Procure to Pay (P2P)
Administrator Guide

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Contents

Admin Center 6
Company Administration 7
Company Maintenance 8
Maintain Company Details 8
Create or Select a Company's Users 9
Create a Company's Cost Centers 10
Create a Company's Nominal Codes 10
Branch Maintenance 11
Maintain Branch Details 11
Maintain Branch Address 12
Create or Select a Branch's Departments 13
Create or Select a Branch's Users 13
Maintain Branch Tolerances 14
Department Maintenance 15
Maintain Department Details 15
Maintain Department Address 16
Create or Select a Department's Users 17
Create or Select a Department's Sub-Departments 18
Add or Remove a Department's Cost Centers (using multi-select) 18
Maintain a Department's Delivery Points 20
Cost Center Maintenance 21
Maintain Cost Center Details 21
Add or Remove a Cost Center's Nominal Codes (using multi-select) 21
Add or Remove a Cost Center's Departments (using multi-select) 23
Add or Remove a Cost Center's Projects (using multi-select) 24
User Maintenance 25
Maintain User Details 25
Maintain User Contact Details 27
Add or Remove a User's Accessible Companies 28
Add or Remove a User's Departments 28
Add or Remove a User's Department Groups 29
Select or Deselect a User's Roles 30

View a User's Authorities 30
Supplier Administration 30
Supplier Maintenance 32
Maintain Supplier Details 32
Maintain Supplier Setup 33
Maintain Accounting Details 34
Add or Maintain a Supplier's Tax Registration 35
Add or Remove a Supplier's Categories (using multi-select) 36
Create or Select a Supplier's Users 37
View Audit Log 37
Supplier Department Maintenance 38
Supplier Department User Maintenance 38
Inactive Supplier Administration 38
Nominal Code Maintenance 38
Maintain Nominal Code Details: 38
Add or Remove a Nominal Code's Categories: 38
Add or Remove a Nominal Code's Projects (using multi-select) 39
Add or Remove a Nominal Code's Cost Centers (using multi-select) 40
Project Administration 42
Project Maintenance 42
Add or Remove a Project's Nominal Codes (using multi-select) 42
Add or Remove a Project's Cost Centers (using multi-select) 44
Add or Remove a Project's Sub Analysis Codes (using multi-select) 45
Sub Analysis Code Administration 46
Maintain Sub Analysis Code Details 46
Add or Remove a Sub Analysis Code's Projects (with multi-select) 47
Supplier Address Book 48
Pending Sourcing Suppliers 49
Budget Admin 49
Budget Review 50
Budget Re-Forecast 50
Budget Drilldowns 50
View Budget Spend 50

Search Bar ... 51
Spend Display ... 51
Budget Bookings ... 51
Tax Code Admin ... 51
Tax Admin Dialogue Box ... 52
Adding a new tax code/country combination ... 53
Editing a tax code/country combination ... 54
Changing a tax rate ... 54
Amending an existing rate before its change date ... 54
Currency Admin ... 54
Viewing an Exchange Rate ... 54
Changing an Exchange Rate: ... 55
Category Buyer Assignment ... 55
Roles Maintenance ... 56
User Role Matrix ... 56
News Editor ... 58
Add a New Article ... 58
Edit Article ... 59
Email Broadcast ... 60
Supplier Note Admin ... 60
Supplier Notes Admin ... 60
Terms & Conditions Admin ... 61
Audit Log ... 62
Advanced Search Filters ... 62
Audit Log ... 62
Form Editor ... 63
Building and Maintaining Forms ... 63
General Features of the Form Editor ... 64
Add New Form ... 64
Edit the Form ... 65
Editing Header-Level Fields ... 65
Adding a New Custom Field ... 66
Adding a new field to the form ... 66

Adding an existing field to the form 67
Amending Custom Fields Once in Use 67
Removing Custom Fields Once in Use.. 67
Removing a Form 67

The purpose of this document is to describe in detail the user interface for the **Purchase to Pay** (P2P) system in terms of operating it from a user's point of view.

The content of this document defines in explicit detail:

- The web3 Administration Menu

Admin Center

The Admin Center is where all aspects of your company's business model are setup and maintained.

The setting up of various corporate entities and attributes against other entities are best maintained by a top-down approach, where each higher level entity (e.g. company branches) has its components created against it when setting it up. For example, when setting up a company branch, all departments associated with that branch are set up as an extension. For this purpose (and keeping with the same example), there are additional tabs in the Admin Center for Branch setup specifically for the creation and listing of departments, users, etc.

The main hierarchy is:

- Company/Sub Company (e.g. a branch) or Supplier
- User - Department - Cost Center - Nominal Code - Project - Sub Analysis Code

You can assign a company sub companies (or *branches*), and you can assign companies and branches suppliers. In turn, you can assign companies/branches and suppliers departments, cost centers, users, nominal codes, projects and analysis codes, either directly or indirectly by one of these types of entities being assigned to another.

By selecting one type of entity in the Admin Center, it shows, additional to the main details, a tab for each other type of entity that can be assigned to it.

The Admin Center provides a tree view menu to assist in selecting the appropriate entities at the appropriate levels where you wish to work.

The **Selection Tree** on the left hand side of the screen contains all Companies and Suppliers, Nominal Codes, Departments, Projects, Users, and Cost Centers. This part of the document describes how your company and your Users, Nominal Codes, Departments, Projects, and Cost Centers interact.

There are distinct actions available in the Admin Center presented in different types of screens:

- **Maintain:** By means of a form-based screen, you can edit the different details associated with the entity.
- **Create:** Provides a screen in edit mode to create an item.
- **Create or Select:** Allows you to create a new item using the **New** button, or to select an existing item to edit, by linking you to the corresponding **Maintenance** screen with:

  - Empty fields to create new items
  - Existing data shown for the selected entity
- **Add or Remove:** Assign one element of one type of entity to another entity (e.g. assign one user to a department) or remove that assignment. You must have the entities set up first.
- **Add or Remove using multi-select:** Provides a faster means of assignment by selecting multiple entities at one time, to then assign to another type of entity (e.g. assign 5 existing cost centers to a department).
- **Select or De-select:** By means of a list of options, each item with an accompanying check box for you to select or deselect accordingly.

The following instructions explain how to use the **Selection Tree**:

1. Click any **Folder** icons with a **+** icon. This opens the folder displaying all various items it contains such as **Users** and **Cost Centers**.
2. Click any **Folder** icons with a **-** icon. This closes the folder, hiding its contents.
3. Click any item, at any level to display its attributes in the **Detail** tabs.
4. To find any folder or item you know part or all its name, use the **Search For Controls**, which contains two related dropdowns, the **Type** dropdown contains a list of item types:
   a. Company Administration
   b. Supplier Administration
   c. Inactive Supplier Information
   d. Nominal Code Administration
   e. Project Administration
   f. Sub Analysis Code Administration

The **List** dropdown is populated with all entries defined by the **Type** dropdown.

Select the required item in the **List** dropdown, the selection tree then opens its structure, with the selected item highlighted, and the leftmost of the **Detail** tabs information is displayed.

The area to the right of the tree shows the maintenance screens for whichever type you chose from the selection tree or the search facility.

Click any tab to display the attributes it contains, these are related to the name displayed on the tab.

Enter any fields, or click any buttons contained in the tab to perform the desired action, this is specific to each tab.

Company Administration

Upon selecting the company type, the **Company Maintenance** screens display to you as a default. If you drill down into the selection trees and select lower level entities, their maintenance screen displays.

Company Maintenance

This section explains the set of tabs containing information about your company and its **Corporate Structure**. The top two levels in the selection tree are companies. The **Company** icon is green.

Maintain Company Details

The **System Details** tab provides a company's main details, and has one main section which is initially *Read-Only*:

- **Name**
- **Code**: Identifier for the company.
- **Description**: A description of the company and what type of product/service they supply.
- **Operating Country**
- **Native Currency**: The currency the company invoices in.
- **Viewing Currency**. The currency the company views in.
- **Top Level Approver**: The user responsible for updating information and dealing with invoicing.
- **Recoverable Percentage**: The default percentage for partially recoverable tax scheme, if used.
- **Branding Path**: Website branding path.
- **Document Branding**: PDF document branding set.
- **Contract Reference Lower Threshold**
- **Contract Reference Upper Threshold**
- **Contract Financial Change Approval Limit**
- **Financial Year Start Month**
- **Allow Country of Use tax rule**: A tax rule that applies to some countries stating the tax should be accounted for in the country where the goods/services will be consumed, which might not necessarily be the same as supplier or buyer country.
- **Alternative Delivery Departments**: Maintain a list of alternative delivery points here, which can have further Delivery Departments added or existing ones deleted, by way of first selecting the **Edit** button.

Edit Information on this Tab:

1. To edit company details, click the **Edit** button.

2. All the above fields become modifiable for you to tab or click through.

Notes:

- The **Name** field is purposely not amendable as cannot be changed.
- The **Alternative Delivery Department** list becomes modifiable in **Edit** mode.

3. To add an **Alternative Delivery Department**, click into the text box adjacent to the label to activate the auto-complete dropdown list, where you can type as much of the name as you wish to narrow down the selection available from the dropdown.

4. Once you locate the relevant name, select it, and click the **Add Alt Delivery Department** button.

To remove an **Alternative Delivery Department:**
1. Locate the Alternative Delivery Department in the list.
2. Click the **Delete** button positioned at the end of that row.
3. When you complete editing the relevant information, click the **OK** button to save your changes.

Note: If you do not wish to save the information you changed, click the **Cancel** button. The screen returns to the *Read-Only* mode with the previous information and with your changes cleared.

Create or Select a Company's Users

Create a New User:
To create a new user:
1. Click the **New** button.
2. This button navigates to the **Company Maintenance: Users - New User** tab. Enter the user's information.

Select Existing Company's Users:
The Tab is divided into two main sections; the **Search Bar** and **Selection List**, as described below:

The **Search Bar** contains:
- **Search By dropdown**: Contains the field the search term is used against.
- **Search Text Box**: Text to look for in the search.
- **Search button**: Click this to initiate the search.

The second row is used for filtering by the start letter. It contains the letters A - Z as links; clicking any of them filters the results list by that letter. Clicking the **Search** button removes the filter.

The **Selection List** shows a number of list entries on the screen. This number is determined by the **Items Per Page** dropdown on the list header. If there are more list entries available than can display, they are split into multiple pages. Numbered page links at the bottom of the list enable rapid switching between pages.

Notes:
- Each entry in the list contains the user's name.
- The user may appear more than once if they are associated with more than one **Branch**.

- Clicking this link causes the application to navigate to the **User Maintenance: User Details** tab.

Using This Tab:
Find an item in the search list:
1. Either keep the default **Name Contains** search criteria, or select alternative attributes to search, by choosing from the dropdown list of alternatives.
2. Enter the search term in the **Search Text Box**.
3. Click the **Search** button.
4. The results display in the **Selection List**.

Create a Company's Cost Centers

The **Create Entities** tab is used for the creation of **Cost Centers** and **Nominal Codes** that in turn can be assigned to other entities of the company.

