**PO Ref No.: \_\_\_\_\_\_\_\_**

**BPMS Development Services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Process:** | | Changes in PR process for the regional split of GLs | |
| **User Department:** | | IT | |
| **Description:** | | To include regional limit on budget disbursement and control in BPMS.  The budget is currently controlled via GL code, cost centre and A2 code. Need to add regional check to that status so that regional split of GLs can be made. | |
| **Activity Reference** | | Meeting with end user, and requirement document “Regional Budget Changes” | |
| **Dated** | | January 3, 2014 | |
| **Hours** | | 60 hours | |
| **Deployment Date** | |  | |
| **Sr. #** | **Activity Name** | | **Implementation Time** | | **Delivered (Yes/No)** |
| 1 | * Changes in PR process for regional split of GLs   + Region wise budget approval   + Define OPEX budget with combination:     a. GL     b. Cost Center     c. A2 Code     d. Region * Following two new forms will be developed:   + Data entry form for Regional Director   + Data entry form for OPEX budget * Changes in following existing forms due to regional split of GLs:   + Start Activity form   + Region Director Activity   + Procurement Department Form   + All approval Activities * Changes in following existing Reports due to regional split of GLs:   + Region wise PR Report   + Region wise PR Item Report   + Region wise budget utilization report   + Region wise PO report * Changes in following existing Processes and Services due to regional split of GLs:   + SUN Purchase requisition Budget  Service   + PO Cancellation process   + PR Auto Cancellation service | | 40 hours | |  |
| 2 | * Deployment and testing of scenario with end user   + Scenarios Testing   + User Testing and Acceptance | | 20 hours | |  |
|  | **Total** | | **60 hours** | |  |