if available) This will be sent as a batch process	Gap	Notifications are delivered through the delivered eSettlement workflow. AP workflow notifications will be sent out on vouchers that are incorrect but will not route directly back to eSettlements. The delivered notification does not contain all of the required fields.	<p>The delivered eSettlements workflow notification will need to be customized to show BU, Date, Invoice Number, Vendor Name, Vendor ID, Amount, PO if available). This will be part of the delivered workflow and will be triggered upon self-service invoice submittal.</p> <p>Action: A decision needs to be made on who will be responsible for invoices when they are rejected. Action: A meeting will need to be had on all notifications and workflow</p>		In-Scope	New Enhancement - Report Solution (Gap In-Scope)
ES-054	Ability to have an eSettlements approval process. Routed by BU instead of Set ID.	Fit	The workflow routing is based on the roles assigned to the approvers. Those roles are then defined by business unit.	<p>The proposed solution was an acceptable fit</p> <p>PO: Same as other workflow related requirements. Action: A meeting will need to be had on all notifications and workflow</p>		In-Scope	NA
ES-055	Ability to have one level of approval in eSettlements.	Fit	During buyer registration the buyer administrator establishes invoice approval information and creates user profiles with approval roles corresponding to the buyers specific approval level requirements. The workflow can be configured based on monetary limits. An approver can be set to approve all invoices regardless of invoice amount or multiple approvers can be set up to approve invoices depending on the total dollar amount.	<p>The proposed solution was an acceptable fit</p> <p>PO: Same as other workflow related requirements.</p>		In-Scope	NA

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ES-056	Ability to approve invoices prior to them turning into a voucher. Depending on whom the invoices came from. Exception based- File Net/Market Place- Will be build into a voucher directly without eSettlements approval required. Invoices associated with a purchase order will have an automatic approval in eSettlements. User entered invoice not connected to a PO will require an approval	Fit	Buyer approvers have access to review and approve invoices. The invoices contain invoice detail and line detail information links so the approver can approve an invoice in it's entirety or by invoice line. The summary work list of approvals can be accessed through the buyer dashboard.	The proposed solution was an acceptable fit		In-Scope	NA
ES-057	Ability to invoice entire PO	Fit	When a self-service invoice is created the system permits a purchase order to be copied into the invoice. If a purchase order contains multiple distribution lines when it is copied it will display all of the lines that were on the originating purchase order	The proposed solution was an acceptable fit		In-Scope	NA
ES-058	Ability to create an invoice using individual lines from the PO.	Fit	When a self-service invoice is created from a PO you can select the purchase order link to display the line details for the purchase order. The check box next to each corresponding line allows the individual lines to be selected and copied on to the PO.	The proposed solution was an acceptable fit		In-Scope	NA
ES-059	Ability to invoice a portion of an individual line or lines in a PO (PO Quantity = 20 but invoicing for 5 this week and another 5 next week etc.)	Fit	When a purchase order is copied into an invoice it will copy the amounts as they were entered on the Purchase Order however suppliers can change the quantity on the line before the invoice is saved.	The proposed solution was an acceptable fit		In-Scope	NA
ES-060	Ability to invoice from different POs on one invoice	Fit	eSettlements provides the functionality to create an invoice by copying a purchase order, purchase order lines, or information from a packing slip, receipt or receipt lines. Different PO's can be copied into the same invoice in eSettlements as well as different lines from different PO's.	The proposed solution was an acceptable fit Action: Need to have a discussion on Matching and Receipts statewide. Can there be multiple Purchasing BU's on per invoice?		In-Scope	NA