This tab has one main section which is initially modifiable to allow direct input:
- **Type**: A choice of **Cost Center** or **Nominal Code**
- **Code**: The Cost Center code.
- **Name**: The name of the Cost Center.

Using This Tab:
To create a Cost Center for the company:
1. Choose **Cost Center** from the dropdown in the **Type** field.
2. Type in the Cost Center code.
3. Give the Cost Center a name by typing it in the **Name** field.

Create the Cost Center:
1. Click the **Create** button. It will then be available for selection in other Cost Center screens throughout the **Admin Center**.

2. If you wish to view the code you created, instead of using the **Create** button, click the **Create and View** button instead.

Create a Company's Nominal Codes

The **Create Entities** tab is used for the creation of **Cost Centers** and **Nominal Codes** that in turn can be assigned to other entities of the company.

This tab has one main section which is initially modifiable to allow direct input:
- **Type**: A choice of **Cost Center** or **Nominal Code**
- **Code**: The Nominal Code
- **Name**: The name of the Nominal Code

Using This Tab:

To create a Nominal Code for the company:

1. Choose the Nominal Code from the dropdown in the **Type** field.
2. Type in the Nominal Code.
3. Give the Nominal Code a name by typing it in the **Name** field.

Create the Nominal Code:

To create a Nominal Code, once it has been entered:

1. Click the **Create** button. It will then be available for selection in other Nominal Code screens throughout the **Admin Center**.

2. If you wish to view the code you just created, instead of using the **Create** button, click the **Create and View** button instead.

Branch Maintenance

Maintain Branch Details

The **System Details** tab provides a company's main details, and has one main, read-only section:

- **Name**
- **Code**: Identifier for the branch.
- **Description**
- **Operating Country**
- **Native Currency**: The currency the branch invoices in.
- **Viewing Currency:** The currency the branch views in.
- **Top Level Approver**: The user responsible for updating information and dealing with invoicing.
- **Recoverable Percentage**: The default percentage for partially recoverable tax scheme, if used.
- **Branding Path**: Website branding path.
- **Document Branding**: PDF document branding set.
- **Contract Reference Lower Threshold**
- **Contract Reference Upper Threshold**
- **Contract Financial Change Approval Limit**
- **Financial Year Start Month**
- **Allow Country of Use tax rule**
- **Alternative Delivery Departments**: Maintain a list of alternative delivery points here, which can have further Delivery Departments added or existing ones deleted, by way of first selecting the **Edit** button.

Edit Information on this Tab:

To edit Branch details:

1. Click the **Edit** button.

2. All the above fields become modifiable for you to tab or click through.

To add an Alternative Delivery Department:

1. Click into the text box adjacent to the label to activate the auto-complete dropdown.
2. Type as much of the name as you wish to narrow down the selection available to you from the dropdown.
3. Once you locate the relevant name, select it, and click the **Add Alt Delivery Department** button to add your chosen alternative delivery department to the list.

To remove an Alternative Delivery Department:

1. Locate the Alternative Delivery Department in the list.
2. Click the **Delete** button positioned at the end of that row.
3. When you edit the relevant information, click the **OK** button to save your changes.

Note: If you do not wish to save the information you changed, click the **Cancel** button. The screen will return to the *Read-Only* mode with the previous information and with your changes cleared.

Suspend or Activate the Branch:

1. Click the **Activate Branch** button to make the Branch, its Sub-Branches, Users and Cost Centers active. Visible if the Branch is suspended.
2. Click the **Suspend Branch** button to suspend the Branch, its Sub-Branches, Users and Cost Centers. Visible if the Branch is active.

Delete the Branch:

1. Click the **Delete** Button to delete the Branch, its Sub-Branches, Users, and Cost Centers.
2. A Confirmation screen displays warning of the consequences of deleting a Branch, confirm or cancel.

Maintain Branch Address

This tab has one main section which is initially read-only:

- **Type dropdown**: The address type.

Note: Delivery is the only option available.

- **Line 1**: Address Line One.
- **Line 2**: Address Line Two.
- **Line 3**: Address Line Three.
- **City**
- **County**
- **Country**
- **Post Code**

Edit Information on this Tab:

1. To edit the **Branch** address, click the **Edit** button. All the above fields become modifiable for you to tab or click through.
2. When you complete editing the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button. The screen return to ***read-only*** mode with the previous information and your changes cleared.

Create or Select a Branch's Departments

Create a New Department:

1. Click the **New** button to create a new **Department.**
2. This button navigates to the **Department Maintenance: Department Details** tab. Fill out applicable information.

Select one of Existing Branch's Departments:

The Tab is divided into two main sections; the **Search Bar** and **Selection List**, as described below:

The search bar contains:

- **Search By dropdown**: Contains the field the search term is used against.
- **Search Text Box**: Text to look for in the search.
- **Search Button**: Click this to initiate the search.

The second row is used for filtering by the start letter. It contains the letters A - Z as links, and clicking any of them filters the results list by that letter Clicking the **Search** button removes the filter.

The **Selection List** shows a number of list entries on the screen, this number is determined by the **Items Per Page** dropdown on the list header. If there are more list entries available than can be displayed, they are split into multiple pages. Numbered page links at the bottom of the list enable rapid switching between pages.

Each entry in the list contains the **Department's Name**. The Department may appear more than once if they are associated with more than one Branch. Clicking this link causes the application to navigate to the **Department Maintenance: Department Details** tab.

Using This Tab:

Find an item in the search list:

1. Either keep the default **Name Contains** search criteria or select alternative attributes to search text within, by choosing from the dropdown list.
2. Enter the search term in the **Search Text Box**.
3. Click the **Search** button.
4. The results display in the **Selection List**. Filter further by using the **Letter Filters**.

Create or Select a Branch's Users

To create a new user:

1. Click the **New** button. This button navigates the application to the **User Maintenance: User Details** tab.
2. Enter all applicable information.

Select one of Existing Branch's Users:
The tab is divided into two main sections; the **Search Bar** and **Selection List**, as described below:

The **Search Bar** contains two rows, the top one is used for entering search information:

- **Search By dropdown**: Contains the field the search term is used against.
- **Search Text Box**: Text to look for in the search.
- **Search button**: Click this to initiate the search.

The second row is used for filtering by the start letter. It contains the letters A - Z as links, and clicking any of them filters the results list by that letter. Clicking the **Search** button removes the filter.

The **Selection List** entry number is determined by the **Items Per Page** dropdown. If there are more list entries available than displayed, they are split into multiple pages. Numbered page links at the bottom of the list enable rapid switching between pages.

Each entry in the list contains the user's name. The user may appear more than once if they are associated with more than one Branch. Clicking this link causes the application to navigate to the **User Maintenance: User Details** tab.

Using This Tab:
Find an item in the search list:

1. Either keep the default **Name Contains** search criteria or select alternative attributes to search text within, by choosing from the dropdown.
2. Enter the search term in the **Search Text Box**.
3. Click the **Search** button.
4. The results display in the **Selection List**. Filter further by using the **Letter Filters**.

Maintain Branch Tolerances

You can set and amend three tolerances for each branch of the business model, displayed on the **Tolerances** tab:

- **Buyer Amendment**
    - Maximum Percentage
    - Maximum Value
- **Supplier Amendment**
    - Maximum Percentage
    - Maximum Value
- **Freight Charge**
    - Maximum Percentage
    - Maximum Value

In each case:

- **Maximum Percentage:** A percentage threshold over which the approvals process is activated.
- **Maximum Value:** You can use this as a capping amount for when a large value percentage becomes too large for it to be preferable for entering approvals.

Note: For example, 10% of 100.00 GBP may be considered too small for needing approving, but 10% of 100,000.00 GBP should preferably need approving, so by specifying an upper amount means even if the value is within the **Maximum Percentage**, because it is over the **Maximum Amount**, it will go for approvals.

To Set or Edit Tolerances:

1. Click the **Edit** link on the appropriate row you want to set or edit tolerances.

2. After you enter the appropriate numeric values for **Maximum Percentage** and **Maximum Amount**, click the **Save** link.

3. Click the **Cancel** link to cancel the changes.

Department Maintenance

Maintain Department Details

This tab has one main, read-only section, and has a number of controls for suspending/activating a department, and editing it:

- **Name**
- **Department Code**: Identifier for the Department.
- **Department Notes**: Comments relating to the Department.
- **Address**: A reference/informal address can be added here.

Note: Formal addresses are added using the **Addresses** tab.

- **Postcode**: The post code relating to the above address.
- **Operating Country**
- **Native Currency**: The currency the Department invoices in.
- **Viewing Currency:** The currency the Department views in.
- **Telephone Number**
- **Department Type**: A Department or a Delivery Department can be chosen.
- **Override Code**
- **Department Status**
- **Default Delivery Department**
- **Alternative Delivery Departments**: Maintain a list of alternative delivery points here, which can have further Delivery Departments added or existing ones deleted, by way of first selecting the **Edit** button.

Edit Information on this Tab:

To edit **Department** details:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.

2. To add an **Alternative Delivery Department**, click into the text box adjacent to the label to activate the auto-complete dropdown list. Type as much of the name as you wish to narrow down the selection available to you.

3. Once you locate the relevant name, select it, and click the **Add alt Delivery Department** button.

4. To remove an **Alternative Delivery Department** from the list, locate it in the list, and click the **Delete** button positioned at the end of that row.

5. When you complete editing the relevant information, click the **OK** button to save your changes.

6. If you do not wish to save the information you changed, click the **Cancel** button. The screen returns to read-only mode with the previous information and your changes cleared.

Suspend or Activate the Department:

1. Click the **Activate Department** button to make the Department, its Sub-Departments, Users, and Cost Centers active. Visible if the Department is suspended.

2. Click the **Suspend Department** button to suspend the Department, its Sub-Departments, Users and Cost Centers. Visible if the Department is active.

Maintain Department Address

This tab has one main, read-only section:

- **Type dropdown**: The address type

Note: **Delivery** is the only option available.

- **Line 1**: Address Line One
- **Line 2**: Address Line Two
- **Line 3**: Address Line Three
- **City**
- **County**
- **Country**
- **Post Code**

Edit Information on this Tab:

To edit the Department address:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.

2. When you edit the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button. The screen returns to read-only mode with the previous information and your changes cleared.

Create or Select a Department's Users

Create a New User:

1. Click the **New** button. This button navigates the application to the **User Maintenance: User Details** tab.
2. Enter all applicable information.

Add a User from another part of the Admin Center here:

If a user is already set up elsewhere in the Admin Center, you can quickly add them to the department by clicking the **Add User** button.

1. Start typing the user name to invoke the auto-complete dropdown. Type as little or as much of the name to narrow down the list of available names to choose from. Once you locate the relevant name, select it from the list.

2. Click the **Add** button, or click the **Cancel** button to cancel this option and return to the list of currently assigned users.

Select one of Existing Department's Users:

The tab is divided into two main sections: the **Search Bar** and **Selection List**, as described below:

The **Search Bar** contains:

- **Search By dropdown**: Contains the field that the search term is used against.
- **Search Text Box**: Text to look for in the search.
- **Search button**: Click this to initiate the search.

The second row is used for filtering by the start letter. It contains the letters A - Z as links, and clicking any of them filters the results list by that letter. Clicking the **Search** button removes the filter.

The **Selection List** entry number is determined by the **Items Per Page** dropdown on the list header. If there are more list entries available displayed, they are split into multiple pages. Numbered page links at the bottom of the list enable rapid switching between pages.

Each entry in the list contains the user's name. The user may appear more than once if they are associated with more than one department. Clicking this link causes the application to navigate to the **User Maintenance: User Details** tab.

Using This Tab:

Find an item in the search list:

1. Either keep the default **Name Contains** search criteria or select alternative attributes to search text within, by choosing from the dropdown list.
2. Enter the search term in the **Search Text Box**.
3. Click the **Search** Button.
4. The results display in the **Selection List**. Filter further by using the **Letter Filters**.

Create or Select a Department's Sub-Departments

Create a New Sub-Department:

1. Click the **New** button.
2. This button navigates the application to the **Department Maintenance: Department Details** tab. Enter all applicable information.

Select one of Existing Department's Sub-Departments:

The tab is divided into two main sections; the **Search Bar** and **Selection List**, as described below:

The **Search Bar** contains:

- **Search By dropdown**: Contains the field the search term is used against.
- **Search Text Box**: Text to look for in the search.
- **Search button**: Click this to initiate the search.

The second row is used for filtering by the start letter. It contains the letters A - Z as links, clicking any of them filters the results list by that letter. Clicking the **Search** button removes the filter.

The **Selection List** entry number is determined by the **Items Per Page** dropdown on the list header. If there are more list entries available than displayed, they are split into multiple pages. Numbered page links at the bottom of the list enable rapid switching between pages.

Each entry in the list contains the **Sub-Department's Name**. The Sub-Department may appear more than once if they are associated with more than one Department. Clicking this link causes the application to navigate to the **Department Maintenance: Department Details** tab.

Using This Tab:

Find an item in the search list:

1. Either keep the default **Name Contains** search criteria or select alternative attributes to search text within, by choosing from the dropdown.
2. Enter the search term in the **Search Text Box**.
3. Click the **Search** button.
4. The results display in the **Selection List**. Filter further by using the **Letter Filters**.

Add or Remove a Department's Cost Centers (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Cost Centers List**: A list of Cost Centers previously created for the company, but not assigned to the currently selected Department.

- **Assigned Cost Centers List**: A list of Cost Centers assigned to the currently selected Department.
- **Add Items button**: An add control with a counter to indicate how many codes are added to the **Assigned** list.
- **Remove Items button**: A remove control with a counter to indicate how many items are removed from the **Assigned** list.

Adding Unassigned Cost Centers to the Assigned Cost Centers List:

1. You can use the search bar to filter the list to make it easier to locate items you wish to add to the **Assigned Cost Centers** list. The search bar contains:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search Text Box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search which will filter the list.

2. When you locate the appropriate code, check the adjacent check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list and add them into the **Assigned** list.

Removing Assigned Cost Centers from the Assigned Cost Centers List:

1. You can use the search bar to filter the list to make it easier to locate items you wish to remove from the **Assigned Cost Centers** list. The search bar contains two fields and a control:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search Text Box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search which will filter the list.

2. When you locate the appropriate code, check the adjacent check box to select it.

Note: The **Remove Items** button the right hand side to the **Unassigned** list. Each time you check another code, the counter increases by one.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list and add them back into the **Unassigned** list.

6. To complete the activity of adding and removing Cost Centers, click the **Save** button.

Maintain a Department's Delivery Points

This tab has the following sections:

- **Delivery Point List**
  - **Delivery Point:** The name of the delivery point.
  - **Notes**: Notes relating to the specific delivery point.
  - **Amend button:** See *Amend a Delivery Point* below.
  - **Delete button:** See *Delete a Delivery Point* below.

- **Add Delivery Point**
  - **Delivery Point**: The name of the delivery point is ready to enter.
  - **Notes**: Notes relating to the specific delivery point is ready to enter.
  - **Add button:** See *Amending a Delivery Point* below.

This part of the screen is ready for input, so you can type the name and notes of a new department delivery point straight in. To add the delivery point you typed in, click the **Add** button.

Amend a Delivery Point:

1. Click the **Amend** button next to the line you want to amend to edit the **Delivery Point** or **Notes**.

2. Once you amend the delivery point or notes, click the **Save** button.

3. If you no longer wish to amend the delivery point or notes, click the **Cancel** button to leave amend mode.

Note: All the buttons on the list revert back to **Amend** and **Delete**.

Delete a Delivery Point:

Click the **Delete** button next to the line you want to delete to immediately delete the delivery point.

Cost Center Maintenance

Maintain Cost Center Details

This tab has one main, read-only section:

- **Name**
- **Code**: Identifier for the Cost Center.
- **Description**.
- **Always Available**: A check box indicating if the Cost Center is always available to the system, or whether it is restricted to a particular period of time. When you are editing this field, you can un-check the box and specify an **Available From** and **Available To** date range instead.
    - **Available From** (Edit mode only)
    - **Available To** (Edit mode only)
- **System Date**: The system date is displayed here to assist in the date setting.
- **Availability**: The system calculates, based upon the above settings, whether the Cost Center is currently available or not.

Edit Information on this Tab:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.

2. When you edit the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button. The screen returns to read-only mode with the previous information and your changes cleared.

Delete the Cost Center:

1. Click the **Delete** button to delete the Cost Center, its Nominal Codes, Departments, and Projects.
2. A confirmation screen displays warning of the consequences of deleting a Cost Center. Either confirm or cancel.

Add or Remove a Cost Center's Nominal Codes (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Nominal Codes List**: A list of Nominal Codes previously created for the company but not yet assigned to the currently selected Cost Center.
- **Assigned Nominal Codes List**: A list of Nominal Codes assigned to the currently selected Cost Center.
- **Add Items button**: An add control with a counter to indicate how many codes are added to the **Assigned** list.
- **Remove Items button:** A remove control with a counter to indicate how many items are removed from the **Assigned** list.

Adding Unassigned Nominal Codes to the Assigned Nominal Codes List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the **Assigned Nominal Codes** list. The search bar contains:
   a. **Search By dropdown**: Contains the field the search term is used against.
   b. **Search Text Box**: Text to look for in the search.
   c. **Filter button**: Click this to initiate the search which will filter the list.

2. When you locate the appropriate code in the list, check the adjacent check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list. Each time you check another code, the counter increases by one.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list, and add them to the **Assigned** list.

Removing Assigned Nominal Codes from the Assigned Nominal Codes List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to remove from the **Assigned Nominal Codes** list. The search bar contains:
   a. **Search By dropdown**: Contains the field that the search term is used against.
   b. **Search text box**: Text to look for in the search.
   c. **Filter button**: Click this to initiate the search which will filter the list.

2. When you locate the appropriate code in the list, check the adjacent check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the **Assigned** list to the **Unassigned** list. Each time you check another code, the counter increases by one.

3. To view additional codes that may not display in the initial display list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list and add them back into the **Unassigned** list.

6. To complete the activity of adding and removing **Nominal Codes**, click the **Save** button.

Add or Remove a Cost Center's Departments (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Departments List**: A list of Departments previously created for the company but are not yet assigned to the currently selected Cost Center.
- **Assigned Departments List:** A list of Departments assigned to the currently selected Cost Center.
- **Add Items button**: An add control with a counter to indicate how many codes are added to the **Assigned** list.
- **Remove Items** button: A remove control with a counter to indicate how many items are removed from the **Assigned** list.

Adding Unassigned Departments to the Assigned Departments List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the **Assigned Departments** list. The search bar contains:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search text box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code in the list, check the adjacent check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list and add them into the **Assigned** list.

Removing Assigned Departments from the Assigned Departments List:

1. Use the search bar to filter the list to make it easier to locate items you wish to remove from the **Assigned Departments** list. The search bar contains:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search text box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the adjacent check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the **Assigned** list to the **Unassigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list, and add them back to the **Unassigned** list.

6. To complete the activity of adding and removing Departments, click the **Save** button.

Add or Remove a Cost Center's Projects (using multi-select)

This screen has two lists, each with its own Search bar and filter control. There are two movement controls in the center of the tab and between the two lists, and a save control at the end:

- **Unassigned Projects List**: A list of projects previously created for the company, but have not been assigned to the currently selected Cost Center.
- **Assigned Projects List**: A list of projects assigned to the currently selected Cost Center.
- **Add Items button** (movement control): An **Add** control with a counter to indicate how many codes are being added to the **Assigned** list on the right.
- **Remove Items button** (movement control): A **Remove** control with a counter to indicate how many items are being removed from the **Assigned** list on the right.

Adding Unassigned Projects to the Assigned Projects List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the **Assigned Projects** list. The search bar contains:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search text box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the adjacent check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list, and add them to the **Assigned** list.

Removing Assigned Projects from the Assigned Projects List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to remove from the **Assigned Projects** list. The search bar contains:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search text box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the adjacent check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the **Assigned** list to the **Unassigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list and add them back into the **Unassigned** list.

6. **T**o complete the activity of adding and removing **Projects**, click the **Save** button.

User Maintenance

Maintain User Details

The user's details tab is read-only:

- **Title**: Form of address for the user.
- **First Name**

- **Middle Name**
- **Surname**: The user's last name.
- **Description**: A description of the user and what type of role they have in the organization.
- **Security Policy**: Determines the format and reusability of the user's password.
- **User name**
- **User Locked Out Checkbox**: Set if the user has been locked out. This could be manually or done by a number of failed sign in attempts.
- **Email Address**
- **Native Currency**: The currency which the user chooses to view the system's financial information in. It is defaulted from the user's company, but can be changed if the preferred currency is different to the default.
- **Viewing Currency**: A default temporary viewing currency for when it is desired to view a particular screen in an alternative currency than the native currency.
- **Default Delivery Point**
- **Default Department**
- **Can Receipt Own Orders**: Where the user is permitted to receipt the goods and services delivered from their own purchase orders, then this check box can be checked, when in edit mode, to allow that.
- **Can Approve Own Orders**: If this check box is checked during edit mode, users who are set up as approvers in **Approvals Admin** are allowed to access their own requisitions and approve them.
- **Can Raise Future Orders**: If this option is checked, the user, who has a **Requisitioning Role** assigned, can create requisitions with a commencement date in the future so budgets for future period spend can be booked in their forward period.
- **Can Access All Contracts**: For **Contract Management** users, checking this check box allows that user to see all contracts, otherwise they can only view the contracts they created.
- **Can Change Delivery Location**: This is a check box that, when checked, allows the user to change the delivery location in the requisition checkout (on the Delivery tab).
- **NCI Enabled**: If the user is permitted to raise NCI items in addition to standard catalogue items, this check box can be checked during the edit mode to allow that.
- **NCI Nag**: This is a check box that checked once in edit mode, for the purpose of forcing the user to complete a questionnaire as to why they are using the NCI form, each time they select the NCI tab in the requisition basket.
- **NPI Nag**: This is a check box that checked once in edit mode, for the purpose of forcing the user to complete a questionnaire as to why they are using the NPI facility, each time they select the Raise NPIR menu item form the Invoicing menu item.
- **Prompt to Print Receipt**: This is a check box available in edit mode that represents that user's personal preference as to whether they are prompted to print a receipt after raising the **Goods Receipt Note**. It can be checked to show the prompt, or left blank to hide the prompt.
- **Can Create Confirmation Orders**: This is a check box that can be checked when this screen is in edit mode to allow the user to select a confirmation order from requisitioning and thereby raise a confirmation order.