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ES-061	Ability to create a response file back for any interface invoices with either a success or fail. Specifying the invoice that failed and all associated details.	Gap	eSettlements provides a notification when a file has failed however, there is no delivered file that contains all of the invoices that failed and their associated details. A custom response file will need to be developed with the additional fields required.	<p>Customize the delivered notification to show number of invoices loaded with error and without errors.</p> <p>A notification would need to be sent out on transactions that didn't make it through. Not on transactions that went through successfully.</p> <p>The technical team is still doing research on the best method to provide the notifications</p> <p>Action: A meeting will need to be had on all notifications and workflow</p>		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-062	Ability to check invoices for specific fields.	Fit	During the self-service invoice entry there are fields that are required to be filled in prior to being able to save the invoice. Supplier, Buyer, Location, Invoice ID, Invoice Date, Amount are the required fields. Once the save and submit button on an invoice is selected the invoice goes through an edit process where all required fields are validated. The system also does a validation on duplicate invoice entry- This is an invoice that contains the same date and Invoice ID.	The proposed solution was an acceptable fit		In-Scope	NA
ES-063	Vendors ability to add comments on the invoice in eSettlements.	Fit	The Create invoice entry page allows you to create an invoice and add any corresponding comments to the line. Selecting the additional information tab on the create in voice entry page and then clicking on the invoice line comments button opens up a comments box where they can be entered,	The proposed solution was an acceptable fit		In-Scope	NA
ES-064	Ability to be able to see the comments entered in eSettlements in AP.	Gap	Comments that are entered in eSettlements do not transfer over into AP. Oracle Case-SR3-8579985781 was opened regarding this issue. The functionality is currently not working however we are looking for an alternative solution or fix to allow for the comments to be visible in AP. The current delivered character limit for comments is 256 per line.	The proposed solution was an acceptable fit		In-Scope	Partially Met, Delivered Only (Gap In-Scope)

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ES-065	Ability to view eSettlements attachments in AP.	Fit	All attachments added in eSettlements are carried forward into AP	The proposed solution was an acceptable fit		In-Scope	NA
ES-066	Ability to report on suppliers with e-invoices that have been denied and not yet approved- Including Date Denied, Invoice Amount, Business Unit, Vendor ID, Vendor Name, User ID that issues denial, Name of User that issues denial, Invoice #, Status, Denial Reason Code. The report should be able to be run by Date Range.	Gap	A report will need to be developed that shows Date Denied, Invoice Amount, Business Unit, Vendor ID, Vendor Name, User ID that issues denial, Name of User that issues denial, Invoice #, Status, Denial Reason Code. With the search parameters to be run by a date range.	The proposed solution was an acceptable fit		In-Scope	New Enhancement - Report Solution (Gap In-Scope)
ES-067	Ability to add a denied reason code that can be sent back to the supplier at the point of denial on the invoice from the Approver.	Gap	A denied reason is not a delivered eSettlements functionality.	Use the delivered free format comments to deny an invoice PO: The need to capture a denial comment needs to be part of the Business process. Action: change to In Scope and Partial fit using delivered functionality.		In-Scope	New Enhancement - Report Solution (Gap In-Scope)

EE1: eSettlements In Out of Scope Requirements Detail

Req ID	Requirement Description	PS Fit/Gap		Recommended Solution		Scope	
	Statewide Requirement Description	Fit /Gap	Solution Comment	Solution Comments/Assumptions	Solution Full/Partial	Final Requirement Scope (In Scope or Out of Scope)	Gap In-Scope & Out-of-Scope Sub-classification
ES-068	The invoice received date is automatically added to the invoice upon submit on the date of invoice entry.	Gap	The invoice received date is not a delivered field this will need to be an eSettlements customization.	<p>eSettlements invoice create page needs to have a field added and have the field reference today's date. It will not be a required field on self-service in voice entry.</p> <p>The XML will need to include this field so that a date can be entered on any electronic invoice feeds.</p> <p>If the file is from a vendor it will not have an invoice received date.</p> <p>Voucher build will need to be customized in 2 places. VB will need to be able to default today's date when the invoice is picked up.</p> <p>Voucher build will need to be able to process the date when it comes in and be able to populate in today's date.</p> <p>This needs further discussion.</p> <p>Action- Use the same approach as the liability date</p>		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-069	Ability to restrict the edit of the invoice received date to certain users in eSettlements.	Gap	The current access that is being granted to user in AP to edit the invoice received date will be used for users making edits to the invoice received date in AP.	<p>This gap can not be fulfilled because of the need to change the date. PeopleSoft Security is used to manage this. If the date can be changed in eSettlements than the ability to edit the date in AP must exist.</p> <p>This should be changed to out of scope this is an AP Function.</p>		In-Scope	Partially Met, Delivered Only (Gap In-Scope)