- **Receive PO Emails**: This check box is available during edit mode, when ticked, automatically sends that user a copy of the purchase orders as soon as they are generated from the requisitions they raise.
- **Can Delegate Requisitioning**: Can access the menu item that allows temporary delegating of requisitioning to an alternative named user.
- **Last Logged In**
- **Number of Sign Ins**
-

Edit Information on this Tab:
To edit user details:

1. Click the **Edit** button. All the above fields, unless stated otherwise above, become modifiable for you to tab or click through.

Note: Each modification is recorded in the audit log, and available for review from selecting the **Audit Log** tab.

2. When you edit the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button. The screen will return to read-only mode with the previous information and with your changes cleared.

4. To delete the user, click the **Delete** button. To copy the user's profile for use with a new user with same or similar settings, click the **Copy** button.

Maintain User Contact Details

This form is used to edit the active user's contact details, and contains the following:

- Email Address
- Work Number
- Fax Number
- Mobile Number

Edit Information on this Tab:
To edit user contact details:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.

2. When you edit the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button. The screen will return to read-only mode with the previous information and your changes cleared.

Add or Remove a User's Accessible Companies

This tab is divided into the following sections:

- **Companies List**
    - **Company Name**
    - **Remove button**: Clicking this button removes the companies from the list, making sure the user is no longer associated with it.

  Note: The remove button is not displayed if there is only one company in the list.

- **Add a New Company to the User**
    - **Company Name filter text box**: Enter text to filter the companies appearing in the **Company** dropdown. The text entered can appear anywhere in the Company Name to match.
    - **Add button**: Click to add the selected company to the user. You can then select the use as a **Company User** in the selection tree.

Using This Tab:

Associate the user with a new company:

1. Enter part of the company name in the **Company Name** filter text box.
2. Locate the desired name in the dropdown (either select or use the next or previous links to move through the dropdown).
3. Select the new company in the dropdown.
4. Click the **Add** button.

Remove the User's association with a company:

Click the **Remove** button in the row containing the company the user no longer needs to be associated with.

Add or Remove a User's Departments

This tab is divided into the following main sections:

- **Departments List**
    - **Department Name**
    - **Remove button**: Clicking this button removes the department from the list, making sure the user is no longer associated with it.

  Note: the remove button is not displayed if there is only one department in the List.

Add a New Department to the User:

Used to add a new department:

- **Department Name filter text box**: Enter text to filter the departments appearing in the **Branch** dropdown. The text entered can appear anywhere in the **Department Name** to match.
- **Add button**: Click to add the selected department to the user. The user will now be associated with the department, and can be selected as a **Department User** in the selection tree.

Using This Tab:

Associate the user with a new department:

1. Enter part of the department name in the **Department Name** filter text box.
2. Locate the desired name in the dropdown (either select or use the next or previous links to move through the dropdown).
3. Select the new department in the **Department** dropdown.
4. Click the **Add** button.

Remove the User's association with a Department:

Click the **Remove** button in the row containing the department the user no longer needs to be associated with.

Add or Remove a User's Department Groups

The tab is divided into the following main sections:

- **Department Groups List**
  - **Department Group Name**
  - **Remove button**: Clicking this button removes the **Department Group** from the list, making sure the user is no longer associated with it.

  Note: the remove button is not displayed if there is only one **Department Group** in the list.

- **Add a New Department Group to the User**
  - **Department Group Name filter text box**: Enter text to filter the Department Groups appearing in the **Branch** dropdown. The text entered can appear anywhere in the **Department Group Name** to match. If this control is empty, all Department Groups will be returned.
  - **Add button**: Click to add the selected Department Group to the user. The user will now be associated with the Department Group, and can be selected as a **Department Groups User** in the selection tree.

Using This Tab:

Associate the user with a new Department Group:

1. Enter part of the Department Group name in the **Department Group Name** filter text box.
2. Locate the desired name in the dropdown (either select or use the next or previous links to move through the dropdown).
3. Select the new Department Group in the dropdown.
4. Click the **Add** button.

Remove the User's association with a Department Group:

Click the **Remove** button in the row containing the Department Group the user no longer needs to be associated with.

Select or Deselect a User's Roles

This tab contains a single list and one control:

- **User Role**: The name of the user role. Users do not become active in the system until at least one role is assigned to them.

Note: To understand which functions and access within those functions each role accesses, a specific menu item is available in the **Administration** menu. For further details, please see the User Role Matrix.

- **Selection check box**: Check to assign the role to the user you are editing. To un-assign the user, deselect the check box.

Saving the Role Assignment:

Click **Update** to save changes to the role assignment.

View a User's Authorities

This tab also provides information on authorities the currently selected user has, dependent upon the roles you assigned. This tab is also read-only.

To expand on any particular area of the system to view more authorities there, click the cross icon (**+**) at the start of the row to expand that system area for more details.

To close the area click the icon again to collapse the information.

Supplier Administration

This section describes activities that take place in setting up and maintaining supplier data. Because a significant amount of data held for each supplier directly affects the trading relationship between you and your supplier, amendments to that data, in many instances, are updated in **draft mode** at first, and are sent for approval before any changes are made live.

The **Supplier Profile Amendment Approval** framework also makes it possible to allow suppliers to amend their own profiled data via the **Supplier Portal**. This assures you any changes made will be validated internally before updating live.

In accommodating this, the screens of this particular part of the Admin Center look differently to other parts. It has an amendment panel above the row of tabs on each screen providing top level information on a particular supplier's data editing status:

- Whether there are currently any changes awaiting approvals
- What fields were sent to the approvers for change
- Which fields were rejected

Note: Within this section, all references to amending the supplier information imply the **Supplier Profile Amendment Approval** framework is activated, and those edit activities take place within the rules of this framework.

The table below shows which supplier profile fields shown within the Supplier Maintenance section below, when being amended by a supplier, have to go for **Functional Approval** (typically by **Category Buyers**) and/or **Financial Approval** (typically by various **Finance Department** staff who access the system):

Attribute	Supplier Amend?	Functional Approval	Financial Approval
Company Details			
Supplier Account Number	No	-	-
Name	Yes	Yes	Yes
Address	Yes	Yes	Yes
Postcode	Yes	Yes	Yes
VAT Reg Number	Yes	No	Yes
Operating Country	No	-	-
Native Currency	Yes	Yes	Yes
Viewing Currency	Yes	No	No
Contact Name	Yes	Yes	Yes
Telephone Number	Yes	Yes	Yes
Fax Number	Yes	Yes	Yes
PO Email Address	Yes	Yes	Yes
Default Email Address	No	-	-
Remittance Email Address	No	-	-
Trading Location	Yes	Yes	Yes
Trading Territory	Yes	Yes	Yes
PO Box Number	Yes	No	Yes
PO Box Postcode	Yes	No	Yes
Company Registration Number	Yes	No	Yes
Supplier Setup			
Default Delivery Lead Time	Yes	Yes	No
Carriage Charge Minimum Order Value	Yes	Yes	No
Carriage Charge Cost	Yes	Yes	No
Can Edit Catalogue	No	-	-

Attribute	Supplier Amend?	Functional Approval	Financial Approval
Order Mail Box Type	No	-	-
Flip/Flop Invoicing	No	-	-
Invoice Matching Tolerance%	No	-	-
Maximum Tolerance Amount	No	-	-
Catalogue Access	No	-	-
Order Integrations Method	No	-	-
Auto Acknowledge Orders	Yes	Yes	No
Auto Accepts Returns	Yes	Yes	No
Auto Acknowledge Credit Requests	Yes	Yes	No
Bank Details (multiple instances available of following data)			
Bank Name	Yes	No	Yes
Country	Yes	No	Yes
Account Number (for domestic trading)	Yes	No	Yes
Sort Code (for domestic trading)	Yes	No	Yes
Payee Name	Yes	No	Yes
IBAN (required for EU trading and international)	Yes	No	Yes
Swift (required for EU trading and international)	Yes	No	Yes
Departments			
Branch setup and amendments (all attributes)	No	-	-
Users			
User setup and amendments (all attributes)	Yes	No	Yes
Create Entities			
Type/Code/Name entry	No	-	-

Supplier Maintenance

Maintain Supplier Details

This tab contains general supplier details and is read-only**.**

Company Details:

- **Code**: A unique identifier for the supplier, typically the same code used in the finance system.
- **Name**: The supplier's trading name.
- **Address**
- **Address Region**: The geographical region of the address.

- **Country**
- **Postcode**
- **PO Box**
- **PO Box Postcode**
- **Preferred Communication Language**: For internationally implemented systems, the preferred language for communicating with the supplier.
- **Time Zone**: Currently all systems (national and international) work from a single time zone.
- **Registered Company**: Initiated by a check box in edit mode, the **True/False** indicator denotes if the supplier's company is a registered company.
    - **Registration Number**: This field is only shown when the Registered Company field is **True.**
- **Operating Country**
- **Native Currency**: The currency the company invoices in.
- **Viewing Currency**: The currency the company views in

Contact Details:

- Contact Name
- Telephone Number
- Fax Number
- PO Email Address
- Default Email Address
- Buyer Contact Email Address

Edit Information on this Tab:

To edit supplier details:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.
2. When you complete editing relevant information, click **OK** to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button. The screen returns to read-only mode with the previous information and your changes cleared.

Maintain Supplier Setup

This tab contains internal system settings and is initially read-only:

- **Catalogue Access**: The level of access the Supplier is granted to PDMS.
- **Order Mail Box Type**
- **Order Integration Method**: The level of system access the supplier has.
- **Flip/Flop Invoicing**: The invoicing method which the supplier is engaged in.
- **Payment Priority**: This is a means of escalating the payment of a supplier's invoice through the AP department. At times when the supplier needs special attention in this

area, their priority can be escalated to automatically move any inbound invoices to the front of the queue.

- **Invoice Matching Tolerance** (%): A percentage, over which the invoice is deemed unmatched and is subsequently escalated for review.
- **Maximum Tolerance Amount** (£): An upper capping amount which overrides **the Invoice Matching Tolerance** percentage, used for high value invoices where the percentage can represent a large value to effectively provides an upper limit.
- **Auto Acknowledge Orders**: Under special agreement, this allows orders to be assumed as acknowledged by the supplier.
- **Auto Approve Returns**: Under special agreement, this assumes the supplier agrees to all returns sent back to them.
- **Auto Approve Credit Requests**: Under special agreement with the supplier, this assumes the supplier agrees to all credit requests.
- **Delivery Lead Time**: A default lead time from when the supplier receives the order until it is shipped.
- **Payment Terms**

Edit Information on this Tab:

To edit supplier setup settings:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.
2. When you complete editing the relevant information, click **OK** to save your changes.

3. If you do not wish to save the information you changed, click **Cancel**. The screen returns to read-only with the previous information and your changes cleared.

Maintain Accounting Details

Multiple accounting details are set up and maintained from this tab, where each set of details is represented by a single row in the display.

This tab contains all payment details which are initially read-only:

- Bank Name
- Bank Country
- Account Number
- Sort Code
- Payee Name
- IBAN Reference
- Swift Reference

Edit Information on this Tab:

To edit **Accounting** details:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.

2. When you complete editing the relevant information, select **OK** to save your changes.

3. If you do not wish to save the information you changed, click **Cancel**. The screen returns to read-only with the previous information and your changes cleared.

Add or Maintain a Supplier's Tax Registration

You are able to record tax registration details for domestic trading with your suppliers, and additionally for each international branch of that supplier you may either directly or indirectly trade with. You can also capture the tax registration details under this tab.

Where the supplier is not registered for tax, either domestically or within any international branch you trade with, that fact can also be recorded in this tab.

To access this screen:

1. Click the **Edit** button.
2. An **Add** button becomes available in this tab, and you can begin the activity of adding or maintaining tax registrations.

Add a Tax Registration Detail:

Once you select the **Edit** button, and the **Add** button displays, all necessary fields and controls become visible.

This tab has two main sections:

1. **Tax Registration List**: A list displays to show tax registration details added to date for that supplier.
2. **Tax Registration Details**: The add/amend area is positioned on the right side of the tab.

Use the Tax Registration Details area to enter the tax details:

- **Country**: Enter the country of registration.
- **Tax Number**: The registration number of the specified tax country.
- **Active**: A check box confirming if the registration is active or not.

Follow these steps to add the tax details you just created:

1. Click the **Add New** button.
2. If, in the event the tax registration should not have been added to the selected supplier at all, you can delete it before it is saved. To achieve this, click the red **X** icon at the end of the appropriate row.

Amend a Tax Registration Detail:

1. Choose the particular tax registration detail you wish to amend by selecting the **Select** link of the relevant line in the **Tax List**.
2. The selected tax details are immediately sent to the right side of the tab where they are amendable once more.

Add or Remove a Supplier's Categories (using multi-select)

This tab has two lists, each with its own search bar and filter control.

- **Unassigned Categories List:** A list of categories previously created for the company, but not yet assigned to the currently selected supplier.
- **Assigned Categories List**: A list of categories assigned to the currently selected supplier.
- **Add Items button**: An add control with a counter to indicate how many codes are being added to the **Assigned** list.
- **Remove Items button**: A remove control with a counter to indicate how many items are being removed from the **Assigned** list.

Adding Unassigned Categories to the Assigned Categories List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the **Assigned Categories** list. The search bar contains:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search text box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code in the list, check the line to select it.

3. To select more than one item at a time, press and hold the **Ctrl** key on your keyboard while clicking the additional lines with the mouse.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add** button to remove all selected items from the **Unassigned** list and add them into the **Assigned** list.

Removing Assigned Categories from the Assigned Categories List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to remove from the **Assigned Categories** list. The search bar contains:
    a. **Search By dropdown**: Contains the field the search term is used against.
    b. **Search text box**: Text to look for in the search.
    c. **Filter button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code in the list, check the adjacent check box to select it.

3. To select more than one item at a time, press and hold the **Ctrl** key on your keyboard while clicking the additional lines with the mouse.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove** button to remove all selected items from the **Assigned** list and add them back to the **Unassigned** list.

6. To complete the activity of adding and removing categories, click the **Update** button.

Create or Select a Supplier's Users

To create a new user:

1. Click the **New** button to navigate to the **User Maintenance: User Details** tab.
2. Enter all applicable information.

Select one of Existing Supplier's Users:

The tab is divided into two main sections; the **Search Bar** and **Selection List**, as described below.

The search bar contains two rows, the top one is used for entering search information:

- **Search By dropdown**: Contains the field the search term is used against.
- **Search text box**: Text to look for in the search.
- **Search button**: Click this to initiate the search.

The second row is used for filtering by the start letter, it contains the letters A - Z as links, clicking any of the letters filters the results list by that letter. Clicking the **Search** button removes the filter.

The **Selection List** entry number is determined by the **Items Per Page** dropdown on the list header. If there are more list entries available than displayed, they are split into multiple pages. Numbered page links at the bottom of the list enable rapid switching between pages.

Each entry in the list contains the user's name. The user may appear more than once if they are associated with more than one supplier. Clicking this link causes the application to navigate to the **User Maintenance: User Details** tab.

Using This Tab:

Find an item in the search list:

1. Either keep the default **Name Contains** search criteria or select alternative attributes to search text within, by choosing from the dropdown.
2. Enter the search term in the search text box.
3. Click the **Search** button.
4. The results display in the **Selection List**. Further filter the results by using the letter filters.

View Audit Log

Whenever the system monitors an important change in supplier details, it writes a message to the audit log for security purposes.

This is a read-only tab:

- **Audit Message**: A detailed message of the event.
- **User**: The user ID of the user who initiated the event.
- **Timestamp**: The date and time stamped against the event as it entered the audit log.

To see further events listed on the initial display, click the relevant page number to refresh the list. To view previously displayed entries, click a lower page number.

Supplier Department Maintenance

All the functions here are exactly the same as for the buyer side. Please refer to the relevant sections above where **company** is perceived as the supplier company rather than the buyer-side company.

Supplier Department User Maintenance

All the functions here are exactly the same as for the buyer side. Please refer to the relevant sections above where **company** is perceived as the supplier company rather than the buyer-side company.

Inactive Supplier Administration

There is no difference in functionality between maintaining inactive suppliers and active suppliers. To avoid duplication, please refer to the Supplier Administration section.

Nominal Code Maintenance

Maintain Nominal Code Details:

This tab has one main section which is initially read-only:

- **Name**: The name of the Nominal Code
- **Code**: The Nominal Code
- **Description**: A description of the Nominal Code

Edit information on this tab:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.
2. When you complete editing the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button. The screen returns to read-only mode with the previous information and your changes cleared.

Add or Remove a Nominal Code's Categories:

The tab is divided into the following main sections:

- Categories List

  - **Category Name**
  - **Remove button**: Clicking this button removes categories from the list, making sure the Nominal Code is no longer associated with it.

  Note: the remove button is not displayed if there is only one category in the List.

- Add a New Category to the Nominal Code:
  - **Category Name filter text box**: Enter text to filter the categories appearing in the Category dropdown. The text entered can appear anywhere in the Category Name to match.
  - **Add button**: Click to add the selected category to the Nominal Code. The Nominal Code associated with the category, and can be selected as a Category Nominal Code in the selection tree.

Using This Tab:
To associate the Nominal Code with a new Category:

1. Enter part of the category name in the **Category Name** filter text box.
2. Locate the desired name in the dropdown (either select or use the next or previous links to move through the dropdown).
3. Select the new category in the dropdown.
4. Click the **Add** button.

Remove the Nominal Code's association with a Category:
Click the **Remove** button in the row containing the category the Nominal Code no longer needs to be associated with.

Add or Remove a Nominal Code's Projects (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Projects List**: A list of projects previously created for the company but not yet assigned to the currently selected Nominal Code.
- **Assigned Projects List:** A list of projects assigned to the currently selected Nominal Code.
- **Add Items button**: An add control with a counter to indicate how many codes are being added to the **Assigned** list.
- **Remove Items button**: A remove control with a counter to indicate how many items are being removed from the **Assigned** list.

Adding Unassigned Projects to the Assigned Projects List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the **Assigned Projects** list. The search bar contains:
   a. **Search By dropdown**: Contains the field the search term is used against.
   b. **Search text box**: Text to look for in the search.
   c. **Filter button:** Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list and add them into the **Assigned** list.

Removing Assigned Projects from the Assigned Projects List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to remove from the **Assigned Projects** list. The search bar contains:
   a. **Search By dropdown**: Contains the field the search term is used against.
   b. **Search text box**: Text to look for in the search.
   c. **Filter button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate, check the check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the **Assigned** list to the **Unassigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list and add them back into the **Unassigned** list.

6. To complete the activity of adding and removing Cost Centers, click the **Save** button.

Add or Remove a Nominal Code's Cost Centers (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Cost Centers List**: A list of Cost Centers previously created for the company but not yet assigned to the currently selected Nominal Code.

- **Assigned Cost Centers List**: A list of Cost Centers assigned to the currently selected Nominal Code.
- **Add Items button**: An add control with a counter to indicate how many codes are being added to the **Assigned** list.
- **Remove Items button**: A remove control with a counter to indicate how many items are being removed from the **Assigned** list.

Adding Unassigned Cost Centers to the Assigned Cost Centers List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the **Assigned Cost Centers** list. The search bar contains:
    a. **Search By Dropdown**: Contains the field the search term is used against.
    b. **Search Text Box**: Text to look for in the search.
    c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list and add them into the **Assigned** list.

Removing Assigned Cost Centers from the Assigned Cost Centers List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to remove from the **Assigned Cost Centers** list. The search bar contains:
    a. **Search By Dropdown**: Contains the field the search term is used against.
    b. **Search Text Box**: Text to look for in the search.
    c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the **Assigned** list to the **Unassigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to

achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list and add them back into the **Unassigned** list.

6. To complete the activity of adding and removing Nominal Codes, click the **Save** button.

Project Administration

Project Maintenance

This tab has one main section which is initially read-only:

- **Name**
- **Code**
- **Project Manager**
- **Description**
- **Recovery Type**: The tax recovery status of goods and services being purchased within this project.
    - **Full:** The tax is fully recoverable.
    - **Partial:** The tax is partially recoverable.
    - **None**: The tax is not recoverable.

Edit Information on this Tab:

To edit Project details:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.
2. When you complete editing the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click **Cancel**. The screen returns to read-only with the previous information and your changes cleared.

Add or Remove a Project's Nominal Codes (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Nominal Codes List**: A list of Nominal Codes previously created for the company but not yet assigned to the currently selected project.
- **Assigned Nominal Codes List**: A list of Nominal Codes assigned to the currently selected project.
- **Add Items button**: An add control with a counter to indicate how many codes are being added to the **Assigned** list.

- **Remove Items button**: A remove control with a counter to indicate how many items are being removed from the **Assigned** list.

Adding Unassigned Nominal Codes to the Assigned Nominal Codes List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the **Assigned Nominal Codes** list. The search bar contains**:**
   a. **Search By Dropdown**: Contains the field the search term is used against.
   b. **Search Text Box**: Text to look for in the search.
   c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search through the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list and add them into the **Assigned** list.

Removing Assigned Nominal Codes from the Assigned Nominal Codes List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to remove from the **Assigned Nominal Codes** list. The search bar contains:
   a. **Search By Dropdown**: Contains the field the search term is used against.
   b. **Search Text Box**: Text to look for in the search.
   c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the **Assigned** list to the **Unassigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search through the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list and add them back into the **Unassigned** list.