EE1: eSettlements In Out of Scope Requirements Detail

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	Statewide Requirement Description	Fit /Gap	Solution Comment	Solution Comments/Assumptions	Solution Full/Partial	Final Requirement Scope (In Scope or Out of Scope)	Gap In-Scope & Out-of-Scope Sub-classification
ES-070	The invoice received date is transferred from eSettlements to the voucher.	Gap	The invoice received date is not a delivered field.	<p>eSettlements invoice create page needs to have a field added and have the field reference today's date. It will not be a required field on self-service invoice entry. This field needs to be locked in as the system date.</p> <p>The XML file format from FileNet will need to include the date.</p> <p>Voucher build will need to be customized in 2 places. VB will need to be able to default today's date when the invoice is picked up. Voucher build will need to be able to process the date when it comes in and be able to populate in today's date.</p> <p>This needs further discussion.</p> <p>For XML the date of the file is when the date will be stamped. Manually entered invoices will need to be defined.</p>		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-071	Ability to integrate with FileNet as an e-invoice source.	Gap	eSettlements provides the ability to load invoices through an XML format in bulk form. The file format can be given to fileNet including all required fields to be loaded into the system through a feed.	<p>File Net will need to provide invoice data in an XML format that can be processed through voucher build with all of the required fields.</p> <p>PO: The April 2015 implementation of e-Invoices will support the invoices from the MarketPlace and any other vendors identified as being part of the Pilot.</p>		Out of Scope	Contrary to Best Practice Design (Gap Out of-Scope)
ES-072	Ability to integrate with the Market Place as an e-invoice source.	Gap	The market place integration will take place with eSettlements once it has been implemented. Custom file standards will need to be developed and tested with marketplace to insure the data is coming in correctly.	MarketPlace will need to provide invoice data in an XML format that can be processed through voucher build with all of the required fields.		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)

EE1: eSettlements In Out of Scope Requirements Detail

Req ID	Requirement Description	PS Fit/Gap		Recommended Solution		Scope	
	Statewide Requirement Description	Fit /Gap	Solution Comment	Solution Comments/Assumptions	Solution Full/Partial	Final Requirement Scope (In Scope or Out of Scope)	Gap In-Scope & Out-of-Scope Sub-classification
ES-073	Test supplier accounts	Fit	The supplier can be given test files and access to a test drop site where they can drop the XML file with the corresponding data. This file can be tested to ensure it contains the correct data in the fields. Test supplier accounts can be created in the same manner live accounts are created. Access to these accounts can be disabled once the testing is complete.	The proposed solution was an acceptable fit		In-Scope	NA
ES-074	Ability to register all eSettlements vendors to a new BU automatically.	Gap	This functionality is not automatic. This will need to be done individually for each supplier added to individual BU's Agreements can be copied from one BU to another eliminating the need to create a new agreement every time.	This functionality can be scripted. This is related to onboarding a new business unit. A decision needs to be made on whether the business unit will be added, who will make the decision. AP business unit will be the business units that are added. This needs to become part of the process of adding a new BU. We will need to know what steps need to be taken.		In-Scope	New Enhancement - Gap Solution (Gap In-Scope)
ES-075	Register new vendor with all eSettlements BU's automatically.	Fit	eSettlements 9.2 delivers the Copy Agreement functionality which allows for a vendor to be copied to multiple BU's at one time.	The proposed solution was an acceptable fit. VMU would need to have the control to deploy this. They would decide what business units can use it. A marketplace meeting will need to be had on who is providing invoices.- SUNY		In-Scope	NA
ES-076	Ability to add additional lines on the invoice that will allow for additional charges for shipping, freight and miscellaneous. The charges will be at the line level of the invoice not at the header.	Fit	When a purchase order is copied into an invoice it will copy the amounts as they were entered on the Purchase Order however suppliers can add additional lines to the invoice if additional charges need to be added.	The proposed solution was an acceptable fit. The vendor can only copy a pre-existing PO into the invoice. The supplier will not have the ability to edit the PO		In-Scope	NA