6. To complete the activity of adding and removing Nominal Codes, click the **Save** button.

Add or Remove a Project's Cost Centers (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Cost Centers List**: A list of Cost Centers previously created for the company but not yet assigned to the currently selected project.
- **Assigned Cost Centers List**: A list of Cost Centers assigned to the currently selected project.
- **Add Items button**: An add control with a counter to indicate how many codes are being added to the **Assigned** list.
- **Remove Items button**: A remove control with a counter to indicate how many items are being removed from the **Assigned** list.

Adding Unassigned Cost Centers to the Assigned Cost Centers List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to add to the Assigned Cost Centers list. The search bar contains:
   a. **Search By Dropdown**: Contains the field the search term is used against.
   b. **Search Text Box**: Text to look for in the search.
   c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the **Unassigned** list to the **Assigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the **Unassigned** list and add them into the **Assigned** list.

Removing Assigned Cost Centers from the Assigned Cost Centers List:

1. Use the search bar to filter the list to make it easier to locate the items you wish to remove from the **Assigned Cost Centers** list. The search bar contains:

   a. **Search By Dropdown**: Contains the field the search term is used against.
   b. **Search Text Box**: Text to look for in the search.
   c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the adjacent check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the **Assigned** list to the **Unassigned** list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search through the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the **Assigned** list and add them back into the **Unassigned** list.

6. To complete the activity of adding and removing Cost Centers, click the **Save** button.

Add or Remove a Project's Sub Analysis Codes (using multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Sub Analysis Codes List**: A list of Sub Analysis Codes previously created for the company but not yet assigned to the currently selected project.
- **Assigned Sub Analysis Codes List**: A list of Sub Analysis Codes assigned to the currently selected project.
- **Add Items button**: An add control with a counter to indicate how many codes are being added to the **Assigned** list.
- **Remove Items button**: A remove control with a counter to indicate how many items are being removed from the **Assigned** list.

Adding Unassigned Sub Analysis Codes to the Assigned Sub Analysis Codes List:

1. Use the search bar to filter the list to make it easier to locate items you wish to add to the Assigned Sub Analysis Codes list. The search bar contains:
   a. **Search By Dropdown**: Contains the field the search term is used against.
   b. **Search Text Box**: Text to look for in the search.
   c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code located, check the check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the Unassigned list to the Assigned list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the Unassigned list and add them to the Assigned list.

Removing Assigned Sub Analysis Codes from the Assigned Sub Analysis Codes List:

1. When you locate the appropriate code via the search bar, check the adjacent check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the Assigned list to the Unassigned list.

2. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

3. Continue to search the list until you locate and select each relevant code.

4. Click the **Remove Items** button to remove all selected items from the Assigned list and add them back to the Unassigned list.

5. To complete the activity of adding and removing Sub Analysis Codes, click the **Save** button.

Sub Analysis Code Administration

Maintain Sub Analysis Code Details

This tab has one main section which is initially read-only:

- Name
- Code
- Description

Edit Information on this Tab:

To edit Sub Analysis Code detail:

1. Click the **Edit** button. All the above fields become modifiable for you to tab or click through.

2. When you complete editing the relevant information, click the **OK** button to save your changes.

3. If you do not wish to save the information you changed, click the **Cancel** button.

Add or Remove a Sub Analysis Code's Projects (with multi-select)

This screen has two lists, each with its own search bar and filter control.

- **Unassigned Projects List**: A list of projects previously created for the company but not yet assigned to the currently selected Sub Analysis Code.
- **Assigned Projects List**: A list of projects assigned to the currently selected Sub Analysis Code.
- **Add Items button**: An add control with a counter to indicate how many codes are being added to the Assigned list.
- **Remove Items button**: A remove control with a counter to indicate how many items are being removed from the Assigned list.

Adding Unassigned Projects to the Assigned Projects List:

1. Use the search bar to filter the list to make it easier to locate items you wish to add to the Assigned Projects list. The search bar contains:
    a. **Search By Dropdown**: Contains the field the search term is used against.
    b. **Search Text Box**: Text to look for in the search.
    c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the check box to select it.

Note: The **Add Items** button increments its counter to show one item is ready for adding from the Unassigned list to the Assigned list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same results. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Add Items** button to remove all selected items from the Unassigned list and add them to the Assigned list.

Removing Assigned Projects from the Assigned Projects List:

1. Use the search bar to filter the list to make it easier to locate items you wish to remove from the Assigned Projects list. The search bar contains:
    a. **Search By Dropdown**: Contains the field the search term is used against.
    b. **Search Text Box**: Text to look for in the search.

   c. **Filter Button**: Click this to initiate the search to filter the list.

2. When you locate the appropriate code, check the adjacent check box to select it.

Note: The **Remove Items** button increments its counter to show one item is ready for removal from the Assigned list to the Unassigned list.

3. To view additional codes that may not display in the initial list, use the page number links at the footer bar to progress the list onto the next ten items, or select the **Next 10** link to achieve the same result. Alternatively, use an earlier page number link to move the list backwards.

4. Continue to search the list until you locate and select each relevant code.

5. Click the **Remove Items** button to remove all selected items from the Assigned list and add them back into the Unassigned list.

6. To complete the activity of adding and removing projects, click the **Save** button.

Supplier Address Book

This menu item has the usual System Administrator-only access removed for wider system access, enables P2P users to view the suppliers used in the P2P system, and allows them to view general company details of any one of those suppliers they choose to select.

The screen initially shows a selection tree with a search field.

To use the selection tree:

1. Click any of the folder icons with a + icon to display all various suppliers relevant to their alphabetic banding.
2. Click any of the folder icons with a – icon to close the folder.
3. Click any supplier at any level to select it.

To find any Supplier Folder or Supplier you know part or all of its name:

1. Use the **Search For Controls**, which contain two related dropdowns, the **Type Dropdown** contains:
   a. Suppliers
   b. Inactive Suppliers

2. Select the required supplier in the **List Dropdown**, the selection tree then opens its structure, with the selected item highlighted, and the area to the right of the screen is filled with one tab:
   a. **Company details:** The supplier company details is read-only.

There are no button controls associated with this viewing facility, so an alternative menu item can be selected to overwrite this display, as there is not a formal closing of the screen.

Pending Sourcing Suppliers

This menu item enables P2P users to view the suppliers used in the Sourcing module, and allows them to upgrade any one or more of those suppliers into P2P so they can then be included in requisitioning.

The screen initially shows a selection tree with a search field.

To use the selection tree:

1. Click any of the folder icons with a + icon to display all various suppliers relevant to their alphabetic banding.
2. Click any of the folder icons with a – icon to close the folder.
3. Click any supplier at any level to select it.

To find any Supplier Folder or Supplier you know part or all of its name:

1. Use the **Search For Controls**, which contain two related dropdowns, the **Type Dropdown** contains:
    a. Pending Suppliers

2. Select the required supplier in the **List Dropdown**, the selection tree then opens its structure, with the selected item highlighted, and the area to the right of the screen is filled with one control:
    a. **Approve for P2P** button

3. Click the **Approve for P2P** button if you wish to approve the selected supplier for use in requisitioning and the whole of the P2P process.

Budget Admin

This menu item controls all aspects of budgets in web3. Budget records are maintained, budgets are managed, and budget administrators assigned.

The screen is first displayed with the **budget key** fields that make up each individual budget record, in a modifiable state so you can select which particular budget to administer.

- **Budget Type**: Select from a drop-down, either **Opex** (operational expenditure) or **Capex** (Capital expenditure).
- **Major Period**: Select a budget period from the dropdown.
- **Project**: Type in a project, and the auto-complete facility immediately initiates to provide a list for selection.
- **Sub Analysis Code**: Type in a Sub Analysis Code, and the auto-complete facility immediately initiates to provide a list for selection.

- **Cost Center**: Type is a Sub Analysis Code, and the auto-complete facility immediately initiates to provide a list for selection.

Once the budget key has been specified:

1. Click the **View** button to view the budget record.
2. Click the **Reset** button to clear the budget key again. This resets the top of the screen to the original defaults.

Budget Review

Budgets are displayed per row and display:

- **Budget code**
- **Year budget**: Actual yearly budget and remaining
- **Periods**: Actual period budget and remaining

The user has the following options:

- Review the budget data returned.
- Select the budget code to display the documents raised against this budget.

Budget Re-Forecast

The ability to re-upload amended forecasts from Sun's B Ledger is a configurable option. The description in this section implies the configuration being switched **ON**.

At specific points through an organization's financial calendar they might revalue the budget forecasts held in an external budget system. This information can then be taken into the P2P system via an integration. It is uploaded to a **Re-Forecast** figure and not to the original budget amount.

In respect of integrating from Sun, the F-Ledger is used as a source. This activity primarily refreshes the data used for the drilldown screen and budget checking functions in respect of the overall amount of allocated budget.

Budget Drilldowns

There are two ways the user can see more budget detail:

1. **Budget spend screen**: Order focused drill down; shows all orders booked to the budget and the current commitment level of spend on each order.
2. **Budget bookings screen**: Shows each individual bookings made to the budget, and serves as an audit of additions and subtractions from the budget.

View Budget Spend

Upon clicking the **View** button from the main screen of the **Budget Admin** menu item, the Budget Spend screen displays.

Search Bar
A search bar is included in the view to allow effective filtering and drilling of data using the requisition reference as the filter.

Spend Display
The main display of the screen reports on every document created within the particular budget period, (i.e. where the document date falls within the associated start and end dates of the relevant budget key's budget period).

Note: The header confirms the budget period where the view had been launched from.

The document list is constructed from the internal purchase ledger file. This is to provide reconciliation between what has been updated in the summary totals of the main budgets data and what has been extracted from the internal purchase ledger.

Budget Bookings
The budget bookings screens shows a detailed log of every booking made to a budget. Budgets will be booked and unbooked in the following cases:
- A new requisition is created or amended
- An order is amended
- A line is over receipted
- An invoice is paid
- An order is closed / reopened

A table will show the exact amount booked or un-booked from the budget for each of these events. For each booking the following information is available:
- Date of booking
- Value of booking
- Document Type
- Document Reference

Tax Code Admin
This Administrative function allows all various tax codes be set up to be used in procurement, for reach country where purchases are likely to be made.

All transactions need a tax code, even when a supplier is exempt from tax.

Attribute	Description
Tax Type	Free text description - e.g. "VAT"
Tax Code	Free text description - The client's tax code as defined by them.
Tax Country	Selection from a dropdown list of ISO country codes and their descriptions.

EXOSTAR

Attribute	Description
Current Rate	This is the effective rate – the rate effective since the most recent rate change date.
Rate Change Date	The date on which the specified rate becomes active in the system, and thereby superseding any other rate for that tax code which up until that point, had been deemed current. It is assumed to be effective immediately after midnight on the specified day's start.
Tax Registered	Checkbox – ticked when the tax code is only usable by tax registered suppliers.
Domestic Default	Default used for domestic (i.e. within the same country) trading..
Status	Active or Disabled.
Select	Selectable link for maintenance purposes.

Selecting a row in the above screen (i.e. choosing the **Select** link) launches the tax administrator popup dialogue box as described in the next section.

Selecting the **Add New Tax Code** button from the above screen also launches the tax administrator popup dialogue box, described below.

Tax Admin Dialogue Box

The popup screen below is invoked by selecting a line on the main **Tax Manager** screen.

Users can add new rate changes on the RHS. If a rate is entered by mistake (see 200% rate below), the user can add a new rate for the same date and it will become effective and available for selection while preserving the incorrect rate for cases where it was already used on a document.

This means you can manage rates and mistakes without having to worry about disabling rates. Tax codes themselves can be disabled if the tax code should no longer be used.

Attribute	Amendable?	Description
Top LH Panel:		
Tax Type	No	e.g. "VAT"
Tax Code	No	Mandatory free text - The client's tax code.
Tax Country	No	Select from a dropdown list of ISO country codes and their descriptions
Tax Registration Required	No	Checkbox (default TRUE) – tick to mark the tax code as being usable by tax registered suppliers.

Attribute	Amendable?	Description
Domestic Default	No	Default used for domestic (i.e. within the same country) trading. If the code is marked as Non tax registered, this will be the default for non-tax registered trading.
Manually Disabled	No here, but by button	Indicator to show a disabled tax code.
Lower LH Panel:		
Text language	Yes, in Edit mode	Select the language code of the text that will be used in screens where users get to select the tax code. For every tax code you can provide a description and legal blurb in a number of different languages. When displaying the tax code, it will attempt to use the translation in the appropriate language based on the users setting.
Description	Yes, in Edit mode	A description of the tax code’s purpose/function.
Legal Notes	Yes, in Edit mode	Legal Notes that will appear on POs and Invoices that use this tax code
RH Panel:		
Rate	Not existing lines, but when adding new rate change	Enter as a percentage
Date	As above	The date on which the specified rate becomes active in the system. It is assumed to be effective immediately after midnight on the specified day’s start.
Current Rate	No	A graphical indication of which rate in the list is currently active.

Adding a new tax code/country combination

The above popup screen shows how to enable a new tax code and country combination to be setup.

Only the **Legal** notes and **Description** are optional input. All other attributes are required input.

When you click the **Create** button, validation is performed to make sure the tax code combination does not already exist in respect of duplicate Tax Type/Tax Code/ Country/Tax Registration flag.

Refer to the table above for field descriptions, but in this case all fields allow input.

Editing a tax code/country combination

Users can change the Domestic Default, Manually Disabled, Language, Description, and legal settings.

Choosing **Save** from the popup screen in this mode saves the amendments.

Changing a tax rate

Changing a tax rate in the system does not physically change the existing rate stored on file to another rate. For audit purposes, the system never allows an existing rate to be overwritten, so instead, the old rate becomes disabled and the user effectively creates a new rate to supersede it. The functionality around changing a tax rate describes adding the new replacement rate.

All that happens is (in situ on the tax code details popup) the administrator user FIRST enters the new % rate, then the start date, then clicks **Add Rate Change** button after these details are entered. After the button click, the new rate is linked to the tax code.

Amending an existing rate before its change date

There are restrictions imposed upon amending current tax rates. The general method of maintaining tax rates is, upon a change in rate, a new rate is setup to supersede the current rate upon a specified date. The **Amend** function is intended as a method of correcting data entry mistakes before the rate comes into live use.

To amend a rate:

1. The user must select the appropriate tax code, country and start date in order to call up the appropriate rate entry.

2. Before the start date of the entry is reached, the **Amend** option allows amending of all attributes other than tax code and country.

3. Upon, or after, the start date of the entry, amending is restricted to:
    a. Domestic Default
    b. Description
    c. Legal notes

4. Click **Save** in the popup screen to save the new tax rate.

Currency Admin

This menu item shows, for any two countries specified, the exchange rate trail. You can add or amend exchange rates here.

Viewing an Exchange Rate

The initial screen display provides:

- **From Currency**: The currency being converted from.

- **To Currency**: The currency being converted to.
- **Valid At**: Date you wish to enquire what the rate is/was at that point in time.

To show the rates for the specified currencies and date:

1. Click the **Show Rate** button.
2. The rate for that time is shown directly under the top section of the screen, with the history trail beneath that, in date order.

- **Row Selection**: see *Deleting Historic Exchange Rates* below.
- **From Currency**
- **To Currency**
- **From Date**: the date from when the exchange rate was active
- **To Date**
- **Rate**

Changing an Exchange Rate:

To change an exchange rate between two currencies:

1. Enter currencies in the top section
2. Click the **Show Rate** button.

The exchange rate does not actually get overwritten like a normal amendment, but instead a new rate line is added to that exchange rate with a new start date and end date. The exchange rate that was current at the time then becomes part of the exchange rate history upon the start date of the newly entered rate, and the newly entered rate becomes the current rate.

To change the rate:

1. Click the **Change** button to show a new line ready for entering:
   a. **New Rate**: Enter the new rate value.
   b. **Applies From**: Enter the start date or select it from the calendar.
   c. **Applies To**: Enter the end date or select it from the calendar.

2. Click the **Submit** button to complete the action and save the new exchange rate.

Deleting Historic Exchange Rates:
For housekeeping purposes old exchange rates can be removed from the system.

1. Select the check boxes against the appropriate rate history lines you wish to delete.
2. Click the **Delete** button.

Category Buyer Assignment

This menu item enables users (typically buyer users) to be assigned to a product category. The process can be repeated in order to assign the same user to another category if required.

You can either:

1. **Category**: Begin typing the category, or any part of it, and the auto-complete immediately initiates a dropdown list of suggestions you can then page through (using the page numbers on the footer bar), and select from, otherwise continue typing until the list narrows down to the category you wish to choose.

2. **User**: Begin typing the user, or any part of it, and the auto-complete immediately initiates a dropdown list of suggestions you can then page through (using the page numbers on the footer bar), and select from, otherwise continue typing until the list narrows down to the user you wish to choose.

3. To save the assignment, click the **Update** button.

4. To cancel the assignment and start again, click the **Clear** button.

Roles Maintenance

The roles your organization can choose to assign to your users are listed here in the form of a master list. Only those roles selected can be used in the Admin Center for the purpose of assigning the various roles to different users.

The screen has one main section and one control:

- **Roles:** A list of all roles available to use in your system.
- **Trade Group:** A check box to allow selection of the associated role for inclusion into the Admin Center.

Include a Role in the Admin Center:
To select a particular role for inclusion in the Admin Center:

1. Select the **Trade Group** check box of the corresponding line to the particular role.

2. Click the **Update** button to save the change of settings.

Exclude a role from the Admin Center:
To remove a role from being used in the Admin Center:

1. De-select the **Trade Group** check box of the corresponding line to the particular role.

2. Click the **Update** button to save the change of settings.

User Role Matrix

This menu item is an enquiry-based facility showing relationships between roles, menu items, and the business functions available within menu items.

The enquiry can be driven from three starting points of the matrix:

1. Roles
2. Menu Items
3. Business Functions

Each starting point affects a different resulting enquiry.

To reset a previous enquiry:
If you already used this facility while visiting this screen it is first necessary to reset the enquiry.
1. Click the **Restart** button to reset the enquiry.

Choose which enquiry to set:
To choose which enquiry to view, use the **View** bar provided near the top of the screen.

1. Select one of the three starting points form the dropdown provided in the field.

2. To set your chosen enquiry, click the **Go** button.

Using the Enquiry Columns:
Below the view bar are three static columns in their initialized state, are rolled up to just show each header bar and an instruction line. The three columns represent starting points and are displayed from left to right:
1. **Roles**: Header only, but expands to show all roles if this was your starting point
2. **Menu Items**: Header only, but expands to show all menu items if this was your starting point
3. **Business Functions**: Header only, but expands to show all business functions if this was your starting point.

Based upon your choice and by clicking the **Go** button, one of the three enquiry columns have been expanded in the main area of the screen. The enquiry has been set, and is now ready to use.

In each case, the enquiry begins with you selecting one or more options in the expanded column. To do this:
1. Select the check box adjacent to the item you wish to enquire upon. Immediately after selecting an item, the enquiry responds by showing you the results. By selecting an item in the column for:
    a. **Roles:** Expands the **Menu Item** column to show applicable menu items to the role you had selected.
    b. **Menu Items**: Expands the **Roles** column to show which roles have access to the menu item you selected.
    c. **Business Functions**: Expands the **Roles** column and the **Menu Items** column to show which roles and their relevant menu items are applicable to the business function you selected.

Selecting a further item then adds those responses to the existing enquiry shown on the screen.

Removing a check from any item in the list immediately removes those associated items, providing they are not jointly applicable to a previous item you have ticked.

Checking the **Select All** box in the header bar of your expanded enquiry column automatically checks every item in the list, and shows the results in the appropriate alternate columns as described above.

You can click the **Restart** button at any time to remove the current enquiry and restart the process again.

News Editor

This menu item allows news items to broadcast to selected users' dashboard display.

Add a New Article

This section has a number of fields and three controls:

- **Company**: Begin typing the company name, or any part of it, and the auto-complete immediately initiates a dropdown list of suggestions you can page through (using the page numbers on the footer bar) and select from, otherwise continue typing until the list narrows down to the company you wish to choose.
- **Group**: Select a news group from the dropdown list of available groups.
- **Headline**: Create a suitable headline for the news article you are creating.
- **Body**: The message body text is written in this free text field. You can add HTML script to affect changes of how the text displays, and click the adjacent **Help with HTML** link to provide additional instruction on this subject.
- **Image**
- **Attachment**
- **Author**: This is preset to your user name.
- **Date To Start**: Type a date or select it from the calendar to instruct the system when to display the article.
- **Date To End**: Type a date or select it from the calendar to instruct the system when to stop displaying the article.

Note: Only users assigned to the company you select receive the news article.
Additionally, those users will choose what group they wish to subscribe to, and only those users who view the messages in a group corresponding to the group you specified will see the news article.

The message is only available for display on the users' dashboard between the specified start date and end date.

Cancel the New Article:

To cancel the current input and clear the screen, click the **Cancel** button.

Preview the New Article:
To preview the article with any formatting you specified:

1. Click the **Preview** button.

2. To exit preview mode, click the **Return to Editing** button.

Save the New Article:
To save the new article:

1. Click the **Submit** button

2. The information you entered is cleared from the screen.

Note: If you wish to create another new article, click the **Continue** button. An empty page displays for the next article.

Edit Article

Immediately after each new article is created, it appears in the list of current articles which you can then edit or delete.

The appropriate list of news articles first has to be retrieved onto the screen:

1. Select the desired company and group from the respective dropdown lists.

2. The list of news articles relevant to the selected company and group is shown:
    a. Headline
    b. Added Date
    c. Start Date
    d. End Date
    e. Delete Icon

Edit an Existing Article:

1. Select an existing article to edit by clicking the relevant article headline.

2. That article is now loaded into the edit area, and you can edit accordingly.

3. Once you complete the changes, click the **Submit** button to save them.

Delete an Existing Article:
To delete a news article:

1. Select the appropriate company/group options.

2. Locate the relevant article in the list and click the **Delete** icon.

3. Confirm to the prompt you wish to delete the article to complete deletion.

Email Broadcast

This facility enables a preformatted email template to be sent out to a choice of different group or individual recipients.