EE1: eSettlements In Out of Scope Requirements Detail

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	Statewide Requirement Description	Fit /Gap	Solution Comment	Solution Comments/Assumptions	Solution Full/Partial	Final Requirement Scope (In Scope or Out of Scope)	Gap In-Scope & Out-of-Scope Sub-classification
ES-077	Ability to do an inquiry on a contract and have the following displayed: a) vouchers that have been paid and b) invoices that have been received, but not yet processed (no voucher number yet.)	Gap	A report will need to be developed that does a search on a contract # and vouchers tied to the contract that have been paid and also show any invoices that have been received but no voucher has been created.	It is assumed that all contracts will require a PO in order to be invoiced. When a purchase order comes through eSettlements it will come in with Contract data that will be pulled into AP. This data would need to be pulled from eSettlements through a query. This would need to include Invoices that have not been vouchered.		In-Scope	New Enhancement - Report Solution (Gap In-Scope)
ES-078	SFS's ability to accept electronic invoices from suppliers in industry standard file formats, including PDF, XLSX, DOCX	Gap	PDF, XLSX, DOCX are not a supported file format at SFS. XML can be supported however, analysis will need to be done on the type of file formats that will be needed for eSettlements.	PDF, XLSX and DOCX formats are not currently supported by SFS as acceptable formats to submit interface data. This will be done through XML.		Out of Scope	Contrary to Best Practice Design (Gap Out-of-Scope)
ES-079	Ability to accept and store file attachments through the review processing lifecycle and close out of the invoice.	Gap	PeopleSoft delivers the ability to store attachments added to eSettlements invoices or accounts payable vouchers However, these attachments can not be seen throughout the lifecycle of invoice through eSettlements.	An Oracle case was opened up SR3-8660623831- to view attachments in eSettlements. Currently once the attachment is placed on the invoice you are no longer able to see it.		In-Scope	Partially Met, Delivered Only (Gap In-Scope)
ES-080	Ability to capture the Liability Date in relation to an e-invoice based on NYS guidelines.	Gap	The Liability date will be captured on the voucher when it is built in AP	This is an AP requirement the Liability Date will be captured in AP. The vendor won't provide the liability date		In-Scope	Partially Met, Delivered Only (Gap In-Scope)
ES-081	Ability to store the resulting Q&A between vendor and agency staff if a question has been submitted.	Gap	eSettlements currently provides an IM functionality that can be enabled however, there are no additional delivered methods to communicate from the supplier to the buyer.	Use the same communication methods that are currently being used in the portal to communicate with the supplier.		Out of Scope	Risk/Reward Project Officer Decision (Gap Out-of-Scope)

EE1: eSettlements In Out of Scope Requirements Detail

Req ID	Requirement Description	PS Fit/Gap		Recommended Solution		Scope	
	Statewide Requirement Description	Fit /Gap	Solution Comment	Solution Comments/Assumptions	Solution Full/Partial	Final Requirement Scope (In Scope or Out of Scope)	Gap In-Scope & Out-of-Scope Sub-classification
ES-082	Ability for agency staff to add comments on the invoice in eSettlements	Fit	The Create invoice entry page allows you to create an invoice and add any corresponding comments to the line. Selecting the additional information tab on the create in voice entry page and then clicking on the invoice line comments button opens up a comments box where they can be entered,	The proposed solution was an acceptable fit		In-Scope	NA
	Key for Column H Codes:						
	1 Partially Met, Delivered Only (Gap In-Scope)						
	2 Retrofit 9.0 Custom As-Is (Gap In-Scope)						
	3 Retrofit 9.0 Custom with Change (Gap In-Scope)						
	4 New Enhancement - Gap Solution (Gap In-Scope)						
	5 New Enhancement - Report Solution (Gap In-Scope)						
	6 Charter - Met by Post-EE1 Module (Gap Out-of-Scope)						
	7 Charter - Outside of Charter Scope (Gap Out-of-Scope)						
	8 Analytical Report - Data Warehouse (Gap Out-of-Scope)						
	9 Contrary to Best Practice Design (Gap Out-of-Scope)						
	10 Duplicate Requirement (Gap Out-of-Scope)						
	11 Risk/Reward Project Officer Decision (Gap Out-of-Scope)						