The following recipients can receive the email:

- All active users of all buyer companies as set up in the business model and seen in the Admin Center.
- All active users of all supplier companies.
- All active users of buyer companies and supplier companies.
- A specific single user.
- All active users at a specific single buyer company.

To send an email Broadcast:

1. Select the preformatted email template.

Note: Click the **Preview** button to review the template.

2. Select the recipients.

3. If you select a single user or single buyer company as the recipient, enter the required text as directed when the appropriate field becomes enabled for you to use.

4. Once you confirm everything is correct, click the **Send** button.

Supplier Note Admin

You can set up standard Supplier notes used repeatedly, and select them from within requisitioning rather than having to type them each time.

This facility also doubles as a **Terms & Conditions** editor.

Supplier Notes Admin

This facility comprises as form-based screen with fields ready to input. A list of existing notes are listed below these fields which you can edit or delete.

Add a New Supplier Note:

1. Use the ready-to-enter fields to specify the new note:
    a. **Instruction**: Enter the supplier note.
    b. **Instruction Type:** Select **Supplier Notes** from the dropdown list.

c. **Requisitioner Instruction:** Select this check box to state it is a **Requisitioner instruction.**

2. If you wish to clear the fields and start again, click the **Cancel** button. If you wish to save the note, click the **Submit** button.

Edit an Existing Note:
Existing notes are displayed in the **Supplier Notes Table**, and are ready for editing:

- **Terms**: The supplier note.
- **OK**: An icon shown against each line that when clicked saves the changes you make in the note.
- **Requisitioner Instruction:** You can select or deselect the check box accordingly.

Providing the **OK** icon is selected against each edited line, there is nothing more to do on this list, and the editing task is complete.

Delete a Note:
The **Supplier Notes Table** is also used to delete one or more notes.

1. Select the check box next to the relevant notes you need to delete.
2. Click the **Delete Selected Row(s)** button.

Terms & Conditions Admin

This facility comprises as form-based screen with fields ready to input.

A list of existing **Terms & Conditions** are listed below these fields which you can edit or delete.

Add a New Supplier Note:

1. Use the ready-to-enter fields to specify the new note:
   a. **Instruction:** Enter the supplier note.
   b. **Instruction Type:** Select **Terms & Conditions** from the dropdown list.
   c. **Requisitioner Instruction:** Select this check box to state it is a **Requisitioner instruction**.

2. If you wish to clear the fields and start again, click the **Cancel** button. If you wish to save the note, click the **Submit** button.

Edit an Existing Note:
Existing Terms & Conditions are displayed in the **Terms & Conditions Table** and are ready for editing:

- **Terms**: The supplier note.
- **OK:** An icon shown against each line that when clicked saves the changes you make in the note.

- **Requisitioner Instruction:** You can select or deselect the check box accordingly.

Providing the **OK** icon is selected against each edited line, there is nothing more to do on this list, and the editing task is complete.

Delete a Note:
The Terms & Conditions table also used for deleting one or more Terms & Conditions.

1. Select the check box next to the relevant notes you need to delete.

2. Click the **Delete Selected Row(s)** button.

Audit Log

This menu item is an enquiry-based screen that enables the system's audit log to be interrogated.

Advanced Search Filters

The **Advanced Search Filters** are located at the top of the screen, and are spread across five tabs:
1. **Type**: Single or multi-selection of audit log types
2. **ID**: Single log Id to be located
3. **Category**
4. **Text Search**
5. **Date Range**

Click the Advanced Search Filter tabs relevant to the search you wish to perform. You can apply multiple filters.

Filter by Type: Choose one or more types by clicking each relevant check box next to them. The audit log automatically refreshes.

Filter by ID: Type in a valid log ID reference. Click anywhere outside the field to activate the audit log refresh.

Filter by Category: Choose a category from the dropdown list. Click the **Add** button to apply the filter.

Filter by Text Search: Type in the text and select the check boxes next to the columns to search by. The audit log automatically filters upon clicking each check box.

Filter by Date Range: Select the start and end dates you wish to filter the audit log by. The audit log automatically refreshes.

Audit Log

The Audit Log displays in the lower half of the screen. There are two tabs:

1. **Log:** The list of audit log entries
   a. Log ID
   b. Severity
   c. User
   d. Timestamp
   e. Title
2. **Details:** An expansion of details particular to a given log entry.

View Audit Log Entry Details:

1. Click anywhere on the line of the audit log to expand its details. The tabs of the audit log are automatically switched to show the **Details** tab:
   a. Log ID
   b. Severity
   c. Timestamp
   d. Message
   e. Machine Name
   f. User
   g. Object ID
   h. Object GUID
   i. Object Name
   j. Object XML
   k. Additional Info XML

Form Editor

A new feature makes available the ability to configure a form of customized questions relating to the requisitioning of a specific category of services or products, or it can be used to accommodate supplier specific questions required to be captured at the time of raising a requisition.

The questions form is automatically inserted into the appropriate NCI/Service tab of requisitioning, dependent upon the product/service type, category, and/or supplier chosen by the user.

The existing NCI/Service tab will be used, but with some cosmetic changes made. The system will also make a new form builder available to administrators within web3 for the purpose of designing product/service specific insertions the form will incorporate. This design is based upon similar UI in place within the procurement software industry.

Building and Maintaining Forms

The Form Editor menu item is available to **System Administrators** from the Admin Center.

Note: Although System Administrators are the primary users of this function, some clients may wish for their Buyers to also have access, and this has to be considered in the technical design of this specification.

Forms can be created, amended, or removed from further use.

General Features of the Form Editor

A list of previously saved forms is initially presented to the user upon selecting the menu item, with the ability to edit or remove any that were created. System forms supplied with the software at the time of implementation cannot be edited or removed.

An **Add New Form** button also facilitates the building of new forms from scratch.

Note: In the screen layout below, the first two items in the list are system forms, and accordingly their **Edit** buttons are disabled.

The displayed list comprises the following columns:

- **Form Name**
- **Type**: Product or Service
- **Category**: For use only with the stated supplier category or **All**
- **Supplier**: For use only with the stated suppliers or **All** when no suppliers are specifically stated.
- **# of fields**
- **Active**: Whether the form is active and available or whether it has been removed from use.

Add New Form

Clicking the **Add New Form** button redirects to the **Add New Form** screen.

Before saving any new form under a unique name, you must also first assign a product/service type, and at least one field must be added.

The **Save** option adds it to the initial display list where you can select it for further editing.

The **Cancel** option returns the user to the initial display list without saving any changes.

Alternatively, the user may continue building the form by adding fields to it. This is achieved by using the **Add Fields** button (please refer to the Adding a New Custom Field section below).

There are **system fields** always made available on the NCI/Service requisitioning tab (bottom section), which are not part of this feature, and so the user does not have control over the display of them.

System fields

Some fields are mandatory for display, and these fields applicable to all forms are preselected and the user cannot deselected them. They are not shown in the form editor:

- Currency
- Price
- Quantity (set to 1 for service forms)

System Forms

There are two standard forms not available to edit in the **Form** editor. The fields from these forms are available for reuse in other forms using the **Find** function, but the name and options (where applicable) cannot be edited.

1. **Product Form**
   a. Description
   b. Part Number
   c. Unit of Measure

2. **Service Form**
   a. Description
   b. Service Reference

Edit the Form

The top section allows the main properties to be set, and the list area provides opportunities for editing and resorting of the fields for when they are displayed on the NCI/Service requisitioning tab.

Editing Header-Level Fields

At the top of the form, you can edit all header fields, with the exception of the **Type**. Once you save a form with the specific type set, you cannot change the type.

Changing the name of the form will be reflected in all requisitions that previously used that form.

Selection of the category should use the category auto-complete control used on the NCI screen.

Likewise, you can select suppliers using an auto-complete, and added to the form using the **Add** button. The currently assigned suppliers display in a list box control. Selecting a supplier from the list and clicking **Remove**, removes the supplier.

Editing Line-Level Custom Fields

The user can select from a list of custom fields that were previously added to the form, otherwise an option is made available to add a new field.

Note: Changes to a custom field will be reflected throughout the system and within every form where it has been used.

The user selects a specific custom field to edit, by clicking the pencil icon of the appropriate line. This in turn invokes a popup dialogue box for the selected custom field.

The field name is editable.

Various field types are available for selection (see the Field Types section below).

Fields can be marked as mandatory, to enforce an entry into them, otherwise they remain optional.

Fields can be marked as key fields, which means they form part of the short description shown in the basket summary, checkout, and Tradeflow screens.

Note: Fields not marked as key fields will be displayed when the short description is hovered over in the above screens. On the PO PDF, all fields will display in the line description.

Adding a New Custom Field

The most common usage will be to add a new row at the bottom or midway through the form.

To add a row at the top:

1. Move up one place after initially being created as row 2.

2. Click the **Add** (+) icon to invoke the **Add Field** dialogue box.

Adding a new field to the form

The field name is the name seen on the screen. It is free text entry, but must be unique.

The field type is selected from a dropdown list:

- Free Text
- Free Text Large (3 line text entry field)
- Numeric
- Radio button
- Checkbox
- Drop Down List
- Date (with calendar control)

The user can also state whether the field is mandatory or not, and whether the field is to be used as a key field. See **Editing Line-Level Fields** section above for more information on key fields.

Once the required input has been achieved, click the **OK** button to save changes.

Alternatively, click the **Cancel** button to close the dialogue box without saving the changes, and return to the front screen again.

Upon saving an added field, validation ensures:

- The field name has been specified
- The field name is unique if adding a new field.
- At least 2 options are provided if the type is radio button or drop down list

Adding an existing field to the form

The method for adding an existing field to a form is the same as adding a new field, with the exception of an additional field inserted into the **Add Field** dialogue box. This enables the user to select an existing field from any field in the system previously added, and once it is selected, the remainder of the dialogue box is populated with its attributes.

Note this facility does not enable a user to create a new field based upon an existing one. This is not its purpose. What is populated into the dialogue box is the existing field. Any changes made to it, automatically invokes those same changes to the same field in all the forms where it has previously been added.

The user can confirm they made the correct choice by adding the field to the form, or select an alternative field, or the dialogue box cancelled. Please refer to the **Adding a new field to the form** section above for more details.

Amending Custom Fields Once in Use

If a custom field in an existing **Form** is made mandatory, all forms that use the Form will present that field as being mandatory from that moment on.

If the field is made mandatory on a form of another requisition that has not yet been approved and is subsequently amended, the field in that requisition will become mandatory, and the user prevented from submitting the requisition until that custom field on the associated NCI/Service form of that requisition is specified.

Removing Custom Fields Once in Use

Once a field is added to a Form, you can delete it at any point. However, the field is not removed from documents raised when the field was active. This means any requisitions and purchase orders raised before that point will still show the field with its entered value in the document pdf, even if the pdf is created after the field was deleted. This ensures any captured data at requisition time never gets lost.

Removing a Form

It is possible to completely remove a Form from any future use. In this situation, it is removed from the lookup in the NCI/Service form, and marked as **Retired** in the lookup of the **Form Editor**.

You can still view **Removed Forms** in the Form Editor, but they become read-only with prominent red text **Deleted + Date and time the removal was submitted**.